



Steps to Success Checklist for New, Transfer or Returning Students

1 Financial Aid-DeRicco Student Services Building

(209) 954-5115

Financial aid is designed to help meet direct educational expenses. This includes tuition, books, supplies, transportation, and related living costs. Students may apply for grants, student loans, employment programs and scholarships. Dollar amounts for individual aid programs vary from a minimum of \$200 to a \$4,310 maximum.

For details about financial aid or to apply, go to my.deltacollege.edu, click "New/Returning Students" tab review the information in STEP 4. To attend a financial aid workshop contact the E-Services Lab.

CHECKLIST:

- _____ I have applied for a Board of Governors (BOG) fee waiver to pay my fees for the academic year.
NOTE: The BOG fee waiver is available to California residents only.
- _____ I have completed the FAFSA (Free Application for Federal Student Aid) to apply for financial aid.

2 Application for Admission

www.deltacollege.edu

Complete the online application at www.deltacollege.edu, click on "New Students". Refer to the Registration Calendar for the dates the online application is available. Computer access and assistance is available in the E-Services Lab located in the DeRicco Student Services Building (see step 8). For assistance with the online application, contact the Helpline at (209) 954-5151 Ext.6191. **Note:** Applications may take a minimum of **3-5** business days to be processed.

A Delta I.D. number and a Delta College e-mail address will be assigned after your application has been processed. Go to www.deltacollege.edu, click on "Register" at the top of the page, then "Online Registration" and log-in. Your I.D. number and student e-mail address will appear directly under the "Welcome" information. All correspondence from the college is sent to this e-mail address, so be sure to check it at least once a week. For problems logging into e-mail, contact emailhelp@deltacollege.edu.

CHECKLIST:

- _____ My online Application for Admission was submitted electronically on this date: _____.
- _____ My Delta ID number **98-**_____
- _____ My Delta student e-mail address is _____@students.deltacollege.edu

Transfer, Returning and Students from other colleges

- _____ Request an official sealed transcript from all other U.S. colleges/universities attended be sent to:
San Joaquin Delta College, ATTN: Evaluations Office, 5151 Pacific Avenue, Stockton, CA 95207
Official transcripts must be submitted a minimum of 3 business days prior to registering for class.

- _____ Transcript(s) requested from _____ on this date: _____.

Recent High School Graduates

- _____ Contact your high school and request a copy of your final transcript.
- _____ Submit your final high school transcript by mail or in person to the Admissions & Records Office a minimum of 3 business days prior to registering for class.

3 Assessment – DeRicco Student Services Building, Room 110

(209) 954-5151 Ext. 6120

All new students and non-exempt students are required to take a Reading, English, and Mathematics assessment called Assessment-COMPASS Evaluation (ACE). You **MUST MAKE AN APPOINTMENT** to take this assessment. Log into my.deltacollege.edu click the "New/Returning Students" tab and within Step 2 select "Schedule an Appointment".

You must provide a picture I.D. and your Delta I.D. number at the time of assessment (no exceptions).

CHECKLIST:

- _____ I have taken the assessment test.
- _____ I am a returning student and already took the assessment test.
- _____ I took the assessment at another college and have provided my scores to the Assessment Center **OR** I have provided **official** transcripts showing satisfactory completion of English Composition and/or college level math to the Evaluations Office, **OR** I have provided proof of an AA, AS, BA, BS or higher degree that was completed in the U.S.
- _____ I am going to exercise a one-course waiver and take a course that does not have a prerequisite assessment level.
- _____ I am declaring as a Level 1 student by contacting the Assessment Center.

4 Course Planning – DeRiccio Student Services Building, Second Floor, Room 234 (209) 954-5151 Ext. 6276

Students must complete steps 2 and 3 of the Steps to Success Checklist prior to attending the New Student Group Advising sessions or meeting with a Delta College counselor. During peak times all new students are strongly encouraged to attend the New Student Group Advising sessions. During this session a counselor will assist students in developing a "first semester" course list and provide essential certificate, associate degree, transfer, and financial aid information.

For the most up-to-date orientation information visit our Orientation homepage at:

<http://www.deltacollege.edu/dept/guidance/Orientation.html>

CHECKLIST:

- I have signed up for a New Student Group Advising session -or-
- I have contacted the Counseling Center

5 Registration

www.deltacollege.edu

To enroll in courses you must have your Delta ID number and have met the assessment requirements prior to registration. Registration is conducted online. Computers are available in the E-Services Lab, (see Step 8).

	Spring 2012	Summer 2012	Fall 2012
Class start dates:	1/17/2012	6/11/2012	8/13/2012

How to Register Online:

- #1 From the my.deltacollege.edu home page, click "New/Returning Students" tab. Select "Online Registration" within Step 5. Read all information and instructions carefully.
- #2 LOG-IN: Enter your Delta I.D. or social security number and birth date or PIN (Personal Identification Number).
- #3 Use the Open Class List or Add Course Code tabs to add courses or to be put on a waiting list. Having a registration problem? Click on the "Live Support" button for help M-Th from 9am – 4pm.
- #4 Print your schedule which will show the fees you currently owe. To end registration, click the Log Out button.

It is highly recommended that every student create a Personal Identification Number (PIN) to protect the confidentiality of your records.

If you experience problems registering, please click on Live Support on the Online Registration page. Registration assistance is also available in the **E- Services Lab (see step 8)**.

CHECKLIST:

- I have created a Personal Identification Number (PIN) to protect my records.
- I have registered for ___ fall ___ spring ___ summer
- I have printed my schedule of classes.

6 College Fees

Fees are due at the time of registration and payments may be online at my.deltacollege.edu, click "New/Returning Students" tab, and within Step 5 select "Pay Fees Online". Credit card payments **are not** available at the Admissions & Records Office. Payments may also be made by mailing a check/money order to Admissions & Records, 5151 Pacific Avenue, Stockton, CA 95207.

Students will be disenrolled within 10 college days after registration unless fees have been paid, FAFSA information has been received by the college, or a BOG waiver has been granted (see Step 1).

CHECKLIST:

- I have paid my fees for ___ fall ___ spring ___ summer
- I have applied for financial aid for ___ fall ___ spring ___ summer

7 MyDelta and Student E-mail

Log in at my.deltacollege.edu. Enter your Delta email address without the "@students.deltacollege.edu" and then your PIN. If you do not have a PIN, use your birth date (mmddyy).

- I will check my student e-mail at least once a week for important messages from the college.

8 E-Services Lab-DeRiccio Student Services Building

(209) 954-5151 Ext. 6149

Lab Hours: MWTHF 7am - 5pm, T 7am - 7pm
Financial Aid Services:

Admission & Records Services:

Complete your online Application for Admission
 Access MyDelta student portal and your student email
 Online Registration, add/drop classes, print your schedule & pay fees online
 Request transcripts online
 Print admission forms

Complete your FAFSA Application/Federal Pin #
 Access online financial aid system
 Check financial aid status
 Download financial aid forms
 Look for Federal work-study jobs