



Section III Enrollment Related Services

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SECTION III — ADMISSION AND ENROLLMENT**Campus Security**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education. To view this information, visit the Delta College Campus Police web site at: deltacollege.org/dept/police/statistics.html or contact Campus Police at (209) 954-5000.

Student Right to Know

Student Right-to-Know Rates for Fall 2002 Cohort

Completion Rate: 39.3 %

Transfer Rate: 22.8 %

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2002, a cohort of certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2002 to Spring 2005. Students who have completed 56 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 2003 to Spring 2005, are transfer students.

Students Rights and Responsibilities

It is very important for students to know their rights and responsibilities. In addition, it is also important for students to know the rights and responsibilities of Delta College. Students who believe their rights are being violated or the College is not meeting its responsibility in serving them, should contact the Vice President of Student Services. Students may appeal the matriculation requirements for pre- and co-requisites, limitations on enrollment, admissions, orientation, assessment, and counseling and advisement by petition.

A. Admissions**Student Rights:**

1. The College will provide equal educational opportunity for all students, regardless of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age (over 40), gender, sexual orientation, or status as a Vietnam era veteran, who have met admission qualifications and course/program prerequisites. (Policy 5060, Sec. A)
2. All courses of the District shall be open to enrollment in accordance with a priority system consistent with Administrative Procedure 5055. Enrollment may be limited to students meeting properly validated prerequisites and corequisites, or due to other non-evaluative, practical considerations as determined by the Assistant Superintendent/Vice President of Instructional Services. No student is required to confer or consult with required to receive permission to enroll in any class offered by the district, except as provided for in Administrative Procedure 5055 and District programs that permit restricted enrollment: the A.D.N. program, the L.V.N. program, the Psychiatric Technician program, the Radiologic Technician program, and P.O.S.T. Academy, and the Firefighter I Academy. (MR 55532 Exemptions & AP 5052)

Student Responsibilities:

1. Each student has the responsibility to select an educational goal in the application for admissions, i.e. A.A./A.S. degree, transfer, vocational certificate, personal development, improvement of basic skills, or undecided. (MR 55530 Student Rights)
2. The student has the responsibility to meet all course prerequisites. (AP 5052)
3. Each student must assume responsibility for compliance with the instructions and regulations set forth in the College Catalog for selecting courses which will permit achievement of individual educational objective, and for satisfying course prerequisites.
4. The student should attend class and study regularly. (MR 55530 (d) (3) Student Rights)
5. Withdrawing from a class is the responsibility of the student. The student should drop the class by using the telephone or Internet registration system. As a matter of courtesy and to assist the instructor in maintaining accurate class records, the student should also inform the instructor of the decision to drop the course. (MR 58106 AP 5075)

College Rights:

1. The College assumes no responsibility for the misinterpretation of policies and procedures as presented in the Catalog and the Schedule of Classes.
2. The College reserves the right to change the regulations, fees, and other information contained in the Catalog as required without prior notice.
3. The College reserves the right to refund enrollment, nonresident tuition, and differential fees upon request for courses dropped before the end of the first two weeks of instruction for full-term classes or before the end of ten percent of the length of the class for short-term classes. Refunds will be made upon request for courses dropped later if the program change is a result of action by the District to cancel or reschedule a class or to drop a student from a class where the student fails to meet a prerequisite. Refund request forms must be received by the Admissions and Records Office not later than after the final date to qualify for refund. Refunds are subject to a \$10.00 processing fee. (AP 5030, Sec. A & B)
4. It is the right of an instructor to drop any student "who fails to attend any class session during the first three sessions of the class at the beginning of a term"..."unless the student has advised and obtained an absence approval" from the faculty member. (Policy 5075)
5. It is the right of the instructor to drop a student from class when absences become excessive. (Policy 5075)

College Responsibilities:

San Joaquin Delta College is an Affirmative Action, Equal Opportunity Employer and operates in compliance with Title IX, VII, and VI regulations. San Joaquin Delta College does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, or handicap in its criteria for admission, employment or participation in educational programs and activities. (Policy 5060)

B. Orientation**Student Rights:**

All students have the right to enroll in a guidance class which provides an orientation to San Joaquin Delta College. (MR 55520 Required Services)

Student Responsibilities:

It is the student's responsibility to enroll in a guidance orientation course or attend an appropriate orientation workshop. (Guidance 10/12/14/85)

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College Rights:

San Joaquin Delta College has the right to establish appropriate orientation services i.e. video, guidance courses, etc. (MR 55520 Required Services)

College Responsibilities:

Delta College has the responsibility to provide students with the appropriate guidance based upon the student's need. (MR 55520 Required Services)

C. Academic Assessment**Student Rights:**

1. Students have the right to know their academic skill level. This right is ensured through several mechanisms including the Academic Assessment Program, articulated programs with high schools, holistically scored essays, transcripts from other colleges.
2. Students who believe their reading, writing, or mathematics assessment is not reflective of their skills may challenge the results by taking the Challenge Test in the specific skill area. Students are limited to no more than two Challenge Test attempts per academic term for each of the three subject areas. Students who have exhausted the challenge process may appeal to the Vice President of Student Services.
3. Students have the right to career/vocational interest assessment, which is available in the Career Center at a minimal cost to the student. (MR 55520 Required Services)

College Rights:

1. In all programs and classes requiring special screening and entrance examination, San Joaquin Delta Community College will make the final selection of students. (Policy 5070, Procedures 5070.1&2, 5070.4-6, 5080, 5080.1)
2. Academic Assessment is required for all first time Delta College students prior to class registration. Assessment will include reading, writing, and mathematical skills. An alternate to academic assessment may be met by one of the following:
 - a. Associate or Bachelor Degree (official transcript required)
 - b. Alternative assessment from other colleges
 - c. Transfer students who have completed Delta College's English 1A or above or equivalent and Delta College's Math 82 or above or equivalent, each with a grade of "C" or above as verified by a transcript.
 - d. One course per semester waiver where appropriate. (AP 5051)
 - e. Granted scholastic recognition at admission — provide copy of letter from the President to Assessment Office.
 - f. Decided to enroll in Level I basic skills course(s) in reading, English, and mathematics only.

D. Guidance and Counseling**Student Rights:**

1. All students have the right to receive personal, academic and career guidance. (MR 55520 Required Services & Policy AP 5110)
2. A student has the right to repeat once for credit any course in which a grade of D or F has been earned. Upon satisfactory completion of the repeated course, the better grade, grade points and units attempted are included in the computation of all cumulative grade point average. Both original and repeated grades will remain on the student's permanent record; however, duplicate units will not count toward the cumulative grade point calculation. Furthermore, a student may repeat for credit those courses designated repeatable in the College Catalog, regardless of the initial grade earned. (AP 4220.1)
3. Students may file a complaint with the Vice President of Student Services if a student service which was advertised in the schedule

under the section "Services Available to Students" and which was recommended to the students in the SEP was not available. (MR 55534 Violations, Waivers & Appeals)

4. A student who is exempt from guidance and counseling may elect to file an SEP and/or to meet with a counselor. (AP 5110)

Student Responsibilities:

1. The student should declare a specific educational goal or should be working toward determining a goal during the term after which the student has completed 15 semester units of degree-applicable courses. (MR 55530)
2. The student should meet with a counselor to develop a Student Education Plan (SEP) - a program of study and services needed by the student to enable the individual to:
 - a. Obtain his/her educational objective. (MR 55525, AP 5110)
 - b. It is the student's responsibility to seek assistance in achieving the declared educational goal i.e., make an appointment for appropriate guidance and counseling. (MR 55530 (d) Student Rights)
3. It is the student's responsibility to make progress toward the declared educational goal. (MR 55530)
4. It is the student's responsibility to maintain satisfactory academic progress. (MR 55530)

College Rights

1. Delta College has the right to establish appropriate student services i.e., guidance services, orientation, academic advisement, etc. (MR 55523 Counseling & Advisement)
2. If a non-exempt student fails to cooperate with the district in the development of a Student Educational Plan (SEP) within 90 days after declaring the specific educational goal, or fails to abide by the terms of their specific educational plan, San Joaquin Delta College may suspend or terminate services. (MR 55530)

College Responsibilities

1. Delta College has the responsibility to provide staff to facilitate the guidance process. (MR 55523)
2. Delta College has the right to recommend the necessary services for students to achieve the stated academic goal. (MR 55523)
3. Delta College will make available to all students organized educational, vocational and personal-social counseling. In those instances where there is counseling specialization, individual counselors may be designated for each specific area. A student will be encouraged to request counseling for personal-social problems which might interfere with satisfactory academic progress. (MR 55520 & AP 5110)

The counseling services will primarily be responsible for:

1. Providing guidance in program planning - immediate and long range.
2. Administering and interpreting various non-academic tests.
3. Counseling students with low scholastic achievement, including the special counseling required by Title V, Section 131, or the California Administrative Code.
4. Counseling regarding any academic, career or personal problems that are related to the student's education.
5. Providing, directly and by referral, occupational information to students.
6. Providing, by referral assistance in the securing of employment.
7. Providing referrals for students who are in need of psychological services including emergency mental health counseling and/or long-term therapeutic support.
8. Providing special assistance to each student who are on academic dismissal status to improve scholastic performance or pursue reinstatement to the college.
9. Providing assistance to students who are applying for financial aid requiring an academic progress report or financial aid

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- disqualification appeal. (AP 5110)
10. Providing academic instruction in orientation to college, personal development, self-esteem, career awareness, and job seeking skills.

Student Rights:

1. Students have the right to be informed of the procedures to claim equivalency to courses or other requirements. (AP 5052)
2. Students have the right to be informed through the Student Handbook, Catalog, and Schedule of Classes of the definitions of prerequisites, corequisites and limitations on enrollment including the differences among them and the specific prerequisites, corequisites and limitations on enrollment which have been established. (Procedure 6156.1, AP 5052)
3. Students have the right to be informed through the Student Handbook, Catalog, and in the Schedule of Classes of the procedures to challenge prerequisites, corequisites, and limitation on enrollment and the grounds for which a student may make such a challenge. The information about challenges will include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college. (AP 5052)

Student Responsibilities:

1. Students have the responsibility to become informed and to follow established policies and procedures regarding declaration of equivalency process.
2. Students have the responsibility to become informed about the definitions of prerequisites, corequisites and limitations on enrollment including the difference among them.
3. Students have a responsibility to become informed of the specific prerequisite, corequisites and limitations on enrollment which have been established.
4. Students have a responsibility to become informed of the procedures to challenge prerequisites, corequisites, and limitations on enrollment as well as the circumstances to make such challenges.
5. Students have the responsibility to follow the prerequisite or corequisite challenge process. (AP 5052)
6. Students have the responsibility to provide satisfactory evidence that the challenge should be upheld if such facts are not in the College's own records. (AP 5052)

College Rights:

1. The College assumes no responsibility for misinterpretation of policies and procedures as presented in the Student Handbook, Catalog, or the Schedule of Classes.
2. It is the College's right to establish prerequisites, corequisites, and limitations on enrollment per its policies and procedures. (Policy 5043)
3. The decision of the Matriculation Appeals Committee shall be final. (AP 5052)

College Responsibilities:

1. The College has the responsibility to establish a process to establish prerequisites and corequisites only upon the recommendation of the Academic Senate. Certain limitations on enrollment must be established in the same manner. (Procedure 6156.2)
2. It is the College's responsibility to enforce prerequisites, corequisites, and limitations on enrollment which have been established per established policies and procedures.
3. The College has the responsibility to establish, implement and publicize a prerequisite, corequisite challenge process. (AP 5052)
4. The College has the responsibility to provide information, for

a specific challenge if said information is in the College's own records. (AP 5052)

Bibliography:

San Joaquin Delta College Policies & Procedures Manual.

Admission Regulations and Requirements

San Joaquin Delta College is a public, two-year community college whose credits may be transferred to four-year colleges and universities. The College offers the Associate in Arts and Associate in Science degrees, career and technical curriculum, and certificates.

The following persons are welcome to attend San Joaquin Delta College:

- High school graduates
- Persons with California High School Proficiency Certificates
- Persons with General Education Development Certificates (G.E.D)
- Other persons eighteen years of age or older who can benefit from training offered on the basis of:
 - o a standardized test
 - o other measurement instrument
 - o other verifiable indicators (i.e. recommendations from professional educators or counselors who are not employed or affiliated with San Joaquin Delta College)
- High school students eligible to attend under the College Early Start Program.

Completion of admission requirements does not constitute registration. Students applying to Delta College are required to:

1. File a completed online application for admission which may be completed in the Student e-Services Lab, Goleman Center, Room 128, or via the internet at www.deltacollege.edu.
2. Request official transcripts from any college previously attended.

Transcripts should be forwarded by that institution to the Evaluations Office.

3. Mandatory Skills Assessment—All new Delta College students enrolling in college for the first time will be required to participate in skills assessment prior to registration. Assessment will include English composition, reading and math skills. Students will be provided with their assessment results.

Exemptions from the Assessment Requirement

- a. Students with earned college degrees from a U.S. accredited college or university are waived from the test requirement as verified by official transcript.
 - b. Some courses are specifically exempt from assessment; these exempt courses are identified in the Catalog and Schedule of Classes.
 - c. Students intending to register in only Level I basic skills courses in reading, writing, or math do not need the assessment. These courses are identified in the College Catalog and Schedule of Classes in the same manner as other courses exempt from assessment.
 - d. A waiver from the assessment requirement may be granted to a student who wishes to enroll in a single course with no prerequisite. A student may extend this waiver for another course provided that the previous course to which a waiver had been applied was passed with a grade of "C" or higher. The continuance of this waiver shall not exempt the student from other skill or course requisites.
 - e. Completed intermediate algebra and college-level English composition at another U.S. accredited college or university with a grade of "C" or better as verified by official transcript.
4. Placement Requirements—All students are subject to the following placement requirements in reading and ESL:

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- a. Reading—Students who score Level I in reading may enroll in any course designated as exempt from assessment. Students who score Level I in reading and wish to enroll in a course with a prerequisite of reading Level II must reach Level II before they will be allowed to enroll.
- b. ESL students who have a U.S. high school diploma may either use the ESL assessment or the reading section of the academic assessment and the following reading requirements: Students who score Level I in reading may enroll in any course designated as exempt from assessment. Students who score Level I in reading and wish to enroll in a course with a prerequisite of reading Level II must reach Level II before they will be allowed to enroll.
5. Admitted Student- An admitted student is defined as one who has:
 - a. filed a completed application for admission and has been admitted to the College; and,
 - b. has been assessed, submitted equivalent scores, or qualified for an assessment waiver.
6. Matriculated Student- A matriculated student is defined as one who has:
 - a. filed a completed application for admission and has been admitted to the College;
 - b. declared a goal of AA/AS, transfer, or certificate;
 - c. been assessed, submitted equivalent scores, or qualified for an assessment waiver;
 - d. been admitted to a specific program where required, i.e. nursing, police academy
 - e. met or is meeting the Level II reading standard; and, continually remained under the declared AA/AS, transfer, or certificate goal.
 - f. responsibility for satisfying requirements-Each student must assume complete responsibility for:
 1. compliance with the instructions and regulations set forth in the College Catalog;
 2. selecting all the courses which will permit achievement of individual educational objectives; and,
 3. satisfying prerequisites for any course which the student plans to take.

The College, likewise, assumes no responsibility for misinterpretation by students of policies and procedures as presented in the College Catalog. Counselors and advisors are available and willing to assist students in planning their programs. Any questions concerning information contained in this section of the College Catalog should be referred to the office of the Vice President of Student Services.

Admissions Regulations for International Students

International admission information is available from the International Student Program located in Holt Center, Room 101, by telephone at (209) 954-5641, or online at www.deltacollege.edu. Complete information must be received by April 1st for summer semester attendance, June 1st for fall semester attendance, and November 1st for spring semester attendance. Please refer to the International Student Application for complete details for each requirement. Admissions requirements include:

1. A complete International Student Application.
2. Official transcripts, certificates, and diplomas from secondary schools and from any college or university you have attended.
3. Proof of English language proficiency, either a TOEFL score or you may choose to take our ESL placement test when you arrive.
4. Proof of financial support.
5. A one-page autobiographical essay.
6. Proof of immunization for tetanus, measles, and rubella as well as your latest tuberculin test results.
7. \$50 application fee.
8. Transfer students must also submit a completed school transfer form, a copy of your current 1-20 and official transcripts from your current school.

Admissions Regulations for College Early Start Program

Students who are enrolled in high school and are recommended by their principal may be considered for the College Early Start Program. The College Early Start Program allows students to take courses for college credit only. Each school district must determine whether high school credit will be granted for classes completed for college credit at San Joaquin Delta College. *All students must meet San Joaquin Delta College's admissions, academic assessment, and course prerequisite requirements.* College Early Start students may not enroll in remedial or developmental education courses. Registration is limited to 11.0 units maximum during a regular semester.

The California Legislature passed legislation limiting the enrollment of high school students in physical education classes to 10%. As a result, very few high school students will be eligible to enroll in physical education courses at the College. Therefore, students should plan on enrolling in physical education classes at their high school.

Only students officially enrolled during the registration cycle before classes begin, will be allowed to attend physical education classes. Under no circumstances will students be permitted to register for any physical education courses once the term begins.

In order to participate in this program you must complete the following steps:

1. Complete a San Joaquin Delta College Application for Admission - All students must complete an on-line application for admission. Students are encouraged to attend an Application Workshop on the Delta College campus to complete an application for admission and to receive important information about assessment, financial aid, and registration. Application workshops are held in the Student Services Lab, located in Goleman Building, Room 128. The lab is open from 7:00am to 7:00pm., Monday through Thursday, and 7:00am - 4:00pm on Friday.
2. Complete a College Early Start Enrollment Form - Students applying to attend Delta College through the College Early Start Program (high school students who are not graduates), must also provide a College Early Start Enrollment Form at the time of application. Signatures of the parent or legal guardian and the high school principal are required. Home-schooled students must also provide a Private School Affidavit. A College Early Start Enrollment Form and accompanying documentation is required for each term for which the student wishes to enroll. For counseling, financial aid and course prerequisite purposes, it is highly recommended that you submit a high school transcript.
3. Take the Assessment/Placement Test - The Assessment/Placement test calendar will be provided at the time the application is submitted to the Admissions and Records Office. The test may be taken either in the traditional manner as a "paper/pencil" test or by computer. This assessment measures a student's skill in reading, English, and math application and computation. The test takes approximately 2-1/2 hours to complete. A student cannot fail the assessment. A "one-course waiver" is available to students who decide to enroll in only one course with no prerequisites. A student may subsequently enroll in one course per term provided the previous course to which the waiver applied was passed with a grade of "C" or better. For more information, please contact the Assessment Center, Goleman Building, Room 122, by phone at (209) 954-5535 or via the Internet.
4. Attend an Orientation - All new students are provided with a 1-1/2 hour orientation session immediately following the assessment. This is called ACE (Assessment Counseling Express). A college counselor will explain the results of assessment and provide essential first semester planning information. A schedule of the ACE sessions will be provided at the time the application is submitted to the Admissions and Records Office. It is expected that all new students will attend an orientation class, Guidance 11 These are one day (8hour/.5 unit) classes that will provide essential certificate, degree, and transfer information. Counselors will assist students in developing a first semester plan. Visit the Guidance and Counseling's website for

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schedule of Guidance 11 sessions. College Early Start students should work closely with high school counselor to select appropriate courses. A student who works closely with the counselor can make significant progress towards both a high school diploma and college degree at the same time.

5. Register for Courses(s) - To obtain an appointment or to register for classes use the STAR telephone system (209) 476-7997 or online registration. For additional information and specific dates, refer to the Relevant Dates and Information Calendar.

Special Admissions Programs

Separate from admissions to the College, the following programs require special application to their respective programs:

1. Apprenticeship
2. Communication Speech-Language Pathology Assistant
3. Fire Academy
3. Nursing
4. Police Basic Academy
5. Psychiatric Technician
6. Radiologic Technology
7. Vocational Nursing

To be assured consideration to the special programs, all applicants must submit separate applications to the programs (including supporting documents as required). Each of the programs has separate qualifying admission requirements. Applicants must have fulfilled any prerequisite course or experience requirements as prescribed by the different programs prior to admission.

The College advises prospective applicants that they must supply complete and accurate information on the application for admission. Further, applicants must submit authentic documents and official documents when requested. Failure to provide complete, accurate, and authentic application documents may result in the denial of admission to the program.

Applicants who have been acknowledged receipt of their application to a program will receive notification of acceptance or denial of admission to the program. Admission to the program will be canceled automatically if the applicant accepted by the College for a given term does not enroll for that term or fails to satisfactorily complete any work in progress. If the applicant wishes to re-apply at a later date, a new application to the program must be filed and new requirements, if any, must be met.

For specific details on select Special Admission Programs, refer to the "Academic Programs" section of the College Catalog.

Apprenticeship

San Joaquin Delta College has been affiliated with apprenticeship programs providing Related and Supplemental Instruction (RSI) for over 50 years. The college programs are designed as part of the State Division of Apprenticeship Standards approved Apprenticeship Program Standards for the particular apprenticeship programs. The apprenticeship courses are only available to apprentices that are indentured to the particular apprenticeship committee/program as governed by the State Division of Apprenticeship Standards, Apprenticeship Committee, and the California Community College Chancellor's Office.

The apprenticeship programs are designed so that an employer hires the apprentice, and the apprentice increases his/her occupational skills and knowledge while receiving On-The-Job Training (OJT). The apprentice also attends specific apprenticeship courses (RSI) provided by Delta College. The apprentice's educational program and OJT training is under the direction of the Apprenticeship Committee. Apprenticeship programs may vary from 2 years to 5 years in length.

San Joaquin Delta College provides apprenticeship classes (RSI) for the following apprenticeship programs:

Automotive & Related Trades
Caterpillar Dealer Service Technician
Electrical Trades
Electrical Maintenance
Hydroelectric Plant Operator
Machinist
Mechanical Maintenance
Mill Cabinet
Plant Programs- Individual
Plumbers & Pipe Fitters
Plumbers Refrigeration Service
Utility Craft Worker

The apprentice will be recommended for a Journey level Certificate issued by the State Division of Apprenticeship Standards when the apprentice that completes the required apprenticeship classes, meets the minimum number of On-The-Job Training (OJT) hours working with an approved employer, and has positive employer evaluations. Some apprenticeship programs also offer national certification and recognition for reaching journey level. Many of the apprentices that are awarded Journey level certificates also earn a Delta College Certificate or AS Degree.

Admissions Procedures

Admissions procedures are specified in the Program Standards for each specific state approved apprenticeship program. More information of the specific admission procedures can be obtained by contacting the Delta College Apprenticeship Office at 954-5269 or visiting the Apprenticeship Office, Holt 140.

Application Procedure

Anyone interested in applying for an apprenticeship program must make application to the particular apprenticeship program and not San Joaquin Delta College. The apprentice is hired by an employer affiliated with one of the State approved programs prior to attending any apprenticeship classes. Information about apprenticeship programs in our area is available in Apprenticeship Office, Holt 140 or 954-5269.

Selection Procedure

The selection of the apprentice is made by the apprenticeship committee or employer according to the State approved Apprenticeship Program Standards. Once the applicant is selected to an apprenticeship program, the apprentice is required to complete a Delta College application for admissions. The apprenticeship office will process all course enrollments as required by the specific apprenticeship program standards.

For Additional Information

Interested individuals may contact the State Division of Apprenticeship Standards or the Delta College Apprenticeship Office for more information.

Division of Apprenticeship Standards

2424 Arden Way Suite 160
Sacramento, CA 95825-2488
Telephone (916) 263-0718

Delta College Apprenticeship Office

5151 Pacific Avenue, Holt 140
Stockton, CA 95207-6370
(209) 954-5269

SECTION III — ADMISSION AND ENROLLMENT**Communication Speech-Language Pathology Assistant**

The Speech-Language Pathology Assistant program curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist at special education sites, community agencies, health care facilities, and private clinics. Students will be trained to assist in the speech and language rehabilitation of communication disordered children and adults.

A Certificate of Achievement and an Associate of Science (AS) degree are awarded upon completion of all required courses with a grade of C or better. The certificate when coupled with the A.S. degree is in the process of being recognized by a national accrediting agency, the American Speech-Language/Hearing Association (ASHA).

This program requires certain tests required for public safety and public health; such as tuberculosis tests, fingerprinting, and felony disclaimer. These tests will be paid for by the students participating in the program. Contact the English Language Arts Division for detailed information at (209) 954-5252.

Application Procedure

1. Applicants must have been admitted to San Joaquin Delta College. An application for admission to the college must be on file. (Contact the Admissions and Records office, Holt Center, Room 101, for an admission application.)
2. Applicants must be at least 17 years of age.
3. All applicants must satisfy the College's assessment placement test requirements.

Selection Procedure

All applicants who meet the admission criteria will be included. The only restriction will be number of students that can be placed in community programs for clinical practicum.

Fire Academy

San Joaquin Delta College Firefighter I Academy is certified by the California State Fire Marshal to present a 400 hour basic course to pre-service students who qualify for admission to the program. Students earn nine and three tenths units for successful completion of this semester course. The course is designed to train individuals who plan to be a member of the fire service.

This unique 16-hour per week program is presented in an extended format. Classes meet Tuesday and Thursday evenings and all day on Saturday.

The Academy is demanding, both physically and mentally. Discipline is required to establish conduct and attitudes expected of a firefighter by the public they serve.

Any person who is eligible to apply for employment as a California fire fighter is eligible to apply for entrance into the program. San Joaquin Delta College complies fully with requirements of both the State and Federal government.

Upon successful completion of the program students receive a certificate of completion from Delta College.

Admission Requirements

Additional information concerning application procedures for the Fire Academy may be obtained from the Public Safety Program Office located in Holt Center, room 140, or by calling 954-5370.

The Fire Academy is designed to provide basic skills for in-service and pre-service fire service personnel. This course satisfies the State of California Office of the State Fire Marshall and the State Board of Fire Services curriculum for Firefighter I. There is no required entrance test for Fire Academy students. Applicants must submit a medical certificate of fitness, and sign a felony disclaimer.

Information regarding the Fire Academy is located in the Applied Science & Technology Division Office Holt 140.

Application Procedure

1. Applicants must be admitted to San Joaquin Delta College. An application for Admission to the College must be on file by the program application deadline. Applicants must complete the online application found on the Delta College website.
2. Applicants must be high school graduates, or possess any of the following: General Education Development (G.E.D.) certification, California High School Proficiency (C.H.S.P.) certificate, or an associate or higher degree. Official transcripts from high school or any-applicable college/university, or G.E.D. or C.H.S.P. certification must be submitted with the application to the program. Official documents must be in sealed envelopes. Foreign transcripts are not acceptable.
3. Applicants must complete all prerequisite courses (or equivalent) with a grade of "C" or higher, and demonstrate a minimum grade point average of 2.5 for applicable high school course work. Prerequisite courses completed at colleges or universities other than San Joaquin Delta College must be comparable in theory and lab content and hours of instruction to SJDC courses.
4. All applicants must satisfy the College's assessment-placement test requirement.
5. Participation in an orientation session to be scheduled for candidates participating in the Academy.
6. Submit to a physical examination by a licensed physician (paid by the candidate) and a signed release to fully participate in all aspects of Academy training and testing.
7. Complete a felony disclaimer.
8. Show proof of medical insurance.
9. Possession of a valid driver's license.

Selection Procedure

If the number of applicants exceed the maximum class size of fifty (50), all applicants will be included in a lottery drawing and ranked by random selection. The first 50 students, according to ranking order, who accept the offer to participate, will be admitted to the program.

For Additional Information

Applications to the program and information regarding these requirements are available from the Applied Science and Technology Division's Public Safety Program, Holt Center, room 140. Mail inquiries may be sent to:

Public Safety Program
Applied Science and Technology Division
San Joaquin Delta College
 Holt Center, room 140
 5151 Pacific Avenue
 Stockton, CA 95207
 Fax (209) 954-5600
 Telephone (209) 954-5370

SECTION III — ADMISSION AND ENROLLMENT

Nursing, Associate In Science Degree

San Joaquin Delta College offers a state and nationally accredited associate degree in nursing (ADN) program. The ADN program prepares graduates eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Following licensure, graduates are qualified to provide patient care in a variety of health care settings within the Registered Nurse scope of practice. A San Joaquin Delta College certificate is awarded upon successful completion of the program. The program is approved by the California Board of Registered Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006.

Dameron Hospital, Lodi Memorial Hospital, St. Joseph's Medical Center, San Joaquin General Hospital, Doctor's Hospital Manteca, Kaiser Manteca and Sutter Tracy Community Hospital are among the local health care facilities providing clinical training sites as well as assistance in clinical instruction.

Admission Information

Information concerning requirements and prerequisite verification process for the Associate Degree Nursing Program (Registered Nurse), may be obtained from the Family, Consumer and Health Science Division Office, Shima 114, the Nursing Department Office, Locke 213, or online at <http://nursing.deltacollege.edu>.

Admission

Admission requires 1) successful completion of prerequisite courses prior to submitting a Prerequisite Verification packet to the program; 2) completion of health and safety requirements including medical exam, immunization, malpractice insurance and professional level CPR; 3) background clearance for criminal history.

Currently 80 students are admitted each Fall and Spring semester. Admission is not guaranteed.

Prerequisite Course Information

Nursing program prerequisites include:

- English 001A (Written Communication);
- FCS 006 (Nutrition);

- Biology 022 (Introduction to Medical Microbiology)

OR

- Biology 023 (General Microbiology);

- Biology 031 (Human Anatomy)

- Biology 032 (Human Physiology).

The sciences have a prerequisite of Chemistry 3A which in turn requires completion course of Math 80 with a grade of "C" or better. Applicants who have completed at least two semesters of high chemistry with a grade of "C" or better and Algebra 1 in high school with a grade of "C" or better may have met these requirements. Please see a college counselor to discuss this option.

Prerequisite Verification Procedure

1. Candidates must be admitted to San Joaquin Delta College or submit an online application for college admission, prior to submission of a Prerequisite Verification to the nursing program. Candidates should check to make sure that their Delta College application is current prior to submitting a Prerequisite Verification for the program.
2. All candidates must satisfy the college assessment placement test requirements for coursework completed at colleges other than SJDC.
3. Official college transcripts for all college coursework must be submitted with the nursing Prerequisite Verification. Transcripts must be presented in official, sealed envelopes from the originating college or university.
4. Candidates must complete all prerequisite courses (or equivalent) with a grade of "C" or higher. All prerequisite courses must be completed prior to submitting a Prerequisite Verification to the program.

5. Prerequisite courses completed at US regionally accredited colleges and universities other than San Joaquin Delta College must be comparable in theory and laboratory content and hours of instruction to Delta College courses. Official transcripts for prerequisite courses taken at other colleges and universities must be submitted with the Prerequisite Verification to the nursing program along with course outlines and descriptions. Course outlines may be obtained from the college catalog or web site where the course was taken. Determination of course equivalency will be completed by the college evaluators. All courses must be completed with a grade of "C" or better prior to submitting a Prerequisite Verification to the program.
6. Prerequisite Verification submission deadlines are as follows: September 1 to October 15 for entry into the spring semester February 1 to March 1 for entry into the fall semester (*Note: deadline date change)
7. Prerequisite Verification packets and additional required documents must be submitted to Admissions and Records, Holt Center, Room 101 during the identified submission period. Prerequisite Verifications will NOT be accepted at any other times. Late Prerequisite Verification packets will not be accepted.

Selection Procedure

Beginning Fall 2004, the following process will be utilized to select students for the program:

1. Four statistically validated criteria will be utilized:
 - a. College GPA which includes all lower division college coursework (ColGPA)
 - *b. English 1A grade (EngGPA)
 - *c. Cumulative GPA of all core biology courses: Anatomy, Physiology, and Microbiology (BioGPA)
 - d. Number of repetitions of core biology courses-(BioReps) D, F, W or I grade.
2. Each criterion will be entered into the formula below:

$$\text{exp}(-1.3907+.3465(\text{ColGPA})+.3139(\text{EngGPA})+.267(\text{BioGPA})-1.0279(\text{BioReps}))$$

$$(1+\text{exp}(-1.3907+.3465(\text{ColGPA})+.3139(\text{EngGPA})+.267(\text{BioGPA})-1.0279(\text{BioReps})))$$

*The first grade indicating successful completion (with a "C" or better) of the course will be utilized.
3. The numerical value obtained by use of the formula will be utilized for competitive ranking candidates.
4. 75% of the spaces will be allotted to candidates with the highest numerical values who provide documentation of residency within the college district for a minimum of one year and one day prior to the first day of the term of entry into the program (fall or spring). The remaining 25% of spaces will be allotted to remaining candidates with the highest numerical values without consideration of residency.
5. If more than one candidate has the same numerical value, the date and time when the complete Prerequisite Verification was submitted to the Admissions and Records will be utilized to determine ranking order.
6. Studies to identify any disproportionate impact will be on-going. In the event it is verified that disproportionate impact exists; a minimal cut-score for acceptance of Prerequisite Verifications will be established. All Prerequisite Verifications with a numerical value at or above the cut score will be accepted. The allotment of spaces will be based on date of submission with 75% of candidates verifying residency and 25% accepted without determination of residency. Admission will be based on date of submission.

SECTION III — ADMISSION AND ENROLLMENT**Criminal History Background Clearance**

All students tentatively admitted to the associate degree nursing program must obtain background clearance for criminal history prior to final acceptance into the program. Candidates who cannot obtain clearance cannot be placed in the clinical training sites and are therefore unable to meet program objectives. Information regarding the process and screening criteria is available in program information documents available in the nursing department and division offices and on-line at nursing.deltacollege.edu. Disclosure forms and detailed information including applicable fees are made available to candidates upon tentative acceptance into the program. Potential candidates are encouraged to review the screening criteria and review their personal background prior to submitting a Prerequisite Verification to the program.

Additional Information

Information regarding program requirements and courses is included in the program brochure available in the Family, Consumer, and Health Sciences Division Office, Shima Center, Room 114 the Counseling Center, Danner Hall, Room 205, and the Nursing Department Office, Locke 213. Prerequisite Verifications are available in the FCHS Division Office in Shima 114, in the Nursing Office in Locke 213 and online at nursing.deltacollege.edu.

Recognition is given for prior education and training. Certified Nurse Assistants, Psychiatric Technicians, and Licensed Vocational Nurses may be eligible to enter the program as an upgrade candidate. Information and Prerequisite Verifications for CNA-ADN, PT-ADN, and LVN-ADN are available online at nursing.deltacollege.edu or in the Nursing Department Office, Locke 213. (*Pending program changes in the Nursing curriculum, the CNA-ADN option may no longer be available beginning with the Fall 2008 semester).

Up to fifteen (15) units of credit may be earned through challenge examinations. See the "Credit by Examination" section in this catalog.

Students requesting transfer to the ADN program from other registered nursing programs must submit a Prerequisite Verification and official transcripts from the college where course work was completed along with detailed nursing course syllabi, course outlines, objectives and catalog descriptions. Prerequisite Verifications for transfer will be reviewed by the nursing program faculty and director for determination of acceptance and placement in the program. Prerequisite Verifications for transfer are available in the division office, Shima 115, the Nursing Office Locke 213 or online at nursing.deltacollege.edu. Transfer Prerequisite Verifications are accepted only during the regular submission periods of September 1 - October 15 and February 1 - March 1.

Peace Officer Academy

San Joaquin Delta College Basic Peace Officer Academy is certified by the California Commission on Peace Officer Standards and Training (POST) to present a 866-hour basic course to law enforcement officers and pre-service students who qualify for admission to the program. Students earn twenty (18) units for successful completion of this two-semester course. The course is designed to train individuals who patrol, such as deputy sheriffs and city police.

This unique 20+ hour per week program is presented in an extended and an intensive format. Classes meet Tuesday, Wednesday and Thursday evenings with some Fridays and Sundays scheduled and Monday – Thursday with some Fridays, Saturdays and Sundays. The Academy is in session during January through December.

The Academy is demanding, physically academically and mentally. Discipline is required to establish conduct and attitudes expected of law enforcement officers by the public they serve.

Any person who is eligible to apply for employment as a California peace officer is eligible to apply for entrance into the program at San Joaquin Delta College.

Upon successful completion of the program, students receive a certificate of completion from Delta College and certification by the California Department of Justice's Commission on Peace Officers Standards and Training.

Admission Requirements

Information concerning application to the Basic Peace Officer Academy may be obtained from the Public Safety Program office located in Holt Center, room 140, or by calling 954-5370.

Requirements for entrance are rigorous. The student applicant is required to pass a law enforcement entry level written examination, a reading and writing comprehension examination, a medical examination from a physician at the applicant's expense, and submit a set of fingerprints to the California Department of Justice for certification to attend the Basic Peace Officer Academy (13511.5 Penal Code).

Requirements for continuation in the Basic Peace Officer Academy are outlined according to San Joaquin Delta College Board Procedure 5081. Those requirements are located in the Applied Science & Technology office Holt 140.

Application Procedure

1. Applicants must be admitted to San Joaquin Delta College. An Application for Admission to the College must be on file by the program application deadline. Applicants must complete the on-line student application forms on the Delta College website.
2. Applicants must be high school graduates, or possess any of the following: General Education Development (G.E.D.) certification, California High School Proficiency (C.H.S.P.) certificate, or an associate or higher degree. Official transcripts from high school or any applicable college/university, or G.E.D. or C.H.S.P. certification must be submitted with the application to the program. A minimum grade-point average of 2.5 is required for applicable high school coursework. Official documents must be in sealed envelopes. Foreign transcripts are not acceptable.
3. All applicants must satisfy the College's assessment-placement test requirement.
4. Complete a multiple choice and essay examination that is scored by POST, that will access English, Reading Comprehension and Written Skills.
5. Successful completion of an orientation course to be scheduled for successful candidates after acceptance into the Academy.
6. Submit to a physical examination by a licensed physician (paid by the candidate) and a signed release to fully participate in all aspects of Academy training and testing.
7. Complete a felony disclaimer.
8. Show proof of medical insurance.
9. Possession of a valid driver's license.
10. Provide a current driving record from the Department of Motor Vehicles.

Selection Procedure

If the number of applicants who earned passing scores on the POST multiple choice and essay examination exceeds the maximum class size of sixty five (65) all applicants will be ranked by POST T-Scores. The first 65 students, according to ranking order, who accept the offer to participate, will be admitted to the program.

Upon acceptance to the Peace Officer Academy Program Applicant fingerprints must be submitted to the Academy to the California Department of Justice.

For Additional Information

Applications to the program and information regarding these requirements are available from the Applied Science and Technology Division's Public Safety Program, Holt Center, room 140. Mail inquiries may be sent to:

**Public Safety Program
Applied Science and Technology Division
SAN JOAQUIN DELTA COLLEGE**

Holt Center, room 140
5151 Pacific Avenue
Stockton, CA 95207
FAX (209) 954-5600
Telephone: (209) 954-5370

SECTION III — ADMISSION AND ENROLLMENT**Psychiatric Technician**

The Psychiatric Technician Program is an intense forty-six (46) week educational program. Approved by the State of California's Board of Vocational Nursing and Psychiatric Technicians (BVNPT), this educational program prepares graduates for eligibility to take the State of California examination for licensure. As a Licensed Psychiatric Technician, the graduate is qualified to practice in a variety of health care settings providing patient care within the parameters of the Psychiatric Technician scope of practice. A San Joaquin Delta College certificate is awarded upon successful completion of the program.

St. Joseph's Behavioral Health Center, Dameron Hospital, San Joaquin General Hospital, and San Joaquin County Mental Health Services are among the local health care facilities providing clinical learning sites as well as assistance with instruction and clinical training.

Admission Information

Additional information concerning requirements and applications for the Psychiatric Technician Program may be obtained from the Family, Consumer and Health Science Division Office, Shima 114 or the Nursing Department Office, Locke 213.

Admission requires 1) successful completion of prerequisite courses prior to submitting a Prerequisite Verification to the program; 2) completion of health and safety requirements including medical exam, immunizations, malpractice insurance and professional level CPR; 3) background clearance for criminal history.

Currently fifteen (15) students are admitted each Spring semester. Admission is not guaranteed.

Prerequisite Course Information

Psychiatric Technician Program prerequisites include:

- HS 036 (Medical Terminology)
 - HS/FCS 019 (Human Development)
 - PSYCH 001 (Introduction to Psychology)
- and one of the following science courses:

BIOL 031 (Human Anatomy), OR **BIOL 033 (Anatomy and Physiology).

Effective 9/1/06, Biology 011 is no longer accepted as a program prerequisite.

**This course requires completion of Chemistry 003A or a year of high school chemistry with a grade of "C" or better.

Prerequisite Verification Procedure

1. Candidates must be admitted to San Joaquin Delta College or submit a college application for admission online at www.deltacollege.edu prior to submitting the Prerequisite Verification to the Psychiatric Technician program.
2. Candidates must be at least 18 years of age. Proof of age must be provided by either a driver's license or birth certificate. This documentation must be submitted with the Prerequisite Verification.
3. Candidates must be a high school graduate OR possess any one of the following:
 - Official General Education Development (GED) certification (in official, sealed envelope)
 - Official California High School Proficiency (CHSP) certificate (in official, sealed envelope)
 - Associate of Arts or Science Degree or higher. Official transcripts or certificates for any of the above must be submitted with the application. Official transcripts must be presented in official and sealed envelopes. *Foreign transcripts are not accepted for college course work.
4. All candidates must satisfy the college assessment placement test requirements.
5. All candidates must complete all prerequisite courses (or equivalent) with a grade of "C" or higher AND demonstrate a minimum cumulative grade point average of 2.5 for program prerequisite

courses. All prerequisite courses must be completed prior to submitting a Prerequisite Verification to the program. (See program requirements on page 110 for more details)

6. Prerequisite courses completed at US regionally accredited colleges or universities other than San Joaquin Delta College must be comparable in theory and laboratory content and hours of instruction to San Joaquin Delta College courses. Official transcripts for prerequisite courses taken at colleges other than San Joaquin Delta College must be submitted with the Prerequisite Verification along with course descriptions and outlines for these courses. Course comparability will be determined by the college evaluators. A grade of "C" AND a minimal cumulative grade point average of 2.5 is required for these courses.
7. Prerequisite Verifications are accepted once a year during the period of September 1 to October 15. Students are accepted once a year with the program beginning in January and ending in December. Students admitted to the program are required to attend classes during the spring, summer, and fall terms.

*BS/BA degrees from foreign universities may meet high school requirements. Contact the Nursing Department office at (209) 954-5454 for more information.

Selection Procedure

Currently, fifteen (15) students are admitted by random selection from the pool of qualified candidates.

Criminal History Background Clearance

All students tentatively admitted to the psychiatric technician program must obtain background clearance for criminal history prior to final acceptance into the program. Candidates who cannot obtain clearance cannot be placed in the clinical training sites and are therefore unable to meet program objectives. Information regarding the process and screening criteria is available in program information documents available in the nursing department and division offices and on-line at nursing.deltacollege.edu. Disclosure forms and detailed information including applicable fees are made available to applicants upon tentative acceptance into the program. Potential candidates are encouraged to review the screening criteria and review their personal background prior to submitting a Prerequisite Verification to the program.

For Additional Information

Information regarding program requirements, Prerequisite Verifications, and selection procedures is included in the program brochure available in the Family, Consumer, and Health Sciences Division Office, Shima 114 or the nursing department office, Locke 213. Prerequisite Verifications are also available online at nursing.deltacollege.edu.

Recognition is given for prior education and training. Certified Nurse Assistants may be eligible to enter the program as an upgrade student. CNA-PT Prerequisite Verifications are available in the Nursing Department office, Locke 213.

Students requesting transfer to the PT program from other psychiatric technician programs are directed to contact the director at (209) 954-5454. Transfer requests must be in writing. Official transcripts of course work completed in other programs in addition to detailed course syllabi, course outlines and objectives must be submitted for determination of acceptance and placement into the program.

Nursing Department Office
San Joaquin Delta College
 Locke Center, Room 213
 5151 Pacific Avenue
 Stockton, CA 95207
 Fax (209) 954-5798
 Telephone (209) 954-5454

SECTION III — ADMISSION AND ENROLLMENT**Radiologic Technology**

Radiologic Technology is a 24-month program offered by San Joaquin General Hospital and approved by the Joint Review Committee on Education in Radiologic Technology. Completion of the program allows graduates to take the state and national examinations for registration in Medical Radiologic Technology. A 40-hour per week training schedule is maintained. Classes begin on or about July 1 of each year.

Admission Procedure

Information concerning requirements for the Radiological Technology Program may be obtained from the Family, Consumer and Health Science Division Office, Shima 114, the Nursing Department Office, Locke 213 or online at nursing.deltacollege.edu. Prerequisite Verifications are available from the program director, John Job at (209) 468-6233 or email at jjob@sjgh.org.

Admission requires 1) satisfactory completion of program prerequisite courses; 2) completion of health and safety requirements including a medical exam, immunizations***, malpractice insurance, and professional level CPR; 3) documentation that the candidate is 18 years of age or older by July of the year of application; 4) Background screening 5) any additional requirements identified by the training facilities. Admission is not guaranteed.

Prerequisite Course Information

Prerequisite courses must be complete at the time of submission of the Prerequisite Verification. All courses must be completed with a grade of "C" or better AND the cumulative prerequisite GPA must be 2.5 or greater.

Prerequisite courses utilized in the GPA calculation:

- 1 year of high school algebra or college algebra. College algebra course must be equivalent to Math 080 at San Joaquin Delta College. High school algebra or college algebra course must be completed with a grade of "C" or better for each semester.
 - HS 036 (Medical Terminology)
 - Biology 033* (Anatomy and Physiology)
- OR
- Biology 031 (Human Anatomy) AND Biology 032* (Human Physiology)

*Prerequisite courses to Biology 033 and Biology 032 include Math 080 and Chemistry 003A.

Prerequisite Verification Procedure

1. Candidates must be admitted to San Joaquin Delta College. An Application for Admission to the College must be on file by the program Prerequisite Verification deadline. (Contact the Admissions and Records office, Holt Center, room 101 or go online to www.deltacollege.edu for an admissions application.)
2. Complete the college assessment placement process.
3. Candidates must provide documentation of high school completion or equivalency by one of the following:
 - official high school transcript (in an official, sealed envelope)
 - official GED certificate (in an official, sealed envelope)
 - official High School Proficiency Exam certificate (in an official, sealed envelope)

All certificates or transcripts must be submitted in envelopes sealed at the originating institutions and submitted with the Prerequisite Verification. Foreign transcripts are not accepted.

4. All candidates must complete all prerequisite courses (or equivalent) with a grade of "C" or better and obtain a cumulative prerequisite GPA of 2.5 or greater. See "Prerequisite Course Information." All prerequisites must be complete at the time of submission of the Prerequisite Verification.
5. Prerequisite courses completed at other US regionally accredited colleges or universities must be equivalent to Delta College courses.

Official course transcripts and course descriptions must be submitted to:

Evaluations Department, Holt 101
San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA 95207

A copy of the transcript evaluation should be attached to the Prerequisite Verification.

6. Prerequisite Verifications are accepted only during the period from January 1st to March 15 of each year. Classes begin on, or about, July 1st. Students attend classes throughout the summer, fall, and spring semesters.
7. Utilizing a random selection process, approximately 70% or ten (10) of the program spaces will be offered to candidates who provide documentation of residency with the college district for a minimum of one year and one day prior to the first day of the term of entry into the program. The remaining 30% or four (4) spaces will be offered to candidates without consideration of residency. Candidates will be notified when and where the lottery will take place, should they wish to observe.

Selection Procedure

A maximum of 14 students are selected each year utilizing a random selection process of qualified candidates. Pools will be established for in-district and out-of-district candidates. Information regarding the date and time of the drawing is provided to qualified candidates by the program director.

Those selected for provisional entry to the program will be required to attend a one-day orientation session and to complete 24 hours of observation in a radiology setting PRIOR to official entry to the program. The twenty-four hours of observation may be waived for students having documented equivalent experience. Examples of equivalent experience may be:

- prior volunteer work or observation in a radiology or patient setting.
- survey of Health Careers course (HS 039).
- training or work experience in a health care field.

Note: the above admission requirements and selection procedures are valid for the current selection period only. They are subject to change in subsequent years.

Background Clearance

Hospital regulations require radiologic technology students to obtain background clearance for criminal history prior to placement in the clinical area. Upon implementation of this policy, candidates who cannot obtain clearance will not be accepted into the program due to inability to meet clinical objectives. Detailed information will be provided to candidates including screening criteria upon implementation of this policy. Potential candidates are encouraged to review the criteria currently in effect for the nursing program which is available at nursing.deltacollege.edu prior to submitting a Prerequisite Verification to the program.

Additional Information

Prerequisite Verifications for the radiology technology program are available from the program director. The requests must be in writing and include a stamped, self-addressed envelope. Address the requests to:

John Job, Program Director
School of Radiologic Technology
SAN JOAQUIN DELTA COLLEGE
P. O. Box 10209
Stockton, CA 95201

Transfer credit for radiologic technology courses from other

SECTION III — ADMISSION AND ENROLLMENT

accredited institutions will be evaluated on an individual basis to determine equivalency. Transfers are accepted on a space available basis. Requests for transfer and information should be directed to the program director at the address above or (209) 468-6233 or email: jjob@sjgh.org.

The School of Radiologic Technology will not discriminate against any candidates because of age, race, creed, color, political affiliations, sex, physical handicap, or national origin. Candidates should be aware, however, that the occupation of radiology technologist requires a considerable amount of lifting, bending, and the operation of heavy equipment. Physical status and mental capabilities must be such that the candidate can perform all the duties of a radiologic technologist, which include, but are not limited to: the ability to participate in patient-technologist communication; give verbal commands; lift objects well over 25 pounds, bend; transfer patients from gurney or wheel chair to table; perform mathematical calculations; interpret written material; and perform hand/eye coordinated maneuvers.

Transfer Credit:

Transfer credit for Radiologic Technology courses from other accredited institutions will be evaluated on an individual basis to determine equivalency. Transfers are accepted only if space is available.

Medical Information***:

Students entering the program will be required to complete a tuberculosis skin test and verification of vaccine or titers for rubella, rubeola, mumps, poliomyelitis, tetanus, diphtheria, and varicella prior to beginning clinical training. Hepatitis B immunization is also highly recommended. Other immunizations and lab tests may be required by the different hospitals. Further information regarding medical screening will be provided upon acceptance into the program.

Vocational Nursing

The Vocational Nursing Program is an intense forty-six (46) week educational program. Approved by the State of California's Board of Vocational Nursing and Psychiatric Technicians (BVNPT), this educational program prepares graduates for eligibility to take the State of California examination for licensure, NCLEX-PN. As a Licensed Vocational Nurse, the graduate is qualified to practice in a variety of health care settings providing patient care within the parameters of the Licensed Vocational Nurse scope of practice. A San Joaquin Delta College certificate is awarded upon successful completion of the program.

St. Joseph's Medical Center, San Joaquin General Hospital and Dameron Hospital are among the local health care facilities providing clinical learning sites as well as assistance with instruction and clinical training.

Admission Information

Information concerning requirements and Prerequisite Verifications for the Vocational Nursing Program may be obtained from the Family, Consumer and Health Science Division Office, Shima 114; the Nursing Department office, Locke 213; or on-line at nursing.deltacollege.edu.

Admission requires: 1) successful completion of prerequisite courses prior to submitting a Prerequisite Verification to the program; 2) completion of health and safety requirements including medical exam, immunizations, malpractice insurance, and professional level CPR; 3) background clearance for criminal history.

Currently 30 students from the Stockton area and 12 from the Jackson/San Andreas area are admitted each January. Admission is not guaranteed.

Prerequisite Course Information

Vocational Nursing Program prerequisites include:

- HS 036 (Medical Terminology)
- HS/FCS 019 (Human Development)
- PSYCH 001 (Introduction to Psychology)

and one of the following science courses:

BIOL 031 (Human Anatomy), OR **BIOL 033 (Anatomy and Physiology)

*Effective 09/01/06, Biology 011 is no longer accepted as a program prerequisite.

**This course requires completion of Chemistry 003A or a year of high school chemistry with a grade of "C" or better.

Prerequisite Verification Information

1. Candidates must be admitted to San Joaquin Delta College or submit a college application online at www.deltacollege.edu prior to submitting a Prerequisite Verification to the Vocational Nursing Program.
2. Candidates must be at least 17 years of age. Proof of age must be provided by either a driver's license or birth certificate. This documentation must be submitted with the Prerequisite Verification.
3. Candidates must be a high school graduate OR possess any one of the following:
 - Official General Education Development (GED) certificate (in official, sealed envelope)
 - Official California High School Proficiency (CHSP) certificate (in official, sealed envelope)
 - Associate of Arts or Science Degree or higher
 Official transcripts or certificates for any of the above must be submitted with the Prerequisite Verification. Official transcripts must be presented in official and sealed envelopes. *Foreign transcripts are not accepted for college course work.
4. All candidates must satisfy the college assessment placement test requirements.
5. All candidates must complete all prerequisite courses (or equivalent) with a minimal grade of "C" or higher for each prerequisite course AND demonstrate a minimum cumulative grade point average of 2.5 for program prerequisite courses. All prerequisite courses must be complete prior to submitting a Prerequisite Verification to the program.
6. Prerequisite courses completed at US regionally accredited colleges or universities other than San Joaquin Delta College must be comparable in theory and laboratory content and hours of instruction to San Joaquin Delta College courses. Official transcripts for prerequisite courses taken at colleges other than San Joaquin Delta College must be submitted with the Prerequisite Verification along with course descriptions and outlines for these courses. Course comparability will be determined by the college evaluators. A grade of "C" and a minimal cumulative grade point average of 2.5 are required for these courses.
7. Prerequisite Verifications are accepted once a year during the period of September 1 to October 15. Students are accepted once a year with the program beginning in January and ending in December. Students admitted to the program are required to attend classes during the spring, summer, and fall terms.
 - *BS/BA degrees from foreign universities may meet high school requirements. Contact the nursing department office at (209) 954-5454 for more information.

Selection Procedure

All candidates who meet the admission criteria will be included in a lottery drawing and ranked by random selection. The first thirty (30) students, according to ranking order will be admitted to the program for the Stockton area. Alternates will be selected and, in the event that students who are accepted decline, alternates will be placed in order of their priority.

SECTION III — ADMISSION AND ENROLLMENT

Criminal History Background Clearance

All students tentatively admitted to the vocational nursing program must obtain background clearance for criminal history prior to final acceptance into the program. Students who cannot obtain clearance cannot be placed in the clinical training sites and are therefore unable to meet program objectives. Information regarding the process and screening criteria is available in program information documents available in the nursing department and division offices and on-line at nursing.deltacollege.edu. Disclosure forms and detailed information including applicable fees are made available to candidates upon tentative acceptance into the program. Potential candidates are encouraged to review the screening criteria and review their personal background prior to submitting a Prerequisite Verification to the program.

Additional Information

Information regarding program requirements, Prerequisite Verification, and selection procedures is included in the program brochure available in the Family, Consumer, and Health Sciences Division Office, Shima Center, Room 114 and at the nursing department office, Locke 213. Prerequisite Verifications are also available online at nursing.deltacollege.edu.

Recognition is given for prior education and training. Certified Nurse Assistants may be eligible to enter the program as an upgrade candidate. CNA-VN Prerequisite Verifications are available in the nursing department office, Locke 213 and online at nursing.deltacollege.edu.

Students requesting transfer to the VN program from other vocational nursing programs are directed to contact the Director of the Vocational Nursing program at (209) 954-5454. Transfer requests must be in writing. Official transcripts of course work completed in other programs in addition to detailed course syllabi, course outlines and objectives must be submitted for determination of acceptance and placement into the program.

San Joaquin Delta College/Nursing Department Office

Locke Center, Room 213

5151 Pacific Avenue • Stockton, CA 95207

Fax (209) 954-5798 • Telephone (209) 954-5454

Residency Determination

Legal Requirement - California state law requires that each student enrolled in or applying for admission to a California community college provide such information and evidence as deemed necessary by the Governing Board to determine his/her residence classification. Residency classifications are:

1. A legal resident of California.
2. A non-resident student who pays the out-of-state fees.
3. An international student who has complied with special admission procedures.

Rules on Residency - Adults 19 Years of Age and Older—A student 19 years of age or older may establish California residency if he/she meets the following criteria:

1. **Burden** - The burden is on the student to demonstrate clearly physical presence in California, intent to establish California residence, and financial independence.
2. **Intent** -
 - a. Intent to make California the permanent home may be manifested in many ways.
 - b. Objective manifestations of intent to establish California residency include but are not limited to:
 1. Owning residential property or continuous occupancy of rented or leased property in California.
 2. Registering to vote and voting in California.
 3. Licensing from California for professional practice.
 4. Active membership in service or social clubs.
 5. Showing California as home address on federal income

6. tax form.
7. Payment of California state income tax as a resident.
8. Possessing California motor vehicle license plates.
9. Possessing a California driver's license.
10. Maintaining permanent military address or home of record in California while in the armed forces.
11. Establishing and maintaining active California bank accounts.
12. Being the petitioner for a divorce in California.

3. **One-Year Waiting Period** -The one-year residence period which a student must meet to be classified as a resident does not begin until the student is both present in California and has manifested clear intent to become a California resident.

4. **Physical Presence** -

- a. A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student.
- b. Physical presence within the state solely for educational purposes does not constitute establishment of California residence regardless of the length of that presence.

5. **Residence** - In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the permanent home.

6. **Residence Determination Date** - Residence determination date" is the day immediately preceding the opening day of instruction of the quarter, semester, or other session as set by the District Governing Board during which the student proposes to attend college.

Assessment Requirements

The purpose of academic assessment is to ensure that students have a productive and rewarding educational experience at Delta College. It is important that students get involved with coursework in which they can be successful. All assessments utilized and described below adhere to Matriculation standards governing their application including the use of multiple measures. Assessment results place students in an academic level in reading, writing, and math. Assessment exams are offered during the day and evening before and throughout the term.

New and non-exempt students are required to go through the Assessment-Counseling Express (ACE) program. ACE combines both an academic skills assessment using a test called *Asset* with a counselor led orientation where students are advised on the registration process, informed on matters pertaining to student conduct, and learn of their assessment results. A computer assessment called *Compass* is also available; however, students taking the computer form of the assessment are required to return for an ACE orientation.

CELSA is taken by ESL students who do not have a high school diploma or equivalency from the USA. Some ESL students with a high school diploma or equivalency may also choose to take the CELSA.

CPAI is taken by students seeking to qualify for federal financial aid monies to satisfy Ability to Benefit (ATB) regulations. These students are referred to the test by the Financial Aid department.

Students may retake their initial assessments at scheduled Retake Exam times.

Exemptions from Assessment

There are a number of ways to qualify for an exemption from assessment. Please note, however, that some courses and/or programs may have specific skill prerequisites where exemptions do not apply and assessment is required.

A student may be exempted from assessment if he/she has:

1. Earned a college degree from a regionally accredited college or university in the USA - *indicate on application and provide copy of degree or official transcript to Admissions Office.*

SECTION III — ADMISSION AND ENROLLMENT

2. Completed intermediate algebra AND college-level English composition at another regionally accredited college or university with a grade of “C” or better - provide official transcript to the Admissions Office.
3. Decided to enroll in Level 1 basic skills course(s) in reading, English, and mathematics only.
4. Decided to exercise a “one course waiver” in a course with prerequisite, “none.” A student may subsequently enroll in one course per term, provided that the previous course to which the waiver applies was passed with a grade of “C” or better.
5. An alternative assessment from other colleges - provide a copy to the Assessment Center or fax to the attention of the Assessment Center (209) 954-5600.

A student who thinks the A/P or ESL assessment did not measure his or her skill levels correctly, may request a retake. Please contact the Academic Assessment Center, Goleman 122, for information regarding this retake. Further appeals may be made through the Admissions and Records Office, Holt 101.

Registration

Registration may be completed via the Student Telephone Assisted Registration system (STAR) at 476-7997 or the Internet at: www.deltacollege.edu. In person registration is not available. Registration means enrolling in courses. An application for admission and assessment testing, if necessary, must be completed prior to registration. A student may register for classes on or after his/her scheduled appointment time, but not before. Please see the registration calendar for registration information, dates and times.

Past due fees and/or administrative and academic holds that prevent enrollment must be cleared prior to registration. To protect confidentiality, it is best that each student conduct his/her own registration. Listen carefully to the voice response which will explain the process.

Student Telephone Assisted Registration (STAR) 476-7997.

STEP 1: Select the term for which you are registering:

1= Fall Semester, 2= Summer Intersession,
3= Spring Semester

Press 1: If term selected is correct, press 2: If incorrect. If incorrect, enter term selection again.

STEP 2: Enter your Delta ID number or social security number using nine digits. Example: 123 45 6789. Press 1 if correct, press 2 if incorrect. If incorrect, enter social security number again.

STEP 3: Enter birth date or PIN (Personal Identification Number) using six digits. Example: 01 01 76. Press 1 if correct, press 2 if incorrect. If incorrect, enter birth date or PIN again.

STEP 4: Make appropriate selection after successfully entering password (social security number and birth date or PIN): Press 1 To add/register for a course. (To add/register use the 5 digit course code located in the class listing section of the Schedule of Classes). Press 2 To drop a course. Press 3 For a list of currently enrolled courses or to obtain grades. Press 4 To obtain the amount owed or to pay by credit card. Press 5 To select a term. Press * (star) To replay the message. Press # (number sign) To exit the touch-tone registration system. For operator assistance, please call 476-7901. (This number is for registration assistance only). Call 954-5151 for assistance with other inquiries.

Online Registration via www.deltacollege.edu

STEP 1: Click Online Registration.

STEP 2: Read all information and instructions carefully. To protect confidentiality, it is best that each student conduct his/her own registration.

STEP 3: LOG-IN: Enter your Delta ID number or social security number using nine digits and your birth date or PIN (Personal Identification Number).

STEP 4: Click the Log-In button. If the password is correct, the registration screen will appear.

STEP 5: Select the term for which you are registering.

STEP 6: To add/register for a course: Enter the five digit course code in the add box section and click the add button. The course code is located in the Class Listing Section of the Schedule of Classes.

To add to a wait list: If the class is full and space is still available on the wait list, click the “put me on the waiting list” button located at the top of the page. (If the wait list is full, make another selection).

To drop a course: Click the drop button next to the course you wish to drop.

To obtain grades: Select the term for which grades are requested. To obtain a complete listing of grades from 1983 to present, select the “academic history” option.

STEP 7: Log-Out: To end registration, click the log out button.

Registering for Internet Courses

Registration for Internet courses is handled the same as enrolling for any other course. On the date and time of your registration appointment, you enroll using the STAR telephone registration system or On-Line Registration at www.deltacollege.edu.

Students on the waiting list for Internet courses should e-mail their instructor to request enrollment in the course. The student should indicate his or her name, social security number, the course code, and confirm that he or she would like to be moved from the wait list to full enrollment.

Students who are not on the waiting list but are interested in adding an Internet course should e-mail the instructor to request permission to add. The e-mail should include the student’s name, Delta ID number, and course code. Or, you may attend the optional class meeting if offered. (See main class schedule to find out if there is an optional meeting for the class and to find the time/place of the meeting.)

Instructor e-mail addresses are the first letter of the first name and the instructor’s last name followed by deltacollege.edu. For example: Ron Smith’s e-mail address would be rsmith@deltacollege.edu. For instructor names, please refer to individual class listing in the Schedule of Classes.

Helpful Hints for Successful Registration

- Students must be admitted to the College and have met the assessment test requirements prior to registration. A registration appointment is required to use the STAR system and online registration except during open enrollment and after the term has begun.
- To obtain registration appointment information, call (209) 476-7997, or access the college web site: www.deltacollege.edu.
- To protect confidentiality, it is best that each student conduct his/her own registration.
- Be prepared for registration. A first choice may be full. Therefore, select two or three more sections of the same course before registering.
- Use only a touchtone telephone to access the STAR system. Use any computer with Internet capability to access the online registration system: www.deltacollege.edu.

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- All administrative and/or academic holds that prevent enrollment must be cleared prior to registration. To check holds, view the academic history available in the online registration and contact the appropriate office.
- The registration system will prevent time conflicts, multiple registrations in the same course, and placement on multiple waiting lists.
- Maximum unit enrollment prior to the beginning of the fall or spring term is **18 units** and summer is **9 units**. Additional units may be added after the term begins.
- During registration, open class lists are available in the Counseling Office, Danner 205, and on the College Web site: www.deltacollege.edu.
- If the telephone or online registration systems are busy, the best times to access the systems are Monday - Thursday 6 p.m. - 9 p.m., Saturday and Sunday, 8 a.m. - 9 p.m.
- After a student's registration appointment has passed, courses can be ADDED or DROPPED as often as necessary while the registration system is available and after fees have been paid..

Registration Priority

The objective of priority registration is to give preference to students based on the variables listed below. The priority system gives a "weighted count" to each student. This is calculated automatically at the time a student is assigned a registration appointment.

Priority registration appointments are based on the following factors:

1. Number of Delta AA-Appropriate Units Completed:
 - 00 - 15 = +1
 - 16 - 30 = +2
 - 31 - 45 = +4
 - 46 - 60 = +6
 - 61 - 75 = +8
 - 76 - 90 = +5
 - 91 - 100 = +3
 - 101 - 110 = +1
 - More than 110 Units Completed = 0
2. Highest Degree Earned or Eligible for:
 - Lower Priority will be assigned to students who have received a BA/BS or higher degree at any accredited institution:
 - BA/BS Degree = -1
3. Declared Goal:
 - Priority for declaration of an AA/AS, transfer, certificate, or retraining as one of top four educational goals = +1
4. Assessment Requirements Met:
 - Priority for completion of the Matriculation Assessment requirements = +1
5. Cumulative Grade Point Average (GPA):
 - Priority for cumulative Grade Point Average (GPA) of 2.0 or greater over a cumulative GPA below 2.0. Additional priority for a cumulative GPA of 3.0 or greater GPA will be based on AA/AS Degree - applicable courses and priority for GPA will be given only to those students whose GPA is based on 15 or more units:
 - 2.0 to 2.99 of AA/AS units = +1
 - 3.0 or better of AA/AS units = +2
6. Student Education Plan Completed:
 - Preference will be given to students who have filed a Student Education Plan (SEP) = +1
7. Academic Rehabilitation:
 - Priority for completion of the rehabilitation process = +1
- 8a. Progress Probation:
 - Lower priority if more than 50% of grades are "W", "I", or "NC" in consecutive semesters.
 - Two semesters = -2
- 8b. Academic Probation:
 - Lower priority for students who are recorded as being on academic probation = -1
9. Guidance Orientation and Study Skills Classes:
 - Priority will be given to students who complete any of the following guidance/orientation or study skills courses:
 - GUID 08,11, 14, 16, 19, 75,75A, 85 or English 33A = +1
 - Priority will be given to students who complete a Guidance 100 course. This priority will be given only for the first semester after the credit has been recorded = +1
10. Registered EOPS Student In Good Standing = +1
11. Identified Veteran or Verified Veteran Dependent = +1

Three consecutive terms = -3

Enrollment Fees

Active Military Fees - Active military personnel and their dependents living within the district may have tuition fees waived for classes taken during their stay in California.

California Resident Fees - Students who are California residents are charged \$26 per unit, regardless of the number of units. All fees are to be paid when a student registers for classes. Enrollment fee assistance is available to qualified students through the Office of Financial Aid. All enrollment fees are subject to change.

Credit by Examination - Credit may be earned by a student who satisfactorily passes authorized examinations. Cost is \$26 per unit. The student may initiate a petition to challenge for credit by examination with advisement by a counselor.

Non-Resident Fees - Non-resident students, those from other states or foreign countries, are charged \$160 per unit for tuition, plus \$26 per unit enrollment fee. All fees are to be paid when a student registers for classes. U.S. citizens, permanent residents, undocumented persons, and persons holding a visa which allows for the establishment of residency may qualify for an Exemption from Nonresident Tuition if the following criteria is met:

1. Three years of attendance in a California high school (documentation required)

2. Graduation from a California high school or award of G.E.D. or C.H.S.P.E. in California (documentation required)

3. Application to INS for change of status (if applicable)

Payment of Fees - Fees are due at time of registration. Payment should be mailed to the Admissions and Records Office or made by credit card through STAR System. Access to student records and further registration is prohibited until fees are paid in full.

Refund Policy for Fees - Enrollment fees and/or tuition, laboratory fees, and supply fees are refundable only:

1. if the class has been cancelled, subsequent to registration, by the College;

2. if the registration has been accepted in error and the class is full;

3. if the class time was changed subsequent to registration; or,

4. if the class was dropped by the student no later than the refund deadline date.

Refund Procedure - Obtain and complete a "Refund Request" form available in the Registration Office. Refund Request forms must be submitted and received no later than the final date to qualify for a refund. Refunds will be mailed in approximately 4 - 6 weeks and are subject to a \$10 processing fee.

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Student Representation Fee - Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing.

Parking Fees

Parking permits are required for on-campus parking except in marked 30 minute visitor spaces and free parking lots B2 and B3. There are two options which can be used: full semester permits which can be purchased and displayed on the vehicle; or, one day use permits which can be purchased at various points within the parking lots and displayed on the vehicle dashboard. These permits must be purchased for ALL vehicles including those displaying handicapped plates and/or placards for special parking spaces.

Enforcement Hours - Parking permits are required 24 hours a day Monday through Thursday and Friday until 6:00 p.m. Parking is free on Friday after 6:00 p.m. and on Saturday and Sunday. All other vehicle codes are enforced 24 hours each day.

Free Parking Lots - The Board of Trustees has authorized free parking in parking lots B2 and B3. These lots are located in the southwest corner of the campus. Spaces in these lots are available on a "first come, first served" basis. If no space is available in either of these two lots, other lots where permits are required must be used to park on campus. The fact that the "free lots" are full will not constitute a valid excuse for parking without a permit elsewhere on campus. Parking in lots B2 or B3 only waives the requirement to display a valid parking permit. All other traffic and parking regulations are enforced in these lots.

Notice - This is a contract. This contract limits our liability - Parking permits entitle the holder to the rental of space only. No bailment is created. San Joaquin Delta College District is not responsible for loss of, or damage to, the vehicle or any of its contents.

Parking Fees	Semester Fee	Summer Fee
Automobiles/Trucks	\$20	\$10
Two-wheeled Motor Vehicles	\$16	\$8
One day dispenser permit	50¢	50¢

Parking Permits - Can be purchased in the Bookstore. Please note that your ID number is required when purchasing a semester permit at the Bookstore.

Refunds - Parking permit refunds will be given only if all classes are dropped on or before the same deadlines that apply to enrollment fee refunds. It is recommended that students determine actual parking needs before purchasing a permit.

Special Parking for Disabled Students - Students who require handicapped parking will need to apply for disabled person plates or placards at the Department of Motor Vehicles office at 710 N. American Street, Stockton. Only vehicles with state issued "DP" plates or placards will be allowed to park in handicapped parking slots. All other vehicles will be cited. City ordinance requires a \$275 fine for such violations. These vehicles are subject to the same parking fees/permit regulations as all other vehicles. Please see section on "Parking Fees" for more information. DMV applications include a physician's certification. A service fee of \$6 will be charged for placards by DMV.

Evaluations Office

The Evaluations Office is responsible for evaluating official transcripts from other colleges located in the United States. Transcripts are evaluated to determine the completion of Associate degrees, certificates, and general education certification requirements.

Financial Aid

Grants, student loans, scholarships and work-study jobs are available to qualified Delta students. Information is available both in Holt 101, and on the website at: finaid.deltacollege.edu. All students needing financial help while attending this institution are urged to apply. Scholarships are awarded each year to Delta students by local donors. The deadline is March 2nd every year preceding the next school year. Transfer and non-transfer students are eligible to apply.

Federal Work Study

Federal Work Study is a financial aid program which allows for part-time employment, on campus, and gives students the opportunity to earn money needed to attend college. Students can apply for Federal Work Study and all other types of financial assistance with the "Free Application for Federal Student Aid," available in the Financial Aid and Veterans Services Office. Students may also choose to apply on the web at www.fafsa.ed.gov.

Veterans Services

Veterans of the armed forces may qualify for a variety of benefits, including veteran's educational benefits and financial aid. The office of Financial Aid and Veterans Services provides informational materials, advice on available educational benefits for veterans and qualifying veterans' dependents, and guidance on the special satisfactory academic progress requirements for veterans. Students wishing to apply for veterans educational benefits must apply directly through the office of Financial Aid and Veterans Services by calling or visiting during office hours.