



# Steps to Success Checklist for New, Transfer or Returning Students

## 1 Application for Admission

[www.deltacollege.edu](http://www.deltacollege.edu)

**Complete the online application** at [www.deltacollege.edu](http://www.deltacollege.edu), click on "New Students". Refer to the Registration Calendar for the dates the online application is available. Computer access and assistance is available in the E-Services Lab located in the DeRicco Student Services Building (see step 8). For assistance with the online application contact the Helpline at (209) 954-5151 Ext.6188.

**A Delta I.D. number and a Delta College e-mail address** will be assigned within one business day after processing your application. Go to [www.deltacollege.edu](http://www.deltacollege.edu), click on "Current Students," then "Online Registration" and log-in. Your I.D. and student e-mail address will appear directly under the "Welcome" information. All correspondence from the college will be sent to this e-mail address, so be sure to check it at least once a week. For problems logging into e-mail, contact [emailhelp@deltacollege.edu](mailto:emailhelp@deltacollege.edu).

### CHECKLIST:

- My online Application for Admission was submitted electronically on this date: \_\_\_\_\_.
- My Delta ID number **98-**\_\_\_\_\_
- My Delta student e-mail address is \_\_\_\_\_@[students.deltacollege.edu](mailto:students.deltacollege.edu)

### Transfer, Returning and Students from other colleges

- Request an official sealed transcript from all other U.S. colleges/universities attended be sent to:  
San Joaquin Delta College, ATTN: Evaluations Office, 5151 Pacific Avenue, Stockton, CA 95207
- Transcript(s) requested from \_\_\_\_\_ on this date: \_\_\_\_\_.
- Transcript(s) requested from \_\_\_\_\_ on this date: \_\_\_\_\_.

### Recent High School Graduates

- Contact your high school and request a copy of your final transcript.
- Submit your final high school transcript by mail or in person to the Admissions & Records Office.

## 2 Assessment – DeRicco Student Services Building, Room 110

(209) 954-5151 Ext. 6120

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

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

### CHECKLIST:

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

## 3 Course Planning – DeRicco Student Services Building, Second Floor, Room 234

(209) 954-5151 Ext. 6276

Once you have completed Steps 1 and 2, you are **strongly** encouraged to enroll in **GUID 011, New Student Orientation**. Everything you need to know about being a student at Delta College will be shared in this informative class. The counselor will assist in the development of a first semester course list.

**Very important: You will receive a priority registration point for completing this class - applicable to every semester at Delta College.** Since you will earn .5 units, enrollment fees and/or non-resident fees will be charged for this class. For a listing of GUID 011 classes log into [my.deltacollege.edu](http://my.deltacollege.edu), click on the "New/Returning Students" tab and follow STEP 3.

During peak registration periods, counseling is available on a walk-in basis. For more information on how to see a counselor, call the Counseling Center or if you have a simple question/issue click on "Ask a Counselor" at [my.deltacollege.edu](http://my.deltacollege.edu), click the "Student Resources" tab, then select "Ask a Counselor" on the "Resources" portlet.

### CHECKLIST:

- I have registered for GUID 011 – New Student Orientation – OR –
- I have contacted the Counseling Center.

## 4 Registration

[www.deltacollege.edu](http://www.deltacollege.edu)

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

	Summer 2010	Fall 2010	Spring 2011
<b>Class start dates:</b>	<b>6/07/2010</b>	<b>8/16/2010</b>	<b>1/18/2011</b>

### How to Register Online:

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

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

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

### CHECKLIST:

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

## 5 College Fees

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

**Students who have not paid fees, filed a FAFSA, or received a BOGW (see Step 6) within 10 days after registration are subject to disenrollment.**

### CHECKLIST:

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

## 6 Financial Aid-DeRicco Student Services Building

(209) 954-5115

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

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

### CHECKLIST:

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

## 7 MyDelta and Student E-mail

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

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

## 8 E-Services Lab-DeRicco Student Services Building

(209) 954-5151 Ext. 6149

**Lab Hours: MWF 7am - 5pm, TTh 7am - 7pm**

### Admission & Records Services:

Complete your online Application for Admission  
Access MyDelta student portal and your student email  
Online Registration - add or drop classes  
Download forms  
Request transcripts  
Print your schedule of classes and/or academic history  
Pay fees online with a credit card

### Financial Aid Services:

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