



Steps to Success Checklist for New, Transfer or Returning Students

1 Application for Admission

admissions@deltacollege.edu

Complete the online application at www.deltacollege.edu, click on "New Students, Begin Here".
For assistance with the online application contact the Helpline at (209) 954-5725.
Free computer access available in the Electronic Enrollment Services Lab (see step 8).

A **Delta I.D. number and a Delta College e-mail address** will be assigned within one business day of processing your application. Go to www.deltacollege.edu, click on "Current Students, Online Registration" and log-in. Your I.D. number and new 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

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, Holt 101, 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, Holt 101.

2 Assessment – Cunningham Building, Room 220, (209) 954-5535

assessmentcenter@deltacollege.edu

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

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

CHECKLIST:

- I have taken the assessment test.
- I am a returning student and already took the assessment test.
- I took the assessment at another college and have provided my scores to the Assessment Center **OR** I have provided **official** transcripts showing satisfactory completion of English Composition and/or college level math to the Evaluations Office in Holt 101 **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.

3 Course Planning – Guidance & Counseling, Danner Hall, Room 205

(209) 954-5650

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, 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 Guidance & Counseling Office or if you have a simple question/issue click on "Ask a Counselor" at 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 Guidance & Counseling Office.

4 Registration

registration@deltacollege.edu

To enroll in courses you must have your Delta ID number and have met the assessment requirements prior to registration. Registration is done through my.deltacollege.edu, click New/Returning Students tab and follow the directions in STEP 5. Course selection assistance is provided in the GUID 011 class or during your meeting with a counselor (see Step 3).

Spring 2009

Summer 2009

Fall 2009

Class start dates:

1/12/2009

6/15/2009

8/17/2009

How to Register Online:

- | | |
|----|---|
| #1 | From the my.deltacollege.edu home page, click "New/Returning Students" tab. Select "Online Registration" within Step 5. Read all information and instructions carefully. |
| #2 | LOG-IN: Enter your Delta I.D. or social security number and birth date or PIN (Personal Identification Number). |
| #3 | Use the Open Class List or Add Course Code tabs to add courses or to be put on a waiting list. Having a registration problem? Click on "Live Support online" button for help M - F from 8am - 5pm. |
| #4 | Print your schedule which will show the fees you currently owe. To end registration, click the Log Out button. |

If you experience problems registering, please call (209) 476-7901, M - F, 8am - 5pm or click on Live Support on the Online Registration page. Registration assistance is also available in the **Electronic Enrollment Services Lab (see step 8)**.

CHECKLIST:

- I have registered for fall spring summer
 I have printed my schedule of classes.

5 College Fees - Once registered, you will receive an e-mail in your student e-mail account with fee payment information.

Fees are due at the time of registration and payments may be online at my.deltacollege.edu, click "New/Returning Students" tab, and within Step 5 select "Pay Fees Online". Credit card payments **cannot** be made at the Admissions & Records Office.

Payments may also be made by mailing a check/money order to the Admissions & Records Office, 5151 Pacific Avenue, Stockton, CA 95207.

Access to student records and future registration is prohibited until fees are paid in full.

CHECKLIST:

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

6 Financial Aid Holt Center, Room 101 (209) 954-5115

financialaid@deltacollege.edu

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

For details about financial aid or to apply, go to my.deltacollege.edu, click "New/Returning Students" tab review the information in STEP 4 or visit us in Holt 101. To attend a financial aid workshop contact the **Electronic Enrollment 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

Delta College announces your new student portal - the best resource to find out about your class schedule, academic history, current events, student resources, and much more! Log in at my.deltacollege.edu. Enter your Delta email address without the "@students.deltacollege.edu" and then your PIN. If you do not have a PIN, use your birth date (mmddyy).

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

8 Need access to a computer?

Visit our Electronic Enrollment Services Lab

Cunningham Building, Room 226

M-Th 7am - 7pm, F 7am - 5pm
(209) 954-5813

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
Print academic histories and get your grades
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