

ACADEMIC CHECKLIST

REACH OUT TO CLE'S ACADEMIC COORDINATOR

As you move through your list of academic to-dos, please never hesitate to reach out with any questions or concerns. You can reach your CLE Academic Coordinator by phone at 831.601.1351 or via email at mulrich@experiencecle.com.

APPLY TO MPC!

- Your first step towards academic success will be filling out and then submitting your application to **Monterey Peninsula Community College**. This can be done at:
<https://www.mpc.edu/admissions/apply-to-mpc/u-s-based-students>

SEND CLE YOUR MPC STUDENT ID NUMBER AND EMAIL INFO

- Within two weeks of applying to MPC, you will receive an email notification updating you on the status of your acceptance. Once you have obtained all of this information, please send an email with **your Student ID, your school email, and any important log-in information** to our CLE Academic Coordinator at: mulrich@experiencecle.com. We will help you to stay organized by keeping track of all MPC Student Profile Information and sharing it with your eventual tutors!

SEND HS GRADES, OTHER COLLEGE TRANSCRIPTS, AND VACCINATION RECORDS

- All first-time students at both MPC are required to **submit a copy of their High School Transcript, a copy of any other College/University Transcript, and also their MMR + COVID-19 vaccination records**. These steps should be taken care of & solidified by a student/their family before registering for classes. If these items are not sent in & submitted before a student begins registering for their classes, there is a chance that a "Hold" could be placed onto a student's account.
- If you would like to **transfer college credit** from other colleges or universities, please arrange for an official transcript to be sent to MPC as soon as possible. You can order official transcripts from most colleges online and this will be an important step for any student hoping to get an accurate picture of their progress towards graduation.

CONTACT THE STUDENT DISABILITY RESOURCE SERVICE CENTER/OFFICE

- CLE works in tandem with an office at MPC known as the Access Resource Center (i.e. the ARC).** The ARC is comprised of a group of counselors and support staff directly at Monterey Peninsula College who help to provide academic support & direct accommodations through collaboration with the faculty and administrators all throughout the college: <https://www.mpc.edu/student-services/specialized-programs/access-resource-center-arc>.

Note: These PDF forms require an original signature on the form. So, requested person(s) must fill in the fields digitally, print, sign, mail and/or bring in directly to the school's office.

Monterey Peninsula College ,c/o Access Resource Center , 980 Fremont Street , Monterey, CA 93940

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- The ARC offers academic counseling, specialized instructional support, and even classroom accommodations to students with a verified disability.** An intake meeting with the student is scheduled after the student & their family submits all Disability Verification Forms. This intake meeting can only be established after the following forms have been submitted:
 - ARC Application for Services
 - ARC Disability Verification
 - ARC Rights and Responsibilities
 - ARC Consent for Release of Information
- Please Note: It can take up to two weeks for a student's ARC application to be processed. So, the sooner you can submit your information the better!

SCHEDULE PROGRAM OF STUDIES SESSION, REGISTER FOR CLASSES, & PAY SCHOOL FEES

- Before you can register for classes, you must sign up for, and attend, an MPC Advising (i.e. an Educational Planning) session. During this meeting, a counselor (from the college) will assist students with discussing and registering for classes that align with their chosen degree pathway.
- Our CLE Academic Coordinator can be available to support any incoming student with setting up and preparing for this meeting.** If this is preferred, please schedule the Educational Meeting in tandem with the CLE Academic Coordinator's help. If a student prefers to attend this meeting alone and/or with their family unit, please visit: <https://www.mpc.edu/student-services/core-services/counseling-academic-advising/counselors-and-counseling-staff>. There, you will learn more about how to schedule a meeting/brainstorming session with the counselor in the program you're most interested in.
- After course registration, **students can pay for classes through the MPC WebReg online service.** This payment can be made at any time leading up to the first day of class. Failure to do so will result in you being unable to add any future courses. To pay for your Summer, Fall, and/or Spring courses, please visit: <https://www.mpc.edu/admissions/fees-payments-refunds>
- If a student and/or their family has any questions about accessing additional funds through scholarships, grants, California DOR, etc..., please reach out directly to the CLE Academic Coordinator for additional tips and suggestions!**

Questions/Next Steps To Consider Leading Up To CLE Orientation

1. Have you already purchased your textbooks?
<https://www.bkstr.com/montereypeninsulastore>
2. Have you already Ordered/Requested a Student ID?
<https://www.mpc.edu/student-life/student-activities/student-government-asmpc>
3. Apply for Financial Aid and/or the California Community College Promise Grant
<https://www.mpc.edu/financial-aid/applications/board-of-governor-s-fee-waiver-bogw>
4. Send Verification Forms to The ARC at MPC à arcinfo@mpc.edu
<https://www.mpc.edu/student-services/specialized-programs/access-resource-center-arc>