ADMISSIONS

Steps to Enrollment
San Jacinto College is an open admission institution, and all students are welcome to apply. We are committed to meeting the needs of all students and will provide any information necessary to make sure the admissions process is clear and concise.

Getting Started
Listed below is an overview of steps to follow to get started at San Jacinto College.

1. Application - All students must apply online using the Apply Texas website at www.applytexas.org (http://www.applytexas.org). There is no charge to apply.
   a. Veterans/Dependents - Students who plan to use VA benefits should visit the Veteran Services website at www.sanjac.edu/veterans for more information on the next steps.
   b. International Students - Students from countries outside the United States must contact the International Student Services Office at South campus, S-6.120, and may view the website at www.sanjac.edu/international-students to obtain the International Student Application packet. Students may refer to the International Admissions section.

2. Placement Testing - Students should meet with an admissions advisor to determine testing needed for enrollment.
   Note: Prior to registering for classes, students must provide information to document their Texas Success Initiative (TSI) exemption or compliance. This can be done by testing on campus, providing official test scores, or providing documentation of exemption (See section titled Exemptions from the Texas Success Initiative.)
   English proficiency is required for individuals whose native language is not English. Students should refer to the English Language Proficiency Requirements for Students Who Are Speakers of Other Languages section.

3. Transcripts - Students must request all official transcripts from high school and/or all colleges attended. Students send unopened official transcripts electronically (not email) or via US Mail to:
   Records Management
   13735 Beamer Road
   Houston, TX 77089
   Unopened transcripts can also be hand-delivered to the nearest San Jacinto College campus. In addition, San Jacinto College accepts electronic transcripts from the following companies: Credentials eScrip-Safe, Parchment, National Student Clearinghouse (NSC), or via EDI/SPEEDE. Transcripts emailed to the College are not accepted. For more information, students may refer to the Transcripts for Admission section.
   a. High School Equivalency - Students must verify Texas high school equivalency completion with the Admissions Office. Students may view their high school equivalency results by going to tea4avtuna.tea.state.tx.us/Tea.TxChse.Web/Forms/CertificateSearch.aspx (http://tea4avtuna.tea.state.tx.us/Tea.TxChse.Web/Forms/CertificateSearch.aspx). If applicable, students must request high school equivalency transcripts from out of state be sent officially in a sealed envelope from the state of origin.
   b. Foreign transcripts - Documents must be evaluated by an approved evaluation agency. For an approved list, students may go to www.sanjac.edu/evaluation-services.
   c. Evaluation - To request an evaluation of US college transcripts, students may call 281-998-6150 or contact the campus Admissions or Educational Planning, Counseling, & Completion Office for credit to transfer and/or for financial aid purposes. Transcripts must be received and on file with San Jacinto College before students may submit the Transcript Evaluation Form. If all transcripts are not received at the time the initial request is submitted, another request will be required to evaluate additional transcripts.

4. Meningitis Vaccination - The Texas Legislature requires that all incoming Texas college students under the age of 22 must receive a vaccination or booster against bacterial meningitis prior to registration. The vaccine is required for all new students to San Jacinto College, including transfer and returning San Jacinto College students who have had a break in enrollment for one or more fall or spring semesters. Students should provide documentation to the campus Admissions Office, faxed to 281-669-4720, or scanned and emailed to meningitis.docs@sjcd.edu. For additional information on this requirement, students may visit www.sanjac.edu/ meningitis.

5. Academic Advising - Students enrolling for the first time should meet with an admissions advisor to discuss test results and life and career goals and to create an educational plan and select courses.
   Note: A student should claim a Secure Online System (SOS) account after meeting with an advisor.

6. Orientation - The College requires all first-time-in-college (FTIC) students, including prior dual credit and transfer students with fewer than 12 college hours, to attend orientation. After students have been fully accepted, they may sign up for New Student Orientation through SOS at www.sanjac.edu/soslogin.

7. Financial Aid and Scholarships - Students may complete the Free Application for Federal Student Aid (FAFSA) form online at www.fafsa.gov (http://www.fafsa.gov) and contact the Financial Aid office with questions. Scholarship information is available at www.sanjac.edu/foundation/scholarships.

8. Register and Pay for Classes - Students may login to SOS at www.sanjac.edu/soslogin to register. Information regarding payment plans is available at www.sanjac.edu/payments, or students may call 281-998-6150 with any questions.

9. Student ID - Students may go to the Admissions Office at least 24 hours after having paid for their first semester of classes to receive a free ID card. The College charges a $10 replacement fee per ID card.

10. Parking Permit - After registration and payment, parking permits are available to students in the Business Office at no additional cost. A parking permit must be displayed on each automobile parked on any San Jacinto College campus by a student or for the benefit of a student. Students will fill out a brief application and will need their vehicle license plate number. A current student ID card or state-issued picture ID is required to receive a parking permit. The College imposes a fine on any student who fails to comply with parking regulations.

11. San Jacinto College Email Address - After registration and payment, students may go to www.sanjac.edu/email to set up an official San Jacinto College email account. The College sends official communication to the student through this email account.

12. Services for Students with Disabilities - Accommodations are available to students with documented disabilities attending San Jacinto College. Students with a disability who would like to apply
for accommodations should contact the Accessibility Services Counselor at the campus where they plan to take classes:
Central campus 281-478-2768  
North campus 281-459-7192  
South campus 281-922-3444

Completing the Online Application for Admission
Applicants must apply for admission at www.applytexas.org (http://www.applytexas.org). During the application process, students will be asked questions about their name, home/current residence, mailing address, personal information, program of study (major), high school information, any previous colleges attended and degrees awarded, and residency. Students must also acknowledge that they have read and answered accurately all areas of the application.

The application must be complete and submitted before the College can process it. The College will process the application within 48 business hours after it is submitted. To be sure that the College received the application, students must see the confirmation notice that appears after submitting the application. After the College processes the application, students will receive information sent to the email address they submitted on the application. The information in the email includes next steps for admission and is extremely important. Students must read and comply with any instructions or requests.

Admission is invalid if granted on the basis of incorrect information, omitted facts, or falsified documents which, if known, would have caused the applicant to be ineligible for admission or financial aid. These actions may result in disciplinary action.

Transcripts for Admission
Students are required to submit all official high school and/or college transcripts. Transcripts are considered official when they bear the signature of the registrar or some other appropriate school official as well as the seal of the issuing school, the high school graduation date, and are mailed or submitted from the sending institution. Transcripts are also considered official if hand carried in a sealed envelope from the institution and submitted within 60 days of issue.

Transcripts become the property of San Jacinto College and cannot be returned to the student. The College will keep transcripts on file for 90 days after the end of the term in which the transcript was received and will destroy the transcripts if the student has not enrolled.

Evaluation of Transcripts for Transfer Students
Students may request the College to conduct a course-by-course evaluation of official transcripts from regionally accredited colleges and universities or a college or university that has been approved by committee review. For a list of regional accrediting agencies, students may refer to the Transfer Credit section of the catalog. To request an evaluation, students may call 281-998-6150 or contact the campus Admissions or Educational Planning, Counseling, & Completion Office. Transcripts must be received and on file by the College before students submit the Transcript Evaluation Form.

When the evaluation is completed, the student will be notified via his or her College email account after which the student may view the equivalent courses by going to SOS, clicking Student Records, and then clicking Unofficial Transcript.

The College evaluates credit from transfer institutions on quarter hours using a ratio of .667 quarter hours to 1 semester hour. The College will evaluate credit from transfer institutions on other calendar types using an appropriate ratio.

 Evaluation of Transcripts from Other Countries
Transcripts that reflect completed course work from colleges or universities in other countries must, at the student’s expense, have a course-by-course evaluation completed by a professional evaluation service. Students may access a list of pre-approved agencies at www.sanjac.edu/trancript-evaluation-services.

The college will review the evaluation upon request for acceptance before credit will be posted. The College will provide only general credit for course work completed in a language other than English. Equivalency will need to be determined at the department level.

Academic Fresh Start for courses at San Jacinto College
Under the provisions of TEC §51.931, an applicant for readmission may elect an Academic Fresh Start at the time of admission. An applicant who applies under this section and is admitted as a student may not receive any course credit for courses taken 10 or more years prior to enrollment under this section. Students may check with the Educational Planning, Counseling, & Completion Office for more detailed information.

Financial aid applicants should contact the Financial Aid office before requesting Academic Fresh Start. Students using veterans benefits should contact Veteran Services before requesting Academic Fresh Start.