



How Do New Students Get Started At San Juan College

Just complete this easy checklist!

Everything you need to get started at SJC can be found in the **Educational Services Bldg.** (Clocktower Bldg.)

- Turn in an Application for Admission at the Admission's office. IMPORTANT:** There is a 24hour processing time from the time we receive your application before you can sign up for a new student orientation, create your username and password, or get your student ID (note: processing time may be longer during our busy times). Therefore, it is strongly recommended you complete this step **before** completing any other step! Questions? Call 505-566-3545
- Apply for Financial Aid.** We recommend you submit your Financial Aid application online at www.fafsa.ed.gov. Instructions and help with financial aid questions and for filling out forms can be found over the internet, by phone (505-566-3512), or in person at the **Financial Aid Office**.
- Complete the Accuplacer.** SJC is a mandatory placement institution. The Accuplacer is an academic evaluation tool that will specify which level of Math, English and Reading class you will begin with. This assessment is given Monday – Friday, 8am-3pm, in the **Advising & Counseling Center**. No appointment is necessary and it's FREE. This **must** be done **before** you sign up for a New Student Orientation. **Note: It is strongly recommend you complete your application for admittance BEFORE completing the Accuplacer. Failure to do this may result in delayed registration for New Student Orientation and classes.** For questions, call the Advising & Counseling Center at 505-566-3526.
- Create Username and Password.** To create your username and password, log onto sanjuancollege.edu and click "MySJC." Sign in with your username and password. **Your initial username** is your first initial, middle initial, last name (up to 12 letters), and last two digits of your social security number. **Your initial password** is "sjcp" and then the last four digits of your social security number (with no spaces). For example, if your name is John A. Smith and your social security number is 123-45-6789, your username would be "jasmith89" and your password would be "sjcp6789." After completing this, you will need to reset your password by going to www.sanjuancollege.edu/reset. **This must be completed before you attend a new student orientation.** Need help? Please call the computer help desk at 505-566-3266.
- Attend a New Student Orientation.** Attending Orientation is **required** for all new degree seeking students before you may register for classes. You will sign up for an orientation at the Admissions office **after** your application has been processed AND **after** you have completed the Accuplacer assessment.
- Request that an Official Transcript** from your high school and from any colleges where you have taken classes be sent to the **Admissions Office**. Your high school transcript **MUST** include your graduation date. Transcripts must arrive at the Admissions office (mailed or hand delivered) in a **SEALED** envelope. No Financial Aid funds will be released until all transcripts have been received (high school and college). College transcripts will not be evaluated until all transcripts have been received.
- Get your Student ID card at the Admissions Office.** Your first ID card is FREE. Replacements cards are \$5.00. You will use this ID card at the campus Bookstore, Library, HHPC, and to print from the campus computer labs.
- Pay your Tuition.** It is your responsibility to know the tuition deadline and to pay for your classes by that date. Please check the catalog and/or current schedule for information concerning tuition dates and deadlines. Automatic payment plans are available through Nelnet (www.sanjuancollege.edu/register). Additionally, tuition can be paid over the internet, the phone (505-566-3396), or in person at the **BusinessOffice**. Questions? Call 505-566-3396.
- Buy your Books.** You should purchase your books prior to the first day of class.

Any other questions? Please call Admissions & Records at 566-3545

