

# Process for Taking a Non-MCP Course

2016

1. Factors to consider
  - a. Impact on future course of study
  - b. Reasons
    - i. Enrichment- not offered at MCP
    - ii. Substitution- taken in place of an MCP course
    - iii. Enrichment/acceleration- MCP department may require proof of competency
2. Step by Step Process
  - a. **Step 1-** Determine if the desired course is being offered
    - i. CUESTA- google search “cuesta college class finder search”
      1. Subject examples:
        - a. MCP US HIST is HIST 207B
        - b. MCP AM GOV is POLS 202
        - c. MCP ECON is ECON 201A
      - ii. Hancock- google search “allen hancock, class schedule search”
        1. Subject examples:
          - a. MCP US HIST is HIST 108
          - b. MCP AM GOV is POLS 103
          - c. MCP ECON is ECON 101
      - iii. BYU- “byu.is”
        1. Search “course catalog”
    - b. **Step 2-** Complete an application
      - i. Cuesta- [cuesta.edu/apply](http://cuesta.edu/apply)
        1. “apply now”
          - a. Sign In- if attended previously
          - b. First time- create an account
        2. Within 24 hours, you will receive an email with your 900--- Cuesta ID number which you will use to register later
      - ii. Hancock- [hancockcollege.edu](http://hancockcollege.edu)
        1. “apply and register”
        2. “apply for admissions”
        3. After submitting your application, you will be emailed your username, password and student ID
    - c. **Step 3-** The Petition to Take a Non MCP Course Form (YELLOW)
      - i. Student and parent signature
      - ii. Return to your counselor
      - iii. Without prior approval you will not receive credit
      - iv. For Math and English courses, a placement test may be required at Cuesta or Hancock

- d. **Step 4-** Your Counselor Will Give You Enrollment Forms
  - i. Cuesta- “Permit to Enroll” form
  - ii. Hancock- “College Now Petition for Enrollment” and a transcript
  - iii. BYU- non-MCP course approval form (yellow)
- e. **Step 5-** Log Onto Your College Portal
  - i. This is where you will register for the course/courses
  - ii. Cuesta- my.cuesta.edu
    - 1. Check “registration status” for clearance to register
  - iii. Hancock- myhancock
    - 1. Check for clearance to register
- f. **Step 6-** Register
  - i. Cuesta- 8:00am May 6<sup>th</sup> all students must know the CRN of the course you wish to take (look on schedule of classes)
  - ii. Hancock- May 2<sup>nd</sup>, 8:00am
  - iii. BYU- byu.is (any time/day)
    - 1. Register for a course online
- g. **Step 7-** Transcript Request (conclusion)
  - i. At the conclusion of the course, request that an OFFICIAL transcript be sent to MCP Registrar
  - ii. Without an official transcript, you will not receive any credit and it will not be put on your MCP transcript

