# New Student Steps

## APPLICATION

1. Go to the De Anza website at: [www.deanza.edu](http://www.deanza.edu)
   - select the link “How to Apply & Register”
   - then select “Steps for New Students” - follow Step 1

## PLACEMENT TESTING

2. English, ESL, and math courses require assessment, as do Chemistry 1A, Biology 6A, and Biology 40A.
   - For Placement test information, including dates and times tests are given, as well as how to find out your placement results, go to the De Anza website at: [www.deanza.edu](http://www.deanza.edu) (take English/ESL and math test three weeks prior to registration)
   - select the link “How to Apply & Register”
   - then select “Steps for New Students” in Step 2, click on placement test schedule

## REGISTRATION

3. Once you have applied, your date and time to register appears on the confirmation/Signature Form screen. You may register from that date & time onward. Procedures for registering online or through the STAR telephone registration system can be found at the De Anza website at: [www.deanza.edu](http://www.deanza.edu)
   - select “How to Apply & Register”
   - then select “Steps for New Students” - follow Step 4
   - Once you have applied, you will receive an email from De Anza telling you how to register for **Counseling 100 – Orientation to College**. Counseling 100 includes information on choosing appropriate general education and major classes, how to obtain degree and transfer information, and essential information to be a successful student at De Anza College. You will make an **Educational Plan** at the end of Counseling 100 and receive assistance in Fall Quarter class registration.

## PAY FEES

4. At the end of the registration process, your fees will be calculated for you. You will be instructed how to pay fees online or through the STAR telephone registration system. The Schedule of Classes also has a “Fees” section to help you calculate your fees.
   - You may also mail your fees to: De Anza College, 21250 Stevens Creek Blvd., Cupertino, CA, 95014, attention - Cashier’s Office.
   - You can also pay in person at the Cashier’s window in the lobby of the Administration building or at the Quick Pay station also located in the lobby.

## ATTEND CLASSES

5. You **must** attend the first class meeting to secure your seat in the class. If you decide not to attend, it is your **responsibility** to DROP the class. Otherwise, you could receive an “F” in the class. To drop a course, use the STAR telephone system or online at [www.deanza.edu/my](http://www.deanza.edu/my) before the deadline published in the Schedule of Classes.

See other side for additional information
**Additional Information for New Students**

**Placement Testing as a Prerequisite**
- Placement testing is a prerequisite you must complete before registering for some courses. If you believe your results are incorrect or do not reflect your ability to succeed in the course, bring documentation of prior success in the subject area to one of the Assessment offices, Room 8W or Room 6CS, near the Counseling Center in the Administration Building. The telephone number is: (408) 864-8717. The website address is: www.deanza.edu/admissions/placement.

**Transcripts**
- **High School**
  - Submit high school transcripts to the Admissions and Records office in the lobby of the Administration Building or mail to: De Anza College, A&R, 21250 Stevens Creek Blvd., Cupertino, CA 95014.
- **College**
  - Bring in official college transcripts in a sealed envelop to a counselor or advisor in the Counseling Center for an unofficial evaluation of courses.
- **Foreign**
  - De Anza does not evaluate foreign transcripts. Discuss with a counselor or advisor how, and whether it would be appropriate to get your foreign transcripts evaluated.

**Financial Aid**
- The Financial Aid office is located on the lower level in the Campus Center. Their telephone number is: (408) 864-8718. Their website is: www.deanza.edu/financialaid.

**Tips for Success:**
1. Take no more than 12 units your first quarter. Twelve units is considered full time.
2. Come early to allow time for parking. Visit www.deanza.edu/map for classroom and parking lot locations.
3. Schedule 2 hours for homework time for every unit, for example: 12 units = 24 hours of homework per week. A combination of homework and work schedule should be no more than 50 hours per week.
4. Attend all classes and keep up on homework. The quarter system moves fast. Get to know your instructors and visit them during office hours. They are here to help you.
5. Take English or ESL classes as soon as possible so your goal attainment is not delayed.
6. Take Skills courses in reading, writing, grammar, and study skills. The Tutorial/Skills Center is located in L47.
7. Know important dates, especially the last day to drop a course. Do not just quit attending classes and hope the instructor drops you. It is YOUR responsibility to drop courses.
8. Find official articulation agreements on lower division major requirements and General Education patterns between Community Colleges and UC/CSU at ASSIST (www.assist.org).
9. Use the services that are here to help you – such as Counseling, Tutorial, Transfer, and Career Centers. Also, Health Services, the Educational Diagnostic Center, and Disability Support Services may be of help to you. Visit: www.deanza.edu/studentservices for detailed information and operational hours.
10. Get involved with a club or activity on campus. Student Activities office is located on the lower level in the Campus Center. Visit www.deanza.edu/studentactivities for detailed information.
11. Keep stress at a minimum by daily exercise, eating healthy foods, and getting enough sleep.
12. See a counselor if you are having academic, career, or personal problems.