Mt. San Antonio College

Enrollment Guide for Students

Step 1: Application
To add or register for classes,
an application must be on file for the term you plan to start:

☐ **Fall / Spring (16 weeks)**   ☐ **Summer / Winter (6 weeks)**

Step 2: New Student Orientation (online)
To support your journey at Mt. SAC, complete the online Orientation to learn about Mt. SAC policies, academic programs, and student support services.

Step 3: Assessment Questionnaire (AQ)
To ensure you are taking the right English, math, and reading courses, complete the online Assessment Questionnaire (AQ) for course placement.

Students who have completed English or math college-level courses at another institution submit an official transcript to Admissions & Records.

Step 4: Register for Courses
The following pages will provide information on how to search for open courses, how to register, and other resources to help navigate the Mt. SAC enrollment process.

Application
www.mtsac.edu/admissions/apply-now.html

Orientation, AQ, & MAP workshop
www.mtsac.edu/counseling/orientation.html

YOUR SUCCESS STARTS WITH
Counseling Courses

Invest in Your Success Today!

Counseling Course

Introduction to College ✓

College Success Strategies ⬤

Career & Life Planning ⬤

Introduction to the Transfer Process ⬤

Introduction to Career Exploration ⬤

Exploring Leadership ⬤

PROMISE ₊PLUS
Mt. San Antonio College +
Information

Promise+Plus is a combination of financial and support services to help first-time, college students be successful in their **first two years** of college.

Participate in <u>one</u> of the following Summer Programs to be eligible for Promise Plus+:

Mt. San Antonio College
BRIDGE PROGRAM
25 YEARS
1998-2023

www.mtsac.edu/bridge/

The Bridge Program is a learning community that includes three clustered classes of transfer general education, counseling, and communal courses.

- 6-weeks required

- Class runs Monday-Thursday from 8:30 am - 2:30 pm.

- Recent graduating high school students who are first-generation college.

- An application and acceptance to the program is required.

STEP
Mt. San Antonio College

www.mtsac.edu/step/

Introduction to College (COUN 1/1H) Course
Explore major and career options, plan your classes, learn valuable skills to do well in college, and discover free college resources.

- 2-weeks only

- Class runs Monday-Thursday with morning, afternoon, evening, and online options.

- Open Enrollment: New students to college may register for this course.

Navigating the Student Portal

Mt. SAC Portal
inside.mtsac.edu

Mountie Academic Plan (MAP): a degree audit tool that shows your program of study (major), program progress, GPA, units completed, educational plan, degree templates, etc.

Navigate: is a student-focused appointment and support tool that will help keep you on the path toward academic success and timely graduation.

Student Self-Service: includes registration links, student records, student accounts, personal information, etc.

Student Self Service

Registration
1. Apply for Admission
2. Review Existing Application
3. Select Term
4. Register (Add or Drop) Classes

Student Success: includes orientation, AQ, Mountie Academic Plan (MAP), and tutoring services.

New Student Registration Checklist

Welcome Mountie! We know you are excited to register for classes, but first you must complete the following (click on the arrows for more info):
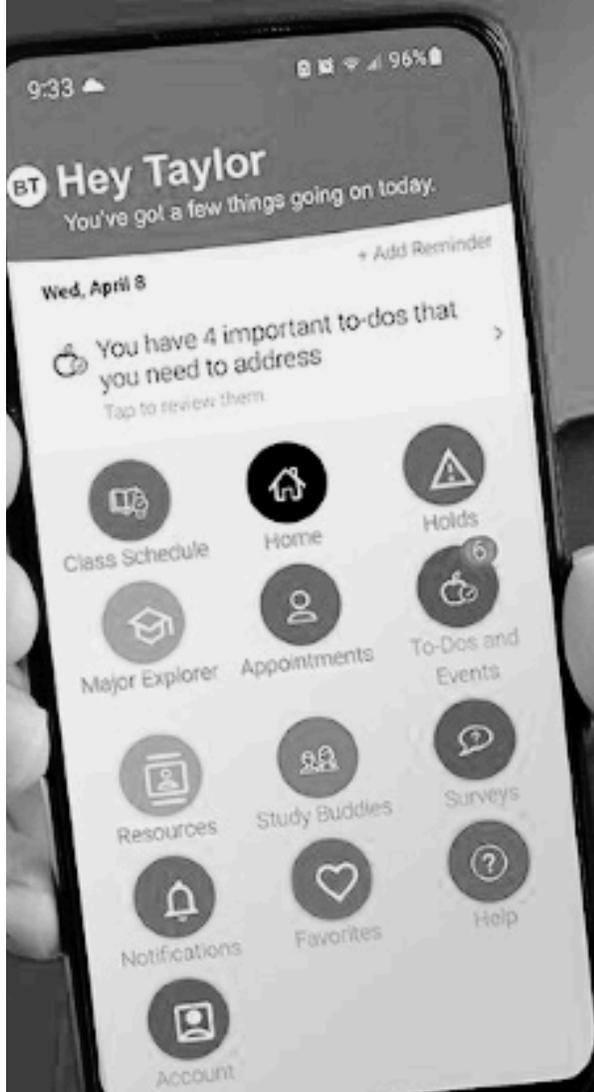
- Mandatory Assessment Questionnaire (AQ)
- Mandatory Online Orientation
- Mountie Academic Plan (MAP) (Optional)
- Attended another college?

Financial Aid: financial aid checklist, student account, personal information, etc.

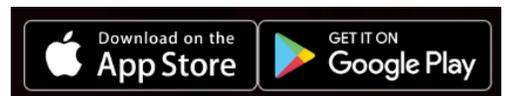**Canvas:** platform to access online (distance learning) courses

Log into Mt. SAC Canvas

Download Navigate

Navigate is an online mobile app for students to access the following: www.mtsac.edu/navigate/index.html

- Schedule counseling appointments
- View your class schedule
- Study buddies

Download on the App Store

GET IT ON Google Play

New Students: Your registration date will be days after the first day

2025
Registration Dates*:

Winter	Spring	Summer
Sept. 25	**Nov.** 13	**March** 15

First-Day of School:

January 6	February 24	June 23
6 weeks	16 weeks	6 weeks

*Registration date will be issued 6 days before the date noted. Admissions will send an email to your Mt. SAC account.

First-Semester Courses
RECOMMENDATION

English &/or Math*

English is based on AQ placement
***Math is based on major**

_____

College Success Courses

- **COUN 1-Introduction to College**
- **COUN 2-College Success Strategies**
- **COUN 51-Career Planning**
- **COUN 5-Life & Career Planning**
- **COUN 7-Introduction to Transfer Process**

_____

General Education

- **Associate Degree**
- **CSU**-Transfer
- **IGETC (UC/CSU)** -Transfer

_____

Major or Undecided

Specific courses that support an area of study

If not decided, the best option is to take Coun 5-Career & Life Planning to do personal career research.

_____

How many units (courses) shall I register for (add)?

- 14-18 units (4-5 classes) — 100 % College Student No other priorities

- 12-13 units (4 classes) — 20 hours on non-student activities/priorities

- 9 units (3 classes) — 30 hours on non-student activities/priorities

- 3-6 units (1-2 classes) — 40 hours on non-student activities/priorities

I am working or plan to work while in school? How many units shall I enroll in?

- 12-13 units (4 classes) — 20 hours or less working

- 9 units (3 classes) — 20-25 hours of working

- 3-6 units (1-2 classes) — 25+ hours of working

Ways to Search for Open Classes

www.mtsac.edu/schedule/

Search for Classes

Class Schedule Search for: Fall 2023

Fall 2023
Summer 2023
Spring 2023
Winter 2023

Credit: ⦿   Noncredit: ○

Submit   Reset

Subject: <all>

Filter by Subject

AABS African American/Black Studies
ACCS Accesibility Resource Center
AD Addiction Counseling
ADJU Admin of Justice:Law Enforceme
AERO Aeronautics
AGAG Agriculture: General Subjects

Course Number:
CRN:
Title:

Special Class Type:
AA/AS C2 Humanities
AA/AS D1 U.S. History & American Institutic
AA/AS D2 Social, Political and Economic Ins
AA/AS E1 Lifelong Understanding and Self-[
AA/AS Physical Well-being/Physical Educatic
All AA/AS General Education
CSU A1 Oral Communications
CSU A2 Written Communications
CSU A3 Critical Thinking
CSU B1 Physical Science

By General Education: Associate, CSU, or IGETC

	Hour	**Minute**	**am/pm**
Start Time:	05 ⌄	00 ⌄	am ⌄
End Time:	11 ⌄	00 ⌄	pm ⌄

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Days:	☐	☐	☐	☐	☐	☐	☐

Start Month: <all> ⌄

Part of Term: <all>
Full Term
First Eight Weeks
Second Eight Weeks

Late start courses; 2nd half of term

Instructor: Altmire, Matthew
Alvarado, Gilbert
Alvarado, Noel
Alvarado, Toshio
Alvarez, Hansel
Alvarez, Stephania
Alvarez-Galvan, Maya
Ambriz, Maria
Amendt, Christian
Amos, Lisa

Open Classes Only: No: ○ Yes: ⦿   **Prerequisites:** No: ⦿ Yes: ○

Time of Day: Any: ⦿ Day: ○ Evening: ○   Weekend: ○

Meeting Type: Online Only: ○   Hybrid Only: ○   On–Campus Only: ○   Any Type: ⦿

Search By Units <all> ⌄

New Classes Only: No: ⦿ Yes: ○

Submit   Reset

Open Class List

Mt. San Antonio College

Refresh to view updated list

SUBJECT FILTER: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Example: Engl 1A

DIVISION FILTER: ARTS ATHS BUS CED HSS KIN LR NS SS ALL

Subject	Course Number	CRN	Start Time	End Time	Start Date	End Date	CRS DAYS	ROOM	Division	Instructor	Email	Seats Available
ECT	17	20?56	07:00 PM	10:10 PM	28-AUG-2023	17-DEC-2023	M	13-1245	ATHS	Antonio Anfiteatro	aanfiteatro1@mtsac.edu	13
ECT	67	20?54	03:30 PM	06:40 PM	28-AUG-2023	17-DEC-2023	W	13-2265	ATHS	Pison Netsawang	pnetsawang@mtsac.edu	7
ECT	70	20?22	08:15 PM	09:40 PM	28-AUG-2023	17-DEC-2023	TTh	13-1245	ATHS	Gary Gidcumb	ggidcumb@mtsac.edu	6
EDUC	10	21?99	07:00 PM	10:10 PM	28-AUG-2023	17-DEC-2023	M	73-1810	BUS	Janice Mendez	jrice@mtsac.edu	12
ELEC	11	20?64	08:00 AM	10:05 AM	28-AUG-2023	17-DEC-2023	Th	28B-312	ATHS	Jaime Uranga	juranga@mtsac.edu	2
ELEC	50A	20?42	06:30 PM	09:40 PM	28-AUG-2023	17-DEC-2023	T	28B-403	ATHS	Jose Olague	jolague@mtsac.edu	5
ELEC	50B	20?39			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	ATHS	Joseph Denny	jdenny1@mtsac.edu	4
ELEC	51	20?49	08:00 AM	11:10 AM	28-AUG-2023	17-DEC-2023	M	28B-403	ATHS	Jonathan Hymer	jhymer@mtsac.edu	4
ELEC	54A	20?51	11:30 AM	02:40 PM	28-AUG-2023	17-DEC-2023	W	28B-412	ATHS	Jaime Uranga	juranga@mtsac.edu	7
ELEC	56	20?3	06:30 PM	09:40 PM	28-AUG-2023	17-DEC-2023	M	28B-401	ATHS	Jaime Uranga	juranga@mtsac.edu	3
ELEC	76	20966	08:00 AM	09:05 AM	28-AUG-2023	17-DEC-2023	S	28B-404	ATHS	Stephen Harsany	sharsany@mtsac.edu	4
ENGL	1A	22202	04:30 PM	06:35 PM	28-AUG-2023	17-DEC-2023	MW	26B-3565	HSS	Douglas Mullane	dmullane@mtsac.edu	2
ENGL	1A	22227	09:45 AM	11:50 AM	28-AUG-2023	17-DEC-2023	TTh	26A-2831	HSS	Andreana McCall	amccall3@mtsac.edu	2
ENGL	1A	22285	07:30 AM	09:35 AM	28-AUG-2023	17-DEC-2023	M	26A-3821	HSS	Maria Estrada	mestrada@mtsac.edu	2
ENGL	1A	22349			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Jennifer Leader	jleader@mtsac.edu	2
ENGL	1A	22369			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Shivani Parmar	sparmar@mtsac.edu	2
ENGL	1A	22385			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Daniel Holland	dholland@mtsac.edu	4
ENGL	1A	22418			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Forrest Montgomery	fmontgomery@mtsac.edu	2
ENGL	1A	22442			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Anna Mc Kennon	amckennon@mtsac.edu	2
ENGL	1A	22449			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Leah Marie Key Ketter	lkeyketter@mtsac.edu	3
ENGL	1A	22476	09:45 AM	11:50 AM	28-AUG-2023	17-DEC-2023	TTh	26B-3551	HSS	Rocio Avila	roavila@mtsac.edu	2
ENGL	1A	23381			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Lynette Hight	lhight@mtsac.edu	3
ENGL	1A	23585			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Ivan Rios	irios@mtsac.edu	2
ENGL	1A	24533	09:45 AM	11:50 AM	28-AUG-2023	17-DEC-2023	TTh	26D-2210	HSS	Anna Mc Kennon	amckennon@mtsac.edu	5
ENGL	1B	22562	07:00 PM	10:10 PM	28-AUG-2023	17-DEC-2023	T	26A-2811	HSS	Katie Schorr	kschorr@mtsac.edu	14

Online options with no times listed

Online Only Class List

Mt. San Antonio College

Portal login: inside.mtsac.edu

Student Self Service

Registration

1. Apply for Admission
2. Review Existing Application
3. Select Term
4. Register (Add or Drop) Classes
5. Change Class Grading Option
6. Week at a Glance
7. Registration Fee Assessment
8. Registration Appointment/Hold
9. Active Registration
10. Registration History
11. Print Your Schedule/Receipt
12. Search for Classes o [Extended Class Search]
13. View Your Waitlist

Student Account

24. Account Summary (Year to Date Totals)
25. Pay Fees
26. Account Detail for Term
27. Statement and Payment History
28. Select Tax Year
29. Tax Notification
30. View Holds
31. Purchase a Parking Permit

How to Add a Course

STEP 1. Log on to: *inside.mtsac.edu*

STEP 2. You will need to enter your **Username** and your **Password** to login.

STEP 3. Once you are in, click on **Student** Tab to display your menu. (B)

STEP 4. Click on **Student Self-Service Links option No. 4.** (C)

STEP 5. Click on **Select a Term**. (D)

STEP 6. Hit submit. (E)

STEP 7. Enter the five-digit **Course Reference Number (CRN)** in the area provided for each course you are trying to add (up to 10 classes at one time). (F)

STEP 8. Click on **Submit Changes** after you have entered all of your numbers. (G)

A — Secure Login

User Name:

Password:

[Login]   [Cancel]

B — Home | College Library | Student | Student Su...

Personal Announcements
[Spring 2015] Online Services to help you this semester!
Student Parking Available in Lot M
Student Life Weekly Calendar
Earn a free certificate in Leadership!
2014 1098T Form Is Now Available

Mountie Mail+

Campus Announcements
Phase 1 Perimeter Fence - Student Lot A
Step Up: Improve Your Fitness
Bursar's Office closed Friday, March 27, 2015

Mountie Academic

C — College Library | Student | Student Success | Financial Aid | eLearning Tools | Noncredit

...nal Announcements
2015] Online Services to help you this semester!
Parking Available in Lot M
Life Weekly Calendar
ree certificate in Leadership!
98T Form Is Now Available

us Announcements
Perimeter Fence - Student Lot A
Improve Your Fitness
Office closed Friday, March 27, 2015

Student Self Service

Registration
1. Apply For Admission
2. Review Existing Application
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11. Print Your Schedule/Receipt
12. Search for Classes
13. View Your Waitlist

Student Records
14. View Assessment/Placement Test Scores
15. View Holds
16. Final Grades
17. Grade Detail
18. View Unofficial Transcript

D — Personal Information | Student | Financial Aid | Employee

Search [   ] [Go]

Registration Term

Select a Term: [Spring 2015]

[Submit] **E**

Mailing Address
...elp us keep you informed! Update your mailing address.

F — Before attempting to register for a class, check to make sure the class is open (and the wait list is not filled) at the class schedule sear... (https://prodsob.mtsac.edu/prod/pw_sigsched.p_Search). Mt. SAC's IT Acceptable Use policy (http://www.mtsac.edu/administration/infosecurity/acceptable_use.html) prohibits intentionally or negligently performing an act th... computer or network to the extent that other users may be denied service. Use of scripts or excessive, repeated unsuccessful registrat... placement of a temporary hold on your account.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Without petitioning, students may enroll in up to 18 units each semester and up to 7 units each summer and winter intersession. Students who have c... in a given semester with a grade point average of at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for p... maximum. Students wishing to exceed the maximum number of units allowed must contact the Counseling Office (X-4380).

MAXIMUM NUMBER OF UNITS ENROLLED

Term	Good Standing	Probation Standing
Spring/Fall	18	12
Winter/Summer	7	4

Add Classes Worksheet

CRNs

[   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ]

[Submit Changes] [Class Search] [Reset]

G

Class Schedule:

	Monday	Tuesday		Wednesday	Thursday	Friday	Sat/Sun
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							

How to Apply for Financial Aid

To apply for financial aid, students must complete **one** of two financial aid applications: the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA). Students interested in the California College Promise Grant (Fee Waiver) are encouraged to apply by submitting either a FAFSA or CADAA to be considered for all available financial aid.

Completing and submitting a FAFSA or CADAA is free—you should not pay anyone or any website to prepare it for you! The Financial Aid Office at Mt. SAC, like most colleges, offer free assistance completing a FAFSA or CADAA to students and the community. Visit a college's Financial Aid Office to get more information.

▶ **FAFSA (Free Application for Federal Student Aid)**

▶ **California Dream Act Application (CADAA)**

▶ **California College Promise Grant (Fee Waiver)**

Financial Aid

Fees

What are the fees and tuition?

FEE	COST	DETAILS
Enrollment Fee	**California Residents:** $46/unit	Except those who qualify for the California College Promise Grant (CCPG), a state financial aid program.
	Nonresident Students: $311/unit + $46/unit enrollment fee (Effective for Fall 2022 semester)	Students who have not established residence in California for a period of one year prior to the day before classes begin pay the nonresident enrollment fee. Learn more about residency here.
	International Students: $311/unit + $46/unit enrollment fee (Effective for Fall 2022 semester)	International students who are attending Mt. SAC on an F-1 Visa pay the International fee. Learn more about international student tuition and fees here.
Student Activities Fee	$15	This fee is assessed during Fall and Spring semesters only.
Student Representation Fee	$2	This fee is assessed during Fall and Spring semesters only. The fee amount was set by the California legislature and took effect January 1, 2020.
Student Health Fee	$23 ($17 with CCPG waiver) Fall and Spring Semesters (Effective for Fall 2022 semester) $20 ($15 with CCPG waiver) Winter and Summer Intersessions (Effective for Fall 2022 semester)	This fee is required for all credit students, including part-time students. Applications for waivers are available in the Cashier's Office (9A) or in the Student Health Center (67B) for the first week of the semester.
Student Transportation Fee	$9 full-time students $8 part-time students	This fee is collected in Fall and Spring semesters only. It was approved by 81% of students in November 2014 and funds the Class Pass program, which provides students a free bus pass.
Materials Fee	varies	Different classes have different materials fees to cover the cost of class equipment, books, or other supplies that may be required. All materials fees are noted under the class listing at the end of the course description.
Parking Fee	$50 ($25 with CCPG waiver) for Fall and Spring semesters $25 for Winter and Summer	Student parking permits are required each term to use all student parking lots. Daily permits are available for $4 a day. Learn more about parking here.

FAFSA or CADAA is free—you should not pay anyone or any website to prepare it!

Complete one of two financial aid applications:

▶ FAFSA (Free Application for Federal Student Aid)

▶ California Dream Act Application (CADAA)

▶ California College Promise Grant (Fee Waiver)

The Financial Aid Office at Mt. SAC offers free assistance in completing a FAFSA or CADAA to students and the community. Visit a college's Financial Aid Office to get more information.

 Financial Aid

I waitlisted an on-campus course. What's next?

① Check Your Waitlist Position
- Log-in to inside.mtsac.edu, click on the "student" tab, scroll to student self-service, and click on # 13-waitlist position.
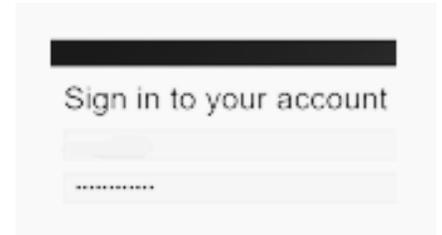
② Check Your Mt. SAC Email
- When an opening is available for you to add the class, you will be notified via your Mt. SAC email account.
- You will have 72 hours from the time that the email is sent to enroll in the course. Follow the instructions to add the class.
- If you do not receive this email by the first day of school because you are still on the waitlist, follow step 3.

③ Show up to Class on the First Day of the Term
- Attend in person on the first day of the class meeting.
- The professor will take attendance. If there is an open seat, the professor will use the waitlist to determine who will add the course
    - If the professor does not have an open seat, search for an alternative course. Page 6.
- Follow page 5, "how to search for classes"

I waitlisted an online course. What next?

① **Check your waitlist position**
- Log-in to inside.mtsac.edu, click on the "student" tab, scroll to student self-service, and click on # 13-waitlist position.

② **Check your Mt. SAC email**
- When an opening is available for you to add the class, you will be notified via your Mt. SAC email account.
- You will have 72 hours from when the email is sent to enroll in the course. Follow the instructions to add the class.
- If you don't get this email by the first day of school because you are still on the waitlist, follow the next step.

③ **Email the professor on the first day of the term**
- Log in to inside.mtsac.edu, and return to the #13 waitlist position to locate the professor's email.
- Send the professor an email requesting to add the course, your waitlist position #, and your student ID#.
- The professor will provide an add authorization code if they agree to add you to the course.
- Adding a course: In the student tab, click on #4, Register (Add or Drop) classes. You will need the CRN# and ADD CODE# to add the course.

How to access your educational plan by Computer

Log into portal:

Mt. SAC Homepage or <u>inside.mtsac.edu</u>

Sign in to your account

Click on *Mountie Academic Plan*
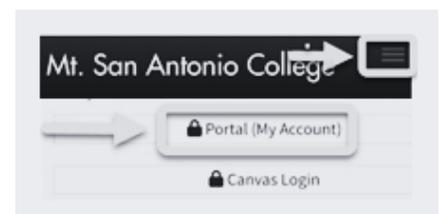

Mountie Academic Plan (...

The Mountie Academic Plan (MAP),
Degree Audit System allows
students to view their academic progress.

How to access your educational plan by Phone

Log into portal:

Mt. SAC Homepage or <u>inside.mtsac.edu</u>

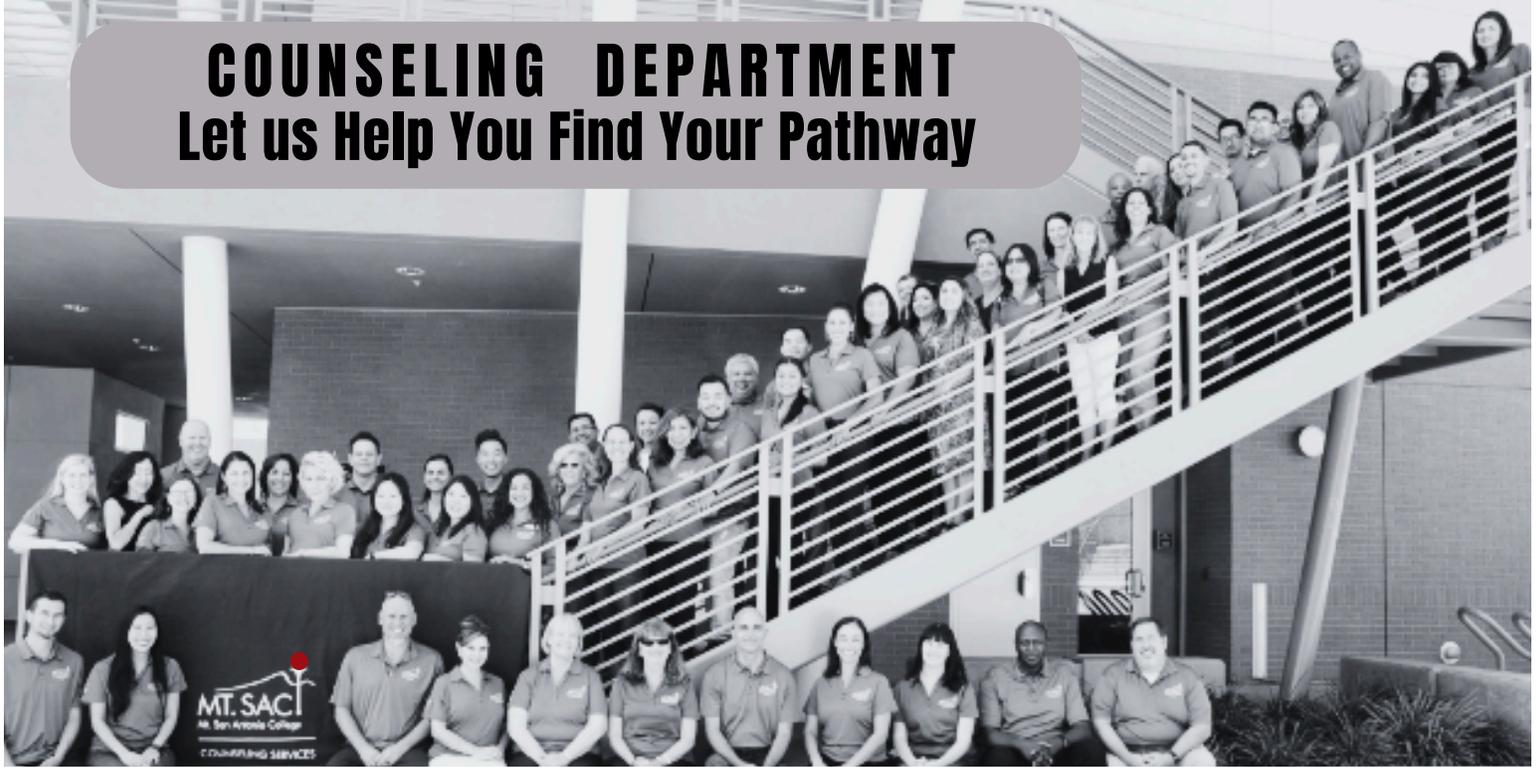Follow the same process as noted above
for Computer

Mt. San Antonio College

Portal (My Account)

Canvas Login

Frequently Asked Questions

▶ **Have Registration Questions?**

▶ **What classes do I take?**

▶ **How Do I Transfer?**

▶ **How do I get the credit for AP/IB scores, foreign language, or classes I have taken at another school?**

www.mtsac.edu/counseling/faqs.html

● Career, Personal, and Academic Counseling

- Career/Major Exploration
- Educational Planning
- Certificate, Degree Completion, and Transfer Preparation
- Offer skills and advice to help you succeed in the classroom
- Assistance and referral to academic and student support services

● Workshops

- Mountie Academic Plan (First-Semester Courses) (MAP)
- Major Exploration
- Student Success
- Probation and Reinstatement Dismissal

Ways To Connect With A Counselor:

Appointments:

IN-PERSON

PHONE

ZOOM VIDEO

Quick Questions

EMAIL-BASED COUNSELING

IN-PERSON

EXPRESS ZOOM

Located:
Student Services

1100 N. Grand Avenue
Walnut, CA 91789

909-274-4380

www.mtsac.edu/counseling/

Monday-Thursday: 8 AM to 7:00 PM
Friday: 8 AM to 4:30 PM

Hours may vary during the
holidays and intersession

Notes