

<b>ANY OTHER PROFILE INFORMATION</b>		
Male	18227	47.8%
Unknown	489	1.3%
Total	<b>38114</b>	<b>100.0%</b>

<b>FINANCIAL AID INFORMATION</b>		
% of students receiving Pell grants	13,004/38,114	34.1%
% of students receiving BOGW	25,539/38,114	67.0%

**3. Describe any partnerships among colleges or with high school districts, workforce agencies, or other community partners that assist with providing core services to new students.**

Mt. San Antonio College (Mt. SAC) has a comprehensive High School Outreach effort that partners with 51 feeder high schools in 12 local districts. The Connect Four program provides core SSSP services to incoming high school students both at their high schools and at the college. Students are assisted with the online application, are provided assessment information sessions prior to testing, assessment (placement testing) is provided both at the high school as well as at the college, and orientations by counselors are provided mainly at the college. Through the orientation process, Connect Four students complete an Abbreviated Education Plan for the fall semester that assists them in selecting courses that are aligned with achieving their educational goals and are in concert with their assessment levels. Staff follow-up intensively with students and assist them in registering for classes. Students completing the Connect Four program are provided with early priority registration (per college policy) and are also assisted with financial aid applications, and entry into Summer Bridge, EOPS, DSPS, TRiO and other support programs. In fall of 2015, nearly 2,000 local high school students registered for classes through the "Connect Four" program.

Additionally, the College hosts a Principal's Breakfast, Counselors Luncheon, and a Joint Board/Superintendent Dinner focusing on partnership and articulation efforts. At all of these meetings, information is provided to high school personnel about the placement levels and performance levels of high school students at Mt. SAC including enrollment data specific to their schools. Dialogs have been initiated between high school math and English department chairs and college faculty related to assessment rubric and course articulation. Dual enrollment discussions are occurring between college administrators and local school district superintendents.

**B. Orientation**

**1. Were adjustments made to your orientation process based on outcomes from your 2014-15 program plan?**

New student orientation has been mandatory for students new to Mt. SAC since 1996 and is continuously reviewed for quality of service. Counselors meet monthly to update and

enhance both the content and delivery methods of orientation. In addition to other information provided at orientation, the college has included each of the eight designated topics, policies, and procedures in the orientation checklist.

In 2014-15, the counseling faculty redesigned the in-person orientation sessions to a 3.5 hour format from a 4.5 hour format in order to improve student retention of information and to increase student engagement as they entered college for the first time. Information on the Violence Against Women Act (VAWA) was included in the redesign.

In addition, Mt. SAC partners with all feeder high school districts to offer the Connect 4 program for graduating seniors. In the past, the Connect 4 program was offered exclusively in the summer. After consulting with the feeder high schools staff, the HSO (High School Outreach) team, Mt. SAC administrators and counseling faculty, the Connect 4 program was offered over a five month period (January-June of 2015). This change provided students with additional options to complete the mandatory orientation and other SSSP requirements.

Finally, to increase visibility, access, and facilitate the registration process for in-person orientations, online scheduling for in-person orientations became available through the Mt. SAC counseling website and the Mt. SAC student portal via the student success channel ([my.mtsac.edu](http://my.mtsac.edu)).

**2. a. How many students were provided orientation services in 2014-15?**

13,992 students were provided orientation services from July 1, 2014 – June 30, 2015.

This includes all (unduplicated) students who completed either an in-person or online orientation during this time frame, including new and returning students.

**b. What percentage of the target population does this represent?**

The percentage of new, first time students who completed an orientation at some point in time prior to July 1, 2014 or after June 30, 2015 for the purpose of enrolling in either fall 2014, winter 2015, spring 2015, or summer 2015 is 85.5%.

The college's process to enforce mandatory orientation for new, non-exempt credit students has been to place a registration hold on a student's record until the New Student Orientation (NSO) has been completed. Orientation holds were taken off from August 2014 through June 2015, thereby reducing the number of new, first time students that normally complete orientation. For 2015-16, the orientation hold will be in place so the numbers and percentage is expected to increase.

**c. What steps are you taking to reduce any unmet need or to ensure student participation?**

New student orientation has been mandatory for students new to Mt. SAC since 1996 (except for the 11 month hiatus in 2014-15) and is continuously reviewed for quality of service. Counselors meet monthly to update and enhance both the content and delivery methods of orientation. In addition to other information provided at orientation, the college has included each of the eight designated topics, policies, and procedures from the orientation checklist.

Information Sessions are provided by trained staff to inform potential students, who apply to the college, of the core services of SSSP and other college requirements and processes. Assessment information and Financial Aid Overview information is also provided as part of these introductory sessions. Information Sessions are not designed to be counselor-led Orientations, but assist students in understanding the steps necessary to eventually enroll in courses, including how to navigate the student portal. Survey results show that these sessions are well-received by students and students are more informed about the succeeding requirements of assessment, orientation and education plan.

**3. a. Are orientation services offered online? Yes****b. Identify any technology used to provide orientation, including any commercial or in-house products in use or under development, and annual subscription or staff support requirements.**

Cynosure New Media, Inc.

In collaboration with counseling faculty, staff in the Student Services division, and Information Technology staff, the Counseling department developed a new and improved online orientation, using the Cynosure product that was launched in June 2015.

**4. Identify the topics covered in orientation. Include those topics mandated by title 5 section 55521 and any additional information, policies and/or procedures that the college or district determines necessary to include in a comprehensive orientation.**

1. Academic expectations and progress and probation standards pursuant to section 55031
2. Maintaining existing registration priority pursuant to section 58108
3. Prerequisite or corequisite challenge process pursuant to section 55003
4. Maintaining Board of Governors Fee Waiver eligibility pursuant to section 58612
5. Description of available programs, support services, financial aid assistance, campus facilities, and how they can be accessed
6. Academic calendar and important timelines
7. Registration and college fees
8. Available education planning services: educational and career counseling, career planning courses, DegreeWorks (Mountie Academic Plan online education planning service), course of study pathways (i.e., Associate degrees, transfer)

## Additional topics:

1. Time management
2. Campus resources: academic, student, and support services
3. College culture: Mt. SAC mission statement
4. Interpreting and understanding placement test results as they relate to course planning
5. Violence Against Women Act (VAWA) -- pursuant to legislation that seeks to improve criminal justice and community based responses to domestic violence, dating violence, sexual assault and stalking in the United States.

5. Complete the chart below outlining the staff associated with orientation and the source used to fund the position. These staff listed below should match those in your budget plan. Additional lines may be added.

# of FTE	Title	Role	Funding Source (SSSP/Match/GF)
19	Professor, Counseling Full-Time Tenure Track	Develop, conduct, and evaluate new student orientations. Provide educational, career and personal counseling to students.	Match
10	Professor, Counseling Full-Time Tenure Track	Develop, conduct, and evaluate new student orientations; provide educational, career and personal counseling to students.	SSSP
4	Professor, Counseling Full-Time Tenure Track	Provide specialized counseling for students enrolled in special programs; provide orientations and counseling services	1-TRIO Program - Match 1-Student Equity 1- International Program - GF
8.5	Adjunct Professor, Counseling	Provide orientations, educational, career and personal counseling to students.	Match
1	Adjunct Professor, Counseling	Provide orientations, educational, career and personal counseling to students.	SSSP
3.5	Educational Advisor Counseling	Assist in providing orientation services for students with certificate, degree programs and transfer requirements.	Match
1	Administrative Secretarial Support Counseling	Assist with scheduling, providing materials, resources, and tracking orientations. Provides clerical support to Dean, Associate Dean, Counselors, and Educational Advisors.	Match
1	Administrative Clerical Support Counseling	Record SSSP activities in SARS scheduling system and provides clerical support to Dean, Associate Dean, Counselors and Educational Advisors in support of SSSP orientation activities.	Match
1	Administrative Secretarial Support Counseling	Record SSSP activities in SARS scheduling system and provides clerical support to Dean, Associate Dean, Counselors and	SSSP

# of FTE	Title	Role	Funding Source (SSSP/Match/GF)
		Educational Advisors in support of SSSP orientation activities.	
1	Administrative Clerical Support Counseling	Assist with scheduling, providing materials, resources, and tracking orientations in SARS. Provides clerical support to Dean, Associate Dean, Counselors, and Educational Advisors.	SSSP
1	High School Outreach Supervisor	Provide pre-orientation services and schedule orientations for high school students transitioning to college. Supervises high school outreach activities in support of SSSP activities.	Match
3	High School Outreach Specialist	Provide pre-orientation services and schedule orientations for high school students transitioning to college.	Match
3.65	High School Outreach Specialist	Provide pre-orientation services and schedule orientations for high school students transitioning to college.	SSSP
1	Administrative Clerical Support High School Outreach	Assist and support in pre-orientation services and provides clerical support to High School Outreach Supervisor and SSSP related activities.	.40 - Match .60 - SSSP
1	Student Services Program Specialist – Counseling	Coordinates pre-orientation and orientation services, scheduling, providing materials, resources, and tracking orientations in SARS.	SSSP
1	SARS, Coordinator, Project/Program	Oversees all SARS scheduling of orientations and student services activities.	Match
2	Information Technology	Provide technical support for implementation of SSSP requirements including implementation of online orientation and tracking of orientation services and web support.	SSSP
52.5	Web Designer	Provide technical support for implementation of SSSP requirements including implementation of online orientation and tracking of orientation services and web support.	SSSP
1	Senior Research Analyst	Conduct ongoing research to track participation rates in core services, impacts of core services, outcomes of follow up component, and student focus groups.	SSSP
1	Dean Counseling	Provide administrative oversight for all aspects of NSO, the counseling department, and implementation of SSSP requirements.	Match

# of FTE	Title	Role	Funding Source (SSSP/Match/GF)
1	Associate Dean Counseling	Assists in providing administrative oversight for all aspects of NSO, the counseling department, High School Outreach and implementation of SSSP requirements.	60% GF/Match 40% Student Equity

6. Complete the chart below outlining all other orientation related expenditures, including the direct cost to purchase, develop or maintain technology tools specifically for orientation services. These expenditures should correspond to those in your budget plan. Additional lines may be added.

Budget Code	Expenditure Title/Description	Funding Source (SSSP/Match/GF)	Amount
2000	Short Term Hourly Staff	SSSP	\$163,777
4000	Supplies & Materials: various office supplies, toner, paper, presentation materials for New Student Orientation	SSSP	\$67,800
4000	Instructional Supplies: co-hort study groups, counseling classes, STEP and Inreach Program	SSSP	\$60,000
5000	Other Services: printing cost of orientation booklet, for counseling workshops, and various marketing materials, transportation cost for high schools to do assessment testing and orientations	SSSP	\$164,000
5000	Catering/Promotional Items: professional development training and planning meetings for staff, student assessments and orientations, and promotional items for New Student Orientations	SSSP	\$80,000
6000	New Equipment: smartboards, laptops, printers, projectors for New Student Orientations	SSSP	\$150,000

### C. Assessment for Placement

1. Were adjustments made to your assessment for placement process and/or procedures based on outcomes from your 2014-15 plan?

In an effort to better prepare students for the assessment process, the college has implemented changes by creating a step in the matriculation process, informing students that they must attend a Test Information Session immediately after applying to Mt. SAC and prior to completing assessment testing. Directions provided to students regarding the English and math Information Sessions are coordinated so that students are able to prepare for both the English writing test and the math placement test. Assessment staff have been trained to inform students of the need to attend the sessions prior to testing. Students are able to