



**Mt. San Antonio College  
Adult Basic Education Center**

# High School Referral



**Mt. San Antonio College**  
**High School Referral Program**  
 Building 30, Room 115  
 1100 N. Grand Avenue  
 Walnut, CA 91789  
 Tel. #: (909) 594-5611 x4937  
 Fax #: (909) 468-3934

# Program Information Fall 2009

**Class Hours**  
 Monday-Thursday 4:00pm-8:00pm

**Office Hours**  
 Monday-Thursday 8:30am-8:45pm  
 Friday 8:00am-4:30pm



## Parking Information

The closest parking lot for High School Referral students is Student Lot H  
(across Bonita Drive)

Parking permits are **required** for all students. Your permit must be clearly displayed either: hanging from your rear view mirror, window stickers must be affixed to the lower left side of the rear window, or bumper stickers must be on the left side of the rear bumper.

### **Monthly Parking Permits**

- You can get a monthly permit from the High School Office for \$10/month.\*

### **Semester Parking Permits**

- You can get a semester permit from the Bursar's Office (where you get your ID).
  - \* Semester permits are \$35/Spring Semester, \$35/Fall Semester; \$18/Summer; and \$18/Winter Semester.\*
  - \* Replacement fee is \$20 for Fall or Spring and \$10 for Summer.

### **Day Parking Permits**

- You can park in any student lot for \$2.00 per day/evening.
- An automated all-day parking pass machine is located on South Bonita Drive.

### **Parking Regulations**

- Parking regulations are enforced during all semesters from 7am to 10pm Monday-Thursday and 7am to 4pm on Friday.
- You do not need a permit to park in Student Lot H during the first two weeks of the fall and spring semesters, the first week of the first summer session, and the first week of the winter semester.

### **Disabled Persons**

- Individuals with a valid, current State issued Disabled Persons placard or license plate may park in the spaces in front of Building 30 or in the disabled persons spaces in Staff Lot H.

### **Parking Citations**

- If you receive a parking citation, please contact x4299.

For more information, please go to:  
[http://www.mtsac.edu/safety/general\\_info.html](http://www.mtsac.edu/safety/general_info.html)

\*Parking fees are subject to change.



## **Matriculation:**

### Registration, Orientation, & Assessment

The High School Referral Program is open to the whole community and will provide service to anyone. High school students must have approval from their parent(s) and high school counselor to enroll and a parent/guardian must attend orientation with the student.

### **Orientations**

Prior to registering for classes, we require that you participate in an orientation session which is designed to provide you with information regarding the program.

1. Orientations are offered regularly throughout the semester.
2. To register for an orientation please call (909) 594-5611 ext. 4937 or come to the High School Office (Building 30, Room 115).
3. When you come to orientation please bring:
  - \* Parent/guardian
  - \* Referral form (obtained from and signed by your high school counselor)
  - \* A pen to complete forms
4. Please be on time to the orientation. If you are late, you will have to reschedule.

### **Student Registration**

1. Complete a registration card at the orientation. You may only enroll for the course indicated on your referral form.
2. Purchase your Mt. SAC ID card.
3. Purchase your parking permit.

### **Obtaining Textbooks**

1. Bring your ID card to the Bookroom (between room 113 and 115 in Building 30).
2. Give the Bookroom attendant your ID and s/he will give you the textbook.
3. You must return the book to the bookroom each day before you leave campus.

## High School Referral

### Overview

The High School Referral Program is designed to allow high school students the opportunity to retake classes to earn a higher grade, make up credits and/or get ahead in their studies. Credentialed teachers supervise the classroom and provide individual instruction and support. Students must be currently enrolled in high school and have parent and counselor consent to participate.

### Important Facts

Requirements	<ul style="list-style-type: none"><li>● Approval from your high school counselor</li><li>● Approval from your parent/guardian</li></ul>
Cost	<ul style="list-style-type: none"><li>● Classes are free</li><li>● Parking<ul style="list-style-type: none"><li>* Monthly permits are sold in the High School Office for \$10</li><li>* Semester permits are sold at the Bursar's Office</li></ul></li><li>● \$10 Mt. SAC ID</li></ul>
Courses	<ul style="list-style-type: none"><li>● The counselor at your high school will identify which course you need to take and will provide you with a referral form.</li><li>● You may only take one course at a time.</li><li>● Credits are attained by completing course requirements <u>and</u> maintaining the minimum required attendance (see "Time").</li></ul>
Time	<ul style="list-style-type: none"><li>● The program is self-paced.</li><li>● A minimum of 62.5 class hours is required for 5 credits.</li><li>● Some students may need additional hours to complete required coursework.</li><li>● Courses <u>must</u> be completed by the end of Spring 2010 to receive credit. Progress will not be carried over into subsequent (i.e. Summer or Fall 2010) semesters.</li></ul>
Future	<ul style="list-style-type: none"><li>● Credits are transferred to your high school</li><li>● Grade reports are mailed to the students' high schools approximately 2-3 weeks after completion of the course.</li></ul>
Notifications	<ul style="list-style-type: none"><li>● Progress reports are sent out periodically throughout the semester. They are mailed to students' homes and to their high school counselors.</li><li>● Parents can call the High School Office to receive updates on students' progress.</li></ul>

## Matriculation:

### Student Support Services

***Want to register for credit classes at Mt. SAC but don't know how to enroll or what classes to take?***

Counselors and educational advisors are available to meet with you and help create a supportive bridge to the credit classes college campus. Counselors and educational advisors are available to:

1. Discuss with you a step-by-step checklist for applying to the College and enrolling in classes.
2. Meet with you throughout the enrollment process to help you register quickly and easily.
3. Guide you through the application process.
4. Provide you with important forms and show you how to complete them.
5. Tell you how to locate and utilize campus resources like Financial Aid.
6. Determine if you need to take any placement tests and provide you with sample tests and testing information, if needed.
7. Help you figure out your academic goals.
8. Assist you in selecting college classes and creating a short-term course plan for college graduation and transfer.

You can make an appointment by coming into the High School Office (room 115) or calling (909) 594-5611 ext. 4937.



## High School Referral Guidelines, cont.

### COMPUTER AND EQUIPMENT USAGE:

We are happy to provide current software and computer equipment for your use at no charge. Please assist us in maintaining the equipment in the best possible condition. The following applies to usage of the computer equipment and software:

- \* Internet usage is for educational purposes only.
- \* No chat rooms, music videos, or other inappropriate sites are to be accessed.
- \* Offensive materials either on disk or the Internet are not allowed on any College computer.
- \* Students may print one copy of their document. Excessive printing will result in the loss of this privilege.

### DISCIPLINE POLICY:

The Adult Basic Education Center is privileged to provide services and academic support to students enrolled in the High School Program. Every attempt will be made to ensure that all students have ample educational opportunities. However, the success of the program is foremost the student's responsibility. If it becomes necessary to refer students to the administration, the following steps will be taken.

- \* The student will be sent down to speak with an administrator regarding the behaviors exhibited in the classroom. This will count as a warning. Furthermore, the guardian will be contacted and the disciplinary action will be recorded in the student's file.
- \* If the behavior persists, or another disruption of the class occurs, the student will be sent down to the administrator and the parents can be called to pick up the student (if the behavior exhibited warrants this type of discipline).
- \* If a student is sent home for disciplinary reasons, he/she must meet with an administrator to sign a behavior contract prior to going back to class. This contract will outline specific requirements necessary for the student to complete the course.

**For more serious discipline issues such as cheating, violence and stealing, students will be referred to the Student Life Office for disciplinary action.**

## Information for Fall 2009

### **Session Dates for Fall 2009**

Begins: Monday, September 14

Ends: Thursday, December 10

### **Holidays for Fall 2009**

Wednesday, November 11

Thursday & Friday, November 26 & 27

### **Courses Available for Fall 2009**

Algebra 1\*

Algebra 2\*

Art Expression

Computer Technology

Economics

English 1

English 2

English 3

English 4

General Math

Geometry\*

Government

Health

Physical Science

Psychology

Sociology

US History

World History

\*Algebra 1, Algebra 2, and Geometry cannot be taken for original credit.

Students may only take these course as a make-up class.

### **Session Dates for Winter 2010**

Begins: Monday, January 11

Ends: Thursday, February 11

## High School Referral Guidelines

### PROGRAM GOALS:

To assist students in being successful in their educational goal/program.

### ATTENDANCE POLICY:

Class hours are Monday – Thursday 4pm-8pm

- \* Courses take approximately 75 hours to complete. Therefore, students attending each night for 4 hours will finish a semester course in a month providing coursework is complete.
- \* The minimum amount of hours necessary for each semester course is 62.5 hours.
- You are not required to supply a note if you are going to be absent.
- Our office **will not** call your home if your son or daughter is absent from school.
- All students must be in class or off campus. The High School Program has a **no loitering policy**. Students are expected to check in to class within five (5) minutes of arrival and leave the campus immediately after checking out of class.
- Students must sign-in and sign-out of the classroom every night they are in attendance in order to get credit for their hours. They must also check in and out at the High School Office each day with a Mt. San Antonio College student ID card.

### BOOK POLICY:

- You may borrow all necessary books from the High School Office. If it becomes lost or stolen the student will be charged for the replacement value.
- In order to obtain a textbook you must have a current Mt. San Antonio College student ID card.

### PARKING:

Drop-off, pick-up, and parking is in **Lot H** only.

### CAMPUS:

Mt. San Antonio College is an open campus; students are allowed to leave at any time. However, as a courtesy, we may call parents of students not returning to class after break.

## High School Referral Guidelines, cont.

### CLASSROOM PROCEDURES:

- Each instructor will explain his or her individual classroom procedures and policies.
- You are responsible for bringing all necessary school supplies to class including a calculator.
- All cell phones need to be turned off at all times when you are in class.

### EDUCATIONAL ADVISOR:

The High School Program has an Educational Advisor available to answer questions about attending Mt. SAC and college in general. If you are interested in speaking with them please make an appointment in the High School Office.

### PROGRESS AND CREDITS:

- Students are expected to complete and turn in assignments, projects, quizzes, and tests in order as specified in the syllabus. All work must be completed in the classroom. Work completed outside of class will not be accepted.
- Student work will not be accepted out of the required order.
- Progress reports will be mailed to the student's home and to the school periodically throughout the semester.
- At any time during the semester you are welcome to call or come to the College to check on your student's progress.
  - \* The Adult Basic Education Center staff is responsible for verifying that any adult inquiring about the progress of a minor is the legal parent or guardian.
  - \* Any school official inquiring about the progress of your son or daughter will be given any and all necessary information.
- Students must achieve a 70% or better ("C") overall grade for the class. Credit will not be issued for any grade lower than a "C."
- Credit will not be issued if there are missing assignments. Students must complete all course requirements to receive credit.
- Upon completion of your course an official copy of your grades will be mailed to your school. A record of course completion will not be sent home. Please check with the registrar at your school to verify they have received your grade.