Summer/Fall 2025 & Winter/Spring 2026



Enrollment Guide for New Students



Step 1: Application

To add or register for classes,

an application must be on file for the term you plan to start:



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: <u>Register for Courses</u>

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/ad missions/applynow.html



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







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+:



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.



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.

YOUR SUCCESS STARTS WITH Counseling Courses

Invest in Your Success In Today!

Counseling Course

- Introduction to College 🕑
- College Success Strategies 🗸
 - Career & Life Planning 🗸
- SUCCESS Introduction to the Transfer Process
 - Introduction to Career Exploration
 - Exploring Leadership 🗸



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





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

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

Canvas: platform to access online (distance learning) courses





Student Self Service

Registration

1. Apply for Admission

2. Review Existing Application 3. Select Term

4. Register (Add or Drop) Classes

New Student Registration Checklist untie! We know you are excited to register for classes must complete the following (click on the arrows for Mandatory Online Orientation Mountie Academic Plan (MAP) (Optional) Attended another college?



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

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

Student Parent Priority Registration Information & How to Apply

What is the AB 2881?

AB 2881 is a California law that gives priority registration for college students who are parents.

What documentation is required to receive early registration as a student parent?

- The document submitted must show age of child and relationship between parent-child. (i.e. Birth Certificate, health insurance documents)
- Document(s) must show the age of the child and the relationships between parent-child
- All documents must be in PDF format.

Who is a student parent under AB 2881?

- A student who has a child under 18 years of age
- A student who receives more than half of their support from their child

Do I need to submit documentation each term to receive early registration?

Yes. Complete the form and documentation before each term you plan to attend to receive early registration.

Where do I submit documentation to request priority registration? Click <u>here</u> or go to *bit.ly/3Drtnlb*

Student Instruction		Child's Date of Birth +
Student ID *	State *	Does Child Currently Live With You *
Last Name *	Zip Code *	File Attachments *
First Name *	Phone *	Child's Birth Certificate Could refine a construction of the construction of the regulation of the regilation of the regulation of the regilation of the regulation o
Middle Name *	Child's Information Section	 Appropriate School Records Note: Documents must show the age of the child and the relationship between parent- child. All attached documents need to be in PDF format.
Date of Birth *	Please provide the Youngest Child's Information (Under 18 Years of Age) Child's Last Name *	Drag and drop files here or browse files
Mt.SAC Email Address *	Child's First Name *	Agreement I hereby swear that I am the student referenced in this submission and that all the information that I provided is true and correct. I also understand that misrepresenting or
Address *	Child's Middle Name *	falsifying any information in this submission is a violation of the Student Code of Conduct and if discovered, I may be reported to the Student Life Office for disciplinary action. * Checking the box below indicates your agreement to the above statement.
City *		Please check the box below to receive an emailed verification of your electronic submission.
		Send me a conv of my responses

"It's my first-semester and I'm undecided on my major."

Add the following courses*:



English Composition

ENGL 1A: Freshman Composition or AMLA 1A English for non-native speaker (4 units)

• Writing will be a fundamental skill that you will use in all college courses. And this course is required for a degree and transfer to a 4-year college.



Career & Major Exploration

COUN 5-Career & Life Planning (3 units)

• This course will provide a comprehensive career assessments identify your personality, interests, values, and skills. Career/major research and job readiness skills will be provided.

COUN 51-Career & Life Planning (1 unit)

• This course a introductory course to career exploration. Career assessments in personality, interest, values and skills will be provided.



General Education

- The requirement for general education courses is intended to ensure a well-rounded learning experience.
- It may also provide an opportunity to take introduction course to explore a major.
- There are two options to select <u>general education courses</u> or go to tinyurl.com/mry8sez3:
 - IGETC (CSU/UC) (3-6 units) or
 - Mt. SAC's Associate degree (3-6 units)



*<u>How **many classes to take in my first term**?</u> or go to tinyurl.com/mrxhc6sy or

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

- 14-18 units 100 % College Student
 (4-5 classes) 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 40 hours on non-student (1-2 classes) activities/priorities

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

- 12-13 units
 20 hours or less working
 (4 classes)
- 9 units20-25 hours of working(3 classes)
- 3-6 units
 (1-2 classes)
 25+ hours of working

Vays to Open Cl	Search asses	for	,			
www.	<u>mtsac.edu</u>	<u>ı/sch</u>	<u>edule</u>			
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Course Number: CRN: Title:		· ·	Start Month: Part of Term:	<all> <all> Full Term First Eight W Second Eight</all></all>	eeks Weeks	▲ ▼
Special Class Type: AA/AS D1 U AA/AS D2 S AA/AS E1 Li AA/AS Physi All AA/AS G CSU A1 Ora CSU A2 Writ CSU A3 Crit CSU B1 Phy	umanities .S. History & American Ins ocial, Political and Economi felong Understanding and ical Well-being/Physical Edu eneral Education I Communications ten Communications ical Thinking sical Science	stitutic ic Ins Self-I ucatic By Ec As CSU	Instructor: General lucation: ssociate, l, or IGETC	Altmire, Mat Alvarado, Gil Alvarado, No Alvarado, To Alvarez, Han Alvarez, Stej Alvarez-Galv Ambriz, Mari Amendt, Chr Amos, Lisa	thew Ibert sel sslo phania van, Maya la ristian	Late start courses; 2nd half of term
Dpe Classes No: Yes: Only: ○ ●	No No: Prerequisites:	Yes: T	ime of Day: Ar	ny: Day: E	vening:	Weekend:



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prod8s.mtsac.edu/prod/pw_sigsched.p_oclsonly?term_in=202230



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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	М	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	М	73-1810	BUS	Janice Mendez	jrice@mtsac.edu	12	
ELEC	11	20 54	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	Т	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	М	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	26 3	06:30 PM	09:40 PM	28-AUG-2023	17-DEC-2023	М	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	Πh	26A-2831	HSS	Andreana McCall	amccall3@mtsac.edu	2	
ENGL	1A	22285	07:30 AM	09:35 AM	28-AUG-2023	17-DEC-2023	М	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	Oni	ne	28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Shivani Parmar	sparmar@mtsac.edu	2	
ENGL	1A	22385	option	s with	28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Daniel Holland	dholland@mtsac.edu	4	
ENGL	1A	22418	no ti	nes	28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Forrest Montgomery	fmontgomery@mtsac.edu	2	
ENGL	1A	22442	list	ed	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	Т	26A-2811	HSS	Katie Schorr	kschorr@mtsac.edu	14	

Online Only Class List



How to Add a Course

Portal login: inside.mtsac.edu

PORTAL

MT. SAC



IDENTITY SERVER

Sign In



- In your portal, open the menu by clicking on the 3 lines in the top left corner.
 - Select the "Discover" option, and you will see a search option.
 - Type "Student Self Service" into the search, and select the option shown. It will open up a "card"
 - Bookmark this card (top right button) so that it saves on your homepage
 - Click on "Registration" to see the menu options. Select #4 Register (Add or Drop) Classes
 - Select the term you want to register for. You may be asked a couple of brief surey questions, eventually leading to a screen that says "Add or Drop Classes"
 - Read through the information and you will see a section at the bottom that says "Add Classes Worksheet (see below)

		Action		CRN	Subj Crs	e Sec	Level Cred	Grade	Option	Т	itle		
**Web Registered	** on Dec 09, 2	2024 None	Ŷ	42907	ENGL 1C	05	Credit 4.000	0 Standar	d Letter (Grade C	ritical Thi	nking and	Writing
Total Credit Hours	4.000												
Billing Hours:	4.000												
Minimum Hours:	0.000												
Maximum Hours:	18.000												
Date:	Jan 07, 2025 (02:46 pm											
crns In t	he boxes, t	ype in the	5-digit CR	N (Co	urse Re	efer	ence Nui	mber),	then o	click '	"subm	it chan	ges"
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Student Repre	sentation Fee	- You have op	ted out										
Eulomit Changes	Class Search	Reset											
Submit Changes													

Once you've succesfully registered for your courses, click on "View student Schedule/Receipt" to see your schedule, important deadlines, and total tuition cost.



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I Waitlisted an on-campus course. What Next?





Check your waitlist position

View the "Student Self-Service" tile, click "Registration," and # 13 View Your Waitlist Student Self Service

Registration

13. <u>View Your Waitlist</u>

- If your waitlist position is "0". You may enroll in the class. Follow the steps on how to add a course within 72 hours. <u>How to enroll in</u> a class or go to *bit.ly/3Xk7bqr*
- If your position is "1-10", continue to monitor waitlist position up to the first day of class. Then follow step 3 below.

3 No email notification was received by Admissions & Records by the first day of class

Visit the class for the course you want to add. Inform the professor you are on the waitlist and provide your position number. If the professor is adding, they will provide an add-code (**how to use an add code** or go to **bit.ly/3Xk7bqr**); if the professor is not adding, seek a new course to add.





Λt. San Antonio College	
Portal (My Account)	
🔒 Canvas Login	常語



Check your waitlist position

View the "Student Self-Service" tile, click "Registration," and # 13 View Your Waitlist

Student Self Service

Registration

13. View Your Waitlist

- If your waitlist position is "0". You may enroll in the class. Follow the steps on how to add a course within 72 hours.
- If your position is "1–10", continue to monitor waitlist position up to the first day of class. Then follow step 3 below.

3 Email the Professor on the first day of the term

- Log in to **inside.mtsac.edu**, return to the #13 waitlist position, and locate the professor's email
- Send the professor an email asking to add the course, your waitlist position#, and your student ID# (<u>Sample email guide</u> or go to bit.ly/4ghsK2K)
- The professor will provide an add code if they agree to add you to the course.
 (*How to add a course* or go to *bit.ly/3Xk7bqr*)





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)

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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.





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

How to schedule a Counseling Appointment with EAB



Log onto the portal (**inside.mtsac.edu**). Click on "Discover More" and search for "Navigate (Student)"

	Navigate (Student)	
	NAVIGATE	
	Navigate Student is designed to help you on your path to student success. It can help you pick a major, build a best-fit course schedule, register for classes, find resources on campus, and communicate with your counselor.	
_	Navigate Student	



On the left, click on **Appointments** and then choose **Schedule An Appointment.**

Mt. San Antonio College				
NAVIGATE Explore	Appointmer	nts		Schedule an Appointment
Class Schedule				
🔥 Home	My Appointments	My Team	History	
A Holds				
🔄 Major Explorer				
Appointments				

Select:

- Counseling
- Select a reason for appointment
- Pick a Date
 - Click on "Find Available Time"

Note: Appointments are released exactly two weeks in advance at the same time and date.

Example: If today is Monday, 3/3 at 12 PM, then appointments for Monday, 3/17 at 12 PM will become available.

New Appointment

Below, you will find available options for scheduling an appointment. If you cannot find so

What can we help you find?

One inte	
Service *	
Career Counseling	× ~
Pick a Date()	
March 4, 2025	\sim

4 Make your selection and press **Schedule**.

Ne	w A	pp	oint	me	nt		
All	Filte	ers				Sta	art Over
What	type of	appoir	ntment	would	l you lil	ke to sche	edule?
Servic	e						
Pick a	Date)					
Mar	ch	~	202	5 🗸	<	1 >	
S	М	Т	W	Т	F	s 1	
2	3	4	5	6	7	8	1:00 - 1:30 PM (1:15 - 1:45 PM (1:30 - 2:00 PM (1:45 - 2:15 F) (1:45 - 2:15 F) (1:45 - 2:15 F)
9	10	11	12	13	14	15	(3:15 - 3:45 PM) (3:30 - 4:00 PM) (3:45 - 4:15 PM) (4:00 - 4:30 F
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
20	91						

5 Review & Confirm appointment

Review Appointment Details and Confirm	
What type of appointment would you like to schedule?	Service
Date	Time [®]
Location	
How would you like to meet? *	
Search by type 🗸	
You are seeing the meeting types available for this time slot.	
Would you like to share anything else?	
Add your comments here	
Email Reminder	
Reminder will be sent to pmaestro@mtsac.edu	
Text Message Reminder	
Phone Number for Text Reminder	
Schedule Submit to confirm	



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:



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

N-PERSON

Quick Questions

EMAIL-BASED

COUNSELING

EXPRESS ZOOM

Hours may vary during the holidays and intersession

Class Schedule:

SAT/SUN														
FRIDAY														
THURSDAY														
WEDNESDAY														
TUESDAY														
MONDAY														
	7 AM	8 A M	9 AM	10 AM	11 AM	12 PM	1 P M	2 PM	3 PW	4 P M	5 PM	6 P.W	7 PM	8 P.W

Notes