MT. SAC

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:

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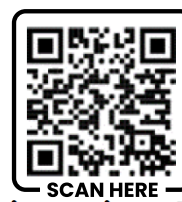
☐ **Step 4: Register for Courses**
The following pages will provide information on how to search for open courses, how to register, and other resources to help navigate the Mt. SAC enrollment process.

SCAN HERE
Application

bit.ly/48O0zWe

SCAN HERE
Orientation, AQ, & MAP workshop
bit.ly/4oKSOGx

Office of Admissions: 909-274-4415 or Student Services, 9B 1st floor

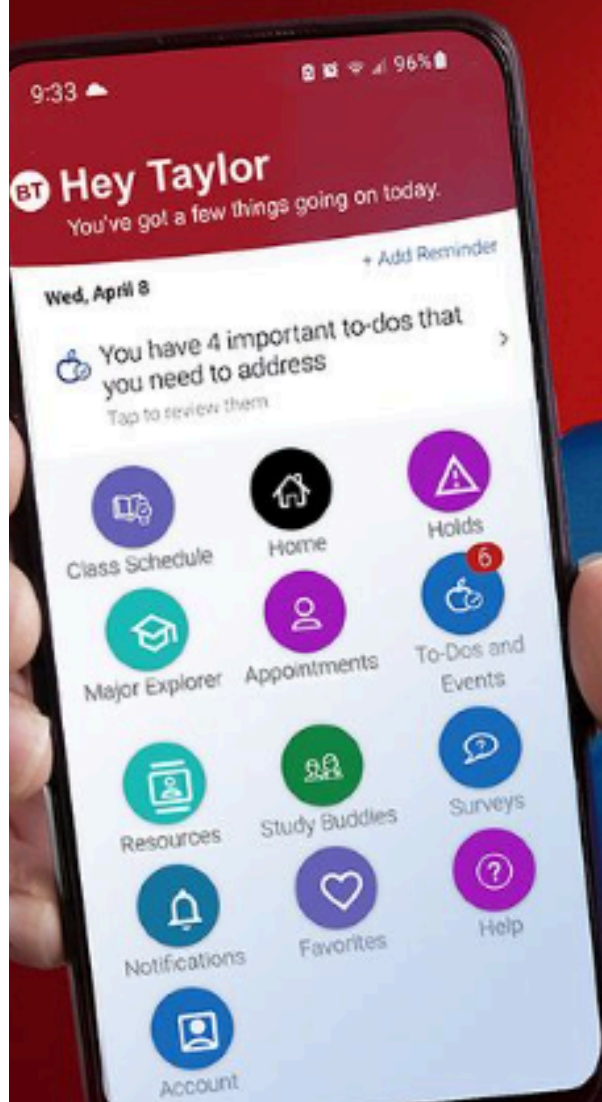# YOUR SUCCESS STARTS WITH

Counseling Courses

Counseling Courses

💡 Introduction to College

💡 College Success Strategies

💡 Career & Life Planning

💡 Introduction to the Transfer Process

💡 Introduction to Career Exploration

💡 Exploring Leadership

Learn more about these courses at: www.mtsac.edu/counseling/courses
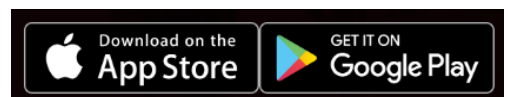
Invest in Your Success Today!

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

Navigating the Student Portal

Mt. SAC Portal
inside.mtsac.edu

SCAN HERE

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

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?

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

Log into Mt. SAC Canvas

Registration Dates*

2026

Summer
March
25

Fall
May
6

2027

Winter
Sept.
23

Spring
Nov.
11

First-Day of School
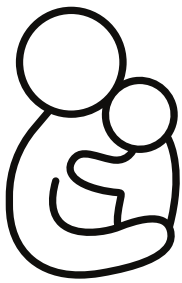
June 22
6 weeks

August 24
16 weeks

January 4
6 weeks

February 22
16 weeks

*Registration date will be issued six 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.

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

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.

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 **here** or go to **bit.ly/3DrtnIb**

Student Instruction

Student ID *

Last Name *

First Name *

Middle Name *

Date of Birth *

Mt.SAC Email Address *

Address *

City *

State *

Zip Code *

Phone *

Child's Information Section
Please provide the Youngest Child's Information (Under 18 Years of Age)

Child's Last Name *

Child's First Name *

Child's Middle Name *

Child's Date of Birth *

Does Child Currently Live With You *

Select

File Attachments *
You need to attach one of the following documents for eligibility.

- Child's Birth Certificate
- Court Order
- Child's Health Insurance
- Documentation of California State Services
- 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.

Drag and drop files here or browse files

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 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.

☐

Please check the box below to receive an emailed verification of your electronic submission.

☐ Send me a copy of my responses

Submit

SCAN HERE

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

Add the following courses*:

English Composition

ENGL C1000: Academic Reading & Writing
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 an introductory course to explore a major.

- There are two options to select **general education courses** or go to **tinyurl.com/mry8sez3**:
  - IGETC (CSU/UC) (3-6 units) *or*
  - Mt. SAC's Associate degree (3-6 units)

click Here

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

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

HOW TO FIND YOUR REGISTRATION DATE/TIME

1 Login: **inside.mtsac.edu** (portal), view the "Student Self-Service" tile, click "Registration," and #8 Registration Appointment/Hold

Student Self Service ⋮

Registration ⟩

8. Registration Appointment/Hold

2

Registration Notices: **4** | Holds: **0**

✓ **Overall Academic Standing**
Good Standing
Permits Registration

✓ **Student Status**
Active Student
Permits Registration

✓ **Enrollment Status**
Permits Registration

Time Tickets

From: 05/12/2025 12:00 PM
To: 12/14/2025 11:59 PM

Search for Open Classes

Legacy Search for Classes or go to ***shorturl.at/ibK1d***

SCAN HERE
Video Instructions

Select Term

Class Schedule Search for: Winter 2026

SELECT A TERM (BOX TO THE LEFT) AND A CLASS TYPE BEFORE BEGINNING THE CLASS SEARCH FUNCTION!

Winter 2026
Fall 2025
Summer 2025
Spring 2025

Credit: ⦿ Noncredit: ○

Submit | Reset

Select by Subject

Subject: <all>
ACCS Accesibility Resource Center
AD Addiction Counseling
ADJU Admin of Justice:Law Enforceme
AGAG Agriculture: General Subjects
AGHE Animal Health Technology
AGOR Ornamental Horticulture
AHIS Art History

Select time & days

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

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

Start Month: <all>

Course Number:
CRN:
Title:

Part of Term: <all>
Full Term
Other Part of Term
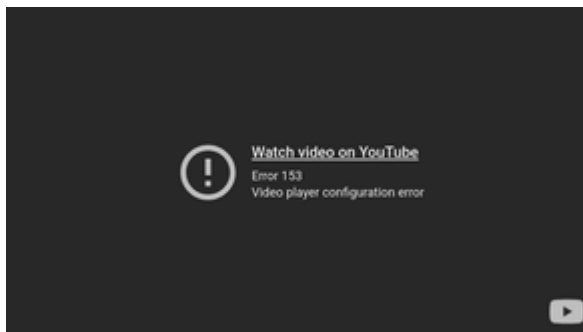
Select the short term courses

Select the special criteria

Special Class Type: <all>
English Corequisites
Math Corequisites
Honors Program Courses
Teacher Prep Institute
$-Zero Cost Digital Textbook
$-Low Cost Materials under $40
AA/AS A1 Oral Communication
AA/AS A2 Written Communication
AA/AS B1/B2 Physical/Life Science

Instructor: <all>
Abdolvahabi, Ahmad
Adams, Sarah
Addison, Tamika
Adele, David
Aguilar, Cristian
Aguilar, Jairo
Ahmed, Esha
Alexander, Carolyn
Ali, J

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

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

Select preferred modality

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

Search By Units <all>

New Classes Only: No: ⦿ Yes: ○

Submit | Reset

SCAN HERE
Video Instructions

How to use "legacy" search for courses or go to
tinyurl.com/ysn2effe

HOW TO ADD A COURSE

1 Login: **inside.mtsac.edu** (portal), view the "Student Self-Service" tile, click "Registration," and #4 Register (Add/Drop) Classes

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

SCAN HERE
Video Instructions

2 Select the term: Fall, Spring, Summer or Winter

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

3 Select the term: Fall, Spring, Summer or Winter

Select a Term for Class Search

Fall 2025 ▾

Continue

Enter Your Search Criteria
Term: Fall 2025

Choose Credit or Noncredit	✕ Credit	Select "Credit"
Subject		Example: English or Business OR Example: ENGL OR BUSA
Course Number		Example: C1000
Title		
Special Class Type		
Keyword (With Any Words)		

Search   Clear   ▸ Advanced Search

4 Click the "add" button   Add

| ENGL | C1000 | Academic Reading and ... | 22766 | 4 | S M T W T F S | 07:30 AM - 09:35 AM **Type:** | Piluso, Robert (Primary) | 21 of 30 seats ... 10 of 10 waitlis... |

5 Click the "submit" button

📇 **Summary**   Tuition and Fees

Title	Details	Hours	CRN	Schedule Ty	Status	Action	⚙
Freshman Composition	ENGL 1A, 01	4	10608	Lecture a...	Pending	**Web Registered** ▾	

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 7

Submit

I Waitlisted an on-campus course. What Next?

1 Log into portal
Mt. SAC Homepage or **inside.mtsac.edu**
& select "Portal" (My Account)

SCAN HERE
Video Instructions

2 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

Mt. San Antonio College
Student • Registration • Select a Term • Register for Classes
Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria
Term: Summer 2025

Choose Credit or Noncredit
Subject
Course Number
Title
Special Class Type
Keyword (With Any Words)

Search   Clear   ▸ Advanced Search

Schedule   Schedule Details
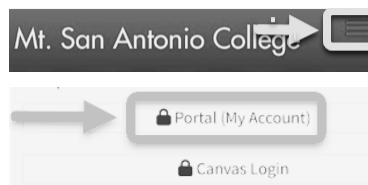Class Schedule for Summer 2025

▾ Strength Training | Kinesiology: Fitness 19 Section 01 | Class Begin: 06/23/2025 | Class End: 08/03/2025   Registered
Message: **Web Registered** | Hours: 0.5 | Level: Credit | Campus: Mt. San Antonio College | Schedule Type: Laboratory/Studio/Activity | Instructional Method: Laboratory/Studio/Activity | Grade Mode: Standard Letter Grade | Waitlist Position: 0
06/23/2025 – 08/03/2025 S M T W T F S   01:30 PM - 03:20 PM Type: Lab Location: Mt. San Antonio College Building: Stadium Field House Room: 1110
Instructor: Grijalva, Justin P (Primary)
CRN: 10920

- If your waitlist position is "0". You may enroll in the class.
- If your position is "1-10", continue to monitor waitlist position up to the first day of class. Then follow step 3 below.

I Waitlisted an ONLINE course. What Next?

1 Log into portal

Mt. SAC Homepage or **inside.mtsac.edu** & select "Portal" (My Account)

Mt. San Antonio College

🔒 Portal (My Account)

🔒 Canvas Login

SCAN HERE

Video Instructions

2 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

Mt. San Antonio College

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria
Term: Summer 2025

Choose Credit or Noncredit
Subject
Course Number
Title
Special Class Type
Keyword (With Any Words)

Search | Clear | › Advanced Search

Schedule | Schedule Details

Class Schedule for Summer 2025

Strength Training I Kinesiology: Fitness 19 Section 01 | Class Begin: 06/23/2025 | Class End: 08/03/2025   Registered
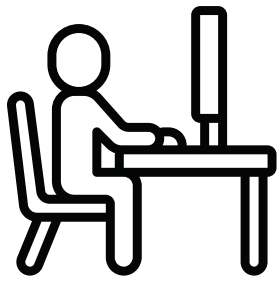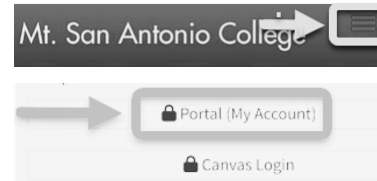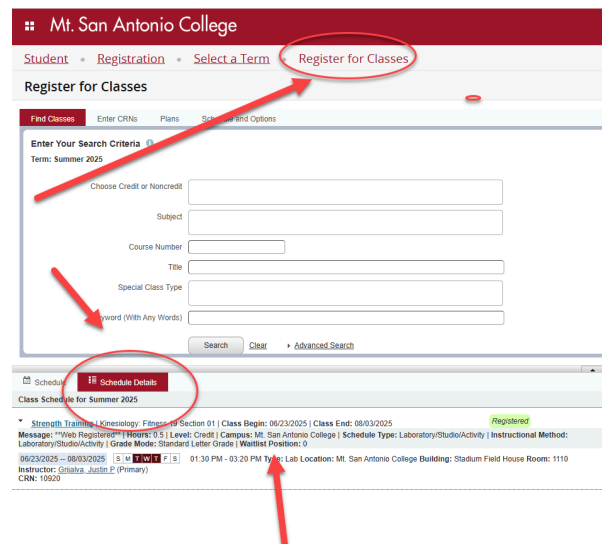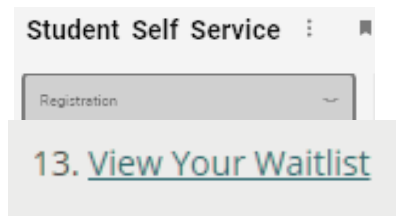Message: **Web Registered** | Hours: 0.5 | Level: Credit | Campus: Mt. San Antonio College | Schedule Type: Laboratory/Studio/Activity | Instructional Method: Laboratory/Studio/Activity | Grade Mode: Standard Letter Grade | Waitlist Position: 0
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Instructor: Grijalva, Justin P (Primary)
CRN: 10920

- 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.
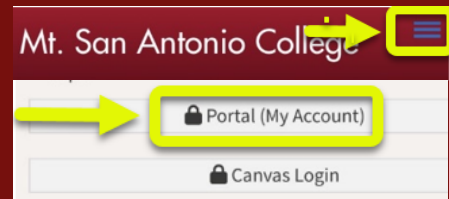
3 Email the Professor on the first day of the term

- 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# (**Sample email guide** or go to **bit.ly/4ghsK2K**)
- The professor will provide an add code if they agree to add you to the course.

How do you access your educational plan?

1 **Log into portal**
Mt. SAC Homepage (or inside.mtsac.edu)
& select "Portal" (My Account)

Mt. San Antonio College

🔒 Portal (My Account)

🔒 Canvas Login

2 **Find the "MAP" tile**

Mountie Academic Plan (MAP)

Click On

Get Started Now!

Phone Access

Click the bars

☰

Select "Features"
and then "Plans" to
find the plan
developed with a
Counselor

Degree Works

Features

Links

Worksheets

Exception

Plans

Computer Access

WORKSHEETS   PLANS

Paralegal/Legal Assistant, AS S0310
Patricia Maejstro, PLGL 30

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)**

SCAN HERE
Financial Aid Office

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?**
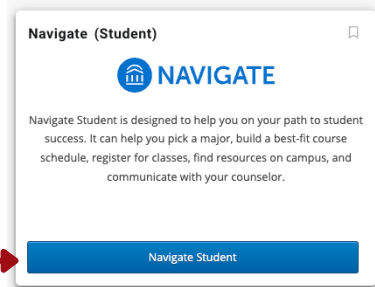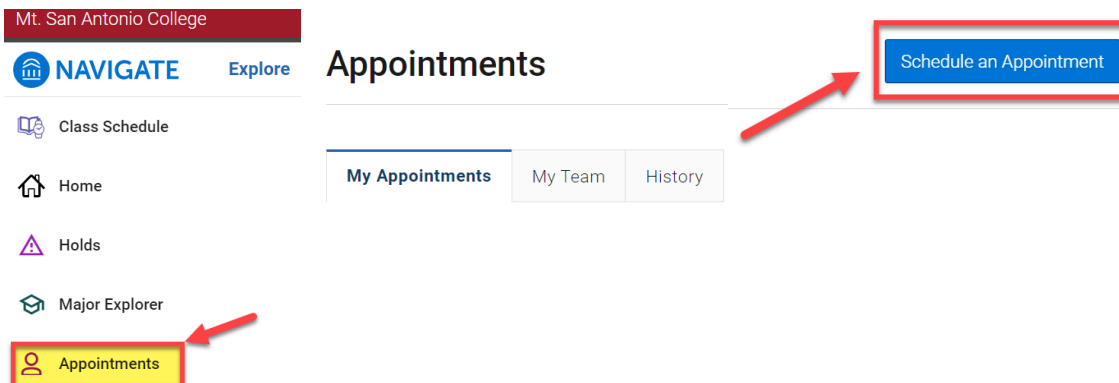
SCAN HERE

www.mtsac.edu/counseling/faqs.html

How to schedule a Counseling Appointment with EAB

1 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

SCAN HERE

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

Mt. San Antonio College

NAVIGATE Explore

Class Schedule
Home
Holds
Major Explorer
Appointments

Appointments

Schedule an Appointment

My Appointments | My Team | History

3 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?

What type of appointment would you like to schedule? *
Counseling

Service *
Career Counseling

Pick a Date ⓘ
March 4, 2025

Find Available Time

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

New Appointment

All Filters   Start Over

What type of appointment would you like to schedule?

Service

Pick a Date ⓘ

| March ⌄ | 2025 ⌄ | ‹ | 1 | › |

S	M	T	W	T	F	S
						1
2	3	**4**	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

| 1:00 - 1:30 PM | 1:15 - 1:45 PM | 1:30 - 2:00 PM | 1:45 - 2:15 PM |
| 3:15 - 3:45 PM | 3:30 - 4:00 PM | 3:45 - 4:15 PM | 4:00 - 4:30 PM |

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**

COUNSELING DEPARTMENT
Let us Help You Find Your Pathway

● **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
- P2 Success & Reinstatement

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/

SCAN HERE

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

Hours may vary during the
holidays and intersession

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							

Notes