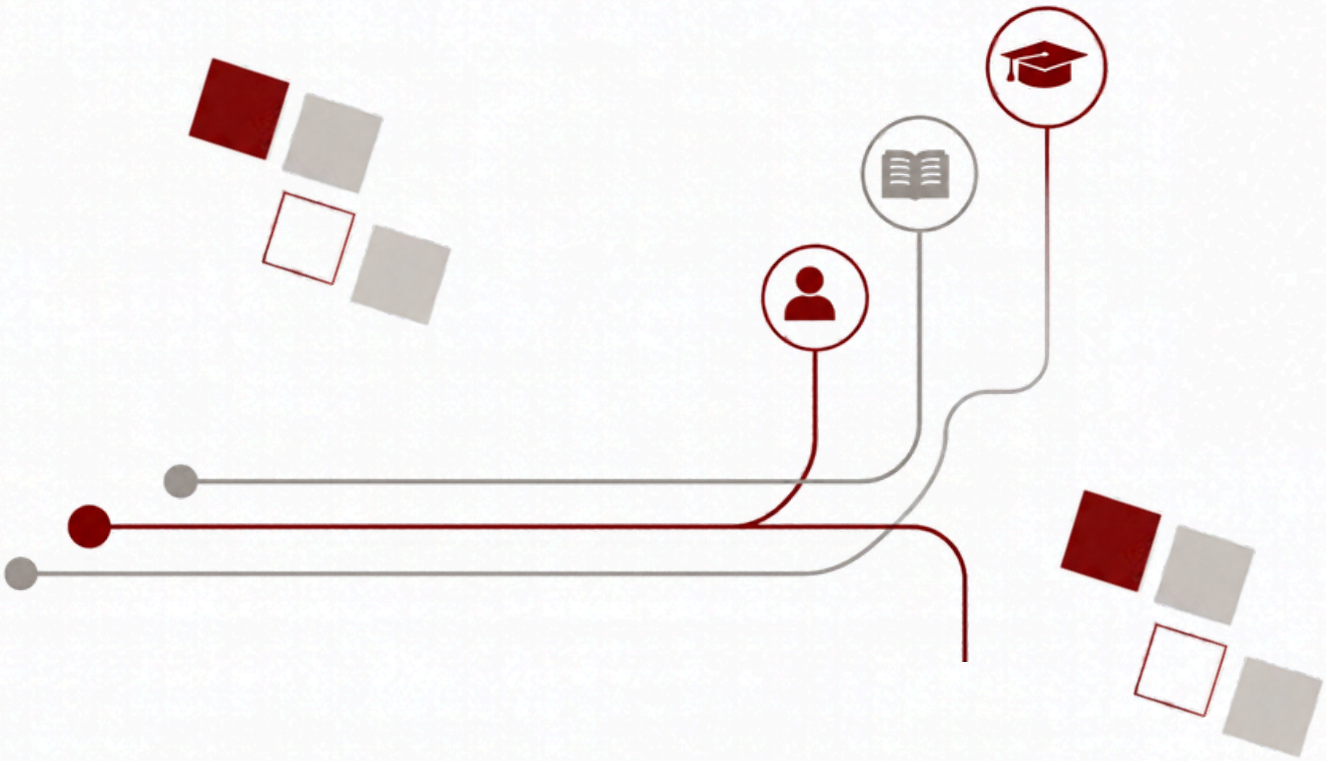
Mt. San Antonio College

Enrollment Guide



MT. SAC
Mt. San Antonio College

COUNSELING SERVICES

1100 N. Grand Avenue, Walnut, CA 91789
Student Services, 9B, 2nd Floor www.mtsac.edu/counseling 909-274-4380

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Welcome & Getting Started

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) or _____Summer / Winter (6 weeks)

SCAN HERE

2. New Student Orientation (online) –

Complete the online Orientation to learn about Mt. SAC policies, academic programs, and student support services.

SCAN HERE

3. Assessment Questionnaire (AQ) –

Complete the online Assessment Questionnaire (AQ) for English, math, and reading placement. Students who completed college-level English or math courses at another institution must submit an official transcript to Admissions & Records.

SCAN HERE

4. Register for Courses –

Use the following enrollment guide pages to learn how to search for open courses, register, and navigate the Mt. SAC enrollment process.



YOUR SUCCESS STARTS WITH

Counseling Courses



Counseling Courses

- Introduction to College (COUN 1)
- College Success Strategies (COUN 2)
- Career & Life Planning (COUN 5)
- Introduction to the Transfer Process (COUN 7)
- Introduction to Career Exploration (COUN 51)
- Exploring Leadership (LEAD 55)



Learn more about these courses at:

www.mtsac.edu/counseling/courses

Invest in Your Success Today!

Navigating the Student Portal

inside.mtsac.edu





Video Instructions

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

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

Search for Open Classes

Go to

www.mtsac.edu/schedule/

Video Instructions

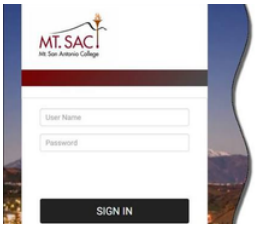


SCAN HERE

How to Add A Course

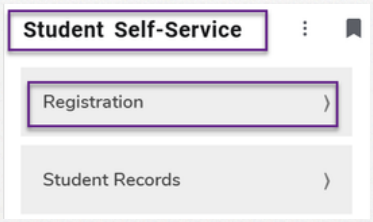
1 LOG IN

inside.mtsac.edu
(portal)



2 VIEW

Student Self-Service and click on Registration



Video Instructions

Scan Here

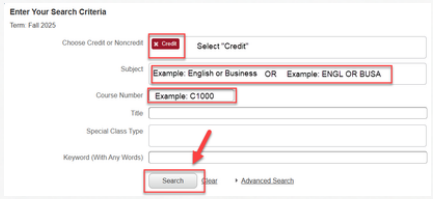
3 SELECT

#4 Register (Add or Drop Classes)

4. Register (Add or Drop) Classes

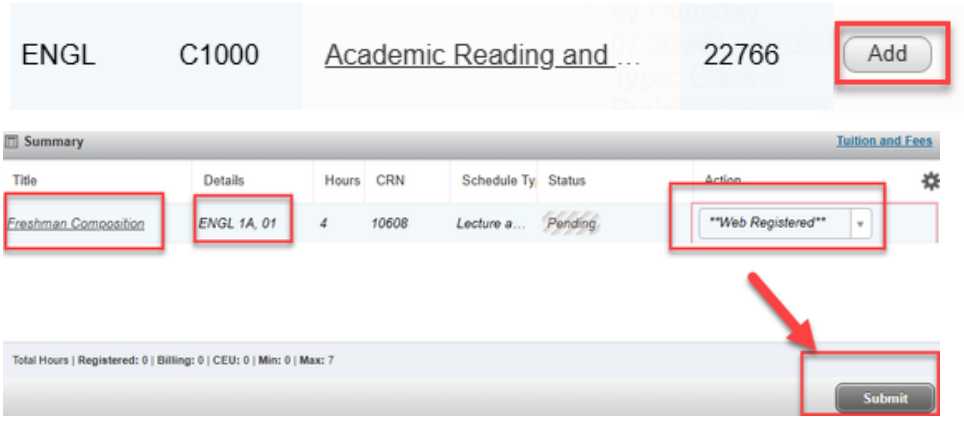
4 SELECT

- **Term (Fall, Spring, Winter, or Summer)**
  - **Search for Courses**



5 SELECT

Add button and submit buttons to add the course



I Waitlisted An On-Campus Course. What Next?

1 LOG IN

inside.mtsac.edu
(portal)

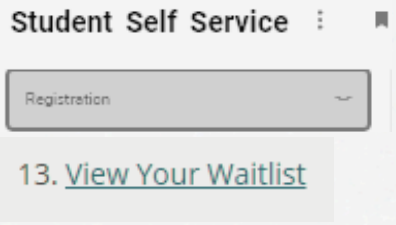


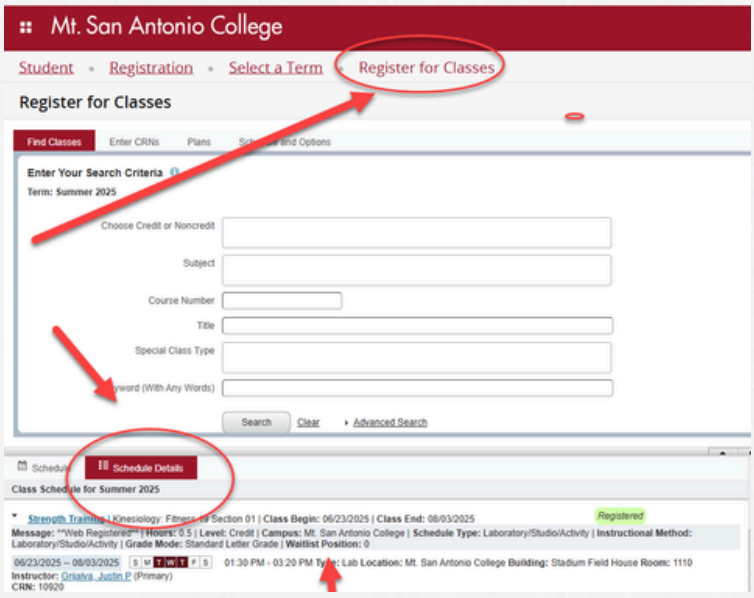
SCAN HERE

Video Instructions

2 Check your waitlist position

- View the "Student Self-Service" tile, click "Registration," and # 13 View Your Waitlist
- When an opening is available for that class, you will be notified via your Mt. SAC email account. You have 72 hours from the time that email is sent to enroll in the course.





Waitlist Information:

- Waitlist Position 0: You are eligible to enroll in the class. Log in to your student portal and complete your enrollment.
- Waitlist Positions 1-10: Continue checking your waitlist position regularly until the first day of class.
- If you are still on the waitlist on the first day, arrive before the class begins and ask the professor for an add code to enroll.
  - Important: An add code is not guaranteed. The professor will determine whether additional students can be accommodated in the class.

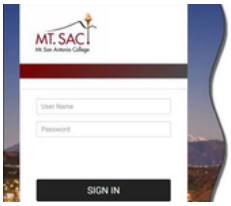
I Waitlisted An Online Course. What Next?

Video Instructions

SCAN HERE

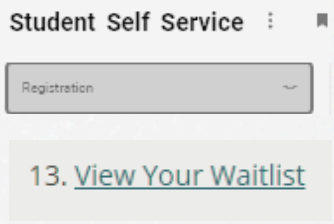
1 LOG IN

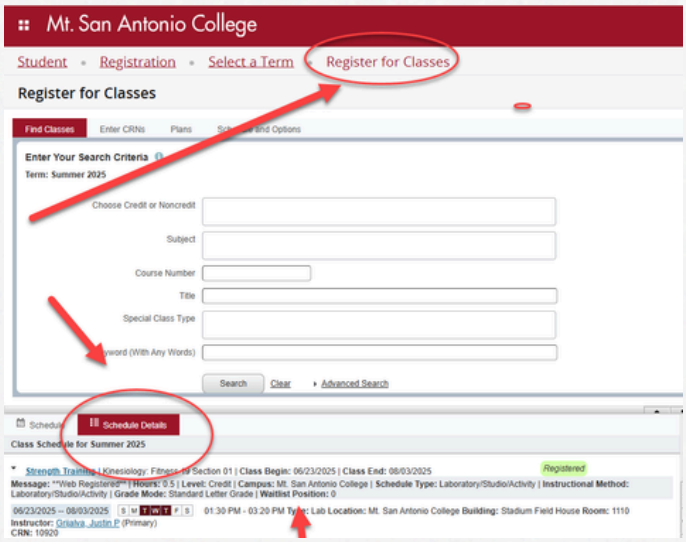
inside.mtsac.edu
(portal)



2 Check your waitlist position

- View the "Student Self-Service" tile, click "Registration," and # 13 View Your Waitlist
- When an opening is available for that class, you will be notified via your Mt. SAC email account. You have 72 hours from the time that email is sent to enroll in the course.





Waitlist Information:

- Waitlist Position 0: You are eligible to enroll in the class. Log in to your student portal and complete your enrollment.
- Waitlist Positions 1–10: Continue checking your waitlist position regularly until the first day of class.
- Email the Professor on the first day of the term
  - Log in to inside.mtsac.edu, return to Step #2, and locate the professor's email
  - Email the professor to ask to add the course; include your waitlist position # and your Mt. SAC student ID #A0000000.
  - The professor will provide an add code if they agree to add you to the course.
- Important: An add code is not guaranteed. The professor will determine whether additional students can be accommodated in the class.

“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. 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 comprehensive career assessments to 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 is an introductory course to career exploration. Career assessments of personality, interests, values, and skills will be provided.

General Education (GE)

- 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 GE patterns from which you may choose classes:
        - Cal-GETC (CSU/UC) *or*
        - Mt. SAC’s Associate degree
    - Visit: www.mtsac.edu/counseling/ge-sheets/

PLAN SMART. BALANCE IS KEY.

Find the right balance for your college journey



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



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/guardians.

Who is a student parent/guardian 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

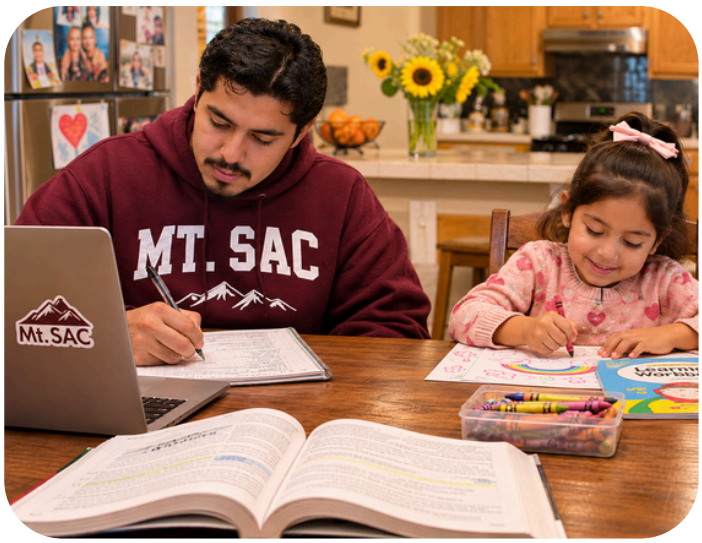
What documentation is required to receive early registration as a student parent?

The submitted document must show the child's age and the parent/guardian-child relationship. (i.e., Birth Certificate, health insurance documents)

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

No. You only need to submit the form one time. Eligibility is valid until the child turns 18 years old.

Where do I submit documentation to request priority registration?



1. Log into to the portal (inside.mtsac.edu)
2. Click "Admissions & Records in the bar options "Admissions & Records"



3. Find the "Admissions & Records Forms" and select "Request for Priority Registration for Student-Parents"



4. Follow the prompt to submit the form and documentation as noted.

Questions? Need Assistance?

Contact Admissions & Records if you have questions or need further assistance with Student Parent priority registration:

909-274-4415

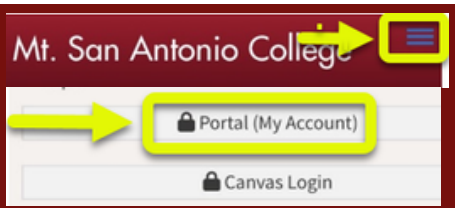
admissions@mtsac.edu

www.mtsac.edu/admissions/

How do you access your educational plan?

1 Log into portal

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

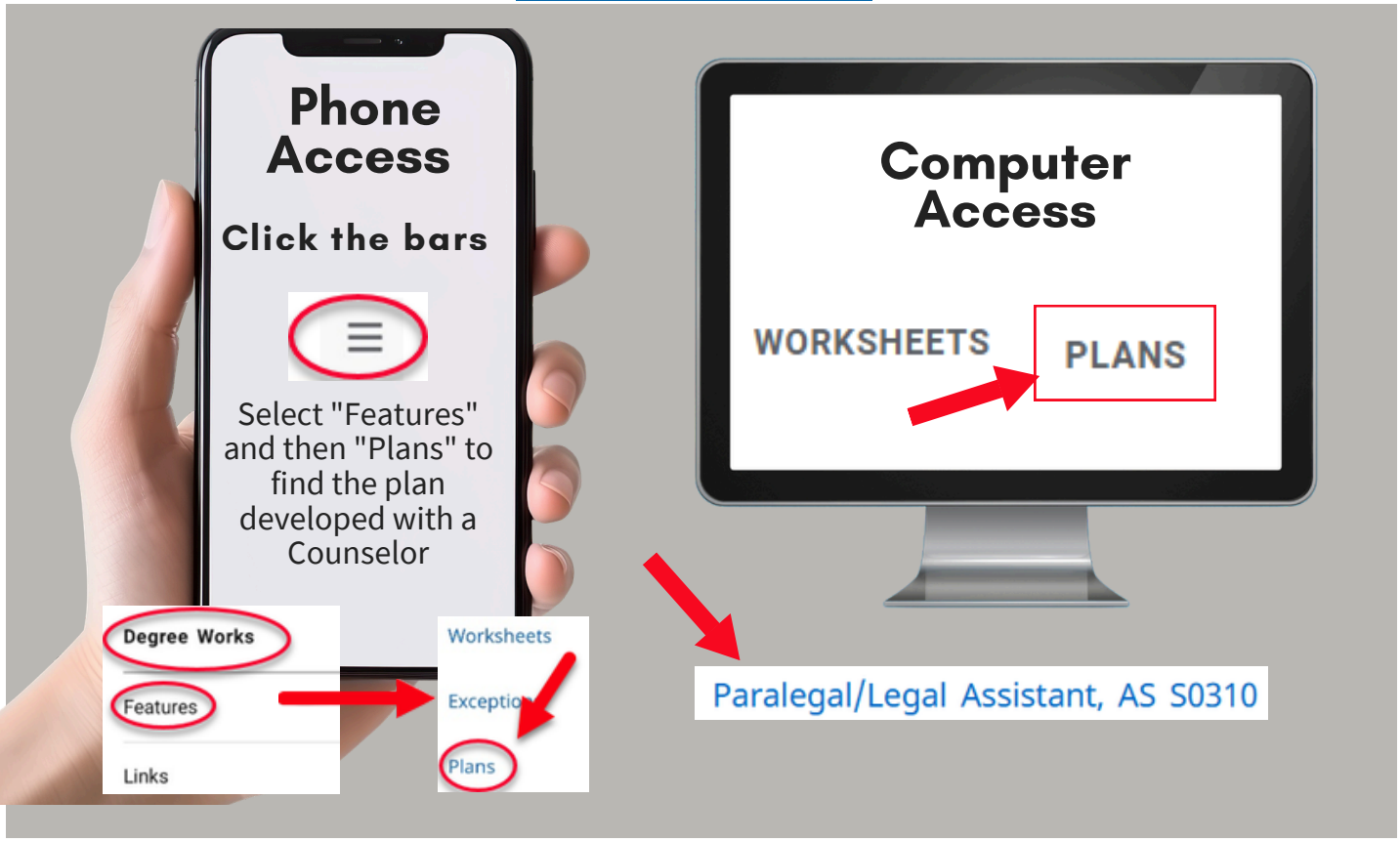


2 Find the "MAP" tile

Mountie Academic Plan (MAP)

Click On

Get Started Now!



FINANCIAL AID

www.mtsac.edu/financialaid/

Options

- **FAFSA (Free Application for Federal Student Aid)**
- **California Dream Act Application (CADAA)**
- **California College Promise Grant (Fee Waiver)**

FEES

FEES	COST	DETAILS
Enrollment Fee	**California Residents:** $46/unit **Nonresident Students:** $311/unit + $46/unit enrollment fee (Effective for Fall 2022 semester) **International Students:** $311/unit + $46/unit enrollment fee (Effective for Fall 2022 semester)	Except those who qualify for the **California College Promise Grant (CCPG)**, a state financial aid program. Students who have not established residence in California for at least one year before the day before classes begin pay the nonresident enrollment fee. International students who are attending Mt. SAC on an F-1 Visa pay the international fee.
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 (317 with CCPG waiver) Fall and Spring Semesters (Effective for Fall 2022 semester) $20 (315 with CCPG waiver) Winter and Summer Intersections (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 i 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 fes are noted under the class listing at the end of the course description.
Parking Fee	$90 (325 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.

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

Video Instructions

SCAN HERE



COUNSELING SERVICES

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 (MAP) Plan Your First-Semester Courses
- Major Exploration
- Students Success (Notice & Pause)

WAYS TO CONNECT WITH A COUNSELOR

PHONE

ZOOM VIDEO

EMAIL-BASED COUNSELING

IN-PERSON

Student Services, 9B, 2nd Floor
1100 N. Grand Avenue
Walnut, CA 91789
909-274-4380

www.mtsac.edu/counseling/

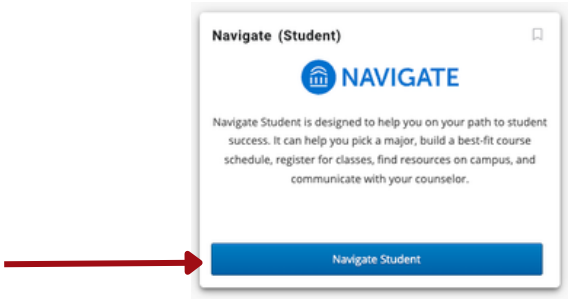
Monday-Thursday: 8 AM to 7:00 PM
Friday: 8 AM to 4:30 PM

Hours may vary during the holidays and intersession

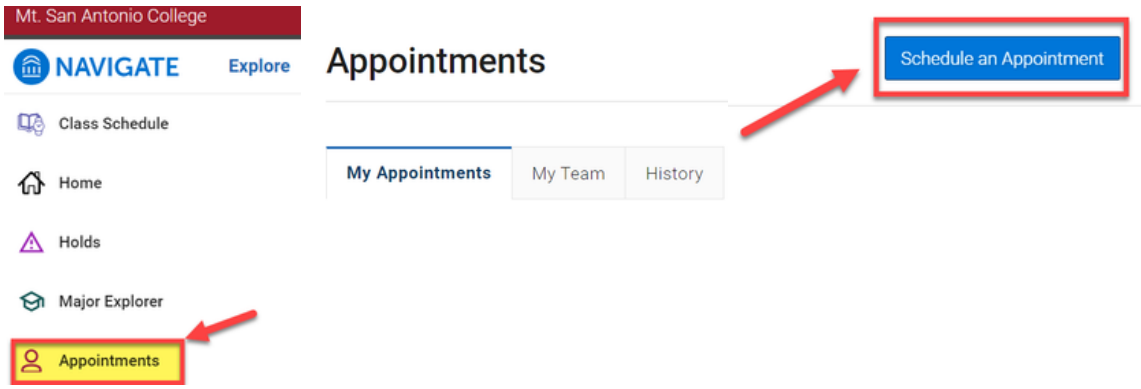
How to schedule a Counseling Appointment with EAB

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

SCAN HERE

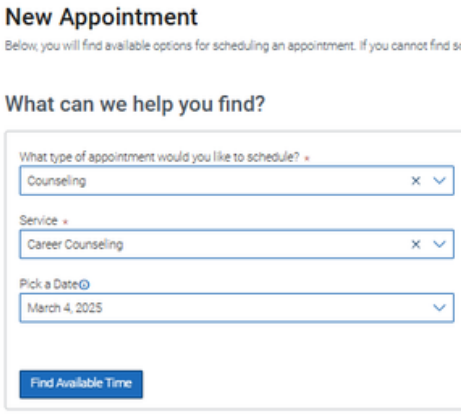


2. On the left, click on **Appointments** and then choose **Schedule An Appointment.**

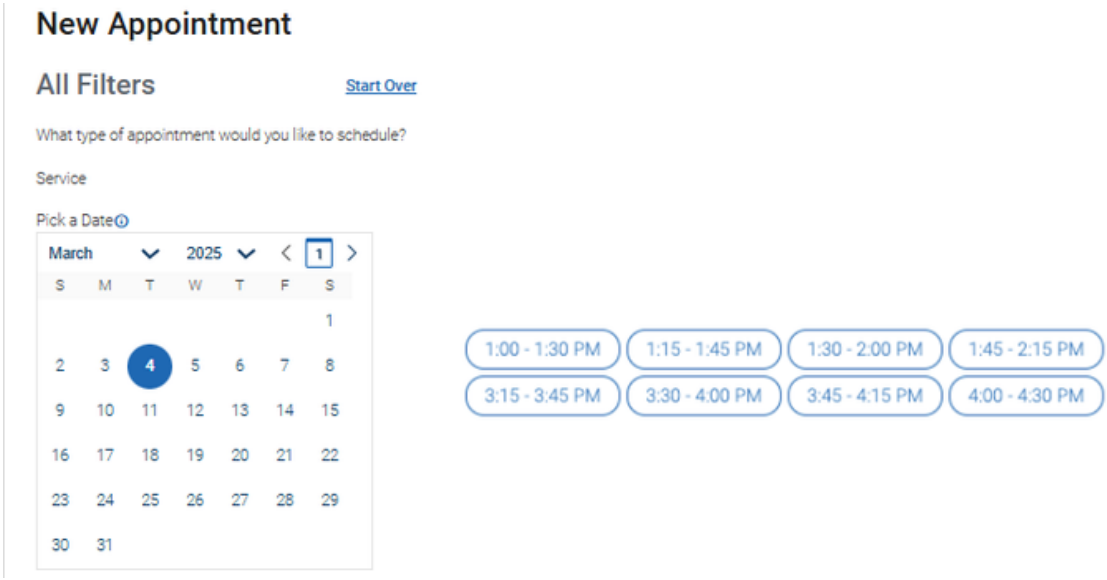


3. **Select:**
   - **Counseling**
   - **Select a reason for appointment**
   - **Pick a Date**
     - Click on "Find Available Time"

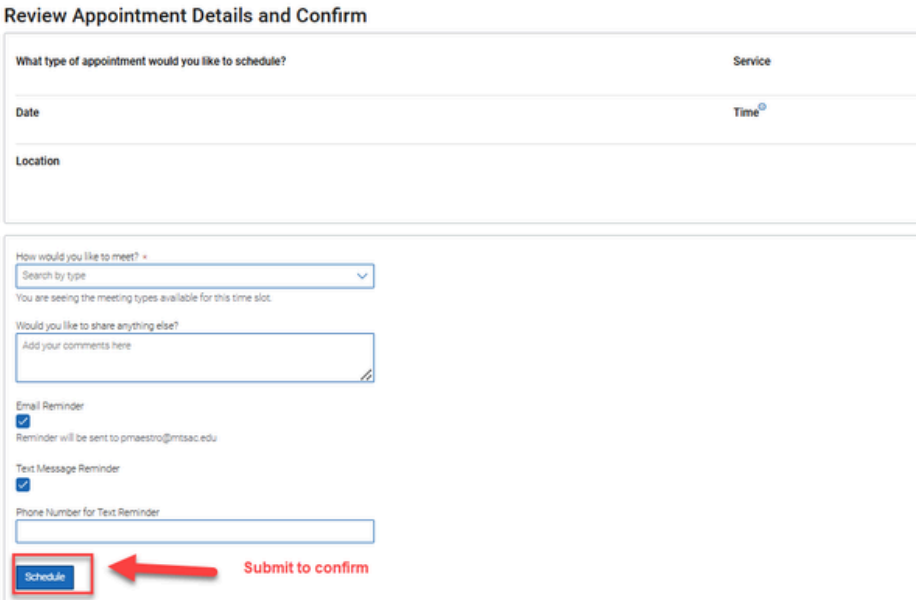
Note: Appointments are released exactly two weeks in advance at the same time and date.
Example: If today is Monday, 3/3 at 12 PM, then appointments for Monday, 3/17 at 12 PM will become available.



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



5 Review & Confirm appointment



Class Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
7 AM						
8AM						
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