

Mt. San Antonio College

REGISTRATION 101

A Reference Guide to help you get from the application, to course registration, and beyond



1- Apply to Mt. SAC

Complete and submit a Mt. SAC Admissions Application.

Online: www.mtsac.edu/apply

For further information, contact the Admissions Office.

Online: www.mtsac.edu/admissions

Call: (909) 274-4415

2- Apply for Financial Aid

Apply for financial aid at <https://fafsa.ed.gov> or if you are a DREAMer at <https://dream.csac.ca.gov>. Eligibility for the CA Promise Grant formerly known as the Board of Governors Fee Waiver (BOGW) is determined through the FAFSA or the California Dream Act for DREAMers.

3- Complete the Assessment Process

All students are required to complete assessment for course placement in English, reading, and math. Go to www.mtsac.edu/aq to complete the Assessment Questionnaire (AQ). Upon completion, you will be given your course placement or will be advised on your next step in the assessment process. For an explanation of your course placement, complete step 5 or contact the Counseling Center for an appointment.

Online: www.mtsac.edu/assessment

Call: (909) 274-4265

4- New Student Orientation

Complete the New Student Orientation online. Go to your Mt. SAC Portal at <https://inside.mtsac.edu> and click the "Student Success" tab, New Student Registration Checklist and select "Mandatory Online Orientation".

5- Counseling – MAP Workshop

New students who have never attended college, need to attend a Mountie Academic Planning (MAP) workshop. At the MAP workshop, a counselor will help you develop your first-semester course schedule. Based on your assessment questionnaire (AQ) recommendations, a counselor will assist you in selecting the appropriate English, math, reading, general, and major courses. The workshop will also cover information on how to register for courses. To schedule a MAP Workshop or an appointment with a counselor, go to your Mt. SAC Portal at <https://inside.mtsac.edu> and click the "Student Success" tab, New Student Registration Checklist and select "Mountie Academic Plan (MAP)".

Online: www.mtsac.edu/counseling

Call: (909) 274-4380

6- Register

Check for your registration date and time on your student portal at: <https://inside.mtsac.edu>. Login using your username and password. Register for classes online, on or after your assigned registration date and time. Prepare a tentative class schedule and take note of the (CRN) Course Reference Number. Check for course prerequisites and corequisites.

7- Pay Fees

Payment is due upon registration. You can pay your fees online through your student portal <https://inside.mtsac.edu> (student tab, link #25 Pay Fees), by mailing a check payable to Mt. San Antonio College to Attn: Cashiers Office 1100 N. Grand Ave., Walnut, CA 91789 (include student ID number) and through drop box located outside Cashiers main entrance Bldg. 4. For information regarding fee payment options and payment policies, please visit the Cashier's Office website.

Online: <http://www.mtsac.edu/cashier>

email: cashiersoffice@mtsac.edu

We're Ready to Serve You, and Get you Connected

Visit the following websites or give us a call so that we can get you connected.

Get Started

DEPARTMENTS	PHONE	www.mtsac.edu
Admissions & Records	909.274.4415	/admissions
Assessment/Placement Test	909.274.4265	/assessment
Book Store (SacBookRac)	909.274.4475	/bookstore
Cashier's Office		/cashier
Counseling	909.274.4380	/counseling
Financial Aid	909.274.4450	/financialaid
High School Outreach	909.274.5906	/hso

Student Services Directory

ACCESS	909.274.4290	/access
Bridge Program	909.610.9375	/bridge
DREAM	909.274.5596	/dream
Student Health Services	909.274.4400	/healthcenter
Veterans Resource Center	909.274.4520	/veterans

For a full directory of services visit: www.mtsac.edu/student-services



Finding Open and New CLASSES

Search for open classes at <https://inside.mtsac.edu>.

BEFORE CLASSES BEGIN – Wait List

A limited number of students can place themselves on a **wait list** if the classes are full at registration. Getting on a wait list does not enroll the students in a class. It allows students to potentially add a course at a later date (if space is available).

If spaces become available, students will be **notified via their campus e-mail addresses**. Students have about 72 hours from their initial e-mail notification to add themselves to the course. Failure to do this on time will result in removal from the wait list.

ONCE CLASSES START

Students who remain on the wait list **must email the professor** of the course(s) they wish to add. It is recommended to include a picture of the student's registration appointment date.

If seats are still available in the class, after the wait list has been exhausted, the instructor may add students based on their "**registration date**," which appears on their Registration Appointment notice posted on their student portal at <https://inside.mtsac.edu>.

If allowed to add, the instructor will give students an **Add Authorization Code**. Students must process the "add" on their portal immediately, as the **code will expire**. Failure to register online by the expiration date will invalidate their registration.

Using the online registration system, students must follow the instructions to add the class(es). They will be asked to enter the CRN and Add Authorization Code. After doing so and once they receive a full/closed error, they must enter the Add Code to Validate. Once validated, they must submit their "add."

SEARCH FOR CLASSES

The class schedule is accessible 24/7 and available for download online at www.mtsac.edu/schedule.

Before registering, look at the Schedule of Classes or Search Online for Open Classes at <https://inside.mtsac.edu> and decide what classes to take. Write down the Course Reference Number (CRN) of each class - you'll need it when you register - and be sure to pick a few back-ups, in case some of the classes are closed when you register. Note any course prerequisites or corequisites. A prerequisite is a course or test score that is required before enrolling in a course. A corequisite is a course that must be taken simultaneously in order to enroll in another course.

DROPPING A CLASS

A student must drop the class online <https://inside.mtsac.edu>. It is the student's responsibility to make sure classes are dropped according to established deadlines in order to potentially avoid fees and/or negative grades. It is important to print your registration to have a record/proof of the courses for which you officially registered. Go to your Student Portal and click on the Student Tab (#11 Print your Schedule/Receipt and #4 Register (Add or Drop) Classes)

REGISTRATION INFORMATION

To ensure you get the best possible registration time, it's important to complete all of the Registration Steps listed on the first page. Check your student portal at <https://inside.mtsac.edu> for your assigned registration date/time by going to the Student tab. Students may not register before their assigned date and time.

LAPTOP LOAN PROGRAM

Need a laptop and/or hotspot for the classes? Laptops and hotspots are available to any Mt. SAC student who is currently enrolled in at least one course, for the term that they are requesting. Laptops and hotspots are in limited supply, and will be provided on a first-come-first-served basis. Please fill out our technology loan request form at: <https://www.mtsac.edu/laptoploanrequestform>. Submitting request is not a guarantee for receiving technology.

HOW TO APPLY FOR FINANCIAL AID AND PAY FOR CLASSES

Students may apply for aid by filing a Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov>.

The California Promise Grant (formerly known as the Board of Governors Fee Waiver (BOGW)), is a fee waiver that covers enrollment costs for eligible students. Eligibility is based on your submitted FAFSA or California Dream Act application.

Are you a DREAMer? If you meet requirements for an AB 540 nonresident tuition exemption, you could be eligible for state and institutional aid by completing the CA Dream Act application. Apply online: <https://dream.csac.ca.gov/>. Our Financial Aid staff can assist you via phone at (909) 274-4450.

SUMMER PROGRAMS FOR NEW, FIRST-TIME COLLEGE STUDENTS

Get ahead by participating in our Summer Bridge or STEP Into College programs and you may be eligible to receive two years of FREE benefits through the Promise+Plus Program.

For more information visit <https://www.mtsac.edu/summerprograms>

ALTERNATE FORMATS: This brochure is available in alternate formats (Braille, enlarged text, e-text, etc). Also at www.mtsac.edu



Deaf & Hard of Hearing Services (DHHS)

Visit website: <https://www.mtsac.edu/dhhcenter>
E-mail: dhhcenter@mtsac.edu.

