

Section 6

Admission, Registration, and Matriculation

Admission

Application to the College

All inquiries regarding admission should be directed to Admissions and Records. Admission is granted only by filing an official Application for Admission by one of the following methods:

1. The admissions application is available on our web site at http://www.mtsac.edu/student_svcr/admissions
2. Applications are included in each Mt. San Antonio College *Schedule of Credit Classes* and may be mailed to Admissions and Records, Mt. San Antonio College, 1100 North Grand Avenue, Walnut, CA 91789-1399
3. Pick-up an application form from Admissions and Records in the Student Service Center and personally submit the form.

Residency Requirements

Residency Guidelines

This statement is a general summary of the principle rules of residency and their exceptions and should not be construed as the actual expression of the laws used by the Mt. San Antonio College Admissions Officer for residency determination. Reference should be made to Chapter 1 (commencing with Section 68000) of Part 41 of Division 5 of the Education Code, regulations of the Board of Governors of the California Community Colleges in Chapter 1 (commencing with Section 54000) of Division 5 of Part VI of Title 5 of the California Administrative Code, and the regulations and guidelines available in the Admissions and Records Office.

Residence Classification

Each person enrolled in or applying for admission to Mt. San Antonio College will, for purposes of admission and/or tuition, be classified as a "resident," or a "nonresident."

1. **Resident:** A "resident" is a person who has resided within California for at least one year and who has established a legal residence in California prior to the residency determination date.
2. **Nonresident:** A "nonresident" student is one who has not resided in the State for more than one year prior to the residency determination date and who has not established legal residence.

Criteria for Determination of Legal Residence

To determine a person's place of residence, reference is made to the following:

1. Every person has, in law, a residence.
2. Every person who is married* or 18 years of age or older, and under no legal disability to do so, may establish residence.
3. In determining the place of residence, the following rules are to be observed:
 - a. There can be only one residence.
 - b. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purposes, and to which that person returns in seasons of repose.
 - c. A residence cannot be lost until another is gained.
 - d. The residence can be changed only by the union of act and intent.
 - e. A man or a woman may establish his or her residence. Thus, it is possible that a woman who is married to, and living with, her husband may have a residence separate from his. A woman's residence shall not be derivative from that of her husband.
 - f. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his or her residence is that of the parent with whom he/she maintained his or her last place of abode; however the minor may establish his or her own residence provided both parents are deceased and a legal guardian has not been appointed.
 - g. The residence of an unmarried minor who has a living parent cannot be changed by his or her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the student qualifies for the self-supporting exception.

*A **minor** — married but subsequently divorced — retains the capacity to establish his or her own residence. An annulment of the marriage (a determination that in effect the marriage never took place) will require that the minor be treated like any other minor.

Burden of Proof

The burden of proof is on the student to clearly demonstrate both physical presence in California and intent to establish California residence.

Residence Classification Appeal

Any student, following a final decision on residency classification by the Admissions and Records Office, may make written appeal to the Appeals Committee of Mt. San Antonio College within 30 calendar days of notification of final decision regarding classification.

College Starter Program

The Mt. San Antonio College Starter Program is open to high school students who:

1. have completed their sophomore year of high school before applying for a Summer Session, or
2. are juniors or seniors in high school for the Fall or Spring semester, and
3. are enrolled in a District high school served by Mt. San Antonio College, and
4. have a recommendation from the high school principal.

The advantages to the College Starter Program include the opportunities to:

1. explore and get a head start in various career fields,
2. get a head start in a baccalaureate college transfer program, and
3. become familiar with college life and college work before entering college full time.

Students may take any course for which they have the prerequisites and which can fit into their high school schedules.

Normally a student should take a course that the high school does not offer.

For some courses, a placement test may be necessary.

Except for non-residents, there is no tuition charge for College Starter Program students. However, students are subject to the enrollment fee and are expected to assume the costs of textbooks or other instructional materials and supplies.

The high school student is expected to maintain the same level of scholarship achievement as other college students. Specifically, a cumulative grade point average of 2.0 (a grade of "C") is required to earn a degree.

Course credit will be accrued toward completion of two-year occupational and four-year degree programs. If the student prefers, course credit may be earned for high school graduation with prior agreement of the College and the high school. Course work used for high school credit cannot also be used for College credit.

Evaluation of Other College Coursework

Mt. San Antonio College reserves the right to evaluate work completed in other regionally accredited colleges and universities. Transfers with acceptable grades will be granted advanced standing insofar as the work corresponds with the curriculum of this institution or the lower-division work offered in accredited colleges or universities. Each applicant should file with Admissions and Records an official transcript of their records from all colleges and universities previously attended. This material should be furnished at least two weeks prior to registration. For information regarding military credit, see Section VII – Academic Information in this *Catalog*.

It is the student's responsibility to request the evaluation of official transcripts from other colleges. This may be accomplished by submitting a completed "Evaluation Request" form at Admissions and Records.

Students planning to use courses taken at other colleges for placement in Mt. San Antonio College courses and who did not have transcripts sent to Admissions and Records, must bring official copies of their transcripts at the time they register. Transcripts may also be required at the first class meeting.

Transcripts submitted for admission become the property of Mt. San Antonio College and cannot be returned to the applicant or forwarded to other institutions.

Admission of International Students

Mt. San Antonio College encourages applications from students holding or attempting to obtain the F-1 visa. Immigration and Naturalization Services (INS) form I-20 may be issued when the following application requirements are met:

- Mt. SAC Application for Admission
- International F-1 Visa Student Application
- Application processing fee of \$30.00 U.S.
- Confidential Financial Support documents
- Confirmation of recent Tuberculin Skin Test
- A TOEFL score of at least 450

Application forms for F-1 visa students along with specific fees/expenses information is available on our web site at http://www.mtsac.edu/student_svcs/admissions

The TOEFL, admission applications and all supporting materials must be received on or before the application deadline for the intended semester. Applications received after the deadline will be considered for the following semester. The application fee must accompany the admission application.

Application deadlines are : Fall Semester – June 15, Spring Semester – November 15, and Summer Session – April 15.

Assessment and Placement

Mt. San Antonio College has established course prerequisites that are generally predictors of successful course completion. If extenuating circumstances exist that may affect course placement, the student may seek consultation in the appropriate Division Dean's office. The student should be prepared to demonstrate the equivalence of course prerequisites through documentation. Documentation may include, but is not limited to, high school or college transcripts, additional test results, or work experience. Students with limited English skills are not prohibited from enrolling in vocational courses. Students who do not meet validated prerequisites may consult the appropriate Division Dean for alternative consideration.

Rationale

- A. Course standards have been developed and implemented in compliance with California Administrative Code, Title 5.
- B. Effective in Fall 1987, the requirements to obtain an Associate in Science and/or an Associate in Arts degree have been restructured and improved.
- C. Historically, assessment and placement has been required of students for English, mathematics, and chemistry courses. Since Fall 1987, prerequisites have continued to be phased in across the rest of the curriculum.
- D. Courses at the baccalaureate level that require reading, writing, and/or math skills shall have a minimum prerequisite eligibility level of ENGL 68 and/or MATH 50.
- E. Courses at the non-baccalaureate associate degree level that require reading, writing, and/or math skills shall have eligibility for ENGL 68 and/or MATH 50 as a requirement.
- F. A number of courses which are non-degree appropriate, except English or math courses, may have no skill prerequisites.
- G. Student who have earned at least an Associate Degree from an accredited institution are considered to be eligible for ENGL 1A and MATH 51. Students who have earned a bachelor's degree or higher are considered to be eligible for ENGL 1B and MATH 51, eligibility for higher levels must be established through documentation or by test results.
- H. Student currently attending a CSU or UC or who were eligible from high school for admission to a CSU or UC are considered eligible for ENGL 68 and MATH 51. Eligibility for higher levels must be established through documentation or test results.
- I. Exceptions may be made by the appropriate Division Dean, the Vice President of Student Learning, and the Vice President of Student Services, with appropriate consultation.
- J. The assessment and placement system has been established to enable all students an equal opportunity to achieve probable success in their course work. In addition, this allows the faculty to instruct their courses at an appropriate level with the knowledge that students will be reasonably prepared.

Placement Tests

English Placement

All students are required to have their English competency assessed prior to registration. Directions for assessment will be mailed by the Career Counseling Office as soon as the applications are processed. Based on the assessment, students are placed in one of the following categories:

- A. Eligible for English classes. Based on assessment results you will be eligible for either ENGL 1A, 68, or 67.
- B. Eligible for Learning Assistance classes.
- C. Eligible for the AMLA program designed for students who are not fluent in the English language. You may enroll in AMLA courses and continue to enroll in AMLA courses each semester until the series has been completed.
- D. Eligible for the ESL program. You may enroll in ESL adult education courses each semester until eligible for AMLA courses; then enroll in AMLA courses each semester until the series has been completed.

Students in any of the programs listed above may enroll in other courses for which they are eligible. AMLA students are advised to complete the entire program before registering for college classes with English prerequisites.

NOTE: Students with limited English skills are not prohibited from enrolling in vocational courses.

NOTE: Students who do not meet validated prerequisites, as determined by the faculty, may consult the appropriate Division Dean for alternative considerations.

Math Placement

Students take a basic placement exam in math for placement in LERN 86–Basic Skills, MATH 50–Pre Algebra, or MATH 51–Elementary Algebra. If applicable, students should take our advanced math placement tests for more appropriate course work beyond MATH 51–Elementary Algebra.

Registration

At Mt. San Antonio College registration for classes is done using a Touch-Tone Telephone System. Students who were enrolled the previous semester are mailed a Registration Permit prior to the beginning of the succeeding semester. New students or former students must file an Application for Admission and go through the Matriculation process before registering for classes. All instruction and information regarding registration can be found in the latest *Schedule of Credit Classes*.

Schedule of Classes

The Mt. San Antonio College *Schedule of Credit Classes*, which indicates intended course offerings and teaching assignments, is published each semester. The *Schedule* is available on campus and at community libraries. The College reserves the right to cancel, reschedule, equalize, or combine classes and to change professors where such action is deemed necessary. Because of facilities limitations, any class section or program will be closed as soon as enrollment has reached the maximum designated for that class or program.

Open Enrollment

All classes are open to all students who meet the course prerequisites and enrollment requirements, unless specifically exempted by statute. The College provides open access to all program offerings, opportunities, and support services without regard to sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability (including HIV and AIDS), sexual orientation, or Vietnam Era Veteran Status.

Canceled Classes

Classes may be canceled at the discretion of the College. Students enrolled in such a class will be permitted to enroll in other open classes.

Students who have a class or classes canceled by the College because of low enrollment are eligible for a full refund of fees paid for those classes. To receive the fee refund, the student must complete and file a Request for Fee Refund at the Bursar's Office. All applicable receipts, cards, and permits must be attached to the request form.

Student Enrollment Fees and Expenses

You will be charged an enrollment fee, a College Services Fee, a Health Services Fee, and a Materials Fee for each semester you register at Mt. San Antonio College. These fees are subject to change. Please consult the latest *Schedule of Credit Classes* for current fees and other related information. You must purchase your own textbooks and supplies. Expenses

for books and supplies for full-time students may average \$300 to \$400 per semester depending upon the program of study you selected.

If you wish to park in the regular student parking lots, you are required to have a valid Student Parking Permit. The permit may be purchased at the Parking Services Cashier Window located on the lower level of the Administration Building. You may park in the Pay Lot without a Student Parking Permit for \$1.00 per use.

Refund of Fees

To be eligible for a refund, you must complete and file a Request for Fee Refund form at the Bursar's Office. The Request for Fee Refund form must be completed whether you drop a class in person or drop using the Touch-Tone Telephone Registration System. Requests for Fee Refund forms must be completed prior to the end of the second week of each semester. This refund period applies to the following fees:

- Enrollment Fee
- College Service Fee
- Health Service Fee
- Parking Fee
- Course Materials Fee

NO REFUNDS will be granted after the second week of the semester, except refunds for non-resident tuition which will be pro-rated accordingly, military withdrawal, and classes canceled by the College.

- **Non-Resident Tuition Fee:** If students who have paid tuition withdraw from the College or reduce their program load, they should apply immediately at the Bursar's Office for a fee refund. The amount of the refund will depend upon when you submit a Request for Fee Refund form, and will be pro-rated accordingly.
- **Military Refund:** In the case of students who are members of an active or reserve military unit, and who receive orders compelling a withdrawal from courses, the College shall, upon petition by the affected student, refund the parking fee, materials fee, College Service Fee, entire enrollment fee and non-resident tuition fee unless academic credit is awarded.

NOTE: Currently, there is a \$10.00 processing fee charged for each refund, both resident and non-resident, regardless of the amount to be refunded. Sole exceptions will be the refund for College canceled classes and special administrative drops.

Student Obligations

Mt. San Antonio College will withhold grades, transcripts, diplomas, and registration privileges, or any combination thereof, from any student or former student who fails to pay a proper financial obligation due the College (e.g., returned check, unpaid enrollment fees, unpaid loan, equipment breakage, unpaid library fine, etc.). Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

Students having disciplinary obligations with the Student Life Office will not be allowed to transact College business until the obligation is met.

Matriculation

Matriculation is a plan for student success and includes the following components:

- **Admission** includes the filing of the application for admission by the student and the filing of transcripts from high school or college(s). It is the student's responsibility to request official transcripts from the last high school attended and any college(s) attended. Evaluation of course work from other colleges must specifically be requested by the student once it is determined that the transcripts are on file in the Admissions and Records Office.
- **Assessment** is required for appropriate course placement. Students take a placement exam for math and English courses. Advanced level math placement exams should be taken when applicable to the student's academic background and intended program of study.

- **Orientation** is required of all new students. Orientation includes information regarding college programs, services, procedures, student responsibilities, and other related information. The orientation requirement may be met in one of the following ways: participating in an orientation for vocational majors, transfer majors, or undecided majors, or attending a SOARS (Student Orientation, Assessment, Registration Seminar) group which includes the basic placement exam.
- **Counseling/Advisement** may be satisfied by meeting with a Counselor, Educational Advisor or by completing a Counseling Course. If you need extra assistance selecting courses after you attend orientation, please meet with an Educational Advisor. Counseling courses will require the satisfactory completion of an Individual Educational Plan listing the courses required to complete major and graduation requirements. The ultimate responsibility for an educational plan rests with the student.

However, if you are undecided about your major and/or career/educational goals, first make an appointment to meet with a Counselor for career counseling. Career Counseling services include: Interest, personality and special aptitudes assessments.

Exemption from Matriculation

Students are exempt from Matriculation requirements if they are:

- A. enrolled in non-credit or Community Services classes only;
- B. graduates with an Associate or advanced degree from an accredited institution; or
- C. registering only in general interest classes.

A student with degrees and those enrolling for general interest only, must meet course prerequisites which may include assessment.

