

Section 4

Campus Services for Students

Student Services

Mt. San Antonio College provides a wide range of support services which are essential for success to assist a diverse student population in achieving their educational, career, personal and social goals.

Admissions and Records

Student Services Center, Ext. 4415

Admissions and Records, located on the lower level of the Student Services Center, provides a variety of services to students. It is usually the first office prospective students visit, and the last office students visit before transferring or graduating. The following are some of the services provided:

1. All students must submit an application for admission in order to attend Mt. San Antonio College. The admissions application generates a permit to register, and establishes a history for each student. Also, transcripts from high school and other colleges must be submitted for prerequisite eligibility checks.
2. All registration is done using a touch-tone telephone system. Complete instructions on how to register using this system can be found in the latest *Schedule of Credit Classes*.
3. Other services provided by Admissions and Records include maintaining student history information such as name, address, and social security number changes; processing Petitions for Exceptional Action; issuing I-20's for International Students; filing transcript and enrollment verification requests; transcript evaluations, graduation petitions, and residence reclassification.

Advising Center, Ext. 4293

The Advising Center offers a variety of transfer support services including:

- a library of college and university catalogs
- opportunities to meet with university representatives
- a complimentary copy of student transcripts
- computerized course articulation
- scholarship and career information

Students can schedule campus tours or request information on any of Mt. San Antonio Colleges' programs and services. Educational advisors are also available to provide guidance information on transfer preparation, certificate programs, graduation requirements and College policies and regulations.

Assessment Center

Student Services Center, Ext. 4265

The Assessment Center administers the College's placement and career assessment program.

1. Placement testing (English, Math, and Reading) measures students readiness for appropriate course placement.
2. Career Assessments measure student interests, abilities, work values, and experience to help students with career planning.

To make an appointment for testing or for further information, call or visit the Assessment Center, located on the lower level of the Student Services Center.

Bursar's Office and Photo ID

Student Services Center, Ext. 4960

The Bursar's Office, located on the lower level of the Student Services Center, is responsible for the collection of college credit registration fees, administers any refund checks when properly processed on a Request for Refund form, collects payment for returned registration checks, collects miscellaneous student fees, and issues student Photo ID cards and validates them for the current semester.

Career Counseling

Student Services Center, Ext. 4380

Career Counselors are available to assist enrolled students with specialized services including assessments for achievement, interests, personality, and special aptitudes. Information derived from these assessments will be interpreted for students so they may make their educational and occupational plans to their special abilities, previous training, and experiences. Counseling appointments may be made in the Counseling Center, located on the upper level of the Student Services Center or by calling Ext. 4380 for an appointment. Some walk-in counseling is also available.

New students are required to participate in an orientation session with counselors. Students with associate degrees or higher are exempt. Undecided and new students are encouraged to enroll in Counseling classes during their first year of enrollment at the college.

Disabled Student Programs and Services (DSP&S)

Student Services Center, Ext. 4290

If you have a disability which limits your ability to participate fully and equally in any College instructional program and/or activity, we encourage you to visit Disabled Student Programs and Services. A professional will meet with you to determine the extent of your limitations and how special services and accommodations may be provided to meet your needs.

To take advantage of our special programs and services you must meet the following criteria: **verification of disability** must be provided by a physician or appropriate professional; **the ability to benefit from instruction** must be demonstrated; and **self-management skills** (eating and using restrooms without assistance) must be adequate, unless an attendant is utilized. We do not provide attendant service.

If you have a doctor's verification that requires you to park in zones designated as "handicapped parking," you are required to obtain a special parking permit from DSP & S at no extra cost. This permit must be displayed in addition to the student parking permit which you must purchase. The special parking permit from DSP & S is valid for only one semester. If your physical disability is long term or permanent, you are required to apply for the state "Disabled Person" permit from the Department of Motor Vehicles to continue to park in "handicapped parking" spaces beyond one semester.

If you have a current "Disabled Person" permit and placard or a "DP" license plate from the State of California Department of Motor Vehicles, you are not required to purchase a student parking permit. You are allowed to park in any parking space designated as "handicapped parking," any metered space (at no cost), or any time-limited space (without having to observe the time limit specified). Please ensure that your placard or license plate is displayed properly. DSP & S highly recommends that you visit the Department to determine if there are any other services that may be of assistance to you while attending Mt. San Antonio College.

No exceptions will be made for special parking privileges. A citation and fine will result if these guidelines are not followed. Questions should be directed to DSP & S or Parking and Security (extension 4299).

Programs and services are provided for students with various disabilities. There are eligibility requirements for some of the programs offered. We invite and encourage all students to visit Disabled Student Programs and Services, located on the lower level of the Student Services Center.

Extended Opportunity Programs and Services (EOPS)

Student Services Center, Ext. 4500

Extended Opportunity Programs and Services (EOPS), located on the lower level of the Student Services Center, provides access to higher education for students with academic and financial disadvantages.

Some of the services offered are:

- Counseling
- Educational Planning
- Peer Advising
- Instructional Development and Services
- Tutoring
- Book Service Program
- Financial Assistance
- CARE Program

To be eligible for the EOPS program, a student must:

- Be a California resident
- Be enrolled as a full-time student (*12 units or more*)
- Have fewer than 70 degree applicable units
- Qualify to receive a Board of Governors' Enrollment Fee Waiver under Method A or B
- Be educationally disadvantaged

If you believe you qualify for the program, please visit the EOPS Office.

Financial Aid

Student Services Center, Ext. 4450

Financial aid is intended to help students who might not otherwise be able to attend college. Although the primary responsibility for meeting college costs rests with the student and his or her family, it is recognized that many families have limited resources and are unable to meet the cost of a college education. Financial aid programs have been established to provide assistance for students with documented financial need.

The College provides financial assistance in the form of grants, loans, scholarships, and part-time employment for students who meet financial aid program eligibility requirements. Student financial aid awards are contingent upon continued funding from Federal and State government agencies.

All students may be eligible for some form of assistance based on their financial need. The Financial Aid Office, located on the upper level of the Student Services Center building, administers aid programs for eligible applicants. Eligibility criteria for financial aid programs are subject to frequent change. Current information as well as application forms are available in the Financial Aid Office.

Financial Aid seminars are available to assist students with information and the application process. Contact the Financial Aid Office for information on scheduled seminars.

Recipients of aid from Federal and State funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, an approved Title IV certificate, or transfer. In addition to financial need, other eligibility requirements include:

1. Having a high school diploma, a GED, or passing the Ability to Benefit test that has been approved by the Department of Education administered at the Assessment Center in the Student Services Center.
2. Being a U.S. Citizen or eligible non-citizen.
3. Maintaining satisfactory progress in accordance with the standards.
4. Not be in default on a federal loan or grant overpayment.
5. Be registered with the selective service, if required.
6. Have a valid social security number.

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) or the renewal application. These applications are usually available in January for the following academic year. If a student is interested in a State of California Grant, the FAFSA and a GPA verification form must be completed. The passage of SB 1644 amends the Cal Grant Program effective 2001-2002 academic year. SB 1644 provides that Cal Grants will be guaranteed for all students who meet specific eligibility criteria. Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students apply by the March 2nd deadline or September 2nd deadline (GPA form and FAFSA).

- Federal Perkins Loans
- Board of Governors' Fee Waiver
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Need-based scholarships
- Federal direct loans (subsidized and unsubsidized)
- State CAL Grants

Recipients of Federal programs are subject to the Return of Title IV funds requirement.

Students eligible for financial aid typically receive a "package" of aid from two or more of the financial aid programs.

Mt. SAC will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they have received.

At Mt. SAC a student's withdrawal date is:

- 1) the date the student officially notified the Admissions Office of his or her intent to withdraw, or
- 2) the midpoint of the semester for a student who leaves without notifying the college, or
- 3) the student's last date of attendance at a documented academically-related activity.

The information reported on the FAFSA may be verified by the Financial Aid Office using parent's and/or the student's Internal Revenue Services Forms 1040, 1040A, or 1040EZ. Students must be able to provide a copy of their Social Security card, Alien Registration card (if applicable), and their College Services card or Photo ID for identification purposes.

In addition to the above programs, the College participates in the California Community College Board of Governors' Fee Waiver program. This program is available to qualified California residents. The enrollment fee and health fee are waived for eligible students. The student is responsible for paying the remainder of the fees within five business days of registration. There are three methods to qualify: (1) TANF (formerly AFDC), supplemental security income, or General Relief recipient. (2) Household size/family income, (3) and financial need are factors that are used to determine eligibility. Applications for this program are available in the Financial Aid office.

Information about the College Scholarship Program can be obtained in the Financial Aid Office.

Health Services Student Services Center, Ext. 4400

Medical, psychological, and first aid services are provided to enrolled, credit students. Nurses, physicians, nurse practitioners and health educators are available on an appointment basis. Laboratory services, medications, tuberculosis testing, and immunizations are provided for either no charge or for a nominal fee.

International Student Programs Student Services Center, Ext. 4415

Mt. San Antonio College annually welcomes hundreds of international students on F-1 visas to pursue a higher education. International students must complete and submit additional application materials and pay non-resident fees to study at the College. Specialized counseling assistance is available. Staff in Admissions and Records is also available to assist international students.

Career Placement Services Student Services Center, Ext. 4510

Career Placement Services provides help to students and alumni in securing full-time employment upon graduation or completion of certificate programs. The service also provides support to currently enrolled students by helping them secure part-time employment that allows flexibility with their changing class schedules.

Services include direct referrals to jobs listed in the Center, one-on-one job search advisement, resume writing assistance, a job search library, and Internet access. In addition to these resources, training is provided concerning how to: 1) Make your resume scannable, 2) Use the internet to find a job, 3) Research a company and conduct an employment interview, and 4) Develop a job search network. Students desiring employment assistance are asked to come to the Career Placement Services office, located on the upper level of the Student Services Center.

Services are available to anyone who is or has been a student at the College.

Re-Entry Center Student Services Center, Ext. 4392

The Re-Entry Center is located on the upper level of the Student Services Center. The Re-Entry Center is designed to assist students 25 years of age or older who are returning to school. Specialized workshops and career classes focus on helping students achieve their educational, personal and career goals. Specialized job placement assistance and counseling are available. Referral information is available for on and off campus services. The Single Parent Academy is coordinated through the Re-Entry Center.

Veterans Affairs Student Services Center, Ext. 4520

Veterans Affairs, located on the upper level of the Student Services Center, provides programs for Veterans and dependents seeking educational and/or vocational training under Title 38, United States Code.

Veterans are urged to take advantage of the counseling service and educational programs offered by Mt. San Antonio College. The College cooperates with the Veterans Administration and with the California State Bureau of Vocational Rehabilitation in helping

veterans. Veterans and dependents are required to comply with Veteran Regulations Section 21.4135, 21.4235, and 21.4277, in regard to required attendance and progress that the student (veteran or dependent) must meet in order to receive educational benefits under Title 38, United States Code.

The Veterans Administration requires all entering veterans to be formally evaluated for military experience to prevent future interruption of educational benefits. All prior transcripts (College or Service) must be received and evaluated by our Admissions and Records Office as soon as possible along with a complete and signed educational plan prior to the second semester. See the ACT Center for completing your educational plan.

Satisfactory progress of veterans or eligible dependents is measured by the successful completion of the number of units enrolled. "W's," "NC," and "F" grades are considered punitive grades. "F" grades may cause an overpayment if the veteran does not take his/her final. Please refer to Mt. San Antonio College's Probation and Dismissal Policies in this *Catalog*.

A 2.0 GPA must be maintained in order to receive an Associate Degree. Should a veteran fail to make satisfactory progress for two semesters, benefits will be terminated. The veteran will be contacted and an appointment must be made with a counselor. Upon satisfactory completion of one semester of approved courses, benefits will be reinstated.

The veteran or dependent has the responsibility to adhere to these standards of attendance and progress and to notify the Veterans Affairs Office of any change in status that would affect the collecting of veteran's benefits. Additions, drops, withdrawals, and last day of attendance **MUST BE REPORTED AT ONCE**.

The College maintains a Veterans Service Center to assist veterans and/or dependents in all matters pertaining to veteran's benefits. Veterans and/or eligible dependents must apply each semester for their Veterans Administration educational assistance allowance through the Veteran's Service Center. Special details such as application deadlines can be found in the most current *Schedule of Credit Classes*.

Child Development Center Building 9E, Ext. 4920

Admission Policy

Childcare is provided between the hours of 6:30 a.m. and 7:00 p.m., Monday through Thursday and 6:30 a.m. till 5 p.m. on Fridays for student/parent, staff, and community parents (community children on a space available basis only). The Child Development Center welcomes all children regardless of sex, ethnicity, religion, or physical handicap. A child must be in good health and parents must meet eligibility requirements. Student/parent must be enrolled in 6 or more units of credit coursework in order to be accepted into the program. Day time students have priority.

Half Day State Preschool Program

A State Preschool Program is available for 24 low-income eligible student/parents of 3 and 4 year-old children (4 year-old children have priority). Children must attend 5 days per week (Monday through Friday), 3 hours a day (morning block hours). **THERE IS NO FEE FOR THIS PROGRAM.**

Full Day State Preschool Program

A State Preschool Program is available for 24 low-income eligible student/parents of 3 and 4 year-old children (4 year-old children have priority). Children must attend at least 3 full days per week (minimum 6.5 hours per day) and arrive by 9:00 a.m. **THERE MAY BE A MINIMUM DAILY FEE FOR THIS PROGRAM.**

General Childcare Funding

This program is available on a limited basis for 35 low-income eligible student/parents. There may be a **MINIMUM DAILY FEE** for this program depending on the family's gross monthly income.

Fee Program

Children not qualified or accepted for State Preschool or General Child Care Funding may enroll in the Fee-based program. The fee schedule is available by contacting the Child Development Center.

Enrollment

Formal application must be made in person at the Child Development Center, Building 9E, located North of "SAC Book Rac." Final acceptance into the program will be determined when eligibility has been decided, all paperwork has been completed, and all required fees are paid. State Law requires that an oral interview/orientation be completed.

For information concerning registration dates and times, consult the latest Mt. San Antonio College *Schedule of Credit Classes* or contact the Child Development Center at Ext. 4920.

Escort Service, Ext. 4233

Mt. San Antonio College offers an evening escort service from 6:30 p.m. to 10:10 p.m. Monday through Thursday. Students can request an escort by calling Ext. 4233. Please refer to the Escort map below to identify the locations. Escorts can be identified by their yellow jackets and ID badges. Escorts are under the jurisdiction of the Public Safety Department.

Escort Location Map

Campus escort locations are indicated on the map below with a white X.



The children of Mt. SAC student-parents celebrating their own special commencement as they "graduated" from Mt. SAC's Child Development Center.

Student Life

Student Life provides opportunities for participation in social, club, leadership, and personal growth and development experiences.

Student Life Office Building 9C, Ext. 4525

The Student Life Office provides a variety of services offering assistance to students and staff. Forms for planning an event or activity, paycheck distribution for student employees, locating lost items, contacting students in emergency situations and giving information regarding clubs and opportunities for on-campus involvement is all done through this office. This office also approves and enforces all on-campus posting.

The Student Life Office also assists students in compiling their Activities Transcript which denotes all extra curricular activities. This transcript is sent in conjunction with your academic transcript which helps you verify to universities that you were involved in outside the classroom activities.

The Director of Student Life serves to counsel and discipline students based upon the College's current Student Discipline Policy. Students are assisted in understanding their due process rights (Grievance Procedures). The office responds to Public Safety calls regarding disciplinary problems and advises faculty and staff on issues relating to discipline.

The Executive Offices of the Associated Students are located here as well as the club mailboxes.

Student Life Center Building 9C, Ext. 4528

The Student Center, located in Building 9C, serves as the focal point for student activities and programs. The Center creates a supportive and relaxing environment where students can interact with one another along with staff and faculty. The Student Center serves as a meeting place for social functions, activities, lectures, clubs, and student government. The Alpha Gamma Sigma Honor Society Office is also located in this facility. The Center offers activities, games, and a relaxing place to do homework or watch television. The Center is the place to find information about off-campus housing.

Mt SAC regularly schedules College Transfer Fairs along Miricle Mile that feature representatives from UCLA, USC, Cal Poly Pomona and Other baccalaureate level institutions.

Student Government

Building 9C, Room 1, Ext. 4528

Student Government is recognized as the official student voice on all College issues. There are 20 Senate positions available to students interested in becoming involved in the shared governance of the College. The Senate allocates monies to support various College programs, events, and services. Associated Students (A.S.) meetings are held every Tuesday and Thursday in the Student Center, Building 9C Room 5 from 2:00 p.m. - 4:00 p.m. There are opportunities for joining Student Court, the organization which reviews violations of student policies and directives. There are many other opportunities to influence College policies by serving on College-wide committees. Contact the Student Life Office at Ext. 4525 for more information.

Campus Clubs and Organizations Building 9C, Room 1, Ext. 4525

Interested in joining a club or organization? Student Life is the place for information. There are over 30 opportunities for students to join a variety of clubs: cultural, religious, vocational, general interest, special needs or athletic in focus. We welcome new ideas for club involvement. The Inter-Club Council (I.C.C.) meets weekly on Mondays at Noon with a representative from each active club sharing ideas, formulating procedures and seeking ways to better serve the College and the community. Contact the Student Life Office at Ext. 4525 for more information.





Mt SAC Psychiatric Technician students (bottom left to right), Cynthia Gallager, Ericka Rios, Joshua Soto, Blanca Gomez, Gena Waters, Regina Lee, Daniel Yeboah, Misha Williams, and LuAnn Magee in a group counseling session.