

Section 2

Matriculation Services:

**Admission and Registration
Assessment and Placement
Orientation
Counseling/Advisement**

Admission and Registration

Admission

Admission to Mt. San Antonio College includes the filing of an 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. Transcripts will be reviewed to determine eligibility for courses at Mt. SAC.

Application to the College

All inquiries regarding admission should be directed to the Admissions and Records Office. 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://admissions.mtsac.edu>. This application can be downloaded, completed, and mailed to Admissions and Records Mt. San Antonio College, P.O. Box 910, Walnut CA 91788-0910.
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, P.O. Box 910 Walnut, CA 91788-0910.
3. Pick-up an application form from Admissions and Records in the Student Services Building 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 is eligible to establish California residency for tuition purposes or 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 or who is not eligible to establish California residency for tuition purposes.

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 established and/or 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 most courses, a placement test will be necessary.

Students enrolled through the College Starter Program are subject to the enrollment fee and are expected to assume the costs of textbooks or other instructional materials and supplies. Non-resident students must also pay tuition charges.

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 and may be earned for high school graduation with prior agreement of the College and the high school.

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 III 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. The following items are required from international applicants:

- Mt. SAC Application for Admission
- International (F-1 Visa) Student Application
- Application processing fee of \$30.00 (U.S.)
- Confidential Financial Support documents
- A "paper based" TOEFL score of at least 450 or "computer based" TOEFL score of at least 133.
- Transcripts from high school and/or college attended

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. You will be required to take the Assessment of Written English (AWE) when you arrive at Mt. San Antonio College. Applications received after the deadline will be considered for the following semester. The application fee must accompany the admission application.

Application deadlines are on or about the 15th of June for the Fall semester, November 15 for the Spring semester and April 15 for the Summer semester.

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 returning students with an absence of two semesters, excluding summer, 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. SAC *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.

Enrollment Fees and Expenses

Students are charged an enrollment fee, a College Services Fee, a Health Services Fee, and Materials Fees for each semester 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. Students must purchase their 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 selected.

Students wishing to park in the regular student parking lots are required to have a valid Student Parking Permit. The permit may be purchased at the Bursar's Office located on the lower level of the Student Services Building. Students may park in the Pay Lot without a Student Parking Permit. Refer to the current *Schedule of Credit Classes* for fee information.



Mt. SAC Agricultural Science students once again showcased their sheep, swine, and beef in competition at the Los Angeles County Fair in Pomona.

Refund of Fees

To be eligible for a refund, students 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 a class is dropped in person or dropped 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 Services Fee
- Health Services 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 the Request for Fee Refund form is submitted, 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 Services 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.

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 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.

There is a processing fee of \$20 for returned checks or stop payment of checks for registration.

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

Assessment and Placement

Students attending Mt. San Antonio College are required to participate in assessment. The assessment and placement process has been established to enable all students an opportunity to achieve probable success in their course work. In addition, the process allows the faculty to instruct their courses at an appropriate level with the knowledge that students will be reasonably prepared.

Placement Tests

Placement tests are required for appropriate course placement. Students take a placement exam for math, English and Reading courses. Advanced level math placement exams should be taken when applicable to the student's academic background and intended program of study.

English Placement

The College initializes an authentic writing assessment to measure students' writing attributes called the Assessment of Written English (AWE). An additional oral interview is required for placement information in AMLA courses. Students are required to have their English competency assessed prior to registration. Based on the assessment, students are placed in one of the following categories:

- A. Eligible for English classes. Based on assessment results, students 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. Students 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. Students 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. Students with limited English skills are not prohibited from enrolling in vocational courses.

Math Placement

The College utilizes a selection of assessment instruments to place students into math courses. Students take one of the math placement exams commiserate with their most recent, successful completion of Pre-Algebra, Algebra, Intermediate Algebra and Pre-Calculus.

Reading Placement

The College utilizes the Degrees of Reading Power (DRP) reading test to assess your reading skills. Based on the results of the reading test, you will be advised to take an appropriate reading course.

Retest Policy

Students may repeat a test once every three months. Under certain extenuating circumstances and with approval of the Director of Assessment, a test may be repeated prior to the three month limit.

Placement Test and Eligibility Time Limits

Placement test scores are valid for two years from the date the test was taken. Eligibility based on test placement is not valid after the two-year expiration period. Eligibility based on previous coursework does not expire.

Test Scores and Placement from Other Colleges

Math test scores will be accepted from other colleges if that college uses the same test as Mt. SAC. Test scores from other college English tests are not accepted. Mt. SAC does not accept placement granted at other colleges.

Students who have earned an Associate or higher degree from an accredited institution are considered to be eligible for ENGL 1A and MATH 51. Eligibility for higher levels must be established through documentation or by test results.

Students 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 by test results.

Appeals Process

Students may appeal their English and/or math placement if they can demonstrate alternate proof of course equivalency or competency. If extenuating circumstances exist that may affect course placement, students may seek consultation in the appropriate division office. Students should be prepared to present documentation such as high school or college transcripts, additional test results, or work experience.

Ability to Benefit

Students applying for financial aid who have not acquired a high school diploma or GED must perform at a passing level on an Ability To Benefit test. The test is approved for use by the federal government, and passing scores have been established by the Department of Education. Testing is conducted at the Assessment Center. For further information regarding Ability to Benefit regulations, contact the Financial Aid Office.

Orientation

Orientation is required for all new students who are enrolling in Mt. San Antonio College. This includes students who may want to take one course, or those who are transferring from another college. The only exception is for students who have a degree from an accredited college/university.

Orientation includes information regarding college programs, services, procedures, student responsibilities, and other related information.

The College has determined the importance of an orientation to college as a factor in success. Prospective students are urged to make an appointment for orientation immediately after filing an application and taking the necessary placement tests.

Counseling/Advisement

Counseling and advising services are provided to matriculated students who are in need of additional assistance regarding course selection, major selection, and transfer information and planning. Students are encouraged to meet with a counselor during their first semester of enrollment to develop an Individual Education Plan (IEP). The IEP lists the courses needed to complete a specific major, as well as identifying graduation and/or transfer requirements in general education.

If you are undecided about your major and/or career and educational goals, please make an appointment in the Counseling Center to meet with a counselor. Career counseling services are available to students at no cost, to assist students in making the most appropriate choices about their future.

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.

Exemption from matriculation does not preclude the requirement to meet course prerequisites which may include assessment.

Sixty-nine students were honored and more than \$10,000 in scholarships was awarded during the scholastic Achievement Awards Program held April 16. Pictured are (l-r) Biology Professor Beth Adams, student award recipient Jerry Liu, and Foundation Board member Nancy Stuve.

