

Student Services and Student Life

Section 4



Student Services and Student Life

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 historical student record for each student. Also, transcripts from high school and other colleges must be submitted for prerequisite eligibility checks.
2. All registration is done online via the web at my.mtsac.edu or by telephone at (909) 595-MSAC. Registration instructions can be found in the latest *Schedule of Classes* or online at my.mtsac.edu.
3. Other services provided by Admissions and Records include maintaining student demographic information such as name, address and Mt. SAC student identification numbers, maintaining student academic history, issuing I-20's for International Students, processing Petitions for Exceptional Action, processing transcript and enrollment verification requests, processing graduation and certificate petitions and distributing diplomas and certificates. Admissions and Records is the official custodian of student records and maintains all permanent roll sheets and grade books received from faculty.
4. The Admissions and Records Office also provides the Student Services Kiosks located in the Student Services Building. These kiosks provide unofficial transcripts, final grades, and copies of the Permit to Register. All services available at the kiosk are also available at my.mtsac.edu. To use this service, students must have their Mt. SAC Student Identification number and Personal Identification Number (PIN).

Advising Center Student Services, 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 College's 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. Services offered are as follows:

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.

The Bridge Program, Ext. 5392

The Bridge program is a learning community designed to increase students' academic and personal success through the structuring of a personalized learning environment.

Admission to the program is based on academic need. Students participating in Bridge are enrolled in linked classes that are taught in a cooperative environment between instructors. In this group setting students have an opportunity to learn about being successful college students and how to utilize college services. In addition, students are supported by Bridge Program staff and counselors, financial aid advisors, as well as by transfer and advising specialists.

The Bridge Program is the right choice for students who find themselves undecided on career choices, who have apprehensions about the transition to college, and who would like to make new friends. Bridge students share particular educational goals, common interests, and similar backgrounds.

As part of the Bridge Program, students can choose to be part of the Summer Academy and/or the Freshman Experience.

Bursar's Office and Photo ID, Ext. 4960

The Bursar's Office, located on the lower level of the Student Services Center, is responsible for the collection of credit registration fees and other campus fees including parking permits, transcripts, enrollment verification, production cards and malpractice insurance. The office also processes photo ID cards and refunds credit classes.

CalWORKs (California Work Opportunities and Responsibility to Kids), Ext. 4755

(See Extended Opportunity Programs and Services – EOPS)

Counseling Center Student Services Center, Ext. 4380

The Counseling Center provides students with the educational, vocational and personal support needed to complete their educational goal. It is staffed by professional counselors who assist students with issues that might affect their education progress. Services offered include:

- career counseling and decision making
- career and personality testing and interpretation
- major selection and counseling to prepare for transfer to a four-year institution
- orientation of new students to the college
- evaluating academic skills and college preparedness, especially for those students experiencing academic difficulties
- counseling for personal issues and concerns

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.

Career Placement Services Student Services Center, Ext. 4510

The Career Placement department helps students and graduates to secure part-time and full-time employment in order to help them continue to attend college, or to enter into a career field related to their A.S. Degree or career certificate.

Services include:

- Job referrals to employment opportunities in the community
- Internship opportunities
- Assistance with resumes and interviewing skills
- Employment acquisition skills workshops
- Job search library and printed handouts
- Job fairs and on-campus recruiting
- Internet access to recruiting sites and job boards on the web

While Mt SAC graduates may return to the Career Placement Office for employment assistance, current students are strongly encouraged to visit Career Placement Services while they are still attending.

Disabled Student Programs & Services (DSP&S), Student Services Center, Ext. 4290

If students have a disability which limits their ability to participate fully and equally in any College instructional program and/or activity, they are encouraged to visit Disabled Student Programs and Services.

A professional will meet with them to determine the extent of their limitations and the special services and accommodations that may be provided for their needs.

To take advantage of the wide array of special programs and services we offer, written documentation of disability must be provided by a physician or appropriate professional; the disability must present a limitation to a successful education; the ability to benefit from instruction must be demonstrated; and self-management skills (*mobility, eating and using restrooms without assistance*) must be adequate, unless an attendant is utilized. We do not provide attendant service.

If students have a doctor's verification that requires them to park in zones designated as "handicapped parking," they are required to apply for a state "Disabled Person" permit and placard from the Department of Motor Vehicles, if they don't already have one. While applying for the placard the student may 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 must be purchased. The special parking permit from DSP&S is valid for only one semester.

If students have a current "Disabled Person" permit and placard or a "DP" license plate from the State of California Department of Motor Vehicles, they are not required to purchase a student parking permit. They 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 the placard or license plate is displayed properly. DSP&S highly recommends that students visit our department to determine if there are any other services that may be of assistance 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, Ext. 4290 or Parking and Security, ext. 4555 (*after 4:30 p.m., Ext. 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.

CARE (Cooperative Agencies Resources for Education), Ext. 4392

(See Extended Opportunity Programs and Services – EOPS)

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 and the office of EOPS assists students seeking Re-Entry services as well as those who qualify for CARE. Some of the services offered are:

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

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

CARE (*Cooperative Agencies Resources for Education*) is a support program for EOPS students who are single head of household parents receiving CalWORKs — and provides additional assistance to students who are:

- Eligible for EOPS
- Enrolled in at least 12 units upon acceptance
- Currently receiving AFDC/TANF assistance, with at least one child under 14 years of age
- At least 18 years old, single head of household
- Have applied for financial aid and have a need for child care, transportation, books and supplies, and/or counseling to attend college
- Pursuing a program at Mt. SAC which will lead to a certificate, degree or transfer

Students who believe they qualify for the program should 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 about 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 for most Federal and State programs 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 and is 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 beginning 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 Cal Grant program deadline is March 2nd of each year. For students who miss this deadline, there is a second opportunity only for community college students to apply for Cal Grants. The deadline for this is September 2nd. Additional information and eligibility requirements are available at the Financial Aid Office.

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The FAFSA is the application for the following Federal and State programs:

- 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
- Federal Family Education Loan (FFEL)

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. Recipients of federal programs are subject to the Return of Title IV funds requirements. 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, or
- 4) the date posted by the instructor indicating last day of attendance

The information reported on the FAFSA may be verified by the Financial Aid Office using a 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 (*if requested*), Alien Registration card (*if applicable*), and their College Services card or Photo ID for identification purposes.

In addition, 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 is waived

for eligible students. The student is responsible for paying the remainder of the fees assessed within seven business days of registration, or classes will be dropped. There are three methods to qualify: (1) Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or General Relief recipient, or (2) Household size/family income, or (3) Financial need as determined by filing the Free Application for Federal Student Aid (FAFSA). 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 (Building 67B) Student Services Center, Ext. 4400

Medical, personal counseling, nursing, and health education services are provided. Professional health services are provided primarily on an appointment basis. Additional services include laboratory tests, tuberculosis screening, limited prescription medications, immunizations, pregnancy testing, and referrals. First aid services are provided for all students, employees and guests of the College. Please call for an appointment.

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 are also available to assist international students.

First Year Experience, Ext. 5392

The First Year Experience program offers a unique combination of courses this fall to incoming students who aren't quite prepared for college-level math and English. First Year Experience students will receive:

- Instant enrollment in pre-college math and English classes. (*Guaranteed enrollment granted on a first-come, first served basis.*)
- Chance to earn up to 9 units of academic credit.
- Popular morning sessions.
- Easy-to-follow instruction by our superb faculty.
- Opportunity to work in teams to achieve their success.
- Expert counseling on what it takes to succeed in college and beyond.

In addition, the coursework is enriched with field trips and tutorial assistance to enhance the learning experience.

Re-Entry Services Student Services Center, Ext. 4392

(See Extended Opportunity Programs and Services – EOPS)

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. Students should visit the Counseling Center for assistance in completing their 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 Classes*.

Child Development Center Building 9E, Ext. 4920

Admission Policy

Early care and education services for children from birth through 5 are provided between the hours of 6:30 a.m. and 7:00 p.m., Monday through Thursday and 6:30 a.m. until 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. A 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.

State Preschool Program Half and Full Day

A State Preschool Program is available for low-income eligible student/parents of 3- and 4-year-old children (*4-year-old children have priority*). There may be a minimum daily fee for this program.

General Childcare Funding

This program is available on a limited basis for 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 the campus bookstore (SacBookRac). 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.

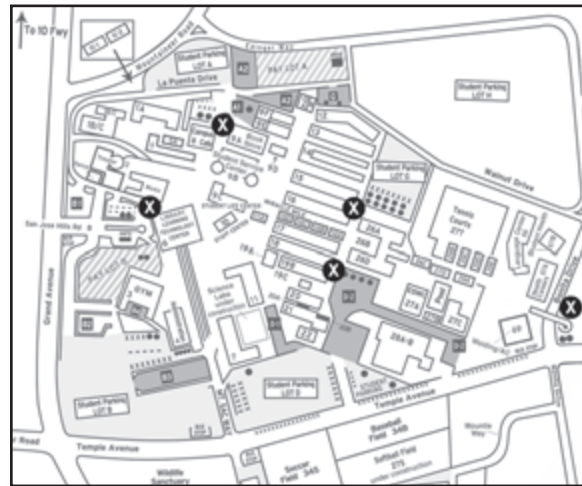
For information concerning registration dates and times, those interested should consult the latest Mt. San Antonio College *Schedule of Classes* or contact the Child Development Center at Ext. 4920.

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 employed under the jurisdiction of the Public Safety Department.

Escort Location Map

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



STUDENT LIFE

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

Student Life Office/Student Center 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, locating lost items, contacting students in emergency situations and giving information regarding clubs and opportunities for on-campus involvement are available in Student Life. 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 a student's academic transcript and helps verify the student's involvements in activities outside the classroom.

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

Student Government Building 9C, Room 1, Ext. 4525

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 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 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! There are over 40 opportunities for students to join a variety of clubs: cultural, religious, vocational, general interest, or special needs. 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.