

Section 2

Matriculation Services:

Admissions and Registration

**Assessment and
Placement Orientation**

Counseling/Advisement



ADMISSION AND REGISTRATION

Admissions

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 to the college should be directed to the Admissions and Records Office. Admission is granted only by filing an official application for admission using one of the following methods:

1. The application for admission of credit classes can be submitted online. To access the online application, visit the Mt. SAC Admissions Website at <http://admissions.mtsac.edu> and click on the online application link at the tip of the web page.
2. Applications for admission to credit classes are available at the Admissions and Records Office and are also included in each Mt. San Antonio College *Schedule of Classes*. You may submit this application in person or mail it to:

Admissions and Records

Mt. San Antonio College
P.O. Box 910, Walnut, CA 91788-0910.

Residency Requirements (for fee purposes)

Residency Guidelines

This statement is a general summary of the principal 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 "non-resident".

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. **Non-resident:** A "non-resident" 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.

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.

Concurrent Enrollment for K-12 Students (College Starter)

The College Starter program is designed for gifted high school juniors and seniors (11th and 12th grades) who would benefit from taking advanced scholastic or vocational work at Mt. San Antonio College. Students must meet the following criteria to participate in the College Starter program:

1. Be recommended by their high school principal or counselor;
2. Be approved to participate by their parents;
3. Have a 2.0 cumulative high school grade point;
4. Meet all course prerequisites;
5. Juniors will only be allowed to enroll in a single course. Seniors wishing to enroll in two courses must have a 3.0 grade point average or above.

College Starter application packets may be obtained in the Counseling and Advising Services office or online at http://testing.mtsac.edu/students/admissions/college_starter.html

Only college level courses may be taken as part of the College Starter program. Students preparing to complete the CASHEE examination are exempted from this limitation. Students needing to make up a high school deficiency can apply to participate in the High School Referral Program. Please go to the Community Education Center in Building 30.

A parent/guardian approval form allowing the student to participate must be submitted as part of the application process. Parents must acknowledge that their student will be instructed in an adult environment and that the student will be expected to conform to all college policies.

Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue their participation in the College Starter program.

Students enrolled in grades 10 and earlier may be considered for limited enrollment. To participate, students must meet the following criteria:

1. Be recommended by their high school principal or counselor;
2. Be approved to participate by their parents;
3. Have a C+ average/2.5 cumulative school grade point;
4. Meet all course prerequisites;
5. Take the Mt. SAC placement test in English and Reading.

Students must meet the Dean of Counseling to secure permission to participate.

College credit will be earned as a result of taking courses at Mt. San Antonio College and those grades will become part of the student's permanent college record. High school credit may be possible at the discretion of the receiving high school. Please speak to your high school counselor.

* 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.

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 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.

Acceptance of Domestic Coursework from Accredited Colleges and Universities in the United States

The College will accept "degree appropriate" or "baccalaureate" level courses from accredited colleges and universities in the United States. These course units will, at a minimum, be granted "elective credit" status.

To determine General Education and/or Associate Degree equivalency and for granting of unit credit, the course must be easily identifiable as the same course taught at Mt. San Antonio College by a commonly used course prefix, title, and description. To be verified, sufficient information, including prerequisite information, must be available from the accredited college/university to substantiate granting course equivalency and course credit. The College reserves the right to deny acceptance of any course for the purpose of General Education, Associate Degree graduation requirements, or subject requirements. If denied, the student may petition for an in-depth evaluation but will be required to provide official course information from the institution of record or from the college/university catalog.

To determine "subject" requirements for an established vocational program, the course must be evaluated by a representative from the respective academic department in which the major resides. If the course is determined acceptable as a substitution for a required course in the program, the department representative will complete a "variance" form verifying this acceptance and complete the paperwork at Admissions and Records.

Articulation with High Schools, ROPs, and Adult Schools

Articulation Agreements with secondary schools (high schools, Regional Occupational Programs and Adult Education) are established annually during the fall and are valid for the current school year. Articulation is a faculty driven process with three possible methods of rewarding student achievement in the Career Technical Education courses taken at the secondary level. The three types of articulation include Project Credit, Course Equivalency and College Units of Credit.

Project Credit is the minimum level of articulation and results in a certificate to be submitted in a specified college course in lieu of a specific required project or projects. Course Equivalency recognizes the information gained from the secondary experience and allows students to use that experience to continue their career education by taking an advanced college level course. Project Credit and Course Equivalency articulation will not result in units of credit at the college.

College Units of Credit is the most common form of articulation between the college and secondary schools. Students participating in these agreements must meet an exam requirement as stated in California Code of Regulations, Title V. Students that successfully meet the exam requirement and supply the correct paperwork will be awarded a grade and units of credit. The credits will appear with a notation of "by exam" on a Mt. SAC transcript in the semester closest to the completion of their secondary course.

Articulation with secondary programs is a time sensitive process. Secondary students must complete the required paperwork and pass required exams at the completion of their secondary course. If a course sequence is required at the secondary level, the student must request the units at the completion of the course sequence. The required paperwork must be submitted by the instructor of record on the Articulation Agreement within two months of course or sequence completion. Students may not seek college units retroactively.

Required paperwork includes:

- 2+2 Articulation Equivalency Form
- High School Transcript
- ROP/Adult Education Certificate of Completion

Forms are available from participating high school instructors. Secondary instructors submit all required paperwork to the Tech Prep office at Mt. San Antonio College. Articulation forms will be accepted from authorized secondary instructors only.

College credit issued by ROP and/or Adult Education centers will be accepted if the issuing programs is accredited by the Accrediting Commission for Community and Junior Colleges (ACJC) or the Senior

College Commission, under the auspices of the Western Association of Schools and Colleges (WASC).

For more information on articulations with high schools, ROPs and adult schools, please contact the Tech Prep/Articulation Office, Bldg. 11A, at (909) 594-5611, ext. 5252.

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 \$50.00 (U.S.)
- Confidential Financial support documents
- A "paper based" TOEFL score of at least 450, "computer based" TOEFL score of at least 133, or an Internet-based score of at least 45.
- Transcripts from high school and/or college attended
- TB (tuberculosis) test
- Proof of health insurance (prior to registration)

The following items are required for current F-1 Visa students transferring into Mt. SAC:

- Copy of I-20
- Copy of I-94
- Transfer form

The deadlines to apply for the 2008-09 school year are as follows:

- Summer 2008 — First Monday of April
- Fall 2008 — First Monday of June
- Winter 2009 — First Monday of November
- Spring 2009 — First Monday of December

F-1 Visa students can obtain all application materials from our College Website at www.mtsac.edu. From *The Mt. Sac home page*, click on "Apply or Register," click on "Forms and Publications," then click on "Application for International Students." TOEFL scores, admissions application (both college and International Student Application), and all supporting materials must be received on or before the term deadlines listed above. Students will be required to take the Assessment of Written English (AWE) when they 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.

MATRICULATION

Matriculation

Registration

Registration for classes is done online via the web at <http://my.mtsac.edu> or by touchtone telephone at (909) 595-MSAC (595-6722). Students who enrolled in the previous semester or session preceding the enrollment term are eligible to register for classes and will be mailed a Permit to Register at least two weeks prior to the beginning of registration. Mailing of Permits to Register for new applications is dependent on the date an application is submitted.

Students who do not receive a permit in the mail before the first day of registration may also check their date and time to register at <http://my.mtsac.edu>. Students should remember to update their mailing address at the above web site or at the Admissions and Records Office.

Schedule of Classes

The Mt. SAC *Schedule of Classes*, which indicates intended course offerings and teaching assignments for both credit, noncredit and community education courses, is published each semester. The credit course offerings are found in the front of the schedule, along with an admissions application for credit course offerings. The noncredit and community education course listing appears towards the back of the book and also includes the smaller noncredit/community education registration card. The combined *Schedule of Classes* is also available on campus, on the Mt. SAC website (www.mtsac.edu) 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, an optional Student Activities Fee, a Student Health Services Fee, and for some classes Materials Fees for each semester at Mt. San Antonio College. These fees are subject to change. Please consult the latest *Schedule of 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 time of registration or at the Bursar's Office located in Building 9A.

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, online or by Telephone Registration. Requests for Fee Refund forms must be completed prior to the end of the second week of each semester for 16 week classes, and prior to the end of the first week for short-term classes. This refund period applies to the following fees:

- Enrollment Fee
- Student Activities Fee (optional)
- Student Health Services Fee
- Parking Fee (optional)
- Course Materials Fee

NO REFUNDS will be granted after the second week of the semester.

- **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, health fee, materials fee, Student Activities Fee, entire enrollment fee and non-resident tuition fee unless academic credit is awarded.

NOTE: A \$10 refund processing fee will be assessed to every refund where enrollment fees are being returned. The processing fee will not apply to refunds for college cancelled classes or special administrative drops.

Cancelled Classes

Classes may be cancelled 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 cancelled 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 \$25 for returned checks or stop payment of checks.

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

Most 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 placement exams 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 utilizes the Assessment of Written English (AWE) to evaluate students' writing skills. Most 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, 67, or LERN 81.
- B. Eligible for AMLA writing courses (designed for students who are not fluent in the English language). Students may enroll in AMLA writing courses and continue enrolling in AMLA writing courses until they are eligible for ENGL 67 or ENGL 68.
- C. Eligible for ESL (English as Second Language) classes. Students may enroll in ESL adult education courses each semester until eligible for AMLA courses; then enroll in AMLA courses each semester until they are eligible for ENGL 67 or English 68.

Students in any of the categories listed above may enroll in other courses for which they are eligible. 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 commensurate 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) and COMPASS/ESL reading tests to assess student reading skills. Based on the results of the reading test, the student 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 and Matriculation, 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 and reading 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.

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 publisher. Wonderlic is the Ability to Benefit test administrator at Mt. SAC. Testing is conducted at the Assessment Center. For further information regarding Ability to Benefit regulations, contact the Financial Aid Office.

EXEMPTION FROM ASSESSMENT

Students are exempt from Assessment if they:

- 1. enroll in non-credit or community services classes only;
- 2. select and enroll in a general interest class which does not have prerequisites;
- 3. verify English or math eligibility based on course work at Mt. San Antonio College or other regionally accredited institutions;
- 4. verify other test scores accepted by Mt. San Antonio College.

ORIENTATION – CREDIT STUDENTS

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. Students will have the opportunity to meet with a counselor or an advisor to develop a first semester educational plan.

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 Educational Plan. The Educational Plan lists the courses needed to complete a specific major, as well as identifying graduation and/or transfer requirements in general education.

Students who are undecided about their major and/or career and educational goals, should make an appointment with Counseling and Advising Services 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 ORIENTATION AND COUNSELING/ADVISEMENT

Students are exempt from Orientation and Counseling/Advisement if they:

- 1. enroll in non-credit or community services classes only;
- 2. possess an Associate or higher degree from an accredited institution;
- 3. attain 60 units or more from an accredited institution;
- 4. select and enroll in a general interest class only. All students must meet course prerequisites.

PRE-COLLEGIATE BASIC SKILLS

Courses designated "Pre-Collegiate" develop basic skills in reading, writing, and mathematics. They will neither count toward graduation from Mt. San Antonio College, nor transfer to a baccalaureate institution.

PREREQUISITES, COREQUISITES, AND ADVISORIES

Faculty at Mt. SAC have established prerequisites, corequisites and advisories for courses. **If a student does not meet the prerequisite or corequisite requirements, the student will be blocked from enrolling in those courses.** Transcripts and grade report cards from other colleges used to determine whether pre or corequisites have been met must be evaluated prior to registration.

Prerequisite

Prerequisites to a course are those courses which must have been taken previously as preparation for the course. To enroll in a class that has a prerequisite, the required preparation must have been completed prior to enrolling in the course. In some instances, **English and math prerequisites** may be met by attaining eligibility through assessment. All **course prerequisites** listed must be completed with a grade of "C" or better, unless otherwise stated.

Corequisite

To enroll in a course that has a corequisite, the corequisite course must be taken concurrently. In some instances, a corequisite may have been taken previously.

Advisory

An advisory to a course is preparation which is highly recommended by faculty teaching the course. Although students may enroll in a course if they do not possess the advisory skills, they are encouraged to abide by an advisory whenever possible.

CHALLENGING PREREQUISITES AND COREQUISITES

If a student believes that any of the following conditions exist with regard to an existing course prerequisite or corequisite, the student may obtain a Petition to Challenge form from the Counseling Office or Admissions and Records Office in the Student Services Building or from division offices.

- The prerequisite or corequisite has not been established in accordance with the College's process for establishing prerequisites and corequisites;
- The prerequisite or corequisite is in violation of State Title 5 regulations;
- The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available; or
- Such other grounds for challenge as may be established by the district governing board.

The student must provide appropriate documentation when filing a challenge with the appropriate division office.

Documentation may include, but is not limited to, high school or college transcripts, additional test results, work experience, or an on-campus writing sample. Prior enrollment in the course does not exempt a student from the current prerequisite of that course.