



MT. SAC!
WE AIM
HIGHER.

Mt. San Antonio College
Student Handbook & 2015–16 Calendar



  mtsac.edu

WELCOME TO Mt.SAC

Your Success, Our Passion

Dear Mt. SAC Student,

Welcome to the 2015-16 academic year at Mt. San Antonio College! We are pleased to provide this planner/agenda to assist you in your success as a student here at Mt. SAC. We want to make sure that you maximize every opportunity to receive our support to assist you in reaching your goals. We encourage you to get involved on campus – from joining a club, to participating in tutoring, to being part of our many Student Services programs. Mt. SAC has so many wonderful services designed for you – please check them out!

We know that students who are more involved on campus are more successful in reaching their goals.

This student planner has a wealth of information. We encourage you to:

- **Get organized!** List all of the due dates for your assignments and your exams in the calendar section.
- **Know college requirements!** Check out information about courses, policies and procedures – where to go for what and when.
- **Don't procrastinate!** Use this planner to find the information you need and stay on top of due dates and deadlines.

Here are some **Student Success Tips** that we would like you to follow:

- **Complete an education plan** with a counselor so that you know which classes to take and understand the requirements to reach your goal. Once you do this, you can easily track your own progress in the student portal "my.mtsac" under MAP – Mountie Academic Plan.
- When you start to feel confused or overwhelmed, **don't give up and don't go away!** We are here to help! Please go to any Student Services office for assistance. In addition to counseling and financial aid, we also have assistance with health issues, studying, tutoring, meeting new people and getting involved on campus.
- If this is your first time in college, be sure to complete the **New Student Orientation** through the Counseling Department.
- If you struggle with writing and math, make sure you enroll in Test Information and Test Preparation workshops to help you prepare for the placement test or go to the Writing Center or Math Resource Center for assistance with your classes.
- **Get involved; make new friends; fall in love with learning.**

We hope you enjoy your college experience at Mt. SAC.

Remember, **YOUR SUCCESS is OUR PASSION!**

Sincerely,



Vice President, Student Services

STUDENT SERVICES MISSION STATEMENT

Through teamwork, passion and collective experiences, Student Services is dedicated to helping and serving students achieve excellence and success



2015-2016 STUDENT PLANNER

This planner belongs to:

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

The ***Student Handbook*** is available online at www.mtsac.edu
and in alternative formats (Braille, enlarged text, e-mail, etc.)
Please contact Disabled Student Programs and Services at (909) 274-4290.

THIS STUDENT HANDBOOK IS NOT FOR SALE

The information in this handbook is subject to continual review and amendment in order to serve the needs of the College's students, faculty, and staff, and to respond to the mandates of the California legislature. Changes in policies, regulations, requirements, and activities may be made at any time without advanced notice.

2015-16 Mt. SAC Student Handbook.

The information in this book was supplied and approved by the school.
Information and published event dates are subject to change.



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Mt. San Antonio College

MISSION Statement:

The mission of San Antonio College is to support students in achieving their full educational potential in an environment of academic excellence.

VISION Statement:

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services.

As a premier community college, we will provide access to quality, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

CORE VALUES Statement:

Integrity: We treat each other honestly, ethically, responsibly in an atmosphere of trust.

Diversity: We respect and welcome all differences, and we foster equal participation throughout the campus community.

Community Building: We work in responsible partnerships through open communication, caring, and a cooperative spirit.

Student Focus: We address the needs of students and the community in our planning and actions.

Lifelong Learning: We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.

Positive Spirit: We work harmoniously, show compassion, and take pride in our work.



Who's Who on Campus

2015 Board of Trustees

Fred Chyr	President
Dr. David K. Hall	Vice President
Judy Chen Haggerty Esq.	Clerk
Rosanne Bader	Member
Dr. Manuel Baca	Member
Robert Hidalgo	Member
Laura Santos	Member

College Administration

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Dr. Audrey Yamagata-Noji	Vice President, Student Services
Dr. Irene Malmgren	Vice President, Instruction
Michael Gregoryk	Vice President, Administrative Services
James Czaja	Vice President, Human Resources

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Donna Burns	Continuing Education	Carolyn Keys	Student Services
Meghan Chen	Library & Learning Resources	Dr. Susan Long	Arts
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James Jenkins	Humanities & Social Sciences	Thomas Mauch	Counseling
Joseph Jennum	Kinesiology, Athletics & Dance	Jennifer Galbraith	Business





**Access all-things
Mt. SAC
anytime,
anywhere
via
mountie**app!****

Through your mobile device or tablet, you can . . .

- Look up your next class and location.
- Find campus buildings.
- E-mail your professors.
- Check your final grades.
- Check your financial aid status.
- Track important dates and deadlines.
- Access the class schedule and catalog.

Download now at www.mtsac.edu/mobile/



Contents

Mission, Vision, and Core Values	2	Childcare	43
Who's Who on Campus	3	Computer & Internet Access	44
Telephone Directory	6	Library, Resource Centers & Tutoring	44
The Student Success and Support Program	8	Academic Support & Computer Labs	46
Registration Overview & Process	9	Public Safety	48
NEW STUDENT ORIENTATION		California State University (CSU)	49
College Terms to Know	11	The University of California	50
Getting Started – Placement Test Process	13	CSU and UC Transfer Requirements	51
Understanding Reading Placement	14	Transfer Planning Checklist	52
Understanding Your Math Placement	15	FINANCIAL AID	
Understanding Your English Placement	17	Financial Aid	55
Programs of Study Leading to an Associate Degree	19	Financial Aid Q & A	58
General Education (GE) Requirements	20	CAMPUS POLICIES	
Understanding Common Registration Errors	21	Academic Policies	61
Ensuring Your Success: How to Succeed In College	22	Student Rights & Responsibilities	62
Time Management	23	Standards of Conduct	63
How to Register for Courses	24	Student Complaints/Grievance Process	72
How to Add Yourself to the Waitlist	25	Student Rights & Privacy Act	73
How To Pay Your Student Fees Online	27	Consumer Information Guide	74
STUDENT SERVICES		CALENDAR	
Student Services Division	31	Events Calendar	78
Student Life	38	Calendar	80
Associated Students (Student Government)	40		
College Bookstore	43		

Telephone Directory and Office Locations

College Main Telephone Number: (909) 274-7500

Academic Division Offices

Arts Division	909-274-5200	Bldg. 12
Business	909-274-4600	Bldg. 17
Continuing Education Division	909-274-4220	Bldg. 40
Humanities & Social Sciences	909-274-4570	Bldg. 66
Kinesiology, Athletics & Dance	909-274-4630	Bldg. 46
Library & Learning Resources	909-274-5659	Bldg. 6
Natural Sciences	909-274-4425	Bldg. 61
Technology & Health	909-274-4750	Bldg. 28A

Books & Materials; Photo ID

SacBookRac (Bookstore)	909-274-4475	Bldg. 9A
Photo ID	909-274-4475	Bldg. 9A

Child Care

Child Development Center	909-274-4920	Bldg. 73
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Fee Payment

Bursar's Office	909-274-4960	Bldg. 4
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Financial Aid & Scholarships

Financial Aid	909-274-4450	Bldg. 9B
Scholarship Information	909-274-4457	Bldg. 9B

Health & Fitness

Exercise Science & Wellness Center	909-274-4625	Bldg. 27A
Student Health Center (medical care)	909-274-4400	Bldg. 67B

Job Search & Employment

Career Services	909-274-4510	Bldg. 9B
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Library & Tutoring

Learning Assistance Center	909-274-4300	Bldg. 6
Library	909-274-4260	Bldg. 6
Math Activities Resource Center. (MARC)	909-274-5014	Bldg. 61
Transfer - MARC (TMARC)	909-274-5389	Bldg. 61
Tutorial Services	909-274-6605	Bldg. 6
Writing Center	909-274-5325	Bldg. 26B

Parking Permits & Ticket Payments

Bursar's Office (purchase parking permits & parking violation payments)	909-274-4960	Bldg. 4
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Performing Arts

Box Office	909-274-2050	Bldg. 2
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Placement Testing & Results

Assessment Center	909-274-4265	Bldg. 9B
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Registration & Counseling Services

Admissions & Records	909-274-4415	Bldg. 9B
Counseling Center	909-274-4380	Bldg. 9B
Student Health Center Mental Health Counseling	909-274-4400	Bldg. 67B

Security & Safety

Public Safety Office/ Escort Services	909-274-4555	Bldg. 23
Text-a-Tip	909-274-9560	

Student Life

Associated Students	909-274-4525	Bldg. 9C
Clubs & Organizations	909-274-5959	Bldg. 9C
Lost & Found	909-274-4525	Bldg. 9C
Student Center	909-274-5959	Bldg. 9C
Student Complaints & Grievances	909-274-4525	Bldg. 9C
Student Conduct & Discipline	909-274-4525	Bldg. 9C
Student Leadership Programs	909-274-4525	Bldg. 9C

Student Services

ACES Program	909-274-4411	Bldg. 16B
Arise Program	909-274-6622	Bldg. 16B
Aspire Program	909-274-6396	Bldg. 9D
Bridge Program	909-274-5392	Bldg. 9D
CalWORKs	909-274-4755	Bldg. 9B
Career Services	909-274-4510	Bldg. 9B
Disabled Student Programs & Services (DSPS)	909-274-4290	Bldg. 9B
Extended Opportunity Programs & Services (EOPS)/CARE	909-274-4500	Bldg. 9B
High School Outreach	909-274-5906	Bldg. 9B
International Student Center	909-274-5032	Bldg. 9B
Transfer Services	909-274-6388	Bldg. 9B
Upward Bound Program	909-274-5634	Bldg. 9D
Veterans Resources Center	909-274-6529	Bldg. 16C
Veterans Services Center	909-274-4520	Bldg. 9B

CAMPUS EMERGENCY NOTIFICATION SYSTEM

SIGN UP NOW!!! AT <http://myportal.mtsac.edu>

Mt. San Antonio College operates a campus-wide emergency notification system that enables authorized college personnel to quickly notify students, faculty, and staff about any campus emergency with personalized voice, text, and e-mail messages. All students are urged to sign up for this critical service and provide their current contact information and their preferred method of notification on a secured online site at <http://myportal.mtsac.edu>. Look for the Emergency Notification System channel. Be assured that your privacy will be protected. Your information will not be shared with anyone or used for any purpose other than for emergency notifications.

The Student Success and Support Program

To help students pursue and reach their educational goals, Mt SAC has a planned educational process called Student Success and Support Program (SSSP). All new students must complete the SSSP process, which includes a new student orientation, completion of English, math and reading assessment tests, and academic counseling to develop both an abbreviated (short term) educational plan and comprehensive educational plan. SSSP status is established for all new students at the time they submit their application to the college.

The Student Success and Support Program include the following three components:

Assessment provides students with an opportunity to identify current skill levels in English, math and reading for appropriate placement into courses for which they are prepared.

Orientation provides students with an opportunity to become acquainted with college programs, student support services, academic expectations, and the registration process. Counselors will also assist students with a development of an abbreviated (short term) educational plan to maintain your registration status.

Counseling provides students an opportunity to meet with a counselor for one-on-one assistance to help answer questions about educational options, and to develop an educational plan that outlines the necessary courses to meet specific transfer, vocational certificate, or associate degree goals.

The college's responsibility is to provide:

- assessment services
- orientation services
- counseling, advising, and other education planning services
- assistance in development of an student educational plan which identifies the student's educational goal, course of study, and the courses, services, and programs to be used to achieve them
- follow-up services to evaluate each student's progress and provide support services to at-risk students
- referrals to specialized support services and curriculum offerings

The student's responsibility is to:

- identify an education and career goal
- attend class and complete assigned coursework
- complete courses, maintain academic progress toward goals and course of student identified



REGISTRATION OVERVIEW & PROCESS

Student Success and Support Program

Recognizing that student success is the responsibility of both the college and the student, the Student Success and Support Program was established to assure that students who attend a California Community College are given the best possible opportunity to succeed in accomplishing their academic goals. To accomplish this, the college will assure that appropriate services are provided to students that will enhance their success. As a student, you must identify your academic goal and course of study as well as complete required cores services including Assessment, Orientation and Educational Planning. Below are the important steps to follow to begin your academic career including information on the service you are required to participate in.

Step 1 – Apply to Mt. SAC

Complete and submit a Mt. San Antonio College (Mt. SAC) Admission Application at www.mtsac.edu/apply. Computers are available in the Student Services Center for your convenience. For further information, contact the Admissions and Records Office at (909) 274-4415 or visit www.mtsac.edu/admissions

Step 2-Recommended: Apply for Financial Aid

Mt. SAC offers a variety of financial aid programs funded by federal and state agencies and private sources, including grants, fee waivers, work-study opportunities, scholarships, and loans. For further information, contact the Financial Aid Office at (909) 274-4450 or visit www.mtsac.edu/financialaid

Step 3-Attend Placement Test Information Sessions

The sessions will prepare students to take the required placement tests and provide an opportunity for students to ask questions regarding the tests. For further information, contact the Assessment Center at (909) 274-4265 or visit www.mtsac.edu/assessment

Step 4-Get Assessed

Students attending Mt. SAC are required to participate in assessment. The assessment and placement process has been established to enable all students an opportunity to be successful in their course work. For further information, contact the Assessment Center at (909) 274-4265 or visit www.mtsac.edu/assessment

Step 5-Attend New Student Orientation

At orientation, a counselor will review placement test scores and help you select your courses based on your test scores. Counselors will also review graduation and university transfer requirements. You will also create your Mountie Academic Plan (MAP). For further information, contact the Counseling Center at (909) 274-4380 or visit www.mtsac.edu/counseling/orientation.html

Step 6-Get Counseling

Counselors are available to help if you:

- a. Are undecided about your major or career goal,
- b. Need assistance in planning your educational and/or career goal,
- c. Need assistance in choosing a university or college for transfer, or
- d. Have personal problems that impact your college success.

For further information, contact the Counseling Center at (909) 274-4380 or visit www.mtsac.edu/counseling

Step 7-Register Online

Register online, based on your assigned registration date/time. Check your registration date on your portal account at <https://my.mtsac.edu>

Step 8-Pay Fees

You can pay your fees online with a credit card (MasterCard, Visa, Discover, American Express) or in person at the Bursar's Office (Lower Level-Bldg 4). For further information, contact the Bursar's Office at (909) 274-4960 or visit www.mtsac.edu/bursars

Finding a parking space is no longer a college requirement.



Mt. SAC students can ride Foothill Transit buses hassle-free with the **CLASS PASS!** You can pick one up at the SacBookRac. Learn more at foothilltransit.org/mtsac.



Credit students can get a free reloadable pass at the Mt. SAC bookstore (Building 9A). The Class Pass is a reusable electronic fare card that gives enrolled credit students access on Foothill Transit buses. The new mandatory student fee pays for the Foothill Transit Class Pass program, which allows students unlimited access on Foothill Transit local lines and the Silver Streak that runs between Montclair and downtown Los Angeles. The transportation fee is mandatory for all credit students registered in the fall or spring semesters and is \$8 for part-time students and \$9 for full-time students each term.



New Student Orientation

NEW STUDENT
ORIENTATION



Frequently Asked Questions

What is my student I.D. number?

The College assigns a number to you, which is referred to as a Mt. SAC Student Identification Number. This number is used to access college services and records both online and in person. If you forget your Mt. SAC Student Identification Number, you must come into the Admissions & Records Office and provide picture identification. Admissions and Records will not provide students with their student identification number over the phone.

What is a prerequisite?

A prerequisite is a requirement or condition, which must be met or satisfied before taking a particular course. All prerequisites for a course are listed in the class schedule in the course description.

What is a corequisite?

A course which must be taken concurrently with another course

What does it mean when a course is Pre-Collegiate?

Courses designated "Pre-Collegiate" develop basic skills in reading, writing, and computation. They will not count toward graduation from Mt. SAC or transfer to a 4-year baccalaureate college or university.

What is a course reference number (CRN)?

The course reference number is used during the registration process refers to the five digit number assigned to each section of a course. This number can be found next to the class day, time, professor, and location information in the schedule of classes.

What courses do I have to take my first semester?

There are no specific courses which must be completed your first semester; however, it is recommended, not required, that you concentrate on your English and math requirements – but if you can't get into an English or math class, consult with a counselor or educational advisor for recommendations.

What do I take first, my major or my G.E. courses?

Major and General Education (G.E.) courses are designed to be taken concurrently. Our suggestion is to work with a counselor or an educational advisor who can help you organize requirements based on your major and transfer plans.

How many units do I have to take?

Twelve units give you full-time student status – but if you register for fewer than 12, that's okay too but it may affect your financial aid. The College sets a limit of 18 units for all students. Students wishing to enroll in more than 18 units in a fall or spring semester or 7 units in a winter or summer term must see a counselor for approval. Three unit classes meet three hours per week with six hours of study time required outside of class. That equals nine hours total of in-class and study time! Full time students enrolled in 12 units spend 36 hours total of in-class and study time per week. Wow! That's almost a full time job!

When do I pay my registration fees?

All fees are due upon registration. You can pay by cash, credit card, money order, personal checks, business checks, rehab vouchers, and cashier's check. Payments can be made online, by mail, in person or through the drop box. Remember to pay before the "Drop for Non-payment" deadline. These dates can be found in your student portal. Failure to pay will result in being dropped from classes.

What do I do if I don't have the money to pay the fees?

You can apply for a Board of Governors Fee Waiver (BOGW), which would waive enrollment fees and will reduce the parking and health fees if you qualify. You will still have to pay any other required fees. You may apply for the waiver by completing the BOGW application, but we strongly recommend you fill out the FAFSA because it is easier to qualify and you might be eligible for other types of aid. You can come to the Financial Aid Office and use the mini computer lab to complete the financial aid applications; staff assistance will be made available should you have any questions with the application/s.

Are Dreamers eligible to receive financial aid?

YES, Dreamers are now eligible to receive State and scholarship aid to assist with the cost of attending college. The California Dream Act application (<https://dream.csac.ca.gov/>) needs to be completed, each academic year. Through this form, you can qualify for the Board of Governors Fee Waiver (BOGW), Cal Grant, and scholarships. Come by the Financial Aid Office for assistance.

How do I transfer units from another college/university to Mt. SAC?

You must first contact all accredited colleges, universities, and trade schools you have attended, and ask that official transcripts be sent to the Admissions and Records Office at Mt. SAC. Hand carried transcripts will be accepted if the official transcripts are still sealed in the original envelope of the Registrar. The college will only transfer units from other institutions at the student's request and only after receiving official transcripts from all institutions attended.

It is the responsibility of the student to request the evaluation of official transcripts from other colleges. Submit a completed Evaluation Request form at the Admissions and Records Office.

How long will it take to earn an Associate degree?

The length of time it may take you to receive a degree depends on your chosen area of study and the number of units you register for each semester.

Can I transfer to a 4-year college or university without an Associate degree?

Yes. However, by taking courses required to transfer, you may meet the requirements for an Associate degree as well. Meet with a counselor or an educational advisor in the Counseling Center to receive specific information.

What do I do if the class I want is closed?

If the class you want to enroll in is closed, attend the first day of class, bring picture ID and provide proof of your registration appointment (this can be printed at my.mtsac.edu once you've logged in), to the professor and if space is available you will receive an "Add Authorization Code." Add Authorization Codes will be distributed according to your registration appointment date. Use the code to add the class to your schedule on-line or in person at the Admissions & Records Office. Be sure to use the code before the expiration date.

What do I do if I still have questions?

Make an appointment with a counselor if you need additional assistance choosing a major or career choice. To make an appointment, call (909) 274-4380.

College Terms to Know

The following are terms you will encounter as part of your matriculation through Mt. SAC or any other college.

Freshman – A student who has completed fewer than 30 degree-applicable units of credit

Sophomore – A student who has completed 30 degree-applicable units of credit

New Student – Anyone who hasn't attended another college and will be attending Mt. SAC for the first-time

Returning Student – Students who have interrupted their studies at Mt. SAC for more than two consecutive semesters and now plan to resume their studies here.

Advisory – An Advisory to a course is preparation which is highly recommended. 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.

AWE (Assessment of Written English) – A test given to assess a student's current level of ability to write standard English.

Associate Degree – A degree usually awarded by a community college upon completion of a program of study.

Baccalaureate – College coursework and degrees related to the bachelor level.

Concurrent Enrollment – Enrollment at two different institutions during the same semester.

Corequisite – A course that must be taken simultaneously in order to enroll in another course.

CSU Transfer – Courses designated "CSU" are baccalaureate-level and will transfer to all of the California State University campuses and count toward graduation at Mt. SAC.

Current student – Students now enrolled at Mt. SAC who have completed at least one semester. They have not let their enrollment lapse for more than two consecutive semesters.

Degree Appropriate – College-level-classes that are acceptable toward an associate degree or certificate program.

Elective – Courses which are not required for the major or general education but which are acceptable for credit. An elective course may be in the student's major area of study or any department of a college.

Full-time – A student enrolled in 12 units in a regular term, 6 or more in an eight-week session or 4 or more units during a six-week session.

General Education Requirements – A group of courses required for graduation, selected by the student from varied areas of the arts, humanities, social sciences, natural sciences and math.

Part-time – A student enrolled in fewer than 12 units during a regular term, fewer than 6 units in an eight-week session, and fewer than 4 units during a six-week session.

Pass/No Pass – A form of grading whereby a student receives a grade of PASS (P) or No PASS (NP) instead of an A, B, C, D, or F. A Pass is assigned for coursework equivalent to a grade of C or above.

Prerequisite – A course or test score required BEFORE enrolling in a course.

Probation – A warning system to alert students and counselors that a student is not being successful.

Resident/Non-resident Status – Student status based on place of legal residence. Non residents often have to pay higher fees.

Semester system – Approximately 16 weeks of instruction offered two times a year, during the fall and spring.

Skills/Certificate of Achievement – Programs designed to develop skills and knowledge needed to enter and progress in vocational and technical careers.

Transcript – A list of all courses taken at a college or university showing the final grade received for each course. Official transcripts bear a seal of the college and signature of a designated college official and are sent directly from one institution to another.

Transfer – Changing from one college to another after meeting the requirements for admission to the second institution.

UC Transfer – Courses designated "UC" are baccalaureate-level and will transfer to all of the University of California campuses and count toward graduation at Mt. SAC

Undergraduate – A student enrolled in the years of college study prior to receiving a bachelor's degree.

Unit – The measure of college credit given a course, usually on the basis of one unit for each lecture hour per week or for every two to three laboratory hours per week.

YOUR RIGHTS

- Appeal any placement recommendation based on your assessment results
- Be informed of District decisions regarding any challenge you may file relative to matriculation regulations
- Be provided accommodations and/or alternate services, if needed, for the matriculation process if you have a disability, if you are served by the Extended Opportunity Programs and Services, or if you are an English language learner.
- Be informed of the College's Sexual Assault Policy
- To challenge any prerequisite or corequisite based on the conditions stated in the section, "Challenging Prerequisites and Corequisites." (pg. 56)
- To appeal requirements of any prerequisite based on non-availability of a necessary course

RIGHT OF ACCESS - SPECIAL NOTE

TO PARENTS:

Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents only with the written consent of the students.

IMPORTANT PHONE NUMBERS

Admissions	909-274-4415
Assessment	909-274-4265
Counseling Center	909-274-4380
Bursar's Office	909-274-4960



Getting Started – Placement Test Process

Please call (909)-274- 4265 for an appointment

All students are required to participate in assessment for course placement. Assessing your current skills in English, math and reading allows for placement into courses for which you will be most prepared to succeed in. Placing into your initial courses which are appropriate to your current skill level assures success in subsequent courses and your eventual success in achieving your academic goals. Also, many courses have prerequisites which must be met prior to registering for these courses. You can meet the eligibility requirements by taking the prerequisite course, but you may also be able to attain the eligibility through assessment.

Prior to assessing, all students are to attend a Placement Test Information Session. These sessions will provide you with a better understanding of the assessment process here at Mt. SAC, as well as specific information regarding each placement test you will take – English, math and reading – including the level of importance assessment is to your academic goals.

Please make an appointment through the Assessment Center – on the assessment web page, by phone, or in person – for both the information session and placement testing. (Assessment Center – Student Services Center, Building 9B / (909) 274-4265 / www.mtsac.edu/assessment).



Understanding Reading Placement

Course Placement

Based on your test results, you may be required to enroll in one of the reading classes. This placement will help you increase your reading skills, which will help you experience academic success in your college classes. You may be required to take one of the courses below. Effective Fall 2005, a reading competency is required to obtain an Associate degree at Mt. SAC.

READING PLACEMENT TEST

Degrees of Reading Power (DRP) or COMPASS/ESL Reading Test

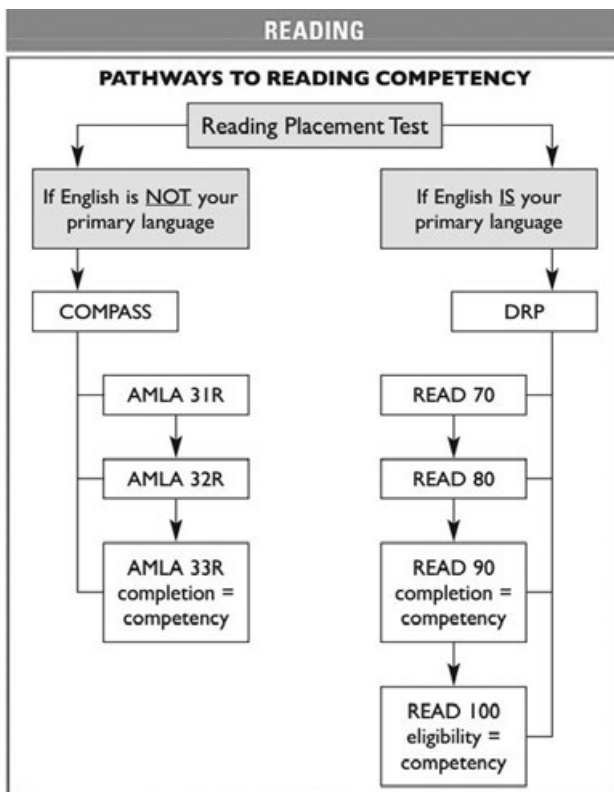
1 hour*

This is a test of your current reading abilities. The results will be used to provide eligibility for the following courses:

READ 70	Improving Reading Comprehension
READ 80	Developing Reading Comprehension
READ 90	Preparing for College Reading
READ 100	Analysis and Critical Reading

COMPASS/ESL (for Non-Native Speaker of English)

AMLA 31R	American Language Basic Reading
AMLA 32R	American Language Intermediate Reading
AMLA 33R	American Language Advanced Reading



Understanding Your Math Placement

Course Placement

Based on your test results, you will be required to enroll in one of the math classes. This placement will help you increase your math skills, which will help you experience academic success in your college math classes. You may be required to take one of the courses below.

MATH ASSESSMENT TESTS

Mt. SAC Math Assessment Test

1 hour*

This is a test of your arithmetic and pre-algebra skills. The appropriate test score will provide eligibility for the following courses:

LERN 48	Basic Math Skills Review
LERN 49	Math Skills Review
MATH 50	Pre-Algebra
MATH 51	Elementary Algebra

Intermediate Algebra Assessment Test

1 hour*

This is a test of your elementary algebra skills. The appropriate test score will provide eligibility for the following courses:

MATH 61	Plane Geometry
MATH 71	Intermediate Algebra
MATH 71A	Intermediate Algebra, first half

College Level Math Assessment Test

1 hour*

This is a test of your intermediate algebra skills. The appropriate test score will provide eligibility for the following courses.

MATH 100	Survey of College Mathematics (Please see prerequisites In the Schedule of Classes)
MATH 110	Elementary Statistics
MATH 110H	Elementary Statistics-Honors
MATH 120	Finite Mathematics
MATH 130	College Algebra
MATH 150	Trigonometry (Please see prerequisites In the Schedule of Classes)
MATH 160	Pre-Calculus Mathematics (Trigonometry Supplemental Test is also required)

(Math 150 & 160 require supplemental test)

Calculus Assessment Test

1-1/2 hour*

This is a test of algebra and trigonometry skills. The appropriate test score will provide eligibility for the following courses:

MATH 140	Calculus for Business
MATH 180	Calculus and Analytic Geometry

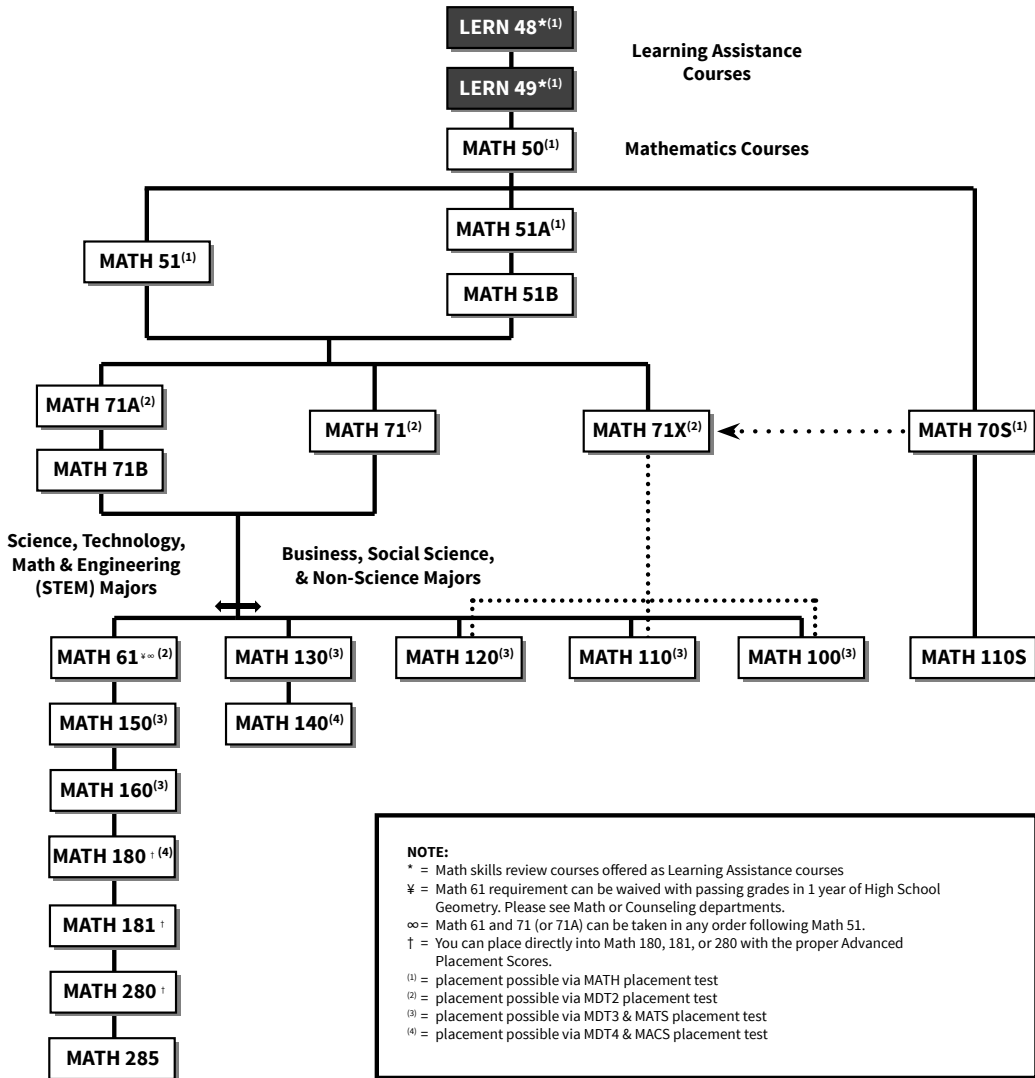
Chemistry Assessment Test

1 hour*

Appropriate test scores AND transcripts verifying successful completion of the required courses will provide eligibility for the following course:

CHEM 50	General Chemistry 1
---------	---------------------

MATHEMATICS COURSE SEQUENCES



Understanding Your English Placement

Course Placement

Based on your test results, you will be required to enroll in one of the English classes. This placement will help you increase your English writing skills, which will help you experience academic success in your college classes. You may be required to take one of the courses below.

ENGLISH ASSESSMENT TEST

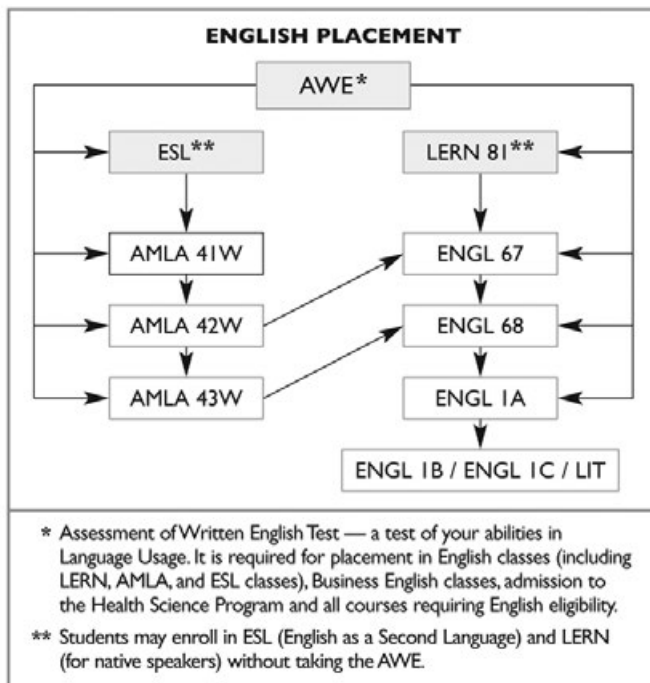
Assessment of Written English (AWE)

1 hour*

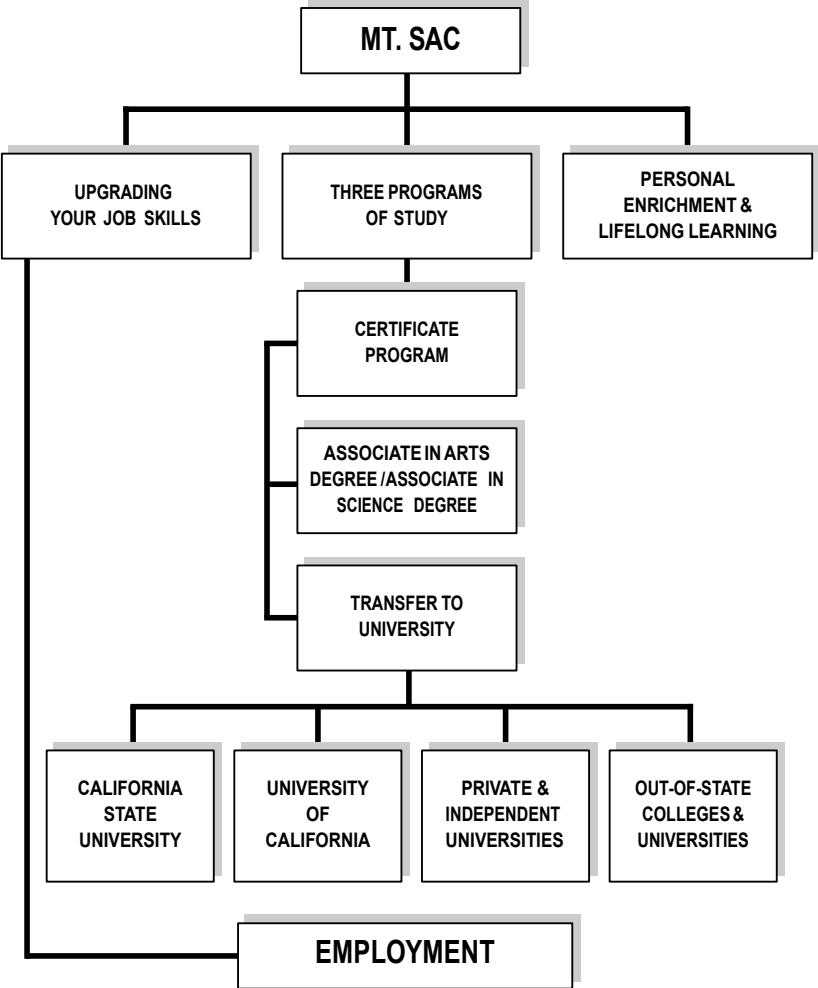
This is a test of your abilities in language usage. It is required for placement in English classes (including LERN, AMLA, and ESL classes). The AWE is used to provide eligibility for the following courses:

ESL	English as a Second Language	LERN 81	Improving Writing Skills
AMLA 41W	American Language, Basic Writing	ENGL 67	Writing Fundamentals
AMLA 42W	American Language, Intermediate Writing	ENGL 68	Preparation for College Writing
AMLA 43W	American Language, Advanced Writing	ENGL 1A	Freshman Composition

*** Not actual test time. Time indicated may vary slightly depending on time necessary for administration and instructions.**



Educational Goals Flow Chart



Programs of Study Leading to an Associate Degree

Mt. San Antonio College offers both Associate in Science (A.S.) and Associate in Arts (A.A.) degrees. In general, the Associate in Science degrees are two-year occupational degrees that prepare students for a variety of career and technical fields. The Associate in Arts degrees, while not intended specifically for transfer, are two-year degrees in Liberal Arts and Sciences that provide for broad exploration of a specific area of emphasis. In many cases and with appropriate academic advising, students obtaining the Associate in Arts degree will find that they have a solid foundation for further postsecondary study should they wish to transfer at a later date. Visit <http://www.mtsac.edu/catalog/> for a listing of all associate degrees offered by Mt. SAC.

The following requirements apply to both Associate in Science (A.S.) and Associate in Arts (A.A.) degrees:

Unit Requirement: Sixty (60) degree-appropriate units. A letter grade of “C” or better is required for each course required for graduation.

General Education Requirements: At least 24 units are required which shall include courses in each of the General Education areas, A through E. All courses must be completed with a grade of “C” or better.

Physical Well-Being Requirement: Complete at least one of the physical education activity courses with the following prefixes: DNCE, KINA, KINF, KINI, KINS, KINX with a grade of “C” or better or “P”.

Reading Competency: This requirement is met by attaining eligibility for READ 100. Eligibility for READ 100 can be acquired by completing one of the following with a grade of “C” or better:

READ 90 Preparing for College Reading

AMLA 33R American Language Advanced Reading
or by obtaining eligibility for READ 100 on the Reading Placement Test.

Math Competency: This requirement is met by completing one of the following with a grade of “C” or better:

1. Math 71 Intermediate Algebra, or Math 71B Intermediate

Algebra – Second Half, or Math 71X Practical Intermediate Algebra

2. Completing a more advanced college level mathematics course
3. Obtaining a satisfactory score on the Intermediate Algebra Competency Examination

GPA Requirement: A Mt. San Antonio College “degree” total grade point average, and “all college” total grade point average of 2.0.

Residency Requirement: The residency requirement for Mt. San Antonio College can be met in either of two ways: 12 units in residence and enrollment in last semester or 45 units in residence if the last semester is not at Mt. San Antonio College.

Additional Requirements for the Associate in Science

Degree: Students must complete all required courses in an approved occupational major with a minimum grade of “C” in all courses.

Additional Requirements for the Associate in Arts

Degree: Students must complete a pattern of 18 or more units from the courses identified within a specified area of emphasis with a minimum grade of “C” in all courses.

General Education (GE) Requirements

The pattern listed below fulfills the General Education Requirements for an associate's degree. Courses taken to meet these requirements must be completed with a letter grade of "C" or higher. This general education pattern is different from the GE pattern required for transfer.

Area A: Communication in the English Language – select two (2) courses, minimum six (6) units

Select one (1): Freshman Composition *and*
One (1) Oral Communication

Area B: The Physical Universe & Life – select one (1), minimum three (3) units

Select one (1) Physical Sciences or Life Sciences

Area C: Arts & Humanities – select two (2) courses, minimum six (6) units

Select one (1) course from the Arts *and*
One (1) course from the Humanities

Area D: Social, Political & Economic Institutions – select two (2) courses, minimum six (6) units

Select one (1) course from U.S. History and American Institutions *and*
One (1) course from the Social and Behavioral Science Elective courses

Area E: Lifelong Understanding & Self-Development – select one (1) course, minimum three (3) units

Associate of Arts for Transfer/ Associate of Science for Transfer

Recent legislation requires that all California Community Colleges create associate degrees for transfer. To earn "associate degree for transfer" a student must complete 60 semester units that are eligible for transfer to the CSU that consist of IGETC or CSU GE breadth, and a major or area of emphasis of at least 18 units. Students must have a minimum GPA of 2.0 to receive an associate degree for transfer. Students earning an associate degree for transfer will not be required to complete any other local graduation requirements.

California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with Junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. For more information go to <http://www.mtsac.edu/transfer/> (Select AA-T & AS-T Degrees).



Understanding Common Registration Errors

When registering, you may encounter registration errors that prevent you from enrolling in a course. The following list includes common registration errors that students encounter while enrolling, including a description for each. To better understand registration errors, a definition of *CRN#'s is included below.

**CRN-The Course Reference Number that is associated with a specific course (i.e. Psych 1A: CRN#11111, MW 8:00am-9:00am, Staff, Building 26-1111, 16 wks). This number can be found next to the class day, time, professor, and location information in the schedule of classes.*

TIME CONFLICT: The CRN you chose is at the same time as another class you registered for (no CRN can have time overlap, not even by 1 minute!) You cannot add a class that begins at the same time another class ends.

Corequisite Course Requirement: The CRN you chose requires a corequisite. A corequisite is a course that must be taken at the same time, within the same semester. In some cases a corequisite may have been taken previously. For more information visit the division office of the course you are attempting to enroll in.

Prerequisites/Test Score Error: The CRN you chose requires another course to be taken prior to enrolling in the course. You cannot register for this class without proving that you have already completed the prerequisite. You may need to take an assessment test and/or turn in transcripts.

RESTRICTION: The CRN you chose is restricted. Restricted courses are designed for a specific group of students. If you do not belong to the program in which the CRN is designed you cannot add this class. If you are interested in participating in the course, you may contact the program directly for program participation requirements.

LINKED: The CRN you chose is linked. Linked courses are designed for a specific group of students. If you do not belong to the program in which the CRN is designed you cannot add this class and/or take the additional course(s) linked to this CRN. If you are interested in participating in the course, you may contact the program directly for program participation requirements.

CLOSED: The class is full. There are no longer any available seats for this course. *See WAITLIST.*

WAITLIST: The CRN is available only for waitlist. This option allows you to be placed on a waitlist for the specific course and be notified if a seat becomes available. If you choose to waitlist a course, be sure to check your Mt SAC email daily. You may receive a notification with instructions on how to ADD the course if a seat becomes available before the class start date. Waitlist email notifications have an expiration date.

SPECIAL APPROVAL: The course is only available to students enrolled in a program (i.e. ASPIRE, Bridge, Teacher Preparation Program, etc.) Review the class schedule online at www.mtsac.edu to learn what program offers this special approval course and how to gain access. If you are interested in participating in the course, you may contact the program directly for program participation requirements.

HOLDS: There are several reasons why you may have a hold on your account including but not limited to, past due fees and unreturned books to the college library. To view your holds go to your Student Portal, Student Tab #15. If your HOLD is associated with a past due fee, pay fees by going to # 25 on the Student Tab or visit the Bursars office in Building 4. Once fee HOLDS are paid, they clear overnight. If you do not clear a hold, you will be unable to register for classes and/or unable to request official transcripts.”

Ensuring Your Success: How to Succeed In College

Adjustment to college can be intimidating. But here are some tips that can help you make a smooth transition:

- Schedule a counseling appointment within the first three weeks of each semester to develop and/or review your education plan.
- Take a counseling and/or study techniques class early on if necessary.
- Attend the first day of class on time.
- Find a place in class where you can focus on learning.
- Study your syllabus.
- Buy required textbooks and supplies as soon as possible.
- Get to know someone in class.
- Ask questions.
- Talk to your professor.
- Plan study time accordingly (refer to the Time Management section).
- Spread out your study time throughout the week rather than “cramming” at the last minute.
- If you have to drop a class, do it before the “W” deadline (refer to Schedule/Receipt, #11 of the Student tab in MyMtSAC portal).

COUNSELING SERVICES CAN KEEP YOU FOCUSED

As a Mt. SAC student, you should take advantage of the College’s exceptional counseling and advising services. If you need help choosing a major or career goal, see a counselor. Counselors are highly trained professionals that specialize in career, educational, and personal counseling and are here to help you. For more information, visit our website at <http://www.mtsac.edu/counseling> or call us at (909) 274-4380.

KNOW YOUR LIMITS

Students may enroll in up to 18 units each Fall and Spring semester and up to 7 units during the Winter or Summer terms, as long as you remain in good academic standing (refer to Probation policy for more information)



Time Management

BALANCING YOUR FIRST SEMESTER: IT'S ALL A MATTER OF TIME

A key method to balancing your first semester is to understand class expectations in college. One expectation will be that you will spend more time studying outside of class than time spent in class. For every hour you attend class, it is recommended that you study 2-3 hours outside of class.

For example, a full-time college student could attend classes on Tuesdays and Thursdays from 9:00 a.m. to 3:00 p.m.-- a total of 12 hours in class. To be successful, this student should study 24-30 hours a week outside of class.

Once you get a feel for the time it takes you to complete your work and thoroughly learn the material, you'll be able to balance your time better to incorporate other kinds of activities. Don't overwhelm yourself during your first semester. As you become accustomed to college life, managing your time will become easier. Use the grid below as a general guideline:

If you work:	Take no more than:	3-Unit Class =	3 hours of classroom time
40 hours per week	6 units		+ 6 hours of homework/outside assignments
30 hours per week	9 units		9 hours total time
20 hours per week	12 units	Full-time load =	12 units or 36 total hours
5-15 hours per week	14-16 units		

Course Units & Time

College work is measured by "credit hours" called units. In a lecture course, a unit is normally defined as one hour of lecture per week. A three-unit course typically meets three hours per week. In a laboratory course, three hours in the lab per week equals one unit.

Calculating Your GPA

Here's a simple process for calculating and keeping track of your GPA.

Example Student Schedule

Points Scale (A=4; B=3; C=2; D=1; F=0)

Course	Units	Grade	Units x Grade pts.		Total Points
BIOL 1	4	A	4 x 4	=	16
PSYC 1A	3	B	3 x 3	=	9
ARTD 15A	3	C	3 x 2	=	6
KINI 18A	1	F	0 x 0	=	0
COUN 5	3	B	3 x 3	=	9
Total	14 units				Total = 40 Points

40 points divided by 14 units = 2.86 GPA

How to Find My Final Grades

There are two ways to find your final grades at the end of each term. You can access them through your MyMtSAC Portal (<http://myportal.mtsac.edu>). After logging in, click "Get Started Now" under Mountie Academic Plan (MAP) Under "Student" tab, click #16 (Final Grades) or #18 (View Unofficial Transcript)

How to Register for Courses

- Step 1:** Log on to my.mtsac.edu by entering your User Name and Password.
- Step 2:** Once you are in, click on **Student** tab to display your menu (A).
- Step 3:** Click option number 4- **Register (Add or Drop) Classes**, found in the Student Self Service section (B).

- Step 4:** Click on Select a Term (C).
- Step 5:** Hit Submit (D).

- Step 6:** Type the five-digit Course Reference Number (CRN) in the area provided for each course you are trying to add (up to 10 classes at one time) (E).
- Step 7:** Click on **Submit Changes** after you have entered all of your numbers (F).

Mt. San Antonio College Student Schedule/Receipt Spring 2015

Your Registration Begins: 15 JAN 2015 at 7:00am

Schedule for 16-MAR-2015

Enrolled Courses	Crn	Subj	Crse	Title	Crd	Start Date	End Date	Times	Days	Bld	Rm
40973 ENGL 1A				Freshman Composition	4.0	23-FEB-15	14-JUN-15	12:00-2:05pm	M W	26A	3620
41374 SPAN 1				Elementary Spanish	4.0	23-FEB-15	14-JUN-15	9:00-1:15pm	M W	F	248
41930 BIOL 21				Mammal Biology Lab	1.0	23-FEB-15	14-JUN-15	9:45-12:35pm	T		7
42098 KIN 34				Fitness for Living	3.0	23-FEB-15	14-JUN-15	9:45-11:10am	M W		45
43074 BIOL 20				Mammal Biology	3.0	23-FEB-15	14-JUN-15	1:15-2:40pm	T R		11
44211 BS LANG1				Language Skills Laboratory	0.0	23-FEB-15	14-JUN-15	TBA			6

Additional Information

Crn	Subj	Crse	Instructor	Email	Refund Deadline	Last Day to Drop Without a W	Last Day to Drop With a W
40973	ENGL	1A	Boehrer-Staylor, Maya C.	mstaylor@mtsac.edu	06-MAR-15	06-MAR-15	01-MAY-15
41374	SPAN	1	Balser, Pablo F.	pbalser@mtsac.edu	06-MAR-15	06-MAR-15	01-MAY-15
41930	BIOL	21	Schmidt, Sherry E.	sschm2@mtsac.edu	06-MAR-15	06-MAR-15	01-MAY-15
42098	KIN	34	Sanchez, Juan C.	jsanchez@mtsac.edu	06-MAR-15	06-MAR-15	01-MAY-15
43074	BIOL	20	Bava, Jose	jbava@mtsac.edu	06-MAR-15	06-MAR-15	01-MAY-15
44211	BS	LANG1	Marcy, Peggy C.	pmarcy@mtsac.edu	12-JUN-15	12-JUN-15	01-MAY-15

Account Information

Account Summary for: Account Balance: \$0.00

Spring 2015	Detail Code	Description	Charge	Payment	Balance
	ENRL	Enrollment	\$690.00	\$0.00	\$0.00
	HTRF	Health Fee	\$19.00	\$0.00	\$0.00
	BREP	Student Representation Fee	\$0.50	\$0.00	\$0.00
	STAF	Student Activity Fee	\$11.00	\$0.00	\$0.00
	VSAR	Visa (Web Credit Cards)	\$720.50	\$720.50	\$0.00
		Term Charges:	\$720.50	\$720.50	\$0.00
		Term Credits:	\$0.00	\$0.00	\$0.00
		Term Balance:	\$0.00	\$0.00	\$0.00
		Previous Balance:	\$0.00	\$0.00	\$0.00
		Account Balance:	\$0.00	\$0.00	\$0.00

- Step 8:** The classes you successfully selected will be displayed.
- Step 9:** You may now view your Account Summary by returning to the **Student** tab and selecting number 11-**Print Your Schedule/Receipt** (G). Proceed to pay fees online (See page 27).

How to Add Yourself to the Waitlist

Step 1: Type the five-digit **Course Reference Number (CRN)** in the area provided for each course you are trying to add (**A**).

Step 2: After you hit the **Submit Changes** button, you will receive the following message (**B**).

Step 3: Select **Wait List** from Action Bar (**C**).

MAXIMUM NUMBER OF UNITS ENROLLED

Term	Good Standing	Probation Standing
Spring/Fall	18	12
Winter/Summer	7	4

Registration Add Errors

Status: Closed To waitlist this class select WaitList from the drop down list and click on "Submit Changes."

Action: **Wait List** | CRN: 41275 | Subj: SPCH 1A | 25 | Credit: 4.000 | Stand:

Add Classes Worksheet

CRNs: [] [] [] [] [] [] [] [] [] []

Buttons: Submit Changes, Class Search, Reset

Step 4: Hit **Submit Changes** (**D**).

Step 5: You will see the following message indicating you are now on the Wait List (**E**).

MAXIMUM NUMBER OF UNITS ENROLLED

Term	Good Standing	Probation Standing
Spring/Fall	18	12
Winter/Summer	7	4

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait List on Mar 16, 2015	None	41275	SPCH	1A	25	Credit	0.000	Standard	Letter	Grade Public Speaking

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Mar 16, 2015 03:07 pm

Student Self Service

Registration

1. Apply for Admission
2. Review Existing Application
3. Select Term
4. Register (Add or Drop) Classes
5. Change Class Grading Option
6. Week at a Glance
7. Registration Fee Assessment
8. Registration Appointment/Hold
9. Active Registration
10. Registration History
11. Print Your Schedule/Receipt
12. Search for Classes
13. **View Your Waitlist**

Student Records

14. View Assessment/Placement Test Scores
15. View Holds
16. Final Grades

Step 6: You can view your wait list courses. Under the **Student** tab select link option number **13– View Your Waitlist** from the **Student Self Service** section (**F**).

How to Add Yourself to the Waitlist (Continued)

Personal Information Student Employee Finance

Search Go RETURN TO MENU

Student Detail Schedule

Total Credit Hours: 0.000

Public Speaking - SPCH 1A - 25

Associated Term: Spring 2015
 CRN: 41275
 Status: Wait List on Mar 16, 2015
Waitlist Position: 1
 Notification Expires:
 Assigned Instructor: John W. Vitullo

Grade Mode: Standard Letter Grade
 Credits: 0.000
 Level: Credit
 Campus: Mt. San Antonio College

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	10:45 am - 12:50 pm	MTWR	Bldg. 21H	1 Apr 20, 2015 - Jun 14, 2015	Lecture and/or discussion	John W Vitullo

Step 7: You will see the date you placed yourself on the Wait list and be able to see what **Waitlist Position** you are (**G**).

Step 8: You will be notified via your Mt. SAC Email Account when an opening is available and will be given 72 hours to enroll in the course.

Step 9: Go to your myMt.SAC Portal and select number **4-Register/Add or Drop Classes**. Click on the drop down box under the **Action** tab and select **Web Registered (H)**. Make sure you hit **Submit Changes (I)**.

MAXIMUM NUMBER OF UNITS ENROLLED

Term	Good Standing	Probation Standing
Spring/Fall	18	12
Winter/Summer	7	4

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Wait List on Mar 17, 2015	None Drop Before Class Begins **Web Registered**	41261	SPCH	1A	10	Credit	0.000	Standard Letter Grade	Public

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Mar 17, 2015 11:46 am

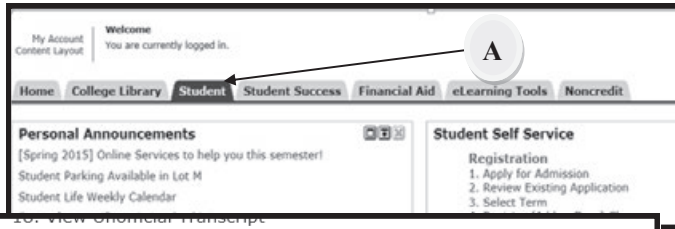
Add Classes Worksheet

CRNs

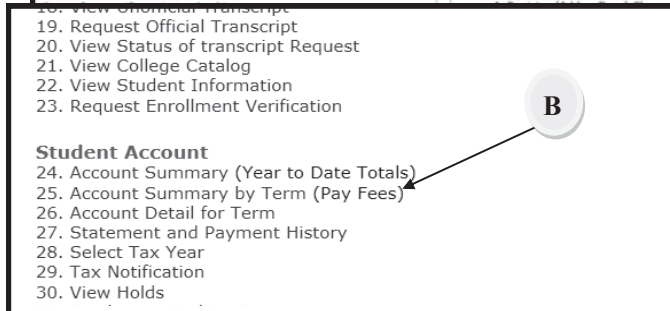
I

Step 10: Go to your portal and select number **11-Print Your Schedule/Receipt** to verify your add(s).

How to Pay Your Student Fees Online

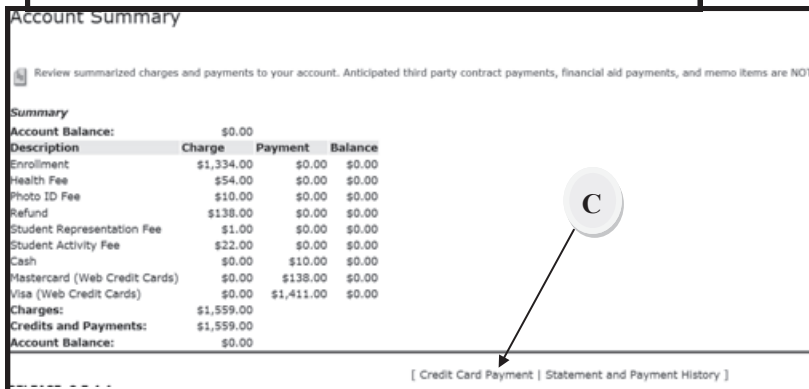


Step 1: After logging into your myMt.SAC portal, click on **Student** tab (A).

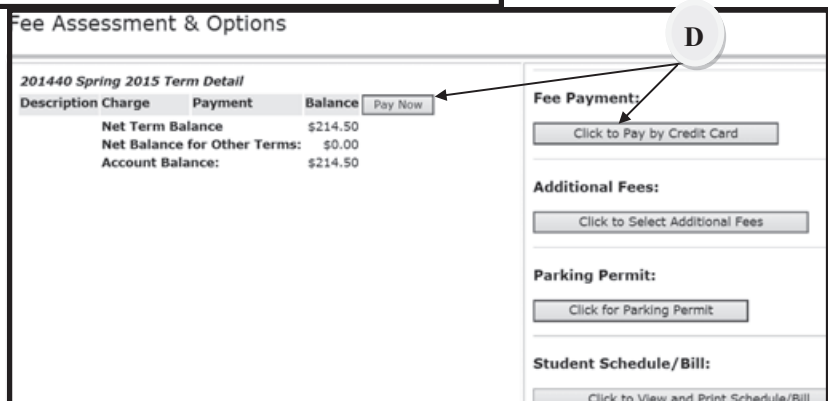


Step 2: Under **Student Self Service** click on number **25-Account Summary by Term (Pay Fees)** (B).

Step 3: Click on **Credit Card Payment** (C).



Step 4: Click **Pay Now** or Click to **Pay by Credit Card** (D).



How to Pay Your Student Fees Online (Continued)

Step 5: After verifying your fees click **Submit (E)**.

Tuition and Fees Payment

* indicates required field

Payment Amount: * 214.5

E



Mt. San Antonio College Web Payment

Make a Payment

1. Tell Us About You 2. Provide Payment Info 3. View Receipt

Complete the required (*) fields below and click continue.

Transaction ID
MTM2NDM3Mg==

First Name*

Last Name*

Email Address*

Phone Number

Alerts

- When successful, please check your browser for success transac.

Mailing Address

Country/Region*

Step 6: Enter in your credit card information and click continue until process is complete.

Step 7: Verify that you have paid all fees by going back to **Student** tab and clicking on link number **11– Print Your Schedule/ Receipt**. Account balance should read \$0.00 if all fees have been paid for (**G**).

**Mt. San Antonio College
Student Schedule/Receipt
Spring 2015**

Your Registration Begins: 15 JAN 2015 at 7:00am

Schedule for 16-MAR-2015

Enrolled Courses										
Crn	Subj	Crse	Title	Crd	Start Date	End Date	Times	Days	Bld	Rm
40973	ENGL	1A	Freshman Composition	4.0	23-FEB-15	14-JUN-15	12:00-2:05pm	M W	26A	3620
41374	SPAN	1	Elementary Spanish	4.0	23-FEB-15	14-JUN-15	9:00-1:15pm	W F	66	248
41930	BIOL	21	Marine Biology Lab	1.0	23-FEB-15	14-JUN-15	9:45-12:55pm	T	7	1115
42098	KIN	34	Fitness for Living	3.0	23-FEB-15	14-JUN-15	9:45-11:10am	M W	45	1462
43074	BIOL	20	Marine Biology	3.0	23-FEB-15	14-JUN-15	1:15-2:40pm	T R	11	2312
44211	BS	LANG1	Language Skills Laboratory	0.0	23-FEB-15	14-JUN-15	TBA		6	264

Additional Information									
Crn	Subj	Crse	Instructor	Email	Refund Deadline	Last Day to Drop Without a W	Last Day to Drop With a W		
40973	ENGL	1A	Boehner-Staylor, Maya C.	mstaylor@mtsac.edu	06-MAR-15	08-MAR-15	01-MAY-15		
41374	SPAN	1	Baler, Pablo F.	pbaler@mtsac.edu	06-MAR-15	08-MAR-15	01-MAY-15		
41930	BIOL	21	Schmidt, Sherry E.	sschmidt@mtsac.edu	06-MAR-15	08-MAR-15	01-MAY-15		
42098	KIN	34	Sanchez, Juan C.	jsanchez@mtsac.edu	06-MAR-15	08-MAR-15	01-MAY-15		
43074	BIOL	20	Bava, Jose	jbava@mtsac.edu	06-MAR-15	08-MAR-15	01-MAY-15		
44211	BS	LANG1	Marcy, Peggy C.	pmarcy@mtsac.edu	12-JUN-15	12-JUN-15	12-JUN-15		

Account Information		Account Summary for [blacked out]																																																								
Any unpaid fees that result after the semester begins will be placed on a financial hold. Financial holds will prevent students from enrollment, transcripts, withdrawals and prohibit certain campus services.		Account Balance: \$0.00																																																								
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So Classes are Full. What Do I Do Next?



How to Make Changes to Your Class Schedule

You can make the following changes to your course schedule by logging into <http://myportal.mtsac.edu>:

- Withdraw or “drop” from classes
- Add open classes or any class for which you have an Add Authorization Code (see the Add Authorization Code section for instructions).
- It is your responsibility to know deadlines to add courses and to drop courses if you are no longer attending classes.
- Pay the required fee for any added class. Payment is due upon registration. Students who fail to pay for their classes by the established deadlines will be dropped from their classes. These deadlines will be posted on the student portal at my.mtsac.edu and on your Print Schedule/Receipt. Students who remain enrolled after the course refund deadline are financially responsible for the payment of fees even if they drop the class or are dropped by their instructor.
- Drop by the course refund deadline on Print Schedule Receipt to qualify for a refund.

Adding or Dropping a Class (See schedule/receipt for add/drop date. Each class has a unique date.)

To Add an Open Class:

- You may add open classes online at my.mtsac.edu.
- Once classes start, you must attend the first class meeting to obtain an Add Authorization Code if the class is no longer available through the registration system. Instructors will add students depending on the number of open spaces in the class. Please note: students on wait lists will be added before walk-in students. Being on a wait list does not guarantee you will be given an Add Authorization code. You must attend the first class meeting.
- You must have your Mt. SAC registration appointment printout of your assigned date and time, along with a picture ID.
- You must be eligible (have the appropriate prerequisite) for the class. Prerequisites will be checked by the system at the time you register for the class. If you are blocked from registering for a class and believe that you do possess the appropriate prerequisite, or if you have a question regarding the prerequisite, call (909) 274- 4415 for assistance.
- You must register for all add's prior to the expiration date on the Add Authorization Code.
- You MUST have a picture ID to add classes in person.

WAIT LIST:

The wait list feature allows students to add their name to a list of students waiting to enroll in a full or closed class. Being on a wait list DOES NOT enroll students in a class. Once you are on the wait list you will be notified via your Mt. SAC email account when an opening is available and given 72 hours to enroll in the course. After that time limit expires, you will be removed from the wait list. Check your portal daily for your status. You can find further information regarding the Wait List in the current Class schedule.

To Add to a Wait List:

If the course you are attempting to add is full, you may be able to place yourself on the Wait List along with students waiting to enroll in a full or closed class. Being on a Wait List does not guarantee you a seat in a class. If a spot opens up you will receive an email notification. Check your email on your student portal regularly. If you do not respond to the email notification you will be dropped from the Wait List.

Check the class schedule or your student portal for further information regarding the Wait List.

To Add a Closed/Full Class:

- To add the class, you must attend the first class meeting and obtain an add Authorization from the instructor. Please note: students on wait lists will be added before walk-in students. Being on a wait list does not guarantee you will be given an Add Authorization Code. You must attend the first class meeting.
- You must have your Mt. SAC student schedule printout and a picture ID.
- You must be eligible (have the appropriate prerequisite) for the class. If the course has a required prerequisite, obtain a Proof of Eligibility Form from the appropriate Division Office or Admissions and Records prior to attending the class you wish to add.
- If you receive an Add Authorization Code from the instructor, add the class online.
- All added classes must be completed prior to the expiration date.

Add AUTHORIZATION CODES:

A 4 digit code (sometimes printed on a label) is issued by the instructor of a closed class. You must enter the Course Reference Number (CRN) and the Add Authorization Code when prompted at my.mtsac.edu to add the closed class. Add Authorization Codes can only be used once and have expiration dates. Be sure to use the code on or before the expiration date. Failure to use the codes prior to expiration will prevent students from registering in the class. Don't let this happen to you!

To Drop a Class:

- Drop classes online at my.mtsac.edu. Verify your drops by printing your Schedule/Receipt.
- See your Schedule/Receipt for important deadlines related to dropping classes.



Student Services

STUDENT SERVICES



Student Services



Student Services Division

Navigating the admission and registration process can sometimes seem like an endless maze of forms to fill out, courses to choose from, and fees to pay.

Mt. SAC's Student Services Division helps each student through this process and offers a wide range of support services to help students achieve their educational, career, personal and social goals that are essential for success.

Student Services (9B) Building Hours

Monday - Thursday 8:00 a.m. – 7:00 p.m. Fridays 8:00 a.m. - 4:30 p.m.

Individual office hours vary.

Vice President's Office

Student Services Center | 1st floor | (909) 274-4505

This office serves as the administrative center for the Student Services Division; provides interpretations of College policies and facilitates communication between individuals or groups.

Achieving in College, Ensuring Success – ACES

Bldg. 16B | (909) 274-4411

ACES is a federally funded, TRiO Student Support Services Program established by Congress to help students overcome class, social, academic, and cultural barriers to higher education. ACES is designed to assist students who are low-income and/or the first in their family to go to college and/or disabled to obtain an Associate's degree and transfer from Mt. San Antonio College to a four-year institution. The ACES Program services focus on a holistic approach to student development and student success. Participants will gain the knowledge and skills necessary to achieve their educational goals and ultimately obtain a bachelor's degree.

ACES services offered:

- Dedicated counselors to 140 students
- Individualized academic, transfer, career and financial aid counseling
- Tutoring
- Financial literacy and skill development workshops
- University and college tours
- Cultural enrichment activities
- Referral to college and community resources
- Computer lab and free printing
- Registration and transfer assistance
- Mentoring and support

Admissions & Records

Student Services Center | 1st floor | (909) 274-4415

After completing the application process students can visit the Admissions & Records Office to find out about registration, obtain academic transcripts, enrollment verifications, and apply for graduation.

Arise Program (AANAPISI Grant)

Bldg. 16B | (909) 274-6622

The Arise Program, funded by the Asian American Native American Pacific Islander Serving Institutions (AANAPISI) federal grant program, provides additional support for Asian American and Pacific Islander (AAPI) and other students.

Program activities include:

- Assistance with English language development
- Tutoring
- Basic skills development
- Educational advisement and counseling services
- Education activities (career and educational planning workshops, university fieldtrips)
- Student leadership training and AAPI cultural heritage awareness (culturally-oriented workshops, events and fieldtrips).

The goal of the program is to assist Asian American and Pacific Islander students to successfully attain their educational goals and recognize their valuable contributions to the campus community as AAPI students and student leaders. Visit www.mtsac.edu/arise to apply online.

Aspire Program*

Bldg. 9D | (909) 274-6396

Aspire is a student success program designed to enrich the experience of African-American students at Mt. San Antonio College through counseling, instruction, mentoring, and community building. Aspire's primary focus is to equip you with the resources to boost your academic performance and help you reach your goals at Mt. SAC, whether that's graduating with an associate degree or transferring to a university to earn your bachelor's. Aspire students perform better, because they learn how to get the most from their college experience. They have caring mentors who encourage and motivate them to achieve their personal potential. Aspire students bond together as a "community" by sharing experiences and participating in college tours, success workshops, tutoring, and lots of fun campus activities.

Assessment Center

Student Services Center | 1st floor | (909) 274-4265

Not sure if you should take Pre-Algebra or Pre-Calculus? You might need help making the right choices and that's why Mt. SAC requires new students to complete English, reading, and math placement tests at this office. To make an appointment to take the test, you can go online, call the Assessment Center, or visit the website at www.mtsac.edu/assessment. Assistance in reviewing course placement is also provided.

Bridge Program*

Bldg. 9D | (909) 274-5392

Bridge is an excellent learning communities program that provides specialized classes and counseling designed to increase students' success. Bridge creates a unique and cooperative learning environment between students, professors, counselors, and other critical resources on campus. The goal of these learning communities is to create a sense of community, using a cohort model, and to improve success rates in 'gateway' courses. The Bridge Program offers learning communities in: English, math, reading, counseling, and other general education courses.

Bursar's Office

Bldg. 4 | (909) 274-4960

Visit the Bursar's Office to pay your semester fees (enrollment, health, student activities, materials, and parking permit). You can also pay on-line using the student portal. Once your fees are paid, you can obtain a student ID card at the Bookstore in order to use various services on campus.

CalWORKs

Student Services Center | 1st floor | (909) 274-4755

The CalWORKs (California Work Opportunities and Responsibility to Kids) program provides services to Mt. SAC students who are recipients of TANF/CalWORKs cash-aid for themselves and their children. The CalWORKs program serves as a liaison between the student and his/her county office.

Support services include:

- Book Lending Library
- Case management: attendance verification, monthly progress reports, education training verification, ancillary requests, advocacy
- Computer Lab
- Educational planning
- Equipment Loan Program
- Tutoring

Based upon funding, childcare and work-study may be offered. The CalWORKs program also provides support in complying with the 32/35 hour per week welfare-to-work requirement.

Career & Transfer Services

Student Services Center | 2nd floor | (909) 274- 4510 – Career, (909) 274-6388 – Transfer

Career and Transfer Services helps students get from here, Mt. SAC, to anywhere! Career & Transfer Services provides a variety of services, activities, events and resources to help students transfer to universities, solidify their career goals, sharpen their job acquisition skills, and acquire part- and full-time employment.

CAREER SERVICES activities, resources and events include:

- Job and internship referrals
- Career fairs
- Career acquisition skills workshops
- Disney College Program Information
- Mock interview sessions
- 1-on-1 assistance with resume preparation, interviewing techniques, and general job search
- Career guidebooks
- Computers for career research

TRANSFER SERVICES activities, resources and events include:

- College guidebooks and university catalogs library
- Workshops on career and transfer topics
- University representative visits and appointments
- College fairs
- University tours
- Walk-in transfer advising
- Computers for transfer research, applications and more!

Counseling Center

Student Services Center | 2nd floor | (909) 274-4380

Not sure of your major or what career path to follow? Having trouble in your classes and not achieving the level of academic success you know you are capable of achieving? Counselors specialize in career, educational, and personal counseling and are here to help. Come by the Counseling Center or visit our website at <http://www.mtsac.edu/counseling> to make an appointment. A Counselor or Educational Advisor will assist you in selecting your classes and developing your Mountie Academic Plan (MAP) to keep you on track.

Disabled Student Programs & Services*

Student Services Center | 1st floor | (909) 274-4290

If you have a disability that impacts your education, or think you might have one, register with Disabled Student Programs & Services (DSPS). This office is committed to quality programs and services for students who have educational obstacles because of a disability. Any information you provide us will be held in the strictest confidence.

Based on individual, disability-related needs, students with professionally documented disabilities have access to:

- An adaptive computer lab
- Specialized instruction
- Sign language interpreters
- Note-taking services
- Priority registration
- Accommodations in the classroom for test taking
- Transportation around campus
- and many other services and accommodations. DSPS is charged with providing access for students with disabilities but we strive together to enhance student success.

Accommodations and Academic Adjustments for Students with Disabilities

Under Federal and State laws, the College is required to make modifications to academic requirements and practices as necessary in order to ensure that they do not discriminate against a qualified student with a disability. The College is also required to have a policy and procedure for responding to students with verified disabilities who request academic adjustments. Students with disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree. Board Policy (BP 5140) and Administrative Procedure (AP 5140) for Students with Disabilities may be found at <http://www.mtsac.edu/governance/trustees/policies.html> and in Disabled Student Programs & Services, Ext. 4290.

Extended Opportunity Programs & Services/CARE

Student Services Center | 1st floor | EOPS/CARE (909) 274-4500

Extended Opportunity Programs & Services (EOPS) is a state-funded program dedicated to provide support services to eligible low-income students who are pursuing a vocational degree or planning a baccalaureate transfer degree. EOPS services are designed to give students individualized attention and support to improve their chances for educational success.

What services does EOPS provide?

EOPS provides the following services to eligible students:

- Priority registration
- Academic, career and personal counseling
- Tutoring
- Textbook services
- Workshops
- Application fee waivers for CSU's and UC's

Who is eligible?

To be considered for EOPS, you must:

- Qualify for a Board of Governor's Fee Waiver (BOGW) method A or B in the Financial Aid Office
- Enroll in a minimum of 12 units and maintain a 2.00 GPA
- Have completed fewer than 40 college degree applicable units AND meet ONE of the following criteria:
- Be at or below English 67 or Math 51 (upon entering EOPS)
- Have previous enrollment in remedial education coursework
- Be an emancipated foster youth
- Have not earned a high school diploma or GED

Other factors may be considered.

CARE

Student Services Center | 1st floor | (909) 274-4500

The CARE (Cooperative Agencies Resources for Education) Program is designed to recruit and assist single parents who are heads of household and have children age 13 and under.

CARE students receive additional support through:

- Counseling
- Tutoring
- Assistance with books and supplies
- Grants
- Priority registration
- Support groups
- You must also be eligible for EOPS and receiving cash aid (TANF) for yourself and/or your child(ren).
-

Health Services*

Bldg. 67B | 1st floor | (909) 274-4400

We strive to keep students in optimal physical and mental health by providing access to medical, personal counseling, chiropractic, and health education services at the Student Health Center. Appointments are required for physician, nurse practitioner, counseling, and chiropractic evaluations; limited same-day appointments are also available. Registered nurses assess health concerns on a walk-in basis. Other services include immunizations, medications, and laboratory tests. Lactating mothers may arrange for a private room by calling our department. Students are eligible when currently enrolled and attending credit classes.

High School Outreach

Student Services Center | 1st floor | (909) 274-5906

The High School Outreach Office (HSO) works with local high schools to inform students of the educational benefits and opportunities at Mt. SAC. HSO staff conducts various workshops at the high schools including but not limited to: application, assessment, orientation and registration. HSO also represents the college at local college and community fairs. In addition, HSO sponsors annual events for potential incoming students and high school administrators and staff.

Honors Program

Bldg. 26A - 1680 | 1st floor | (909) 274-4665

Mt. SAC has one of the State's largest Honors Programs, which is designed for students who have demonstrated academic excellence. Honors courses are specially designed sections of transferable general education courses and with a few exceptions, are part of the IGETC (transfer) requirement list. Completion of the program makes you eligible for priority admission to many colleges and universities. To be eligible, you must complete 9 transferable units, establish eligibility for English 1A and have a 3.5 grade point average.

International Student Center*

Student Services Center | 2nd floor | (909) 274-5032

Mt. SAC annually welcomes hundreds of international students on F-1 Visas to pursue a higher education. The International Student Center offers the following services: Special orientation, Counseling, Workshops, Field trips, Study Area, Computer Stations, Resource Library, and On / Off campus service referral.

For further information, visit <http://www.mtsac.edu/international/> or email f1visa@mtsac.edu

Scholarship Program Office

Student Services Center | 2nd Floor | (909)274-4457

Visit the Scholarship Program Office for assistance with scholarship opportunities on campus and beyond. The Mt. SAC Scholarship Program Office administers more than \$200,000 in scholarships each year. Visit www.mtsac.edu/scholarships for current application and eligibility information or to sign-up for monthly scholarship email alerts.

Veterans Services Center

Student Services Center | 2nd Floor | (909)274-4520

The Veterans Services Center is available to assist Veterans and eligible dependents with all educational matters relating to Veterans educational benefits.

Opportunities for Veterans and dependents include:

- Assistance in preparing and processing requests for Veterans Administration educational benefits
- Referral assistance for vocational and personal counseling
- Referral assistance in applying for financial aid and scholarships.

For further information, visit www.mtsac.edu/veterans/ or email veterans@mtsac.edu.

Veterans Resource Center*

Bldg. 16C | (909) 274-6529

The Veterans Resource Center (VRC) provides a dedicated space and resources in support of students who are Veterans of the armed services and/or dependents of Veterans.

VRC services include:

- Student Veterans lounge
- Student Veteran computer stations
- Veterans Success on Campus (VSOC) Counselor (US Dept. of Veterans Affairs Representative)
- Department of Veterans Affairs Readjustment Counseling
- One-on-one FAFSA assistance
- One-on-one scholarship research/essay assistance
- DSPS Instructional Specialist
- Educational/Career Counseling
- One-on-one VA educational benefits assistance
- One-on-one portal navigation assistance
- On/off campus service referral
- Bi-monthly VA disability claims assistance (AMVETS Service Officer)
- On/off campus service referral

For further information, visit www.mtsac.edu/veterans/ or email veterans@mtsac.edu.

Disclaimer: Due to campus construction remodels, locations for the following Student Services Programs may change in the 2015-16 academic year. Please refer to our website for up to date locations www.mtsac.edu/students

Student Life

Student Life at Mt. San Antonio College is here to provide campus involvement and leadership opportunities for all students. The opportunities available through the Student Life Office support the important connection between student success and involvement. The Student Life Office strives to create a collaborative and supportive environment where students of diverse backgrounds and unique talents can meet, create, and learn. Please visit www.mtsac.edu/students/studentlife for more information about our programs and services.

Student Life Office

Student Life Office, 9C | (909) 274-4525

Hours | Monday - Thursday 8:00 a.m. - 5:00 p.m. | Fridays 8:00 a.m. - 4:30 p.m. The Student Life Office provides information regarding student government, clubs, student leadership opportunities, activities transcripts, campus activities, discount amusement park and/or movie tickets. It also offers assistance in dealing with student complaints, student conduct policies, grievances, due process procedures, sexual harassment, and provides resources for social service needs. Did you lose a textbook or other important item? Come to our office for lost & found (unclaimed items are auctioned off once a year)

Leadership Education And Development Program (LEAD)

Student Life Office, 9C | (909) 274-4525

The LEAD Program is a non-credit certificate program dedicated to developing students to become effective leaders. Participants receive a co-curricular leadership certificate upon completion of required workshops in personal or organizational leadership. The program is available and free for all Mt. SAC students. The workshop calendar is usually available by the beginning of the first week of the fall and spring semesters. Workshop calendars are available on-line. Please visit www.mtsac.edu/studentlife for more information about the LEAD Program.

Why wait? Get ahead now.

Earn a free certificate in Leadership

The Leadership Education and Development (LEAD) Program is a FREE non-credit certificate program that shows students how to become effective leaders.

- **Attend convenient workshops**
- **Build your own schedule**
- **No application required**



Learn more at
www.mtsac.edu/studentlife

Student Center

9C | (909) 274-5959

Hours | Monday - Thursday 8:00 a.m. - 7:00 p.m.

The Student Life Center is a great place to meet up with friends or play a quick game between classes. The Center is open to all registered students and provides a relaxing and enjoyable environment that includes Nintendo Wii, XBOX 360, Playstation 3, board games, table tennis, foosball, , free WiFi, and a housing referral program. Associated Students has added over 70 new executive style seats with laptop arms, a new air hockey machine, and 3 flat panel LED televisions. Every semester the Center hosts video game and table tennis tournaments with prizes provided by the Associated Students.



Associated Students (Student Government)

Associated Students (A.S.)

Student Life Center, 9C | (909) 274- 4525

Have you ever wondered what your Student Activities fee goes toward? The Mt. SAC student government, known as Associated Students, is where that decision is made. Each year, elected and appointed student officers are given the responsibility of deciding how and when this money is spent. Some of the money is spent on student activities, but it is also used to fund various vital services and programs that students have come to depend on. But it isn't all about money. Associated Students is also about letting your voice be heard on campus, leadership opportunities, personal growth, and about creating a unique and fun college experience. Officers of the Associated Students develop interpersonal relationships and leadership skills. General Elections for A.S. Executive Officers, and the Student Trustee take place each spring. Positions for A.S. Senate and Student Court Officers are available at the beginning of each semester.

A.S. Mission

The Mt. San Antonio College Student Government Association exists to provide leadership for the students of Mt. San Antonio College. It is a representative group of elected and appointed officers. The Association also exists to serve as the student political voice to faculty, staff, administration and the Board of Trustees.

A.S. Vision

We passionately serve the personal growth of every student, as well as the enrichment of our Mt. SAC community. We fulfill this responsibility with an informed voice, mutual respect and partnership in our College's shared governance, in other venues and celebrations. We wholeheartedly pledge to conduct ourselves, in all endeavors, with utmost humanity, stewardship and integrity. We strive to nurture and preserve our A.S. spirit, traditions and legacy for students yet to come.

Student Government Opportunities

There are several ways to get involved in your student governing body: (Elected Positions)

A.S. President	A.S. Inter-Club Council Vice Chairperson
A.S. Vice President	A.S. Senate Chair (two positions)
A.S. Inter-Club Council Chairperson	Student Trustee

Becoming an A.S. Elected Officer

To run for an Associated Students Executive Board Position, students must (1) pick up an application packet from the Student Life Office in the Spring Semester or on-line at www.mtsac.edu/as, (2) complete the application materials and submit them to the Student Life Office by the filing deadline, (3) attend a mandatory candidates meeting, (4) have a cumulative Mt. SAC GPA of 2.5 and maintain a 2.0 semester GPA, (5) enroll in a minimum of nine Mt. SAC units at the time of verification and during your time in office, and (6) have no discipline record with the college.

Student Trustee, candidates are required to have a cumulative Mt. SAC GPA of 2.0 and must be enrolled in a minimum of five Mt. SAC units at the time of verification and during their time in office. Associated Students meetings take place every Tuesday and Thursday, 3-5 p.m. The Student Trustee must also attend all Board of Trustees meetings normally held on the second Wednesday of each month at 6:30 p.m.

Senatorial Positions (Appointed Positions)

Activites Senator	Arts Senator	Athletics Senator
Community Relations Senator	Cross-Cultural Senator	Elections Senator
Environmental Senator	Faculty Relations Senator	Finance Senator
Historian Senator	Inter-Club Council Senator	Political Senator
Public Relations Senator	Publicity Senator	Student Services Senator

Becoming a Senator

To be eligible for appointment as a Senator for the Associated Students, you must (1) have completed at least 6 units at Mt. SAC; (2) have a minimum cumulative Mt. SAC GPA of 2.5; (3) pick up an application packet from the Student Life Office or online at www.mtsac.edu/as during the first week of the semester and submit it to the Student Life Office by the application deadline; (4) you must be available every Tuesday and Thursday, from 3-5 p.m. for Senate meetings; (5) you must attend at least four informational workshops, held during the first three weeks of the semester; (6) you must be enrolled in a minimum of five Mt. SAC units at the time of verification; and (7) have no discipline record with the college. All A.S. Officers must maintain a 2.0 semester GPA and be enrolled in a minimum of five Mt. SAC units each semester during their time in office.

Student Court Officers

Eligibility requirements for the 5 Student Court officers are the same as senator positions above. Except you must be available every Wednesday from 11:00-2:00. The Student Court upholds and protects the A.S. Constitution and Directives. It ensures that the Student Government and student clubs do not infringe upon, nor abuse any privileges and rights afforded them by the A.S. Constitution. The Court also reviews grievances and complaints filed against Associated Students officers and/or Mt. SAC clubs.

Student Court Positions (appointed positions)

Chief Justice Associate Justice (4)

College Committees

Students have the opportunity to serve on College committees with faculty, staff and administrators where they can influence decisions affecting the entire College. This is a great opportunity to learn more about the College, how decisions are made and to ensure that students are involved with these decisions. Student committee members are appointed by the A.S. President.

Inter-Club Council

There are more than 60 clubs that provide opportunities for students to make good friends and enhance learning, not to mention having fun through a club experience. There are a variety of student clubs: cultural, religious, vocational, general interest, special needs, and scholastic.

The Mt. SAC Inter-Club Council (ICC) meets the first Monday of every month and consists of representatives from each active club who share ideas, formulate procedures, and seek ways to better serve the College and the community.

For a comprehensive list of active clubs and organizations, and how to join them, visit the A.S. website www.mtsac.edu/clubs.

Student Representative Fee

The Student Representation Fee is a mandatory fee that is collected during fall and spring registration for the purpose of providing Mt. SAC students the means to state their positions and viewpoints before city, county, district, and state government agencies. A student may choose not to pay the Student Representation Fee for political, religious, financial, or moral reasons. If a student chooses to opt-out of paying the fee for the stated reasons, they must: 1) visit the Student Life Office in building 9C or <http://as.mtsac.edu> to get the opt-out form; 2) complete the form and; 3) return it to the Bursar's Office prior to paying the college fees.

Student Activities Fee

Associated Students, through the Student Activities Fee, provide funds for several vital services on campus and many free or discounted opportunities to students.

Your benefits include:

- Serving as an officer or member of Mt. SAC student clubs and organizations
- Serving as an officer of the A.S. student government
- Receiving discount amusement park & movie tickets
- Attending free A.S. sponsored campus programs, events & activities
- Book Scholarships up to \$250 (if eligible)
- Attending free leadership conferences, workshops, & programs
- Contributions to campus projects to enhance the Mt. SAC community
- Support for Outstanding Educator & Advisor Programs
- Support for Student Leadership Award Programs
- Eligible to receive A.S. Student Scholarships
- Checking out games and other resources in the Student Center
- Free university tours to colleges in Northern and Southern California
- Participation in the Mountie Discount Program
- And Much More! For more information, contact the Student Life Office

Discount Ticket Information

To receive these special discounts you must have paid the current Student Activities Fee. To pay your Student Activities Fee please visit the Bursar's Office in Building 4.

Ticket Sales: Mon. - Thur., 8:00 a.m. - 6:00 p.m. and Friday 8:00 a.m. - 4:00 p.m. in the Bookstore.

Only cash is accepted. Discounts and ticket prices are subject to change without notice. Bookstore hours are subject to change.

Amusement Parks	Seasonal
Disneyland / California Adventure	Knott's Soak City
Knott's Berry Farm	LA County Fair
Sea World San Diego	Hurricane Harbor
Six Flags Magic Mountain	Knott's Scary Farm
Universal Studios Hollywood	
Raging Waters	Movie Theaters
Aquarium of the Pacific	AMC Theatres
	Edwards Cinema

College Bookstore

Sac Book Rac

Location: Building 9A

Phone: (909) 274-4475

Hours: Monday – Thursday 7:45 a.m. – 6:00 p.m. | Fridays 7:45 a.m. – 4:00 p.m.

Extended hours are available at the beginning of each semester. Hours are subject to change.

Sac Book Rac is your one-stop shopping choice for all your college needs. Sac Book Rac carries new and used textbooks for Mt. SAC classes. Used textbooks sell fast so hurry in for the best selection. Textbook Rentals are available for selected classes. Stop by the bookstore, or visit our facebook page or website for more information. Once you're finished with the semester, don't forget to sell your textbooks back to Sac Book Rac!

We also carry reference books, study aids, general reading books, snacks, greeting cards and gifts. Don't forget to stock up on your school supplies. We have a great selection of pens, notebooks, binders, backpacks, and computer software at educational prices. Did you get your Mt. SAC sweatshirt or t-shirt? Visit the Sac Book Rac to see the latest Mt. SAC clothing in the newest designs, along with all the other logo merchandise.

Bus Passes are available through TAP (Transit Access Pass). Mt. SAC students enrolled in at least one unit are eligible for free Foothill bus pass through the Spring 2015 semester. Students must be full time to be eligible for the \$33/per month discounted bus pass for Metro Transit

Get your student ID card at Sac Book Rac. You must have another form of picture ID and have paid your registration fees BEFORE you can get a photo ID.

Remember, you can always order your textbooks online at www.Sacbookrac.com. We can ship them to your home or you can pick them up at the store.

Childcare

Child Development Center and Lab School

Location: Building 70

Phone: (909) 274-4920

Childcare Hours: Monday – Thurs. 7:00 a.m. – 7:00 p.m. | Friday 7:00 a.m. – 5:00 p.m.

Office Hours: Monday-Thurs. 7:00am-7:00pm | Friday 7:00am-5:00pm

The Mt. SAC Child Development Center and Lab School provides high quality early care and education services for the children of college students, staff, faculty and the community. The Center provides an educational, culturally relevant and developmentally appropriate program that focuses on school readiness and success for all children from birth through age five. All children regardless of sex, ethnicity, religion, or physical disability are welcome. Enrollment eligibility is established each semester.

Several types of financial assistance are available to student parents who qualify. Parent(s) must be enrolled in at least 6 units of credit course work in Fall and Spring, and 3 units in Summer and Winter in order to be accepted into the program; day-time students have priority.

Computer & Internet Access

Learning Lab

Location: Building 6

Phone: (909) 274- 5666

Fall/Spring terms: Monday-Thurs. 7:30 a.m. – 10:30 p.m. | Friday 7:30 a.m. – 4:30 p.m.

Saturday -8:00 a.m. - 6:00 p.m. | Closed Sunday

Winter/Summer terms: Monday – Thurs. 8:00 a.m. – 8:00 p.m. | Closed Friday-Sunday

Don't have access to a computer and/or the Internet at home? The Learning Lab offers students free use of PC and MAC computers. All computers are Internet accessible and are connected to the Mt. SAC Library databases. Software includes word processing, spread sheets, Power Point, and tutorials on various subjects. For more information see the "Academic Support and Computer Labs" chart in this handbook.

Library, Resource Centers & Tutoring

Learning Assistance Center

Location: Building 6

Phone: (909) 274- 4300

Fall/Spring terms: Monday – Thurs. 7:30 a.m. – 10:30 p.m. | Friday 7:30 a.m. – 4:30 p.m.

Saturday – 8:00 a.m. – 6:00 p.m. | Closed Sunday

Winter/Summer terms: Monday – Thurs. 8:00 a.m. – 8:00 p.m. | Closed Friday – Sunday

Does that Freshman Composition class have you running for the nearest exit? How about that Algebra class? Since when did you multiply with Xs and Ys? If your classes have you pulling hairs out of your head, visit the Learning Assistance Center, which offers free student services including tutoring, assessment of skills, and a personalized study plan. The Center also offers instruction for students who need to review math, reading, and writing.

Library

Location: Building 6

Phone: (909) 274-4260

Fall /Spring terms: Monday - Thurs. 7:30 a.m.- 9:30 p.m. | Friday 7:30 a.m. - 4:30 p.m.

Saturday- 9:00 a.m. - 4:00 p.m. | Closed Sunday

Winter /Summer terms: Monday – Thurs. 7:30 a.m. – 7:30a.m. | Closed Friday - Sunday

The Library, in the Learning Technology Center (LTC), offers students, faculty, and staff a wide variety of information resources for their research needs. In addition to traditional resources such as books, journals, newspapers, videos, and career guides. There is remote access to full-text articles, images, eBooks, and closed-captioned videos through approximately 100 online databases. Faculty provided course materials and textbooks are available for use in the library at the Reserves and Circulation Desk. There are 15 group study rooms that can be reserved in advance through a self-service online reservation tool found on the Library's home page. Computers, printers, copiers, and Wi-Fi connectivity are also available. Students may get assistance at the Information Desk or online via Ask A Librarian for all aspects of the research process, from choosing a topic to searching for evaluating information in print and electronic formats. Information competency workshops on topics such as finding and evaluating articles, and developing research topics are taught throughout each semester. Registration for workshops is also done through a self-service registration process from the Library's home page. Credit library courses, designed for students that desire a more in-depth knowledge of library research, are available each Fall and Spring semester.

Math Activities Resource Center

Location: Building 61- Room 1318

Phone: (909) 274- 5014

Fall/Spring terms: Monday – Thurs. 9:00 a.m. - 7:00 p.m. | Friday 9:00 a.m. – 2:00 p.m. **Winter/Summer terms:** Monday – Thurs. 9:00 a.m. - 7:00 p.m. | Closed Friday – Sunday

The Math Activities Resource Center (MARC) offers free math tutoring to Mt. SAC students currently enrolled in Math 50 through Math 71. Resources include: textbooks, solutions manuals, worksheets, computer software, and videos. Daily rental of calculators are available. Additional information can be found on-line at <http://marc.mtsac.edu/resources.php>.

Testing Services

Location: Building 6

Phone: (909) 274-4300

Fall/Spring terms: Monday – Thurs. 7:30 a.m. – 9:30 p.m. | Friday 7:30 a.m. – 3:30 p.m.

Saturday – 8:00 a.m. – 1:00 p.m. | Closed Sunday

Winter/Summer terms: Monday – Thurs. 8:00 a.m. – 7:00 p.m. | Closed Friday – Sunday

If you need to make up a test for a course, talk to your instructor about Testing Services at the LAC. Testing Services will get the exam from your instructor, provide you with a quiet space to take your exam (and keep an eye on you while you're taking it!), and keep the test safe and sound for your instructor to pick up.

Transfer - Math Activities Resource Center

Location: Building 61–Room 1314

Phone: (909) 274- 5389

Fall/Spring terms: Monday – Thurs. 9:00 a.m. – 7:00 p.m. | Friday 9:00 a.m. – 2:00 p.m. **Winter/Summer terms:**

Monday – Thurs. 9:00 a.m. – 7:00 p.m. | Closed Friday-Sunday

The Transfer-Math Activities Resource Center (T-MARC) offers free math tutoring to Mt. SAC students currently enrolled in Math 100 and above. A variety of resources for in-lab use and for take-home use are available. More information is available on-line at <http://marc.mtsac.edu>.

Tutorial Services

Location: Building 6

Phone: (909) 274- 6605

Fall/Spring terms Monday – Thurs. 9:00 a.m. – 7:00 p.m. | Friday 9:00 a.m. – 1:00 p.m.

Saturday – 9:00 a.m. – 4:00 p.m. | Closed Sunday

Winter/Summer terms: Monday – Thurs. 10:00a.m.. – 5:00 p.m. | Closed Friday – Sunday

Tutorial Services in the Learning Assistance Center provides free tutoring to all Mt. SAC students in most subject areas. They offer drop-in and study group tutoring. Regularly scheduled tutors assist students with their coursework in most subject areas and with their study skills techniques. Online tutoring is also available on evenings and weekends. Check <http://www.mtsac.edu/lac/onlinetutoring> for current schedule.

The Writing Center

Location: Building 26B Room 1561

Phone: (909) 274-5325

Fall/Spring terms: Monday – Thurs. 9:00 a.m. – 9:00 p.m.

Friday and Sunday 9:00 a.m. - 3:00 p.m. | Closed Saturdays

Winter/Summer terms: Monday – Thurs. 9:00 a.m. -7:00 p.m. | Closed Friday – Sunday

The Writing Center is open to all current Mt. SAC students. The Center provides free tutoring in writing, writing workshops, directed learning activities, computer lab access for students using tutoring, and computerized classrooms for instruction. More information about the Writing Center can be found online at: <http://www.mtsac.edu/instruction/humanities/writingcenter>.

Academic Support & Computer Labs

ACADEMIC SUPPORT	LOCATION	EXT.
Achieving in College, Ensuring Success (ACES) - The ACES program provides tutoring, among other services, to ACES students. Its service focuses on a holistic approach to student development and success.	16B	4411
American Language (AMLA) Tutoring - AMLA tutoring is for students in all American Language (credit ESL) classes. Tutors are certificated teachers of English as a Second Language.	Bldg. 66 Room 243	3432
EOPS/CARE/CalWORKs Tutoring - EOPS tutoring is for students enrolled in the program. Tutoring is available for all subjects and is by appointment or drop-in.	Bldg. 6 Room 108	4500
Language Learning Center - Foreign language programs, foreign language videos, and supplemental instruction and materials for foreign language learning. Also for: ESL, AmLa, ASL, Aviation.	Bldg. 6 Room 264	4580
Learning Assistance Center, Tutorial Services - Tutoring in math, science, writing and other subjects. For writing tutoring- walk in and by appointment. Study groups (2 students minimum).	Bldg. 6 south entrance, first floor	6605
Math Activities Resource Center (MARC) for currently enrolled in Math 50-71 Available resources are: tutoring in Math 50-Math 71, video lectures, calculators, worksheets, textbooks and solution manuals (in lab use only).	Bldg. 61 Room 1318	5014
Speech and Sign Success Center (SSSC) - The SSSC provides students with resources and technology to help them succeed in Speech and Sign Language and Interpreting classes. Students can videotape and review their speeches, meet with tutors for assistance with researching and writing speeches, use the computers, and complete sign language and interpreting exercises and assessments.	Bldg. 26B Room 1551	6297
Transfer-Math Activities Resource Center - The T-MARC offers free math tutoring to Mt. SAC students currently enrolled in Math 100 through Math 285. Various resources are available for in-lab use and/or take-home use.	Bldg. 61 Room 1314	5389
WIN Program (for Student Athletes) - Study Groups & tutoring. Computers equipped with Microsoft Office, Internet access, Plato (Math enhancement program) and Mavis Beacon typing program. Textbooks, resume, email and assistance with computer skills. Assistance with registration and transfer.	Bldg. 45 Room 1430	4239
The Writing Center - The Writing Center offers services to support students writing in all courses offered by the college. One-on-one tutoring, writing workshops, Directed Learning Activities, and grammar software are available to help students improve their writing skills.	Bldg. 26B Room 1561	5325
Business Division Computer Lab - Windows 7, Mac OS Lion, Office 2010 and other software as required for Business and Tech & Health courses.	Bldg. 17 Room 5	4701
Community Ed. Lab for students in Community Education programs - ASVAB for military, Word processing, research, Internet, Email. CBEST, GED, SAT and other test preparation. Adult basic skills & computer literacy programs.	Bldg. 30 Room 111	4935
DSPS High Tech Center for Students in DSPS - Computer adaptive equipment and software to accommodate students with disabilities.	Bldg. 16D	4290
ESL Computer Lab (for ESL Students) - Internet usage. English improvement programs.	Bldg. 66 Room 169	5235

Academic Support & Computer Labs

ACADEMIC SUPPORT	LOCATION	EXT.
Library - Internet access, wireless access. Research assistance.	Bldg 6 (upper level)	4260
Learning Lab - Discipline-specific software. For class-related work: Internet access, video instruction, computer-assisted instruction. Tutoring and technical assistance.	Bldg 6 (lower level)	5666
Language Learning Center - Latest language-learning software and resources, Internet access. Designated for research and class assignments for foreign languages, ESL, ASL, and AMLA students.	Bldg 6 Room 264	4580
Mathematics and Computer Science - Software for Math and Computer Science students to do homework projects, including Maple, Minitab, MS Office, MS Visual Studio, and Java.	Bldg 61 Room 1310	2948
Natural Science Lab - Priority given to division assignments. MS Office 2010, Google Earth, MiniTab 15, Maple 12, Starry Night College.	Bldg. 11 Room 2115	4430
The Writing Center Computer Lab is available for students using Writing Center services, including tutoring, workshops, Directed Learning Activities, and grammar software.	Bldg 26B Room 1561	5325





Public Safety (909) 274-4555

The Public Safety Department operates 24 hours a day, 7 days a week. It is located at the southeast portion of the campus off Bonita Drive in Building 23. Students and staff should report serious crimes and emergencies, i.e., fire/medical, occurring on campus to the Public Safety Department or call 911. When using a public telephone on campus dial *91. When using an on-campus extension, call 9-911.

In the event of an emergency, or any problems with the campus environment, students and staff are urged to make a prompt and accurate report to Public Safety. Anonymous Crime Tip Line: (909) 274-9560

Campus Escorts are available to escort you Monday-Thursday between 6:30p.m. – 10:12p.m., to assure your safety on campus and in parking lots. They are provided at your request. Call (909) 274-4233

Blue emergency telephone towers are located throughout the campus and parking lots for you to contact Public Safety immediately should you need assistance in an emergency.

In addition, a crime may be reported to the following areas:

	Phone Number	Location
Athletics	(909) 274-4630	Building 45
Counseling	(909) 274-4380	Building 9B
Human Resources	(909) 274-4225	Building 4
Public Safety	(909) 274-4555	Building 23
Student Health Services	(909) 274-4400	Building 67B
Student Life	(909) 274-4525	Building 9C
Student Services	(909) 274-4505	Building 9B

Clery Act: The College publishes an annual security report which contains information regarding campus crime statistics. This information can be found at www.mtsac.edu/safety/disclosures/index.html. Copies of the annual report can be obtained from the Public Safety Department. In addition, a Public Safety crime log is published bi-monthly in the student newspaper.

List of Active Payphones (Information subject to change)

Active payphones can be found on campus at the following locations:

Bldg 2 - Between Music & Theater	Bldg 27A - North
Bldg 6 - South	Bldg 28 - West
Bldg 9A - North	Bldg 38 A/B - South
Bldg 9C - North	Bldg 40 - South
Bldg 12A - West	Bldg 45 - West
Bldg 19C - East	Hilmer Stadium - North
Bldg 26A - South	Lot B - Information Kiosk
Bldg 26D - North	

List of Video Phone Locations (Information subject to change)

A video phone is located in Bldg. 6 (South entrance).

Text-a-Tip *Keep our campus safe **anonymously!***

You can now **Text-a-Tip** when you witness crimes or any suspicious behavior on campus. Text it to:

909 274-9560

It's all **anonymous**—your message comes through, but your cell number and identity don't. **Text-a-Tip** enables Mt. SAC's Public Safety officers to reply to your text **without** knowing your identity!


MT. SAC
Mt. San Antonio College
Public Safety Department
For details: <http://textatip.mtsac.edu>



California State University (CSU)

Upper Division Transfer Admission Requirements

Students are eligible for admission with 60 or more transferable semester units (90 quarter units) if they:

- Have a college grade point average of 2.00 or better (2.40 for non-California residents) in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e. are eligible to re-enroll.
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of “C” or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college-level mathematics.
- Students are advised to complete major preparation classes prior to transfer. For some majors/campuses, these courses may be required for admission. Consult university websites, counselors/advisors, and visit Mt. SAC Transfer Services for more information. Also, visit www.assist.org to find community college courses that fulfill major requirements.

Note: These are the minimum admission standards. Many campus–es and majors are impacted (more competitive) and may require a higher GPA and/or completion of specific courses for admission.

Associate of Arts for Transfer / Associate of Science for Transfer (AA-T / AS-T)

To earn an associate’s degree for transfer, a student must complete:

- 60 semester units that are eligible for transfer to the CSU that consist of IGETC or CSU GE breadth
- A major or area of emphasis of at least 18 units (see the Mt. SAC catalog for details)
- A minimum GPA of 2.0

Students earning an associate’s degree for transfer will not be required to complete any other local graduation requirements. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with Junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

What are the benefits of these degrees?

- Guaranteed admission to the CSU system but not to specific majors or campuses.
- Priority admissions consideration at CSUs with designated “similar” majors
- Once admitted with one of these degrees to a CSU with a coordinating major, students will be held to no more than 60 semester units to complete their CSU degree (for majors requiring 120 semester units total).



THE UNIVERSITY OF CALIFORNIA

Upper Division Transfer Admission Requirements

The vast majority of transfer students come to UC at the junior level from California community colleges. To be considered for UC admission as a junior, you must fulfill both of the following:

- Complete 60 semester (90 quarter) units of transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). No more than 14 semester (21 quarter) units may be taken Pass/Not Pass.
- Complete the following course pattern requirements, and earn a grade of C or better in each course:
 - Two transferable college courses (3 semester or 4-5 quarter units each) in English composition
 - One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning
 - Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas:
 - Arts and Humanities
 - Social and Behavioral Sciences
 - Physical and Biological Sciences

Note: Meeting these minimum requirements does not guarantee admission to the campus or major of your choice. Many campuses and majors receive more applications than they have spaces available. To be competitive, you should work toward meeting the specific requirements for the campuses and majors that interest you. Consult university websites, counselors/advisors, and visit Mt. SAC Transfer Services for more information. Also, visit www.assist.org to find community college courses that fulfill major requirements.



CSU and UC MINIMUM UPPER DIVISION TRANSFER REQUIREMENTS*

	California State University (CSU)	University of California (UC)															
Minimum Units Required	<p style="text-align: center;">60 CSU Transferable Units</p> <p style="text-align: center;"><i>The 60 units include: general education, major preparation and electives.</i></p> <p style="text-align: center;">Check www.assist.org for course transferability and major preparation.</p>	<p style="text-align: center;">60 UC Transferable Units</p> <p style="text-align: center;"><i>The 60 units include: general education, major preparation and electives.</i></p> <p style="text-align: center;">Check www.assist.org for course transferability and major preparation.</p>															
General Education	<p style="text-align: center;">30 Units Minimum</p> <p>All 30 units <u>must</u> be earned with a grade of 'C' or better and <u>must</u> come from either:</p> <p style="text-align: center;">CSU General Education Requirements (39 units total for certification)</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Intersegmental General Education Transfer Curriculum (IGETC) (37-39 units total for certification)</p> <p style="text-align: center;"><i>It is highly recommended that students complete all general education requirements needed for General Education Certification.</i></p>	<p style="text-align: center;">4 Transferable College Courses</p> <p style="text-align: center;">Chosen from at least two of the following IGETC areas:</p> <p style="text-align: center;">Arts & Humanities (Area 3) Social & Behavioral Sciences (Area 4) Physical & Biological Sciences (Area 5)</p> <p style="text-align: center;">NOTE: <i>Although completing the entire IGETC pattern is highly recommended for most majors, NOT all UC campuses or majors (some sciences & engineering) will allow you to follow IGETC. See your advisor/counselor for appropriate course selection.</i></p>															
Critical Courses	<p style="text-align: center;">4 Critical Courses</p> <p>All 4 courses must be completed with a grade of 'C' or better, PRIOR to transfer and are part of the 30 units of general education noted above:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">CSU GE Area</th> <th style="text-align: center;">IGETC Area</th> </tr> </thead> <tbody> <tr> <td>Oral Communication</td> <td style="text-align: center;">A1</td> <td style="text-align: center;">1C</td> </tr> <tr> <td>Written Communication</td> <td style="text-align: center;">A2</td> <td style="text-align: center;">1A</td> </tr> <tr> <td>Critical Thinking</td> <td style="text-align: center;">A3</td> <td style="text-align: center;">1B</td> </tr> <tr> <td>Math</td> <td style="text-align: center;">B4</td> <td style="text-align: center;">2</td> </tr> </tbody> </table> <p style="text-align: center;"><i>See your advisor/counselor for appropriate course selection.</i></p>		CSU GE Area	IGETC Area	Oral Communication	A1	1C	Written Communication	A2	1A	Critical Thinking	A3	1B	Math	B4	2	<p style="text-align: center;">3 Critical Courses</p> <p>All 3 courses must be completed with a grade of 'C' or better PRIOR to transfer:</p> <p style="text-align: center;">2 transferable college courses in English Composition</p> <p style="text-align: center;">1 transferable college course in Mathematical Concepts and Quantitative Reasoning</p> <p style="text-align: center;"><i>See your advisor/counselor for appropriate course selection.</i></p>
	CSU GE Area	IGETC Area															
Oral Communication	A1	1C															
Written Communication	A2	1A															
Critical Thinking	A3	1B															
Math	B4	2															
Minimum GPA	To be eligible to apply: 2.0*	To be eligible to apply: 2.4*															
Impacted/Competitive Majors	<i>Some majors/campuses require a higher GPA and specific major preparation courses for admissions to impacted (competitive) majors. See a counselor/advisor for details.</i>	<i>Many majors/campuses require a higher GPA and specific major preparation courses for admissions to impacted (competitive) majors! See a counselor/ advisor for details.</i>															
Main Website to Know	www.assist.org																

Requirements for international students may differ. Please consult with the International Students Counselor for details.

Transfer Planning Checklist

Prior to or during your first semester:

- Take assessment tests for English, Math, and Reading.
 - English and Math are required for transfer, so it is to your benefit to complete these course requirements as soon as possible.
 - Many 4-year colleges and universities require completion of transferable math and English at least one semester prior to enrollment.
- Visit the Financial Aid Office to find out about financial assistance and possible college funding sources.
- Make an appointment with a counselor to assist you with deciding on your major and career goals. It is important to see your counselor prior to enrolling in classes so you do not waste time or money, even if you are undecided about your major or transfer institution!
 - In the appointment, a counselor or educational advisor will help you determine which General Education (GE) plan you should follow depending upon your choice of transfer university and major. Possible choices include:
 - CSU General Education Requirements (accepted by CSU and some private institutions)
 - IGETC (accepted by UC's for most majors, CSU's, and some private institutions)
 - Other patterns as required by choice of major and/or some private universities. Check with your counselor/advisor, four-year college representative or the Career & Transfer Center to ensure the appropriate choice.
- Acquire major preparation information from either the Counseling Center or the Career & Transfer Center. You can find major information for CSU's and UC's @ www.assist.org.
- Visit the Career & Transfer Center to explore your career and transfer options.

During your stay at Mt. San Antonio College:

- Make an appointment with your counselor/advisor every semester to check your academic progress and inquire about university and/or program changes.
- Visit the Career & Transfer Center every semester where you can:
 - Make appointments with university representatives.
 - Take campus tours of many universities.
 - Check for changes in university admissions and/or program requirements.
 - Attend college fairs and transfer-related workshops.
 - Research scholarship and financial aid opportunities.
- Complete or update FAFSA every January or February to ensure your financial aid for the coming year.
- Check for updated General Education (GE) sheets at the Counseling Center or Career & Transfer Center to stay on top of changes each semester.
- Seek out and apply for scholarships from Mt. SAC, your potential transfer institutions, and private companies and organizations.

The year before you transfer

- Meet with your counselor/advisor and four-year college representatives to plan your final coursework.
- Apply for admission to the campuses of your choice. Application workshops and assistance are available in the Career & Transfer Center.
- Complete or update FAFSA in January to ensure your financial aid for the coming year.
- (CSU fall applicants) Send first set of official transcripts in January to your university showing fall grades.
- (UC fall applicants) In January, complete the Application Update online form as indicated by each UC campus.
- Request official final transcripts from Mt. SAC Admissions & Records Office when required by the four-year institution.
- For more information, visit the Career & Transfer Center or the Counseling Center, both located on the second floor of the Student Services Center, or call (909) 274-6388.

Lined area for writing notes.



Financial Aid

FINANCIAL AID



  mtsac.edu



Financial Aid



Financial Aid

Student Services Center | 2nd Floor | (909) 274-4450

<http://www.mtsac.edu/financialaid>

Financial aid is available for students to assist with the costs associated with attending 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. Most financial aid programs were established to provide assistance for students with documented financial need.

The College offers a variety of financial aid programs funded by the Federal and State governments and private resources. These programs are available to eligible students. Aid programs include grants, work-study opportunities, loans and fee waivers. All students may be eligible for some form of assistance based on their financial need and may apply for aid by filing a Free Application for Federal Student Aid (FAFSA), the California Dream Act application, or the Board of Governor's Fee Waiver application. The Financial Aid staff will assist students with completing all applications.

Application Assistance

The Mt. SAC Financial Aid Office offers financial aid computer stations. Don't have a computer or Internet access at home? On campus, and need to apply for financial aid online? If you are on campus visit the Financial Aid Office for assistance in submitting the FAFSA or Dream Act applications online!

Important dates to remember for Financial Aid

- January 1 Financial aid applications available for the following academic year
- March 2 State Cal Grant deadline
- September 2 Supplemental State Cal Grant deadline for community college students only

Should you miss the above deadline dates, you may continue to apply for financial aid throughout the academic year, provided you are enrolled and otherwise eligible.

Basic Eligibility for FAFSA

- Demonstrate financial need
- Enrollment in an eligible program working toward a certificate, degree, or transfer program
- Be a U.S. citizen or an eligible non-citizen, such as a permanent resident
- Have a valid Social Security Number Have a high school diploma, or GED Maintain Satisfactory Academic Progress
- Register with the U.S. Selective Services (if you are male 18-25 years)

California Dream Act

The California Dream Act, authored by Assembly Member Gil Cedillo (Los Angeles), became law through the passage of Assembly Bills, AB 130 and AB 131. AB 130 allows students who meet AB 540 criteria (California Education Code 68130.5(a)) to apply for and receive non-state funded scholarships for public colleges and universities. AB 131 allows students who meet AB 540 criteria to apply for and receive state-funded financial aid such as institutional grants, community college fee waivers, Cal Grant and the Chafee Grant. Students may apply online at <https://dream.csac.ca.gov/> or visit <http://www.mtsac.edu/dreamact/> for more information.

Types of Aid Available*

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG) Federal Work Study (FWS)
- State Cal Grant B and C
- State Board of Governors Waiver (BOGW) Scholarships
- Federal Direct Loans
- Chafee Grant

** Information regarding types and amount of aid is as accurate at time of print; changes may have occurred since then.*

Federal Pell Grants

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded to undergraduate students who have not earned a bachelor degree or professional degree. You must be enrolled in an eligible program of study and not be in default on any federal aid program. These grants may be used for tuition, fees, books, transportation, and living expenses. The maximum Pell Grant award for the 2014 –15 award year was \$5730. The maximum amount can change each award year and depends on program funding. The amount you get, though, will depend not only on your financial need, but also on your costs to attend school, and your status as a full-time or part-time student. When you file the FAFSA, you're automatically considered for a Pell Grant. Visit www.fafsa.gov to apply online.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grant does not need to be paid back. Colleges award these federal grants ranging between \$100 and \$4,000 per year to undergraduate students with exceptional financial need. Priority is given to Pell Grant recipients with a zero expected family contribution (EFC) who meet the priority filing deadline for Mt. SAC. Funding for this program is very limited. To learn more, go to www.studentaid.ed.gov.

Federal Work Study (FWS)

Federal Work Study is money you work for. If you're offered Federal Work-Study, the College will help you find a part-time job on campus. It is recommended that you seek a work-study position that is related to your studies and career plans, or in community service. You'll earn at least the higher of the federal or state minimum wage. To learn more, go to www.studentaid.ed.gov.

State Cal Grant A

Cal Grant A assists with tuition and fees at public and independent colleges, and some private career colleges. State Cal Grants do not need to be paid back. If you receive a Cal Grant A but choose to attend a California Community College first, you may reserve your award for up to three years until you transfer to a four-year college, if you continue to qualify. Contact the California Student Aid Commission (CSAC) to have your grant placed on reserve. When you transfer, be sure to let the financial aid office of the school you'll be transferring to and CSAC know that you have a reserve grant.

State Cal Grant B

Cal Grant B assists low-income students attending community colleges with living expenses and books. State Cal Grants do not need to be paid back. The award for California Community College students is \$1,473 and may be used for books, living expenses and transportation. For the Cal Grant B, your course of study must be for at least one academic year.

State Cal Grant C

Cal Grant C awards assist students in occupational, technical or career training programs. State Cal Grants do not need to be paid back. The \$576 award provides for books and supplies. To qualify, you must meet the requirements and enroll in a program that is at least four months in length. For additional information and helpful resources, visit WebGrants 4 Students at: <https://mygrantinfo.csac.ca.gov>.

Chafee Grant

The California Chafee Grant program awards up to \$5,000 annually to eligible current or former foster youth between 16 and 22 years old. These funds do not have to be paid back. The application is located at the Chafee website at www.chafee.csac.ca.gov.

BOG Fee Waiver

The California Community College Board of Governors Enrollment Fee Waiver (BOGW) waives your enrollment fee, reduces the parking fee and health fee. Assistance granted under this fee waiver does not need to be paid back. Students are responsible for paying any remaining and/or additional fees. Students may apply by completing the FAFSA, Dream Act application, or the BOGW fee waiver form beginning with the summer session. It is strongly suggested that you complete the FAFSA (if eligible) as it is the

preferred method for students wishing to be considered for the BOGW. Most students, who do not qualify with the BOGW fee waiver application, do qualify when they file the FAFSA. There is no cost, so why not take the time to apply and see if you qualify for the waiver.

Did you know you may be able to get a partial refund for the past semester? You may apply for the BOGW fee waiver at any time during the academic year, but no later than June 30th. If you are determined eligible for the BOG fee waiver, you are eligible for assistance for the entire academic year. If you have already paid, you will be automatically reimbursed (get your money returned to you) for covered fees. Students applying for a BOGW fee waiver after the refund period of any term will only be refunded their enrollment fees.

New Rule for All BOG Fee Waiver Recipients

Recipients of the BOG fee waiver must maintain satisfactory academic status; effective beginning Fall 2016, recipients who go on Academic Probation for two (2) consecutive major terms (Fall/Spring) will lose their BOG fee waiver in the subsequent term. This means monitoring of BOG eligibility starts with Fall 2015 and Spring 2016. It is even more important to keep up with your studies and grades since your BOG waiver will be affected, along with other financial aid.

Scholarships

In addition to Federal and State aid there are scholarships available to qualified students based on need, merit, major, educational goal or other criteria. A scholarship is free money that does not need to be paid back. Students may submit a Mt. SAC Scholarship Program Application each Winter/Spring available via the Financial Aid Tab on myportal.mtsac.edu prior to the screening deadline. For more information on these and off-campus scholarships, sign up for monthly announcements by visiting www.mtsac.edu/scholarships.

Direct Loan Program

The Direct Loan Program has two components: subsidized and unsubsidized loans.

Subsidized is need-based; the government subsidizes the interest while you are enrolled at least half time.

Unsubsidized is not need-based; you will be charged interest from the time of disbursement until the loan is paid in full. If you allow interest to accrue, it will be capitalized and added to the principal.

There are also PLUS Loans, for parents of dependent students. The PLUS loan requires a credit check.

Mt. SAC Title IV Code of Conduct

Mt. SAC participates in the William D. Ford Federal Direct Student Loan Program. The Financial Aid Office will process loans at the student's request if eligible through the federal financial aid programs.

Mt. SAC adheres to the following Code of Conduct:

- Mt. SAC does not have revenue sharing arrangements with any lender. Advisory boards will not receive compensation from a lender.
- Employees in the Financial Aid Office are prohibited from receiving gifts from lenders, guaranty agencies or loan servicers.
- The Financial Aid Office does not contract with any lender and does not receive any staffing assistance from lenders.
- The Financial Aid Office at Mt. SAC will process loans in a timely manner.
- Students will be advised to borrow loans through the federal student loans programs. Mt. SAC will not certify private or alternative loans.

Financial Aid Refunds

For students who have financial aid greater than total charges for the term, they will receive the difference in a refund.

This process is called disbursement and happens three (3) times a term, but runs continuously on a weekly basis. At each disbursement run, eligibility will be checked and student must meet all requirements for financial aid to be released to their students account. Once financial aid moves over to student account, a refund will generate, after all charges are covered. Mt. SAC

uses HigherOne as a third-party vendor to issue refunds to its students. The approximate timeline from disbursement to credit on the HigherOne card is 2 weeks. HigherOne ATM machines are on campus for use.

HigherOne ATM Machines

ATM's are located in prominent buildings on campus for student convenience.

Students may access their funds by using any ATM card, however a fee will be charged.

Bursars Office - Bldg 4	Student Life Center - Bldg 9C, 1st floor
Student Services - Bldg 9B, 1st floor	Library-Bldg 6 - North - 2nd floor
Student Services - Bldg 9B, 2nd floor	Applied Science & Technology - Bldg 28, 1st floor

Financial Aid Q & A

What do I need to complete FAFSA or CA Dream Act application?

When filling out the Free Application for Federal Student Aid (FAFSA) or CA Dream Act application you should have the following:

- Your Social Security Number (not needed for CA Dream Act).
- Your W-2 Forms and other records of money earned.
- Your Federal Income Tax Return.
- Your parents' Federal Income Tax Return (if you are a dependent).
- Your current bank statement.
- Your untaxed income records - such as Veterans non-education benefit records, child support received, or unemployment benefits.

How do I apply for student aid?

For Federal Aid:

First, you should apply for a FSA ID, formerly known as the Personal Identification Number (PIN). The FSA ID will act as your signature and allow you to sign your FAFSA electronically on the web. If you have to provide parent's information, your parent(s) should create a FSA ID. You and at least one of your parent(s) need to sign. Apply today at www.pin.ed.gov. You then need to complete the Free Application for Federal Student Aid (FAFSA). Apply online at www.fafsa.gov.

For State Aid:

You need to complete the Grade Point Average (GPA) Verification form. If you completed 16 applicable degree units, and have at least a 2.0 GPA, Mt. SAC will send your GPA Verification electronically. By completing both the FAFSA and the GPA Verification Form, you may be considered for both Federal and State aid. The deadline for State aid is March 2. There is a second opportunity for California Community College students to apply for State aid. That deadline is September 2nd.

What happens after I submit my FAFSA or CA Dream Act?

Within a few days after the FAFSA/CA Dream Act is submitted the student will receive an electronic Student Aid Report (SAR) via email if an email address was provided, or a paper Student Aid Report if no email was provided. The SAR is a summary of all the FAFSA/CA Dream Act data submitted.

What do I do with my SAR after I receive it?

Check the SAR for accuracy and keep for your records. If you and/or your parent(s) indicated estimated tax figures, corrections should be made to actual tax figures as soon as the 1040 form is filed with the IRS. Corrections should be made at www.fafsa.gov or <http://dream.csac.ca.gov/>.

I have completed and submitted the FAFSA/CA Dream Act and received my SAR.

What happens next?

The FAFSA/CA Dream Act data will be electronically sent to Mt. SAC's Financial Aid Office. As soon as you are admitted to the college the FAFSA/CA Dream Act data will load into the financial aid office's computer system. After receiving your financial aid information from the Dept. of Education we may require that you submit additional verification documents to complete your file.

You may check pending documents via mymtsac.edu; log in to mymtsac.edu, click on the "Financial Aid" tab, and then select "Financial Aid Status" under the "Requirements" channel. Once in the Financial Aid Status screen, select "student requirements" to view any pending documents you may need to submit. Once your file is complete it is assigned to a Financial Aid Specialist for review. The review of your file may reveal that additional requirements are needed to determine your eligibility. If no additional requirements are needed an award will be made. Your award can be viewed in the myportal.mtsac.edu, Financial Aid tab.

What is Professional Judgment?

If you or your family has or have unusual circumstances not shown on the FAFSA (such as loss of employment) that might affect your need for student financial aid, you should submit a Professional Judgment form (available in the Financial Aid Office) and consult with a Financial Aid Specialist.

When should I apply for financial aid for the following school year?

You should apply as soon after January 1st as possible.

What deadline dates do I need to remember?

Cal Grant deadline is March 2nd however you may continue to apply for federal aid at Mt. SAC through the end of the academic year provided you are still enrolled.

If I am enrolled at two colleges, can I receive aid at both colleges?

No, you cannot receive aid at more than one college for the same enrollment period, with the exception of the Board of Governors Fee Waiver.

Is financial aid available only for poor people?

No. Financial Aid is intended both to remove financial barriers for families who cannot afford the cost of an education beyond high school and to fill the gap for families who can afford only part of the cost. Some loans and scholarships are available regardless of need.

I am a Veteran and using my GI Bill, can I apply for financial aid?

Veterans and/or dependents receiving Veteran's education benefits are highly encouraged to also apply for financial aid. A common misperception is that students may not receive both financial aid and VA Benefits - this is NOT true.

What if I don't have a Social Security number or don't want to report it on the FAFSA?

It is necessary to provide your Social Security number on the FAFSA. If you do not yet have a number, you should contact your local Social Security Administration office to obtain one. It is required before you can be considered for any Federal student aid program. The FAFSA will be returned unprocessed if the student's Social Security number is missing. Eligible AB540 students without social security numbers may apply for state and scholarship aid via the California Dream Act application. Visit <http://www.mtsac.edu/dreamact/> for more information.

I plan to go to college half time. Will that lessen my chance for aid?

Almost all funds are available to students who attend college at least half time. Some funding is prorated based on enrollment. There are also programs available for less than half-time attendance, such as the Pell grant and BOG fee waiver.

My neighbor and I both applied for financial aid at the same college. Why did she get more aid than I did when they've got a bigger house than ours and her parents make more money than mine?

The circumstances in your neighbor's family may be different than they appear, and home equity is not used to determine eligibility for federal aid. What doesn't necessarily show are other factors, such as debts or number in college, which affects the computation of the family contribution.

What happens if I purposely provide inaccurate information and I'm caught?

If you use the FAFSA to apply for Federal student aid funds and provide false information, you are subject to fines and/or imprisonment under the U.S. Criminal Code. State and local laws may also apply in such cases.

I don't feel it is the College's right to request my U.S. tax forms. What happens if I don't submit them?

If you fail to comply with a request for U.S. tax forms, the college may discontinue processing your application for aid.

Must I be accepted for admission before I apply for financial aid?

Must I be admitted before I receive aid?

You may apply for financial aid at the same time you apply for admission. Many colleges require that you be admitted before they can process your financial aid application. However, you must actually enroll in college before you receive any funds.

Do I have to apply for financial aid each year?

Yes. Your financial situation must be reassessed each year. Financial aid applications are available beginning in January for the next academic year.

What are the office hours for the Financial Aid Office?

Office hours are 8:00 a.m. - 7:00 p.m. Monday through Thursday, and 8:00 a.m. - 4:30 p.m. on Friday. These hours are subject to change.





Campus Policies



IF YOU HAVE BEEN ASSAULTED:

- Get to a safe place
- Call police **911** or campus Public Safety **909.274.4555**
- Do not shower, change, or clean up
- Seek medical attention
- Call a trusted family member or friend for support



SEXUAL VIOLENCE

is Rape, Sexual Assault,
Domestic Violence, Stalking,
and Dating Violence

National Sexual Assault Hotline **1.800.656.4673**
Project Sister (rape hotline) **909.626.4357**

MT. SAC
Mt. San Antonio College

<http://www.mtsac.edu/healthcenter/svp.html>



WHAT'S THE DIFFERENCE?

CONSENT requires that you must be willing to participate in sexual intimacy and both partners must say "yes". The decision to have any type of sexual behavior or activity must be free of force, threats, coercion or intimidation. Consent cannot be given when a person is mentally incapacitated. Consent may be withdrawn at any time during a sexual interaction.

SEXUAL VIOLENCE is any sexual act or attempt to obtain a sexual act by violence or coercion, unwanted sexual comments or advances, acts of trafficking a person or acts directed against a person's sexuality, regardless of the relationship to the victim.

SEXUAL ASSAULT includes rape, fondling and incest. **RAPE** is defined by any sexual intercourse or penetration without consent. Both are forms of sexual violence. Lack of consent can result from forced physical participation or intimidation, or the inability to consent due to intoxication, mental incapacitation, or unconsciousness.

DOMESTIC VIOLENCE is a crime of power and intimidation. It relates highly to sexual assault. Not only can the abuse be emotional, physical, psychological, and financial, but it can be sexual.

Sexual violence will **NOT** be tolerated at Mt. San Antonio College

STALKING is unwanted or obsessive attention by an individual or group toward another person. Stalking behaviors are related to harassment and intimidation and may include following the victim in person or monitoring them.

DATING VIOLENCE is defined as the physical, sexual, psychological or emotional violence within a dating relationship, as well as stalking. This includes electronic forms (e.g. threatening text messages, excessive yelling or cursing at someone in a phone message) as well as face-to-face interactions.

For confidential or personal counseling services, contact
Mt. SAC Student Health Center (67B) 909.274.4400

Para servicios en español llame 800-585-6231 o www.elawc.org.
Multi-lingual Hotline 800-339-3940 or www.nurturingchange.org

漢語 한국어 日本語 Tagalog Việt हिन्दी ភ្នំពេញ ไทย

Campus Policies

Academic Policies

Repeatable Classes

Only certain courses may be taken more than once for credit. If the course is designated as repeatable, the course may be repeated only for the number of times allowable. To determine whether a course is repeatable, refer to Section 10, Course Descriptions, in the College Catalog.

Repeating Courses Previously Passed

State regulations do not allow students to repeat non-repeatable courses previously passed with satisfactory grades of “A”, “B”, “C”, or “Pass”. Students with extenuating circumstances may file a Petition for Exceptional Action in the Admissions Office. Students who are allowed to repeat courses based on this provision will not earn additional units or grade points toward improving or changing the previous grade earned in the class or toward changing the overall grade point average.

Repeating Courses

What is the new policy about?

The repeat policy is based on a new state policy that limits the number of times a student can repeat a class after receiving either a W or a D, F, or No Pass (NP) or No Credit (NC) in the class. If a student receives a W, D, F, NP or NC in the class, the student can repeat it two times, for a total of three enrollments in a class. Under the new regulations, all credit course repeats and withdrawals in a student’s enrollment record are counted towards the new limit.

Can I repeat a class if I received an A, B, C or Pass (P) or Credit (CR)?

No. There are some rare exceptions, but state regulations prevent us from allowing students to repeat a class in which the student successfully passed the class.

Does this policy go back to count the times I've enrolled in the class before?

Yes. Therefore, if you have taken the same class three or more times already, you may not enroll in the course again at Mt. SAC.

What should I do if I've taken the class two times and am either currently enrolled in it for the third time or plan to enroll in the course for a third time? What resources are available to help me successfully complete the course(s)?

It is critical for you to pass the course by the third time in which you enroll in it. Mt. SAC offers a variety of resources to help student achieve academic success in their courses. Tutoring at Mt. SAC is free for all currently enrolled Mt. SAC students. For more information, please visit the Learning Assistance Center at the following links:

<http://lac.mtsac.edu>

Unit Limits/Over 18 units

Without petitioning, students may enroll in up to 18 units each fall or spring semester, and up to 7 units each winter or summer term. Students who wish to enroll in more than 18 units during the fall or spring semester or more than 7 units during the winter or summer term must petition to do so at the Counseling Department. To be approved, a student must have completed a minimum of 15 units in a semester, with a 3.0 grade point average, and have a cumulative grade point average of 3.0 or above.

Prerequisite Challenge Process

In accordance with Title 5 Section 55003(p) and (q), Student Challenge of Prerequisites or Corequisites, students may challenge a prerequisite or corequisite for a course. A prerequisite or corequisite cannot be “waived,” but students have the ability to demonstrate that they meet the prerequisite or corequisite on the following criteria, and course eligibility may be granted. The challenge must be based on at least one of the following specific grounds:

- The College will accept prerequisite or corequisite courses from regionally accredited colleges and universities in the United States. (The student will meet with the appropriate department chair)
- A student may request a prerequisite or corequisite variance to demonstrate that the student has the knowledge or ability equivalent to the prerequisite or corequisite for the course in question, but has not formally met the established prerequisite or corequisite. (The student will meet with the appropriate department chair)
- The prerequisite or corequisite course has not been made reasonably available, and waiting until the prerequisite or corequisite is offered will create an undue delay in meeting educational goals. (The student will meet with the Director of Assessment and Matriculation)
- The prerequisite or corequisite is being applied in a discriminatory manner. (The student will meet with the Director of Assessment and Matriculation)
- The prerequisite violates the provisions of the State Education Code. (The student will meet with the Director of Assessment and Matriculation)

Student Rights & Responsibilities

Mt. San Antonio College is committed to assisting students to attain their educational and career goals, clarifying the College's expectations of behaviors, and ensuring their rights as students enrolled at the College.

The College agrees to the following:

- Assess your skills, educational and career goals;
- Orient you to the College's programs, services and policies;
- Provide counseling and advisement;
- Provide quality instruction;
- Offer services to support your education;
- Follow up on your progress toward your goal;
- Keep you informed of your rights and responsibilities.

As a student, you are expected to:

- Attend or participate in new student orientation;
- Declare an educational goal;
- Arrange counseling and/or advising appointments to develop an educational plan;
- Work hard to complete assignments and courses;
- Abide by all College policies and procedures;
- Seek out support services and get help when needed;
- Show continuing satisfactory progress toward your goal.

Specific college policies exist to provide direction and guidance to students related to:

- Academic honesty, cheating, and plagiarism
- Standards of Conduct

The College has specific policies designed to protect students from discrimination, sexual harassment, sexual assault, infringement upon a student's rights of privacy, and any violations which are threatening to a student's person or infringes on creating a positive academic and social environment.

Standards of Conduct

The Mt. San Antonio College Standards of Conduct are designed to ensure the safety of all individuals at the College and to promote a positive educational environment that is conducive to learning. All students are required to abide by the Standards of Conduct and failure to do so may result in disciplinary action such as a verbal or written reprimand, probation, suspension and/or expulsion.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to College property or to private property on campus.
6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, marital status, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions.
11. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
15. Unauthorized entry upon or use of College facilities.
16. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.

20. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
21. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

Discipline Procedures

When a student misconduct report is filed with the Student Life Office regarding a possible violation of the Standards of Conduct policy, the student will receive written notification from the Director, Student Life. Within ten days of receiving written notification, the student is required to schedule a meeting with the Director, Student Life. During the meeting, the Director shall determine if the student's behavior constitutes a violation of the Standards of Conduct policy. If a violation has occurred, the student may be required to, including but not limited to: attend a character development workshop, complete community service hours, sign a discipline contract, have a mental health evaluation, and/or the student may be recommended for suspension or expulsion depending on the nature of the incident. For questions, please contact the Student Life Office at (909)274-4525.

FERPA – Family Educational Rights and Privacy Act

“While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student's consent. The College may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. The College may disclose to anyone, not just the victim, the final results of a discipline proceeding if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the College's rules or policies.” (34 CFR SEC, 99.31 (a)(13) and (14).

Information for Crime Victims

FERPA regulations requires that upon written request, the college will disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the college on or after August 14, 2009.

Smoking Policy

To promote a healthier campus environment, students, employees, and visitors who smoke are required to do so at one of nearly eighteen designated outdoor locations.

1. Lawn area north of Clarke Theater (2)
2. Front entrance of Arts Instruction (1A)
3. North of Gym entrance (3)
4. Lawn area west of Student Life Center (9C)
5. Shaded Area west of Design Technology Center (13)
6. North center entrance of Design Technology Center (13)
7. West of Technology & Health Building (28)
8. Near fire lane east of Science Laboratories Building (28)
9. & 10. West Wall/south end of Language Center/Health Careers Complex (67A & B)
11. Northwest of Sherman Park, west of Community Ed (30)
12. Next to storage bin west of trailers (31-37)
13. & 14. Near Horticulture Unit and Farm Unit
15. South corner pad, east side of Building 40
16. West end of Agricultural Sciences Complex (80)
17. Northwest corner near Public Safety Building (23)
18. Northeast corner, Facilities Maintenance (47 & 48)

The smoking areas are identified on campus maps (both printed and online) as well as map signage/directories posted across campus.

Smoking zones are designated by visible signage and ash trays. Violators will be cited and subjected to fines.

Alcohol and Other Drug Policies

Mt. SAC abides by a drug-free campus policy. If you are found to be under the influence of drugs or alcohol while in class or on the College campus you could face serious disciplinary action.

The Federal government has mandated there will be no drug usage by students, staff or faculty on college campuses anywhere in the United States.

At its August 22, 1990 meeting, the Board of Trustees of Mt. San Antonio Community College adopted the following policy statement to comply with the law. The policy, which is to be shared in writing with students, staff and faculty is as follows:

Drug-Free Workplace Act of 1988. (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.) This statute requires contractors and grantees of Federal agencies to certify that they will provide a drug-free workplace. Making this required certification is a precondition for receiving a contract or grant from a Federal agency.

Do's & Dont's

Don't cheat or plagiarize any class assignment, if you do, you will probably get an "F" on the assignment. You will also be subject to disciplinary action.

Don't use any College computers to conduct illegal activity.

Don't leave your personal items unattended or unsecured, no matter how safe you think they will be someone may claim them as their own.

Do check Lost and Found which is located in the Student Life Office, Building 9C.

Do not distribute flyers, advertisements, post any materials on campus. Solicitation of any kind is not permitted without approval of the Student Life Office, Building 9C. Non-college related items can be posted on the board adjacent to 9C Student Life Office.

Do not provide your personal information to solicitors on campus. Mt. SAC does not endorse solicitation on campus.

Do not invite visitors to attend your classroom unless approved by the professor. Only those students who are officially registered in the class are allowed to attend.

Don't bring animals on campus except for those that are permitted legally; such as guide dogs or service animals.

Do use the emergency code blue phones in the event of an emergency. False activation of fire alarms or emergency code blue phones is punishable by law.

Do abide by all traffic and parking signs posted on campus. Traffic laws are enforced 24 hours a day.

Don't leave kids or animals alone in your car. Keeping Mt. SAC safe for everyone is our primary concern.

From campus quad to the parking lots, you may
ONLY
SMOKE IN THE ZONE!

Look for these signs identifying smoking zones.

Get the full story and zone locations at:
<http://smoking.mtsac.edu>

MT. SAC
Mt. San Antonio College

Non Discrimination Policy

Mt. San Antonio College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The College provides an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identity/expression, sexual orientation, race, color, ancestry, medical condition, marital status, veteran status, physical or mental disability (including HIV & AIDS), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by the College. The lack of English language skills will not be a barrier to admission.

The College has identified Lorraine Y. Jones, Director Equal Employment Opportunity Programs as the designated responsible employee for receiving all complaints of discrimination, harassment and retaliation. Students who believe they have been the target of unlawful discrimination, harassment or retaliation may initiate their complaint with the contact person listed below.

Lorraine Y. Jones, Director
Equal Employment Opportunity Programs
Human Resources Office
Building 4, Room 1460
909-274-4225

Individuals with Disabilities

Students with professionally verified disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree. The Disabled Student Programs and Services (DSPS) Office shall be the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and state laws. Students may register to receive services from DSPS by contacting:

DSPS
Building 9B (lower level)
909-274-4290 (voice)
909-895-6634 (video phone for American Sign Language users)

The College has identified Lorraine Y. Jones, Director Equal Employment Opportunity Programs as the ADA/Section 504 Coordinator. Students with professionally verified disabilities are not required to register with DSPS to request reasonable academic adjustments. Students who would like to request reasonable academic adjustments without registering with DSPS may contact:

Lorraine Y. Jones, Director
Equal Employment Opportunity Programs
Human Resources Office
Building 4, Room 1460
909-274-4225

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

(Board Policies 3430, 3540, 5500, California Penal Code, sections 240, 242, 243.4, 261-266)

Sexual assault, domestic violence, dating violence and stalking are crimes that are not tolerated on this campus. Mt. San Antonio College has adopted Board Policies and procedures designed to prevent sexual crimes, stating sanctions for offenders, and supporting access to treatment and information for victims. All applicable punishment, including criminal charges, and/or employee or student disciplinary action, shall be applied whether the violator is an employee, student or member of the general public.

Sexual assault, domestic violence, dating violence, and stalking are difficult topics to discuss, but it is important that you have information to help reduce the risk of an assault and obtain immediate help should an assault occur. The following pages delineate on what to do if an assault occurs, where to get help, and to whom to report the incident.

Sexual violence is any act or attempt to obtain a sexual act by violence or coercion, unwanted sexual comments or advances, acts of trafficking a person or acts directed against a person's sexuality, regardless of the relationship to the victim.

Sexual Assault includes rape, fondling, and incest. Rape is defined by any sexual penetration, intercourse or intrusion, no matter how slight, without consent. Both are forms of sexual violence. Lack of consent can result from forced physical participation or intimidation, or the inability to consent due to intoxication, mental incapacitation, or unconsciousness.

Consent *requires that you must be willing.* The decision to have any type of sexual behavior or activity must be free from force, threats, coercion, or intimidation. Both partners must be free to make their own decisions and have the option of whether or not to be intimate. *Consent cannot be given when a person is incapacitated.* The safest way to get consent is to ask and receive a positive response. Consent may be withdrawn at any time during a sexual interaction.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

The pattern of abusive behavior used by one partner to gain or maintain power and control over another intimate partner includes; violence in the form of physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone (*US Dept. of Justice*).

Dating violence means violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Based on the length, the type, and the frequency of the persons involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

Sexual harassment is defined as unwelcomed advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of sexual harassment include unwanted, uninvited, unsolicited verbal or written contacts, stalking, or leering with intention to harass, intimidate, threaten, retaliate or create conflict, including the use of electronic means of communication.

Specifically, sexual harassment includes:

- Sexual advances or requests for sexual favors.
- Physical, verbal or nonverbal behavior that is sexual in nature or is hostile, demeaning, or intimidating.
- Sexual comments, jokes, or innuendoes.
- Purposely engaging in conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person and serves no legitimate purpose.

Reduce the Risk of Being Assaulted While you can never completely protect yourself from sexual assault, RAINN (Rape, Abuse & Incest National Network) suggests the following to help reduce your risk of being assaulted.

Avoid dangerous situations:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts; if a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as you walk out of a shopping area.
- Make sure your cell phone is with you and charged and that you have money for bus fare.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

In social situations:

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately by calling 911.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately by calling 911. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, or police or fire station.

On campus:

- Start a buddy system when walking to your car, parking lot, or bus stop.
- Campus Escorts are available during evening hours to assure your safety on campus and in parking lots. They are provided at your request, please call ext. 4555.
- Blue emergency telephone towers are located throughout the campus and parking lots to access Public Safety immediately should you need assistance with any emergency occurrence.

WHAT TO DO IN CASE OF AN ASSAULT

- If you, or another student, become the victim of sexual violence please:
- Get to a safe place as fast as possible.
- Get help. Call Public Safety from a blue emergency telephone tower or dial 909.274.4555, or call 911 (9-911 from a campus office telephone) or alert any College employee who is nearby.
- **Do not** shower, bathe, wash your hands or face, douche, or change or destroy clothing, or brush your hair or teeth until police arrive.
- **Do not** clean the area or dispose of any items in the immediate area.
- If you do not wish to call the police, ask a friend or family member to take you to a hospital or health center for help.
- Contact the Student Health Center, Bldg. 67B, 909.274.4400 or the Student Life Office, 9C, 909.274.4525.
- If you have been assaulted in the past and need confidential emotional support, or counseling, contact Student Health Center, 909.274.4400, or any of the services listed in this section. Project Sister, 909.623.1619, or the Rape Crisis Center, 213.626.3393.

REPORTING AN ASSAULT

- If you are a victim of an assault and were involved in any possible violation of the Standards of Conduct such as alcohol or drug use, you need to know that the safety of students is the College's primary concern; you are encouraged to report the incident.
- If the assault happened on or near campus, find a blue emergency telephone tower on campus, push the button and you will be connected with campus Public Safety, or call Public Safety at 909.274.4555, or call 911.
- If the assault happened in the past, a police report may be filed by contacting the police department of the city where the assault occurred.
- Walnut Sheriffs may be contacted at 909.595.2264. This department has responsibility for the investigation of sexual assaults occurring at or near the College.
- The College shall maintain the identity of any alleged victim or witness of sexual assault on College property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality.

HOW TO FILE A COMPLAINT CONCERNING A COLLEGE EMPLOYEE

The College has identified Lorraine Y. Jones, Director Equal Employment Opportunity Programs as the designated employee responsible for receiving all complaints of discrimination, harassment and retaliation. Anyone wishing to file a complaint concerning a college employee must contact Lorraine Y. Jones, Director, EEO Programs, Office of Human Resources, Building 4, Room 1460, 909.274.4225.

CONSEQUENCES OF COMMITTING ACTS OF SEXUAL VIOLENCE

- Any sexual assault, domestic violence, dating violence, or stalking, whether committed by an employee, student, or member of the public, which occurs on College property, is a violation of College policies and procedures and is subject to all applicable punishment including criminal procedures and employee or student discipline procedures.
- Student disciplinary action can result in immediate suspension and/or expulsion.

FERPA (Family Educational Rights and Privacy Act)

FERPA allows the college to disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the college against the alleged perpetrator of that crime.

Bystander Interventions

It is the College's belief that preventing and eliminating violence is everyone's job. In order to strive for a safe Mt. SAC community, we encourage the following recommendations from RAINN:

If you see someone in danger of being assaulted:

- Step in, if it is safe and offer assistance. Ask if the person needs help. Call Public Safety 909.274.4555 or 911 if the danger is imminent.
- Don't leave. If you remain at the scene and are a witness, the perpetrator is less likely to do anything.

Be an ally:

- When you go to a party, go with a group of friends. Arrive together, check in with each other frequently and leave together.
- Have a buddy system. Don't be afraid to let a friend know if you are worried about her/his safety.

Peer Support

If you are informed about a sexual assault or sexual violence action taking place on the College campus, you are encouraged to report the crime to any College employee, such as a counselor, an athletic coach, a professor, Public Safety at 909. 274.4555, or Student Life Office 9Cat 909.274.4525. If it is somebody that you know, you can help them by encouraging them to report the incident. An anonymous report can also be submitted to Public Safety Text-a-Tip Hot Line at 909.274.9560 (<http://textatip.mtsac.edu>).

Hotlines and Community Resources

Sexual Assault Resources:

Project Sister Family Services (24-hr. rape hotline)	909.626.4357
East LA Women's Center (24-hr rape & battering hotline, Spanish)	800.585.6231
Center for Pacific Asian Family(Asian Multi-lingual hotline)	800.339.3940
Riverside Area Rape Crisis Center (24-hr rape hotline)	951.686.7273
National Sexual Assault Hotline	800.656.HOPE
Victim-Witness Assistance Program	800.380.3811
<i>Victims may be eligible for compensation through victims-witness programs.</i>	
RAINN (Rape, Abuse, & Incest National Network)	www.rainn.org

Domestic Violence Resources:

House of Ruth (24-hr crisis helpline)	877.988.5559
YWCA-WINGS (24-hr domestic violence help line)	626.967.0658
Option House Shelter (24-hr domestic violence hotline).	909.381.3471
National Domestic Violence Hotline	800.799.SAFE
National Coalition Against Domestic Violence	www.ncadv.org

LOCAL LAW ENFORCEMENT AGENCIES

Baldwin Park Police Department

14403 Pacific Avenue
Baldwin Park, CA 91706
626-960-1955

Claremont Police Department

570 West Bonita Avenue
Claremont, CA 91711
909-399-5411

Covina Police Department

444 North Citrus Avenue
Covina, CA 91723
626-384-5595

La Verne Police Department

2061 Third Street
La Verne, CA 91750
909-596-1913

Los Angeles County Sheriff's Department

City of Industry Sheriff's Station –
Serving City of Industry, Bassett,
Hacienda Heights, La Puente, and Valinda
150 North Hudson Avenue
City of Industry, CA 91744
626-330-3322

Walnut Sheriff's Station

Serving Diamond Bar, Rowland Heights, Walnut
21695 Valley Blvd.,
Walnut, CA 91789
909-595-2264

San Dimas Sheriff's Station

(Serving San Dimas, unincorporated areas of Azusa, Claremont,
Covina, Glendora, La Verne)
270 South Walnut Avenue
San Dimas, CA 91773
909-450-2700

Pomona Police Department

490 West Mission Blvd
Pomona, CA 91766
909-620-2161

West Covina Police Department

1444 West Garvey South Street
West Covina, CA 91790
626-939-8500

Student Complaints/Grievance Process

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member, a staff member, an administrator or an official of the College or another student. Student complaints may be classified as grievances and fall into one of three categories: Academic, Non-Academic, and Discrimination. The forms and procedures for academic and non-academic grievances are located at: http://www.mtsac.edu/students/studentlife/student_grievance_form.doc

Issues that are not resolved at the campus level may be presented to the State of California using the State Complaint Process. Students are encouraged to follow the Mt. San Antonio College Complaint and Grievance process before attempting to file a complaint with the State. To file a complaint with the State of California, use the following web site: <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>

If your complaint is associated with the institution's compliance with academic program quality and accrediting standards, ACCJC is the agency that accredits the academic programs of the California Community Colleges. Please visit the following website: www.accjc.org/compliant-process.

Academic Grievances

Academic Grievances involve grade disputes. If a student files a grievance relative to a grade, he/she must prove that "mistake, fraud, bad faith, or incompetency" is the reason for the grade assignment. The student must follow the Academic Grievance process at the following website: http://www.mtsac.edu/students/studentlife/student_grievance_form.doc

Non-Academic Grievances

Grounds for non-academic grievances include, but are not limited to, the following:

- Any act or threat of intimidation.
- Any act or threat of physical aggression.
- Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy as specified in the Education Code, Board Policy, and/or Administrative Procedures.
- Non-academic grievance form and process are located at: http://www.mtsac.edu/students/studentlife/student_grievance_form.doc

Discrimination Complaints

The College has identified Lorraine Y. Jones, Director Equal Employment Opportunity (EEO) Programs as the designated responsible employee for receiving complaints of discrimination, harassment and retaliation. Students wishing to file complaints based upon discrimination on the basis of ethnic group identification, religion, age, gender, sexual orientation, color, or physical or mental disability and any other category of unlawful discrimination should contact Lorraine Y. Jones, Director EEO Programs, Human Resources Office, Building 4, Room 1460, 909-274-4225. Harassment and discrimination investigation procedures are described in Administrative Procedure 3435. D Formal complaints of unlawful discrimination, harassment and retaliation can be filed using the College's complaint form. A copy of the Unlawful Discrimination Complaint Form can be located at <http://www.mtsac.edu/hr/pdf/mt%20sac%20unlawful%20discrimination%20complaint%20form%20fillable.pdf>

Academic and non-academic grievances must be filed no later than 30 school days (Monday – Friday), when classes are in session, after the beginning of the primary term following the alleged violation, or 30 school days from the time that the student learns of the basis for the grievance. To begin the formal grievance process, students may pick up Grievance Procedures and forms from the Student Life Office, Building 9C. It is recommended that students meet with the Student Life Director regarding the grievance prior to starting the process since timelines are established for every step of the process and must be met precisely.

The process for filing and pursuing a grievance includes two levels: In Level I (informal level) the student picks up the grievance forms and official procedures from Student Life and attempts to resolve the problem by meeting first with the faculty member (or staff member/administrator for non-academic grievances) and then to the faculty member's department chair or immediate supervisor. If the complaint is not resolved at that level, the student will meet with the division dean of the faculty defendant in an effort to resolve the problem. In the event that the problem cannot be resolved within 10 school days, the student may proceed to Level II (formal grievance) in which the student after completing the forms takes all signed forms and documents to the Student Life Office within the established deadlines. A Grievance Review Committee chaired by the Dean of Student Services will review the grievance documents. This Committee may forward the grievance for a hearing that provides for a formal hearing process to seek clarification from the parties involved. If the student or faculty/staff member chooses to appeal the decision of the Committee, the appeal is submitted to the College President. The final appeal process resides with the Board of Trustees; their decision concludes the grievance process.

Student Rights & Privacy Act

The summary of the Mt. San Antonio College policy related to the Family Educational Rights & Privacy Act of 1974, O.L. 93-380, and Chapter 1297, Statutes of 1976, State of California is stipulated in the Mt. SAC Catalog.

More detailed information on student rights is available from the Dean of Enrollment Management, including: 1 - type of information and material contained within the student's educational record; 2 - the official responsible for the maintenance of each type of record; 3 - the procedure for student review and inspection of the educational record; 4 - the procedure for challenging the contents of the educational record; 5 - the charges to the student for reproducing copies of the record if requested; 6 - the categories of information which the College has designated as Directory Information and to whom this information will be released unless the student objects; 7 - the rights of a student to file a complaint with the United States Department of Education concerning alleged failure of the College to comply with the provisions of the Act.

Student Bill of Rights

In order that we, the students of the Mt. San Antonio College District, be accorded the same rights guaranteed to all United States citizens by documents basic to our national government, the Student Bill of Rights has been designed to specifically address the academic environment.

College students enjoy specific student rights along with the responsibility of upholding specific student responsibilities as well. Implicit in this policy is the belief that both rights and responsibilities will be assumed appropriately by all members of the academic community - students, faculty, administrators, classified staff and trustees. The following categories are covered in the Student Bill of Rights. Detailed information can be obtained in the Student Life Office, Building 9C.

Freedom of Access to Higher Education and Freedoms in the Classroom

Freedom of Expression
Academic Evaluations

Protection of Freedom of Access to Instructional Faculty
Protection Against Improper Disclosure

Freedom in Student Life

Freedom of Association
Freedom of Inquiry and Expression
Freedom in Student Government
Freedom of the Press
Freedom of Safety
Freedom of Counseling
Off campus freedom of students
Due process

CONSUMER INFORMATION GUIDE

Where To Find It

1= STUDENT HANDBOOK 2= COURSE CATALOG 3=CLASS SCHEDULE

General Information		1	2	3
Academic Program	http://www.mtsac.edu/instruction/	X	X	X
Application information	http://www.mtsac.edu/students/admissions/application.html	X	X	X
Articulation Agreements	ww.mtsac.edu/catalog/2013-14/2013-14_catalog.pdf		X	
Career and Job Placement	http://www.mtsac.edu/students/careerservices	X	X	X
College Website	www.mtsac.edu	X	X	X
Counseling/ Educational Plans	http://www.mtsac.edu/students/counseling/	X	X	X
Definition of "credit hour"	College Catalog, under Definition of a Unit of Credit		X	
Definition of valid high school diploma	http://www.mtsac.edu/instruction/continuinged/noncredit/highschool/requirements.html			
Directory Information (FERPA)	http://www.mtsac.edu/administration/infosecurity/privacy.html		X	X
Penalties for drug law violations	http://www.mtsac.edu/catalog/2013/section12.pdf	X	X	X
Policy for Transfer of Credits	www.mtsac.edu/students/admissions/faq.	X	X	
Refund Policy	http://www.mtsac.edu/students/admissions/fee-refund-policy.html		X	X
"Right - To- Know"	http://srtk.cccco.edu/851/07/index.htm		X	X
Student Activities	http://www.mtsac.edu/students/studentlife/	X	X	X
Textbook Ordering ISBN info	http://bookstore.mtsac.edu	X		X
Tuition and Fees	http://www.mtsac.edu/students/admissions/fees.html	X	X	X
Vaccinations/Immunizations	California Community Colleges do not require proof of immunization for enrollment. Depending on the major, immunizations may be necessary prior to acceptance into selected programs. Students should consult with the specific department for further information.			
Accreditation Information				
College Accreditation	http://www.mtsac.edu/administration/accreditation/		X	
• Airframe & Aircraft Powerplant Maintenance Technology	www.faa.gov			
• Alcohol and Drug Counseling	www.caade.org			
• Certified Nursing Association & Aide & Technician Certification	http://www.mtsac.edu/instruction/continuinged/noncredit/health/nursing_assistant.html			
	http://www.cdph.ca.gov/certic/occupations/Pages/AidesAndTechs.aspx			
• Emergency Medical Services	www.coaemsp.org			
	www.caahep.org			
• Fire Technology	www.osfm.fire.ca.gov			

Accreditation Information continued		1	2	3
• Vocational Nursing and Psychiatric Technician	www.bvnpt.ca.gov			
• Nursing	www.rn.ca.gov			
• Radiologic Technology	www.jrcert.org			
• Respiratory Therapy	www.coarc.com			
Financial Aid				
Information for financial aid assistance	http://www.mtsac.edu/students/finaid/staff.html	x	x	x
Programs & Eligibility Requirements	www.mtsac.edu/students/finaid/finaidprog.html	x	x	x
Notice of Availability of Financial Aid	http://www.mtsac.edu/students/finaid/mission.html	x	x	x
Student Loan Information	http://www.mtsac.edu/students/finaid/finaidprog.html	x		x
Loan Counseling, NSLDS, private loan self-certification form	http://www.mtsac.edu/students/finaid/faworkshop.html			
Code of Conduct for Education Loans	see Direct Loans	x		
Withdrawal policies and Return to Title IV	http://www.mtsac.edu/catalog/		x	
Disabled Students Services				
Consumer information & Facilities	http://www.mtsac.edu/students/dsps/	x	x	x
Safety / Security Policies				
General Information	http://www.mtsac.edu/safety/			
Crime Statistics and Log	http://www.mtsac.edu/safety/stats/index.html	x	x	x
	http://www.mtsac.edu/safety/disclosures/safety_report.html			
Drug & alcohol abuse and prevention program available to students and employees	http://www.mtsac.edu/safety/disclosures	x	x	x
	www.mtsac.edu/administration/trustees/policies/bp_complete.pdf			
	BP 3550 Drug Free Environment and Drug Prevention Program			
Peer-peer file sharing & copyright infringement policies and sanctions	http://www.mtsac.edu/administration/infosecurity/diduknow.html			
	http://www.mtsac.edu/administration/trustees/policies/bp_complete.pdf#bp3			
Timely warnings and emergency notifications	www.mtsac.edu/safety/disclosures/2012_safety_report.pdf			
Victims of Crime (outcome of campus disciplinary hearing) FERPA		x		

CONSUMER INFORMATION GUIDE continued

Where To Find It

1= STUDENT HANDBOOK 2= COURSE CATALOG 3=CLASS SCHEDULE

Intercollegiate Athletic Program		1	2	3
Department of Education	http://www2.ed.gov/about/offices/list/ocr/docs/interath.html			
Intercollegiate Athletic Program participation rates	www.ope.ed.gov/athletics/index.aspx			
Student Outcomes				
Graduation Rates/ Retention Rates	http://nces.ed.gov/ipeds/datacenter		x	
	2009-10 Student Equity Plan is posted at http://www.mtsac.edu/about/facts/equity.html			
Student Diversity	http://nces.ed.gov/ipeds/datacenter			
	http://www.mtsac.edu/about/facts/students.html			
	http://www.mtsac.edu/about/facts/ethnicity.html			
Teacher Prep Program Report				
	http://www.mtsac.edu/instruction/teacherprep/			
Voter Registration				
	www.cccapply.org			
	https://my.mtsac.edu			



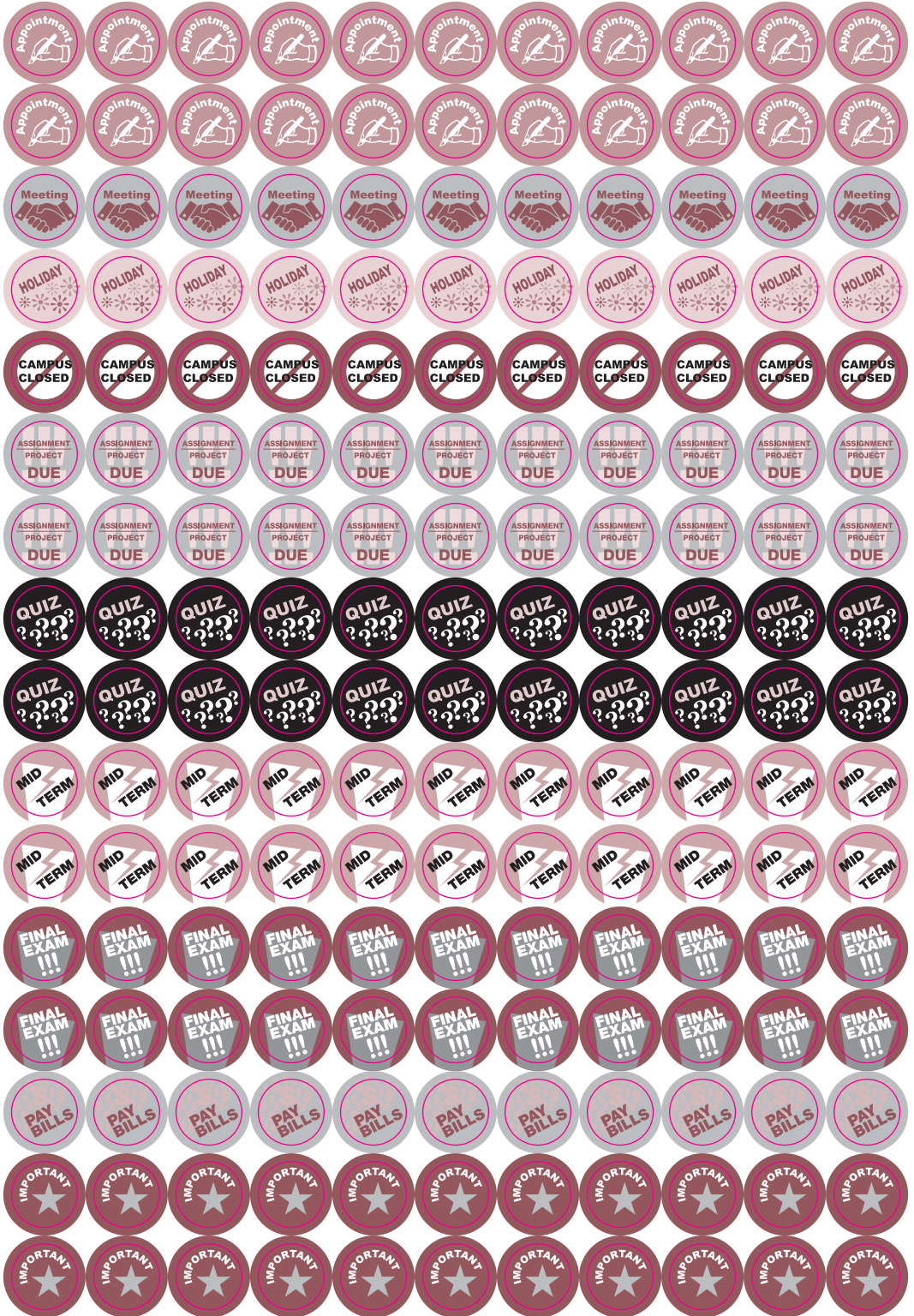
Calendar



NOV						
	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	
8	9	10	11	12	13	
16	17	VETERANS DAY				
23	24	25	26	27		
		THANKSGIVING DAY				



Calendar



Student Life and Associated Students (A.S) Events Calendar

Note: this handbook only includes general campus events and national holidays. For other events/holidays and to find out when the campus will be closed please refer to the schedule of classes and/or www.mtsac.edu.

AUGUST 2015

- 24 First day of Fall Semester
- 25-27 Join-A-Club Days (9:00 a.m. – 2:00 p.m., North of Bldg. 6-grass area)

SEPTEMBER 2015

- 1 LEAD workshops begin! Calendar available at www.mtsac.edu/studentlife
- 1-3 A.S. Visibility Days (9:00 a.m. – 2:00 p.m. & 5:30-6:30 p.m., 9B West)
- 2-3 Blood Drive (9:00 a.m – 7:00 p.m, 9C stage)
- 17 Constitution Day (10:00am-1:00pm, 9C-Patio)
- 19 Student Services Fair (10:30 a.m – 12:30 p.m & 4:30 p.m - 6:30 p.m., Bldg.26-Quad)
- 30 Lost & Found Silent Auction (10:00 a.m. – 1:00 p.m., 9C stage)

OCTOBER 2015

- 9-11 A.S. Fall Leadership Conference (for information call 909-274-4525)
- 13-15 Blood Drive (9:00 a.m. – 7:00 p.m., 9C stage)
- 15 Night Student Appreciation (5:00 - 6:30 p.m., Bldg. 26-Quad and Bldg. 60-Patio)
- 29 A.S. Halloween Event (3:00 – 5:00 p.m., 9C stage)

NOVEMBER 2015

- 4 Game Tournament (1:00 - 5:00 p.m. - 9C stage)
- 9-10 Blood Drive (9:00 a.m – 7:00 p.m, 9C)
- 18 A.S. Talent Show (3:00 - 6:00 p.m. 9C patio/stage)
- 19 Community Volunteer Fair (10:00 a.m. – 1:00 p.m., 9C Kerr's Corner)

DECEMBER 2015

- 7-10 Finals Frenzy; Free snacks & refreshments (8:00 a.m. – 7:00 p.m., 9C Student Center)
- 2-3 Blood Drive (9:00 a.m. - 7:00 p.m., 9C)



JANUARY 2016

20-21 Blood Drive (9:00 a.m. – 7:00 p.m., 9C stage)

FEBRUARY 2016

3-4 Blood Drive (9:00 a.m. – 7:00 p.m., 9C stage)

23-25 Join-A-Club Days (9:00 a.m – 2:00 p.m., North side of Bldg. 11)

MARCH 2016

1 LEAD workshops begin! Calendar available at www.mtsac.edu/studentlife

1-3 A.S. Visibility Days (9:00 a.m. – 2:00 p.m. & 5:30 p.m. - 6:30 p.m. West side of Bldg. 9B)

9-10 Blood Drive (9:00 a.m. – 7:00 p.m., 9C)

30 Inspiring Women Luncheon (12:00 p.m.-1:30 p.m., 9C Student Life Center)

APRIL 2016

4-7 A.S. General Elections

12-14 Blood Drive (9:00 a.m. – 7:00 p.m., 9C stage)

27 A.S. Culture Fair (3:00 p.m. – 6:00 p.m., 9C patio)

MAY 2016

4 Video Game Tournament (1:00 – 5:00 p.m. – 9C stage)

10-11 Blood Drive (9:00 a.m. – 7:00 p.m., 9C stage)

19 Night Student Appreciation (5:00 - 6:30 p.m., Bldg. 26-Quad and Bldg. 60-patio)

14 Students and Educators of Distinction

26 Athletic Fair (11:00 a.m. – 2:00 p.m. North of Bldg. 6 – grass area)

JUNE 2016

2 Student Leadership & Advisor Awards

6-9 Finals Frenzy; Free snacks & refreshments (8:00 a.m. – 7:00 p.m., 9C Student Life Center)

21-22 Blood Drive (9:00 a.m. – 7:00 p.m., 9C stage)

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
MOTHER'S DAY						
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	MEMORIAL DAY					
31						



MON 4

TUE 5

WED 6

Lined writing area for Monday, May 4th.

Lined writing area for Tuesday, May 5th.

Lined writing area for Wednesday, May 6th.

Blank rectangular box for Monday, May 4th.

Blank rectangular box for Tuesday, May 5th.

Blank rectangular box for Wednesday, May 6th.

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
FLAG DAY			RAMADAN (Begins at sundown)			
21	22	23	24	25	26	27
FATHER'S DAY						
28	29	30				

NOTES

TO DO LIST

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MON

1

TUE

2

WED

3

Lined writing area for Monday, June 1st.

Lined writing area for Tuesday, June 2nd.

Lined writing area for Wednesday, June 3rd.

Blank white box for Monday, June 1st.

Blank white box for Tuesday, June 2nd.

Blank white box for Wednesday, June 3rd.



MON	8	TUE	9	WED	10
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Inspirational Quote _____

You have to dream before your dreams can come true.

—Abdul Kalam

JUN 2015	S	M	T	W	T	F	S
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	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
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	28	29	30				

JUL 2015	S	M	T	W	T	F	S
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	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

THU

11

Lined writing area for Thursday, June 11.

FRI

12

Lined writing area for Friday, June 12.

SAT

13

Lined writing area for Saturday, June 13.

Blank space for Saturday, June 13.

SUN

14

Lined writing area for Sunday, June 14.

Blank space for Thursday, June 11.

Blank space for Friday, June 12.

FLAG DAY

JUN



MON 15

Lined writing area for Monday, June 15th.

Blank rectangular area at the bottom of the Monday column.

TUE 16

Lined writing area for Tuesday, June 16th.

Blank rectangular area at the bottom of the Tuesday column.

WED 17

Lined writing area for Wednesday, June 17th.

Blank rectangular area at the bottom of the Wednesday column, containing the text: RAMADAN (Begins at sundown)

Inspirational Quote _____

What people say behind your back is your standing in the community.

—Ed Howe

JUN 2015	S	M	T	W	T	F	S
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

JUL 2015	S	M	T	W	T	F	S
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THU

18

FRI

19

SAT

20

Lined writing area for Thursday, June 18.

Lined writing area for Friday, June 19.

Lined writing area for Saturday, June 20.

Blank space for Saturday, June 20.

SUN

21

Lined writing area for Sunday, June 21.

Blank space for Thursday, June 18.

Blank space for Friday, June 19.

FATHER'S DAY

JUN



MON

22

TUE

23

WED

24

Blank lined area for notes on Monday, June 22.

Blank lined area for notes on Tuesday, June 23.

Blank lined area for notes on Wednesday, June 24.

Blank white area at the bottom of the Monday column.

Blank white area at the bottom of the Tuesday column.

Blank white area at the bottom of the Wednesday column.

SUN	MON	TUE	WED	THU	FRI	SAT
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						INDEPENDENCE DAY
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19	20	21	22	23	24	25
26	27	28	29	30	31	

NOTES

TO DO LIST

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Inspirational Quote _____

Ability may get you to the top, but it takes character to keep you there.

—John Wooden

JUL	S	M	T	W	T	F	S
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19	20	21	22	23	24	25	
26	27	28	29	30	31		

AUG	S	M	T	W	T	F	S
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16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

THU	2	FRI	3	SAT	4					
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					THU	2	FRI	3	SAT	4
					THU	2	FRI	3	SAT	4
					THU	2	FRI	3	SAT	4

Inspirational Quote _____

The privilege of a lifetime is being who you are.

-Joseph Campbell

JUL 2015	S	M	T	W	T	F	S
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AUG 2015	S	M	T	W	T	F	S
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	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
23	24	25	26	27	28	29	
30	31						

THU **9**

Blank lined writing area for Thursday, July 9th.

Blank unlined writing area for Thursday, July 9th.

FRI **10**

Blank lined writing area for Friday, July 10th.

Blank unlined writing area for Friday, July 10th.

SAT **11**

Blank lined writing area for Saturday, July 11th.

Blank unlined writing area for Saturday, July 11th.

SUN **12**

Blank lined writing area for Sunday, July 12th.

Blank unlined writing area for Sunday, July 12th.

JUL



MON 13

TUE 14

WED 15

Lined writing area for Monday, July 13th.

Lined writing area for Tuesday, July 14th.

Lined writing area for Wednesday, July 15th.

Blank area for Monday, July 13th.

Blank area for Tuesday, July 14th.

Blank area for Wednesday, July 15th.

Inspirational Quote _____

It is the mark of an educated mind to be able to entertain a thought without accepting it.

—Aristotle

JUL 2015	S	M	T	W	T	F	S
			1	2	3	4	
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

AUG 2015	S	M	T	W	T	F	S
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	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

THU

16

FRI

17

SAT

18

Lined writing area for Thursday, July 16.

Lined writing area for Friday, July 17.

Lined writing area for Saturday, July 18 (top section).

Blank pink area for Saturday, July 18 (middle section).

SUN

19

Lined writing area for Sunday, July 19.

Blank pink area for Thursday, July 16 (bottom section).

Blank pink area for Friday, July 17 (bottom section).

Blank pink area for Saturday, July 18 (bottom section).

JUL

Notes



MON

20

TUE

21

WED

22

Lined writing area for Monday, July 20th. The area consists of 25 horizontal lines within a rectangular frame.

Lined writing area for Tuesday, July 21st. The area consists of 25 horizontal lines within a rectangular frame.

Lined writing area for Wednesday, July 22nd. The area consists of 25 horizontal lines within a rectangular frame.

Blank rectangular area for Monday, July 20th, located below the lined writing area.

Blank rectangular area for Tuesday, July 21st, located below the lined writing area.

Blank rectangular area for Wednesday, July 22nd, located below the lined writing area.



MON

27

TUE

28

WED

29

Lined writing area for Monday, July 27th.

Lined writing area for Tuesday, July 28th.

Lined writing area for Wednesday, July 29th.

Blank rectangular area for Monday, July 27th.

Blank rectangular area for Tuesday, July 28th.

Blank rectangular area for Wednesday, July 29th.

Inspirational Quote _____

The right to do something does not mean that doing it is right.

—William Safire

JUL 2015	S	M	T	W	T	F	S
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19	20	21	22	23	24	25	
26	27	28	29	30	31		

AUG 2015	S	M	T	W	T	F	S
							1
2	3	4	5	6	7	8	
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16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

THU

30

FRI

31

SAT

1

Blank lined writing area for Thursday, July 30.

Blank lined writing area for Friday, July 31.

Blank lined writing area for Saturday, August 1.

Blank pink writing area for Saturday, August 1.

SUN

2

Blank lined writing area for Sunday, August 2.

Blank pink writing area for Thursday, July 30.

Blank pink writing area for Friday, July 31.

Blank pink writing area for Saturday, August 1.

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES

TO DO LIST

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- _____



MON 3

Lined writing area for Monday, August 3rd.

Blank area for Monday, August 3rd.

TUE 4

Lined writing area for Tuesday, August 4th.

Blank area for Tuesday, August 4th.

WED 5

Lined writing area for Wednesday, August 5th.

Blank area for Wednesday, August 5th.

Inspirational Quote _____

All life is an experiment. The more experiments you make the better.

—Ralph Waldo Emerson

AUG 2015	S	M	T	W	T	F	S
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	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
SEP 2015	S	M	T	W	T	F	S
			1	2	3	4	5
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	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

AUG

THU

6

Blank lined area for Thursday, August 6th.

FRI

7

Blank lined area for Friday, August 7th.

SAT

8

Blank lined area for Saturday, August 8th.

Blank pink area for Saturday, August 8th.

SUN

9

Blank lined area for Sunday, August 9th.

Blank pink area for Sunday, August 9th.

Blank pink area for Sunday, August 9th.

Blank pink area for Sunday, August 9th.

Inspirational Quote _____

It takes less time to do a thing right, than it does to explain why you did it wrong.

—Henry Wadsworth Longfellow

AUG 2015

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEP 2015

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

AUG

THU

13

Lined writing area for Thursday, August 13th.

FRI

14

Lined writing area for Friday, August 14th.

SAT

15

Lined writing area for Saturday, August 15th, with a large blank space at the bottom.

SUN

16

Lined writing area for Sunday, August 16th.

Blank space for notes or drawings at the bottom of the Thursday column.

Blank space for notes or drawings at the bottom of the Friday column.

Blank space for notes or drawings at the bottom of the Saturday/Sunday columns.



MON 17

Lined writing area for Monday, August 17th, consisting of 24 horizontal lines.

Blank rectangular area at the bottom of the Monday column.

TUE 18

Lined writing area for Tuesday, August 18th, consisting of 24 horizontal lines.

Blank rectangular area at the bottom of the Tuesday column.

WED 19

Lined writing area for Wednesday, August 19th, consisting of 24 horizontal lines.

Blank rectangular area at the bottom of the Wednesday column.

Inspirational Quote _____
 Every man dies. Not every man really lives.

—William Wallace

	S	M	T	W	T	F	S
AUG 2015		2	3	4	5	6	7
		8	9	10	11	12	13
		14	15	16	17	18	19
		20	21	22	23	24	25
		26	27	28	29	30	31
SEP 2015	S	M	T	W	T	F	S
	1	2	3	4	5		
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

AUG

THU 20

Lined writing area for Thursday, August 20th.

Blank area for Thursday, August 20th.

FRI 21

Lined writing area for Friday, August 21st.

Blank area for Friday, August 21st.

SAT 22

Lined writing area for Saturday, August 22nd.

Blank area for Saturday, August 22nd.

SUN 23

Lined writing area for Sunday, August 23rd.

Blank area for Sunday, August 23rd.



MON

24

Lined writing area for Monday, August 24th, consisting of 20 horizontal lines.

Blank rectangular box for Monday, August 24th.

TUE

25

Lined writing area for Tuesday, August 25th, consisting of 20 horizontal lines.

Blank rectangular box for Tuesday, August 25th.

WED

26

Lined writing area for Wednesday, August 26th, consisting of 20 horizontal lines.

Blank rectangular box for Wednesday, August 26th.

Inspirational Quote _____

To speak ill of others is a dishonest way of praising ourselves.

-Will Durant

AUG 2015	S	M	T	W	T	F	S
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16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						
SEP 2015	S	M	T	W	T	F	S
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6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

AUG

THU 27 **FRI 28** **SAT 29**

Handwriting practice lines for Thursday, August 27th.

Handwriting practice lines for Friday, August 28th.

Handwriting practice lines for Saturday, August 29th.

Blank space for Saturday, August 29th.

SUN 30

Handwriting practice lines for Sunday, August 30th.

Blank space for Thursday, August 27th.

Blank space for Friday, August 28th.

Blank space for Saturday, August 29th.

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
	LABOR DAY					
13	14	15	16	17	18	19
ROSH HASHANAH (Begins at sundown)						
20	21	22	23	24	25	26
		YOM KIPPUR (Begins at sundown)				
27	28	29	30			

Inspirational Quote _____

All the art of living lies in a fine mingling of letting go and holding on.

—Henry Ellis

SEP 2015	S	M	T	W	T	F	S
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

OCT 2015	S	M	T	W	T	F	S
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18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

SEP

THU

3

FRI

4

SAT

5

Lined writing area for Thursday, September 3rd.

Lined writing area for Friday, September 4th.

Lined writing area for Saturday, September 5th.

Blank pink sticky note area for Saturday, September 5th.

SUN

6

Lined writing area for Sunday, September 6th.

Blank pink sticky note area for Thursday, September 3rd.

Blank pink sticky note area for Friday, September 4th.

Blank pink sticky note area for Saturday, September 5th.



MON

21

TUE

22

WED

23

Lined writing area for Monday, September 21st.

Lined writing area for Tuesday, September 22nd.

Lined writing area for Wednesday, September 23rd.

Blank rectangular area at the bottom of the Monday column.

Blank rectangular area at the bottom of the Tuesday column, containing the text: YOM KIPPUR (Begins at sundown)

Blank rectangular area at the bottom of the Wednesday column.

Inspirational Quote _____

Fortunately analysis is not the only way to resolve inner conflicts.
Life itself still remains a very effective therapist.

—Karen Horney

SEP 2015	S	M	T	W	T	F	S
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

OCT 2015	S	M	T	W	T	F	S
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

SEP

THU

1

FRI

2

SAT

3

OCT

Vertical writing area for Thursday, October 1st, featuring horizontal lines.

Vertical writing area for Friday, October 2nd, featuring horizontal lines.

Vertical writing area for Saturday, October 3rd, featuring horizontal lines.

Blank rectangular area for Saturday, October 3rd.

SUN

4

Vertical writing area for Sunday, October 4th, featuring horizontal lines.

Blank rectangular area for Thursday, October 1st.

Blank rectangular area for Friday, October 2nd.

Blank rectangular area for Saturday, October 3rd.

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	COLUMBUS DAY					
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						HALLOWEEN



MON

19

TUE

20

WED

21

Lined writing area for Monday, October 19th.

Lined writing area for Tuesday, October 20th.

Lined writing area for Wednesday, October 21st.

Blank rectangular area below Monday's notes.

Blank rectangular area below Tuesday's notes.

Blank rectangular area below Wednesday's notes.

Inspirational Quote _____

A genuine leader is not a searcher for consensus but a molder of consensus.

—Martin Luther King, Jr.

OCT 2015	S	M	T	W	T	F	S
				1	2	3	
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
NOV 2015	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

THU

22

FRI

23

SAT

24

Blank lined writing area for Thursday, October 22.

Blank lined writing area for Friday, October 23.

Blank lined writing area for Saturday, October 24.

Blank pink writing area for Saturday, October 24.

SUN

25

Blank lined writing area for Sunday, October 25.

Blank pink writing area for Thursday, October 22.

Blank pink writing area for Friday, October 23.

Blank pink writing area for Saturday, October 24.

OCT



MON 26

TUE 27

WED 28

Lined writing area for Monday, October 26th, containing 20 horizontal lines.

Lined writing area for Tuesday, October 27th, containing 20 horizontal lines.

Lined writing area for Wednesday, October 28th, containing 20 horizontal lines.

Blank rectangular box at the bottom of the Monday column.

Blank rectangular box at the bottom of the Tuesday column.

Blank rectangular box at the bottom of the Wednesday column.

Inspirational Quote _____

It's all about quality of life and finding a happy balance between work and friends and family.

—Philip Green

OCT 2015	S	M	T	W	T	F	S
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

NOV 2015	S	M	T	W	T	F	S
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

THU 29 **FRI 30** **SAT 31**

Vertical column of 20 horizontal lines for notes on Thursday, October 29.

Vertical column of 20 horizontal lines for notes on Friday, October 30.

Vertical column of 6 horizontal lines for notes on Saturday, October 31.

HALLOWEEN

Large empty rectangular area for Halloween notes.

SUN 1

NOV

Vertical column of 6 horizontal lines for notes on Sunday, November 1.

Large empty rectangular area at the bottom of the Thursday column.

Large empty rectangular area at the bottom of the Friday column.

Large empty rectangular area at the bottom of the Saturday/Sunday columns.

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
		VETERANS DAY				
15	16	17	18	19	20	21
22	23	24	25	26	27	28
				THANKSGIVING DAY		
29	30					

Inspirational Quote _____

Life is the sum of your choices.

—Albert Camus

NOV 2015	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

DEC 2015	S	M	T	W	T	F	S
		1	2	3	4	5	
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

THU

5

FRI

6

SAT

7

Blank lined area for Thursday, November 5th.

Blank lined area for Friday, November 6th.

Blank lined area for Saturday, November 7th.

Blank pink area for Saturday, November 7th.

SUN

8

Blank lined area for Sunday, November 8th.

Blank pink area for Sunday, November 8th.

Blank pink area for Sunday, November 8th.

Blank pink area for Sunday, November 8th.

NOV



MON

9

TUE

10

WED

11

Lined writing area for Monday, November 9th.

Lined writing area for Tuesday, November 10th.

Lined writing area for Wednesday, November 11th.

Blank rectangular area for Monday, November 9th.

Blank rectangular area for Tuesday, November 10th.

VETERANS DAY

Inspirational Quote _____

Life well spent is long.

—Leonardo da Vinci

NOV 2015	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

DEC 2015	S	M	T	W	T	F	S
		1	2	3	4	5	
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

THU

12

FRI

13

SAT

14

Blank lined writing area for Thursday, November 12.

Blank lined writing area for Friday, November 13.

Blank lined writing area for Saturday, November 14.

Blank pink writing area for Saturday, November 14.

SUN

15

Blank lined writing area for Sunday, November 15.

Blank pink writing area for Sunday, November 15.

Blank pink writing area for Sunday, November 15.

Blank pink writing area for Sunday, November 15.

NOV



MON

23

TUE

24

WED

25

Lined writing area for Monday, November 23.

Lined writing area for Tuesday, November 24.

Lined writing area for Wednesday, November 25.

Blank rectangular area at the bottom of the Monday column.

Blank rectangular area at the bottom of the Tuesday column.

Blank rectangular area at the bottom of the Wednesday column.

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
CHANUKAH (Begins at sundown)						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
					CHRISTMAS DAY	KWANZAA (Begins)
27	28	29	30	31		

NOTES

TO DO LIST

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

DEC



MON 30

NOV

Lined writing area for Monday, November 30.

Blank rectangular area for Monday, November 30.

TUE 1

DEC

Lined writing area for Tuesday, December 1.

Blank rectangular area for Tuesday, December 1.

WED 2

Lined writing area for Wednesday, December 2.

Blank rectangular area for Wednesday, December 2.

Inspirational Quote _____

Wealth after all is a relative thing since he that has little and wants less is richer than he that has much and wants more.

—Charles Caleb Colton

DEC 2015	S	M	T	W	T	F	S
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

JAN 2016	S	M	T	W	T	F	S
							1
2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

THU

3

FRI

4

SAT

5

Lined writing area for Thursday, December 3rd.

Lined writing area for Friday, December 4th.

Lined writing area for Saturday, December 5th.

Blank writing area for Saturday, December 5th.

SUN

6

Lined writing area for Sunday, December 6th.

Blank writing area for Thursday, December 3rd.

Blank writing area for Friday, December 4th.

CHANUKAH (Begins at sundown)

DEC

Inspirational Quote _____

Life is half spent before we know what it is.

—George Herbert

DEC 2015	S	M	T	W	T	F	S
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

JAN 2016	S	M	T	W	T	F	S
							1
2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

THU

10

FRI

11

SAT

12

Blank lined area for Thursday, Dec 10.

Blank lined area for Friday, Dec 11.

Blank lined area for Saturday, Dec 12.

Blank pink area for Saturday, Dec 12.

SUN

13

Blank lined area for Sunday, Dec 13.

Blank pink area for Thursday, Dec 10.

Blank pink area for Friday, Dec 11.

Blank pink area for Sunday, Dec 13.

DEC



MON

14

TUE

15

WED

16

Lined writing area for Monday, December 14th.

Lined writing area for Tuesday, December 15th.

Lined writing area for Wednesday, December 16th.

Blank rectangular area for Monday, December 14th.

Blank rectangular area for Tuesday, December 15th.

Blank rectangular area for Wednesday, December 16th.

Inspirational Quote _____

Fortune does not change men; it unmasks them.

—Suzanne Necker

DEC 2015	S	M	T	W	T	F	S
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

JAN 2016	S	M	T	W	T	F	S
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

THU

17

FRI

18

SAT

19

Blank lined writing area for Thursday, Dec 17.

Blank lined writing area for Friday, Dec 18.

Blank lined writing area for Saturday, Dec 19.

Blank pink writing area for Saturday, Dec 19.

SUN

20

Blank lined writing area for Sunday, Dec 20.

Blank pink writing area for Sunday, Dec 20.

Blank pink writing area for Sunday, Dec 20.

Blank pink writing area for Sunday, Dec 20.

DEC



MON 21	TUE 22	WED 23
Lined area for notes on Monday, Dec 21.	Lined area for notes on Tuesday, Dec 22.	Lined area for notes on Wednesday, Dec 23.
Blank area for notes on Monday, Dec 21.	Blank area for notes on Tuesday, Dec 22.	Blank area for notes on Wednesday, Dec 23.

Inspirational Quote _____

Everyone thinks of changing the world, but no one thinks of changing himself.

—Leo Tolstoy

DEC 2015	S	M	T	W	T	F	S
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

JAN 2016	S	M	T	W	T	F	S
							1
2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

THU

31

FRI

1

SAT

2

Blank lined writing area for Thursday, Dec 31.

JAN
Blank lined writing area for Friday, Jan 1.

Blank lined writing area for Saturday, Jan 2.

Blank pink writing area for Saturday, Jan 2.

SUN

3

Blank lined writing area for Sunday, Jan 3.

Blank pink writing area for Thursday, Dec 31.

NEW YEAR'S DAY
Blank pink writing area for Friday, Jan 1.

Blank pink writing area for Sunday, Jan 3.

DEC

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
					NEW YEAR'S DAY	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	MARTIN LUTHER KING, JR. DAY					
24	25	26	27	28	29	30
31						



MON

18

TUE

19

WED

20

Lined writing area for Monday, January 18th.

Lined writing area for Tuesday, January 19th.

Lined writing area for Wednesday, January 20th.

MARTIN LUTHER KING, JR. DAY

Blank area for Tuesday, January 19th.

Blank area for Wednesday, January 20th.



MON 25

Lined writing area for Monday, January 25th.

Blank rectangular area for Monday, January 25th.

TUE 26

Lined writing area for Tuesday, January 26th.

Blank rectangular area for Tuesday, January 26th.

WED 27

Lined writing area for Wednesday, January 27th.

Blank rectangular area for Wednesday, January 27th.

Inspirational Quote _____

If you smile when no one else is around, you really mean it.

—Andy Rooney

JAN 2016	S	M	T	W	T	F	S
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
	FEB 2016	S	M	T	W	T	F
1		2	3	4	5	6	
7		8	9	10	11	12	13
14		15	16	17	18	19	20
21		22	23	24	25	26	27
28		29					

THU

28

FRI

29

SAT

30

Vertical column of lined writing space for Thursday, 28th.

Vertical column of lined writing space for Friday, 29th.

Vertical column of lined writing space for Saturday, 30th.

Large rectangular box for Saturday, 30th.

SUN

31

Vertical column of lined writing space for Sunday, 31st.

Large rectangular box for Thursday, 28th.

Large rectangular box for Friday, 29th.

Large rectangular box for Saturday, 30th.

JAN

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
		GROUNDHOG DAY				
7	8	9	10	11	12	13
			ASH WEDNESDAY		LINCOLN'S BIRTHDAY	
14	15	16	17	18	19	20
VALENTINE'S DAY	PRESIDENTS' DAY					
21	22	23	24	25	26	27
	WASHINGTON'S BIRTHDAY					
28	29					

Notes



MON

1

TUE

2

WED

3

A vertical column of 25 horizontal lines for notes on Monday, February 1st.

A vertical column of 25 horizontal lines for notes on Tuesday, February 2nd.

A vertical column of 25 horizontal lines for notes on Wednesday, February 3rd.

GROUNDHOG DAY

Inspirational Quote _____

Not life, but good life, is to be chiefly valued.

—Socrates

FEB 2016	S	M	T	W	T	F	S
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29						

MAR 2016	S	M	T	W	T	F	S
	1	2	3	4	5		
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

THU

4

Lined writing area for Thursday, Feb 4.

FRI

5

Lined writing area for Friday, Feb 5.

SAT

6

Lined writing area for Saturday, Feb 6.

Blank pink area for Saturday, Feb 6.

SUN

7

Lined writing area for Sunday, Feb 7.

Blank pink area for Sunday, Feb 7.

Blank pink area for Sunday, Feb 7.

Blank pink area for Sunday, Feb 7.

FEB



MON 8

Lined writing area for Monday, February 8th.

Blank rectangular box for Monday, February 8th.

TUE 9

Lined writing area for Tuesday, February 9th.

Blank rectangular box for Tuesday, February 9th.

WED 10

Lined writing area for Wednesday, February 10th.

Blank rectangular box containing the text "ASH WEDNESDAY" for Wednesday, February 10th.



MON

15

TUE

16

WED

17

Lined writing area for Monday, February 15, 2016.

Lined writing area for Tuesday, February 16, 2016.

Lined writing area for Wednesday, February 17, 2016.

PRESIDENTS' DAY

Blank area for Tuesday, February 16, 2016.

Blank area for Wednesday, February 17, 2016.

Inspirational Quote _____

The shoe that fits one person pinches another; there is no recipe for living that suits all cases.

–Carl Jung

FEB 2016	S	M	T	W	T	F	S	
	1	2	3	4	5	6		
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29						
	MAR 2016	S	M	T	W	T	F	S
		1	2	3	4	5		
6		7	8	9	10	11	12	
13		14	15	16	17	18	19	
20		21	22	23	24	25	26	
27		28	29	30	31			

THU **18**

Lined writing area for Thursday, 18th.

Blank pink sticky note for Thursday, 18th.

FRI **19**

Lined writing area for Friday, 19th.

Blank pink sticky note for Friday, 19th.

SAT **20**

Lined writing area for Saturday, 20th.

Blank pink sticky note for Saturday, 20th.

SUN **21**

Lined writing area for Sunday, 21st.

Blank pink sticky note for Sunday, 21st.

FEB



MON

22

TUE

23

WED

24

Lined writing area for Monday, February 22nd.

Lined writing area for Tuesday, February 23rd.

Lined writing area for Wednesday, February 24th.

WASHINGTON'S BIRTHDAY

Blank note area for Tuesday, February 23rd.

Blank note area for Wednesday, February 24th.

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
PALM SUNDAY			PURIM (Begins at sundown)	ST. PATRICK'S DAY	GOOD FRIDAY	
27	28	29	30	31		
EASTER						

NOTES

TO DO LIST

<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>
<input type="checkbox"/>	<hr/>



MON	7	TUE	8	WED	9
-----	---	-----	---	-----	---

Lined area for Monday	Lined area for Tuesday	Lined area for Wednesday
-----------------------	------------------------	--------------------------

Blank area for Monday	Blank area for Tuesday	Blank area for Wednesday
-----------------------	------------------------	--------------------------

Inspirational Quote _____

I honestly think it is better to be a failure at something you love than to be a success at something you hate.

—George Burns

MAR 2016	S	M	T	W	T	F	S
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

APR 2016	S	M	T	W	T	F	S
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

THU 10

Lined writing area for Thursday, March 10.

Blank area for Thursday, March 10.

FRI 11

Lined writing area for Friday, March 11.

Blank area for Friday, March 11.

SAT 12

Blank area for Saturday, March 12.

SUN 13

Lined writing area for Sunday, March 13.

Blank area for Sunday, March 13.

MAR

Inspirational Quote _____

Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen.

-Winston Churchill

MAR 2016	S	M	T	W	T	F	S
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			
APR 2016	S	M	T	W	T	F	S
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

THU / 17	FRI / 18	SAT / 19
<p>Lined writing area for Thursday 17th.</p>	<p>Lined writing area for Friday 18th.</p>	<p>Lined writing area for Saturday 19th, including a large pinked-out section.</p>
		SUN / 20
<p>Lined writing area for Sunday 20th.</p>		<p>Lined writing area for Sunday 20th.</p>

<p>ST. PATRICK'S DAY</p>		<p>PALM SUNDAY</p>
--------------------------	--	--------------------

MAR

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
					APRIL FOOL'S DAY	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
					PASSOVER (Begins at sundown)	
24	25	26	27	28	29	30

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
MOTHER'S DAY						
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
MEMORIAL DAY						

Inspirational Quote _____

A reputation once broken may possibly be repaired, but the world will always keep their eyes on the spot where the crack was.

—Joseph Hall

MAY 2016	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
22	23	24	25	26	27	28	
29	30	31					
JUN 2016	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
19	20	21	22	23	24	25	
26	27	28	29	30			

THU

5

FRI

6

SAT

7

SUN

8

MOTHER'S DAY



MON **9**

Ruled writing area for Monday, May 9th, consisting of 25 horizontal lines.

Blank rectangular box for notes or activities for Monday, May 9th.

TUE **10**

Ruled writing area for Tuesday, May 10th, consisting of 25 horizontal lines.

Blank rectangular box for notes or activities for Tuesday, May 10th.

WED **11**

Ruled writing area for Wednesday, May 11th, consisting of 25 horizontal lines.

Blank rectangular box for notes or activities for Wednesday, May 11th.

Inspirational Quote _____

It is health that is real wealth and not pieces of gold and silver.

—Gandhi

MAY 2016	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
29	30	31					
JUN 2016	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
26	27	28	29	30			

THU 12

Lined writing area for Thursday, May 12.

Blank writing area for Thursday, May 12.

FRI 13

Lined writing area for Friday, May 13.

Blank writing area for Friday, May 13.

SAT 14

Lined writing area for Saturday, May 14.

Blank writing area for Saturday, May 14.

SUN 15

Lined writing area for Sunday, May 15.

Blank writing area for Sunday, May 15.

Notes



MON

16

TUE

17

WED

18

Lined writing area for Monday, May 16th.

Lined writing area for Tuesday, May 17th.

Lined writing area for Wednesday, May 18th.

Blank rectangular box for Monday, May 16th.

Blank rectangular box for Tuesday, May 17th.

Blank rectangular box for Wednesday, May 18th.

Inspirational Quote _____

Where there is no struggle, there is no strength.

—Oprah Winfrey

MAY 2016	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

JUN 2016	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

THU

19

Lined writing area for Thursday, May 19th.

FRI

20

Lined writing area for Friday, May 20th.

SAT

21

Lined writing area for Saturday, May 21st.

Blank pink box for Saturday, May 21st.

SUN

22

Lined writing area for Sunday, May 22nd.

Blank pink box for Thursday, May 19th.

Blank pink box for Friday, May 20th.

Blank pink box for Saturday, May 21st.

MAY

Inspirational Quote _____

An investment in knowledge pays the best interest.

—Benjamin Franklin

MAY 2016	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

JUN 2016	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

THU

26

FRI

27

SAT

28

Lined writing area for Thursday, May 26.

Lined writing area for Friday, May 27.

Lined writing area for Saturday, May 28.

Blank rectangular area for Saturday, May 28.

SUN

29

Lined writing area for Sunday, May 29.

Blank rectangular area for Thursday, May 26.

Blank rectangular area for Friday, May 27.

Blank rectangular area for Saturday, May 28.

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
	RAMADAN (Begins at sundown)					
12	13	14	15	16	17	18
		FLAG DAY				
19	20	21	22	23	24	25
FATHER'S DAY						
26	27	28	29	30		

NOTES 

TO DO LIST 

<input type="checkbox"/>	_____
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<input type="checkbox"/>	_____



MON **6**

Lined writing area for Monday, June 6th.

TUE **7**

Lined writing area for Tuesday, June 7th.

WED **8**

Lined writing area for Wednesday, June 8th.

RAMADAN (Begins at sundown)

Blank area for notes on Tuesday, June 7th.

Blank area for notes on Wednesday, June 8th.



MON

13

TUE

14

WED

15

Lined writing area for Monday, June 13th.

Lined writing area for Tuesday, June 14th.

Lined writing area for Wednesday, June 15th.

Blank rectangular box at the bottom of the Monday column.

FLAG DAY

Blank rectangular box at the bottom of the Tuesday column, containing the text "FLAG DAY".

Blank rectangular box at the bottom of the Wednesday column.

Inspirational Quote _____

Human kindness has never weakened the stamina or softened the fiber of a free people. A nation does not have to be cruel to be tough.

—Franklin Delano Roosevelt

JUN 2016	S	M	T	W	T	F	S
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

JUL 2016	S	M	T	W	T	F	S
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

THU

16

Blank lined writing area for Thursday, June 16.

Blank pink writing area for Thursday, June 16.

FRI

17

Blank lined writing area for Friday, June 17.

Blank pink writing area for Friday, June 17.

SAT

18

Blank lined writing area for Saturday, June 18.

Blank pink writing area for Saturday, June 18.

SUN

19

Blank lined writing area for Sunday, June 19.

FATHER'S DAY
Blank pink writing area for Sunday, June 19.

JUN



MON

20

TUE

21

WED

22

Lined writing area for Monday, June 20. The area contains 20 horizontal lines for notes.

Lined writing area for Tuesday, June 21. The area contains 20 horizontal lines for notes.

Lined writing area for Wednesday, June 22. The area contains 20 horizontal lines for notes.

Blank rectangular box for Monday, June 20, likely intended for a calendar entry or summary.

Blank rectangular box for Tuesday, June 21, likely intended for a calendar entry or summary.

Blank rectangular box for Wednesday, June 22, likely intended for a calendar entry or summary.

Inspirational Quote _____

Education is the passport to the future, for tomorrow belongs to those who
prepare for it today.

—Malcolm X

JUN 2016	S	M	T	W	T	F	S
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

JUL 2016	S	M	T	W	T	F	S
							1
2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

THU

23

Vertical writing area for Thursday, June 23, consisting of 28 horizontal lines.

Large rectangular box for notes or drawings at the bottom of the Thursday column.

FRI

24

Vertical writing area for Friday, June 24, consisting of 28 horizontal lines.

Large rectangular box for notes or drawings at the bottom of the Friday column.

SAT

25

Vertical writing area for Saturday, June 25, consisting of 10 horizontal lines.

Large rectangular box for notes or drawings at the bottom of the Saturday column.

SUN

26

Vertical writing area for Sunday, June 26, consisting of 10 horizontal lines.

Large rectangular box for notes or drawings at the bottom of the Sunday column.

JUN



MON

27

TUE

28

WED

29

Lined writing area for Monday, June 27.

Lined writing area for Tuesday, June 28.

Lined writing area for Wednesday, June 29.

Blank rectangular area at the bottom of the Monday column.

Blank rectangular area at the bottom of the Tuesday column.

Blank rectangular area at the bottom of the Wednesday column.

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
	INDEPENDENCE DAY					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOTES

TO DO LIST

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
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<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____



MON 4 **TUE 5** **WED 6**

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INDEPENDENCE DAY		
------------------	--	--

Inspirational Quote _____

A man can fail many times, but he isn't a failure until he begins to blame somebody else.

—John Burroughs

JUL 2016	S	M	T	W	T	F	S
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
	AUG 2016	S	M	T	W	T	F
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

THU 7	FRI 8	SAT 9
<div style="background-color: #f0f0f0; height: 400px; border: 1px solid #ccc;"></div>	<div style="background-color: #f0f0f0; height: 400px; border: 1px solid #ccc;"></div>	<div style="background-color: #f0f0f0; height: 100px; border: 1px solid #ccc;"></div> <div style="background-color: #f0f0f0; height: 100px; border: 1px solid #ccc;"></div>
<div style="background-color: #fff; height: 100px; border: 1px solid #ccc;"></div>	<div style="background-color: #fff; height: 100px; border: 1px solid #ccc;"></div>	SUN 10 <div style="background-color: #f0f0f0; height: 100px; border: 1px solid #ccc;"></div> <div style="background-color: #fff; height: 100px; border: 1px solid #ccc;"></div>
<div style="background-color: #fff; height: 100px; border: 1px solid #ccc;"></div>	<div style="background-color: #fff; height: 100px; border: 1px solid #ccc;"></div>	<div style="background-color: #fff; height: 100px; border: 1px solid #ccc;"></div>

Notes



MON 11

Lined writing area for Monday, July 11th, consisting of 20 horizontal lines.

Blank rectangular area at the bottom of the Monday page for additional notes or a drawing.

TUE 12

Lined writing area for Tuesday, July 12th, consisting of 20 horizontal lines.

Blank rectangular area at the bottom of the Tuesday page for additional notes or a drawing.

WED 13

Lined writing area for Wednesday, July 13th, consisting of 20 horizontal lines.

Blank rectangular area at the bottom of the Wednesday page for additional notes or a drawing.



MON 18

TUE 19

WED 20

Ruled area for Monday, July 18, with 20 horizontal lines for writing.

Ruled area for Tuesday, July 19, with 20 horizontal lines for writing.

Ruled area for Wednesday, July 20, with 20 horizontal lines for writing.

Blank white box for Monday, July 18, at the bottom of the page.

Blank white box for Tuesday, July 19, at the bottom of the page.

Blank white box for Wednesday, July 20, at the bottom of the page.

Inspirational Quote _____

Common sense and a sense of humor are the same thing, moving at different speeds. A sense of humor is just common sense, dancing.

—William James

JUL 2016	S	M	T	W	T	F	S
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

AUG 2016	S	M	T	W	T	F	S
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

THU

21

Lined writing area for Thursday, July 21.

FRI

22

Lined writing area for Friday, July 22.

SAT

23

Lined writing area for Saturday, July 23.

Blank rectangular area for Saturday, July 23.

SUN

24

Lined writing area for Sunday, July 24.

Blank rectangular area for Thursday, July 21.

Blank rectangular area for Friday, July 22.

Blank rectangular area for Saturday, July 23.

JUL

LEGEND FOR CAMPUS MAP

Administration 4
 Academic Senate
 Administrative Services
 Bursar's Office/Permits
 Fiscal Services
 Human Resources
 Instruction Office
 Mail Center
 Marketing & Communication
 Payroll & Purchasing
 Printing Services
 Research & Institutional Effectiveness
 48th District Agricultural Association . . . F10
 ACES 168
 Adult Basic Education Center 30
 Agricultural Sciences 80
 Agricultural Technology Center F3
 Animation Drawing Lab 1A/B
 Art Center 13
 Art Computer Graphics Lab 13
 Art Gallery/Classrooms 1B/C
Arts Division Office 12
 Arise (Asian American Pacific
 Islander Program) 168
 Auxiliary Services 9A
 Biological Sciences 7, 11, 60 & 61
Bookstore (SocBookRac) Photo ID . . . 9A
 Bursar's Office/Permits 4
Business Division Office 17
 Business Faculty Offices 18A, B
Campus Cafe 8
 Center of Excellence 21D
 Central Plant 29
 Central Plant Office 298
 Chemistry 11
 Child Development Center 70-72
 Child Development Classes 73
 Child Development Faculty Offices . . . 73
Common Grounds 8
 Communication Department 26D
Continuing Education Division 40
 Construction Offices 23
 Counseling 98

Disabled Student Services 98
 English 26D
 Emergency Operations Center/
 Facilities Construction Offices 46
 Equine Unit F6
 Equipment Technology F7
 ESL Classrooms 31A/B & 66
 Exercise Science/Wellness Center . . . 27A
Express Stop 16A
 Farm Offices F2A
 Fashion 13
 Foreign Languages 66
 Forensics 26D
 Foundation Office 12
 Founders Hall 10
 President's Office/Board Room
 Health Careers 67A
 Health Careers Resource Center 67B
 Heating/Air Conditioning 69
 High School Referral/Adult
 Diploma Programs 32, 33 & 38A-B
 History/Geography/
 Political Science 26D
 Honors Program 26A
 Horticulture Storage F2B
 Horticulture Unit F1
 Hospitality & Restaurant Mgmt. 198
**Humanities/Social Sciences
 Division Office** 66
 Humanities/Social Sciences 26A, B & D
 Information Technology 23 & 23A
 Interior Design 13
 Journalism 26D
 Irrigation & Landscape Construction . . 72C
Language Center 66
 ESL
Learning Technology Center 6
**Library & Learning Resources
 Division Office**
 Campus Events
 KSAAK Radio
 Learning Assistance Center
 Library

Media Services
 Tutorial Services/Supervised Tutoring
 TV Production/Broadcasting
 Livestock Pavilion F9
 Maintenance & Operations/Facilities
 Planning & Management 47
 Math & Science Bldg. 61
 Math Tutoring 61
 Mental Health Faculty Offices 67A
**Mental Health
 Resource Center** 19C
Mountain Stop 9A
**Natural Sciences
 Division Office** 61
 Natural Sciences Complex 7, 11, 60 & 61
 Nutrition 198
 Older Adult Programs 36
 Parking Office (Violations) 23
Performing Arts Center 2
 Dance Studio
 Feddersen Recital Hall
 Music/Dance/Theater Classes
 Clarke Theater
 Studio Theater
**Kinesiology, Athletics & Dance
 Division Office** 45
 Field House 50G
 Gym 3
 Locker Rooms 27C
 Pool 27B
 Photographics 13
 Picnic Area/Sherman Park/Restrooms . . F1A
 Planetarium 26C
Prime Stop 61
 Public Affairs & Media Relations 4
 Public Safety Department 23
 Receiving/Transportation 48
 Regional Health, Occupations
 Resource Center (RHORC) 35
 Science Laboratories Building 60
 Science - NORTH 11
 Science - SOUTH 7
Short Stop 67A
 Small Animal Care Unit F5B

Student Health 67B
 Student Life Center 9C
Student Services Center 98
 Admissions & Records
 Assessment
 Career & Transfer Services
 Counseling Department
 Disabled Student Programs & Services
 EOPS/CARE/CalWORKS
 Financial Aid
 High School Outreach
 Upward Bound
 Veterans's Affairs
Student Services Annex 9D
 Aspire
 Bridge/Learning Communities
 Swine Unit FA4 & F4B
 Teacher Preparation Institute 26A
**Technology & Health
 Division Office** 28A/B
 Telecommunications 23
 Vivarium F5A
 VTEA (Vocational Technical Ed. Act) . . 40
 Welding/Air Conditioning 69
 Wellness Center 27A
 WIN (Student Athlete Tutorial Center) . 45
 Writing Center 268

PAY LOT
STUDENT PARKING
STAFF PARKING
DAY-USE PERMIT DISPENSER
HANDICAP PARKING
30 MINUTE PARKING
PARKING METERS
VAN ACCESS SERVICES
FOOD/SUPPLIES
EMERGENCY* BLUE PHONE
OUTDOOR PUBLIC PHONE
SMOKING AREA

*NOTE: ONE PHONE AT EACH LOCATION IS SETUP FOR AUTO DIAL TO SECURITY AT NO CHARGE FOR EMERGENCY ONLY

Revised 3/21/15

Text-a-Tip

Keep our campus safe anonymously!

You can now Text-a-Tip when you witness crimes or any suspicious behavior on campus. Text it to:

909 274-9560

It's all anonymous—your message comes through, but your cell number and identity don't. Text-a-Tip enables Mt. SAC's Public Safety officers to reply to your text *without* knowing your identity!

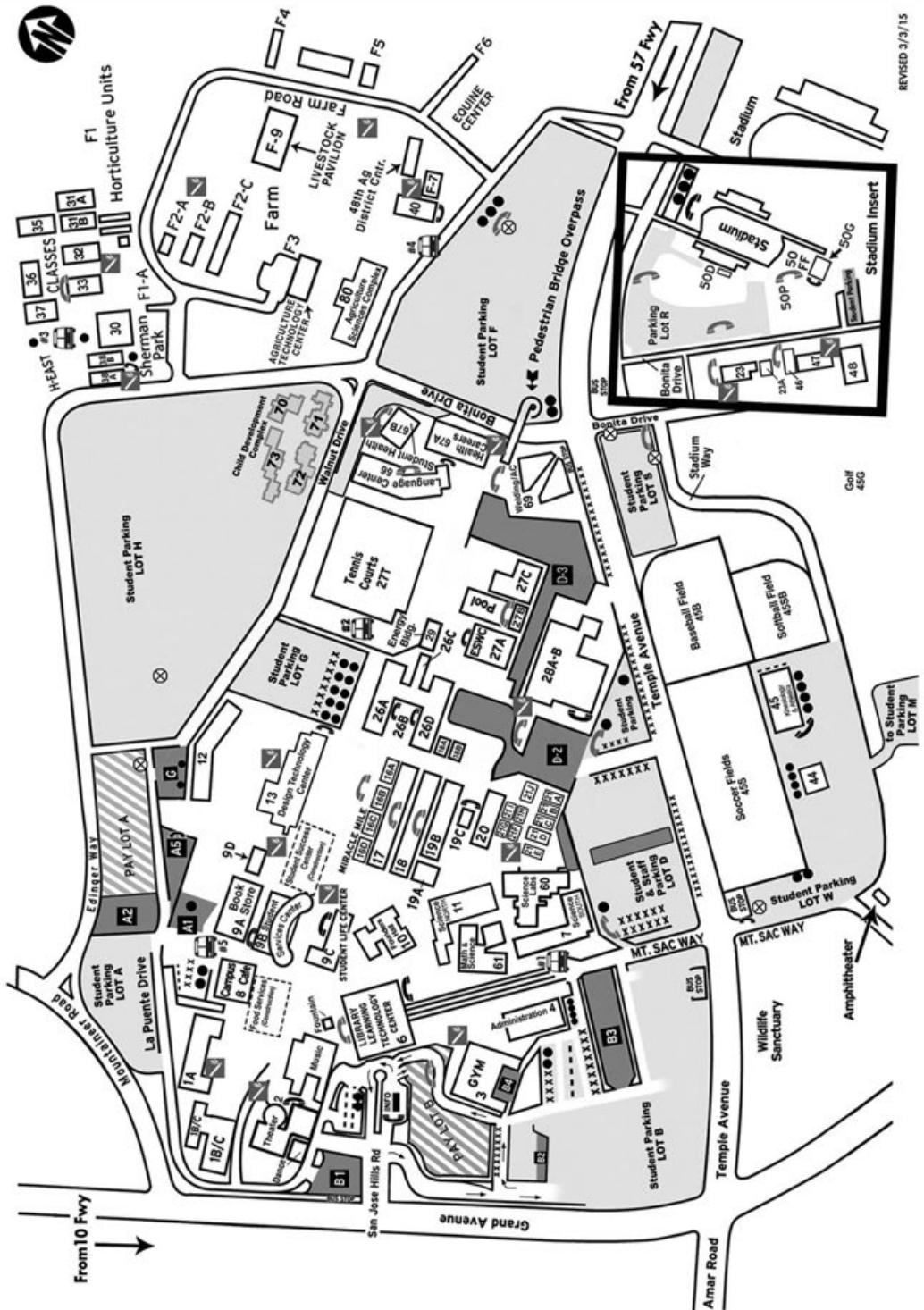


Public Safety Department
 Mt. San Antonio College
 For details: <http://textatip.mtsac.edu>



MT. SAN ANTONIO COLLEGE CAMPUS MAP

1100 N. Grand Avenue, Walnut, CA 91789 • 909-274-7500 • www.mtsac.edu



REVISED 3/3/15



Mt. San Antonio College
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Handbook Production Team

Funding for this handbook provided by the Student Support Success Program Funds

Cover design by Global Datebooks

Text page layout by Amanda James, Lina Soto, Ngoc Luu, Patricia Maestro, Tannia Robles, Students Services

Editorial services provided by the Division of Student Services and the Marketing & Public Affairs Office

Photos provided by Linda Lundgren & Mike Taylor, Marketing & Public Affairs Office, Jeffrey George, Web Team, Information Technology

A special thank you to Barbara Carillo, Student Services for her guidance and support

