

Placement Test Information

Exemptions from Placement Tests

Students are exempt (but not prohibited) from taking Mt. SAC Placement Tests to determine their eligibility for English and Mathematics courses if they:

- A. Enroll only in non-credit or Community Services classes.
- B. Enroll in a general interest class which does not have prerequisites.
- C. Verify English or math eligibility based on course work at Mt. SAC or other accredited institutions.
- D. Verify other test scores accepted by Mt. SAC.

Test Scores

The Assessment Center will accept math test scores from other colleges that use the Mathematics Diagnostic Testing Project (MDTP) placement tests listed below, if the test was taken after July 2006. An official copy of the test scores must be brought or mailed to the Assessment Center for evaluation and

course placement. The following are placement levels for the tests we accept:

MDTP – Elementary Algebra Test

MATH 71

MATH 61

MDTP – Intermediate Algebra Test

MATH 100

MATH 110

MATH 120

MATH 130

MATH 150

MATH 160

MDTP – Pre-Calculus Test

MATH 140

MATH 180

Mt. SAC does not accept English Placement test scores from other colleges.

Attendance, Drop & Withdrawal Policies

Attendance

Day and evening classes generally begin the week of August 25, 2008 and end by the week of December 14, 2008. Students need to check their *Schedule* for the day and time their classes meet and **ALLOW PLENTY OF TIME TO PARK AND LOCATE THE CORRECT CLASSROOM.**

Students who enroll in class must attend the first class meeting. Any student who has not arrived within the first 30 minutes of the first class meeting may be dropped from the class roster and the place given to a waiting student who was unable to enroll at the time of registration. Failure to attend the first class meeting does not ensure you will be dropped. **It is the student's responsibility to drop a class.**

Success in college depends upon regular class attendance. Poor attendance can result in a low grade in a class. Instructors may drop a student who has excessive absences. It is each student's responsibility to know the attendance regulations of each of his/her instructors.

Withdrawal

IT IS THE STUDENTS' RESPONSIBILITY TO OFFICIALLY WITHDRAW FROM A CLASS WHENEVER THEY DETERMINE THAT THEY CAN NO LONGER ATTEND THE CLASS. FAILURE TO DROP A CLASS MAY RESULT IN A FAILING GRADE AND OBLIGATION OF FEE PAYMENT.

If students drop a regular 16-week class, withdraw from the College, or are dropped from a class by the instructor during the first three weeks of a regular semester, they will receive no mark(s) or notation(s) on their permanent record.

For Fall 2008 the following dates apply: to drop without a "W" is September 12, and to drop with a "W" is October 31.

If students drop a regular 16-week class, withdraw from the College, or are dropped by the instructor between the 5th week and the last day of the 10th week of instruction during a regular semester, they will receive a mark of "W" (withdrawal) on the permanent record. See the Fall 2008 Calendar located in the pullout section for dates.

Instructors may not drop students from classes, and students may not drop classes or withdraw from the College after the last day of the 10th week of instruction in a regular semester. All students enrolled after the 10th week shall receive an academic grade (A, B, C, D, F, CR, NC) or an incomplete mark (I) for the course.

In short-term courses, students who withdraw or are dropped from class during the **first 20% of the course** will receive no notation on their permanent record. Students may drop short-term courses through 61% of the course.

A "W" (Withdrawal mark) shall not be assigned to anyone enrolled after the last day to drop except when a petition, due to extenuating circumstances, has been approved.

Students shall be allowed a maximum of two withdrawals for a given course where a mark of "W" is posted for both withdrawals. To re-enroll in the course, students must submit a Petition to repeat a course. The petitions are available in department offices and division offices. Students who petition and are approved will have one additional opportunity to re-enroll and successfully complete the course.