

# Now **2** ways to register & pay

## Online via the Web at *my.mtsac.edu* or by Touch-tone Phone: 909-595-6722

As a student at Mt. SAC, you **MUST** register for classes online via the web at *my.mtsac.edu* or by using the telephone registration system.

### **You can register if:**

- You are a continuing student at Mt. SAC, or
- You are a new student to Mt. SAC, and you have submitted an application to the College, or
- You submitted an application but did not attend the 2008 Spring Semester.

### **Registration Dates, Times and Places**

- Registration begins **May 14, 2008**.
- Registration will close on Wednesday, **June 18, 2008 at 11:00 p.m. and remain closed until the first day of the Summer Intersession, Monday, June 23, 2008**.
- You can register online via the web at *my.mtsac.edu* or by using any telephone. If you do not have access to a telephone or computer, telephones and computers are available on campus in the Student Services Center, Building 9B – lower level during business hours.

### **Before You Register**

- Complete the **Schedule Planning Worksheet** on page 10 of this *Schedule*. You will need this information during your registration call.
- Check your **Permit to Register** for the date and time you are assigned to register. You will not be allowed to register before your assigned registration date and time.

### **To Register**

- Go online to *my.mtsac.edu* or call the telephone registration number, **909-595-6722**.
- Follow the registration instructions on pages 6-8 of this *Schedule*.
- Follow all instructions carefully.

### **During Registration**

- You can add or drop courses, check your *Schedule*, make changes, check your fee amount, and add your name to a maximum of 3 different course wait lists. (*Wait lists are available only during the last 7 days of the registration period*).
- You can search for open course sections if the course section you want is closed.
- Search for open credit classes online at:  
*http://student.access.mtsac.edu/SearchClassSchedule/Search.aspx*
- **Failure to pay does not drop you from classes.**

### **After Registration**

- Fees **MUST** be paid within seven business days from the day you register. No partial payments will be accepted. Failure to pay does not drop you from classes.
- You will be billed and obligated for classes not paid by the first week of the intersession. This will cause a withholding of registration privileges, student grades, transcripts, degrees, and student services (*i.e.* lab and library use) until the fees have been paid.
- **Students are responsible for dropping any classes they do not attend. Failure to pay fees does not ensure automatic drops from classes.**

**ADD LABELS:** A small label is issued by the instructor of a course to allow you to add a wait-listed or closed class. Place the ADD Label on your *Schedule Planning Worksheet* or your course syllabus so that you can use it to add the class online via the web or by telephone. You must enter the Reference Number and the ADD Number when adding using an ADD Label. **All courses must be added on or before the expiration date listed on the ADD Label.** The ADD Label can only be used once. Co-requisite adds must be processed in Admissions and Records. Some Add Labels do not have Add Numbers. These adds must be processed in Admissions and Records.

**WAIT LISTS:** The wait list feature allows you to add your name to a list of students waiting to enroll in a full or closed class for the last seven days of the registration period for a particular class. Being on a wait list **does not** enroll you in a class. To add, you must attend the first class meeting, obtain an ADD Label from the instructor, process the ADD Label and pay fees. ADD Labels are distributed according to your position on the wait list. You may add yourself to a maximum of three wait lists. **Once classes begin, the wait list feature is no longer available.**

**MT. SAC STUDENT IDENTIFICATION NUMBERS:** Effective June 1, 2004, Mt. SAC converted from using Social Security Numbers as student identification numbers to a system-assigned Mt. SAC Student Identification Number. You may use your SSN to locate your Mt. SAC Student Identification Number when you access My MtSAC, Telephone Registration or the Student Services Kiosks. Write your Mt. SAC ID number down for future reference.