

Student Services

Admissions & Records **Ext. 4415 Student Services Center**

The Admissions and Records office provides comprehensive admissions/registration services for all credit students, processes student requests for transcripts, enrollment verifications, general education (transfer) certifications, and graduation evaluations. Special services are provided for international (F-1 Visa) students. Assistance is available in English, Spanish, Vietnamese and Chinese.

Assessment Center **Ext. 4265 Student Services Center**

Students may complete required English, reading, and math placement testing in the Assessment Center. Career and personality assessments are provided based on a referral from a member of the faculty. Assistance in reviewing basic skills course placement is also provided.

Bridge Program **Ext. 5392 Bldg. 9D**

The Bridge Program offers several learning communities designed to increase students' academic and personal success through the structuring of the learning environment. Students participating in a learning community are enrolled in linked or clustered classes that are taught in a cooperative environment between instructors. There are various different learning communities offered: Summer Bridge, Math Bridge, English Bridge and many more. Each learning community focuses on a specific academic need and has an assigned counselor to assist students.

The Bridge Program is perfect for students who are underprepared academically, are economically disadvantaged, and need additional support in their first year at Mt. SAC.

Bursar's/Photo ID Office **Ext. 4960 Bldg. 9A**

The Bursar's Office, in Building 9A, manages the collection of registration fees and other campus fees, including parking permits/replacements, transcripts, enrollment verification, and production cards. The office also processes photo ID cards and refunds for credit classes.

This *Schedule of Classes* is available in alternate formats (braille, enlarged text, e-text, etc.) upon request. Please contact Disabled Student Programs & Services at (909) 594-5611, ext. 4290.

CalWORKs **(California Work Opportunity and Responsibility to Kids)** **Ext. 4755 Student Services Center**

The CalWORKs 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 the liaison between the student and their county office. Support services include: educational planning, case management, job development/placement assistance, referrals to the basic skills tutoring/computer skills lab and the GED/High School diploma programs. In addition, based upon available funding, childcare and work-study may be available. The CalWORKs program also provides support in complying with the 32/35 hours per week welfare-to work requirement.

Career and Transfer Services **Student Services Center**

Career and Transfer Services helps students get from here, Mt. SAC to anywhere. We provide 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. These services include:

CAREER SERVICES **Ext. 4510**

Activities, resources and events include:

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

Visit: <http://placement.mtsac.edu>

TRANSFER SERVICES **Ext. 6388**

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!

Visit: <http://www.mtsac.edu/students/transfer>

Student Services

Counseling Center Ext. 4380 Student Services Center

Students can take advantage of educational planning, career exploration and decision-making, and other services offered through Counseling on the second floor of the Student Services Center.

Counselors are available to assist students who:

- are undecided about their major or career direction;
- need information about their career and transfer options;
- are having difficulty in their courses;
- need assistance with personal problems.

It is highly recommended that students see a counselor during their first semester at Mt. SAC to develop a student educational plan.

Counselors and educational advisors can also provide:

- information on course selection and planning for degree or certificate completion;
- information about major and transfer requirements to CSU, UC and private universities;
- general information about the college.

An appointment can be scheduled by calling **909-594-5611, ext. 4380.**

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

The DSP&S office provides services to students who have professionally documented disabilities and need special services to successfully attend classes at Mt. SAC. Students who suspect they might have a disability are welcome to apply for services and an eligibility determination will be made. Based on individual, disability-related needs some of the services include specialized counseling, priority registration assistance, assessment of disability and educational needs, access to an adaptive computer lab, equipment loans, sign language interpreters, note takers in the classroom, classroom and testing accommodations, transportation around campus, and many other services and accommodations. Contact DSP&S for additional information.

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Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) Ext. 4500 Student Services Center

EOPS provides support services to students with academic and financial disadvantages. Services include counseling, educational planning, peer advising, tutoring, book services, and priority registration. **Mt. SAC's CARE program is designed to recruit and assist single parents who are heads of household with children 13 years old and under and who are CALWORKs recipients attending community college. To meet eligibility requirements for CARE, either the student or dependent child must receive cash aid.** CARE students receive additional support through counseling, tutoring, assistance with books and supplies, and grants. Contact the EOPS/ CARE office for more information.

Financial Aid Ext. 4450 Student Services Center

The Financial Aid Office provides assistance in applying for state and federal financial assistance, including grants, loans, scholarships, fee waivers and work study. Students must complete the FAFSA (Free Application for Federal Student Aid) form. The College's priority filing date is April 15 of each year for the following academic year. Information and applications for scholarships are also available throughout the year in the Financial Aid Office.

High School Outreach Ext. 5906 Student Services Center

This office coordinates the College's outreach efforts to area high schools. Staff provide regular visitations and specialized presentations to high school students, parents, and high school staff. Matriculation information and assistance are provided to high school students enrolling as new freshmen.

Student Health Services Ext. 4400 Bldg. 67B

Medical, chiropractic, personal counseling, nursing, and health education services are provided. Additional services include laboratory tests, tuberculosis screening, limited prescription medications, immunizations, pregnancy testing, and referrals. All credit students who are currently enrolled and attending classes are eligible. Part-time faculty are eligible for select services. Some fees may apply. Professional health services are provided primarily on an appointment basis. Same-day appointments are also available; call between 8:00 and 8:30 a.m. First aid services are provided for all students, employees and guests of the College.

Student Services

Student Life/Student Activities Student Life Center Ext. 4525

Bldg. 9C

The Student Life Office is responsible for student involvement and leadership programs and serves as the hub of student activities at Mt. SAC. The Associated Students (AS) Government serves as the representative voice for students, while providing students with an opportunity to develop leadership skills. The Student Activities Fee funds many AS activities, sponsored events, and initiatives which support student programs, projects and services throughout the year. Inter-Club Council represents over 45 student clubs and is comprised of one representative from each student club. The Student Life Center provides students a relaxing area to access free wireless internet with their laptops, watch TV, play foosball, ping pong or a variety of board games. Students who are involved in co-curricular activities are encouraged to complete the Activities Transcript (available online) which complements their academic transcript and verifies their leadership and service experiences. The Bookstore (Bldg. 9A) sells AS discount amusement park and movie tickets. Student Life also oversees an off-campus Housing Referral Program and Lost and Found (all unclaimed items for the previous year are auctioned off each September).

Students' rights and due process procedures related to student discipline and academic grievances are facilitated through this office.

Veterans Services Ext. 4520 Student Services Center

The Veterans Service Center is available to assist veterans and eligible dependents on all matters relating to veteran benefits. Opportunities for veterans and dependents include:

- A. Assistance in preparing and processing requests for Veterans Administration educational benefits;
- B. Referral assistance for vocational and personal counseling;
- C. Tutorial program referral;
- D. Referral assistance in applying for financial aid and scholarships. To file for education benefits with the VA, veterans, service members, reservists and spouses/dependents of a "service connected" disabled or deceased veteran may use the Veterans Online Application Website (VONAPP):
<http://vabenefits.vba.va.gov/vonapp/main.asp>

After completing the VONAPP (allow 2-3 weeks for processing) you will receive a "Certificate of Eligibility" letter, which you must submit to Mt. SAC's Veterans Affairs Office immediately.

Campus Services

Bookstore (SacBookRac) Building 9A Ext. 4475

Regular bookstore hours:

Monday - Thursday	7:45 a.m. - 6:00 p.m.
Friday	7:45 a.m. - 4:00 p.m.

Call the bookstore for Winter Session extended hours

*Hours subject to change

We encourage students to buy their books early, especially if they want to save money by purchasing used books. Books are sold on a first-come, first-served basis.

Students may order textbooks online at www.sacbookrac.com. Orders can be picked up at the store or shipped to the student's home.

Winter 2010 Buyback Hours:

(Hours below are subject to change)

Bookstore:	Feb. 8 - 11	10:00 a.m. - 4:30 p.m.
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Books and supplies for students ordinarily average between \$200 to \$400 per semester, depending upon the program of study selected.

Refund Policy

Refunds are allowed until the end of the first week of classes each semester. The refund policy details are posted in the bookstore and are printed on a bookmark which is attached to the purchase receipt.

Food, Beverages & Supplies

Mountie Stop (Convenience Store)

Building 9A, Ext. 4497

Beverages, snack foods, candy, test supplies, mini drug store.

Hours:

Monday - Thursday	8:00 a.m. - 4:00 p.m.
Friday	11:00 a.m. - 2:00 p.m.

Express Stop (Convenience Store)

Building 16A, Ext. 4142

Super selection of beverages, snack foods, Starbucks coffee, fresh salads and sandwiches, baked goods, pizza, test supplies and daily newspapers.

Hours:

Monday - Thursday	7:00 a.m. - 9:00 p.m.
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