

# Welcome to Mt. SAC



Dear Mt. SAC Student,

We are pleased to provide you with this student planner. We hope that you will find it useful in managing your college career. The entire Student Services Team at Mt. SAC wishes you well in your academic studies. We encourage you to become involved in campus life and to take advantage of the many services that we offer for your benefit. Here's a snapshot of the many services and programs available to you as a Mt. SAC student:

**Counseling/Advising:** Career Center, Transfer Center: Develop an educational plan, get help choosing a major, learn about transfer requirements, plan your career goals, learn how to write a resume and practice for an interview, find support for personal concerns.

**\*Financial Aid:** Apply for financial aid—grants and jobs on campus, see if you qualify for a fee waiver, apply for scholarships.

**Student Life:** Join a club, run for Associated Student office, serve on campus committees as a student representative, learn and practice leadership through workshops and classes.

**Health Center:** Make an appointment to see a doctor, nurse, or psychologist to help you with health, medical, and other concerns. The Health Center is located in Building 67B.

**Disabled Students Services:** Obtain assistance to help you succeed—for students with verifiable disabilities; assistance available for students with mobility concerns, auditory and visual limitations, acquired brain injuries, learning disabilities.

**Bridge/Freshman Experience/Learning Communities:** Specialized classes, counseling support, and peer mentors; students take paired classes and participate in special activities.

**EOPS/CARE/CalWORKs:** Specialized support for students from low income backgrounds, counseling and tutoring available, book grants.

**\*Admissions and Records:** Add and drop classes, petition for graduation, obtain transcripts and verifications of enrollment.

**\*Assessment Center:** Placement tests in English writing, reading and math; career and interest testing.

*\* Please note that Financial Aid, Admissions, and Assessment will be located in portable buildings marked "16" on the walkway between the Student Services Center and Building 26 during the fall and spring semesters.*

Best wishes for a successful year at Mt. SAC! We care about you and your success!

Sincerely,

Audrey Yamagata-Noji, Ph.D.  
Vice President, Student Services

# Mt. San Antonio College

## Mission, Vision and Core Values

### College **MISSION** Statement:

- To provide accessible and affordable quality learning opportunities in response to the needs and interests of the individuals and organizations.
- To provide quality transfer, career, and life-long learning programs that prepare students with the knowledge and skills needed for success in an interconnected world.
- To advance the state's and region's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

### College **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.

### College **CORE VALUES** Statement:

<b>Integrity:</b>	We treat each other honestly, ethically, and responsibly in an atmosphere of trust.
<b>Diversity:</b>	We respect and welcome all differences, and we foster equal participation through out the campus community.
<b>Community Building:</b>	We work in responsible partnerships through open communication, caring, and a cooperative spirit.
<b>Student Focus:</b>	We address the needs of students and the community in our planning and actions.
<b>Lifelong Learning:</b>	We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
<b>Positive Spirit:</b>	We work harmoniously, show compassion, and take pride in our work.

## Who's Who on Campus

### 2007-08 Board of Trustees

Rosanne Bader	President
Dr. Manual Baca	Vice President
Fred Chyr	Clerk
Dr. David K. Hall	Member
Judy Chen Haggerty	Member
Isaiah Deresa	Student Trustee



### College Administration

Dr. John Nixon	Interim President/CEO
Dr. Audrey Yamagata-Noji	VP, Student Services
Dr. Virginia Burley	Interim VP, Instruction
Michael Gregoryk	VP, Administrative Services
Dr. Jack Miyamoto	Interim VP, Human Resources

### Division Administration

Deborah Blackmore	Dean of P.E. and Athletics Director
Dr. George Bradshaw	Dean, Enrollment Management
Dr. Debbie Boroch	Interim Dean, Instructional Services
Barbara Crane	Assistant VP, Community Education
John Heneise	Dean, Business & Economic Development
Dr. Sarah Daum	Interim Dean, Technology & Health
Carolyn Keys	Dean, Student Services
Dr. Susan Long	Dean, Arts Division
Larry Redinger	Dean, Natural Sciences
Raul Rodriguez	Dean, Counseling Services
Dr. Stephen Runnebohm	Dean, Humanities & Social Sciences
Kerry Stern	Dean, Library & Learning Resources

### 2007-08 Associated Students Executive Officers

Yesenia Leon	President
Evelyn Mendoza	Vice President of Business
Mizchelle Cruz	Vice President of Activities
Allen McNabb	Senator Pro Tempore
Pengren Wang	Senator Pro Tempore
Vanessa Mendoza	Inter-Club Council Chair
Riane Perry	Inter-Club Council Vice Chair

***NOTE: The student handbook is available online at [www.mtsac.edu](http://www.mtsac.edu) and in alternative formats (Braille, enlarged text, e-mail, etc.) Please contact Disabled Student Programs and Services at (909) 594-5611, ext. 4290***

## Telephone Directory

College's main telephone line - 909.594.5611

### Registration, Advising & Counseling Services

	<b>Ext.</b>
Admissions & Records	4415
Advising Center	4293
Assessment Center	4265
Bursar's Office	4960
Counseling Center	4380
Financial Aid	4450
Photo I.D.	4960

### Advisors & Counselors

	<b>Ext.</b>
Advising Center	4293
Counseling Center	4380

### Academic Division Offices

	<b>Ext.</b>
Arts Department	5200
Business & Economic Development	4600
Community & Non-Credit Ed.	4220
Humanities & Social Science	4570
Natural Sciences	4425
Physical Education	4630
Technology & Health	4750
Library & Learning Resources	5658

### Parking Permits & Violations

	<b>Ext.</b>
Parking Office	4299

### Placement Testing & Results

	<b>Ext.</b>
Assessment Center	4265

### Financial Aid & Scholarships

	<b>Ext.</b>
Financial Aid	4450
Scholarship Information	4457
Veterans' Affairs	4520

### Fee Payment & Photo ID

	<b>Ext.</b>
Bursar's Office	4960
Photo ID	4960

### Books & Materials

	<b>Ext.</b>
SacBookRac (bookstore)	4475

### Student Life

	<b>Ext.</b>
Associated Students	4525
Clubs & Organizations	4525
Student Complaints & Grievances	4525
Student Conduct & Discipline	4525
Student Leadership Programs	4525
Lost & Found	4525
Student Center	5959

### Child Care

	<b>Ext.</b>
Child Development Center	4920

### Security & Safety

	<b>Ext.</b>
Public Safety Escort Service	4555
Public Safety Office	4555

### Student Services

	<b>Ext.</b>
Bridge Program	5392
CalWORKs/CARE	4755
Disabled Student Programs & Services	4290
EOPS	4500
High School Outreach	5906/5905
Re-Entry Services	4392
Upward Bound Program	5634

### Health & Fitness

	<b>Ext.</b>
Exercise Science & Wellness Center	4625
Health Center (Medical Care)	4440

### Job Search & Employment

	<b>Ext.</b>
Career Placement	4510

### Library & Tutoring

	<b>Ext.</b>
Learning Assistance Center	4300
Library	4260
Tutorial Services	6605
Math Activities Resource Center (MARC)	5014

### Computer & Net Access

	<b>Ext.</b>
Learning Lab	5666

### Performing Arts

	<b>Ext.</b>
Box Office	2050

## Important Dates

### AUGUST

08/27/07 First day of Fall Semester  
08/28/07 Welcome Day (12:30 - 1:30 p.m., 9C patio)

### SEPTEMBER

09/03/07 **CAMPUS CLOSED** - Labor Day  
09/07/07 Last day to add classes  
09/07/07 Last day for refund  
09/10/07 Fall LEAD workshop calendar available in 9C-1  
09/11-12 Blood Drive (9 a.m. - 8 p.m., 9C stage)  
09/17/07 Last day to drop without a "W"  
09/18-20 Join-A-Club Days (9 a.m.-1 p.m., 9C patio)  
09/21-23 A.S. Fall Leadership Institute (for information call 909-594-5611, ext. 4525)

### OCTOBER

10/09/07 Lost & Found Silent Auction (10 a.m. - 1 p.m., 9C stage)  
10/12/07 Deadline to petition for fall & winter graduation  
10/16-18 Blood Drive (9 a.m. - 8 p.m., 9C stage)

### NOVEMBER

11/02/07 Last day to drop with a "W"  
11/07/07 Community Volunteer Fair (9 a.m.-2 p.m., 9C patio)  
11/12/07 **CAMPUS CLOSED** - Veteran's Day observed  
11/20-21 Blood Drive (9 a.m. - 8 p.m., 9C stage)  
11/22/07 **CAMPUS CLOSED** - Thanksgiving Recess  
11/23/07 **CAMPUS CLOSED** - Thanksgiving Recess  
11/29/07 A.S. Holiday Celebration (noon - 2 p.m., 9C Student Center)

### DECEMBER

12/10/07 Final Exams until Dec. 16  
12/11-13 Night Owl & Finals Frenzy (Various times, 9C Student Center)  
12/21-01/02 **CAMPUS CLOSED** - Semester Recess

### JANUARY

01/01/08 **CAMPUS CLOSED** - New Year's Day  
01/07/08 First day of Winter Intersession  
01/14/08 Last day to drop without a "W"  
01/14/08 Last day for refund  
01/15/08 Last day to add classes  
01/15-16 Blood Drive (9 a.m. - 8 p.m., 9C stage)  
01/21/08 **CAMPUS CLOSED** - Martin Luther King Jr. Day  
01/31/08 Last day to drop with a "W"

## Important Dates Continued

### FEBRUARY

02/12-13	Blood Drive (9 a.m. - 8 p.m., 9C stage)
02/15/08	CAMPUS CLOSED - Lincoln's B-day observed
02/17/08	Winter Intersession ends
02/18/07	CAMPUS CLOSED - Washington's B-day observed
02/25/08	First day of Spring Semester
02/26/08	Welcome Day (12:30 - 1:30 p.m., 9C patio)

### MARCH

03/07/08	Last day to add classes
03/07/08	Last day for refund
03/10/08	Spring LEAD workshop calendar available in 9C-1
03/11-13	Join-A-Club Days (9 a.m.-1 p.m., 9C patio)
03/14/08	Last day to drop without a "W"
03/18-19	Blood Drive (9 a.m. - 8 p.m., 9C stage)

### APRIL

04/15-17	Blood Drive (9 a.m. - 8 p.m., 9C stage)
04/18/08	A.S. Spring Leadership Conference (8:30 a.m. - 4 p.m., 9C Student Center)
04/21/08	A.S. General Elections until April 25 at noon

### MAY

05/02/08	Last day to drop with a "W" for Spring
05/13-14	Blood Drive (9 a.m. - 8 p.m., 9C stage)
05/26/08	CAMPUS CLOSED - Memorial Day

### JUNE

06/09/08	Final Exams until June 15
06/10-12	Night Owl & Finals Frenzy (Various times, 9C Student Center)
06/13/08	Commencement Ceremony, Hilmer Lodge Stadium
06/23/08	First day of Summer Session

### JULY

07/04/08	CAMPUS CLOSED - Independence Day
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• *Dates are subject to change*

## Registration Process

### STEP 1: APPLY TO THE COLLEGE

Applicants may apply online by logging on to [www.cccapply.org](http://www.cccapply.org) and clicking on the “apply online” link, or by visiting the Admissions & Records Office in the Student Services Center (Bldg. 16) and submitting a completed application. Applications are available in the Admissions & Records Office, in the current Schedule of Classes, or online. If you have completed coursework at other colleges or have just completed high school, turn in an official transcript to Admissions and request an evaluation. Priority registration for new students is based on when the application was submitted.

### STEP 2: ASSESSMENT TESTING/PLACEMENT

Contact the Assessment Center in the Student Services Center (Bldg. 9B) to make an appointment for the Math/English/Reading placement tests.

### STEP 3: ORIENTATION

Orientation is mandatory. Contact the Counseling Department in the Student Services Center (Bldg. 9B) to schedule an orientation prior to telephone registration.

### STEP 4: COUNSELING/ADVISEMENT

During orientation, each student is given information/instruction on developing an educational plan; however, it is recommended that students visit the Counseling Department for help in choosing a major, transfer institution, and career path. If you need help in developing a course plan see an educational advisor at the Advising Center (Bldg. 9B).

### STEP 5: REGISTERING FOR CLASSES

At Mt. SAC, registration for classes is done by telephone or online at [my.mtsac.edu](http://my.mtsac.edu). Students who were enrolled the previous semester are mailed a Permit to Register prior to the beginning of the semester. New students are mailed or are given a registration date based on when the application was submitted.

### STEP 6: FEES

You may pay fees online at [my.mtsac.edu](http://my.mtsac.edu), through the phone registration system, by mail, or in person at the Bursar's Office (Bldg. 9A), within seven working days. You may also have your picture

taken at this office for a Mt. SAC Photo I.D. that you will need to use services on campus. If you are unable to afford these fees, financial aid may be available through the Financial Aid Office in the form of a Board of Governors Fee Waiver. File the Free Application for Federal Student Aid (FAFSA). You may also apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). By filing the FAFSA you may also be eligible for other aid in the form of grants, work-study, loans, and scholarships. Contact the Financial Aid Office for more information and eligibility requirements.

## Student Services Division

### Student Services Building (9B)

Starting college can be intimidating. Whether you're fresh out of high school or new to the workforce, a new student or a returning one, just starting college can sometimes seem like an endless maze of applications to fill out, courses to choose from, and fees to pay. And your classes haven't even started yet!

Each year at Mt. San Antonio College, hundreds of diverse students from throughout Southern California, as well as many out-of-state and international students, embark on a journey to success. Their first stop in this journey is Student Services. The Mt. San Antonio College Student Services Division provides each student with assistance in achieving their educational, career, personal and social goals that are essential for success.

### Building Hours

Monday - Thursday 8 a.m. - 7 p.m.

Fridays 8 a.m. - 4:30 p.m.

Individual office hours vary.

### Admissions & Records

(Bldg. 16 (portable) | ext. 4415)

This is where it all begins. After the application process students can visit the Admissions & Records Office to find out about registration, credit classes, enrollment verification, general education certification, and graduation. Special services are also provided for international students.

**Advising Center**

(Bldg. 9B) | ext. 4293)

Get help choosing classes that will get you an Associate in Science or Associate in Arts degree, a certificate, or help you transfer to the school of your choice. You can get transfer information and reference material on various baccalaureate colleges and universities that include catalogs, brochures, videos, career profiles, college and university catalogs on CD-ROM, and scholarship research. You can also make individual appointments with university representatives, and campus tours are available by schedule and upon request.

**Assessment Center**

(Bldg. 16B | 1st floor | ext. 4265)

Not sure if you should take Pre-Algebra or Pre-Calculus? Should you jump right into Freshman Composition or brush up on sentence structure first? You may 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. Career and personality assessments are provided based on a referral from a faculty member, and assistance in reviewing basic skills course placement is also provided.

**Bridge Program**

(Bldg. 9B | 2nd floor | ext. 5392)

Are you the first in your family to go to college? Or maybe you're just a bit intimidated by the idea of college? This program is designed to increase your academic and personal success by creating a unique environment between students, professor, counselor, and critical resources on campus.

**Bursar's Office/Photo ID**

(Bldg. 9A | ext. 4960)

This is an important office to visit in the final steps in the registration process. Here you can pay for your enrollment, student activities, materials, and health services fees, and get a refund for credit classes. You can also receive a student photo identification card for accessing all College services.

**Career Placement Services**

(Bldg. 9B | 2nd floor | ext. 4510)

Looking for a part-time job or career employment? Career Placement Services is the place to start. Our staff works with local employers to bring job opportunities to Mt. SAC students and alumni via job and internship referrals and job fairs. Plus, we help students and alumni develop the necessary

skills to land that desired job through career-related services and activities including one-on-one resume and interviewing assistance, job search skills workshops, and informative handouts. Visit the Career Placement Services website at <http://placement.mtsac.edu>.

**Counseling Department**

(Bldg. 9B | 2nd floor | ext. 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? Are personal problems affecting your academic success? Come by the Counseling Department and make an appointment to see a Counselor. Counselors who specialize in career, educational, and personal counseling are here to help.

**Disabled Student Programs & Services**

(Bldg. 9B | 1st floor | ext. 4290)

If you have a disability that interferes with 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. Students with verified disabilities have access to an adaptive computer lab, specialized instruction, sign language interpreters, note-taking services, priority registration, accommodations in the classroom and for test taking, transportation around campus, and many other services and accommodations based on individual needs.

**EOPS, CalWORKs, & CARE**

(Bldg. 9B | 1st floor | ext. 4500)

Being the first in your family to attend college or being financially disadvantaged may be a couple of your biggest concerns but they shouldn't keep you from success at the College. If you qualify, you can get counseling, tutoring, financial aid assistance, and priority registration. The CARE (Cooperative Agencies Resources for Education) is designed to recruit and assist single parents who are head of household with children under 14 years of age and a CalWORKs recipient attending the community college. CARE students receive additional support through counseling, tutoring, assistance with books and supplies, meal tickets and grants.

**CalWORKs** - (Bldg. 9B | 1st floor | Ext. 4845)  
[California Work Opportunities](#)

### and Responsibility to Kids

The CalWORKs program provides educational/training assistance to students who receive cash aid for themselves and their children. This includes self-initiated participants (SIPS) and GAIN referrals. The program assists students in entering the workforce at the highest level possible, and in developing a personal career ladder leading to increased self-sufficiency and individual growth. Support services include counseling, educational advising, childcare, work-study, case management, progress monitoring, and job development/placement.

### **Financial Aid Office**

(Bldg. 16 (portable) | ext. 4450)

Filling out applications and choosing classes is one thing, but figuring out how you're going to pay for everything is a whole other headache. You've got classes, fees, and books to pay for! And don't forget about transportation costs. Are you going to need a parking permit, a bus pass, or a new pair of walking shoes? Visit this office to find out what kind of financial assistance you may be eligible for. They provide applications and process the following: federal grants/loans/work study, state grants/services, short term loans, and Board of Governors Fee Waiver. If you're a veteran you may also get additional services at this office.

### **Scholarship Office**

(Bldg. 16 (portable) | ext. 4457)

Need help in becoming a competitive scholarship applicant? Visit the Scholarship Program Office for assistance with scholarship opportunities, including scholarship research, personal statement advisement and workshops. The Mt. SAC Scholarship Office administers more than \$200,000 in scholarships each year.

### **Health Services**

(Bldg. 67B | 1st floor, ext. 4400)

Good health is essential for academic success. Health Services provides medical, nursing, psychological and first aid services to help keep you at your best both mentally and physically. Also provided are health education services, immunizations, medications and lab services. Students must be currently enrolled and attending classes to qualify for services.

### **High School Outreach**

(Bldg. 9B | 1st floor | ext. 5906)

This office works with local high schools to better

inform students of opportunities at Mt. SAC through routine visits to college fairs and college centers. The services offered by the outreach team can be a great resource for those making first contact with the College. Often times, high school students working with this office are able to complete the application and registration process, and are informed about programs of study before high school graduation day.

### **Re-Entry Services**

(Bldg. 9B | 1st floor | ext. 4392)

Many students find it necessary to put off school for several semesters or several years. Those students 25 years of age or older wishing to return to college can find assistance at this office. Get specialized workshops and career classes that focus on helping students achieve their educational, personal, and career goals. Also, specialized job placement assistance and counseling are available, as well as referral information for on and off campus services, and information on the Single Parent Academy.

### **Veterans Services**

(Bldg. 9B | 2nd floor | ext. 4520)

Are you a veteran? If so, Veterans Services is available to assist you and your eligible dependents on all matters relating to veteran benefits. Veterans Services is located near the Financial Aid Office.

### **Vice President's Office**

(Building 9B | 1st floor | ext. 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.

## **Student Life**

Student Life at Mt. San Antonio College is here to provide campus involvement opportunities for all registered students. It serves as the heart of campus life where students are able to connect with their peers in a comfortable and supportive environment. The opportunities available through the Student Life Office verifies the important connection between student success and involvement, and therefore, Mt. SAC strives to create a collaborative and supportive environment where students of diverse backgrounds and unique talents can meet, create, and learn.

### **Student Life Office**

(Building 9C | ext. 4525)

Information regarding student government, clubs, student leadership, activities transcripts, campus activities, discount amusement park and movie tickets, student complaints and student conduct policies can be provided or handled. Assistance dealing with grievance and due process procedures, sexual harassment, and resources for social services needs are also provided. Did you lose a textbook or another important item? Go to this office for lost & found, as unclaimed items are auctioned off once a year! Hours | Monday - Thursday 7:30 a.m. - 6 p.m. | Fridays 7:30 a.m. - 4:30 p.m.

### **Student Center**

(Building 9C | ext. 5959)

The Center is open to all registered students and provides a relaxing and enjoyable environment that includes board games, table tennis, foosball, high definition TV, free wireless Internet, and a housing referral program. Take that quick nap or clear your mind between classes. Hours: Mon. - Thur. 8 a.m. - 6 p.m. | Fridays 7:30 a.m. - 4:30 p.m.

### **Leadership Education And Development Program (LEAD)**

(Building 9C | ext. 4525)

The LEAD Program is a non-credit certificate program dedicated to developing students to become effective leaders. Participants will receive a co-curricular leadership certificate upon completion of twelve workshops in personal leadership. Open and free for all Mt. SAC students. Pick up, complete and submit the LEAD Application Form to the Student Life Office (Bldg. 9C) to receive the workshop calendar (date, time & location) of workshops offered for the semester. The workshop calendars are usually available by the third week of the fall and spring semesters.

## **Associated Students (Student Government)**

### **Associated Students (AS)**

(Building 9C | ext. 5956)

Have you ever wondered what your Student Activities fee goes to? The offices of 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 to decide 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 and personal growth, and about creating a unique and fun college experience. Officers of the Association develop interpersonal relationship and leadership skills. General Elections for A.S. Executive Officers, Inter Club Council Officers, and the Student Trustee take place each Spring. Positions for A.S. Senate are available at the beginning of each semester. If you would like to get involved, contact the Student Life Office. ext. 4525

**Our 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. Appointments are made to College committees through the Association. The Student Board of Trustees member is ex-officio to the Association and serves on the Board as an elected representative of the students.

The Associated Student Senate and Executive Board develops and authorizes the Associated Students Budget. Members take leadership in the development of the rules and regulations governing students behavior and welfare. The Associated Students Senate makes recommendations to faculty and College administration regarding campus policies and procedures.

Students are afforded the opportunity to learn leadership skills and to develop competence in planning and program implementation. Participation in this Association is open to all students who meet the minimum academic requirements.

### **Our 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, the Associated Students (A.S.).

#### **Executive Board** (Elected Positions)

- A.S. President
- A.S. Vice Presidents (2)
- A.S. Inter-Club Council Chairperson
- A.S. Inter-Club Council Vice Chairperson
- Student Trustee
- Two Senator Pro Temps (Elected)

**Becoming an A.S. Elected Officer** To run for an Associated Students Executive Board Position, students must pick up an application packet from the Student Life Office, available during February for the Spring General Elections. Complete the application materials and submit it to the Student Life Office, by the filing deadline. Attend a mandatory candidates meeting. You are required to have a cumulative Mt. SAC GPA of 2.0 and you must be enrolled in a minimum of five Mt. SAC units at the time of verification and during your time in office. For the Student Trustee, candidates are required to have a cumulative Mt. SAC GPA of 2.0 and you must be enrolled in a minimum of five Mt. SAC units at the time of verification and during your 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 fourth Wednesday of each month at 6:30 p.m.

#### **Senatorial Positions** (Appointed Positions)

- 1.) Academic Senator
- 2.) Activities Senator
- 3.) Activities Senator
- 4.) Arts Senator
- 5.) Athletics Senator
- 6.) Community Relations Senator
- 7.) Cross-Cultural Senator
- 8.) Cross-Cultural Senator
- 9.) Elections Senator
- 10.) Environmental Senator
- 11.) Faculty Relations Senator
- 12.) Finance Senator
- 13.) Historian Senator

- 14.) Inter Club Council Senator
- 15.) Internal Auditor Senator
- 16.) Political Senator
- 17.) Public Relations Senator
- 18.) Publicity Senator
- 19.) Student Relations Senator
- 20.) Student Services Senator

**Becoming a Senator** To be eligible for appointment as a Senator for the Associated Students, you must pick up an application packet from the Student Life Office during the first week of the semester. Complete the application materials and submit them to the Student Life Office by the application deadline. Attend informational workshops, usually held during the first three weeks of the semester. You are required to have a cumulative Mt. SAC GPA of 2.0 and you must be enrolled in a minimum of five Mt. SAC units at the time of verification and during your time in office. Senate meetings take place every Tuesday and Thursday, 3-5 p.m.

**College-wide Committees** Students have the opportunity to serve on College-wide 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 over 40 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. If you don't see a club you might be interested in joining, perhaps you would like to start a new one. New clubs are always welcomed!

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

For a comprehensive list of active clubs and organizations, and how to join them, contact the Student Life Office. Below are some examples of Mt. SAC student clubs.

### **Academic Clubs**

Accounting & Finance Club  
Alpha Gamma Sigma (California Honor Society)  
American Society of Engineers and Architects  
Business Club  
California Nursing Students Association (CNSA)  
Chemistry Club (Student Affiliates of the American Society)  
Fire Technology Club  
Future Teachers of America  
Health Occupations Students of America (HOSA)  
Interior Design Club  
Mt. SAC Creative Writing: Fiction & Poetry Club  
Paralegal Society  
Psychiatric Technician Club  
Sociology Club

### **Cultural Clubs**

Black Student Union  
Chinese Culture Club  
International Students Club  
Italian Club  
Japanese Circle Club  
M.E.Ch.A (Movimiento Estudiantil Chicano de Aztlan)  
Muslim Students Association  
Native American Inter-Tribal Student Alliance (NAISA)  
Tambayan Club (Filipino cultures)  
Vietnamese Students Association

### **Special Interest Clubs**

Caduceus Club  
EAGLE (Environmental Action Group for a Livable Earth)  
Flying Team  
LAMBDA Student Association  
Global Student Resistance Network  
Visual Media Arts & Science Club

### **Religious & Philosophical Clubs**

Christian Students at Mt. SAC  
Campus Crusade for Christ  
Chinese Christian Fellowship  
Korea Campus Crusade for Christ

### **AS Sponsored Programs & Services**

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

- Student Club Membership & Activities
- Discount Amusement Park & Movie Tickets
- Campus Programs, Events & Activities
- Book Scholarships
- Campus Projects
- Cultural & Educational Activities
- Flying Team
- Forensics Team
- Leadership Conferences, Workshops, & Programs
- Music & Choral Singers
- Outstanding Educator & Advisor Programs
- Student Leadership Award Programs
- Student Scholarships
- Spring Transfer Student / Parent Reception
- Student Center
- University Tours

### **Discount Tickets Information**

To receive these special discounts you must have paid the current Student Activities Fee. To pay your Student Activities Fee and/or receive your sticker, please visit the Bursar's Office in Building, 9A.

**Ticket sales:** Mon. - Thur., 8 a.m. - 6 p.m. and Friday 9 a.m. - 4:30 p.m. in the Bursar's Office, Window 5. Only cash is accepted. Discounts and ticket prices are subject to change without notice.

### **Amusement Parks**

Disneyland / California Adventure  
Knott's Berry Farm  
Sea World San Diego  
Six Flags Magic Mountain  
Universal Studios Hollywood  
Raging Waters

### **Movie Theaters**

AMC & Edwards Theaters

For information about pricing and ticket availability, please call the Bursar's Office at (909) 594-5611, ext. 4960 or visit [as.mtsac.edu](http://as.mtsac.edu).

## College Bookstore

### SacBookRac

**Location:** Building 9A

**Phone:** (909) 594-5611 ext. 4475

**Hours:** Monday - Thursday 7:45 a.m. - 7:15 p.m.  
and Fridays 7:45 a.m. - 4 p.m.

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

The SacBookRac is the College bookstore. Provides new and used books for your classes. In addition to textbooks, general trade and paperback books, snacks, greeting cards, school supplies, computer software, and gifts are also available. You may also sell your books back for cash.

Need a scantron test sheet or essay booklet? A Mt. SAC t-shirt or sweatshirt? A pen or pencil? Head over to the SacBookRac for all of your college material needs. Can't make it to the bookstore before you need your books? Order your textbooks and other Mt. SAC items from the convenience of your own computer at [www.SacBookRac.com](http://www.SacBookRac.com). Orders can be picked up at the store or shipped to your home.

## Childcare & Development

### Child Development Center

**Location:** North (Main Office) Building 9E

**Phone:** (909) 594-5611 ext. 4920

**Hours:** Monday - Thursday 6:30 a.m. - 7 p.m. and  
Fridays 6:30 a.m. - 5 p.m.

**Office Hours:** 8 a.m. - 5:00 p.m.

The Mt. SAC Child Development Center provides high quality early care and education services in a developmentally appropriate setting. All children regardless of sex, ethnicity, religion, or physical handicap are welcome. A child must be in good health and parent(s) must meet eligibility requirements. Student/parent(s) must be enrolled in six or more units of credit coursework in order to be accepted into the program. Daytime students have priority.

The Center offers such programs as Half Day and Full Day State Preschool, General Childcare Funding, and fee-based programs.

## Library & Tutors

### College Library

**Location:** Building 6

**Phone:** (909) 594-5611 ext. 4260

**Hours:** Monday - Thursday 7:30 a.m. - 9:30 p.m.,  
Fridays 7:30 a.m. - 4:30 p.m., Saturdays 9 a.m. - 4  
p.m., & Sundays from Noon - 4 p.m.

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, career guides, and college catalogs, researchers may also search numerous full-text article databases and access lists of pre-evaluated Internet web sites. Reserves allow faculty to provide continuous access to course materials free of charge to students.

Professional librarians are available days and evenings to teach library research techniques to entire classes by appointment and to individuals at the reference and information desk. The staff at the library information desk are particularly helpful in assisting with all aspects of the research process from choosing a topic to searching for and evaluating information in print and electronic formats.

### Learning Assistance Center

**Location:** Building 6

**Phone:** (909) 594-5611 ext. 4300

**Hours:** Monday - Thursday 7:30 a.m. - 10 p.m.,  
Fri. 7:30 a.m. - 4 p.m., and Sat. 10 a.m. - 2 p.m.

### Tutorial Services

**Location:** Building 6

**Phone:** (909) 594-5611 ext. 6605

**Hours:** Monday - Thursday 9 a.m.-8 p.m., Fridays  
9 a.m.-1 p.m., and Saturdays 10 a.m.-2 p.m.

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 pre-collegiate, or below college level, skills in math, reading, and writing.

## Computer Labs on Campus

SERVICE/LAB	LOCATION	EXT.
<b>ALL MT. SAC STUDENTS</b>		
<b>Media Services</b> - Check out and view video materials. Math video check-out available; other video for viewing in lab only.	Bldg. 6 Room 240	4270
<b>Language Learning Center</b> - 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
<b>Learning Assistance Center, Learning Lab</b> - PC and MAC computers. available: word processing, course-related software, research, email, Internet, library database.	Bldg. 6 south entrance, first floor	6601
<b>Learning Assistance Center, Testing Services</b> - Test makeup by arrangement only. Testing for learning distance classes by arrangement only.	Bldg. 6 south entrance, first floor	4300
<b>Learning Assistance Center, Tutorial Services</b> - 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
<b>Instructional Computer Center Lab</b> - Word processing, research, internet, Email, etc. Programs available: MS Office, MS visual net, IBM servers, Other programs for specific computer classes.	26D Room 5	4701
<b>Micro Computer Center</b> - Word processing, research, internet, Email. Programs available: MS Office & other programs for computer classes. Primarily for business division students.	Bldg 17 Room 5	4608
<b>MT. SAC STUDENTS TAKING HUMANITIES AND SOCIAL SCIENCES</b>		
<b>Humanities Computer, Assisted Writing Center</b> - Word processing, research, internet, Email, etc. Programs available: MSWord, MSPowerPoint, grammar and punctuation software, and internet access.	26D Room 106	4559
<b>Humanities Internet Lab (HIL)</b> - Word processing, searching the Internet, color printing, scanning, CD burning	26D Room 104	4559
<b>Writing and Reading Assistance Center (WRAC)</b> - Software to practice reading, writing, grammar, and punctuation review.	26D Room 102	4559
<b>MT. SAC STUDENTS TAKING MATH, COMPUTER SCIENCE, AND NATURAL SCIENCES</b>		
<b>Math Activities Resource Center (MARC) for Students taking Math 50-71</b> - Tutoring in Math 50-Math 71. Math videos & CD-ROMS. Calculator and math material rentals. Math worksheets. Textbooks and solution manuals	Bldg. 40	5014
<b>Natural Science La</b> - Programs available: Borland Turbo C++ 4.5, Derive 4.11, Java 2 SDK 1.5, Maple 9.5, MiniTab 14, MS Word 2003, MS Excel 2003, Visual C++ 6.0	Bldg. 26 A Room 303	4608
<b>MT. SAC STUDENTS IN SPECIAL PROGRAMS</b>		
<b>Community Ed. Lab for students in Community Education programs</b> - ASBAB 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
<b>DSPS High Tech Center for Students in DSPS</b> - Computer adaptive equipment and software to accommodate students with disabilities.	Bldg. 16D	4290
<b>ESL Computer Lab (for ESL Students)</b> - Internet usage. English improvement programs.	Bldg. 66 Room 169	4213
<b>Health Center Educational Lab</b> - Internet usage. Test preparation for state medical exams. Medical equipment, media library (videos, DVD), and instructional programs for use and check out.	Bldg 67B rm. 250, rm. 190 (skills)	4787 and 4788
<b>WIN Program (for Student Athletes)</b> - 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. Remediation of reading, writing, math and preparation for the campus assessment test. Assistance with registration and transfer.	Bldg. 37	4239

Tutorial Services in the Learning Assistance Center provides free tutoring to all Mt. SAC students. 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.

## Computer & Internet Access

### Learning Lab

**Location:** Building 6

**Phone:** (909) 594-5611 ext. 5666

**Hours:** Monday - Thursday 7:30 a.m.-10 p.m., Fri. 7:30 a.m.-4 p.m., and Sat. 10 a.m.-2 p.m.

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, spreadsheets, Power Point, and tutorials on various subjects. For more information see the "Computer Labs on Campus" chart in this handbook.

## Math Tutoring

### Math Activities Resource Center

**Location:** Building 40 - Room 113-115

**Phone:** (909) 594-5611 ext. 5014

**Hours:** Monday - Thursday 8:30 a.m. - 8:30 p.m., Fridays 8:30 a.m. - 2:30 p.m., and Saturdays 10 a.m. - 2 p.m.

The Math Activities Resource Center (MARC) offers free math tutoring to Mt. SAC students currently enrolled in Math 50 through Math 72. Video checkout for home use and calculator checkout for classroom use only are available, as well as tutorial programs, textbooks and solution manuals available for use inside the MARC.

## Financial Aid

### Financial Aid Office

Building 16 (portable) | ext. 4450

The College offers a variety of financial aid programs funded by the Federal and State governments

and private sources. These programs are available to eligible students to help meet the cost of attending college. Aid programs include grants, work-study opportunities, and loans. All students may be eligible for some form of assistance based on their financial need. You may apply for aid by filing a Free Application for Federal Student Aid (FAFSA) form. This form is available in the Financial Aid Office or online at [www.fafsa.edu.gov](http://www.fafsa.edu.gov).

### Important dates to Remember for Financial Aid

**January 1** - Financial Aid applications available

**March 2** - State Cal Grant Deadline

**Mid March** - Mt. SAC scholarship deadline

**April 15** - Priority filing deadline for Mt. SAC only

**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 otherwise eligible.

### Basic Eligibility

- 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, GED or passed the Ability to Benefit Test (ATB)
- Maintain Satisfactory Academic Progress at Mt. San Antonio College
- Register with the U.S. Selective Services (if you are male 18-25 years)
- Must resolve any drug conviction issues

### Types of Aid Available

- Federal Pell Grant
- Federal Academic Competitiveness 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 Perkins Loans
- Federal Direct Loans
- Federal Family Educational Loan (FFEL)

### **Federal Pell Grants**

Federal Pell Grants are need-based and awarded to every undergraduate student who qualifies.

**Federal Pell Grants DO NOT need to be paid back.** These grants may be used for tuition, fees, and living expenses at any qualifying college in the country, even at schools with low fees, such as the California Community Colleges. You may receive a Pell Grant if you attend school less than half time. Pell Grant awards currently range from \$400 to \$4,310 a year. When you file the FAFSA, you're automatically considered for a Pell Grant. Visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) to learn more.

### **Federal Academic Competitiveness Grant**

The Academic Competitiveness Grant is available to first year students who graduated from high school after January 1, 2007 and for sophomores who graduated from high school after January 1, 2006. An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who successfully completed a rigorous high school program. Visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) to learn more.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

**Federal Supplemental Educational Opportunity Grants DO NOT need to be paid back.** Colleges award these federal grants of between \$100 and \$4,000 per year to undergraduate students with exceptional financial need, with priority given to Pell Grant recipients. Funding for this program is limited. To learn more, go to [www.studentaid.ed.gov](http://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 or off cam-

pus. If possible, you'll be placed in work related to your studies or career plans, or in community service. You'll earn at least the federal minimum wage. To learn more, go to [www.studentaid.ed.gov](http://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 to have your grant placed on reserve. If you list a California Community College before a four-year California college on your FAFSA, your Cal Grant A will be placed in reserve. When you transfer, be sure to let the financial aid office of the school you'll be transferring to know that you have a reserve grant.

### **State Cal Grant B**

Cal Grant B assists low-income students with living expenses and books. **State Cal Grants DO NOT need to be paid back.** The award for California Community College students is \$1,551 and may be used for books, living expenses and transportation. When renewed or awarded beyond the freshman year, the grant includes a tuition and fee award for students who will be attending a school other than a California Community College. 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, tools and equipment. If you plan to attend a school other than a California Community College, you may also receive up to \$2,592 in tuition assistance. To qualify, you must meet the requirements and enroll in a program that is at least four months in length. Selection is based on educational background, vocational or occupational experience and aptitude.

### **Did you know?**

The Mt. SAC Financial Aid Office offers Financial Aid Workstations. Don't have a computer or Internet access at home? On campus, and need to

quickly submit financial information online? You may now go to the Financial Aid Office to access and submit financial aid information online!

### **BOGW Fee Waiver**

The California Community College Board of Governors Enrollment Fee Waiver (BOG) waives your Enrollment Fee, reduces the Parking Fee and may waive or reduce your Health Fee. **Assistance granted under this fee waiver DOES NOT need to be paid back.** Students are responsible for paying any additional fees. Students may apply at the time of registration. This form must be submitted to the Financial Aid Office in person.

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 BOGW Fee Waiver, you are eligible for assistance for that academic year.

A Request for Fee Refund form must be completed and submitted to the Bursar's Office if you are determined eligible for a BOGW Fee Waiver after having paid your fees for any term within the academic year.

Students applying for a BOGW Fee Waiver after the refund period of any term will only be refunded their enrollment fees.

### **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 General Scholarship Application available at the Scholarship Program Office prior to the screening deadline. Students will be notified by mail if they have been selected. There are other scholarships from private donors which require specific applications provided by the donor and have varying deadlines. These scholarship applications may be obtained from the Scholarship Coordinator. For any questions or further information, contact the Scholarship Program Office.

### **Federal Perkins Loans**

Federal Perkins Loans are low-interest loans for graduate and undergraduate students with exception-

al financial need. **Federal Perkins Loans are borrowed dollars that MUST BE REPAID, with interest.** You can borrow up to \$4,000 for each year of undergraduate study, up to \$20,000. However, Perkins loan funds are usually limited, so few students receive the maximum award amounts.

With Perkins loans, the college is the lender. The interest rate is fixed at 5 percent. You pay no interest on your loan while enrolled at least half time and must begin repaying your loan nine months after graduating, leaving school or enrolling less than half time.

### **FFEL and Direct Loans**

In addition to the Federal Perkins Loan program is the Federal Family Education Loan (FFEL) program and the William D. Ford Federal Direct Loan (Direct Loan) program. **The FFEL and Direct Loans are borrowed dollars that MUST BE REPAID, with interest.** Both the FFEL and Direct Loan programs consist of what are generally known as Stafford Loans (for undergraduate and graduate students) and PLUS Loans, for the parents of dependent undergraduates.

The main difference between FFEL and Direct Loans is that you receive FFEL funds from private lenders such as banks, credit unions, or other lenders that participate in the FFEL program. Direct Loan funds come from the federal government to the College, which delivers the loan proceeds to you. You can receive both FFELs and Direct Loans, but not both types for the same period of enrollment at the same school.

## **Financial Aid Q&A**

**What do I need to get started?** When filling out the Free Application for Federal Student Aid (FAFSA) you should have:

- Your Social Security Number.
- Your W-2 Forms and other records of money earned.
- Your Federal Income Tax Return.
- Your parents' Federal Income Tax Return (if you're dependent).
- Your current bank statement.

- Your untaxed income records - such as Social Security, Temporary Assistance to Needy Families, or unemployment benefits.

### **How do I apply for student aid?**

#### For Federal Aid:

First, you need to complete the FAFSA. There is a paper version or an online version (FAFSA on the Web: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)). If you are completing the online version you should get a Personal Identification Number (PIN) ahead of time. The PIN will act as your signature and allow you to sign your FAFSA on the web. If you have to provide parent's information, your parent(s) should also apply for a PIN. You and at least one of your parent(s) need to sign. Apply today at [www.pin.ed.gov](http://www.pin.ed.gov).

#### For State Aid:

You need to complete the Grade Point Average (GPA) Verification form. If you completed 24 applicable degree units, 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 apply?** After you submit the FAFSA, you'll receive one of the following within a range of a few days to four weeks, depending on whether you applied online or mailed in a paper FAFSA:

- A Student Aid Report (SAR), if you completed the paper FAFSA & did not list an email address, or
- A SAR Information Acknowledgement, if you filed the FAFSA on the web and did not list an email address, or
- An email containing a secure link so you can access your SAR on the web.

**What do I do with my SAR?** You must review it carefully to make sure it's correct and complete. If it is, and it contains your Expected Family Contribution (EFC), your school will use your information to determine your eligibility for the best possible financial aid package. If information on the SAR is incorrect, make the corrections and

mail it back with appropriate signatures. With a PIN, you can make the correction(s) on the web.

**What is Professional Judgement?** If you or your family 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 Judgement form (available in the Financial Aid Office) and consult with a Financial Aid Specialist.

**What other documents are needed?** There are basic documents that must be turned in to Mt. SAC. They are:

- Supplemental/Budget Information Sheet (must be filled out completely)
- Copy of your picture I.D.
- Official academic transcripts from other colleges (sent to Admissions)

*Note: Other documents may be requested at a later date.*

**When should I apply for Financial Aid for the following school year?** You should apply as soon after January 1st as possible, after you and your parents have completed your federal income tax returns.

#### **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.

**What are the office hours for the Financial Aid Office?** Office hours are 8 a.m. - 7 p.m. Mondays through Thursdays, and 8 a.m. - 4:30 p.m. on Fridays. These hours are subject to change.

**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.

**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.

**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 institutions, however, give preference to full-time students. Some programs are available for less than half-time attendance.

**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 offer aid. 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. However, after the first time you apply for financial aid, you probably will be sent a Renewal FAFSA that will ask you to answer some questions again and recheck the answers to others.

## Extended Opportunity Programs & Services

Extended Opportunity Programs & Services (EOPS) is a state-funded program that provides 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
- Textbooks vouchers
- Workshops
- Application fee waivers for CSU and UC schools

**Who is eligible?** To be considered for EOPS, a student must:

- Be a California resident
- 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
- Educationally disadvantaged

**What's expected from an EOPS student?** To stay in a program, a student must:

- Attend an EOPS orientation
- Meet with an EOPS counselor three times a semester
- Attend an EOPS workshop
- Complete an Educational Plan with a counselor
- Submit an academic progress report each semester
- Maintain a 2.0 grade point average.

## Frequently Asked Questions

**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 my PIN number?** The Personal Identification Number (PIN) is a number assigned as a security measure to ensure that no one has access to your records, even if they have access to your Student Identification number. As a new student, you are assigned a PIN that consists of your 4-digit date of birth (for Example, if you were born February 5th, your PIN would be 0205). When you log in with your original PIN for the first time, you will be asked to change your PIN to a different 4-digit number - you cannot use your date of birth again. If you forget your PIN after you change it, you must come into the Admission & Records office and provide picture identification so that you can obtain your PIN. Students should never share their pin information. Doing so may compromise student records.

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## Useful Websites

Mt. SAC Website  
Mt. SAC Records & Registration  
Transfer Information for UC and CSU  
Chafee Grants for Foster Youth  
Cal and Chafee Grant information  
California Colleges  
California Community Colleges  
California State University  
College is Possible  
University of California  
Mt. SAC Financial Aid Office  
FAFSA  
Cal Grants  
EDFUND  
EDWISE  
Federal Student Aid

Federal Tax Benefits  
FinAid!  
Financial Aid for Students with Disabilities  
Financial Aid for the Health Professions  
American Indian programs

Athletic Scholarships  
Gates Millenium Scholarship  
Hispanic Scholarship Fund  
Military Scholarships  
United Negro College Fund  
AmeriCorps

Peace Corps  
Scholarship Directories

Scholarship Scams  
Veterans Benefits

[www.mtsac.edu](http://www.mtsac.edu)  
[my.mtsac.edu](http://my.mtsac.edu)  
[www.assist.org](http://www.assist.org)  
[www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov)  
<https://mygrantinfo.csac.ca.gov>  
[www.californiacolleges.edu](http://www.californiacolleges.edu)  
[www.cccco.edu](http://www.cccco.edu)  
[www.calstate.edu](http://www.calstate.edu)  
[www.collegeispossible.org](http://www.collegeispossible.org)  
[www.ucop.edu](http://www.ucop.edu)  
[students.mtsac.edu/financial\\_aid/](http://students.mtsac.edu/financial_aid/)  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
[www.calgrants.org](http://www.calgrants.org)  
[www.edfund.org](http://www.edfund.org)  
[www.edwise.org](http://www.edwise.org)  
[www.studentaid.ed.gov](http://www.studentaid.ed.gov)  
[www.students.gov](http://www.students.gov)  
[www.irs.gov/pub/irs-pdf/p970.pdf](http://www.irs.gov/pub/irs-pdf/p970.pdf)  
[www.finaid.org](http://www.finaid.org)  
[www.health.gwu.edu](http://www.health.gwu.edu)  
[www.bhpr.hrsa.gov](http://www.bhpr.hrsa.gov)  
[www.oiep.bia.edu](http://www.oiep.bia.edu)  
[www.collegefund.org](http://www.collegefund.org)  
[www.ncaa.org](http://www.ncaa.org)  
[www.gmsp.org](http://www.gmsp.org)  
[www.hsf.net](http://www.hsf.net)  
[www.myfuture.com](http://www.myfuture.com)  
[www.unconf.org](http://www.unconf.org)  
[www.americorps.org](http://www.americorps.org)  
[www.goserv.ca.gov](http://www.goserv.ca.gov)  
[www.peacecorps.gov](http://www.peacecorps.gov)  
[www.fastweb.com](http://www.fastweb.com)  
[www.fastaid.com](http://www.fastaid.com)  
[www.collegequest.com](http://www.collegequest.com)  
[www.ftc.gov/scholarshipscams](http://www.ftc.gov/scholarshipscams)  
[www.gibill.va.gov](http://www.gibill.va.gov)

**What is a reference number?** The reference number used during the registration process refers to the six 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?** Only the ones you want to take. 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, you can wait until the following semester, or during the summer.

**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 take whatever is available, then work with a counselor or an educational advisor to help organize requirements for the following semesters.

**How many units do I have to take?** That's entirely up to you. Twelve units give you full-time student status – but if you register for fewer than 12, that's okay too. The College sets a limit of 18 units for all students. Students wishing to enroll in more than 18 units in one semester 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!

**What is my student I.D. number?** In the past, your student I.D. number was your social security number. However, for security reasons, the College has converted to a system assigned number, which is referred to as a Mt. SAC Student Identification Number. This number will be 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 so that you can obtain your Mt. SAC I.D. number.

**When do I pay my registration fees?** You must pay your fees within seven business days, from the day you register. You can either pay by credit card through telephone registration, online at [www.mtsac.edu](http://www.mtsac.edu), by mail, or in person at the Bursar's Office.

**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 (BOG), which would waive the enrollment and will reduce or waive 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 BOG 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 apply online at the computer stations located next to the Financial Aid Office.

**What do I do if the class I want is closed?** You can place your name on the Wait List for a specific course section. If there is space available to add students, the professor can use the wait list to give you a registration number to add the class using the telephone registration or online systems. This must be done within the first two weeks of the Fall and Spring semesters and within the first week of the winter and summer sessions.

**How can I get on a wait list for a closed class?** The Wait List feature allows you to add your name to a list of students waiting to enroll in a full or closed class. You are given the option to be added to the wait list for a closed class when using the telephone registration system. Being on a wait list does not automatically enroll you in the class if there are openings.

To add a class you must still attend the first class meeting, obtain a registration number from the instructor, add the class, and pay the fees. Permission to add a course may be granted based on your wait list standing. Therefore, even though you may be number 10 on a wait list of 12, you will still have priority over students who are not on the wait list.

You may add yourself to a maximum of ten wait lists. You will have the option to remove yourself from a wait list while listening to your wait list classes.

**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. Some students graduate in four semesters, others take several years.

**Can I transfer to a 4-year college or university without an Associate degree?** Yes. However, by taking courses required to transfer, you will most likely meet the requirements for an Associate degree as well. Meet with an educational advisor in the Advising Center to receive specific information.

**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) 594-5611, ext. 4380. If you would like additional assistance choosing classes, visit the Advising Center in the Student Services Center to speak with an educational advisor. You may make an appointment by calling (909) 594-5611, ext. 4293.

## Academic Policies

**Repeatable Classes** 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. Refer to the Schedule of Classes to determine if a class is repeatable. State regulations do not allow students to repeat non-repeatable courses previously passed with satisfactory grades. Students with extenuating circumstances may file a Petition for Exceptional Action in Admissions & Records; however, students will not earn additional units or grade points toward improving or changing the previous grade or grade point average earned.

**Repeating Classes with a Substandard Grade** Courses for which substandard grades of *D, F, N/C* are earned may be repeated only once. Students will be blocked from additional attempts. Courses for which satisfactory grades of *A, B, C*, or *Credit* are received may not be repeated. See a counselor to discuss extenuating circumstances.

**Forgiveness of Grades** Students who have earned either a *withdrawal (W)*, *D/F* or *No-Credit* in a course, will be allowed to repeat the same course to improve their grade point average. On repetition, the second or latest grade will count toward the grade point average and the previous grade will be discounted or forgiven; however, the grade from the first class attempted will remain on the student's transcript, but will not count towards the grade point

average. A maximum of 12 units may be repeated.

**Academic Renewal/Removing Substandard Grades** The Academic Renewal Policy is provided for students in specific circumstances where previously recorded, substandard academic performance is not reflective of the student's present demonstrated ability. Academic Renewal applies only to substandard coursework completed at Mt. SAC and does not include substandard coursework from other colleges /universities. Students requesting Academic Renewal must file a petition with Admissions & Records. Students should meet with a counselor in the Counseling Department to determine eligibility prior to filing this petition.

**Unit Limits/Over 18 units** Without petitioning, students may enroll in up to 18 units each semester, and up to seven units each summer session. Students who wish to enroll in more than 18 units 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.

### Challenging Prerequisites and Corequisites

If you believe that any of the following conditions exist with regard to an existing course prerequisite or corequisite, you may obtain a Petition to Challenge form from the Counseling Department or Assessment Center in the Student Services Center, Building 9B.

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

- Such other grounds for challenge as may be established by the district governing board.

You must provide appropriate documentation when filing a challenge with the appropriate division office. Documentation may include, but is not limited to, high school or college transcripts, additional test results, work experience, or an on-campus writing sample. Prior enrollment in the course does not exempt you from the current prerequisite of that course.

## Academic Standards

### Probation

There are two forms of probation, Academic Probation and Progress Probation.

**Academic Probation** A student is placed on Academic Probation when the student, while enrolled at Mt. SAC has:

- 1 - attempted at least twelve (12) units, and
- 2 - earned a cumulative grade point average below 2.00.

A student will be cleared from Academic Probation when the student's cumulative grade point average at Mt. SAC is 2.00 or higher.

**Progress Probation** A student is placed on Progress Probation when the student, while enrolled at Mt. SAC has:

- 1 - Enrolled in at least twelve (12) units, and
- 2 - cumulatively received more units of withdrawal (W), incomplete (I), and no credit (NC) than the number of units of A, B, C, D, or CR and
- 3 - earned more units of withdrawal (W), incomplete (I), and no credit (NC) in the most recent semester of enrollment than the number of units of A, B, C, D, or CR in that same semester.

## Mt. SAC Associate Degrees

Mt. San Antonio College offers Associate in Science (A.S.) degrees and six types of Associate in

Arts (A.A.) degrees: A.A. Transfer Studies-CSU, A.A. Transfer Studies-IGETC, A.A. Fine Arts & Humanities, A.A. Language Arts & Communication, A.A. Natural Sciences & Mathematics, and A.A. Social & Behavioral Sciences. The following is a short list of the general education requirements, as well as any additional requirements needed to qualify for these degrees. Please see a counselor or educational advisor for specific information about which classes will qualify towards the degrees and appropriate course selection.

### General Education (GE) Requirements

Students must complete the GE Requirements listed below PLUS the specific requirements for an A.A. or A.S. degree (these specific requirements are listed starting on the next page).

**Area A** Communication in the English Language  
Total: Two (2) Courses/Six (6) Units  
ENGL 1A or 1AH-Freshman Composition *and*  
SPCH 1A or 1AH-Public Speaking

**Area B** The Physical Universe & Life  
Total: One (1) Course/Three (3) Units  
Select one (1) of the designated courses from the Physical Sciences or Life Sciences.

**Area C** Arts & Humanities  
Total: Two (2) Courses/Six (6) Units  
Select one (1) course from the Arts and one (1) course from the Humanities.

**Area D** Social, Political & Economic Institutions  
Total: Two (2) Courses/Six (6) Units  
Select one (1) course from U.S. History and American Institutions, and one (1) course from the Social Science Elective courses.

**Area E** Lifelong Understanding & Self-Development  
Total: One (1) Course/Three (3) Units  
Select one (1) course from the list.

### Requirement for all A.A. and A.S. Degrees

**Reading Competency:** This requirement is met by completing one of the following with a grade of "C" or better. 1.) READ 90 Preparing for College reading, 2.) A.M.LA 33R American Language Advanced Reading *or* obtaining placement into READ 100 *or*

obtaining a satisfactory score on the Reading Competency Test.

**Residency Requirement** The residency requirement for Mt. SAC can be met in either of two ways:

1. Twelve (12) units in residence and enrollment in last semester, *or*
2. Forty-five (45) units in residence if the last semester is not at Mt. SAC.

**GPA Requirement** A Mt. SAC degree total grade point average (GPA) and all College total grade point average of 2.0. Students must earn a letter grade of “C” or better in all courses required for graduation.

**Physical Well-Being Requirement** Students are required to complete at least one (1) physical education, activity course from prefixes DNCE, PE-A, PE-F, PE-I, PE-L, PE-S, or PE-X with a grade of “C” or better, or “CR”.

### **Specific Requirements by Degree**

#### **Associate in Science (A.S.) Degree**

Students must complete sixty (60) associate degree appropriate units with a grade of “C” or better in all courses required for graduation.

**The major requirement for the Associate in Science degree is satisfied by** completing all the required courses in an approved occupational program with a minimum grade of “C” in all courses.

#### **Mathematics Competency Requirement**

Minimum three (3) units. This requirement is met by completing one (1) of the following courses with a grade of “C” or better:

AGAG 91: Agricultural Calculations, *or*  
ELMA 65B: Mathematics of Electronics, *or*  
MATH 51: Elementary Algebra, *or*  
MATH 51A: Elementary Algebra-First Half *and*  
MATH 51B: Elementary Algebra-Second Half *or*  
MATH 52: Algebra with Applications I *and*  
MATH 72: Algebra with Applications II *or*  
MATH 59: Fundamentals of Applied Mathematics

*or* by completing a more advanced college level

mathematics course with a grade of “C” or better,

*or* by obtaining a satisfactory score on the appropriate Mt. SAC Elementary Algebra Competency Exam.

**All General Education Requirements** See G.E. requirements on previous page.

#### **Associate in Arts (A.A.) Degree: Transfer Studies - CSU**

Sixty (60) baccalaureate level (transferable) units are required for graduation. A letter grade of “C” or better is required for each course for graduation.

**A.A. Degrees in Social & Behavioral Sciences, Fine Arts & Humanities, Language Arts & Communication, and Natural Science & Mathematics**

**Unit Requirement:** 60 degree appropriate units. Students must earn a letter grade of “C” or better in all courses required for graduation.

**Major Requirement:** A minimum of 18 units chosen from the appropriate list of course for the major.

**Math Competency:** (3 units minimum) This requirement is met by completing one of the following with a letter grade of “C” *or* better. 1.) MATH 61 Plane Geometry, *or* 2.) MATH 71 Intermediate Algebra, *or* 3.) MATH 71B Intermediate Algebra-second half, *or* 4.) Obtaining a satisfactory score on the Intermediate Algebra Competency Examination.

**GPA Requirement:** Students must maintain a Mt. SAC and all-college cumulative grade point average of 2.0.

**General Education Requirements:** At least 24 units are required which shall include courses in each of the general education areas, A through E.

**Major Requirement** Completion of CSU G.E. Certification Pattern.

#### **Mathematics Competency Requirement**

Satisfied by completing CSU G.E. certification of Area B-4.

**All Mt. SAC Residency, GPA, and Physical Well-Being Requirements** See Mt. SAC General Education Requirements on previous page.

**All CSU General Education Requirements AND completion of U.S. History and American**

**Institutions Requirement** See CSU G.E. requirements on following page.

### **ASSOCIATE IN ARTS (A.A.) DEGREE**

#### **TRANSFER STUDIES - IGETC**

Sixty (60) baccalaureate level (transferable) units are required for graduation. A letter grade of "C" or better is required for each course for graduation.

**Major Requirement** Completion of IGETC Certification Pattern.

#### **Mathematics Competency**

**Requirement** Satisfied by completing IGETC Certification Pattern, AREA 2.

**All Mt. SAC Residency, GPA, and Physical Well-Being Requirements** See Mt. SAC General Education Requirements on previous page.



**All IGETC Certification Pattern Requirements, AND successful completion of Oral Communication Requirement, AND completion of Cal State University U.S. History and American Institutions Requirement, AND completion of local Mt. SAC G.E., AREA E** See IGETC requirements on following page.

### **Requirements for Transfer to a UC or CSU**

#### **CSU General Education Requirements**

The requirements listed below may fulfill the lower education requirements for all Cal State University (CSU) campuses. Completion of these requirements may also satisfy CSU certification. After transferring, each student will complete nine (9) units of upper division general education. Areas A and B3 must be completed with grades of *C or better* at least one (1) semester before transferring. The following is a shortened list of CSU requirements. Please see a counselor or educational advisor for specific information about which specific courses satisfy each area.

**Area A** English Language & Critical Thinking (9 units): Select one course from each group:

A1: Oral Communication

A2: Written Communication

A3: Critical Thinking

**Area B** Physical Universe & Life (9 units)

Select one course from each group, including at least one laboratory course from either B1 or B2:

B1: Physical Science

B2: Life Science

B3: Lab Science

B4: Mathematics (check major/transfer school)

**Area C** Arts, Literature, Philosophy, & Foreign Languages (9 units)

Select three courses, with at least one course from Arts and one course from Humanities.

C1: Arts

C2: Humanities

**Area D** Social, Political, and Economic Institutions and Behavior; Historical Background  
Required Courses: Minimum 9 units with courses from at least two disciplines.

**Area E** Lifelong Understanding & Self-Development (3 units). Select one course from the Area E section.

### **IGETC Requirements**

Completion of the Inter-segmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from Mt. SAC to a campus in either the CSU or UC system without the need, after transfer, to take additional lower division general education courses to satisfy university general education requirements. It should be noted that completion of IGETC is not an admission requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower division, general education requirements of CSU or UC prior to transfer. Students pursuing majors that require extensive lower division preparation may not find the IGETC option to be advantageous. Please see a counselor or educational advisor for specific information about course options and appropriate course selection.

**Area 1** English Communication. Select one course from each group:

Group A: English Composition

Group B: Critical Thinking

Group C: Oral Communication (CSU only)

**Area 2** Mathematical Concepts & Quantitative Reasoning. Select one (1) course based on major and transfer institution.

**Area 3** Arts & Humanities

Select three courses minimum, with at least one course from Arts and one course from Humanities.

**Area 4** Social & Behavioral Sciences

Three (3) courses total from a minimum of two disciplines.

**Area 5** Physical & Biological Sciences

Two courses, one Physical Science and one Biological Science, at least one must include a laboratory.

**Language other than English (UC requirement only)** Proficiency level is equivalent to two years of high school study in the same language with at least a *C* grade, or by completing one (1) course listed below:  
CHIN 1; FRCH 1; GERM 1; ITAL 1; JAPN 1;  
SPAN 1, 1A, 1H

**U.S. History, Constitution, and American Ideals:** CSU graduation only. See a counselor or educational advisor for an explanation.

### **Requirements for transfer to private colleges & universities**

The transfer requirements for private colleges and universities vary. The Advising Center and Counseling Center in the Student Services Center (Bldg. 9B) maintain catalogs for many private colleges and universities, as well as several articulation agreements. If you cannot find information for the college or university of your choice at the Advising or Counseling Centers you should contact the institution directly regarding transfer requirements for your specific major. Educational advisors can assist students with this information by helping them choose the appropriate courses that may meet the requirements at the transfer institution; however, the final decision of what will and will not transfer is made by the transfer institution.

## **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.

***As a student you may have the right to initiate a complaint or grievance for:***

- Prejudicial or capricious action in the evaluation of your academic performance (***Student Grievance Procedures***),
- Intimidation, assault, battery, harassment or discrimination (***Non-Discrimination Policy***);
- Arbitrary action or imposition of sanctions by a College representative without proper regard to procedural due process (***Student Due Process Rights***);
- Student Privacy Rights (***Student Rights & Privacy Act***);
- Any violation of Section 504 & 508, Rehabilitation Act of 1973, 1998

- Not being allowed to enroll in any course for which you meet the necessary prerequisite, providing space is available.

## **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 national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.
10. 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.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
14. Unauthorized entry upon or use of College facilities.
15. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
16. 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.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. 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.
19. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
20. 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, 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 ext. 4525.

### **Alcohol and Other Drug Policies**

The Federal government has mandated that as of October 1, 1990, 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:

#### **On November 18, 1988, Congress passed the 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 & Don'ts**

Don't be afraid to ask questions! The faculty, staff and administrators are here to assist you in your success.

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

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

Do utilize the various student support services including tutoring, financial aid, counseling, advising, the Career Placement Services office, and Health Services.

Do come to the Student Center (Bldg. 9C) to enjoy a movie, watch TV, play games or just to unwind and relax.

Do get involved in the Student Life of the campus. Your involvement in clubs and campus organizations can open the door to unexpected opportunities.

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.

Lost and found is located in the Student Life Office, Building 9C, check periodically for missing items.

Distribution of flyers, advertisements, posting of materials on campus or solicitation of any kind is not permitted without approval of the Student Life Office, Building 9C.

Skateboarding, rollerblades or motorized scooters are not permitted within the perimeter of the campus.

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.

Never leave kids or animals alone in your car. Keeping Mt. SAC safe for everyone is our primary concern.

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.

Smoking is prohibited in all campus buildings and not allowed within 20ft of a building entrance.

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

Animals are not allowed on campus except for those that are permitted legally; such as guide dogs or service animals.

**A complete version of the Standards of Conduct Policy (BP 5500) is available in the Student Life Office, Building 9C.**

### **Non-Discrimination Policy**

Mt. San Antonio College provides opportunities for the pursuit of excellence for all students and staff through its educational programs and services. The purpose of all programs, services, activities, conferences and College-endorsed competitions is to enrich the quality of human life. The College will provide open access to a College education and all support services without regard to sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability (including HIV and AIDS), sexual orien-

tation, or Vietnam Era Veteran Status. The lack of English language skills will not be a barrier to admission. Policies and grievance procedures for sexual harassment for students and employees may be obtained by contacting the following individuals: Trinda Hoxie, Director, Human Resources/Affirmative Action Officer  
Human Resources Office, Building 4, Room 230, ext. 4225

Audrey Yamagata-Noji, Vice President, Student Services. Vice President's Office, Building 9B, first floor, ext. 4505

Carolyn Keys, Dean, Student Services  
Student Life Office, Building 9C, ext. 4525

Dyrell Foster, Director, Student Life  
Student Life Office, Building 9C, ext. 4525

### **Individuals with Disabilities**

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. 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 with disabilities are not required to register with DSPS. Trinda Hoxie, 504 Coordinator, is the contact point for students with professionally verified disabilities not participating in DSPS who need reasonable accommodations in order to participate in the regular educational programs at the College.

Trinda Hoxie, Director, Human Resources/Affirmative Action Officer  
Human Resources Office, Building 4, Room 230, ext. 4225

## **Sexual Harassment & Sexual Violence**

Sexual Harassment and Sexual Violence are difficult subjects to talk about but it is important that you have information to prevent an assault as well as to

obtain immediate help should an assault occur. This useful information guide will assist you in making informed decisions about how to protect yourself and what to do if you, or someone you know, ever become a victim of sexual harassment or sexual violence.

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 (California Penal Code, sections 422, 646.9).

Specifically, sexual harassment or stalking 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.

Sexual assault is the unsolicited and unwanted touching, or threat of touching, of an intimate part of another person's body. This also includes situations where the victim is unable to resist due to alcohol or drug use. (California Penal Code, sections 240, 242, 243.4).

Sexual violence includes both sexual assault and rape. Rape is sexual intercourse against a person's will by use of threat, force or fear of injury for resisting. This includes the inability to resist due to being in a state of unconsciousness, sleep, being under the influence of medications, drugs, alcohol, etc. (California Penal Code, sections 261-266).

Date violence includes any abuse, mistreatment, or sexual contact without consent at any stage of a dating relationship.

Sexual harassment and sexual violence 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. Board Policy 3430, 3540. 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.

## MYTHS AND FACTS

*Reference: The California Coalition Against Sexual Assault*

**Myth:** Men rape women because it's a man's nature and biological role.

**Fact:** There are many societies in which men never rape women.

**Myth:** Only certain types of women get raped. It could never happen to me.

**Fact:** Any woman can be raped. Victims vary from the very young to the elderly, they come from all socioeconomic levels, and are of all sexual orientations.

**Myth:** Men rape because they are sexually aroused or have been sexually deprived.

**Fact:** Men rape to exert control and confirm their power. Motives often include hostility against women in general, the desire to feel and exert power and control, and the desire to humiliate, degrade, or inflict pain. Most rapists have available sexual partners at the same time that they are raping others.

**Myth:** Rapes are committed by strangers at night in dark alleys.

**Fact:** Most rapes are committed by someone known to the victim and at any time of the day or night. Most rapes occur in the victim's own home.

**Myth:** Men who rape are "psychos."

**Fact:** Men who rape are mostly ordinary, everyday guys. Only a tiny percentage of men who rape would be considered clinically insane by standard psychiatric criteria.

**Myth:** Acquaintance rapes are not as serious as stranger rapes.

**Fact:** Acquaintance rape is as serious as rape by a stranger. Those who are raped by someone they know experience a similar degree of trauma to those raped by a stranger.

**Myth:** Men can never be raped.

**Fact:** Men can be and are sexually assaulted. According to U.S. Department of Justice statistics, an estimated 9 percent of rape survivors are male.

## PREVENTION

- Be aware of your surroundings! Stay away from isolated areas, day or night.
- Don't walk alone on the campus at night. When leaving a classroom ask others to walk with you to your next destination.
- 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.
- 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. 4233.
- Blue emergency telephone towers are located throughout the campus and parking lots for you to access Public Safety immediately should you need assistance with any emergency occurrence.
- Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.
- Lock all doors to your car and residence at all times.
- Communicate with your roommate or family so they know when to expect you and where you are supposed to be.
- Information booths, workshops and guest lectures are offered by Student Health Services every semester. To obtain current schedule information please call ext. 4400.

## WHAT TO DO IN CASE OF AN ASSAULT

If you, or another student, become the victim of sexual violence or harassment, please do the following:

- Get to a safe place as fast as possible.
- Get help. Call Public Safety from a blue emergency telephone tower or dial 909-594-5611, ext. 4555, or call 911 (9-911 from a campus office telephone) or alert any College employee that is nearby.
- Contact the Student Life Office, 9C, ext. 4525, or the Student Health Center, 67B, ext. 4400.
- Do not shower, bathe, wash your hands or face, douche, 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.
- Confidential emotional support is available in the Student Health Center, ext. 4400, Project Sister, (909) 623-1619, or the Rape Crisis Center, (213) 626-3393.
- If you have been assaulted in the past and need confidential counseling, contact Student Health Services, ext. 4400, or any of the services listed in this section.

#### PEER SUPPORT

If you witness or 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, professor, Public Safety at ext. 4555, or Student Life Office 9C, ext. 4525. If it is somebody that you know, you can help them by encouraging them to report the incident.

#### 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 are encouraged to report the incident; the safety of students is the College's primary concern.
- 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) 594-5611, ext. 4555, or call 911.
- If the assault happened in the past, a police reports 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.

#### HOW TO FILE A COMPLAINT

#### CONCERNING A COLLEGE EMPLOYEE

- Anyone wishing to file a complaint concerning a college employee must contact the Director of Human Resources/EEO located in Bldg. 4, or at ext. 4225.

#### CONSEQUENCES OF COMMITTING ACTS OF SEXUAL VIOLENCE

- Any sexual assault or harassment, whether committed by an employee, student, or member of the public, that 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. (Board Policy 3540, 3500)

#### FOR ADDITIONAL INFORMATION CONTACT:

**Project Sister** (24 hr. Rape Hotline)  
(909) 626-4357

**East L.A. Hotline** (Bilingual-Spanish)  
(800) 585-6231

**Pacific Clinics** (Multilingual-Asian)  
(626) 357-3258

#### 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  
626-331-3391

##### **La Verne Police Department**

2061 Third Street  
La Verne, CA 91750  
909-593-2531

**Los Angeles County Sheriffs Department:**  
City of Industry Sheriffs 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 Sheriffs Station**  
Serving Diamond Bar, Rowland Heights, Walnut  
21695 Valley Blvd.  
Walnut, CA 91789  
909-595-2264

**San Dimas Sheriffs 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  
909-622-1241

**West Covina Police Department**  
1444 West Garvey Street  
West Covina, CA 91790  
626-939-8557

#### INFORMATIVE WEB SITES

California Coalition Against Sexual Assault (CALCASA) — [www.calcasa.org](http://www.calcasa.org)

The National Center for Victims of Crime  
[www.ncvc.org](http://www.ncvc.org)

The Anti-Stalking website  
[www.antistalking.com](http://www.antistalking.com)

National Coalition Against Domestic Violence  
[www.ncadv.org](http://www.ncadv.org)

National Sexual Violence Resource Center  
[www.nsvrc.org](http://www.nsvrc.org)

Mt. San Antonio College

[www.mtsac.edu](http://www.mtsac.edu)  
Search under “sexual assault policy”

California Department of Health Services  
[www.dhs.ca.gov/ps/cdic/epic/fvrefer](http://www.dhs.ca.gov/ps/cdic/epic/fvrefer)  
Search the “Los Angeles” site.

## **Student Grievance Procedures**

Mt. San Antonio College takes very seriously any threats related to students’ and employees’ rights and any allegations related to violations of College, State, or Federal laws, regulations or policies. Grievance packets are available in the Student Life Office, Building 9C.

Student Grievances are divided into three categories:  
1- Academic | 2- Non-academic | 3- Discrimination

**1) Academic:** Per California Education Code, when grades are given for any course of instruction taught in a community college district, the grade determined by the instructor of the course and the determination of the student’s grade by the instructor shall be final, in the absence of mistake, fraud, bad faith, or incompetence (Education Code Section 76224). To file a grievance relative to a grade, an evaluation, or a final course grade, the student must prove that mistake, fraud, bad faith or incompetence is the reason for the grade assignment. The student must follow the Grievance Procedure.

**2) Non-academic:** Grounds for non-academic grievances include but are not limited to the following:

- Any act or threat of intimidation, discrimination or harassment or disparate treatment;
- 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 Board Policy, and/or Administrative Procedures, or California Education Code and/or Title 5;
- Violation of Title IX
- Any Violation of Section 504 with reference to the rights of disabled students.

**3) Discrimination Complaints:** Students wishing to file discrimination complaints 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 the College's Affirmative Action Officer/504 Compliance Officer/Equal Employment Opportunity Representative located in the office of Human Resources.

#### **Due Process (Administrative Procedures 615)**

All Mt. San Antonio College students and staff are entitled to due process protection. Due process of law (procedural and substantive) is designed to protect every member of the community against laws and actions that could be classified as capricious, arbitrary, or unreasonable. Students shall be protected against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or pressures imposed by a faculty member, a staff member, an administrator or an official of the College or another student. College faculty and staff are also likewise entitled to due process rights with respect to a fair and open review of any charges or accusations grieved by a College student and may request representation or assistance as appropriate. Students who make false or malicious charges against College personnel or College students are subject to disciplinary action as outlined in the Standards of Conduct, BP 5500.

## **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 Director, Admissions & Records, 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, will 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

## College Terms Defined

**Academic Renewal** is a process by which a student may petition to eliminate previous Mt. SAC sub-standard work (D, F, NC) from grade point calculations and credit. For details on how a student may qualify, make an appointment to see a counselor or an educational advisor.

**Adding a Class** To add a class, check the status of the class (open/closed/waiting list). If the class is open, use the telephone or online registration system to add the class. If the class is closed, you must obtain the instructor's permission to enroll. Add information will be given by the instructor. If you are granted permission to add a class please use the registration information provided by the instructor to add the class; and go to Bursar's Office to pay fees. Late Add forms are available in the Admissions & Records Office.

**Activities Transcript** The Activities Transcript documents your involvement in College related service and leadership activities. Only activities and events requiring substantial planning, implementation and follow through should be recorded. It's an excellent way to show potential transfer institutions, scholarship evaluators, and employers what you have accomplished in addition to your academic record. Available online at [as.mtsac.edu](http://as.mtsac.edu)

**Articulated Classes** are those Mt. SAC courses which are equivalent to those of another institution. Visit the Advising Center to see which classes are articulated with CSU and UC institutions, or go to [www.assist.org](http://www.assist.org) for online information.

**Associate in Arts/Science (A.A./A.S.)** is the graduation degree issued by Mt. SAC for completing 60 units with a grade point average of 2.0 or higher including requirements in general education and major field of study. Check the Mt. SAC Catalog for specific major and degree requirements.

**Attendance** Students have the responsibility to attend classes regularly and apply themselves to the college classes in which they are enrolled. Absences due to illness should be explained to your instructor. An instructor may drop a student from the class if the student is absent more time than the class meets in a three week period. Check your syllabus for the individual professor's policy. Students must attend the first class meeting

or their names may be removed from the roll to allow another student to add the class.

**Bachelor of Arts/Science (B.A./B.S.)** are the degrees awarded by four-year baccalaureate colleges or universities upon satisfactory completion of an organized program, usually requiring 124 baccalaureate level units.

**BOG Waiver** Board of Governors Fee Waiver waives the enrollment and reduces the health and parking fee. You may apply for a BOG waiver by completing the FAFSA or BOG waiver application.

**CAL Grant** State funded student financial aid program with March 2nd filing deadline; however, there is a second opportunity to apply if you miss this deadline. September 2nd is an additional filing deadline for community college students. Contact the Financial Aid Office for more information.

**Course Repetition** Allows for courses where a withdrawal (W) or grade of **D, F, or No Credit** may be repeated one time. See Mt. SAC Catalog for specific policy.

**Certificate Program** is designed to develop or enhance vocational proficiency for which certificates are awarded upon completion. Consult the Mt. SAC Catalog or visit the Advising Center for specific certificate program available and requirements.

**Certification (CSU General Education and IGETC)** is a process wherein Mt. SAC certifies that a student transferring to any CSU or UC campus has completed appropriate lower division general education requirements.

**Closed Classes** Prior to registration, the enrollment capacity of each class is determined. When the number of students enrolling in the class reaches capacity during registration, the class is considered **closed**.

**Clubs and Organizations** Provide opportunities for involvement are the 40 plus clubs encompassing a wide variety of interests. A current club list and information on how to start a club are available at the Student Life Office.

**Co-requisite** is a course that must be taken at the same time with another course.

**College Catalog** The Mt. SAC Catalog is a college publication describing credit academic programs,

student services, general regulations, requirements, policies, and procedures. All classes offered by the College are described, including information as to unit value, transferability, and prerequisites. The Catalog is available at the SacBookRac.

**Credit** is the certification of a student's successful completion of a course, usually expressed in the number of units earned. No credit will be given for a class in which a student is not officially enrolled and/or has not paid a fee.

**Credit/No Credit (CR/NC)** A grade option in which the student is given the grade of **CR** (Credit) or **NC** (No Credit), rather than a letter grade of **A**, **B**, **C**, **D**, or **F**. A **CR** grade indicates that the work was equivalent to an **A**, **B**, or **C**, and unit credit is given. A **NC** grade indicates that the work was less than satisfactory and no units are awarded. **CR** and **NC** grades are not counted when calculating a student's grade point average; however, they are used in calculating academic standing. Some classes are offered on a **CR/NC** basis while others may be taken as **CR/NC** at the student's request.

**Dismissal (Academic/Progress)** Occurs when a student has been placed on Academic or Progress Probation for any three semesters of enrollment. Dismissal is for at least one regular semester. See the Mt. SAC Catalog for more information.

**Distance Learning** An opportunity for education where a portion of the instruction occurs off campus via a variety of technologies: televised, online, and online supported classes.

**Due Process** Every student has the right to due process which allows them to follow the procedure approved by the College when accused of violating College policies. See the Mt. SAC Catalog for the complete policy.

**FAFSA** is the Free Application for Federal Student Aid. This form helps the federal and state governments and educational institutions determine your financial aid eligibility and need. Contact the Financial Aid Office for more information.

**General Education (Breadth) Requirements** are a specific group of course requirements usually outside the student's major, which must be met in order to obtain an associate or bachelor's degree and/or transfer requirements.

**Good Standing** Students are considered to be in good standing when they have a cumulative grade point average of 2.0 or higher for all course work completed.

**Grade Point Average (GPA)** Letter grades are given the following point values: A = 4, B = 3, C = 2, D = 1, F = 0. Each class has a specific unit value. Multiplying the letter grade value by the attempted unit value equals grade points. The next step is to divide the attempted unit total into the total grade points to determine GPA.

**Grading** Accomplishment in course work is indicated by the following symbols: A = Excellent, B = Good, C = Satisfactory, D = Passing, less than satisfactory, F = Failing, CR = Credit, NC = No Credit, I = Incomplete, W = Withdrawal.

**Honors Program** Designed for students who have demonstrated academic excellence. Completion of the Honors Program makes a student eligible for guaranteed priority admission to specific institutions. Consult the Mt. SAC Catalog or Honors Program office for more information.

**IGETC** Completion of all the requirements in the Inter-segmental General Education Transfer Curriculum (IGETC) will complete the lower division general education requirements for either the UC or CSU systems without the need, after transfer, to take additional lower division, general education courses to satisfy campus general education requirements. Not all UCs will accept IGETC, see a counselor or an educational advisor for more information.

**Incomplete (I)** An Incomplete may be requested based on verifiable circumstances after the last day to drop. See the Mt. SAC Catalog for details.

**Lower Division** Refers to the course work normally taken in the first two years of college at the freshman and sophomore levels.

**Major** A group or series of courses designed to provide intensive education or training in a specialized area.

**Matriculation** A process designed to enhance access and promote student success at California Community Colleges. Includes Admission and

Registration, Assessment and Placement, Orientation, and Counseling/Advisement. See Mt. SAC Catalog for detailed information.

**Placement Testing** Tests are required for appropriate placement into English, math, and reading courses. Contact the Assessment Center for more information and to schedule an appointment.

**Prerequisite** A requirement a student must meet prior to enrolling in a particular course such as completing a more basic course with *C* grade or better. Prerequisites for courses are listed in the schedule of classes and the Mt. SAC Catalog.

**Probation (Academic)** Occurs when a student has attempted at least 12 units and has earned a cumulative grade point average below a 2.0 and/or has a GPA below 2.0 in the most recent semester of enrollment.

**Probation (Progress)** Occurs when a student has attempted at least 12 units and has received more units of *W* (withdrawal), *I* (incomplete), or *NC* (no credit) than units earned.

**Registration** Process for selecting courses through a touch-tone telephone system and online at [my.mtsac.edu](http://my.mtsac.edu). See latest schedule of classes for specific information.

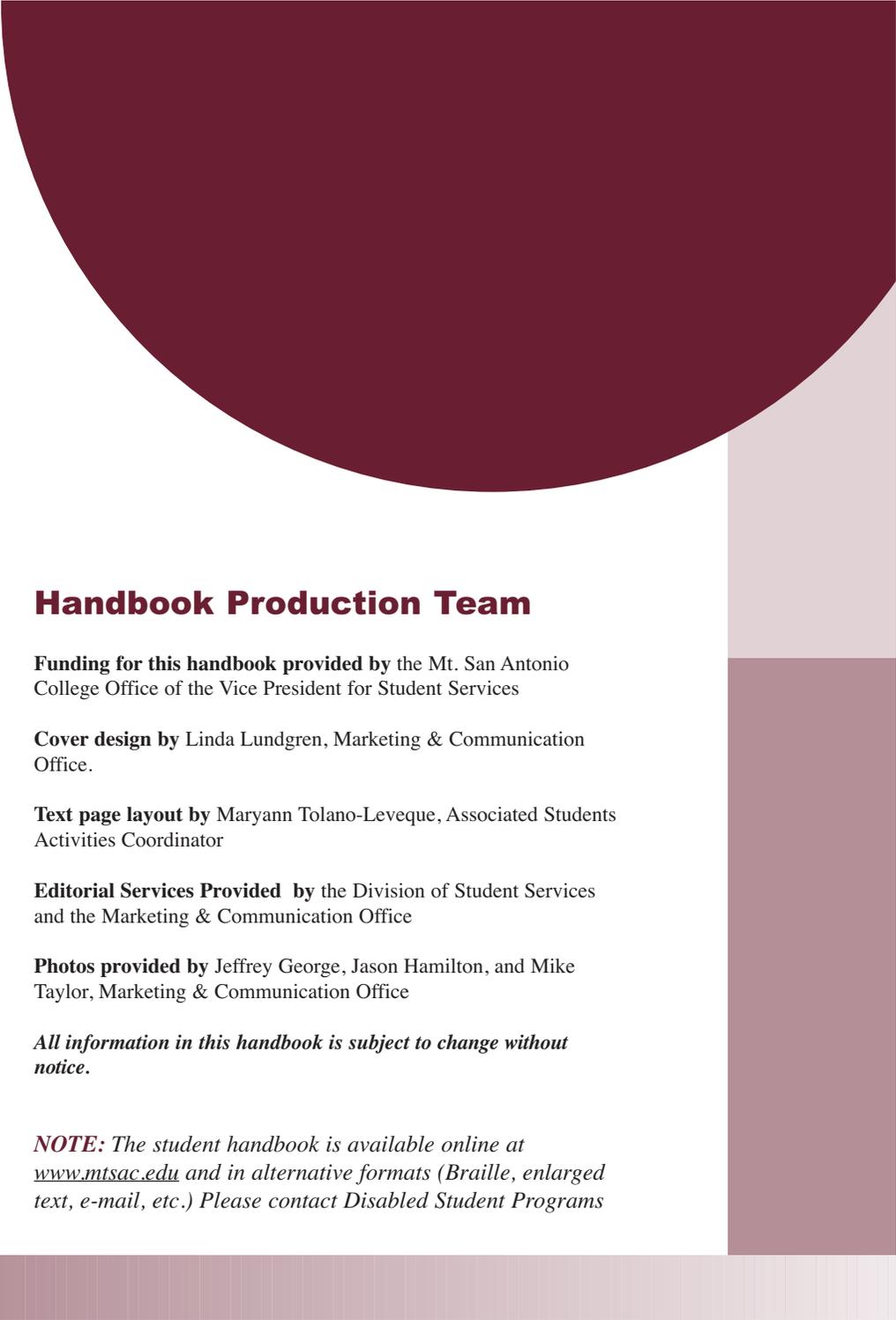
**Scholarships** Opportunities for qualified students to receive additional funding based on need, merit, major educational goals or other criteria. Applications are available in the Financial Aid Office.

**Transcripts** The document that summarizes all Mt. SAC courses completed, and grades and units earned. An unofficial copy of a student's transcripts can be obtained from the Advising Center, online at [my.mtsac.edu](http://my.mtsac.edu), or at kiosks in the Student Services Center. An official copy must be requested through Admissions & Records and a fee is required (first two are free).

**Unit** A value which indicates the amount of credit given to a class. It often reflects the amount of time required for class attendance. For example, a three-unit lecture class would require class attendance for three hours per week.

**Withdrawal from Class** Once enrolled, you are responsible for attending class and completing

course requirements. If it becomes necessary to drop or withdraw from a class, processing may be done on the telephone, online, or in person at the Admissions & Records office. Depending on when you drop the class, a *W* grade symbol may appear on your transcript as a result. It shall not be used in calculating grade point averages, but excessive *Ws* shall be used as factors in probation and dismissal procedures. Each semester there is a date after which a student can no longer withdraw from a class or classes. After the withdrawal deadline, students are not permitted to drop a class and are subject to a grade (usually an *F*). Check the schedule of classes for course deadline dates.



## **Handbook Production Team**

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*All information in this handbook is subject to change without notice.*

***NOTE:** The student handbook is available online at [www.mtsac.edu](http://www.mtsac.edu) and in alternative formats (Braille, enlarged text, e-mail, etc.) Please contact Disabled Student Programs*