2015 SPRING

Registration Info
Student Services & Resources
College Policies

Contents

MT. SAC
Mt. San Antonio College

Registration Opens
Jan. 14

Classes Begin
Feb. 23
**KEY DATES FOR SPRING 2015**

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 14</td>
<td>Registration begins for 2015 Spring Semester Credit and Continuing Education classes</td>
</tr>
<tr>
<td>February 13</td>
<td>Lincoln’s Birthday Holiday (<em>campus closed</em>)</td>
</tr>
<tr>
<td>February 15</td>
<td>2015 Winter Intersession ends</td>
</tr>
<tr>
<td>February 16</td>
<td>Washington’s Birthday Holiday (<em>campus closed</em>)</td>
</tr>
<tr>
<td>February 22</td>
<td>Residency determination date for Spring 2015</td>
</tr>
<tr>
<td>February 23</td>
<td>2015 Spring Semester begins</td>
</tr>
<tr>
<td>March 6</td>
<td>Last day to change residency for Spring</td>
</tr>
<tr>
<td>March 30</td>
<td>Cesar Chavez Holiday (<em>campus closed</em>)</td>
</tr>
<tr>
<td>April 6</td>
<td>International student application due for 2015 Summer Intersession</td>
</tr>
<tr>
<td>May 13</td>
<td>Registration begins for 2015 Summer Intersession Credit and Continuing Education classes</td>
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<tr>
<td>May 15</td>
<td>Last day to petition for 2015 Spring Commencement</td>
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<tr>
<td>May 25</td>
<td>Memorial Day Holiday (<em>campus closed</em>)</td>
</tr>
<tr>
<td>June 8 - 14</td>
<td>Final Exams</td>
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<tr>
<td>June 12</td>
<td>Commencement</td>
</tr>
<tr>
<td>June 14</td>
<td>2015 Spring Semester ends</td>
</tr>
<tr>
<td>June 22</td>
<td>2015 Summer Intersession begins</td>
</tr>
</tbody>
</table>

The last day for withdrawal or for a refund is specific to the course and is listed on the Student Schedule/Receipt.

**ALTERNATE FORMATS**
The 2015 Spring Schedule of Classes is available online at www.mtsac.edu and in alternate formats (Braille, enlarged text, e-text, etc.) upon request. Please contact Disabled Student Programs & Services at (909) 274-4290.

**DROP-FOR-NONPAYMENT POLICY**
Students are reminded that payment for all fees is due upon registration. Students who do not pay for their classes by the established deadlines will be dropped. The deadlines for paying of fees are Thursday, February 12, 2015 (for classes registered into through February 12 at 8 p.m.) and Friday, February 20, 2015 (for classes registered into from February 12 at 8 p.m. through February 20 at 8 p.m.). These deadlines will be posted on the student portal at my.mtsac.edu and on the student Schedule/Receipt. Fee payment can be made either online any time (except from 11 p.m. to 1 a.m.) or in person at the Bursar’s Office (Building 4) during regular business hours.
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Campus Directory

For assistance, call the Mt. SAC general number at (909) 274-7500.
For direct access to offices, dial (909) 274 + the 4-digit extension.

Admissions & Records .............................................. ext. 4415
Adult Basic Education ............................................. ext. 4845
Aspire Program ....................................................... ext. 6396
Assessment Center ............................................... ext. 4265
Bridge Program ....................................................... ext. 5392
Bookstore ("SacBookRac") .................................. ext. 4475
Bursar's Office ....................................................... ext. 4960
Career and Transfer Services .......................... ext. 4510
Child Development Center ................................. ext. 4920
Continuing Education .......................................... ext. 4220
Counseling Center ............................................... ext. 4380
Directions to Campus ........................................... ext. 4181
Disabled Student Programs & Services
 (DSPS) ................................................................. ext. 4290
English as a Second Language (ESL) ................ ext. 5235
Extended Opportunity Programs & Services
 (EOPS) ................................................................. ext. 4500
Financial Aid & Scholarships .............................. ext. 4450
Health Center ......................................................... ext. 4400
High School Outreach ........................................ ext. 5906
Instruction Office .................................................. ext. 4200

Instructional Divisions
Arts ................................................................. ext. 5200
Business .............................................................. ext. 4600
Humanities & Social Sciences ......................... ext. 4570
Kinesiology, Athletics & Dance ......................... ext. 4630
Library & Learning Resources .......................... ext. 5659
Natural Sciences .................................................. ext. 4425
Technology & Health ........................................... ext. 4750
Learning Assistance Center .............................. ext. 4300
Library ................................................................. ext. 4260
Lost & Found (Student Life) ................................. ext. 4525
Older Adult Program ........................................... ext. 4192
Parking ................................................................. ext. 4233
Public Safety ......................................................... ext. 4555
Public Safety Escort Service .............................. ext. 4555
Student Life/Student Activities ......................... ext. 4525
Veterans Services ................................................ ext. 4520
REGISTRATION BEGINS FOR 2015 SPRING SEMESTER
January 14, 2015

MAIN CAMPUS — (909) 274-7500

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 1 — Apply to Mt. SAC (909) 274-4415</td>
<td>The preferred method of application is via the Web at <a href="http://www.mtsac.edu">www.mtsac.edu</a>.</td>
</tr>
<tr>
<td>STEP 2 — Get Assessed (909) 274-4265</td>
<td>Schedule and take your course placement tests at the Assessment Center.</td>
</tr>
<tr>
<td>STEP 3 — Attend Orientation (909) 274-4380</td>
<td>Attend an orientation session. Any student who is new to Mt. SAC MUST attend orientation before registering for classes.</td>
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<tr>
<td>STEP 4 — Get Counseling (909) 274-4380</td>
<td>Receive counseling/advisement if needed.</td>
</tr>
<tr>
<td>STEP 5 — Register my.mtsac.edu</td>
<td>Register online. If you need help, visit the Student Services Center.</td>
</tr>
<tr>
<td>STEP 6 — Pay Fees (909) 274-4960</td>
<td>Pay your fees by credit card online, check by mail, or cash, check or credit card in person at Bursar’s Office.</td>
</tr>
</tbody>
</table>

STEP 1 — Apply to Mt. SAC

Who is eligible for Admission?
A. Any person possessing a high school diploma or its equivalent or is at least 18 years old is eligible for admission to Mt. San Antonio College.
B. High school juniors and seniors should apply online at www.mtsac.edu. They will also need to submit a Special Admissions Application and meet the stated criteria. Admission is approved on an individual basis.

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

How Do I Apply?
A. Apply online by visiting www.mtsac.edu and clicking on the “Apply Now” link.
B. Students who are new to Mt SAC must apply online for admission. Returning Mt SAC students with an absence of two consecutive semesters (excluding Summer and Winter intersessions) must re-apply online for admission. Students who have attended Mt SAC within the past academic year do not need to re-apply.
C. Submit official transcripts from all accredited high schools, colleges, and trade schools attended.

STEP 2 — Get Assessed

As of Fall 2014, assessment is required of all students attending Mt. SAC or any other California Community College.

Most classes have basic skills prerequisites that must be assessed prior to registration. Course eligibility may be determined by placement test results or by previous Mt. SAC or other college coursework. Apply online at www.mtsac.edu before taking your placement tests. Assessment must be completed prior to your orientation and registration date and time.

To Make a Placement Test Appointment:
A. Determine the test(s) required for the courses in which you plan to enroll.
   ■ PlacementTest information, page 14
B. To make an appointment, you can:
   ■ go online at www.mtsac.edu/assessment; or
   ■ call the Assessment Center at (909) 274-4265; or
   ■ visit the Assessment Center in the Student Services Center
C. Arrive at the designated testing room 10-15 minutes early on the day of the test.
   ■ A photo I.D. is required to take all tests and to receive all test results.
   ■ Tests scores are valid for two years.
   ■ Students may retest after three months.

STEP 3 — Attend Orientation

College counselors lead group orientation sessions for all new students who are enrolling at Mt. SAC, unless otherwise exempted.

Students are exempt (but not prohibited) from participating in orientation, counseling and advisement if they:
A. Enroll in community services classes only,
B. Possess an Associate or higher degree from a regionally accredited institution,
C. Attain 60 units or more from a regionally accredited institution, or
D. Select and enroll in a general interest class only. All students must meet course prerequisites.

Completion of orientation is required prior to registering for classes. Students may complete Orientation in person or online. Students should complete assessment and have test results prior to participating in an orientation. To schedule an orientation appointment, call (909) 274-4380, visit the Counseling Center in the Student Services Bldg or online at www.mtsac.edu/counseling/orientation.html.

STEP 4 — Get Counseling

Counselors in the Counseling Center are available to help if you:
A. are undecided about your major or career goal,
B. need assistance in planning your educational and/or career goal,
C. need assistance in choosing a university or college for transfer, or
D. have personal problems that impact your college success.

Search for Credit Classes — www.mtsac.edu/searchforclasses/
**Educational Advisors** in the Counseling Center are available to help if you:

A. need information on course selection,
B. would like to find out what classes you need for an Associate Degree or Certificate,
C. need help with your educational plan, or
D. need general information about the College.

To schedule appointments, please call (909) 274-4380 or visit www.mtsac.edu/counseling.

**STEP 5 — Register**

A. View your assigned registration appointment by visiting my.mtsac.edu. Login using your username and password, then you can view your assigned registration date and time. Students are not able to register before their assigned date and time.

B. Prior to your registration appointment, review the Schedule of Classes and prepare a tentative class schedule. You will need to have the Course Reference Number (CRN) when you register online. Some classes may be closed at your registration time, so be prepared with some alternatives.

C. You can search for open classes online at www.mtsac.edu/searchforclasses/.

D. You will be able to add yourself to wait lists for courses during registration.

E. Check course prerequisites and corequisites.

A *prerequisite is a course or experience which must be completed prior to enrollment in certain courses*. Be sure that you have completed the required prerequisites for the courses you have selected. Prerequisites are identified in the course descriptions in the Schedule of Classes and in the college Catalog.

F. Be sure to register for required corequisites.

A *corequisite is a course that must be taken during the same term as the course originally chosen*. Corequisites are identified in the course descriptions in the Schedule of Classes and in the college Catalog. Some corequisites may have been taken previously.

**STEP 6 — Pay Fees**

Payment is due upon registration. Students who fail to pay for their classes by the established deadlines will be dropped. Students who remain enrolled after the course refund deadline remain financially responsible for the payment of fees even if they drop the class or are dropped by their instructor. Please check my.mtsac.edu student portal for further information.

All fees are subject to change.

<table>
<thead>
<tr>
<th>FEES (refer to Fee Explanations below)</th>
<th>Fees subject to change</th>
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<tbody>
<tr>
<td>ENROLLMENT FEE</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>$46 per unit</td>
</tr>
<tr>
<td>International Students</td>
<td>$263 per unit ($217 per unit + $46 per unit enrollment fee)</td>
</tr>
<tr>
<td>Non-Resident Students</td>
<td>$263 per unit ($217 per unit + $46 per unit enrollment fee)</td>
</tr>
<tr>
<td>STUDENT HEALTH FEE</td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>$19</td>
</tr>
<tr>
<td>With BOGW</td>
<td>$14</td>
</tr>
<tr>
<td>PARKING PERMIT</td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>$40</td>
</tr>
<tr>
<td>With BOGW</td>
<td>$20</td>
</tr>
<tr>
<td>STUDENT ACTIVITIES FEE</td>
<td></td>
</tr>
<tr>
<td>Collected in Fall and Spring semesters only</td>
<td>$11</td>
</tr>
<tr>
<td>STUDENT REPRESENTATION FEE</td>
<td></td>
</tr>
<tr>
<td>Collected in Fall and Spring semesters only</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

**Fee Explanations**

Contact the Bursar’s Office at (909) 274-4960 with fee-related questions.

**Enrollment Fee**: The Enrollment Fee is $46 per unit. Students who qualify for the Board of Governors Fee Waiver (BOGW) are not required to pay this fee.

**Non-Resident and International Student Tuition**: Out-of-state tuition fees are $217 per unit and are required of all students who have not established residency in the State of California for a period of one year prior to the day before classes begin. International student tuition fees are $217 per unit and are required of all non-resident international students attending Mt. SAC on an F-1 Visa. Contact Admissions & Records at (909) 274-4415 with residency questions.

**Student Health Fee**: Required of all credit students. Students who qualify for the BOGW fee waiver pay a reduced fee. Pursuant to Section 76355 of the Education Code, Mt. SAC has a process by which students may request to waive the health fee. To qualify for a waiver, students must provide documentation of active membership in a religious organization that relies exclusively upon prayer for healing. Applications for waivers are available in the Bursar’s Office or in the Student Health Center (67B) for the first week of the semester.

**Parking Permit**: A valid parking permit is required at

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**WHEN DO I REGISTER?**

Check your registration appointment online for your date and time. You may not register prior to the date and time assigned. Register online at my.mtsac.edu (6:00 a.m. - 11:00 p.m., Mon. - Sat.). Computers and staff are available for students to register in the Student Services Center.
all times to park on campus in all student parking lots. A replacement permit is $12.

Student Activities Fee: This fee is charged during Fall and Spring semesters for the purpose of providing book grants, scholarships, leadership opportunities, co-curricular programs and activities, and discounted amusement park and movie theater tickets. Refunds and waivers of this fee will not be approved after the second week of the semester.

Student Representation Fee: A mandatory fee that is collected during Fall and Spring Registration for the purpose of providing Mt. SAC students the means to advocate their positions and viewpoints before city, county and state government agencies.

Additional fees paid at the Bursar’s Office:
- Material Cards
- Verification Requests
- F-1 Student Application Fee ($50)

Owing a Debt to the College
Mt. SAC will withhold grades, transcripts, degrees, registration privileges, or any other combination thereof, from any student or former student who has failed to pay a valid financial obligation due to the College (e.g., returned check, unpaid loan, equipment breakage, unpaid library fine, financial aid overpayment, unpaid registration fee). Any item or items withheld shall be released when the student satisfactorily meets his/her financial obligation. When the outstanding financial obligation owed to the College is sent to our collection agencies, Chancellor’s Office Tax Offset Program, the collection cost incurred will be added to the original amount owed. Returned checks must be paid in the form of cash, credit card, money order or a cashier’s check, and a returned check charge of $25 will be added to the amount of the check.

Fee Payment Options/Policies
- Payment is due upon registration.
- Any unpaid fees after the first day of the semester will result in a financial hold placed on your account. Financial holds will prevent students from enrollment, withdrawals, will prohibit access to transcripts and grades, and will limit access to certain campus services.
- Check your schedule to verify any course adds and/or drops.
- It is the student’s responsibility to drop classes by the appropriate deadline as shown on the Student Schedule/Receipt. Students who remain enrolled after the course refund deadline remain financially responsible for payment of fees even if they drop the class or are dropped by their instructor.
- Students who fail to pay for their classes by the established deadlines will be dropped. Please check my.mtsac.edu student portal for established deadlines and further information.

Fee payment may be made online, by mail, in person or through drop box.

Online Payments
Following online registration, fees can be paid online using VISA, MasterCard, Discover, American Express or a check card displaying the above logos.

Mail Payments
Following online registration, fees can be paid by mailing a check or money order payable to Mt. SAC with the student ID number included on the check or money order. Mail to: Bursar’s Office, 1100 N. Grand Ave., Walnut, CA 91789. DO NOT MAIL CASH.

In-Person Payments
Following online registration, fees can be paid in person at the Bursar’s Office in Building 4, Lower Level. The Bursar’s office accepts cash, credit cards, money orders, personal checks, business checks, Rehab vouchers and cashier’s checks.

Drop Box Payments
Following online registration, fees can be submitted through the drop box by check or money order made payable to Mt. SAC with the student ID number included on the check or money order.

Drop Box Location: Building 4, Lower Level, Bursar’s Office

Policy for Check Payment
- Checks must be written for exact amount only.
- All checks must be made payable to Mt. SAC (third party checks are not acceptable).
- Personal checks must have a pre-printed address imprinted on the check (no temporary checks).
- Checks with written amount corrections are not acceptable.
- Post-dated checks are not acceptable.
- Students who have written two previous checks that have been returned for insufficient funds will not be allowed to write another check for registration.

Policy for Credit Card Payment
- Visa, MasterCard, Discover, and American Express are accepted.
- Mt. SAC does not give cash advances or cash back on payments made with credit or debit cards.
- When using a credit card for payment in person, photo ID is required. Acceptable forms of ID are student ID, driver’s license, State ID, military ID or passport.
Financial Aid

The College offers a variety of financial aid programs funded by the federal and state government 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, scholarships, and loans. Students may apply for aid by filing a Free Application for Federal Student Aid (FAFSA) form. You may choose any of these three methods to file a Free Application for Federal Student Aid (FAFSA):

- Apply online at www.fafsa.gov (recommended), or
- Download and complete a PDF FAFSA from studentaid.ed.gov/fafsa (Note: PDF FAFSAs must be mailed for processing), or
- Request a paper FAFSA by calling the Federal Student Aid Information Center at (800) 4-FED-AID (800-433-3243) or (319) 337-5665. If you are hearing impaired, please contact the TTY line at (800) 730-8913.

Apply for a Personal Identification Number (PIN) at www.pin.ed.gov so you can electronically sign the online FAFSA. For any questions or further information, contact the Financial Aid Office at (909) 274-4450.

Scholarships

In addition to federal and state aid, scholarships are available to qualified students based on a number of factors, such as educational goal, major, need and/or merit. Students may submit a Mt. SAC Scholarship Program Application during the Spring semester of each year to be considered for over 100 scholarships.*

Visit the Scholarship Program Office (Bldg. 9B) for assistance with researching on and off-campus scholarship opportunities, application assistance, personal essay advisement and monthly workshops/presentations.

Students may walk-in for general information or request an appointment by calling 909-274-4457, or e-mailing scholarships@mtsac.edu. For more info, visit www.mtsac.edu/scholarships/.

*Funds are made available to students in the following Fall semester. Scholarship deadlines, eligibility information and applications are available on the Financial Aid tab of the my.mtsac.edu student portal.

Fee Waiver

California Community College Board of Governors Fee Waiver (BOGW)

The Board of Governors Fee Waiver waives the enrollment fee and provides a reduced cost for health and parking fees. Students are responsible for paying any additional fees.

This assistance is available to qualified California residents.

There are three methods by which students may qualify:

Method A:
A student is currently a recipient of funds from TANF (Temporary Assistance for Needy Families), SSI (Supplemental Security Income), or GA/GR (General Assistance/ General Relief), or, if a dependent, such funds are the sole source of income for the family. Students must provide a current copy of their check or an Untaxed Income Verification form, available online at www.mtsac.edu/students/finaid/forms.html

Method B:
Household size and annual family income. Colleges may ask students to provide documentation of income, such as a copy of their Federal Income Tax Return. Students are required to provide documentation if it is requested.

Method C:
A student has applied for other state/federal aid and has demonstrated financial need by completing the Free Application for Federal Student Aid (FAFSA) form. Method C is the preferred method as most students that do not qualify for a fee waiver based on Methods A and B, do qualify when they file the FAFSA.

Visit www.cccapply.org/money to apply online. Students may also download the application form from the website and return it in person to the Financial Aid Office (Bldg. 9B).

Students may apply for a BOGW at any point during the academic year. If students are determined eligible for a BOGW, it will be valid for the entire academic year. Students must reapply for a BOGW each year beginning with the summer term. Please refer to the Refund for BOGW policy on page 18 for information regarding refunds.

NOTE: Since verification of eligibility may involve contact with other agencies, parental signature, or other documents, it is reasonable to expect that an application may not be completed on the same day it is submitted.
Online Registration

STEP 1. Log on to: my.mtsac.edu

STEP 2. You will need to enter your Username and your Password to login.

STEP 3. (A) Once you are in, click on Student Tab to display your menu.

STEP 4. (B) Click on Register.

STEP 5. (C) Click on Select a Term.

STEP 6. Hit submit (D).

STEP 7. (E) Type the five-digit Course Reference Number (CRN) in the area provided for each course you are trying to add (up to 10 classes at one time).

STEP 8. Click on Submit Changes after you have entered all of your numbers (F).
STEP 9. The classes you successfully selected will be displayed.

STEP 10. You may now view your Account Summary and proceed to pay fees online (G).

Explore our many career and technical programs at the click of a mouse through our new e-Brochure. Within seconds you’ll get a downloaded PDF document containing info and requirements for the degree/certificate programs you select.

www.mtsac.edu (click on the icon shown here to get started).
STEP 1. After logging in, click on Student Tab and Select Student Account. (A)

STEP 2. Select Account Summary by Term (Pay Fees) (B)

STEP 3. Click on Pay Fees by Credit Card. (C)

STEP 4. Select the appropriate term you wish to pay for and click Submit. (D)

STEP 5. On Tuition and Fees Payment screen, click Submit. (E)

Search for Credit Classes — www.mtsac.edu/searchforclasses/
STEP 6. Complete the required(*) fields. (F) Click continue. (G)

STEP 7. Complete the required(*) fields. (H) Click continue. (I)

STEP 8. Review information, check the box (J), click submit. (K)

STEP 9. Receive payment confirmation. View/Print Receipt (L).

STEP 10. Payment status screen — transaction approved (M).
**STEP 1.** Type the five-digit Course Reference Number (CRN) in the area provided for each course you are trying to add (A).

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

**STEP 3.** Select Wait List from Action bar. (C)

**STEP 4.** You will see the following message indicating you are now on the Wait List. (D)
How To Add Yourself To A Wait List

STEP 5. You can view your wait list courses. Select Self Service Links option number 13 - View Your Waitlist from the Student Tab. (E)

STEP 6. You will see the date you placed yourself on the Wait List. (F)

STEP 7. You will be notified via your Mt. SAC Email Account when an opening is available and given 72 hours to enroll in the course.

STEP 8. Go to your portal and select #4—Register/Add Classes. Under the Action tab, click on the drop down arrow and select Web Registered (G). Make sure you hit Submit Changes (H).

STEP 9. Go to your portal and select #11—Print Your Schedule/Receipt to verify your add(s).
Prerequisites and Advisories
Faculty at Mt. SAC have established prerequisites, corequisites and advisories for courses. Please refer to the course descriptions in the Schedule of Classes or college Catalog for prerequisites, corequisites and advisories. If students do not meet the prerequisite or corequisite requirements, they will be blocked from enrolling in those courses. Transcripts and grade report cards from other colleges must be evaluated prior to registration to satisfy pre- and corequisites.

Prerequisite
Prerequisites to a course are those courses which must have been taken previously as preparation for the course. To enroll in a class that has a prerequisite, students must complete the required preparation prior to enrolling in the course. In some instances, English, Reading, Math and Chemistry prerequisites may be met by attaining eligibility through assessment. All course prerequisites listed must be completed with a grade of “C” or better, unless otherwise stated.

Corequisite
To enroll in a course that has a corequisite, the corequisite course must be taken at the same time. In some instances, a corequisite may have been taken previously.

Advisory
An advisory to a course is preparation which is highly recommended by faculty teaching the course. Although students may enroll in a course if they do not possess the advisory skills, they are encouraged to abide by an advisory whenever possible.

IMPORTANT NOTE TO STUDENTS
To comply with State law, students enrolled in courses with prerequisite requirements will be automatically dropped from any course where those prerequisites have not been completed. This may occur if they were enrolled in the prerequisite course at the time they registered for the current term and failed to complete that course successfully.

Students who are uncertain about their status regarding completion of prerequisite requirements may go to Counseling Center for assistance.

If a student is currently enrolled in the prerequisite course and is not sure of the grade, he or she may:
1) Check with the instructor,
or
2) Go to the appropriate Division Office the first day of the new semester.

Students will receive notification if they are dropped from any course for this reason.

Challenging Prerequisites and Corequisites
If students believe that any of the following conditions exist with regard to an existing course prerequisite or corequisite, they may obtain a Petition to Challenge form from the Assessment Center in the Student Services Center.

- 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.

Students must provide appropriate documentation when filing a challenge with the Director of Assessment & Matriculation.

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 students from the current prerequisite of that course.
Placement Test Information

As of Fall 2014, assessment is required of all students attending Mt. SAC or any other California Community College. Most classes have basic skills prerequisites that must be assessed prior to registration. Course eligibility may be determined by placement tests or previous coursework. In some instances English, Reading, Math and Chemistry prerequisites may be met by attaining eligibility through assessment.

- Students may retest after three months.
- Test scores are valid for two years.
- A valid photo I.D. is required to take ALL tests and to obtain test results.

The following tests may be taken at the Assessment Center:

**English Placement Test**

**Assessment of Written English (AWE)** 1 hour*

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL</td>
<td>English as a Second Language</td>
</tr>
<tr>
<td>AMLA</td>
<td>American Language, Basic Writing</td>
</tr>
<tr>
<td>AMLA</td>
<td>American Language, Intermediate Writing</td>
</tr>
<tr>
<td>AMLA</td>
<td>American Language, Advanced Writing</td>
</tr>
<tr>
<td>LERN</td>
<td>Improving Writing</td>
</tr>
<tr>
<td>ENGL</td>
<td>Writing Fundamentals</td>
</tr>
<tr>
<td>ENGL</td>
<td>Preparation for College Writing</td>
</tr>
<tr>
<td>ENGL</td>
<td>Freshman Composition</td>
</tr>
</tbody>
</table>

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

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

**Degrees of Reading Power (DRP)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ</td>
<td>Improving Reading Comprehension</td>
</tr>
<tr>
<td>READ</td>
<td>Developing Reading Comprehension</td>
</tr>
<tr>
<td>READ</td>
<td>Preparing for College Reading</td>
</tr>
<tr>
<td>READ</td>
<td>Analysis and Critical Reading</td>
</tr>
</tbody>
</table>

**COMPASS/ESL (for Non-Native Speakers of English)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMLA</td>
<td>American Language Basic Reading</td>
</tr>
<tr>
<td>AMLA</td>
<td>American Language Intermediate Reading</td>
</tr>
<tr>
<td>AMLA</td>
<td>American Language Advanced Reading</td>
</tr>
</tbody>
</table>

**Mt. SAC Math Placement Test** 1 hour*

This is a test of your arithmetic and pre-algebra skills. The appropriate test score will provide eligibility for the following courses. Please see the course descriptions in the Schedule of Classes for prerequisites.

**Intermediate Algebra Placement Test** 1 hour*

This is a test of your elementary algebra skills. The appropriate test score will provide eligibility for the following courses. Please see the course descriptions in the Schedule of Classes for prerequisites.

**College Level Math Placement Test** 1 hour*

This is a test of your intermediate algebra skills. The appropriate test score will provide eligibility for the following courses. Please see the course descriptions in the Schedule of Classes for prerequisites.

**Calculus Placement Test** 1½ hours*

This is a test of your algebra and trigonometry skills. The appropriate test scores will provide eligibility for the following courses. Please see the course descriptions in the Schedule of Classes for prerequisites.

**Chemistry Placement Test** 1 hour*

Appropriate test scores AND transcripts verifying successful completion of the required courses will provide eligibility for the following course. Please see the course descriptions in the Schedule of Classes for prerequisites.

**Exemptions from Placement Tests**

A student is exempt from assessment if the student has:

1. completed an associate degree or higher
2. enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence
3. earned 60 units or more from a regionally accredited institution
4. enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards
5. enrolled at the college as a special admit student pursuant to Education Code section 76001

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>MATH</td>
<td>Plane Geometry</td>
</tr>
<tr>
<td>MATH</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>MATH</td>
<td>Intermediate Algebra – First Half</td>
</tr>
<tr>
<td>MATH</td>
<td>Survey of College Mathematics</td>
</tr>
<tr>
<td>MATH</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>MATH</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>MATH</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH</td>
<td>Trigonometry</td>
</tr>
<tr>
<td>MATH</td>
<td>Pre-Calculus Mathematics (Trigonometry Supplement Test may also be required)</td>
</tr>
<tr>
<td>MATH</td>
<td>Survey of College Mathematics</td>
</tr>
<tr>
<td>MATH</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>MATH</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>MATH</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH</td>
<td>Trigonometry</td>
</tr>
<tr>
<td>MATH</td>
<td>Pre-Calculus Mathematics (Trigonometry Supplement Test may also be required)</td>
</tr>
<tr>
<td>MATH</td>
<td>Calculus for Business</td>
</tr>
<tr>
<td>MATH</td>
<td>Calculus and Analytic Geometry</td>
</tr>
<tr>
<td>CHEM</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>LERN</td>
<td>Basic Math Skills Review</td>
</tr>
<tr>
<td>LERN</td>
<td>Math Skills Review</td>
</tr>
<tr>
<td>MATH</td>
<td>Pre-Algebra</td>
</tr>
<tr>
<td>MATH</td>
<td>Elementary Algebra</td>
</tr>
<tr>
<td>MATH</td>
<td>Elementary Algebra - First Half</td>
</tr>
</tbody>
</table>
Placement Test Information

Test Scores from Other Colleges
The Assessment Center will accept math test scores from other colleges that use the Mathematics Diagnostic Testing Project (MDTP) placement tests if the test was taken less than two years ago.
An official copy of the test scores must be brought or mailed to the Assessment Center for evaluation and course placement. The following are placement levels for the tests we accept:

<table>
<thead>
<tr>
<th>MDTP – Elementary Algebra Test</th>
<th>MATH 71</th>
<th>MATH 61</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDTP – Intermediate Algebra Test</td>
<td>MATH 100</td>
<td>MATH 110</td>
</tr>
<tr>
<td>MATH 120</td>
<td>MATH 130</td>
<td></td>
</tr>
<tr>
<td>MATH 150</td>
<td>MATH 160</td>
<td></td>
</tr>
<tr>
<td>MDTP – Pre-Calculus Test</td>
<td>MATH 140</td>
<td>MATH 180</td>
</tr>
</tbody>
</table>

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

Changing Your Class Schedule

You can make changes to your course schedule by using the Online Registration System.

- You may drop classes.
- You may add open classes or any class for which you have an ADD Authorization Code.
- You may search for open sections at www.mtsac.edu/searchforclasses/
- It is your responsibility to know deadlines to add courses and to drop courses that you are no longer attending. You must use the online registration system to drop classes.
- You must pay the required fee for any added class and drop by the course refund deadline on student Schedule/Receipt to qualify for a refund (see page 18).

Adding or Dropping a Class

A. To Add an Open Class:
1. You may add open classes online at my.mtsac.edu. Verify your add by printing your schedule/receipt.
2. Once classes start, you must attend the first class meeting to obtain an ADD Authorization Code if the class is no longer available through the registration system. Instructors will add students depending on the number of open spaces in the class.
3. You must have your Mt. SAC registration appointment printout of your assigned date and time, along with a picture ID.
4. You must be eligible (have the appropriate prerequisite) for the class. Prerequisites will be checked by the system at the time you register for the class. If you are blocked from registering for a class and believe that you do possess the appropriate prerequisite, or if you have a question regarding the prerequisite, call Admissions and Records at (909) 274-4415 for assistance.
5. You must register for all ADDs prior to the expiration date on the ADD Authorization Code.
6. You MUST have a picture ID to add classes in person at Admissions & Records.

B. To Add a Closed Class:
1. To add the class, you must attend the first class meeting and obtain an ADD Authorization from the instructor.
2. You must have your Mt. SAC student schedule printout and a picture ID.
3. You must be eligible (have the appropriate prerequisite) for the class. If the course has a required prerequisite, obtain a Proof of Eligibility Form from the appropriate Division Office or Admissions and Records prior to attending the class you wish to add.
4. If you receive an ADD Authorization Code from the instructor, add the class online.
5. Registration for all Added classes must be completed prior to the expiration date on the ADD Authorization Code.

ADD AUTHORIZATION CODES: A 4 digit code is issued by the instructor of a closed class. You must enter the Course Reference Number (CRN) and the ADD Authorization Code when prompted at my.mtsac.edu to add the closed class. ADD Authorization Codes can only be used once and have expiration dates. Be sure to use the code on or before the expiration date. Failure to use the codes prior to expiration will prevent students from adding the class.

WAIT LISTS: Wait lists will be available beginning the first day of registration. ADD AUTHORIZATION CODES:

C. To Drop a Class:
1. Drop classes online at my.mtsac.edu. Verify your drops by printing your schedule/receipt.
2. See your Schedule/Receipt for important deadlines related to dropping classes.
3. See page 18 for refund information.

Search for Credit Classes — www.mtsac.edu/searchforclasses/
**Course Policies**

### Attendance

Students should check their Schedule for the day and time their classes meet and ALLOW PLENTY OF TIMETO PARK AND LOCATE THE CORRECT CLASSROOM.

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

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

Students are responsible for dropping classes they do not plan to attend. Failure to drop will result in an “F” letter grade on a student’s transcript.

### Auditing

Students are not permitted to audit classes. All individuals attending, visiting, participating or sitting in the class must be officially registered in that particular class.

### Course Repetition

**Only certain courses may be repeated for credit.**

Refer to the latest Mt. SAC Catalog regarding the repeatability allowance for specific courses. If a course is repeatable, the course may only be repeated for the number of times indicated.

Students are allowed to repeat a course in which they received a substandard grade/mark (“D,” “F,” “W,” “NC,” “NP”) only two times (for a total of three attempts). Students attempting to enroll in the same course a fourth time will be blocked automatically from registering.

Courses for which satisfactory grades of “A,” “B,” “C,” or “Pass” are received may not be repeated. Only upon extenuating circumstances will repetition in courses for which the student has satisfactorily passed be allowed.

Students with extenuating circumstances may file a Petition for Exceptional Action form in the Admissions and Records Office. Students who repeat courses based on this provision will not earn additional units or grade points toward improving or changing the previous grade earned in the class or toward changing the overall grade point average.

### Dropping Courses and Withdrawing from the College

It is the students’ responsibility to drop or withdraw from courses they no longer attend. Students should check their schedule/receipt, available on the “My Mt SAC” portal for information regarding key dates. Dates vary and are often course specific.

### Full 16-week courses

For 16 week courses, students who drop a class, withdraw from the college, or are dropped from a class by the professor by the Sunday at the end of the second week of classes will not receive any mark or notation on their permanent academic record.

Students who drop a class, withdraw from the college, or are dropped by the professor beginning Monday of the third week of a 16 week class will receive a mark of “W” (Withdrawal) on their permanent record.

Professors may not drop students from a class and students may not drop themselves from any class or withdraw from the college after 60% of the class has elapsed. All students who are registered for a class after 60% of the class has elapsed shall receive an academic grade (A,B,C,D,F,P,NP) or an Incomplete mark for the class.

A “W” Withdrawal mark shall not be assigned to any student enrolled after the last day to drop a class except in the case of an approved petition due to extenuating circumstances. A “W” Withdrawal remains a permanent part of a student’s academic record.

### Intersessions and other short term classes

For short term classes, students who drop a class, withdraw from college or are dropped from a class by the professor prior to the conclusion of the first 20% of the class will not receive any mark or notation on their permanent record.

Students who drop a class, withdraw from the college, or are dropped by the professor after 20% of the class has elapsed will receive a mark of “W” (Withdrawal) on their permanent record.

Professors may not drop students from a class and students may not drop themselves from any class or withdraw from the college after 60% of the class has elapsed. All students who are registered for a class after 60% of the class has elapsed shall receive an academic grade (A,B,C,D,F,P,NP) or an Incomplete mark for the class.

A “W” Withdrawal mark shall not be assigned to any student enrolled after the last day to drop a class except in the case of an approved petition due to extenuating circumstances. A “W” Withdrawal remains a permanent part of a student’s academic record.

### Student Load Limits

Without petitioning, students may enroll in up to 18 units each semester and up to 7 units each summer and winter intersession. Students who have completed a minimum of 15 college units in a given semester with a grade point average of at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for permission to enroll in units above the maximum.

Petitions for Exceptional Action are available in the Counseling Center and Admissions and Records Office in the Student Services Center. Action on a petition will be taken either by the appropriate administrator or the Board of Appeals.
Final Grades

Final grades for the previous semester will be available online via my.mtsac.edu beginning the third week of the following term.

- When you visit my.mtsac.edu, you will be directed to the appropriate screen to view your transcript.
- If you need a copy of your grades, you can obtain a student copy of your Mt. SAC transcript on your portal. You can request official transcripts online through my.mtsac.edu student portal.

Pass/No Pass Grades

Some classes offered at Mt. SAC are available with two different grading options: letter grade (A, B, C, D, F) or a Pass/No Pass (Pass: A, B, or C; No Pass: The equivalent of D or F).

A few classes are offered for Pass/No Pass only. These courses are designed to encourage students to explore areas outside their major field of study in order to broaden and enrich their collegiate experience, and to afford an opportunity for departments to offer courses in which there is diminished emphasis on grades. **The Pass/No Pass grading option is not available for General Education courses.**

In courses offering both grading options, students are automatically registered on a letter-grade basis at the time of registration. If a change is desired, students must declare their intent to be graded on a Pass/No Pass basis via their online portal account. This option is available for the first 20 percent of the course. However, the student can go to the Admissions and Records Office for an additional 10 percent of the class meeting time to change their grading option using a paper option. Those enrolled in short-term courses of less than semester length, must determine their grading option no later than the end of the first 30 percent of the course or 30 percent of the hours of instruction listed in the description for an open-entry/open-exit course. In any short-term course of less than six weeks, students must determine the grading option at the time of registration.

Credit toward graduation by using Pass/No Pass classes is limited to a maximum of sixteen units. Courses taken for Pass/No Pass are not counted in calculating the grade point average, or in determining eligibility for the Dean’s List or President’s List. However, these courses are considered in probation and dismissal procedures.

Incomplete Grades

A faculty member may approve a petition for an Incomplete, “I,” for work missed commencing with the 14th week of a regular semester (or after 85% of a short-term class) under the circumstances listed below:

A. Verifiable serious illness or emergency
B. Verifiable work conflict
C. Call to active military duty

The requirements for removal of the “I” shall be stated by the instructor on the “Petition to Request Incomplete Grade” form. Approval of an incomplete and the assignment of a replacement grade are at the discretion of the instructor. If the “I” is not made up within one year of its issue, the predetermined replacement grade will be assigned. If a grade was not predetermined, the “I” will revert to an “F.” **Students may not re-register in a class while an “I” is in effect for that class.**
Fee Refunds

Refunds are now automatic! In order to receive a refund, you must drop your class(es) by the refund deadline for that class. The deadline can be found on your Student Schedule/Receipt (see sample below). Classes that do not attain minimum initial enrollment may be cancelled. **Students who have dropped or cancelled classes will receive a refund through their preference on the student’s Mt. SAC Higher One card.** Students will also be entitled to refunds for textbook(s) purchased if such textbook(s) have not been marked.

Parking Permit Refund

To receive a refund for your current parking permit, you must return the permit to the Bursar’s Office. This can be done in person, by mail or dropped off at the Bursar’s Office drop box. The deadline is March 9, 2015. Once the permit is received, your refund will be processed and sent to your Mt. SAC card preference.

Production & Copy Cards Refunds

Production cards can be returned to the Bursar’s Office for refund until March 9, 2015, if unmarked and unused.

Refund for BOGW

You may apply for a Board of Governors Fee Waiver (BOGW) at any point within the academic year. If you qualify and have already paid, you will be automatically reimbursed for covered fees in the form of a refund through the College’s partnership with Higher One.
**Student Services and Resources**

*Please visit the website or call for current hours of operation*

**Admissions & Records**  
Ext. 4415  
Bldg. 9B  
www.mtsac.edu/students/admissions  
The Admissions and Records office provides comprehensive admissions/registration services for all credit students, processes student requests for transcripts, enrollment verifications, general education (transfer) certifications, and graduation evaluations. Special services are provided for international (F-1 Visa) students. Assistance is available in English, Spanish, Vietnamese and Chinese.

**Aspire Program**  
Ext. 6396  
Bldg. 9D  
www.mtsac.edu/aspire  
Aspire is a student success program designed to enrich the experience of African-Americans and other students at Mt. SAC through counseling, instruction, mentoring, and community building. Aspire's primary focus is to equip you with resources to boost your academic performance and help you reach your goals at Mt. SAC. Aspire students perform better, because they learn how to get the most from their college experience. They have caring mentors who encourage and motivate them to achieve their personal potential. Aspire students bond together as a “community” by sharing experience and participating in college tours, success workshops, tutoring, and campus activities.

**Assessment Center**  
Ext. 4265  
Bldg. 9B  
www.mtsac.edu/assessment  
Students may complete required English, Reading, Chemistry and Math placement testing in the Assessment Center. Assistance in reviewing course placement is also provided.

**Bookstore (SacBookRac)**  
Ext. 4475  
Bldg. 9A  
bookstore.mtsac.edu/  
Visit Bookstore website for current hours of operation and buyback hours and locations.
SacBookRac offers textbooks, school supplies, Mt. SAC apparel, gifts items, and houses the Mt.SAC Photo ID area. Textbooks and supplies for students average between $300 to $600 per semester, depending upon the program of study selected. Students are encouraged to buy books early, especially to save money by purchasing used books. Books are sold on a first-come, first-served basis. Students may order textbooks online at www.sacbookrac.com. Orders can be picked up at the store or shipped to the student’s home.

**Bridge Program**  
Ext. 5392  
Bldg. 9D  
www.mtsac.edu/bridge  
The Bridge Program offers several learning communities designed to increase students’ academic and personal success through the structuring of the learning environment. Students participating in a learning community are enrolled in linked or clustered classes that are taught in a cooperative environment between instructors. There are various learning communities offered: Summer Bridge, Math Bridge, English Bridge and many more. Each learning community focuses on a specific academic need and has an assigned counselor to assist students. The Bridge Program is perfect for students who are underprepared academically, are economically disadvantaged, and need additional support in their first year at Mt. SAC.

**Bursar’s Office**  
Ext. 4960  
Bldg. 4, Lower Level  
www.mtsac.edu/bursars  
The Bursar’s Office manages the collection of credit registration fees and other campus fees including parking permits, replacements, parking citation fees, enrollment verification, and production cards. The office also processes refunds for credit classes, parking permits and production cards.

**CalWORKs**  
(California Work Opportunity and Responsibility to Kids)  
Ext. 4755  
Bldg. 9B  
www.mtsac.edu/calworks  
The CalWORKs program provides services to Mt. SAC students who are recipients of TANF/CalWORKs cash-aid for themselves and their children. The CalWORKs program serves as the liaison between the student and their county office. Support services include: educational planning, case management, job development/placement assistance, referrals to the basic skills tutoring/computer skills lab and the GED/High School diploma programs. Based upon available funding, childcare and work-study may be available. The CalWORKs program also provides support in complying with the 32/35 hours per week welfare-to-work requirement.

**Career and Transfer Services**  
Bldg. 9B  
careerservices.mtsac.edu  
transfer.mtsac.edu  
Career and Transfer Services helps students get from Mt. SAC to anywhere. We provide a variety of services, activities, events and resources to help students transfer to universities, solidify career goals, sharpen job acquisition skills, and acquire part- and full-time employment.

**CAREER SERVICES**  
Ext. 4510  
Activities, resources and events include:  
- Job and internship referrals  
- Career fairs

Search for Credit Classes — www.mtsac.edu/searchforclasses/
Please visit the website or call for current hours of operation

Counselors are available to assist students who:
- are undecided about their major or career direction;
- need information about their career and transfer options;
- are having difficulty in their courses;
- need assistance with personal problems.

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

Counselors and educational advisors can also provide:
- information on course selection and planning for degree or certificate completion;
- information about major and transfer requirements to CSU, UC and private universities;
- general information about the college.

Disabled Student Programs and Services (DSPS)
Ext. 4290
www.mtsac.edu/dsp

DSPS provides services to students who have professionally documented disabilities and need additional services to successfully attend classes at Mt. SAC. Students who suspect they might have a disability are welcome to apply for services and an eligibility determination will be made. Disability-related information about students is held in the strictest confidence.

Based on individual disability-related needs, some of the services include specialized counseling, priority registration assistance, assessment of disability and educational needs, access to an adaptive computer lab, equipment loans, sign language interpreters, note takers in the classroom, classroom and testing accommodations, transportation around campus, and many other services and accommodations.

Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)
Ext. 4500
www.mtsac.edu/eops
www.mtsac.edu/eops/care.html

EOPS provides support services to students with academic and financial disadvantages. Services include counseling, educational planning, peer advising, tutoring, book services, and priority registration. Mt. SAC’s CARE program is designed to recruit and assist single parents who are heads of household with children 13 years old and under and who are TANF/CALWORKS cash aid recipients attending community college. To meet eligibility requirements for CARE, either the student or dependent child must receive cash aid. CARE students receive additional support through counseling, tutoring, assistance with books and supplies, and grants.
Financial Aid and Scholarships
Ext. 4450  Bldg. 9B
www.mtsac.edu/financialaid
www.mtsac.edu/scholarships
The Financial Aid Office provides assistance in applying for state and federal financial assistance, including grants, loans, scholarships, fee waivers and work study. Students must complete the FAFSA (Free Application for Federal Student Aid) form. The College's priority filing date is April 15 of each year for the following academic year. Information and applications for scholarships are also available throughout the year in the Financial Aid Office.

Food Services
www.mtsacdining.com
The Food Services Department provides the campus community with a cafeteria, coffeehouse, and four convenience stores.

Campus Café
Bldg. 8, Ext. 5284
The Campus Café is located on the west side of campus next to SacBookRac. Students will find many options inside the Campus Café:

- Subversions - sub sandwiches, soups, wraps, healthy options, and daily specials.
- Castillo’s Mexican Grill - fresh tacos, burritos, and salads.
- Simply to Go - made fresh “in-house” sandwiches, salads, wraps, healthy snacks, and cookies.
- Chef’s Corner - daily fresh breakfast and lunch menu.
- Pizza Stop - individual pizzas, flatbread pizza, and fresh made pasta bowls.
- Common Grounds featuring Starbucks - we proudly brew hot and cold coffee drinks, frappuccino, fresh baked muffins, scones, and brownies.

WOW at Mountie Grill
Bldg. 19C, Ext. 4624
WOW Cafe and Wingery - breakfast, wings, chicken, hamburgers, salads and rice bowls.

Convenience Stores
All stores offer a variety of snack foods, beverages and school and test supplies.

Mountie Stop
Building 9A
Express Stop
Building 16A
Prime Stop
Building 61
Short Stop
Building 66
Vending Machines
Buildings 2, 3, 9C, 23, 26, 28, 30, 31, 40, 45, 47, 50G, 60, 67, 80

If students have a problem getting food or money returned, they may go the Fiscal Services Office window located on the first floor of Bldg. 4 to complete a form and receive a refund.

High School Outreach
Ext. 5906  Bldg. 9B
www.mtsac.edu/hso
This office coordinates the College’s outreach efforts to area high schools. Staff provide regular visitations and specialized presentations to high school students, parents, and high school staff. Matriculation information and assistance are provided to high school students interested in enrolling as new freshmen.

International Student Center
Ext. 5032  Bldg. 9B
www.mtsac.edu/international
The International Student Center is available for international students to obtain information regarding services and resources, register for workshops and field trips, meet with study groups or use the computer lab.

The Language Learning Center
Ext. 4580  Bldg. 6-264
www.mtsac.edu/instruction/continuinged/noncredit/esl/learning_resources/language_learning_center.html
Provides media and technology to practice foreign languages and English.

Learning Lab
Learning Technology Center, Bldg. 6,
South Entrance, First Floor
Ext. 5666
www.mtsac.edu/instruction/learning/lac/services.html
The Learning Lab offers free use of PC and MAC computers which have access to the Mt. SAC Library databases, internet, word-processing, spreadsheets, and a variety of course-related software. Registration for the Lab is necessary upon first time use per semester. Students are required to present a current student picture I.D. at the front desk to access the Lab. Laser printing is available for a fee. A print card dispenser is located in the lab for student convenience. Technical and academic assistance are available for students who need help using a computer or a specific program, setting up access to the student portal, and using databases for research. Workshops are offered on appointment basis to assist students who want more instruction on word-processing, E-mail, database/web research, PowerPoint and course-related materials.

Library
Learning Technology Center, Bldg. 6,
North Entrance
Ext. 4260
www.mtsac.edu/instruction/learning/library/index.html
A current Mt. SAC student photo I.D. card must be presented to check out books, reserve items, or any other library or media materials.
Please visit the website or call for current hours of operation

Parking Services
Ext. 4233  Bldg. 23
www.mtsac.edu/safety/general_info.html
Closed holidays and evening hours during recesses

Student Health Services
Ext. 4400  Bldg. 67B
www.mtsac.edu/students/healthcenter
Medical, chiropractic, personal counseling, nursing, and health education services are provided. Additional services include laboratory tests, tuberculosis screening, limited prescription medications, immunizations, pregnancy testing, and referrals. All credit students who are currently enrolled and attending classes are eligible. Part-time faculty are eligible for select services. Some fees may apply. Professional health services are provided primarily on an appointment basis. Same-day appointments are also available; call between 8:00 and 8:30 a.m. First aid services are provided for all students, employees and guests of the College.

Student Life/Student Activities/Student Life Center
Ext. 4525  Bldg. 9C
www.mtsac.edu/studentlife
The Student Life Office is responsible for student involvement and leadership programs and serves as the hub of student activities at Mt. SAC. The Associated Students (AS) Government serves as the representative voice for students, while providing students with an opportunity to develop leadership skills. The Student Activities Fee funds many AS activities, sponsored events, and initiatives which support student programs, projects and services throughout the year. Inter-Club Council represents over 45 student clubs and is comprised of one representative from each student club. The Student Life Center provides students a relaxing area to access free wireless internet with their laptops, watch TV, play foosball, ping pong, a variety of board games and video games. Students who are involved in co-curricular activities are encouraged to complete the Activities Transcript (available online) which complements their academic transcript and verifies their leadership and service experiences. The Bookstore Office (Bldg. 9A) sells AS discount amusement park and movie tickets. Student Life also oversees an off-campus Housing Referral Program and Lost and Found. All unclaimed items from the previous year are auctioned each September. Students’ rights and due process procedures related to student discipline and academic grievances are facilitated through this office.

Tutoring
Mt. SAC offers free tutoring for students in Math, English/Writing and many other subjects.

Learning Assistance Center (LAC)
Learning Technology Center, Bldg. 6
South Entrance, First Floor
Ext. 4300
http://lac.mtsac.edu
The Learning Assistance Center (LAC) offers tutoring, a computer lab, courses in basic Math, Reading, Writing, and study techniques, and testing services for distance learning courses. Current Mt. SAC photo I.D. required.

Math Activities Resource Centers
Math Activities Resource Center (MARC)
Bldg. 61 — Room 1318
Ext. 5014
Transfer Math Activities Resource Center (T-MARC), Bldg. 61 — Room 1314
Ext. 5389
http://marc.mtsac.edu
The Math Activities Resource Center (MARC) and Transfer-Math Activities Resource Center (T-MARC) offer services including free tutoring, study spaces, tutorial software, calculator rentals, textbooks, solution manuals, and handouts. The MARC serves students in Math 50 to Math 71. The T-MARC serves students in Math 100 and above.

Multiple Subjects: Tutorial Services
Learning Technology Center, Bldg. 6, South Entrance, First Floor
Ext. 6605
http://lac.mtsac.edu
Tutorial Services offers one-on-one tutoring in multiple subjects, either drop-in or by appointment, as well as study groups and supplemental instruction.

The Writing Center
Bldg. 26B, Room 1561A
Ext. 5325
writingcenter.mtsac.edu
The Writing Center offers free tutoring, workshops, Directed Learning Activities (DLAs) and a computer lab for all students who would like help with writing. Students need to bring a current Mt. SAC ID to access services.

Veterans Services
Ext. 4520  Bldg. 9B
www.mtsac.edu/veterans/
The Veterans Service Center is available to assist Veterans and/or eligible dependents on all matters relating to Veterans educational benefits. For more detailed information, please refer to the current College catalog. For step-by-step instructions in claiming and utilizing educational benefits at Mt. SAC, Veterans and dependents should download the “Veterans Packet” and all required forms from our website.

Veterans Resource Center
www.mtsac.edu/veterans/vrc.html.
Student Veterans are invited to visit the Veterans Resource Center (VRC), Building 16C, established to provide individual assistance and ease of transition to Mt. SAC.
Academic Honesty
All members of the academic community have a responsibility to ensure that scholastic honesty is maintained. Faculty have the responsibility of planning and supervising all academic work in order to encourage honest and individual effort, and of taking appropriate action if instances of academic dishonesty are discovered.

Honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse.

Alcohol and Other Drug Policy
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. (PL. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). This statute requires contractors 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. Pursuant to the Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, dispense, possess, or use controlled substances at all District worksites and/or while in the performance of District business or attending a District event or program.

The Drug-Free Schools and Communities Act Amendments of 1989 (PL. 101-226) amends the previous law of 1988 to include that it’s also unlawful to manufacture, distribute, possess, use, or sell illicit drugs and alcohol in the workplace or at any District activities or events or while performing District business.

Compliance for Employees
The District intends to make every effort to provide and maintain a drug-free workplace. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the District. Any employee violating this policy will be subject to disciplinary action which may include termination. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace or while on District business must report this conviction within five days to the Superintendent/President.

Compliance for Students
The District intends to make every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the District. All students are required to comply with this policy as a condition of their continued enrollment. Any student violating this policy will be subject to disciplinary action, including suspension and expulsion.

Legal Sanctions Under Federal, State and Local Laws are available in the following locations:
1. Student Life Office
2. Personnel/Human Resources Office
3. Library/Learning Resources Center

Alcohol/Drug Abuse Counseling, Treatment, Rehabilitation Information
Referral Information and Social Service Directories for Orange, Los Angeles, and San Bernardino counties are available in the College’s Health Center or Student Life Office.

Health Risks
The use of illegal drugs, tobacco, and the abuse of alcohol may have serious health consequences including damage to the heart, lungs, and other organs. Alcohol related accidents are the number one cause of death for people aged 15-24.

The most significant health risk, besides death, is addiction. Chemical dependency is a condition that can become fatal without appropriate treatment.

The following substances are known to cause addiction and have adverse effects on your health:

Alcohol — Acts as a depressant with effects ranging from mild impairment of coordination and judgment to loss of memory, respiratory depression and death.

Nicotine/tobacco — Effects range from relaxation and increased metabolism to severe lung disease, cancer, heart disease and substantial effects on unborn children.

Marijuana/Hashish and hashish products — Reduce short-term memory, ability to concentrate and coordination, may result in paranoia and psychosis. Long term use may result in lung damage, and possibly affect sperm motility.

Cocaine, Crack — Stimulate the nervous system resulting in a fast heart and respiratory rate, and elevated blood pressure. Can cause death by sudden cardiac arrest or respiratory failure.

Stimulants such as amphetamines, methamphetamines, Crack, Ice, etc. — Similar to the effects of cocaine but also include heart failure, stroke, psychosis, delusions and paranoia.

Anabolic Steroids — Effects range from acne to liver, cardiovascular and reproductive abnormalities. Psychological effects include depression or aggressive behavior.

Hallucinogens, PCP, LSD — These substances affect the section of the brain that controls intellect and instinct. Effects include violent behavior, self-inflicted injuries, convulsions, coma, heart and lung failure. In the case of LSD, effects may persist even after use has ceased.
Prescription narcotics (when taken without medical supervision) — Effects depend on the substance but can include depression, addiction, and in extreme cases, death.

For specific information on the health risks of alcohol, nicotine, steroids, marijuana, and other substances, please contact the Health Center at ext. 4400.

Information may also be obtained by calling:

Alcohol and Drug Helpline ......................... 800-821-4357
Cocaine Hotline ........................................ 800-262-2463
Smoking Cessation, American Cancer Society ...... 800-227-2345
Suicide Prevention Lifeline ............................. 800-273-TALK (8255)

Nondiscrimination Policy

Mt. San Antonio College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The College provides an educational and employment environment in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex or gender, sexual orientation, race, color, ancestry, medical condition, marital status, veteran status, or physical or mental disability (including HIV and AIDS), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by the College. The lack of English language skills will not be a barrier to admission. Students who believe they have been discriminated against may begin the process with Lorraine Y. Jones, Director EEO Programs, Human Resources Office, Building 4, Room 1460, 909-274-4225. Harassment and discrimination investigation procedures are described in Administrative Procedure 3435. Formal complaint forms can be found at: extranet.cccco.edu/Divisions/Legal/Discrimination.aspx. All complaints of unlawful discrimination or sexual harassment by students of the College will be fully investigated by Human Resources. College employees have similar rights which can be found in the College's Board Policy and Administrative Procedures.

Prenatal

www.mtsac.edu/safety/parking.html

Students must observe all traffic laws of the State of California and the College rules and regulations adopted pursuant to Section 21113 of the California Vehicle Code. Published District rules, regulations, and the California Vehicle Code are enforced 24 hours a day, 7 days a week. Violators will be cited per California Vehicle Code Section 21113 A.

All vehicles parked in designated Student Lots must display a valid parking permit 24 hours per day, 7 days per week. Permits can be purchased online in the Student Portal or in the Bursar's Office (Bldg. 4, Lower Level).

Photo ID

Students are required to obtain and carry a Mt. SAC photo ID card for use on campus. Students need to retain the card throughout their enrollment at Mt SAC. Students must present the ID card at the request of any school official. The card is valuable. The ID card has a bar code which is used in
recording attendance in some classes, checking out library books, giving access to a variety of services, and granting free entrance to Mt. SAC home football games.

To obtain a Mt. SAC photo ID card, students must have current semester courses paid and must present another form of ID (Driver’s License, a California ID card, or a Passport). The Photo ID area is located within the SacBookRac (Bookstore), Building 9A.

Non-credit students can request a College ID card. The fee for this service is $10. The same requirements and policies above apply to non-credit students.

**Sexual Harassment Policy**

Sexual violence, including sexual assault, harassment, rape, and stalking, are crimes that are not tolerated on this campus or at any college-sponsored events. Mt. San Antonio College has adopted Board policies and procedures to address sexual crimes, sanctions for offenders, and to outline access to treatment and general information for victims. (See Board Policies 3430, 3500, 3540). All applicable punishment, including criminal charges, disciplinary action, etc., shall be applied whether the violator is an employee, student or member of the general public.

**Standards of Conduct**

**Board Policy, Section 5500, Adopted 6/23/04, Copies of the Standards of Conduct Policy can be obtained in Building 9C.**

The College President/CEO shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and State law and regulations.

The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the College President/CEO for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

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

20. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.

21. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

**Discipline Procedures**

When a student misconduct report is filed with the Student Life Office regarding a possible violation of the Standards of Conduct policy, the student will receive written notification from the Director, Student Life. Within ten days of receiving written notification, the student is required to schedule a meeting with the Director, Student Life. During the meeting, the Director shall determine if the student’s behavior constitutes a violation of the Standards of Conduct policy. If a violation has occurred, the student may be required to 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.

**Student Complaints/Grievance Process**

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member.

Student complaints may be classified as grievances and fall into two categories: Academic, and Non-Academic. Academic grievances involve grades. To grieve a grade, a student must prove that the professor issued a grade by mistake, fraud, bad faith, or incompetence (Education Code 76224). Non-Academic grievances include: any act or threat of intimidation, harassment, or physical aggression, arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy as specified in the Education Code, Board Policy, and/or Administrative Procedures, violation of Title IX Education Amendments of 1972, violation of Section 504 of the Rehabilitation Act of 1973 with reference to the rights of disabled students.

Students are encouraged to follow the Mt. San Antonio College Complaint and Grievance process before attempting to file a complaint with the State. Issues that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at [www.accjc.org/complaint-process](http://www.accjc.org/complaint-process) if your complaint is associated with the institution’s compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- To the CCC Chancellor’s Office if your complaint does not concern CCC’s compliance with academic program quality and accrediting standards. [http://californiacommunitycolleges.cccd.edu/complaintsform](http://californiacommunitycolleges.cccd.edu/complaintsform)

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

The process for filing and pursuing a grievance includes two levels: in **Level I** (informal level) the student picks up the grievance forms and official procedures from Student Life and attempts to resolve the problem by meeting first with the faculty member (or staff member/administrator for non-academic grievances) and then with the faculty member’s department chair or immediate supervisor. If the complaint is not resolved at that level, the student will meet with the dean of the division of the faculty defendant in an effort to resolve the problem. In the event that the problem cannot be resolved within 10 school days, the student may proceed to **Level II** (formal grievance) in which the student, after completing the forms, takes all signed forms and documents to the Student Life Office within the established deadlines.

A Grievance Review Committee chaired by the Student Services Dean will review the grievance documents. This Committee may forward the grievance for a formal hearing process to seek clarification from the parties involved. If the student or faculty/staff member chooses to appeal the decision of the Committee, the appeal is submitted to the College President. The final appeal process resides with the Board of Trustees; their decision concludes the grievance process.
Student Right to Know (SRTK)
In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Mt. San Antonio Community College District and Mt. San Antonio College to make available its Completion and Transfer rates to all current and prospective students. For this calculation, a fall cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students are tracked over a three year period. These rates do not represent the success rates of the entire student population at Mt. San Antonio College, nor do they account for student outcomes occurring after this three-year tracking period.

A Completer is a student who attained a certificate or degree or became “transfer-prepared” during a three-year period. Students who are “transfer-prepared” have completed 60 transferable units with a GPA of 2.0 or better. Transfer Students are those who transferred to another postsecondary institution (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming “transfer-prepared” during a five-semester period. For up-to-date rates, please see srtk.cccco.edu/index.asp.

Campus Safety
Services available to help assure your safety include:

- Public Safety Escorts are available to escort you during evening hours, to assure your safety on campus and in parking lots. They are provided at your request, please call ext. 4555 or 909-274-4555.
- Blue emergency telephone towers are located throughout the campus and parking lots for you to contact Public Safety immediately should you need assistance in an emergency.
- Public Safety may be contacted by calling the campus number, 909-274-4555.
- Call 911 for any emergency or 9-911 when calling from on-campus extensions. Be prepared to identify your exact location.

In addition to contacting Public Safety Department, information can also be obtained from the Student Life Office, Bldg. 9C, ext. 4525 or at www.mtsac.edu/safety/

Campus Emergency Notification System
As part of our continuing effort to provide a safe environment for students and employees, Mt. San Antonio College has launched a campus-wide emergency notification system. This new system will enable authorized college personnel to quickly notify students, faculty, and staff about any campus emergency with personalized voice, text and e-mail messages.

In order to execute the process effectively, we need your current contact information and your preferred method of notification. You are able to provide your information on a secured online site at https://myportal.mtsac.edu. Look for the Emergency Notification System channel. Be assured that your privacy will be protected. Your information will not be shared with anyone or used for any purpose other than for emergency notifications.

Campus Emergency Phone System
Mt. SAC has installed a campus-wide emergency phone system. This system is divided into two primary segments. The inner campus system consists of emergency phones that are placed on the outside of selected campus buildings and are identified by the familiar blue light affixed to the top of the phone housing.

The second segment of emergency phones consists of stand-alone emergency phone towers, located in open campus spaces, primarily in campus parking lots. These phone towers are also identified by a blue light affixed to the top of the tower.

Use of any of these emergency phones will connect the user to Public Safety Department during normal business hours, located in Building 23. During hours when the campus is closed, the emergency phones will connect the user directly to a cell phone carried by Public Safety Officers who are on duty 24 hours a day, 7 days a week.

Crime Prevention
The Public Safety Department’s primary responsibility is the safety and security of all members of the College community. Every effort is made to inform students and staff of criminal activity or any other concern that may be an immediate threat to the safety and security of those on campus. Information and workshops on crime prevention are made available to College students and staff. It is the responsibility of every member of the campus community to act in ways that promote the safety of self and others and that protect District property.

Public Safety Enforcement Authority
The Mt. San Antonio College Public Safety Department has the authority to enforce the Student Discipline Code of Conduct and the State of California Penal Code under Education Code Section 72330. The Mt. San Antonio College Board of Trustees has established the Public Safety Department as a community college police department under Education Code Section 72330 (a), which authorizes the governing board of a community college district to establish a community college police department under the supervision of a community college chief of police. Although a designated police department, the Mt. San Antonio College Public Safety Department has a memorandum of understanding mandated by the “Crime Awareness and Campus Safety Act of 1990,” that the Los Angeles County Sheriff’s Department has jurisdiction to investigate all crimes occurring on Mt. San Antonio College Campus.
Public Safety Escort Service

For your added personal safety, Mt. SAC offers a Public Safety Escort Service, Monday - Thursday, 6:30 p.m. - 10:15 p.m. Trained personnel will escort you safely to your car. Public Safety Escorts are located at campus map directories and can be identified by their yellow jackets and I.D. badges. On the map above, a white “I” shows the approximate location of escorts. You may call (909) 274-4555 to arrange for assistance.

Public Safety Report

In compliance with the Clery Act, the College publishes an annual security report which contains information regarding campus crime statistics. This information may be found on the website below. Copies of the annual report can be obtained from the Public Safety Department, Building 23. A Public Safety crime log is published bi-monthly in the student newspaper and brochures on Emergency Procedures are posted throughout the campus. http://www.mtsac.edu/safety/disclosures.html

PUBLIC SAFETY DEPARTMENT
STATISTICAL CRIME REPORT YTD TOTALS

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Reporting Crimes & Emergencies

Students and staff should report serious crimes and emergencies, i.e., fire/medical, occurring on campus to the Public Safety Department or call 911. When using an on-campus extension, call 9-911. Incidents may be reported to Public Safety by calling (909) 274-4555, 24 hours a day, seven days a week. Public Safety may also be contacted during and after business hours from public telephone locations on campus by dialing *-91. In the event of an emergency, students and staff are requested to make a prompt and accurate report to the Public Safety Department. The Public Safety Department is located at the southeast portion of the campus off Bonita Drive in Building 23.