



# 2022-2023

## *Mt. San Antonio*

### *College*





## Key Dates

2022	
Jun 20 - Jul 31	Summer Intersession
Jul 4	Campus Closed – Independence Day
Aug 22 - Dec 11	Fall Semester
Sep 5	Campus Closed – Labor Day
Oct 17	Late Start/ 2nd 8-week classes begin
Nov 11	Campus Closed – Veterans Day
Nov 24 - 25	Campus Closed – Thanksgiving
Dec 5 - 11	Fall Final Exams
Dec 22 - 30	Campus Closed - Winter Recess

2023	
Jan 3 - Feb 13	Winter Intersession
Jan 16	Campus Closed - MLK Jr Day
Feb 17	Campus Closed – Presidents Day
Feb 20	Campus Closed – Presidents Day
Feb 21 - Jun 11	Spring Semester
Mar 31	Campus Closed – Cesar Chavez Day
Apr 17	Late Start/ 2nd 8-week classes begin
May 29	Campus Closed – Memorial Day
Jun 5 - 11	Spring Final Exams
Jun 9	Commencement Ceremony

## Key Contacts

ACCESS Center (909) 274-4290	Counseling Services (909) 274-4380
Admissions & Records (909) 274-4415	DHH Center (909) 274-5775, text
Bookstore Sac Book Rac (909) 274-4475	Financial Aid (909) 274-4450
Campus Escorts (909) 274-4233	IT Help Desk (909) 274-4357
Canvas Support <a href="mailto:canvasadors@mtsac.edu">canvasadors@mtsac.edu</a>	Public Safety (909) 274-4555
Cashier's Office (909) 274-4960	Text-a-Tip (909) 610-9139
*For more, see Directory on page 3	

## Vaccine | Testing | Cleared4 Contacts

Vax Or Test Hotline	(909) 274-5122	<a href="mailto:VaxOrTest@mtsac.edu">VaxOrTest@mtsac.edu</a>
Contact Tracers	(909) 274-6900	<a href="mailto:ContactTracing@mtsac.edu">ContactTracing@mtsac.edu</a>
HR Accommodations	(909) 274-4110	<a href="mailto:HRAccommodations@mtsac.edu">HRAccommodations@mtsac.edu</a>
Student Health Center	(909)274-4400	<a href="mailto:StudentHealth@mtsac.edu">StudentHealth@mtsac.edu</a>
<a href="http://www.mtsac.edu/StudentServices">www.mtsac.edu/StudentServices</a>		<a href="http://www.mtsac.edu/COVID19">www.mtsac.edu/COVID19</a>

L.A. County Mental Health - Access Center (24-hr, referral, info, crisis)	(800) 854-7771
National Suicide Prevention Lifeline/Veterans Crisis Line (24 hrs or text 838255)	(800) 273-8255



# 2022–2023 STUDENT HANDBOOK & PLANNER

*This planner belongs to:*

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

YOU CAN ALSO REACH ME AT \_\_\_\_\_

DAILY	WEEKLY	MONTHLY
Have a planning session with yourself. Check to see when things are due. Take 5-10 minutes to help get all your tasks on paper.	Look at the whole week to see what you have to do.	Take a bigger look to see what is ahead of you. *Special events, birthdays, exam dates.

	Believe you can do it. Keep your goals in front of you.
	Do one thing for yourself this week. It doesn't have to cost a dime. Take some time for yourself and schedule it in.

The Student Handbook is also available as PDF. Please contact Accessibility Resource Centers for Students (ACCESS) at (909) 274-4290.

#### THIS STUDENT HANDBOOK IS NOT FOR SALE

The information in this handbook is subject to continual review and amendment in order to serve the needs of the College's students, faculty, and staff, and to respond to the mandates of the California legislature. Changes in policies, regulations, requirements, and activities may be made at any time without advanced notice. You may also refer to the College Catalog online at [www.mtsac.edu/catalog/archive](http://www.mtsac.edu/catalog/archive)

2022-2023 Mt. SAC Student Handbook.

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## pre-register at sixteen. vote at eighteen.

Online pre-registration is now available for eligible 16 and 17 year olds at **RegisterToVote.ca.gov**.<sup>\*</sup> California youth who pre-register to vote will have their registration become active once they turn 18 years old.

### 1. VISIT



### 2. PRE-REGISTER



Click the "Pre-Register to Vote" button.

### 3. TURN 18



Become automatically registered on your 18th Birthday.

### 4. VOTE



Cast your ballot on Election Day!

<sup>\*</sup>Pre-registration is also available on paper voter registration forms



SECRETARY OF STATE SHIRLEY N. WEBER, PH.D.

# Campus Directory and Office Locations

\*campus map provided on back cover

College Main Telephone Number: (909) 274-7500 | [mtsac.edu/directory](http://mtsac.edu/directory)

Divisions and Programs	Phone	Location
<b>Instruction Office</b> <i>Kelly Fowler, Vice President</i> <i>Dr. Meghan Chen, Associate Vice President</i> <i>Sylvia Ruano, Dean</i> <a href="http://www.mtsac.edu/instruction">www.mtsac.edu/instruction</a>	909-274-4200	Bldg. 4-2465
<b>Arts Division</b> <i>Mark Lowentrout, Dean</i> <i>Michelle Sampat, Associate Dean</i> <a href="http://www.mtsac.edu/arts">www.mtsac.edu/arts</a>	909-274-5200	Bldg. 12-1210
<b>Business Division</b> <i>Jennifer Galbraith, Dean</i> <i>Fawaz Al-Malood, Associate Dean</i> <a href="http://www.mtsac.edu/business">www.mtsac.edu/business</a>	909-274-4600	Bldg. 77-2000
<b>Humanities &amp; Social Sciences Division</b> <i>Dr. Karelyn Hoover, Dean</i> <i>Lance Heard, Associate Dean</i> <a href="http://www.mtsac.edu/humanities">www.mtsac.edu/humanities</a>	909-274-4570	Bldg. 66-225
<b>Kinesiology, Athletics &amp; Dance Division</b> <i>Joe Jennum, Dean and Athletics Director</i> <i>Tammy Knott-Silva, Associate Dean and Associate Athletics Director</i> <a href="http://www.mtsac.edu/kinesiology">www.mtsac.edu/kinesiology</a>	909-274-4630	Bldg. 45 -1461
<b>Library and Learning Resources Division</b> <i>Romelia Salinas, Dean</i> <a href="http://www.mtsac.edu/library">www.mtsac.edu/library</a>	909-274-5659	Bldg. 6-227
<b>Natural Sciences Division</b> <i>Matt Judd, Dean</i> <i>John Vitullo, Associate Dean</i> <a href="http://www.mtsac.edu/sciences">www.mtsac.edu/sciences</a>	909-274-4425	Bldg. 61-2505
<b>School of Continuing Education Division</b> <i>Dr. Madelyn Arballo, Provost</i> <i>Dr. Tami Pearson, Dean</i> <i>Dr. Liza Becker, Associate Dean</i> <a href="http://www.mtsac.edu/continuinged">www.mtsac.edu/continuinged</a>	909-274-4220	Bldg. 40-104
<b>Technology &amp; Health Division</b> <i>Sarah Plesetz, Acting Dean</i> <a href="http://www.mtsac.edu/tech-health">www.mtsac.edu/tech-health</a>	909-274-4750	Bldg. 28A-101E

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**Bookstore**

Sac Book Rac (Photo ID/ Bus Pass) 909-274-4475 Bldg. 9A  
[www.mtsac.edu/about/getting-around/bookstore](http://www.mtsac.edu/about/getting-around/bookstore)

**Cashier's Office**

[www.mtsac.edu/cashier](http://www.mtsac.edu/cashier) 909-274-4960 Bldg. 4

**Child Development Center**

[www.mtsac.edu/childdevelopment/](http://www.mtsac.edu/childdevelopment/) 909-274-4920 Bldg. 70

**Exercise Science & Wellness Center**

[www.mtsac.edu/wellness](http://www.mtsac.edu/wellness) 909-274-4625 Bldg. 27A

**Health Center**

[www.mtsac.edu/healthcenter/](http://www.mtsac.edu/healthcenter/) 909-274-4400 Bldg. 67B & 9E

**Honors Program**

[www.mtsac.edu/honors](http://www.mtsac.edu/honors) 909-274-4665 Bldg. 26A-1680

**Library & Tutoring** \*see pg 29 for more listings

Academic Support and Resource Center (ASAC) 909-274-4300 Bldg. 6  
[www.mtsac.edu/asac](http://www.mtsac.edu/asac)

Library 909-274-4260 Bldg. 6  
[www.mtsac.edu/library](http://www.mtsac.edu/library)

Math Activities Resource Center & Support (MARCS) 909-274-5014 Bldg. 61  
[www.mtsac.edu/marc](http://www.mtsac.edu/marc)

Writing Center 909-274-5325 Bldg. 26B  
[www.mtsac.edu/writingcenter](http://www.mtsac.edu/writingcenter)

**Parking Permits & Ticket Payments**

[www.mtsac.edu/safety/permits-parking](http://www.mtsac.edu/safety/permits-parking) 909-274-4960 Bldg. 4

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**Security & Safety**

Police and Campus Safety Office/ Escort Services 909-274-4555 Bldg. 23  
[www.mtsac.edu/safety](http://www.mtsac.edu/safety)

Text-a-Tip 909-610-9139 (text)

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**Student Services/Support Programs**

909-274-4505 Bldg. 9B  
*Dr. Audrey Yamagata-Noji, Vice President*  
*Thomas Mauch, Associate Vice President*  
[www.mtsac.edu/student-services](http://www.mtsac.edu/student-services)

**ACCESS Center**

909-274-4290 Bldg. 9B  
*Dr. Malia Flood, Dean, Access & Wellness*  
[www.mtsac.edu/access](http://www.mtsac.edu/access)

**DHH (Deaf & Hard of Hearing) Center**

[www.mtsac.edu/dhhcenter](http://www.mtsac.edu/dhhcenter) 909-274-6393 Bldg. 9D  
909-539-5775 Text  
909-895-6634 Video Phone

ACES Program (TRIO) <a href="http://www.mtsac.edu/aces">www.mtsac.edu/aces</a>	909-274-4411	Bldg. 9E
Admissions and Records <i>Dr. George Bradshaw, Dean of Enrollment Management</i> <a href="http://www.mtsac.edu/admissions">www.mtsac.edu/admissions</a>	909-274-4415	Bldg. 9B
Arise (AANAPISI) Program <a href="http://www.mtsac.edu/arise">www.mtsac.edu/arise</a>	909-274-6622	Bldg. 16E
Associated Students <a href="http://www.mtsac.edu/studentlife/as">www.mtsac.edu/studentlife/as</a>	909-274-4525	Bldg. 9C
Bridge Program <a href="http://mtsac.edu/bridge">mtsac.edu/bridge</a>	909-274-5392	Bldg. 9E
CalWORKs <a href="http://www.mtsac.edu/calworks">www.mtsac.edu/calworks</a>	909-274-4755	Bldg. 9B
Career Center <a href="http://www.mtsac.edu/careerservices">www.mtsac.edu/careerservices</a>	909-274-4510	Bldg. 9B
Counseling Center <i>Dr. Francisco Dorame, Dean of Counseling</i> <i>Lina Soto, Associate Dean of Counseling</i> <a href="http://www.mtsac.edu/counseling">www.mtsac.edu/counseling</a>	909-274-4380	Bldg. 9B
DREAM Program <a href="http://www.mtsac.edu/dream">www.mtsac.edu/dream</a>	909-274-5596	Bldg. 16E
El Centro <a href="http://www.mtsac.edu/elcentro">www.mtsac.edu/elcentro</a>	909-274-4310	Bldg. 9E-2015
EOPS (Extended Opportunity Programs & Services) / CARE <a href="http://www.mtsac.edu/eops">www.mtsac.edu/eops</a>	909-274-4500	Bldg. 9B
Equity Center <i>Dr. Eric Lara, Associate Dean Student Success &amp; Equity</i> <a href="http://www.mtsac.edu/equitycenter">www.mtsac.edu/equitycenter</a>	909-274-4378	Bldg. 16E
Financial Aid <a href="http://www.mtsac.edu/financialaid">www.mtsac.edu/financialaid</a>	909-274-4450	Bldg. 9B
Scholarship Program Office <a href="http://www.mtsac.edu/scholarships">www.mtsac.edu/scholarships</a>	909-274-4457	Bldg. 9B
GRASP Program	909-274-6530	Bldg. 9B
High School Outreach <a href="http://www.mtsac.edu/hso">www.mtsac.edu/hso</a>	909-274-5906	Bldg. 9B
Inreach Services	909-274-6237	Bldg. 9B
International Student Program <a href="http://www.mtsac.edu/international">www.mtsac.edu/international</a>	909-274-5032	Bldg. 9 F

Mountie Fresh Basic Needs Resources <i>www.mtsac.edu/basic-needs</i>	909 274-5099	Bldg. 9C
Pride Center <i>www.mtsac.edu/pridecenter</i>	909-274-6549	Bldg. 26A-1640
Promise +Plus Program <i>www.mtsac.edu/promise</i>	909-274-5688	Bldg. 9A
REACH Foster Youth Program <i>www.mtsac.edu/reach</i>	909-274-6556	Bldg. 16E
Rising Scholars Program <i>www.mtsac.edu/rising-scholars</i>	909-274-4411	Bldg. 9E
Student Life <i>Dr. Koji Uesugi, Dean of Student Services</i> <i>www.mtsac.edu/studentlife</i>	909-274-4525	Bldg. 9C
Student Center	909-274-5959	Bldg. 9C
Student Clubs & Organizations	909-274-5959	Bldg. 9C
Student Complaints & Grievances	909-274-4525	Bldg. 9C
Student Conduct & Discipline	909-274-4525	Bldg. 9C
Student Leadership Programs	909-274-4525	Bldg. 9C
Student Lost & Found	909-274-4525	Bldg. 9C
Transfer Center <i>www.mtsac.edu/transfer</i>	909-274-6388	Bldg. 9B
Umoja Aspire Program <i>www.mtsac.edu/aspire</i>	909-274-6396	Bldg. 16E
Upward Bound (TRIO) <i>www.mtsac.edu/upwardbound</i>	909-274-4411	Bldg. 9E
Veterans Resource Center <i>www.mtsac.edu/veterans</i>	909-274-4520	Bldg. 9E
<hr/> <b>Study Abroad</b> <i>www.mtsac.edu/studyabroad</i>	(909) 274-4534	Bldg. 26A-1610
<b>Teacher Preparation Institute (TPI)</b> <i>www.mtsac.edu/tpi</i>	(909) 274-4190	Bldg. 26A-1610

# MT. SAC

FAQ



## FREQUENTLY ASKED QUESTIONS



# Mt. San Antonio College

## MISSION

The mission of Mt. San Antonio College (Mt. SAC) is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society.

The college pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

## VISION

Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

## CORE VALUES

**Integrity:** We treat each other honestly, ethically, responsibly in an atmosphere of trust.

**Equity and Diversity:** We respect and welcome all differences, and we foster equal opportunity to succeed throughout the campus community.

**Community Building:** We work in responsible partnerships through open communication, caring, and a cooperative spirit.

**Student Focus:** We address the needs of students and the community both in our planning and in our actions.

**Lifelong Learning:** We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.

**Positive Spirit:** We work harmoniously, show compassion, and take pride in our work.

## Student Services Mission

Through teamwork, passion and collective experiences, Student Services is dedicated to helping and serving students achieve excellence and success.

## Board of Trustees

Judy Chen Haggerty, Esq., *President*

Mr. Gary Chow, *Vice President*

Dr. Manuel Baca, *Clerk*

Jay F. Chen, *Member*

Peter Hidalgo, *Member*

Robert F. Hidalgo, *Member*

Laura Santos, *Member*

Juan Mendoza, *Student Trustee*

## Campus Administration

Dr. William T. Scroggins, *President & CEO*

Dr. Audrey Yamagata-Noji, *Vice President, Student Services*

Morris Rodrigue, *Vice President, Administrative Services*

Kelly Fowler, *Vice President, Instructional Services*

Sokha Song, *Vice President, Human Resources*



Mt. San Antonio College - Student Health Services

# Need help?

*Click on the QR code below to access this valuable information*



You can schedule an appointment with one of our clinicians call (909) 274-4400 or visit Mt. SAC mental health webpage [bit.ly/mtsac-mentalhealth](https://bit.ly/mtsac-mentalhealth)

**Our mental health clinicians have compiled an extensive variety of Mental Health Coping Tip Sheets into a helpful resource for you.**

Coping Tip Sheet Topics include:

- Anxiety
- Depression
- Trauma
- Stress
- Relationship Distress
- Eating Disorders
- Self-Care
- Grief and Loss
- Receiving a Difficult Diagnosis
- Surviving a Traumatic Event

# College Terms to Know

**Corequisite** – A course that must be taken simultaneously (usually Math/English) in order to enroll in another course.

**CRN (course reference number)** – The course reference number is used during the registration process refers to the five digit number assigned to each section of a course. This number can be found next to the class day, time, professor, and location information in the schedule of classes.

**Degree Appropriate** – College-level-classes that are acceptable toward an associate degree or certificate program.

**Elective** – Courses which are not required for the major or general education but which are acceptable for credit. An elective course may be in the student's major area of study or any department of a college.

**Full-time Student** – A student enrolled in 12 units in a regular term, 6 or more in an eight-week session or 4 or more units during a six-week session. A part-time student enrolled in fewer than 12 units during a regular term, fewer than 6 units in an eight-week session, and fewer than 4 units during a six-week session.

**General Education Requirements** – A group of courses required for graduation, selected by the student from varied areas of the arts, humanities, social sciences, natural sciences and math.

**IGETC - Intersegmental General Education Transfer Curriculum** – Completion of the IGETC will permit a student to transfer from Mt. SAC to a campus in either the University of California (UC) system or California State University (CSU) without the need, after transfer, to take additional lower-division general education courses to satisfy university general education requirements.

**Pass/No Pass** – A grading option whereby a student can request to receive a PASS (P) or No PASS (NP) instead of an A, B, C, D, or F. A Pass is assigned for coursework equivalent to above.

**Prerequisite** – A course or test score required BEFORE enrolling in a course.

**Probation** – Students can be placed on academic and/or progress probation based on grades received and numbers of courses/units completed.

**Resident/Non-resident Status** – Students who are residents of California qualify for certain benefits such as in-state enrollment fees. Non resident students are not local residents of California and must pay non-resident fees.

**Satisfactory Academic Progress (SAP)** – Students can be placed on academic and/or progress probation based on grades received and numbers of courses/units completed. Students receiving financial aid must maintain a certain level of academic progress as there may be negative impact based on their grades and units completed.

**Skills/Certificate of Achievement** – Students completing a specific program may earn skills certificates or Certificates of Achievement.

**Transcript** – A student's official academic record which lists all courses taken and the final grades received for each course. Official transcripts bear a seal of the college and signature of a designated college official and are sent directly from one institution to another.

**Transfer** – Transferring from one college to another after meeting the requirements for admission to the second institution.

**CSU Transfer** – Courses designated "CSU" are baccalaureate-level and will transfer to all of the California State University campuses and count toward graduation at Mt. SAC.

**UC Transfer** – Courses designated "UC" are baccalaureate-level and will transfer to all of the University of California campuses and count toward graduation at Mt. SAC.

**Unit** – Every course taken for credit contains one unit for each lecture hour per week or for every two to three laboratory hours per week.

# Frequently Asked Questions

See more FAQ at [www.mtsac.edu/student-services](http://www.mtsac.edu/student-services)

**\*Please note, many of these questions and answers direct you to the Student Portal.**

To access your student portal, go to [inside.mtsac.edu](http://inside.mtsac.edu). Select **STUDENT TAB** at the top. Search for list of numbered actions, **STUDENT SELF SERVICE**. These are the most used functions.

Your student email is [username@student.mtsac.edu](mailto:username@student.mtsac.edu). Click on the envelope icon at the top, in the portal. We recommend using "incognito" or "private browsing" mode in your browser.

## What is MyPortal username?

2 weeks after applying to Mt. SAC at [cccapply.org](http://cccapply.org), you should receive a welcome email from Mt.SAC with your User Name and Student ID#. If you do not receive it, please call Admissions and Records, 909-274-4415.

## When do I pay my registration fees?

All fees are due upon registration. You can pay by cash, credit card, money order, personal checks, business checks, rehab vouchers, and cashier's check. Payments can be made online, by mail, in person or through the drop box. Remember to pay before the "Drop for Non-payment" deadline. These dates can be found in your student portal ([inside.mtsac.edu](http://inside.mtsac.edu), click #11. Print Your Schedule/Receipt). Failure to pay will result in being dropped from classes.

## What is Drop for Non-payment?

Drop for non-payment deadlines are posted on your Schedule/Receipt (go to portal, view Student Tab, #11). If you don't pay your fees by the drop for non-payment deadline, you will be automatically dropped from your classes.

## What do I do if I don't have the money to pay the fees?

One of the actions you can take is to apply for a California College Promise Grant (CCPG) which would waive enrollment fees and will reduce the parking and health fees if you qualify. You will still have to pay any other required fees. You may apply for the waiver by completing the FAFSA or CCPG application, but we strongly recommend you fill out the FAFSA (<https://studentaid.gov/>) because it is easier to qualify and you might be eligible for other types of aid. Visit the Financial Aid Office ([www.mtsac.edu/financialaid](http://www.mtsac.edu/financialaid)) staff assistance will be made available should you have any questions with the application/s.

## Are Dreamers eligible to receive financial aid?

YES, Dreamers are eligible to receive State and scholarship aid to assist with the cost of attending college. The California Dream Act application (<https://dream.csac.ca.gov/>) needs to be completed, each academic year. Through this form, you can qualify for the California College Promise Grant (CCPG), Cal Grant, and scholarships. Please contact us for assistance. [www.mtsac.edu/financialaid](http://www.mtsac.edu/financialaid) - (909) 274-4450 - [financialaid@mtsac.edu](mailto:financialaid@mtsac.edu)

## Where can I get a parking permit? | [www.mtsac.edu/safety/permits-parking](http://www.mtsac.edu/safety/permits-parking)

Student Parking Permits are available for purchase on the student portal (#31) and at the Cashier's Office, Bldg 4 (\$50 Spring, \$50 Fall, \$25 Winter, \$25 Summer). If you order a permit online, you will be provided a temporary one to print while the official one is mailed to you. You can buy a one-day parking permit for \$4 at any of the eight ticket dispensers on campus (lot A, B, and Student lots D, F, H, R, S, or W). Students receiving the CCPG pay a reduced parking fee.

## How do I transfer units from another college/university to Mt. SAC?

You must first contact all accredited colleges, universities, and trade schools you have attended, and ask that official transcripts be sent to the Admissions and Records Office at Mt. SAC. Hand carried transcripts will be accepted if the official transcripts are still sealed in the original envelope of the Registrar. It is the responsibility of the student to request the evaluation of official transcripts from other colleges. Submit a completed Evaluation Request form at the Admissions and Records Office.

# The Classes I Want Are Full. What Do I Do Now?

*Don't Give Up. Here are some actions you can take to get that class you need.*

## 1. Wait List:

- The wait list feature allows students to add their name to a list of students waiting to enroll in a full or closed class before classes begin.
- There are limited number of waitlist slots per class section.
- Being on a Wait List DOES NOT enroll students in a class.
- Once you are on the wait list you will be notified via your Mt. SAC email account when an opening is available and given 72 hours to enroll in the course. After that time limit expires, you will be removed from the Wait List. Check your portal daily for your status. You can find further information regarding the Wait List in the current online Class Schedule.
- If the Wait List is full, you must go to the class to try to obtain an add code.
- To view Wait List, click on CRN number.

Seating Availability			Waitlist Availability		
Enrolled	Capacity	Available	Enrolled	Capacity	Available
30	30	0	3	10	7

## 2. Adding a Closed/Full Class:

- Once the term begins, if you want to add a closed/full class you will need to contact the professor directly. If the class is being held in person, you must attend the first class meeting and obtain an Add Authorization Code from the instructor.
- Please note: students on wait lists will be added before walk-in students. Being on a wait list does not guarantee you will be given an Add Authorization Code. You must attend the first class meeting.
- For online classes, you should communicate with the instructor through email.
- Your instructor will ask you for your Mt. SAC registration appointment printout of your assigned date and time, along with a picture ID.
- 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. 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 (909) 274- 4415 for assistance.
- If you receive an Add Authorization Code from the instructor (note the expiration date immediately), add the class online from your portal #4 Add/Drop Class.

## 3. Dropping a Class:

- Drop classes online in your portal, Student Self Service #4 Add/Drop Class. Verify your drops by printing your #11 Schedule/Receipt.
- See your Schedule/Receipt for important deadlines related to dropping classes, refunds, grading options.
- Don't forget to drop the classes you don't want/need. Not dropping can leave you with an "F" grade or owing money.

Critical Dates for this Course	
Term:	Spring 2022
Last day to add class:	21-APR-2022
Last day to drop with a refund:	21-APR-2022
Last day to drop without a "W":	27-APR-2022
Last day to drop with a "W":	19-MAY-2022
Census Date::	28-APR-2022
Last day to change grade option:	Not Available

Sample

# Financial Aid Quick Reference Guide

**Student Services Center, Building 9B** | 2nd Floor | 909-274-4450 | [www.mtsac.edu/financialaid](http://www.mtsac.edu/financialaid)

The Mt. SAC Financial Aid Office offers many services to our students including assistance with filing the Free Application for Federal Student Aid (FAFSA) or CA Dream Act application, financial aid advising, and developing educational plans. Our financial aid experts will answer your questions in person and over the phone. We are here to help you fund your cost of education. Stop by the Financial Aid Office or follow the instructions on the website, and remember that you are in charge of your education, we are here to help you finance it.

## Types of Financial Aid

1. **Free Money:** Financial aid with no repayment obligations or work commitments. This type of financial aid comes in the form of grants and scholarships.
2. **Earned Money:** Financial aid which requires a work commitment from the student. This type of financial aid comes in the form of student employment through the Federal Work Study or CalWORKS program.
3. **Borrowed Money:** Financial aid which requires a repayment obligation. This type of financial aid comes in the form of federal student loans.

**How to Apply?** [www.mtsac.edu/financialaid](http://www.mtsac.edu/financialaid)

These applications are for the following:	Types of Aid
FAFSA (online) application	Pell Grant, SEOG, Federal Work Study CCPG eligibility, Cal Grant eligibility
California College Promise Grant (CCPG) fee waiver*	Waives enrollment fees, reduces health fee
CA Dream Act application	Cal Grant eligibility, CCPG eligibility
Scholarships – separate application process	Scholarships based on many different criteria

### \*CCPG waived:

- Enrollment fees
- Health fees (Fall/Spring) reduced from \$21 to \$15, (Winter/Summer) reduced from \$18 to \$12

### \*\*Fees not waived are:

- Student Activity fee \$11
- Student Representation fee \$2
- Transportation fee \$8 part-time/full-time \$9 (free Foothill Transit bus pass)

When completing the **FAFSA or CA Dream Act application**, you will use tax returns from prior years. For example, to apply for federal financial aid for the 2022-2023 school year, you will need to reference yours or your parents' tax returns from 2020.

Financial Aid Application (FAFSA)	
Academic Year	Tax Year (Students' or Parents' info)
2022-2023	2020
2023-2024	2021

## Don't forget to visit the Scholarship Program Office!

**Student Services Center, Building 9B** | 2nd Floor | (909) 274-4457 | [www.mtsac.edu/scholarships](http://www.mtsac.edu/scholarships)

Visit the Scholarship Program Office for assistance with scholarship opportunities on campus and beyond. The Mt. SAC Scholarship Program Office administers nearly a million dollars in scholarships each year. Visit our website for current application and eligibility information, to view our monthly workshop schedule, or to sign-up for scholarship email alerts.

# Student Life Info & Resources

## Student Life Office

(see more info under Student Services section)

**Building 9C** | (909) 274-4525 | [www.mtsac.edu/studentlife](http://www.mtsac.edu/studentlife)

Hours | Monday - Thursday 8am-5pm | Fridays 8am-4:30pm

**Co-Curricular Activities Transcript** – An Activities Transcript documents College related to co-curricular activities and leadership involvement while a student is enrolled at Mt. San Antonio College. Any time a student needs to show verification that they were involved in co-curricular activities while attending Mt. SAC, a completed Activities Transcript should be sent to the college, university, scholarship office, employer, etc. To start your Activities Transcript today visit [www.mtsac.edu/studentlife/activitiesranscript](http://www.mtsac.edu/studentlife/activitiesranscript).

**Lost & Found** – Did you lose a textbook or something important? Submit a Lost & Found Claim Form at <https://bit.ly/lfclaimform>. Have you found something you would like to turn in? Come to Student Life, 9C for lost and found.

**Student Conduct** – Students are assisted with understanding their due process rights and conduct procedures for Non-Academic and Academic policy violations. This office oversees the student misconduct process, educational outreach for Standards of Conduct, and has joint responsibility for Title IX case resolution involving students. To learn more about the Standards of Conduct and Student Discipline visit [www.mtsac.edu/studentlife/standardsofconduct](http://www.mtsac.edu/studentlife/standardsofconduct)

**Student Grievances** – Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior by an instructor, an employee, an administrator, or an official of the College. There are four categories of student grievances: Academic, Non-Academic, Discrimination, and Financial Aid Challenge. To learn more about complaints and grievances visit [www.mtsac.edu/studentlife/studentgrievances](http://www.mtsac.edu/studentlife/studentgrievances)

## Student Life Center

**Building 9C** | (909) 274-5959 | [www.mtsac.edu/studentlife/studentlifecenter](http://www.mtsac.edu/studentlife/studentlifecenter)

### Student Activities Fee

The \$11 Student Activities Fee provides access to scholarships, leadership opportunities, activities, discounted tickets, funding for student events, and many other co-curricular programs and services for students. Some of the benefits students receive throughout the semester by paying the Student Activities Fee are: Eligibility to apply for A.S. scholarships, purchasing discounted tickets available at the SAC BookRac, applying for leadership conferences, voting during Mt. SAC A.S. Elections, holding an A.S. Officer position, serving as an officer in a Recognized Student Club or Organization (RSCO), and free admission/free spirit items at all A.S. events.

Student Representation Fee – The \$2 Student Representation Fee (Spring/Fall semester) is to provide Mt. SAC students the means to state their positions and viewpoints before city, county, district, and state government agencies

**Free Speech** – Mt. SAC is a public institution that recognizes the First Amendment and encourages a free exchange of diverse ideas and expressions in a respectful manner. Mt. SAC also upholds time, place, and manner when conducting such exchanges in our effort to maintaining a commitment to academic excellence, integrity, diversity, and equity for all members of our campus community.

# Time Management

## BEING A SUCCESSFUL STUDENT: IT'S ALL A MATTER OF TIME

A key method to balancing your first semester is to understand class expectations in college. One expectation will be that you will spend more time studying outside of class than time spent in class. For every hour you attend class, it is recommended that you study 2-3 hours outside of class.

For example, a full-time college student could attend classes on T/Th from 9a.m. to 3p.m. – a total of 12 hours in class. To be successful, this student should study 24-30 hours a week outside of class.

Once you get a feel for the time it takes you to complete your work and thoroughly learn the material, you'll be able to balance your time better to incorporate other kinds of activities. Don't overwhelm yourself during your first semester. As you become accustomed to college life, managing your time will become easier. Use the grid below as a general guideline:

<b>If you work:</b>	<b>Take no more than:</b>
40 hours per week	6 units
30 hours per week	9 units
20 hours per week	12 units
5-15 hours per week	14-16 units
3-Unit Class =	3 hours of classroom time +6 hours of homework/outside assignments 9 hours total time
Full-time load = 12 units or 36 total hours	

## How to Succeed in College

Here's a quick checklist of our recommendations:

- **Go to Class.**  
This may seem obvious, but your attendance is key so you can stay on top of what you need to do.
- **Study your syllabus.**  
Note key dates, make sure you have recommended literature.
- **Schedule *everything*.**  
This includes study time, sleep, time to cook/eat, grocery shop and more.
- **Meet a counselor.** (909) 274-4380 | [www.mtsac.edu/counseling](http://www.mtsac.edu/counseling)  
Consider scheduling an appointment in Oct/Nov for Winter & Spring. Then again in April/May for Summer & Fall.
- **Make an education plan.**  
Attend a MAP Workshop.
- **Get to know someone in class.**  
The conversations you have may lead to better understanding of the material.
- **Talk or email with your professors.**  
They all have office hours and accessible via Canvas.
- **If you need help, find a tutor.**  
See Academic Support section in this planner. See page 29.
- **Get Social.**  
Include downtime and schedule in self-care.

## Police and Campus Safety (909) 274-4555

The Campus Safety Department operates 24 hours a day, 7 days a week. It is located at the southeast portion of the campus off Bonita Drive in Building 23. Students and staff should report serious crimes and emergencies, i.e., fire/medical, occurring on campus to the Campus Safety Department or call 911. When using an on-campus extension, call 9-911.

In the event of an emergency, or any problems with the campus environment, students and staff are urged to make a prompt and accurate report to Campus Safety. Text-A-Tip: (909) 610-9139

Campus Escorts are available to escort you Monday-Thursday between 5:30p.m. – 10:00p.m., to assure your safety on campus and in parking lots. They are provided at your request and can be available 24/7. Call (909) 274-4233

Blue emergency telephone towers are located throughout the campus and parking lots for you to contact Campus Safety immediately should you need assistance in an emergency.

In addition, a crime may be reported to the following areas:

<b>Area</b>	<b>Phone Number</b>	<b>Location</b>
Athletics	(909) 274-4630	Building 45
Counseling	(909) 274-4380	Building 9B
Human Resources	(909) 274-4225	Building 4
Public Safety	(909) 274-4555	Building 23
Student Health Services	(909) 274-4400	Building 67B and 9E
Student Life	(909) 274-4525	Building 9C

Clery Act: The College publishes an Annual Security Report which contains information regarding campus crime statistics. This information can be found at [www.mtsac.edu/safety/disclosures.html](http://www.mtsac.edu/safety/disclosures.html). Copies of the annual report can be obtained from the Campus Safety Department. In addition, a Campus Safety crime log is published bi-monthly in the student newspaper.

### **CAMPUS EMERGENCY NOTIFICATION SYSTEM**

**SIGN UP NOW! [www.myportal.mtsac.edu](http://www.myportal.mtsac.edu)**

Mt. San Antonio College operates a campus-wide emergency notification system that enables authorized college personnel to quickly notify students, faculty, and staff about any campus emergency with personalized voice, text, and e-mail messages. All students are urged to sign up for this critical service and provide their current contact information and their preferred method of notification on a secured online site at <http://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.

# MT. SAC



STUDENT SERVICES

## STUDENT SERVICES



# GENERAL SERVICES



**Completion Center**



STUDENT SERVICES

# SPECIALIZED SUPPORT SERVICES



TRIO Student Support Services

# Student Services Division

## **Your success; our passion.**

You will find a deep variety of programs, initiatives, and services available to students on our campus. These are alphabetical and we welcome you to look further on our website and on social media.

[www.mtsac.edu/student-services](http://www.mtsac.edu/student-services)

**Student Services Center, Building 9B** | Mon-Thu 8am-7pm | Fri 8am-4:30pm. *Individual office hours may vary.*

## **ACCESS Center (Accessibility Resource Centers for Students)**

**Student Services Center, Building 9B** | 1st floor | (909) 274-4290 | [www.mtsac.edu/access](http://www.mtsac.edu/access)

ACCESS supports students with medical conditions or disabilities by providing academic and personal disability-related counseling, workshops, educational accommodations, academic strategies courses in Math and Writing, and much more! ACCESS students are encouraged and empowered to reach their educational goals, as well as engage in educational activities and events on campus. ACCESS faculty and staff strive to promote disability awareness, accessibility, inclusivity and equity in and outside of the classroom. Come visit us to discover how we can assist you in your path to success!

## **Accessible Technology Center (ATC)**

**Student Success Center, Building 9E** | 1st floor | (909) 274-5679

## **ACES (Achieving in College, Ensuring Success) Program**

**Student Success Center, Building 9E** | Student Success Center, Building 9E | 3rd Floor | (909) 274-4411 |

[www.mtsac.edu/aces](http://www.mtsac.edu/aces)

The goal of ACES is to increase the college retention and graduation rates of participants and facilitate the process of transition from one level of higher education to the next. ACES provides intensive academic, personal, and career counseling to help first-generation, and/or low-income, foster youth, or disabled students reach their post-secondary goals.

## **Admissions & Records**

**Student Services Center, Building 9B** | 1st floor | (909) 274-4415 | [www.mtsac.edu/admissions](http://www.mtsac.edu/admissions)

After completing the application process students can visit the Admissions & Records Office to find out about registration, obtain academic transcripts, enrollment verifications, and apply for graduation.

## **Arise Program (AANAPISI Grant)**

**Student Equity Center, Building 16E** | (909) 274-6622 | [www.mtsac.edu/arise](http://www.mtsac.edu/arise)

The Arise Program, funded by the Asian American Native American Pacific Islander Serving Institutions (AANAPISI) federal grant program, provides additional support for AAPI and other participating students. The goal of the program is to assist Asian American and Pacific Islander students to successfully attain their educational goals and recognize their valuable contributions to the campus community as AAPI students and student leaders.

## **Basic Needs Resources**

**Building 9G** | (909) 274-5099 | [www.mtsac.edu/basic-needs](http://www.mtsac.edu/basic-needs)

Mountie Fresh Basic Needs Resources provides students experiencing challenges to access food, stable housing, transportation, and wellness while pursuing their educational goals at Mt. SAC. Services and resources offered through Basic Needs Resources include, CalFresh food benefits application assistance, access to the Mountie Fresh Food Pantry in partnership with Sowing Seeds for Life, housing referrals for eligible students with a Campus Peer Navigator, and connections to other on and off-campus resources for physical and mental wellness.

## **Bridge Program**

**Student Success Center, Building 9E** | 2nd Floor | (909) 274-5392 | [www.mtsac.edu/bridge](http://www.mtsac.edu/bridge)

Bridge is an excellent learning communities program that provides specialized classes and counseling designed to increase students' success. Bridge creates a unique and cooperative learning environment between students, professors, counselors, and other critical resources on campus. The Bridge Program offers learning communities in: English, math, counseling, and other general education courses. The program is perfect for students who are the first in their family to go to college and for new students to Mt. SAC.

## **CalWORKs**

**Student Services Center, Building 9B** | 1st floor | (909) 274-4755 | [www.mtsac.edu/calworks](http://www.mtsac.edu/calworks)

CalWORKs is designed to support student-parents who receive cash aid for themselves and their children with access to educational programs by providing comprehensive services, including individualized academic counseling, advocacy and support, case management, and community resource referrals. CalWORKs students receive assistance with books and supplies, transportation, childcare and other services designed to help them complete their educational goals.

## **Career Center**

**Student Services Center, Building 9B** | 2nd floor | (909) 274- 4510 | [www.mtsac.edu/careerservices](http://www.mtsac.edu/careerservices)

The Career Center provides employment assistance for students while they are attending Mt. SAC and also once they have completed their studies or transferred to a university. Our Mountie Career Source website helps students connect directly with employers to post their resumes and apply for jobs. Additionally, it provides a variety of activities, events and resources to help students solidify their career goals, sharpen their job acquisition skills, and acquire part- and full-time employment.

## **Cashier's Office**

**Building 4** | (909) 274-4960 | [www.mtsac.edu/cashier](http://www.mtsac.edu/cashier)

The Cashier's Office is responsible for the collection of credit registration fees, processing third party authorizations, and the collection of parking permit and ticket fees. Additional fees paid at the Cashier's Office include material cards, field trip fees, verification requests and F-1 student application fees. The office also processes refunds for credit classes, parking permits, and production cards. For more information regarding fee payment options and payment policies, please visit the Cashier's Office website, reference the Schedule of Classes or contact the Cashier's Office.

## **Counseling Center**

**Student Services Center, Building 9B** | 2nd floor | (909) 274-4380 | [www.mtsac.edu/counseling](http://www.mtsac.edu/counseling)

Counseling faculty specialize in career, educational, and personal counseling and are here to help. Come by the Counseling Center or visit our website to make an appointment. A Counselor or Educational Advisor will assist you in selecting your classes and developing your Mountie Academic Plan (MAP) to keep you on track.

## **DHH Center (Deaf and Hard of Hearing Services)**

**Building 9D** | V: (909) 274-6393 Text: (909) 539-5775 VP: (909) 895-6634 | [www.mtsac.edu/dhhcenter/](http://www.mtsac.edu/dhhcenter/)

This cultural and academic center provides a space for Deaf and Hard-of-Hearing students to receive the support needed to be successful at Mt. SAC. The Center has a variety of services for Deaf students including Deaf mentoring, workshops, interpreting, CART transcription and notetaking services. We are proud to be the only California community college with a dedicated Deaf and Hard of Hearing Center.

## **DREAM Program**

**Student Equity Center, Building 16E** | (909) 274-5596 | [www.mtsac.edu/dream](http://www.mtsac.edu/dream)

The DREAM Program provides specialized services and support for our Dreamers (Undocumented Students) at Mt. SAC. Students in the DREAM Program benefit from specialized counseling (academic, career, and personal), assistance with the AB 540 affidavit, the California Dream Act Financial Aid application, and scholarship applications. On-campus referrals are also available for immigration-related legal services, including DACA renewal support. The DREAM Program strives to provide

the necessary support and services for students to reach their academic and career goals.

### **EOPS (Extended Opportunity Programs & Services) /CARE**

**Student Services Center, Building 9B** | 1st floor | (909) 274-4500 | [www.mtsac.edu/eops](http://www.mtsac.edu/eops)

Extended Opportunity Programs & Services (EOPS) is a state-funded program that provides holistic support services to eligible low-income students who are pursuing an associate's degree and/or planning to transfer to a four-year university. EOPS services are designed to give students individualized support to achieve their declared educational objectives.

### **CARE**

**Student Services Center, Building 9B** | 1st floor | (909) 274-4500 | [www.mtsac.edu/eops/care\\_new/care\\_new.html](http://www.mtsac.edu/eops/care_new/care_new.html)

Cooperative Agencies for Resources in Education (CARE) provides additional support services to EOPS students who are single head-of-households with at least one child under the age of 18, receiving Temporary Assistance for Needy Families (TANF)/California Work Opportunity, and Responsibility to Kids (CalWORKs) cash aid benefits for themselves or their children.

### **El Centro**

**Student Success Center, Building 9E** | Room 2015 | (909)274-4310

El Centro, the Latinx Chicanx Student Program provides educational, cultural, and social programming that affirms and celebrates Chicanx and Latinx identity and values. The goal of El Centro is to unite all cultural backgrounds, Latinx and Chicanx; to support, educate, and assist students in completing their educational goals while providing cultural enrichment and solidarity between Mt.SAC's students and surrounding communities.

### **Equity Center**

**Building 16E** | (909) 274-5854 | [www.mtsac.edu/equitycenter](http://www.mtsac.edu/equitycenter)

"Reach for your Dream, Aspire to Arise." We aim to create an inclusive space where students can thrive and aim for success. We are the home to four programs: ARISE, UMOJA ASPIRE, DREAM, REACH.

### **Financial Aid**

**Student Services Center, Building 9B** | 2nd Floor | (909) 274-4450 | [www.mtsac.edu/financialaid](http://www.mtsac.edu/financialaid)

Financial aid is available for students to assist with the costs associated with attending college. Although the primary responsibility for meeting college costs rests with the student and his or her family, it is recognized that many families have limited resources and are unable to meet the cost of a college education. Most financial aid programs were established to provide assistance for students with documented financial need. The College provides financial assistance in the form of grants, enrollment fee waivers, loans, scholarships, and part-time employment for students who meet financial aid program eligibility requirements. Student financial aid awards are contingent upon continued funding from Federal and State government agencies. Students eligible for financial aid typically receive a "Financial Aid Offer" package in their Student Portal of aid from one or more financial aid programs offered.

### **GRASP**

**Student Services Center, Building 9B** | (909) 274-6530

The Gray/Red Shirt Academic Support Program (GRASP) provides student athletes a structured program during their gray or red shirt academic year. The program provides weekly academic workshops, team bonding activities, support services, counseling, and retention strategies and reinforcements.

### **High School Outreach (HSO)**

**Student Services Center, Building 9B** | 1st floor | (909) 274-5906 | [www.mtsac.edu/hso](http://www.mtsac.edu/hso)

The High School Outreach Office (HSO) works with local high schools to inform students of the educational benefits and opportunities available at Mt. SAC. The primary goal of HSO is to support potential incoming students in their transition from high school to college. HSO staff conducts various workshops at the high schools including but not limited to: Mt. SAC college application, assessment, account claim. HSO also conducts campus wide tours and represents the college at

local college and community fairs. In addition, HSO sponsors annual events for potential incoming students and high school administrators and staff.

### **Honors Program**

**Building 26A - 1680** | 1st floor | (909) 274-4665 | [www.mtsac.edu/honors](http://www.mtsac.edu/honors)

Mt. SAC has one of the state's largest Honors Programs, which is designed for students who have demonstrated academic excellence. Honors courses are specially designed sections of transferable general education courses and with a few exceptions, are part of the IGETC (transfer) requirement list. Completion of the program makes you eligible for priority admission to many colleges and universities. To be eligible for the program as a college applicant, you must complete 9 transferable units, establish eligibility for English 1A and have a 3.2 cumulative transferable grade point average.

### **Inreach Services**

**Student Services Center, Building 9B** | (909) 274-6237

Inreach provides support to prospective and continuing students. Prospective students are provided with an opportunity to attend the Mountie Fast Track information session and on-campus tour, which educates participants on enrollment steps and all that Mt. SAC has to offer. Continuing students are provided with Inreach efforts to remain well informed of deadlines, events, and services delivered by Student Ambassadors.

### **International Student Program**

**(F-1 Advising & Admissions) Student Services Center, Building 9F** | (909) 274-4705 |

**(Counseling & Program Services) International Student Center, Building 9F** | (909) 274-5032 |

[www.mtsac.edu/international](http://www.mtsac.edu/international)

Mt. SAC annually welcomes hundreds of F-1 international students to pursue higher education. The International Student Center, located in Building 9F, serves as a home space for students and provides the following services: international student orientations, academic and education plan advising, workshops, campus activities, field trips, study area with computer stations, specialized events and programs, and academic resources. Additionally, the Admissions and Records Office, located in Building 9B, assists international students with admissions, understanding F-1 student rules and regulations, and becoming knowledgeable of student services. For more information, visit the International Student Program website or email [F1visa@mtsac.edu](mailto:F1visa@mtsac.edu).

### **MMI (Minority Male Initiative)**

**Building 9B** | 1st Floor | (909) 274-4505 | [www.mtsac.edu/mmi](http://www.mtsac.edu/mmi)

The Minority Male Initiative works to address student equity, access, success, and social mobility. Students work collaboratively to define the critical pathways for work in Academics and peer to peer community building. Enhance/enrich minority students' (males and females) educational, personal and emotional needs.

### **Pride Center**

**Building 26A** | Room 1640 | (909) 274-6549 | [www.mtsac.edu/pridecenter](http://www.mtsac.edu/pridecenter)

The Mt. SAC Pride Center provides a safe, supportive, and educational space for students across the gender and sexuality spectrum. The Pride Center provides services that promote student success including computer and printing services, a food pantry, mentoring, a lending library, and academic support from faculty across various disciplines. Additionally, the Pride Center provides professional, academic, and therapeutic support with small group discussions, and educational opportunities for students, faculty, and the surrounding community to learn more about how best to support our students' achievement of their educational and professional goals.

### **Promise+Plus Program**

**Student Services Center, Building 9B** | 1st floor | (909) 274-5906 | [www.mtsac.edu/promise](http://www.mtsac.edu/promise)

The Promise+Plus program is a combination of financial and support services to help first-time, full time and part time college students be successful in their first two years of college. Promise+Plus students are engaged in campus life through

their participation in various events across campus. The program provides money for books, food cards, school supplies, student success workshops, and more for participating students.

### **REACH Guardian Scholars Program (Foster Youth)**

**Student Equity Center, Building 16E** | (909) 274-6556 | [www.mtsac.edu/reach](http://www.mtsac.edu/reach)

REACH is an educational program designed to assist current and former Foster Youth. REACH provides assistance and support to our Foster Youth students in their transition into college, while attending Mt. SAC, and as they graduate or transfer to a University. We, the REACH program, are committed to be a partner of our Foster Youth students and walk with them side by side in their educational endeavour.

### **Rising Scholars Program**

**Student Success Center, Building 9E** | 3rd Floor | (909) 274-4411 | [www.mtsac.edu/rising-scholars](http://www.mtsac.edu/rising-scholars)

Rising Scholars provides resources and services to students who have experienced incarceration or are system impacted. Rising Scholars helps increase students' sense of belonging so they can accomplish their educational and personal goals.

### **Scholarship Program Office**

**Student Services Center, Building 9B** | 2nd Floor | (909)274-4457 | [www.mtsac.edu/scholarships](http://www.mtsac.edu/scholarships)

Visit the Scholarship Program Office for assistance with scholarship opportunities on campus and beyond. The Mt. SAC Scholarship Program Office administers **nearly a million dollars** in scholarships each year. Visit our website for current application and eligibility information, to view our monthly workshop schedule, or to sign-up for scholarship email alerts.

### **Student Health Services**

**2 Sites: Building 67B** | 1st floor | **Student Success Center, Building 9E** | 2nd floor | (909) 274-4400 | [www.mtsac.edu/healthcenter](http://www.mtsac.edu/healthcenter)

We strive to keep students in optimal physical and mental health by providing access to medical, personal counseling, and health education services at the Student Health Centers. Appointments are required for physician, nurse practitioner, and counseling; limited same-day appointments are also available. Registered nurses assess health concerns on a walk-in basis. Student Health Services also offers a series of videos and recorded workshops on a range of topics on its website. Other services include immunizations, medications, and laboratory tests. Students are eligible when currently enrolled and attending credit classes.

### **Student Life Center**

**Building 9C** | (909) 274-5959 | [www.mtsac.edu/studentlife/studentlifecenter](http://www.mtsac.edu/studentlife/studentlifecenter)

Hours - See website for current semester hours

The Student Life Center offers a recreation space where students can use game equipment (board games, foosball, and table tennis). The SLC also offers a connection space where students can study and utilize resources (white boards and test supplies). It also serves as a creative space for RSCOs and Associated Student government's functions and activities.

### **Associated Students (A.S.)**

**Building 9C** | (909) 274-5959 | [www.mtsac.edu/as](http://www.mtsac.edu/as)

Associated Students serves as the representative voice for students.

**A.S. Vision:** Empower every student to grow and advocate for their community!

**A.S. Mission:** A.S. strives to enrich student success through leadership development and personal growth opportunities. We connect, motivate, and empower our students and community while fostering and promoting advocacy for the student body.

A.S. provides programs and services to meet five priority areas: 1. Co-curricular engagement 2. Leadership development 3. Retention and transfer 4. Recognition of service 5. Civic engagement & advocacy. A.S. and its subsidiary body includes but is not limited to the Executive Board, Senate, Student Court, and the Inter-Club Council. Students are encouraged to join A.S. by taking on a leadership position within one of the three branches, joining a council, or joining a campus wide committee.

A.S. Senate and Executive Board meetings are held every Tuesday from 3:00 p.m. - 5:30 p.m. A.S. Student Court meetings are held every 1st and 3rd Wednesday from 1:00 p.m. – 2:00 p.m. Inter-Club Council meetings are held every 1st and 3rd Monday from 2:30 p.m. – 3:30 p.m.

### **Recognized Student Clubs and Organizations (RSCOs)**

**Building 9C** | (909) 274-5959 | [www.mtsac.edu/clubs](http://www.mtsac.edu/clubs)

More than 60 RSCOs provide opportunities to make friends, enhance learning, build leadership skills, and have fun. The Inter-Club Council (ICC) is comprised of one representative from each RSCO and meets to discuss activities and formulate procedures to better serve the campus community. ICC hosts an event at the beginning of each semester for students to learn more about co-curricular campus involvement opportunities. A current listing of RSCOs is available online [www.mtsac.edu/clubs](http://www.mtsac.edu/clubs).

### **Student Life Office**

**Building 9C** | (909) 274-4525 | [www.mtsac.edu/studentlife](http://www.mtsac.edu/studentlife)

Hours | Monday - Thursday 8am-5pm | Fridays 8am-4:30pm

The Student Life Office is dedicated to promote student engagement, responsibility, inclusion, and advocacy. The Student Life Office supports co-curricular involvement, enhances civic engagement, nurtures appreciation of diversity, and ensures due process. Information regarding the Co-Curricular Activities Transcript, LEAD (Leadership Education And Development), the Lost and Found program, the Fall Leadership Conference, Recognized Student Clubs and Organizations (RSCOs), and Associated Students, is available through the Student Life Office.

**Leadership Education And Development Program (LEAD)** – LEAD is a non-credit certificate program to help students become effective leaders. Participants receive a co-curricular leadership certificate upon completion in one or both tracks: Organizational or Personal Leadership. For more information, visit [www.mtsac.edu/lead/index.html](http://www.mtsac.edu/lead/index.html).

### **Transfer Center**

**Student Services Center, Building 9B** | 2nd floor | (909) 274-6388 | [www.mtsac.edu/transfer](http://www.mtsac.edu/transfer)

The Transfer Center provides comprehensive services, resources, activities, and events to prepare students for successful admission and transition to four-year colleges and universities. It prepares students for the next step in their educational journey through advising, workshops, university tours, university transfer fairs, representative appointments and information tables, an annual Transfer Awareness Week and a Transfer Conference, culminating in a Transfer Achievement Celebration.

### **Umoja Aspire Program**

**Student Equity Center, Building 6, Rm 140** | (909) 274-6396 | [www.mtsac.edu/aspire](http://www.mtsac.edu/aspire)

Umoja Aspire is a student success program designed to enrich the experience of African-American students and other students at Mt. San Antonio College through counseling, instruction, mentoring, and community building. Umoja Aspire's primary focus is to equip you with the resources to boost your academic performance and help you reach your goals at Mt. SAC, whether that's graduating with an associate degree or transferring to a university to earn your bachelor's. Umoja Aspire students perform better, because they learn how to get the most from their college experience. The program has staff who encourages and motivates students to achieve their personal potential. Umoja Aspire students bond together as a "community" by sharing experiences and participating in college tours, success workshops, tutoring, and lots of fun campus activities.

### **Upward Bound Program**

**Student Success Center, Building 9E** | 3rd Floor | (909) 274-4411 | [www.mtsac.edu/upwardbound](http://www.mtsac.edu/upwardbound)

Upward Bound prepares eligible high school students for post-secondary education. The program provides academic enrichment opportunities, financial aid assistance, leadership development, exposure to career opportunities, and cultural activities. Mt. SAC's Upward Bound serves 73 students from high schools in the Pomona Unified School District: Ganesha High School and Hacienda La Puente Unified School District: La Puente High School.

### **Veterans Resource Center (VRC)**

**Student Success Center, Building 9E** | 1st Floor | (909) 274-4520 | [www.mtsac.edu/veterans](http://www.mtsac.edu/veterans)

The Veterans Resource Center (VRC) provides a dedicated space and resources in support of military-connected students and their family members. Staff is available to assist Veterans and eligible dependents with academic and career counselling to develop academic goals and other educational matters relating to Veterans educational benefits, including assistance in preparing and processing requests for Veterans Administration benefits. Additionally, the VRC staff will assist with recommending referrals to personal counseling, financial aid, scholarships, and various on/off campus resources.

### **WIN Program**

**Building 45** | Room 1430 | (909) 274-4239 | [www.mtsac.edu/continuinged/noncredit/abe/win](http://www.mtsac.edu/continuinged/noncredit/abe/win)

The WIN Program is a tutorial center and study hall where student athletes have the opportunity to access tutoring in all subject areas either individually or in a group. The program is specifically designed to achieve success in their courses, prepare students to transfer to a four-year university, and assist them in maintaining academic eligibility.

**Due to campus construction and remodels, locations may change.**

**Please refer to our website for up to date locations: [www.mtsac.edu/maps](http://www.mtsac.edu/maps)**

**The Basic Needs Resources Program Presents:**

# *Mountie Fresh Food Pantry*

**FREE** groceries for current **Mounties in need.**  
Happening every semester.

Scan our QR code for more details and hours of operation.



  
Mt. SAC - Mountie Fresh Food Pantry  
is recognized as a  
Gold Certified Nutrition Pantry  
as part of the Nutrition Pantry Program

 IG: @mtsacbasicneeds  
 FB: @mtsacBasicNeeds

# MT. SAC



## LIBRARY & ACADEMIC SUPPORT CENTERS



ACADEMIC SUPPORT

## ASAC TUTORING

REDUCE YOUR STRESS! GET A HEADSTART ON YOUR SEMESTER!

### FREE TUTORING IS AVAILABLE FOR VARIOUS SUBJECTS:

- Accounting
- Anatomy
- Chemistry
- Economics
- Engineering
- English/Writing
- Healthcare Test Prep (TEAS)
- History
- Math (all levels)
- Medical Terminology
- Microbiology
- Music
- Physics
- Political Science
- Psychology
- Sociology
- Speech
- World Languages (Chinese, French, Japanese, Spanish)

\*Note that some subjects are specific to a tutoring modality

### IN-PERSON ASAC TUTORING FOR ON-CAMPUS NEEDS (BLDG. 6-101)

- One-on-one tutoring (drop-in and appointment) and group sessions for various subjects available
- Fall/Spring: Mon - Thurs: 9AM - 7PM / Fri - Sat: 9AM - 4PM
- Winter/Summer: Mon - Thurs: 10AM - 5PM
- Schedule by subject: [www.mtsac.edu/asac/tutoringschedule](http://www.mtsac.edu/asac/tutoringschedule)
- For more information: [www.mtsac.edu/asac/tutoring](http://www.mtsac.edu/asac/tutoring)

### ONLINE ASAC TUTORING FOR OFF-CAMPUS NEEDS (VIA ZOOM)

- One-on-one tutoring for various subjects available
- Call for current hours: (909) 274-4300
- Schedule by subject: [www.mtsac.edu/asac/tutoringschedule](http://www.mtsac.edu/asac/tutoringschedule)
- Registration and login instructions: [www.mtsac.edu/asac/onlinetutoring](http://www.mtsac.edu/asac/onlinetutoring)

### NET TUTOR FOR AFTER HOURS (ONLINE)

- 24/7 one-on-one tutoring for various subjects available
- Schedule by subject: [bit.ly/mtsac-net-tutor-schedule](http://bit.ly/mtsac-net-tutor-schedule)
- Login instructions: [www.mtsac.edu/distancelearning/nettutor.html](http://www.mtsac.edu/distancelearning/nettutor.html)

### IN-CLASS SUPPORT/GROUP TUTORING (SI/ET/SG)

- Arranged group sessions (2 or more students) for various subjects
- For availability and more information: [www.mtsac.edu/asac/si](http://www.mtsac.edu/asac/si)

## CONTACT US:

(909) 274-4300 • Bldg. 6-101  
[www.mtsac.edu/asac](http://www.mtsac.edu/asac)  
[asac@mtsac.edu](mailto:asac@mtsac.edu)





**VISIT US AT**  
**[www.mtsac.edu/asac](http://www.mtsac.edu/asac)**

Bldg. 6-101  
asac@mtsac.edu  
(909) 274-4300



## ASAC: YOUR ONE-STOP SHOP FOR ACADEMIC SUCCESS!

*ALL SERVICES ARE OPEN TO ALL CURRENT MT. SAC STUDENTS*

### **FREE IN-PERSON AND ONLINE TUTORING FOR MULTIPLE SUBJECTS**

Tutoring is available for accounting, chemistry, math, physics, Spanish, writing and many other subjects. In-person and online assistance available. To view the complete tutoring schedule by subject, go to [mtsac.edu/asac/tutoringschedule](http://mtsac.edu/asac/tutoringschedule).

### **FREE TECH SUPPORT FOR CANVAS AND OTHER LEARNING PLATFORMS USED IN MT. SAC**

The ASAC Computer Lab and Canvasadors are available to assist all current Mt. SAC students with their technology questions about Canvas and other learning platforms/tools utilized at Mt SAC.

### **FREE STUDENT WORKSHOPS ABOUT STUDY SKILLS AND TECHNOLOGY TOOLS**

Facilitated by Mt. SAC Learning Assistance professors, ASAC's Student Achievement Workshops are designed to help students succeed in their classes.

### **FREE TEST PREPARATION CLASSES FOR HEALTHCARE ENTRANCE AND EXIT EXAMS**

These are free classes that will help you prepare for healthcare professional entrance and exit exams (TEAS, A2, CAPT, and others).

# LIBRARY & LEARNING RESOURCES

**Library** | Building 6, North Entrance, 2nd Flr | (909) 274-4260 | [www.mtsac.edu/library](http://www.mtsac.edu/library)

The Mt. SAC Library offers students, faculty, and staff a wide variety of information resources and services for their research and personal interests. The library's collections include print and electronic resources in support of leisure and scholarship. The campus community can remotely access full-text scholarly and popular articles, images, eBooks, and closed-captioned videos from hundreds of online databases.

Students can get research help at the Information Desk or online, 24/7 chat service via Chat with a librarian, or make an appointment for an online research consultation. There are online self-paced and in-person drop-in library research workshops that teach students concepts such as how to develop research topics and learn search strategies to find scholarly and popular information.

Faculty can provide access to course materials and textbooks by filling out the Course Reserves Form and having them made available for students in the Reserves Collection. Students can book group study rooms for collaborative projects and meeting space in advance through a self-service online reservation found on the Library's webpage.

## And More Academic Support and Computer Labs

RESOURCE CENTERS AND LABS	LOCATION	PHONE NUMBER
<b>ABE Lab (Noncredit Adult Basic Education)</b> Learn about High School Equivalency, ASVAB, Computer Skills, and math, reading, and writing courses. <a href="http://www.mtsac.edu/abe/abe_lab">www.mtsac.edu/abe/abe_lab</a>	Bldg. 30, Rm. 111	909-274-4935
<b>ATC (Access High Tech Center)</b> Computer adaptive equipment and software to accommodate students with disabilities. <a href="http://www.mtsac.edu/access/atc/accessible_technology_center.html">www.mtsac.edu/access/atc/accessible_technology_center.html</a>	Bldg. 9E, Rm. 1100	909-274-5679
<b>Business Division Lab</b> To accommodate students that do not have access to all of the software that is provided to them on campus. Our Virtual Desktop System gives remote access to all of the software typically available in the classrooms in the Business Division. <a href="http://www.mtsac.edu/business/lab/">www.mtsac.edu/business/lab/</a>	Bldg. 77, Rm. 2010	909-274-4701
<b>Design Lab</b> One-on-one tutoring is now available to students in Commercial and Entertainment Arts courses. Tutors can provide you with assistance and give you full attention if you need extra help with any assignments. Take advantage of tutors if you struggle mastering any of the tools, or if you missed a class and need to catch up with the course material you missed. Our free tutoring services are run through the Design Lab. You can ask for additional information or ask any questions to any of our technicians. <a href="http://www.mtsac.edu/arts/designlab.html">www.mtsac.edu/arts/designlab.html</a>	Bldg. 13, Rm. 1225	909-274-6893
<b>LLC (Language Learning Center)</b> The LLC (Language Learning Center) offers software programs, group conversation activities, videos, and supplemental instruction materials for World Languages, ESL/AMLA, and SIGN. Live tutoring and Directed Learning Activities also available for ESL, AMLA, and Spanish. <a href="http://www.mtsac.edu/lc">www.mtsac.edu/lc</a>	Bldg. 77, Rm. 1005	909-274-4580
<b>Speech and Sign Success Tutoring Center</b> This is designed to help you succeed in Speech & Sign classes. You can access Speech Tutors and a special Canvas page full of Speech resources. <a href="http://www.mtsac.edu/sssc/">www.mtsac.edu/sssc/</a>	Bldg. 26-B, Rm. 1551	909-274-6297

<p><b>STEM Center</b> STEM Center provides tutoring, peer-to-peer coaching, counseling, and general support services. Students who visit the center will find a study area stocked with microscopes, laptop computers, and even skeletons for anatomy students. The center is available to any math, science, or engineering student. It is also used by the STEM Teacher Preparation Program, Robotics Team members, and students in two of the campus engineering clubs. <a href="http://www.mtsac.edu/stem">www.mtsac.edu/stem</a></p>	<p>Bldg. 6, Rm. 136</p>	<p>909-274-5686</p>
<p><b>TERC (Tech Ed Resource Center)</b> Offers basic math, reading, writing, research methods, and study skills to all students enrolled in Career Education (CE) Programs and courses. Students are encouraged to drop in and receive assistance with faculty and tutors or study independently or in groups. <a href="http://www.mtsac.edu/tech-health/terc/">www.mtsac.edu/tech-health/terc/</a></p>	<p>Bldg. 26D, Rm 3411</p>	<p>909-274-6118</p>
<p><b>WIN Program</b> For Student Athletes - Study Groups &amp; tutoring. Computers equipped with Microsoft Office, Internet access, Plato (Math enhancement program) and Mavis Beacon typing program. Textbooks, resume, email and assistance with computer skills. Assistance with registration and transfer. <a href="http://www.mtsac.edu/win">www.mtsac.edu/win</a></p>	<p>Bldg. 45, Rm. 1430</p>	<p>909-274-4239</p>

\*Some Tutoring Services now offer evening hours  
Due to campus construction and remodels, locations may change.  
Please refer to our website for up to date locations: [www.mtsac.edu/maps](http://www.mtsac.edu/maps)

# MARCS

Tutoring available for all Math classes

Location: Building 61  
Room 1318/1314

**Textbooks**  
**Worksheets**  
**Calculators**  
**Solution Manuals**  
**Lecture Videos**

**MyMathLab and ALEXS**  
**Course codes**

Online Resources  
[www.mtsac.edu/marcs/resources.html](http://www.mtsac.edu/marcs/resources.html)



## HOURS

*Fall/Spring*  
Monday - Thursday  
8:30am-7pm  
Friday 8:30-2pm

*Summer/Winter*  
Monday - Thursday  
8:30am-7pm  
Friday Closed

*The Mt. SAC*

# WRITING CENTER



**WRITE HERE. WRITE NOW.**

## *Services Offered:*

- Group or One-on-One Tutoring
- Online and In-Person Tutoring
- Online Workshops
- In Center Workshops
- Directed Learning Activities (DLAs)
- Jam Sessions
- Computer Lab

## **THE WRITING CENTER HOURS:**

**Monday – Thursday: 9 – 9 p.m.**

**Fridays: 9 – 5 p.m.**

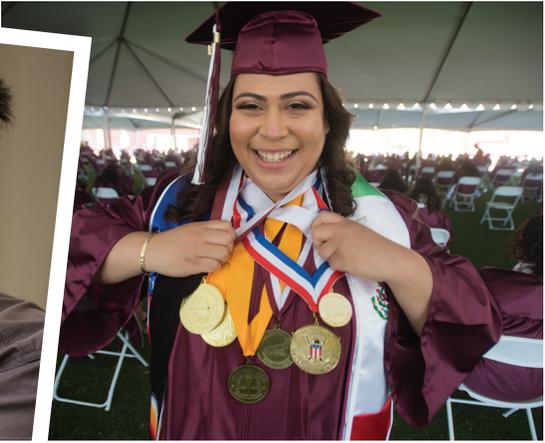
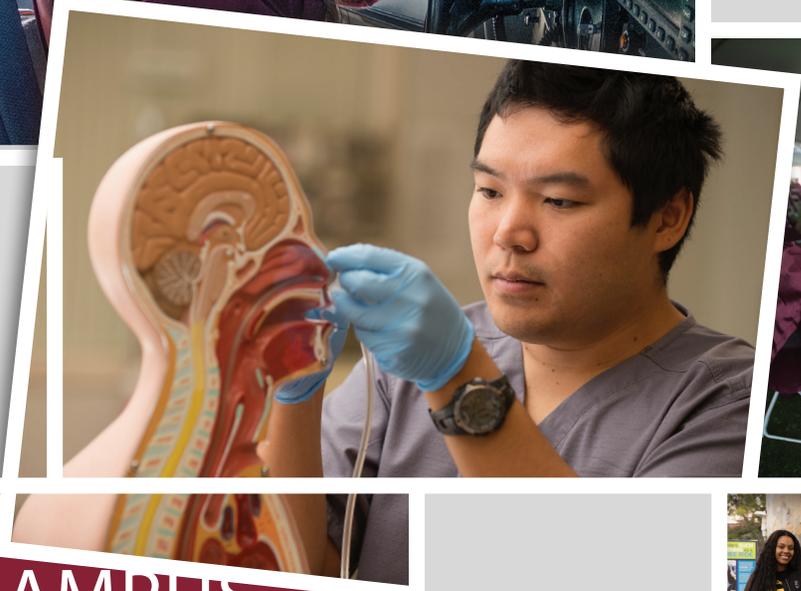
**Sundays : 12 – 5 p.m.**

Location: Bldg 26B, Room 1561A  
(behind the clocktower)  
[www.mtsac.edu/writingcenter](http://www.mtsac.edu/writingcenter)

Contact Us  
(909) 274-5325  
[writingcenter@mtsac.edu](mailto:writingcenter@mtsac.edu)



# MT. SAC



## CAMPUS POLICIES



CAMPUS POLICIES





CAMPUS POLICIES

# Campus Policies

What is provided here is a brief highlight of our campus policies. For detailed information regarding Mt. San Antonio College Board of Trustees Policies (BP) and Administrative Procedures (AP), go to Board Policies & Administrative Procedures. [www.mtsac.edu/governance/trustees/apbp/](http://www.mtsac.edu/governance/trustees/apbp/)

## Academic Policies

### Repeating Courses Previously Passed

State regulations do not allow students to repeat non-repeatable courses previously passed with satisfactory grades of "A", "B", "C", or "Pass". Students with extenuating circumstances may file a Petition for Exceptional Action in the Admissions Office.

### Repeating Courses

If a student receives a W,D, F, NP or NC in the class, the student can repeat it two times, for a total of three enrollments in a class.

## Standards of Conduct

All students are required to abide by the Standards of Conduct and failure to do so may result in disciplinary action such as a verbal or written reprimand, probation, suspension and/or expulsion.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/ CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to College property or to private property on campus.
6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on 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 which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
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.

Please refer to Standards of Conduct (BP 5500) for complete policy, available at [www.mtsac.edu/governance/trustees/apbp/BP5500.pdf](http://www.mtsac.edu/governance/trustees/apbp/BP5500.pdf)

### **Skateboards, Scooters, and Skates**

Traffic and Parking Regulations (BP 6750 and AP 6750) for the complete Policy and Procedure.

### **Smoking Policy**

Smoking on Campus (AP 3565 & BP 3565)

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

BP 3550- Drug Free Environment and Drug Prevention Program

[www.mtsac.edu/governance/trustees/apbp/BP3550.pdf](http://www.mtsac.edu/governance/trustees/apbp/BP3550.pdf)

AP 3550- Drug-Free Environment and Drug Prevention

[www.mtsac.edu/governance/trustees/apbp/AP3550.pdf](http://www.mtsac.edu/governance/trustees/apbp/AP3550.pdf)

## **Non Discrimination 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 national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status 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.

The Vice President, Human Resources & Title IX Coordinator is the designated employee responsible for receiving all

complaints of discrimination, harassment and retaliation. Students who believe they have been the target of unlawful discrimination, harassment or retaliation may initiate their complaint with the contact person listed on the next page.

Sokha Song, Ed.D.

Vice President, Human Resources & Title IX Coordinator

Human Resources (Building 4, Room 1460) 909-274-4225

## SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

(Board Policies 3430, 3540, 5500, AP3434, California Education Code sections 67386, 76033, California Penal Code, sections 240, 242, 243.4, 261-266, 34 C.F.R. § 668.46)

Sexual assault, domestic violence, dating violence and stalking are crimes that are not tolerated on this campus. Mt. San Antonio College has adopted Board Policies and procedures designed to prevent sexual crimes, stating sanctions for offenders, and supporting access to treatment and information for victims. All applicable punishment, including criminal charges, and/or employee or student disciplinary action, shall be applied whether the violator is an employee, student or member of the general public.

Sexual assault, domestic violence, dating violence, and stalking are difficult topics to discuss, but it is important that you have information to help reduce the risk of an assault and obtain immediate help should an assault occur. The following pages delineate on what to do if an assault occurs, where to get help, and to whom to report the incident.

**Sexual Misconduct** - Sexual Misconduct is defined as engaging in any sexual activity without first obtaining Affirmative Consent to the specific sexual activity. Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any intimate body part, and oral sex. It also includes any unwelcome physical sexual acts such as unwelcomed sexual touching, Sexual Assault, Sexual Battery, Rape, and Incest.

Sexual Misconduct may include using physical force, violence, threat, or intimidation; ignoring the objections of the other person; causing the other person's intoxication or incapacitation through the use of drugs or alcohol; or taking advantage of the other person's incapacitation (including voluntary intoxication) to engage in sexual activity. Sexual activity with a minor is never consensual when the Complainant is under 18 years old because the minor is considered incapable of giving legal consent due to age. Incest is also a form of Sexual Misconduct.

**Sexual Assault** - Actual or attempted sexual contact with another person without that person's Affirmative Consent. Sexual Assault includes, but is not limited to, Sexual Battery, Rape, or an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another because of that person's gender or sex.

Sexual Exploitation is defined under California Education Code 76033 as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the community college, including, but not limited to, any of the following:

1. Prostituting another person.
2. Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.
3. Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure.
4. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

**Affirmative Consent** - Consensual sexual activity requires an ongoing Affirmative Consent for the act in which the participants are involved. More specifically, Affirmative Consent means an expressed, affirmative, conscious, mutual, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that each person has the Affirmative Consent of the other, or others, to engage the sexual activity.

Lack of protest or resistance does not mean Affirmative Consent, nor does silence mean consent. There is no Affirmative Consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used to obtain Affirmative Consent. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time.

The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never, by itself, be assumed to be an indicator of Affirmative Consent.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no Affirmative Consent; this includes impairment or incapacitation due to alcohol or drug consumption or being asleep or unconscious. A person with a medical or mental disability may also lack the capacity to give Affirmative Consent.

Sexual activity with a minor (under 18 years old) is never consensual because a minor is considered incapable of giving legal consent due to age.

**Domestic Violence** - intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself or another, or a felony or misdemeanor crime of violence, committed:

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** - intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself or another, or a felony or misdemeanor crime of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is Dating Violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship;
2. The type of relationship; and/or
3. The frequency of interaction between the persons involved in the relationship.

**Stalking** - a Course of Conduct directed at a specific person that would cause a Reasonable Person to fear for the safety of self or others' safety or to suffer Substantial Emotional Distress.

#### **For purposes of this definition:**

1. **Course of Conduct** - two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property;
2. **Reasonable Person** - a reasonable person under similar circumstances and with the same Protected Category as the Complainant; and
3. **Substantial Emotional Distress** - significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Sexual harassment is defined as unwelcomed advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual Harassment is a form of harassment based on sex/gender, gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Sexual harassment does not have to be motivated by sexual desire.

"Quid pro quo" sexual harassment occurs when an individual makes educational or employment benefits conditional upon sex/gender, gender identity, gender expression, or sexual orientation.

"Hostile environment" sexual harassment occurs when unwelcome conduct, based on sex/gender, gender identity, gender expression, or sexual orientation, is sufficiently severe or pervasive so as to unreasonably interfere with an individual's academic or work performance; or create an intimidating, hostile, or offensive learning or working environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person would perceive the environment as hostile.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person in the shoes of the victim would perceive the conduct as sufficiently severe or pervasive, and based on sex/gender, gender identity, gender expression, or sexual orientation.

Examples of sexual harassment include unwanted, uninvited, unsolicited verbal or written contacts; physical, verbal or nonverbal behavior that is sexual in nature or is hostile, demeaning, or intimidating; sexual advances or requests for sexual favors; sexual comments, jokes, or innuendoes; stalking; or leering with intention to harass, intimidate, threaten, retaliate or create conflict, including the use of electronic means of communication.

## **WHAT TO DO IN CASE OF AN ASSAULT**

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

- Get to a safe place as fast as possible.
- Get help. Call Public Safety from a blue emergency telephone tower or dial 909-274-4555, or call 911 (9-911 from a campus office telephone) or alert any College employee who is nearby.
- Do not shower, bathe, wash your hands or face, douche, or change or destroy clothing, or brush your hair or teeth until police arrive.
- Do not clean the area or dispose of any items in the immediate area.
- If you do not wish to call the police, ask a friend or family member to take you to a hospital or health center for help.
- Contact the Student Health Center, Bldg. 67B, 909-274-4400 or the Student Life Office, 9C, 909-274-4525.

- If you have been assaulted in the past and need confidential emotional support, or counseling, contact Student Health Center, 909-274-4400, or any of the services listed in this section. Project Sister, 909-623-1619, or the Rape Crisis Center, 213-626-3393.

## **REPORTING AN ASSAULT**

- If you are a victim of an assault and were involved in any possible violation of the Standards of Conduct such as alcohol or drug use, you need to know that the safety of students is the College's primary concern; you are encouraged to report the incident.
- You may choose to speak with a confidential resource, including a licensed mental health counselor and/or a victim's advocate, without reporting to the College or law enforcement.
- Incidents that occur on-campus or off-campus may be reported online at [www.mtsac.edu/discriminationcomplaint](http://www.mtsac.edu/discriminationcomplaint) or to Sokha Song, Title IX Coordinator, or Ryan Wilson, Manager for Title IX/EEO Investigations, in the Office of Title IX and EEO Programs in Human Resources, Building 4, Room 1460, 909-274-4225
- If the assault happened on or near campus, find a blue emergency telephone tower on campus, push the button and you will be connected with campus Public Safety. You may also call Public Safety at 909-274-4555, or call 911.
- If the assault happened in the past, a police report may be filed by contacting the police department of the city where the assault occurred.
- Walnut Sheriffs may be contacted at 909-595-2264. This department has responsibility for the investigation of sexual assaults occurring at or near the College.
- The College shall maintain the identity of any alleged victim or witness of sexual assault on College property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality.

## **HOW TO FILE A COMPLAINT OF DISCRIMINATION, HARASSMENT, OR RETALIATION**

The College has identified Sokha Song, Title IX Coordinator, as the designated employee responsible for receiving all discrimination, harassment, retaliation, sexual misconduct, dating violence, domestic violence, and stalking complaints. Anyone wishing to file a complaint may do so online at [www.mtsac.edu/discriminationcomplaint](http://www.mtsac.edu/discriminationcomplaint) or contact Sokha Song or Ryan Wilson, Manager for Title IX/EEO Investigations, in the Office of Title IX and EEO Programs in Human Resources, Building 4, Room 1460, 909-274-4225

## **CONSEQUENCES OF COMMITTING ACTS OF SEXUAL VIOLENCE**

- Any sexual assault, domestic violence, dating violence, or stalking, whether committed by an employee, student, or member of the public, which occurs on College property, is a violation of College policies and procedures and is subject to all applicable punishment including criminal procedures and employee or student discipline procedures.
- Student disciplinary action can result in immediate suspension and/or expulsion.

## **FERPA (Family Educational Rights and Privacy Act)**

FERPA allows the College to disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the college against the alleged perpetrator of that crime.

## HOTLINES AND COMMUNITY RESOURCES

### MENTAL HEALTH / COUNSELING

Community Helpline (7am-10pm Mon-Sun, listening, crisis intervention, referral)	(877) 541-2525
L.A. County Mental Health - Access Center (24-hr, referral, info, crisis)	(800) 854-7771
National Suicide Prevention Lifeline/Veterans Crisis Line (24 hrs or text 838255)	(800) 273-8255
Substance Abuse & Mental Health Services Administration National Helpline (24/7)	(800) 662-4357

### Applying for Medi-Cal/Covered California

East Valley Community Health Center (enrollment info)	(909) 235-0368
Healthy Families Medi-Cal for Children	(888) 747-1222

### LGBTQIA+

L.A. LGBT Center (counseling, medical, and supportive resources)	(323) 993-7400
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### DOMESTIC VIOLENCE AND SEXUAL ASSAULT

East LA Women's Center- Rape & Battering hotline (bilingual, counseling, various services)	(800) 585-6231
House of Ruth/Claremont (hotline, counseling, emergency shelter)	(909) 623-4364
Project Sister Family Services/Pomona (rape crisis hotline, counseling, advocacy)	(909) 626-4357
YWCA-WINGS/Covina (domestic violence help line, shelter, counseling)	(626) 960-2995
Love Is Respect (teen helpline text LOVEIS 22522)	(866) 331-9474
National Domestic Violence Hotline (text START 88788)	(800) 799-7233
National Sexual Assault Hotline	(800) 656-4673

### ALCOHOL/SUBSTANCE ABUSE

Alcoholics Anonymous/Glendora (AA meetings)	(626) 914-1861
BHS/American Recovery Center/Pomona (Detox, counseling inpatient/outpatient)	(909) 865-2336
National Council on Alcoholism & Drug Dependence/Covina (DUI, prevention, treatment)	(626) 331-5316
Pacifica Recovery/Claremont (Detox, RTC, outpatient, sober living)	(877) 597-5700
SPIRITT Family Services/various locations (substance abuse treatment, sliding scale)	(855) 714-8800
Substance Abuse & Mental Health Services Administration National Helpline (24/7)	(800) 662-4357

### EATING DISORDERS

Overeaters Anonymous SGV- IE Intergroup/Glendora (meeting group)	(626) 335-3355
Reasons Eating Disorder Center @ BHC Hospital/Rosemead (comprehensive svcs, free assessments)	(800) 235-5570
Susan B. Krevoy Eating Disorders Treatment Program for Adults & Adolescents/LA (low fee OP)	(310) 550-1776

## LOCAL LAW ENFORCEMENT

### Walnut Sheriff's Station

Serving Diamond Bar, Rowland Heights, Walnut  
21695 Valley Blvd., Walnut, CA 91789  
909-595-2264

# Student Rights & Responsibilities

## Academic Honesty (BP 4290)

- Student Academic Honesty (AP 4290)

## Standards of Conduct (BP 5500)

- Student Discipline Procedures (AP 5520)
- Student Rights and Grievances (AP 5530)

Copies of the board policies and administrative procedures listed above can be found online at [mtsac.edu/governance/trustees/apbp/](https://www.mtsac.edu/governance/trustees/apbp/). The summary of the Mt. San Antonio College policy related to the Family Educational Rights & Privacy Act (FERPA) of 1974, O.L. 93-380, and Chapter 1297, Statutes of 1976, State of California is stipulated in the Mt. SAC Catalog. (AP 5310)

## Freedom of Access to Higher Education and Freedoms in the Classroom

Such as:

- Freedom of Expression
- Protection of Freedom of Access
- Freedom in Student Life

## Student Bill of Rights

In order that we, the students of the Mt. San Antonio College District, be accorded the same rights guaranteed to all United States citizens by documents basic to our national government, the Student Bill of Rights has been designed to specifically address the academic environment.

College students enjoy specific student rights along with the responsibility of upholding specific student responsibilities as well. Implicit in this policy is the belief that both rights and responsibilities will be assumed appropriately by all members of the academic community - students, faculty, administrators, classified staff and trustees. The following categories are covered in the Student Bill of Rights. Detailed information can be obtained in the Student Life Office, Building 9C.

## Discrimination Complaints

Discrimination Complaints: Students wishing to file discrimination complaints on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status or on the basis of these perceived characteristics or based on association with a person or group with one or more of these perceived characteristics should contact the College's the Director of EEO Programs/Title IX Coordinator, located in the Office of Human Resources, Building 4, Room 1460, 909.274.4225. Additional information on discrimination can be found at the following websites:

- AP 3410 Non Discrimination [www.mtsac.edu/governance/trustees/apbp/AP3410.pdf](https://www.mtsac.edu/governance/trustees/apbp/AP3410.pdf)
- AP 3435 Discrimination and Harassment Investigations [www.mtsac.edu/governance/trustees/apbp/AP3435.pdf](https://www.mtsac.edu/governance/trustees/apbp/AP3435.pdf)
- Unlawful Discrimination [www.mtsac.edu/discriminationcomplaint](https://www.mtsac.edu/discriminationcomplaint)
- OCR (Office of Civil Rights) [www2.ed.gov/about/offices/list/ocr/complaintintro.html](https://www2.ed.gov/about/offices/list/ocr/complaintintro.html)
- DFEH (Department of Fair Employment and Housing) [www.dfeh.ca.gov/](https://www.dfeh.ca.gov/)

# Complaints and Grievances

Forms: [www.mtsac.edu/studentlife/studentgrievances](http://www.mtsac.edu/studentlife/studentgrievances)

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior by an instructor, an employee, an administrator, an official of the College or another student. Student complaints may be classified as grievances and fall into four categories: Academic, Non-Academic, Discrimination, and Financial Aid Challenge. (AP 5530)

Issues that are not resolved at the campus level may be presented to the State of California using the State Complaint Process. Students are encouraged to follow the Mt. San Antonio College Complaint and Grievance process before attempting to file a complaint with the State. To file a complaint with the State of California, use the following web site: [californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx](http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx)

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. Please visit the following website: [www.accjc.org/complaint-process](http://www.accjc.org/complaint-process).

## Student Appeals

Students have the right to appeal certain decisions pertaining to specific situations.

- Student Discipline: see Student Life
- Residency Classification: see Admissions & Records
- Satisfactory Academic Progress (SAP): see Financial Aid
- Academic Probation/Dismissal or Progress: see Counseling



# MT. SAC



## CALENDAR



CALENDAR









**GOALS**

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SUN	MON	TUE
5	6	7
WORLD ENVIRONMENT DAY		CA PRIMARY ELECTION
12	13	14
LOVING DAY		FLAG DAY
19	20	21
FATHER'S DAY, JUNETEENTH DAY	JUNETEENTH HOLIDAY	FIRST DAY OF SUMMER, LITHA (WICCA/PAGAN)
26	27	28

*Be proud of your story and where you come from.*  
*- Anabel Perez, Bridge Program Counselor/Coordinator*

# JUNE 2022

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WORLD OCEANS DAY

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KAMEHAMEHA DAY

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**GOALS**

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SUN	MON	TUE
3	4	5
	INDEPENDENCE DAY • CAMPUS CLOSED	
10	11	12
17	18	19
24	25	26
31		
		AMERICANS WITH DISABILITIES ACT (ADA) DAY

*For a rule to be followed, it must be modeled by the one who made it.*  
- Samuel H. Simmons, Adjunct Professor of Business

# JULY 2022

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AL-HIJRA (ISLAMIC NEW YEAR)

INTERNATIONAL DAY OF FRIENDSHIP

**GOALS**

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SUN	MON	TUE
	1	2
	LUGHNASDADH (WICCA/PAGAN)	
7	8	9
		INTERNATIONAL DAY OF THE WORLD'S INDIGENOUS PEOPLES
14	15	16
21	22	23
		INTERNATIONAL DAY FOR THE REMEMBRANCE OF THE SLAVE TRADE AND ITS ABOLITION
28	29	30
	• FIRST DAY OF FALL CLASSES	

*Rise and shine! You are the future, and we are here to cheer you on.*  
*- David Beydler, Professor, Mathematics*

# AUGUST 2022

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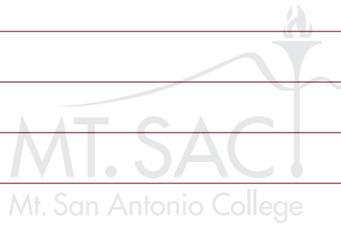
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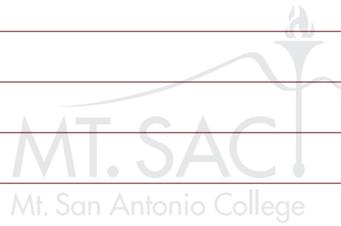
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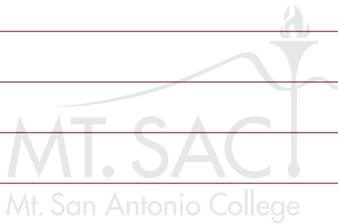
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SUN

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Inspirational Quote

***When things get rough please know that we are rooting for you! We come to work everyday because we want to support you and help you move towards your goals.***  
 – Chisa Uyeki, Academic Senate President & Librarian

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AUG 2022		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
SEP 2022				1	2	3	
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

**MON**

**22**

• FIRST DAY OF FALL CLASSES

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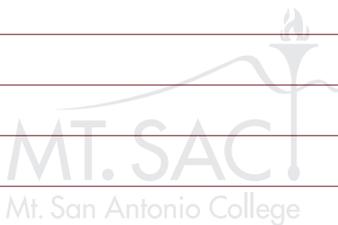
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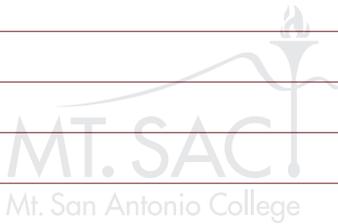
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Inspirational Quote \_\_\_\_\_

***The meaning of life is to find your gift. The purpose of life is to give it away. – William Shakespeare***  
 – Lori Mahan, Coordinator of DHH Services

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**GOALS**

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SUN	MON	TUE
4	5	6
	LABOR DAY • CAMPUS CLOSED	
11	12	13
18	19	20
25	26	27
		NATIONAL VOTER REGISTRATION DAY
ROSH HASHANAH (BEGINS AT SUNDOWN)	NAVRATRI (HINDU)	

*Make the scholarship coordinator your best friend.  
They will help you find money to pay for college.  
- Maya Alvarez-Galvan, Professor of English*

# SEPTEMBER 2022

	1	2	3
7	8	9	10
INTERNATIONAL LITERACY DAY	CALIFORNIA ADMISSION DAY		
14	15	16	17
		CONSTITUTION DAY AND CITIZENSHIP DAY	
21	22	23	24
FIRST DAY OF AUTUMN, MABON (WICCA/PAGAN) AUTUMN EQUINOX			
28	29	30	

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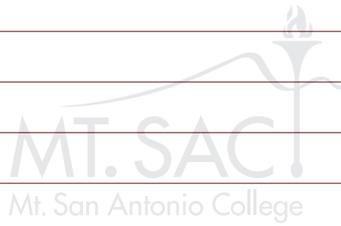
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• CAMPUS CLOSED

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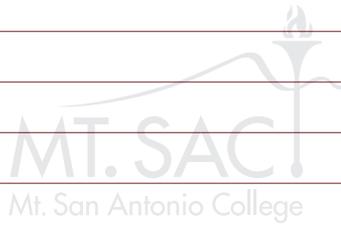
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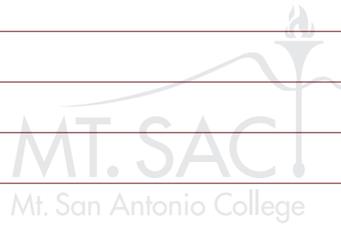
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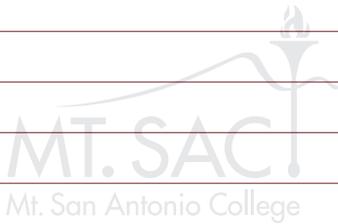
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Inspirational Quote \_\_\_\_\_

***Believe in yourself and others will believe in you.***  
 – Margo Cienik – ASL Teacher

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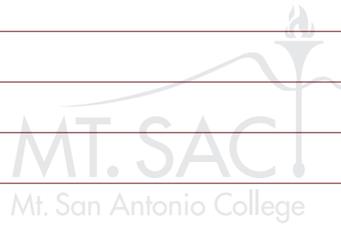
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NATIONAL VOTER REGISTRATION DAY



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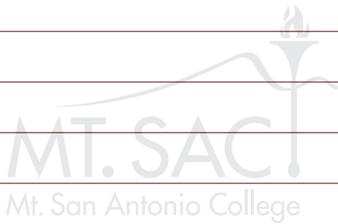
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Inspirational Quote \_\_\_\_\_

***You don't get what you wish for. You get what you work for. – Daniel Milstein***  
 – Julie Marquez – Director, EOPS/CARE

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OCT 2022						

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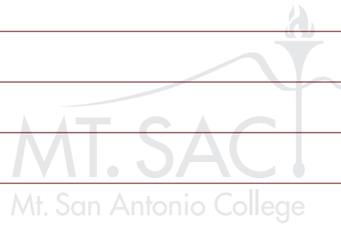
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Notes



**GOALS**

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SUN	MON	TUE
2	3	4
		YOM KIPPUR (BEGINS AT SUNDOWN)
9	10	11
	INDIGENOUS PEOPLES' DAY	
16	17	18
23	24	25
	DIWALI (HINDU/JAIN/SIKH/BUDDHIST)	
30	31	
	HALLOWEEN, SAMHAIN (WICCA/PAGAN), ALL HALLOWS EVE (CHRISTIAN)	

*Slow down and enjoy being a student. Celebrate the small victories along the way.*  
- Rondell Schroeder, Procurement Specialist

# OCTOBER 2022

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WORLD TEACHERS' DAY

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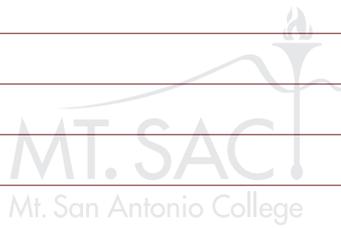
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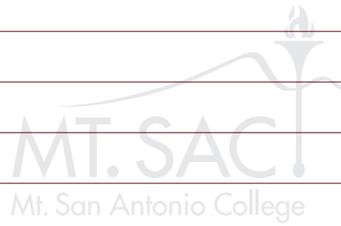
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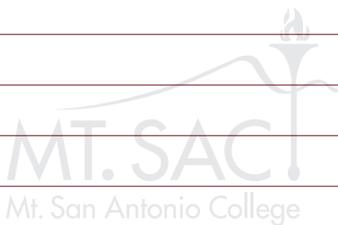
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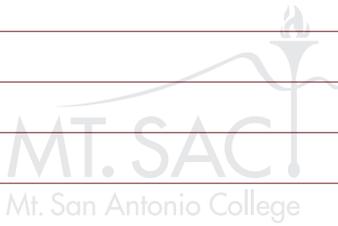
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Inspirational Quote \_\_\_\_\_

***When you get tired, learn to rest, not quit.***  
 – Maddy Stute, Pride Center Admin Specialist

	S	M	T	W	T	F	S
OCT 2022							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
NOV 2022		1	2	3	4	5	
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

**GOALS**

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SUN	MON	TUE
		1
		DÍA DE MUERTOS (BEGINS), ALL SAINTS DAY
6	7	8
DAYLIGHT SAVING TIME ENDS		ELECTION DAY
13	14	15
20	21	22
TRANSGENDER DAY OF REMEMBRANCE		
27	28	29

Never be afraid to share your inspiring story!  
- LaTesha Hagler, CalWORKs Director

# NOVEMBER 2022

WED	THU	FRI	SAT
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

VETERANS DAY  
• CAMPUS CLOSED

THANKSGIVING DAY, NATIONAL DAY OF MOURNING, INDIGENOUS PEOPLES SUNRISE CEREMONY  
• CAMPUS CLOSED

• CAMPUS CLOSED

**MON**

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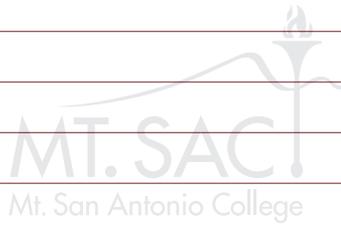
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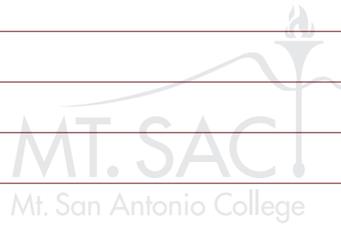
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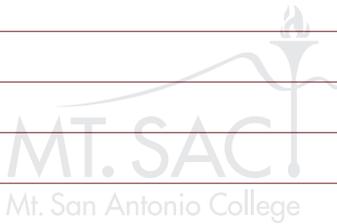
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Inspirational Quote \_\_\_\_\_

***You are in the driver's seat of your own future!***  
– Ann Walker Full-time Faculty

	S	M	T	W	T	F	S
NOV 2022		1	2	3	4	5	
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
DEC 2022							
		1	2	3			
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

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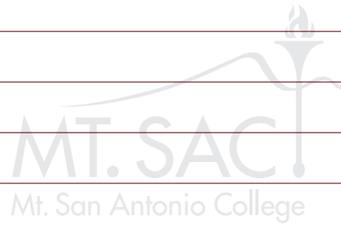
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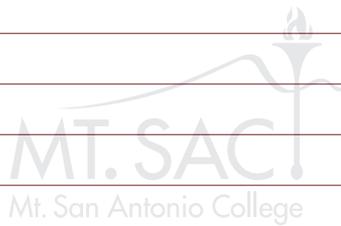
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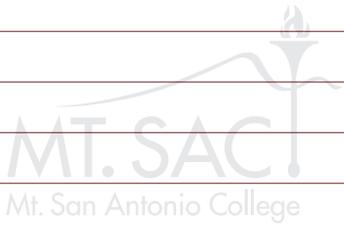
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• CAMPUS CLOSED



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Inspirational Quote

*Being human is not hard because you're doing it wrong, it's hard because you're doing it right.*  
 – Glenn Doyle

	S	M	T	W	T	F	S
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	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
DEC 2022			1	2	3		
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

**GOALS**

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SUN	MON	TUE
4	5	6
11	12	13
18	19	20
CHANUKAH (BEGINS AT SUNDOWN)		
25	26	27
CHRISTMAS (CHRISTIAN) • CAMPUS CLOSED	KWANZAA (BEGINS) • CAMPUS CLOSED	• CAMPUS CLOSED

Take a moment to congratulate yourself for making it this far. Look back at where you have come from and empower yourself to become the author of your future story.  
- Bianca Valle Ward, Coordinator Promise+Plus

# DECEMBER 2022

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INTERNATIONAL DAY FOR THE  
ABOLITION OF SLAVERY

INTERNATIONAL DAY OF PERSONS  
WITH DISABILITIES

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17

HUMAN RIGHTS DAY

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22

23

24

FIRST DAY OF WINTER, YULE (WICCA/  
PAGAN) WINTER SOLSTICE

• CAMPUS CLOSED

• CAMPUS CLOSED

• CAMPUS CLOSED

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• CAMPUS CLOSED

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• CAMPUS CLOSED

• CAMPUS CLOSED

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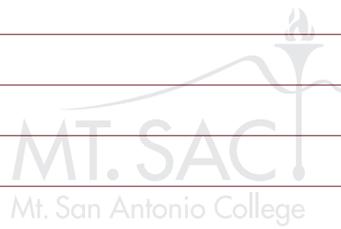
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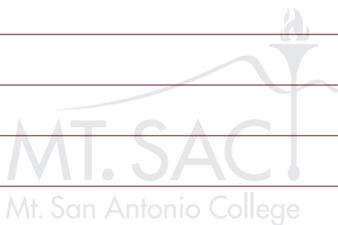
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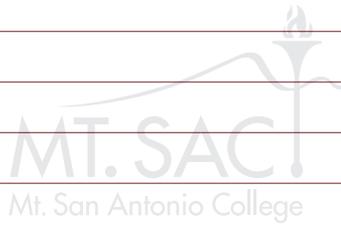
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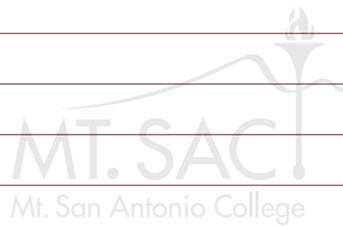
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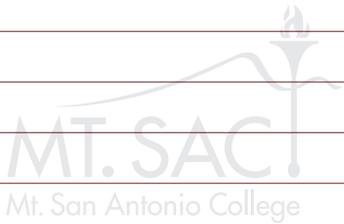
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FRI

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• CAMPUS CLOSED



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• CAMPUS CLOSED

Inspirational Quote \_\_\_\_\_

***Reflection is the last and most important step in learning.***  
 – Samuel H. Simmons, Adjunct Professor of Business

	S	M	T	W	T	F	S
DEC 2022						1	2
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
JAN 2023	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

**MON**

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• CAMPUS CLOSED

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**TUE**

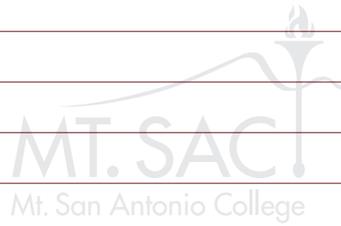
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• CAMPUS CLOSED

**WED**

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• CAMPUS CLOSED



Notes

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• CAMPUS CLOSED

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• CAMPUS CLOSED



SAT

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• CAMPUS CLOSED

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• CAMPUS CLOSED

JAN

Inspirational Quote

***The cave you fear to enter holds the treasure you seek. – Joseph Campbell***  
 – Pamela Arterburn Professor of English

	S	M	T	W	T	F	S
DEC 2022						1	2
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
JAN 2023	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

**GOALS**

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SUN		MON		TUE	
1		2		3	
NEW YEAR'S DAY, SHOGATSU/GANTAN-SAI (SHINTO) • CAMPUS CLOSED		• CAMPUS CLOSED		• FIRST DAY OF WINTER CLASSES	
8		9		10	
15		16		17	
		MARTIN LUTHER KING, JR. DAY • CAMPUS CLOSED			
22		23		24	
LUNAR NEW YEAR				INTERNATIONAL DAY OF EDUCATION	
29		30		31	

*Come to class, Come to class, Come to class*  
- Richard Hanna, Professor of Culinary Arts

# JANUARY 2023

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ORTHODOX NEW YEAR

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**MON**

**2**

• CAMPUS CLOSED

**JAN**

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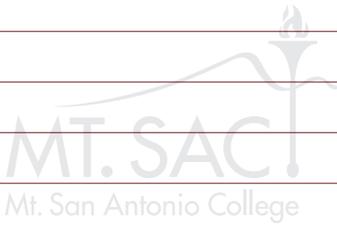
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**TUE**

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• FIRST DAY OF WINTER CLASSES



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**4**

Notes



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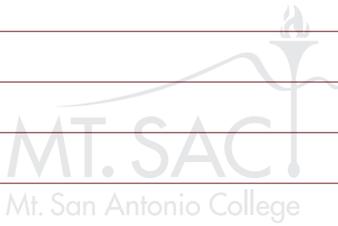
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Notes



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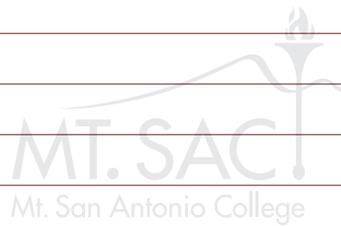
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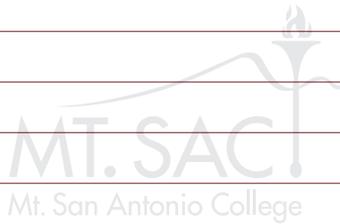
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Inspirational Quote \_\_\_\_\_

***Make the most out of your time at Mt. SAC. Get involved!***  
 – Julie Marquez – Director, EOPS/CARE

	S	M	T	W	T	F	S
JAN 2023	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
FEB 2023		1	2	3	4		
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
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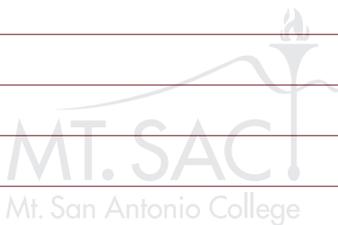
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Notes



GOALS

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SUN	MON	TUE
5	6	7
12	13	14
19	20	VALENTINE'S DAY 21
26	PRESIDENTS' DAY - CAMPUS CLOSED 27	28

*You are precious, brilliant and a gift to this crazy world.  
Make a difference!  
- Yolanda Haro, Coordinator*

# FEBRUARY 2023

1

2

3

4

NATIONAL FREEDOM DAY, 1ST DAY OF  
BLACK HISTORY MONTH

8

GROUNDHOG DAY

9

ROSA PARKS DAY

10

11

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16

17

INTERNATIONAL DAY OF WOMEN  
AND GIRLS IN SCIENCE

18

SUSAN B. ANTHONY'S BIRTHDAY

22

PRESIDENTS' DAY  
• CAMPUS CLOSED

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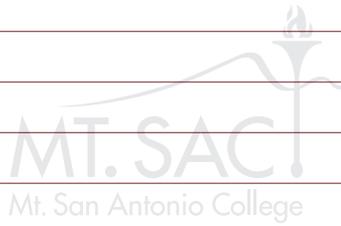
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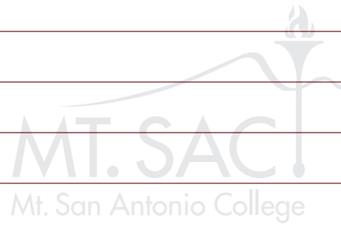
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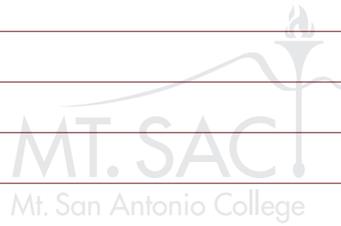
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Notes



**MON**

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• CAMPUS CLOSED

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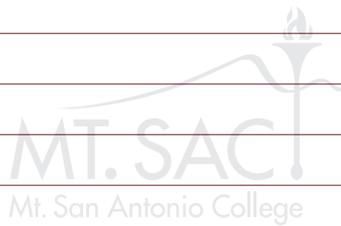
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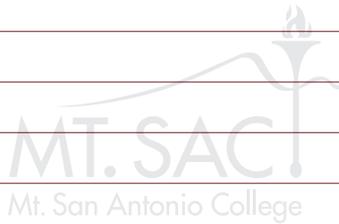
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SUN

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Inspirational Quote

***Freeing yourself was one thing, claiming ownership of that freed self was another.***  
 – Toni Morrison, *Beloved*

	S	M	T	W	T	F	S
			1	2	3	4	
FEB	5	6	7	8	9	10	11
2023	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28				
MAR				1	2	3	4
2023	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

**GOALS**

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SUN	MON	TUE
5	6	7
12	13	14 HOLI (HINDU), PURIM (JEWISH)
19 DAYLIGHT SAVING TIME BEGINS	20	21
26	27 FIRST DAY OF SPRING, OSTARA (WICCA/PAGAN) SPRING EQUINOX	28 NOWRUZ (PERSIAN NEW YEAR)

*Keep fighting for your future because you have a future that is worth fighting for!*  
- Siane Holland, Psych Faculty

# MARCH 2023

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1ST DAY OF WOMEN'S HISTORY MONTH

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ST. PATRICK'S DAY

22

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25

RAMADAN (BEGINS AT SUNDOWN)

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CÉSAR CHÁVEZ DAY  
• CAMPUS CLOSED

MON

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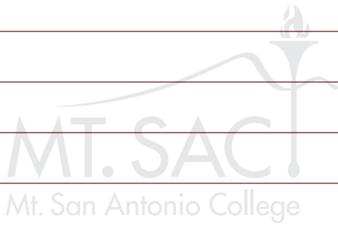
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Notes



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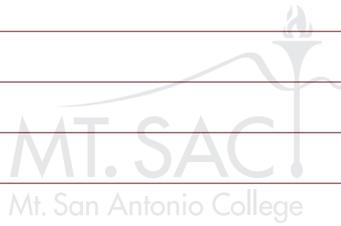
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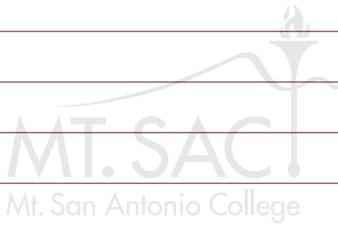
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DAYLIGHT SAVING TIME BEGINS

Inspirational Quote

*The paradox of education is precisely this—that as one begins to become conscious one begins to examine the society in which he is being educated.*

– James Baldwin

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MAR 2023			1	2	3	4	
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
APR 2023							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
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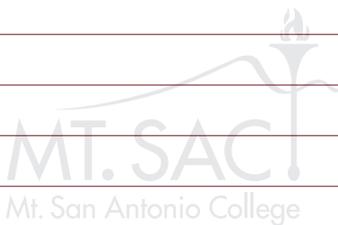
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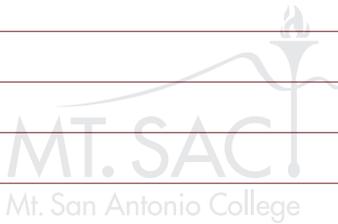
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Inspirational Quote

*Always remember you are braver than you believe, stronger than you seem, smarter than you think, and loved more than you know.*

– A.A. Milne

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MAR 2023			1	2	3	4	
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
APR 2023							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
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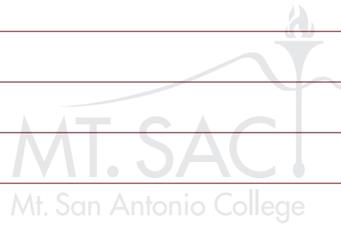
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Notes



GOALS

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SUN	MON	TUE
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9	10	11
EASTER 16	17	18
23	24	25
30		

*Don't let statistics define you. Break the norms and be how you want to be!*  
- Victor M. Rojas Jr., Director, TRIO and Rising Scholars

# APRIL 2023

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PASSOVER (BEGINS AT SUNDOWN)

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GOOD FRIDAY

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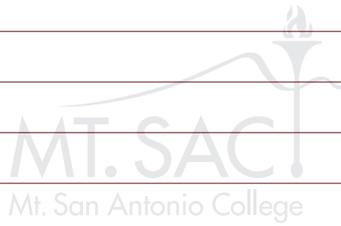
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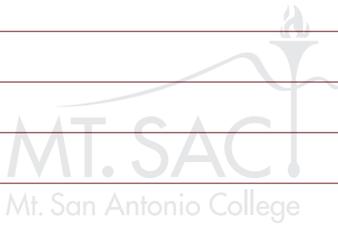
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Notes







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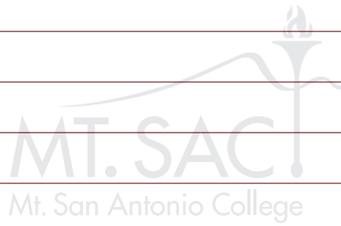
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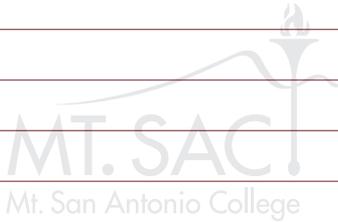
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SUN

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Inspirational Quote \_\_\_\_\_

***Kindness: Lending someone your strength instead of reminding them of their weakness.***  
 – K. Annie Jones, *Psychology of Psychology*

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APR 2023	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
MAY 2023	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

**GOALS**

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SUN	MON	TUE
	1	2
	1ST DAY OF ASIAN PACIFIC AMERICAN HERITAGE MONTH, 1ST DAY OF JEWISH AMERICAN HERITAGE MONTH	
7	8	9
14	15	16
MOTHER'S DAY	22	23
21	22	23
28	29	30
	MEMORIAL DAY • CAMPUS CLOSED	

*[My father] knows the value of education because he never had the opportunity to attend school in India... When he attended all of my graduation ceremonies, it was as if he graduated alongside me.*

*- Renu Katoch, Educational Advisor ABE*

# MAY 2023

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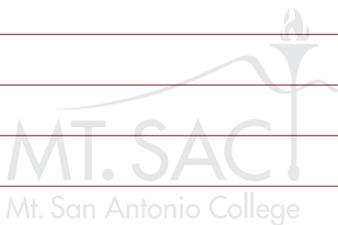
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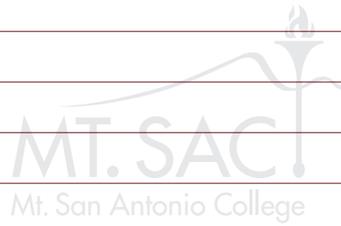
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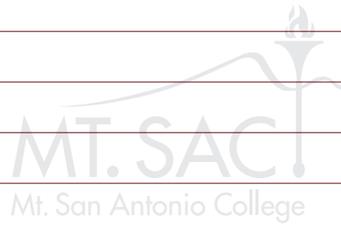
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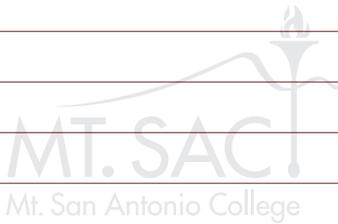
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SUN

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Inspirational Quote \_\_\_\_\_

***Not everything that is faced can be changed; but nothing can be changed until it is faced.***  
 – James Baldwin

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MAY 2023		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
JUN 2023							
		1	2	3			
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

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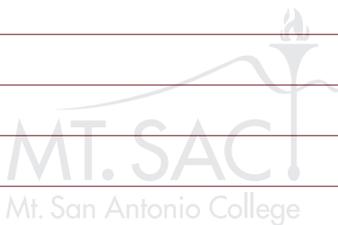
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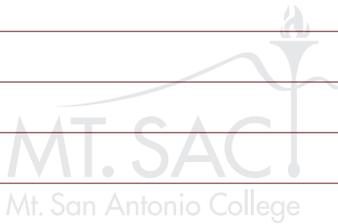
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Inspirational Quote

*I really don't think life is about the I-could-have-beens. Life is only about the I-tried-to-do. I don't mind the failure, but I can't imagine that I'd forgive myself if I didn't try.*

– Nikki Giovanni

	S	M	T	W	T	F	S
MAY 2023		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
JUN 2023				1	2	3	
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

**GOALS**

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SUN	MON	TUE
4	5	6
	• FINAL EXAMS WEEK	
11	12	13
KAMEHAMEHA DAY	LOVING DAY	
18	19	20
FATHER'S DAY	JUNETEENTH • CAMPUS CLOSED	
25	26	27

Participate in the graduation ceremony. Gather your friends and family and celebrate your success!!! You should be proud of yourself.  
- Julie Laverty, Professor of Communication Studies

# JUNE 2023

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1ST DAY OF PRIDE MONTH, 1ST DAY OF CARIBBEAN-AMERICAN HERITAGE MONTH

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• COMMENCEMENT

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FLAG DAY

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FIRST DAY OF SUMMER, LITHA (WICCA/PAGAN) SUMMER SOLSTICE

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**MON**

**29**

**TUE**

**30**

**WED**

**31**

• CAMPUS CLOSED

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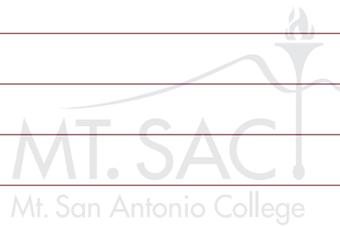
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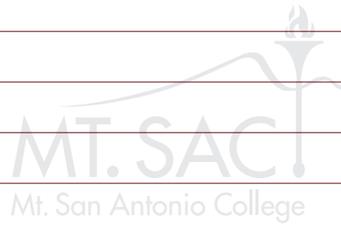
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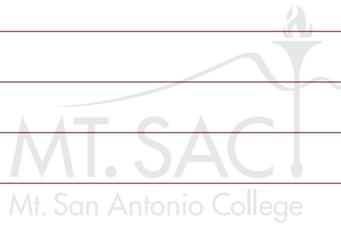
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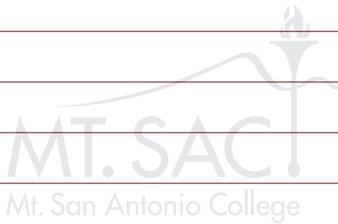
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SUN

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Inspirational Quote \_\_\_\_\_

***I can be changed by what happens to me. But I refuse to be reduced by it.***  
 – Maya Angelou

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30	31					
JUL 2023						

















# CAMPUS MAP LEGEND

Location Building Number

- A** Academic Senate . . . . . 4
- Accessible Technology Center . . . . . 9E
- Accessibility Resource Centers for Students (DSPS) . . . . . 9B
- Accounting & Management . . . . . 78
- ACES . . . . . 9E
- Adult Basic Education Center . . . . . 30
- Admissions & Records . . . . . 9B
- Administration . . . . . 4
- Agricultural Sciences . . . . . 80
- American Language Department . . . . . 66
- Animation Drawing Lab . . . . . 13
- Art Center . . . . . 1A/B/C
- Art Computer Graphics Lab . . . . . 13
- Art Gallery/Classrooms . . . . . 1B/C
- Art History Department . . . . . 26D
- ARISE (*Asian American Pacific Islander Program*) . . . . . 16E
- ASPIRE . . . . . 9B
- Assessment . . . . . 9B
- Athletics Modular . . . . . 44
- Auxiliary Services . . . . . 9A
- B** Basic Needs Resources Center . . . . . 9G
- Biological Services . . . . . 7, 11, 60 & 61
- Bookstore (SacBookRac) Photo ID . . . . . 2T
- Box Office . . . . . 78
- Business Administration . . . . . 9E
- Business Division Offices . . . . . 77
- Bridge/Learning Communities . . . . . 9E
- C** Café 91 (*Student-run Restaurant*) . . . . . 78
- CalWORKS . . . . . 9B
- Campus Events . . . . . 6
- Campus Safety, Police and . . . . . 23
- Career & Transfer Services . . . . . 9B
- Cashier's Office/Permits (*Bursar's Office*) . . . . . 4
- Center of Excellence . . . . . 21D
- Central Plant . . . . . 29
- Chemistry Department . . . . . 7
- Child Development Administration . . . . . 70
- Child Development Classes . . . . . 73
- Child Development Complex . . . . . 70-73
- Child Development Faculty Offices . . . . . 73
- Clarke Theater . . . . . 2T
- Communication Department . . . . . 26D
- Computer Information Systems . . . . . 79
- Consumer Sciences & Design Technologies . . . . . 78
- School of Continuing Education Division Office . . . . . 40
- Counseling Department . . . . . 329, 327
- Counseling Offices, West . . . . . 4
- D** Dance Studio . . . . . 2T
- Deaf & Hard of Hearing, Center for (DHH) . . . . . 9D
- Design Technology . . . . . 13

- Disabled Student Programs & Services is now Accessibility Resource Center for Students . . . . . 9B
- Document Storage/Facilities Planning . . . . . 46A
- DREAM . . . . . 16E

- E** Emergency Operations Center . . . . . 46
- Employee Counseling Center . . . . . 7
- English Department Office . . . . . 26D
- EOP/S/CARE . . . . . 9B
- Equity Center . . . . . 16E
- ESL Classrooms . . . . . 31A & B, 32, 35-36 & 66
- Exercise Science/Wellness Center . . . . . 27A

- F** Facilities, Planning + Management / Maintenance + Operations . . . . . 46, 46A, 46B, 47
- Farm (Agriculture/Horticulture/VetTech)
  - Agricultural Sciences . . . . . 80
  - Equine Unit . . . . . FA-B-C
  - Equipment Barn . . . . . F3
  - Equipment Technology . . . . . F7
  - Farm Offices . . . . . F2A
  - Horticulture Storage . . . . . F2B
  - Horticulture Unit . . . . . F1
  - Irrigation & Landscape Construction . . . . . F2C
  - Livestock Pavilion . . . . . F9
  - Small Animal Care Unit . . . . . F5B
  - Swine Unit . . . . . FA4 & F4B
  - Vitium . . . . . F5A
- Fashion . . . . . 78
- Fedderson Recital Hall . . . . . 2M
- Financial Aid . . . . . 9B
- Financial Services . . . . . 4
- Foreign Languages, is now World Languages . . . . . 66
- Forensics . . . . . 26D
- Foundation & Alumni Association Office . . . . . F10
- Founders Hall . . . . . 10

- G** Geography & Political Science Department . . . . . 26D
- Grants . . . . . 4
- Gym . . . . . 3

- H** Health Careers Center . . . . . 67A & B
- Health Careers Resource Center . . . . . 67B
- Heating/Air Conditioning . . . . . 69
- Heritage Hall . . . . . 74A
- High School Outreach . . . . . 94
- High School Releasal/Adult Diploma Programs . . . . . 32, 33 & 38A-B
- History Department . . . . . 26D
- Honors Program . . . . . 26A
- Hospitality & Restaurant Management/Culinary . . . . . 78
- Human Resources . . . . . 4
- Humanities & Social Sciences Division Office . . . . . 66
- Humanities/Social Sciences . . . . . 26A, B & D

- I** Information Technology . . . . . 23 & 23A
- International Students (Admissions) Center . . . . . 9B/9F

- Instruction Office . . . . . 4
- Interior Design . . . . . 13

- J** Journalism . . . . . 26D

- K** Kinesiology, Athletics & Dance and Division Office . . . . . 45

- L** Language Center . . . . . 66
- Library / Learning Technology Center . . . . . 6
- Library & Learning Resources Division Office . . . . . 27C
- Locker Rooms . . . . . 27C

- M** Mail Center . . . . . 4
- Maintenance & Operations/Facilities Planning & Management . . . . . 47
- Marketing & Communication . . . . . 4
- Math & Science . . . . . 61
- Math Tutoring . . . . . 6
- Media Services . . . . . 6
- Mental Health Faculty Offices . . . . . 67A
- Mountie Café (*Food*) . . . . . 8
- Mountie Stop (*Food & Supplies*) . . . . . 77
- Music/Dance/Theater Classes . . . . . 2M & 2T

- N** Natural Sciences Division Office . . . . . 61
- Natural Sciences Complex . . . . . 7, 11, 60 & 61
- Nutrition . . . . . 78

- O** Older Adult Programs . . . . . 36

- P** Paralegal . . . . . 78
- Parking Office (Violations) . . . . . 23
- Payroll & Purchasing . . . . . 4
- Performing Arts Center . . . . . 2M & 2T
- Photographics . . . . . 13
- Planetarium . . . . . 26C
- Pool . . . . . 27P
- Pride Center . . . . . 26A
- President's Office/Board Room . . . . . 10
- Printing Services . . . . . 4
- Professional & Organizational Development . . . . . 6
- Prime Stop (*Food & Supplies*) . . . . . 61
- Psychology Department . . . . . 18A
- Public Affairs & Media Relations . . . . . 4
- Police and Campus Safety . . . . . 23

- R** Radio (Mt. ROCK/Audio 8 Ball) . . . . . 13
- REACH . . . . . 16E
- Real Estate . . . . . 78
- Receiving/Transportation . . . . . 48
- Regional Health Occupations Resource Center (RHORC) . . . . . 35
- Research & Institutional Effectiveness . . . . . 4
- Risk Management . . . . . 4

- S** School of Continuing Education Division Office . . . . . 40
- Science Laboratories . . . . . 60
- Science - North . . . . . 11
- Science - South . . . . . 7
- Sherman Park . . . . . F1A
- Short-term Vocational . . . . . 40
- Sociology & Philosophy Department . . . . . 26B
- Stadium (*Hilmer Lodge Stadium*) . . . . . 740ST
- Stadium Field House (*Home Side*) . . . . . 742
- Beach Volleyball Courts . . . . . Lot M
- Cross Country . . . . . 760CC
- Flex Field . . . . . 750FLX
- General Practice Field . . . . . 750GP
- Hammer Throw . . . . . 760HT
- Stadium Concessions/Ticketing . . . . . 746
- Tennis Courts . . . . . 730T

- Starbucks . . . . . 8
- STEM Center . . . . . 6
- Student Health . . . . . 67B
- Student Health (Satellite Office) . . . . . 9E
- Student Life Center . . . . . 9C
- Student Services Center . . . . . 9B
- Student Services Annex . . . . . 9D
- Student Success Center . . . . . 9E
- Study Abroad . . . . . 26A
- Studio Theater . . . . . 2T

- T** Teacher Preparation Institute Technology Center . . . . . 26A
- Technology & Health Division Office . . . . . 28A
- Technical Education Resource Ctr (TERC) . . . . . 26D
- Technical Services . . . . . 23
- Telecommunications . . . . . 23
- Tutorial Services/Supervised Tutoring (LAC) . . . . . 6
- TV Production/Broadcasting . . . . . 6

- U** Upward Bound/TRIO . . . . . 9E
- V** Veterans Resource Center . . . . . 9E
- Vocational Technical Ed. Act (VTEA) . . . . . 40

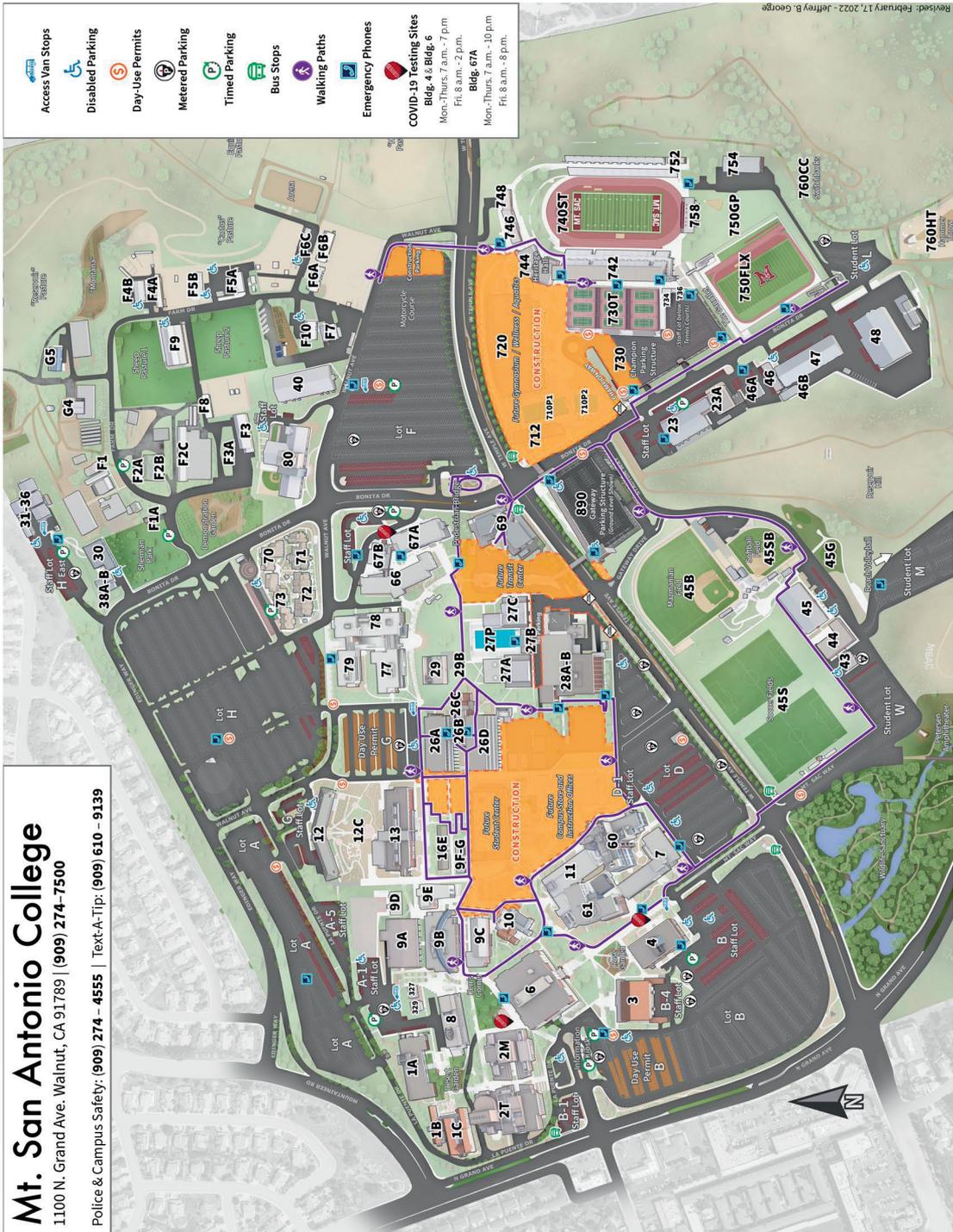
- W** Welding/Air Conditioning . . . . . 69
- Wellness Center . . . . . 27A
- WIN (Student Athlete Tutorial Center) . . . . . 45
- World Languages/Foreign Languages . . . . . 66
- Writing Center . . . . . 26B

**Search Campus Map**  
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 or the **MountieApp**

Mar. 11, 2022

# MT. SAN ANTONIO COLLEGE CAMPUS MAP

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