



Students can access through their Student Portal at <https://newstudentorientation.mtsac.edu>

President's Message

Welcome to the orientation program for Mt. San Antonio College.

This orientation provides you with a lot of information, support, and encouragement going forward to be successful at Mt. SAC.

So as you go through orientation today, you will clarify your goals going forward, you'll learn how to create a Mountie academic plan, you'll learn about the registration and enrollment processes here at Mt. San Antonio college. But beyond processes, you will learn about the support systems that are available to you. The cohorts support groups, the academic centers that support your learning and your major. Your ability to plan and implement a schedule in our registration process. This is your first step to a college graduation completion. These first steps are important to occur in a way that make the most of your potential and enable you to get started on a path to success.

Enjoy the day! And remember, ask questions!

Student Welcome

Get ready for... a nationally ranked... top in tech... award winning... college journey.

Get ready for... A full college experience.... Affordable and Convenient!

Get ready for... Excellence... Success... & Support.

Get ready... To Reach New Heights.

Congrats on joining Mt. San Antonio College! This online orientation is designed to help you have a great start.

You're going to go over info. that will help you be successful with your academics. You'll also learn about all the support services available. Plus, ways to get involved in student life and guidelines for campus policies and safety. There will also be a checklist to keep you on track.

As you go through, look for the "i" for more info. on a specific subject. You'll also go through some fun and interactive quizzes. At the end, you'll find out what to do next to register for classes. If needed, you can return to this online orientation at any time to review the content you've already gone through, even after you've completed everything.

Welcome to Mt. San Antonio College and get ready to start reaching new heights, right now!

Your Online Orientation

- 1.
- 2.

- 3.
- 4.
- 5.

About this Program

- Your online orientation is made up of modules accessible through the main menu items and the menu icon on your home screen. To begin, click the title of the module from either view.
- Each module is made up of a series of slides. To complete each module, click through the slides using the next and previous buttons.
- A module is complete when you view the last slide.
- You must complete each module in order.

Throughout this program, look for

Items of Interest Links

Some slides include an "i" button and statement that begins with "I would like to learn more about..." If you want to save this information to review it later, click the "i" button. You'll find a link to more information about that topic on your resource page when you complete your orientation.

Glossary Terms

When a word is double underlined, you can click on it to learn its meaning.

Intelligent Search

Here you can access the search feature. When you search for a term, you'll be presented with results based on the progress you've made so far. All search terms are released when you complete your orientation.

Discovery Tools

The Discovery Tools on the right side of the main menu include:

Announcements

Return to this area frequently to view announcements and reminders you'll receive throughout the semester.

Checklist

Use this area to keep track of what you've completed and what else needs to be done.

Resources

This page includes links to essential information and the personalized Items of Interest you selected throughout the orientation.

FAQ

Click to ask a question or view answers to questions asked most often.

College Lingo

The college world often has its own lingo. Use this app to discover the terms you will need to know to navigate college.

Achievements

Go above and beyond! Check your progression through your online orientation.

Remember...

When you complete this orientation, all of the modules will be unlocked and available for you to use as a reference.

Need Assistance?

If you are having issues and need help, contact our IT Help Desk at (909) 274-4357 or helpdesk@mtsac.edu.



Introduction

At Mt. San Antonio College, we give you the support and excellent education you need to succeed whether you're pursuing a new career, looking to gain admission into a top-tier university, or planning to advance in your career. You're going to love it here, with faculty, courses, facilities, and technology that rival that of the best four-year universities. Our students and staff have earned numerous awards for their work, including state and national championships for everything from robotics to track, to industrial design. If you're a graduating high school senior that is starting Mt. SAC in the Fall, we encourage you to connect with High School Outreach for guidance to help you prepare for college. So, if you're a local high school senior, be sure to check out their website to find out more. Once you're here, you can take advantage of all the opportunities Mt. SAC has to grow and achieve your academic and career goals.

Assessment Questionnaire

We want you to start off on the right foot, which is why your first step is to determine the right level you need to begin your college career.

Join every Mt. San Antonio College student by participating in an assessment and placement process, which also allows the faculty to provide instruction at an appropriate level with the knowledge that students will be reasonably prepared.

Take the Assessment Questionnaire

The Assessment Center uses an Assessment Questionnaire (AQ) to help you place in the right courses for you in English, Reading, and Math sections. This is in place because we don't want you to take an advanced class before you're ready — we want you to feel confident in your studies, to do well, and gain the proper knowledge you need for higher-level classes later on.

Mountie Fast Track

If you're unsure about the AQ or about what your next steps should be, sign up for a Mountie Fast Track Info Session to get in, get started, and become better prepared to successfully complete the registration process. Check our calendar to see when/where the next session will be!



Educational Goals

Setting educational goals will send you down the pathway to success.

Educational goals will help you determine the level of education you need to achieve both your educational and career goals. Having clearly defined, measurable goals provides long-term vision and purpose.

By setting effective goals, you can:

- Improve your academic career
- Increase your motivation
- Improve your self-confidence

- Increase your pride & satisfaction in performance

Students come to Mt. SAC for many reasons, and the three most common reasons are to earn a certificate, an Associate Degree, and/or to transfer. Learn more about these options below. A counselor can help you determine which educational goal is a good match for you.

Certificates

Which certificate you choose will depend on the career you want to pursue. A counselor can help you select the perfect program for you!

Degrees

Mt. SAC offers two types of Associate Degrees.

1. Local degrees: Associate in Science (AS) or Associate in Arts (AA) degree
2. Transfer degrees: Associate in Science for Transfer (AS-T) or Associate in Arts for Transfer (AA-T)

AS and AA degrees can either help propel you into the workforce or they can provide you a strong liberal arts education. Students must complete 60 units, meet all major, general education, and graduation requirements to earn this degree.

AA-T and AS-T degrees can prepare you to transfer to a California State University (CSU). Student must complete 60 units, meet all major, transfer general education, and CSU transfer requirements to earn this degree.

Transfer

Students who want to earn a bachelor's degree can start their course work here at Mt. SAC and then transfer to another college or university to complete their bachelor's degree. Typically, students will take general education courses and major preparation courses before they transfer. Students who want to transfer to a public institution; University of California (UC) campus or California State University (CSU) campus will typically complete 60 or more units of transferable course work before they transfer. For students who want to transfer to out-of-state or private institutions the requirements may vary. Students should meet with a counselor or advisor to learn about the specific transfer requirements for the school and major of their choice.

Click the “i” below to learn more about the services available to you through our Transfer Center.

Mountie Memo

Interested in writing? Join the journalism program — a numerous award winner with the Associated Collegiate Press (ACP)!



Mountie Memo

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Find Your Pathway

Choose from 90 different programs and 150 certificate (career training) programs in industries and subjects ranging from graphic design to agriculture to nursing to air conditioning repair. We have so many wonderful options that it can be overwhelming. We have organized our majors into 9 career clusters to make it easier for you to find a major that is right for you! Take a look at some of the major options that are available to you. The cards below correspond with our career clusters click on them to learn more about each of these categories.



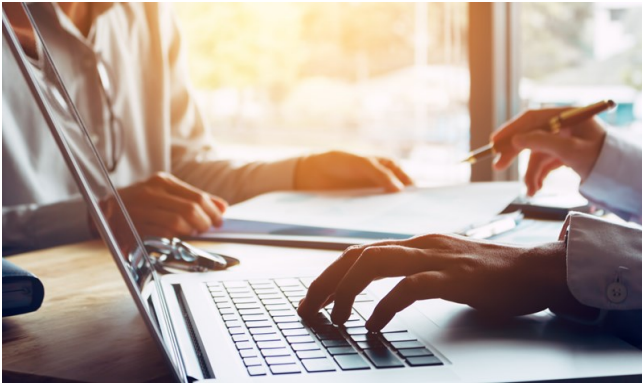
Arts & Design

Animation, Architecture, Art History, Audio Arts, Baking and Pastry, Culinary, Dance Teacher, Fashion, Film, TV, and Electronic Media, Fine/Studio Arts, Gallery Design, Graphic Design, Interior Design, Video Game Design, Music, Photography, Print Making, and Theater.



Aviation, Electronics & Manufacturing Programs

Air Conditioning & Refrigeration, Airframe & Aircraft Powerplant Maintenance Technology, Aviation Science, Building Automation, Commercial Flight, Computer Aided Drafting, Computer Numerical Control (CNC Technician), Digital Systems Technology, Drone Camera Operator, Electronics, Engineering Construction Technology, FAA Aircraft Dispatcher, Industrial Design Engineering, Manufacturing, Welding.



Business & Information Technology

Accounting, Administrative Assistant, Android Programming, Big Data Analytics, Business, Computer Information Systems, Culinary, Fashion, Hospitality, Paralegal, Real Estate.



Health & Wellness

Alcohol/Drug Counseling, Athletic Trainer/Fitness Specialist, Coaching, emergency Medical Services (Paramedic), Fire Technology, Histologic Technician, Human Prosecution, Kinesiology, Mental Health Technology

- Psychiatric Technician, Nursing, Nutrition, Public Health, Respiratory Therapy, Radiologic Technology



Humanities & Communication

Art History, Communication, English, Film, TV, and Electronic Media, History, Humanities, Journalism, Language Arts, Philosophy, Radio Broadcasting, Sign Language Interpretation, World Languages and Global Studies



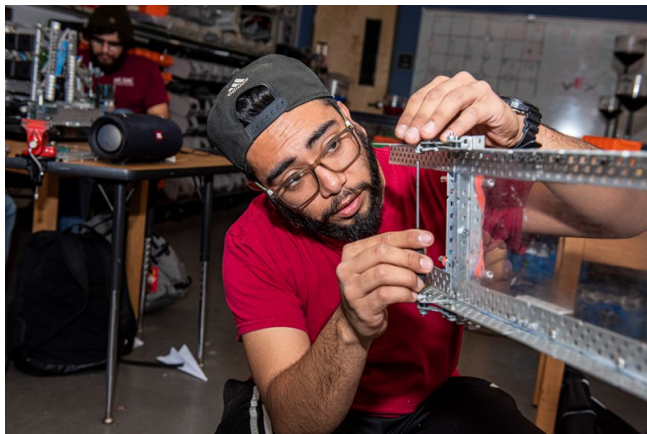
Plants & Animals

Agri-Technology, Animal Science Fundamentals, Environmental Studies, Horse Ranch Management, Horticulture, Integrated Pest Management, Landscaping, Livestock Production, Park and Sports Turf Management, Pet Science, Public Works, Veterinary Technician



Public Service & Social Science

Administration of Justice, Anthropology, Emergency Medical Services (Paramedic), Environmental Studies, Fire Technology, Geography, History, Paralegal, Political Science, Psychology, Sign Language Interpreting, Social and Behavioral Sciences, Social Justice, Sociology



Science, Technology, Engineering & Math

Anthropology, Applied Laboratory Science, Biology, Engineering Construction Technology, Computer Engineering, Computer Science, Engineering, Geography, Mathematics, Natural Sciences, Physics, Plant Science, Surveying



Teaching & Education

Athletic Trainer/ Fitness Specialist, Child Development, Coaching, Dance Teacher, Educational Paraprofessional (Instruction Assistant)

Graduation Requirements

You Are On Your Way!

To see your academic progress, log into your “My Mt. SAC” portal and click on Mountie Academic Plan. If you meet with a counselor, they will also be able to help you establish exactly what you need in order to earn your degree or certificate.

Then, make sure that you submit your Application for Graduation aka “Graduation Petition” or your Application for Certificate before the deadline (listed in “Schedule of Classes”) and you can even apply for graduation one semester prior to completing all required coursework. Graduation applications are available on your portal, click on Graduation and Certificate Application (#45).

Your application will be reviewed the semester you plan to complete your degree or certificate, then you’ll receive the results of that review by mail. Once you graduate, you’ll also receive your degree via mail.



Preparing to Transfer

If your goal is to start your bachelor's degree at Mt. SAC and then transfer to another college or university to complete your degree, you have many options.

Public Universities:

California has three types of public institutions of higher education, community colleges (like Mt. SAC), the California State University System, and the University of California system. They are publicly funded, so they are often the most affordable options for students wanting to earn a bachelor's degree.

California State University (CSU)

To transfer to a CSU campus, students will need 60 units, a 2.0 GPA or higher, at least 30 units of general education with the following four general education categories complete:

- Oral Communication
- English Composition
- Critical Thinking
- Mathematics and Quantitative Reasoning

While it's not required to finish ALL major prep classes and general education to transfer into most CSU majors, it is highly recommended that you complete those courses before you transfer. You can find the major

preparation courses online at www.assist.org. You can use the CSU GE pattern or the IGETC pattern to finish your lower division general education course requirements.

Many students will benefit from completing an AA-T or AS-T degree to help them prepare for transfer. Talk to a counselor or advisor to see what the best option is for you.

University of California (UC)

To transfer to a UC campus student will need 60 UC transferrable units, a 2.4 GPA or higher, and at least 7 general education courses including:

- English Composition
- Critical Thinking
- Mathematical Concepts and Quantitative Reasoning
- And four additional courses from two additional general education areas

While it's not required to finish ALL major prep classes and general education to transfer into most UC majors, it is highly recommended that you complete those courses before you transfer, especially major preparation. You can find the major preparation courses online at www.assist.org. For most UC majors, you can use the IGETC pattern to complete your lower division general education course requirements.

Many students can benefit from participating in Transfer Admission Guarantee (TAG) with participating UC Campuses. Talk to a counselor or contact the Transfer Center to learn how you can get guaranteed admission to a UC campus. For students who want to transfer to UCLA, the Honors Program is highly recommended. Contact the Honors Program to learn more.

Private and Out-of-State Colleges and Universities:

Transfer requirements vary greatly among private and out-of-state institutions, so please see a counselor or advisor to learn what is required.

Mountie Memo

If one of these universities interest you, carefully research their website as they each have specific TAG requirements.



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Choosing the Right Program for You

We have so many majors that we've grouped them into clusters to make it easier to find the major that is right for you!

Majors? Degrees? Certificates? We understand that it can be a lot to figure out, but you're not alone.

To help you explore your areas of interest, Mt. SAC's career and technical programs are organized into **"clusters"** that list courses associated with specific career paths. This can help you determine if you'd like to earn a degree, a certificate, transfer to an advanced university program, or move directly into the job market.

Explore Careers and Majors

Whether you already have a specific study path in mind or you're undecided, we can help you narrow down the field you want to work in and gain confidence in what you want to do. Even if you've already decided on a specific major or certificate to pursue, do you know what career options are available to you after you earn your degree/certificate? Take a look at our **"Career & Major Exploration"** tool, which can help alleviate any anxiety you may be experiencing as you decide your future.







Student Basics

As a California community college, tuition fees are lower if you're a resident of California.

Your status as a resident of California is verified when you apply to Mt. SAC and is required if you want to pay the resident tuition (\$46/unit). All international students and non-California residents must pay the nonresident tuition (\$216/unit).

Click each icon to learn more.



Class Units

College courses are measured by "units," which equal lecture hours per week, e.g., three-unit classes equal meeting three hours per week for class lecture with six hours of study time required outside of

class. This can help you understand how intense and time consuming a class will be. Twelve units give you full-time student status. If you register for fewer than 12, that's okay! Just double check your financial aid as it may change whether you're a part-time or full-time student. Mt. San Antonio College sets a limit of 18 units for all students. Students wishing to enroll in more than 18 units in a fall or spring semester or 7 units in a winter or summer term must see a counselor for approval.



Time Management

A key method to time management is understanding class expectations, like how we mentioned that a three-hour-a-week class requires at least twice as much time spent on homework outside of class. During your first semester, you'll learn how long it takes to complete homework and assignments per class and be able to handle

other activities. After a semester or two, you'll also know how to factor in your job with class time and homework. For now, here's a quick guide to help you.

Time Management Guide

If you work: Take no more than:

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

As a student, you'll either receive a grade between A and F or a "Pass" or "Not Passing" grade after the first day of the fourth week if your full semester occurs. If you want all your units or class credits to transfer to a university, you'll need a C or higher. Many times, you also need a C or higher to take the next level class.



Incomplete

You may request an "Incomplete" or the professor may initiate the petition on behalf of you when there are medical emergencies or verifiable work conflicts. Incompletes can only be issued for requirements missed after the fourteenth (14) week of a regular semester class or after 85% of a short-term or summer/winter intersession class. You may not re-enroll in that same course to make up the "Incomplete." If the Incomplete is granted, you have one year to fulfill the rest of the required assignments or the Incomplete will become your official letter grade for the course.



Withdrawals

If you have to drop a class, it's best to do it during the first three weeks of a regular, semester-length class as no "W" (for "withdrawal") will show up on your academic record. If you drop a class between the first day of the fourth week and last day of the tenth week, it will be recorded as "W" on your academic record.

To withdraw from a class:

- Go to the Mt. SAC website
- Sign into your online student portal
- Verify your drops by printing your Schedule/Receipt.
- See your Schedule/Receipt in the portal for important deadlines related to dropping classes.

Mountie Memo

At Mt. San Antonio College, "class units" are synonymous with "class credits."

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Setting Up a Schedule

Think you're ready to set up your schedule?

Log into your "My Mt. SAC Portal" to view your registration date as you won't be able to register before your assigned day and time. Decide what classes you want to take before registering by checking out the "Schedule of Classes" or search online to see available classes. Make sure you write down the "Course Reference Number" (CRN) of each class — you'll need it when you register as it helps separate classes based on subject,

level, time, location, etc. Pick a couple of backup classes as some could already be filled or closed when you register.

Prerequisites and Corequisites

Double-check if courses have prerequisites or corequisites listed next to them to make sure you meet those requirements before you register.

Prerequisites

A prerequisite is a course, test, etc., that must be completed before you take certain classes. All course prerequisites listed must be completed with a “C” or better before you can move on to the next level class. If a class has a “basic skills” prerequisite, that means you’ll need satisfactory test results on file to meet the requirement. **An advisory prerequisite** is a course that is not required for enrollment but recommended to help you succeed in the course. This is in place as we want you to be more prepared for certain courses.

Corequisites

A corequisite is when you must take two courses within the same semester. An example would be if you want to take “Class A” and you see in the course description that “Class B” is a corequisite for Class A. Make sure to register for both as they’ll inform on each other.

When it’s time for you to register, log in to your student portal, click on the “Student Tab,” then “Register,” and start signing up for classes!

**Mountie
Memo**

We want you to enjoy your college experience, so be careful not to overload your schedule!



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Memo**

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Registration

We want you to be able to take the classes you want when you want.

Below, we've provided detailed information to help you in how to manage your classes and what to expect, so **please pay attention here** — thanks!

Adding/Dropping Classes

To add classes:

1. From the home page, scroll down to the green bubble and **click the “Schedule of Classes.”**
2. Click “Search for Classes,” view the “Open Class List,” or search “Open Online Classes.”
3. Write down any Course Reference Numbers (CRN) of classes you want.
4. Next, **log into your Mt. SAC Portal.** (This is where you can also see your registration date and time to know when you can register for classes, #8 in your student tab).
5. Click on the Student tab
6. Click on #4 Register (Add/Drop Classes).
7. Click Submit under “Select a Term”.
8. View your account summary and then pay your fees online.

To drop classes:

1. Log into your Mt. SAC portal
2. Click on the Student tab.
3. Click on #4 Register (Add/Drop Classes)
4. Click Submit under “Select a Term”.
5. Click on the drop down box in front of the class you want to drop, then select the option for dropping the class.
6. Click submit.
7. Verify your drops by clicking # 11 – Print Your Schedule/Receipt, in your student tab.
8. View your schedule/receipt in the portal for important deadlines related to dropping classes.

Waitlist

If the class you want to take is full at the time you register, you can be placed on a waitlist and notified by email when a spot becomes available so that you can sign up. Sign up within 72 hours or you'll be removed from the waitlist. If no space becomes available, you won't be registered for that class, so make sure you have backup classes selected!

Priority Registration

This will help you complete your educational goals within a reasonable time frame. It's designed to provide an equal and fair chance for all students to register for the classes they need throughout their college career as required by the State of California (Title 5, Section 58108). Through this system, you and other students are placed in different defined categories such as students that have completed prerequisites. Students who fall in the same category are prioritized and randomly assigned to appointment dates and times.

Deadlines

Application Deadline	Classes Begin
SUMMER SEMESTER — First Monday of March	Late June
FALL SEMESTER — First Monday of May	Late August
SPRING SEMESTER — First Monday of October	Late February

Understanding Fees

Enrollment fee is \$46 per unit. If you qualify for the CA College Promise Grant (formerly Board of Governors Waiver-BOGW), you won't have to pay this fee.

To park in student parking lots, you'll need to purchase a valid "Student Parking Permit" from your student portal or from the Cashier's Office.

Transportation fee, this fee is collected in Fall and Spring semesters only and it funds the Class Pass program which provides students with a free bus pass.

Health services fee is required from all students, those are eligible for the CA Promise Grant will have a reduced fee. We also honor requests for religious exemptions. This fee allows you to set up an appointment at our Student Health Center for minor illness/injury evaluation and treatment.

The **student activities fee** is an optional fee of \$11 charged during fall and spring semesters to raise funds for book grants, scholarships, leadership opportunities, co-curricular programs and activities, and discounted amusement park/movie theater tickets.

If you'd like to be able to state your position and viewpoint before the city, county, district, and state government agencies, you can choose to partake in the **student representation fee** of only \$2.00 per semester (fall and spring).

[Fees & Tuition](#)



Paying for College

You may qualify for some form of federal financial aid.

The most important thing to remember is to **apply and apply early**. You'll complete an online application called "**the FAFSA**" or you may complete the **CA Dream Act Application** if you are a non-resident under AB 540. **This application is open beginning October 1**. Applications should be submitted before the priority deadline each year and you'll need to reapply each year you're in school.

About Federal Financial Aid

Start by completing the FAFSA

The Free Application for Federal Student Aid (FAFSA) is the application used by the federal government to determine the amount and type of student aid available to you. When you complete this online form, the government determines if you qualify for grants, loans, work study or all of the above. This program uses a calculation called the "Estimated Family Contribution" to determine the total amount of your award.

Steps to Apply for Federal Financial Aid

1. Gather your personal and financial information. You may need tax and income records for you and your family.
2. Apply for a Federal Student Aid (FSA) ID.
3. Create an account at the FAFSA website using your FSA ID.
4. Complete the FAFSA form. Here are a few tips:
 - When prompted, use our School Code 001245. This will send your information directly to us.
 - When prompted, use the "Tax Retrieval" link within the form to have your federal income tax return "linked" to your application.
 - Use your name as it appears on your Social Security card.
 - Remember to sign your FAFSA.
5. Respond promptly to email notifications as you may need to provide verification documents to our Financial Aid office. This information is necessary to complete your application and determine your award amount.
6. Confirm with our Financial Aid office your verification documents have been received.

California Dream Act

The **California Dream Act** allows undocumented students to receive scholarships administered by public institutions (AB-130) and state funded grants including Cal Grants, California College Promise Grant (AB-131). The California Dream Act Application is used by undocumented students who meet the non-resident exemption requirements under AB 540. The application can be found at dream.csac.ca.gov.

Types of Federal Financial Aid

Grants

Pell Grants are awarded for exceptional financial need and is similar to a scholarship from the U.S. federal government that gifts students in need of paying for college. Grants don't have to be repaid.

Scholarships

Mt. San Antonio offers you a variety of scholarships every year for qualified students. Some are need-based, program-specific, or demographic-specific. Browse both our internal and external scholarships to maximize your financial support potential.

Federal Work Study

This program allows you to work (generally on campus) for a regular paycheck at an hourly rate. Most jobs are offered part-time at an entry level pay rate.

Loans

The federal government offers two types of loans that must be repaid after you graduate.

Subsidized loans are available for undergraduate students based on financial need and do not accrue interest while you're in college. Repayment is "deferred" until six months after you stop attending.

Unsubsidized loans are available to both undergraduate and graduate students and are not based on financial need. You do not have to begin repayment until six months after you stop attending. The difference is interest on these loans starts accruing right away and is added to the balance of the loan, so don't forget to plan ahead on repaying these!

Financial Aid FAQs

What do I need to complete FAFSA or CA Dream Act application?

For both FAFSA and state aid, you should have your:

- W-2 forms and other records of money earned (usually listed on a 1099).
- Federal income tax return.
- Parents' federal income tax return (if you are a dependent).
- Current bank statement.
- Untaxed income records (veterans non-education benefit records, child support received, or unemployment benefits).
- Social Security Number for FAFSA **but not** CA Dream Act.

I submitted FAFSA/CA Dream Act and received my Student Aid Report (SAR), now what?

- Mt. SAC receives an electronic copy once you do.
- Monitor the status on the "**Financial Aid**" tab under "**Financial Aid Status**" and check "**Requirements**" where we may list additional info we need from you, in which case, call or make an appointment with a financial aid specialist if you need help.
- If no additional info is needed, you can view your financial awards in the "Financial Aid" tab.

**Mountie
Memo**

Applying for Federal Financial Aid DOES NOT mean you have to accept it, but you can't qualify unless you apply! Follow our links at the end of the orientation for Financial Aid resources.



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Online Classes

Understanding Online Classes

Our classes can take many forms, so follow this guide to understand what types of online classes we have to offer

- **ONLINE SYNCHRONOUS:** These classes are online but the class is held on a set day and time each week. You will log into Canvas to participate in the class.
- **ONLINE ASYNCHRONOUS:** These classes are online and have NO set meeting times. Work is done independently. You will log into Canvas to learn more about the class requirements.
- **HYBRID:** These classes are held both online and in person.

WEB in the Meeting Time means the class is ASYNCHRONOUS with no set class time. Log into your class in Canvas to learn more about the class requirements.

ONLINE means these classes are held online.

A BUILDING/ROOM means the class meets in person

Status	Icon	CRN	Cred	Meeting Time	Building/Room	Cap	Act	Rem	Instructor
Waitlist Full	AD 1	22304	3.0	WEB	ONLINE -	5	34	1	Garrett Staley
Waitlist Open	AD 1	22305	3.0	WEB	ONLINE -	5	35	0	April Torres

Status	Icon	CRN	Cred	Meeting Time	Building/Room	Cap	Act	Rem	Instructor
Waitlist Open	AD 2	22310	3.0	W 03:00pm - 04:05pm	ONLINE -	5	25	0	John Smith
Waitlist Open	AD 2	22311	3.0	W 06:00pm - 07:05pm	ONLINE -	5	25	0	John Smith

A Day and Time means the class is SYNCHRONOUS with classes held at a set day and time each week. Log into Canvas to participate in the class.

HYBRID Classes meet both Online and In-Person. Classes meet at a certain time on campus. Log into Canvas and carefully read the Professor's syllabus to understand course expectations.

Status	Icon	CRN	Cred	Meeting Time	Building/Room	Cap	Act	Rem	Instructor
Waitlist Open	WELD 80	24082	3.0	WEB	ONLINE -	10	10	0	Raul Tapia
				F 08:00am - 10:50am	69 - 6910				
				F 12:00pm - 03:25pm	69 - 6910				

Technology to Keep You Connected

Mt. San Antonio College provides several online resources to help you find information and services you'll use as a student.

If at any time you struggle in accessing or managing these, give the **Information Technology Help Desk** a call at extension 4357 from an on-campus phone or (909) 274-4357 (HELP) if you're off campus. You can also always email them at helpdesk@mtsac.edu.



Mountie Mail+

You automatically get Mountie Mail+ when you claim your Portal account after applying to Mt. San Antonio. To access it, log into the student portal on the website, enter your details, then click on “Mountie Mail+.” Want to use your phone? It’s no sweat — go to the app store and download the “Gmail” app from Google. For Android, navigate to your phone settings, click on “accounts,” and add Gmail. Then, for both IOS and Android, you’ll enter your student email, which will make the Mt. SAC portal pop up. Enter your details and you’re in!



Canvas

This is the Learning Management System (LMS) that hosts all courses you will take from traditional, face-to-face classes to hybrid or fully online classes. Canvas provides you with easy access to your grades, feedback, and a calendar of courses all in one place. This will allow you to better manage your school life.



Mountie App

You read that right! “There’s an app for that” applies to Mt. SAC!

With this app, you can:

- Add/drop classes
- Pull up campus maps
- Pay fees
- Find out if and why your registration is on hold
- Check your final grades
- Look up professors’ contact information
- And learn about cool campus news and events

[App Store](#) [Google Play Store](#)



Quiz Question

Which of the following is a source of financial aid?

- **A**
Work-Study Employment
 - **B**
Loans
 - **C**
Grants and scholarships
 - **D**
All of the above
-

Closing

To be successful, make sure you focus on what your overall goals are and then put in the work to make them happen. It's important to have good study habits and manage your time well in college. You have more freedom here, but also more responsibility. Mt. San Antonio College is committed to your academic success and provides a supportive environment to help you thrive. You truly can reach new heights here and wherever your passion takes you.

Introduction

Mt. San Antonio College offers a number of support programs just for you, designed to help you as you work to achieve your educational goals. We offer tutoring, career guidance, health and wellness services, academic counseling and more. You're going to learn about all these and more right now!

Tutoring Centers & Library Resources

Mt. SAC College Library

Access computers, borrow resources, and find quiet space for study. This is a great place to feel comfortable while you study or to relax between classes. Here, you can print/copy/scan documents, check out

books/audiobooks/DVDs/CDs, and reserve a study room for just you or you and classmates to work together on projects.

Have a question? Our friendly librarians can provide you with some research assistance. Not on campus? Use the 24/7 chat! The online chat is great for quick questions like determining if the Library has a specific book you need or if you need guidance on how to get started on a research project. We will not do your research for you, of course, only guide you.

Tutoring Centers

There is no shame in needing advice and guidance. In fact, students who seek tutoring are more likely to excel in class than those who don't. All these services are free to you and all Mt. SAC students.

Need assistance? Explore and utilize these options to help you when you need it.

- American Language (AMLA) Tutoring
- Language Learning Center (LLC)
- Academic Support & Achievement Center (ASAC)
- Math Activities Resource Center (MARC)/Transfer Math Activities Resource Center (TMARC)
- Speech and Sign Success Center (SSSC)
- Testing Services (Distance Learning)
- The Writing Center
- WIN Program (for Student Athletes)





Accessibility Resource Centers for Students (ACCESS)

Interested in Accessibility and Accommodations (Disability Resources) to be successful in your classes? Then Apply to the ACCESS program.

The Accessibility Resource Centers for Students, otherwise known as ACCESS, strives to offer quality programs and services empowering students with disabilities to access and engage in educational activities at Mt. SAC. ACCESS employees keep current in technology, laws, regulations and best practices relating to students with disabilities and promotes campus use of the latest technologies to provide equal access to instructional programs and services.





Career Services

We are fully aware that the primary goal of Mt. SAC students is to gain entry to or advance in their career

To give yourself the best chances of employment after earning your degree or certificate, connect with our career services for career planning guidance, gaining experience in a relevant field, and exploring hundreds of jobs with “**Mountie CareerSource.**”

Attend workshops, too, that teach you all about cover letters, résumés, and interviewing skills as well as provide mock interviews and general job search assistance with one of our career specialists.

Mountie Memo

Are you undecided in your major? Let's look at jobs that interest you instead and see what degree/certificate is needed per each job.



**Mountie
Memo**

Are you undecided in your major? Let's look at jobs that interest you instead and see what degree/certificate is needed per each job.

Transfer Services

Thinking about attending a university after you earn your degree?

Join your classmates and become a competitive applicant to the university of your choice by utilizing the Transfer Center. There, our staff will help you prepare to transfer through workshops, activities, events, and advising. Don't know your transfer major or where you'd like to apply for transfer? Reach out to us and we'll help you figure it out.

**Mountie
Memo**

Did you know that Mt. SAC ranks in the top ten list in transferring students to UC, CSU, and private colleges?



Mountie Memo

Did you know that Mt. SAC ranks in the top ten list in transferring students to UC, CSU, and private colleges?

Honors Programs

If you want a strong academic record that's transferable to a university, then consider joining the Mt. SAC Honors Program.

Thanks to the former Dean of Humanities, Dr. Stephen Runnebohm and faculty member Dr. Mary Brackenhoff, this program has existed since '95! You can join over 1,000 other students and choose from more than 40 honors courses. An enriched curriculum, seminar-based instruction, close interaction with honors program faculty, and special projects and activities are all at your fingertips.

Honors courses strengthen students' college transcripts and increase their chances for transfer to four-year institutions.

Additional benefits include:

- Membership in a learning community of motivated, well-prepared students
- Small classes (average 20 students)
- Increased interaction with faculty
- Participation in transfer agreements to UCLA, UC Irvine, and other universities
- Use of the Honors Center for studying
- Specialized academic advising and counseling from the Honors Counselors
- Opportunity to present research at annual undergraduate research conferences
- Library privileges at UCLA and UC Irvine
- Opportunity for recognition as an Honors Certified Scholar



Health & Wellness Services

Health Center

Your total wellness is essential to academic success, so visit the Mt. SAC Student Health Services to receive physical and mental health services that's in a confidential environment with sensitivity to your individual needs. All information is confidential and available only to you, the patient, with few exceptions as mandated by law.

The cost to use health center services is already included in your enrollment fees.

Basic Needs

As a Mt. SAC student, you can access the Mountie Fresh Basic Needs Resources if you're experiencing a shortage of supplies. This is a comprehensive, campus-wide effort that serves students experiencing housing instability, food insecurity, and other emergency/crisis situations.

The program's primary goal is to provide students in need with:

- Food Resources
- Housing Referrals
- Case-Management Support

[Basic Needs Resources](#)

Wellness Center

This training center guides you through comprehensive training programs and helps you achieve enhanced levels of fitness. Resources include; a group exercise room for yoga, cardio, and dance, a cardio/circuit training room, and a hydrostatic weighing tank.



Academic Counseling

Not sure how to chart your academic and career goal paths? Need help in creating your educational plan? Or do you just need someone to talk to?

The Mt. SAC Counseling Department is here to provide personal, academic, and career counseling.

Let us Help You:

- Choose a major and/or goal
- Create a **Mountie Academic Plan (MAP)** that includes all the courses you need to reach your goal
- Learn strategies to be successful in your classes

We Provide:

- Individual appointments
- Orientations & workshops
- Counseling courses

**Mountie
Memo**

We have dozens of Counselors to meet you where you are in your academic journey, they're here to help you reach new heights!



**Mountie
Memo**

We have dozens of Counselors to meet you where you are in your academic journey, they're here to help you reach new heights!

Veterans Services

We're so glad to have our wonderful veterans choose Mt. SAC as the place where they want to pursue their educational and career goals.

If you're a veteran, *thank you for your service* and please utilize the Mt. SAC Veterans Resource Center. We're in the Student Success Center Building, 9E – 1st Floor. Our office assists veterans and eligible dependents seeking educational and/or vocational training under Title 38, United States Code, chapters 30, 31, 33, 35, 1606, and 1607.

Mt. San Antonio College cooperates with the Veterans Administration and with the California State Bureau of Vocational Rehabilitation in helping veterans and dependents apply for federal and state educational benefits. We're ready to assist you and your eligible dependents, if you have any, and to make appropriate referrals regarding educational benefits.



Student Services

Because your success is our passion, all of the Student Services programs have been designed to address the unique and varied needs of our students.

There are **over 20 student services programs available** to meet your various needs — the programs featured here are but a handful of examples.

Bridge Program

Form lasting friendships in this program that encompasses learning communities like Summer Bridge, Math Bridge, English Bridge, etc., which all focus on a specific academic need and have an assigned counselor to assist you. The Bridge Program is perfect for students who are academically under prepared, economically disadvantaged, or need additional support in the first year at Mt. SAC. If you join this program, we'll work with you to promote your transfer success to universities.

EOPS

Extended Opportunity Programs & Services, aka "EOPS", is a state-funded program that will provide you with educational and financial support services, if you're someone that comes from a family that has historically

experienced economic and educational disadvantages. This program goes “above and beyond” all other traditional college services to help you to take your academic career to new heights.

CalWORKs

This program provides you educational/training assistance if you're a student-parent receiving **TANF (Temporary Assistance for Needy Families)**. The program will assist you in entering the workforce at the highest level possible, leading to increased self-sufficiency and individual growth. Support services include academic counseling, case management, childcare, and work-study.

DREAM Program

Are you a DREAMer (undocumented student)? You are welcome here! This program's purpose is to increase the personal growth and development of DREAM students through academic, career, and personal counseling; peer mentoring; assistance in applying for the California Dream Act/Financial Aid and scholarship opportunities (TheDream.US); and workshops regarding DACA and other issues relative to this student population.

REACH Foster Youth

Are you a current or former foster youth? REACH is here for you! REACH provides assistance to you while you transition into Mt. SAC, as you are taking classes and can help you graduate or transfer to a university. Join the REACH program and find a community of people waiting for you!.





TRIO Student Support Services

A D M I S S I O N S
&
R E C O R D S



Asian American Pacific Islander Program & Services





CAREER
CENTER





THE CENTER



deaf



hard-of-



hearing







MT. SAN ANTONIO COLLEGE



INREACH
SERVICES







Mt. San Antonio College

REACH



MT. SAC
**STUDENT
LIFE
OFFICE**

RESPONSIBILITY • INCLUSION
ADVOCACY • ENGAGEMENT

**TRANSFER
CENTER**

Quiz Question

Which of the of the following is an example of support available at Mt. SAC?

- **A**
Tutoring Centers
- **B**
Career Center
- **C**
Transfer Center
- **D**
All of the above

Closing

Mt. San Antonio College also meets the unique and varied needs of all students with learning communities like our Bridge Program and specialized support services including CalWorks, EOPS, ACCESS, and Honors. Click on the link to learn more.

Plus, not only do you get support from Mt. SAC while you're getting your education here, we also help with connecting you with career options and transfer opportunities to Universities. We know that you have your sights set on a career that you are passionate about or transferring to a 4 year college, so we have partnerships with employers and Universities to help you beyond your time here to reach new heights.

Introduction

There are so many ways to get involved in the Mt. San Antonio College community, whether it's athletics, the arts, student government or the outdoors. You can connect with other students and enhance your learning experience here. We have over 60 recognized student clubs and organizations for you to make friends and enjoy college life. So, get involved somewhere and have fun!

Clubs & Organizations

Your college career should be more than classes.

If you join a campus club or organization, you'll not only form strong friendships, you'll also gain valuable experience you can add to your résumé. Explore over 50 student clubs and organizations and consider getting involved.

Why wait? Get ahead now.

Earn a free certificate in Leadership

The Leadership Education and Development (LEAD) Program is a FREE non-credit certificate program that shows students how to become effective leaders.

- Attend convenient workshops
- Build your own schedule
- No application required



L.E.A.D

Earn a free certificate in Leadership!

The Leadership Education and Development (LEAD) Program is a FREE non-credit certificate program that shows students how to become effective leaders.

- Attend convenient workshops
- Build your own schedule
- No application required



Student Government

The Associated Students of Mt. SAC (AS) is a group of elected officers who represent the general student population on college issues. If you're interested in getting involved with student government or simply want more information on how you can have your voice heard on campus, visit the "Associated Student" webpage on the Mt. SAC website. An added benefit we can't leave out is that AS even offers discount tickets to local attractions like AMC Movie Theaters and local amusement parks.



Student Life Center

Interested in joining a club or organization but not quite sure where to begin? Visit the Student Life Center, the focal point for student activities and programs where you can learn about the various student activities. This center creates a supportive and relaxing environment where students can interact with one another where it serves as a meeting place for social functions, activities, lectures, clubs, and student government. The Student Life Center offers activities, games, a relaxing place to do homework, and a meditation space.

Mountie Memo

Our first robotics team qualified for a world championship and the second team currently ranks as 29th best in the world!



Mountie Memo

Our first robotics team qualified for a world championship and the second team currently ranks as 29th best in the world!

Athletics

As an athlete, we'll work with you to develop your values, self-discipline, and study habits.

Each year, Mt. SAC Athletics welcomes more than 800 student-athletes to campus and each year, they are among the college's top-performing students. Athletes are students first though. Athletics and your educational journey are intertwined and will help you reach new heights. When you graduate, we know you'll be prepared for whatever opportunities lie ahead of you.

Choose a Sports Team That's Right for You

- Baseball
- Basketball
- Beach volleyball
- Cross country
- Golf
- Soccer
- Swimming & diving
- Tennis
- Track & field
- Volleyball
- Water polo
- Wrestling
- Co-ed pep squad

Mountie Memo

Joe Mountie wants you to join Mt. SAC Athletics — only if you want to, of course!





Joe Mountie wants you to join Mt. SAC Athletics — only if you want to, of course!

Dining Options

Grab coffee with a friend at our new Common Ground Café or enjoy a cram session over lunch at Pandini's.

Choose from a number of tasty, fast, and affordable dining options on the main campus. Want individual eatery locations, hours, and menus?



Mountie Markets

High-quality, whole bean coffee is essential for a happy student, right? You can find freshly brewed coffee, rich-brewed, Italian-style espresso, teas, a variety of pastries, and on-the-go sandwiches and snacks all in the Common Grounds. The Express Stop, Prime Stop, and Mountie Stop all have quick, on-the-go snack and beverage options throughout campus for when you don't have the time to sit and eat.



OBC Grill

“Where every burger is an original™” – OBC serves certified angus beef burgers, veggie burgers, and grilled chicken sandwiches with your choice of more than 20 toppings and homemade, fresh potato chips!



Café 91

Enjoy the student-run restaurant on the 1st floor of Building 78. Café 91 is part of the Culinary Arts program at Mt. San Antonio College; the food and service are a part of our students' educational training. By attending our restaurant, you are helping train and support our students while enjoying a great meal. The revenue collected from your dining experience goes directly to support the program so that we can bring you more great options!



Bookstore

Visit the Sac Book Rac, the bookstore that can meet your student supply needs!

At the bookstore, you will find:

- New and used textbooks you can purchase in person or online
- Your free bus pass (Foothill Transit Class Pass)
- Book buy back (we buy your used textbook)
- Course materials
- Discount amusement park tickets
- Discount computer software
- Gifts, gift cards, greeting cards, and gift wrapping
- School supplies
- Mountie gear!

Mountie Memo

Concerned with textbook prices? Don't buy books you'll only use for one semester, explore textbook rentals instead.



Mountie Memo

Concerned with textbook prices? Don't buy books you'll only use for one semester, explore textbook rentals instead.

Transportation

Parking & Free Bus Pass

Whether you're a student or a first-time visitor, you'll find everything you need to know about campus transit on the "Getting Around" webpage of the Mt. SAC website — from parking and transportation information to campus safety resources and maps.

If you paid your student fees, you're eligible for a free bus pass from Foothill Transit! If you're planning on commuting with your own vehicle or carpooling with someone to campus, make sure the vehicle has a Mt. SAC Parking Permit.

You have several different parking options available, so review them all to see which you need:

- **Day-use permit**
- **Metered parking** - Regular permits aren't valid for these spots
- **Parking for people with disabilities** - Designated by blue-lined spots
- **Motorcycles** - Park in student lots only at the end of parking rows within the lines not marked "No Parking" with a student permit
- **Visitor parking** - Thirty (30)-minute and ten (10)-minute parking areas — look for the green curbs
- **Semester Parking permit**

Mountie Memo

If you have a motorcycle, scooter, etc., it does not mean that you can park wherever you find room! Make sure to locate designated student parking spots.



Mountie Memo

If you have a motorcycle, scooter, etc., it does not mean that you can park wherever you find room! Make sure to locate designated student parking spots.

Quiz Question

True or False, does Mt. San Antonio College have over 60 recognized student clubs and organizations (RSCO)?

- A
True
- B
False

Closing

Do you feel ready now? You can really feel a sense of belonging here, be part of the community and grow your confidence quickly. If you still have questions on student life, feel free to ask!

Introduction

Mt. San Antonio College provides a lot of guidance to keep you on track, but you have a part to play too. Make sure you're aware of campus policies and standards that you need to follow. They are in place for a reason, so it's important you know and follow them.

Academic Policies

FERPA

What is FERPA? FERPA is a term we use to refer to the Family Educational Rights and Privacy Act, which is a law.

Why is it important? FERPA was designed to protect your privacy of educational records and gives you the right to inspect and review these records. This means that all of your academic information regarding your educational records, remains private unless you give specific, written permission, to release information to someone else, including your parents, spouse, or other family member. There are some individuals who will have access to your records for professional reasons, specifically College officials with legitimate educational interest, such as a Counselor.

Probation and Dismissal

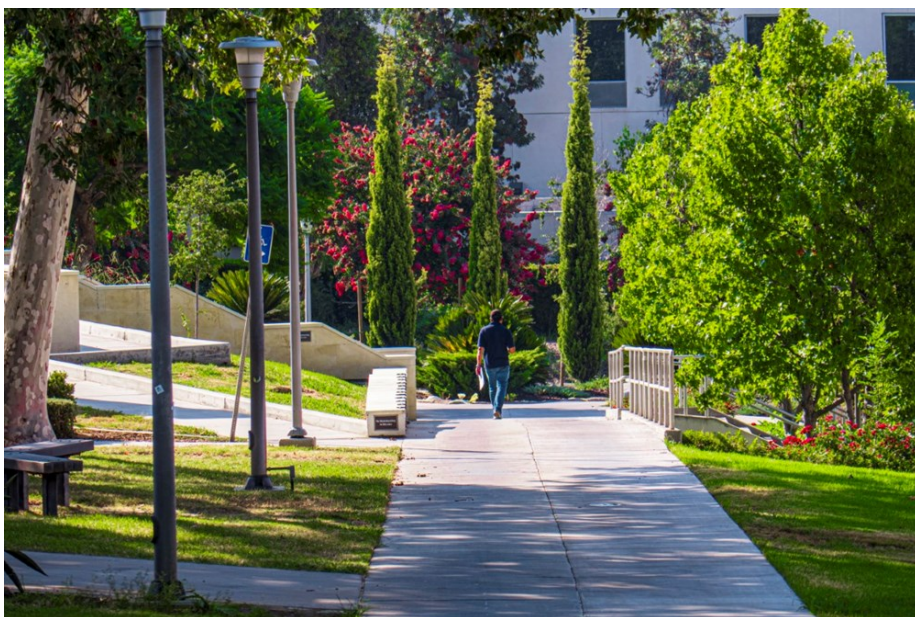
Remember that attending Mt. SAC is a partnership between you and us where ultimately, your success is your responsibility. If your GPA goes below 2.0 and/or you aren't completing 50% or more of your classes, you may be placed on "Academic Probation" or "Progress Probation."

Academic Probation

Academic probation is when you've attempted at least 12 semester units and your Mt. SAC cumulative GPA falls below 2.0. If you get your GPA above 2.0, you will return to Good Standing.

Progress Probation

Progress probation is when you have enrolled in at least 12 semester units and you reach or exceed 50% of recorded "W (withdrawal)," "I (incomplete)," and/or "NP (not passing)" for your classes.



Rules & Expectations of Students

Standards of Conduct

As a Mt. San Antonio College student, you and your fellow students are expected to conduct yourselves as responsible citizens while on campus. We list “common-sense behavior” expectations on our Standards of Conduct, fully outlined on pages 75 – 85 in the “College Catalog.”

Here’s a few highlighted policies that are important to remember:

Maintaining Registration Priority

To help you complete your educational goals within a reasonable time frame, priority is given to groups of students as defined by special categories. Students who fall in the same category are prioritized and randomly assigned to appointment dates and times. Because of this random assignment, it is possible that two students with the same number of units completed can be assigned priority dates that may be days apart. Mt. SAC does not change or swap priority dates and is required by the State of California (Title 5, Section 58108) to maintain this system so all students can register for the classes they need throughout their college career. If you have a question about your assigned registration date and time, call (909) 274-4415.

Challenge Prerequisites &/or Co-requisites

Challenges to prerequisites &/or co-requisites can only be established if they are determined to be necessary, appropriate, and nondiscriminatory, or are required by regulation or statute. If you feel a prerequisite or corequisite is in violation with the above, **you have the right to challenge it**. A prerequisite or corequisite cannot be “waived,” but students have the ability to demonstrate that they meet the prerequisite or corequisite on the following criteria, and course eligibility may be granted.

The challenge must be based on at least one of the following specific grounds:

- The College will accept prerequisite or corequisite courses from regionally accredited colleges and universities in the United States (& meet with the appropriate department chair).
- A student may request a prerequisite or corequisite variance to demonstrate that the student has the knowledge or ability equivalent to the prerequisite or corequisite for the course in question but has not

formally met the established prerequisite or corequisite (& meet with the appropriate department chair).

- The prerequisite or corequisite course has not been made reasonably available and waiting until the prerequisite or corequisite is offered will create an undue delay in meeting educational goals (& meet with the Director of Assessment and Matriculation).
- The prerequisite or corequisite is being applied in a discriminatory manner (& meet with the Director of Assessment and Matriculation).
- The prerequisite violates the provisions of the State Education Code (& meet with the Director of Assessment and Matriculation).

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, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to 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 because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Academic Dishonesty

Cheating and **plagiarism** are the two biggest forms of academic dishonesty that will not be tolerated. Cheating can take the form of: Receiving or knowingly supplying unauthorized information; Using unauthorized material or sources; Changing an answer after work has been graded and presenting it as improperly graded; Illegally accessing confidential information through a computer; Taking an examination for another student or having another student take an examination for you; Forging or altering registration or grade documents.

Your professors will teach you that it's okay to quote someone and give them credit for inspiring your essay topic, for example, but all plagiarisms refer to the same act: Representing somebody else's words or ideas as one's own. If you ever reference someone else's idea(s), give them credit by citing them!

Parking Policy

If you park in *any* spot without either paying for it or securing a pass for it, then you're in the line of fire for a ticket! To avoid pesky tickets, make sure that you have an up-to-date parking pass, pay your meter, and stay out of special zones like parking spots for people with disabilities unless you have that specific parking pass.



How to File a Complaint or Grievance

You have rights.

That's why you and all 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 Mt. San Antonio.

Student complaints may be classified as grievances and fall into one of the four categories:

- Academic
- Non-Academic
- Discrimination
- Financial Aid Challenge

If you feel that any of the above applies to you at any time, don't hesitate to file a complaint. 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.



Quiz Question

When is a student placed on Academic Probation?

- **A**
They attempted at least 16 units and earned a cumulative grade point average of 2.50
- **B**
They attempted at least 12 units and earned a cumulative grade point average below 2.00
- **C**

They attempted at least 10 units and earned a cumulative grade point average of 2.10

- **D**

All of the above

Closing

Structure and standards are vital on a college campus and they are important as you pursue your academic and career goals. Learning discipline is key to your personal and professional development and will serve you well at Mt. SAC and in your career.

Introduction

We really care about your safety and are committed to providing you a safe academic environment. Also, we want you to know it's our priority to have an atmosphere free of harassment and discrimination. You have both rights and responsibilities here. In this section, we will let you know what you can expect from us, and what Mt. San Antonio College expects from you.

Police and Campus Safety

Mt. San Antonio College Police & Campus Safety Department is here to serve and protect you.

PCS Department Officers enforce the Student Discipline Code of Conduct under the Education and Panel Codes of the State of California. They work in conjunction with local, county, state, and federal agencies to accomplish their mission of safety using a community-oriented policing approach.

**Mountie
Memo**

Need help or see suspicious behavior? They're here 24/7, so call for assistance at (909) 274-4555.



**Mountie
Memo**

Need help or see suspicious behavior? They're here 24/7, so call for assistance at (909) 274-4555.

In an Emergency

Emergencies happen no matter how hard we try to prevent them.

That's why it's vital to be prepared for action in the event of a natural disaster or shooting on campus. Verify your contact information to receive messages from our Alert System.

If there's a fire, call 911 or pull a fire alarm, then get out and stay out of the vicinity.

If there's an earthquake, drop to the ground, take cover under a sturdy desk or table, and hold onto something until the shaking stops.

If there's a shooting, run, hide, and fight.

Sign Up for The Emergency Notification System

1. Log into your Mt. SAC Portal
2. Scroll down and look for Campus Emergency Notification System
3. Click "Add/Update My Contact Information"

**Mountie
Memo**

Being prepared for a disaster doesn't mean you live in fear, it simply means you need to be ready. Mounties are tough — we can get through anything together!



Mountie Memo

Being prepared for a disaster doesn't mean you live in fear, it simply means you need to be ready. Mounties are tough — we can get through anything together!

Sexual Misconduct (Title IX)

Title IX is a landmark federal civil right that prohibits sex discrimination in education.

Sex discrimination includes gender discrimination, sexual harassment, sexual assault, rape, stalking, dating violence, and/or domestic violence.

Title IX applies to all students and employees.

It applies to anyone who believes they are discriminated against based on their sex, regardless of their real or perceived sex, gender, gender identity, gender expression, and/or sexual orientation.

Mt. SAC is committed to creating and maintaining a campus environment free from sex discrimination.

Mt. San Antonio College is required to address any sex discrimination, sexual harassment, or sexual violence on campus to prevent it from affecting students, staff, and/or third parties. If any college official with authority to implement corrective measures has been notified of sexual harassment, including sexual assault, dating violence, domestic violence, or stalking, they must offer supportive measures and follow its established procedures. The college may not discourage survivors from continuing their education and/or employment, such as telling them to “take time off” or forcing them to quit a team, club, class, or participation in college committees. Survivors of sex discrimination have the right to remain on campus and have every educational program and opportunity available to them.

Mt. SAC has an established procedures for handling complaints of sex discrimination, harassment, and violence.

Every college must have a Title IX Coordinator who manages complaints. The Coordinator for Mt. SAC is Sokha Song who can be reached at (909) 274-4225. Mt. San Antonio College's complaint procedures occur separately from any report to the police, and the College may investigate regardless of whether you report to the police. (Mt. San Antonio College's may delay it's investigation while law enforcement is gathering evidence). Mt. San Antonio College may not wait for the conclusion of a criminal proceeding and will conclude its own investigation or grievance process following the College policies. Mt. SAC uses a "preponderance of the evidence" standard to determine the outcome of a complaint, meaning it is more likely than not that discrimination, harassment, and/or violence (as defined by College policies and procedures) occurred. The outcome of the investigation and/or grievance procedures will be provided to the complainant and the accused in writing.

Mt. SAC can issue individuals a mutual no contact directive under Title IX.

A no contact directive is a supportive measure and reasonable restriction imposed on individuals to serve the purpose of protecting your ability to pursue educational opportunities at Mt. SAC, protect your safety, and deter future conflict between you and others by forbidding communication between individuals. The Office of Title IX/EEO Programs, Student Life Office, and/or Mt. SAC's Police & Campus Safety enforce such directives. This is not a court-issued restraining order, but Police & Campus Safety can provide individuals with information on how to obtain such an order.

Mt. SAC can ensure that a victim does not have to share spaces, such as classes or campus jobs, with their assailant.

Along with issuing a no contact directive, Mt. San Antonio College must ensure that any reasonable changes to your class or sports schedule, employment on campus, or extracurricular activity and clubs are made to ensure you can continue your education and/or work environment free from ongoing sex discrimination, sexual harassment or sexual violence. These arrangements can occur BEFORE a formal complaint, investigation, hearing, or final decision is made regarding your complaint. It also can CONTINUE after the entire process since you have a right to an education and/or work environment free of sex-based discrimination, harassment or violence. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge. Such measures are designed to restore or preserve equal access to the College's educational programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment.

Mt. SAC may not retaliate against someone filing a complaint and must make a reasonable effort to keep a complainant safe from other retaliatory harassment or behavior.

Mt. San Antonio College must address complaints of sex discrimination, sexual harassment and sexual violence. As part of this obligation, they can issue a no contact directive or implement other supportive measures to deter the accused or a third party from retaliating against any complaint. Additionally, the school may not take adverse action against the complainant-victim for their complaint. Any retaliation can and should be reported to the Title IX Coordinator since it is your right to be free from a hostile academic and/or work environment.

In an effort to ensure the safety of the entire campus community, Mt. SAC may conduct a formal investigation into cases of discrimination, harassment, and retaliation. This may occur even when a complainant is not interested in an investigation.

Violence Against Women Act (VAWA)

The **Violence Against Women Reauthorization Act of 2013 (VAWA)** amendments to the Clery Act require institutions to undertake robust and proactive measures to prevent and respond to reports of sexual violence, stalking, and intimate partner violence.

Mt. SAC is committed to ensuring compliance with VAWA.

1. Publishing an Annual Security Report with VAWA crime statistics.
2. Hosting programs to promote awareness and prevention of violence.
3. Implementing supportive measures to address allegations.
4. Maintaining a confidential process (i.e. identifying information is limited to individuals on a need to know basis).
5. Conducting prompt, fair & impartial investigations and disciplinary procedures.

Consent

Sexual Activity Requires Affirmative Consent.

Consent is an affirmative, expressed, mutual, voluntary, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats, or intimidation. 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.

Consent is revocable.

Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. **Lack of protest or resistance does not mean affirmative consent, nor does silence mean consent.**

Consent cannot be given when a person is incapacitated.

If a person is mentally or physically incapacitated or impaired so that they 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.

**Mountie
Memo**

“No” means “no” and **a lack of response still means “no.”**

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Memo**

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Bystander Intervention

It is not only your job, but everyone's job at Mt. San Antonio College to prevent and eliminate violence.

In order to strive for a safe community, follow the RAINN (Rape, Abuse, & Incest National Network) guidelines:

A bystander is a person who is present when an event takes place but isn't directly involved. Bystanders might be present when sexual assault or abuse occurs — or they could witness the circumstances that lead up to these crimes. The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn't right. Stepping in can make all the difference, but it should never put your own safety at risk.

Ways You Can Effectively Intervene

Create a Distraction

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

- Cut off the conversation with a diversion like, "Let's get pizza, I'm starving," or "This party is boring. Let's try somewhere else."
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that draws other people in, like a game, a debate, or a dance party.

Ask Directly

Talk directly to the person who might be in trouble.

- Ask questions like "Who did you come here with?" or "Would you like me to stay with you?"

Refer to an Authority

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, such as a Mt. SAC Police and Campus Safety Officer.

- Talk to a Mt. SAC Police and Campus Safety Officer or another employee about your concerns. It's in their best interest to ensure others are safe, and they will usually be willing to step in.
- Don't hesitate to call 911 if you are concerned for someone else's safety.

Enlist Others

It can be intimidating to approach a situation alone. Enlist another person to support you.

- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person with whom you are concerned: "Your friend looks like they've had a lot to drink. Can you check on them?"

If you witness an event as mentioned, avoid the “bystander effect” by never assuming that someone else has called the authorities — always call campus police or 911 if you see an incident occurring.

Mountie Memo

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Reporting

What to Know:

- You may report an incident of sexual harassment at anytime, however, Mt. SAC encourages reporting incidents as soon as possible.
- There are many resources to help you on the campus and in the community.
- You may choose to speak with a confidential resource such as a licensed mental health counselor in the Student Health Center or a Sexual Assault Victim’s Advocate without reporting to the College or Law Enforcement.
- If you decide to report unwelcomed conduct, your information will only be shared with those who need to know.
- If needed, services, supportive measure, and other assistance can be implemented to ensure a safe and supportive environment for you.
- Mt. SAC acts promptly and appropriately to prevent and stop any acts of retaliation towards anyone who reports unwelcomed conduct.

If you have experienced unwelcomed sexual conduct, you are strongly encouraged to call the Title IX Coordinator, Police and Campus Safety, or 911. Seek medical services and counseling services. Finally, file a complaint against the offender.

Quiz Question

What are ways that Mt. San Antonio keeps the campus safe?

- **A**
The Department of Police and Campus Safety
- **B**
An Emergency notification system
- **C**
Escorts available to accompany students
- **D**

All of the Above

Closing

Mt. SAC is a safe place, and you can help to keep it that way. If you know someone who seems distressed and may need help, make sure you let someone on the college staff know. We all want a campus that is safe and if we all do our part, we can keep it secure.

Introduction

You are just about ready to begin your academic career at Mt. SAC! Now you will go over places to visit, how to apply for financial aid, learn how to set up a time to meet with a counselor, find out details on registering for classes and go over some tips for success. After you check these off, you will be ready to start strong at Mt. San Antonio College!

Places to Visit



Farm

Come see cute farm animals by visiting our 250-acre farm, an important part of our Animal Sciences Program.



Wildlife Sanctuary

The Mt. San Antonio College Wildlife Sanctuary is a 10-acre, protected and cultivated preserve for the trees, shrubs, and flowers which once grew in abundance here. It's also for the birds and other animals who use it as a migratory refuge and breeding ground.



Planetarium

The Mt. Sac Randall Planetarium has new shows every month, an observatory with free telescope viewing, and rocket building and launching.



Art Gallery

Since its inception in 1954, the Diana Berger Art Gallery has consistently presented traditional and contemporary art that nurture pluralist values and traditions and address broad, multicultural issues and

concerns that examine historical and cultural influences.

Schedule a tour today to see any of these locations!



Apply for Financial Aid

Apply and apply early.

You'll complete an online application called "the FAFSA" (Free Application for Federal State Aid). **This application is open beginning October 1.** Applications should be submitted before the priority deadline each year and you'll need to reapply each year you're in school. Remember, this is how the government determines if you qualify for grants, loans, work study or all of the above. This program uses a calculation called the "Estimated Family Contribution" to determine the total amount of your award.

CA Dream Act

The **California Dream Act** allows undocumented students to receive scholarships administered by public institutions (AB-130) and state funded grants including Cal Grants, California College Promise Grant (AB-131). The California Dream Act Application is used by undocumented students who meet the non-resident exemption requirements under AB 540. The application can be found at dream.csac.ca.gov. Work with Financial Aid or the DREAM Program to determine if this is the application you should complete.



Take an Assessment Questionnaire

Take the Assessment Questionnaire (AQ)

The AQ will help you place in the right courses in English, Reading, and Math sections. We don't want you to take an advanced class before you're ready — we want you to feel confident in your studies, to do well, and gain the proper knowledge you need for higher-level classes later on. Once you've completed the AQ you can meet with a counselor to discuss specific classes you should take each semester.



Meet with a Counselor

Plan & Schedule

Set up an appointment with the Mt. SAC Counseling Department and they'll provide personal, academic, and career counseling.

Let us Help You:

- Choose a major and/or goal
- Create a Mountie Academic Plan (MAP) that includes all the courses you need to reach your goal
- Learn strategies to be successful in your classes

We Provide:

- Individual appointments
- Orientations & workshops
- Counseling courses

Finally, attend an online MAP Workshop. Check off the item of interest here to learn more about how to sign up for a MAP Workshop.



Register for Classes

Log in to your “My Mt. SAC Portal” to view your registration details.

Decide what classes you want to take before registering by checking out the **“Schedule of Classes”** or search online to see available classes. Make sure you write down the **“Course Reference Number” (CRN)** of each class — you’ll need it when you register as it helps separate classes based on subject, level, time, location, etc. Pick a couple of backup classes as some could already be filled or closed when you register.

When you’re ready to register, log in to your student portal, click on the **“Student Tab,”** then **“Register(#4 Register(Add or Drop) Classes,”** and start signing up for classes!



Tips for Success

Prepare for your first day:

- Check to see if your class is in person and know where the building is located, or if the class is online check to see if it has a specific meeting date and time.
- If your class is online and it does have a meeting time (synchronous), make sure you're ready to log into Canvas at the right time!
- Have paper & pen to take notes.
- Be sure to log into Canvas regularly for your online classes.
- Keep up on your Mt. SAC student emails to make sure you don't miss any information from your professor.

How to interact in class:

- Respect yourself and others by being polite and respectful.
- Address your professor by how they introduce themselves.
- Don't talk while the professor is lecturing, but if they ask a question, then by all means, answer!
- During in-class assignments, introduce yourself to classmates (this is when you can talk).

To seek help from your professor, read their syllabus to see office hours, contact info, and if that doesn't help, try to stick around after class to ask the professor a question.

Finally, be prepared to manage multiple roles if you're a parent, employee, friend, and now a student!



Congratulations

And that's it! You made it! We realize that was a lot of information to process, so please feel free to come back as often as you'd like. Welcome to Mt. San Antonio College! Now it's time to get ready for a fantastic start to your college experience! Go Mounties!

Items of Interest

Additional Resource Links

Here are some additional links for you!

- [Assessment Center](#)
- [Educational Goals](#)
- [Setting Up a Schedule](#)
- [How to Apply for Financial Aid](#)
- [How to apply for the Free Application for Federal Student Aid \(FAFSA\)](#)
- [How to apply for the California Dream Act \(CADA\)](#)
- [State Financial Aid](#)
- [File a Complaint](#)
- [In an Emergency](#)
- [Title IX](#)
- [Reporting](#)
- [Student Services Website](#)

Personalized Items of Interest

Below you will find links associated with the "i" icons you have clicked while going through this orientation.