# **Admissions Forms**

Please read and follow instructions carefully as some forms can be submitted online and some forms may require students to verify their Mt. SAC Student Email in order to submit form(s) successfully. Please have your Mt. SAC I.D. number available prior to completing the form as your Mt. SAC student I.D. number is required on most forms.

Please allow a minimum of 2 weeks for your request to be processed.

Any questions regarding these forms, or if you are unable to find a form, contact the Admissions and Records office at (909) 274-4415.

Below is a video demonstrating the process of submitting forms online to Admissions.

# **Instructions to Submit Form**

IMPORTANT: You MUST complete <u>BOTH</u> Step 1 and Step 2 in order for your form submission to be processed. Failure to do so will result in an incomplete submission.

### Step 1:

1. Select the appropriate form for submission (i.e. application for graduation) and follow all directions for completing the selected form.

2. Once you have completed and electronically signed the form, you will be prompted to enter your Mt.

SAC email address (@student.mtsac.edu). Be sure to enter your Mt. SAC email address and <u>NOT</u> a personal/work email address.

3. After verifying your email address, you will receive an email from "FCCC-Mt. San Antonio College". The form you have submitted and other documents (if applicable) will be attached to this email.

(Please DO NOT REPLY to eojeda@mtsac.edu, if you have any questions, please email admissions@mtsac.edu

<u>(៣ជា៍to:ฮสีการระดาร@mtsฮc.eaีน))</u>

4. Once you click the button below, you will fill out all the required information, upload the form and other documents from the email you received, verify all information provided, and submit.

(Please Note: You must attach ALL required documents for your request to be processed.)

5. Please click the button below to submit your form.

<u>Please click here to submit and attach the form & other documents (if applicable) you received from "FCCC-</u> <u>Mt. San Antonio College" (https://app.smartsheet.com/b/form/e2515d48231644708297332cf057f383)</u>

### AB 540 / California Nonresident Tuition Exemption Request

<u>(https://na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhBZSsg1zJl7AU5gr-</u> <u>EruJdOvXcW9pjB6jHq7Ul4yQVRgMsFBUyrsmi2u8\_u-RKwIsc\*)</u> - Use this form if you want to apply to be exempt from paying the nonresident tuition fees.

## <u>Application for Certificate (https://na1.documents.adobe.com/public/esignWidget?</u> <u>wid=CBFCIBAA3AAABLblqZhA1xvGLbg\_O2i2FBH9aI52eIemepxBBxNFxzI93grcRwduAuV\_AEG\_lEktTS-</u> <u>96Dr8\*)</u> - To apply for a certificate after completion of a program.

Application for Graduation / Graduation Petition (https://na1.documents.adobe.com/public/esignWidget? wid=CBFCIBAA3AAABLblqZhDkWmsJjfGXqSOCAORwOjfVUN5uP5hZOtZBESSPmy684N-LnhwPDmwohjXsHpL7L0\*) - Use this form if you want to apply for graduation.

# Duplicate Certificate Request (https://na1.documents.adobe.com/public/esignWidget? wid=CBFCIBAA3AAABLblqZhD8LcvdqXEmuRzRR0Rv3l0btlXgDB5nhQ9d96PmC5shqeugersjKE01SXNL3gK96dU If you need a duplicate of your certificate, use this form.

### <u>Enrollment Verification/Proof of Non-Enrollment (https://na1.documents.adobe.com/public/esignWidget?</u> wid=CBFCIBAA3AAABLblqZhDRvHQb0hiHhFpN4xw6RI-

**TbG1pl8map12rjo1VG9De83wOsnahg1cchiSnOPOdOLA\***) - This form is to verify your enrollment/nonenrollment at Mt. SAC for a third-party.

### <u>Out-of-State Tuition Exemption Request (AB 13) (https://na1.documents.adobe.com/public/esignWidget?</u> wid=CBFCIBAA3AAABLblqZhDMIOW-

vcCZ0R9hBvUAOJU7fvocYxGbjkS7i3p7Yd2C7WjfZ9dloV1sv53SoT1x56o\*) - This form is for veterans or their dependents to apply to be exempt from paying nonresident tuition fees.

Petition for Exceptional Action (https://nal.documents.adobe.com/public/esignWidget? wid=CBFCIBAA3AAABLblqZhAoKy\_5DkEbflcBivak11F8RJcAVs4TzSxnQadMcbYZx\_ffl6yRIsTcxs70YeR8rGg\*) -Use this form if you need special consideration due to extenuating circumstances. Please note: Extenuating circumstances are situations beyond the control of the student. Documentation is required.

Request to Change Legal or Mailing Address (https://na1.documents.adobe.com/public/esignWidget? wid=CBFCIBAA3AAABLblqZhDxFSyVtyNV6rvUxzBpkKsa57H4ex4kujHcAuW2BDrHe4tGHr1NuWc5gxdKOY1DhlY Use this form to change your legal or mailing address.

Request to Change Name, Social Security Number, or Birth Date (https://na1.documents.adobe.com/public/esignWidget? wid=CBFCIBAA3AAABLblqZhBYUOkW40xtJUjg2YPd-PwQIFwaEHzoflw79c5U4UQWNEs6ESNWgm-\_nZaCt5xxBk\*) - This form is to change or correct your name, social security number, or birth date.

Residency Reclassification (https://nal.documents.adobe.com/public/esignWidget? wid=CBFCIBAA3AAABLblqZhBswJibILQh4YklNf2kY4WZOhpE0GdNG0kLml68PSbuzzPhxw5NtXqkHDRlEan-12k\*) - This is the form you need if you want to change your status from a non-California resident to a California resident. For more information, please visit the <u>Residency Information webpage (/records/studentrecords/residency-information.html)</u>.

# **Additional Forms**

The following forms are located in the <u>student portal</u> (<u>https://inside.mtsac.edu/web/portal/student</u>). The forms below have a different process to submit. Instructions on how to submit are provided on the online form.

**Duplicate Associate Degree Request** - Use this form to request a duplicate copy of your previously earned degree.

Late Add - This form is to add a class after the add code has expired.

Level Transfer - Use this form if you want to transfer to a different course level (for example, BIOL1 to BIOL2).

**Reinstatement to Class** - If you were enrolled in a class and later dropped (mistakenly by you or professor), use this form to request to be enrolled again in the class.

**Section Transfer** - Use this form if you want to transfer to a different section of the same course (for example, BIOL1, MW to BIOL1, TTH).

**Security Block** - If you don't want Mt. SAC to provide your student records to third parties, fill out this request form.

**Transcripts Evaluation** - This is the form you need if you want your transcripts from other colleges to be evaluated for course credit at Mt. SAC.

## Links and Resources

<u>Application for Admission (/admissions/apply-now.html)</u> - Resident and nonresident students should use this link to apply to Mt. SAC.

<u>Application for International Students (/international/application\_process.html)</u> - This link will direct you to the international students website.

<u>College Catalog (/catalog/)</u> - Policies, degree requirements, and course descriptions for the academic year.

<u>**Transcripts (/records/student-records/transcripts.html)**</u> - If you want to request official transcripts, this link will direct you to the Transcripts webpage.

Mt. San Antonio College 1100 N. Grand Ave., Walnut, CA 91789 Phone: (909) 274-7500, Campus Police: (909) 274-4555, Text-A-Tip: (909) 610-9139

# Welcome

The Admissions and Records Office has all the information you need to apply, enroll and register for classes.

### **Helpful Links**

Admissions & Records Forms

<u>(/admissions/forms-and-</u> publications.html)

Admissions & Records FAQs

(/admissions/faq.html)

Registration 101 Brochure

(/admissions/pdf/2021 registration101 a

Student Services FAQs (/studentservices/)

### **Important Key Dates**

Winter

Spring 2023

2023



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Summer 2023



Fall 2023

### **Steps to Apply and Enroll**

The application and registration process differs depending on what type of student you are. You can learn about what your next steps are in this section.

- <u>Steps to Apply and Enroll</u> (/admissions/steps-toapply/index.html)
- Apply Now (/admissions/applynow.html)

 Video: How to Apply (https://www.youtube.com/watch? v=3b7i3ePVR88&list=PLZ4-AYp0g10FTP37fb6PIRwaBKzRm1mep&ind\_aitlists (/admissions/register-for-

### **Registering for Classes**

If you plan to take college credit classes, this section shows you how to find classes and then register for them.

- Registering for Classes (/admissions/register-forclasses/index.html)
- How to Find Classes (/admissions/register-forclasses/how-to-find-classes.html)
- **Eligibility for Classes** (/admissions/register-forclasses/eligibility-for-classes.html)
- classes/wait-lists.html)
  - Video: How to Register (https://www.youtube.com/watch?) v=MT2IZKmebQI&list=PLZ4-AYp0g10FTP37fb6PIRwaBKzRm1mep&index=9)

## **Paying for Classes**

Fees are due when you register for your classes. Learn how for pay your fees in this section.

- Payment (/admissions/fees/howto-pay-online.html)
- Cashier's Office (/cashier/index.html)
- Video: How to Pay Fees (https://www.youtube.com/watch?v =RvFKqjma7wU&list=PLZ4-AYp0g1 0FTP37fb6PIRwaBKzRm1me

### **Admissions Forms and** Publications

Download and read about many of the forms needed for admissions, registration, and graduation in this section.

Admissions Forms & Publications (/admissions/forms-andpublications.html)

# **Records and Graduation**

The Admissions and Records Office also handles student records and graduation information.

- <u>Student Records (/records/student-</u> records/index.html)
- Graduation Information (/records/graduation/index.html)



Not sure how to chart your path to your academic and career goals? Need help in creating your educational plan? Do you just need someone to talk to? The Mt. SAC Counseling Department is here to provide Personal, Academic and Career Counseling!



Are you part of a special program? Check to see if your program has a Counselor!



Students Most Frequently Asked Questions (FAQ)



Have a Quick Question? (EZC)

<u>.</u>

Schedule An Appointment With A Counselor



Send An Online Counseling Inquiry (Email Based)



**Counseling Forms** 

#### **Winter Intersession Hours**

Counseling Appointments Available: Monday-Thursday 8:00am-7:00pm\* Friday 8:00am-4:30pm\* (\*Last appointments scheduled 1 hour before closing)

<u>Counseling Department Phone Line Hours</u>: Monday - Thursday 8:00am-7:00pm Friday 8:00am-4:30pm

### Counseling Department

- & (909) 274-4380
- 🖂 counseling@mtsac.edu
- www.mtsac.edu/counseling

#### **How to Register**

How to use the class schedule to re-

**Helpful Links** 

1100 N. Grand Ave., Walnut, CA 91789 Phone: (909) 274-7500, Campus Police: (909) 274-4555, Text-A-Tip: (909) 610-9139

# **Financial Aid Forms**

# 2022-2023 Financial Aid Forms

Links to Forms for the 2022-2023 Aid Year	Information to Read before Submitting Forms
2022-2023 CA College Promise Grant (CCPG) Fee Waiver Form (/financialaid/forms/2223/CCPG App 2022 2023.pdf)	
2022-2023 CA College Promise Grant (CCPG) Loss Appeal Form (https://proone.proed.org/adobesign/proDocDocumentRequest/? formId=6290)	
2020 Parent's Verification of Non-Filing Letter Form (for the 2022- 2023 Financial Aid Year) (https://proone.proed.org/AdobeSign/ProDocDocumentRequest/? formId=6016)	
2020 Student's Verification of Non-Filing Letter Form (for the 2022- 2023 Financial Aid Year) (https://proone.proed.org/AdobeSign/ProDocDocumentRequest/? formId=6017)	
2022-2023 Identity & Statement of Educational Purpose (/financialaid/forms/2223/2223-identity-and-statement-of- educational-purpose.pdf)	
2022-2023 Academic Progress Report Form (/financialaid/forms/2223/2223-academic-progress-report- form.pdf)	Student's instructor must e-mail form to <u>financialaid@mtsac.edu</u> <u>(mailto:financialaid@mtsac.edu)</u>
2022-2023 SAP Appeal Form (https://proone.proed.org/adobesign/proDocDocumentRequest/? formId=6291)	View <u>Appeal Deadlines &amp; Review Schedule for 2022-2023</u> (/financialaid/resources/policies/sap-appeal-deadlines-2223.html)
2022-2023 Budget Increase Request Form (/financialaid/forms/2223/2223-fa-budget-increase-request.pdf)	* E-mail form to <u>financialaid@mtsac.edu</u> <u>(mailto:financialaid@mtsac.edu)</u> *
2022-2023 Change of Dependency Request Form (https://proone.proed.org/AdobeSign/ProDocDocumentRequest/? formId=6005)	Include <u>2022-2023 Third Party Certification Form</u> ( <u>https://www.mtsac.edu/financialaid/forms/2223/2223-fa-third-</u> <u>party-certification-form.pdf)</u> with submission
2022-2023 Third Party Certification Form for Change of Dependency Request (/financialaid/forms/2223/2223-fa-third-party-certification- form.pdf)	Must be Attached to <u>2022-2023 Change of Dependency Request</u> Form ( <u>https://proone.proed.org/AdobeSign/ProDocDocumentRequest/?</u> formId=6005)

Links to Forms for the 2022-2023 Aid Year	Information to Read before Submitting Forms
2022-2023 Change of Income Request Form - Dependent (https://proone.proed.org/AdobeSign/ProDocDocumentRequest/? formId=6006)	
2022-2023 Change of Income Request Form - Independent (https://proone.proed.org/AdobeSign/ProDocDocumentRequest/? formId=6007)	
2022-2023 Federal Educational Rights and Privacy Act (FERPA) Release Consent Form (/financialaid/forms/2223/2223-fa-ferpa- form.pdf)	* Submit in-person to Financial Aid Office at Front Counter *
2022-2023 Request to Cancel Financial Aid Form (https://proone.proed.org/AdobeSign/ProDocDocumentRequest/? formId=6021)	
2022-2023 Request to Cancel Direct (Parent) PLUS Loan (https://proone.proed.org/adobesign/proDocDocumentRequest/? formId=6300)	

# 2021-2022 Financial Aid Forms

Links to Forms for the 2021-2022 Aid Year	Information to Read before Submitting Forms
2021-2022 California College Promise Grant (Fee Waiver) Application (/financialaid/forms/2122/2122-ccpg-promise-grant-form.pdf)	* Submit in-person to Financial Aid Office or E-mail form to <u>financialaid@mtsac.edu</u> <u>(mailto:financialaid@mtsac.edu)</u> *
2021-2022 Federal Educational Rights and Privacy Act (FERPA) Release Consent Form (/financialaid/forms/2122/2122-fa-ferpa-form.pdf)	* Submit in-person to Financial Aid Office at Front Counter *
<u>2021-2022 Request to Cancel Financial Aid Form</u> ( <u>https://proone.proed.org/AdobeSign/ProDocDocumentRequest/?formId=4872)</u>	

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# **Financial Aid**



(https://www.eventbrite.com/e/cash-for-college-registration-2423-registration-491967848077)



Financial Aid

of

Purpose



Mission



HEERF Reporting Website

# **Quick Links**

- <u>Applying for Financial Aid</u>
  <u>(/financialaid/applying-for-aid/applying-for-aid.html)</u>
- HEERF Reporting Website
  - (http://www.mtsac.edu/heerf)
- <u>ProVerifier+ & DocuSign</u> (/financialaid/proverify.html)
- BankMobile (/cashier/refunds.html)
- Cash for College Fair (/financialaid/cashfair.html)
- <u>Check My Application Status</u> <u>(/financialaid/applying-for-aid/award-status.html)</u>
- Dream Act (/financialaid/types-ofaid/ca\_dream\_act.html)
- Forms (/financialaid/forms.html)
- <u>Outreach Resources</u>
  (https://www.mtsac.edu/financialaid/about/outreach\_res
- SAP (/financialaid/sap.html)
- <u>Scholarships (/scholarships/index.html)</u>
- <u>Types of Financial Aid (/financialaid/types-of-aid/types-of-aid.html)</u>
- Loan Information
  <u>(/financialaid/about/loan\_sessions.html)</u>
- <u>Student Debt Relief Plan</u> (<u>https://studentaid.gov/debt-relief-announcement</u>)

# **Contact Financial Aid**

### Make an Educational Advisor Appointment

Make an Ed Advisor Appointment ONLY to develop your Educational Plan:

- Please ensure you are using Google Chrome as your Browser before making your selection.
- Educational Advisor appointments are intended to assist students only in developing an Educational Plan needed for the submission of a Satisfactory Academic Progress Appeal and/or a CCPG Loss Appeal.
- For all other general financial aid assistance or information, please call (909) 274-4450 or visit us during our Financial Aid Fridays Zoom drop-in workshops.



🕓 M-Th, 8am - 7pm; Fri 8am - 4:30pm

(closed Fri during Summer Term)

- O Building 9B, 2nd Floor
- & 909-274-4450

☑ financialaid@mtsac.edu

(mailto:financialaid@mtsac.edu?subject=)

Wirtual Assistance (https://mtsac-

#### edu.zoom.us/j/93699623513)



### **Trending Now**



(/financialaid/pdf/202230 SuccessLab.pdf)

### Success Lab Winter 2023 Hours

Monday 9am-12pm

Tuesday 9am-12pm

Wednesday 3pm-6pm

Thursday 3pm-6pm

Stay Cozy, Apply For Aid



(/financialaid/about/outreach\_resources.html)

(/financialaid/cashfair.html)

### **Financial Aid TV**



**Applying for Financial Aid** 







**Income Adjustment** 

1100 N. Grand Ave., Walnut, CA 91789

Phone: (909) 274-7500, Campus Police: (909) 274-4555, Text-A-Tip: (909) 610-9139

# Welcome to Mt SAC!

## **Orientation, Assessment, and MAP Workshop**

As a new student you are required to complete:

- New Student Orientation (NSO)
- Assessment questionnaire (AQ); Placement of English, Math, and/or reading courses
- Attend a MAP workshop (highly recommended for students who never been to college)

Next steps:

- Complete online <u>New Student Orientation (https://prodso.mtsac.edu/ssomanager/c/SSB?</u> <u>pkg=pw\_orientation.Orient\_Start)</u>
- 2. Complete Assessment Questionnaire (AQ) (/assessment/aq/)
- Attend a <u>Mountie Academic Plan (MAP) workshop</u> (<u>https://esars2012.mtsac.edu/appointments/orientation/eSARS.asp</u>) online - \*Due to COVID-19, all MAP workshops are held online remotely
- 4. Learn about the educational options offered at Mt SAC
- 5. Develop a one-semester course plan
- 6. Receive one-to-one support with the registration process
- 7. Register for Classes

Students may request exemption from Orientation if they meet any of the following criteria:

- 1. I have graduated with an Associate degree or higher from a regionally accredited institution. **Must provide a copy of transcripts as documentation of degree attainment.**
- 2. I have enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence.
- 3. I have earned 60 units or more from a regionally accredited institution. **Must provide a copy of transcripts as documentation of units earned from another institution.**
- 4. I am enrolled at Mt. SAC solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standings.
- 5. I am enrolled as a special admit student pursuant to Education Code section 76001.

Download the Student Success and Support Form here & take the completed form and any <u>supporting documents</u> to the Counseling Center or fax to 909.274.2413.

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