Adult Basic Education

Adult High School Diploma

Class Hours
(subject to change)
Monday-Friday 9:30am-12:30pm
Monday-Thursday 5:30pm-8:30pm

Office Hours
Monday-Thursday 8:30am-8:45pm
Friday 8:00am-4:00pm

Mt. San Antonio College, Adult Basic Education, Building 30
Tel.: (909) 274-4937, Fax #: (909) 274-2934
Email: abe@mtsac.edu, Website: www.mtsac.edu/continuinged/noncredit/abe

Location of classes

Email: abe@mtsac.edu, Website: www.mtsac.edu/continuinged/noncredit/abe

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Mt. SAC Mission
The mission of Mt. San Antonio College is to support all students in achieving their full educational potential in an environment of academic excellence.

Continuing Education Division
Continuing Education will provide outstanding educational opportunities for students to increase literacy skills, access higher education and employment, and strengthen self-sufficiency.

In addition to Adult Basic Education, the School of Continuing Education includes programs in English as a Second Language (ESL), Noncredit Vocational Education (including health careers), Adults with Disability, and Education for Older Adults. Fee based community and personal enrichment courses are also available. For more information about these programs, please call (909) 274-4220.

Student Learning Goals
We will prepare all students to be:

Effective Communicators who
- Acquire reading and listening skills
- Speak and write to be understood

Critical Thinkers who
- Gather, organize, and analyze information from a variety of sources
- Form and express a logical opinion or conclusion

Lifelong Learners who
- Take responsibility for setting & implementing educational plans and career plans
- Use technology and emerging resources
- Work productively as part of a team
- Use technology to express ideas
- Apply knowledge to personal, professional, or academic situations
- Demonstrate problem-solving skills
- Participate productively in the community
- Develop capacity for resilience
- Participate productively in the community
- Develop capacity for resilience
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Why Get a High School Diploma?

Earnings and unemployment rates by educational attainment

- Doctoral degree: 2.1% unemployment rate, $1,399 median earnings
- Professional degree: 1.9% unemployment rate, $1,249 median earnings
- Master’s degree: 2.8% unemployment rate, $1,161 median earnings
- Bachelor’s degree: 3.5% unemployment rate, $792 median earnings
- Associate’s degree: 4.3% unemployment rate, $660 median earnings
- Some college, no degree: 6.0% unemployment rate, $461 median earnings
- High school diploma: 6.8% unemployment rate, $589 median earnings
- Less than a high school diploma: 9.0% unemployment rate, $589 median earnings

Overview
The Adult Basic Education Department, Mt. San Antonio College, offers a high school diploma to adult students. This program gives students another opportunity to complete their high school diploma. Our school is accredited through the Western Association of Schools and Colleges (WASC).

Adult students earn credits toward completion of a high school diploma in a self-paced study program under the guidance of an instructor and support staff. Classwork is offered through individualized and small group sessions.

A cap and gown ceremony is held each June on the Mt. San Antonio College campus.

Credit Requirements
Credit requirements (160 credits) must include:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>30</td>
</tr>
<tr>
<td>Science (Includes Life and Physical Sciences)</td>
<td>20</td>
</tr>
<tr>
<td>Mathematics (Includes Algebra 1 or higher)</td>
<td>20</td>
</tr>
<tr>
<td>US History</td>
<td>10</td>
</tr>
<tr>
<td>World History</td>
<td>10</td>
</tr>
<tr>
<td>American Government</td>
<td>5</td>
</tr>
<tr>
<td>Economics</td>
<td>5</td>
</tr>
<tr>
<td>Health</td>
<td>5</td>
</tr>
<tr>
<td>Visual/Performing Arts or Foreign Language</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>35</td>
</tr>
<tr>
<td>Vocational Education</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>160</td>
</tr>
</tbody>
</table>

Credits for required courses or for electives may be awarded in the following ways:

- Previous high school credits (accredited institutions only)
- Adult school courses (accredited institutions only)
- Work experience (must be verified)
- Community college credit
- Training programs (accredited institutions only)

Residency and Hour Requirements
1. Students must complete a minimum of 20 residency credits to receive a high school diploma from Mt. San Antonio College, either in the High School Program or in Mt. SAC credit classes.
2. The minimum amount of hours necessary for each semester course, or 5 credits, is 62.5 hours.
3. Students must earn a “C” or better on all courses taken through Mt. SAC’s High School Program and credit classes to receive credit.

Next Steps & Important Information
1. Complete your testing in Building 30, Room 111. Please give your pink referral form to the person at the desk and bring your Student ID number. The testing includes at least two reading evaluations that will take about 1.5 hours to complete.
2. Make a counseling appointment after you complete the assessment and we have received your transcripts. You will make the appointment in the High School Office, Building 30, Room 115. If you did not bring transcripts to the High School Office, you will need to call (909) 274-4937 in approximately a week to see if your transcripts have been received. Please note that we cannot obtain transcripts that require a fee.
3. Purchase Student ID card and Parking Permit (see instructions on pages 15 & 16).
4. Meet with a counselor to go over your transcript evaluation.
5. Start class!

Phone Numbers
High School Office    (909) 274-4937  Bldg 30, Room 115
Adult Basic Education Lab (909) 274-4935  Bldg 30, Room 111
Adult Basic Education Office (909) 274-4845  Bldg 30, Room 101
Bursar’s Office       (909) 274-4960  Bldg 4
Bookstore             (909) 274-4475  Bldg 9A

Email
abeinfo@mtsac.edu  Please send us your thoughts, questions, and suggestions!

Important Dates
Spring semester begins  Monday  February 22
Cesar Chavez Holiday  Thursday  March 31
Memorial Day Holiday  Monday  May 30
Spring semester ends  Friday  June 10
Graduation            Thursday  June 16
Competency Requirements
State law requires that students receiving a high school diploma in California demonstrate proficiency with reading comprehension, writing, and math computational skills. Students will be provided with multiple options for demonstrating each option (see below).

Official transcripts may provide documentation that students have achieved one or more competencies in prior coursework at an accredited institution or through specified test results. This will be determined by a transcript evaluator upon entrance into the program.

Writing Competency
- Completion of English 4 (BSHS ENG4) or Expository Writing (BSHS WREX) with a “C” or better.
- Placement into English 68 on the AWE (Mt. SAC Writing Placement Test).
- Completion of English 67 with a grade of “CR” or “C” or better.
- Passing score on the California High School Exit Exam (CAHSEE)-English Language Arts Section.
- Passing score on the Official General Education Development (GED) Test-Language Arts: Writing.

Reading Competency
- Attainment of a score of 9 or higher on the Test of Adult Basic Education (TABE).
- Placement into READ 90 on the Degrees of Reading Power (DRP, Mt. SAC Reading Placement Test).
- Completion of READ 80 with a grade of “CR” or “C” or better.

Mathematics Competency
- Completion of one year of Algebra 1 or higher with a “C” or better.
- Placement into Math 71 on the Mt. SAC Math Placement Test.
- Completion of Math 51 or higher with a grade of “C” or better.
- Passing score on the CAHSEE-Math Section.
- Passing score on the Official GED Math Test.
- Passing score on the Algebra credit-by-exam for eligible students.
**Orientation, Registration, and Assessment**

The Adult High School Program is open to the community. You must be 18 years old or 60 days from your 18th birthday or past your graduation date to enroll. Seventeen (17) year olds are reviewed on a case-by-case basis and must meet certain requirements to be enrolled. Seventeen (17) year olds must have parental approval to enroll.

**Orientation**

Prior to registering for classes, we require that you participate in an orientation session which is designed to provide you with information regarding the program.
1. Orientations are offered twice a week.
2. To register for an orientation please call (909) 274-4937 or come to the High School Office (Building 30, Room 115).
3. When you come to orientation please bring official (unopened) or unofficial transcripts from each high school and/or college you have attended.

**Student Registration**

1. Submit or request transcripts from all schools attended. Transcripts from foreign high schools and colleges must be evaluated by an approved evaluation service and mailed directly to the Adult High School Diploma Program.
2. Complete TABE and CASAS assessments to determine your appropriate level of study.
3. Make an appointment to meet with a high school counselor.
4. Purchase your Mt. SAC ID card and parking permit.
5. During the meeting with your counselor, you will be provided with a preliminary outline of the courses you need to take in order to graduate.
6. Register for classes by completing a registration card with your counselor.

**Assessment**

The TABE and CASAS tests are given to all incoming students. The TABE Reading test can also be used to fulfill the Reading Competency requirement (see “Competency Requirements” for more information).

1. **TABE Assessment Test:** *This test is given to all students upon entry to the program. You may re-take it later as part of the reading competency requirement.* This assessment test gives the instructors information about your reading level. This test is not timed.
2. **CASAS:** *This test is given to all students upon entry to the program.* This test is given throughout your time in the Adult High School Program. The purpose of the test is to measure your progress in life and basic skills.
3. Optional tests to meet the Competency Requirements:
   - Mt. SAC Placement Tests
   - California High School Exit Examination (not offered here)
   - GED Writing and Math Subject Tests (not offered here)

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**Campus Safety**

In the event of an emergency, Public Safety can be contacted at (909) 274-4555 or x4555 from any campus phone (24 hours a day, 7 days a week).

The ABE Department is dedicated to providing a safe, healthy campus environment for all students, employees, and the public who visit our campus. ABE also has our own staff to supervise and maintain security with Public Safety.

**Clery Act & Sexual Harassment Information**

Sexual assault, domestic violence, dating violence and stalking are crimes that are not tolerated and are prohibited on Mt. San Antonio College Campus (Board Policy 3430, 3540). Mt. San Antonio College has adopted Board Policies and procedures designed to prevent sexual crimes, stating sanctions for offenders and supporting access to treatment and information for victims. All applicable punishment, including criminal charges, and/or employee or student disciplinary action, shall be applied whether the violator is an employee, student or member of the general public.

The College is also committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the College.

More information can be found at: www.mtsac.edu/safety (select “Sexual Assault Policy” or “Clery Act Annual Report”). Copies of the Mt. SAC Sexual Assault Policy can also be found in ABE offices. It also includes reporting information and a list of resources if you, or someone you know, are in need of assistance. ABE staff is also available to provide support and resources in person, by phone, or via email at abeinfo@mtsac.edu.

**Campus Security**

Emergency phones
- Located throughout campus, nearest is in Staff Parking Lot H

Campus Escort Services
- Available Monday-Thursday 6:30-10:15pm by calling (909) 274-4555
- Campus escorts are identified by their yellow jackets and ID badges

Emergency Notification Services
- Notification is available via text, email, or phone
- Claim your Mt. SAC portal to register (counselors can assist with this)

Text-a-Tip
- Text (909) 274-9460 if you witness crimes or any suspicious behavior
- It’s anonymous and Public Safety can reply without knowing your identity
**Standards of Conduct, cont. & Policies**

**Immediate Interim Suspension (Education Code Section 66017)**
The College President/CEO may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten days.

**Removal from Class (Education Code Section 76032)**
Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the College President/CEO and the Director, Student Life. The Director, Student Life shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Director, Student Life shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Director, Student Life from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

**Student Complaints and Grievances**
Mt. San Antonio College has an official Complaint Policy available for all students, including those enrolled in the HSE Preparation Program. Student complaints may also be called grievances and are in one of three categories: Academic, Non-Academic, and Discrimination. If you would like to file a formal complaint, the forms and procedures are located at www.mtsac.edu/students/studentlife/student_grievance_form.doc. You can also read the policy on the College’s website at www.mtsac.edu/catalog or in the catalog. If you wish to handle the complaint informally, you may contact an ABE administrator or supervisor by coming into the ABE front office or via email (abeinfo@mtsac.edu).

**Records and Privacy**
All student records are secure and confidential. Physical records are kept in locked cabinets and electronic records are restricted to approved users on the Mt. SAC intranet. Student records will not be released without the student’s written consent, with some exceptions. A complete list of exceptions is available in the Mt. SAC College Catalog and can be obtained from the ABE Front Office and/or High School Office.

**ABE Counselors**
- Monitor student progress and help students as needed
- Help students create an educational plan to complete high school credits or the high school equivalency preparation program
- Provide referrals to campus support services or community agencies
- Offer personal and educational guidance
- Provide a bridge to college enrollment and assist in selecting courses
- Assist students in developing career and employment goals

**Educational Plans**
A counselor or educational advisor can help you create a college educational plan for:
- Certificates & Vocational Programs
- A.A. (Associate in Arts) & A.S. (Associate in Science) Degrees
- Transferring to a Four-Year College or University

**Career Counseling**
- Workshops to help students identify their career interests, personality types, abilities, and educational priorities
- Guidance with job search techniques, resume writing, and interviewing skills
- Career and college goal planning assistance
- A Career Center providing resources to help students research jobs, careers, and educational opportunities

**Students With Disabilities**
Individuals with disabilities are assured equal access to educational institutions and all systems of communication under federal and State laws. (Mt. SAC Board Policy Board Policy 5140) Please contact Susan Wright at (909) 274-4845 for a referral and/or more information.

**Childcare Services**
Childcare services are offered through the Child Development Center on campus. Childcare is not guaranteed and is based on availability and student financial need. Financial assistance may be available. Please contact Susan Wright or Renu Katoch for application information at (909) 274-4845.

**Transfer to Credit Courses**
Counselors and educational advisors are available to meet with you and help create a supportive bridge to the credit classes college campus. You can make an appointment by calling (909) 274-4937.
Adult High School Diploma Guidelines

CLASS TIMES
Monday – Friday 9:30 am – 12:30 pm & Monday – Thursday 5:30 pm – 8:30 pm
*Hours and days may vary in summer or intersessions

CLASSROOM/BOOK POLICIES
• All text books are loaned to each student; they must be returned each day. Books may not be taken home or out of the classroom. Students are responsible for books while checked out in their possession. **If it becomes lost or stolen, the student will be charged for the replacement value.**
• In order to obtain a textbook you must have a Mt. SAC ID card.
• You are responsible for bringing all necessary school supplies.
• Students may not eat or drink inside the classroom. Water is an exception unless the student is working at a computer station.

PARKING
• Drop-off and pick-up is in Lot H only.
• Students are required to purchase a parking permit each semester if they park in any of the student lots.

EDUCATIONAL ADVISOR
The High School Program has Educational Advisors available to answer questions about attending Mt. SAC and college in general. If you are interested in speaking with an Educational Advisor please make an appointment in the Adult Basic Education Office (Room 101).

ATTENDANCE VERIFICATION POLICY
In the event that a student needs verification of attendance or enrollment (for housing, insurance, probation, social service benefits, etc.), the following policy applies and no exceptions will be made for this policy:

*Proof of attendance will be issued once the student has attended a minimum of twelve (12) hours per week for four (4) consecutive weeks.*

COMPUTER AND EQUIPMENT USAGE
We are happy to provide current software and computer equipment for your use at no charge. Please assist us in maintaining the equipment in the best possible condition. The following applies to usage of computer equipment and software:
• Internet usage is for educational purposes only.
• No chat rooms, music videos, or other inappropriate sites are to be accessed.
• Offensive materials either on disk or the Internet are not allowed on any College computer.
• Students may print one copy of their document. Excessive printing will result in the loss of this privilege.

8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, marital status, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions.
11. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
15. Unauthorized entry upon or use of College facilities.
16. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporary recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.
20. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
21. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

Previous section adopted 2/27/2013
Mt. SAC Standards of Conduct

Extracted from Board Policy Section 5500

References:

Education Code Section 66300; Accreditation Standard II.A.7.b

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

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

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

The procedures shall be made widely available to students through the College catalog and other means.

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

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

PROGRESS AND CREDITS

- Students are expected to complete and turn in assignments, projects, quizzes, and tests in order as specified in the syllabus. All work must be completed in the classroom. Work completed outside of class will not be accepted.
- Students work will not be accepted out of the required order.
- The minimum amount of class hours necessary for each semester course is 62.5 hours. This excludes credits for work experience and transfer credits from schools other than Mt. San Antonio College.
  * Academic progress is reviewed monthly.
  * Students who do not maintain academic progress will be reviewed to determine barriers to progress.
- Please make sure you pick up your copy of the credit slip from your teacher and keep track of the number of credits completed on the copy of your graduation contract.
- Credit will not be issued if there are missing assignments. Students must complete all course requirements to receive credit.
- Students must achieve a 70% or better ("C") overall grade for the class. Credit will not be issued for any grade lower than a "C".
- There are minimum grade averages for tests/quizzes (65%) and the final exam (65%). Some classes also have minimums for projects and essays (65%-70%).
- The following action may be taken for students not maintaining academic progress:
  * Students may be discussed during an instructional team meeting.
  * The instructor and/or the counselor may meet with the student to determine ways to improve progress.
  * The student may be required to complete an educational contract in order to remain in the program.
  * If all other interventions have not resulted in improved academic progress, the student may be asked to leave for the semester and resume coursework in a subsequent semester.
ATTENDANCE

- Students attend the Adult Basic Education Center for educational purposes only. Therefore, the following attached attendance policies are in place for students’ benefit.

- Class hours are Monday–Friday 9:30 a.m.–12:30 p.m. and Monday–Thursday 5:30 p.m.–8:30 p.m. (class hours may vary)
  - The minimum amount of class hours necessary for each semester course is 62.5 hours.

- Students must sign in and sign out using the attendance scanner.

- Students must also sign in and out of the classroom every day they are in attendance.

- In the event that the scanner is not operating, students must sign in manually on an attendance sheet.

- Any student present at the facility must check in immediately upon arrival. If you do not intend to check in immediately, then please do not arrive at the facility until you are ready to check in and attend class.

- As previously stated, students who are present on the campus are expected to check in to class immediately. Coming to the campus for reasons other than educational purposes violates this attendance policy. This includes coming to campus to socialize with other students, meet other students, and/or loiter in and around the premises. If you come to pick up another student, please wait in the Student Lot.

- Each class session will have a 10 minute break. Adult Diploma students present at the facility are not to be out of class FOR ANY REASON outside of official break times.

- If your break extends past the designated time, you will be asked to check out of class and immediately leave for the day.

- You may not go into Parking Lot H during class time. If you go into Parking Lot H you will be asked to check out of class and immediately leave for the day.

- If you leave class (without checking out) or check out of class for the day, please do not return until the next class session. If you are taking a credit class and wish to return to the facility, please inform the instructor of this arrangement.

- Once you check out for the day, you must leave the premises immediately. This includes waiting for a ride. If there is a delay in getting picked up, please wait across the street. Loitering in front of the building, in Parking Lot H, or in Sherman Park is NOT permitted.

- If any staff member requests that you return to the classroom or leave for the day, please comply with their requests.

- Cell phone use, including texting, is not allowed in class. Phones should be on SILENT MODE or OFF. Stepping out of class for cell phone usage except during the scheduled break is a violation of the attendance policy.

- Use of translators is not allowed in the classroom.

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**SEMESTER PARKING PERMITS (SUBJECT TO CHANGE)**

- Permits are $50 for Spring or Fall Semester; $25 for Summer or Winter.
- Replacement fee is $25 for Fall or Spring; $12 for Summer or Winter.

**DAY PARKING**

- You can park in any student lot for $4.00 (cash only) per day/evening.
- A yellow day use parking permit dispenser is located on the West side of Parking Lot H (by the Child Development Center) or on Bonita Drive south of Temple Avenue.

**PARKING REGULATIONS**

- Parking regulations are enforced during all semesters.
- You do not need a permit to park in Student Lot H during the first two weeks of the fall and spring semesters, the first week of the summer semester, and the first week of the winter semester.

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**OBTAINING A Mt. SAC IDENTIFICATION CARD**

1. Obtain your registration printout (either at orientation or from the High School Office, Building 30, Room 115). You will need to bring a form of picture identification to obtain your printout from the High School Office.
2. Take your registration printout to the Bookstore, Building 9A. Please check the website or call (909) 274-4475 for their hours.
3. You must provide an alternate form of picture identification at the SacBookRac. There are no exceptions to this policy.
4. The cost of the identification card is $10.00 and must be paid when you take your picture.
5. Your identification card will be issued at the time your picture is taken.

A Mt. San Antonio College student identification card entitles students to the following services:

- Library access/book checkout
- Identification for cashing checks at student stores or the bookstore
- Access to computer labs on campus
- Campus childcare

Student must have an I.D. card. Without a current Mt. San Antonio College I.D. card, students will be unable to attend class.
Parking and Student ID Information

The closest parking lot for HSE students is Student Lot H (across Bonita Drive)

Parking permits are required for everyone who parks on campus.

There are two ways to get a parking permit; in person or online.

<table>
<thead>
<tr>
<th>Steps to get permit</th>
<th>In Person</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to the Bursar’s Office (Building 4).</td>
<td>Go to the Mt. SAC portal at my.mtsac.edu</td>
<td></td>
</tr>
<tr>
<td>Input the required information into the designated computer</td>
<td>Go to the student tab #31 and follow the instructions provided</td>
<td></td>
</tr>
<tr>
<td>Once steps 1&amp;2 are completed, you can pay in the Bursar’s Office</td>
<td>Help claiming your portal &amp; additional assistance available in the ABE Lab (Building 30, Room 111)</td>
<td></td>
</tr>
</tbody>
</table>

How to pay

| Check or cash | Credit or debit card |

Time to get permit

| Immediately in Bursar’s Office | 7-10 business days |
| Can print a temporary permit ONLY at the time permit is purchased |

Information needed

To get a permit either from the Bursar’s Office (Building 4) or online, you will need to know your name, date of birth, address as well as your car make, model, color, and state of registration, license plate number or VIN, and the name of the registered owner.

Higher One Financial Aid Debit Card

Purchasing a Mt. SAC parking permit may result in being sent a Higher One financial aid debit card. If you do not need this card, please set it aside (do not activate it).

DISCIPLINE POLICY

The Adult Basic Education Center is privileged to provide instruction and support services to students enrolled in the Adult High School Diploma Program. Students are expected to adhere to program guidelines and the Mt. SAC Student Discipline Policy. Every attempt will be made to ensure that all students have ample educational opportunities. The following steps are the process for discipline:

- Offense one: The student will receive a verbal and/or written warning by a staff member.
- Offense two: The student will be asked to leave the campus. The student can return after meeting with the supervisor. A behavior contract may be required to re-enter the program.
- Offense three: The student will be asked to leave the campus. The student will be referred to the Student Life Office for further disciplinary action.

Please note that more than two violations of ABE policies will result in an immediate temporary suspension from the program and a formal meeting prior to re-entering the program. Future violations will result in a College suspension for a period of one or more semesters.

Repeated violations of these guidelines will result in disciplinary action.

For more serious discipline issues such as cheating, drug or alcohol usage, violence, vandalism and stealing, students may be asked to leave and will then be referred to the Student Life Office for immediate disciplinary action.

Disabled Persons Parking

Individuals with a valid, current State issued Disabled Persons placard or license plate may park in the spaces in front of Building 30 or in the disabled persons spaces in Staff Lot H.

Parking Citations and General Information

- If you receive a parking citation, please contact (909) 274-4299.
- For more information, please go to: http://www.mtsac.edu/safety/general_info.html

*Parking fees and information are subject to change.
OBJECTIVE
Students should have a minimum number of high school credits that must be completed within 100 hours of attendance.

PROGRESS REQUIREMENTS
Students must earn a minimum of five (5) credits for every 100 hours of attendance.

LOW ACADEMIC PROGRESS NOTIFICATION AND PRESCRIBED INTERVENTIONS
A student who does not meet the above progress requirements will receive a written notification of low academic progress. The student will be required to participate in the following prescribed interventions:
1. Meet with a counselor to identify barriers to success and to create a reasonable plan of action that will assist the student in completing the assigned credits. This plan will span a period of 40 hours of attendance.
2. Request a Grade Report from an Instructor after each 20 hours of attendance so that the student can self-monitor progress.
Meet with a counselor after 40 hours of attendance to evaluate progress.
*If the student completes the credits prior to the end of the Prescribed Interventions period, he/she will be released from the contract requirements.

PROGRESS PROBATION
In the event that a student does not follow the Prescribed Interventions, the student will be placed on Academic Progress Probation. Requirements are as follows:
1. The instructional faculty and counselors will determine a specific and appropriate number of assignments to be successfully completed (passing with a 70% or better) by the student within the next 40 hours of attendance. This will constitute a Progress Probation Contract.
2. Upon the Assistant Director or Director’s approval of the Progress Probation Contract, the Assistant Director or Director, Adult Basic Education, will issue the contract to the student.
3. The student will be required to meet with an assigned counselor after 20 hours of attendance.
4. The student will be required to request a Grade Report from an Instructor after each 10 hours of attendance so that the student can self-monitor progress.
5. Meet with the Assistant Director or Director, Adult Basic Education, after 40 hours of attendance to determine if the Progress Probation Contract requirements were met.
*If a student completes the credits prior to the end of the Progress Probation Contract, he/she will be released from the contract requirements.

FREQUENTLY ASKED QUESTIONS

HOW DO I OBTAIN MY PAST HIGH SCHOOL TRANSCRIPTS?
- Go directly to your high school to request your transcripts, or
- Fill out the Transcript Request Form provided to you at orientation, and we will request your transcripts for you.
Some high schools charge a small processing fee. If this is the case, you will have to call the school and follow their guidelines for requesting transcripts.

CAN I START CLASS WITHOUT AN OFFICIAL TRANSCRIPT?
Yes. Your unofficial transcripts can be evaluated to determine the first class you will take. Be aware that credits may change based on information obtained from the official transcripts and/or additional transcripts.

WHICH OF MY CREDITS WILL BE ACCEPTED?
See “Types of Transcripts”

CAN I GRADUATE WITHOUT SUBMITTING ALL OF MY OFFICIAL TRANSCRIPTS?
No. The Mt. San Antonio Adult High School Diploma is an official document and all transcripts used to determine credits earned must be official before a diploma can be issued.

HOW DO I KNOW IF MY SCHOOL WAS ACCREDITED?
See “Accreditation Information”

HOW DO I GET MY INTERNATIONAL TRANSCRIPTS EVALUATED?
There are independent evaluation services that specialize in translating foreign transcripts. This agency must be a Mt. SAC Adult Diploma Program approved international transcript evaluation service. Approved evaluation services listing may be picked up in the Adult Diploma High School Office Room 115, or by calling (909) 274-4937.

WHAT IF MY PREVIOUS HIGH SCHOOL HAS ALREADY EVALUATED MY INTERNATIONAL TRANSCRIPT?
If your high school can provide a detailed summary from an approved international transcript evaluation service in a sealed, unopened envelope then we can accept that evaluation. Otherwise you will need to get your international transcripts evaluated through an independent service.
**Types of Transcripts**

**High School Transcripts**
Credits earned during grades 9-12 from an accredited educational institution.

**Out-of-Country/International Transcripts**
Credits earned during grades 9-12 from an educational institution not located in the United States. These transcripts must be evaluated by an approved independent evaluation service. An official detailed report must be submitted to the Mt. SAC Adult Diploma Program in a sealed unopened envelope.

**Adult School Transcripts**
Credits earned while attending an accredited adult educational institution.

**College Transcripts**
Credits earned while attending an accredited college. Official college transcripts are evaluated by faculty. Credits are issued based on official course descriptions and how college courses align with Mt. SAC high school course objectives.

**Mt. San Antonio College Transcripts**
Units earned while attending Mt. San Antonio College. These units may also count toward your residency requirements.

**Academic Dismissal**
Dismissal occurs if a student has not responded to Prescribed Interventions or adhered to a Progress Probation Contract. The following are lengths of dismissal periods:
- First incidence of dismissal – period of 200 hours
- Second dismissal – period of 400 hours, followed by a formal request by the student to return to the program.

**Appeal of Dismissal**
The student subject to dismissal may request an appeal of dismissal from the Adult Basic Education Administration Office. If approved, the student will be provided with a contract that requires finishing the incomplete course in a specified number of hours, as well as meet with counseling and tutoring staff as prescribed. If the student chooses not to make the request, or the request is denied, the student shall be dismissed for at least 200 hours.

**Reinstatement after Dismissal**
A student dismissed for 200 hours may return without a formal request for reinstatement. However, the student will be required to meet with the Director or Assistant Director to sign a contract which stipulates successfully finishing (passing with a 70% or better) the incomplete course by a specified date.

A student dismissed for 400 hours must request reinstatement after the second dismissal by completing an Adult HS Diploma Reinstatement Form, available through the Adult Basic Education Administration Office. As part of the reinstatement requirements, the student must participate in counseling and complete the course within a specified number of hours. A reinstated student shall remain on a probationary, reinstated status until the course is completed. Failure to comply with the terms and conditions of reinstatement may result in subsequent dismissal for the next full 16-week semester.

**Accreditation Information**
Accreditation is a process meant to guarantee that colleges and schools meet certain standards of quality in the education they provide.

Six regional accreditation associations exist: the Middle States Association of Colleges and Schools, the New England Association of Schools and Colleges, the North Central Association of Colleges and Schools, the Northwest Association of Schools and Colleges, the Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges (WASC).

There are a few states that accredit their schools based on criteria equal to the above associations. These states and their accrediting practices will be verified on a case by case basis.
### High School Diploma & HSE Comparison

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<th>Cost</th>
<th>High School Diploma</th>
<th>High School Equivalency (GED/HiSET/TASC)</th>
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<tbody>
<tr>
<td>· Parking and ID fees</td>
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<td>· Testing fees vary depending on testing site</td>
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<td></td>
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<td>· Parking and ID fees</td>
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| Time                  | A minimum of 62.5 class hours is required for 5 credits. | The time it takes to finish the GED varies depending on pre-test scores and time spent studying. |

| Requirements          | 160 credits required  
* See previous page for list of course/credit requirements  
· Residency credits  
· Competencies (Writing, Reading, and Math) | The HSE options consist of four to five tests in the following subject areas:  
· Language Arts  
· Mathematical Reasoning  
· Science  
· Social Studies |

| Job/School/Future     | Accepted everywhere | The equivalent of a high school diploma and accepted by most organizations.  
· Some branches of the military have special requirements. Each student should inquire with the special branch in which they are interested in enlisting. |

### Transcript Evaluation

#### Transcript Evaluation Process
- Credit allocations are determined by the Adult Diploma Program.
- After the transcript is received, a Mt. SAC staff member checks that all schools listed on the transcript are accredited by verifying membership with an approved accrediting association in the United States.
- It is verified that all credits from international schools have been evaluated by a Mt. SAC Adult Diploma Program approved international evaluation service.
- A staff member evaluates credits on the transcript by placing subjects with passing grades in specific category requirements. For example, Biology = Life Science.
- A preliminary evaluation is done of all credits by listing what classes are completed and which ones still need to be completed.
- Once the preliminary evaluation has been completed, it is submitted to a Supervisor for a second review.
- The evaluation process may take up to one week to complete from the time transcripts are received.*
- After a student has taken the required diagnostic tests, he/she may schedule an appointment to meet with a counselor to discuss the results of the transcript evaluation.
- All appointments are made in person in the Adult Diploma High School Office, Room 115, or by calling (909) 274-4937.

#### Official Transcripts
An official transcript is an official document that shows the educational work of a student in high school or college. It is an inventory of the courses taken and grades earned by a student throughout his/her educational history. To be considered “official” the transcript must be officially processed by your high school and sealed in an unopened envelope by the school registrar.

#### Unofficial Transcripts
The following transcripts are considered “unofficial”: copies of transcripts, transcripts that are not signed by school officials, and official transcripts that have been opened, no longer have an official seal, and/or where the seal on the envelope has been broken.
- Transcript evaluation process time frame may vary depending on the type of credits listed on the transcript.