



## Special Admit Program – SPRING 2020

### APPLICATION INFORMATION-KEEP FOR YOUR REFERENCE

Thank you for selecting Mt SAC to fulfill your desire to meet your educational goals. Mt SAC is proud to provide the opportunity for you to strive in your academic experience. The Special Admit Program allows a limited number of high school students an opportunity to take advanced scholastic or vocational courses at Mt. San Antonio College. All interested students must meet the admission requirements and complete the necessary steps to be eligible to participate in the program. We offer the following educational options.

#### College-Level Courses:

*A college level course is designated as degree applicable/CSU/UC. They are primarily general education, major-specific, and require proper academic preparation.*

- Minimum **3.0** HS/College GPA
- Parental permission
- School recommendation from principal/designee
- Meet all course prerequisites\*

#### Vocational Courses:

*An occupational course is intended to develop skills & related knowledge for a specific vocational program. They are designed for learning new and/or updating vocational skills.*

- Minimum **2.0** grade point average
- Parental permission
- School recommendation from principal/designee
- Meet all course prerequisites\*

\*To enroll in a class that has a **prerequisite**, the required preparation must have been completed prior to enrolling in the course. In some instances, English and Math prerequisites may be met by attaining eligibility through assessment.

### Special Admit Program Enrollment Steps New and Returning Students

**Step 1:** New students should apply for the **SPRING 2020** | **RETURNING STUDENTS MUST ALSO RE-APPLY**  
<http://www.mtsac.edu>

**Step 2:** Print “Welcome to Mt. San Antonio College” email containing the Mt SAC Student ID and application confirmation containing the term you applied to.  
(Example: Student ID#: **A00000000** and Username **jmountaineer**)

**Step 3.** Complete the online Assessment Questionnaire on your student portal under Student Success tab  
**(New Students Only)**

**Step 4:** Complete the **Special Admit Program Application Packet** with student, parent and principal/counselor signatures **and** course approved by high school personnel (Note: Mt SAC Counselors cannot advise what college courses can satisfy and/or meet high school program requirements.)

**Step 5:** Attend Special Admit Approval Session

**Step 6:** Register for approved courses



Counseling Department · 1100 N. Grand Ave., Walnut, CA 91789 · (909)274-4380 [specialadmit@mtsac.edu](mailto:specialadmit@mtsac.edu)

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### List of Special Admit Approval Sessions for Spring 2020 Spring Term: February 24th through June 14th

Call the Counseling Dept. at (909) 274-4380 to schedule the Special Admit Program Session.

**Must have your Mt. SAC student ID (A XXXXXXXX) number ready.**

**Each session have limited spaces available**

The Counseling Department hours of services:

Monday -Thursday 8:00 am – 7:00 pm

Friday 8:00 am – 4:30 pm

Weekends -Closed

**Student should arrive 30 minutes before session begins to allow time for check-in and paper work approval.**

**Students with incomplete paperwork will be turned away. No exceptions.**

(i.e.: missing any of the following: Transcripts, signatures, application confirmation email, photo ID)

**Approval sessions are for students only.**

**Walk-ins are not permitted.**

### Required items to the Special Admit Approval Session:

- Special Admit Program **Application Packet** (Sections A, B and C must be complete with course recommendations and signatures)
- Photo I.D. (i.e. High School I.D., California I.D.)
- “Welcome to Mt. San Antonio College” email copy containing your student ID number and username
- Assessment Questionnaire placement results
- Transcripts: High School (unofficial accepted), AP scores, Mt. SAC and/or other college attended (if applicable)

New Students Sessions	Returning Students Sessions
<b>01/22/19 * – 4:30-6:30pm</b>	<b>01/23/19 – 3:00-4:30pm</b>
<b>01/24/19 * - 2:00-4:00pm</b>	<b>01/29/19 – 3:00-4:30pm</b>
<b>01/30/19 * - 2:30-4:30pm</b>	

**\*Parents Session will be hosted simultaneously during students Approval session.**



## Special Admit Program – SPRING 2020

### APPLICATION PACKET

The following sections must be completed by the Special Admit Student (Section A), Parent (Section B), and High School Counselor or Principal (Section C). This packet and required documents **must be** presented at the Special Admit Program session.

**Special Admit Program have space limits**

**No guarantee of course approval or enrollment into college course.**

### Student Section: A

<u>Last Name</u>		<u>First Name</u>		<u>Date of Birth</u>								
<u>Name of High School</u>	<u>Current Grade Level</u>	<u>High School GPA</u> (cumulative, unweighted)	<u>Email Address</u>									
<u>Student's Cell #</u>	<u>Mt SAC Student ID# (A00000000)</u>											
		<b>A</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>										
<u>Please circle one</u>  <b>New</b>   <b>Returning</b>		<u>Returning student- Please list college course(s) taken and grades? IP= In Progress</u> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"><u>Course(s):</u></th> <th style="width: 20%;"><u>Grade</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>			<u>Course(s):</u>	<u>Grade</u>						
<u>Course(s):</u>	<u>Grade</u>											
<u>AQ Math Placement</u> (e.g Math 110, 130, 150, see a counselor)		<u>AQ English Placement</u> (e.g. Engl 1A, Engl 1A & Engl 80, see a counselor)										

# Special Admit Program – SPRING 2020

Counseling Department : 9B – 2<sup>nd</sup> floor

Special Admit approval session – Building 12 – 1080 (Subject to change)

Parking: Student Lot A – Daily Pass \$4.00 or meter parking \$0.25 every 15 minutes



## Special Admit Program – SPRING 2020

### Special Admit Program Enrollment Agreement

Read each question below. Check <b>Yes</b> or <b>No</b> to each question. <b>Please do not skip or leave a question blank.</b>	Yes	No
My school principal or designee has recommended that I participate in Special Admit.		
I have parental approval to participate in the Special Admit program.		
I have completed the Mt. SAC placement test (if applicable).		
I have met the required grade point average. (College-Level Courses/3.0 GPA; Vocational courses/2.0 GPA)		
I have attached a current copy of my school transcript to verify my grade point		
I meet all prerequisites for the class I plan to take including Math/English (if applicable).		
I have read "To the Parent and Minor Student Attending Mt. SAC" information sheet and agree to abide by the student code of conduct.		
I understand that I can only take a course that is not currently available at my high school.		
I understand that if I do not make satisfactory progress in my course that I will not be allowed to continue to participate in this program.		
I understand that I may only enroll in approved courses designated by my High School Counselor/Principal and approved by the Mt SAC Counselor during the Special Admit Session. Additional/different courses not approved during the Special Admit session will not be allowed/cleared for registration.		
I am a returning Special Admit student. <i>Attach high school transcript (<b>required</b>) and Mt SAC/other college transcripts (if applicable)</i>		

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Special Admit Program – SPRING 2020

## PARENT SECTION-B

Student Name: \_\_\_\_\_

Mt. SAC Student ID #: A \_\_\_\_\_

Birthdate: \_\_\_\_\_

High School: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Special Note to the Parents and Minor Students Attending Mt. SAC***

It is imperative that parents and minors understand that as students they are entering a college environment, and that carries with its certain possible scenarios, not all of which can be anticipated. The average age of the Mt. SAC student has increased and the student body has become increasingly diverse in all respects. Thus, the atmosphere of classes will frequently reflect this diverse adult population. Some of the circumstances noted below are not different from the high school setting, while others are significantly differently. These precautions are not meant to create undue concern for parents or the minor student, only to serve as an advisory to allow you to manage your particular situation so the minor will have a positive educational experience at Mt. San Antonio College.

#### **Parents MUST read and initial each statement:**

	All college coursework and grades become a permanent part of the student’s official college academic history and transcript. Poor grades have a far-reaching effect on future entrance to the college or university of choice, scholarships, financial aid, awards, etc.
	Students must abide by the Student Code of Conduct and are subject to the Student Disciplinary Policy. Copies are available in Student Life, Building 9C. All disciplinary incidents become a part of the student’s personal history.
	Students are expected to meet all deadlines, classes must be dropped within the deadlines, grade options selected, assignments turned in on time, etc.
	Attendance is required, but not monitored as it is in secondary school systems. Most likely, no one will call if a student is absent.
	Instructors cannot inform parents when classes are cancelled at the last minute or when the class ends early.
	Instructors cannot supervise a minor while they wait to be picked up.
	Courses may include frank discussions on sensitive topics.
	Audio-visual presentations may be graphic in their content.
	Students may be exposed to vulgar language outside of the classroom.
	Students may access pregnancy testing, HIV testing and condoms through the Health Center.
	Group work or class presentations may be expected in class. If required, these activities will be required of all students, regardless of age.
	If an instructor feels the material is not appropriate for a minor, they may ask the student to withdraw.
	Students enrolled through the Special Admit Program are not subject to the enrollment fee but are expected to assume the costs of textbooks or other instructional materials and supplies.

## Special Admit Program – SPRING 2020

### Right to Access

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

### Transcripts

Transcripts will be issued upon student’s written request. The college provides two free official transcripts to students.

### Approval of Parent or Legal Guardian

I give my approval for the student named above, a minor in my care, to attend Mt. San Antonio College as a Special Admit student. I verify that I have read the **Special Note to the Parents and Minor Students Attending Mt. SAC** information and understand the responsibilities and expectations of my child attending Mt. San Antonio College as a college student. I also understand and agree to the possibility that my child may be exposed to adult oriented themes and discussions while in class. I also have read the Special Notes to Parents and Minor Students and understand that according to state and federal regulations, my minor’s college records are available to me only with written consent of the student. Under section 49061 of the Education Code, parents of community college students do not have a right to access their children’s student records, regardless of whether the student is under the age of 18. In accordance with this regulation, student’s college records will be released to parents only with the written consent of the student.

Parents Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Special Admit Program – SPRING 2020

### High School Counselor/Principal Section-C

*Thank you for assisting your student in advancing their educational experience by referring them to the Special Admit program at MT SAC. Please read through each statement, and initial if you “agree” with the statement provided.*

Student (First and Last Name) \_\_\_\_\_ is in the \_\_\_\_\_  
 grade at \_\_\_\_\_ School.

**I certify that:**

- This student is enrolled for at least the “minimum school day” (EC §48801);
- This student would benefit from “advanced scholastic or vocational work” (EC §48800);
- This course recommended is for enrichment purposes (EC §48800);
- The recommended course is **not** currently offered at this school;
- The recommended course is **not** alleviating an academic deficiency or replacing a school requirement.
- I have not given approval to more than 5 percent of the total number of pupils from this grade level to participate in this program (EC §48800) (d) (2). Courses to be taken by a special admit student should be decided in concert with the school counselor. Students are able to enroll in any course if the course prerequisite is met. The student shall receive college credit for community college courses that have been successfully completed at the level determined by Mt. San Antonio College.

Principal/Designee Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### High School Approved Mt SAC Course List

**Special Note:** Mt SAC Counselors will **ONLY** approve the courses listed below.\* It is important to have a discussion with your student on course option(s) and list them. Example: Math 110-Statistics

1.	
2.	
3.	

Please provide a brief explanation how will taking a college course benefit the student’s educational goal.

**(This section should be filled out by your high school guidance counselor or principal only)**

\*To assist with course information, unit load, prerequisites, etc.: [https://prodssb.mtsac.edu/prod/pw\\_sigsched.p\\_Search](https://prodssb.mtsac.edu/prod/pw_sigsched.p_Search) <https://www.mtsac.edu/catalog/>

## Special Admit Program – SPRING 2020

**Once your high school counselor/principal provided you with courses you may take at Mt. SAC.  
We recommend checking the Spring 2020 class schedule to check the following.**

**Course # 1 :**

<b>Does this course have any pre-requisites? If so, what?</b>	
<b>Do you meet the pre-requisites? How? (AQ placement? AP Scores?)</b>	
<b>Is the class offered on a day and time that will fit into your schedule?</b>	If so, write down the CRN (Course registration Number). (5 digit)

**Course # 2 :**

<b>Does this course have any pre-requisites? If so, what?</b>	
<b>Do you meet the pre-requisites? How? (AQ placement? AP Scores?)</b>	
<b>Is the class offered on a day and time that will fit into your schedule?</b>	If so, write down the CRN (Course registration Number). (5 digit)

**Course # 3 :**

<b>Does this course have any pre-requisites? If so, what?</b>	
<b>Do you meet the pre-requisites? How? (AQ placement? AP Scores?)</b>	
<b>Is the class offered on a day and time that will fit into your schedule?</b>	If so, write down the CRN (Course registration Number). (5 digit)