

Online Registration

STEP 1. Log on to: *inside.mtsac.edu*

STEP 2. You will need to enter your **Username** and your **Password** to login.

STEP 3. Once you are in, click on **Student** Tab to display your menu. **(B)**

STEP 4. Click on **Student Self-Service Links** option No. 4. **(C)**

STEP 5. Click on **Select a Term.** **(D)**

STEP 6. Hit submit. **(E)**

STEP 7. Enter the five-digit **Course Reference Number (CRN)** in the area provided for each course you are trying to add (up to 10 classes at one time). **(F)**

STEP 8. Click on **Submit Changes** after you have entered all of your numbers. **(G)**

The screenshots show the following steps:

- Secure Login:** A login form with fields for 'User Name' and 'Password', and 'Login' and 'Cancel' buttons. Callout A points to the login form.
- Student Tab:** A navigation menu with 'Home', 'College Library', 'Student', and 'Student Success'. Callout B points to the 'Student' tab.
- Student Self-Service:** A sidebar menu with 'Registration' (option 4), 'Student Records', and 'Mailing Address'. Callout C points to the 'Registration' link.
- Select a Term:** A dropdown menu showing 'Spring 2015'. Callout D points to the dropdown.
- Submit:** A 'Submit' button. Callout E points to the button.
- CRN Entry:** A row of ten input boxes for Course Reference Numbers. Callout F points to one of the boxes.
- Submit Changes:** A 'Submit Changes' button. Callout G points to the button.

Registration Term

Select a Term: Spring 2015

Submit

Before attempting to register for a class, check to make sure the class is open (and the wait list is not filled) at the class schedule search (https://prodssb.mtsac.edu/prod/pw_sigsched.p_Search). **MT. SAC's IT Acceptable Use policy** (http://www.mtsac.edu/administration/infosecurity/acceptable_use.html) prohibits intentionally or negligently performing an act that computer or network to the extent that other users may be denied service. Use of scripts or excessive, repeated unsuccessful registration attempts may result in the placement of a temporary hold on your account.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Without petitioning, students may enroll in up to 18 units each semester and up to 7 units each summer and winter intersession. Students who have completed a given semester with a grade point average of at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for permission to enroll in more than the maximum number of units allowed must contact the Counseling Office (X-4380).

MAXIMUM NUMBER OF UNITS ENROLLED		
Term	Good Standing	Probation Standing
Spring/Fall	18	12
Winter/Summer	7	4

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Online Registration

STEP 9. The classes you successfully selected will be displayed.

STEP 10. Review your class schedule. (H)

**Mt. San Antonio College
Student Schedule/Receipt
Spring 2015**

H

Your Registration Begins: 15 JAN 2015 at 7:00am

Schedule for 16-MAR-2015

Enrolled Courses										
Crn	Subj	Crse	Title	Crd	Start Date	End Date	Times	Days	Bld	Rm
40973	ENGL	1A	Freshman Composition	4.0	23-FEB-15	14-JUN-15	12:00- 2:05pm	M W	26A	3620
41374	SPAN	1	Elementary Spanish	4.0	23-FEB-15	14-JUN-15	9:00- 1:15pm		F	66 248
41930	BIOL	21	Marine Biology Lab	1.0	23-FEB-15	14-JUN-15	9:45-12:55pm	T		7 1115
42098	KIN	34	Fitness for Living	3.0	23-FEB-15	14-JUN-15	9:45-11:10am	M W		45 1462
43074	BIOL	20	Marine Biology	3.0	23-FEB-15	14-JUN-15	1:15- 2:40pm	T R		11 2312
44211	BS	LANG1	Language Skills Laboratory	0.0	23-FEB-15	14-JUN-15	TBA			6 264

Additional Information							
Crn	Subj	Crse	Instructor	Email	Refund Deadline	Last Day to Drop Without a W	Last Day to Drop With a W
40973	ENGL	1A	Boehner-Staylor, Maya C.	mstaylor@mtsac.edu	06-MAR-15	08-MAR-15	01-MAY-15
41374	SPAN	1	Baler, Pablo F.	pbaler@mtsac.edu	06-MAR-15	08-MAR-15	01-MAY-15
41930	BIOL	21	Schmidt, Sherry E.	sschmidt@mtsac.edu	06-MAR-15	08-MAR-15	01-MAY-15
42098	KIN	34	Sanchez, Juan C.	jsanchez@mtsac.edu	06-MAR-15	08-MAR-15	01-MAY-15
43074	BIOL	20	Bava, Jose	jbava@mtsac.edu	06-MAR-15	08-MAR-15	01-MAY-15
44211	BS	LANG1	Marcy, Peggy C.	pmarcy@mtsac.edu	12-JUN-15	12-JUN-15	12-JUN-15

Account Information

Any unpaid fees that result after the semester begins will be placed on a financial hold. Financial holds will prevent students from enrollment, transcripts, withdrawals and prohibit access to certain campus services.

It is the student's responsibility to drop classes by the appropriate deadline as shown above. Students who remain enrolled after the refund deadline are not eligible for a refund and remain financially responsible for payment of fees even if they drop the class or are dropped by their instructor.

Account Summary for			
			Account Balance: \$0.00
Spring 2015			
Detail Code	Description	Charge	Payment Balance
ENRL	Enrollment	\$690.00	\$0.00
HTHF	Health Fee	\$19.00	\$0.00
SREP	Student Representation Fee	\$0.50	\$0.00
STAF	Student Activity Fee	\$11.00	\$0.00
VSA2	Visa (Web Credit Cards)		\$720.50
			\$0.00

Fee Waiver

California Community College Promise Grant - CCCPG (formerly Board of Governors fee waiver - BOGW)

California Community College Promise Grant waives the enrollment fee and provides a reduced cost for health and parking fees. Students are responsible for paying any additional fees.

This assistance is available to qualified California residents. There are three methods by which students may qualify:

Method A:

A student is currently a recipient of funds from TANF (Temporary Assistance for Needy Families), SSI (Supplemental Security Income), or GA/GR (General Assistance/ General Relief), or, if a dependent, such funds are the sole source of income for the family.

Students must provide a current copy of their check or an Untaxed Income Verification form, available online at www.mtsac.edu/students/finaid/forms.html

Method B:

Household size and annual family income. Colleges may ask students to provide documentation of income, such as a copy of their Federal Income Tax Return. **Students are required to provide documentation if it is requested.**

Method C:

A student has applied for other state/federal aid and has demonstrated financial need by completing the Free Applica-

tion for Federal Student Aid (FAFSA) form. Method C is the preferred method as most students that do not qualify for a fee waiver based on Methods A and B, do qualify when they file the FAFSA.

Visit www.cccapply.org/money to apply online.

Students may also download the application form from the website and return it in person to the Financial Aid Office (Bldg. 9B).

Students may apply for a CCPG at any point during the academic year. If students are determined eligible for a CCPG, it will be valid for the entire academic year. Students must reapply for a CCPG each year beginning with the summer term. Please refer to the Refund for CCPG policy on page 21 for information regarding refunds.

CCPG recipients are subject to loss of CCPG eligibility when they are on probation for two consecutive semesters with academic and/or progress probation. Only students identified as foster youth are exempt from this rule. There are provisions for regaining eligibility and an appeal process. You can find out more details at:

www.mtsac.edu/financialaid/types-of-aid/state-aid-programs.html

NOTE: Since verification of eligibility may involve contact with other agencies, parental signature, or other documents, it is reasonable to expect that an application may not be completed on the same day it is submitted.