

MT. SAC

Enrollment Guide for New Students



☐ **Step 1: Application**

To add or register for classes, an application must be on file for the term you plan to start:

☐ **Fall / Spring (16 weeks)**

☐ **Summer / Winter (6 weeks)**

☐ **Step 2: New Student Orientation (online)**

To support your journey at Mt. SAC, complete the online Orientation to learn about Mt. SAC policies, academic programs, and student support services.

☐ **Step 3: Assessment Questionnaire (AQ)**

To ensure you are taking the right English, math, and reading courses, complete the online Assessment Questionnaire (AQ) for course placement.

Students who have completed English or math college-level courses at another institution submit an official transcript to Admissions & Records.

☐ **Step 4: Register for Courses**

The following pages will provide information on how to search for open courses, how to register, and other resources to help navigate the Mt. SAC enrollment process.



Application
www.mtsac.edu/admissions/apply-now.html



Orientation, AQ,
& MAP workshop
www.mtsac.edu/counseling/orientation.html

YOUR SUCCESS STARTS WITH

Counseling Courses

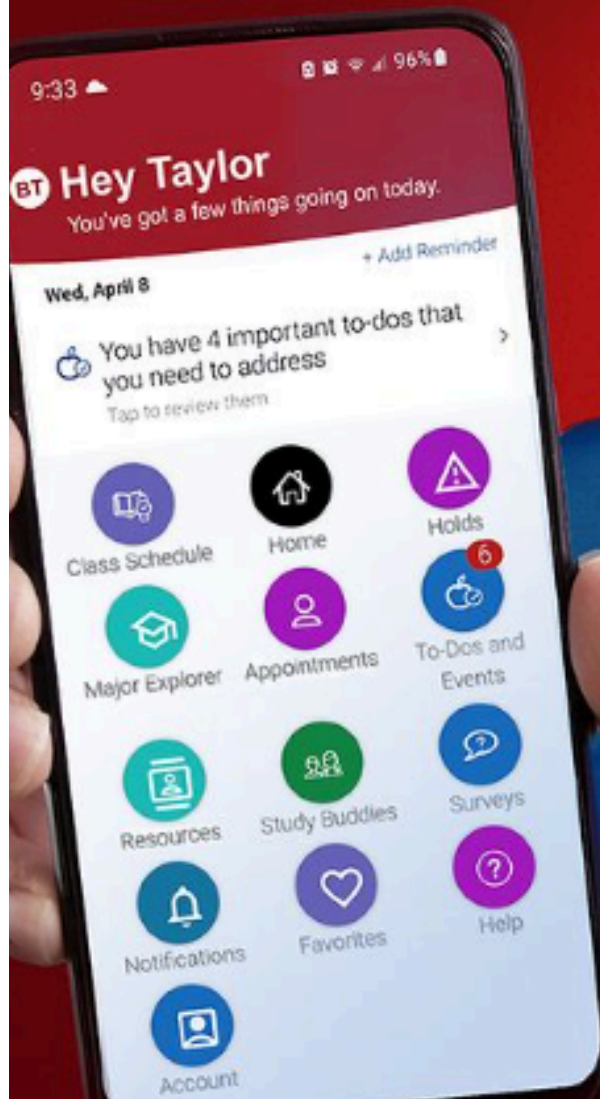


**Invest in
Your
Success
Today!**

Counseling Course

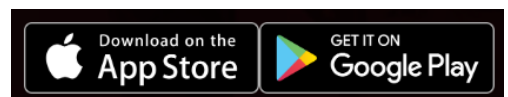
- Introduction to College ✓
- College Success Strategies ✓
- Career & Life Planning ✓
- Introduction to the Transfer Process ✓
- Introduction to Career Exploration ✓
- Exploring Leadership ✓

Download Navigate



Navigate is an online mobile app for students to access the following: www.mtsac.edu/navigate/index.html

- Schedule counseling appointments
- View your class schedule
- Study buddies



Navigating the Student Portal

Mt. SAC Portal
inside.mtsac.edu



Mountie Academic Plan (MAP): a degree audit tool that shows your program of study (major), program progress, GPA, units completed, educational plan, degree templates, etc.



Navigate: is a student-focused appointment and support tool that will help keep you on the path toward academic success and timely graduation.



Student Self-Service: includes registration links, student records, student accounts, personal information, etc.

Student Self Service

Registration

1. [Apply for Admission](#)
2. [Review Existing Application](#)
3. [Select Term](#)
4. [Register \(Add or Drop\) Classes](#)

Student Success: includes orientation, AQ, Mountie Academic Plan (MAP), and tutoring services.

New Student Registration Checklist

Welcome Mountie! We know you are excited to register for classes, but first you must complete the following (click on the arrows for more info):

›	Mandatory Assessment Questionnaire (AQ)
›	Mandatory Online Orientation
›	Mountie Academic Plan (MAP) (Optional)
›	Attended another college?

Financial Aid: financial aid checklist, student account, personal information, etc.

Canvas: platform to access online (distance learning) courses

[Log into Mt. SAC Canvas](#)

Registration Dates*

2025

2026

Summer

**March
26**

Fall

**May
7**

Winter

**Sept.
24**

Spring

**Nov.
12**

First-Day of School

June

23

6 weeks

August

25

16 weeks

January

5

6 weeks

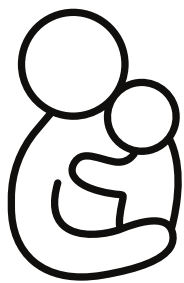
February

23

16 weeks

*Registration date will be issued 6 days before the date noted. Admissions will send an email to your Mt. SAC account.

New Students: Your registration date will be days after the first day.



Student Parent **Priority** **Registration** Information & How to Apply

What is the AB 2881?

AB 2881 is a California law that gives priority registration for college students who are parents.

What documentation is required to receive early registration as a student parent?

- The document submitted must show age of child and relationship between parent-child. (i.e. Birth Certificate, health insurance documents)
- Document(s) must show the age of the child and the relationships between parent-child
- All documents must be in PDF format.

Who is a student parent under AB 2881?

- A student who has a child under 18 years of age
- A student who receives more than half of their support from their child

Do I need to submit documentation each term to receive early registration?

Yes. Complete the form and documentation before each term you plan to attend to receive early registration.

Where do I submit documentation to request priority registration? Click [here](#) or go to ***bit.ly/3Drtnlb***

Student Instruction

Student ID *

Last Name *

First Name *

Middle Name *

Date of Birth *

Mt.SAC Email Address *

Address *

City *

State *

Zip Code *

Phone *

Child's Information Section

Please provide the Youngest Child's Information (Under 18 Years of Age)

Child's Last Name *

Child's First Name *

Child's Middle Name *

Child's Date of Birth *

Does Child Currently Live With You *

File Attachments *

You need to attach one of the following documents for eligibility.

- Child's Birth Certificate
- Court Order
- Child's Health Insurance
- Documentation of California State Services
- Appropriate School Records

Note: Documents must show the age of the child and the relationship between parent-child.

All attached documents need to be in PDF format.

Drag and drop files here or [browse files](#)

Agreement

I hereby swear that I am the student referenced in this submission and that all the information that I provided is true and correct. I also understand that misrepresenting or falsifying any information in this submission is a violation of the Student Code of Conduct and if discovered, I may be reported to the Student Life Office for disciplinary action. *

☐

Checking the box below indicates your agreement to the above statement.
Please check the box below to receive an emailed verification of your electronic submission.

☐ Send me a copy of my responses

[Submit](#)

“It’s my first-semester and I’m undecided on my major.”

Add the following courses*:



English Composition

ENGL C1000: Academic Reading & Writing

or

**AMLA 1A English for non-native speaker
(4 units)**

- Writing will be a fundamental skill that you will use in all college courses. And this course is required for a degree and transfer to a 4-year college.



Career & Major Exploration

COUN 5-Career & Life Planning (3 units)

- This course will provide a comprehensive career assessments identify your personality, interests, values, and skills. Career/major research and job readiness skills will be provided.

COUN 51-Career & Life Planning (1 unit)

- This course a introductory course to career exploration. Career assessments in personality, interest, values and skills will be provided.



General Education

- The requirement for general education courses is intended to ensure a well-rounded learning experience.
- It may also provide an opportunity to take an introductory course to explore a major.
- There are two options to select **general education courses** or go to tinyurl.com/mry8sez3:
 - IGETC (CSU/UC) (3-6 units) or
 - Mt. SAC's Associate degree (3-6 units)



*How many classes to take in my first term? or go to tinyurl.com/mrxhc6sy or



How many units (courses) shall I register for (add)?

- 14-18 units (4-5 classes) 100 % College Student
No other priorities
- 12-13 units (4 classes) 20 hours on non-student activities/priorities
- 9 units (3 classes) 30 hours on non-student activities/priorities
- 3-6 units (1-2 classes) 40 hours on non-student activities/priorities

I am working or plan to work while in school? How many units shall I enroll in?

- 12-13 units (4 classes) 20 hours or less working
- 9 units (3 classes) 20-25 hours of working
- 3-6 units (1-2 classes) 25+ hours of working



HOW TO FIND YOUR REGISTRATION DATE/TIME

1

Login: inside.mtsac.edu (portal), view the “Student Self-Service” tile, click “Registration,” and #8 Registration Appointment/Hold

Student Self Service :

8. [Registration Appointment/Hold](#)

Registration

2

Registration Notices: 4 | Holds: 0

✓

Overall Academic Standing
Good Standing
Permits Registration

✓

Student Status
Active Student
Permits Registration

✓

Enrollment Status
Permits Registration

Time Tickets
From: 05/12/2025 12:00 PM
To: 12/14/2025 11:59 PM





HOW TO BROWSE COURSE OFFERINGS

- 1** Login: inside.mtsac.edu (portal), view the “Student Self-Service” tile, click “Registration,” and #12 Search for Classes

Student Self Service

Registration

11. [Print Your Schedule/Receipt](#)

12. [Search for Classes or \[Extended Class Search\]](#)

13. [View Your Waitlist](#)

- 2** Select the term: Fall, Spring, Summer or Winter

Select a Term for Class Search

Fall 2025

Continue

- 3** Enter Your Search Criteria

Term: Fall 2025

Choose Credit or Noncredit

☒ Credit

Select "Credit"

Subject

Example: English or Business OR Example: ENGL OR BUSA

Course Number

Example: C1000

Title

Special Class Type

Keyword (With Any Words)

Search

Clear

Advanced Search

Sample: Search Results

ENGL	C1000	Academic Reading and...	22766	4	SMTWTFSS	07:30 AM - 09:35 AM	Type: Piluso, Robert (Primary)	21 of 30 seats ... 10 of 10 waitlis...
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HOW TO ADD A COURSE

1 Login: inside.mtsac.edu (portal), view the “Student Self-Service” tile, click “Registration,” and #4 Register (Add/Drop) Classes

Student Self Service :

Registration

1. [Apply for Admission](#)
2. [Review Existing Application](#)
3. [Select Term](#)
4. [Register \(Add or Drop\) Classes](#)
5. [Change Class Grading Option](#)

2 Select the term: Fall, Spring, Summer or Winter



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

3 Select the term: Fall, Spring, Summer or Winter

Select a Term for Class Search

Fall 2025

Continue

Enter Your Search Criteria

Term: Fall 2025

Choose Credit or Noncredit

☒ Credit

Select "Credit"

Subject

Example: English or Business OR Example: ENGL OR BUSA

Course Number

Example: C1000

Title

Special Class Type

Keyword (With Any Words)

Search

Clear

Advanced Search

4 Click the “add” button

Add

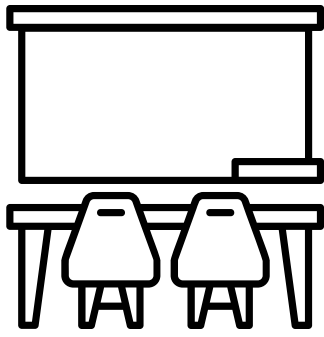
ENGL C1000 Academic Reading and... 22766 4 S M T W T F S 07:30 AM - 09:35 AM Type: Piluso, Robert (Primary) 21 of 30 seats ... 10 of 10 waitlis...

5 Click the “submit” button

Summary						Tuition and Fees
Title	Details	Hours	CRN	Schedule Ty	Status	Action
Freshman Composition	ENGL 1A, 01	4	10608	Lecture a...	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 7

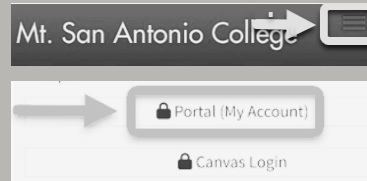
Submit



I Waitlisted an **on-campus** course. What Next?

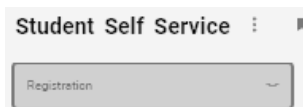
1 Log into portal

Mt. SAC Homepage or **inside.mtsac.edu**
& select "Portal" (My Account)

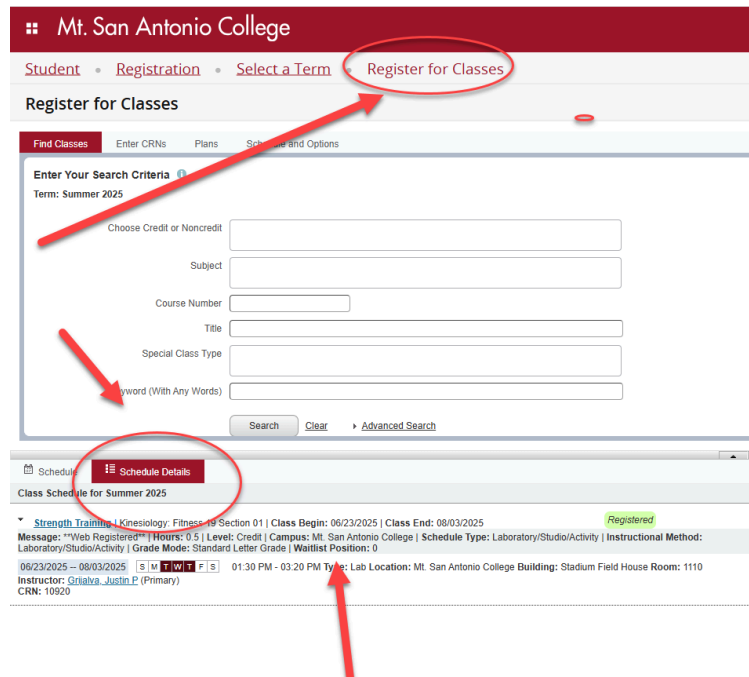


2 Check your waitlist position

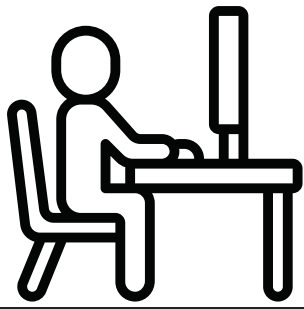
View the "Student Self-Service" tile, click "Registration," and
13 View Your Waitlist



13. [View Your Waitlist](#)



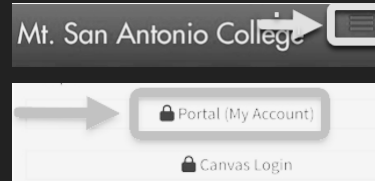
- If your waitlist position is "0". You may enroll in the class.
- If your position is "1-10", continue to monitor waitlist position up to the first day of class. Then follow step 3 below.



I Waitlisted an **ONLINE** course. What Next?

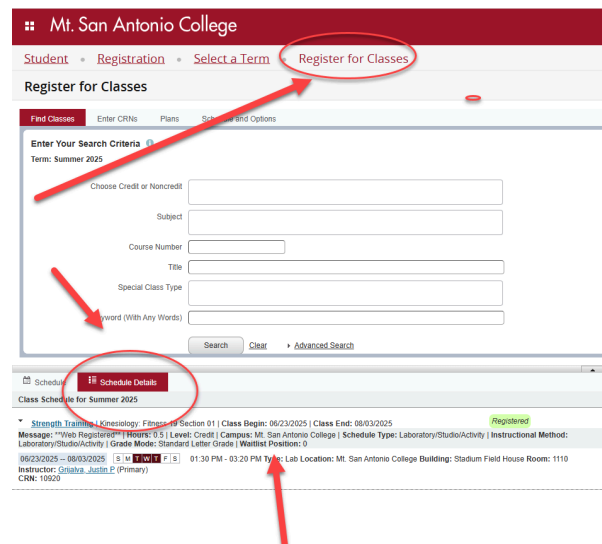
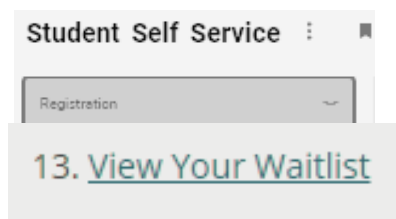
1 Log into portal

Mt. SAC Homepage or inside.mtsac.edu
& select "Portal" (My Account)



2 Check your waitlist position

View the "Student Self-Service" tile, click "Registration," and
13 View Your Waitlist



- If your waitlist position is "0". You may enroll in the class. Follow the steps on how to add a course within 72 hours.
- If your position is "1-10", continue to monitor waitlist position up to the first day of class. Then follow step 3 below.

3 Email the Professor on the first day of the term

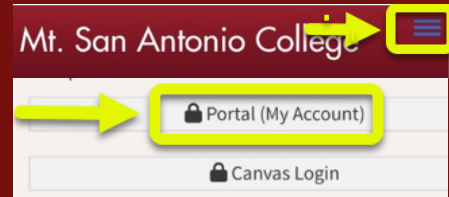
- Log in to inside.mtsac.edu, return to the #13 waitlist position, and locate the professor's email
- Send the professor an email asking to add the course, your waitlist position#, and your student ID# (**Sample email guide** or go to bit.ly/4ghsK2K)
- The professor will provide an add code if they agree to add you to the course.



How do you access your educational plan?

1 Log into portal

Mt. SAC Homepage (or inside.mtsac.edu)
& select "Portal" (My Account)



2 Find the "MAP" tile

Mountie Academic Plan (MAP)



Click On



Get Started Now!

Phone Access

Click the bars



Select "Features"
and then "Plans" to
find the plan
developed with a
Counselor

Degree Works

Features

Links

Worksheets

Exception

Plans

Computer Access

WORKSHEETS

PLANS

Paralegal/Legal Assistant, AS S0310
Patricia Maejstro, PLGL 30

How to Apply for Financial Aid

To apply for financial aid, students must complete **one** of two financial aid applications: the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA). Students interested in the California College Promise Grant (Fee Waiver) are encouraged to apply by submitting either a FAFSA or CADAA to be considered for all available financial aid.

Completing and submitting a FAFSA or CADAA is free—you should not pay anyone or any website to prepare it for you! The Financial Aid Office at Mt. SAC, like most colleges, offer free assistance completing a FAFSA or CADAA to students and the community. Visit a college's Financial Aid Office to get more information.

► **FAFSA (Free Application for Federal Student Aid)**

► **California Dream Act Application (CADAA)**

► **California College Promise Grant (Fee Waiver)**



[Financial Aid](#)

Fees

What are the fees and tuition?

FEE	COST	DETAILS
Enrollment Fee	California Residents: \$46/unit Nonresident Students: \$311/unit + \$46/unit enrollment fee (Effective for Fall 2022 semester) International Students: \$311/unit + \$46/unit enrollment fee (Effective for Fall 2022 semester)	Except those who qualify for the California College Promise Grant (CCPG) , a state financial aid program. Students who have not established residence in California for a period of one year prior to the day before classes begin pay the nonresident enrollment fee. Learn more about residency here. International students who are attending Mt. SAC on an F-1 Visa pay the International fee. Learn more about international student tuition and fees here.
Student Activities Fee	\$15	This fee is assessed during Fall and Spring semesters only.
Student Representation Fee	\$2	This fee is assessed during Fall and Spring semesters only. The fee amount was set by the California legislature and took effect January 1, 2020.
Student Health Fee	\$23 (\$17 with CCPG waiver) Fall and Spring Semesters (Effective for Fall 2022 semester) \$20 (\$15 with CCPG waiver) Winter and Summer Intersessions (Effective for Fall 2022 semester)	This fee is required for all credit students, including part-time students. Applications for waivers are available in the Cashier's Office (9A) or in the Student Health Center (67B) for the first week of the semester.
Student Transportation Fee	\$9 full-time students \$8 part-time students	This fee is collected in Fall and Spring semesters only. It was approved by 81% of students in November 2014 and funds the Class Pass program, which provides students a free bus pass.
Materials Fee	varies	Different classes have different materials fees to cover the cost of class equipment, books, or other supplies that may be required. All materials fees are noted under the class listing at the end of the course description.
Parking Fee	\$50 (\$25 with CCPG waiver) for Fall and Spring semesters \$25 for Winter and Summer	Student parking permits are required each term to use all student parking lots. Daily permits are available for \$4 a day. Learn more about parking here.



FINANCIAL AID APPLICATION

FAFSA or CADAA is free—you should not pay anyone or any website to prepare it!

Complete one of two financial aid applications:

- ▶ **FAFSA (Free Application for Federal Student Aid)**
- ▶ **California Dream Act Application (CADAA)**
- ▶ **California College Promise Grant (Fee Waiver)**

The Financial Aid Office at Mt. SAC offers free assistance in completing a FAFSA or CADAA to students and the community. Visit a college's Financial Aid Office to get more information.



[Financial Aid](#)



Counseling

Connect with a Counselor ▾

Workshops ▾

Counseling Services ▾

Resources

Frequently Asked Questions

- ▶ Have Registration Questions?
- ▶ What classes do I take?
- ▶ How Do I Transfer?
- ▶ How do I get the credit for AP/IB scores, foreign language, or classes I have taken at another school?

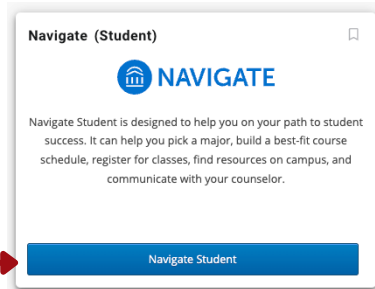


www.mtsac.edu/counseling/faqs.html

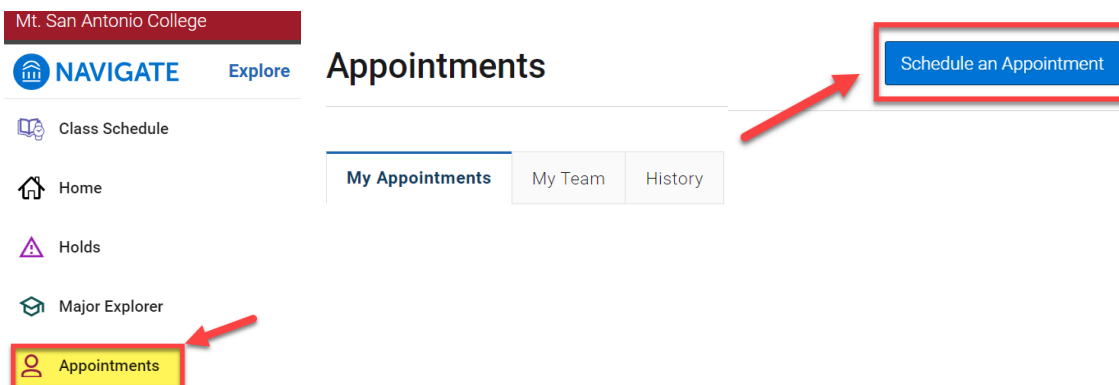
How to schedule a Counseling Appointment with EAB



- 1 Log onto the portal (inside.mtsac.edu). Click on "Discover More" and search for "Navigate (Student)"



- 2 On the left, click on **Appointments** and then choose **Schedule An Appointment**.



- 3 **Select:**
 - **Counseling**
 - **Select a reason for appointment**
 - **Pick a Date**
 - Click on "Find Available Time"

Note: Appointments are released exactly two weeks in advance at the same time and date.

Example: If today is Monday, 3/3 at 12 PM, then appointments for Monday, 3/17 at 12 PM will become available.

New Appointment

Below, you will find available options for scheduling an appointment. If you cannot find si

What can we help you find?

What type of appointment would you like to schedule? *

Counseling x v

Service *

Career Counseling x v

Pick a Date

March 4, 2025 v

Find Available Time

4 Make your selection and press **Schedule**.

New Appointment

All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Service

Pick a Date

March 2025 < 1 >

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1:00 - 1:30 PM	1:15 - 1:45 PM	1:30 - 2:00 PM	1:45 - 2:15 PM
3:15 - 3:45 PM	3:30 - 4:00 PM	3:45 - 4:15 PM	4:00 - 4:30 PM

5 Review & Confirm appointment

Review Appointment Details and Confirm

What type of appointment would you like to schedule?	Service
Date	Time
Location	

How would you like to meet? *

Search by type

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder

☒ Reminder will be sent to pmaestro@mtsac.edu

Text Message Reminder

☒

Phone Number for Text Reminder

Schedule Submit to confirm

COUNSELING DEPARTMENT

Let us Help You Find Your Pathway



● Career, Personal, and Academic Counseling

- Career/Major Exploration
- Educational Planning
- Certificate, Degree Completion, and Transfer Preparation
- Offer skills and advice to help you succeed in the classroom
- Assistance and referral to academic and student support services

● Workshops

- Mountie Academic Plan (First-Semester Courses) (MAP)
- Major Exploration
- P2 Success & Reinstatement

Ways To Connect With A Counselor:

Appointments:



IN-PERSON



PHONE



ZOOM VIDEO

Quick Questions



EMAIL-BASED
COUNSELING



IN-PERSON



EXPRESS
ZOOM

Located:

Student Services

1100 N. Grand Avenue
Walnut, CA 91789

909-274-4380

www.mtsac.edu/counseling/



Monday-Thursday: 8 AM to 7:00 PM

Friday: 8 AM to 4:30 PM

Hours may vary during the
holidays and intersession

Class Schedule:

	MONDAY	TUESDAY		WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							

Notes

