

MT. SAC SHORT-TERM VOCATIONAL Enrollment Checklist

This checklist outlines what you'll need to do before starting an STV Program and the resources to help.



1. COMPLETE THE SCE ONLINE APPLICATION

[CLICK LINK BELOW TO APPLY](#)

www.mtsac.edu/noncreditapp

Are you a current Mt. SAC student?

1. Use your Portal username and Password on the Login page
2. Complete and submit your application
3. Once we receive your application, one of our staff members will contact you, but feel free to contact us at (909) 274-4220.

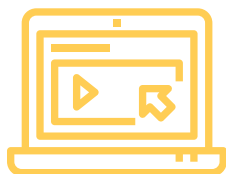
New to Mt. SAC?

1. Create an account – you must provide a personal email address
2. Verify your account (look for an email from SCE@mtsac.edu)
3. Login to complete and submit your application
4. Once we receive your application, one of our staff members will contact you, but feel free to contact us at (909) 274-4220.



2. ATTEND YOUR COUNSELING APPOINTMENT

A virtual counseling appointment will be scheduled with a vocational counselor once your registration to an STV program has been confirmed. Please call registration at (909) 274-4220 to schedule a counseling appointment if one has not been scheduled for you.



3. LOGIN TO YOUR MT. SAC STUDENT PORTAL

[NONCREDIT STUDENTS CLAIM YOUR STUDENT PORTAL \(CLICK LINK BELOW\)](#)

[https://www.mtsac.edu/vocational/SCE Student Portal Login Instructions.pdf](https://www.mtsac.edu/vocational/SCE_Student_Portal_Login_Instructions.pdf)

Go to your portal to view information about Mt. SAC, access CANVAS and your Mt. SAC email account, get free access to Office 365, and more!



4. LOGIN TO CANVAS (FOUND IN YOUR PORTAL)

[CANVAS LOGIN VIDEO \(CLICK LINK BELOW\)](#)

<https://youtu.be/UMZuq-ocO9Y>

This is the learning management system used at Mt. SAC for all online classes. Go to CANVAS to view course information for all online classes.

NEED ONLINE HELP? REACH OUT TO US (CLICK LINK BELOW)

[https://www.mtsac.edu/vocational/SCE SOS Flyer.pdf](https://www.mtsac.edu/vocational/SCE_SOS_Flyer.pdf)

The School of Continuing Education Student Online Support (SCE SOS) Team offers LIVE, one-on-one assistance to noncredit students who need help with ANY/ALL technology questions.

CONTACT US:

(909) 274-4220, STV@MTSAC.EDU, WWW.MTSAC.EDU/VOCATIONAL