

# Registration — 7 Easy Steps

## REGISTRATION BEGINS FOR 2020 SUMMER SEMESTER Wednesday, May 6, 2020

### MAIN CAMPUS — (909) 274-7500

- **STEP 1 — Apply to Mt. SAC** (909) 274-4415  
The preferred method of application is via the Web at [www.mtsac.edu](http://www.mtsac.edu).  
**Mountie Fast Track Info Session:** Got questions? These Information Sessions were created to answer your questions and assist you in getting started at Mt. SAC! Register online at: <http://www.mtsac.edu/fasttrackinfosessions>
- **STEP 2 — Apply for Financial Aid** (909) 274-4450  
Apply for financial aid, fee waivers, and grants.
- **STEP 3 — Complete the Assessment Process** (909) 274-4265  
Complete the Assessment Questionnaire (AQ) at <http://www.mtsac.edu/aq>.
- **STEP 4 — Complete New Student Orientation** (909) 274-4380  
Attend an orientation session. Any student who is new to Mt. SAC MUST attend orientation before registering for classes.
- **STEP 5 — Attend a Mountie Academic Plan (MAP)** (909) 274-4380  
Receive counseling/advising and your Mountie Academic Plan (MAP).
- **STEP 6 — Register** [inside.mtsac.edu](http://inside.mtsac.edu)  
Register online. If you need help, visit the Student Services Center.
- **STEP 7 — Fees** (909) 274-4960  
Pay your fees by credit card online, check by mail, or cash, check, or credit card in person at Cashier's Office (formerly Bursar's Office).

### STEP 1 — Apply to Mt. SAC

#### Who is eligible for Admission?

- A. Any person possessing a high school diploma or its equivalent or is at least 18 years old is eligible for admission to Mt. San Antonio College.
- B. High school juniors and seniors should apply online at [www.mtsac.edu](http://www.mtsac.edu). They will also need to submit a Special Admissions Application and meet the stated criteria. Admission is approved on an individual basis.

#### Special note to parents, Right of Access:

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

#### How Do I Apply?

- A. Apply online by visiting [www.mtsac.edu](http://www.mtsac.edu) and clicking on the "Apply Now" link.
- B. Students who are new to Mt. SAC must apply online for admission. Returning Mt. SAC students with an absence of two consecutive semesters (excluding Summer and Winter intersessions) must re-apply online for admission. Students who have attended Mt. SAC within the past academic year do not need to re-apply.
- C. Submit official transcripts from all accredited high schools, colleges, and trade schools attended.

### STEP 2 — Apply for Financial Aid

Mt. SAC offers a variety of financial aid programs funded by federal and state agencies and private sources, including grants, fee waivers, work-study opportunities, scholarships, and loans. For further information, contact the Financial Aid Office at (909) 274-4450 or visit <http://www.mtsac.edu/financialaid>

### STEP 3 — Complete the Assessment Process

All Mt. SAC students are required to participate in assessment for course placement. The assessment and placement process has been established to enable all students the opportunity to be successful in their coursework. Please go to <http://www.mtsac.edu/aq> and complete the Assessment Questionnaire (AQ). Upon completion, you will be given your course placement or will be advised on your next step in the assessment process. For further information, contact the Assessment Center at (909) 274-4265 or visit Assessment online. (<http://www.mtsac.edu/assessment>)

### STEP 4 — Complete the New Student Orientation Online

To access the online orientation, go to your Mt. SAC Portal at [inside.mtsac.edu](http://inside.mtsac.edu) and click the "Student Success" tab. For further information, contact the Counseling Center at (909) 274-4380 or visit the Counseling Department, Student Services, 9B, 2nd floor

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## STEP 5 — Attend a Mountie Academic Planning (MAP) Workshop

At the MAP workshop, a counselor will help you develop your first-semester course schedule. Based on your assessment questionnaire (AQ) recommendations, a counselor will assist you in selecting the appropriate English, math, reading, general, and major courses. The workshop will also cover information on how to register for courses. To schedule a MAP workshop, go to <https://www.mtsac.edu/map/> or if you have questions, contact the Counseling Center at (909) 274-4380.

## STEP 6 — Register

- View your assigned registration appointment by visiting **inside.mtsac.edu**. Log in using your username and password, then you can view your assigned registration date and time. Students are not able to register before their assigned date and time.
- Prior to your registration appointment, review the *Schedule of Classes* and prepare a tentative class schedule. You will need to have the Course Reference Number (CRN) when you register online. Some classes may be closed at your registration time, so be prepared with some alternatives.
- You can search for open classes online at **[www.mtsac.edu/searchforclasses/](http://www.mtsac.edu/searchforclasses/)**.
- You will be able to add yourself to wait lists for courses during registration.
- Check course prerequisites and corequisites. *A prerequisite is a course or experience which must be completed prior to enrollment in certain courses.* Be sure that you have completed the required prerequisites for the courses you have selected. Prerequisites are identified in the course descriptions in the *Schedule of Classes* and in the college Catalog.
- Be sure to register for required corequisites. *A corequisite is a course that must be taken during the same term as the course originally chosen.* Corequisites are identified in the course descriptions in the *Schedule of Classes* and in the college Catalog. Some corequisites may have been taken previously.

### Parking Permits

**Online:** After registering for classes, click on Student Portal #31 to order your parking permit through the permit vendor, Credentials Order Processing Services. Enter mailing address, license plate, and registration information for each vehicle and provide credit card information. Our third party vendor will mail the permit within approximately 7-10 business days. A temporary permit may be printed to display until it arrives.

**In person:** Student parking permits can be purchased in person at the Cashier's Office (formerly Bursar's Office; Building 4, lower level) during business hours. Vehicle license plate and registration information must be provided at the time of purchase. Payment for parking permit accepted by cash or check only.

## STEP 7 — Fees

**Payment is due upon registration. Students who fail to pay for their classes by the established deadlines MAY be dropped. Students who remain enrolled after the course refund deadline remain financially responsible for the payment of fees even if they drop the class or are dropped by their instructor. Please check inside.mtsac.edu student portal for further information.**

**All fees are subject to change.**

FEES (refer to Fee Explanations below)		Fees subject to change
ENROLLMENT FEE	Resident	\$46 per unit
	International Students	\$341 per unit (\$295 per unit + \$46 per unit enrollment fee)
	Non-Resident Students	\$341 per unit (\$295 per unit + \$46 per unit enrollment fee)
STUDENT HEALTH FEE	Regular	\$20
	With CCPG	\$15
PARKING PERMIT	Regular	\$50
	With CCPG	\$25
STUDENT ACTIVITIES FEE	Collected in Fall and Spring semesters only	\$11
STUDENT REPRESENTATION FEE	Collected in Fall and Spring semesters only	\$2
STUDENT TRANSPORTATION FEE	Collected in Fall and Spring semesters only	\$8 part-time students \$9 full-time students

### Fee Explanations

Contact the Cashier's Office (formerly Bursar's Office) at (909) 274-4960 with fee-related questions.

**Enrollment Fee:** The Enrollment Fee is \$46 per unit. Students who qualify for the California Community College Promise Grant - CCCPG, (formerly Board of Governors fee waiver - BOGW) are not required to pay this fee.

**Non-Resident and International Student Tuition:** Out-of-state tuition fees are \$295 per unit and are required of all students who have not established residency in the State of California for a period of one year prior to the day before classes begin. International student tuition fees are \$295 per unit and are required of all non-resident international students attending Mt. SAC on an F-1 Visa. Contact Admissions & Records at (909) 274-4415 with residency questions.

**Student Health Fee:** Required of all credit students. Students who qualify for the California Community College Promise Grant - CCCPG, pay a reduced fee. Pursuant

# Fee Payment Options/Policies

to Section 76355 of the Education Code, Mt. SAC has a process by which students may request to waive the health fee. To qualify for a waiver, students must provide documentation of active membership in a religious organization that relies exclusively upon prayer for healing. Students need to submit the documentation from their religious organization and the Health Services Fee Waiver request form to the Student Health Center (67B). The Health Services Fee Waiver request form is available on the Health Services webpage [https://www.mtsac.edu/healthcenter/medical/Health\\_Services\\_Fee\\_Waiver.pdf](https://www.mtsac.edu/healthcenter/medical/Health_Services_Fee_Waiver.pdf). The form will only be accepted for the first two weeks of the semester and the first week of the intercession.

**Parking Permit:** A valid parking permit is required at all times to park on campus in all student parking lots. Parking permit replacement fees will apply.

## Student Representation Fee

The purpose of the Student Representation Fee is to provide Mt. SAC students the means to state their positions and viewpoints before city, county, district, and state government agencies. The fee is collected for the Fall and Spring semesters. A student may choose not to pay the Student Representation Fee. If a student chooses to opt-out, the student must contact the Cashier's Office (formerly known as Bursar's Office).

## Student Transportation Fee

Effective Summer 2015, a mandatory transportation fee for the Foothill Transit Class Pass Program will be charged to full and part-time students. California Education Code Section 76361 authorizes the governing board to require students to pay a fee for the purposes of partially or fully recovering transportation costs incurred by Mt. SAC. The fee is collected for the Fall and Spring semesters.

## Student Activities Fee

The Student Activities Fee is an \$11 fee collected for the Fall and Spring semesters to provide numerous Student Life and Associated Students programs and services on campus including book scholarships, cultural programs, scholarships, social activities, and discounted tickets sold at the SacBookRac. To waive the fee the student must contact the Cashier's Office at (909) 274-4960. Refunds for the Student Activities Fee will only be approved for the first two weeks of the semester. For more information or concerns regarding the Student Activities Fee, please contact the Student Life Office or Associated Students.

## Additional fees paid at the Cashier's Office (formerly Bursar's Office):

- Material Cards & Field Trip Fees
- Verification Requests
- F-1 Student Application Fee (\$50)

## Owing a Debt to the College

Mt. SAC will withhold grades, degrees, registration privileges, or any other combination thereof, from any student or former student who has failed to pay a valid financial obligation due to the College (e.g., returned check, unpaid loan, equipment breakage, financial aid overpayment, unpaid registration fee). Any item or items withheld shall be released when the student satisfactorily meets his/her financial obligation. When the outstanding financial obligation owed to the College is sent to our collection agencies, Chancellor's Office Tax Offset Program, the collection cost incurred will be added to the original amount owed. Returned checks must be paid in the form of cash, credit card, money order or a cashier's check, and a returned check charge of \$25 will be added to the amount of the check.

## Fee Payment Options/Policies

- Payment is due upon registration.
- Any unpaid fees after the first day of the semester will result in a financial hold placed on your account. Financial holds will prevent students from enrollment, withdrawals, will prohibit access to transcripts and grades, and will limit access to certain campus services.
- Check your schedule to verify any course adds and/or drops.
- It is the student's responsibility to drop classes by the appropriate deadline as shown on the Student Schedule/Receipt. Students who remain enrolled after the course refund deadline remain financially responsible for payment of fees even if they drop the class or are dropped by their instructor.
- Students who fail to pay for their classes by the established deadlines MAY be dropped. Please check [inside.mtsac.edu](https://inside.mtsac.edu) student portal for established deadlines and further information.

**Fee payment may be made online, by mail, by dropbox, or in person.**

## Online Payments

Following online registration, fees can be paid online using VISA, MasterCard, Discover, American Express, or a check card displaying the above logos. The payment link is #25 on the Mt. SAC Student Portal, Student Tab.

## Mail Payments

Following online registration, fees can be paid by mailing a check or money order payable to Mt. SAC with the student ID number included on the check or money order. Mail to: **Cashier's Office (formerly Bursar's Office), 1100 N. Grand Ave., Walnut, CA 91789. DO NOT MAIL CASH.**