Good Evening,

As mentioned previously, the *Monday Minute* is a communication from the Office of Instruction designed to provide timely updates as needed. While it may not be sent every Monday, you can expect relevant information when important matters arise. This week's update is arriving on Tuesday due to yesterday's holiday. The four topics in this week's *Monday Minute* are Student Support Resources, Fraudulent Enrollment Update, Dropping "No Show" Students, and Key Dates.

Below are topics and updates for today's *Monday Minute*.

☑ **Student Support Resources**

At Mt. SAC, we are committed to creating a supportive and inclusive environment where all students can succeed. You can help by sharing resources, mentioning student support services in class or syllabi, and referring students to various centers for academic and personal support. Simply letting students know where to find support can make a meaningful difference.

Key Student Support Resources

[Student Support Programs](#). Counseling, financial aid, basic needs, and more. Mt. San Antonio College offers a number of support programs for students in all different types of situations. Whether you're a veteran, a foster youth, an international student or a DREAMer, we have a support program designed to help you as you work to achieve your educational goals.

[The Pride Center (Safe and affirming space for LGBTQ+ students)](#). The Mt. SAC Pride Center is a resource center and lounge space serving the LGBTQ+ community of Mt. San Antonio College. Our mission is to foster an affirming environment for people across the gender and sexuality identity spectrums where the LGBTQ+ community can come together.

[Know Your Rights – Immigration Enforcement](#). The *Know Your Rights* website outlines Mt. SAC's commitment to protecting undocumented students by adhering to California laws like Senate Bill 54 and AB 21, which safeguard against discrimination and unauthorized information sharing. It also provides resources such as *Know Your Rights* red cards, family preparedness plans, and access to rapid response networks to help students understand and assert their rights during encounters with immigration enforcement.

[Tutoring and Academic Support Services](#). More than anything, we want our students to succeed. That's why Mt. SAC has created so many programs and tools to help our students with their class work, planning their courses, applying to transfer, and much more. Click through the links below to learn more about the academic resources we offer. If you have questions, or cannot find what you are looking for, please call (909) 274-7500.

- **ASAC Tutoring:** Students can receive free tutoring from the Academic Support and Achievement Center's Tutorial Services, which include one-on-one and group tutoring in multiple subjects, such as math, writing, languages, science, and business. Students can drop in or make an appointment to see a tutor. Tutorial Services also offers online tutoring in math and science courses.

- **Math Tutoring:** The Math Activities Resource Center (MARC) offers free tutoring, study spaces, tutorial software, calculator rentals, textbooks, solution manuals, and handouts.

- **The Writing Center:** The Writing Center is available to all Mt. SAC students who want in-person to help with any of their writing assignments. Trained and qualified tutors will help you with everything from brainstorming writing ideas to improving grammar to properly citing your sources.

- **Online Tutoring:** Online tutoring is a great option for students who need help after hours or off-campus. You can access online tutoring through your My Mt. SAC Portal. After you log into the portal, click the Student Success tab to find out how to log into online tutoring. You can either join in on live tutorial sessions or submit a specific question to one of our trained online tutors (who will respond within 24 hours).

- **WIN Program:** The WIN Program is a student athlete tutorial program that offers a variety of academic services. The program is specifically designed to assist student-athletes in maintaining academic eligibility and preparing for transfer to a four-year university.

- **Tutoring Centers:** See the Tutoring Centers page for assistance in specific subjects.

You can support your students by sharing these resources to help students know where to find the help they need!

✓ Fraudulent Enrollment: Update

As part of our ongoing efforts to address fraudulent enrollment, Instruction, Student Services, and IT teams continue to work collaboratively to address fraudulent student enrollment. Since the last drop on Friday, February 7, the IT team has identified another group of potentially fraudulent students. Student Services sent messages to their personal and school email addresses asking them to call and provide additional information. These efforts were aimed at providing students with advance notification of the potential administrative drop. Those students who do not verify additional information will undergo an administrative drop this week from their registered course rosters and waitlists. Additionally, a registration hold will be placed on their accounts and their email access will be placed on hold.

We will continue to work together to address fraudulent enrollment while ensuring support for any students who may have been inadvertently affected by this administrative drop process. If a genuine, non-fraudulent student was inadvertently dropped, the student can contact the designated Counseling support number at 909.274.4100 to verify additional information. The Counseling team will support students in lifting their registration hold and enrolling them in courses.

Please reach out to your Dean or Division Office if you have questions or suspect fraudulent enrollment in your courses.

☑ **Dropping "No Show" Students**

Thank you for maintaining accurate class rosters and ensuring that seats are open for students requesting to enroll in your courses. In accordance with Title 5 of the California Code of Regulations, §58004, professors have the responsibility to clear their rosters of inactive students who are considered "No Show" students in online and face-to-face courses. A "No Show" student is typically defined as a student who is officially enrolled in a course but does not attend any class meetings or participate in any academic activities within the designated period at the start of the term.

Mt. SAC has two Administrative Procedures (APs) that also address dropping No Show students:

- AP 5075 Course Adds and Drops states that, "an instructor may drop a student who has not arrived within the first 30 minutes of the first course meeting of an in-person or synchronous online course. For asynchronous online courses, students must complete the No Show activity designated by their professor within three days to demonstrate attendance or they will be dropped from the course for nonattendance."

- Additional information in AP 4105 Distance Learning states (bottom of page 3), "faculty will drop, as a No-Show, any student who has not actively participated in the course or has not completed the faculty-determined check-in activity. Faculty members have discretion to establish any date between the official start of the term and the third day of the term."

To provide clarity for students, professors are encouraged to include a statement in their syllabus outlining their course-specific drop policy, including how and when No Show students will be dropped. Per Title 5 (58004), all No Show drops by the professor must occur no later than the day before the census date (listed on your roster). For in-person courses, attendance is determined by physical presence, while in online courses, participation is measured through participation as defined in policy and on the professor's syllabus. These policies apply regardless of course waitlists.

Below are several best practices, shared by professors, that may be beneficial during the first week of the spring semester:

- ✓ Professors may drop no-show students immediately after the first class is over and provide Add Codes to those students on the waitlist.

- ✓ If professors are teaching asynchronous online courses, give a short, easy "attendance" assignment due by midnight during the first day of the semester/course. For example, "introduce yourself to the class" prompts are easy for students and help build community in asynchronous online classes.

- ✓ If professors are teaching asynchronous, online courses, they may drop students not completing the first assignment during the first three days of the semester/course. As professors drop "no show" students, they can provide Add Codes to students on the waitlist.

Please refer to the [drop process for students](#) to assist with dropping No Show students if needed. If you have any questions about this process, please connect with your [Dean or Division Office](#).

Thank you for your help and support in maintaining accurate class rosters as we begin the spring semester!

☑ **Key Dates and Resources:**

- [Flex Day (optional):](#) Friday, February 18, 2025
- **First Day of Spring 2025:** Monday, February 24, 2025
- **Last Day to Add Classes (16-week):** Friday, March 7, 2025
- **Cesar Chavez Day (Campus Closed):** Monday, March 31. 2025
- **Memorial Day (Campus Closed):** Monday, May 26, 2025
- **Spring 2025 Finals Week:** June 9 – June 15, 2025
- **Mt. SAC Commencement:** Friday, June 13, 2025
- [2024 – 2025 Academic Calendar](#)
- [Mt. SAC Calendar of Events](#)

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