



Good evening,

We are in the final week of the semester – Week 16!

As we close out the fall semester, I want to express our sincere appreciation from the Office of Instruction and the Instructional Leadership Team for the incredible work you do to support our students, each other, and the mission of Mt. SAC. Your dedication, creativity, and care have made a meaningful difference, from the classroom to committee meetings and everything in between. We are grateful for you.

With grades wrapping up and the winter break right around the corner, we hope you take time to step away, recharge, and enjoy a well-deserved break.

This week's *Monday Minute* includes:

- **Mental Wellness Activities:** December Activities
- **Supporting Students During Finals Week**
- **Fall 2025 Grades Due:** Tuesday, December 16, at 8 pm
- **Winter 2026:** Dropping No Show Students
- **Accessibility Standards**
- **Important Dates and Resources**



December Mental Wellness Activities

The end of the fall semester can bring a mix of demands and emotions—and POD is offering several wellness and reflection opportunities for employees who may benefit from a moment to pause, reconnect, or recharge. Below is a set of upcoming sessions designed to support our well-being and balance during this busy time of year.

[Mindfulness and Meditation](#)

December 9, 2027, 1:30 – 2:00 p.m.

Virtual/Online

Facilitator: Andrea Torres

[Register Today!](#)

[When Helping You is Hurting Me: Escaping the Messiah Trap](#)

December 10, 2027, 12:00 – 1:00 p.m.

Bldg. 06-264 POD Loft

Facilitator: Dr. Lisa Rodriguez

[Register Today!](#)

[Mindful Hour: Planting the Seeds of Hope](#)

December 12, 2027, 11:00 a.m.– 12:00 p.m.

Mt. SAC Fern Grotto

Facilitators: Employee Counseling Center Team

[Register Today!](#)



Supporting Students During Finals Week

As we head into finals, we know many students may be experiencing higher levels of stress. Our Behavioral Health Services (BHS) team and Basic Needs Resources (BNR) are offering support to help students stay grounded, focused, and cared for during this busy time. Please feel free to share these resources with your students.

Behavioral Health Services – Grounding Support

Behavioral Health Services is offering brief, 10-minute grounding sessions for students who may need a moment to reset before studying or taking a final exam.

Options include:

- Guided breathing or box breathing
- Sensory grounding using the 5-4-3-2-1 method
- Progressive muscle relaxation
- Quick mindfulness check-ins
- Short supportive conversations to help students

regulate

BHS continues to provide crisis walk-in support for students who need immediate assistance.

Basic Needs Resources – Emergency Childcare

Students who need last-minute childcare during finals may qualify for emergency support through Upwards, our childcare partner.

Students can contact the Basic Needs office at **(909) 274-6170** to inquire about eligibility and available support.

Student Health Center

Recognizing that total wellness is essential to academic success, Student Health Services strives to provide optimum physical health services to the College community in a confidential environment with sensitivity to individual needs.

The student health services team consists of a multilingual and multiethnic team of licensed professionals that provide short-term quality care to support you with academic success. The Student Health Center team is dedicated to respecting the diversity of Mt. SAC and attending to the unique needs of each student. The SHC team looks forward to working with you and our students to ensure that students' full body and mind are cared for through their academic career at the college. Please encourage your students to explore the resources available at Student Health Services.

All information is confidential and available only to the patient, with few exceptions as mandated by law. Learn more about your [Protected Health Information](#).

Fall 2025 Final Grades



With the end of the Spring semester rapidly approaching, this is a friendly reminder that **Fall grades are due by 8 p.m. on Tuesday, December 16.** The Admissions and Records Office will initiate the "grade roll" process or "batch" processing of all Spring grades in Banner immediately following the 8 pm deadline on Tuesday.

We thank you for submitting your grades **on or before Tuesday, December 16.** Here are some reasons why students need their grades posted on time:

- Students need to know if they passed a pre-requisite course so they can register for the next course in a sequence.
- Students need to complete units aligned with the federal or state financial aid they have received.
- Our Veteran students may need proof of completion to receive veterans' benefits.
- Students send their transcripts to their transfer university, confirming they are ready to transfer in the upcoming semester.
- Students' wage increases, bonuses, or promotional opportunities depend on passing employer-approved courses or programs.
- Students must show satisfactory progress on their academic and/or progress probation status.

Below are some helpful resources for navigating the Grade Submission Process. Please get in touch with your Division Office if you have any questions or concerns.

- Who Do I Contact in My Division: [Instruction](#), [School of Continuing Education](#), or [Student Services](#)?
- [Grade Changes and Incompletes](#)
- [Mt. SAC Admission Forms](#)
- [How to Petition for an EW](#)

If, for any reason, you anticipate that your grade submission process may be delayed (after 8 p.m. on December 16), please immediately contact your [Dean or](#)

[Associate Dean.](#)

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Important for Winter 2026 (begins January 5, 2026): Dropping No-Show Students



As a reminder, 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.”

Per [Title 5 Section §58004](#), professors have the responsibility to clear their rosters of inactive students who are considered “No Show” students in online, hybrid, and face-to-face courses. 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. 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.

Please continue to reach out to your [Dean or Division Office](#) if you have any questions.

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Accessibility Standards



In April 2024, the Department of Justice issued a final [rule](#) under Title II of the Americans with Disabilities Act (ADA) requiring that digital content and mobile applications be fully accessible for people with disabilities. This rule establishes a firm compliance deadline: all college digital content—including instructional materials, audio, video, documents, forms, and websites—must meet accessibility WCAG 2.2 AA standards by **April 24, 2026**.

To help you prepare, resources and step-by-step guidance on making your courses accessible are available in the [FCLT Canvas Accessibility Center](#). Thank you for supporting an inclusive learning environment for all students.

Please reach out to [Dr. Romelia Salinas](#) if you have any questions.



Important Dates and Resources:

- **Winter 2026 Merged Canvas Shell Requests:** Monday, December 1, 2025 **PLEASE SUBMIT ASAP!**
- **Last Day of the Fall 2025 Semester:** December 12, 2025
- **Fall 2025 Grades Due:** Tuesday, December 16, 2025 at 8:00 PM
- **Winter 2026 Term Begins:** January 5, 2026 (Monday)
- **Mt. SAC Enrollment Management Academy (MEMA):** January 29 from 8:30 am to 3 pm (Student Center)
- **Spring 2026 Merged Canvas Shell Requests:** Monday, February 2, 2026
- **[R³ Evolution Summit](#):** February 6 from 8:30 am to 4:30 pm (Student Center)
- **[Spring 2026 Flex Day](#):** Friday, February 20 from 8 am to 3 pm (Virtual/Zoom)
- **Spring 2026 Begins:** February 23, 2026 (Monday)

2025 – 2026 Academic Calendar

- [Mt. SAC Calendar of Events](#)

Your impact this semester has been felt across campus, and we are grateful for you. Wishing you a restful and restorative winter break. Please continue to reach out to your [Dean or Division Office](#) to share your concerns and identify any assistance needed. We are here to support you.

Happy Finals Week!

Thank you,
Kelly Fowler



Kelly Fowler, Ph.D.

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(she/her/hers)

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