



# Winter 2021 Intercession Excused Withdrawals (EW) Guidance



## Quick Steps for Excused Withdrawal (EW)

**Step 1:** Sign in to your **Student Portal** and locate current *Student Self-Service* and **Select Change Grading Option**.

**Step 2:** Identify and **Select** which *Term* and *Class* you would like to apply the Excused Withdrawal (EW) for.

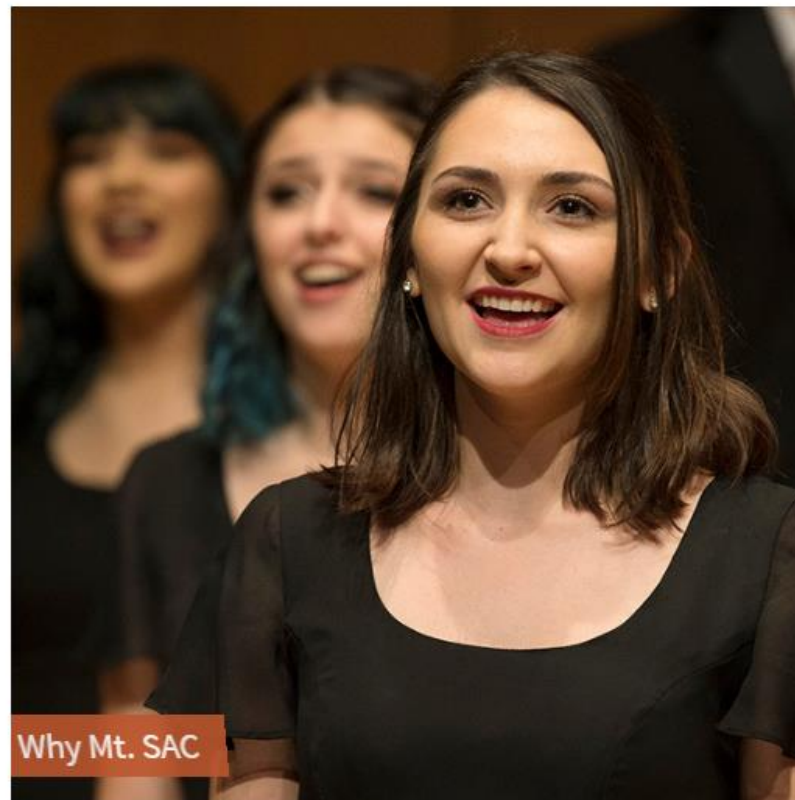
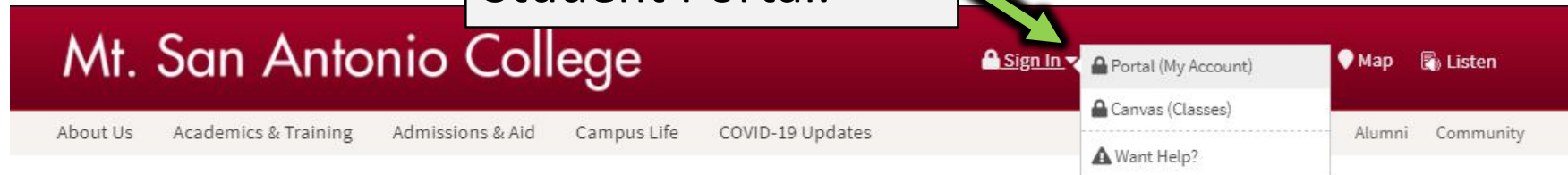
**Step 3:** **Acknowledge** the disclaimer description.

**Step 4:** Click **Submit**. Status will display next to course on the registration for the applicable term.



# Steps for Excused Withdrawal

1. Login to your Student Portal.



\*Your Student Portal  
will display.

Mt. San Antonio College

Mountie Mail My Sites

Home Student Student Success Canvas Library Non-Credit

IMPORTANT

**2. Select Student.**

**Student Services Serving You!**

Dear Mounties,

We understand that there is a lot going on right now and that you have a lot of questions. We want to provide you with as much information as we can. Please read through this carefully. It answers questions our credit students frequently ask. Feel free to contact Student Services offices if you have further questions. We care about you and your education. **our passion."**

Student Services Online

News & Announcements

Announcements

All

Subject	Hide
Join the Bridge Program!	Hide
APPLY to the Mt. SAC Scholarship Program TODAY -- Deadline: 4/26/21	Hide

Emergency Notifications

This is the RSS feed that will deliver emergency notifications

Preferred First Name

3. You may need to scroll down to be able to view 'Student Self-Service'

4. Select 'Change Class Grading Option'

5. Select the applicable Term and click Submit.

Mt. San Antonio College

Home Student Student Success Canvas Library Non-Credit

Transcripts (Received from Other Institutions)

View my MAP

## 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
6. Week at a Glance
7. Registration Fee Assessment
8. Registration Appointment/Hold
9. Active Registration
10. Registration History
11. Print Your Schedule/Receipt
12. Search for Classes or [Extended Class Search]
13. View Your Waitlist

### Student Records

- 14a. View Assessment Questionnaire (AQ) Results
- 14b. View Placement Test Results
15. View Holds
16. Final Grades
17. Grade Detail
18. View Unofficial Transcript
19. Request Official Transcript
20. View Status of
21. View College C
22. View Student In
23. Request Enroll

### Student Account

24. Account Summ

Mountie Mail

My Sites

Joe Mountaineer

Sign Out

## Student Services

- ACCESS
- A.C.E.S. Program
- Admissions and Records
- Arise
- Assessment Center
- Aspire
- Bridge Program
- CalWORKS
- Career Services
- Cashier's Office
- Counseling

## Registration Term

Select a Term: Winter 2021

Submit



# Steps for Excused Withdrawal

Personal Information **Student** Financial Aid

Search  Go

Add or Drop Classes

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Winter 2021  
Jan 12, 2021 04:56 pm

[Click here to Register to Vote](#)

Before attempting to register for a class, check to make sure the class is open (and the wait list is not filled) at the class schedule search page ([https://prodssb.mtsac.edu/prod/pw\\_sigsched.p\\_Search](https://prodssb.mtsac.edu/prod/pw_sigsched.p_Search)). Mt. SAC's IT Acceptable Use policy (<http://www.mtsac.edu/governance/trustees/apbp/AP3720.pdf>) prohibits intentionally or negligently performing an act that places an excessive load on a computer or network to the extent that other users may be denied service. Use of scripts or excessive, repeated unsuccessful registration attempts may result in the placement of a temporary hold on your account.

To add a class, enter the Course Reference Number in the Add Classes section.

Without petitioning, students may enroll in up to 18 units each semester; cumulative grade point average of at least 3.0 may petition for permission.

#### MAXIMUM NUMBER OF UNITS ENROLLED

Term	Good Standing	Probation Standing
Spring/Fall	18	12
Winter/Summer	7	4



If you want to change your grade option, select the link labels "Standard Letter Grade" or "Pass/Non-Pass" under "Grade Option" column in the Current Schedule section below.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Option	Title
**Web Registered** on Nov 16, 2020	None	30270	PHIL	3	01	Credit	3.000	Standard Letter Grade	Intro to Logic
**Web Registered** on Nov 16, 2020	None	30932	ADJU	5	01	Credit	3.000	Standard Letter Grade	Community Relations
	Excused Withdrawal								

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 7.000  
Date: Jan 12, 2021 04:56 pm

Your current schedule will appear for the term selected.

6. Select the class you would like to apply the Excused Withdrawal (EW) for.

# Steps for Excused Withdrawal

## 7. Acknowledge important information.

### **IMPORTANT INFORMATION for Federal Aid Recipients:**

If you drop ALL of your classes and received financial aid (Pell Grant, Cal Grant, etc.), you may be required to pay back some of the funds. Dropping a course, or dropping all your classes, may impact your eligibility for future financial aid funds. You must drop your classes to at least the "Last Date to Drop Without a Penalty" (view your schedule for this date) you may not have to pay back any money. Dropping a course, or dropping all your classes, may impact your eligibility for future financial aid funds.

**NOTE:** The CARES Act waives some requirements for students who withdraw because of a COVID-19 national emergency to pay back funds for courses they dropped. It also allows schools to not count dropped courses against a student who was unable to complete the class as a result of the COVID-19 emergency.

**ACTION Required:** If you are dropping from a course as a result of COVID-19, please provide a written email explaining why the withdrawal was the result of the COVID-19 emergency. The email explanation MUST be received by the Financial Aid Office by the last day of the term for the course(s) being dropped.

Allowable circumstances for the attestation include, but are not limited to:

- Illness of the student or family member;
- Need to become a caregiver or first responder;
- Loss of childcare; Economic hardship;
- Inability to access wi-fi due to closed facilities; or
- An increase in work hours as a result of the COVID-19 emergency.

Please email your withdrawal explanation to [financialaid@mtsac.edu](mailto:financialaid@mtsac.edu) from your Mt. SAC Email account and include your full name and A#.

If you have any questions or need assistance, please email the Financial Aid Office at [financialaid@mtsac.edu](mailto:financialaid@mtsac.edu) or call (909) 274-4450 during our operating hours from 8:00am to 4:30pm, Monday through Friday.

For additional information on general financial aid eligibility and requirements, please link on the following links:

<https://www.mtsac.edu/financialaid/resources/policies/sap.html>

[https://www.mtsac.edu/financialaid/resources/policies/return\\_of\\_title\\_iv\\_funds\\_policy.html](https://www.mtsac.edu/financialaid/resources/policies/return_of_title_iv_funds_policy.html)

**IMPORTANT INFORMATION for GI BILL® Recipients:** If you withdraw from one or more of your courses and received GI Bill® Benefits, this change in your enrollment status may result in an overpayment with the VA.

If you have questions about your specific circumstance(s), please email the Mt. SAC VRC at [veterans@mtsac.edu](mailto:veterans@mtsac.edu) or call 909-274-4520.

You may also contact the U.S. Department of Veterans Affairs, Education Call Center at: 1-888-442-4551 between 8am and 7pm (EST) Monday-Friday.

If you are directly affected by the COVID-19, have a VBA benefit debt and need temporary financial relief, please contact the VA's Debt Management Center at 1-800-827-0648 to request assistance.

### Add Classes Worksheet

CRNs

Submit Changes

Reset

## 8. If OK, select Submit.

# Steps for Excused Withdrawal

Search  Go

## Add or Drop Classes

[Click here to Register to Vote](#)

Before attempting to register for a class, check to make sure the class is open (and the wait list is not filled) at the class schedule search page (<http://www.mtsac.edu/governance/trustees/apbp/AP3720.pdf>) prohibits intentionally or negligently performing an act that places an excessive, repeated unsuccessful registration attempts may result in the placement of a temporary hold on your account.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Without petitioning, students may enroll in up to 18 units each semester and up to 7 units each summer and winter intersession. Students who have completed a cumulative grade point average of at least 3.0 may petition for permission to enroll in units above the maximum. Students wishing to exceed the maximum

### MAXIMUM NUMBER OF UNITS ENROLLED

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Spring/Fall	18	
Winter/Summer	7	

8. Once complete, the changes will reflect under 'Status' on your current schedule.



If you want to change your

"Pass/NonPass" und

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Option	Title
Excused Withdrawal on Jan 12, 2021	None	30270	PHIL	3	01	Credit	3.000	Standard Letter Grade	Intro to Logic
**Web Registered** on Nov 16, 2020	None	30932	ADJU	5	01	Credit	3.000	Standard Letter Grade	Community Relations

Total Credit Hours: 6.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 7.000

Date: Jan 12, 2021 05:01 pm

9. All done.

