

# Student Services

## VACCINE/TESTING UPDATES

February 9, 2022

## **WINTER/SPRING 2022**

### **What is the new college policy for students?**

Students **MUST** provide proof of vaccination to attend any in-person class, to participate in any activity or service on campus (library, tutoring, counseling, activities). Students use “CLEARED4” to upload proof of vaccination – showing 2 doses.

You are considered fully vaccinated after:

- 2 doses (Moderna or Pfizer)
- 1 dose (Janssen/Johnson&Johnson)

# ● SPRING Semester Important Dates

- **January 12** – registration has begun for Spring 2022
  - Students may register for in-person (on campus) and hybrid classes without uploading vaccination proof but will be DROPPED if vaccination proof is not uploaded to Cleared4
- **February 11, 7:59pm** –
  - Drop for non-payment
  - 1<sup>st</sup> dose due, drop for vaccine non-compliance
  - Medical/Religious exemption forms due
- **February 17, 2pm** – 1<sup>st</sup> dose due / drop for vaccine non-compliance
- **February 22 (Tuesday)** – Spring Classes begin
- **March 25, 2pm** – 2<sup>nd</sup> dose due / drop for vaccine non-compliance

# Access Cleared4 account

Once you enroll in Spring classes, you will be sent an email from Cleared4 to claim your account.

Sender is: [no-reply@CLEARED4work.com](mailto:no-reply@CLEARED4work.com)

Subject: "Welcome to CLEARED4 at Mt. San Antonio College."

If you don't have the email go to:  
[tinyurl.com/mtsac-cleared4](https://tinyurl.com/mtsac-cleared4)

From: [no-reply@cleared4work.com](mailto:no-reply@cleared4work.com) <no-reply@cleared4work.com>

Sent: Monday, September 13, 2021 9:29 AM

To:

Subject: Welcome to Cleared4 at Mt. San Antonio College

EXTERNAL SENDER- Exercise caution with requests, links, and attachments.



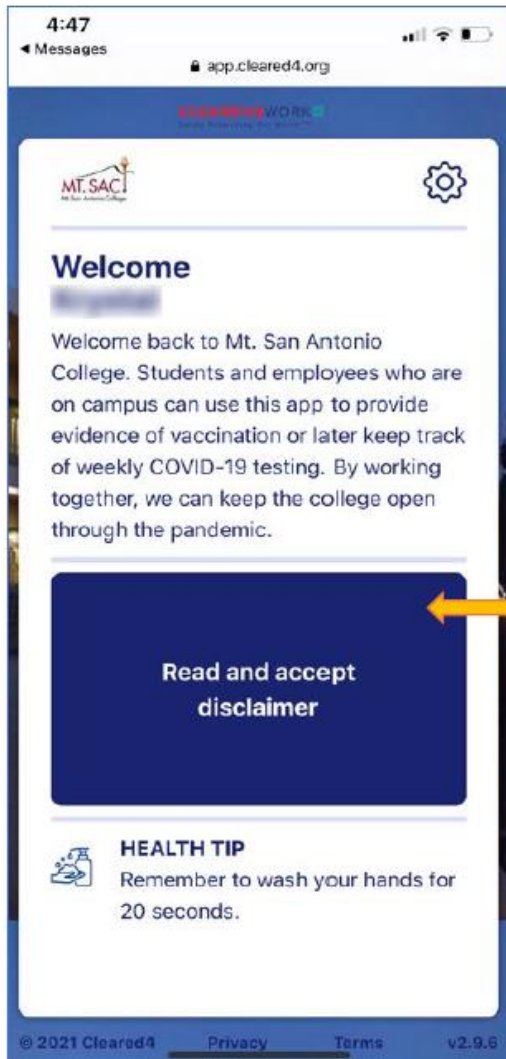
Custom URL

Hello,

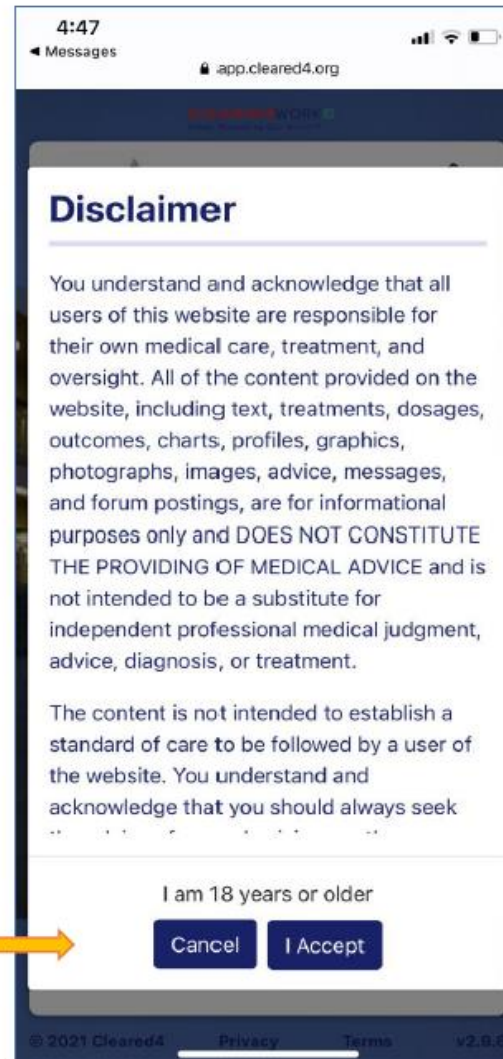
Please visit <https://www.c4wrk.com/...> to submit your vaccine information for Mt. San Antonio College. When on campus testing begins, you will also use the link above to submit your test results.

Thanks,

## Read and accept disclaimer



## Read the terms of the disclaimer and choose your response

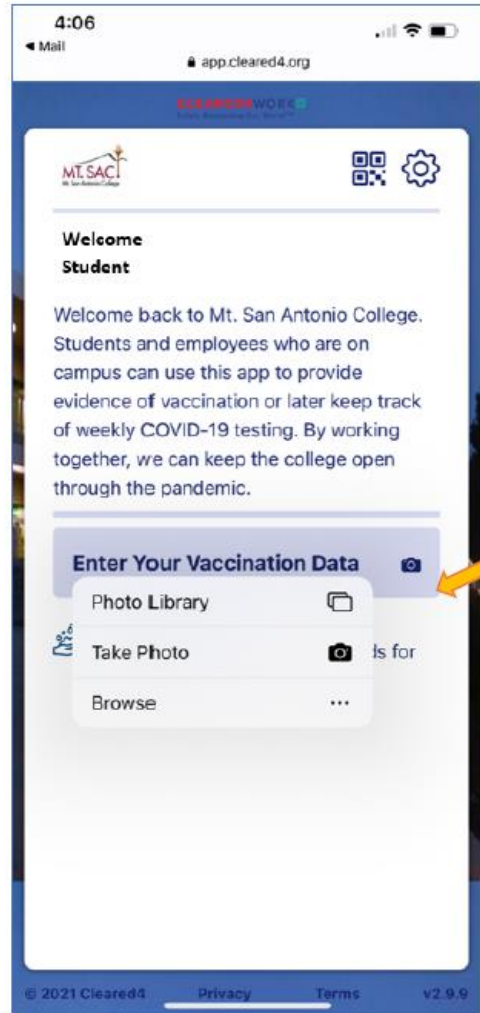


## Click on the 'Enter Your Vaccination Data' button



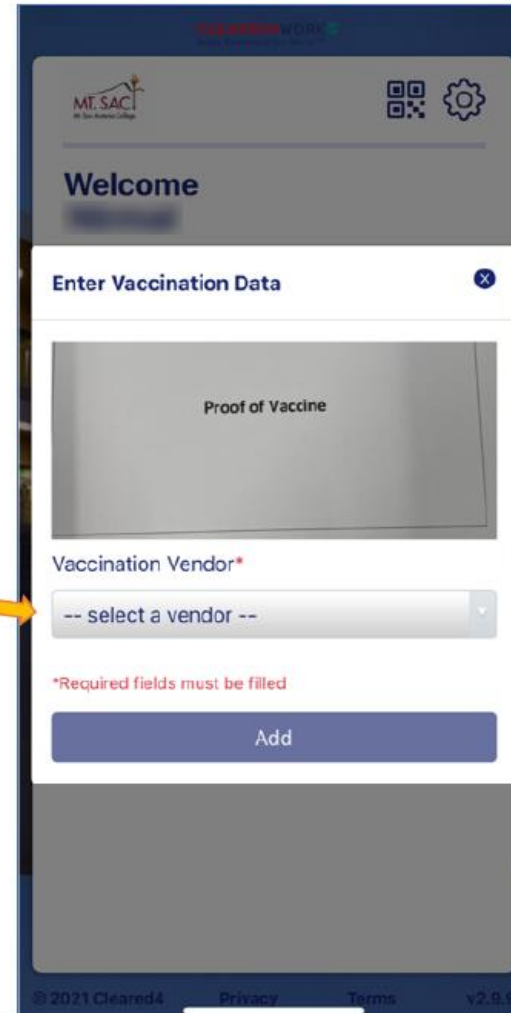
Students younger than 18 years old need a Guardian to complete a Consent Form. Available at testing station. Guardian must be present for first test.

Choose a method to upload an image of your vaccination card

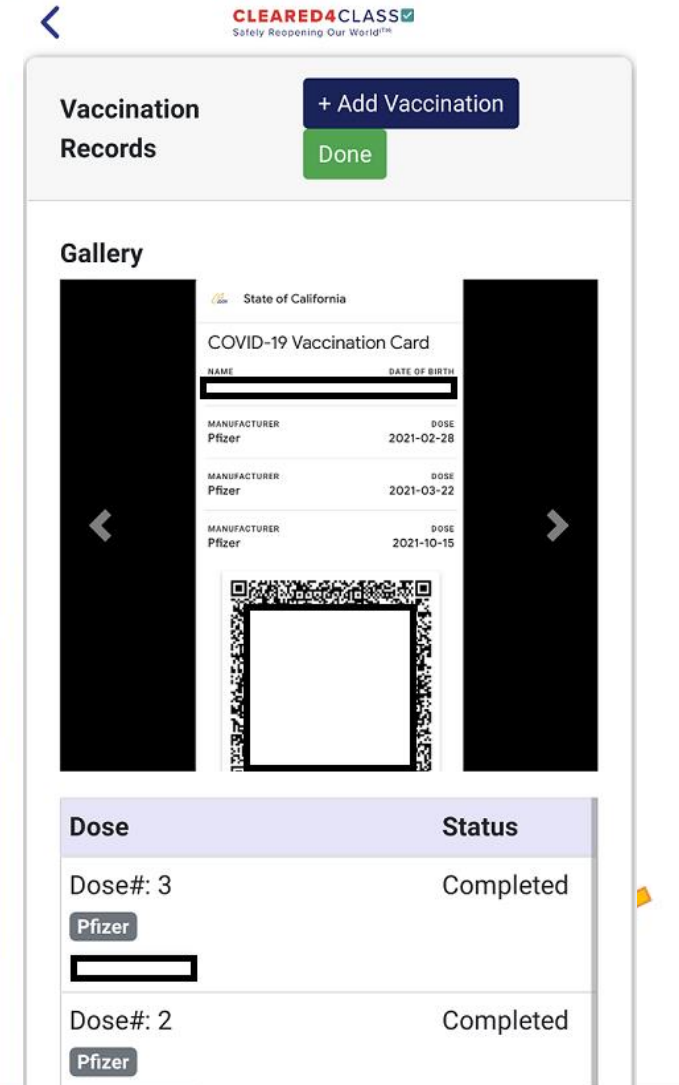


\*We recommend taking a photo in this platform

Select your Vaccination Vendor



The listed vendors are WHO (World Health Organization) approved.





Make sure to add each dose dates starting with Dose 1.

4:48 Messages app.cleared4.org

MT.SAC! Mt. San Antonio College

Enter Vaccination Data

Janssen

Vaccination Vendor\*

Johnson & Johnson

Vaccination date\*

MM/DD/YYYY

Dose\*

1

\*Required fields must be filled

Add

© 2021 Cleared4 Privacy Terms v2.9.6

You will receive this confirmation if the information was submitted

4:49 Messages app.cleared4.org

AA

Welcome

Welcome back to Mt. San Antonio College. Students and employees who are on campus can use this app to provide evidence of vaccination or later keep track of weekly COVID-19 testing. By working together, we can keep the college open through the pandemic.

Submitted Successfully

Your documents will be reviewed and your vaccine verification status will be verified. You will be notified through SMS and/or email.

OK

© 2021 Cleared4 Privacy Terms v2.9.6

Your 'Home' screen will look like this while your status is being verified

4:48 Messages app.cleared4.org

MT.SAC! Mt. San Antonio College

Vax Card

Welcome

Welcome back to Mt. San Antonio College. Students and employees who are on campus can use this app to provide evidence of vaccination or later keep track of weekly COVID-19 testing. By working together, we can keep the college open through the pandemic.

Enter Your Vaccination Data

HEALTH TIP

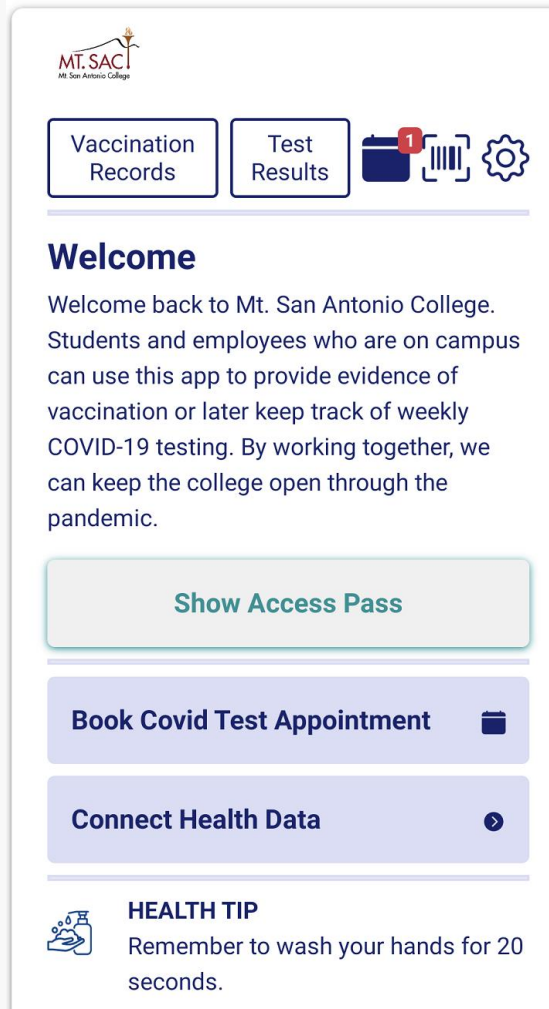
Remember to wash your hands for 20 seconds.

© 2021 Cleared4 Privacy Terms v2.9.6

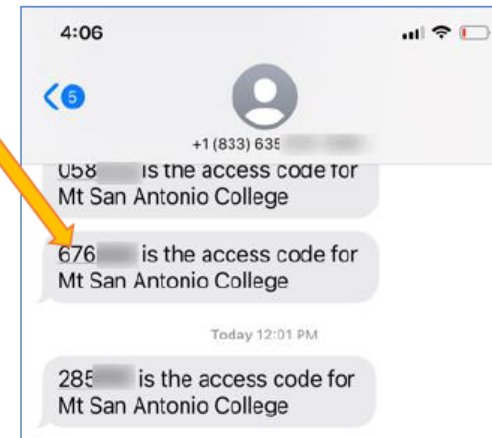
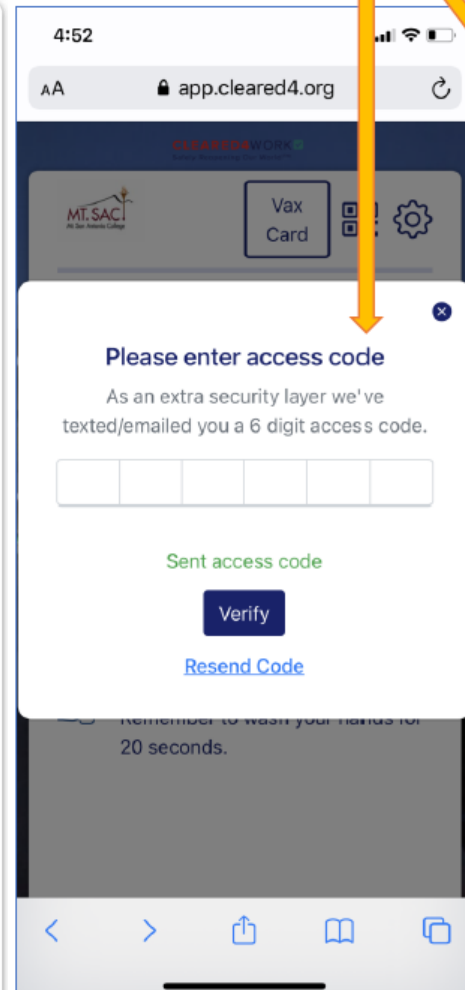
# HOW STUDENTS CAN VIEW VAX CARD/ TEST RESULTS

You can review the uploaded image of your vaccination card

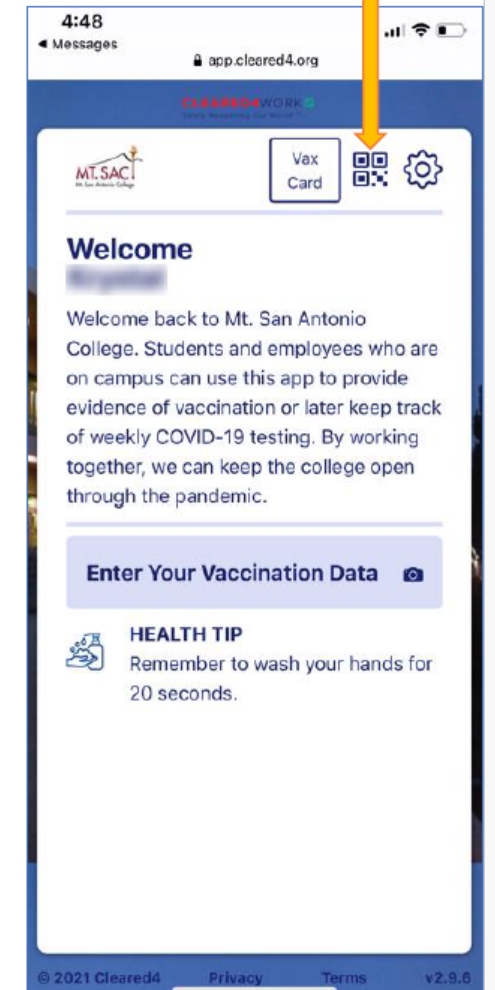
**CLEARED4CLASS**  
Safely Reopening Our World™



You will be prompted to add an access code

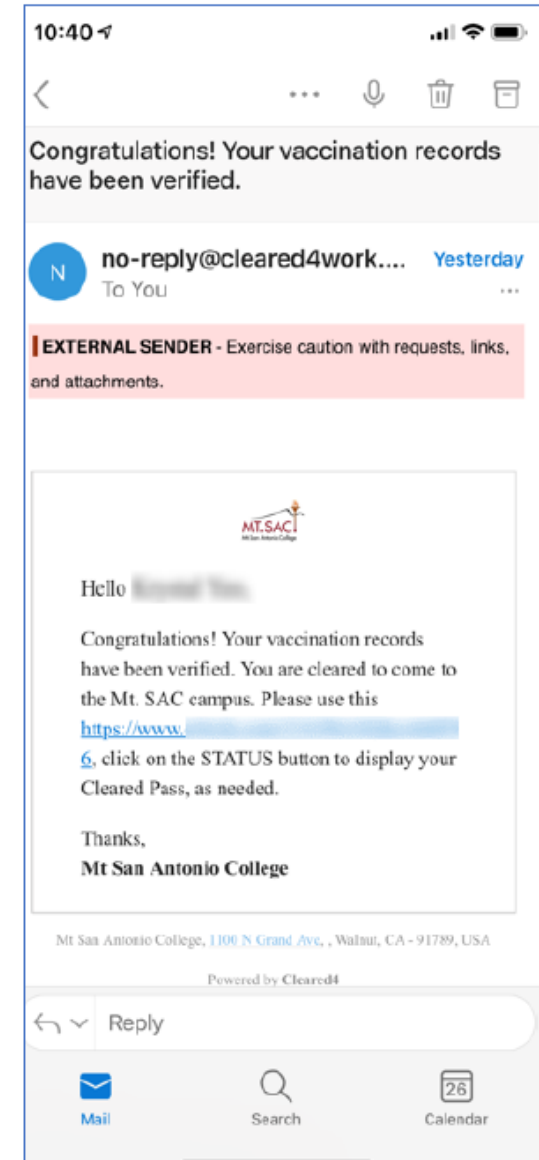
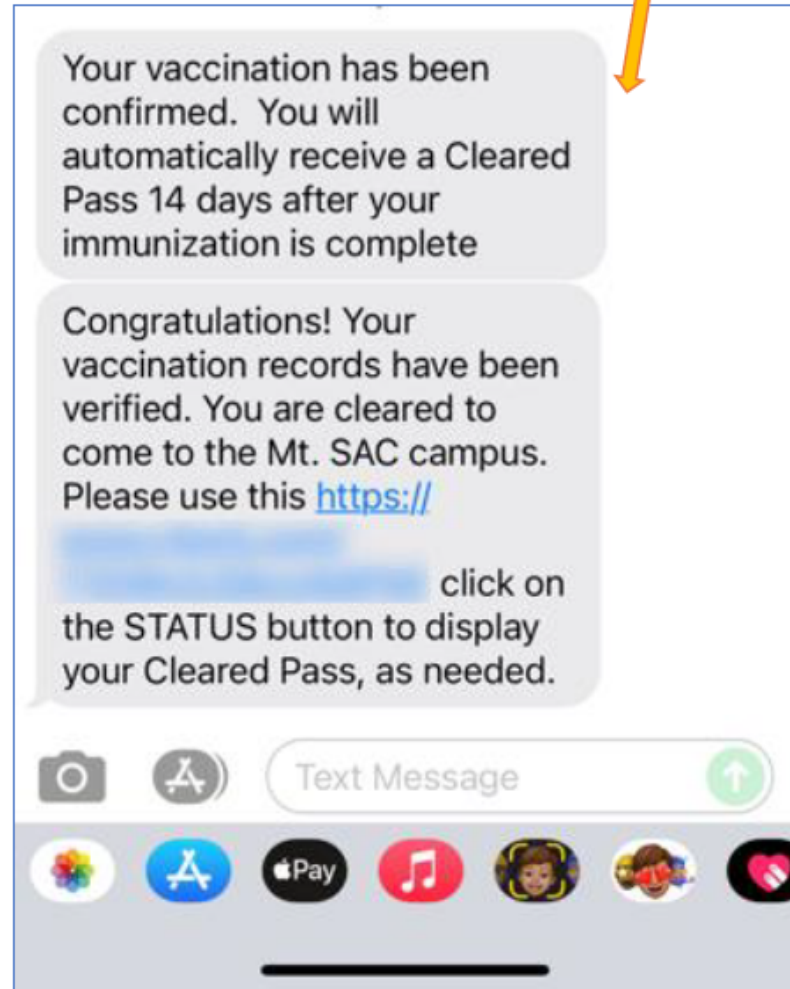


Displays a QR code with your name until your status is verified



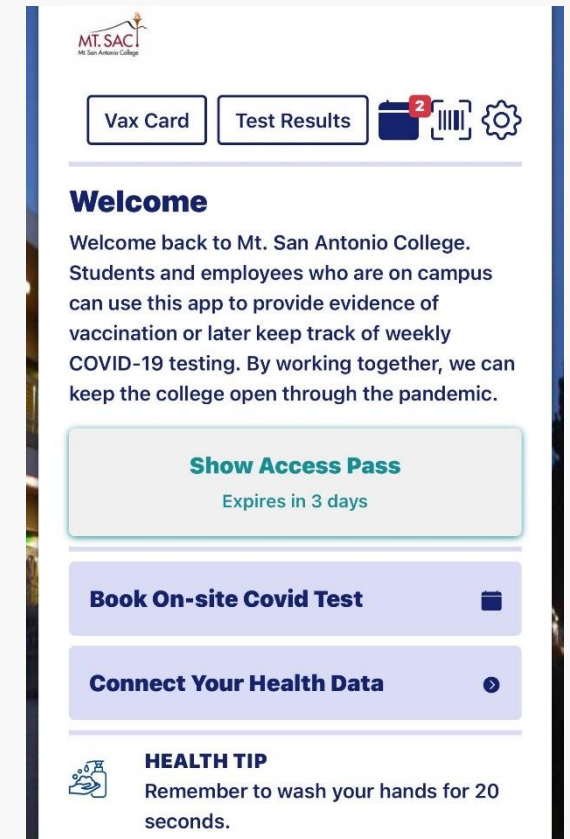
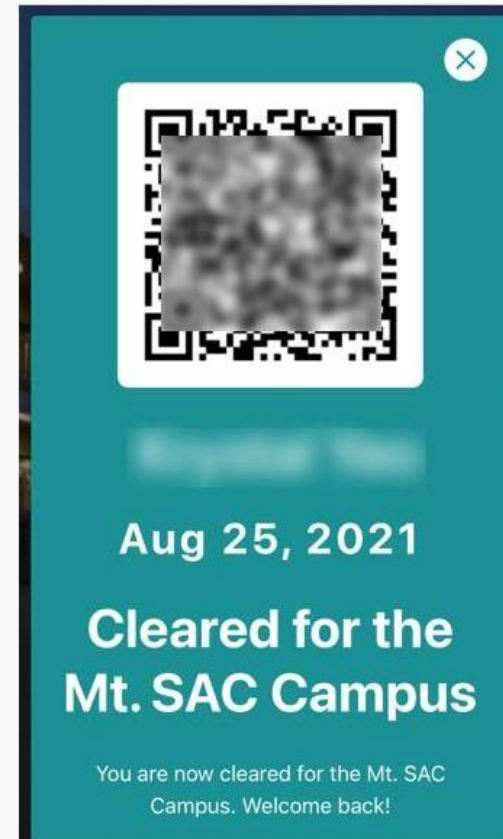
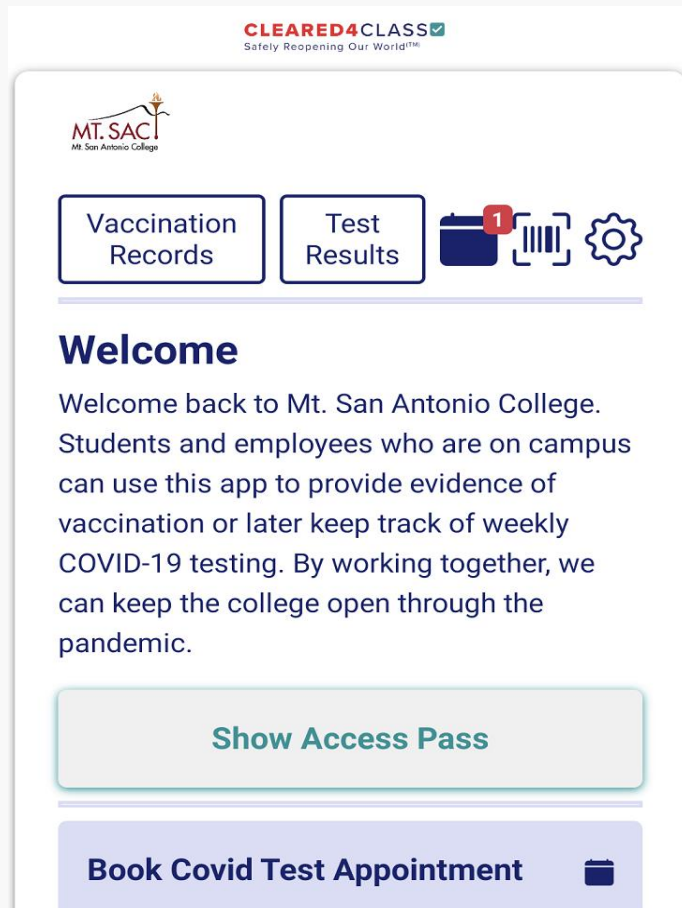


When your status is verified, you will receive a notification by text and/or by email



# How does a student prove they are in compliance?

The student's CLEARED4 account will show the current standing. If the student has successfully loaded their vaccination results, or is up-to-date with weekly testing, the CLEARED4 screen will show as CLEARED (a green screen).





## Troubleshoot Tips

If you're having trouble with Cleared4 functions, review these:

- Try a new browser
- Try Private/Incognito mode in browser
- Use camera function in Cleared4 to take photo of vax card
- Submit screenshot of digital vax card
- "Live" image is not accepted
- PDF is not accepted
- Make sure to add every dose by date
- Entering only the latest dose date will not complete the validation process



Winter 2022 Medical Exemption  
Form



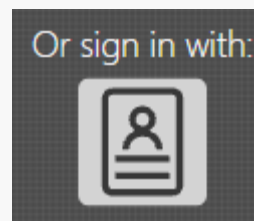
Winter 2022 Religious  
Exemption Form

## Request a religious/medical exemption

Students with a qualifying medical condition or sincerely held religious belief against vaccination must submit a [Request for Medical Exemption](#) or [Request for Religious Exemption](#) or they risk being dropped from their in-person or hybrid class. To access these forms, go to -

<https://www.mtsac.edu/covid19/student-resources.html>

Follow the links above, then click the Account Icon (pictured below), and then log in with your Mountie username and password. Those with authorized exemptions must participate in weekly COVID-19 testing at free locations across campus.



**CLICK THIS ICON  
when accessing form**

# Access to on campus services

Tutors | Labs | Counselor | Library

Students taking only online courses must also submit proof of vaccination or testing clearance in order to come on campus and participate in services, programs, and activities, including 1:1 appointments, use of the library, going to labs, open study areas, etc.

\*If you are not taking an in-person class – you can visit briefly after completing a Visitor Health Check Form. If you require a longer meeting with a Counselor, they also offer sessions virtually.

## ***Visitor Screening***

Visitors to campus must  
complete a Health Screening  
BEFORE coming to campus.

Visitor Screening

[https://www.mtsac.edu/  
covid19/index.html](https://www.mtsac.edu/covid19/index.html)



## What is a “contact tracer”?

Contact tracers are individuals who work for Mt. SAC to track any possible COVID cases. They review all reports of active COVID cases as well as COVID exposures. If there is an active case, the contract tracers interview the affected person to find out where the individual was on campus, and with whom the person may have had close contact with (less than 6 feet) for a sustained amount of time (more than 15 minutes). Contact tracers notify others who may have been exposed and provide direction about next steps.

## What happens if a student feels sick or has a positive COVID test?

Students feeling sick should NOT come to school and if sick on campus, should immediately return home.

Immediately complete an online health check form at <https://www.mtsac.edu/health/covidscreen.html/>



Someone representing the college (contact tracer) will contact the student to provide further direction. [ContactTracing@mtsac.edu](mailto:ContactTracing@mtsac.edu)  
909-274-6900

For medical advice please reach out to Student Health at 909-274-4400 or your Medical Provider.

# COVID PCR test sites

Students can make an appointment through CLEARED4 or simply walk up and show their Mt. SAC student ID (verifying their A#). There are 2 locations on campus:

- Building 4 (Administration) near flag pole
- Building 67A (on the parking lot side of the building)

Student who have health concerns can contact the Student Health Center 909-274-4400 and meet directly with a healthcare professional over phone or zoom/computer (telehealth)

# antigen test sites

Students who test positive and are complete their quarantine period can take an antigen test on campus.

Appointments are made through HR Accommodations after Contact Tracers make a referral.

1 location: at parking lot B side of Bldg 4. Next to entrance with ATM machine.

# What happens if a student is exposed to COVID but has no symptoms?



Student Health Check to Report  
Symptoms

It is still an exposure. Students who have an active exposure should complete the online student health check form before coming to campus. <https://www.mtsac.edu/health/covidscreen.html/>

A “contact tracer” from the college will be in contact with the student to explain when they can return to campus.

Students should also contact their instructors to let them know about missing class. It may be possible that students who have been vaccinated and have no symptoms can return to campus.

For medical advice, please reach out to Student Health 909-274-4400 or your Medical Provider.

# VACCINATION CLINICS

***Kerr's Corner by Mountie Café (10AM to 7PM)***

- Wednesday, February 9
- \**Thursday*, February 17 (\*special spring break schedule)
- Wednesday, February 23
- Wednesday, March 2
- Wednesday, March 9
- Wednesday, March 16
- Wednesday, March 23
- Wednesday, March 30

**WALK-INS  
ACCEPTED!**

Sign up for an appointment through the Fulgent website at  
[vaccine.fulgentgenetics.com](https://vaccine.fulgentgenetics.com)

- Location: select “(Walnut) Mt. San Antonio College”
- Answer quick questions and book the appointment

**FREE – Regardless of insurance or immigration status.**



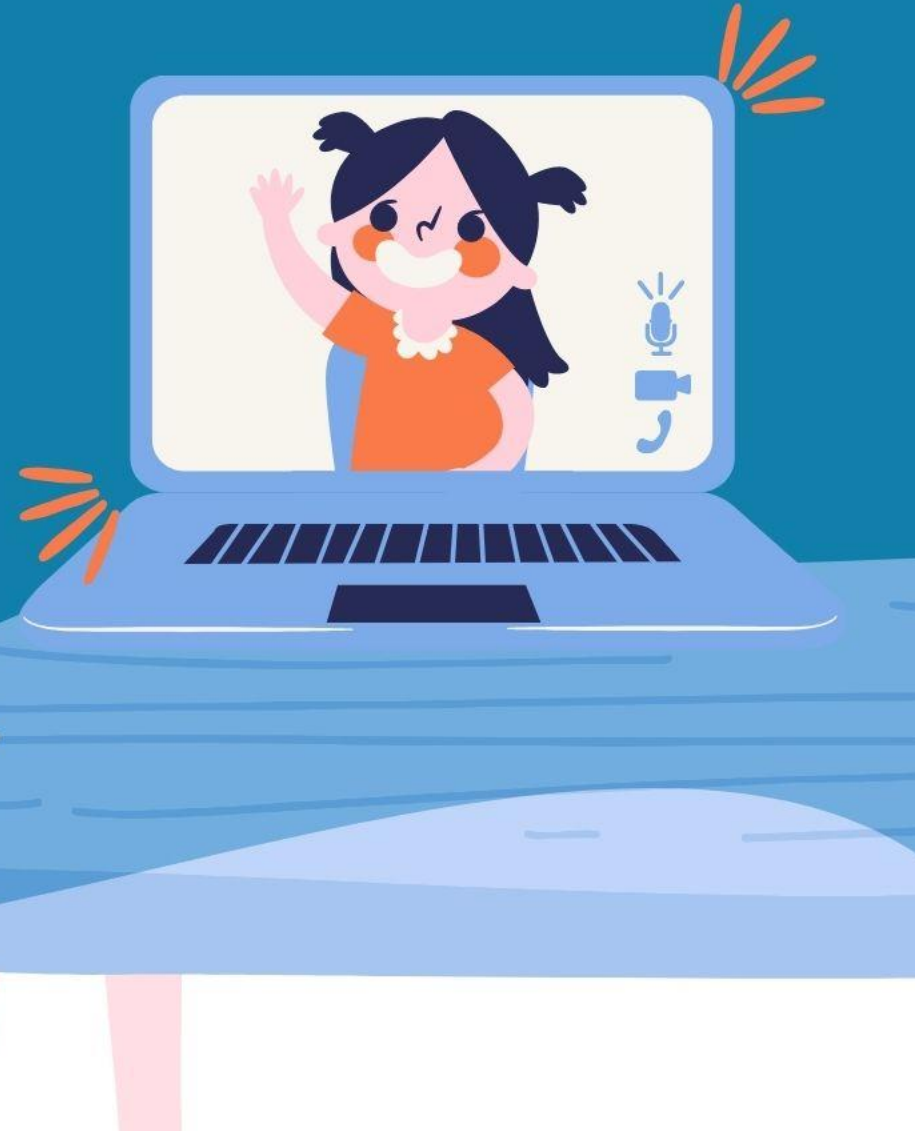
# Technology Loan

Is it hard to get internet connection at home? Do you have to share your computer to do your homework?

If you're enrolled, you can borrow a laptop and a Mi-Fi hotspot for internet.

[www.MTSAC.edu/LaptopLoansRequestForm](http://www.MTSAC.edu/LaptopLoansRequestForm)

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The image features a white background with several colorful circles of varying sizes in the corners. In the top-left corner, there are circles in shades of pink, orange, and blue. In the top-right corner, there are circles in shades of pink and orange. In the bottom-right corner, there are circles in shades of pink, orange, and blue.

# **LET'S TALK ABOUT REGISTRATION**

# Student Self Service

## IN STUDENT PORTAL

- Go to STUDENT tab
- This list has frequently used services
- Key resource "Print Your Schedule/Receipt"

## 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





**Mt. San Antonio College  
Student Schedule/Receipt  
Spring 2022**

**Schedule for**    
**21-JAN-2022**

Your Registration Begins: 14 JAN 2022 at 4:00pm

**Enrolled Courses**

Crm	Subj	Crse	Title	Crd	Start Date	End Date	Times	Days	Bld	Rm
40785	CISP	71	Programming in Python	3.0	21-FEB-2022	12-JUN-2022	6:30- 7:55pm	T	79	2240
					21-FEB-2022	12-JUN-2022	WEB		ONLINEASYNC	
40790	CISP	71L	Programming in Python Lab	0.5	21-FEB-2022	12-JUN-2022	8:15- 9:40pm	T	79	2240

**Additional Information**

Crm	Subj	Crse	Instructor	Email	Refund Deadline	Last Day to Drop Without a W	Last Day to Drop With a W	Last Day to Change Grading Mode
40785	CISP	71	Zaki, Sohair S.	szaki5@mtsac.edu	04-MAR-2022	06-MAR-2022	29-APR-2022	N/A
40790	CISP	71L	Zaki, Sohair S.	szaki5@mtsac.edu	04-MAR-2022	06-MAR-2022	29-APR-2022	N/A

**Account Information**

Students are reminded that payment for all fees is due upon registration. Student who fail to pay for their classes by the established deadline of 8:00 PM on 02/11/2022 may be dropped for non payment.

All fees must be paid for when you register for classes. You can pay fees online with a credit card (through your My Mt. SAC Portal) or in person at the Cashier's Office (Building 4, First Floor). If you fail to pay for your classes by the designated deadlines, you may be dropped from those classes. Any unpaid fees that result after the term begins will receive a financial hold. Financial holds will can prevent students from future enrollment and prevent participation in campus activities.

It is the student's responsibility to drop classes by the appropriate deadline as shown above. Students who remain enrolled after the refund deadline are not eligible for a refund and remain financially responsible for payment of fees even if they drop the class or are dropped by their instructor.

Students who have dropped or cancelled classes will receive a refund through their refund preference selected with BankMobile. For further information see <http://inside.mtsac.edu>. For the parking permit refund deadline see the current [Schedule of Classes](#).

Account Summary for <span style="border: 1px solid black; padding: 2px 20px;"> </span>				
Account Balance: \$0.00				
Spring 2022				
Detail Code	Description	Charge	Payment	Balance
ENRL	Enrollment	\$161.00		\$0.00
HTHF	Health Fee	\$21.00		\$15.00
SREP	Student Representation Fee	\$2.00		\$2.00
STAF	Student Activity Fee	\$11.00		\$11.00
TRAP	Transportation Fee Part Time	\$8.00		\$8.00
HTBX	CCPG Health Reduction Exempt		\$6.00	\$0.00
VSA2	Visa (Web Credit Cards)		\$36.00	-\$36.00
ZBWW	CCPG Waiver ISIR Exempt		\$161.00	\$0.00
Term Charges:		\$203.00		
Term Credits :		\$203.00		
Term Balance:				\$0.00
Previous Balance:				\$0.00
Account Balance:				\$0.00

**YOUR COPY  
CAN BE FOUND  
IN STUDENT  
PORTAL  
#11 Print  
Student  
Schedule/  
Receipt**

## Grading Options

### Pass/No Pass (P/NP)

- Some classes can be taken for a “P/NP” grading option – Pass/No Pass instead of a letter grade (A,B,C, D)
- Check to see if the class(es) you are taking can be taken P/NP
- Check with a counselor to be sure you should take the class P/NP
- You will have a brief period of time after your grade is posted to change your grading option
- Use Student Self Service #8 to change to a P/NP grading option





# Excused Withdrawal "EW"

Deadline is April 29



- Students can petition to drop a course and receive an “Excused Withdrawal” from a class if there are extenuating circumstances, including complications due to COVID-19 or the pandemic.
- Students may submit a Petition for Exceptional Action: to Admissions and Records to be considered for an EW.
- The EW mark is no longer automatic for students.
- Students need to pay attention to the drop/withdrawal deadlines on the Schedule/Receipt -- #11 on Student Self-Service Portal

# Financial Aid

TO ATTEND



<b>SUMMER 2022</b>	<b>FALL 2022</b> <b>SPRING 2023</b> <b>SUMMER 2023</b>
--------------------	--

USE FORM



<b>2021-22</b> <b>FAFSA/CADAA</b>	<b>2022-23</b> <b>FAFSA/CADAA</b>
--------------------------------------	--------------------------------------

LOOK AT



<b>2019 taxes</b>	<b>2020 taxes</b>
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## TYPES OF AID

Free Application for Federal Student Aid (FAFSA): [FAFSA.ED.GOV](https://fafsa.ed.gov)

California Dream Act Application (CADAA): [DREAM.CSAC.CA.GOV](https://dream.csac.ca.gov)

[WWW.MTSAC.EDU/FINANCIALAID](https://www.mtsac.edu/financialaid)

## SCHOLARSHIPS

A variety of scholarships are available to qualified students, based on need, merit, major and/or educational goals.

<https://www.mtsac.edu/scholarships/>

# California College Promise Grant (CCPG) Fee waiver

## HOW TO QUALIFY FOR CALIFORNIA COLLEGE PROMISE GRANT (CCPG) FEE WAIVER (FORMERLY KNOWN AS BOG)

- Complete a 2022-2023 financial aid application OR submit a CCPG application
  - [www.mtsac.edu/financialaid/types-of-aid/state-aid-programs.html](http://www.mtsac.edu/financialaid/types-of-aid/state-aid-programs.html)
- Be considered a California resident or AB540
- Demonstrate financial need
- Maintain Academic and Progress Standards





# Online Virtual Classes



- 3 modes:
  - Synchronous (class meets at specific days/times but online)
  - Asynchronous (class is completely online—student logs on and reads/submits assignments/takes tests all online at their own time)
  - Hybrid: parts of the class are in person, parts of the class are online
- CANVAS: what it is, how it works – both for online and in person classes. How to understand Canvas – where to go to find your online classes.



[www.mtsac.edu/canvasadors](http://www.mtsac.edu/canvasadors)

# THE CANVASADORS

## OUR MISSION

**We are Canvas Ambassadors, students dedicated to support our peers' success in their classes.**

## WHAT WE DO

**We assist you with any Canvas questions and connect you to campus services and resources.**



## HOW WE CAN HELP

**We offer assistance via:**

- **1-on-1 Zoom Meetings**
- **In-Person Support @ ASAC**
- **Ask A Canvasador Form**

## NEED SUPPORT?



Visit us at  
[mtsac.edu/canvasadors](https://mtsac.edu/canvasadors)





# Food Pantry

Fall 20 Winter 2022 Intersession  
Hours of Operation

## In-store Food Pantry in 67A-103

2nd and 4th weeks of the month

**Tuesdays: 11am - 4pm**

**Wednesdays: 11am-4pm**

[www.mtsac.edu/basic-needs](http://www.mtsac.edu/basic-needs)

## Upcoming Dates

- **Tuesday, February 8, 2022**  
11:00AM-4:00PM  
Mountie Fresh Food Pantry (Building 67A-103)
- **Wednesday, February 9, 2022**  
11:00AM-4:00PM  
Mountie Fresh Food Pantry (Building 67A-103)
- **Tuesday, February 22, 2022**  
11:00AM-4:00PM  
Mountie Fresh Food Pantry (Building 67A-103)
- **Wednesday, February 23, 2022**  
11:00AM-4:00PM  
Mountie Fresh Food Pantry (Building 67A-103)

To request disability related accommodations please contact us 5 business days in advance of your visit at (909) 274-5099



Funded by USDA SNAP, known in California as CalFresh, "Where food is just the start" an equal opportunity provider and employer, and the California Department of Social Services

## STUDENT INFORMATION HOTLINE

- 909-274-5122
- [VaxOrTest@mtsac.edu](mailto:VaxOrTest@mtsac.edu)

## CONTACT TRACING

- 909-274-6900
- [ContactTracing@mtsac.edu](mailto:ContactTracing@mtsac.edu)

## STUDENT HEALTH CENTER

- 909-274-4400

### Next Info Sessions:

Wed, Feb. 17, Noon

Tues, Feb. 22, 3pm

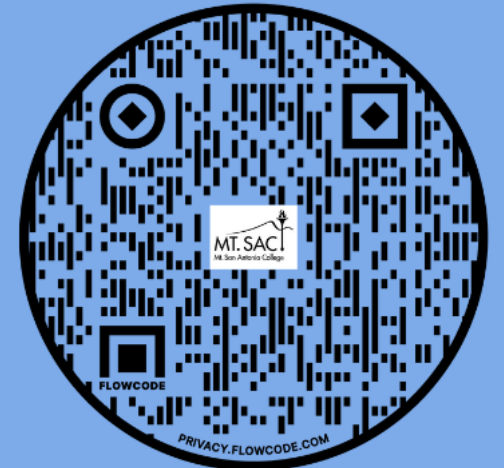
Wed, Feb. 23, Noon

For accommodations: [HRaccommodations@mtsac.edu](mailto:HRaccommodations@mtsac.edu)



# Student Services page

[www.mtsac.edu/  
studentservices](http://www.mtsac.edu/studentservices)



**FAQ ~ Billboard of Events ~ Program Services**



Common troubleshoot questions about **student status** before moving forward.

- 1) Is student taking credit or non-credit classes?
  - i. If non-credit, they may not be aware of student portal or student email.
  - ii. If they require a walk through, please fwd them to School of Continuing Education at ext 4220. They have counselors helping.
  - iii. If they are part of the Impact Program (DSPS) fwd them to ext 4220 or 4192.
- 2) Did they newly register?
  - i. They may be too new and missed the Cleared4 link emails.
- 3) Is student taking any classes this semester?
  - i. They may be a visitor returning a laptop. Have them complete the Visitor Health Check Form.
- 4) Are they getting COVID testing through Athletics Dept.? If so, those results are being manually pushed to Cleared4. They must also claim an account.

## Questions to Ask Students to troubleshoot access





## **Can students still drop a course with an EW any time during the semester?**

No. The EW policy has changed based on direction from the state Chancellor. Students must submit a Petition for Exceptional Action to the Admissions office if they want to drop with an “EW” – an “Excused Withdrawal”. Students who do not test or complete weekly testing and are not allowed to attend in-person classes can submit a petition for an “EW” if the reasons stated are for extenuating circumstances.

There are NO REFUNDS with an approved EW.

# STUDENT PROCESS IN CLEARED4

## Student Process in Cleared4

Didn't receive a link?  
Scan the QR Code



3:49

AA app.cleared4.org

**Mt. San Antonio College**

Use your student ID number (A Number) in the User ID field or your portal username in the Alias ID field below to retrieve your personal link to access your Cleared4 account.

**Please provide us with your information to claim your account:**

**Student/Employee ID**

\_\_\_\_\_

**Portal Username**

\_\_\_\_\_

**Next**

Look for a text message  
and/or email from  
noreply@cleared4work.com  
Click on the link

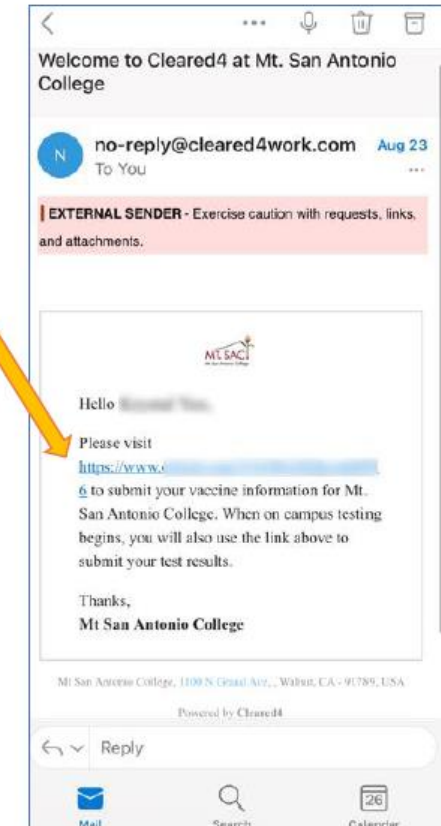
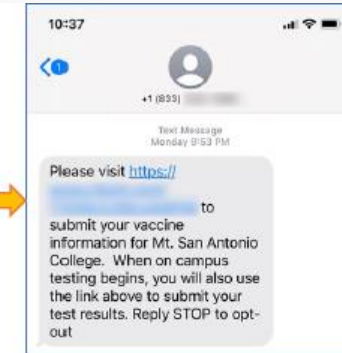
3:56

AA app.cleared4.org

**Mt. San Antonio College**

Use your student ID number in the User ID field or your portal username in the Alias ID field below to retrieve your personal link to access your Cleared4 account.

We just sent a notification to the email and/or phone number you used to register. Please check for that message as it contains a link to complete your next steps.



## **What happens if a student does not want to wear a mask or refuses to wear a mask or face shield?**

Students with a medical condition may request an accommodation to the mask requirement through ACCESS at (909) 274-4290 or through Student Health Services at (909) 274-4400.

Medical verification is required. Students who can't wear a mask due to medical reasons will be asked to wear a face shield.

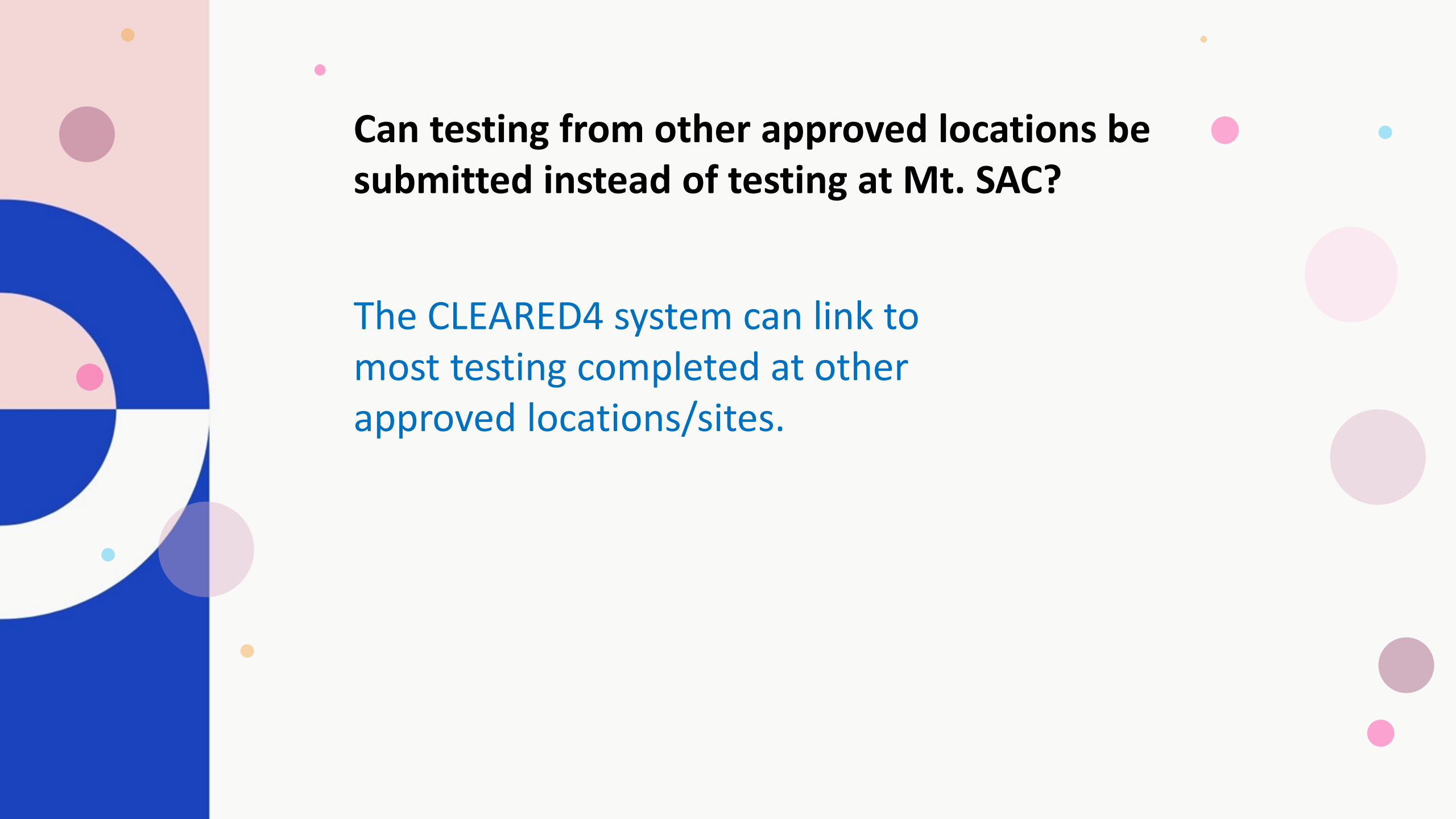
Students who are not excused or exempt from wearing a mask or face shield and refuse to wear a mask or face shield will be reported for student discipline as mandatory mask-wearing is college policy.

# What if I can't find my email from Cleared4?



1. *If a student can't find the email sent by CLEARED4, go to the Mt. SAC website and*
2. click "COVID-19 Updates" (located at top of the home page)
  - a) then click the blue button "Cleared4 Vaccination and Testing Link"
  - b) enter Mt. SAC Student ID (A#) and Mt. SAC Portal Username
  - c) a personalized link will be sent to their Mt. SAC email (not CANVAS)





**Can testing from other approved locations be submitted instead of testing at Mt. SAC?**

The CLEARED4 system can link to most testing completed at other approved locations/sites.