

# Mt. San Antonio College

## Enrollment Guide for Students



### **Step 1: Application**

To add or register for classes, an application must be on file for the term you plan to start:

**Fall / Spring (16 weeks)**

**Summer / Winter (6 weeks)**

### **Step 2: New Student Orientation (online)**

To support your journey at Mt. SAC, complete the online Orientation to learn about Mt. SAC policies, academic programs, and student support services.

### **Step 3: Assessment Questionnaire (AQ)**

To ensure you are taking the right English, math, and reading courses, complete the online Assessment Questionnaire (AQ) for course placement.

Students who have completed English or math college-level courses at another institution submit an official transcript to Admissions & Records.

### **Step 4: Register for Courses**

The following pages will provide information on how to search for open courses, how to register, and other resources to help navigate the Mt. SAC enrollment process.



Application



Orientation, AQ,  
& MAP workshop

# Navigating the Student Portal

## Mt. SAC Portal



**Mountie Academic Plan (MAP):** a degree audit tool that shows your program of study (major), program progress, GPA, units completed, educational plan, degree templates, etc.



**Navigate:** is a student-focused appointment and support tool that will help keep you on the path toward academic success and timely graduation.



**Student Self-Service:** includes registration links, student records, student accounts, personal information, etc.

Student Self Service

### Registration

1. Apply for Admission
2. Review Existing Application
3. Select Term
4. Register (Add or Drop) Classes

**Student Success:** includes orientation, AQ, Mountie Academic Plan (MAP), and tutoring services.

New Student Registration Checklist

Welcome Mountie! We know you are excited to register for classes, but first you must complete the following (click on the arrows for more info):

▶ Mandatory Assessment Questionnaire (AQ)
▶ Mandatory Online Orientation
▶ Mountie Academic Plan (MAP) (Optional)
▶ Attended another college?

**Financial Aid:** financial aid checklist, student account, personal information, etc.

**Canvas:** platform to access online (distance learning) courses

Log into Mt. SAC Canvas



**New Students: Your registration date will be days after the first day**

## **Registration Dates\*:**

**SUMMER**  
**March**  
**27**

**FALL**  
**May**  
**8**

## **First-Day of School:**

**June**  
**20**  
**6 weeks**

**August**  
**26**  
**16 weeks**

\*Registration date will be issued 6 days before the date noted. Admissions will send an email to your Mt. SAC account.

# 3 Ways to Search for Open Classes



## 1 Search for Classes



Fall 2023  
Summer 2023  
Spring 2023  
Winter 2023

**Class Schedule Search for: Fall 2023**

SELECT A TERM (BOX TO THE LEFT) AND A CLASS TYPE BEFORE BEGINNING THE CLASS SEARCH FUNCTION!

Credit:  Noncredit:

Submit Reset

Subject: <all>

**Filter by Subject**

- AA/AS C2 Humanities
- AA/AS D1 U.S. History & American Instituti
- AA/AS D2 Social, Political and Economic Ins
- AA/AS E1 Lifelong Understanding and Self-E
- AA/AS Physical Well-being/Physical Educatio
- All AA/AS General Education
- CSU A1 Oral Communications
- CSU A2 Written Communications
- CSU A3 Critical Thinking
- CSU B1 Physical Science

Course Number:

CRN:

Title:

Start Time: Hour: 05 Minute: 00 am/pm: am

End Time: Hour: 11 Minute: 00 am/pm: pm

Days: Mon Tue Wed Thu Fri Sat Sun

Start Month: <all>

Part of Term: <all>  
Full Term  
First Eight Weeks  
Second Eight Weeks

**Late start courses; 2nd half of term**

Instructor: Altmire, Matthew  
Alvarado, Gilbert  
Alvarado, Noel  
Alvarado, Toshio  
Alvarez, Hansel  
Alvarez, Stephania  
Alvarez-Galvan, Maya  
Ambriz, Maria  
Amendt, Christian  
Amos, Lisa

**By General Education: Associate, CSU, or IGETC**

Open Classes Only: No:  Yes:

Prerequisites: No:  Yes:

Time of Day: Any:  Day:  Evening:  Weekend:

Meeting Type: Online Only:  Hybrid Only:  On-Campus Only:  Any Type:

Search By Units: <all>

New Classes Only: No:  Yes:

Submit Reset

# 2 Open Class List



prod8s.mtsac.edu/prod/pw\_sigsched.p\_oclonly?term\_in=202230

Refresh to view updated list Mt. San Antonio College

SUBJECT FILTER: A B C D **E** F G H I J K L M N O P Q R S T U V W X Y Z  
 Example: Engl 1A DIVISION FILTER: ARTS ATHS BUS CED HSS KIN LR NS SS ALL

Subject	Course Number	CRN	Start Time	End Time	Start Date	End Date	CRS DAYS	ROOM	Division	Instructor	Email	Seats Available
ECT	17	2056	07:00 PM	10:10 PM	28-AUG-2023	17-DEC-2023	M	13-1245	ATHS	Antonio Anfiteatro	aanfiteatro1@mtsac.edu	13
ECT	67	2054	03:30 PM	06:40 PM	28-AUG-2023	17-DEC-2023	W	13-2265	ATHS	Pison Netsawang	pnetsawang@mtsac.edu	7
ECT	70	2022	08:15 PM	09:40 PM	28-AUG-2023	17-DEC-2023	TTh	13-1245	ATHS	Gary Gidcumb	ggidcumb@mtsac.edu	6
EDUC	10	2199	07:00 PM	10:10 PM	28-AUG-2023	17-DEC-2023	M	73-1810	BUS	Janice Mendez	jrice@mtsac.edu	12
ELEC	11	2054	08:00 AM	10:05 AM	28-AUG-2023	17-DEC-2023	Th	28B-312	ATHS	Jaime Uranga	juranga@mtsac.edu	2
ELEC	50A	2042	06:30 PM	09:40 PM	28-AUG-2023	17-DEC-2023	T	28B-403	ATHS	Jose Olague	jolague@mtsac.edu	5
ELEC	50B	2039			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	ATHS	Joseph Denny	jdenny1@mtsac.edu	4
ELEC	51	2049	08:00 AM	11:10 AM	28-AUG-2023	17-DEC-2023	M	28B-403	ATHS	Jonathan Hymer	jhymer@mtsac.edu	4
ELEC	54A	2051	11:30 AM	02:40 PM	28-AUG-2023	17-DEC-2023	W	28B-412	ATHS	Jaime Uranga	juranga@mtsac.edu	7
ELEC	56	2023	06:30 PM	09:40 PM	28-AUG-2023	17-DEC-2023	M	28B-401	ATHS	Jaime Uranga	juranga@mtsac.edu	3
ELEC	76	20966	08:00 AM	09:05 AM	28-AUG-2023	17-DEC-2023	S	28B-404	ATHS	Stephen Harsany	sharsany@mtsac.edu	4
ENGL	1A	22202	04:30 PM	06:35 PM	28-AUG-2023	17-DEC-2023	MW	26B-3565	HSS	Douglas Mullane	dmullane@mtsac.edu	2
ENGL	1A	22227	09:45 AM	11:50 AM	28-AUG-2023	17-DEC-2023	TTh	26A-2831	HSS	Andreana McCall	amccall3@mtsac.edu	2
ENGL	1A	22285	07:30 AM	09:35 AM	28-AUG-2023	17-DEC-2023	M	26A-3821	HSS	Maria Estrada	mestrada@mtsac.edu	2
ENGL	1A	22349			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Jennifer Leader	jleader@mtsac.edu	2
ENGL	1A	22369			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Shivani Parmar	sparmar@mtsac.edu	2
ENGL	1A	22385			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Daniel Holland	dholland@mtsac.edu	4
ENGL	1A	22418			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Forrest Montgomery	fmontgomery@mtsac.edu	2
ENGL	1A	22442			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Anna Mc Kennon	amckennon@mtsac.edu	2
ENGL	1A	22449			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Leah Marie Key Ketter	lkeyketter@mtsac.edu	3
ENGL	1A	22476	09:45 AM	11:50 AM	28-AUG-2023	17-DEC-2023	TTh	26B-3551	HSS	Rocio Avila	roavila@mtsac.edu	2
ENGL	1A	23381			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Lynette Hight	lhight@mtsac.edu	3
ENGL	1A	23585			28-AUG-2023	17-DEC-2023		ONLINE-ASYNC	HSS	Ivan Rios	irios@mtsac.edu	2
ENGL	1A	24533	09:45 AM	11:50 AM	28-AUG-2023	17-DEC-2023	TTh	26D-2210	HSS	Anna Mc Kennon	amckennon@mtsac.edu	5
ENGL	1B	22562	07:00 PM	10:10 PM	28-AUG-2023	17-DEC-2023	T	26A-2811	HSS	Katie Schorr	kschorr@mtsac.edu	14

Online options with no times listed

# 3 Online Only Class List





# How to Add a Course

**STEP 1.** Log on to: *inside.mtsac.edu*

**STEP 2.** You will need to enter your **Username** and your **Password** to login.

**STEP 3.** Once you are in, click on **Student Tab** to display your menu. (B)

**STEP 4.** Click on **Student Self-Service Links option No. 4.** (C)

**STEP 5.** Click on **Select a Term.** (D)

**STEP 6.** Hit submit. (E)

**STEP 7.** Enter the five-digit **Course Reference Number (CRN)** in the area provided for each course you are trying to add (up to 10 classes at one time). (F)

**STEP 8.** Click on **Submit Changes** after you have entered all of your numbers. (G)

**Secure Login**

User Name:

Password:

Login Cancel

Home College Library **Student** Student Success

**Personal Announcements**

[Spring 2015] Online Services to help you this semester  
Student Parking Available in Lot M  
Student Life Weekly Calendar  
Earn a free certificate in Leadership!  
2014 1098T Form Is Now Available

**Campus Announcements**

Phase 1 Perimeter Fence - Student Lot A  
Step Up! Improve Your Fitness  
Bursar's Office closed Friday, March 27, 2015

Mountie Mail+

Mountie Academic

College Library **Student** Student Success Financial Aid eLearning Tools Noncredit

**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
13. View Your Waitlist

Student Records

14. View Assessment/Placement Test Scores
15. View Holds
16. Final Grades
17. Grade Detail
18. View Unofficial Transcript
19. Request Official Transcript

Personal Information **Student** Financial Aid Employee Mailing Address

Search  Go

Registration Term

Select a Term: Spring 2015

Submit

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 ([https://prod00b.mtsac.edu/prod/aw\\_sigched.p\\_Search](https://prod00b.mtsac.edu/prod/aw_sigched.p_Search)). **MTSAC's IT Acceptable Use Policy** ([https://www.mtsac.edu/administration/information/acceptable\\_use.html](https://www.mtsac.edu/administration/information/acceptable_use.html)) prohibits intentionally or negligently performing an act that causes damage to the system 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. 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 a minimum cumulative grade point average of at least 3.0 and have a minimum cumulative grade point average of at least 2.0 may petition for an exception. Students wishing to exceed the maximum number of units allowed must contact the Counseling Office (X-4360).

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

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

# How to Apply for Financial Aid

To apply for financial aid, students must complete **one** of two financial aid applications: the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA). Students interested in the California College Promise Grant (Fee Waiver) are encouraged to apply by submitting either a FAFSA or CADAA to be considered for all available financial aid.

**Completing and submitting a FAFSA or CADAA is free—you should not pay anyone or any website to prepare it for you!** The Financial Aid Office at Mt. SAC, like most colleges, offer free assistance completing a FAFSA or CADAA to students and the community. Visit a college's Financial Aid Office to get more information.

▶ **FAFSA (Free Application for Federal Student Aid)**

▶ **California Dream Act Application (CADAA)**

▶ **California College Promise Grant (Fee Waiver)**



[Financial Aid](#)

## Fees

### What are the fees and tuition?

FEE	COST	DETAILS
<b>Enrollment Fee</b>	<b>California Residents:</b> \$46/unit  <b>Nonresident Students:</b> \$311/unit + \$46/unit enrollment fee (Effective for Fall 2022 semester)  <b>International Students:</b> \$311/unit + \$46/unit enrollment fee (Effective for Fall 2022 semester)	Except those who qualify for the <a href="#">California College Promise Grant (CCPG)</a> , a state financial aid program.  Students who have not established residence in California for a period of one year prior to the day before classes begin pay the nonresident enrollment fee. <a href="#">Learn more about residency here.</a>  International students who are attending Mt. SAC on an F-1 Visa pay the International fee. <a href="#">Learn more about international student tuition and fees here.</a>
<b>Student Activities Fee</b>	\$15	This fee is assessed during Fall and Spring semesters only.
<b>Student Representation Fee</b>	\$2	This fee is assessed during Fall and Spring semesters only. The fee amount was set by the California legislature and took effect January 1, 2020.
<b>Student Health Fee</b>	\$23 (\$17 with CCPG waiver) Fall and Spring Semesters (Effective for Fall 2022 semester)  \$20 (\$15 with CCPG waiver) Winter and Summer Intersessions (Effective for Fall 2022 semester)	This fee is required for all credit students, including part-time students. Applications for waivers are available in the Cashier's Office (9A) or in the Student Health Center (67B) for the first week of the semester.
<b>Student Transportation Fee</b>	\$9 full-time students \$8 part-time students	This fee is collected in Fall and Spring semesters only. It was approved by 81% of students in November 2014 and funds the Class Pass program, which provides students a free bus pass.
<b>Materials Fee</b>	varies	Different classes have different materials fees to cover the cost of class equipment, books, or other supplies that may be required. All materials fees are noted under the class listing at the end of the course description.
<b>Parking Fee</b>	\$50 (\$25 with CCPG waiver) for Fall and Spring semesters  \$25 for Winter and Summer	Student parking permits are required each term to use all student parking lots. Daily permits are available for \$4 a day. <a href="#">Learn more about parking here.</a>



# I waitlisted an on-campus course. What's next?

①

## Check Your Waitlist Position

- Log-in to [inside.mtsac.edu](https://inside.mtsac.edu), click on the "student" tab, scroll to student self-service, and click on # 13-waitlist position.

②

## Check Your Mt. SAC Email

- When an opening is available for you to add the class, you will be notified via your Mt. SAC email account.
- You will have 72 hours from the time that the email is sent to enroll in the course. Follow the instructions to add the class.
- If you do not receive this email by the first day of school because you are still on the waitlist, follow step 3.

③

## Show up to Class on the First Day of the Term

- Attend in person on the first day of the class meeting.
- The professor will take attendance. If there is an open seat, the professor will use the waitlist to determine who will add the course
  - If the professor does not have an open seat, search for an alternative course. Page 6.
- Follow page 5, "how to search for classes"





# I waitlisted an online course. What next?

## ① Check your waitlist position

- Log-in to [inside.mtsac.edu](https://inside.mtsac.edu), click on the "student" tab, scroll to student self-service, and click on # 13-waitlist position.

## ② Check your Mt. SAC email

- When an opening is available for you to add the class, you will be notified via your Mt. SAC email account.
- You will have 72 hours from when the email is sent to enroll in the course. Follow the instructions to add the class.
- If you don't get this email by the first day of school because you are still on the waitlist, follow the next step.

## ③ Email the professor on the first day of the term

- Log in to [inside.mtsac.edu](https://inside.mtsac.edu), and return to the #13 waitlist position to locate the professor's email.
- Send the professor an email requesting to add the course, your waitlist position #, and your student ID#.
- The professor will provide an add authorization code if they agree to add you to the course.
- Adding a course: In the student tab, click on #4, Register (Add or Drop) classes. You will need the CRN# and ADD CODE# to add the course.

# First-Semester Courses RECOMMENDATION

## English &/or Math\*

English is based on AQ placement

\*Math is based on major

---

## College Success Courses

- COUN 1-Introduction to College
  - COUN 2-College Success Strategies
  - COUN 51-Career Planning
  - COUN 5-Life & Career Planning
  - COUN 7-Introduction to Transfer Process
- 

## General Education

- Associate Degree
  - CSU-Transfer
  - IGETC (UC/CSU) -Transfer
- 

## Major or Undecided

Specific courses that support an area of study

If not decided, the best option is to take Coun 5-Career & Life Planning to do personal career research.

---



# How-To-Guides for Students

A Mt. SAC website that provides information on the following topics:



**Portal Navigation & Registration**



**Career & Educational Pathways**



**Academic Policies**



**Distance Learning (Online) & Canvas Navigation**

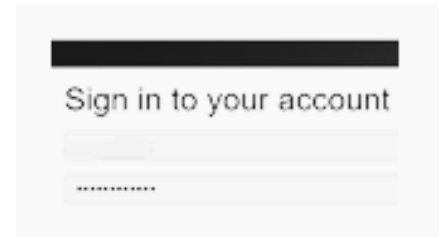


**Completion, Graduation, & Transfer**

# How to access your educational plan by Computer

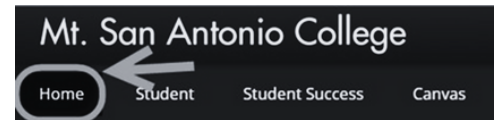
## Log into portal:

Mt. SAC Homepage or [inside.mtsac.edu](http://inside.mtsac.edu)



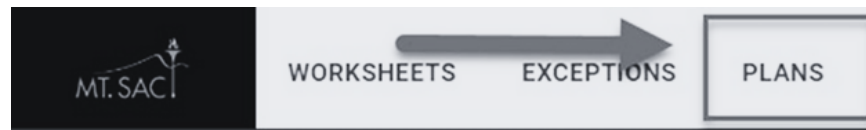
## Home:

Scroll to Mountie Academic Plan (MAP) and click on "Get Started Now"



## Plans:

Find the plan developed by the Counselor

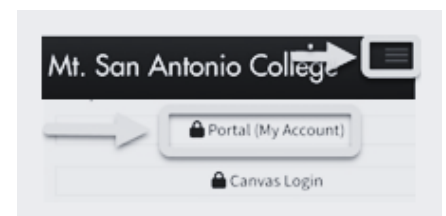


# How to access your educational plan by Phone

## Log into portal:

Mt. SAC Homepage or [inside.mtsac.edu](http://inside.mtsac.edu)

Follow the same process as noted above for Computer





MT. SAC COUNSELING DEPARTMENT

# Counseling Services



Not sure how to chart your path to your academic and career goals? Need help in creating your educational plan? Do you just need someone to talk to? The Counseling Department is here to provide Personal, Academic, and Career Counseling.  
909-274-4380 [www.mtsac.edu/counseling/](http://www.mtsac.edu/counseling/)

