

Registration — 6 Easy Steps

REGISTRATION FOR THE SPRING SEMESTER November 28, 2007 — February 20, 2008

MAIN CAMPUS — (909) 594-5611

■ STEP 1 — Admission (ext. 4415)

Complete the application in the center of this *Schedule* and send or bring it to the Admissions & Records Office or apply online at www.mtsac.edu.

■ STEP 2 — Assessment (ext. 4265)

Schedule and take your course placement tests at the Assessment Center.

■ STEP 3 — Orientation (ext. 5913)

Attend an orientation session. Both new students and first-time transfer students from other colleges MUST attend orientation before registering for classes.

■ STEP 4 — Counseling/Advisement (ext. 4380 or 4293)

Receive counseling/advisement if needed.

■ STEP 5 — Registration (909-595-6722)

Register by telephone or online at my.mtsac.edu.

■ STEP 6 — Bursar's Office (ext. 4960)

Pay fees by phone (909) 595-6722. Pay your fees by credit card using Telephone or Online Registration, by mail, by drop box, or in person. Fee payment is due within seven business days after registering for classes.

STEP 1 — Admission

Who is eligible for Admission?

- Anyone who can benefit from the instruction and is at least 18 years old or has graduated from high school.
- High school juniors and seniors must submit a College Starter Application and meet the stated criteria. Admission is approved on an individual basis.

Special note to parents, Right of Access:

Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents only with the written consent of the student.

How Do I Apply?

- Apply online by visiting www.mtsac.edu and clicking on the "Apply Online" link or complete the application enclosed in this *Schedule*
- All new and returning students (*those with an absence of two consecutive semesters, excluding Summer and Winter Intersession*) must complete an application. Students who last attended Fall 2007 or Spring 2007 do not need to apply.
- Submit official transcripts from all accredited high schools, colleges, and trade schools attended.

- A permit to register will be mailed to your home. The permit will tell you your assigned registration date and time.

Note: Students must keep the Permit To Register as proof of their priority registration date. Students will not be allowed to register before their assigned date and time!

STEP 2 — Assessment

Most classes have basic skill prerequisites that must be assessed prior to registration. Submit your application for admission before taking your placement tests. Assessment must be completed prior to your orientation and registration date.

To Make a Placement Test Appointment:

- Determine the test required for the courses in which you plan to enroll (*see pages 24-25*).
- Make an appointment. You may call the Assessment Center at **909-594-5611, ext. 4265**, or make an appointment in person by visiting the Assessment Center in Building 16C.
- Come to the designated room 10-15 minutes early on the day of the test.
 - A photo I.D. is required to take all tests and to receive all test results.
 - Tests scores are valid for two years.
 - Students may retest after three months.

See page 25 for additional testing information.

STEP 3 — Orientation

College counselors lead group orientation sessions for all new students who are enrolling at Mt. SAC, unless otherwise exempted. For exemption, please contact the Counseling Center (ext. 4380). **Completion of orientation is required prior to registering for classes.**

Students should complete assessment and have test results prior to participating in an orientation. To schedule an orientation appointment, students should call **ext. 5913** or come to the Counseling Department.

STEP 4 — Counseling/Advisement

Counselors in the Counseling Center (**ext. 4380**) are available to help you if you:

- do not have a major or are undecided in a career choice,
- need help with vocational/career plans,
- need to choose a university or college for transfer, or

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- D. have personal problems that impact your college success.

Educational Advisors in the Advising Center (ext. 4293) are available to help you if you:

- A. need information on course selection,
- B. would like to find out what classes you need for an Associate Degree or Certificate,
- C. need help with your educational plan, or
- D. need general information about the College. Pre-arranged appointments are available at ext. 5660.

STEP 5 — Registration

How do I prepare to register?

- A. Prepare a tentative class schedule. List your desired courses on the schedule planning worksheet provided on page 10 of this *Schedule*.
- B. Check course prerequisites and corequisites. Be sure you have completed the required prerequisites for the courses you have selected. These prerequisites are identified in the course descriptions in this *Schedule*. (A prerequisite is a course or experience which must be completed prior to enrollment in certain courses.)
- C. Be sure to register for required corequisites. (A corequisite is a course that **must** be taken during the **same term** as the course originally chosen.) These corequisites are identified in the course descriptions in this *Schedule*. Some corequisites may have been taken previously.

When Do I Register?

Check your Permit to Register for your date and time. **You may not register prior to the date and time listed on your permit.** Register online at my.mtsac.edu or by phone (6:00 a.m. - 11:00 p.m., Mon. - Sat.). Computers are available for students to register in 16B.

STEP 6 — Fees

Whether students register by telephone, online, or in person, fees must be paid within seven business days from the day a student registered. Students may make payments by credit card through Telephone or Online Registration, by mail, by drop box or in person. **Classes not paid by the 2nd week of the semester (or 1st week for short-term classes) will be billed and obligated. This obligation will withhold registration privileges, student grades, transcripts, degrees, and student services (i.e. lab and library use) until the obligation has been paid.**

All fees are subject to change.

Enrollment Fee \$20 per unit
Required of all students except those qualifying for Board of Governors (BOGW) Fee Waiver.

International Student Fees \$197 per unit
(plus \$20 per unit enrollment fee)

Required of nonresident international students attending Mt. SAC on an F-1 Visa.

Nonresident Student Fees \$173 per unit
(plus \$20 per unit enrollment fee)

Required of all students who have not established residency in the State of California for a period of one year prior to the day before classes begin.

Student Activities Fee* \$11 per semester

Allows your student government to provide scholarships, student handbooks, leadership opportunities, cultural programs, discount amusement park and movie theater tickets, funding for student club events and other co-curricular programs and services for students.

* Student Activities Fee is optional. Students may request a fee waiver from the Bursar's Office. No refunds will be accepted after the second week of classes.

Materials Fee Varies

The materials fee for individual classes is noted under the class listing at the end of the course description.

Parking Fee \$35 or \$20 w/BOGW Fee Waiver

A parking permit is required in all student parking lots. See page 33 for details.

Additional fees paid at the Bursar's Office:

- Material Cards
- Floral Design (*Floral Materials*)
- Transcript & Verification Requests
- F-1 Student Application Fee* (\$50)

Per California Education Code Section 76142, any prospective international student who possesses an economic hardship is exempt from paying the international student application fee. Economic hardship, in this instance, refers to the prospective student's (and/or his/her family) ability to pay for the application fee by proving a prior year income (adjusted in U.S. dollars) of \$80,000 or less. Students qualifying under Education Code Section 76140, who are exempt from paying nonresident tuition, are also exempt from paying the international student application fee.

Health Fee**

\$16 or \$12 w/BOGW Fee Waiver per semester
Required of all credit students.

**Pursuant to Section 76355 of the Education Code, Mt. SAC has a process by which students may request to waive the health fee. To qualify for a waiver students must provide documentation of active membership of a religious organization that relies exclusively upon prayer for healing.

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Applications for waivers are available in the Bursar's Office (9A) or in the Health Center (67B) for the first two weeks of the semester. Health Fees are subject to change.

Fee Payment Options/Policies

The Bursar's Office accepts cash, credit cards, money orders, personal checks, business checks, Rehab vouchers and cashier's checks. All fees are due within seven business days of enrolling in classes. No partial payments will be accepted. Classes not paid by the second week of the semester (or first week for short-term classes) will be billed and obligated. This obligation will withhold registration privileges, student grades, transcripts, degrees, and student services (i.e. lab, health services, library use) until the obligation has been paid off.

Payments may be made by telephone, online registration, by mail, in person or through drop box.

Phone & Online Payments

Following online registration or telephone registration, fees can be paid using VISA, MasterCard, Discover, American Express or check card displaying above logos. A copy of the *class schedule* and parking permit (*optional*) will be mailed to students. Please allow 5-7 business days.

Mail Payments

Students must send a check or money order payable to Mt. SAC with their student ID# on check or money order and mail to: Bursar's Office, P.O. Box 908, Walnut, CA 91788-0908. DO NOT SEND CASH. Payment must be RECEIVED within seven business days from the day of registration. A copy of the schedule and parking permit (*optional*) will be mailed. Please allow 5-7 business days.

In-Person Payments

Bursar's Office, Building 9A.

Drop Box Payments

Check or money order may be submitted through drop boxes. A copy of the *class schedule* and parking permit (*optional*) will be mailed to students. Please allow 5-7 business days.

Drop Box Locations

- Building 9A, Bursar's Office
- At the information kiosk at the Grand Avenue entrance.

Policy for Check Payment

- Checks must be written for exact amount only.
- All checks must be made payable to Mt. SAC (*third party checks are not acceptable*).
- Personal checks must have a pre-printed address imprinted on the check (*no temporary checks*).
- Checks with written amount corrections are not acceptable.
- Post-dated checks are not acceptable.

- Students who have written two previous checks that have been returned for insufficient funds will not be allowed to write another check for registration, and the check will be returned.

Policy for Credit Card Payment

- VISA, MasterCard, Discover, and American Express are accepted.
- When using a credit card for payment in person, photo ID is required. Acceptable forms of ID are student ID, driver's license, State ID, military ID or passport.
- If the credit card belongs to someone other than the student, a signed letter allowing the use of the card must be presented at the time of fee payment.
- We do not give cash advances or cash back on payments made with credit or debit cards.

Policy for Nonresident Payment

Tuition may be paid by certified check, cashier's check, cash, first-party personal checks with proper identification (driver's license, State ID or passport), or by credit card, (VISA, MasterCard, Discover or American Express) through the telephone registration system or online. International credit cards will not be accepted. Non-imprinted (temporary) checks may not be used for payment of fees (no exceptions). Payment must be made in full; no installments are accepted.

Financial Aid Deferment of Nonresident Tuition beyond the last day of registration: (*Out-of-State Tuition Students*)

- A. Students desiring a partial nonresident tuition deferment from the Financial Aid Office MUST be eligible for a Pell Grant.
- B. Students must submit to the Financial Aid Office a Registration Fees Breakdown (request from the Bursar's Office).
- C. If Mt. SAC is not listed on your Student Aid Report (S.A.R.), then you MUST submit a copy of the S.A.R. to the Financial Aid Office.
- D. Financial Aid students must pay the difference between the Pell Grant and the cost of nonresident tuition at the Bursar's Office within seven days of their registration.
- E. Financial Aid students who add classes following their original registration must pay the additional tuition within the seven working days. However, additional classes may NOT be added until the difference between the Pell Grant and the tuition fee has been paid.

This Schedule of Classes is available online at www.mtsac.edu and in alternate formats (Braille, enlarged text, e-text, etc.) upon request. Please contact Disabled Student Programs & Services at (909) 594-5611, ext. 4290.