



SacBookRac (Bldg. 9A)
PHONE 909.274.4475

Student Services Center (Bldg. 9B)

DEPARTMENTS	LEVEL	PHONE
Accessibility Resource Center for Students (ACCESS)	Lower	909.274.4290
Admissions & Records	Lower	909.274.4415
Assessment/Placement Test	Lower	909.274.4265
CalWORKs	Lower	909.274.4755
Career & Transfer Services	Upper	909.274.4510
Counseling	Upper	909.274.4380
Extended Opportunity Program & Services (EOPS)	Lower	909.274.4500
Financial Aid	Upper	909.274.4450
High School Outreach (HSO) & Info. Counter	Lower	909.274.5906

Student Success Center (Bldg. 9E)

Veterans Resource Center	1st Floor	909.274.4520
Accessible Technology Center	1st Floor	909.274.5679
Bridge Program	2nd Floor	909.274.5392
Student Health Services Annex	2nd Floor	909.274.4400
TRiO Programs (ACES and Upward Bound)	3rd Floor	909.274.4411



MT. SAC
Mt. San Antonio College
1100 N. Grand Avenue
Walnut, CA 91789
(909) 274-7500
www.mtsac.edu

Mt. San Antonio College

REGISTRATION 101 Reference Guide



7 easy steps to Register



1- Apply to Mt. SAC

Complete and submit a Mt. SAC Admissions Application.

Online: www.mtsac.edu/apply.

Computers are available in the Student Services Center (9B) for your convenience. For further information, contact the Admissions Office.

Online: www.mtsac.edu/admissions

Call: (909) 274-4415

In person: Admissions Office (Bldg. 9B, Student Services Center)

Mountie Fast Track Info Session

Attend an Information Session to learn how to register at Mt. SAC.

Register online at: <http://www.mtsac.edu/fasttrackinfosessions>

2- Apply for Financial Aid

Apply right away for financial aid at <https://fafsa.ed.gov> or if you are a DREAMer at <https://dream.csac.ca.gov>.

Eligibility for the CA Promise Grant formerly known as the Board of Governors Fee Waiver (BOGW) is determined through the FAFSA or the California Dream Act for DREAMers.



3- Complete the Assessment Process

All Mt. SAC students are required to participate in assessment for course placement in English, reading and math. Please go to www.mtsac.edu/aq to complete the Assessment Questionnaire (AQ). You can go to the Assessment Center for assistance in completing the AQ. Upon completion, you will be given your course placement or will be advised on your next step in the assessment process. For an explanation of your course placement, complete step 5 or visit the Counseling Center.

Online: www.mtsac.edu/assessment

Call: (909) 274-4265

In person: Assessment Center (Bldg. 9B, Student Services Center)

4- New Student Orientation

Complete the New Student Orientation online. To access the online orientation, go to your Mt. SAC Portal at <https://inside.mtsac.edu> and click the "Student Success" tab. To schedule an orientation appointment, contact the following.

Online: www.mtsac.edu/counseling

Call: (909) 274-4380

In person: Counseling Department (Bldg. 9B, 2nd floor, Student Services)

5- Counseling

Attend a Mountie Academic Planning (MAP) workshop. At the MAP workshop, a counselor will help you develop your first-semester course schedule. Based on your assessment questionnaire (AQ) recommendations, a counselor will assist you in selecting the appropriate English, math, reading, general, and major courses. The workshop will also cover information on how to register for courses.

Online: www.mtsac.edu/map

Call: (909) 274-4380

In person: Counseling Depart. (Bldg. 9B, 2nd floor, Student Services)

6- Register

Check for your registration date and time on your student portal at: <https://inside.mtsac.edu>. Login using your username and password. Register for classes online, on or after your assigned registration date and time.

Prepare a tentative class schedule and take note of the (CRN) Course Reference Number. Check for course prerequisites and corequisites.

7- Pay Fees

Payment is due upon registration. You can pay your fees online through your student portal <https://inside.mtsac.edu> (student tab, link #25 Pay Fees), in person at the Cashier's Office, (formerly known as Bursar's) by mail or through drop box. For information regarding fee payment options and payment policies, please visit the Cashier's Office website.

Online: <http://www.mtsac.edu/cashier>

Call: (909) 274-4960

In person: Cashier's Office
(Lower-level, Bldg. 4).





Help finding Open/New CLASSES

Search for open classes at <https://inside.mtsac.edu>.

BEFORE CLASSES BEGIN – Wait List

A limited number of students can place themselves on a **wait list** if the classes are full at registration. Getting on a wait list does not enroll the students in a class. It allows students to potentially add a course at a later date (if space is available).

If spaces become available, students will be **notified via their campus e-mail addresses**. Students have about 72 hours from their initial e-mail notification to add themselves to the course. Failure to do this on time will result in removal from the wait list.

ONCE CLASSES START

Students who remain on the wait list **must attend the first class meeting** of the course(s) they wish to add. Take a printout of the Registration Appointment from the portal and show it to the instructor.

If seats are still available in the class, after the wait list has been exhausted, the instructor may add students based on their **“registration date,”** which appears on their Registration Appointment notice posted on their student portal at <https://inside.mtsac.edu>.

If allowed to add, the instructor will give students an **Add Authorization Code**. Students must process the “add” on their portal immediately, as the **code will expire**. Failure to register online by the expiration date will invalidate their registration.

Using the online registration system, students must follow the instructions to add the class(es). They will be asked to enter the CRN and Add Authorization Code. After doing so and once they receive a full/closed error, they must enter the Add Code to Validate. Once validated, they must submit their “add.”

Search for Classes

The class schedule is accessible 24/7 and available for download online at www.mtsac.edu. Limited printed copies of the class schedule are also available in the student services building, bookstore, and library.

Before registering, look at the *Schedule of Classes* or *Search Online* for Open Classes at <https://inside.mtsac.edu>, and decide what classes to take. Write down the Course Reference Number (CRN) of each class – you’ll need it when you register – and be sure to pick a few back-ups, in case some of the classes are closed when you register. Note any course prerequisites or corequisites. A prerequisite is a course or test score that is required before enrolling in a course. A corequisite is a course that must be taken simultaneously in order to enroll in another course.

Dropping a Class

A student must drop the class online <https://inside.mtsac.edu>. It is the student’s responsibility to make sure classes are dropped according to established deadlines in order to potentially avoid fees and/or negative grades. It is important to print your registration to have a record/proof of the courses for which you officially registered. Go to your Student Portal and click on the Student Tab (*Student/Schedule Receipt*).

Registration Information

To ensure you get the best possible registration time, it’s important to complete all of the Registration Steps listed on the other side of this page. Check your student portal at <https://inside.mtsac.edu> for your assigned registration date/time by going to the Student tab. Students may not register before their assigned date and time.

Parking Fees

To purchase a Parking Permit online or in person, have ready the make, model and license plate number for each of your vehicles. Students who drive a motorcycle in addition to other vehicles should enter the motorcycle license plate number as the second vehicle.

Online

Parking Permits are available for purchase by credit card payment online. Log onto the Student Portal Student Tab #31 “Purchase a Parking Permit”. This will take you to the parking permit vendor’s website. Credentials Inc. will mail your parking permit within 7 to 10 business days. (Please note: You will have the option to print a temporary permit that will be valid for 10 days).

In Person

Parking permits are also available for purchase by cash or check at the Cashier’s Office (formerly Bursar’s) (Bldg. 4 lower level).

HOW TO APPLY FOR FINANCIAL AID AND PAY FOR CLASSES

Students may apply for aid by filing a Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov>.

The California Promise Grant (formerly known as the Board of Governors Fee Waiver (BOGW)), is a fee waiver that covers enrollment costs for eligible students. Eligibility is based on your submitted FAFSA or California Dream Act application.

Are you a DREAMer? If you meet requirements for an AB 540 nonresident tuition exemption, you could be eligible for state and institutional aid by completing the CA Dream Act application. Apply online: <https://dream.csac.ca.gov/>. Our Financial Aid staff can also assist you.

The **Financial Aid Office** is located on the upper level of the Student Services Center (*Bldg. 9B*). **Phone:** (909) 274-4450

ALTERNATE FORMATS: This brochure is available at www.mtsac.edu and in alternate formats (Braille, enlarged text, e-text, etc). Contact Disabled Student Programs & Services (DSP&S) at (909) 274-4290.



Deaf & Hard of Hearing Services (DHHS) is located in Bldg. 20-Room 9. Video Phone is (909) 895-6634.



We’re Here to Serve You

Student Services Center (Bldg. 9B) and Student Success Center (Bldg. 9E)

Hours of Operation

(Hours vary with each department and subject to change without notice.)

Monday - Thursday	8 a.m. – 7 p.m.
Friday	8 a.m. – 4:30 p.m.

Bookstore (SacBookRac)* (Bldg. 9A)

(Books, Supplies, Photo ID and Bus Pass)

* Hours subject to change. Call (909) 274-4475 for more info.

Monday - Thursday	7:45 a.m. – 6 p.m.
Friday	7:45 a.m. – 4 p.m.

Cashier’s Office* (Lower Level - Bldg. 4)

(Fee payment, Parking Permit & Mt. SAC card inquiries)

Monday - Friday	8 a.m. – 4:30 p.m.
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* Hours, Location & Services are subject to change.
Call (909) 274-4960 for more info.

