



# Counseling Department

## MY ACADEMIC PLAN (MAP)

# Enrollment Guide 2023

1100 N. Grand Avenue  
Student Services, 9B, 2<sup>nd</sup> floor  
909-274-4380  
[www.mtsac.edu/counseling/](http://www.mtsac.edu/counseling/)

**Welcome to Mt. San Antonio College! After this workshop, you will have developed your 1<sup>st</sup>-semester educational plan. Mt. SAC Counselors are ready to help you with your educational journey.**

## **Getting Started at Mt. SAC to become a Student**



**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 and Summer/Winter-6 weeks.

### **How to Apply**

If you're ready to join Mt. San Antonio College, it all starts with your application.

[Apply Now](#)



**STEP 2: New Student Orientation (online).** To support your journey at Mt. SAC, the Counseling department developed a comprehensive online Orientation that you may have completed before today's workshop.



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**STEP 3: [Assessment Questionnaire \(AQ\)](#)**  
To ensure students take the right English, math, and reading courses, complete the online Assessment Questionnaire (AQ) for course placement. Most students will immediately receive placement results based on their answers on the AQ. The questions on the AQ ask about High School GPA, English and math courses, and grades in those courses. Students who have completed English or math college-level courses at another institution, submit an official transcript to Admissions & Records

**STEP 4: My Academic Plan (MAP) workshop-YOU ARE HERE!**

# Mt. SAC Career & Academic Options

Noted below is information about Mt. SAC Career information, Certificates (credit and non-credit), Associate Degrees (local and transfer-CSU) and transfer preparation.

## [Mt SAC Catalog](#)



## [Mountie Career Hub](#)

# Mountie Career Hub

## Career & Educational Information

Mt. SAC is committed to your success when it comes to choosing a career and helping you with the job search process. We have resources all over campus to help you with these goals. This website is designed to help you find the help you need and show you where on campus you can get that help. Click on the icons below to see what we offer. We are eager to support your success!



Certificate vs. Associate Degree. What is the Difference?





MT. SAN ANTONIO COLLEGE

# Certificate vs. Associate Degree

## What's the Difference?

### Certificates

- **Certificates of Achievement and Skills Certificates** available
- Focuses on career and technical skills
- Courses are primarily in the area of study (e.g. Child Development, Welding, Accounting, Supply Chain, etc.
- At least 1/2 of the credits earned towards the certificate must be completed at Mt. SAC
- Also available, **Certificates of Competency and Occupational Training Certificates of Completion** for certain non-credit programs of study.

**Major Courses Only**



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### Associate Degrees

- **Associate of Science (AS)** focuses on career & technical skills
- **Associate of Arts (AA)** is designed to meet the needs of students interested in graduating with a two-year college degree by studying in a specific area of emphasis.
- **Associate of Science-Transfer (AS-T) & Associate of Arts-Transfer (AA-T)** supports transfer to a CSU by completing half of the Bachelor's degree at Mt. SAC.

**AS/AA DEGREE**



**AS-T/AA-T DEGREE**



Bachelor's Degree CSU/UC



## BACHELOR'S DEGREE CSU/UC

120 total units\*



Complete @ Mt. SAC 60 CSU/UC transferable units

### Major Preparation

Specific courses that support the area study



### General Education

A breadth of elective courses based on interest. Select from CSU or IGEC (UC/CSU)



A year prior to transfer admission (typically when you have completed 24-45 CSU/UC units)

#### Educational Planning Resources

- [Mt. SAC Catalog](#)
- [ASSIST.ORG](#)
- [AS-T/AA-T CSU transfer degree](#)
- [GPS program maps \(suggested course sequences\)](#)
- [General Education pattern](#)

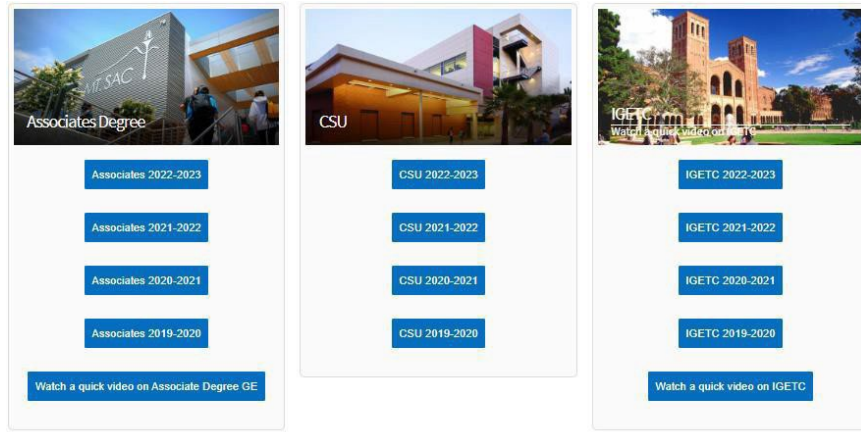
#### Transfer Assistance & Resources

- [Transfer Center](#)
- [Counseling Services](#)
- [Completion Center](#)
- [COUN 7-Introduction to the Transfer Process](#)

\*Units may be more than noted depending on the major.



## General Education Patterns:



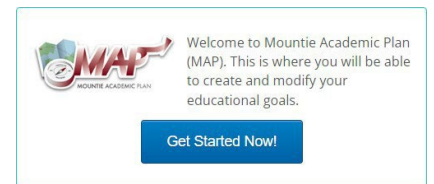
## Navigating the Mt. SAC Portal

The following information will show you how to become familiar with the Mt. SAC's portal navigation system. The portal ([inside.mtsac.edu](http://inside.mtsac.edu)) is the access point to the following:

- **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.

**HOME TAB**

### Mountie Academic Plan (MAP)



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

**STUDENT TAB**

### 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

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

**FINANCIAL AID TAB**

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

[Log into Mt. SAC Canvas](#)

# View additional [Guided Pathways of Study \(GPS\)](#) program maps:



## Guided Pathways of Study

When students can identify a career goal early on in their educational journey, they are more likely to complete on time and succeed. Consistent guidance and a clear outline of the required courses help support students decisions in choosing the right program for them. Explore below to find the programs that most interest you.

Select an information tab below to view available programs

Search by Career Cluster	Mt. SAC Search	Cal Poly Transfer Programs
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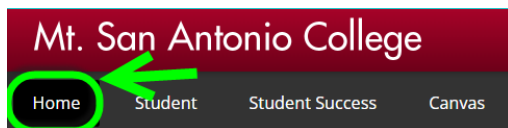
## How To Access 1<sup>st</sup>-Semester Plan

Follow these steps to log into Mt. SAC's portal:

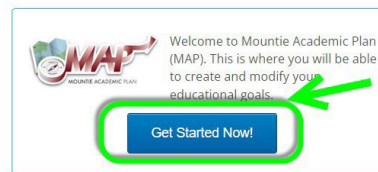
1. Log in to [inside.mtsac.edu](https://inside.mtsac.edu)



2. At the “Home” tab scroll to **My Academic Plan (MAP)** and click on “**Get Started Now**”



Mountie Academic Plan (MAP)



3. Click on “**Plans**”



## 4. 1<sup>st</sup> Semester Courses-recommendation:

Plan List

Click "New Plan"

NEW PLAN

### Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

SELECT TEMPLATE

BLANK PLAN

#### Create plan from template

Select starting term \*  
Fall 2023

Must select Fall 2023 (even if you are starting another term/session)

Search templates

Type course of study. For example, Psychology, Nursing, Welding, etc.

## 5. Review 1<sup>st</sup>-semester course recommendation with the Counselor.

Summer 2023 Credits: 1.0

Fall 2023 Credits: 12.0

COUN 1 Credits: 1.0

Comment  
Enroll in STEP or Bridge for Promise +

CHEM 10 Credits: 5.0

ENGL 1A Credits: 4.0

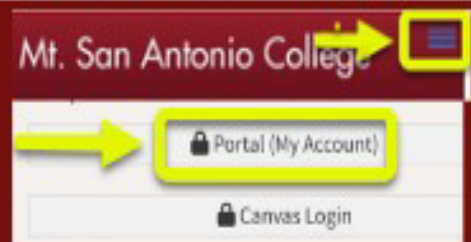
PSYC 1A Credits: 3.0



# How to access your educational plan by Phone?

## 1 Log into portal

Mt. SAC Homepage (or inside.mtsac.edu)  
& select "Portal" (My Account)



## 2 Scroll down to "Map"



Click On

Get Started Now!

## 3 Click the bars

Select "Features" and then "Plans" to find the plan developed with a Counselor



## 4 Follow-Up with a Counselor

Meet with your Counselor 3 weeks after each term (Fall or Spring) to update your plan.



# How to [Search for Open Courses](#)

## Schedule of Classes

*Find the Right College Courses for Your Needs*

The Schedule of Classes provides information about the range of college credit courses we are offering. We have made every effort to ensure the information is correct. Classes in future semesters are subject to change.



[Search for Classes](#)

[Open Class List](#)

[Open Online Classes](#)

## 6. How to Add a Course

**Online Registration**

**STEP 1.** Log on to: [inside.mtsac.edu](http://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 Financial Aid eLearning Tools Noncredit

**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  
Buxton's Office closed Friday, March 27, 2015

Mountie Mail+

Mountie Academic

College Library Student Student Success Financial Aid eLearning Tools Noncredit

**Personal Announcements**  
[Spring 2015] Online Services to help you this semester!  
Parking Available in Lot M  
Life Weekly Calendar  
Free certificate in Leadership!  
PRT Form Is Now Available

**Campus Announcements**  
Perimeter Fence - Student Lot A  
Improve Your Fitness  
Office closed Friday, March 27, 2015

**Student Self Service**

Registration

1. Apply for Admission
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10. Registration History
11. Print Your Schedule/Receipt
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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://inside.mtsac.edu/prod/jw\\_scheduled\\_by\\_search.js](https://inside.mtsac.edu/prod/jw_scheduled_by_search.js)). MTSAC's IT Acceptable Use Policy ([https://www.mtsac.edu/administrators/reference/acceptable\\_use.html](https://www.mtsac.edu/administrators/reference/acceptable_use.html)) prohibits intentionally or negligently performing an act 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. To drop a class, use the options available in the Action pull-down list.

Without getting too technical, 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 3.0 may petition for more units. Students wishing to exceed the maximum number of units allowed must contact the Counseling Office (34-4360).

**MAXIMUM NUMBER OF UNITS ENROLLED**

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

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

## Registration Dates\*:

# 2023

**SUMMER**

**MAY  
3**

**FALL**

**JULY  
5**

## First-Day of School:

**June  
20  
6 weeks**

**August  
28  
16 weeks**

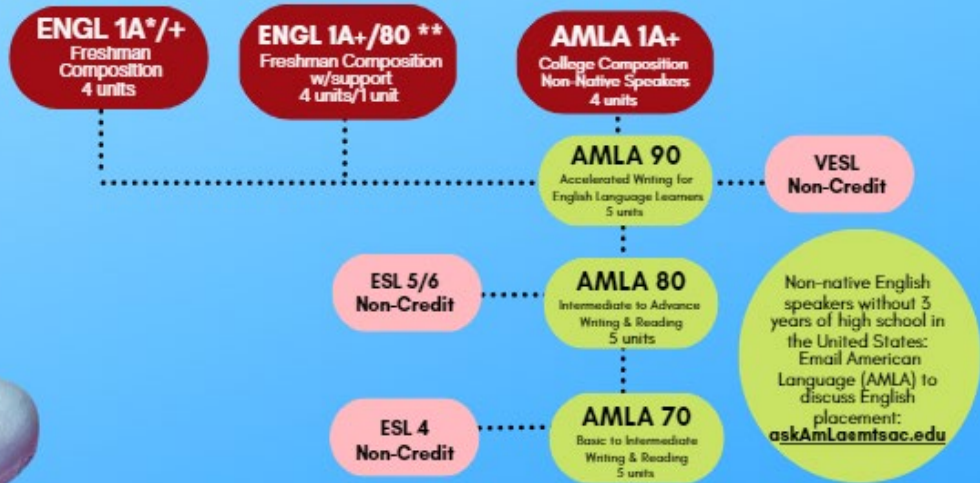


\*Registration date will be issued six days before the date noted.  
Admissions will send an email to your Mt. SAC account.

# Writing Pathway

# Select Your Path Through Completion

Writing Placement is based on the Assessment Questionnaire (AQ) placement results



\*Honors option available for eligible students

\*\*ENGL 80 is a non-degree applicable course

+AP/IB CSU/UC transfer credit, [click here](#) or Associate Degree credit, [click here](#)



# Writing Pathway

# Mt. San Antonio College Course Options

## ENGL

Provides a wide range of courses in English composition, literature, creative writing, including courses in developmental composition, college-level transferable composition and literature courses

Courses: ENGL 1A, ENGL 80, ENGL 1AH, ENGL 1AM, & ENGL 1C

## AMLA

Provides non-native English-speaking students with the language skills they need to succeed in academic and professional endeavors.

Courses: AMLA 1A, AMLA 90, AMLA 80, AMLA 70

## ESL

Provides six levels that focus on listening, speaking, reading, writing, grammar, and pronunciation

Courses: Level 1, 2, 3, 4, 5 & 6 and VESL

# MATH Pathway

## What's Your Major?

The "major" determine the math pathway

### Business/Psychology/Social Sciences/Nursing:

Math 110/110H\* Statistics (3 units) *with Math 11 and/or*

Math 140 Calculus for Business (4 units) *with Math 14 or*

Math 180+ Calculus (4 units) *with 18A*  
dependent on transfer schools (e.g., UC Berkeley & UC Irvine)

#### MATH SUPPORT COURSES (2 UNITS)

The math support courses will focus on essential skills required for success in these math courses.



\*"H"-Honors option available for eligible students

# MATH Pathway

## What's Your Major?

The "major" determine the math pathway

### Science/Technology/ Engineering/Mathematics (STEM)

Math 150 Trigonometry (3 units) *with Math 15 and*

Math 160 Pre-Calculus (4 units) *with Math 16 and*

Math 180+ Calculus (4 units) *with 18A and*

Math 181+ Calculus (4 units) *with Math 18B*

#### MATH SUPPORT COURSES (2 UNITS)

The math support courses will focus on essential skills required for success in these math courses.



\*"H"-Honors option available for eligible students

# MATH Pathway

## What's Your Major?

The "major" determine the math pathway

**English, History, Philosophy, Languages, etc.**

Any college-level math

Math 100 Survey of College Mathematics (3 units) *with 10A* or

Math 110/110H\* Elementary Statistics (3 units) *with Math 11* or

Math 130 College Algebra (4 units) *with Math 13* or

Math 150 Trigonometry (3 units) *with Math 15*

### MATH SUPPORT COURSES (2 UNITS)

The math support courses will focus on essential skills required for success in these math courses.



\*"H"-Honors option available for eligible students

# MATH Pathway

## Associate Degree (AS/AA)

Math Options-Any College Level Math\*

**Accounting, Air Conditioning, Child Development,  
Culinary, Paralegal, Welding, etc.**

Math 100 Survey of College Mathematics (3 units) *with 10A* or

Math 110/110H\* Elementary Statistics (3 units) *with Math 11* or

Math 130 College Algebra (4 units) *with Math 13* or

Math 150 Trigonometry (3 units) *with Math 15*

### MATH SUPPORT COURSES (2 UNITS)

The math support courses will focus on essential skills required for success in these math courses.



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# NOTES

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