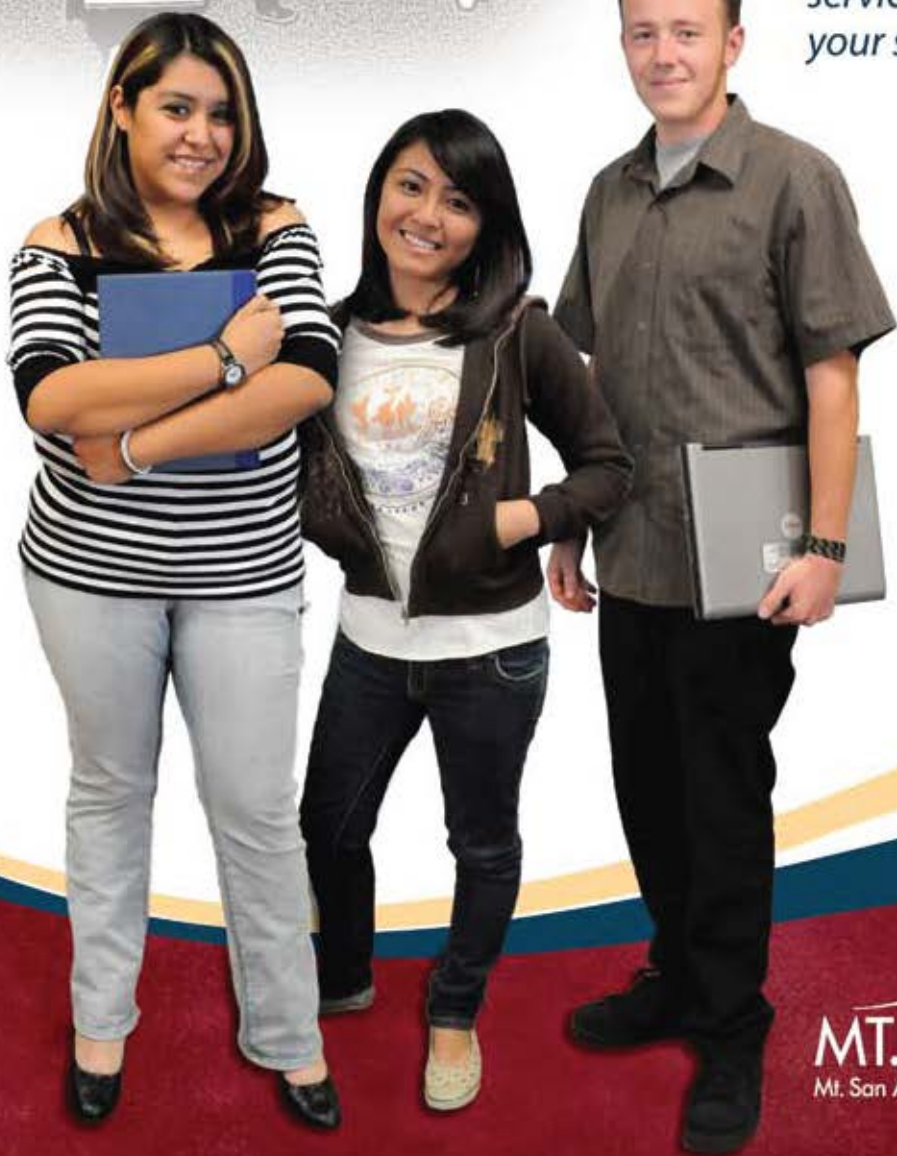


student services guide

*Programs and
services to foster
your success!*





This Student Services Guide can be made available in alternate formats (Braille, enlarged text, e-text, etc.) upon special request. Please contact Disabled Student Programs & Services at (909) 594-5611, ext. 4290.

a guide to success

We are pleased to provide you with this *Student Services Guide*, which is a compilation of the major support services and programs available to students at Mt. San Antonio College. We produced the Guide at the request of many students who were not completely aware of the wide range of support services that can actually improve their academic performance and foster their ultimate success here at Mt. SAC.

Registration. Placement testing. Tutorial assistance and study skills. Free computer labs. University transfer assistance. Job placement services. Academic and personal counseling. Help with reading, writing and math assignments. Financial aid. Learning communities. Health services. Programs for single parents and veterans. Special services for those with physical and learning disabilities. Recreational and social activities. All of these resources and more are covered in this handy booklet, which I invite you to explore.

Since all of these programs and services are not housed under one roof, we've provided a pictorial directory of their campus locations in this booklet.

We stand prepared and eager to help enrich your college experience at Mt. SAC.



Dr. Audrey Yamagata-Noji
Vice President, Student Services

core services & programs

To contact the service you need by phone, dial the college main number: (909) 594-5611 and the department extension provided below.

Admissions & Records

Location: Student Services Center (9B), Lower Level — Ext. 4415

This is the office where it all begins. Admissions & Records provides admission and registration services for all credit students, processes student requests for transcripts, enrollment verifications, general education (transfer) certifications, and graduation evaluations. Special services are provided for international (F-1 Visa) students. Assistance is available in English, Spanish, Vietnamese and Chinese. **Noncredit Adult Basic Education** students are assisted with assessment, admission, and registration at the Adult Basic Education Center (Bldg. 30, ext. 4845). **Noncredit ESL** students access these services at the Language Center (Bldg. 66, ext. 5235). Visit: www.mtsac.edu/students/admissions

ASPIRE

Location: Student Services Annex (9D), Ext. 6396

The African-American Student Program Inspiring Responsibility for Education (ASPIRE) is specifically designed to increase academic success and retention and to foster degree completion and university transfer rates for African-American and other students at Mt. SAC. The program provides mentoring, motivation, academic help, resource referral and cultural activities for participants. Visit: www.mtsac.edu/students/aspire



ASPIRing success!

Assessment Center

Location: Student Services Center (9B), Lower Level — Ext. 4265

How do you avoid getting in over your head when selecting math and English courses? One effective way is to get your skill level assessed first. That's why Mt. SAC requires all new students to complete English, reading, and math placement tests at the Assessment Center before selecting their classes. Career and personality assessments are also provided based on a referral from an instructor. Additionally, the Assessment staff will also help you with basic skills course placement. Visit: www.mtsac.edu/students/assessment

Bridge Program & Learning Communities

Location: Student Services Annex (9D), Ext. 5392

Do you learn and perform better in groups? The Bridge Program offers several "learning communities," designed to increase students' academic and personal success. Participants are enrolled in "linked" or "clustered" classes that are taught in a cooperative environment involving students, instructors, and counselors. There are various different learning communities



offered: Summer Bridge, Math Bridge, English Bridge and Pre-Nursing Bridge. These programs are perfect for students who are underprepared academically, are economically disadvantaged, and need additional support in their first year at Mt. SAC. Visit: www.mtsac.edu/students/bridge

California Work Opportunity and Responsibility Kids (CalWORKs)

Location: Student Services Center (9B), Lower Level — Ext. 4755

This program provides educational support to single and married student-parents who receive Temporary Assistance to Needy Families (TANF) benefits for themselves **and** their children. The CalWORKs staff helps these students meet their Welfare to Work 32/35-hour participation requirements while achieving their personal and educational goals. A variety of support services are provided to help participants achieve their AA degree or a professional certificate. Support services include: educational planning, counseling, case management, tutoring, personal development workshops, job development/placement assistance, advocacy, liaison between student and GAIN Services Worker and Eligibility Worker at county offices, funds for required textbooks and supplies, and (based on adequate funding) work/study opportunities and childcare services. Visit: www.mtsac.edu/students/calworks

Career and Transfer Services

Location: Student Services Center (9B), Upper Level

This program provides a variety of services, activities, events and resources to help students transfer to universities, solidify their career goals, sharpen their job acquisition skills, and acquire part- and full-time employment. These services include:

CAREER PLACEMENT (ext. 4510)

Activities, resources and events:

- Job and internship referrals
- Career fairs
- Career acquisition skills workshops
- Mock interview sessions
- 1-on-1 assistance with resume preparation, interviewing techniques, and general job search

Visit: <http://placement.mtsac.edu>

CAREER AND TRANSFER CENTER (ext. 6388)

Activities, resources and events:

- Career and college guidebooks and university catalogs library
- Workshops on career and transfer topics
- University representative visits and appointments
- College fairs
- University tours
- Walk-in transfer advising
- Computers for career and transfer research, applications and more!

Visit: www.mtsac.edu/students/transfer



core services & programs

Cooperative Agencies Resources for Education (CARE)

Location: Student Services Center (9B), Lower Level — Ext. 4500

Mt. SAC's CARE program provides educational support for single student-parents with at least one child 13 years of age or younger. The program is a supplemental component of EOPS (see p. 7). Participants must first meet the EOPS eligibility requirements, currently receive Temporary Assistance to Needy Families (TANF) benefits for themselves *and/or* their children and be single parents (declared "head of household" by their local county welfare office). Support services include: counseling, personal development workshops, tutoring, financial assistance with textbooks and supplies, and grants. Visit: www.mtsac.edu/students/eops



Personalized counseling

You absolutely should meet with a counselor and educational advisor during your first semester at Mt. SAC to develop an educational plan. A counselor can also provide information about:

- course selection and planning for degree or certificate completion
- major and transfer requirements to CSU, UC and private universities
- Mt. SAC and transfer institutions

Visit: www.mtsac.edu/students/counseling

Disabled Student Programs & Services

**Location: Student Services Center (9B)
Lower Level — Ext. 4290**

Some students mistakenly think that this office only serves those with obvious physical disabilities. Actually there are many students who struggle with learning challenges without realizing that DSP&S offers special services that can help them succeed in the classroom. If you suspect that you may have a learning or physical disability, visit the helpful DSP&S staff, and they will perform an eligibility evaluation. Based on individual, disability-related needs, services include specialized counseling, priority registration assistance, assessment of

Counseling Department


Location: Student Services Center (9B), Upper Level — Ext. 4380

Not sure what to major in or which courses to take next? The Counseling Department can help you with that and more: educational planning, career exploration and decision-making, as well as graduation and transfer requirements. Our team of experienced counselors is an invaluable resource to students who:

- are undecided about their major or career direction
- need information about their career and transfer options
- are having difficulty in their courses
- need assistance with personal problems



Sign language and transportation services



disability and educational needs, access to an adaptive computer lab, equipment loans, sign language interpreters, in-class note takers, special classroom and testing accommodations, and transportation around campus. Visit: www.mtsac.edu/students/dsps

Extended Opportunity Programs & Services (EOPS)

Location: Student Services Center (9B), Lower Level — Ext. 4500

EOPS provides support services to students with academic and financial disadvantages. Services include counseling, educational planning, peer advising, tutoring, textbook vouchers, and priority registration.

Visit: www.mtsac.edu/students/eops

Financial Aid & Scholarships

**Location: Student Services Center (9B)
Upper Level — Ext. 4450**

The Financial Aid Office provides information and assists students in applying for financial assistance in the form of grants, loans, scholarships, enrollment fee waivers, and work study opportunities. The Board of Governors Fee Waiver (BOGW) is a state program that waives the enrollment fees for eligible students. You may apply for a fee waiver online at http://cccapply.org/BOG_Waiver. For federal and state funding (including the enrollment fee waiver), complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. To find out more about financial aid, visit: www.mtsac.edu/students/finaid



Financial Aid Workshop

Honors Program

Location: Humanities & Social Sciences (26A) — Ext. 4665

Mt. SAC's Honors Program provides academically advanced students an enriched curriculum, seminar-type classes, close interaction with Honors faculty, and special projects and activities. Honors courses strengthen students' college transcripts and increase their chances for transfer to prestigious universities. Our Honors students perform exceptionally well and are well accepted by four-year institutions. Visit: www.mtsac.edu/instruction/honors/about.html

Language Learning Center

**Location: Learning Technology Center
(Bldg. 6, Room 264) – Ext. 4580**

For students learning a foreign language or ESL/American Language, the LLC offers a wide variety of language learning software, DVDs, and other media to improve listening, speaking, grammar, and pronunciation skills. Enrollment is open to anyone throughout the semester. Register at the LLC counter. Visit: <http://llc.mtsac.edu>



core services & programs



Learning Assistance Center

**Location: Learning Technology Center
(Bldg. 6, South Entrance) — Ext. 4300**

Improving your academic performance is critical to achieving your goals and finishing at the top of your game! The LAC offers services that can help you do just that—regardless of your current learning level. Here's a sampling of LAC's core services:

- **Tutorial Services:** Individual and small-group tutoring as drop-in sessions, computer-based tutorials, and ongoing study groups. Multiple-subject tutoring is available.
- **Learning Lab:** A large computer center, where faculty members make their course-related software available to their students on either a Mac or PC.
- **Skills Lab:** Sharpen your skills in math, writing and reading/comprehension through special classes offered by LAC.

Visit: www.mtsac.edu/instruction/learning/lac



Math Activities Resource Center (MARC)

Location: Building 61, First Floor — Ext. 5014

Need focused tutorial assistance in math? The MARC is the place for you! This center offers free tutorial services in all levels of math as well as video lectures on CD, DVD and VHS. Students have access to textbooks, solution materials and review worksheets, and calculators, which may be borrowed and taken to class. Visit: <http://marc.mtsac.edu>

Student Health Services

Location: Student Health Center (67B) — Ext. 4400

The Student Health Center offers medical, chiropractic, personal counseling, nursing, and health education services to all credit students who are currently enrolled and attending classes. Additional services include laboratory tests, tuberculosis screening, limited prescription medications, immunizations, pregnancy testing, and referrals. Some fees may apply. Professional health services are provided primarily on an appointment basis. Same-day appointments are also available (call between 8:00 and 8:30 a.m.). First Aid services are provided to all students, employees and guests of the college.

Visit: www.mtsac.edu/students/health



Student Life & Activities

Location: Student Life Center (9C) — Ext. 4525

This is the hub for all student activities at Mt. SAC, where students can get connected, involved and engaged with campus life. The **Associated Students (AS)** government serves as the representative voice for students and provides them opportunities to develop leadership skills. The Student Activities Fee funds the many AS-sponsored activities, events, and initiatives that support student programs, projects and services throughout the year. **Inter-Club Council** represents over 40 student clubs and is composed of one representative from each club. The **LEAD** program enables students to earn a certificate in leadership development.

The **Student Life Center** provides students a relaxing place and a recreational area to watch TV, play ping pong and a variety of games. Students with laptops can also access free wireless Internet service. Students who are involved in co-curricular activities are encouraged to complete the Activities Transcript (available online), which complements their academic transcript and verifies their leadership and service experiences. For off-campus recreation, the campus bookstore (Bldg. 9A) sells AS discount tickets to local theme parks and movie theaters. Student Life also oversees an off-campus Housing Referral Program and a Lost & Found service (all unclaimed items from the previous year are auctioned off each September).

Students' rights and due process procedures related to student discipline and academic grievances are facilitated through the Student Life Office. Visit: www.mtsac.edu/students/studentlife

Veterans' Services

Location: Student Services Center, Upper Level (Financial Aid Office) — Ext. 4520

This center assists veterans and eligible dependents on all matters related to veterans' educational benefits. Opportunities include:

- assistance in preparing and processing requests for VA educational benefits
- referral assistance for job and personal counseling
- tutorial program referral

Visit: www.mtsac.edu/students/veterans

WIN Program for Athletes

Location: Student-Athletes Study Hall (45, Room 133) — Ext. 4239

Athletes can't lose with WIN! This program is specifically designed to help Mt. SAC athletes succeed and maintain their academic eligibility. WIN also helps prepare them to transfer to four-year institutions. Tutoring and counseling are among the services provided.



The Writing Center

Location: Humanities & Social Sciences (26B) — Ext. 5325

Mt. SAC's Writing Center offers tutorial services that will improve your writing skills and help you with your assignments. The expert staff will help you better understand your assignment, brainstorm ideas, generate a thesis, conduct research, organize your ideas, revise drafts, improve your grammar and properly cite sources. The center also provides a variety of free writing skills workshops and a state-of-the-art computer lab. Computers feature the latest word processing, Excel spreadsheet, and Internet search software, as well as access to library databases to support your research needs. Visit: www.mtsac.edu/instruction/humanities/writingcenter



Joe Mountie

student resources

Bursar's Office

Location: Building 9A — Ext. 4960

This is the office where you pay for your enrollment, student activities, class materials, and health services, as well as other expenses and services, such as parking permits, transcripts, enrollment verification, and production cards. This is also the place to get your student photo ID card and obtain credit class refunds.

Visit: www.mtsac.edu/students/bursars

Childcare Services

Location: Child Development Center — Ext. 4920

Need childcare while attending classes? Mt. SAC's Child Development Center offers this service to student-parents who have children from birth through age 5. Parents and children must meet eligibility requirements, and children must attend a minimum of three hours a day, two days a week. Contact the Center for enrollment, program and fee information.

Library

Location: Learning Technology Center (Building 6, North Entrance) — Ext. 4260

Mt. SAC's full-service library offers a wide range of books, periodicals, media resources, and reference materials (online and printed formats) to meet your research and informational needs. Visit:

www.mtsac.edu/instruction/learning/library

SacBookRac

Location: Building 9A — Ext. 4475

The campus bookstore (SacBookRac) is the place to purchase books, supplies and services needed to support your academic activities. In addition to textbooks and essential supplies, our full-service bookstore offers an ATM, photocopying machines, computer software at educational discounts, gift items, greeting cards, gift certificates, UPS shipping, and a year-round book buyback program.

Visit: www.mtsac.edu/bookstore

College Recruitment Programs

High School Outreach

Location: Student Services Center (9B) Lower Level — Ext. 5906

This office coordinates the college's outreach and recruitment efforts to area high schools. In addition to onsite campus visitations and presentations, the outreach team conducts community activities to encourage high school seniors to start college at Mt. SAC.

Visit: www.mtsac.edu/students/hso

Upward Bound

Location: Student Services Annex (9D) — Ext. 5634

This federally funded college preparatory program helps low-income high school students to enhance their academic skills and to get into college. The Mt. SAC Upward Bound Program has served area youth at La Puente and Ganesha high schools since 2004, working with 60 active participants during the academic year and operating a summer residential program. Graduates typically go on to become first-generation college students.

Early College High School Program

In partnership with Village Academy High School in Pomona, this grant-funded program blends high school and college instruction into a coherent educational program. Students can achieve up to two years of college credit while earning a high school diploma.

student experiences



David Chang

about: DISABLED STUDENT SERVICES & PROGRAMS

"The custom solutions provided by DSP&S

really gave me the tools to pursue my academic goals, despite my disability. More importantly, the warm and caring staff gave me the confidence to achieve them."



Yesenia Leon

about: STUDENT LIFE

"Associated Students has changed my outlook on life. I've gained teamwork

and leadership skills which will stay with me forever! A.S. is not only an organization. To me, it is my family."

Lissette Orellana

about: FINANCIAL AID

"The Financial Aid Office was a great help to me and my parents, because they don't have a lot of money to pay for college. Thanks to the Board of Governors Fee Waiver and the Pell Grant, I am attending Mt. SAC full time instead of part time."



Jack Wang

about: LEARNING ASSISTANCE CENTER

"The LAC's tutoring sessions have helped me

a lot in grammar and writing. I don't make as many errors as before in writing and speaking. The tutors are friendly and willing to help, and each tutor has his/her own tutoring style."



Ashley Jones

about: ASPIRE

"ASPIRE is inspiring! It has given me a positive outlook on the big picture

of life and reinforced my belief that my educational and career goals are attainable. The program has also taught me to become more resourceful and assertive in seeking out the resources at Mt. SAC to foster my success."



Louis Laurence

about: THE WRITING CENTER

"The staff helped me to understand the writing process better. They helped

me realize how easy drafting and revising can be, and how valuable it is. The Writing Center facility is so awesome and convenient with fewer distractions. I love the fact that I can be tutored and use the computer lab in the same place. Bottom line, my grades have improved!"



Michael Lewallen

about: COUNSELING

"Mt. SAC's counselors steered me in the right direction and helped me

develop an educational plan with a realistic timeline. Taking advantage of counseling services on the front end helped me avoid a lot of mistakes that could have cost me time and money on the back end."

Roxanne Sanchez

about: CalWORKs

"As a working mom, I really appreciate how the CalWORKs program helped reduce my stress so that I could focus on my studies. The staff advocated for me when I really needed support."

student services & support program management



Student Services: *Dr. Audrey Yamagata-Noji, Vice President*
Carolyn Keys, Dean

SERVICES & PROGRAMS

Admissions/Records/Enrollment Management: *Dr. George Bradshaw, Dean*

ASPIRE: *Dr. Dyrell Foster, Associate Dean, Counseling*

Assessment Center: *James Ocampo, Director*

Bridge/Learning Communities: *Anabel Perez-Marquez, Coordinator*

Bursar's Office: *Sheree Culross, Manager*

CalWORKs: *Lorraine Williams, Manager*

Career & Transfer Services: *Heidi Lockhart, Director*

Child Development Center: *Janette Henry, Director*

Counseling Department: *Tom Mauch, Dean*

Disabled Student Programs & Services: *Grace Hanson, Director*

Early College High School Program: *Marcella Hernandez, Coordinator/Counselor*

EOPS/CARE/CalWORKs: *Irene Herrera, Director*

Financial Aid & Veterans' Affairs: *Susan Jones, Director*

High School Outreach: *Aida Cuenza, Coordinator*

Honors Program: *Carolyn Kuykendall, Director*

Language Learning Center: *Peggy Marcy, Supervisor*

Learning Assistance Center: *Bailey Smith, Director*

Library: *Meghan Chen, Dean, Library & Learning Resources*

MARC: *James Abbot and Rene Pyle, Coordinators*

SacBookRac: *Suzanne Luetjen, Director*

Student Health Services: *Sandra Samples, Director*

Student Life Office: *Carolyn Keys, Dean, Student Services*

Upward Bound: *Juan Carlos Astorga, Director*

The Writing Center: *Dr. David Charbonneau, Director*

WIN Program: *Erica Ledezma, Supervisor*

program & office locations

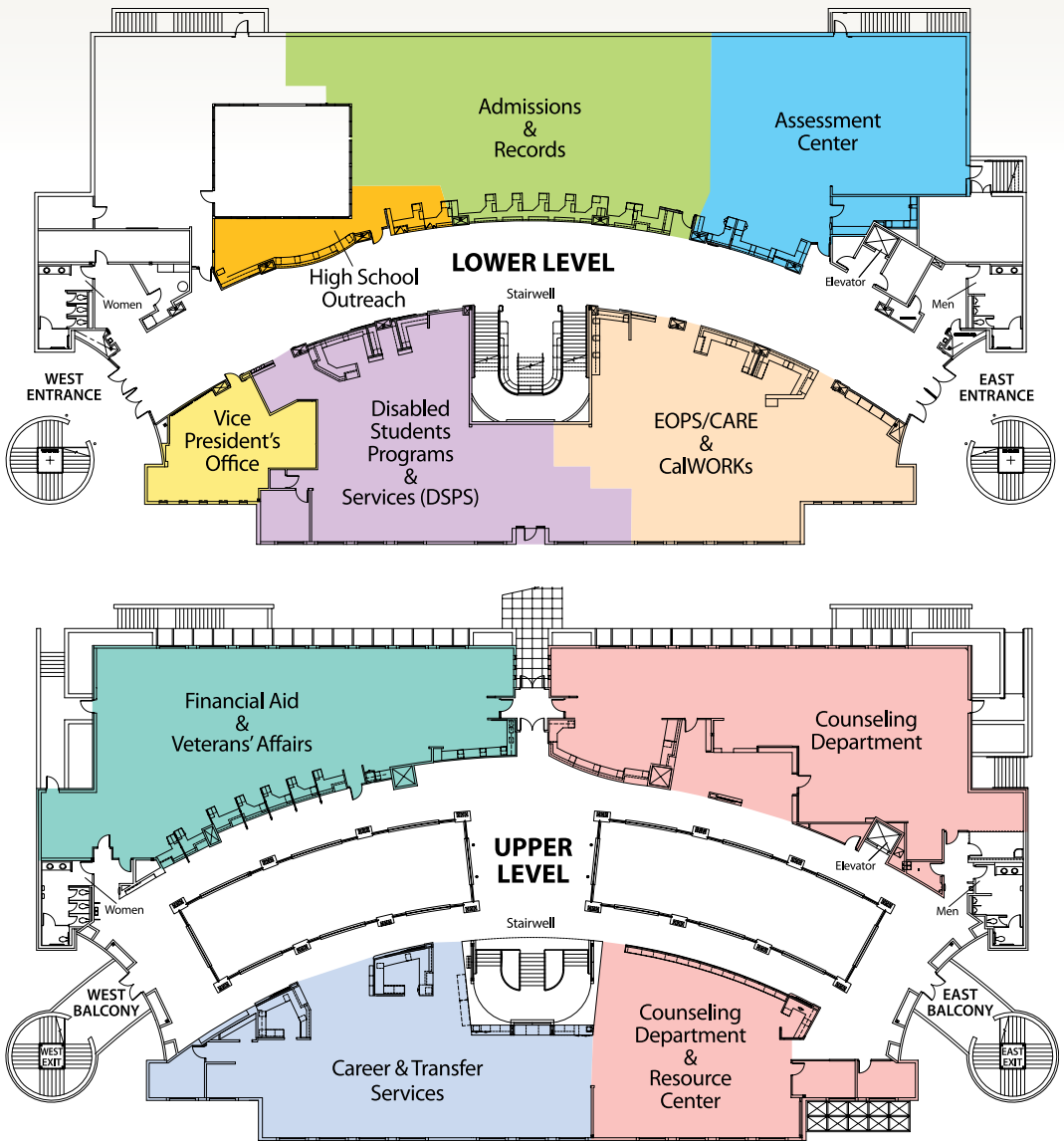


Student Services Center

Bldg. 9B

This two-level building with the "crescent roof" houses most of the student support services provided by the college. Here is a floor plan map that can guide you to the various program and service offices. See additional program locations on p. 14 & 15.

Department & Program Locations



program & office locations

Bursar's Office

Bldg. 9A

This is the place where you pay registration and other fees (see p. 10).



High Tech Center

Bldg. 16D

This center offers adaptive computer technology and assistive technology for students with disabilities.



SacBookRac

Bldg. 9A (see p. 10)

Student Life Center

Bldg. 9C

This facility houses the student recreation room, stage area, meeting rooms and offices of the Associated Students, as well as the offices of the Dean of Student Services, the Director of Student Life, and their staffs (see p. 9).



Student Health Center

Bldg. 67B

This center houses the various medical and mental health services offered by the College (see p. 8).





Learning Assistance Center

Bldg. 6 (South Entrance)

Located on the lower level of the Learning Technology Center, LAC offers tutorial services and resources as well as a computer lab for students (see p. 8).

Language Learning Center

Bldg. 6 (South Entrance, see p. 7)

Library

Bldg. 6 (North Entrance, see p. 10)



Learning Technology Center

Math Activities Resource Center (MARC)

Bldg. 61

Located in the new Math & Sciences Building, this center provides tutorial support and other resources to boost student performance in basic and advanced mathematics (see p. 8).



Math & Science Building



The Writing Center

Bldg. 26B

The center helps students with their writing and critical thinking skills (see p. 9).

Student Services Annex

Bldg. 9D

This facility houses Bridge, ASPIRE (see p. 4), and Upward Bound (see p. 10) programs.





1100 North Grand Avenue
Walnut, CA 91789
(909) 594-5611
www.mtsac.edu

Our Mission

To welcome all students and to support them in achieving their personal, educational, and career goals in an environment of academic excellence.