How to fill out the ESL (noncredit) application

NEW & RETURNING STUDENTS

==Note==: Please follow **ALL** the steps **down to number 12**. We highly recommend that you contact our staff to verify we have received your application.

1. Follow or copy this link: mtsac.edu/noncreditapp
2. Go to **"New User Registration"**. It is better to use a computer/laptop. Make sure to use **Chrome**, **Firefox**, or **Safari**. If you use a **cell phone**, it must be in **horizontal position**.

Mt. SAC School of Continuing Education Application

username

password

==Please use Chrome, Firefox, or Safari.==

Mt. SAC students, faculty, and staff: enter your Portal Username and Password.

==New User Registration==

Forgot password

3. Enter your email and create a password (8 characters and 1 number). **Enter your legal name as it appears on your identification**. When you enter your **birthdate**, you must select the year first, then the month, and finally the day.
4. You will receive **a link ==to verify your email account==** before you can continue filling out your application. **Verify your account as soon as possible**. Check your spam/junk folder as well. This email comes from sce@mtsac.edu
5. After you verify your email address, go back to the same link, but this time enter your email address and the password you created: mtsac.edu/noncreditapp

Mt. SAC School of Continuing Education Application

==username==

==password==

6. Before you click on "**General Application**", we recommend that you write your application number down.

7. Make sure to **answer ALL questions** on each section.

8. When you get to **Programs,** you can **skip directly to ESL by clicking on the ESL tab,** choose **English as a Second Language**, and then click on Submission (last tab):

9. Click on "Save Data". If you did not answer some of the questions, the system will tell you what information you are missing, so you have to go back and enter it. Then choose a term.

Please save your data before submitting your application.

Save Data

Please choose a term: ⑦
○ Summer 2021   ○ Fall 2021

10. Click on "Request PIN". The PIN will be sent to your **cell phone** and your email account. **Click on Request PIN only ONE time**.

Please use Chrome, Firefox, or Safari when submitting application.

Request PIN

PIN: [   ]   Enter PIN, press the Tab or Enter key.   ⑦

11. After you enter the PIN, you will see a "Submit Application" button.

Submit Application

12. If your application was successfully completed, you will see this message:

Application ID:

▬▬

Thank you for submitting your application,

 Once again, we recommend that you contact our staff to verify we have received your application. Email: eslreg@mtsac.edu Phone: 909-274-5235 • Phone/Text: 909-979-1552. ESL Office Hours: Monday to Thursday: 8:00 AM to 6:30 PM. Closed on Fridays in summer.

- **Please allow up to 7 business days for our staff to process your application.**
- **New students and students who have not taken classes with us for over 2 years need to come to campus to take a test and complete orientation.**
- **We will contact you to tell you how to access your student account and to give you testing dates and times.**