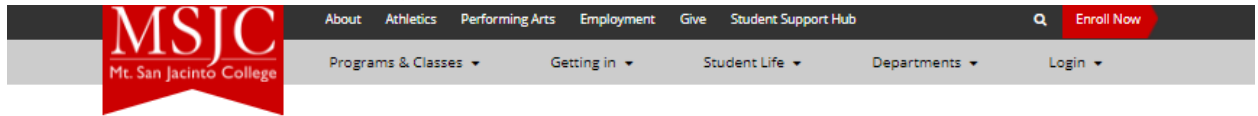


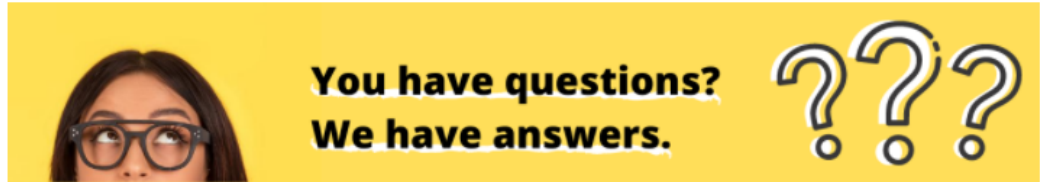
HOW TO SUBMIT DOCUMENTS TO THE ENROLLMENT SERVICES VIRTUAL HUB

1. Go to <https://www.msjc.edu/hub>
2. Select the Enrollment Services Department



MSJC / Student Support Hub

Student Support Hub



The MSJC Student Support Hub is here to help you. To speak to an MSJC employee via Zoom, enter the [Welcome Center](#).

You can also call us at 951-487-6752 or email outreach@msjc.edu

Welcome Center hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to noon on Friday.

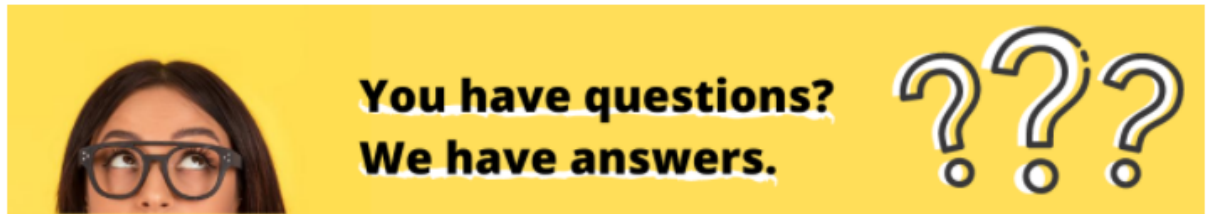
[Enter the Welcome Center](#)



Need to reach Enrollment Services, Financial Aid, or other departments?

Enrollment Services	+
Financial Aid	+
Cashier	+
Bookstore	+

3. Select "e-Document Submissions: Secure Document Upload"



The MSJC Student Support Hub is here to help you. To speak to an MSJC employee via Zoom, enter the [Welcome Center](#).

You can also call us at 951-487-6752 or email outreach@msjc.edu

Welcome Center hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to noon on Friday.

[Enter the Welcome Center](#)



Need to reach Enrollment Services, Financial Aid, or other departments?

Enrollment Services

The **Enrollment Services** office initiates the process of verifying enrollment, receiving credit by examination, ordering transcripts and petitioning to enter a class after it begins. Your student academic records, list of courses taken, number of units attempted and earned, grades, grade points, graduation date and other data is also maintained in this office.

Virtual lobby hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to noon on Friday.

[Enter the Enrollment Services Virtual Lobby](#)

Phone: 951-465-7887

Email: enrollsvcs@msjc.edu

[e-Document Submissions: Secure Document Upload](#)

4. Complete and fill out the top of the upload form, then select "Upload Enrollment Services Documents"

Student e-Document Submission MSJC MT. SAN JACINTO COLLEGE

Version: 1.01
Revision Date: 04/01/2020

Important:

Student ID Date: 10/08/2020

First Name *

Middle Name

Last Name *

Phone Number

Email *

Important: Upload Requirements

This is the fastest and most efficient way to get us the documents.
You'll need to have scanned images of your documents on your computer. Clear photos of the documents are acceptable.

Document format requirements:
Accepted file formats: .pdf, .jpeg, .jpg, .gif, .png, .tiff, .bmp
Maximum file size: 10MB
File names can't include special characters like / \ : * ? * < > |

[Upload Enrollment Services Documents](#) ←

[Upload Financial Aid Documents](#)

[Upload Accommodation Service Center Documents](#)

[Upload CalWorks Documents](#)

[Upload EOPS Documents](#)

5. Attach your documentation, please note accepted file formats. You may also indicate a brief description about your attachment, however it is not required. Once you're ready, click "Submit"

Upload Enrollment Services Documents

Click below to upload documents

Attachments

Please provide a brief description about your attachments.

[Upload Financial Aid Documents](#)

[Upload Accommodation Service Center Documents](#)

[Upload CalWorks Documents](#)

[Upload EOPS Documents](#)

[Upload Veteran Services Documents](#)

Submit **Clear Form**

6. You will receive a confirmation of the submission

Thank you for your submission!

We have received your document(s).

7. If submitted correctly, you will also receive a confirmation email to the email you had provided in the upload form



Hello [REDACTED]

Thank you for your electronic document submission to Mt. San Jacinto College.

Your document(s) have successfully been sent to the requested department.

Submission Information:

Date: 10/8/2020

Time: 4:37:16 PM

Thank you,

Mt. San Jacinto College

www.msjc.edu