

ADMISSIONS

The following groups of people may attend

Mt. San Jacinto College:

- Residents and non-residents of California who have graduated from high school, passed the California Proficiency Exam or General Education Development Exam (GED), or are 18 years or older and can benefit from instruction
- International students who have satisfied specific admission requirements
- Eligible high school students who have satisfied specific admissions requirements

Policy on Open Enrollment

Unless specifically exempted by statute, every course, course section or class which is to be reported for state apportionment, is open for enrollment and participation by any person who has been admitted to the college and who meets the prerequisite of such course as defined in Title 5, section 51823 of the California Administrative Code.

Assessment Testing		
Course Placement	Range of Scores	Type of Assessment
English 61 (Basic Grammar and Usage)	1 – 57	Accuplacer Reading and Accuplacer Sentence Skills
English 62 (Basic Writing Skills)	58 – 79	Accuplacer Reading and Accuplacer Sentence Skills
Reading 63 (Reading Fundamentals)	1 – 44	Accuplacer Reading
Reading 64 (Intermediate Reading)	45 – 78	Accuplacer Reading
Reading 98 (College Reading)	79-91	Accuplacer Reading
English 98 (English Fundamentals)	80 – 99	Accuplacer Reading and Accuplacer Sentence Skills
English 101 (Freshman Composition)	100 – 120	Accuplacer Reading and Accuplacer Sentence Skills
Math 50 (Mind Over Math)	1 – 44	Accuplacer Arithmetic
Math 51 (Foundations of Mathematics (Pre-Algebra) or Math 51LL (Foundations of Mathematics + Lab (Pre-Algebra)	45 – 75	Accuplacer Arithmetic
Math 90 (Elementary Algebra) or Math 90A (Elementary Algebra Part A)	76 – 120 or 44 – 62	Accuplacer Arithmetic or Accuplacer Algebra
Math 96 (Intermediate Algebra)	63 – 103	Accuplacer Algebra
Math 105 (College Algebra); Math 115 (Ideas of Mathematics) or Math 140 (Introduction to Statistics)	104–120 or 62 – 76	Accuplacer Algebra or Accuplacer College Level Math (CLM)
Math 110 (Precalculus); Math 135 (Calculus for Social Science and Business)	77 – 103	Accuplacer College Level Math (CLM)
Math 211 (Analytic Geometry & Calculus I)	104 – 120	Accuplacer College Level Math (CLM)

NOTE: To ensure students the most accurate placement, placement scores are subject to change based upon continuing validation studies. Please consult the Assessment Centers for modifications.

MATRICULATION

Matriculation is a process that enhances student access to college by providing support and resources that sustain a student's efforts to reach his/her educational goals. Students are expected to participate in the processes of:

- Admissions
- Assessment
- Orientation
- Counseling/Advising
- Follow-up

All new students must participate in the assessment/ orientation/counseling/advising and follow-up components with exception of students who are determined to be exempt.

NOTE: Students who participate in matriculation (non-exempt students) receive priority when registering for classes.

Additional information is available on our website at www.msjc.edu/matriculation.

Admission Application

New and returning students who have not attended MSJC for more than one calendar year must complete an application for admission. Federal and state law, and college policy requires this information. Other information will assist the college in determining whether the student needs to be referred to orientation or assessment programs. It is highly recommended that students provide the college with official transcripts from high school and previous college work at the time of admission. All transcripts and other documentation submitted become the property of Mt. San Jacinto College.

Complete the application for Admission on the Web at www.msjc.edu. Click on the Admission tab and then click on "Apply for Admission." After you have completed the application, click on the submit button. Print a copy of your confirmation page. Remember the login and password used should you need to review your application information.

Assessment

Assessment (a component of the matriculation process) assists students with making sound decisions about their courses by evaluating their reading, writing and mathematic skills. Assessment (in conjunction with orientation) is **REQUIRED** for all new students unless they qualify for an exemption.

Assessment tests can be taken anytime during the center's hours of operation. After you have completed your computerized assessment, the scores will be uploaded into the computer. You may then take your orientation online at www.msjc.edu. Once you have completed your assessment and orientation, you may go to my.msjc.edu for your registration appointment. It is **highly recommended** that all new students meet with a counselor.

Special Needs

The Assessment Centers on the Meniffee Valley and San Jacinto Campuses will provide appropriate assistance to students with special needs (e.g. hearing impaired may require interpreters or visually impaired may need print enlargement). Please contact the Assessment Center on your campus prior to your assessment appointment.

Retesting

Retesting will be permitted if 3 years have lapsed since taking the last placement, or if assessment was taken while in high school.

Students who have received college credit for math, English or reading classes will not be permitted to retest.

Multiple Measures

In addition to assessment scores, evaluating a student's background (e.g. highest level of education, hours of employment, etc.) is used to place students at the appropriate course levels.

Student Responsibilities

It is the student's responsibility to:

1. Express at least a broad educational intent upon admission;
2. Declare a specific educational goal during the term after which the student completes 15 semester units;
3. Participate in counseling and advisement;
4. Diligently attend class and complete assigned course work;
5. Complete courses and maintain progress toward an educational goal; and
6. Participate in the development of an educational plan.

If a student fails to fulfill stated responsibilities, fails to cooperate with the district in the development of a student educational plan within 90 days after declaring a specific goal, or fails to abide by the terms of the educational plan, the district may suspend or terminate the provision of services. Nothing in this section, however, shall be construed to permit the district to suspend or terminate any service to which a student is otherwise entitled under any other provision of the law.

District Responsibilities

It is the responsibility of the Mt. San Jacinto Community College District to make available to students the opportunities of a) access, b) equitable and quality education and c) successful attainment of their educational goals by providing the following matriculation services:

- The processing of applications for admissions in a timely manner;
- Assessment of all non-exempt students utilizing multiple-measures and approved assessment instruments;

- Orientation services to provide all non-exempt students and potential students information concerning the matriculation process, educational options and college policies and procedures;
- Counseling and advisement for non-exempt students to assist with educational plans;
- Post-enrollment evaluation of each student's progress; and
- Referral of students to appropriate and available college services.

Registration Enrollment Priorities

Mt. San Jacinto College has adopted the following enrollment priorities that are used for registration appointments for fall and spring terms and summer sessions.

Priority Registration

The purpose of priority registration is to enable students to enter and be able to complete their educational goals at the college in a reasonable time frame by providing priority registration to groups of students with special needs and to maintain that priority as long as they continue to make good progress. The following is a breakdown of registration priorities as approved by the Local Governing Board and in accordance with Title 5, section 58108:

- Priority 1 – DSP&S (Disabled Students Programs and Services)
- Priority 2 – EOP&S (Extended Opportunity Programs and Services)
- Priority 3 – Veteran Students
- Priority 4 – Student Representatives under External/Internal Mandates
- Priority 5 – Continuing students with less than 90 units (descending order)
- Priority 6 – Continuing students with 90+ units (ascending order)
- Priority 7 – Continuing students with higher degree (Bachelor's Master's and Doctorate)
- Priority 8 – Returning and matriculated students
- Priority 9 – Exempt non-matriculated students based on unit load and educational goal
- Priority 10 – Concurrent enrollment students

REGISTRATION PROCESS

All students will be issued a registration appointment based on the priority listed above. Students may register at or after the date and time of their appointment. Appointments are generally issued two weeks prior to registration and may be obtained by looking at the college website www.msjc.edu (click on [My MSJC](#)).

Wait List Option

Once a class fills, waitlisting adds your name to a priority listing. If space becomes available, you will be automatically enrolled, and have four days to pay the enrollment fee or be dropped. For Spring and Fall full-term classes, waitlists close seven days prior to the start of the term. For all Spring and Fall classes which are not full term

(and all Summer classes) the waitlist closes seven days prior to the start of the class. Students are responsible for meeting prerequisite/corequisite requirements for waitlisted courses.

Assessment/Placement

Mt. San Jacinto College utilizes the Accuplacer – Computer Placement Test and Accuplacer Companion (paper and pencil). The Accuplacer assessment, coupled with multiple measures (see “Multiple Measures”), provides accurate course placement that enhances a student's potential for success in their courses. Students will only be permitted to enroll in courses with the appropriate course placement scores or completion of the required prerequisite/corequisite (see “Prerequisites, Corequisites and Other Limitations on Enrollment”).

Assessments From Other Colleges

The following assessments from other colleges may be used for placement at MSJC if taken within the last 3 years:

- ASSET
- Compass
- Accuplacer
- MDTP
- CLEP
- CELSA (for ESL Students)

To use assessments from other colleges, students must provide a copy of the placement results and scores from the previous college. A counselor will be able to interpret the appropriateness of the placement for Mt. San Jacinto College curriculum.

Residency Requirements

This section of the catalog provides a general summary of the principal rules on residency and their exceptions. For the detailed rules used by admission officers for residency determination, reference should be made to regulations of the Board of Governors of the California Community Colleges in Sub-Chapter 1 (commencing with Section 54000) of Division 6 of Chapter V, of Title 5 of the California Administrative Code, and the regulations and guidelines available at the Enrollment Services Office. These regulations are subject to change without notice by the state Legislature.

Determination of Residency

Each person enrolled or applying for admission to a California community college is, for purposes of admission and/or tuition, classified as a “California resident” or as a “non-resident.” If students are classified as California residents, they will be admitted to the college without paying non-resident tuition. Students classified as non-residents will be required to pay non-resident tuition and capital outlay fee, in addition to the California Enrollment fee, in an amount set by the governing board of the district.

Admission Information

A “California resident” is a person who has resided within California for at least one year and one day prior to the first day of the term of enrollment and can provide documentation of his/her intent to make California their permanent residence.

A “non-resident” student is one who does not have residence in the state for more than one year prior to the residence determination date and cannot provide documentation of intent to make California their permanent residence.

Establishing Residence

To establish residence, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the permanent home. The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence. The following explanations will assist in determining physical presence and intent.

Physical Presence

- A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student.
- A temporary absence for business, education or pleasure will not result in loss of California residence if, during the absence, the person always intended to return to California and did nothing inconsistent with that intent.
- Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.

Intent

- a) Intent to make California the home for other than a temporary purpose may be manifested in many ways. No one factor is controlling.
- b) A student who is 19 years of age or over and who has maintained a home in California continuously for the last two years shall be presumed to have the intent to make California the home for other than a temporary purpose unless the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.
- c) A student who is under 19 years of age shall be presumed to have the intent to make California the home for other than a temporary purpose if both the student and his parent(s) have maintained a home in California continuously for the last two years unless the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.
- d) A student who does not meet the requirements of subsection (b) or subsection (c) of this section shall be required to provide evidence of intent to make California the home for other than a temporary purpose as specified in subsection (e) of this section.

- e) The following factors are considered in determining California residency (a minimum of 3 must be provided):
 1. Ownership of residential property or continuous occupancy of rented or leased property in California;
 2. Registering to vote and voting in California;
 3. Licensing from California for professional practice;
 4. Active membership in service or social clubs;
 5. Presence of spouse, children or other close relatives in the state;
 6. Showing California as home address on federal income tax form;
 7. Payment of California state income tax as a resident;
 8. Possessing California motor vehicle license plates;
 9. Possessing a California driver’s license;
 10. Maintaining a permanent military address or home of record in California while in the armed forces;
 11. Establishing and maintaining an active California bank account;
 12. Being the petitioner for a divorce in California.
- f) Conduct inconsistent with a claim of California residence includes but is not limited to:
 1. Maintaining voter registration and voting in another state;
 2. Being the petitioner for a divorce in another state;
 3. Attending an out-of-state institution as a resident of that state;
 4. Declaring non-residence for state income tax purposes.

Reclassification

Students who have been classified as non-residents are not automatically reclassified as residents. It is the responsibility of the student to request reclassification to residency status. The petition for reclassification to residency status must be submitted to the Enrollment Services Office no later than the first day of registration for the term in which the student is seeking reclassification. The petition must be accompanied by documentation verifying the student’s intent to become a California resident, evidence of physical presence in California and/or evidence of financial independence. The law clearly states that the burden of proof of verifying residency rests with the applicant or student.

- A student seeking reclassification as a resident, who was classified a non-resident in the preceding term, shall be determined to be financially independent or dependent.
- A student who has established financial independence may be classified as a resident if the student has demonstrated clearly physical presence and intent to be a California resident for one year prior to the residence determination date.

- In determining whether the student has objectively manifested intent to establish California residence, financial independence shall weigh in favor of finding California residence, and financial dependence shall weigh against finding California residence.
- Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than shall financial dependence in earlier calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of continuing residence in another state.

One-Year Waiting Period

The one-year residency period that a student must meet to be classified as a resident does not begin to run until the student both is present in California and has manifested clear intent to become a California resident.

Exceptions to Residency Rule

Exceptions to the residency determination as set forth above will be applied to certain factual situations. If the student would otherwise be classified a non-resident, but fits within one of the following exceptions, he or she will be granted resident classification until he or she obtains such classification.

Examples of some exceptions are:

- A minor whose parents moved from California prior to the residency determination date will retain resident classification if he or she remains in California and continues full-time attendance at Mt. San Jacinto College.
- A student who is a minor and who has been self-supporting and in California for one year preceding the day before the term will be granted resident classification.
- A child or a spouse of a member of the armed forces stationed in California will be granted resident classification. A student who is a member of the armed forces not assigned to California for purposes of education will be entitled to resident classification.
- Adult aliens lawfully admitted for permanent residence and present for one year will be given resident classification. Minor aliens may use their parent's durational presence to satisfy the one-year requirement.
- A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification.
- Certain refugees may claim exception from non-resident tuition with documentation from the Immigration and Naturalization Service evidencing that the student is a refugee and establishing that he or she has been a California resident for one year.
- A student who is a full-time employee of a California school enrolling in courses necessary for credential qualifications will be given resident classification.

Change of Address

Following is a step by step process for changing your address on the Web:

- Go to <https://my.msjc.edu>
- Log in using your username and password
- Select "Student EagleAdvisor" across the top black tabs
- Under the heading "User Account", select "Verify/Update My Address"

Admission of High School Students

The California Education Code has provided a special program for high school students who are able to benefit from advanced scholastic or vocational studies. To that end, upon the written recommendation of the high school principal, students in grades eleven and twelve may enroll in 8 units of instruction or 2 courses that are not remedial courses. Some *highly qualified* ninth and tenth grade students may be admitted based upon demonstrated ability to handle advanced study. Official transcripts are required. For purposes of this program, remedial courses are defined as any course numbered under 070, such as English 062. In addition, students **MUST** meet all established course prerequisites in order to be admitted to college courses. Please note that completion of high school courses does not always meet college course prerequisites. Consult a college counselor for details on specific courses.

FALL/SPRING TERMS

- Students in grades 11-12 may enroll in any scholastic or vocational course(s)* numbered 070 or above for which they meet the course prerequisite(s), and where they can benefit.
- Students in the second semester of grade 9 or who are in grade 10 must have a letter of recommendation attesting to the student's ability to benefit from enrollment in the college course or program. The letter of recommendation must come from the student's high school teacher in the same discipline for which the student is requesting permission to enroll. If an appropriate, matching discipline is not available at the student's high school, the letter must then come from the student's high school guidance counselor.
- In general, students who are not currently enrolled in the second semester of grade 9 or above are not eligible to enroll in college courses.
- Concurrently enrolled students are limited by statute to 8 units or 2 courses.
- In addition to materials required for special part-time students, concurrently enrolled students desiring to enroll in 12 units must also present written authorization from the K-12 or high school district governing board.
- Because college courses are taught at a much faster pace and require significantly more independent learning, high school students will not be permitted to enroll in courses where they have failed the same course in high school.

Admission Information

*Scholastic or vocational courses are non-performance courses that may be counted toward an Associate degree or certificate, or for transfer to a four-year institution. History and theory courses such as music or art history, music fundamentals, American Red Cross Lifeguard Training, etc. are considered to be scholastic or vocational, and may be taken by high school students who meet the prerequisites.

These courses have both lecture and lab components to the curriculum. Specifically excluded during the academic year are courses involving activity in physical education and lab courses emphasizing physical skill building that is not needed to reinforce the theory of a lecture course.

SUMMER SESSION

- Student must have completed grade 9.
- Course must not be available through local high school during the summer.
- Student must meet all prerequisites.
- Up to 5% of any high school students enrolled in a particular grade (as determined by the high school) may be admitted.

Process for All Students:

- Submit an MSJC Application for Admission (first semester only).
- Submit a School/Parent Agreement Form (every semester).
- Submit official high school transcript (every semester).
- All students must take the assessment test and go through the orientation process (first semester only).

High School students in grades 9 through 12 wishing to participate in this program must submit a "School/Parent Agreement Form," available at high school counseling offices and at the college's Enrollment Services offices. The form **MUST** be signed by the high school principal and by the parent or legal guardian. The high school principal, by signing this form, assures the college that the high school student is able to benefit from advanced instruction.

The student is responsible for completing the college registration process, which includes completion of an application for admission, submitting official transcripts, taking the assessment placement test, attending an orientation session, and officially registering for classes. This process must be completed before the course begins. No late requests will be considered.

Special Students Below Grade 9

In extraordinary cases where a student demonstrates superior ability and capacity to succeed in college level work in a particular discipline, the college may consider admission of students who have not completed the first semester of 9th grade. Such consideration will be on a case-by-case basis, will be limited, and will include completion of the college assessment or other significant documentation of exceptional abilities. Students in this age group who are capable of college level work will usually have already begun high school. Under normal conditions, students still in grade 9 or

below will be considered to have not demonstrated college level abilities. MSJC reserves the right to deny admission to courses.

Parents should be aware that college work requires more than an ability to understand material. The college-learning environment requires a level of emotional and intellectual ability, which is significantly above that of an 8th grader. Even straight A's in 8th grade do not necessarily mean a student is ready for college work. Eighth grade students who request admission will be given individual attention to determine their ability to benefit from college instruction.

Parents are not permitted to attend classes with their children unless they are registered for the course or authorized to attend class to assist a student with an identified disability.

Parents should be aware that they do not have access to their children's records without a signed release from the child.

Fees

Pursuant to Education Code Section 76300 (f), all special part-time students enrolled in up to and including 11 units per semester at Mt. San Jacinto College while concurrently enrolled in grade 12 or lower are exempt from enrollment fees. When appropriate, students are required to pay non-resident, SGA, student representation, transportation, parking and/or materials fees. Special full-time students enrolled in more than 11 units per semester are required to pay California Enrollment fees.

NOTE: While most high schools accept college courses as satisfying high school graduation requirements, it is the high schools' exclusive right to determine what will be accepted, and how it will be counted. Be certain to consult with the high school counselor before assuming how a college course will be counted. In addition, the college can generate official transcripts only after all instructor grades have been submitted. Therefore, semester grades may not be posted on transcripts in time for high school graduations. Where high school districts will accept it, the college will provide an advance letter indicating course completion to assist the student in going through commencement exercises at the high school.

Grades are not automatically sent to the high school. It is the student's responsibility to sign and submit a transcript request form in time for the college to provide a transcript to the high school. All of the regulations regarding transcript requests apply to high school students as well, including fees. You may now order your official MSJC transcripts online at my.msjc.edu. Login and go to the Student EagleAdvisor tab.

College courses completed by high school students carry the full weight of college credit, and will count toward college degrees and/or certificates as outlined in this catalog. These courses become a part of the student's permanent college transcript.

NOTE: It is expected that all high school students enrolling in college courses have the maturity to function effectively on a college campus. No special arrangements for

additional supervision of underage students are available. College courses are designed for adult students. In a very small number of disciplines, course content may be unusually frank in order to deal with scholarly discussion of behavior, artistic, human or other issues. Unlike K-12 schools, colleges do not contact parents in advance to inform them of these issues. Parents are hereby notified that it is their responsibility to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls. Parents may wish to investigate the curriculum prior to enrolling their student if they have any questions or concerns.

Admission of International Students

Students from outside the United States will be admitted to Mt. San Jacinto College if they meet the general admission requirements and the additional requirements for admission of international students.

Full information on admission of international students is available from the Enrollment Services Office. There is a non-refundable application processing fee of \$100, which will be applied toward the non-resident tuition upon acceptance of the international student.

International students will be required to pay the prevailing non-resident tuition fee, California enrollment fees and any other appropriate fees. Please visit the website for further information at <http://www.msjc.edu/enroll> and click on "International Students."

Evening Classes

Evening classes are parallel to daytime classes in title and number, prerequisites, course content, outside work required and in examinations. Students may qualify for the Associate of Arts degree or the Associate of Science degree through participation in evening classes. The evening program offers many possibilities: preparation for a vocation, preparation for transfer to the upper division of a four-year college or university or a chance to gain a better general education. Counseling services are available to help students in their educational planning

Maximum Unit Load

During the fall and spring semesters, students may not enroll in more than 20 units. During the summer session, students may not enroll in more than 8 units.

If you would like to enroll in more than the allowed units, please meet with a counselor.

CROSS ENROLLMENT

Mt. San Jacinto College participates in a cross-enrollment program with the California State University (CSU) and University of California (UC) campuses. Mt. San Jacinto College students may enroll in one course per term

(limited to two courses per year) at any CSU or UC on a space available basis without formal admission and without payment of university tuition fees.

Qualification Requirements for Cross-Enrollment Programs

You are eligible for Cross Enrollment if you have met all of the following requirements at MSJC:

- Have earned California resident status.
- Completed at least one regular semester at MSJC.
- Earned a grade point average of 2.0 for college work completed.
- Enrolled at MSJC for a minimum of six units for the current term (Fall or Spring).
- Paid appropriate enrollment fees at home campus.
- Completed appropriate academic preparation for the course you intend to take as determined by the host campus. The host campus is where you will take the additional class (example: CSUSB, CSUSM, UCR, UCSD, etc.).

For further information, see the Counseling Office.

SCHEDULE OF CLASSES

Mt. San Jacinto College publishes class schedules for the regular academic program and continuing education for each semester. Class schedules are available on the Web at www.msjc.edu. Printed schedules for Continuing Education & Workplace Training (non-credit) are available in the Enrollment Services Office on the San Jacinto and Menifee Valley campuses, the Temecula Education Complex, and the San Geronio Pass Campus. **Due to budget constraints, class schedules for academic (credit) programs are available online only.**

OFF-CAMPUS CENTERS

Courses are offered at a variety of high school campuses and other off-campus sites. Check the current schedule of classes for information about course offerings and locations.

Courses taken on either campus or at any off-campus center of Mt. San Jacinto College are all reported on the same transcript and are counted cumulatively toward the student's educational goal.

Online, and Short-Term Offerings

The college provides a wide variety of specially scheduled courses such as Online, Short-term, and courses that are not contained within one of the regular academic terms. All credit courses offered, regardless of scheduling option, meet the requirements and standards established by the college, and result in the award of full college credit.



ENROLLMENT FEES

Resident Tuition

(Each semester)

Each unit \$36

Enrollment Fee Waiver (BOGW)

The Board of Governor’s Waiver (BOGW) ensures that no student who is eligible and who wants to attend Mt. San Jacinto College is denied entrance because of the enrollment fee. To receive a BOGW, a student must be a California resident, must be either receiving Temporary Assistance to Needy Families (TANF) or Supplemental Social Security or General Assistance, or meet the past year’s income criterion. Complete information is available in the Financial Aid Office.

Enrollment fees shall be waived for the following:

1. Dependents of certain deceased or disabled veterans and California National Guard members upon certification of fee waiver eligibility by the California Department of Veterans Affairs or the National Guard Adjutant General;
2. The surviving spouse or the child, natural or adopted, of a deceased person who met all the requirements of Education Code section 68120 regarding active law enforcement service or active fire suppression and prevention;
3. A dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if he or she meets the financial need requirements for the Cal Grant A Program, pursuant to Education Code section 69432.7 and either the dependent was a resident of California on September 11, 2001, or the individual killed in the attacks was a resident of California on September 11, 2001. The waiver continues until January 1, 2013, for a surviving spouse, and for a surviving child, the exemption continues until the dependent child reaches the age of 30.

Other Fees*

Student Activity/SGA Discount Card (optional)	\$7
BOGW Fee.....	\$20
**RTA/Transportation Fee.....	\$6
***Motorcycle Parking Fee	\$20
***Parking Fee fall/spring.....	\$34
***Parking Fee summer	\$15
or \$2 a day from the meter at San Jacinto, Menifee Valley and San Geronio Pass	
Student Representation Fee (optional).....	\$1
Help-A-Student Fund (optional)	\$2

Material fees as listed in the current schedule

*All fees are subject to change. See current class schedule.

**Less than 6 units, \$5.50 + \$.50; 6 units or more \$5.00 + \$1.00 (Total \$6 reflects RTA and Transportation Service fees

***Only students displaying a current state issued disabled parking placard may park in designated disabled parking spaces. A current, valid MSJC parking permit is also required.

Pay Fees

You may pay your fees using a credit card (MasterCard, Visa or Discover) by logging on at <http://my.msjc.edu>. In person using a credit card, personal check or cash, you may pay your fees at the Cashier’s Office on the San Jacinto Campus or Menifee Valley Campus. Payments are also accepted at the Temecula Education Complex and the San Geronio Pass Campus during office hours.

Non-Resident Tuition

Each unit	\$176
California Enrollment Fee	\$36
Capital Outlay Fee per unit	\$9
Total Non-Resident Tuition per unit	\$221

A non-resident tuition fee will be charged those students 18 years of age or older at the time of registration, who have not been living in the State of California for a period of one year prior to the date of enrollment. Students under 18 will be charged non-resident tuition if the student’s parents or legal guardian are a resident of another state.

A student who does not qualify for California residency is classified as a non-resident student and is required to pay a non-resident tuition fee. The fee for non-resident tuition is \$176 per unit. This fee is in addition to the \$36 per unit enrollment fee mandated by the State of California. Non-resident students must also pay an additional \$9 per unit capital outlay fee pursuant to Education Code Section 76141.

Student Fees

Students who qualify for California Non-Resident Tuition Exemption (AB 540) are not required to pay the non-resident tuition and capital outlay fees. See AB 540 eligibility below.

California Non-Resident Tuition Exemption

For Eligible California High School Graduates (The law passed by the Legislature in 2001 as AB 540: Education Code Section 68130.5)

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying non-resident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements

1. The student must have attended a high school (public or private) in California for three (3) or more years;
2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam);
3. An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
4. Students who are nonimmigrants (for example, those who hold F [student] visas, B [visitor] visas, etc.) are not eligible for this exemption.
5. The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.

Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation, if required) to each college under consideration.

Non-resident students meeting the criteria will be exempted from the payment of non-resident tuition, but they will not be classified as California residents. They continue to be “non-residents.”

AB 540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

Refund Policy

RESIDENTS

Your enrollment fee, **less a \$10 processing charge**, is returned automatically if you drop by a specific date depending on each course or full refund if the college cancels classes. For short-term classes (less than two weeks), you must drop before the first class meeting. For short-term classes (greater than two weeks) including summer session classes, you must drop prior to 10% of the length of the course. Please refer to your registration statement for specific dates including the refund date, drop without a “W” and drop with a “W” date.

Refunds for your parking fee must be requested through the Enrollment Services Office and a processing fee may be assessed. The processing fee is assessed once per semester. You must submit a “Request for Refund” form and attach your parking permit. No refunds will be made after the second week of instruction.

The processing time for refunds is approximately four weeks. The Associated Student Body discount sticker, validation sticker, student representative fee and student I.D. card replacement fee are non-refundable. Keep receipts for reference. Student transcripts, diplomas and registration privileges will be withheld pending settlement of outstanding financial obligations due the college.

If you do not appear in class, do not drop the course and the instructor does not drop you, you will be held responsible for fees. You may also receive a failing grade.

Military Withdrawal

Students who have withdrawn from classes due to military orders may request a refund of enrollment fees.

NON-RESIDENTS

The amount of your tuition that will be refunded depends upon when you drop.

Tuition will be refunded as follows:

Spring/Fall Sessions Refund

Fees collected in error	100%
Cancelled classes initiated by MSJC	100%
Drops prior to the end of the second week of instruction	100%

Drops processed:

During the third week of instruction.....	80%
During the fourth week of instruction.....	60%
During the fifth week of instruction	40%
During the sixth week of instruction	20%

After the sixth week of instruction, no refunds will be made. Non-resident students enrolling in short-term classes starting after the beginning of the ninth week of instruction will be charged for the additional units of short-term credit regardless of any reduction at that time.

Summer Session Refund

Drops processed by second class meeting.....	100%
Third class meeting	80%
Fourth class meeting.....	60%
Fifth class meeting.....	40%
Sixth class meeting	20%

Mt. San Jacinto College complies with all refund requirements established by the Federal Title 4 Financial Aid Regulations. These refund regulations may differ from the college's regular refund policy. The college's current financial aid tuition refund policy may be obtained from the Financial Aid Office.

SGA Sticker

The SGA sticker fee helps support a variety of important activities, including theater productions, concerts, recruitment, orientation, athletics, college publications, as well as the activities of recognized college clubs and organizations. The card further helps students by providing discounts on purchases in the bookstore and cafeteria (5%), free admission to all athletic events and many performing arts events.

Outstanding Obligations

If you have outstanding fees/obligations owed to the district, the college will withhold your transcripts, diplomas and registration privileges in the current term and subsequent terms until all fees are paid pursuant to California Education Code, section 72237 and Title 5, section 59410.



BOOKS AND SUPPLIES

Textbooks and some supplies are available for purchase in the One Stop Eagle Shop Bookstores. They also have an extensive rental program with 500 titles available which can save students up to 65%. A valid student identification and credit card is required.

The One Stop Eagle Shop Bookstores are owned and operated by Mt. San Jacinto College. They are dedicated to excellence in customer service. The bookstores provide support for students to achieve their lifelong learning goals to meet the workforce challenges of a changing world, while constantly striving to offer the lowest possible prices. They proudly provide an environment where campus questions/issues can be directed to the appropriate location. One Stop Eagle Shop Bookstore hours are Monday through Thursday, 7:45 a.m. to 7:00 p.m., and Friday from 7:45 a.m. to 12:00 p.m. They are closed for all school holidays. The bookstores offer extended hours the first week of each semester. Book Buy Back occurs during the week of finals. Check the bookstores for dates and times.

The One Stop Eagle Shop Bookstores offer services including online shopping at <http://eagleshop.msjc.edu/msjcc> or <http://eagleshop.msjc.edu/msjcme>. Other services include ATM machine, postage stamps, greeting cards, emblematic items, candy, soda, snacks, and graduation regalia. Scantron vending machines are located in the Student Centers on each campus, including the Temecula Education Complex and the San Geronio Pass Campus.

Textbook Refund Policy

Refunds for books purchased from our bookstores are available five (5) business days from the start of class. Books purchased after the first five (5) days of class are not returnable. Registration and Program Change Forms (drop slips) may be required. Books purchased for cancelled classes are returnable. Save your receipt! It is required for all refunds and exchanges. No Receipt – No Refund – No Exceptions! Books must be returned in original condition. Shrink-wrapped textbooks and syllabi which are opened are not returnable. You are responsible for the condition of the books you buy. Check them carefully before purchasing as used books are not guaranteed. The bookstore reserves the right to make the decision on the condition of items returned. Returned internet/mail order book purchases are subject to the same stipulations as in-store sales.

HEOA Law – Effective July 1, 2010

The bookstores are in compliance with the HEOA Law. For a list of textbooks and price information, please go to the MSJC website at www.msjc.edu. Under “Quick Links” on the lower right area of the webpage, just click on either SJC Bookstore or MVC Bookstore to access the information. The information is updated as it becomes available.

Book Buy-Back Policy

Book buy-back occurs during finals week. Your receipt is not required. Fifty percent (50%) of the purchase price will be paid under the following conditions: 1) The book must be adopted for use in the upcoming semester; and, 2) The bookstore must need additional stock of the book. Books determined to be water-damaged or in a condition unacceptable for resale will not be purchased. The wholesaler may buy various other titled books at wholesale prices. The bookstore cannot guarantee the buy-back of any book.

Student Records and Privacy Act

Definitions

For the purposes of this policy, Mt. San Jacinto Community College District (MSJCCD) uses the following definitions of terms.

Student – any person who attends or has attended Mt. San Jacinto College (MSJC) Education records – any record (in handwriting, print, tapes, film, photograph or other medium) maintained by MSJC or any agent of the college that is directly related to a student, except:

- A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records maintained by MSJC security if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and does not have access to education records maintained by the college.
- Records maintained by health services if the records are used only for treatment of a student and made available only to those people providing the treatment.
- Alumni records containing information about a student after he or she is no longer in attendance at the college and the records do not relate to the person as a student.

Family Educational Rights and Privacy Act (FERPA)

All student records of Mt. San Jacinto College are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A copy of the complete text of this act is available in the college library (see “Family Educational and Privacy Rights” in Shepherd's Acts and Cases by Popular Names). The two basic elements of the act are the student's right to review and challenge his/her record and the conditions under which information in the record can be released to outside parties.

Further information about the federal regulation may be found at <http://ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Annual Notification

Students will be notified of their Family Educational Rights and Privacy Act (FERPA) rights annually by publication in the college catalog.

Procedure to Inspect Records

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate college staff person a written request identifying as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be within 45 days from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that related to him or her.

Right to Refuse Access

MSJC reserves the right to refuse student access to the following records:

- The financial statement of the student's parents
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975
- Those records which are excluded from the FERPA definition of education records

Refusal to Provide Copies

MSJC reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student lives within commuting distance of the college
- The student has an unpaid financial obligation to the college
- There is an unresolved disciplinary action against the student

Fees for Copies of Records

The fee for copies will be 10¢ per page. The cost of a subpoena is \$15.

Directory Information

Mt. San Jacinto College designates the name, participation in officially recognized activities and sports, weight, height and high school graduation of athletic team members, photographs and degrees/awards/honors received, including the President's Honor List, as directory information.

Unless the individual student files a written statement within the first two weeks of each semester requesting that the directory information not be released, the college may make directory information available to various agencies, companies and people.

Student names and addresses may be provided to a private or public school or college. No private or public school or college shall use this information for other than purposes directly related to the academic or professional goals of the institution.

Directory information and other personal information may be given to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.

Types, Locations and Custodians of Education Records

The following is a list of the types of records that the college maintains, their location and their custodians:

Type	Location	Custodian
Admissions & Records	Enrollment Services	Director of Enrollment Services
Academic Records	Enrollment Services	Director of Enrollment Services
Cumulative Records	Enrollment Services	Director of Enrollment Services
Financial Aid Records	Financial Aid Office	Assistant Director of Financial Aid
Financial Records	Business Services	Dean of Business Services
Disciplinary Records	Student Services	Vice President of Student Services

All records received for students become the property of Mt. San Jacinto College. No original record shall be given to a student.

Disclosure of Education Records

MSJC will disclose information from a student's education record only with the written consent of the student, except to:

College officials who have a legitimate educational interest in the records. A college official is:

- A person employed by the college in an administrative, supervisory, academic, research or support staff position.
- A person elected to the Board of Trustees.

Records

- A person employed by or under contract to the college to perform a special task, such as the attorney or auditor. A college official has a legitimate educational interest if the official is:
- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to the student's education.
- Performing a task related to the discipline of a student, or
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
 1. To officials of another school or college, upon request, in which a student seeks or intends to enroll.
 2. To certain officials of the U.S. Department of Education, the Controller General and state and local educational authorities, in connection with certain state or federally supported education programs.
 3. In connection with a student's request for, or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 4. To organizations conducting certain studies for, or on behalf of the college.
 5. To accrediting organizations to carry out their functions.
 6. To comply with a judicial order or a lawfully issued subpoena.
 7. To appropriate parties in a health or safety emergency.

Record of Request for Disclosure

MSJC will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Correction of Education Records

Any student may file a written request with the Superintendent/President to correct or remove information recorded in his student records which he or she alleges to be inaccurate; an unsubstantiated personal conclusion or inference; a conclusion or inference outside of the observer's area of competence; or not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of such request, the Superintendent/President or his designee shall meet with the student and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the college.

The Superintendent/President or his designee shall then sustain or deny the allegations. If the Superintendent/President or his designee sustains any or all of the allegations, he shall order the correction or removal and destruction of the information. If the Superintendent/President or his designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student may, within 30 days of the refusal, appeal the decision in writing to the Board of Trustees

Within 30 days of receipt of such an appeal, the Board of Trustees shall, in closed session with the student and the certificated employee who recorded the information in question, if any, and if the college presently employs such employee, determine to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Superintendent/President or his designee to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.

If the final decision of the Board of Trustees is unfavorable to the student, or if the student accepts an unfavorable decision by the Superintendent/President, the student shall have the right to submit a written statement of his objections to the information. This statement shall become a part of the student's records until such time as the information objected to is either corrected or removed.