

Third Party Payments: Please accept Third Party payments i.e. Vocational Rehabilitation, Military Post Service, or other compensation, employment development, generally, Merit Corps, etc. If a Third Party payment is essential that you contact us in advance in order to have approved documentation in time for the start of the program. If you have any questions regarding Third Party payer please call [redacted] or go to [ms.ed](#) for information.

Third Party Payments will be strictly red directly with the funding agency in accordance with each agency's regulations and guidelines under no circumstances will community donation or payment for Training request or a third party request to any agency for an amount in excess of the actual stated cost of the class or classes that student is registering for. Auxiliary costs are the responsibility of the individual student to make arrangements with the funder. However, on request we will provide a funding agency with a statement of associated costs to complete the program depending on the type of program this may include fees and expenses such as: physical test, PR and background checks, or other uniform, textbooks, materials, mileage, etc.

Registration Priority

Class enrollment will begin on the day of orientation when there is more interest than seats available for a program the following priority for registrations will be followed:

1. Already registered for orientation. Those who registered for orientation earliest will have first opportunity to register for the class.

2. Payments in full. Cash, credit card, Visa, MasterCard, Discover, or check.

3. Pre-approved documents from Third Party Payer.

4. Payment plan through community donation and/or training.

If the number of interested students exceeds class capacity registrations will be sorted according to priority registration listed. Wait list is maintained. Following initial registration any drops will be filled from on any those prospective students who attended the orientation.

Payment of Fees & Refund Policies:

Payment of Fees:

All Fees are due prior to the first day of any class. This includes payment plans or Third Party payers. If you have an authorization or loan approval pending, be sure to contact Lupe Jimenez at 951-487-3701 or at ljimenez@msjc.edu prior to attending the first day of class.

Payment Plans-The following language is included on every Promissory Note

The Mt. San Jacinto Community College District Department of Community Education has implemented an installment payment plan for students enrolling in Fee Based (not for credit) Career Training Certificate programs. This plan requires that full payment of the program fees be paid in four equal payments; with the first installment due at the time of enrollment. The initial payment will always be equal to approximately 40% of the total fees; the remaining balance will be divided into equal payments scheduled during the time of the actual class. There is no penalty for early payment and you may make payment in full at any time prior to the final payment date listed above. Payments may only be made and processed through the Community Education office.

The first installment payment is due at the time of enrollment. Each installment payment date thereafter has been established so that the entire total of fees must be paid off prior to completion of the class. Students who have not completed payment by the final installment date will not be allowed to continue in the class and will be ineligible to receive their certificate of completion. Therefore it is absolutely essential that each payment be made no later than the due date. Failure on your part to make a scheduled payment on or before the due date will result in immediate: loss of registration privileges (including credit classes); (withheld grades, transcripts, diplomas); and loss of most other college services.

I have read, understand and agree to the conditions of this installment payment plan. I further understand that it is my responsibility to make each payment on or before the due date, and I promise to do so. Failure to do so may result in loss of college services and will result in my being ineligible to take my final exam. I acknowledge a copy of this Promissory Note. Failure to successfully complete the course does not release me from this obligation. Initial _____

Default on Promissory Note- Failure to successfully complete the program does not release you from the obligation of your promise to pay your entire payment plan. The college reserves the right to pursue all established legal methods to recover unpaid fees under any and all payment plans.

Returned Checks

A \$25.00 fee will be charged for returned checks.

Refund Policy-IMPORTANT-Please read entire policy

Career Training Certificate Students Refund Policy:

Your enrollment fees are returned automatically if Community Education cancels a program due to low enrollment. This process is automatic and you do not have to make a specific request.

The purpose of mandatory orientation is to allow you to thoroughly investigate the program and consider the career training you are about to begin. It is a standard practice that refunds are not provided once an adult career training program has started.

Due to the high cost of operating programs- refunds are not provided for any Career Training Certificate programs once the instruction has taken place.

In addition, refunds are not provided for any violation of the Student Code of Conduct, failure to maintain established standards of progress, or for dismissal for a Student Code of Conduct violation or academic dishonesty.

We strongly encourage you to carefully consider the program, including the amount of study time necessary, the schedule of classes and the requirements of the potential occupation **PRIOR TO REGISTERING.**

Requests for Special Consideration

The Community Education Program Director will review and decide Requests for Special Consideration. These requests are **ONLY** considered for verifiable extraordinary circumstance.

Examples of verifiable cause for request include but may not be limited to:

- 1) Accident or Illness that will cause you to miss substantial training
- 2) Military Deployment
- 3) Job Change that takes you out of state

There are three possible resolutions that can be offered

- 1) Partial (prorated) refund
- 2) Restart of a program
- 3) Denial for lack of verification

All requests must be made in writing to the program director: Teri Safranek, MSJC Community Education; 1499 N State Street, San Jacinto CA 92583. Or emailed to: tsafranek@msjc.edu

General Regulations

Standards of Conduct

Board Policy 5500 Standards of Conduct

The Board of Trustees and the campus community at Mt. San Jacinto College support a harmonious, safe, and productive learning environment. To promote such an environment, the Board of Trustees and the Superintendent/President have established procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog, the Student Handbook and Orientation Guide and other means.

Administrative Procedures 5500 Standards of Student Conduct

Definitions: The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Superintendent/President.
3. Unlawful possession, use, and sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing sexual harassment as defined by law or by District policies and procedures.
5. Engaging in harassing or discriminatory behavior based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender

identify, gender expression, age, nationality, race or ethnicity, religion, sexual orientation, military or veteran status, or any other status protected by law.

6. Disruptive behavior, willful disobedience, habitual profanity or vulgarity.
7. Open and persistent defiance of the authority of, or persistent abuse of, college personnel.
8. Plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
 - A. Plagiarism
 - a) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
 - b) The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
9. Cheating
 - A. Cheating – during tests, quizzes, or on assignments
 - a) Use of any unauthorized assistance in taking quizzes, tests, or examinations.
 - b) Use of the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
 - c) The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
 - d) Collaboration with other students that results in a shared intellectual product without the express permission of the instructor of record.
10. Committing or attempting to commit robbery or extortion.
11. Causing, attempting to cause or threatening to cause damage to District property or to private property on campus.
12. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
13. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
14. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
15. Willful misconduct that results in injury or death to a student or to District personnel.
16. Misconduct that results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.



17. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
18. Unauthorized entry upon or use of District facilities.
19. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
20. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises.
21. Violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
22. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
23. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
24. Violation of local, state or federal law on campus or while involved in college sponsored activities off campus.
25. Copyright infringement as described in section 106 of the Copyright Act (Title 17 of the United States Code).

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

Administrative Procedures 5520 Student Discipline Procedures

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed to them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. Any suspected violations determined to be violations of law will be referred to the Mt. San Jacinto College Campus Safety for further action. The Standards of Conduct pertains to student violations only.

An email letter to the student's college provided e-mail account will be the primary means of communicating that a violation has occurred or to schedule meetings, hearings or appeals, and to announce the results of such hearings or appeals. Students are urged to check their college provided e-mail account regularly for official college communications.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions,

and by Education Code Section 76120, and will not be used to punish expression that is protected.

Definitions:

- The term "College" means Mt. San Jacinto College.
- The term "District" is the Mt. San Jacinto Community College District.
- The term "student" includes all persons enrolled in courses or programs offered by the District in addition to any person engaged in the matriculation process.
- The term "faculty member" means any person hired by the College to conduct classroom activities, perform professional counselor duties, or perform professional librarian duties.
- The term "College official" includes any person employed by the College performing assigned administrative, professional, or staff responsibilities.
- The term "member of the College Community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the Superintendent/President.
- The term "College premises" includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the College or location where a College-sponsored activity is occurring (including adjacent streets and sidewalks).
- The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
- Unless otherwise specified in this policy, the term "day" shall refer to "working day," which shall be defined as any day Monday through Friday on which the college offices are open.
- The term "Appellate Committee" means any person or persons authorized by the Superintendent/President to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions.
- The term "Administrator" means the College official authorized to impose sanctions upon students found to have violated the Standards of Conduct. The Administrator shall be the Vice President of Student Services or the Director of Student Judicial Affairs. The Superintendent/President may authorize an Administrator to serve simultaneously as an Administrator and the sole member or one of the members of an Appellate Committee. Should a conflict of interest exist between the Administrator and a specific case, the Superintendent/President shall appoint an ad hoc Administrator to handle that specific case.
- The term "Appellate Board" means any person or persons authorized by the Superintendent/President to consider an appeal from an Appellate Committee's determination that a student has violated the Standards of Conduct or from the sanctions imposed by the Administrator.

Successful Study Strategies

You can be successful!

If you have been out of school for several years, it may be difficult to handle work, family, and school and remain successful at all three. The key to being a successful student is establishing and maintaining study habits and techniques that are appropriate for your schedule and life. The following "Fourteen Easy Steps to Success" are guidelines. Modify them to conform to your personal needs and habits. They can help you become a successful student and manage the everyday chaos of life.

1. **USE A REGULAR STUDY AREA** - Set yourself up in a quiet, well-lit, and uncluttered area where you can study regularly. Believe it or not, your body knows where you are. If you always choose the same study area, your body will sense it is time to study. Do not pick a spot where you sleep, eat, or watch television. It is too easy to fall prey to these traps. Ideally, your study area should be isolated from distractions such as the television and family members. Emphasize to your family that you need uninterrupted study time.

2. **USE A LIBRARY WHENEVER POSSIBLE** - Libraries are made for students. Because libraries offer few distractions, most people find they are able to accomplish more in less time.

3. **FIND THE BEST TIME OF DAY FOR YOU** - Choose a study time when you feel refreshed and awake. This may be early in the morning or late at night. Experiment and see what works best with your schedule. If you are not a morning person, try evenings. Remember not to get too comfortable. If you choose a time when you are tired and ready for bed, you will fall asleep! Also use this rule when taking classes.

4. **PLAN A MINIMUM OF TWO HOURS OF STUDY TIME PER WEEK FOR EVERY PROGRAM HOUR THAT YOU ARE TAKING** - This sounds like a lot, and it is. However, you will see the difference at exam time.

5. **STUDY BEFORE YOU GO TO SLEEP** - During sleep, the mind reviews new thoughts and ideas. It is to your advantage if the topic of your sleep review is your current course and not the plot of a television drama. Even if you study best in the morning, take a few minutes before going to sleep to focus your thoughts on your studies.

6. **STUDY DIFFICULT SUBJECTS FIRST** - Most of the time, we study our favorite or easiest subjects first, putting off more difficult tasks. But if you study your worst subjects first, the rest of the day will be a breeze. You will have a better understanding of the material and be less likely to fall asleep while studying.

7. **TAKE FREQUENT BREAKS** - Avoid marathon study sessions. Like a runner, you will collapse at the end or may not even make it through the race. Try studying at intervals of one hour, taking 10-15 minute breaks each hour.

8. **STUDY CONSTANTLY** - If you utilize the time you spend waiting for the bus, in grocery lines, or at the post office or doctor's office, it adds up. Concentrating on your studies during any extra time you have will pay off.

9. **BE PREPARED** - Make sure that when you begin to study you have everything you need. Too often students forget a second pen, a highlighter, or other materials and must get up for them. Along the way they find the television, refrigerator, or the bed, and soon studying is no more than a second thought. Be prepared to discipline yourself.

10. **TAKE THOROUGH NOTES** - As you read the course materials, outline or highlight important concepts (no more than 10%). Look for hints from the author about significant topics or points. Be sure to jot down formulas or drawings that seem critical.

11. **REVIEW AND REVISE YOUR NOTES AT THE END OF EACH MODULE** - Go over your notes to make them more concise by using a highlighter or creating an outline. Doing so is not only a great review, but revising your notes may reveal certain ideas or concepts that you did not understand. If you have taken good notes, you will not have to rely on the reading materials to study for the exams. If your notes are concise and accurate, they will save you valuable time.

12. **REMEMBER WHAT YOU STUDY** - Studying is not like simple reading. Studying demands comprehension and retention. When you study, study with intent, pay attention to details, repeat and review the materials on an ongoing basis, and develop associations or mental pictures for key concepts. Determine what you want to accomplish this week and stick to it! Procrastination is the most difficult habit to break. Ask yourself why you procrastinate and how you can change.

13. **DEVELOP A REWARD SYSTEM** - Believe it or not, it works. Bargain with yourself. If you achieve your goals for the week, treat yourself to something nice (even a "free day" without studying). Choose something that really feels like a reward. Avoid choosing sweets or food. You want to earn rewards, not gain pounds. Treat yourself to a movie, a favorite television show, a walk, sports, or extra time with a friend or family member. Vary your rewards. You will study harder, with less procrastination, if you reward yourself for your accomplishments. For further assistance with developing effective study skills, contact counseling.