Campus Closure

Effective March 13, 2020, all campus and off-site locations are closed following an order issued by Riverside County Public Health officials in an effort to reduce the spread of Coronavirus (COVID-19).

As of April 6, 2020, MSJC launched all instruction and services online.

To access departments such as Enrollment Services, Financial Aid, Counseling, Health Services and various other services/departments, please visit the Student Support Hub.

https://msjc.edu/hub/

Note: the information presented in this document was created pre-COVID. Please visit the Student Support Hub and department websites for current hours and contact information

PURPOSE OF THE STUDENT RESOURCE GUIDE

This Handbook is meant to provide students at Mt. San Jacinto College (MSJC) with quick and easy access to information about the college. While it may touch on topics that are also covered in the MSJC College Catalog, it is not meant to be a substitute. Students need to familiarize themselves with the Catalog as well as other college resources.

It is hoped that this Handbook will be useful as an interactive success guide for all MSJC students as they pursue their educational goals here at MSJC.

College Catalog 2020-2021
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ACADEMIC CALENDAR

2020-2021

JAN

1 2 3 4 5 6 1
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

FEB

1 2 3 4 5 6 7
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28

MAR

1 2 3 4 5 6 7
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

APR

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15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

MAY

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15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

JUN

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14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

JUL

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

JAN

88 Service Days
(1 Conv, 86 Teaching, 1 Flex)

# = Fall Semester
# = Spring Semester
# = Final Exams
# = Holiday - College Closed
# = 6 Week Summer Sessions
# = 8 Week Summer Sessions

= Commencement - Required Faculty Day
= Convocation - Required Faculty Day
= Optional Instructional Improvement Days
= Classified Staff Development Day
= No Classes - College Closed

Revisions BOT Approved 6/11
A BRIEF HISTORY

The Mt. San Jacinto Community College District was formed in 1962 by a vote of the citizens in Banning, Beaumont, Hemet and San Jacinto.

The college enrolled its first students in the fall of 1963, holding classes in rented facilities. The San Jacinto Campus was opened in 1965 with two buildings and has grown into a comprehensive college campus serving the needs of students and the community.

In 1975, the residents of Temecula, Lake Elsinore, Perris and adjacent areas voted to join the Mt. San Jacinto Community College District, increasing the college’s area to the present 1,700 square miles. Although the boundaries have remained stable since 1975, the District has changed dramatically, especially since the 1980s. In recent years, unprecedented population growth has fostered the highest rate of enrollment increase of all 112 community colleges.

In response to this intense growth, Mt. San Jacinto College opened its Menifee Valley Campus in October 1990. By the end of its first year, there were 2,100 students attending classes at the Menifee Valley Campus. Today the campus serves nearly 11,000 students each semester.

In 2018, MSJC purchased the Temecula Valley Campus; renovations are scheduled to be completed in 2021.

Our Mission

Mt. San Jacinto College offers quality, accessible, equitable and innovative educational programs and services to students aspiring to achieve their academic, career and personal development goals.

We provide students a safe environment in which to pursue basic skills, career and general education pathways. Our programs lead to transfer, associate degrees and certificates, which meet workforce development needs in our diverse communities.

Our commitment to learning and achievement empowers students to enrich our communities and participate meaningfully in today’s complex world.

Approved by the Board of Trustees on January 19, 2017
Welcome to Mt. San Jacinto College. It is my privilege to share the information provided in this Student resource Guide with you. In keeping with our mission, Mt. San Jacinto College provides an ever-growing number of educational opportunities for the diverse population within our district. We are excited to offer classes at the San Jacinto Campus, the Menifee Valley Campus, the San Gorgonio Pass Campus, the Temecula Education Complex, Temecula Higher Education (THE) Center, and a number of off-site locations throughout the district. MSJC belongs to the people of this district and the college continues to work to bring education to the communities of all those we serve.

Students attending MSJC will find the required undergraduate courses to transfer to a four-year college or university. Career and technical courses and programs are also provided in vocational/technical fields that prepare them to enter a global and competitive workforce. For those who need to improve English and math proficiency levels, MSJC offers basic skills courses to prepare them for college-level courses and programs. The college also offers courses that will appeal to the life-long student who seeks out the continuous opportunity for personal enrichment.

The student is the heart and focus of this institution. MSJC courses and programs are designed to meet the needs of the students and are continuously reviewed to meet the criteria set forth by the Education Code, the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and the California Community Colleges System. To ensure that students have the opportunity to take advantage of these enriching educational experiences, MSJC has created an environment that promotes student success built on a foundation of support services that will assist each undergraduate to achieve individual goals and aspirations.

I am excited that you have taken this time to consider Mt. San Jacinto College. On behalf of the Board of Trustees, the faculty and staff, I encourage you to visit us, talk with us and choose MSJC as your educational partner working with you, for you.

Dr. Roger W. Schultz
Superintendent/President

On behalf of the Student Services team, counselors, and our outstanding instructional faculty and staff, welcome to Mt. San Jacinto College. Please know that we are here for you and because of you. Our purpose is to ensure that your academic and extra-curricular experience is fulfilling and rewarding in every way. We are here to help you define and meet your academic and career goals. In achieving this purpose we provide a broad range of services and interventions all designed with you and your success in mind. Regardless of your academic and career goals we have resources available to assist you.

Please let me encourage you to take advantage of our services and ask any one of our professional staff to assist you with either helping to identify your goal, and/or support services and interventions designed to help you better define and achieve your goal. You are to be commended for choosing MSJC as your college. We are proud of being recognized as the best college in the Inland Empire and you are the primary reason why. I look forward to seeing you around campus and encourage you to get involved and stay involved. We are so glad you are here.

John J. Colson, Ed.D.
Vice President, Student Services
CAMPUS LOCATIONS

SAN JACINTO CAMPUS
1499 North State Street
San Jacinto, CA 92583-2325
Phone: (951) 487-MSJC (6752)

MENIFEE VALLEY CAMPUS
28237 La Piedra Road
Menifee, CA 92584-8947
Phone: (951) 672-MSJC (6752)

TEMECULA VALLEY CAMPUS
41888 Motor Car Parkway
Temecula, CA 92591
Opening in 2021

SAN GORGONIO PASS CAMPUS
3144 West Westward Avenue
Banning, CA 92220
Phone: (951) 922-1327
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>SAN JACINTO CAMPUS</th>
<th>MENIFEE VALLEY CAMPUS</th>
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</thead>
<tbody>
<tr>
<td>Academic Senate</td>
<td>(951) 487-3500</td>
<td></td>
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<tr>
<td>Art Gallery</td>
<td>(951) 487-3586</td>
<td></td>
</tr>
<tr>
<td>Athletic Department</td>
<td>(951) 487-3591</td>
<td>(951) 487-3591</td>
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<tr>
<td>Bookstore (One Stop Eagle Shop)</td>
<td>(951) 487-3130</td>
<td>(951) 639-5130</td>
</tr>
<tr>
<td>Box Office</td>
<td>(951) 487-3790</td>
<td>(951) 639-5790</td>
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<tr>
<td>Cafeteria</td>
<td>(951) 487-3140</td>
<td>(951) 639-5140</td>
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<tr>
<td>CalWORKs</td>
<td>(951) 487-3471</td>
<td></td>
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<tr>
<td>Campus Safety</td>
<td>(951) 639-5188</td>
<td>(951) 639-5188</td>
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<tr>
<td>Career/Transfer Center</td>
<td></td>
<td>(951) 346-2294</td>
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<tr>
<td>Child Development &amp; Education Center</td>
<td>(951) 346-2291</td>
<td></td>
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<tr>
<td>College Switchboard</td>
<td>(951) 487-6752, Ext. 0</td>
<td>(951) 672-6752, Ext. 0</td>
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<tr>
<td>Continuing Education and Workplace Training</td>
<td>(951) 465-7943</td>
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<tr>
<td>Counseling</td>
<td>(951) 465-7927</td>
<td></td>
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<tr>
<td>Accommodation student center</td>
<td>(951)465-7969</td>
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<tr>
<td>Eagle Access Center</td>
<td>(951) 487-3311</td>
<td>(951) 639-5311</td>
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<tr>
<td>Educational Talent Search</td>
<td>(951) 487-3274</td>
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<tr>
<td>(TRiO Program)</td>
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<tr>
<td>Enrollment Services</td>
<td>(951) 465-7887</td>
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<tr>
<td>Extended Opportunity Programs &amp; Services (EOPS)</td>
<td>(951) 465-8363</td>
<td></td>
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<tr>
<td>Cooperative Agencies Resources &amp; Education (CARE)</td>
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<tr>
<td>Facilities</td>
<td>(951) 487-3105</td>
<td>(951) 639-5105</td>
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<tr>
<td>Financial Aid</td>
<td>(951) 465-7891</td>
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<tr>
<td>Foundation</td>
<td>(951) 487-3171</td>
<td>(951) 487-3171</td>
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<tr>
<td>Human Resources</td>
<td>(951) 465-7962</td>
<td>N/A</td>
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<tr>
<td>HelpDesk (IT)</td>
<td></td>
<td>(951) 639-5344</td>
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<tr>
<td>DEPARTMENT</td>
<td>SAN JACINTO CAMPUS</td>
<td>MENIFEE VALLEY CAMPUS</td>
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<tr>
<td>Instruction</td>
<td>(951) 487-3400</td>
<td>(951) 639-5400</td>
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<tr>
<td>Instructional Technology Support</td>
<td>(951) 487-3767</td>
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<tr>
<td>Jobline</td>
<td>(951) 487-3165</td>
<td></td>
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<tr>
<td>Learning Resource Center/Tutoring</td>
<td>(951) 465-8374</td>
<td></td>
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<tr>
<td>Learning Skills Program</td>
<td>(951) 487-3491</td>
<td></td>
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<tr>
<td>Library</td>
<td></td>
<td>(951) 346-2292</td>
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<tr>
<td>Math Center</td>
<td>(951) 487-3480</td>
<td>(951) 639-5480</td>
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<tr>
<td>Nursing &amp; Allied Health</td>
<td></td>
<td>(951) 344-9935</td>
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<td>Outreach (Campus Tours, High School &amp; Community Visits)</td>
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<tr>
<td>Phi Theta Kappa</td>
<td>(951) 487-3276</td>
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<tr>
<td>Placement &amp; Proctoring</td>
<td>(951) 465-7954</td>
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<tr>
<td>President’s Office</td>
<td>(951) 487-3001</td>
<td></td>
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<tr>
<td>Print Shop</td>
<td>(951) 487-3120</td>
<td></td>
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<tr>
<td>Public Information &amp; Marketing</td>
<td>(951) 487-3060</td>
<td></td>
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<tr>
<td>San Gorgonio Pass Campus</td>
<td>(951) 922-1327</td>
<td></td>
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<tr>
<td>Student Health Center</td>
<td>(951) 465-8371</td>
<td></td>
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<tr>
<td>Student Life &amp; Development Program</td>
<td>(951) 487-3380</td>
<td>(951) 639-5260</td>
</tr>
<tr>
<td>Student Success and Support Program (formerly Matriculation)</td>
<td>(951) 639-5321</td>
<td></td>
</tr>
<tr>
<td>Technology Support Line</td>
<td>(951) 465-7677</td>
<td></td>
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<tr>
<td>Temecula Higher Education (T.H.E.) Center</td>
<td>(951) 506-6752</td>
<td></td>
</tr>
<tr>
<td>Upward Bound (TRiO Program)</td>
<td>(951) 487-3270</td>
<td></td>
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<tr>
<td>Veteran’s Services</td>
<td>(951) 465-7938</td>
<td></td>
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<tr>
<td>Writing Center</td>
<td>(951) 487-3480</td>
<td>(951) 639-5260</td>
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CAMPUS SAFETY

The Mt. San Jacinto College Campus Safety Department in conjunction with the Riverside County Sheriff’s Department, is committed to the safety and security of all students, staff, and faculty attending or visiting Mt. San Jacinto College.

OFFICE HOURS

SAN JACINTO CAMPUS BUILDING #750
Monday-Friday 8:00 am - 4:00 pm
Phone: (951) 639-5188
Fax: (951) 487-8767

MENIFEE VALLEY CAMPUS BUILDING #2004
Monday-Friday 8:00 am - 4:30 pm
Phone: (951) 639-5188
Fax: (951) 672-6049

Note: Summer hours may differ from those listed above. Please call for current hours of operations.

Deaf and Hearing Impaired or Text Message Option: (951) 903-3766
Life Threatening Emergency DIAL 911

PARKING

Student Semester Permits are available for purchase online in Student Eagle Advisor. Your permit will be mailed to your current address, so be sure to click on Verify/Update Your Address & Phone in Eagle Advisor. Once you purchase a semester parking permit, you are issued a temporary parking permit via EagleAdvisor. Print and display the temporary parking permit until your permanent semester parking permit arrives in the mail. Permits are mailed daily, starting 10 days prior to the start of the semester, and should arrive 3-5 days from purchase. Each permit is valid for the entire semester and must be affixed to the driver side windshield of your vehicle.

Semester permits cost $34.00 for the Spring and Fall semesters and $15.00 for the Summer semester.

Note: You must be enrolled in at least one class, and all outstanding fees must be paid, before you can print a temporary parking permit or have a parking permit issued by mail.

Parking permits are not transferrable between students. If you drive more than one vehicle to campus, be very careful when re-positioning the parking permit.

LOST, STOLEN, OR DAMAGED PERMITS WILL NOT BE REPLACED.
A NEW PERMIT MUST BE PURCHASED.
**Doctorate Degree**

Advanced training beyond a Bachelor’s or a Master’s degree. Units vary, depending on field of study. Usually referred to as Ph.D. (Doctor of Philosophy) or Ed.D. (Doctor of Education). It usually takes 4-5 years of full-time study beyond a Bachelor's Degree.

**Master’s Degree**

Bachelor's Degree plus graduate courses in specialized area. Bachelor’s Degree units (120-132) plus 36-56 units, depending upon your major. Usually referred to as MS (Master of Science) or MA (Master of Arts) Degrees. Normally, requires two additional years of full-time study after completion of your Bachelor's Degree.

**Bachelor’s Degree**

Major courses plus general education and electives, approximately 120-132 total units required. Usually referred to as BS (Bachelor of Science) or BA (Bachelor of Arts) Degrees. Normally requires 4-5 years of full-time study. Students may complete the Freshmen and Sophomore years (lower-division courses) at a community college and then transfer to a four-year university for Junior and Senior years (upper-division courses).

**Associate Degree**

Major courses plus general education and electives, 60 units required. Usually referred to as an AA or AS (Associate in Arts or Science) Degrees. Normally, requires two years of full-time study but may take longer. Associate degrees are offered by community colleges, including Mt. San Jacinto College.

**Vocational Certificate**

Major courses only — number of units required varies. A series of special major courses, all related to a particular occupational skill. Can be helpful in obtaining or upgrading employment. Offered by university extension programs, private educational organizations, and community colleges, including Mt. San Jacinto College.
ASSOCIATE DEGREES at MSJC

Non-transfer Degrees

- Administration of Justice, A.S.
- Art, A.A.
- Audio Technology, A.A.
- Automotive Technology, A.S.
- Business Administration, A.S.
- Computer Information Systems, A.S.
- Dance, A.A.
- Diagnostic Medical Sonography, A.S.
- Digital Media, A.S.
- Early Intervention and Inclusion, A.S.
- Fire Technology, A.S.
- Geographic Information Science, A.S.
- Interpreter Preparation, A.S.
- Management/Supervision, A.S.
- Musical Theater, A.A.
- Nursing, A.S.
- Office Administration, A.S.
- Photography, A.S.
- Physical Education, A.A.
- Real Estate, A.S.
- Science, A.S.
- Social/Behavioral Science, A.A.
- Technical Theater, A.S.
- Turf & Landscape Management, A.S.
- Water Technology, A.S.

AA/AS Transfer Degrees

- American Indian Studies, A.A.
- Dance, A.A. (Transfer)
- Environmental Studies, A.S.
- Liberal Arts: Arts, Humanities & Communications, A.A.
- Liberal Arts: Mathematics & Science, A.A.
- Liberal Arts: Social & Behavioral Sciences, A.A.
- Visual Communication, A.A.

Associate Degree for Transfer

- Administration of Justice, A.S.-T
- Anthropology, A.A.-T
- Art History, A.A.-T
- Biology, A.S.-T
- Business Administration, A.S.-T
- Chemistry, A.S.-T
- Child and Adolescent Development, A.A.-T
- Communication Studies, A.A.-T
- Computer Science, A.S.-T
ASSOCIATE DEGREES at MSJC

- Early Childhood Education, A.S.-T
- Economics, A.A.-T
- Elementary Teacher Education, A.A.-T
- English, A.A.-T
- Environmental Science, A.S.-T
- Film, Television and Electronic Media, A.S.-T
- Geography, A.A.-T
- Geology, A.S.-T
- History, A.A.-T
- Journalism, A.A.-T
- Kinesiology, A.A-T
- Law, Public Policy and Society, A.A.-T
- Mathematics, A.S.-T
- Music, A.A.-T
- Nutrition and Dietetics, A.S.-T
- Philosophy, A.A.-T
- Physics, A.S-T
- Political Science, A.A-T
- Psychology, A.A-T
- Public Health Science, A.S.-T
- Social Justice Studies: General, A.A.-T
- Sociology, A.A.-T
- Spanish, A.A.-T
- Studio Arts, A.A.-T
- Theatre Arts, A.A-T

WHAT IS A DEGREE WITH A GUARANTEE?

The Associate Degree for Transfer (AA-T or AS-T) is a special degree offered at California Community Colleges. The guarantee itself means that students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside of your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program, you have the opportunity to complete your bachelor’s degree with as little as 60 semester units or 90 quarter units of coursework. A counselor will help you determine which CSUs offer bachelor’s degrees that correspond to your AA-T or AS-T degree. It is still important for you to apply to the schools that interest you and follow admissions deadlines to be considered.

For additional information click on the links below or go to adegreewithaguarantee.com
YOUR ROAD MAP TO SUCCESS

The Student Services Division is committed to helping students reach their educational objectives and increase student success by providing information, guidance and support for students entering college in pursuit of their goals.

In addition to the college’s commitment to provide assistance, students agree to declare a specific educational objective, attend classes, complete assigned work, and make progress toward their stated goals.

The enrollment process involves the following:
- Admissions
- Placement under AB 705
- Educational Planning
- Follow-up Services
- Accessibility Services (if needed)

Follow the 10 easy steps below to become a MSJC Eagle!
ENROLLMENT at MSJC

APPLICATION

Complete the MSJC admissions application.

Note: High School Students must complete the High School Concurrent Enrollment Packet and submit the necessary information to Enrollment Services for approval prior to the start of class.

Start your CCCApply application

FINANCIAL AID

To apply for financial aid you must fill out the Free Application for Federal Student Aid (FAFSA) or CA Dream Act Application. These applications are used to determine the dollar amount you or your family will be expected to contribute towards college. All federal grant and loan awards are determined by the FAFSA, and nearly all colleges use the FAFSA as the basis for their own financial aid awards. Go to fafsa.ed.gov to fill out your FAFSA application or dream.csac.ca.gov to fill out your Dream Act application.

USER NAME AND STUDENT ID NUMBER

Go to login.msjc.edu and click on the “What is my MYMSJC username and student ID?” link at the bottom of the page. Be aware that after registration it may take up to 24 hours for this information to be available. Step-by-step instructions to set up your MYMSJC account

STUDENT EMAIL

As a registered MSJC student your office 365 email account is automatically created. However, you must activate your student email account. To activate, go to login.msjc.edu and log in. Click on the menu on the left hand side under “User Option” then “User Profile” and select “Activate Student Email Account”. Enter an email password that is between 10-16 characters.

Access student email from the link on the homepage or directly at http://student.msjc.edu

ORIENTATION

The Counseling Department offers an online Orientation to prepare first-time students for success. To access the online Orientation go to login.msjc.edu and log in. Click on the “Student EagleAdvisor” menu. Under “Pre-Registration”, select “Welcome to the Online Orientation”. To get started, click the link ‘Click Here to Enter the Online Orientation”. Read all eight sections of the orientation information until reaching the acknowledgment statement.

QUESTIONS?

If you have questions, or concerns with any part of the registration process, not to worry. Help is available in our EAGLE ACCESS CENTER. You can stop by or call them, their phone numbers are located in the Important Phone Numbers section of this document.
ENROLLMENT at MSJC

6 PLACEMENT
California law (Assembly Bill 705) requires that a community college maximizes the probability that a student will enter and complete transfer-level coursework in English and math within a one-year timeframe. This law also eliminated the use of assessment tests for purposes of determining course eligibility. Students who have graduated from high school within the last 10 years will be asked about their high school course completion and GPA within the CCCApply admissions application. Students who graduated over 10 years ago, graduated in another country, and/or Non-high school/non-graduates will be directed to complete the Guided Placement Tool. This placement method is administered at the Placement Centers on a walk-in basis. This process takes an average of fifteen minutes to complete.

7 COUNSELING
All first time students are advised to attend a “New Student Counseling Session” to develop a student educational plan. We are currently scheduling appointments up to one week in advance. Counseling appointments may be made by either calling or coming into the counseling office and speaking to the counseling front desk.

Counseling Information

8 CHECK REGISTRATION DATE
Your registration date and time is the earliest point in which you may log in to your Self-service account and register for classes. Since registration is online, you do not need to come to campus in order to register for classes. Many appointment times are not during business hours. You will receive an email, sent to your MSJC Student email address, with specific information about your registration date and time, once it has been assigned for the current or upcoming semester.

9 REGISTER FOR CLASSES
Your registration date and time is the earliest point in which you may log in to your Self-service account (login.msjc.edu) account and register for classes. Since registration is online, you do not need to come to campus in order to register for classes. Many appointment times are not during business hours.

Step-by-step instructions to register

10 PAY YOUR FEES & GET YOUR STUDENT ID
After you have registered for your classes and paid ALL fees, including the mandatory $6.00 Transportation Fee and $20.00 Student Health Center Fee, you can visit the Enrollment Services office at any location to obtain your Eagle Card. In order to receive your Eagle Card, you MUST provide a valid photo ID. One week prior to the start of the term, registered students will receive a text message sent to their cell phone number with directions to upload the Token Transit app to ride the RTA buses. Students should verify or update their cell phone number by logging into their Self-Service account and clicking on the Profile tab.
Meet your
STUDENT SERVICES
Area Deans

Maya Cardenas
- Outreach/Mentors
- SGA/ICC
- Student Equity & Achievement
- Student Judicial Affairs
- Student Life & Development

Dolores Smith
- Financial Aid
- EOPS/CARE
- Upward Bound
- Educational Talent Search

Patrick Springer
- Athletics
- Kinesiology

Lisa McAllister
- Student Health Centers

Mary Lou Dillard
- Counseling
- Career/Transfer Centers
- Placement & Proctoring

Barbara Fountain
- Enrollment Services
- Disabled Student Program & Services
- International Students Program
Mt. San Jacinto College Eagles has intercollegiate teams in men’s football, basketball, baseball, golf and tennis and women’s volleyball, soccer, basketball, tennis, golf and softball. The college is a member of the Inland Empire Athletic Conference, which is governed by the California Community College Athletic Association.

To participate in athletics, a student must maintain enrollment in a minimum of 12 units. To be eligible for a second season of participation, a student must complete 24 units with a 2.0 (C) grade-point average between seasons of participation. Eligibility must be carefully verified based upon high school graduation date, residence, and academic success. Additional information concerning athletic eligibility regulations is available from the Dean of Physical Education and Athletics. Students must enroll in the appropriate section of physical education to receive 2 or 3 units of credit for each sport.
PROGRAMS AND SERVICES

San Jacinto Campus
Building 1100, Room 1113
(In the EOPS Office)
Monday to Thursday-8:00 am - 5:30 pm
Phone: (951) 487-3298

Menifee Valley Campus
Modular 1016, Rm. B
(In the EOPS Office)
Monday to Thursday-8:00 am - 5:30 pm
Phone: (951) 639-5294

Website: www.msjc.edu/eops/care

WHAT IS THE CARE PROGRAM

COOPERATIVE AGENCIES RESOURCES for EDUCATION (CARE) is a state funded program designed to provide assistance and support for single parent, head of household CalWorks/TANF, EOPS programs. The main goal is to help them obtain a degree, certification, transfer and/or marketable job skills to break the cycle of poverty, be independent of county aids and become productive members of society. CARE is a supplemental support program of the EOPS (Extended Opportunity Program and Services) at Mt. San Jacinto College.

ELIGIBILITY REQUIREMENTS
A student may be eligible if she or he meets the following criteria:
• Is an EOPS student
• Is enrolled in at least 12 units at MSJC
• Is receiving TANF/CalWorks for self or child under the age of 18.
• Is single, head-of-household as determined by case worker
• Has at least one child under 18 years of age

Note: IN ORDER TO BE ELIGIBLE FOR CARE, STUDENTS MUST ALSO BE ELIGIBLE FOR EOPS SERVICES

Counseling
Automotive maintenance/repair *
Child care grant *
Graduation packs*

Gas cards & Meal cards*
Assistance with books/some supplies*
Community Referrals

Note: ALL SERVICES ARE BASED ON AVAILABLE FUNDING AND THE STUDENTS FINANCIAL UNMET NEED.

STUDENT RESPONSIBILITY
• Complete CARE orientation
• Complete an intake with the CARE Coordinator
• Complete the Agency Certification form
• Complete the Child Care Verification form
• Comply with EOPS Mutual Responsibility Contract
• Complete the required workshops for child care grants and gas cards

msjc.edu
Resources for students who are Temporary Assistance for Needy Families (TANF) recipients who participate in Welfare to Work (WTW) and exempt participants.

The CalWORKs program serves students and their families by providing education and career opportunities combined with an array of high quality support services that enable students to complete their educational goals, find meaningful employment and successfully transition into the workforce. The CalWORKs program works in collaboration with the Department of Public Social Services to assist students with their education, training and job skills. If you are a CalWORKs cash aid recipient with minor children and attend or plan to attend MSJC, you may be eligible to receive special support services.

SERVICES OFFERED

1. Academic, career and personal counseling
2. Priority registration – for SAP eligible CalWORKs students only
3. Case management and tracking of student progress
4. Work study program - employment on and off-campus
5. Computer Lab - use our computer lab to study and to complete and print required assignments
6. Childcare - CalWORKs funding available to MSJC childcare centers
7. Limited School supplies
8. Laptop Loan Program - borrow a laptop to complete required assignments for your classes
9. Provide information about GAIN requirements - navigating the GAIN program can be a bit confusing. We help guide you through the program and answer your questions
10. Workshops on Work/Life Skills - each semester we provide workshops to help you grow personally and professionally. (CalWORKs students are mandated to attend one per semester)
What is Career Education? Quite simply, Career Education programs are the pathways that allow students to learn by exploring, collaborating, and doing.

Career Education programs are designed to engage, motivate and prepare students for the future by teaching them the skills that are in high demand by employers throughout our region and beyond. These academic, technical and workplace skills are taught by experienced instructors and experts in the industry to ensure success in the jobs of today and well into the future.

We can help get you Career Ready for high-wage, high-skill jobs that are in demand!

Our hands-on courses are taught by top professors in real-world environments equipped with current, industry-specific technology, tools, equipment and curriculum. MSJC offers a wide variety of pathways for students that lead to degrees, certificates, apprenticeships, and internships.
CAREER SERVICES

The career planning process normally begins with scheduling an appointment to talk to a counselor about future goals and options. The Career Centers offer career testing for identifying interests, values, abilities and personality preferences using MBTI and STRONG assessment instruments. The results from these assessments are used as a basis for career exploration and counseling. Career planning courses are also offered on a regular basis. Career resources in several forms are available for career planning, exploring career possibilities and researching employers. These resources include computer-based systems such as DISCOVER, EUREKA, Career Café and O*NET.

The audio-visual library gives successful techniques for personal growth and career development. The Career Resource Library has a collection of books, materials, aids, pamphlets, and brochures for career planning, exploration, decision-making and motivation, and for conducting an effective job search. Current college catalogs are available, including resources for non-traditional training opportunities. Resume writing instructions and critique is also provided.

The Career Centers post current full and part-time job announcements and coordinate on campus employer visits to recruit students.

TRANSFER SERVICES

The Transfer Centers provide support services for students interested in transferring to 4-year colleges and universities. These services include individual counseling appointments with university representatives, university tours, transfer workshops on various college's admission requirements, financial aid, academic programs, transfer process, transfer admission guarantee programs, housing, and articulation for transfer. In addition, the Transfer Center sponsors annual fall college fairs on each campus and monthly visits by local area college representatives. The Transfer Centers have computers for internet access, a library of college catalogs and brochures, UC/CSU documentation, information on specific majors and programs with access to ASSIST.ORG, articulation agreements with 4-year college curriculum, EUREKA computer software which provides education and training information, and full printing capabilities for students.
The Mt. San Jacinto College Child Development and Education Center (CDEC) is located on the San Jacinto Campus. The CDEC serves as a lab program for MSJC and the Teacher Education & Developmental Studies (TEDS) program. The CDEC provides high quality child care for the children of MSJC students and the Community by offering a welcoming, nurturing, safe, and educational environment. Our MSJC students are Our first priority! We are committed to your success! It is our privilege and responsibility to serve and support you in reaching your educational goals and in improving your life and community.

The CDEC provides an education and care program for children ages 18 months through 5 years of age. Enrollment applications are accepted without regard to race, gender, sexual orientation, religion, disability, ethnicity, or national origin. The center is open when the college is in session (fall and spring terms) from 7:30am – 5:30pm, Monday through Friday. We offer several enrollment options based on family income and need:

- Free California State Preschool/Pre-K program
- Subsidized Child Care: Full-time/Part-time
- Children of CalWORKS students
MENTOR PROGRAM

San Jacinto Campus
Building 1303, Rm. 1452
By Appointment
Phone: (951) 487-3318

Menifee Campus
Building 1016
By Appointment
Phone: (951) 639-5315

Website: www.msjc.edu/outreach/college-mentors

Note: Summer hours may differ from those listed above. Please call for current hours of operations

College Mentors are Mt. San Jacinto College student workers who assist the Outreach Department staff in representing the college at over 40 traditional and non-traditional high schools throughout the Southwest District of Riverside County. College Ambassadors are hired by the Outreach department based on their academic merit and commitment to represent MSJC.

College Mentors receive intense and on-going training throughout the academic year that emphasizes leadership, team building, and professionalism. College Mentors assist current and incoming students with various aspects of the enrollment and the matriculation process in the Eagle Access Center. They also assist the outreach staff at district high schools, providing support for online application, assessment and orientation workshops and information tables.

College Mentors provide campus tours at the Menifee Valley and San Jacinto campuses, assist with enrollment lines, and participate in many community and campus activities and events.
WHAT COURSES DO I NEED TO TAKE?

Who do you talk to when you can't decide what classes you should take, what your major will be, to what university you want to transfer? A MSJC counselor, of course! Counselors are travel guides throughout a student's stay at Mt. San Jacinto College. Mt. San Jacinto College has a top-notch staff of counseling professionals who can help you make the right decisions for your education.

Counselors can assist students with a variety of academic, career, and personal needs:

- **Academic Counseling** is available to students seeking assistance with scheduling or clarification of requirements for graduation or transfer. Academic counseling also provides students with information about the requirements for the certificate and associate degree majors offered at MSJC. Since careful course selection is a key to a successful college experience, and is subject to change, it is wise for students to consult with a counselor prior to each registration period.

- **Career Counseling** is available to help students evaluate their interests, talents, and personality to develop academic and career goals.

- **Transfer Counseling** assists students in developing a smooth transition plan for transferring to a four-year college or university. In preparation for transfer, counselors provide assistance with general education requirements, course equivalencies, and transfer contacts.

- **Personal or Crisis Counseling** is available to assist students in finding solutions to personal problems that may be affecting their academic progress. Referrals are made to outside agencies for individual psychological or psychiatric therapy. To schedule a personal or crisis counseling appointment contact the Student Health Centers at (951) 487-3206 or (951) 639-5206.

- **Academic Probation & Dismissal Counseling** is available to students on Academic or Progress Probation and those subject to dismissal. In addition, referrals to the Learning Center for tutoring and other services.
EDUCATIONAL AND ACADEMIC PLANNING
It is the student’s responsibility to participate in the development of an educational plan as soon as possible or after completing 15 units or two semesters, whichever occurs first. New students (never taken a college course, first time attending MSJC) are required to complete an educational plan before registering for classes.

WHAT IS AN EDUCATIONAL PLAN?
Developing an Educational Plan involves selecting classes that will meet each requirement of your education goal and may also include planning your course selections for upcoming terms. To better explore your options, you may wish to develop more than one Educational Plan. Working together with a counselor will assure that your Educational Plan meets all your education goal requirements. An Educational Plan will help you stay on target as you reach your educational goals.

IF YOUR EDUCATIONAL GOAL IS A/AS... | YOUR EDUCATIONAL PLAN WILL INCLUDE...
--- | ---
Certificate or Employment Concentration | Classes that complete the Certificate Core and Elective Course requirements.
| AA/AS General Education Courses and Required and Courses for the Major.

Bachelor’s Degree without completing an AA/AS degree | Transferable General Education Courses (CSU or IGETC pattern). This should include transferable Major Preparation courses.

Bachelor’s Degree with an AA/AS degree | Courses that meet: AA/AS General Education pattern requirements and Transferable General Education Requirements (CSU or IGETC pattern) and Required and Elective Requirements for the AA/AS Major WITH Transferable Major Preparation.

STUDENT SUCCESS COURSES
Student Success Courses are designed to assist students in learning college success strategies and life management skills. These courses focus on development of the whole person and help students identify personal, educational, and career goals as well as make satisfying decisions for transition to the workforce as productive members of society. The learning and self-management skills developed in student success courses can serve a lifetime. Guidance courses do not lead to a major but are designed to provide students with the skills necessary for achieving personal, academic, and career success.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance 100</td>
<td>College Success</td>
<td>3</td>
</tr>
<tr>
<td>Guidance 110</td>
<td>Career Search</td>
<td>1</td>
</tr>
<tr>
<td>Guidance 112</td>
<td>Creative Job Search</td>
<td>2</td>
</tr>
<tr>
<td>Guidance 116</td>
<td>Integrative Career/Life Planning</td>
<td>3</td>
</tr>
<tr>
<td>Guidance 120</td>
<td>Personal Success Habits of Highly Effective People</td>
<td>3</td>
</tr>
<tr>
<td>Guidance 299</td>
<td>Special Projects</td>
<td>1-3</td>
</tr>
</tbody>
</table>
WHAT IS DUAL ENROLLMENT?
The Dual Enrollment Program allows qualified high school students to earn college and high school credits at the same time. Students can take Dual Enrollment courses in Career Technical Education or as an alternative to Advanced Placement or International Baccalaureate classes. In addition to saving time and money, students participating in the Dual Enrollment program will have an easier transition to college and will be more prepared for the rigors of college level studies once they are finished with high school.

WHO CAN PARTICIPATE?
In order to qualify, students must be in high school. Their high school must be a Dual Enrollment participant, students must have the support of his or her parents and principal, as well as the support of a high school counselor who can verify appropriate college-level courses or program pathways based on placement test scores.

WHICH COURSES ARE OFFERED?
High schools are offering both general education and/or career technical education courses to eligible students.

DUAL ENROLLMENT OBJECTIVES
Creates access for high school students participating in post-secondary education opportunities (academic & career).
• Increase college credits awarded to high school students.
• Reduces college costs for students and families.
• Reduces the length of time it takes for students to obtain their academic and/or career goals.

WHY TAKE DUAL ENROLLED COURSES?
• Students begin college early. High school students can begin working on a vocational certificate, associate's degree and/or university transfer requirements while completing as much as one year of college.
• Save money. Students and their families can save thousands of dollars of college costs.
• Easier transition to college. Students will gain confidence in their ability to do college work and may have an easier transition into post-secondary education.

WHO TEACHES THESE COURSES?
Dual enrolled classes may be taught by approved MSJC Associate Faculty who are also high school teachers. Instructors use college curriculum and textbooks, and deliver a college-level course, which will require students to work at a higher level. To learn more about the Dual Enrollment Program, contact your high school counselor.
The DSPS Office seeks to provide necessary accommodations, facilitate independence, self-advocacy and assist students to attain success with their educational and vocational goals.

To receive accommodations, please complete the following steps:

STEP 1:
Complete steps 1-7 of the enrollment process

STEP 2:
Complete the DSPS Student Online Orientation and download a copy of the DSPS Student Handbook

STEP 3:
Call DSPS for available Walk-In times

STEP 4:
Bring your disability verification (options provided below) and the completed DSPS Intake Packet when you come to our office.

STEP 5:
All DSPS students MUST complete the Request for Services every semester once registered in courses. Failure to do so will result in your accommodations not being activated for the selected semester, as well as, your instructors will not be emailed with notification of the accommodations you will be using.

Below are options and examples of acceptable forms of disability verification:
If you are unable to provide documentation stating your diagnosis, submit the DSPS Disability Verification Form. Give the form to your qualified medical professional and request for them to fill it out.

Other examples of acceptable disability verification are:
- Individual Education Plan (IEP) including Testing results or psychological evaluation
- 504 Plan
- Current Audiogram
- DD214
- Psychological Exam/Testing
- Physical Exam
- LD Testing
- History from another college
- Eye exam from Ophthalmologist
PROGRAMS AND SERVICES

ACCESS CENTER

San Jacinto Campus
Building 1100, Rm. 1120
Monday to Thursday • 9:00 am - 3:00 pm
Friday CLOSED
Phone: (951) 487-3311

Menifee Campus
Building 1018, Rm. 1018A
Monday to Thursday • 9:00 am - 3:00 pm
Friday CLOSED
Phone: (951) 639-5311

Website: www.msjc.edu/enroll/eagle-access-centers

Note: Summer hours may differ from those listed above. Please call for current hours of operations

THE EAGLE ACCESS CENTERS ARE AVAILABLE TO ALL MSJC STUDENTS AND PROSPECTIVE STUDENTS.

Friendly Student-to-Student Assistance is available on campus.

• Assistance using the online admissions application, orientation and registration process.
• Access the FAFSA (Free Application for Federal Student Aid) or the CA Dream Application and search for scholarship information online.
• Learn how to login and utilize your MSJC account.
PROGRAMS AND SERVICES

San Jacinto Campus
Building 1150
Monday to Thursday
8:00 am - 5:30 pm
Friday • 8:00 am - Noon
Phone: (951) 465-7887

Menifee Campus
Building 100
Monday to Friday
8:00 am - 5:30 pm
Friday • 8:00 am - Noon
Phone: (951) 465-7887

San Gorgonio Pass
Monday to Thursday
8:00 am - 5:30 pm
Friday CLOSED
Phone: (951) 465-7887

T.H.E.C
Monday to Thursday
8:00 am - 5:30 pm
Friday CLOSED
Phone: (951) 465-7887

Website: www.msjc.edu/StudentServices/EnrollmentServices

Note: Summer hours may differ from those listed above. Please call for current hours of operations

ADMISSIONS REQUIREMENTS
Residents of California who have graduated from high school, passed the California High School Proficiency Examination, or are 18 or older and can profit from instruction may attend Mt. San Jacinto College. Out-of-state residents and citizens of other countries here on student visas may also attend Mt. San Jacinto College, subject to regulations that can be obtained from the Enrollment Services Office. These students will be required to pay non-resident tuition fees.

New and returning students must complete an application for admission, which will provide the college with demographic information about students. Federal or state law, or college policy requires this information. It is highly recommended that students provide the college with official transcripts from high school(s) and previous college work at the time of admission.

ENROLLMENT PRIORITIES

The California Community College Board of Governors established system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their educational goals.

New students who have completed college orientation, placement and developed education plans as well as continuing students in good academic standing who have not exceeded 100 units will have priority over students who do not meet these criteria. Students who are in Extended Opportunity Programs and Services, Disabled Students Programs, active duty military, veteran, foster youth, homeless youth, and Cal Works Program will have the highest level priority; however, there is a 100- unit limitation and student must remain in good standing, except for foster youth.

Registration appointments are assigned based on a College Readiness model. All new, returning, and continuing students are given a registration date based on completion of college level Math and English.

msjc.edu
## Programs and Services

### Services

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Students</td>
<td>First time student to college</td>
</tr>
<tr>
<td>Incoming Transfer Students</td>
<td>Never attended MSJC and currently attend or attended another college or university</td>
</tr>
<tr>
<td>High School Students</td>
<td>Currently attend high school and want to concurrently enroll at MSJC.</td>
</tr>
</tbody>
</table>

### Fees & Expenses

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Permit (optional)</td>
<td>Spring $34.00, Summer $15.00, and Fall $34.00</td>
</tr>
<tr>
<td>CCPG Parking Permit</td>
<td>Spring $20.00, Summer $15.00, and Fall $20.00</td>
</tr>
<tr>
<td>Enrollment</td>
<td>$46.00 per unit; subject to change by the State Legislature. Check with Enrollment Services for latest fees.</td>
</tr>
<tr>
<td>Transcripts</td>
<td>First two transcripts are free to students (must be requested in person or via mail/fax). Transcripts, mailed or pick-up 7-10 days, $5.00. Rush Transcripts can be mailed or pick-up same day for $13.00.</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$290.00 per unit plus California Student fee $46.00 per unit plus Capital Outlay fee $39.00, total of $375.00 per unit.</td>
</tr>
<tr>
<td>Student Health Center Fee</td>
<td>Spring $20.00, Summer $17.00, Fall $20.00</td>
</tr>
<tr>
<td>Textbooks/Materials</td>
<td>Approximately $250.00 to $300.00 each semester. It is the student’s responsibility to purchase all necessary textbooks, manuals, and other supplies.</td>
</tr>
<tr>
<td>SGA Discount Sticker (optional)</td>
<td>Spring $7.00, Summer $3.00, and Fall $7.00</td>
</tr>
<tr>
<td>Student Representation (optional)</td>
<td>$1.00 each semester. Supports student representation to legislation.</td>
</tr>
<tr>
<td>Help-A-Student-Fund (optional)</td>
<td>$2.00 each semester. Supports student textbook purchase. This is an optional fee.</td>
</tr>
</tbody>
</table>

**MSJC**

**Non-Resident Parking Permit (optional)**

- Spring: $34.00
- Summer: $15.00
- Fall: $34.00

**CCPG Parking Permit**

- Spring: $20.00
- Summer: $15.00
- Fall: $20.00

**Enrollment Fee**

- $46.00 per unit; subject to change by the State Legislature. Check with Enrollment Services for latest fees.

**Transcript Fees**

- First two transcripts are free to students (must be requested in person or via mail/fax).
- Transcripts mailed or pick-up 7-10 days: $5.00.
- Rush Transcripts mailed or pick-up same day: $13.00.

**Non-Resident Fees**

- $290.00 per unit plus California Student fee:
  - Spring: $46.00
  - Summer: $46.00
  - Fall: $46.00
- Capital Outlay fee:
  - Spring: $39.00
  - Summer: $39.00
  - Fall: $39.00
- Total:
  - Spring: $375.00
  - Summer: $375.00
  - Fall: $375.00

**Student Health Center Fee**

- Spring: $20.00
- Summer: $17.00
- Fall: $20.00

**Textbook/Materials Fee**

- Approximately $250.00 to $300.00 each semester. It is the student’s responsibility to purchase all necessary textbooks, manuals, and other supplies.

**SGA Discount Sticker (Optional)**

- Spring: $7.00
- Summer: $3.00
- Fall: $7.00

**Student Representation (Optional)**

- $1.00 each semester. Supports student representation to legislation.

**Help-A-Student-Fund (Optional)**

- $2.00 each semester. Supports student textbook purchase. This is an optional fee.

To learn more about GOPASS, go to [www.msjc.edu/gopass](http://www.msjc.edu/gopass)
WHAT IS EOPS?
Extended Opportunity Programs and Services (EOPS) is a state funded student support program designed to recruit and retain students who are economically, socially, and educationally disadvantaged. The services of EOPS are designed to give students individualized attention and support to improve their chances for success.

EOPS aids in the academic success of students by providing a comprehensive program of support services including referrals. Services include but are not limited to recruitment, pre-admissions counseling, orientation, Summer Bridge, diagnostic testing, financial aid follow up, special admissions, learning communities, academic advisement, personal, educational, and career counseling, and referral to support services such as tutoring and learning skills services.

YOU MAY BE ELIGIBLE FOR EOPS IF YOU:
• Are a resident of California.
• Are enrolled full-time (12 units, unless student has a special waiver) in a program leading to a certificate, associates, or transfer to a 4-year university.
• Qualify to receive the California College Promise Grant Waiver A or B.
• Are educationally disadvantaged as determined by Title 5 and the EOPS program guidelines.
• Have not completed more than 45 degree applicable units.

EOPS SERVICES
• Counseling
• Priority Registration
• Textbooks Assistance
• Transfer Assistance
• Graduation Assistance
• Parking permit or Bus pass access

PLEASE NOTE
Admission into the EOPS program is on first-come-first serve basis. Please view their website for admission cutoff dates.
FINANCIAL Aid

San Jacinto Campus • Building 1150
Monday to Thursday • 8:00 am - 5:30 pm
Friday • 8:00 am - Noon
Phone: (951) 465-7891

Menifee Campus • Building 100
Monday to Thursday • 8:00 am - 5:30 pm
Friday • 8:00 am - Noon
Phone: (951) 465-7891

San Gorgonio Pass
Video Conferencing
Thursday 8:00 am-5:30pm

Website: www.msjc.edu/financialaid Email: finaid@msjc.edu
Note: Summer hours may differ from those listed above. Please call for current hours of operations

FINANCIAL AID MISSION

The mission of the Financial Aid Office is to provide financial information and assistance in a timely, accurate manner through a variety of resources. The Financial Aid Office provides guidance and services to all current and potential students seeking financial aid assistance while pursuing their educational goals.

OUR FINANCIAL AID OFFICE PROVIDES A VARIETY OF FINANCIAL ASSISTANCE

Services range from:
• Assistance with understanding the financial aid process and your financial aid options;
• Administration of various Federal Financial Aid programs, including Pell Grant; Supplemental Educational Opportunity Grant (SEOG) and Federal Work Study (FWS).
• State of California aid including Cal Grant, Student Success Completion Grant (SSCG), CHAFEE Grant For Foster Youth, and enrollment fee waivers through the California College Promise Grant (CCPG);
• Application (s) for locally administered scholarships;
• Bureau of Indian Affairs (BIA) Tribal Grants;
• Veterans Educational Benefits through the Certifying Officials located in the Veterans Resource Center.

WHO IS ELIGIBLE FOR FINANCIAL AID?

To qualify for most types of Financial Aid, you must satisfy the following:
• Be enrolled in an eligible program working toward a degree, certificate or degree/transfer to a four-year Institution
• Be a U.S. Citizen; eligible noncitizen or determined AB540 eligible
• Be enrolled at least half time (for most aid programs). Some students are eligible for Pell Grants for less than half time enrollment
• Have a high school diploma or GED. If you don't have either of those, check with the counseling office to find out how you can earn your diploma or GED
• Not be in default on a federal student loan or owe a repayment on a federal student grant or Perkins Loan
• Be registered with Selective Service, if required to register
• Maintain Satisfactory Academic Progress (SAP)
• Have a need for financial aid as demonstrated by completion of the Free Application for Federal Student Aid (FAFSA) or CA Dream Act application
• Have a complete Financial Aid file—all documents turned in as requested

CONSUMER INFORMATION

The Financial Aid website includes comprehensive information regarding disbursement schedule, and Federal Financial Aid Satisfactory Academic Progress Policy.
FEDERAL FINANCIAL AID STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (FASAP)

Federal regulations require MSJC to establish Standards of Satisfactory Academic Progress as a general eligibility requirement for financial assistance. A student must maintain Satisfactory Academic Progress in a course of study regardless of whether the student previously received Financial Aid.

These rules apply to all coursework you have taken at MSJC or any college or university; (including college level classes taken during high school) whether or not you received Financial Aid for those classes. There are three parts to the SAP rules:

- Maintain a 2.0 cumulative Grade Point Average.
- Your cumulative completion rate must be at least 67% for all classes you have ever taken.
- You cannot attempt more than 150% of the normal credits required for your degree or certificate program.

For example, a student in a 60 credit-hour program can attempt 90 credit-hours (60 hours times 150%). If you have questions about your program’s maximum eligibility, contact the Financial Aid Office.

NOTE:
The total credits counted in these calculations include all credits attempted by you, including failed, withdrawn or repeated courses. A student who has exceeded the 150% standard is no longer eligible for Financial Aid whether or not rules one or two (above) were met. Federal Financial Aid Standards of Satisfactory Academic Progress (FASAP) for federal financial aid SAP is different from BOGW academic SAP. View complete the SAP policy here.

The Financial Aid Office Staff encourages students to stop by the closest Financial Aid Office if you have any questions. We have dedicated staff available to assist you with your financial aid options.
The MSJC Food 4 Thought program is committed to relieving hunger and improving self-sufficiency for our students. Through our partnership with the MSJC Foundation and Feeding America of the Inland Empire, the Food 4 Thought provides non-perishable food items to 600+ students and their families on a monthly basis. The Food 4 Thought program hosts a bi-monthly pop-up food pantry on both the San Jacinto and Menifee Valley Campuses, where students are greeted by staff and faculty ready to go above and beyond their call of duty at each distribution.

As our campuses are closed due to COVID-19 and we are unable to host in person distributions, MSJC and the Food 4 Thought program recognizes that hunger and the need for support has not stopped. We have begun bi-monthly food gift card distributions. Please check your student emails for directions on how to claim a gift card, when they are made available. We continue to monitor the situation and will resume on campus distributions as soon as we are able.
Starting college for the first time? Soar into excellence with the First Year Experience (FYE) Program!

The FYE Program is designed to make sure students have a smooth transition into college life. We provide first year students with extra support during the on-boarding process and their first two semesters, so they connect with the college and identify a degree path that leads to faster degree completion or transfer. Any first time college student can become part of the FYE program! Previous dual or concurrent enrollment students who took courses through MSJC are welcome to apply.

Students in the FYE program receive the following benefits:

- Early registration
- Summer Bridge
- MSJC Promise Program eligibility
- Access to FYE Counselors
- Access to peer FYE Mentors
- FYE workshops and events
The Mt. San Jacinto College Honors Enrichment Program community is comprised of student scholars and faculty who share a passion for learning and the desire to expand their personal and academic horizons. Honors Enrichment students enjoy a special contact with faculty, explore academic subjects in more depth, and engage in a variety of special intellectual challenges. Honors classes make it possible for students to stretch themselves intellectually, work actively with fellow students and faculty in an environment that encourages them to improve critical thinking and communication skills, and cultivate an understanding of the diverse points of view necessary for a rich and productive intellectual environment. Perhaps the most valuable aspect of the Honors Program will be the enthusiastic learning environment students help to create, an environment that benefits not only honors students and faculty, but the college and greater community as well.

Enrollment in the Honors Enrichment Program is by special application only.

Students out of high school must have a 3.5 unweighted GPA. Continuing MSJC students (those who have completed at least 12 units at MSJC) must have a 3.3 overall GPA or a 3.3 GPA in their last 12 units completed. Students planning on transferring to a UC are highly encouraged to complete the program. To apply to the Honors Program, complete the Honors Enrichment Program application form that can be found in the Learning Resource Center.

msjc.edu
Mt. San Jacinto Community College (MSJC) International Student Program (ISP) is committed to international student success. Our friendly, student-centered support and expertise is available throughout your studies here at MSJC. Some of our specialized program services include:

**ADMISSIONS & ENROLLMENT**
- MSJC Application assistance
- Verify TOEFL & iELTS (English testing)
- Issue an official I-20 for Embassy interview
- Embassy appointments
- Assist student with I-901 filing fee
- eGlobal shipping procedures
- Issue acceptance/welcome letter

**REGISTRATION/MATRICULATION/ORIENTATION**
- Intake orientation within 5 days of entering the U.S.
- Verify Port of Entry in Student Exchange Visitor Information System (SEVIS)
- Provide clear interpretation of U.S. college education system (glossary of terms)
- Copy and scan government I-901 fee form
- Go over Mt. San Jacinto College international student contract
- Advise on MSJC matriculation process; assessment and orientation
- Recommend an academic counseling session to determine educational path
- Assist with navigation of MSJC portal to ease registration process

**U.S. EDUCATIONAL/CULTURAL GUIDANCE**
- Advise on cultural surrounding/promote student life activities SGA
- Promote a positive open interaction with students
- Provide information on currency exchange at area financial institutions
- Provide appropriate referrals to local government agencies
- Submit written request for government agencies services (CDL, ID, SS)
- Advocate for students during a crisis
- Reiterate SEVIS/USCIS student regulations
- Assistance with locating Host families
The Learning Resource Center provides a variety of FREE services to promote the enhancement of the student’s academic goals. A few of the primary services we offer are online peer tutoring, faculty led workshops, and study space to work with other MSJC peer learners. Join us through Canvas by clicking the help tab. LRC staff are also available in the Student Support Hub under Tutoring and Learning Resource Center.

Our goal is to support your academic achievement and build community by providing MSJC students with effective tutoring in content area courses, by exposing students to study skill techniques, and by promoting confidence and self-esteem necessary for students to succeed in today’s academic environment. We invite you to join us online, meet the staff, and let us assist you in your efforts during the semester.

All services are FREE, and you can find additional help by using NetTutor. Their professional tutors are available to help in Math and Writing 24/7!
The Learning Skills Program offers specialized instruction and services to students who are identified as having specific learning disabilities under the California Community College Learning Disability and Services Eligibility Model (LDSEM). Specific learning disabilities are often due to constitutional, genetic, and or neurological factors and are not primarily due to visual or auditory sensory deficits, mobility limitations, severe emotional disturbances, economic disadvantage, cultural or language differences.

The Learning Skills courses are taught by faculty experts in Learning Disabilities. Courses are designed to provide learning disabled students with compensatory strategies necessary for achieving personal, academic, and career success. A Learning Disabilities workshop is designed to assess strengths and weaknesses and determine educational limitations and compensatory strategies. Specialized classes in reading, oral and written expression, study skills and mathematics support teach compensatory strategies designed to help students maximize their success in college. Services include test facilitation and proctoring, assistive computer technologies, specialized tutoring, an educational advisement.

Students may be referred directly to the Learning Skills Program (LSP) by instructors, counselors, community agencies, high schools, parents or by self-referral; or, through the Disabled Students Program counselors at either campus. Students with a prior history of learning disabilities, or students who are experiencing extreme difficulty in classes may request LD assessment by contacting the LD Specialist or the Disabled Students Programs and Services (DSPS) office.
The Mt San Jacinto College Libraries are the core of the college's academic program, providing excellent on-site services as well as access to comprehensive online resources.

The libraries provide a large variety of resources and services in an advanced electronic environment.

The services offered include reference and research assistance, bibliographic instruction on specific class subjects, general library orientations, and reserve materials. The libraries’ collections include circulating and reference books, printed periodicals, eBooks, online databases and audio-visual media. Databases, full-text periodicals, and the library catalog are accessible online 24/7. The library has computers for research and Internet access. In addition, Microsoft Office Suite is available on some of the computers.

A current student picture ID is used as a library card at both libraries. Eagle cards may be obtained from Enrollment Services.
Puente PROGRAM

San Jacinto Campus • Phone: (951) 487-3254
Website: www.msjc.edu/puente

Puente is a two-semester program designed to help students adjust to college life and prepare for transfer to 4-year universities. The program is unique in that it explores the Latino/a experience through literature. Puente is open to, and welcomes all MSJC students.

WHO IS ELIGIBLE FOR PUENTE?

• Students are required to register for English 101 and English 094 for the Fall semester.
• Students who are interested in transferring to a 4-year university or college.
• Students who want to be active on campus.
• Students who are interested in learning and discussing issues that deal with multi-culturalism specifically the Mexican-American, Latino/a, Chicano/a experience.
• Students who are looking for a classroom environment which challenges and motivates them to think critically, write, and enjoy reading literature written by Mexican-American, Latino/a, Chicana/a writers.
• Students who are seeking mentors.
• Students who want and need extra one-on-one guidance with the transfer process and educational planning.

If you answered YES to these questions, you are eligible for the Puente Program. Give us a call at the numbers listed above.
Student Life and Development offers students various opportunities to learn through their involvement in campus life outside of the classroom. Campus activities are formed within student life and they consist of the combined efforts of clubs and organizations established for and/or by students. These activities include, but are not limited to governance, leadership, service, cultural, social, diversity, recreational, artistic, political, and religious activities.

**PROGRAM GOALS**

- Explore activities in individual and group settings for self-understanding and growth.
- Design and implement programs to enhance social, cultural, multicultural, intellectual, recreational, service, and shared governance involvement.
- Comprehend institutional policies and procedures and their relationship to individual and group interests and activities.
- Develop the competencies required for effective leadership in the categories of personal, interpersonal, and the development of groups, organizations, and systems.

**BENEFITS**

- Make social connections and find a sense of community.
- Make a positive difference on campus and in the community.
- Develop transferable leadership skills.
- Interact with faculty, alumni, business and community leaders, and experts in various disciplines.
- Increase the likelihood that you will succeed in achieving your academic degree.
- Gain exposure in career fields by collaborating with professionals and staff.
- Enhance your resume with demonstrated skills valued by potential employers.

Website:  
www.msjc.edu/studentlife

Email: SLDP@msjc.edu

*Note: Summer hours may differ from those listed above. Please call for current hours of operations.*
The Student Life and Development Program offers students opportunities to participate in the following:

**STUDENT GOVERNMENT ASSOCIATION (SGA)**

SGA is the representative organization of the MSJC student body. It is composed of elected and appointed student officers, each with designated duties assigned within three branches: executive, legislative, and judicial.

SGA is designed to provide opportunities for the development of the social and cultural interests of students, to develop leadership and responsibility, and to promote college spirit and student morale. All students are encouraged to join and take an active part in SGA through participation in weekly meetings and/or SGA events.

- **SGA Sticker** – The $7.00 MSJC SGA Sticker helps support a variety of important activities sponsored by SGA. The sticker further helps students by giving them discounts on purchases in the bookstore, cafeteria and discounted tickets to some performing arts and athletic events. In addition, the SGA sticker provides various discount opportunities at surrounding businesses who participate in the Vendor Discount Program.

- **SGA Events and Barbeques** – Come to the quad during College Hour and participate in the monthly SGA events! At some events, like Club Rush and Welcome Week, BBQ’s and the opportunity to connect with campus clubs and vendors are provided to students. Attending these events are a great way for students to connect with resources on campus and get involved!

- **Campus Clubs/ICC** – SGA is the governing body that oversees the approval and activation of all campus clubs. Through the Inter-Club Council, SGA is able to monitor and support the activities of MSJC’s blossoming student groups such as:

**INTER-CLUB COUNCIL (ICC)**

The ICC is a council composed of student leaders from the various MSJC Campus Clubs. The Council supports all Campus Clubs by providing training opportunities and facilitating collaboration among student organizations. Students can also create their own Campus Club within ICC.

**STUDENT LIFE**

Student Life provides opportunities for students to participate in co-curricular activities, campus governance, and advocate for their organizations and interests. Students will develop leadership abilities, healthy interpersonal relationships, and use time purposefully. In addition, students will develop ethical decision making skills.
HEALTH CENTER

San Jacinto Campus • Modular 1540
Monday/Tuesday • 8:00 am - 5:30 pm
Wednesday/Thursday • 8:00 am - 6:30 pm
Friday • 8:00 am - Noon
Phone: (951) 465-8371

Menifee Campus • Room 723
Monday/Tuesday • 8:00 am - 6:30 pm
Wednesday/Thursday • 8:00 am - 5:30 pm
Friday • 8:00 am - Noon
Phone: (951) 465-8371

Website: www.msjc.edu/HealthCenter

Note: Summer hours may differ from those listed above. Please call for current hours of operations

The Student Health and Wellness Center is committed to providing every student the opportunity to optimize their physical, emotional, spiritual, social, and intellectual health. We provide access for all MSJC students to a library of books, guided meditation sessions using virtual reality, health and wellness visits with our RN, immunizations, personal counseling with one of our many mental health counselors and much more with payment of your nominal Health Fee.

Health Center Fee
Beginning Fall 2019, all students will be assessed a Student Health Center Fee. The Student Health Center Fee funds the MSJC Student Health Centers located on the San Jacinto and Menifee Valley Campuses. This fee enables students to access medical services, mental health counseling and community referrals conveniently located on campus.

Student Health Center Fee Schedule

<table>
<thead>
<tr>
<th>Term</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall &amp; Spring</td>
<td>$20</td>
</tr>
<tr>
<td>Summer</td>
<td>$17</td>
</tr>
</tbody>
</table>

In accordance with California Education Code Section 76355, MSJC has a process by which students may request to waive the Student Health Center Fee:

a) Active membership in a religious organization that relies exclusively upon prayer for healing
b) Current enrollment in an approved apprenticeship training program

For more information please contact one of the Student Health Centers.
The Educational Talent Search Program at Mt. San Jacinto College provides economically disadvantaged and first generation college-bound students with academic support, access and exposure to postsecondary education. Talent Search is a team effort. This pre-college program, working in cooperation with three schools within the San Jacinto Unified School District, enables students to complete high school and enroll in a postsecondary educational program of their choice. Talent Search is 100% federally funded by the U.S. Department of Education, and is part of the TRIO Program. Two-thirds of the applicants selected must be low-income and/or first generation college students (This means that neither parent has graduated from a four-year university).

**PROGRAM QUALIFICATIONS**

- Be in middle or high school (Monte Vista and North Mountain Middle Schools, and San Jacinto High School)
- Complete and submit an application
- Meet the Department of Education's income guidelines and family educational requirements
- Demonstrate commitment to complete middle school, attend high school and plan to enroll in college
- Participate in activities, workshops, trips and events related to Talent Search
- Enroll in appropriate college preparatory classes
- Maintain at 2.0 GPA or better in all academic courses

Admission into the Mt. San Jacinto College Talent Search program is open to those who meet eligibility criteria, regardless of gender, race, national origin, color, age, religion or disability.

**Program Highlights and Services:**

- Academic Advising
- ACT/SAT Preparation
- Parent Workshops
- Mentoring
- Goal Setting
- Financial Aid Workshops
- GED Referrals
- Tutoring
- Career Awareness
- College Application Assistance
- College Visits

msjc.edu
TURNING DREAMS INTO REALITY!
The purpose of the Upward Bound Project (UB) is to identify eligible youths who are from low-income and potential first-generation college students. UB will encourage project participants to remain and complete high school while setting higher standards for a college education. Furthermore, UB will provide the necessary tools to prepare students to enroll and succeed in college.

PROGRAM SPECIFICS

WHO QUALIFIES
San Jacinto High School students who have: 2.5 Minimum GPA, meet Federal Low-Income Guidelines, are First-Generation College Students, are in either the 9th or 10th grade, and Complete Application Packet & Interview. Student Must Attend (SJHS).

PROGRAM BENEFITS
Enrich academic, educational, and cultural experience, Exposure to college life, ACT/SAT prep-classes, six week summer instruction.

PROGRAM SERVICES
Fieldtrips to California State Universities, Universities of California, California Community Colleges and California Private Colleges, Mandatory Saturday Workshops, Career Assessments, Financial Aid/College Entrance workshops, and after school tutoring.

PROGRAM REQUIREMENTS
Students must contribute the time and effort to complete high school. Student must have the desire to attend some form of postsecondary education. Student/Parent need to be willing to participate in UB Activities year round. 6-week summer program is mandatory for students to attend.

PROGRAM COST
The Upward Bound Project is a federally funded program that is offered at no cost to participants.
The Umoja Community at MSJC is program dedicated to increase graduation and transfer rates of African-American and other historically underrepresented students. Umoja seeks to educate the whole student-mind, body, and spirit through course offerings, social gatherings (virtual), cultural events, and dedicated counseling services. Students will also have an opportunity to prepare for the university environment by participating in University and College campus tours (CSU, UC, and Historically Black Colleges and Universities). Umoja students will be provided with a designated counselor to assist with educational, career, and personal counseling. The Umoja community creates a “family” environment where individuals help and care for one-another in the experiences of learning how to navigate college and becoming successful in education.

Umoja Offers Students:

- Career, academic and personal counseling
- Supplemental Instruction/Tutoring
- Academic and cultural enrichment activities
- Opportunities to attend Umoja sponsored events and conferences
- Increased self-confidence
- A safe place to discuss real issues that affect students and the broader community
- Mentoring
- University visits
Veterans Services supports the transition and success of military students at MSJC by providing services that enhance their academic, career and personal development through our Veterans Resource Centers (VRCs). MSJC has two Veterans Resource Centers, located on our Menifee and San Jacinto campus.

The VRCs are designed to provide centralized, one-stop holistic support services to ensure military students are college ready and succeed in their quest to further their education, expand their opportunities and transform their lives. Both VRCs are staffed by fellow Veterans and military dependents who have the knowledge and experience to provide the camaraderie military students need to help support their transition to and success at MSJC.

The VRCs include a social space. Beyond the social space provided by the VRCs, both VRCs offer dedicated space for studying and access to computers and free printing.

**ADDITIONAL SERVICES INCLUDE**
- Academic Counseling. Dedicated Military Educational Counselors to help military students develop, support and fulfill their educational goals
- Financial Aid information and application assistance
- School Certifying Officials onsite for the certification and transmission of VA Educational Benefits
- Peer support and mentoring services
- Career assessment, counseling and placement assistance
- Referral to on and off campus resources
- Activities and Engagement Opportunities

- Veteran Resource Center to provide services specific to veterans, active duty, and their dependents
- Educational Counselors dedicated to support veteran and dependents while they fulfill their educational goal
- Outreach & referrals to other student service departments that may provide student support
- Computers, study area and printing for veterans, active duty and dependents
- Veteran and dependent student workers on site to give additional assistance

Website: [www.msjc.edu/VRC](http://www.msjc.edu/VRC)

*Note: Summer hours may differ from those listed above. Please call for current hours of operations*
Mt. San Jacinto College is committed to providing students with a safe environment in which to pursue basic skills, career and general education pathways. By committing to the Standards of Student Conduct outlined by AP 5500, you are partnering with the district to help foster an environment where our entire community thrives. The brief descriptions below are a few ways Student Judicial Affairs can support you during your time at MSJC.

• This office investigates and adjudicates alleged violations of the Student Code of Conduct (AP 5500). Being a student at MSJC means that you have agreed to familiarize yourself with this policy and abide by it. You can find a copy of the policy at this link: https://go.boarddocs.com/ca/msjc/Board.nsf/goto?open&id=AP6S6271157B#. Any violation of AP 5500 will initiate Student Discipline Procedures as outlined in AP 552, which can be found at this link: https://go.boarddocs.com/ca/msjc/Board.nsf/goto?open&id=AP6S6271157B#.

• In order to file a violation of student conduct complaint please visit: msjc.edu/conductform and fill out the online form to the best of your ability with as much detail as possible. Your report will be forwarded directly to the Office of Student Judicial Affairs for processing.

• The Mt. San Jacinto College District is committed to a safe and equitable learning environment for all students and employees. It does not discriminate on the basis of gender in its educational programs and employment. Any incident, including sex discrimination or harassment, but not limited to, sexual assault including rape, dating violence, domestic violence or stalking committed on district property or at a district sponsored event or activity, should be reported to the designated Title IX Coordinator by contacting the Office of Student Judicial Affairs.

• This office is your point of contact for Section 504/ADA compliance concerns. If you have an issue with accessibility on any campus please contact this office. If you are requesting accommodations for a class you must do that through the DSPS program.

If you have any questions, or would like to make a report, please contact the Office of Student Judicial Affairs directly. The Office of Student Judicial Affairs is available throughout the Mt. San Jacinto College District and available via the contact information at the top of this page to answer any questions you may have. Students will be contacted primarily through their college issued emailed address.
S.M.A.R.T. is an acronym for the 5 steps of specific, measurable, achievable, relevant, and time-based goals. It’s a simple tool used to go beyond the realm of fuzzy goal-setting into an actionable plan for effective results.

**SPECIFIC**
Goals should be simply written and should clearly define what you are going to do. Specific is the What, Why, and How of the S.M.A.R.T. goals tool.

**MEASURABLE**
A goal without a measurable outcome is like a sports competition without a scoreboard or scorekeeper. Numbers are an essential, put concrete numbers in your goals to know if you’re on track. A measurable goals lets you know when you have achieved it.

**ATTAINABLE**
Far too often, people set goals beyond reach. Dream big and aim for the stars but keep one foot firmly based in reality.

**RELEVANT**
Achievable goals are based on the current conditions and realities of the environment.

**TIME-BASED**
Goals and objectives just don’t get done when there's no time frame tied to the goal-setting process. Whether your goal is to graduate or increase your GPA choose a time-frame to accomplish your goal.

**S.M.A.R.T. GOAL EXAMPLE:**
I will graduate with an Associate’s Degree in Communications Studies in the Spring of 2019.
WHAT IS PLAGIARISM?

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense.

According to the Merriam-Webster Online Dictionary, to plagiarize means:
• to steal and pass off (the ideas or words of another) as one's own
• to use (another's production) without crediting the source
• to commit literary theft
• to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

BUT CAN WORDS AND IDEAS REALLY BE STOLEN?

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

ALL OF THE FOLLOWING ARE CONSIDERED PLAGIARISM:
• turning in someone else's work as your own
• copying words or ideas from someone else without giving credit
• failing to put a quotation in quotation marks
• giving incorrect information about the source of a quotation
• changing words but copying the sentence structure of a source without giving credit
• copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism. See our section on citation for more information on how to cite sources properly.

Students found responsible for plagiarizing are subject to disciplinary procedures outlines in AP5520.
This information and information on types of plagiarism and plagiarism prevention can be located at: plagiarism.org/plagiarism-101/what-is-plagiarism.
SUCCESS TOOLS

Tips for ACADEMIC SUCCESS

1. ATTEND EVERY CLASS.
When you miss classes, you miss notes, assignments, lectures, and more. If you violate the attendance policy for a class, you could fail that class or be dropped from the class. Avoid absences every chance possible.

2. BE ORGANIZED.
Use some type of a planner either digital or hardcopy to keep track of assignments and due dates. Keep a separate notebook for each class.

3. MANAGE YOUR TIME WELL.
Schedule study sessions and time to complete homework. Learn to say no and learn how to take time for yourself.

4. BE COMMITTED TO YOUR CLASS.
Do every assignment on time. Participate in class and communicate with your instructor.

5. TAKE GOOD NOTES.
Take notes that are easy to read so that you can refer to them. If you miss a class, ask for a classmate for a copy of the lecture notes or get the notes from a friend.

6. KNOW HOW TO READ A TEXTBOOK.
Scan words in bold and italic print, summaries, and charts. Read with a purpose. Review by scanning the material again to check your comprehension.

7. STUDY SMART.
Find a quiet place to study that is free of distractions. Start studying as soon as possible while the information is still fresh in your memory.

8. KNOW HOW TO TAKE TESTS.
Have all the materials that you need. Answer the questions that you know first. Come back to the questions that you are not sure about.
9. REDUCE TEST ANXIETY.
Study early and often so that you are always prepared for a test. Take a deep breath, then read each question carefully, one at a time.

10. USE MSJC’S RESOURCES.
Resources such as the Learning Resource Center, Instructors, Advisors, Counselors, and the Library. Libraries are made for students. Because libraries offer few distractions, most people find they can accomplish more in less time.

11. STUDY.
Plan a minimum of two hours of study time per week for each one unit of credit you are taking. You will see the difference at exam time.

12. FIND THE BEST TIME OF THE DAY FOR YOU TO STUDY.
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.

13. STUDY DIFFICULT SUBJECTS FIRST.
Most of your 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.

14. 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 in intervals of one hour, taking 10 or 15 minute breaks each hour.

15. PAY ATTENTION.
Turn off your phone and social media accounts so that they are not vying for your attention.