Student Achievement Workshop
(Technology Series)

Navigating Mt. SAC Online
*How to Find Information
about Mt. SAC*

*Mt. SAC's website, Online Catalog,
Portal, and App*

Student Achievement Workshop Series
Academic Support and Achievement Center
Mt. San Antonio College
6-101

　　　　　　　　　　　　Rev. Date: 7/30/18

Overview:
Learn how to navigate Mt. SAC's technology to find information you need to survive and thrive in school. Discover how the main website, online catalog, portal and Mountie app can help you get information, help, and how to solve problems.

Learning Outcomes:
Students will:
- Identify at least four online sources of information
- Recognize how each source of information can help them find information
- Identify important information to find from each source

Nothing is more frustrating than trying to get something done by a deadline and not knowing what to do about the situation or knowing how to find out what to do. So, in order to succeed as a student, you will need to learn how to navigate Mt. SAC, it's information and online resources.

Main Website:
www.mtsac.edu

Academic Department
Academic Department (your major or classes). If you need to learn about anything going on regarding your major or the classes you are taking, you can find helpful information on the academic department's website:

http://www.mtsac.edu/instruction/divisions.html

Faculty/Staff Directory and Websites
If you want to find out how to get in touch with someone, or learn more about a professor, you can look them up in the campus directory. Faculty who have websites will have a link next to their name.

http://www.mtsac.edu/profiles/

Schedule of Classes
If you want to find out what classes are offered, what classes are still open for registration, or need to know when your final exam will be offered, you can look that information up online. There is also a link to a downloadable PDF (printable document) version of Schedule of Classes. There are separate pages for all four semesters: Fall, Winter, Spring Sumer

http://www.mtsac.edu/schedule/index.html

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Final Exam Schedule
>   Link can be found on each semester's page.

Student Services
This page can give links to resources available to students, including Counseling, Financial Aid, Student Health Services, Student Jobs, Student Activities, and more.
>   http://www.mtsac.edu/students/

Online Catalog

The catalog is where to go for official, in-depth information regarding academic majors and classes offered as well as official policies. The catalog is the school's official legal document and contract to the students. The catalog is available in HTML (actual webpage) and PDF (printable document) formats. HTML is often easer for searching and for following links. PDF is helpful when you need to print out document pages (i.e. catalog descriptions) and there is an index available if you don't know where to find information.
http://www.mtsac.edu/catalog/index.html

Policies

If you want to find information on topics such as cheating, academic success, student behavior, campus safety, priority registration, and how to file complaints, etc. you can most easily find that information in the index of the PDF version under "Academic Policies and Requirements" and "College Policies and Notices" links.

Academic Major Information.

You can look up information such as what classes to take, course descriptions, and pre-requisites in this section. It also usually gives links to the department pages and allows you to search your options, learn about career options, degree and certificate options.

Portal

The portal is where you can go to find information that is specific to you, such as, accessing your financial aid, registration, transcripts, Mountie MAP (Academic plan), parking fees, view and change personal information, etc. You need to have your user name and password to access the portal. There are two important tabs to be aware of:

Student:

Where you can access all that important personal information mentioned above.

Student Success:

This tab provides links to valuable resources for students, such as tutoring centers, campus workshops, Assessment Questionnaire, Student Success Inventory, Career and Major Survey, and scheduling a counseling appointment.

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eLearning Resources

This tab is where you will be able to access your online and hybrid classes. There are also links to support resources such as video tutorials. Once you are on this page, there is a link to sign onto Canvas "Sign onto Mt.SAC Canvas".

www.mtsac.edu (upper right corner)

Mountie App

Mt. SAC has an app (Iphone/Ipad and Android) that you can add to your phone. You can:

1. Look up your next class location
2. Find campus buildings or use the Map with GPS
3. E-Mail your professor ASAP
4. Check your final grades
5. Track important dates and deadlines
6. Find out if and why your registration is on hold
7. Get financial aid status

   http://www.mtsac.edu/mobile/

Getting More Help

Still need help navigating online information? Come to the Learning Lab (computer lab room) in Building 6, Room 101 and ask a technician for help.

If you still need more help, contact the Mt. SAC Help Desk at (909) 274-4357.
      http://www.mtsac.edu/it/

Other Resources:

Do you not have access to the hardware and/or software you need to get your homework done? Don't stress because there is support for your technology needs.

On Campus Computer Labs

Mt. SAC has several campus computer labs where you can use their computer equipment, software and print your documents. Most of these resources (except printing) are free for eligible students to use. Be sure to bring your student ID cards because most of these labs require it to use their equipment.
      http://www.mtsac.edu/computerlabs/

Technology Purchase Discounts
Need to buy technology and/or software? CollegeBuys.org is a great resource for getting discounts on technology, software, and accessories.

http://foundationccc.org/CollegeBuys

Summary

Students have several resources that can help them find information, resources and support while students at Mt. SAC. The campus website, online catalog, portal, and Mountie Map should be able to answer most questions they encounter as a student.

Reflection

What did you learn from this workshop?

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How can you use this information this week?

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