

# STUDENT RESOURCE GUIDE

2024 - 2025



## Table of Contents

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2024-2025 Academic Calendar.....	3-4
Purpose.....	5
A Brief History.....	6
Our Mission.....	7
Welcome Messages.....	8-9
Locations.....	10
Contact Us.....	11
Campus Directory.....	12-13
Campus Safety .....	14
Educational Degree Pyramid.....	15
Pathways at MSJC.....	16
Becoming a Student.....	17
Student Services Leadership Team.....	18
Student Services: Programs and Services.....	19-49
• Accommodation Services (ASC).....	19
• Adult Education .....	20
• Athletics .....	21
• Bookstore.....	22
• CalWORKs .....	23
• Career Education.....	24
• Career Services & Transfer Center.....	25
• Child Development & Education Center (CDEC).....	26
• Contract & Community Education.....	27
• Cooperative Agencies Resources for Education (CARE).....	28
• Counseling.....	29
• Eagles Landing.....	30
• Enrollment Services .....	31
• Extended Opportunity Programs & Services (EOPS) .....	32
• Financial Aid.....	33
• First Year Experience Program (FYE).....	34
• Guiding Light.....	35
• High School Enrollment.....	36
• Honors Enrichment Program (HEP).....	37
• Learning Resource Center (LRC) .....	38
• Library .....	39
• Personalized Academic Learning Services (PALS).....	40
• Puente Program.....	41
• Student Conduct.....	42
• Student Health Services .....	43
• Student Life & Development Program (SLDP).....	44
• TRiO.....	45
• Umoja.....	46
• UndocuDREAMers Program.....	47
• Veterans Services (VRC).....	48
• Welcome Center.....	49
Student Success Tools.....	50-53
Instructional Services .....	54



# 2024-25 Academic Calendar

## Summer Session 2024 (SU24)

- Eight Week Session: June 3 - July 25
- Six Week Session: June 17 - July 25
- Juneteenth Holiday: College Closed June 19
- Independence Day Holiday: College Closed July 4

## Fall Semester 2024 (FA24)

- Optional Faculty Instructional Improvement Day: August 1
- Convocation (Required Faculty Day): August 9
- Instructional Days: August 12 – December 13
- Labor Day Holiday: College Closed September 2
- Veterans' Day Holiday: College Closed November 11
- Thanksgiving Holiday: College Closed November 28 and 29
- Final Exam Week: December 9 – December 13
- Winter Recess: Classes Not in Session December 16 – January 10
- Winter Holiday: College Closed December 25 – December 31

## Spring Semester 2025 (SP25)

- New Year's Day Holiday: College Closed January 1
- Optional Faculty Instructional Improvement Days: January 9 and 10
- Instructional Days: January 13 – May 21
- Martin Luther King Jr. Day Holiday: College Closed January 20
- Presidents' Weekend Holiday: College Closed February 14 and 17
- Spring Break: Classes Not in Session March 31 – April 4
- Classified Staff Development Day: April 2
- Spring Break Holiday: College Closed April 4
- Final Exam Week: May 15 - May 21
- Commencement (Required Faculty Day): May 22
- Memorial Day Holiday: College Closed May 26

## Summer Session 2025 (SU25)

- Eight Week Session: June 9 - July 31
- Six Week Session: June 23 - July 31
- Juneteenth Holiday: College Closed June 19
- Independence Day Holiday: College Closed July 4

## Civic and Voter Empowerment Dates:

- National Voter Registration Day: September 24
- Last day to register to vote: October 21
- Voting Day: College Open and Classes in Session November 5

# PURPOSE

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 MSJC Catalog as well as other college resources.

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

Visit the most current, and past College catalogs at [msjc.edu/catalog](http://msjc.edu/catalog).

# A BRIEF HISTORY

The Mt. San Jacinto Community College District was formed in 1960 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, increasing the college's service 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 response to intense population growth, MSJC 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.

In 2018, MSJC purchased the Temecula Valley Campus and began offering classes in 2021. This campus is the first permanent campus of higher education for Temecula, Murrieta and the surrounding communities.

Today, MSJC serves nearly 25,000 students annually and awarded 2,848 degrees and certificates to more than 2,000 graduates in May 2024.

# OUR MISSION

MSJC's purpose is to provide an accessible education, to instill hope, and to empower our students to transform their lives and those around them. We provide equity-minded education to combat systemic barriers, promote social mobility, and provide opportunities for educational advancement.

MSJC offers degrees and certifications for career and university preparation, as well as opportunities for lifelong learning and enrichment.

As a Hispanic-Serving Institution, we serve a diverse student population from various identities, cultures, socioeconomic backgrounds, life experiences, abilities, and educational needs that represent our community. MSJC is committed to learning and achievement through inclusive and culturally affirming environments that celebrate student voices and create space for self-exploration and growth. We encourage self-advocacy, civic responsibility, and commitment to becoming ambassadors of change in our communities and our world.

*Approved by the Board of Trustees on December 14, 2023*





# WELCOME!

Roger Schultz, Ph.D.  
Superintendent/President

Welcome to Mt. San Jacinto College. It is my privilege to welcome you to our incredible college. You'll learn more about MSJC through information provided in this Student Resource Guide. Thank you for choosing MSJC, I hope your experiences here last a lifetime.

In keeping with our mission, MSJC provides an ever-growing number of educational opportunities for the diverse population within our district. MSJC provides in-person classes at various locations throughout the district and a robust offering of online classes to give students more access and greater flexibility.

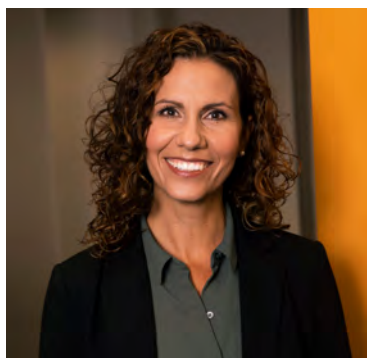
MSJC courses and programs are designed to meet the needs of the students and are continuously reviewed to meet the criteria set forth by the Education Code, the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and the California Community Colleges System.

The student is the heart and focus of this institution. To ensure students can take advantage of quality educational experiences, MSJC has created an environment that promotes student success, diversity, equity and inclusion, and access. That environment is evidenced by our [Equity Pledge](#) and [Call-to-Action](#) and anchored by the excellent faculty, classified professionals, and MSJC support services. It is our commitment to help each student achieve their goals.

I am excited that you have taken this time to consider MSJC. 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.

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





# WELCOME!

Rebecca Teague  
Vice President, Student Services

On behalf of the Student Services team, welcome to Mt. San Jacinto College.

Student Services is 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. In achieving this purpose, we provide a broad range of services all designed with you and your success in mind.

Student Services is comprised of various programs and services across the District: Accommodation Services (ASC), Athletics, CalWORKs, Cooperative Agencies Resources for Education (CARE), Career Education, Career/Transfer Center, Child Development & Education Center (CDEC), Counseling, Enrollment Services, Eagles Landing, Extended Opportunity Programs & Services (EOPS), Financial Aid, First-Year Experience (FYE), Guiding Light, Honors Enrichment Program (HEP), International Students Program (ISP), Learning Resource Center (LRC), Library, Personalized Academic Learning Services (PALS), Puente, Student Conduct, Student Life, Student Health Services, TRIO Talent Search, TRIO Upward Bound, Umoja, UndocuDREAMers, Veterans Services, and Welcome Centers.

Regardless of your academic and career goals we have resources available to assist you. I 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.

Thank you for choosing MSJC- We are so glad you are here. I look forward to seeing you around campus and encourage you to get involved and stay involved.

# CAMPUS LOCATIONS

**San Jacinto Campus (SJC)**  
1499 N. State Street  
San Jacinto, CA 92583-2325



**Menifee Valley Campus (MVC)**  
28237 La Piedra Road  
Menifee, CA 92584-8947

**Temecula Valley Campus (TVC)**  
41888 Motor Car Parkway  
Temecula, CA 92591



**San Gorgonio Pass Campus (SGP)**  
3144 West Westward Avenue  
Banning, CA 92220

*\*Beaumont Middle College High School operating out of SGP*

# CONTACT US

## Student Support Hub

The Hub is MSJC's central site to offer comprehensive services in one location.

Here, students can access department contact information, submit documents, schedule appointments, get technology assistance, and more.

Not sure where to start? Visit or call the Welcome Center for guidance.

The Hub- [msjc.edu/hub](https://msjc.edu/hub)

## Welcome Center

Monday to Thursday, 8:00 AM to 5:00 PM

Friday 8:00 AM to 12:00 PM

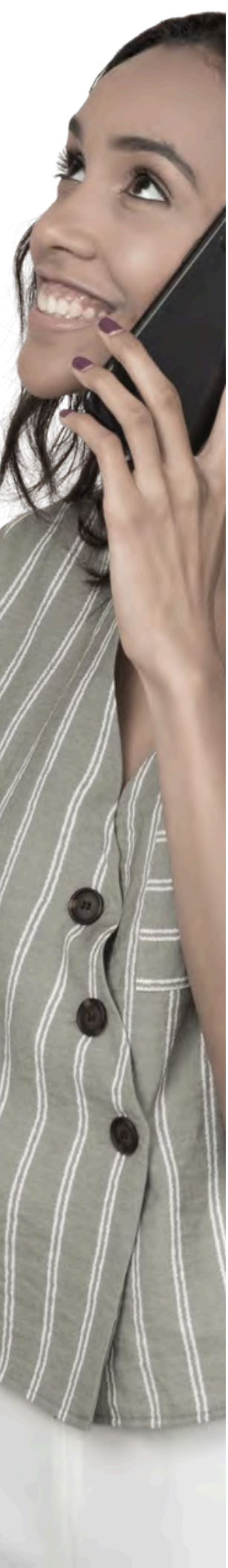
Tel: (951) 465-7887

SJC: Building 1150

MVC: Building 100

TVC: Floor 2

***Note: Friday is phone only***



# CAMPUS DIRECTORY

## DEPARTMENT

## CONTACT

Accommodation Service Center	(951) 465-7969
Adult Education	(951) 487-3707
Art Gallery	jknuth@msjc.edu
Athletic Department	(951) 487-3591
Box Office	(951) 487-3790
Cafeteria	msjc.edu/café
CalWORKs	(951) 487-3475
Campus Safety	(951) 639-5188
Career Services	(951) 639-5281
Cashier	(951) 801-6875
Child Development & Ed. Center	(951) 487-3605
Contract & Community Education	(951) 487-3711
Cooperative Agencies Resources & Education (CARE)	(951) 487-3295
Counseling	(951) 465-7927
Enrollment Services	(951) 465-7887
Extended Opportunity Programs & Services (EOPS)	(951) 487-3295
Facilities/Maintenance & Operations	(951) 487-3105
Financial Aid	(951) 465-7891

# CAMPUS DIRECTORY

## DEPARTMENT

## CONTACT

First Year Experience (FYE)	(951) 801-6881
Foundation	(951) 639-5173
Guiding Light (Foster Youth)	(951) 487-3295
Human Resources	(951) 487-3161
Instruction Office	(951) 465-7682
Learning Resource Center/Tutoring	(951) 487-3480
Library	(951) 346-2292
Nursing & Allied Health	(951) 639-5577
Outreach (Campus Tours, High School & Community Visits)	(951) 639-5316
Personalized Academic Learning Skills	(951) 639-5456
President's Office	(951) 487-3003
Print Shop	(951) 487-3120
Public Information & Marketing Office	(951) 487-3061
Student Health Center	(951) 465-8371
Student Life & Development Program	(951) 346-2295
Technology Support Services	(951) 465-7677
Transfer Center	(951) 487-3406
TRiO Programs (Upward Bound & Educational Talent Search)	(951) 487-3270
UnDocuDREAMERs Program	(951) 487-3295
Veteran's Services	(951) 639-5237
Welcome Center	(951) 465-7887

# CAMPUS SAFETY & Parking at MSJC

The MSJC 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 our college.

**Life Threatening Emergency  
Call 911**

**Non-Life Threatening  
(951) 639-5188**

**Text Option 24/7  
(951) 537-7832**

Monday to Friday, 8:00 AM to 5:00 PM

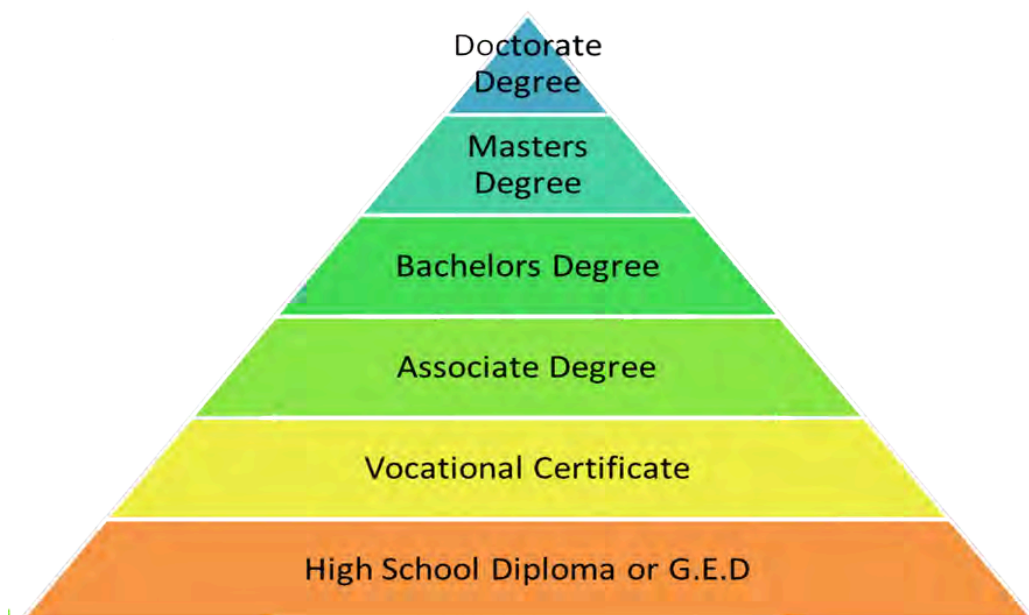
SJC: Building 750  
MVC: Building 2004  
TVC: Floor 1 Lobby

## Parking

Student parking permits are electronic and must be purchased through your MyMSJC/Self-Service account (select the iParq icon). Permits are only valid for the term in which purchased. Semester permits are \$45.00 for Spring/Fall, and \$25.00 for Summer.

Visitor permits are also sold online for \$2 (plus fees) at [msjc.edu/parking](http://msjc.edu/parking).

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



## EDUCATIONAL DEGREE PYRAMID

**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, 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 MSJC.

**Vocational Certificate-** Major courses only — number of units required varies. A series of special major courses, all related to a particular occupational skill. Sometimes called career certificates or employment concentrations, these can be helpful in obtaining or upgrading employment. Offered by university extension programs, private educational organizations, and community colleges, including MSJC.

# PATHWAYS AT MSJC

At MSJC, our programs are arranged into Pathways. Each pathway is designed to create a path to a career and academic degree, certificate, concentration or skill set. Identify a pathway based on your interests and career focus to explore all the degrees and certificates we offer.

Learn more at [msjc.edu/pathways](https://www.msjc.edu/pathways)



Arts, Communication &  
Design



Business, Technology &  
Entrepreneurship



Health &  
Wellness



People, Culture &  
Public Service



Science, Math &  
Engineering



# BECOMING A STUDENT

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.

Learn more about MSJC's steps to enroll at [msjc.edu/enroll](https://msjc.edu/enroll) or by selecting the category that best describes you.

Not sure? Visit or contact the Welcome Center for one on one assistance.

<a href="#">First Time Student</a>	First time attending any college
<a href="#">Returning Student</a>	Attended MSJC in the past, but has missed at least two semesters
<a href="#">Incoming Transfer Student</a>	Currently attends a college other than MSJC
<a href="#">High School Student</a>	Currently attends high school
<a href="#">International Student</a>	Currently on a Student Visa (F1/F2)
<a href="#">Non-Credit Adult Education Student</a>	Free ESL, GED, and Career Courses for adults 18 years of age and older not currently enrolled in high school

# Say Hello

## STUDENT SERVICES LEADERSHIP TEAM



**Akia Marshall**  
Director

Enrollment  
Services



**Citlali Gonzales**  
Associate Dean

Counseling  
First Year  
Experience



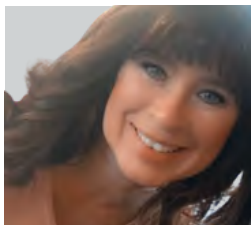
**Kevin Baker**  
Director

Student Life &  
Development  
SGA/ICC  
AB 963



**Lisa Campbell**  
Director

CalWORKs  
Eagles Landing  
EOPS/CARE  
UndocuDreamers  
Next UP



**Dr. Lisa McAllister**  
Dean

Student Health  
Services  
Mental Health  
Services



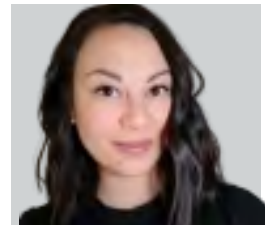
**Marisa Jones**  
Director

Educational Talent  
Search  
Upward Bound



**Mary Lou Dillard**  
Director

Counseling



**Meghan Amador**  
Director (Interim)

Financial Aid



**Patrick Springer**  
Dean

Kinesiology  
Athletics  
Health Science  
Nutrition



**Shanae Williams**  
Associate Dean

Financial Aid  
Promise Program  
Loans  
Scholarships



**Terry Russell**  
Director

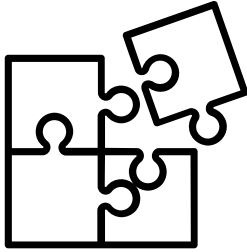
Accommodation  
Service Centers  
Veteran Services



**Tracy Enalen**  
Director

Mental Health  
Services

# PROGRAMS & SERVICES



## Accommodation **SERVICES**

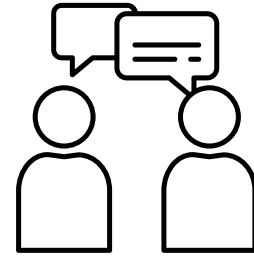
The [Accommodation Services Center \(ASC\)](#) provides support services, academic advisement, and educational accommodations to students with disabilities to ensure equal access to education pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The student's specific disability must be verified, and their approved academic accommodations are in direct relation to an educational limitation that impedes the student from fully participating in general education.

### Services

- Test-taking facilitation
- Assessment for learning disabilities
- Specialized counseling
- Interpreter services for hearing-impaired or deaf students
- Mobility assistance
- Note taker services
- Reader services
- Alternate media services
- Access to adaptive equipment
- Registration assistance
- Substitutions/waivers

**Connect with ASC**  
**(951) 465-7969**  
**ASC@msjc.edu**

# Adult EDUCATION



MSJC's [Adult Education](#) program offers free courses to help students access higher education, better job opportunities, and improved language, literacy, and numeracy skills for successful civic and social engagement with one's community.

Our adult education program helps students do the following:

- Earn a high school equivalency certificate (GED)
- Learn to speak English
- Learn how to become a U.S. citizen
- Explore careers
- Learn new job skills
- Earn job certifications
- 

We offer English as a Second Language (ESL), high school equivalency (GED), citizenship, and career technical education classes at the San Jacinto, Menifee Valley, and Temecula Valley Campuses as well as online.

Our program also includes embedded counseling support to help students reach their personal, educational, and professional goals.

**Connect with Adult Ed**

**[AdultEducationandNon-Credit@msjc.edu](mailto:AdultEducationandNon-Credit@msjc.edu)**

**951-487-3707**

**SJC: 1455A**

**MVC: Bldg 3000**



# Athletics

MSJC Eagles field intercollegiate teams in men's football, basketball, baseball, golf and tennis; and women's indoor volleyball, beach 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 (CCCAA).

To participate in [athletics](#), a student must maintain enrollment in a minimum of twelve (12) units. To be eligible for a second season of participation, a student must complete twenty-four (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. Additionally, to remain eligible to represent an institution in intercollegiate athletics competition a student athlete has to successfully complete at least six (6) units (semester or quarter) during the preceding academic term in which the student is enrolled as a full-time student at the certifying institution with a cumulative 2.0 GPA beginning with and including the units taken during the first semester/quarter of competition. Additional information concerning athletic eligibility regulations is available from the Dean of Kinesiology, Health, Nutrition and Athletics. Students must enroll in the appropriate section of physical education to receive 1 to 3 units of credit for the sport.

## Connect with Athletics

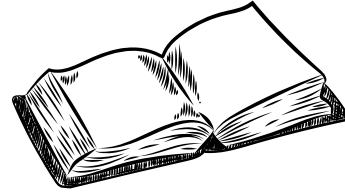
(951) 487-3587

SJC: 1960

MVC: HCN Bank Stadium



# Bookstore



The MSJC Bookstore is 100% virtual.

Welcome to the MSJC Bookstore, your one-stop-shop for course materials! Our 100% virtual store offers quick, easy, and worry-free access to all the required course materials for your classes.

- You can view, select, and checkout items in just a few clicks.
- We offer free standard shipping for the first three (3) weeks of the registration period, and after that, you can choose 2nd-day delivery for a flat shipping rate of \$19.50.
- All items will be shipped to the address you provide during checkout.

[Find and order textbooks here](#)

Testing materials such as blue books, scantrons, #2 pencils, and black & blue pens, and ceramics clay can be purchased through the MSJC Café.



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



The MSJC [CalWORKs](#) program serves students and their families by providing educational 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.

MSJC 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 attending or planning to attend MSJC, you may be eligible to receive special support services.

Services:

- Academic, career and personal counseling
- Priority registration – for SAP eligible CalWORKs students only
- Case management and tracking of student progress
- Work study program – on campus employment
- Computer Lab & Printing
- Childcare referral to the MSJC Child Development Center at SJC
- Limited school supplies
- Laptop Loan Program
- Welfare-to-work information
- Work/Life Skills Workshops

Connect with CalWORKs

(951) 487-3475

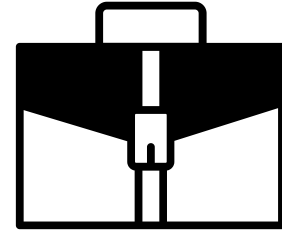
[calworks@msjc.edu](mailto:calworks@msjc.edu)

SJC: Building 1456A

MVC: Building 700



# Career Education



Your Career is Here!

[Career Education](#) can help get you Career Ready for high-wage, high-skill jobs that are in demand. Our courses are taught by top professors in real-world environments equipped with current, industry-specific technology, tools, equipment and curriculum.

MSJC is ready to prepare you to start, advance, or build your skills.

Career Education also offers [Apprenticeship and Work Based Learning](#) (AWBL)- a unique pathway towards gaining hands on experience and work opportunities while pursuing your education.

AWBL offers various services including:

- Apprenticeships
- Work Experience Education (WEE)/Internships
- Job Development and Placement Services
- Learning Aligned Employment Program (LAEP)
- Pre-apprenticeships
- Youth Apprenticeships
- Practicum & Service Based Learning
- Job Shadowing
- Career Mentorship
- Informational and Mock Interviews
- Industry Fairs



Connect with Career Education  
 (951) 639-5352  
[careereducation@msjc.edu](mailto:careereducation@msjc.edu)  
[AWBL@msjc.edu](mailto:AWBL@msjc.edu)  
 MVC: Room 919





# Career & Transfer SERVICES CENTER

## Career Services

The career planning process typically begins with scheduling an appointment with a counselor to discuss future goals and options. Career Services offers interest inventories, values and skills tests as well as assessment of personality preferences. The results of these assessments are used as the basis for career exploration and counseling. College Success and Career Readiness courses are also offered to prepare for College Success, Career Life Planning, Creative Job Search and other related topics. Refer to the College Success and Career Readiness Section of the catalog for course descriptions.

## Transfer Services

The Transfer Center provide support services for students interested in transferring to baccalaureate awarding colleges and universities. These services include counseling, appointments with university representatives, workshops on admissions requirements, how to apply to universities, in-state, and private, public and out-of-state options. In addition, the Centers sponsor an annual college fair on each campus with forty (40) plus university recruiters participating. The Centers also have computers dedicated for the use of students interested in transferring.



Connect with Career Services  
(951) 639-5281  
[rohill@msjc.edu](mailto:rohill@msjc.edu)

Connect with Transfer Center  
(951) 487-3406  
[transfercenter@msjc.edu](mailto:transfercenter@msjc.edu)

# Child Development & EDUCATION CENTER



The [Child Development and Education Center](#) serves as the model lab program for 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.



Connect with CDEC

SJC: Building 2150 (on Eagle Dr.)

(951) 487-3605

[childdeveducationcenter@msjc.edu](mailto:childdeveducationcenter@msjc.edu)

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



# Contract & Community **EDUCATION**

Contract education works with employers to customize programs for their existing workforce that will increase employee retention rates, fill talent pipelines, upskill and reskill employees, and support succession plans.

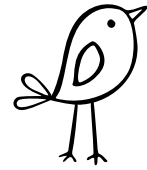
Community education offers not-for-credit, fee-based, programs cater to personal and professional development. Our online and in-person programs support your curiosity and career success as a lifelong learner.



Connect with Contract & Community Education  
[CommunityEducation@msjc.edu](mailto:CommunityEducation@msjc.edu)  
(951) 487-3711

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

# Cooperative Agencies Resources for Education



[The CARE program](#) was created out of the EOPS program to provide additional support to single parents who are considered head of household and are receiving cash assistance through CalWORKs/TANF/Tribal TANF/AFDC. The goal of the CARE program is to support students in becoming self-sufficient by providing equitable opportunities for CARE students to obtain a degree, certificate, marketable job skills, and/or transfer. CARE provides support services above and beyond and in addition to what EOPS and the college provides.

This mission of CARE at Mt. San Jacinto College is to create generational impact for families of single parents who are earning a degree, certificate, marketable job skills, and/or transferring to four-year institutions of higher education.

## SERVICES

- Counseling
- Childcare grant
- Meal cards
- Assistance with books/some supplies
- And more!

\*All services are based on available funding and the student's financial unmet need.

**Connect with CARE**  
**(951) 487-3295**  
**SJC: Building 1113**  
**MVC: Building 250**



# COUNSELING SERVICES

29

[Counseling](#) offers comprehensive counseling services to assist students in meeting educational, vocational, and personal goals. The counseling program further seeks to contribute to the development and maintenance of a college environment.

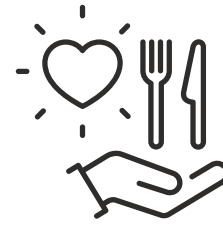
The counseling program provides assistance and information to individual students regarding academic, personal, transfer, and career guidance concerns. Students who would like help with any of these issues are encouraged to contact the counseling center.



Connect with  
Counseling  
(951) 465-7927  
[counseling@msjc.edu](mailto:counseling@msjc.edu)  
[student support hub](#)

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

# Eagles LANDING



[The Eagles Landing Center for Student Essentials](#) is a one-stop, single location and point of contact for students to more easily access and gain awareness of basic needs services and resources.

We are ready to help MSJC students with food, clothing, books and other necessities to help them succeed at MSJC.

## Services

- Food 4 Thought food pantry
- Emergency grants
- Short term housing assistance
- Textbook assistance
- Clothing closet
- Gas and transportation assistance

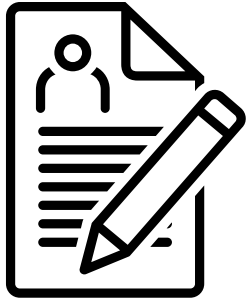
Connect with Eagles Landing

(951) 487-3473

SJC: Modular 1425

[EaglesLanding@msjc.edu](mailto:EaglesLanding@msjc.edu)





# Enrollment SERVICES

The [Enrollment Services](#) Department provides a number of services to students, faculty, staff and members of the community.

General information about the college as well as detailed information about policy and procedures are provided. The office processes a variety of forms (petitions, school parent agreements, residency questionnaires, registration changes, transcript requests and enrollment verifications, etc.) and performs a variety of functions (admissions, registration, incoming and outgoing transcripts, evaluation of transcripts and applications for graduation). Student academic records are electronically imaged and maintained by this office. Quality customer service and student success are placed as our highest priorities while supporting the mission of the College and serving a diverse population.

Connect with  
Enrollment

(951) 465-7887

Student Support Hub

SJC: 1150 Building

MVC: 100 Building

TVC: Floor 2



# Extended Opportunity Programs & Services



For over fifty years [Extended Opportunities and Programs Services \(EOPS\)](#) has been a pillar and example within the California Community College system of equity, inclusion, and social justice advocacy.

The goal of EOPS has been to ensure students disadvantaged by social, economic, educational or linguistic barriers receive the resources and support needed to not just enroll in any California Community College but to succeed due to the equitable support services that give them opportunities otherwise not accessible to them. EOPS is a categorically funded program under Title V.

At Mt. San Jacinto College, the EOPS mission is to empower students to identify their strengths, celebrate and acknowledge their resilience and uniqueness, and provide them with safety and security in their journey to professional and personal growth through support services above and beyond what the college provides.

**Connect with EOPS**  
**(951) 487-3295**  
**eopsoffice@msjc.edu**  
**SJC: Building 1113**





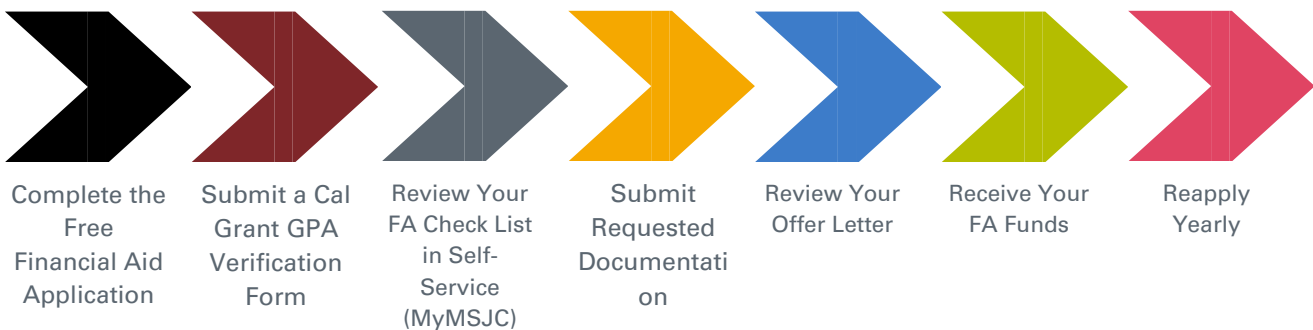
# Financial AID



There are several ways to pay for college, and we want to ensure that students are well-informed on all of the aid options available to them.

The [Financial Aid Office](#) at MSJC is here to assist you and your parent in navigating the financial aid process, including applications and disbursements. The information below provides a general overview of the financial aid process, available workshops, and orientations available to you and your parents. We encourage you to utilize our resources and take advantage of the aid programs available to help alleviate the financial burden of paying for college.

If you have specific questions related to Financial Aid, we encourage you to visit our office or contact us by phone to speak to a financial aid representative, as we are making every effort to address any concerns.



## Connect with Financial Aid

(951) 465-7891

[finaid@msjc.edu](mailto:finaid@msjc.edu)

SJC: 1150 Building

MVC: 100 Building

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



# First Year EXPERIENCE PROGRAM

The [First Year Experience \(FYE\) Program](#) is designed to ensure all first-time students successfully transition into college life. Join now to start your educational journey and connect with FYE Navigators and staff who can help students like you build a lifelong foundation of success. Students will connect with the college and identify a degree path that leads to faster degree completion or transfer. As a result, students in FYE are more likely to persist to their second year than their fellow peers.

Any first time college student can be part of the FYE program! Previous dual or concurrent enrollment students who took courses through MSJC are welcome to apply.

#### Benefits:

- Early registration
- Summer Bridge
- Pathway Counseling
- Milestones, tracking personal academic and career goals, to help you stay on track
- Pathway and Career Workshops or Events
- Free Academic and Library Support



Connect with FYE  
[Virtual Lobby](#)  
[fye@msjc.edu](mailto:fye@msjc.edu)

# Guiding Light



[Guiding Light](#) is a student services program under the purview of Extended Opportunities Programs and Services (EOPS) with funding support through NextUp and a Student Success Fund with the MSJC Foundation. The mission of Guiding Light is to provide a pathway to a brighter future through innovative, transformative, support services, above and beyond, and in addition to the scope of the college and EOPS for current and alumni foster youth students attending MSJC.

## Services

Guiding Light provides eligible students with specialized services which extend "above and beyond" college services and in addition to EOPS services, including:

- Academic, vocational and personal counseling
- Book grants\*
- Priority registration
- Fees not covered by the California College Promise Grant (CCPG) - Student Health Fee, Transportation, SGA and parking fees\*
- Meal grants/vouchers\*
- Educational Supplies\*
- Required and suggested course materials\*
- Referrals to campus and community based support services
- UC/CSU application waivers
- Graduation packs\*

\*= Please note that these specialized services are based on availability of funds, your eligibility for NextUp funds, your unmet need, and are subject to change.

Connect with Guiding Light

(951) 487-3295

[guidinglight@msjc.edu](mailto:guidinglight@msjc.edu)

SJC: Room 1113

# High School ENROLLMENT

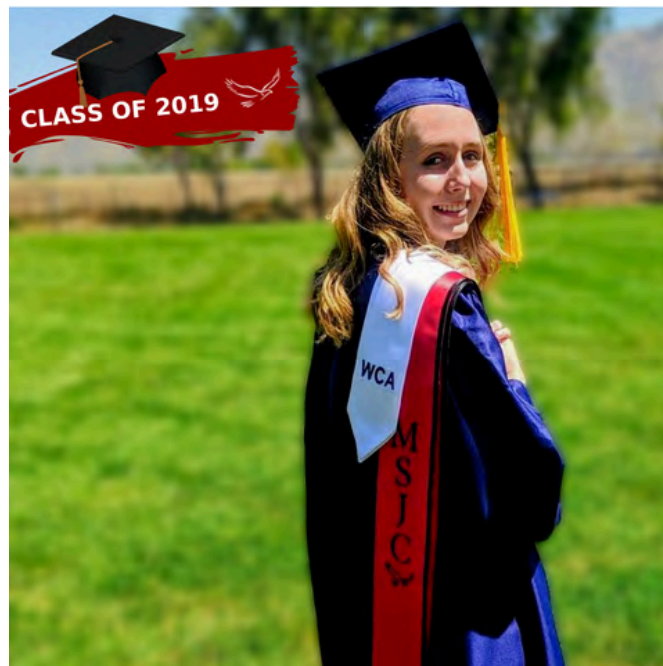


If you are in grades 9-12 and you'd like to get a jump on your college education, Mt. San Jacinto College can provide you the opportunity to begin your college education while completing your high school diploma.

MSJC offers young scholars two opportunities to attend college: Dual Enrollment and/or concurrent enrollment.

You **MUST** begin the process of taking courses at MSJC by meeting with your high school counselor. The process can take a month or more and requires multiple signatures, so it is important to begin early and ensure you meet the stated deadlines.

Learn more at: [msjc.edu/apply/high-school-students](https://msjc.edu/apply/high-school-students)





# Honors Enrichment PROGRAM

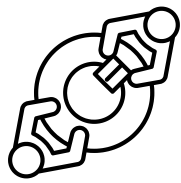
The [Honors Enrichment Program](#) community is comprised of student scholars and faculty who share a passion for learning and the desire to expand their personal and academic horizons. We hope that you will enjoy the special contact with faculty, exploring academic subjects in more depth, and engaging in a variety of special intellectual challenges. Honors classes make it possible for you to stretch yourself intellectually, work actively with fellow students and faculty in an environment that encourages you to improve your 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 you will help to create, an environment we hope benefits not only honors students and faculty, but the college and greater community as well.



Connect with HEP  
SJC: (951) 487-3522  
[cyamanaka@msjc.edu](mailto:cyamanaka@msjc.edu)  
MVC: (951) 639-5725  
[eoazolins@msjc.edu](mailto:eoazolins@msjc.edu)

[Apply Here](#)

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



# Learning Resource CENTER

The [Learning Centers](#), located at all campuses, the Temecula campus, the Menifee Valley campus, and the San Jacinto campus, provide tutoring online and in person (when campus is open), group study and meeting spaces, handouts, workshops, computers, and other learning support resources for all MSJC students free of charge!

Help is available in math, English, science, and numerous other classes. Support is also provided to help improve your learning skills, such as time management and test anxiety. Online tutoring is available in Canvas for most MSJC courses. Tutoring support is also available through NetTutor and STAR-CA free of charge, as well.

Your success is our business! You can find justice and confidence in learning by working with our tutors.

Please come see us or get in touch with a live person by visiting us during open hours on the web: [Learning Resource Center](#).

ALL students are welcome and every one of our services are FREE and available to you.



Connect with LRC  
SJC: Building 300  
MVC: Building 800  
TVC: 1st floor, room  
TA-107  
(951) 465-8374  
[LRC@msjc.edu](mailto:LRC@msjc.edu)

# Library



The MSJC [Libraries](#) at the Menifee, San Jacinto, and Temecula campuses offer you access to many resources—textbooks, books, eBooks, article and streaming video databases, and more—all free of charge!

Need help with your research projects? Connect with us using our online chat service or stop by the Research Desk where MSJC librarians and Peer Research Assistants (PRAs) are standing by to answer your questions and help you build great research skills! PRAs are fellow MSJC students trained by our librarians who can meet with you one-on-one to start your research assignments, including how to choose a topic and create effective search strategies for library databases.

Whether you are studying alone or working on a group project, the libraries provide flexible study spaces and free use of computers and WiFi. Printing is also available at low cost.

Please visit the [library website](#) for more information about the resources and services available at your MSJC Libraries!

**Connect with Library**  
SJC: Building 300  
MVC: Building 800  
TVC: 1st floor, room  
TA-107  
(951) 346-2292





# Personalized Academic Learning Services

The [Personalized Academic Learning Skills \(PALS\)](#) program offers specialized instruction and services to students who are identified as having specific learning disabilities under the California Community College Learning Disability and Eligibility and Services Model (LDESM). 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.

A learning disabilities assessment is designed to determine strengths and weaknesses, educational limitations and compensatory strategies. Specialized classes in study skills and mathematics support teach compensatory strategies designed to help students maximize their success in college. Services include computer technologies, personalized tutoring, individualized assistance, PALS courses, and study skills workshops.

## Services

- PALS Tutoring
- Information about PALS courses
- Individualized Assistance
- Learning Disability Assessment

Connect with PALS  
SJC: (951) 639-5454  
[achavira@msjc.edu](mailto:achavira@msjc.edu)

MVC: (951) 639-5456  
[tmendel@msjc.edu](mailto:tmendel@msjc.edu)







# PUENTE

The [Puente Project](#) is designed to help students adjust to college life, apply their existing cultural knowledge to academic outcomes, and prepare for transfer to four-year universities. The program explores multicultural, and particularly Latinx, experiences in a close-knit familia cohort model by combining writing instruction, personal growth instruction and counseling, and mentoring. Puente's goal is to provide strong academic support that affirms community, cultura, and lifelong learning. Puente is open to, and welcomes, all MSJC students.

### Benefits:

- Succeed academically
- Have unlimited access to a counselor and English instructor
- Graduate and/or transfer from MSJC to 4 year colleges or universities
- Graduate from 4-year colleges and universities and pursue Master's degrees
- Are often awarded scholarships (must apply for these scholarships)
- Belong to a statewide network of leaders and professionals
- Understand the UC and CSU system of higher education
- Are recognized as leaders and scholars in their communities

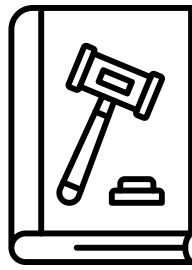


Connect

SJC: [cvargas@msjc.edu](mailto:cvargas@msjc.edu)

MVC: [cgarci@msjc.edu](mailto:cgarci@msjc.edu)

[Apply Here](#)



# Student CONDUCT

## Student Conduct

It is expected that all students attending MSJC have read, understand, and will abide by the District's Student Code of Conduct as set forth in the [College Catalog](#) and [AP 5500](#). MSJC strives to create a safe learning environment for the campus community and affirms the values of honesty and integrity essential to academic life and personal development.

## Grievances

A student has the right to pursue a grievance against any employee alleged to have treated the student unfairly or inappropriately. Review the [College Catalog](#) or [AP 5530](#) for detailed information regarding grievances including how to file a grievance.

## Title IX

MSJC is committed to providing an academic and work environment free of unlawful sexual harassment and discrimination under federal law, state law, and District policy. Review the [College Catalog](#) or [AP 3434](#) for detailed information regarding sex discrimination/harassment including how to file an incident report.

Connect  
Kristin Gonzalez  
(951) 374-0539  
kgonzalez@msjc.edu

[Report a Student Conduct Incident](#)

[Report a Title IX Incident](#)

# Student HEALTH CENTER



[Student Health & Wellness Centers](#) are available to all currently enrolled students (enrolled in at least one credit) and have paid the [Student Health Fee](#).

Our Student Health Center [services](#) include quality health care in the form of:

- registered nurse visits;
- free over-the-counter medication;
- health education;
- wellness workshops;
- immunizations;
- immunization reviews;
- COVID-19 and Influenza testing;
- Nurse Practitioner wellness, illness, and/or injury visits;
- lab testing;
- diagnostic testing;
- mental health counseling

and so much more!



Connect with Student Health Services

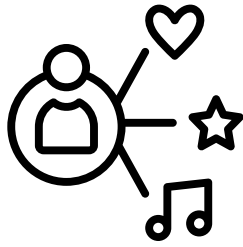
(951) 465-8371

[healthservices@msjc.edu](mailto:healthservices@msjc.edu)

SJC: Modular 1540

MVC: Office 723

TVC: 1st floor, Office 116



# Student Life & DEVELOPMENT

The [Student Life and Development Program \(SLDP\)](#) office offers students a variety of opportunities to learn through their involvement in campus life. Involvement and activity outside of the classroom has the power to solidify learning inside of the classroom. Engagement opportunities the SLDP office promotes include, but are not limited to student participation 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. SGA is designed to develop leadership and responsibility, to provide opportunities for the development of the social and cultural interests of students, and to promote college spirit and student morale. All students are encouraged to join and take an active part in the SGA through participation in weekly meetings and/or SGA events.

### 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. In order for Campus Clubs to conduct business (events, activities, and expenditures), they must participate consistently in ICC meetings and submit all required documents to initiate the approval process.

### Campus Clubs

SLDP oversees the activation of all campus clubs and works to support student engagement, organize club events, and promote and market activities. Through the ICC, student leaders from all chartered clubs have the opportunity to share information, collaborate on events, and be in community with other club members.



Connect with SLDP

(951) 639-5260

sldp@msjc.edu

SJC: Building 1100 RM 1114

MVC: Building 700 RM 708

# TRiO

## Talent Search

Talent Search Program at MSJC 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 in the San Jacinto School District area, 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 Programs. 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).

**To join, talk with your middle or high school (Monte Vista and North Mountain Middle Schools, and San Jacinto High School) counselor.**

## Upward Bound

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.

**To join, talk with your high school counselor (San Jacinto High School only).**



Connect with TRiO  
(951) 487-3270  
[majones@msjc.edu](mailto:majones@msjc.edu)  
SJC: Modular 750, RM 751



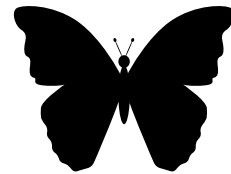
Umoja (a Kiswahili word meaning unity) is a learning community dedicated to the academic success, personal growth, and self-actualization of African-American and other students. All Umoja values and practices are inspired by African and African-American intellectual, cultural, and spiritual gifts.

The Umoja program is designed to increase retention, certificate completion, degree completion and transfer rates of African-American and other historically underrepresented students. Umoja students are provided with designated counselors to assist with career, educational and personal counseling.



Connect with Umoja  
[umoja@msjc.edu](mailto:umoja@msjc.edu)

# UndocuDREAMers PROGRAM



The [UndocuDREAMers Program \(UP\)](#) is a student services program under the purview of Extended Opportunities Programs and Services (EOPS). The mission of UP is to create equitable experiences that improve the personal growth and development of every undocumented, DREAMer, DACAmented, AB540, and/or mixed status student through academic, career, personal support, and guidance.

## Services

The UndocuDREAMers Program provides eligible students with specialized services which extend "above and beyond" college services and in addition to EOPS services, including:

- Academic, vocational and personal counseling
- Book grants\*
- Priority registration
- Fees not covered by the California College Promise Grant (CCPG) - Student Health Fee, Transportation, SGA and parking fees\*
- Meal grants/vouchers\*
- Educational Supplies\*
- Required and suggested course materials\*
- Referrals to campus and community based support services
- UC/CSU application waivers

\*Please note that these specialized services are based on availability of funds, your unmet need, and are subject to change.

**Connect with Dreamers**  
**(951) 487-3295**  
**dreamers@msjc.edu**  
**SJC: Room 1113**



# Veteran SERVICES

MSJC values its Veterans, Active-Duty Service Members and Dependents. Through [Veterans Services](#), students are offered personalized assistance to support their transition to and success at MSJC. Services include priority registration, academic counseling, dedicated space to study, access computers and free printing. Additional services include peer support and mentoring and opportunities for comraderies and engagement.

A majority of MSJC's degree and certificate programs are approved for U.S. Department of Veterans Affairs (VA). Our Employment Concentration programs are not.

The following educational benefits are available to Veterans and Dependents at MSJC:

- Chapter 33 (Post-9/11 GI Bill®)
- Chapter 30 (Montgomery GI Bill® - Active Duty)
- Chapter 31 (Veteran Readiness and Employment Program)
- Chapter 35 (Dependents Educational Assistance)
- Chapter 1606 (Montgomery GI Bill® - Reservists)
- Cal Vet Fee Waiver
- The California Military Department GI Bill® Award Program (CMD GI Bill®)

Military students are required to choose a major and enroll in classes required of that major. Enrolling in classes not required of a major may lead to a reduction or termination of benefits.

**Connect with VRC**

**(951) 639-5237**

**[Veterans@msjc.edu](mailto:Veterans@msjc.edu)**

**SJC: Modular 1560**

**MVC: Modular 2001**

**TVC: Floor 2**





# Welcome CENTER



The [Welcome Centers](#) are available to current and prospective students.

Friendly staff and college mentors are available to assist in using the online admissions application, orientation and registration process.

In addition, help is available in accessing the FAFSA (Free Application for Federal Student Aid), the CA Dream Act application and searching for scholarship information online.

Visit the Welcome Center at each campus or on the [Student Support HUB](#) for virtual assistance.



Connect with Welcome Center

(951) 465-7887

SJC: Building 1150

MVC: Building 100

TVC: 2nd Floor

[Student Support Hub](#)

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

# STUDENT SUCCESS TOOLS

## SMART Goals

**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 goal 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.

**Example:** I will graduate with an Associate's Degree in Communications Studies in the Spring of 2025.



# Plagiarism

## 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.

Plagerism is to:

- steal and pass off (the ideas or words of another) as one's own
- use (another's production) without crediting the source
- commit literary theft
- 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)
- turning in artificial intelligence (AI), such as ChatGPT, generated work as your own

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/understanding-plagiarism](http://plagiarism.org/understanding-plagiarism).

# 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.

# Tips for Academic Success, cont.

## 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.



# INSTRUCTIONAL SERVICES

MSJC's [Instructional Services Division](#) is dedicated to the quality and integrity of all educational programs in the District. We advance the college's vision of transforming learners, transforming communities, and transforming lives by providing programs that are innovative and responsive to all students. The Instructional Services Division provides leadership and instructional support that ensures learner-centered and equity-minded teaching practices and curriculum that promotes academic excellence.

## Academic Assistance Request

As part of its comprehensive programming, Instruction offers a way for students to see help regarding classroom issues.

Follow these steps for assistance:

1. Does your issue conflict with your course syllabus, assignments, and or an exam? If yes, contact your instructor. If no, continue to step 2.
2. Have you initiated a resolution with your instructor first? If yes, and you have not received a response, go to step 3.
3. If a resolution is not found, complete the [Academic Assistance Request Form](#) and upload it to the [Document Hub](#).

**Connect with Instruction**  
Phone: (951) 465-7682  
Email: [instruction@msjc.edu](mailto:instruction@msjc.edu)



**MSJC** | Mt. San Jacinto  
College

**STUDENT RESOURCE**  
**GUIDE**

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2023 - 2024