



**Mt. San Jacinto College
Non-Credit Adult Education**

**Student Handbook
2017/2018**

www.mjsc.edu



San Jacinto Campus
1499 N. State Street
San Jacinto, CA 92583

Temecula Higher Education Center
43200 Business Park Drive
Temecula, CA 92590

Menifee Valley Campus
28237 La Piedra Road
Menifee, CA 92584

You are encouraged to become familiar with this handbook and use it as an educational tool and planning guide throughout the year to prepare you for professional courses, personal courses and career development courses. We provide workshops and seminars that are relevant, current, and designed to meet the highest expected standards.

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WELCOME

Mt. San Jacinto College (MSJC) Department of Non-Credit Adult Education welcomes you to our college. We are here to encourage and support you in your education by providing a variety of opportunities aimed for you to reach your potential, enrich your life, and broaden your horizons.

We hope you use this Student Handbook throughout the year. The information will help you access the services, resources, and opportunities available through the Mt. San Jacinto College department of Non-Credit Adult Education. In addition you can find other sources of information that may be useful in the Mt. San Jacinto College Catalog and the Class Schedule which are available on our website at www.msjc.edu/ce

We thank you for enrolling in our school and congratulations for continuing your education!

MSJC Department of Non-Credit Adult Education Administrators

Dean.....Joyce Johnson
Director.....Amy Campbell
Coordinator.....Kristin Sension

MSJC Non-Credit Counselors

Miriam Brijandez	Jamila Zuwayed
Denise McGregor	Markus Berrien
Karie White	

Mt. San Jacinto College Mission Statement

Mt. San Jacinto College offers 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 student success empowers students with the skills and knowledge needed to participate meaningfully in today's complex world. *Approved by the Board of Trustees on November 13, 2014*

Continuing Education Mission Statement

Continuing Education provides professional, personal, and career development courses and seminars that are relevant, current, and meet the highest expected standards.

OVERVIEW OF PROGRAMS

Non-Credit Adult Education classes provide adult students throughout our region access to a variety of courses that are at no cost to assist them in reaching their personal, academic and professional goals. MSJC offers non-credit classes in these main areas of focus:

Free Non-Credit Classes

- **ESL** – Multi-Level courses addressing the needs of beginning to advanced students of English
- **GED/ABE** – Leveled courses designed to assist students preparing for the high school equivalency exam
- **Citizenship** – This course is designed to assist foreign-born applicants for United States citizenship
- **Basic Computer Skills For Business** – Courses providing an overview of the basic functions of personal computers and instruct students in how to use them.

All of our Non-Credit ESL, Citizenship, Basic Computer Skills and ABE-GED courses are offered free to our students as they are supported through state and federal grants and through MSJC. All courses are taught by highly qualified instructors who care about the success of their students. We also offer academic counseling services for non-credit students preparing to enter MSJC certificate and academic programs.

English as a Second Language (ESL)

ESL classes are offered throughout the year at our San Jacinto, Menifee, and Temecula campuses and at dozens of locations in the communities MSJC serves. These classes are for adult students wanting to develop their English language skills needed to function independently in a variety of real life situations. The program focuses on the acquisition of reading, writing, listening and speaking skills used at work, school, and in the community. Certificates of completion are earned after progressing beyond the ESL Multi-level I and Multi-level II levels.

Adult Basic Education (ABE) & General Education Development (GED) Courses

GED-ABE offers two courses to assist with the preparation for the GED or HiSET. These course are designed to prepare students with the reading, writing, computational and critical thinking skills needed to exit American high school level. Students also interested in moving into credit courses can take these classes in preparation.

Citizenship

Intended to assist foreign-born students during the United States Citizenship application process, these courses provide focused ESL instruction in the components of the naturalization test. Citizenship classes teach students the civics, writing, reading, and speaking skills that prepare eligible individuals to become United States citizens. Students learn facts about the United States which are tested on the Citizenship exam while developing confidence in their interview skills.

Basic Computer Skills for Business

This class is designed for students with some or no experience with computers. Its purpose is to make students comfortable with personal computers and to provide the basic knowledge and skills needed to perform the major computer functions -- such as word processing, email and the internet -- without assistance.



STUDENT SUCCESS AND SUPPORT PROGRAMS

Non-Credit Counselors are now available to promote and assist current MSJC Non-Credit Adult Education programs and services. Below are some of the services provided by the Non-Credit counseling and support staff:

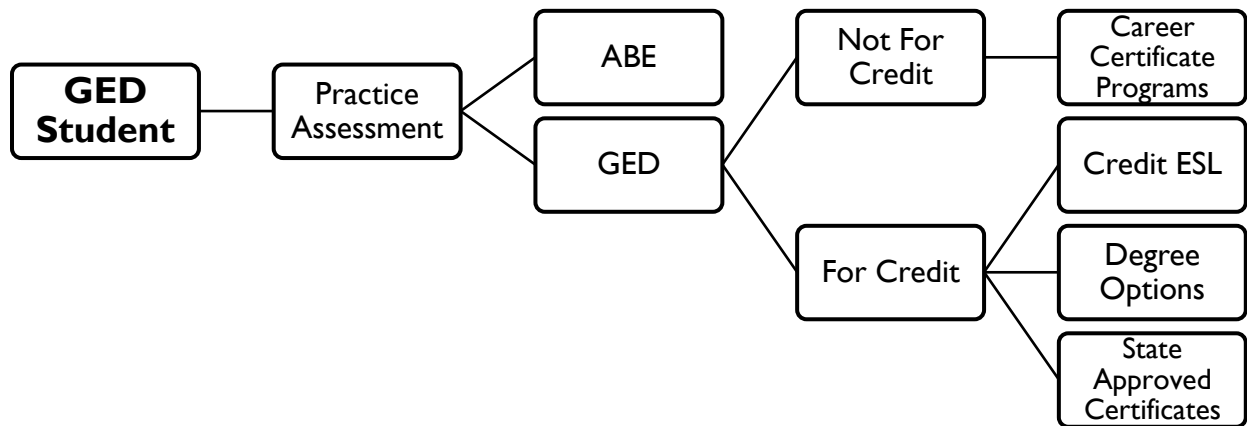
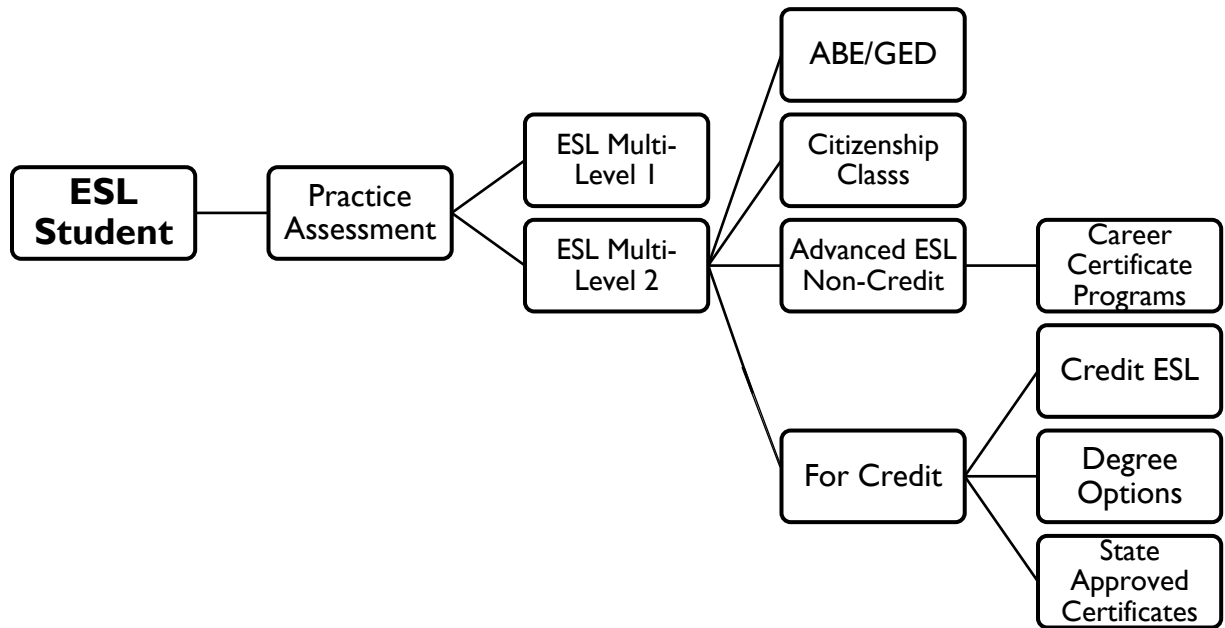
- Academic, Career, & Personal Counseling
- Career Research & Planning
- School Site Classroom Visits
- Guidance 101 Workshops
- MSJC Financial Aid Information

To schedule an appointment with a Non-Credit Counselor, please contact the Continuing Education Department at 951-487-3707 at the San Jacinto Campus or 951-506-6752 at the Temecula Higher Education Center (THEC) campus.

For more information, please visit <http://www.msjc.edu/ce>



EDUCATIONAL OPTIONS



CERTIFICATE OPTIONS

Career Certificate Programs

Basic Air Conditioning
Casino Dealer School
Digital Photography
DMV Auto Wholesale
Entrepreneur Boot Camp
Escrow Coordinator
Home Inspection Business
Introduction to Air Conditioning
Loan Signing Agent
Medical Assistant & Scribe
Make-up Artist

Medical Billing & Coding
Notary Public
Office Skills Boot Camp
Optical Assistant
Personal Fitness Trainer
Pharmacy Technician
Phlebotomy
Private Airplane Pilot Ground School
Solar PVU Online
Unmanned Aerial Systems-Drone Pilot
Veterinary Assistant
Voice Overs
Wind Energy Technician online

Certificate Programs

Administration of Justice
Audio and Video Technology
Audio and Video Technology (Advanced)
Automotive Transportation Technology
Business Administration
 Clerical
 Office Administration Tech
Child Development and Education
Computer Information Systems:
 General Track
 Internet Authoring
 Networking

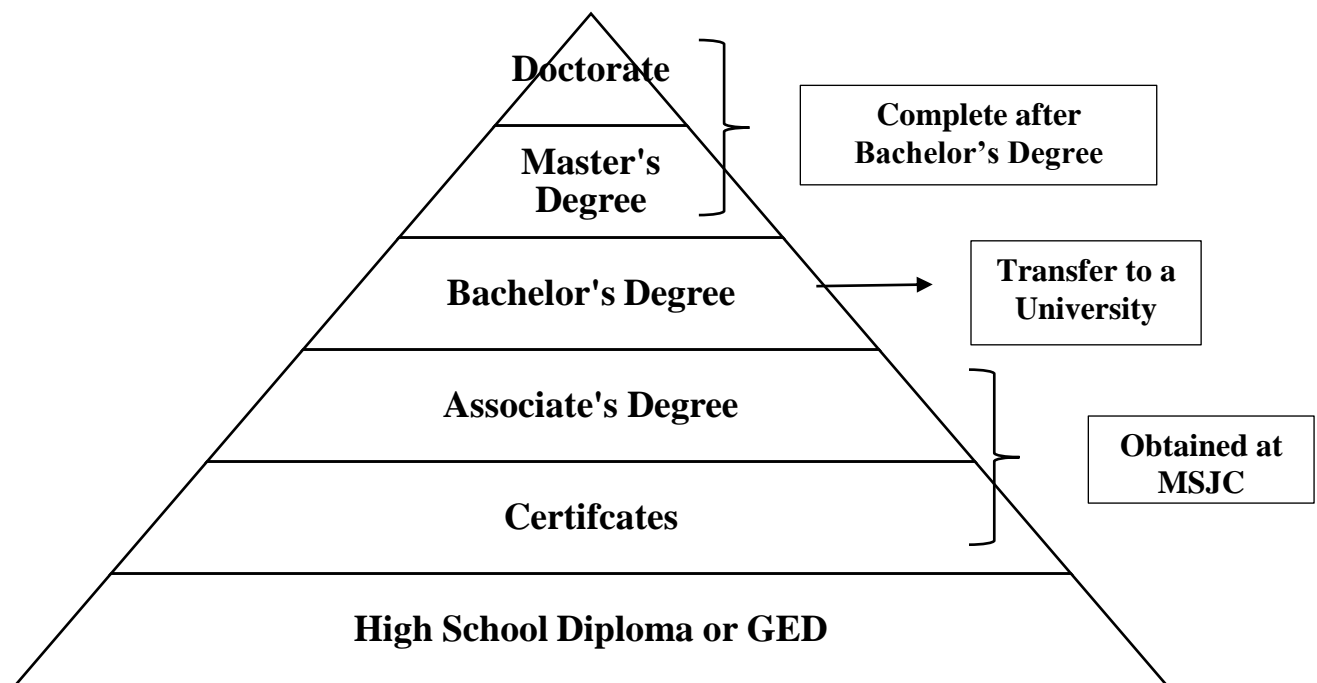
Programming
Digital Media
Early Intervention and Inclusion
Engineering: Drafting Technology
Engineering Technologist Support
Fire Technology
Geographic Information Science
Legal Assistant
Management/Supervision
Microsoft Applications Specialist
Photography
Real Estate
Turf and Landscape Management

PLANNING YOUR EDUCATION

What is your educational goal? At MSJC, you can choose to complete a certificate, an Associate's Degree, or prepare for transfer to a 4-year university.

If your Educational Goal is ...	Your Educational Plan will include...
Certificate or Employment Concentration	Classes that complete the certificate core and elective course requirements.
AA/AS degree	AA/AS general education courses and required and elective 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

Higher Education Options



STRATEGIES FOR SUCCESS

Habits for Improving Your English

When learning English, it can be a challenging experience but an exciting experience as well. Dedication and effort is needed to make progress. Developing good habits helps achieve your goals.

Tips for establishing good habits:

- Set goals and plan your learning
- Review new vocabulary
- Study class notes by yourself regularly
- Review your lessons
- Participate as much as possible
- Watch, read and listen in English
- Use technology wisely

Setting Goals

What makes people successful?

Skills and talents are important, but for success in your objectives, you must know what you want. Understanding your objectives will help you choose actions that will lead you towards your goals.

Tips for setting goals:

- Set goals that are...
 - Motivating
 - Specific
 - Realistic
 - Relevant
 - Time-Bound
 - Written
- Make an action plan
- Stick with it!

When, Where, and How to Study

Developing study skills will help you to become a successful student. Skills are learned, practiced, and mastered.

Tips for studying:

- Find a quiet regular place where you can study. Have a routine!
- Avoid rooms with distractions like TV and phone
- Schedule your study time when you have the most energy. Some people study better during the day; others at night
- Review class notes daily. Study every day
- Get help when you don't understand your assignments
- Attend class regularly
- Bring classroom supplies (paper, pencil, pen, calendar, etc.)
- Pay attention and write down directions given by your instructor
- Review your class notes and materials before the next class session
- Organize your notes and information in a way that makes sense to you
- Ask questions
- Do not wait until the last moment to study

TIME MANAGEMENT

Time management isn't about doing more things; it's about doing the right things at the best time. The key is to plan. Student survival comes down to ensuring you have the time to study. There are some guidelines you can follow in planning your time.

Making the Most of Your Time

- The standard rule of time planning is to provide at least two hours of study for each hour of class. *This means that if the class meets 3 hours per week, you need to plan to have six hours available per week to study.*
- If there is a subject that you struggle in, plan extra study time for that class. Some accommodations do increase the time necessary to complete what you are working on and may require planning ahead of time, especially those accommodations that involve another person and their time.
- Be sure to consider time slots or moments of time that you have available. Breaks between classes can be used very effectively to study.
- Be sure to plan study time throughout the weekends and days off.

Planning Your Time

- Block off scheduled classes, time for obligations, your job, and anything else you must do each week.
- Block off the remaining times into realistic study sessions. State which class material you will study in each session. If you just use the word "study" you may neglect or overlook something. Remember to include all seven days and breaks between classes.
- Plan regular study breaks. Many students have difficulty concentrating for more than 50 minutes at a time. Adjust your time for what works best for you.
- A good rule to follow is to plan to study for 50 minutes followed by a 10-minute break. If you notice that you are having difficulty concentrating, lessen your time so you can study effectively.

DISCOVER YOUR LEARNING STYLE

Discovering the way you learn can help you perform better in your classes and it is a tool that you can use for the rest of your life!

Auditory Learner

You may be an auditory learner if...

- You repeat things out loud to try to learn or remember
- You remember stories better if you hear them than if you read them
- You can follow spoken instructions better than written ones
- You say words in your head when you read silently

If this sounds like you, you may be an auditory learner. You may want to try this...

- Read and repeat important points out loud
- List the steps of a task out loud
- Learn from lectures and notes
- Discuss concepts with others

Visual Learner

You may be a visual learner if...

- You picture things in your head when you're trying to learn or remember
- You learn better from reading the material yourself
- You prefer to see things written out
- You picture things in your head to learn or remember

If this sounds like you, you may want to try the following...

- Watch the instructor and take notes during lectures to stay focused
- Draw out diagrams, charts, or tables
- Organize, rewrite, highlight, or color-code notes

Kinesthetic Learner

You may be a kinesthetic learner if...

- You write with your finger on your hand or some other surface to learn or remember
- You enjoy hands-on learning

-
- You are good at doing puzzles and mazes
 - You can often put things together without instructions

If this sounds like you, you may want to try the following...

- Memorize or drill yourself while you walk, pace, or exercise
- Make lists or write things out several times
- Use computers and hands-on study aids
- Learn by doing and practicing, or by role-playing



STUDENT RESPONSIBILITIES

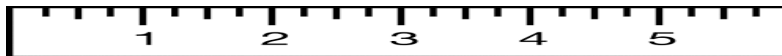
How to Be a Successful Student

Responsibilities for ABE / GED / ESL / Citizenship / Computer students

- Attendance is important. If needed to miss, let your instructor know as soon as possible.
- Use a day planner or phone app to record appointments, class schedules, work schedules, exam dates, and assignment due dates.
- Plan a reasonable school, study, social, and work schedule. Allow time for rest and recreation.
- Establish a regular study schedule and study at least 2-3 hours for each hour you spend in class.
- Arrive to class on time with homework and assignments completed. Turn off all cell phones while in the classroom.

CLASSROOM RULES

1. Come to class prepared with materials & positive attitude.
2. Pay attention and don't talk while the teacher is talking.
3. No personal grooming, electronics, food or drinks (except water) in class.
4. Follow all college and district rules.



SAFETY

The mission of Mt. San Jacinto College Campus Safety Department, in collaborative partnership with the Riverside County Sheriff's Department, is to provide a safe and secure educational environment for all members of the college community. We will provide that service to the public in a manner that is responsive, courteous, fair and impartial.

Right to Know Information: Clery Act

This document is published in accordance with Section 201 P.L.101-542 as amended by P.O.102-26 the Crime Awareness and Campus Security Act of 1990. These local responses are required by the Act. All sections refer to Vol. 20 United States Code, 1092. District policies in some instances have been paraphrased for brevity. Annual crime statistics are prepared by Mt. San Jacinto College Campus Safety Department and are reviewed by other campus personnel prior to disclosure.

Campus Safety

It is the policy of Mt. San Jacinto College District Board of Trustees to protect all members of the college and the property of the district. Under the direction of the Vice President of Human Resources, in a collaborative effort with the Riverside County Sheriff's Department, the College's Campus Safety Department ensures that reasonable protection is provided by using methods that fit within and contribute to the educational philosophy and processes of the institution.

Crime Information

No community can be totally risk-free in today's environment; however, students, staff, faculty, and visitors can work together to create an atmosphere that is safe and conducive to learning. An important part of this is reporting any crime that occurs on Mt. San Jacinto Community College District property. Faculty, staff, and students are encouraged to report crimes and other emergencies directly to the Riverside County Sheriff's Department or to Campus Safety, but they may also report these incidents to designated campus officials (including but not limited to vice presidents, deans, directors, department heads, student advisors, and athletics coaches).

Timely Warning Policy

On occasion you will see timely warning notices describing dangerous incidents or recent crime trends that may threaten persons' personal safety. In an effort to keep the college community aware of such incidents, it is our policy to disseminate these notices via campus email, posting notices at bulletin boards and other campus buildings, and/or posting information on the

Campus Safety webpage. Once all pertinent information relative to the incident is obtained, notices will typically be posted within 48 hours.

Maintenance of District Property

The Director of Facilities works closely with Campus Safety to consider safety in the maintenance of district facilities. Officers perform building, lighting, and parking lot safety inspections as necessary and report any problems to the Facilities Department for correction.

Substance Abuse

In accordance with Public Law 101-226 Drug-Free Schools and Community Act Amendment of 1989, the Board of Trustees of Mt. San Jacinto College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on district property or as part of any district-sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from the college or termination from employment from violations of the standards of conduct.

The possession, use and sale of alcoholic beverages by anyone on district property is a violation of the California Business and Professions Code 25608 and a violation of the student of conduct and employment standards and policies. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by federal, state, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by Mt. San Jacinto Community College District (Health & Safety Code 11350, 11357, 11377, 11550).

Sexual Assault on Campus

Mt. San Jacinto Community College District is committed to creating and maintaining an environment that promotes safety and mutual respect of all members of the campus community. Mt. San Jacinto Community College District is further committed to doing everything in its power to prevent rapes or sexual assaults, to apprehend assailants, and to provide compassionate services to students or staff who are victims of rape or sexual assault. Report the rape or sexual assault to the Riverside County Sheriff's Department at 951-776-1099 or Campus Safety at ext. 7777 from any campus; you may also call 911. Campus officials will assist you in contacting law enforcement or seeking medical treatment. You will be advised of counseling, mental health options that exist and of the willingness of campus officials to assist you.

Registered Sex Offender Information

Section 290.45(b) of the California Penal Code authorizes law enforcement agencies throughout the State to inform the public of a high risk sex offender's presence when the release of such information is deemed necessary to ensure the public safety of the community.

For information on Riverside County's sex offenders & Megan's Law, please go to the following website: <http://www.meganslaw.ca.gov>

STUDENT CONDUCT

Mt. San Jacinto College Standards of Student Conduct

It is expected that all students attending Mt. San Jacinto College have read, understood and will abide by the college's Student Code of Conduct. AP5500 Standards of Student Conduct sets forth standards of conduct for MSJC students 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. The Standards of Student Conduct is located in the MSJC Catalog, 2017-2018, starting on page 53.

Discrimination

Complaints regarding possible acts of discrimination must be submitted to *Fred Frontino, Director of Student Judicial Affairs*. Call 951-639-5301 for more information or reference the MSJC Catalog, 2017-2018, page 61.

Sexual Harassment is a form of discrimination. Sexual Harassment is abusive and illegal behavior that harms victims and negatively impacts the district's culture by creating an environment of fear, distrust and intolerance. Contact the **Title IX Coordinator**, Fred Frontino at (951) 639-5301 if you have questions or would like to file a complaint.

Student Grievance

If a student believes s/he has been treated unfairly or inappropriately, the student has the right to pursue a grievance against the employee or employees alleged to have committed the unfair act or acts against the student (MSJC Catalog, 2017-2018, page 60).

Items That Are Grievable:

- Americans with Disabilities Act (A.D.A) for issues of student access or alleged illegal discrimination--heard under a separate process handled by the **A.D.A./§504 Coordinator**, *Fred Frontino*

-
- Sexual Harassment by an employee against a student--heard under separate process handled by Human Resources.
 - Harassment based upon gender, race/ethnicity, religion/creed, or other areas protected under the law.
 - Unfair acts by an employee against a student where the act has a negative impact on the student.

Grades are not grievable except with evidence of a mistake, fraud, bad faith, or incompetence. Please refer to the full context of the *Student Grievance Policy* for more information.



STUDENT CONDUCT

Computer Use on Campus

All computer use on the College Campus is governed by AP 6504 Acceptable Use Policy for Students Using Computer Resources. Violations of that policy are also a violation of the AP5500 Student Standards of Conduct and will be dealt with as such.

To obtain more information please visit the Office of the Vice President of Student Services on the Menifee Valley Campus, 951-639-5201, or contact Fred Frontino, the Director of Student Judicial Affairs, in room 1804 inside the campus Safety building on the Menifee campus, or by phone at (951) 639-5301. Call or email Fred to set up a meeting on another college site if needed.



RESOURCES AND CONTACTS

Name _____

Phone _____

Email _____

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Name _____

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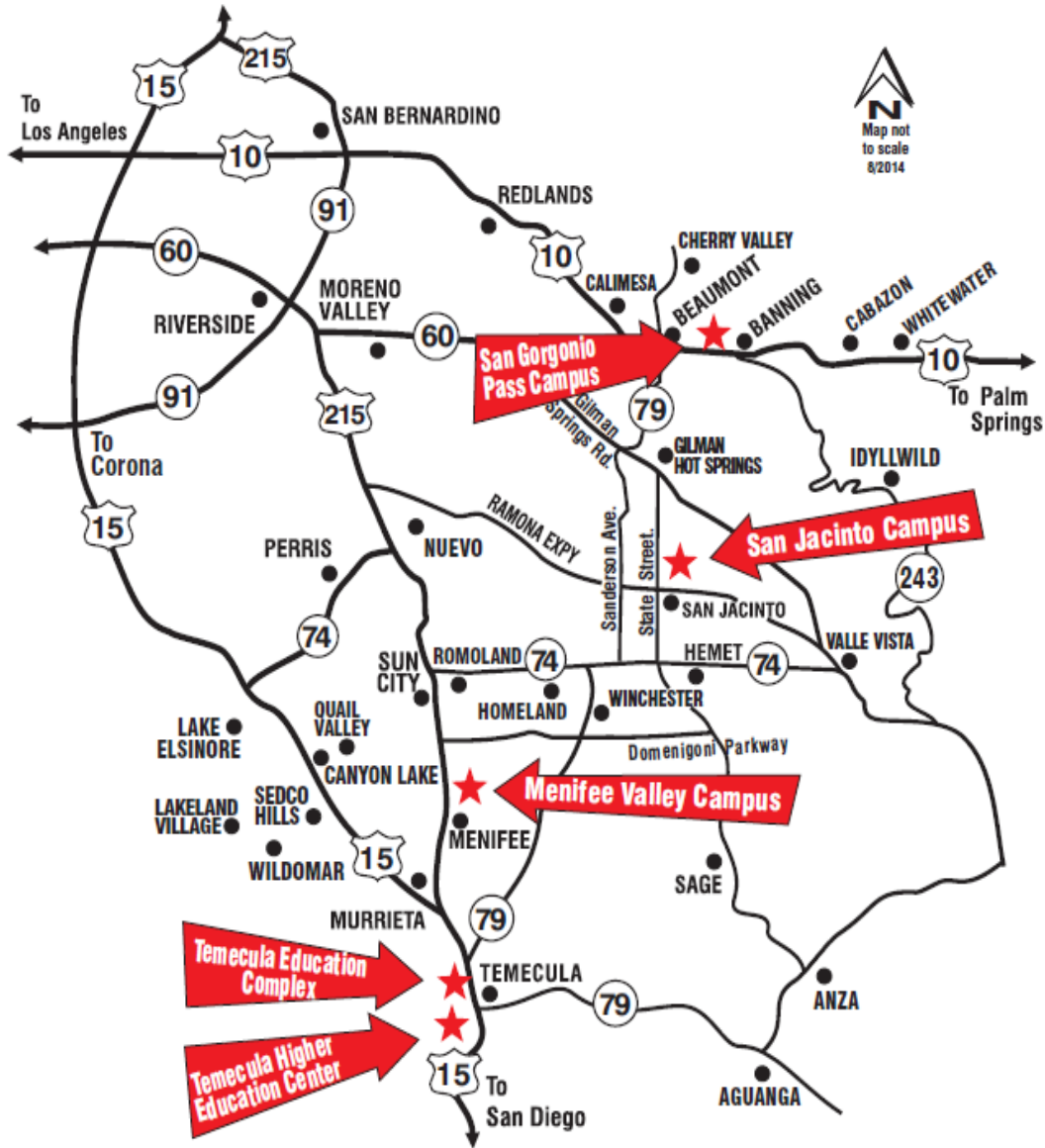
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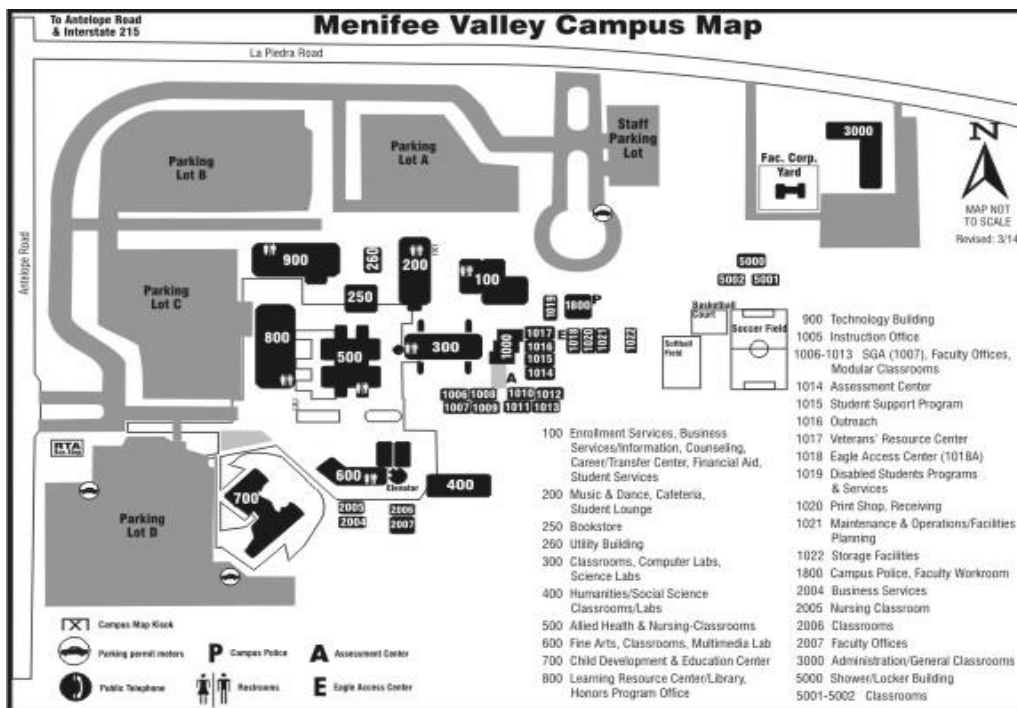
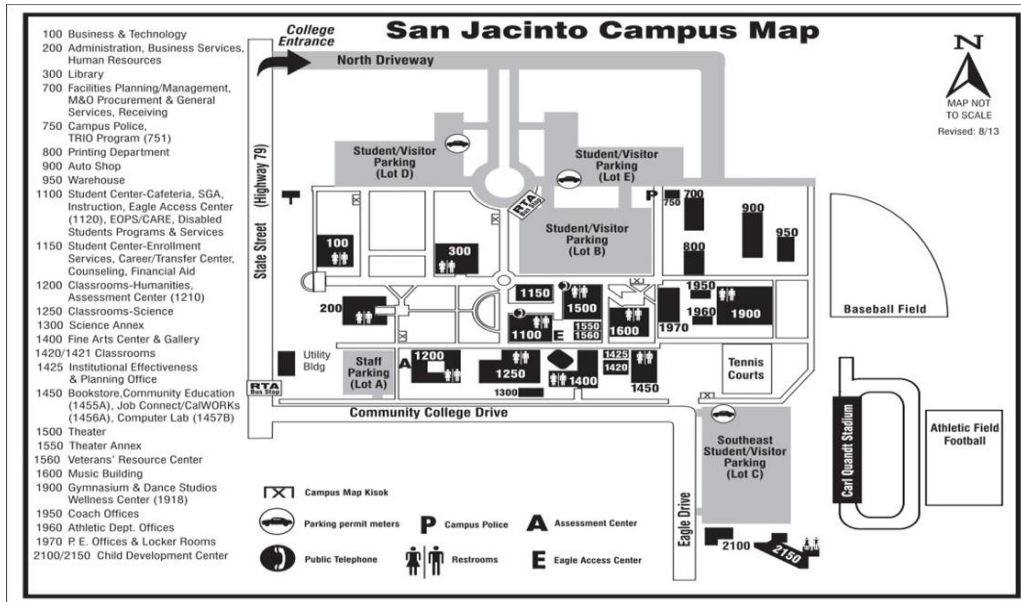
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MSJC DISTRICT AREA MAP



MSJC District Area Map

CAMPUS MAPS



THEC



THE Center
Temecula Higher Education Center
Mt. San Jacinto College



California State University
SAN MARCOS
at Temecula

43200 Business Park Drive
Temecula, CA 92590
(951) 506-MSJC (6752)

Open Monday – Thursday
8am – 5pm

The partnership between California State University San Marcos and Mt. San Jacinto College at this site provides students with a seamless transition from the associate's degree to the bachelor's degree in Business Administration with all coursework conducted on site, locked pricing, guaranteed time-to-completion and a collaborative cohort-based model. Students interested in business administration and eligible for college-level English and math will be the first to take advantage of the new program beginning in Fall 2014. For more information visit www.msjc.edu/CSUSMbusiness or call 951-487-3409.

