

# Steps To Becoming A New Student

## MATRICULATION PROCESS

### Step 1: APPLICATION—<https://my.msjc.edu>

1. Select “Admissions” from the menu on the left side of the screen.
2. Click on “New Students”
2. Click on “Application for Admissions”
3. Read information & select “Begin Application of Mt. San Jacinto College” at the bottom of the page.
4. Select “New User”.

### Step 2: OBTAIN YOUR USERNAME & STUDENT ID NUMBER—<https://my.msjc.edu>

(May take up to 24 hours after applying to access login information)

1. In the “Login Here” box, click on “What is my User ID and college ID?” or visit Enrollment Services for a temporary card.

### Step 3: ACTIVATE STUDENT EMAIL—<https://my.msjc.edu>

1. Log in to the Blackboard by entering in your username and password as it is shown in the Login box.
2. In the Student Webmail box, select “New Student: Click here to view instructions and activate your account.”

### Step 4: ORIENTATION—<https://my.msjc.edu>

1. Log in to the Blackboard by entering in your username and password as it is shown in the Login box.
2. Select black “Student Eagle Advisor” tab located at the top of the page.
3. Under Pre-Registration, select “Welcome to the Online Orientation.”

### Step 5: ASSESSMENT—Room. 1210 (951) 487-3310

The assessment test **MUST** be completed in person, on campus. An appointment is not necessary, walk-in's are welcome. You want to allow yourself approximately two hours to complete the test. You are advised to take the assessment one time, so it is highly recommended that you review and prepare yourself by viewing the “Preparing for Assessment” video.

### Step 6: COUNSELING—Bldg. 1150 (951) 487-3255

All new students are advised to attend a New Student Counseling Session. Please contact Counseling for session dates and times.

**\* All student athletes must schedule an appointment with an Athletic Counselor prior to registering for classes. You may call to schedule an appointment. (951) 487-3255**

### Step 7: APPLY FOR FINANCIAL AID—Bldg. 1150 (951) 487-3245 [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

If you should have any questions or want to see if you qualify for the Board of Governor's Fee Waiver (BOGW), please visit the Financial Aid office on the San Jacinto or Menifee Campus. If you need assistance filling out your FAFSA online, you can come in to the Eagle Access Center.

### Step 8: CHECK REGISTRATION DATE—<https://my.msjc.edu>

1. Log into your my.msjc account by entering in your username and password.
2. Select the black “Student Eagle Advisor” tab located at the top of the page.
3. Under Pre-Registration, select “When is my registration appointment; do I have any holds to clear first?”

### Step 9: REGISTER FOR CLASSES—<https://my.msjc.edu>

1. Log into your my.msjc account by entering in your username and password.
2. Select the black “Student Eagle Advisor” tab at the top of the page.
3. Under Registration for College Credit Courses, select “Search for Classes, Then Register.”
4. Use the drop down arrow to select a term.
5. Use the drop down arrow to select a subject.
6. Enter in the 3 digit course number. (example: Math **090**)
7. You have the option of selecting a campus under location if you choose to and then click “Submit”.
8. Select the course(s) you want to take by checking the box to the left of the course and then click “Submit”.
9. Use the drop down arrow beside each course to select an action and click “Submit”
10. Please carefully review your registration confirmation page.
11. You can add parking and/or ASB at this time and **pay your enrollment fees** online. Fees can also be paid at the Cashier office during normal business hours.

### Step 10: EAGLE CARD/RTA “GoPass”

After you have registered for your classes and paid **ALL** fees, including the \$6.00 Transportation Fee, you can visit the Enrollment Services office at any location to obtain your Eagle Card/RTA “GoPass.” In order to receive your Eagle Card, you **MUST** provide a valid photo ID.

**\* All student athletes must purchase an ASB sticker when obtaining a student ID card to clear athletic eligibility.**

### **PROSPECTIVE STUDENT ATHLETES STILL IN HIGH SCHOOL**

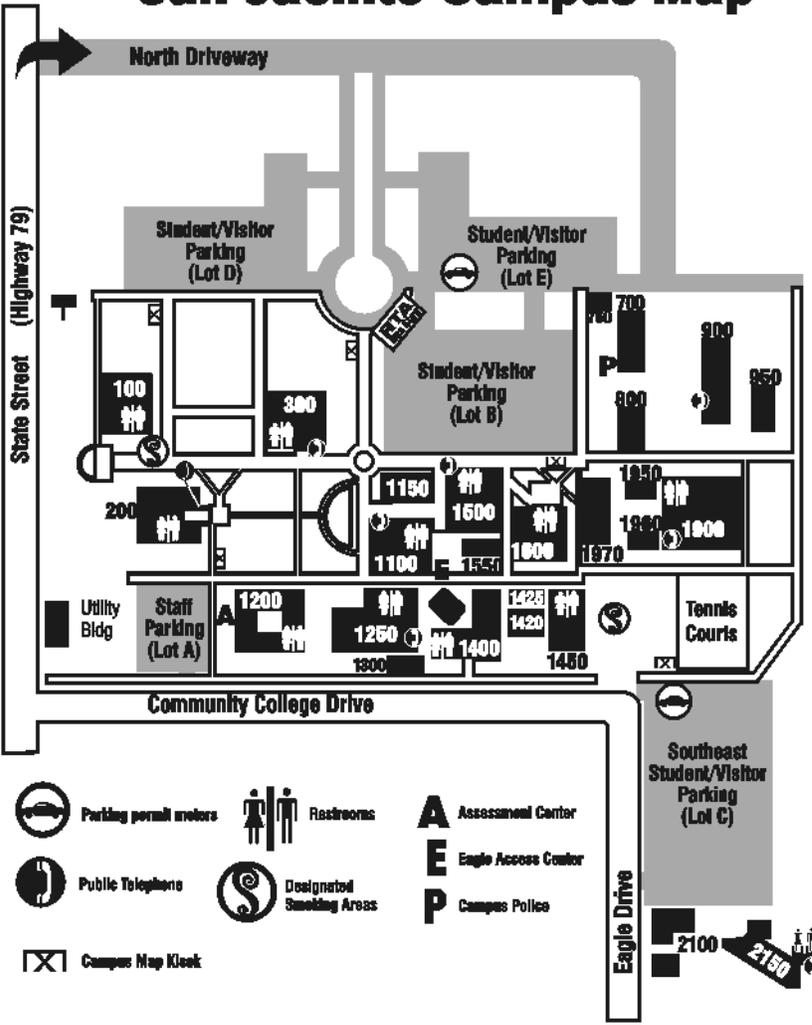
**\* You MUST get a letter from your high school on official letter head stating, “Upon completion of your in progress classes, you will graduate on “DATE” in order to get a date for the following summer semester.**

# San Jacinto Campus Map

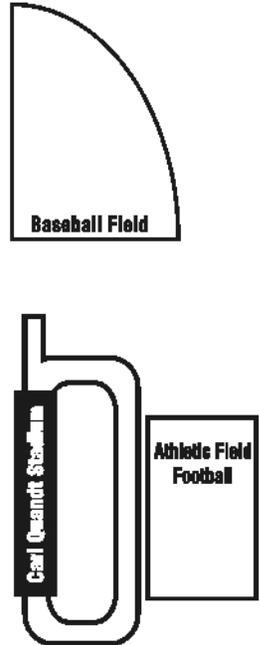


**College Entrance**

- 100 Business & Technology
- 200 Administration, Business Services, Human Resources
- 300 Library
- 700 Campus Police, Facilities Planning/Management, Purchasing & Receiving
- 750 Administration Annex
- 800 Printing Department
- 900 Auto Shop
- 950 Warehouse
- 1100 Student Center-Cafeteria, ASB, Instruction, Eagle Access Center (1120B), EOPS/CARE, Disabled Students Programs & Services
- 1150 Student Center-Enrollment Services, Career/Transfer Center, Counseling, Financial Aid, Veterans Assistance
- 1200 Classrooms-Humanities, Assessment Center (1210)
- 1250 Classrooms-Science
- 1300 Science Annex
- 1400 Fine Arts Center & Gallery
- 1420 Classrooms
- 1425 Faculty Offices
- 1450 Bookstore, Community Education (1455A), Job Connect/CalWORKs (1456A), Computer Lab (1457B)
- 1500 Theater
- 1550 Upward Bound
- 1600 Music Building
- 1900 Gymnasium & Dance Studios, Wellness Center (1918)
- 1950 Coach Offices
- 1960 Athletic Dept. Offices
- 1970 P. E. Offices & Locker Rooms
- 2100/2150 Child Development Center



- Parking permit meters
- Restrooms
- A** Assessment Center
- E** Eagle Access Center
- P** Campus Police
- Public Telephones
- Designated Smoking Areas
- Campus Map Kiosk



**If you should need any assistance or further information, you can visit us in the Eagle Access Center or on the web at [www.msjc.edu](http://www.msjc.edu)**

**EAGLE ACCESS CENTER HOURS**

San Jacinto Campus—Room: 1120  
(951) 487-3311

Please call for scheduled hours

**HOURS ARE SUBJECT TO CHANGE**

DAY	HOURS	CLOSED FOR LUNCH
MONDAY	8:30-5:00	12:30-1:00
TUESDAY	8:30-5:00	12:30-1:00
WEDNESDAY	8:30-5:00	12:30-1:00
THURSDAY	8:30-5:00	12:30-1:00
FRIDAY	CLOSED	CLOSED

**ASSESSMENT CENTER HOURS**

San Jacinto Campus—Room: 1210  
(951) 487-3310

Call for current business hours  
or visit us on the web at:  
[www.msjc.edu/assessment](http://www.msjc.edu/assessment)

**Please Note:**

Children are not allowed in the Eagle Access Center or the Assessment Center.

There is a paid printer located in the Eagle Access Center for your printing needs. The machine accepts dollar bills only.