

Spring & Summer 2016

Registration Guide



SCHEDULE ONLINE View the most current schedule at MineralArea.edu/Schedule.



MINERAL AREA COLLEGE

Park Hills, Missouri ■ www.MineralArea.edu
(573) 431-4593 ■ (855) MAC-4YOU

IMPORTANT DATES — SPRING

SPRING 2016

DATE	DAY	EVENT
Jan. 4	Mon.	Register through the 2nd meeting day of classes. Classes begin Jan. 11.
Jan. 5	Tues.	25% of tuition/fees due or approved financial aid on file or classes will be dropped
Jan. 5	Tues.	Spring textbook sales begin, including on-line order pick-up. Check with Outreach Centers for book sales dates.
Jan. 8	Fri.	Last day to change from credit/audit for 16-week term and 1 st 8-week term
Jan. 11	Mon.	16-week and 1 st 8-week terms begin
Jan. 11	Mon.	Senior Scholars registration-Park Hills, Student Services
Jan. 11-12	Mon.-Tues.	Late (walk-in) registration
Jan. 11	Mon.	Mon. evening classes begin
Jan. 12	Tues.	Last day to enroll in M/W/F day class - evening classes enroll up to second class meeting
Jan. 12	Tues.	Last day to register via the web through MyMAC
Jan. 12	Tues.	Tues. evening classes begin
Jan. 13	Wed.	Last day to enroll T/Th class - evening classes may enroll up to 2nd class meeting
Jan. 13	Wed.	Last day to register for telecourse or web classes
Jan. 13	Wed.	Wed. evening classes begin
Jan. 14	Thurs.	Thurs. evening classes begin
Jan. 14	Thurs.	Payment-in-full due (in order to prevent a non-refundable, \$25 payment plan enrollment fee, potential late fees or service charges)
Jan. 15	Fri.	Last day for full textbook refund
Jan. 16	Sat.	Sat. classes begin
Jan. 18	Mon.	Martin Luther King Jr. Day - no classes; offices closed
Jan. 22	Fri.	Graduation applications due to the registrar by 4 pm
Feb. 11	Thurs.	Census Date
Feb. 12	Fri.	Mid-term grades for the 1 st 8-week term available on the web through MyMAC
Feb. 15	Mon.	President's Day - no day or evening classes; offices closed
Feb. 22	Mon.	Last day to drop a 1 st 8-week class and receive a grade of "W"
Feb. 22	Mon.	Registration for Summer classes begins and continues through the first meeting day of classes. Summer classes begin Jun. 6.
Feb. 22-23	Mon.-Tues.	Registration for currently enrolled students with at least 30 semester hours earned
Feb. 23	Tues.	Graduation Seminar 12:30 pm & 6 pm - Rice Lecture Hall A
Feb. 24	Wed.	Graduation Seminar 12 pm - Rice Lecture Hall A
Feb. 24-26	Wed.-Fri.	Summer registration for currently enrolled (Spring 2016) students.
Feb. 29	Mon.	Graduation Seminar 10 am - Rice Lecture Hall A
Feb. 29	Mon.	Exit exam 9 am & 1 pm - Room AS101 – Arts & Sciences only
Feb. 29	Mon.	Summer open registration begins
Mar. 1	Tues.	Exit exam 9 am; 1 pm; 4 pm - Room AS101 – Career & Tech only
Mar. 4	Fri.	Last day to be measured for commencement caps and gowns at bookstore
Mar. 4	Fri.	1 st 8-week term ends

SPRING — IMPORTANT DATES

Mar. 4	Fri.	Last day to change from credit/audit for 2 nd 8-week term
Mar. 7-12	Mon.-Sat.	Spring Break - no day or evening classes; offices closed
Mar. 14	Mon.	2 nd 8-week term begins
Mar. 14	Mon.	Exit exam 9 am & 1 pm - Room AS101 – Career & Tech only
Mar. 15	Tues.	Exit exam 9 am & 1 pm - Room AS101 – Arts & Sciences only
Mar. 16	Wed.	Grades available on the web through MyMAC for 1 st 8-week term
Mar. 18	Fri.	Mid-Term grades for the 16-week term available on the web through MyMAC
Mar. 21	Mon.	Fall 2016 schedule available online at www.MineralArea.edu
Mar. 21	Mon.	Exit exam 9 am; 1 pm; 4 pm - Room AS101 – Arts & Sciences only
Mar. 22	Tues.	Exit exam 9 am; 1 pm; 4 pm - Room AS101 – Career & Tech only
Mar.25-26	Fri.-Sat.	Spring Holiday - no day or evening classes; offices closed
Mar. 28	Mon.	Exit exam 9 am & 1 pm - Room AS101 – Career & Tech only
Mar. 28	Mon.	Registration for Fall 2016 classes begins
Mar.28-29	Mon.-Tues.	Registration for Fall classes for currently enrolled (Spring 2016) students with at least 30 semester hours earned
Mar. 29	Tues.	Exit exam 9 am; 1 pm; 4 pm - Room AS101 – Arts & Sciences only
Mar. 30	Wed.	Registration for Fall classes for currently enrolled (Spring 2016) students
Mar. 30	Wed.	Exit exam 9 am; 1 pm; 4 pm - Room AS101 – Career & Tech only
Apr. 4	Mon.	Fall 2016 open registration begins
Apr. 13	Wed.	Last day to drop a 16-week class and receive a grade of “W”
Apr. 15	Fri.	Mid-term grades for 2 nd 8-week term available on the web through MyMAC
Apr. 21	Thurs.	Professional Development Day - no day or evening classes; offices closed
Apr. 29	Fri.	Last day to drop a 2 nd 8-week class and receive a grade of “W”
May 3	Tues.	Last T/Th class
May 6	Fri.	Commencement rehearsal 3 pm
May 6	Fri.	Last M/W/F class
May 7	Sat.	Commencement 10:30 am
May 9-13 & 16	Mon.-Fri. & Mon.	Book buybacks in the book store from 7:30 am-7 pm
May 13	Fri.	Last date to pay MAC before sending account balances to collection agency
May 14	Sat.	2 nd 8-week and 16-week term ends
May 16	Mon.	Final grades due 10 am
May 20	Fri.	Grades available on the web through MyMAC – 16-week and 2 nd 8-week terms
May 30	Mon.	Memorial Day Holiday - no day or evening classes; offices closed

IMPORTANT DATES — SUMMER

SUMMER 2016

DATE	DAY	EVENT
Feb. 22	Mon.	Registration for summer classes begins and continues through the first meeting day of classes. Classes begin Jun. 6.
Feb. 22-23	Mon.-Tues.	Registration for currently enrolled students with at least 30 semester hours earned.
Feb. 24-26	Wed.-Fri.	Summer registration for currently enrolled (Spring 2016) students
Feb. 29	Mon.	Summer open registration begins
May 16	Mon.	25% of tuition/fees due or approved financial aid on file or classes will be dropped
May 31	Tues.	Summer textbook sales begin – check Outreach Centers for book sales dates
May 27	Fri.	Last day to change from credit/audit for 8-week, 6-week, and 1 st 4-week term
Jun. 6	Mon.	First day of classes; late (walk-in) registration 8 am – 4:30 pm
Jun. 6	Mon.	8-week, 6-week, and 1 st 4-week terms begin
Jun. 6	Mon.	Senior Scholars registration - Park Hills, Student Services
Jun. 6	Mon.	Last day to register via the web through MyMAC
Jun. 6	Mon.	Last day to register for telecourse and web classes
Jun. 10	Fri.	Last day for full textbook refund; last day to charge on account at the bookstore.
Jun. 10	Fri.	Graduation applications due to the registrar by 3 pm
Jun. 13	Mon.	Census Date
Jun. 20	Mon.	Last day to drop a 1 st 4-week class and receive a grade of “W”
Jun. 24	Fri.	1 st 4-week term ends
Jun. 24	Fri.	Last day to change from credit/audit for 2 nd 4-week term
Jun. 27	Mon.	2 nd 4-week term begins
Jun. 30	Thurs.	Summer 2016 balances are due in order to prevent service charges
July 2 & 4	Sat. & Mon.	Independence Day - no day or evening classes; offices closed
July 5	Tues.	Last day to drop a 6-week class and receive a grade of “W”
July 5	Tues.	Mid-term grades available on the web through MyMAC
July 7	Thurs.	Grades available on the web through MyMAC for 1 st 4-week term
July 18	Mon.	6-week term ends
July 18	Mon.	Last day to drop an 8-week class and receive a grade of “W”
July 18	Mon.	Last day to drop a 2 nd 4-week class and receive a grade of “W”
July 19	Tues.	Grades available on the web (MyMAC) for 6-week term
July 28, 29, Aug. 1	Thurs., Fri. & Mon.	Book buybacks in the bookstore from 7:30 am-7 pm
Aug. 1	Mon.	8-week and 2 nd 4-week terms ends
Aug. 2	Tues.	Last date to pay MAC before sending account balances to collection agency
Aug. 2	Tues.	Final grades due 10 am
Aug. 4	Thurs.	Grades available on the web through MyMAC

Final Exam Schedule

SPRING 2016

This schedule is subject to change due to inclement weather during the semester.

DAY CLASSES

Exam Date & Time	Mon., May 9	Tues., May 10	Wed., May 11	Thurs., May 12	Fri., May 13
8:00 - 9:40	8:00 MW/MWF classes	8:00 or 8:30 TR classes	7 or 7:30 MW/MWF classes	9:00 or 9:30 TR classes	9:00 or 9:30 MW/MWF classes
10:00 - 11:40	10:00 MW/MWF classes	11:00 or 11:30 TR classes		10:00 or 10:30 TR classes	11:00 MW/MWF classes
12:00 - 1:40	1:00 MW/MWF classes	12:00 or 12:30 TR classes	12:00 or 12:30 MW/MWF classes	1:00 or 1:30 TR classes	
2:00 - 3:40	3:00 MW/MWF classes	3:00 or 3:30 TR classes	2:00 or 2:30 MW/MWF classes	2:00 or 2:30 TR classes	
4:00 - 5:40	5:00 MW/MWF classes		4:00 MW/ MWF classes	5:00 TR classes	

EVENING & SATURDAY FINALS EXAM SCHEDULE

Mon., May 9	Monday Evening Classes
Tues., May 3	Tuesday Evening Classes
Wed., May 4	Wednesday Evening Classes

Thurs., May 12	Thursday Evening Classes
Fri., May 13	Friday Evening Classes
Sat., May 14	Saturday Evening Classes

SUMMER 2016

Summer final exams will be given the last day of classes.

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Accreditation

Mineral Area College is regionally accredited by the Higher Learning Commission of the North Central Association. Accreditation, along with transfer agreements with four-year colleges and universities, assures the value of credits earned at MAC.

Information Subject to Change

Although Mineral Area College strives for accuracy, the college retains the right to cancel courses or programs, change instructors, times and/or locations of classes. All information in this publication and online is subject to change without notice, including tuition and fees. Consult www.MineralArea.edu for updates.

For more information on college policies, amenities, organizations and services, please consult the **MAC Student Handbook and Planner**, available in the MAC Bookstore. For information on degree plans, course descriptions, and college policies, please consult the **MAC Catalog**, available online and in Student Services.

Tobacco-Free MAC

In March 2014, the Board of Trustees voted to pursue the concept of a completely tobacco-free campus policy, which became effective Aug. 1, 2015. Check www.MineralArea.edu for more information about the policy. This includes all forms of tobacco including smoking, smokeless, e-cigarettes and any other innovative products allowing for tobacco consumption. The implementation of this policy demonstrates the college's commitment to providing a healthy educational setting and workplace, not only for its students and employees but for those who visit the campus and outreach centers.

Degrees and Certificates

MAC offers classes and programs leading to two-year degrees (associate of arts, associate of arts in teaching, associate of general studies, associate of science, and associate of applied science) and one-year certificates. Students can choose general education courses that will transfer to four-year institutions or they can pursue a one- or two-year career/technical program to prepare them for directly entering the job market.

Choosing your degree?

Call 1 (855) MAC-4YOU to speak with an advisor.

Associate of Science

Majors

Advanced Placement (RN) Hybrid
Associate Degree Nursing (RN)
Radiologic Technology
Respiratory Therapy*

Certificates

Academic

Global Studies
(must be earned with an associate degree)

Career and Technical

Automotive Technology*
Automotive Collision Technology*
Business Management
Child Development
Computer Networking
Connector & Conductor
Construction/Building Technology*
Criminal Justice — Law Enforcement
Design and Wood Manufacturing*¹
(Cabinet Making)
Digital Media Technology*²
Electrical/Electronic Technology
Emergency Medical Technician
Fire Science
Graphic Arts/Printing Technology*
Heating, Air Conditioning & Refrigeration
Technology*
Horticulture
Industrial Hydraulic Mechanic
Industrial Maintenance
Law Enforcement Academy
Logistics Technician
Machine Tool Technology*
Mobile Hydraulic Mechanic
Office Systems Technology
• Administrative Assistant
• Medical Coding
Paramedic Technology
Pneumatic Technician
Practical Nursing
Production Technician
Renewable Energy Technology
Welding Technology*

Associate of Applied Science

Majors

Agribusiness
Automotive Technology*
Automotive Collision Technology*
Business Computer Programming
Business Management
• Accounting
• Microcomputers
Child Development
Computer Networking
Construction/Building Technology*
Criminal Justice Options
• Correctional Administration
• Forensic Investigation
• Judicial Administration
• Law Enforcement
• Security Management
Design and Wood Manufacturing*¹
(Cabinet Making)
Digital Media Technology*²
Electrical Technology*
Electrical/Electronics Technology
Engineering Technology
• Civil Architecture
• Design Drafting
• Manufacturing
Fire Science Technology
Graphic Arts/Printing Technology*
Heating, Air Conditioning & Refrigeration
Technology*
Horticulture
• Landscape Design/Greenhouse
Nursery Management
• Turfgrass Management
• Ornamental Horticulture
Industrial Maintenance
Machine Tool Technology*
Office Systems Technology
• Administrative Assistant
• Medical Coding
Paramedic Technology
Physical Therapist Assistant
Renewable Energy Technology
Skilled Trades Technology**
Welding Technology*

Associate of Arts

Fields of Study

Art
Biology
Business Administration
Chemistry
Communications
Computer Information Systems
Earth Science
English
General Studies
History
Mathematics
Modern Foreign Language
Music
Physical Education
Physics
Political Science
Psychology
Sociology
Social Work
Speech
Theatre
Pre-Architecture
Pre-Dental
Pre-Engineering
Pre-Forestry
Pre-Journalism
Pre-Law
Pre-Medicine
Pre-Pharmacy
Pre-Physical Therapy

Associate of Arts in Teaching

Areas of Concentration

Early Childhood
Elementary
Secondary
Special Education

*Collaborative program. Contact Career & Technical Education Dean for locations.

**Denotes a degree or certificate offered in collaboration with the United States Department of Labor and Bureau of Apprenticeship program.

¹ Formerly Cabinetmaking

² Formerly Radio/TV Broadcasting Production Technology

Admission to Mineral Area College

Enrollment at MAC is open to all high school graduates and non-graduates 16 and older. Some programs of instruction require specific qualifications. Admission to the college does not guarantee acceptance into a particular course or program. Consult the catalog for specific information on college policies.

The MAC application can be found at www.MineralArea.edu. Click on the 'Apply Now' banner to apply if you are a new student or update your application if you are a returning student. The requirements for admission can be found online under the "Student" tab.

Senior Scholars Program

All residents 65 years of age or older in the college service region may take college-level courses on a not-for-credit, audit basis. Tuition is waived, although students must apply for admission, pay a one-time non-refundable application fee, and are responsible for textbooks, lab fees and other course materials. Senior scholars are allowed to enroll on the first day of each term on a space available basis.

To qualify for the Senior Scholar program, students must provide proof of age and residency, meet all entry requirements and course prerequisites, and declare their intent to audit as a senior scholar at the time of enrollment.

Contact the Admissions Office for more information.

Log In to MyMAC

Search and Enroll in Classes, Pay Tuition, Check Your Financial Aid

Once accepted, students can search and register for classes, pay tuition, and access academic and personal information through MyMAC, the student portal, using their MAC student ID number and password. Initially, passwords are randomly created by the student information system. Students will be prompted to change their password when logging in for the first time. MyMAC operates in a secure environment.

For assistance, please call the Registrar's Office at (573) 518-2119 or 2130 or email registrar@MineralArea.edu.

Access Student ID, Reset Password

To access your student ID number, go to the MyMAC page. Click on "Access Your User Name/ID" link under "Login Information," enter your Social Security number and click "Generate Report." A new window will open with your ID number. This ID number is your username for log-in purposes.

To access your password, go to the MyMAC page. Click on "Access Your Password" under "Login Information," enter the last 4 digits of your Social Security number, ID number, and year of birth and click "Generate Report." A new window will

open with your password.

After logging into your MyMAC account you can change your password by clicking on "Personal Info" in the log-in box and clicking on the tab "Password." The password must be between 4-10 characters.

Please note: Changing your MyMAC password will not affect your MAC email or campus computer account passwords. Those accounts will use the default password until changed by the student.

Reserve and Buy Textbooks

- Spring textbooks are available online on or about Dec. 1.
- Spring textbook sales at the Bookstore (including online order pick-up) begin Jan. 5.
- Summer textbooks are available online on or about May 2.
- Summer textbook sales at the Bookstore (including online order pick-up) begin May 31.
- The last day to return textbooks for a full refund is Jan. 15, 2016 for spring and June 10, 2016 for summer.
- Students can check the price or order textbooks online. A student's course schedule is required to buy textbooks. Payment is expected at the time of purchase. The bookstore accepts cash, check, Visa, MasterCard, Discover, American Express and approved financial aid.

Find Weather-Related Cancellations

Visit MAC's homepage for class cancellations or consult the media listed in this schedule (see *Inclement Weather Policy*).

Early registration is encouraged. Check *Important Dates* at the front of this book.

Advising

Students are assigned a faculty advisor based on their field of study. Students can change their advisor/field of study through MyMAC or complete a form in Student Services. Advisement is a joint responsibility between advisors and students. Students are expected to follow college policies as stated in the catalog and are responsible for knowing the requirements for a degree or certificate. Advisors guide students toward accepting responsibility for academic decision-making.

Evening Advisement

Counselors are available for student appointments and drop-ins from 4-6 p.m., Monday through Thursday. Contact Tippi Seals, (573) 518-2202, Mike Easter (573) 518-2188, or Mark Easter (573) 518-2211 or drop by Student Services.

Assessment

Placement Tests

- **ACT** — The ACT is the preferred test for placement at MAC and is administered in September, October, December, February, April and June of each year.
- **Compass** — MAC also offers the Compass examination for students unable to complete the ACT before registration. The Compass test is un-timed and taken on the computer; computer skills are unnecessary to take the test. It is extremely user-friendly and much less stressful than traditional tests. The Compass measures skills in reading, writing and math; the results are used to place students in the appropriate levels of English and math courses. Students may take the Compass test more than once and may take the entire battery or any of the three subject area tests. The fee for three subjects is \$20, two subjects are \$15 and any single test is \$10.
- **HiSET** (High School Equivalency Test, formerly GED) — Missouri's new high school equivalency test is the HiSET. The test is \$95, which includes the \$60 registration fee and \$7 for each of the five test sections. Since it is given in sections, examinees will not have to complete the entire test at one time. The \$60 registration fee lets people test three times during a 12-month period. Examinees who do not pass the test the first time can retake the entire test or any of the test sections two more times within the 12-month period after paying an additional \$7 per-section fee. Students can create an account and register for testing at www.hse.mo.gov.
- **MoGEA** (Formerly CBase) — September 2013, the Missouri General Education Assessment was adopted which requires students to demonstrate basic general education competencies before they are admitted to an educator preparation program. The MoGEA testing fee is \$49 for all four subtests or \$25 for a single subtest. There is an additional fee of \$5 per subtest payable to MAC before 4 p.m. the Wednesday before testing. Register for testing at www.Mo.nesinc.com.

Certification Tests

MAC is an authorized center for professional and technology certification testing through Pearson Vue, Castle Worldwide, ISO-Quality Testing, NOCTI, WorkKeys and ISCET testing services. Fees and testing times depend on the type of certification testing.

Exit Examination

The Exit Exam (Proficiency Profile) is administered to all Arts & Sciences, degree-seeking graduates of MAC. The Career & Technical Education degree and certificate graduates are given the WorkKeys Career Readiness Assessment as their Exit Exam. They must also complete a technical skills assessment unless their program requires a licensure examination in their career program. This requirement must be completed before graduation. There are no fees for these tests. Information regarding these tests is available on MyMAC under the "Testing" tab. All tests will be in Room AS115 on the Park Hills campus.

Please see the *Important Dates* at the beginning of this schedule booklet for Exit Exam dates.

To Schedule a Test

If you would like to schedule or pay for a test, go to the "Testing" tab on MyMAC and follow the instructions or call (573) 518-2202. Students should arrive at least 10 minutes before the start time of the test. A photo ID is required.

Proctoring Distance Education Tests

By arrangement, MAC provides proctoring for course exams through distance education courses for various universities. Fees may apply.

Financial Aid

MAC participates in many types of student financial aid programs and we're committed to helping you find the funds to attend college. For help, contact the Financial Aid Office at (573) 518-2133 or finaid@MineralArea.edu.

Financial aid is available in the form of scholarships, grants, loans and part-time, on-campus employment for those who qualify. Most awards are based on financial need, but certain scholarships may have other eligibility requirements.

The Financial Aid Office offers a publication to explain financial aid opportunities at www.MineralArea.edu.

When and How To Seek Financial Aid

You should apply for aid at least six weeks before the semester in which you plan to attend. Late applications will be processed, but funds are limited and late application may affect the amount of aid available to you.

If you wish to be considered for financial aid, apply first for admission to MAC and submit a Free Application for Federal

Student Aid form at www.fafsa.gov (school code 002486). You will need to complete the aid form each year you are in school.

For spring semester, file your application no later than Dec. 1; for summer semester, file your application no later than May 1. Late applications will be accepted, but you will be required to pay for tuition, fees, books and other expenses up front and receive reimbursement later if eligible.

Tuition

Mineral Area College tuition rates are as follows:

In-District	\$102 per cr. hr.
Out-of-District.....	\$136 per cr. hr.
Out-of-State	\$185 per cr. hr.

Rates subject to change.

Mineral Area College's Taxing District & Service Region

The Mineral Area College taxing district includes all of St. Francois County, most of Madison County and portions of Ste. Genevieve, Jefferson, Washington, Iron and Perry counties in Missouri. To receive the in-district tuition rate, you or your parent (if you are a dependent) will be required to document residency within the college's taxing district.

The burden of proof of eligibility for in-district tuition rests solely with you. Presence within the taxing district for a minimum of the immediate past 12 consecutive months and proof of intent to make the taxing district a permanent home are the first criteria. More information for proving in-district residency is available in the Business Office.



Veterans Access, Choice & Accountability Act 2014

Veterans and their dependents may qualify for the in-district tuition rate at MAC. A complete explanation of this benefit is offered by the Financial Aid Office, as it applies to:

- A veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in and attends school in Missouri (regardless of the veteran's formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in and attends school in Missouri (regardless of the veteran's formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A veteran's spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in and attends school in Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of the veteran's death in the line of duty following a period of active duty service of 90 days or more.

Anyone described above while he or she remains continuously enrolled (other than during regularly-scheduled breaks between courses, semesters or terms) at the same school. That person must have enrolled in the school before the expiration of the three-year period after discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, U.S. Code.

Payments & Deadlines

Students can pay tuition and fees through the student portal, MyMAC, at www.MineralArea.edu. Questions about your account? Call (573) 518-2287 or 518-2232 or email from your MAC email account to MacBusOfc@MineralArea.edu.

Deadlines for Spring

- **January 5, 2016** — 25% of all tuition and fees is due or approved financial aid must be on file with the Business Office. Schedules will be cancelled (classes dropped) for students who miss this deadline.

Students who enroll in classes after Jan. 5 will be required to pay 25% of tuition and fees at the time of enrollment unless approved financial aid is on file with the Business Office.

- **January 14, 2016** — Last date to pay balance and avoid payment plan fees, etc.

Payment in full must be received by Jan. 14 to avoid a non-refundable \$25 payment plan enrollment fee. Once placed on a payment plan, payment(s) will be due **Feb. 1, Mar. 1** and **Apr. 1**. Payments received after the payment due

PAYMENTS, DEADLINES, REFUNDS

date(s) will incur a monthly late fee of \$15. Service charges of .75% (less than 1%) will also apply each month on the unpaid balance.

- **May 13, 2016** — Last date to pay MAC before account is sent to collections.

The deadline to pay for Spring 2016 in order to avoid being turned over to a collection agency is May 13, 2016. After this date, all unpaid balances will incur a \$25 collection fee, be turned over to collections, and be subject to MO State Tax Interception. MAC offers payment plans for the spring and fall semesters.

Deadlines for Summer

- **May 16, 2016** — 25% of all tuition and fees is due or approved financial aid must be on file with the Business Office. Schedules will be cancelled (classes dropped) for students who miss this deadline.
- **June 30, 2016** — Last date to pay balance and avoid service charges. No payment plans are available for summer semesters.
- **August 2, 2016** — Last date to pay MAC before account is sent to collections.

Unpaid Balances/Holds

Students who have unpaid balances will have their accounts placed on hold and will not be allowed to do any of the following until the hold is removed: enroll in courses, obtain a transcript, receive a diploma or certificate, or access certain links on MyMAC.

Payment Options

Online at www.MineralArea.edu

If you are a currently-enrolled student, you may pay online through MyMAC with American Express, Visa, MasterCard or Discover.

Mail a Check

Do not send cash (for your protection). Make checks payable to MAC. Write your student ID number on all payments to ensure your account is credited. Write the student's name on the payment if different from the name on the check and mail to: Mineral Area College, ATTN: Business Office, P.O. Box 1000, Park Hills, MO 63601-1000. Your cancelled check is your receipt. Checks must be for the exact total and must be received by the Business Office by the published deadline. Two-party checks will NOT be accepted. A \$25 fee is charged for each check returned by a banking institution. Returned checks not taken care of within ten days will be turned over to the Prosecuting Attorney's Office.

In Person at the Business Office

- **Check** — Follow the same procedure as if paying by mail, except present your check in person to the Business Office according to the published deadlines.
- **Cash** — The college accepts cash for payments. However,

to protect yourself, do not send cash through the mail. Pay in person if you wish to pay by cash.

- **Pay by credit or debit card** — MAC accepts American Express, MasterCard, Visa or Discover.

By Telephone

You may call the Business Office at (573) 518-2287 or 518-2232 and pay with a debit or credit card.

Refunds

Refunds, Debit Cards

MAC uses Heartland Payment Systems' Acceluraid program as the means by which all refunds are given, including cash overpayments, excess financial aid and book buybacks. Refunds will be issued to students in the form of a MAC school-branded Discover prepaid debit card, rather than a paper check. It is important that you activate your card immediately.

Any excess financial aid will be deposited to the card and may be used anywhere Discover is accepted, including campus services such as dining, vending, printing, bookstore and more, as well as for online bill pay and free withdrawals from the Heartland ATM machine on the Park Hills campus.

Acceluraid gives students easy access to financial aid funds and provides students with a dedicated website to access balance information, transaction history, and more. If you have difficulty using your MAC Discover Debit card or if you need a replacement card, call Acceluraid at (866) 678-7535.

Refunds for dropped courses or withdrawal from the college are based on the percentage of the term completed. Refunds vary depending on the length of the term for which a student is enrolled and is based on calendar days. A regular term is 16 weeks, however, some courses are offered in terms that are less than 16 weeks. The student billing system will calculate the refund due based on the time of day a drop is processed.

The most common refunds for the spring and summer semesters are calculated utilizing the following chart:

Length of Term in Weeks	Semester Calendar Days Elapsed	Refund Due
16	1 through 7	100%
	8 through 13	75%
	14 through 20	50%
	21 through 27	25%
10	1 through 4	100%
	5 through 8	75%
	9 through 13	50%
	14 through 17	25%
8	1 through 3	100%
	4 through 7	75%
	8 through 10	50%
	11 through 13	25%
4	1 through 2	100%
	3 through 3	75%
	4 through 5	50%
	6 through 7	25%

General Information

Campus Bookstore

Students can check prices or order textbooks by going to www.MineralArea.edu, and clicking the "Bookstore" tab. Spring textbooks will be available online on approximately Dec. 1, 2015; for summer, approximately May 2, 2016.

Spring textbook sales (including online order pick-up) begin Jan. 5, 2016; summer, May 31, 2016. A student's class schedule is required to buy textbooks. Textbooks may also be available for purchase at the outreach centers. Book rentals may also be available on selected textbooks. Please check with the outreach centers for book sale dates.

Payment is expected at the time of purchase. The Bookstore accepts cash, checks, Visa, MasterCard, Discover, American Express and approved financial aid. It is recommended to purchase course books for online classes from the Bookstore to insure receiving the proper access codes and professor's instructions.

The Bookstore also carries reference materials, software, college supplies, gift items and college merchandise.

The last day to return spring books for a full refund is Jan. 15, 2016; for summer, June 10, 2016. A receipt is required for refunds. Refund policies and deadlines are provided at the time of purchase.

The MAC Bookstore, located in the Student Center, is open from 7:30 a.m.-7 p.m., Monday-Thursday and 7:30 a.m.-3 p.m. Friday. Saturdays are by notice only.

Change of Name, Address, or Field of Study/Advisor

To change your name, address or field of study/advisor, complete the appropriate form available online, in Student Services, or at any outreach center. Name changes may be requested online. However, supporting documentation must be submitted in person.

College Park — Room & Board

College Park, MAC's on-campus student housing complex, offers students the best of both worlds, combining on-campus convenience with the benefits of apartment-style floor plans and flexibility. College Park's live-in assistant director, resident assistants and security help students achieve academic success and enjoy a safe collegiate experience.

Located on the Park Hills campus, College Park gives students convenient access to classes and resources, and a safe environment.

Research indicates that students living on campus have a better opportunity for growth and success.

Individual room and board agreements are offered on the furnished two- and four-bedroom apartments, with the required choice of a 12- or 15-meal per week food service plan. Meals are served in the Cardinals Nest at regularly-

scheduled times. Other amenities include pool, barbecue pavilion, sand volleyball courts, Internet hook-up, on-premise laundry and computer lab.

Residents are required to register their vehicle with College Park's office at move-in or when they acquire a new/different vehicle throughout the semesters. Parking tags are issued for residents at no cost.

For more information, call College Park, (573) 518-1330, or visit the College Park office at 112 Dixie Kohn Dr. on the Park Hills campus.

Dropping/Withdrawing

Dropping/Withdrawing or Changing a Class

After the second meeting of classes, no classes may be added without instructor/dean's permission. Contact Student Services to add or drop classes. Students enrolled at outreach centers should contact the outreach center coordinator.

Courses dropped during the first 12.5 percent of the semester or term are not entered on the student's permanent record. After 12.5 percent of a semester or term students must follow the regular withdrawal procedures to drop a class up to the time that 75 percent of the semester or term is completed. Drop dates depend on the meeting pattern/length of the class. Contact Student Services for specific drop dates.

Regardless of whether a student is passing or failing at the time, a "W" (withdrawal) will be entered on the record. Any drop after 75 percent of a term will result in a grade of "F".

The drop/withdrawal form must be submitted and processed within the first 75 percent of the term. If a student cannot travel to campus to drop/withdraw, they need to email registrar@MineralArea.edu. Refer to the current *Important Dates* for drop dates or contact Student Services.

Withdrawing from College, Dropping All Classes

When a student stops attending all classes or drops the only class in which he or she is enrolled, a Withdrawal/Exit Form must be submitted to the Registrar's Office or to the Outreach Centers in person. If not able to travel to a campus, students need to email registrar@MineralArea.edu to request a withdrawal.

A "W" will be posted to the academic record if the withdrawal request is submitted between the first 12.5 and 75 percent of the term. Failure to properly drop or withdraw from classes may result in "F" grades and owing money to the college.

It is recommended that you speak with your instructor, advisor and the Financial Aid Office before dropping/withdrawing from classes. Dropping/withdrawing from classes may affect your financial aid.

In addition, you may need to be enrolled full-time for insurance purposes. Check with your insurance carrier.

If entitled to a refund, any refund due will be posted to your MAC debit card by the Business Office.

GENERAL INFORMATION

Drop for Non-Attendance

Students may be dropped from a course due to excessive absences or lack of participation (primarily in a web course). MAC policy states a student MAY be dropped after two weeks of consecutive absences/lack of participation which occur during the first 75 percent of the term. Faculty may define excessive absences/lack of participation differently, such as three absences per semester, failure to log in to the course for a particular time frame, etc. Refer to the course syllabus for more information. Students are advised to drop class(es) themselves if they are not planning on attending.

Enrollment Verification

Verification of enrollment for the current semester can be requested by completing a verification request form available online or in Student Services. Verification of enrollment forms are processed after classes have met for a minimum of one week.

Grades

Students may access their unofficial transcript and view their grades online through MyMAC. MAC no longer mails grade reports. See *Important Dates* for grade deadlines/availability.

Repeating a Course

A student who receives a grade of "C" or below in a course may repeat the course to raise his/her grade point average if the course is still offered at MAC.

When a course is repeated, the first grade remains on the transcript, but only the latter grade will calculate into the grade point average and apply to a degree. Students may not repeat a course that is a prerequisite for a course that was already completed with a "C" or better. For example, if a student receives a "C" in MAT1130 and subsequently completes MAT1230 in a following term with a "C", the student is not allowed to repeat MAT1130.

Graduation Application

Students are responsible for applying for graduation; the college does not automatically award degrees or certificates. The Application for Graduation Candidacy is available online, in Student Services, and at any outreach center.

The graduation application and a completed, signed degree audit must be submitted to the Registrar's Office by the deadlines published in *Important Dates*. All degree/certificate applicants are charged a one-time, non-refundable, \$50 graduation processing fee per degree, due at the time of application. A separate application must be filed for each degree or certificate. If two degrees or certificates are earned at the same time, the graduation fee for the second award is \$10. If the second degree or certificate is earned in another semester, the \$50 graduation fee is required each semester in which a degree is awarded.

Graduation seminars are held each semester to inform participants about the graduation ceremony, exit requirements,

exit exam, etc. An email will be sent to potential graduates from the director of assessment regarding the seminar dates and times, also posted on MyMAC.

Commencement exercises are held in May for students completing AA, AAT, AGS, AAS, and AS degrees. Tickets are required for all guests attending commencement. Summer and fall graduates will receive an invitation to participate in commencement. Spring graduates will receive commencement information at the graduation seminars and by email. Approximately four weeks after the end of each semester, the dean's offices will email students notifying them that diplomas are ready to be picked up. One week after diplomas are available, those not picked up will be mailed to the addresses provided on the Application for Graduation Candidacy.

Students must complete the Commencement Participation form in order to participate in commencement. The form is available online, at the Bookstore, and in Student Services. Forms should be turned in by **March 6** to the bookstore, Student Services or mailed to the address on the form. For more information regarding commencement, email commencement@MineralArea.edu or call (573) 518-2100.

The Exit Exam (Proficiency Profile) is required of all Arts & Sciences, degree-seeking graduates. The Career & Technical Education degree and certificate graduates are given the WorkKeys Career Readiness Assessment as their Exit Exam. They must also complete a Technical Skills Assessment (TSA) unless their program requires a licensure examination. This requirement must be completed before graduation. There are no fees for these tests. Information is available on MyMAC under the "Testing" tab. The assessment director will notify students of the exam dates, which will also be posted on MyMAC. Call (573) 518-2188 or email assessment@MineralArea.edu if you have questions.

Students who wish to withdraw their graduation application may do so in writing to the Registrar's Office. Once withdrawn from or disapproved for graduation, students must submit a new graduation application for a future semester. Graduation applications that are denied are not automatically moved to the next semester. However, the application fee will transfer to a future term. Call (573) 518-2119 if you have questions regarding graduation.

I.D. Cards

Student photo identification cards are available in the Bookstore at the time of textbook purchase. Returning students may have their cards validated.

Inclement Weather Policy

College officials urge students to use good judgment with regard to driving conditions.

If weather conditions deteriorate to warrant the cancellation of day classes, every effort will be made to notify the following Web sites and radio and TV stations by 7 a.m.:

- **KDBB** (104.3 FM) — Park Hills
- **KFMO** (1240 AM) — Park Hills

- **KFVS** (Ch. 12) — Cape Girardeau
- **KGIR** (1220 AM) — Cape Girardeau
- **KGKS** (93.9 FM) — Cape Girardeau
- **KJFF** (1400 AM) — Festus
- **KMOV** (Ch. 4) — St. Louis
- **KPWB** (104.9 FM) — Piedmont
- **KREI** (800 AM) — Farmington
- **KSDK** (Ch. 5) — St. Louis
- **KTJJ** (98.5 FM) — Farmington
- **KTVI** (Ch. 2) — St. Louis
- www.MineralArea.edu
- dailyjournalonline.com
- **MAC ALERTS Textcasting** (see "Textcasting, MAC Alerts")

If the message is: *"MAC is closed,"* it means classes are cancelled and all offices are closed.

If the message is: *"Classes at MAC are cancelled,"* it means classes are cancelled but offices are open.

If the message is: *"MAC will be operating on a late schedule due to inclement weather,"* this means the campus will open and classes will begin at 11 a.m. Should this happen more than twice in a semester, morning classes before 11 a.m. will be made up at a later date. Offices are generally open at 8 a.m.

Notification of dismissal for evening classes will be made to the same media after 3 p.m.

Do not call the radio stations. Phone lines must be kept open for official calls from the college and area schools.

Textcasting, MAC Alerts

Students can be messaged about school cancellations and other timely events and notifications such as early class dismissals, emergency information and school event reminders, thanks to a textcasting and e-mailing service provided by Belgrade State Bank.

Go to www.MineralArea.edu, click the "MAC Alerts" link, and enter cell phone, wireless carrier, and e-mail address information, to have alerts sent to your e-mail and cell phone. Parents of students can also sign up for the textcasting service. Check your cell phone plan for any text message fees your provider may charge, but otherwise, sign-up is free.

Parking: Main Campus

Students should obtain a copy of MAC's Traffic and Parking Regulations pamphlet when they enroll. Parking regulations are enforced at all times. Students may park in any marked student parking lot (see map).

No student is allowed to park in the faculty/staff parking lot. This action will result in a \$25 fine for each offense. A complete list of parking and traffic offenses and fines is listed in the Traffic and Parking Regulations pamphlet.

Students with disabilities must contact the Access Office, (573) 518-2152, for a special permit. Call the dean of students at (573) 518-2262 if you have parking questions.

Release of Information-FERPA

Under the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, colleges are allowed to release certain information, designated as 'directory information', to the public without the students' written consent.

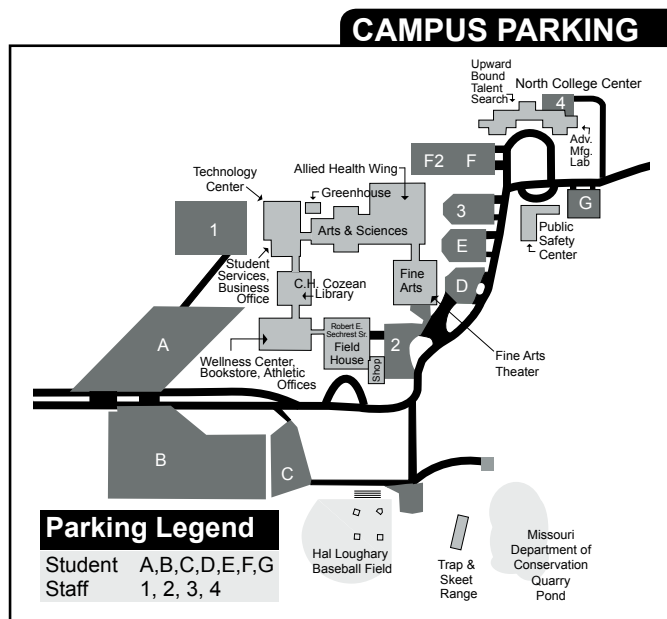
Mineral Area College has defined the following as directory information: name, address, telephone number, date of birth, photo, major or field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height of athletes, degree(s) or certification(s) awarded (including dates), awards received, and previous educational institution(s) attended.

Students who wish to restrict release of directory information must submit a FERPA restriction form or a signed written request to the registrar. The request to restrict will apply to all student information. Students who choose to restrict directory information should be aware that, once the restriction is in place, MAC will not release any information to anyone, including potential employers, insurance companies, newspapers that publish the dean's list, etc.

Students may review their records through MyMAC or by submitting a written request to the Registrar. See "Directory Information" on our website for more information regarding release of information.

Wellness Center

The Wellness Center is open to students and community members who enroll in a Wellness Center course. All students must report to the center within the first week of classes to obtain a syllabus and course information.



Alternative & Distance Learning Courses

Internet/Web Courses

Web courses are conducted online and do not require the student to travel to campus. However, students who take online courses which require proctored exams will take those exams in approved testing facilities. Online courses are designated in the course schedule booklet with a "W" (i.e., MAT1230AAW1) in the section number.

Online courses allow students to complete college classes by logging on to those courses' web pages to access assignments and to engage in online discussions. As part of the coursework, students must actively participate in the class by frequently engaging in discussion forums as required by instructors.

Students must have reliable and consistent access to the web and should be on a broadband system as opposed to dial-up, which presents multiple problems to the user. They must have compatible software for the courses they are taking (Internet Explorer, for example).

Students need competent computer skills and should have access to MAC e-mail. They also need solid reading, writing, organizational, and time management skills.

When searching for online courses, students may find that some courses have specific requirements outlined in the course details (notes). These notes may indicate that students may be subject to a proctored final or may need specific software or additional equipment.

Web classes usually demand more attention and time than traditional courses. Students who fail to meet participation, academic, or attendance requirements may receive a deduction in their final grade, a grade of "F" for the course, or may be dropped by their instructor(s). Students should refer to their class syllabus for individual class requirements.

Students who enroll in online courses do not need to contact their instructors before the first day of class. Instead, they will receive a welcome e-mail and information from their instructor(s) by 8 a.m. on the first day of class. However, students are invited to contact their instructors beforehand if they have specific questions about the class.

There is an additional fee for each Internet class taken.

Hybrid Classes

Hybrid classes are tailored for both online and traditional, face-to-face delivery. Up to 50% of instruction occurs online while the remaining instruction takes place in a traditional, face-to-face format. Hybrid courses are designated in the course schedule booklet with an "H" (i.e., EDU2200AAH1).

Students should carefully read the schedule notes associated with hybrid classes to ensure they can attend all scheduled classroom sessions. For example, a three-credit hybrid course might meet every Monday and Wednesday afternoon from 2-2:50 while the remaining work would be completed online. In

addition, students must have reliable and consistent access to the web, and they must have competent computer skills to do the required outside work.

A syllabus and information will be given out at the first class meeting. However, students are invited to contact their instructors beforehand should they have specific questions or concerns about the class.

There is an additional fee for each hybrid class.

Interactive (ITV) Courses

ITV courses originate at a home site, usually the main campus, and are delivered to area outreach centers using teleconferencing equipment. These courses are designated in the schedule booklet with an "X" (i.e., ENG1330AAX1).

The instructor is located at the home site, and students are located at multiple off campus sites. They can see, hear and communicate with the instructor and other students in real time. This is accomplished with classrooms that are specially equipped with cameras, microphones, and TV monitors.

The class is conducted as with any traditional classroom setting, with the instructor making modifications in both the sending and receiving of paperwork: for example, handouts, essays, quizzes, and tests. The receiving class has a monitor available to aid the instructor as needed.

ITV allows students to remain in a classroom setting and participate in a number of college courses they might not be able to take on campus due to travel restrictions, work schedules, or low enrollment. While ITV classes are not restricted to any group, high school students are the ones most likely to enroll in these classes.

Telecourses

A telecourse is a full-credit course in which content material is delivered by DVD lessons. This type of format allows students greater choice in viewing and study time. Most content is delivered in a documentary style format as opposed to a classroom lecture one. Students who register for these courses must have available the equipment needed (DVD player). These courses are designated in the schedule booklet with a "T" (i.e., PHS1230AAT1).

Telecourses are supervised by MAC content instructors who may also provide assistance. Textbooks and guides are purchased at the campus bookstore. Some DVDs are imbedded within the texts while others may be checked out at the main campus library. Students receive a course syllabus with a schedule including assignments and due dates for taking tests. Students who take telecourses must possess good time management skills.

Exams are normally given on campus in the MAC Testing Center although, upon request from individual student(s), tests may also be taken at the local outreach centers.

Some courses offered as telecourses are Astronomy, Oceanography, School Health, and Fire Science Technology.

There is an additional fee for each telecourse.

LOCATIONS, PHONE NUMBERS, HOURS OF OPERATION

Park Hills-Main Campus

5270 Flat River Road/P.O. Box 1000, Park Hills, MO 63601
(573) 431-4593 ■ Mon-Thurs, 8 am-7 pm; Fri 8 am-4 pm

Bookstore

Carol Whaley, Manager (573) 518-2106 ■ Mon-Thurs, 7:30 am-7 pm; Fri, 7:30 am-3 pm

Computer Lab - T106

Mon-Thurs, 8 am-7 pm; Fri, 8 am-2 pm

Learning Center

(573) 518-2124 ■ Mon-Thurs, 7:30 am-8 pm; Fri, 7:30 am-3 pm

Math & Writing Labs: Mon-Thurs, 7:30 am-8 pm, Fri, 7:30 am-3

Library

Melissa Hopkins, Director, (573) 518-2177 ■ Mon-Thurs, 7:30 am-8 pm; Fri, 7:30 am-4 pm (Check library website for current hours)

Wellness Center

Jeremy Partney, Director, (573) 518-2104 ■ Center closed when classes are not in session ■ Mon-Thurs, 8 am-7 pm; Fri, 8 am-4 pm

Additional Departments

ACCESS Office	518-2152
Admissions	518-2228
Allied Health	518-2172
Arts & Sciences Dean.....	518-2100
Assessment.....	518-2202
Athletics.....	518-2134
Business Office.....	518-2287
CMU@MAC.....	518-2112
Career Connections.....	518-3805
Career Planning Center.....	518-2193/2155
Career & Tech Ed. Dean.....	518-2157
Campus Police	518-2148
Cell Phone.....	631-2831
College Park Student Housing	518-1330
Computer Help Desk	518-2137/2240
Continuing Education	518-2342
Customized Training.....	518-2157
Dual Credit.....	518-3805
Enrollment Verification.....	518-2119
Financial Aid	518-2133
Instruction/Distance Education Associate Dean	518-2252
Mineral Area Council on the Arts	518-2125
Registrar/Registration.....	518-2130
Student Services Dean.....	518-2154
Student Support Services (EXCEL).....	518-2131

Farmington Outreach Center

Andrea Richardson, Director ■ 1 Black Knight Drive, Farmington, MO 63640 ■ (573) 701-1310 ext. 2139, (fax) 701-1324 ■ Mon-Thurs, 3:15-7:15 pm

Fredericktown Outreach Center

Marcy Rehkop, Director ■ 1450 Madison 517, Fredericktown, MO 63645 ■ (573) 783-7932 or (573) 783-7914, (fax) 783-3199 ■ Mon-Thurs, 8 am-9:30 pm; Fri, 8 am-4 pm ■ Evening hours vary based on class schedules.

Learning Center

Hours to be determined

Perryville Higher Education Center

Mary Bauwens, Director ■ St. Mary's of the Barrens Facility, 108 S. Progress Dr., Perryville, MO 63775 ■ (573) 547-4143, (fax) 547-3894 Mon-Thurs, 8 am-9 pm, Fri, 8 am-Noon

Learning Center

Mon-Thurs, 4-6 pm

Potosi Outreach Center

Judy East, Director ■ Potosi High School, #1 Trojan Drive, Potosi, MO 63664 ■ (573) 436-9841 before 3 pm, or (573) 436-2156 ext. 1224 after 4 pm, (fax) 436-9842 ■ Mon-Fri, 3:30-9 pm

Learning Center

Mon-Fri, 3:30-9 pm

Mineral Area College does not discriminate against any person on the basis of race, color, national origin, gender, disability, age, religion, creed, genetic and family medical history as defined by GINA, or marital or parental status, in admission/access to, or treatment/employment in its programs and activities. For further information about this policy, contact: Dean of Student Services, (573) 518-2154, 5270 Flat River Road, Park Hills, MO 63601. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.