

# 2013-14 MINERAL AREA COLLEGE HANDBOOK

## A LETTER FROM THE PRESIDENT

WELCOME TO MINERAL AREA COLLEGE.

We're honored you chose us to achieve your educational goals, whether it's to take care of coursework before you transfer to another learning institution or whether you're here to earn a certificate or degree.

You had a choice, and you chose us. We take this responsibility seriously, and we do our best to give you the high-quality, affordable education you deserve.

This should be a busy year, so it's a good thing you're picking up this planner. Inside you'll find your student handbook, which is full of important policies, information, and schedules to which you can refer throughout the year.

You'll also find tools and exercises offered by the company who publishes our handbook and planner. You can use these to prepare for the year, figure out what your short-term and long-term goals are, and gain inspiration and wisdom. It's a guide for personal success that can maximize your educational experience.

Monthly overviews and weekly breakdowns of the academic year provide more details about what's happening on the MAC campus in terms of academic and cultural events, deadlines, and opportunities for extracurricular activities.

As quickly as time passes here at the college, this planner should be a great tool to take you where you want to go, and keep you on track during 2013-14. Best wishes for a successful academic year, and thanks for choosing MAC.

**Dr. Steven J. Kurtz**  
**President, Mineral Area College**

## ABOUT THE COLLEGE

MAC, formerly Flat River Junior College (est. 1922), was founded by election in 1965 as a district community college.

Located in a semi-rural area, MAC serves a diverse student population. This public, co-educational institution of more than 4,000 students meets the needs of individuals enrolled in developmental, academic/transfer, career/technical, and continuing education courses and programs.

The college offers a wide variety of student support services that enhance the learning environment. In addition to serving students on campus and at five outreach centers, the college reaches a large number of individuals in the community through business development and customized training.

Furthermore, the college recruits and retains a highly competent faculty dedicated to providing an academic atmosphere that is both challenging and supportive.

Finally, MAC is committed to a proactive policy of non-discrimination for all people.

### MISSION STATEMENT

MAC's mission is to serve the community, to provide students a quality, affordable education, and to offer opportunities for professional and personal development.

### MAC POLICY OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with MAC are hereby notified that this institution does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, age, disability, marital status, veteran status, genetic information, or sexual orientation in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning MAC's compliance with the regulations implementing Title VI of the Civil Rights Act of 1962, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990 is directed to contact the Human Resources Director, Title VI, Title IX, Section 504 and ADA Coordinator, MAC, P.O. Box 1000, Park Hills, MO 63601-1000, (573) 518-2378, who has been designated to coordinate the college's efforts to comply with the regulations implementing Title VI, Title IX, Section 504 and the Americans with Disabilities Act.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with regulations implementing Title VI, Title IX, or Section 504, or the Americans with Disabilities Act.

### DISCLAIMER

Information herein is subject to change without notice. For more policy information, refer to MAC's course catalog or [www.MineralArea.edu](http://www.MineralArea.edu).

# MAC SERVICES

## ACCESS OFFICE

The Access Office provides accommodations and services for students diagnosed with a disability, including, but not limited to: physical, visual, hearing, health, learning, and psychiatric disabilities. In order for accommodations to be in place at the beginning of a semester, students should contact the Access Office in advance to discuss potential eligibility, the process for accessing disability services, and to schedule an appointment to complete program forms. Students need to be willing to self-disclose a disability and provide documentation of that disability. Accommodations are provided for equal access to programs and services at the college. Examples of accommodations include classroom adaptations, alternate testing methods, audio textbooks, volunteer note-takers, accessible parking, test readers/scribes, and sign language interpreters.

Potential students requesting accommodations in their courses are encouraged to contact the director of the Access Office, (573) 518-2152, before registering for courses. Early contact before the beginning of a semester is encouraged, since some accommodations may require additional time to be put in place. More information regarding the Access Office can be found at [www.MineralArea.edu](http://www.MineralArea.edu) or by contacting the office number listed above.

## ADVISEMENT

The advisement system is faculty-based and coordinated by the registrar. Students are assigned a faculty advisor based on their choice of major or area of study. Advisor and/or major changes may be requested at the Registrar's Office. Advising is a joint responsibility of advisors and students. Students are expected to read and conform to the regulations in the catalog. Students are responsible for knowing the regulations and policies and for meeting the requirements for a degree or certificate. Advisors guide the student toward accepting responsibility for academic decision-making.

## ASSESSMENT

**Placement Tests** - The preferred test for placement at MAC is the ACT, administered in September, October, December, February, April and June of each year. MAC also offers the Compass examination for students unable to complete the ACT prior to registration. The Compass test is an untimed examination that is taken on the computer; computer skills are not needed to take the test. It is extremely user-friendly and much less stressful than traditional tests, and is designed to measure current skills in reading, writing and math; the results are used to select appropriate levels of English and Math courses. Students may take Compass more than once and they may take the entire battery or any of the three subject area tests. The fee for three subjects is \$20, two subjects is \$15, and any single test is \$10.

**Exit Examination** – The Exit Exam (Proficiency Profile) is administered to all Arts & Sciences degree-seeking graduates of MAC. The Career and Technical 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 is a requirement that must be completed prior to graduation. There are no fees for these tests. Information regarding these tests is available in MyMAC under the Testing tab.

## GRADUATE SEMINARS

Summer 13	Fall 13	Spring 14	Summer 14	Day	Time	Room
June 25	NONE	Feb. 25	June 24	Tuesday	12:30 p.m.	RLHA
June 25	NONE	Feb. 25	June 24	Tuesday	5:30 p.m.	RLHA
June 26	NONE	Feb. 26	June 25	Wednesday	12 noon	RLHA
NONE	Oct. 10	NONE	NONE	Thursday	12:30 p.m.	RLHA
NONE	Oct. 10	NONE	NONE	Thursday	5:30 p.m.	RLHA
NONE	Oct. 14	March 3	NONE	Monday	10 a.m.	RLHA

## EXIT EXAM DATES

Summer 13	Fall 13	Spring 14	Summer 14	Day	9 a.m.	1 p.m.	4 p.m.	July 1	Nov. 4	March 3	June 30	Monday	A&S	A&S
No														
July 2	Nov. 5	March 4	July 1	Tuesday	C&T	No	C&T							
July 8	Nov. 11	March 17	July 7	Monday	C&T	C&T	No							
July 9	Nov. 12	March 18	July 8	Tuesday	A&S	A&S	No							
July 15	Nov. 18	March 24	July 14	Monday	A&S	No	A&S							
NONE	Nov. 19	March 25	NONE	Tuesday	C&T	No	C&T							
NONE	NONE	March 31	NONE	Monday	A&S	A&S	No							
NONE	NONE	April 1	NONE	Tuesday	No	A&S	A&S							
NONE	NONE	April 2	NONE	Wednesday	C&T	No	C&T							

A&S indicates AA, AAT & AGS Degree Grads; C&T indicates AS, AAS, & Certificate Grads; "No" indicates no testing is available. All tests will be given in room AS101.

**GED** - To register for this test, you must have received your GED Authorization Form from Jefferson City and have completed the GED demographic form prior to registration at MAC. A \$20 non-refundable fee (cash, credit card or money order) is payable when you register for testing. Registration must be completed prior to the day of testing. You must present a Missouri driver's license or Missouri non-driver ID to be admitted to the test.

**CBASE** - The College Base (CBASE) was adopted by the State Board of Education. Candidates for the AAT degree must score 235 or higher in each of the four subject areas (English, mathematics, science and social studies). The CBASE is offered five times each year. To schedule the CBASE, the \$50 testing fee must be paid in the Student Services Office no later than the Wednesday before testing (a late fee of \$15 will be required after the Wednesday deadline). Since this test has limited seating, you are encouraged to register as far in advance as possible to assure a seat.

**CERTIFICATION TESTING** – MAC is now an authorized testing center for professional and technology certification through Pearson Vue, Castle Worldwide, Iso-Quality Testing, NOCTI, WorkKeys and ISCET testing services. Fees and testing times are dependent on the type of certification testing.

**PROCTORING DISTANCE ED COURSE TESTS** – MAC provides proctoring for course examinations through distance education courses for various universities by arrangement for a fee of \$15 per hour.

**SCHEDULING TESTS** – To schedule testing, student should go to the “Testing Tab” in MyMAC, or contact Mike Easter, the director of assessment, at (573) 518-2188, or mreaster@MineralArea.edu.

## **BOOKSTORE**

The MAC Bookstore is a convenient campus source for academically-priced computer software, computer reference titles, collegiate reference titles, new releases, children’s books, MAC imprinted clothing and merchandise, and gifts for all occasions and seasons. The bookstore also offers a complete line of school supplies, study materials, cards, and backpacks. The store can generally get any U.S. book in print, and will special-order any book.

**Textbook Refunds:** If you need to return a textbook, please follow these guidelines for a refund: Keep your receipt. It is required for a refund. Do not write in your textbook until you are sure you will keep it. New books must be in the same condition as when purchased. Used books must be in resalable condition. For the fall/spring terms, you may return your books within five days from the first day of classes or two days purchased thereafter. For the summer term, books must be returned within five days from the first day of classes or two days purchased thereafter. The bookstore will buy back textbooks at current market value during finals week.

**Bookstore Hours:** Monday-Thursday 7:30 a.m.-7 p.m.; Fridays 7:30 a.m.-3 p.m.

## **BREAKING TRADITIONS**

**Displaced Homemakers:** Fee waivers are offered to displaced homemakers (one who has lost his/her main source of income because of divorce, separation, death or disability of a spouse; long-term family income below poverty level; loss of eligibility of public assistance; and someone who has not been employed on a full-time basis for at least three years). For information, contact (573) 518-2255 by January 31.

## **CAMPUS HOUSING**

College Park Apartments offer affordable, convenient, on-campus housing for up to 212 students. The 8-acre complex features two-bedroom, two-bath units; and four-bedroom, two-bath units. All apartments are furnished and include kitchenettes. The complex has a central laundry facility, a computer lab with six computer stations, a picnic pavilion with barbecue grills, a pool, and a sand volleyball court. For more information contact College Park Housing at (573) 518-1330, or collegepark@MineralArea.edu.

## **CARDINALS NEST**

The Cardinals Nest is a good place for relaxing with friends and faculty members. The newly renovated cafeteria provides a wide variety of food offerings. Students can also sign up for several different meal plans. Please check the MAC website for additional information.

## **CAREER PLACEMENT**

MAC has contracted with Workforce Employment Solutions to outsource its Career Placement office and administration of the Work Experience Internship Program. With numerous business contacts already established throughout the region with top employers, and with support of the college staff and faculty, Workforce helps students and alumni with job placement, while working with current students on internship opportunities. Creating true value for students and alumni of MAC is our goal. Stop by to discuss current job openings, solicit advice on interviewing techniques, research companies that are hiring or may be coming to campus and take that first step to a new career. We are dedicated to your success at MAC and beyond.

We’re located in Arts & Sciences, Room CC-1 or contact us at (573) 518-2198 or workforce@MineralArea.edu. Check out job opportunities at www.MineralArea.edu under “employment options” or www.visitworkforce.com.

## **CAREER PLANNING CENTER**

The Career Planning Center helps with career decision-making, career information, job search techniques and college transfer information. A wide variety of services can help with the job search process or making career decisions.

Classes are offered to help students who are undecided or questioning their college major and/or career future. Career advising and center resources are free and available to any MAC student or community member.

Our career library houses information on careers and job searches, as well as a large collection of college catalogs. Computerized career information systems provide job, college, and career information. The center provides assessments to measure interests, abilities, and work place values. Resume development and successful interview techniques are additional services offered by the center.

## **COUNSELING (PERSONAL)**

Personal issues may be discussed confidentially with a certified counselor in the Student Services Office. Talk with a counselor any time about any problem or concern relating to school, home or work that may impact your life.

Evening counseling hours are also available for appointments and drop-in sessions 4-6:30 p.m. Monday through Thursday during the fall and spring semesters, and 3-5:30 p.m. Monday through Thursday during the summer semester. Day and evening appointments can be made by calling (573) 518-2202, or you may feel free to drop by the Student Services Office at your convenience.

## **COURSE ADVISEMENT**

Students make important decisions during their college years. Advisors help students identify problems and obtain relevant information necessary to making their own decisions. The decisions you make in college will influence the rest of your life, and you can increase your chances of avoiding disappointment later if you plan your future now.

Advisors can interpret the results of your placement tests and help you select your course schedule. You may make an appointment at the receptionist's desk in the Student Services Office.

Student Services also offers expanded services for evening students. An advisor will be available for student appointments and drop in sessions from 4-6:30 p.m. Monday through Thursday during the fall and spring semesters, and 3-5:30 p.m. Monday through Thursday during the summer semester.

You may call for an appointment at (573) 518-2202, (573) 518-2188, or (573) 518-2211. You may also drop by the Student Services Office.

## **C.H. COZEAN LIBRARY**

The library provides students with information, services and materials. The qualified staff helps locate information, develop search strategies for papers and speeches, and how to use the library and the internet for research.

The library has over 30,000 volumes in its collection including books, selected popular fiction and nonfiction books, magazines and journals, as well as DVDs and music CDs. Books unavailable in our collection can be searched for and requested through the MOBIUS catalog from other Missouri academic and public libraries (only books and government documents may be requested).

The library's online databases provide access to full-text magazine, journal and newspaper articles. Visit [www.MineralArea.edu/library](http://www.MineralArea.edu/library) for detailed information.

A current semester student ID card is required when checking out material. Books and MOBIUS items may be checked out for three weeks. Magazines and journals, DVDs and CDs may be checked out for one week. Renewals are usually permitted unless there is a waiting list for an item. Materials must be returned on or before the due date to avoid a fine. Patrons with billed materials may be blocked from further check out of materials and may not be able to register for classes or receive grades or transcripts. There is a charge of 10 cents per day on items in the library collection excluding reserve materials. If an item is lost, the patron must pay the price of the item plus a \$20 processing fee.

**Library Hours:** Monday-Thursday 7:30 a.m.-8 p.m.; Friday 7:30 a.m.-4 p.m. Special hours will be posted.

## **E-MAIL, COMPUTER SYSTEMS,**

## **NETWORK ACCEPTABLE USE POLICY**

E-mail is the primary means for official communication at MAC. Official college e-mail accounts are activated upon students' acceptance for admission. The college has the right to expect that such communications will be received and read in a timely fashion. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with college-related communications. Everyone holds the responsibility to recognize that certain communications may be time-critical. Official e-mail communications are intended only to meet the academic, student activities and administrative needs of the campus community. Your e-mail account, as well as your access to and use of computers and equipment, is a privilege that may be revoked for failure to abide by any of the policies and guidelines set forth in this agreement. By continued use, you are acknowledging your responsibility for the proper use of your account and agreeing to adhere to all policies specified herein.

A copy of the entire acceptable use policy is available on line at <http://www.MineralArea.edu>, General Information, MAC I.T. Department.

## **HEALTH SERVICES**

The college does not provide health services. Health needs should be addressed to a private physician or the public health center. Emergency needs can be met by calling 911. Students with disabilities and unique health concerns should contact the Access Office, (573) 518-2152, for special services.

## **LACTATION ROOM**

A private room is available for students and staff who need to pump their breasts while at MAC. The room is located in the Allied Health Department, and is available from 8 a.m. until 4 p.m. Monday through Friday. A refrigerator is also available if needed.

## **LEARNING CENTER**

Learning Centers are located at the main campus in Park Hills in the Arts & Sciences Building and at the Outreach Centers in Fredericktown, Potosi, Perryville, and Winona.

The Learning Centers offer one-hour courses that help students develop or refresh the essential skills of reading, writing, and mathematics, as well as other courses necessary for success at college. All Learning Center courses are competency based, which means students must master each unit with a grade of "C" or better before moving on to the next unit, and are offered in an arranged setting.

**Main (Park Hills) Campus:** Monday-Thursday, 7:30 a.m.-8 p.m.; Friday, 7:30 a.m.-3p.m. The Park Hills campus Learning Center operates a Writing Lab to help students write papers or brush up on grammar. The Writing Lab hours are: Monday-Thursday, 7:30 a.m.-8 p.m. and Friday, 7:30 a.m.-3 p.m.

The main campus Learning Center also has a Math Lab to help students with math, from arithmetic skills through college algebra. The Math Lab hours are Monday-Thursday, 7:30 a.m.-8 p.m., and Friday, 7:30 a.m.-3 p.m.

**Fredericktown Outreach Center:** Fall and Spring: Tuesday and Thursday, 5-8 p.m.

**Potosi Outreach Center:** Fall and Spring: Monday-Friday, 4-9 p.m.; Summer: Monday-Wednesday, 3-8 p.m.

**Perryville Higher Education Center:** Fall and Spring: Monday-Thursday, 4:30-6:30 p.m.: Summer: Math Lab by arrangement; English Lab, Wednesday, 6-9 p.m.

**Winona Outreach Center:** Fall, Spring and Summer: by arrangement

For more information about Learning Center classes, visit [www.MineralArea.edu](http://www.MineralArea.edu).

## **PARKING**

Free parking is provided on several large student parking lots. A complete list of parking and traffic offenses and fines is listed in the Traffic and Parking Regulations pamphlet, found in the Student Services Office. Students must read these regulations and abide by them. Fines are assessed for violation of published parking and traffic regulations, and enforced 24 hours a day, seven days a week.

Students may park in any marked student parking lot. Students may not park in the faculty/staff parking lots (each offense will result in a \$25 fine). Student vehicles are not allowed on faculty or handicapped lots at any time, including weekends or when classes are not in session.

Special parking permits are available for individuals with disabilities who require accessible parking. Contact the Access Office, (573) 518-2152.

## **QUARRY POND**

The quarry pond, located north of the Hal Loughary Baseball Field, is open to the public for fishing. A fishing license is required for those younger than 65. The pond is handicapped accessible and has restroom facilities. The pond is open: 7 a.m.-Noon, Tuesday, Thursday and Sunday; 3 p.m.-Dusk, Monday, Wednesday, Friday, and Saturday.

## **STUDENT HEALTH 101**

Every month, MAC brings "Student Health 101" e-magazine free of charge to all students. The interactive, web-based magazine features informative articles on subjects important to all students, including both mental and physical health issues. Also, two pages of each issue are dedicated specifically to MAC activities and services available during the month. Students will be notified at their MAC e-mail addresses when the new issue is available, and will be given the web link to the magazine site, plus the link will be on the MAC website.

## **TRAP & SKEET**

The trap and skeet range is open to the public year-round. The facility hosts one skeet field with eight stations and one trap field with five stations. Cost for a round varies, and participants must use their own gun and ammunition.

## **TRIO PROGRAMS**

TRIO programs are educational outreach programs funded under Title IV of the Higher Education Act of 1965 as reauthorized in 2009. Five TRIO programs are represented on MAC's campus – four pre-college programs (two Upward Bound and two Educational Talent Search) and one college program (EXCEL/Student Support Services). The primary objective of the TRIO programs is to help qualified students overcome academic, income, and social barriers to higher education.

MAC's pre-college programs provide information, advising, academic instruction, tutoring and assistance in applying for financial aid to approximately 1250 middle- and high-school students from 11 area school districts. EXCEL/Student Support Services assists MAC students achieve their associate degree and transfer to four-year institutions by providing tutoring and academic, financial aid, and financial literacy advising. EXCEL/Student Support Services serves 200 students.

# **MAC INFORMATION**

## **ACADEMIC INTEGRITY**

Students who engage in the act of cheating or plagiarism can be subject to the following:

**Level I Violation:** A student commits any act of plagiarism or cheating, as determined by the instructor.

**Level I Consequences:** 1. *The student will receive a failing grade for the assignment.* 2. *The student's Academic Integrity Report will be forwarded to the dean of students, the appropriate division's dean (either Arts & Sciences or Career & Technical Education), and the department chairperson of the faculty member making the sanction.*

**Level II Violation:** A student commits any significant act of plagiarism or cheating, as determined by the instructor. In a significant act of plagiarism, the student commits numerous acts of plagiarism with numerous sources within one particular assignment; the student plagiarizes a

significant portion of his or her assignment from one source; or, the student borrows, purchases, or steals an entire paper and submits it as his/her own.

In a significant act of cheating, the student gives or receives unauthorized help before, during, or after an examination; the student uses notes, books, or other aids during an examination (unless permitted by the instructor); the student looks on someone else's examination in class; or, the student collaborates with another student(s) enrolled in the same course and shares examination subject matter in advance of testing.

**Level II Consequences:** *1. The student will receive a failing grade for the course. 2. The student's Academic Integrity Report will be forwarded to the dean of students, the appropriate division's dean (either Arts & Science or Career & Technical Education), and the department chairperson of the faculty member making the sanction.*

**Level III Violation:** A student commits multiple acts of plagiarism or cheating as determined by the instructor(s) on assignments and/or examinations at any time during his/her tenure at MAC.

**Level III Consequences:** *1. The student will receive a failing grade for the course. 2. The student's Academic Integrity Report will be forwarded to the dean of students, the appropriate division's dean (either Arts & Science or Career & Technical Education). 3. The student may be suspended from MAC for one semester.*

## **ACCIDENTS**

Campus accidents involving injury should be reported to the nearest administrative office or MAC Security Office.

## **ADDRESS CHANGE**

Any student who has an address or telephone number change should immediately complete an Address/Residency Change form in the Business Office of the Arts & Sciences Building or change it online by using their student ID number in order to receive updates, information, etc. Students enrolled at outreach centers should contact the center coordinator for the Address/Residency Change form.

## **ADVISOR AND/OR PROGRAM OR MAJOR CHANGE**

If you need the name of your advisor, need a new advisor, or need to change your major or program of study, e-mail registrar@MineralArea.edu. The form for changes is also available on MyMAC under "Registrar's Forms."

## **ALCOHOL AND DRUG ABUSE POLICY**

All members of the campus community must adhere to all applicable state and local laws and college regulations related to the sale and use of alcoholic beverages and other drugs. Information is available in the Student Services Office.

## **APPLICATION FOR GRADUATION**

The Application for Graduation form is available in the Student Services Office of the Arts & Sciences Building, from any outreach center coordinator, or on the web. Students are responsible for applying for a degree and/or certificate. The college does not automatically award degrees or certificates.

Graduation applications and a completed degree plan signed by an advisor must be submitted to the Registrar's Office by the posted deadline for the fall, spring, and summer semesters. A \$50, non-refundable processing fee is due at the time of application. A separate application must be filed for each degree or certificate whether they are earned at the same time or during different semesters. If two degrees or certificates are earned at the same time, the graduation fee for the second is \$10. If the second degree or certificate is earned in another semester, the \$50 processing fee must be paid each semester a degree is awarded.

Graduation seminars are held each semester to share information regarding the graduation ceremony, exit requirements for various programs, and the exit exam, among other topics. Students should watch for e-mails from the director of assessment regarding the seminar dates and times, which are also posted on MyMAC.

Commencement exercises are annually held in May for students completing an AA, AAT, AGS, AAS, and AS degrees. Tickets are required for all guests attending commencement exercises. Important graduation information will be shared via campus e-mail. Students must check their MAC e-mail frequently. Graduating students will receive a letter of invitation to participate in commencement exercises. Four to six weeks after the end of the term in which a student graduates, the appropriate dean's office will mail their diploma to the address provided on the Application for Graduation Candidacy.

Candidates must be measured for cap and gown in the bookstore. Dates for measurement will be posted on the web, placed in the announcements, and e-mails sent to students. The cost of the cap and gown is included in the graduation fee.

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. Information regarding these tests is available in MyMAC. The director of assessment will notify students of the exam dates, which will also be posted via MyMAC.

A graduation application may be withdrawn by contacting the Registrar's Office in writing. The application may not be transferred to a future term. A student must reapply for graduation candidacy. The application fee does not transfer to a future term.

Students should direct questions about graduation applications to the Registrar's Office.

## ATTENDANCE

Faculty may drop a student for “excessive absence” after two weeks of consecutive absences which occur during the first 75% of the semester or term. Individual faculty members may define “excessive absence” differently, such as three absences per semester, for specific courses. This could result in the instructor issuing a drop from the class for excessive absence. The student should find out what that definition is in each course.

For absences due to school-related activities such as athletic games, music engagements, field trips, etc., the appropriate dean’s office will issue written notices to the faculty members whose classes are involved, stating who is to be excused and for what period of time. A student cannot drop a course merely by not attending classes. The student dropped will be notified by the Registrar’s Office via e-mail.

## AUDITING COURSES

Students may audit a course, which means they can enroll in a course and receive no credit. An “AU” grade appears on the transcript. An audit (no credit) does not count in computation of a grade point average and must be processed before the first day of the semester. Once registered, students may not change their registration status (auditor vs. credit). Students auditing a course must meet course prerequisites. Audited courses do not count toward graduation requirements or satisfy prerequisite requirements for other courses. Normally, an auditor attends the course on a regular basis and is not required to take exams nor complete homework assignments. Fees are the same for audit courses and credit courses. Financial assistance does not apply to audited courses. Students receiving financial aid or veterans benefits cannot count audit courses to establish full- or part-time status.

## CAMPUS SECURITY

All first-time students are encouraged to attend the CARDS orientation, which among other topics, provides important information on public safety practices and procedures at the college. The Guide to Campus Safety is also provided to all students through the college web page, under the “public safety” tab at the top left of the web page. All students are encouraged to be familiar with the information provided in that guide.

## CAMPUS SAFETY AND THE JEANNE CLEARY ACT

Campus safety and security provisions, as identified under the Jeanne Cleary Act, require the publishing and distribution of annual campus crime and public safety information. Students may refer to the Guide to Campus Safety, located under the “public safety” tab on the main college web page, for detailed information on crime statistics and campus safety practices. Below is a listing of MAC’s current crime statistics, as required under the Jeanne Cleary Act.

### Crime Statistics:

<b>Crime</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Homicide	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Larceny/Stealing	0	0	5	8	6
Burglary	6	1	3	7	3
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Liquor Law Violation	14	11	10	5	9
Drug Violations	2	4	0	3	7
Weapon Violations	1	1	2	2	1
Auto Accidents	11	3	8	13	6
Hate/Bias Crimes:					
Race	0	0	0	0	0
Gender	0	0	0	0	0
Religion	0	0	0	0	0
Sex Orientation	0	0	0	0	0
Ethnicity	0	0	0	0	0
Disability	0	0	0	0	0

**Fire Safety:** No fires occurred during this annual reporting period.

<b>Fire Category</b>	<b>Cause</b>	<b>Fire Injuries</b>	<b>Fire Deaths</b>	<b>Damage Est.</b>
Unintentional	Cooking	0	0	0

## CHANGES OF CLASS SCHEDULE

Students may not add a course during the fall or spring terms after it has met twice (once for summer term). Students may add telecourses or online courses during the first three days of a 16-week term (the first day of a summer term).

Contact the Student Services Office to add/drop classes. Students enrolled at outreach centers should contact the outreach center coordinator.

Courses dropped during the first 12.5% of the semester are not entered on the student's permanent record. After 12.5% of a semester term has passed, the student may follow regular withdrawal procedures to drop any class up to the time that 75% of the term or semester is completed. Regardless of whether he/she was passing or failing at the time, a "W" (Withdrawal) will be entered upon his/her record. Any drop completed after 75% of a term has passed will result in a grade of "F". Students should refer to the current academic calendar to determine the exact date when classes may still be dropped with a grade of "W."

When the student withdraws from a class or from MAC, his or her record will show a "W," whether the student was passing or failing at the time. The withdrawal slip must be fully processed within the first 75% of the term.

## CIVIL RIGHTS GRIEVANCE PROCEDURE

Students, employees, and the public have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Students with a complaint of discrimination on the basis of gender, race, national origin, or disability may discuss the area of concern with a MAC instructor, employee, the dean of Student Services, the Access coordinator, or the Title IX and ADA coordinator, Jean Merrill-Doss (573-518-2262 - office AS115).

For a copy of the full text on MAC's Civil Rights Grievance Procedure, please contact the Student Services Office.

## COMPUTING GRADE POINT AVERAGE

The grade point average for any period is obtained by dividing the total number of grade points earned by the total number of credit hours attempted during that period. Courses in which a student receives a grade of "P", "W", "AU", or "I" are not included in the grade point average.

The points per credit are assigned as follows:

A - 4 points per credit	F - 0 points per credit
B - 3 points per credit	AU - 0 points per credit
C - 2 points per credit	P - 0 points per credit
D - 1 point per credit	

An example for computing a semester's grade point average appears below:

Credit Hours Attempted	(times)	Grade	Points
3	X	B	9
3	X	C	6
5	X	A	20
<u>2</u>	<u>X</u>	<u>B</u>	<u>6</u>
Totals:	13		41

41 divided by 13 = 3.15 GPA

## COURSE GRADE APPEAL PROCEDURES

Students with concerns about grades obtained as part of course requirements, class procedures, or teaching styles should first approach the individual instructors – whenever possible – for clarification or resolution. If concerns still exist or cannot be resolved, students should then contact the department chair, or, if at an off-campus site, the site director. All concerns about final course grades must be expressed by the end of the next, regular semester.

If the department chair or director is unable to remedy the situation, students may be referred to or may contact their respective dean. The dean will thoroughly investigate the matter and hear all sides before rendering a decision.

Due to FERPA restrictions, only concerns expressed by individual students will be considered. College employees may not legally discuss student academic or behavioral matters with parents, spouses, friends or classmates without signed releases from the students in question.

Students who believe they have inaccuracies in their official records (transcripts) must immediately notify the Registrar's Office. Transcripts are the final, accurate records of academic accomplishments.



## **COURSE LOAD**

The standard college unit is the measure of time and study of various courses. Commonly referred to as credits, one credit represents one hour in class plus two hours of outside preparation, or some other combination totaling three hours of classroom and outside work. Therefore, a student carrying 15 credits per semester is working approximately 45 hours per week. In some courses, however; such as physical education, more hours of classroom attendance each week may be required for the one credit. In laboratory work, two hours equals one credit. The average course load is 15 semester hours.

## **COURSE REPETITION**

A student who received a grade of "C" or below in a given course may repeat the course to raise his/her grade point average. When a course is repeated, the first grade remains on the transcript but only the latter grade will be counted for graduation or in computing grade points. Students may not repeat a lower level course that serves as a prerequisite for a course that was already completed by the student with a "C" or better. For example, if a student receives a grade of "C" in MAT1130 and subsequently completes MAT1230 in a following term with a grade of "C," the student is not allowed to repeat MAT1130 in a future semester.

## **CORRESPONDENCE COURSES**

Correspondence courses are not available through MAC. A student wishing to enroll for a correspondence course must have the registrar's approval. No more than 12 credit hours of accredited correspondence work will be accepted toward a degree or certificate program at MAC. A correspondence course does not satisfy the requirements for repeating a "C," "D," or "F" grade.

## **DEAN'S LIST**

The Dean's List is an academic honor conferred only on the students who have accomplished an extraordinary level of academic achievement each semester. Students meeting the following requirements qualify for the Dean's List and, upon request, will receive an official letter from the college acknowledging their success:

- Academic workload of 12 semester hours or more for credit;
- Grade point average of 3.25 or higher;
- No grade below a "C" required during the semester;
- No "I" (incomplete) grades received during the semester.

## **DEGREE AND CERTIFICATE TIME LIMITS**

Students planning to earn a MAC certificate or degree need to meet requirements of the catalog in effect when first enrolled or of any subsequent catalog. Students who discontinue enrollment for two consecutive semesters, summer excluded, will be required to follow the catalog in effect upon their return to MAC.

## **ELECTRONIC USE POLICY - CLASSROOM**

To ensure that MAC can provide an effective learning environment and maintain its high level of academic integrity, certain limitations must be placed on specific types of electronic devices inside MAC classrooms. It is also understood that some instructors may require usage of these same devices. Students shall find information about allowed electronic devices in the instructor's course syllabus.

The following devices should not be readily accessible without instructor approval:

- Computers
- Mp3 players and other audio devices
- PDAs
- Cell phones
- Personal gaming systems
- Cameras
- Camcorders
- Audio recording devices
- Pagers
- Any other electronic device deemed unnecessary by the instructor

Penalties for any infraction may include:

- Dismissing a student from the room and/or counting them absent or tardy for the class period.
- Deducting points from current or future assignments.
- Following procedures outlined in the academic integrity policy (these actions would be subject to appeal in accordance with the policy).  
Instructors may, but are in no way obligated to, make exceptions at their own discretion when:  
Health-related or family circumstances exist and the student requests permission prior to a specific class period.  
Use of the device has educational value.

When a simultaneous MAC Alert is sent.

Students may appeal any decisions concerning the above policy by contacting the dean of students. Students may obtain the Student Due Process from the dean of students, the student planner, on MAC's web page under Students, Student Resources, Planner, and under Publications, Article V. Board Policy.

## **EVENING AND SATURDAY CLASSES**

Any academic or career/technical course listed in the college catalog, as well as special courses, may be offered in the evening or on Saturday. However, only those courses will be scheduled for which there is adequate demand.

## **FINANCIAL AID**

MAC feels higher learning should be available to anyone who desires it and can benefit from the course work. Therefore, our fees are as low as possible. Financial aid options—scholarships, grants, loans, and part-time, on-campus and outreach center employment—are available to qualified students. Most awards are based on financial need; some scholarships have other eligibility requirements.

A student should apply for aid at least two to six months before the semester in which he/she plans to enroll at MAC. Late applications will be processed, but limited funds may adversely affect the amount of aid available for all programs except the Pell Grant. Additional information and application procedures are available online at [www.MineralArea.edu](http://www.MineralArea.edu). Arrangements for aid must be completed before registering for class work.

## **FRESHMAN-SOPHOMORE CLASSIFICATION**

Students are classified according to hours enrolled and hours completed. Part-time students carry fewer than 12 hours per semester while full-time students carry 12 or more credit hours. During the summer, full time student status requires six or more credit hours. A freshman is any student who has completed fewer than 30 credit hours; a sophomore has completed 30 credit hours or more.

## **GENERAL EDUCATION CORE FOR TRANSFER**

In accordance with college transfer guidelines established by the Coordinating Board for Higher Education, MAC will evaluate a student's transcript, upon request, to determine if general education requirements have been met. Upon a student's request, this will be noted in the student's record, which will facilitate transfer for the student who leaves MAC without an Associate of Arts degree. Interested students should contact the registrar.

## **GRADES**

Students may access transcripts and view mid-term and final grades via MyMAC, at [www.MineralArea.edu](http://www.MineralArea.edu). Grade reports are not mailed to students. Students needing help with their MyMAC Password and ID number should contact the Registrar's Office, (573) 518-2119, or e-mail [Registrar@MineralArea.edu](mailto:Registrar@MineralArea.edu).

Fall 2012 grades should be available via MyMAC by Dec. 19; Spring 2013 grades by May 22.

## **GRADING SYSTEM**

A student must be enrolled in a class in order to receive academic credit. MAC uses the following to award academic credit:

- A Superior work - the highest grade awarded
- B Above average work
- C Average work
- D Below average
- F Work done is undeserving of credit
- AU Audit
- I Incomplete
- P Passing
- W Withdrew from a course

College credit is valued in grade points as follows:

- A 4 Grade Points
- B 3 Grade Points
- C 2 Grade Points
- D 1 Grade Point
- F No Grade Points
- AU No Grade Points
- I No Grade Points
- P No Grade Points

## **HONORS CLASSES/PROGRAM**

Honors options offered through regular classes are available for any student attending MAC who wishes to gain a deeper understanding of various subject matters by doing additional study or projects in these classes. Instructors determine whether or not they wish to offer an honors option in their classes. These honors options emphasize individuality, originality, and cooperative learning. Students may be given chances to do critical readings, analytical writings, hands-on investigations, or presentations.

To qualify for the honors option in a given class, a student must meet any one of the following criteria:

- have a high school or college GPA of 3.0 or above on a 4.0 scale
- have an ACT composite score of 21 or equivalent
- have a minimum Compass reading score of 89

In order to successfully complete the Honors Program at MAC, receive the Honors medallion and be recognized at commencement, a student must meet ALL of the following requirements:

- maintain a 3.0 GPA in all college courses combined;
- complete at least 12 hours of honors credit;
- make no grade below a “B” in any honors course. A “C” or below will disqualify a student from the program;
- schedule an exit interview the semester of graduation with the Honors director, the dean of Arts & Sciences.

For more information, contact the Arts & Sciences Division, (573) 518-2100.

## **IDENTIFICATION CARDS**

Your I.D. card is your admission ticket to college activities such as ball games and is necessary for checking out library materials or using student accounts in the bookstore and cafeteria. Students have their I.D. photo taken when they enroll for the first time at MAC. A fee is charged for a replacement I.D. card. I.D.s are given in the Bookstore.

## **INCLEMENT WEATHER POLICY**

College officials urge students to use good judgment regarding driving conditions. If weather conditions deteriorate to warrant the cancellation of day classes, every effort will be made to notify the following by 7 a.m.:

- KDDB (104.3 FM) – Park Hills
- KMOV TV Ch. 4 – St. Louis
- KFMO (1240 AM) – Park Hills
- KREI (800 AM) – Farmington
- KSGM (980 AM) – St. Genevieve
- KTJJ (98.5 FM) – Farmington
- KPWB (104.9 FM) – Fredericktown
- KFVS TV Ch. 12 – Cape Girardeau
- KSDK TV Ch. 5 – St. Louis

If the message is: “MAC is closed,” it means day and evening 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.. Offices are generally open at 8 a.m. There is no makeup for the cancelled classes unless this occurs more than two times within the semester.

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

Do not call the radio stations so that phone lines may be kept open for official calls from the college and area schools.

## **INCOMPLETE POLICY**

An instructor may assign an “Incomplete” grade when a student is doing passing work, and has not completed a small portion of the required course work by the end of the term. The instructor decides if there is an acceptable reason (for example, a serious illness) why the student cannot complete the required course work. The student and the instructor must file an incomplete grade request form for the course with the appropriate dean. The instructor will specify in detail, on the incomplete grade request form, requirements for completing the course to receive a grade.

The deadline for removing an incomplete grade is one year from the first day of the term in which the incomplete grade was recorded, unless a shorter period of time is specified by the instructor. If an incomplete grade is not cleared within the specified period of time, the incomplete will be converted to the grade of “F”.

## **LOST AND FOUND**

Lost items may be returned to, or retrieved from, the receptionist's desk in the Student Services Office. Items are kept for one semester before being discarded.

## **MyMAC**

The student information system (MyMAC) is an easy and convenient way for students to access information online about their academic records as well as information about the community college. MyMAC lets current and prospective students check the course catalog and each semester's course offerings. It provides a convenient method for students to register and pay for classes and access academic and personal information, such as student schedules, transcripts, financial aid, and student billing.

MyMAC operates in a secure environment. Students must use their student identification number and password to access personal information. The student information system is accessed at [www.MineralArea.edu](http://www.MineralArea.edu).

## **ORIENTATION**

CARDS (College Advisement/Registration Day for Students) is an orientation program required for degree-seeking students who enter the college as a first-time freshman and for transfer students with fewer than 15 semester hours of earned credits. CARDS is usually held the semester before a student begins his/her academic career at MAC. The program includes academic advising, registration for classes, housing information, financial aid, billing, and student activities.

## **OVERLOAD**

The maximum course load for fall and spring semesters is 18 credit hours. The maximum course load for the summer is 9 credit hours. Students with a superior scholastic record may be permitted to register for more than the recommended maximum with the respective dean's approval

## **REGISTRATION**

Students are encouraged to register early for classes. Notification of registration dates is e-mailed to students. Spring-enrolled students begin registration in April for the following summer session or fall semester or both. Fall-enrolled students begin registration in November for the following spring semester and begin registration in February for the summer semester. Details are provided in each semester's class schedule booklet and on the web. Advisor assignments or changes may be obtained from the Registrar's Office, or complete the form which is available on MyMAC.

## **RETURN OF TITLE IV FUNDS POLICY**

Students receiving federal financial aid who withdraw from all courses before the end of the 60 percent point of any semester will owe a refund of the unearned portion of the federal financial aid they have received. The student must return unearned aid to the appropriate funding source. This regulation was revised due to the Higher Education Amendments of 1998 and was effective July 1, 2000. A full-text copy of the revised refund policy is available in the Financial Aid Office as well as examples of how the policy will affect students enrolled at MAC. Questions regarding this revised refund policy may be directed to the Financial Aid Office at (573) 518-2133 or e-mailed to [finaid@MineralArea.edu](mailto:finaid@MineralArea.edu).

## **RIGHT TO PRIVACY, OR DIRECTORY INFORMATION/PUBLIC INFORMATION**

In accordance with the Family Educational Rights and Privacy Act (FERPA), all students have the right to review their official college records, to request amendment to these records, to restrict their name from certain reports, to file with the U.S. Department of Education appropriate FERPA complaints, and to obtain MAC's FERPA policy statement.

Inquiries regarding the Act of 1974 should be directed to the Registrar's Office. Directory information includes: name, address, telephone number, date of birth, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificates awarded (including dates), awards received, and most previous educational institution attended.

If issues of health and safety can be documented, campus community and law enforcement personnel may also be provided an individual photo. Further, the college releases lists of students who qualify for the dean's list, as well as graduates to newspapers which cover the permanent address of record. Names and addresses of MAC graduates or candidates for graduation will be released to four-year institutions upon the institution's request.

If the student objects to the release of directory information, the student should contact the Registrar's Office before the end of the second week of classes during the fall and spring semesters, and by the end of the first week of classes of a summer or interim term. The request must be renewed each semester.

Students are advised that the social security number is voluntarily disclosed to MAC and is maintained as confidential information.

## **SEXUAL HARASSMENT POLICY**

MAC is committed to a work setting and academic environment free from sexual harassment. This policy applies to all members of the college community, including employees, students, and visitors. Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by other state and federal discrimination laws. Violators shall be subject to disciplinary actions which may include, but are not limited to, written warning, demotion, transfer, suspension, or dismissal.

Occasional compliments of a socially acceptable manner or statements or acts that are acceptable to all elements of society are not sexual harassment. What may constitute sexual harassment may differ from person to person.

For a copy of the complete policy and procedures, employees should contact the Human Resources Office, and students should contact the dean of Student Services, or refer to the MAC website.

## **SMOKING POLICY**

MAC has a "Smoke-Free Environment" policy. Use of tobacco products, including chewing tobacco, is allowed in designated areas outdoors and is not allowed within 15 feet of any building entrance or in the quadrangle. College officials hope this policy will be regarded as a serious health issue and that everyone will cooperate for the benefit of the entire college community.

## **STUDENT ANNOUNCEMENTS/FACULTY ABSENCES**

Announcements of student activities, college policies, deadline dates, and other information important to students are printed each Monday morning and posted on bulletin boards in the Concourse Area, sent to students via campus e-mail, and posted on the concourse video screen. Students should check these announcements on a regular basis. Notices of faculty absences are posted daily on the front door of the Student Services Office and at [www.MineralArea.edu](http://www.MineralArea.edu).

## **STUDENT CONDUCT AND DUE PROCESS**

MAC is dedicated to its pronounced philosophy and objectives. When these purposes are threatened by student misconduct, appropriate disciplinary action must be taken. College discipline will be exercised when student misconduct adversely affects the college's pursuit of its educational objectives.

Please contact the Office of the Dean of Student Services for a copy of the Student Conduct and Due Process Policies, which are also found on the MAC website.

## **STUDENT INFORMATION AND PROCEDURES**

The following are among the more common matters handled in the Student Services Office located on the first floor of the Arts & Sciences Building:

- Admissions information
- Add or drop a course
- Withdrawal from school or a class
- Career information
- Discuss personal and study problems
- Veterans' benefits
- Financial aid
- Apply for College Work-Study Program
- Report change of name, address, or phone number
- Transcript requests
- Use of bulletin boards
- Student activities
- Student government
- Catalogs
- Special testing
- Lost and found
- Time and place of events
- Student body elections
- Change major or advisor
- Obtain information on student insurance
- Enrollment verification
- Voter registration forms

## **STUDENT MESSAGES**

Students should inform family members, friends, and employers that student messages are not delivered on campus except in the case of extreme emergency. Arrangements for work, doctor appointments, and other non-emergencies should be taken care of by the student before arriving on campus each day. Floral deliveries to students are discouraged, as classes may not be interrupted for deliveries, and the Receptionist is not expected to get messages to students.

## **STUDENT RIGHT-TO-KNOW**

**Certificate and Degree Completion Rate:** The following calculations of degree and certificate completers are based on the Fall 2008 cohort of first-time, full-time, degree-seeking students.

Fall 2009 first-time, full-time, degree-seeking students	835
Degree completers in 150% of time	258
Four yr. avg. graduation rate	32%
Four yr. avg. transfer out rate	14%
Total Compliance Rate	46%

Students may not complete a degree in 150% of the prescribed time for many reasons. Some who begin as full-time students may become part-time students; others may transfer out to other institutions. Some students may leave college for one or more semesters. Also, a number of students are not counted because they had prior credit before enrolling. Please contact the dean of students at (573) 518-2262 for more information.

**Athlete Graduation/Transfer Rates:** The following information regards completion or graduation and transfer-out rates of full-time, first-time degree/certificate-seeking students receiving athletic-related student aid:

<b>Sport</b>	<b>Completion or Graduation Rate</b>	<b>Transfer-Out Rate</b>
Baseball	71%	41%
Basketball - Men's	29%	29%
Basketball – Women's	57%	29%
Other	43%	29%

### **TRANSFER CREDIT**

The registrar will determine credits accepted by transfer. Transfer credits will be accepted only from regionally accredited institutions. The courses accepted by MAC are included in the cumulative grade point average. Transcripts from other institutions which have been presented for admission or evaluation become part of the student's academic file. MAC cannot release transcripts (originals or copies) received from other educational institutions. The transfer credit policy is on the web.

### **TRANSCRIPTS**

Students desiring to transfer to other institutions are expected to submit an official transcript to the receiving institution. Due to the confidentiality of records, transcripts will be released only upon the student's written request. There is a charge for each transcript, payable at the time of the request. Faxed transcript requests have an additional charge. All holds on a student's record must be cleared before a transcript will be released to, or for, a student. Please allow two working days for processing. Additional time is required at the end of the semester. A transcript request form can be downloaded from [www.MineralArea.edu](http://www.MineralArea.edu). On the home page, click on "Transcript Request Form". For assistance, call 573-518-2119 or e-mail [registrar@MineralArea.edu](mailto:registrar@MineralArea.edu).

### **UNIT OF CREDIT AND COURSELOAD**

A credit hour/semester hour is earned by attending a non-laboratory class for 50 minutes a week in a regular semester (fall or spring). A three-credit hour class meets for three, 50-minute periods per week. One semester hour of credit is granted for two or three hours of laboratory work per week.

Fifteen to 16 semester hours are considered a normal academic load in a regular semester (fall or spring); however, 12 semester hours are defined as "full time." Students who wish to register for more than 18 credit hours (fall or spring) must obtain permission from the appropriate dean. The fall and spring semesters are approximately 16 weeks in length.

Six credit hours are considered full time (academically) during the summer.

Students should be aware that, on the average, at least two hours of outside preparation are needed for each hour of scheduled classroom work. Therefore, students who enroll for 15 semester hours should plan to spend at least 30 hours per week for study outside of class.

### **VERIFICATION OF ENROLLMENT**

If you need verification of enrollment for the current semester, complete a verification request form available in the Registrar's Office. This form is also available on the web. Click on "Registrar's Forms". No verification can be completed until classes have been in session at least one week. Please allow two days processing time.

### **VETERANS' BENEFITS**

If you are a veteran entitled to assistance for education and training, you may complete a Veterans Form on MyMAC.

After the VA processes your application, you will receive two copies of a certificate of eligibility valid only at the named institution and for the degree objective you indicated.

After you enroll, you are to submit these copies to the Financial Aid Office so that they may certify your enrollment to the VA.

You must complete a veteran form on MyMAC each semester. If you have any questions regarding your VA benefits, you may call their toll-free number, (888) 442-4551, or the MAC Financial Aid Office at 573-518-2133.

## **VOTER REGISTRATION FORMS**

In September, Student Government hosts a voter registration day in conjunction with Constitution Day. Voter registration forms are available for all students enrolled. The voter registration forms are available on the Park Hills campus from the Student Services Office receptionist, the bookstore, Access Office, the Student Government advisor, and at the Learning Center. Voter registration forms are available from the campus director at outreach centers.

## **WHAT TUITION RATE DO YOU PAY?**

To receive the in-district 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 the past 12 consecutive months and proof of intent to make the taxing district a permanent home are the first criteria.

## **WITHDRAWAL POLICY**

When a student must stop attending all classes or withdraw from the one and only class in which he or she is enrolled, a Withdrawal/Exit Form must be submitted to the Registrar's Office for processing.

Courses dropped during the first 12.5% of the semester are not entered on the student's permanent record. After 12.5% of a semester or term has passed, the student may follow regular withdrawal procedures to drop any class up to the time that 75% of the term or semester is completed. Regardless of whether he/she was passing or failing at the time, a "W" (Withdrawal) will be entered upon his/her record. Any drop completed after 75% of a term has passed will result in a grade of "F". Students should refer to the current Calendar of Important Dates to determine the exact date when classes may still be dropped with a grade of "W".

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes may result in the assignment of "F" grades for those classes, as well as a possible financial obligation.

To withdraw from the college the student must:

- Obtain and complete a Withdrawal/Exit Form
- Submit the form to the Registrar's Office for processing

The Business Office will issue any refund due to the student directly to the student's MAC Discover debit card.

When a student withdraws from a class or from college, his or her record will show a "W" whether the student was passing or failing at the time. The withdrawal slip must be fully processed within the first 75% of the term.

## **STUDENT ORGANIZATIONS**

Student clubs and organizations offer a wide variety of opportunities and activities for students outside the classroom. Students are encouraged to participate in extracurricular activities for a well-rounded experience.

### **ART CLUB**

Students working toward a major or minor in art are eligible for membership. The club encourages creating art, and strives to impress in the hearts and minds of its members and the public a more profound understanding of the meaning and nature of art. Students participate in art shows and other campus activities as well as take field trips to view work of other artists.

### **CHI ALPHA**

Chi Alpha is a widely recognized student organization at most major universities in America. The purpose is to serve the needs of students by reaching out and communicating the value of leadership and living a healthy lifestyle that crosses all religious backgrounds and nationalities. These gatherings are informal, charged with music, given to humor and deal with everything from relationships to the nature of truth. The goals of these gatherings are to meet among friends and meet real needs. Membership is open to all denominations.

### **CHRISTIAN STUDENT UNION**

CSU gives students opportunities for fellowship, Bible study, personal growth, and ministry to others. Membership is open to all denominations.

### **COZEAN LIBRARY BOOK CLUB**

Cozean Library Book Club aims to enrich the student body's knowledge of books and literature and promote literary activities. Students will meet monthly and have discussions on the book the club has been reading. All students are welcome to join the discussion in person or online.

### **CULTURAL AWARENESS CLUB**

This club, open to all students, promotes interaction among students of different cultures and nationalities, encouraging students to broaden their perspectives by understanding and appreciating other languages and societies. The club explores foreign arts, traditions, and observances during events throughout the year.

## **DELTA PSI OMEGA**

Delta Psi Omega is a dramatic fraternity, providing a national honor society for those exhibiting a high standard of work in theater. As MAC students and members of the community qualify, they are rewarded by election to membership in the society and initiated in formal ceremonies at the end of the spring semester.

## **LITTLE THEATRE GUILD**

The guild produces 8-12 shows a year, with six main stage shows (two per semester). Three of the shows are musicals. A children's show tours local elementary schools each semester. The guild provides quality entertainment while preparing students for four-year education or employment in the performing arts. Students and community members may audition for roles or pursue their interests in directing, designing sets, costuming, or other work behind the scenes.

## **MAC AMBASSADORS**

A MAC ambassador represents the student body and campus. They must maintain at least a 2.5 GPA and have good oral communication and leadership skills. They are selected through an application process and are paid an hourly rate. Ambassadors help during registration, recruitment, campus tours, events, phone surveys for student retention and tracking, and other activities and events.

## **MAC FLIX**

MACFlix uses films from the past and present to provide social events and educated discussions on how movies affect today's society, culture, and relationships. Open to all students.

## **MARKETING-MANAGEMENT CLUB**

The Marketing-Management Club lets students integrate classroom theory with actual business practices. The club arranges visits to various firms, conferences, and symposiums. Membership is open, there are no dues. Any student interested in Business Management may attend and participate in the activities.

## **MoSALPN**

Membership in Missouri State Association of Licensed Practical Nurses Inc. is required of all students accepted and enrolled in the Practical Nursing Program. The organization motivates its members to establish, maintain and elevate nursing's professional standards. Membership benefits include newsletters from the association, updates on legislative proposals and changes affecting the nursing profession, and the opportunity to attend the annual MoSALPN convention. Other activities include attending meetings regarding health promotion, maintenance and new technology and treatment interventions. Graduate nurses are eligible and encouraged to continue membership in this professional organization.

## **NATIONAL ASSOCIATION FOR MUSIC EDUCATION (NAfME)**

The purpose of NAfME collegiate membership is to give students an opportunity for professional orientation and development, and to help students gain understanding of: the basic truths and principles that underlie the role of music in human life; the philosophy and function of the music education profession; the professional interests of members involved in the local, state, division, and national levels; the music industry's role in support of music education; and the knowledge and practices of the professional music educator as facilitated through chapter activity.

## **OMEGA LEO**

As the collegiate level of the International Lions Club, Omega Leo is open to all MAC students, with the focus on service learning and giving back to local communities through leadership and projects. The club also participates in fundraising activities, an annual eyeglasses collection drive and occasional field trips. There are no dues or minimum GPA requirements.

## **PHI BETA LAMBDA (PBL)**

Phi Beta Lambda is a national organization of post-secondary students interested in pursuing a business and business-related career. PBL members develop leadership skills, initiate business ventures, and organize community service projects. All PBL students are encouraged to participate in state and national leadership conferences and competitions each year. Through participation in these activities, students are better prepared for careers, continuing their education, and life. Membership is open to any student enrolled at Mineral Area College.

## **PHI THETA KAPPA (PTK)**

Phi Theta Kappa is the international scholastic honor society for community college students. The Lambda Chapter was established at Flat River Junior College in 1926 and continued at MAC. Induction requires that a student be enrolled at MAC and have completed 12 credit hours in 1000 level courses or higher, with a cumulative GPA of 3.5 on a 4.0 scale. Members failing to maintain their scholastic averages receive probation for one semester and are dropped if the required 3.0 GPA is not maintained.

## **POSTSECONDARY AGRICULTURAL STUDENT (PAS)**

Postsecondary Agricultural Student (PAS) club provides an opportunity for leadership and career preparation. All agribusiness and horticulture students are encouraged to participate in state and national conferences each year. Conference activities include exploring agriculture-related occupations and touring industries. The conference also allows students to network with other agriculture students and industry leaders from across



the nation. Students may compete in career program areas such as Landscaping, Floriculture, Soil Science, Equine Management, Livestock, Dairy and Crop Production. Other competition areas include public speaking, employment interview and career planning and progress.

### **PSI BETA**

Psi Beta is the national honor society in psychology for community colleges. Psi Beta was founded to promote the development of students in psychology and other social science fields through recognition of excellence in scholarship, research, leadership, and community service. Students completing 12 semester hours of total college credit, who have an overall GPA of 3.0, and who have taken at least one psychology or social science related course with a grade of "B" may be invited to join the MAC chapter of Psi Beta. A major in psychology is not required for membership.

### **REDBIRD REVOLUTION**

Redbird Revolution is a pom and dance squad that performs during various athletic events, participates at pep rallies, and marches in local homecoming parades. The group promotes and upholds school spirit, entertains the crowd with dance performances at games, and develops a sense of good sportsmanship among students. Tryouts are held in the spring.

### **RENEWAL ENERGY CLUB (RE-MAC)**

RE-MAC provides information, promotes involvement, and educates students, individuals, and the community about energy conservation and production.

### **ROBOTICS, AUTOMATION, DESIGN AND INFORMATION TECHNOLOGY (RAD-I.T.)**

RAD-I.T. promotes students' study and involvement in the areas of computers, computer science, electronics, computer-aided design, engineering, and other related technical disciplines. It acts as a support group for students in these areas, facilitates student support for academic programs across these disciplines, and provides social and educational activities and opportunities. Any student may join. RAD-I.T. holds regular meetings, attracts lecturers and demonstrators with skills knowledge, takes field trips, attends meetings, seminars, and conventions, and collaborates on technology projects and artifacts.

### **STUDENT ACTIVITIES COUNCIL (SAC)**

Student Activities Council is a student-run club responsible for directing, administering and executing student activities and social events for the student body to enhance the college experience. The council is composed of representatives from recognized student clubs and organizations and the general student body.

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The official student governing board and policy-making group of the student body, SGA acts as liaison among students, faculty, and administration. Through it, students can express themselves collectively, and initiate and execute measures to benefit the student body and college. Full-time students are elected to SGA by their peers during the beginning of the fall semester to staggered two-year terms. Officers are elected from SGA membership.

### **STUDENT-MISSOURI STATE**

### **TEACHERS ASSOCIATION (S-MSTA)**

S-MSTA provides personal/professional growth opportunities through leadership, experience, ethics, and ideals, creating opportunities through which students observe and share the work of teachers in school and in the community.

### **STUDENT NURSES ASSOCIATION (SNA)**

The college sponsors an active local chapter called the MAC Student Nurses Association (MAC SNA). The local chapter focuses on community health awareness. Members are encouraged to participate in the local chapter as well as on the state level, the Missouri Nurses Student Association (MONSA), which focuses on issues affecting Missouri student nurses.

MAC nursing students can join the National Student Nurses Association (NSNA), which automatically includes membership in the local and state organizations. Membership in a professional organization enhances leadership skills and continued awareness of professional issues.

### **STUDENT RADIOLOGY CLUB**

The Student Radiology Club is open to all students accepted and enrolled in the Radiology Program. The organization motivates its members to establish, maintain, and provide awareness for radiology professional standards. Membership promotes lifelong learning and continuing education. Activities include attending the annual MSRT convention, additional meetings on new technology and treatments and student quiz bowl competitions with other radiology schools.

## **DEPARTMENTAL ACTIVITIES**

### **ART DEPARTMENT**

The MAC Art Department offers a learning experience in the basic areas of drawing, painting, design, sculpture, ceramics, and printmaking. Students participate in a program that involves an exploration of imagination and their own capabilities in each of the above areas. The program offers a high energy exchange of communication and ideas between the music and theater departments through several interdisciplinary projects. While this study of basic elements is proceeding throughout the two year program, students are also involved in major extra-curricular activities. They have been

making exciting two and three person exhibitions in the community, as well as, many group exhibitions of large-scale paintings at The Factory in downtown Farmington. Every year there has been a significant art trip to a major exhibit in another city. The Art Department is also trying to help cultivate students' interest of culture in today's world. Finally, the students are asked to participate in an exploration of the arts and their own capabilities.

## **MUSIC DEPARTMENT**

The Music Department consists of a variety of performing ensembles:

**Chamber Singers**— A 16-voice select choir that sings a diverse repertoire of chamber choral music ranging from madrigals, pop, show tunes, and vocal jazz. Open to all students through audition only.

**Concert Band**— Meets for one, 2-hour rehearsal on Monday nights. Open to all MAC students and community musicians of all ages. A variety of music is rehearsed and performed including marches, overtures, and pop, film and Broadway medleys.

**Community Choir**— The evening version of the MAC Singers, a large choral ensemble (Soprano/Alto/Tenor/Bass) made of MAC students and community vocalists. It is open to all.

**Guitar Ensemble** – A performing group that focuses on arrangements of all styles of music using just guitar players. Must have experience playing the guitar.

**Jazz Ensemble**— Performing ensemble focusing on music from the jazz ensemble repertoire. A variety of styles (swing, Latin, ballads, rock, bossa novas, pop, funk, contemporary) will be rehearsed and performed each semester. Open to all students who play an instrument associated with big band jazz.

**Jazz Combo**— Performing ensemble focusing on the small group sound of jazz, a major emphasis is placed on the student learning and applying the creative process of improvisation. Open to all vocalists or instrumentalists through the consent of the director.

**Kicks Band**— Community version of the daytime Jazz Ensemble meets for one, 2-hour rehearsal throughout the year and is the main performing group at the Jazz Festival. MAC Students welcome to audition, depending on need.

**MAC Singers**— Performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass). Open to all students with instructor's consent.

**Steel Drum Ensemble**— A performing ensemble focusing on the ever-growing popularity of the steel drum band. Students will be instructed in the techniques of steel drum performance. Open to all students and people in the community. The group also uses those who play keyboards, bass, guitar, drums and percussion.

**Studio Orchestra**— A performing ensemble focusing on creating and producing a large-scale musical-variety show. Open to all students by audition that sing or play an instrument in any style of music.

Other small ensembles, such as brass ensemble, woodwind ensemble, percussion ensemble Broadway/opera scenes are offered when instrumentation and vocalists are available.

All groups within the Music Department perform an extensive amount of concerts, recitals, community functions, school functions, theatrical musicals (one each semester including summer), dances, recruiting tours, and professional jobs throughout the school year. Sometimes, these ensembles play concerts at music festivals in other states and countries, creating a more complete learning experience for the music student.

Every spring, MAC hosts an annual Jazz Festival, organized and managed by the department to bring in high school and middle school jazz bands, combos and vocal ensembles from Missouri and Illinois for competition. The Jazz Festival has grown to be one of the largest of its type in the Midwest. At festival's end, a final concert is presented by the MAC Jazz Ensemble and the MAC Kicks Band, featuring world-renowned jazz artists.

## **THEATER DEPARTMENT**

The Little Theatre Guild is the official producing theater organization on campus. Serving as both a training program for students and a cultural outlet for members of the greater community, shows are open to anyone wishing to participate in theatrical activities. It strives to bring entertainment, social opportunities, and a world view to audiences and those involved in the show.

The Guild produces a minimum of six shows on campus and Children's Theatre touring shows each year. Students and community members may direct, design, perform or work backstage on any of the shows based on their level of interest. The plays range from world classics to contemporary, comedy, drama and at least two musicals per season.

The Little Theatre Guild also sponsors summer workshops in performance for pre-middle school children, trips for college students to attend plays outside the area, and to participate in the annual American College Theatre Festival.

Every year the guild inducts worthy students into Delta Psi Omega, the national honor society for students of theater.

## **ATHLETICS DEPARTMENT**

Intercollegiate athletics are an integral part of campus life at MAC. The college has attained national and statewide recognition of men's basketball, baseball and golf, and women's basketball, softball and volleyball. Our athletic department has provided thousands of student-athletes the opportunity to continue their athletic careers both here and to four year colleges and universities.

**CHEERLEADERS** Men and women are recruited during the spring to cheer for all men's basketball games, home and away, as well as for designated women's basketball home games. Cheerleaders practice during the summer, and throughout the school year, and attend a collegiate cheer camp. They participate in cheer clinics, local parades, pep rallies, raffles, and other various fund-raising activities. The cheerleaders are also very involved in community service activities. Cheerleaders may receive shoes, one hour physical education credit and partial scholarships. All cheerleaders must be full-time students and maintain a minimum 2.0 GPA.

**MASCOT – KIRBY THE CARDINAL** MAC is proud of its mascot, Kirby the Cardinal. A student is recruited in the spring semester to wear Kirby's costume for the following school year. Kirby participates in many of MAC's activities, both on and off campus, including some of the home and away sporting events, summer camps and parades. The student chosen to portray Kirby will be awarded a scholarship. Kirby competed in the National Mascot Competition in Orlando, Fla., in 2013, and finished third in the nation among all mascots.

**MEN'S BASKETBALL** The Cardinals have won over 70% of their games during the past 25 seasons, including multiple national rankings (#2 in 2006). Program highlights include 13 MCCAC Conference Championships, 5 Regional Championships, 13 All-Americans, 13 Academic All-Americans (3.6 GPA or higher). MAC plays a national schedule, and hosts multiple nationally ranked teams each year. The 2013 Cardinals won 26 games, a conference championship, a Region 16 title, and competed in the NJCAA National Tournament for the first time since 1977.

**MEN'S BASEBALL** The MAC Cardinal baseball teams have also enjoyed tremendous success in regional play and in placing athletes into four-year programs and the professional ranks. The mix of local talent along with Nation-wide recruiting has given our program a competitive team on a yearly basis. Our baseball team won 31 games in the 2011 season and 29 games in 2012. The MCCAC Conference provides an excellent race every year as well. Scholarships are awarded.

**WOMEN'S BASKETBALL** With seven Conference Championships and five Sub-Regional Championships, the women's basketball program has displayed its prowess. They have had a great deal of success in the MCCAC Conference. Nationally, the Lady Cardinals recently finished second in the nation in free-throw percentage. The 2013 team was ranked as high as 13th nationally and finished the season with 21 victories. Local athletes have been a major part of the structure of the team since its inception. The academic standards and graduation rate are very high, and there have been 15 Academic All-Americans, as well as Academic team honors. The women's basketball staff assists the athletes in finding best fits for them to continue their education and athletic careers. Scholarships are awarded.

**WOMEN'S VOLLEYBALL** The women's volleyball program is building a strong winning percentage and tradition. The team plays an excellent schedule and concentrates its recruiting on local athletes. The volleyball team finished with a 35-7 record in 2011. They won a Region 16 title and finished the season with a 10th place finish at the NJCAA National Tournament in 2011. Academics and sportsmanship are strongly emphasized within the program. Most graduating volleyball players are successfully placed in four-year institutions. Volleyball team members' GPAs traditionally rank high among scholarship students. Scholarships are awarded.

**WOMEN'S SOFTBALL** The Cardinals play NJCAA Division 2 softball and the home field is the Farmington Sports Complex. The team has won three Region 16 championships since it began four years ago. The team has also won two District J titles, allowing them to play at the national tournament those two seasons. The Lady Cards had a ninth place finish in 2011. There have been two Academic All-Americans to come through the program in its brief history, as well as two All-Americans. The MAC Lady Cards have remained one of the top 20 programs in the country over the past three years.

**MEN'S GOLF** The Cardinals play NJCAA Division 2 golf and the home course is Crown Pointe. The men's golf team competed in the Region 16 tournament their first year out. They have had one Academic All-American. Scholarships are awarded.

## **REFUND POLICY INFORMATION**

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 automatically calculate the refund due based on the time of day a drop is processed.

The most common refunds for the fall semester are calculated using the chart below:

<b>Length of Term in Weeks</b>	<b>Semester Calendar Days Elapsed</b>	<b>Refund Due</b>
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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%