ARTS & SCIENCES DUAL CREDIT STUDENT GUIDE

A Handbook for High School Students Enrolled in Mineral Area College (MAC’s) Arts & Science Dual Credit Program

Welcome to MAC Dual Credit Program, an opportunity for high school junior and senior students to enroll in MAC courses. Through Dual Credit, you will earn valuable college coursework experiences that will help build a strong base for your future college career.

We encourage you to visit the MAC Dual Credit website if you have any questions or concerns, or contact us via phone, email or Facebook.

Sincerely,
The Dual Credit Staff

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What is Dual Credit?

The MAC Dual Credit Program offers college credit for MAC courses taught in high school by an approved instructor. Students can receive both MAC and high school credit for enrollment in the designated high school course.

Approved high school instructors are MAC adjunct faculty members and attend discipline-specific training with MAC faculty. Dual credit courses are real MAC courses and require effort and greater academic commitment. Enrolling in dual credit course starts an official, permanent MAC transcript.

Prior to registering for a dual credit course, consult with your dual credit instructor, counselor, and guardian(s) to determine if dual credit is right for you. It is your responsibility, before enrolling, to determine transferability and overall utility of the MAC course at other institutions you may attend (see Transferability). Also, be sure to read and review the MAC dual credit website for helpful hints for parents and students before registering for dual credit.
Student Qualifications & Prerequisites

Students enrolling in dual credit must have a cumulative high school GPA of 3.0 (based on a 4.0 scale or 7.0 on an 11.0 scale). Also students previously in dual credit must have attained a MAC grade of C or better to enroll in further coursework in the same subject area (i.e. English 1330 and English 1340). Students who have a past-due balance from a previous semester will not be allowed to enroll in dual credit until the balance has been paid, nor can a transcript be released.

- A student with a GPA below 3.0 or 7.0 who fails to meet additional required criteria for particular courses, as outlined below, will not be allowed to enroll.
- The dual credit office will contact the counselor so the student can be informed immediately that participation in the requested dual credit course has been denied.
- Courses with pre-requisites – check with your counselor for more details

Students with Disabilities (ADA Policy)

It is MAC’s policy to provide reasonable and appropriate accommodations for students with documented disabilities to participate in campus programs, services and activities. People with disabilities are defined with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. Take a moment to review the U.S. Department of Education: Know Your Rights and Responsibilities at: http://www2.ed.gov/about/offices/list/ocr/transition.html

Student Costs & Payment Policy

All dual credit courses are $81 per credit hour, which is a fraction of MAC’s undergraduate hourly tuition. Each MAC course is designated a specific number of credit hours which determines the amount paid for each class. For example a three credit hour class costs $81 x 3 or $243. A five hour class costs $81 x 5 or $405.

A complete listing of MAC dual credit courses with total cost and course descriptions is available online. Please keep in mind not all dual credit courses are offered at all participating high schools. Please check with your high school counselors to see what is available at your school. MAC is not responsible for purchasing required textbooks and materials.

Dual Credit Scholarships

Some high schools offer dual credit scholarships. Please check with your counselor to see if you attend a participating high school.

Mineral Area College Payment Policy for Dual Credit Students

Once the dual credit student permission form is signed by a parent or guardian and approved by the dual credit office, the student and financially responsible guardian are responsible for the tuition associated with the course(s) chosen.
Payment Policy

The bill for dual credit tuition will be mailed to your home about four weeks after the application deadline. You may elect to pay the bill in one payment or make smaller payments. The bill must be paid in full for fall semester by December 1st and for spring semester May 1st in order to avoid delinquency. Students who have an outstanding fee balance cannot request official transcripts or enroll in additional dual credit or MAC courses until the balance is paid. Eventually, unpaid accounts are sent to a collection agency.

Acceptable Methods of Payment

Dual credit tuition may be paid in one of the following four ways:

1) Contact the business office at 518-2251, 2232, or 2287.
2) Students can log into MyMac Self-Service, then click on Student, Student Account, View My Account Information. Online payments with a credit or debit card can be made.
3) Mail a check or money order to C/O business office, Mineral Area College, 5270 Flat River Rd., PO Box 1000, Park Hills, MO 63601. Make sure to write the student ID in the memo portion of the check.

Registration Information & Procedures for Fall Classes

1) Your counselor will distribute information and the dual credit enrollment forms prior to the deadline of September 14th for the fall semester and February 10th for the spring semester. Complete the application by this deadline to ensure you meet any course prerequisites.
2) A parent or guardian must sign the enrollment form. The form must be turned into your high school counselor by their deadline. Students must repeat the process each semester if enrolling in a new course. The discipline and course number are listed on the enrollment forms.
3) Upon successful admission to a dual credit course (about 4 weeks into the semester), students will receive a welcome/acceptance letter in the mail from MAC’s admissions team. This letter will contain login information for MAC’s student portal, MyMAC. Be sure to save this letter in a secure spot for future use. Do not lose your MyMac log-in information! You will need to use MyMac for the following:
   • To pay your MAC bill
   • To access your free MAC student email account
   • To view grades at the end of terms
   • To request your MAC transcript to begin the process of transferring credits should you go to a college other than MAC

Responsibilities and Benefits of Being a MAC Student

Student Conduct

While students are enrolled in MAC’s dual credit program, they are expected to abide by the academic rules or behavior befitting a college student. Please review the MAC policies regarding student behavior and academic policy, available in the student catalog and online at Mineralarea.edu.
Benefits

MAC dual credit students have access to the MAC online student portal called MyMac. Students are able to request transcripts, view grades as well as print an unofficial transcript. MAC dual credit students also receive a MAC email account they will need to check for important reminders and notifications from the MAC office. Students can forward this email address to one they check more frequently. MyMac login information as well as email forwarding directions are included in each student’s admissions letter.

MAC dual credit students have the privilege of checking out materials from the library on MAC’s campus or online. The student can obtain a student ID by going to the MAC bookstore during open hours. The student ID card can be used to check out materials during the semester(s) in which the student is enrolled in a dual credit class. Dual credit students can accrue library fines if books are overdue; library fines prevent students from registration in further dual credit or MAC courses and also will prevent access to transcripts. If a dual credit student takes a dual enrollment class, they will pay the on-campus safety fee which will allow access to the Wellness Center.

Students also have access to tutoring. Students interested in tutoring should contact the Learning Center at 518-2140 for details and hours.

Grades

The grade earned for the MAC dual credit coursework is often the same as the grade earned for the high school course.

Letter grades indicate the quality of coursework completed: A=Excellent, B=Good, C=Average, D=Poor, F=Unsatisfactory. A letter grade of F does not count towards graduation and will be included on the official transcript and GPA computations.

The grade you earn in your dual credit course will be recorded on your MAC transcript, regardless of what it is, unless timely action is taken to withdraw from the course. (See Withdrawal Calendar).

Grade Point Average – GPA

The MAC grade point average is a numerical value which is obtained by dividing the number of quality grade points earned by the number of quality hours attempted. This average, often called the index, is computed at the end of each term and on a cumulative basis. The grade of A represents four points for each hour of credit; A=4 points, B=3 points, C=2 points, and D=1 point. No points are awarded for an F, although the hours attempted are included in the computations and therefore will lower the cumulative GPA.

Reviewing Grades Online

The MAC registrar’s office has an online grade system; therefore students do not receive notification of their grades via mail. You can access grades online through MyMac. Login information is included in the welcome letter you will receive after enrollment.
Frequently Asked Questions

Do other schools have to accept credit from MAC?

Admission requirements for transfer students vary among receiving colleges and universities. Courses taken for credit at MAC will be accepted in transfer by other colleges, provided grades are satisfactory and courses taken are appropriate to the degree sought by the student. To assure smooth transfer to a four-year institution, students should consult an academic advisor early regarding transferability of credit earned at MAC. The Associate of Arts Degree is designed as the statewide general studies transfer degree.

Although acceptance of credit is at the discretion of the transfer school, MAC has articulation agreements facilitating transfer. Generally, college transfer program courses will satisfy various department, general education, elective, and degree requirements at receiving schools. Career and technical programs courses may not transfer because these programs are designed for employment preparation rather than transfer.

It is the student’s responsibility to follow the recommendations of the institution to which he or she intends to transfer upon completing work at MAC. Students planning to transfer should refer directly to the official website of the institution they plan to attend. They can also contact the dual credit coordinator, Julie Downs for assistance at 518-3805 or jdowns@mineralarea.edu.

How do I initiate the transfer of MAC credits?

If you enroll in another college or university, you should request that an official MAC transcript be sent directly there, after you graduate from high school, via the registrar’s office. The registrar’s office releases transcripts only by written or online authorization from the student. A transcript may be requested online through MyMac, in person, by fax or U.S. mail through the registrar’s office. Transcript request forms are available in Students Services or online at www.mineralarea.edu.

Transcripts are $5 if mailed, $8 if faxed, and an addition $10 for same-day service. Transcripts will not be processed until payment is received. Credit card payments are accepted by U.S. mail, fax, online, by phone and in person. Students can also pay by mail or in person with a check or in person with cash.

All transcript request must include: student’s full legal name and any former name(s), Social Security number or student identification number, birth date, current address, phone number, and the complete address for the office or agency to which the transcript is to be mailed. The student’s signature must be included or the request will be returned. Please allow two to three working days for processing transcript requests unless same day service is requested and purchased. Additional time is required for processing transcripts at the end of the semester. Transcripts will not be released if a student has holds.

What happens if I drop a class?

Dual credit courses are non-refundable because students do not enroll until several weeks into the semester (after the refund dates). Unless otherwise indicated for specific programs, students may officially drop or withdraw from a 16 week course up to the 13th week of the semester. From the beginning of the 14th week through the end of the 16th week semester, students will not be permitted to withdraw from a class and must accept the grade earned. Courses that are dropped during the first quarter of a term will not appear on an official academic transcript.
To officially drop or withdraw from a course, the student must:
- Obtain a Request to Withdrawal from Class Form (counselor and instructor have copies)
- Complete the form
- Deliver the form to your high school counselor
- Counselor will send form to the dual credit office
- Keep copy of form for proof of official withdrawal

Important course withdrawal dates are published in the Course Schedule Booklet and are available on the college’s web site. During a certain period of time, students may also drop or withdraw from class on the student information system (MyMac) at www.mineralarea.edu. It is the student’s responsibility to drop a course. However, an instructor may drop a student for non-attendance. Any informal arrangements made with the instructors or other college staff members may result in a failing grade as well as financial liability for all charges incurred for the course.

**Can my parents or guardians access my MAC academic or financial records?**

No, MAC complies with FERPA, as amended. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student’s educational record without the written consent of the student (FERPA release is attached to the dual credit enrollment form) or as otherwise authorized by FERPA. The college affords students the right to inspect official records directly relating to them.

**Withdrawal with a Full Refund Due to Circumstances Beyond a Student’s Control**

If a dual credit student departs from the high school section of the dual credit course, the student may be entitled to a refund if the withdrawal is due to circumstances beyond the student’s control. Requests for withdrawal must come through the guidance counselor and be caused by circumstances beyond the student’s control, such as moving or serious illness. If a serious illness, documentation from a physician may be required. Once paperwork is processed and a withdrawal is approved, the course will appear on the MAC transcript with a grade of “W” (or Withdrawal). The request will be confirmed with the student and counselor. Withdrawal forms are available through your high school counselor.