REGISTRATION GUIDE Fall 2017

Find dates, information and resources for a successful semester.
Find dates, information and resources for a successful semester.

- Admission
- Advising
- Alternative & Distance Learning Courses
- Assessment
- Degrees & Certificates
- Final Exam Schedule
- Financial Aid
- General Information
- Important Dates
- MyMAC
- Payments & Deadlines
- Refunds
- Tuition
- Locations, Phone Numbers, Hours of Operation
## Important Dates

### Fall 2017

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10</td>
<td>Mon.</td>
<td>Approximate date fall textbooks are available online</td>
</tr>
<tr>
<td>July 12</td>
<td>Wed.</td>
<td>25% of all tuition &amp; fees due or approved financial aid on file or classes will be dropped</td>
</tr>
<tr>
<td>Aug. 9</td>
<td>Wed.</td>
<td>Fall textbook sales/rentals begin (including online order pick-up) – Check with respective Outreach Centers for book sales dates</td>
</tr>
<tr>
<td>Aug. 18</td>
<td>Fri.</td>
<td>Last day to change from credit/audit for 16-week term and 1st 8-week term</td>
</tr>
<tr>
<td>Aug. 21-22</td>
<td>Mon.-Tues.</td>
<td>Late registration for fall semester</td>
</tr>
<tr>
<td>Aug. 21</td>
<td>Mon.</td>
<td>16-week semester begins - Due to solar eclipse, no day classes before 4 p.m.</td>
</tr>
<tr>
<td>Aug. 21</td>
<td>Mon.</td>
<td>Monday evening classes for 16-week semester and 1st 8-week term begin</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>Tues.</td>
<td>Last day to register for first 8-week term or instructor approval</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>Tues.</td>
<td>Senior scholar registration on Park Hills campus, Student Services</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>Tues.</td>
<td>Day classes for 16-week semester and 1st 8-week term begin</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>Tues.</td>
<td>Tues. evening classes begin</td>
</tr>
<tr>
<td>Aug. 23</td>
<td>Wed.</td>
<td>Last day to enroll online through MyMAC</td>
</tr>
<tr>
<td>Aug. 24</td>
<td>Thurs.</td>
<td>Last day to enroll in a M/W/F day class - evening classes, up to second class meeting</td>
</tr>
<tr>
<td>Aug. 23</td>
<td>Wed.</td>
<td>Last day to enroll in T/R day class - evening classes, up to second class meeting</td>
</tr>
<tr>
<td>Aug. 23</td>
<td>Wed.</td>
<td>Wed. evening classes begin</td>
</tr>
<tr>
<td>Aug. 23</td>
<td>Wed.</td>
<td>Last day to enroll in web, alternative or distance learning classes for 16-week semester</td>
</tr>
<tr>
<td>Aug. 24</td>
<td>Thurs.</td>
<td>Thurs. evening classes begin</td>
</tr>
<tr>
<td>Aug. 24</td>
<td>Thurs.</td>
<td>All fall 2017 tuition &amp; fees due to avoid non-refundable $25 payment plan enrollment fee, potential late fees, and/or service charges</td>
</tr>
<tr>
<td>Aug. 25</td>
<td>Fri.</td>
<td>Fri. evening classes begin</td>
</tr>
<tr>
<td>Aug. 25</td>
<td>Fri.</td>
<td>Last day for full sales/rental textbook refund</td>
</tr>
<tr>
<td>Aug. 26</td>
<td>Sat.</td>
<td>Sat. classes begin</td>
</tr>
<tr>
<td>Sept. 1</td>
<td>Fri.</td>
<td>Graduation application deadline: 4 pm in Student Services</td>
</tr>
<tr>
<td>Sept. 1</td>
<td>Fri.</td>
<td>Last day to drop a 16-week class without a “W” grade - offices close at 4 pm</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>Sat.</td>
<td>Labor Day break - no classes, campus closed</td>
</tr>
<tr>
<td>Sept. 4</td>
<td>Mon.</td>
<td>Labor Day break - no classes, campus closed</td>
</tr>
<tr>
<td>Sept. 19</td>
<td>Tues.</td>
<td>Enrollment census date</td>
</tr>
<tr>
<td>Sept. 21</td>
<td>Thurs.</td>
<td>Mid-term grades available through MyMAC for 1st 8-week term</td>
</tr>
<tr>
<td>Oct. 2</td>
<td>Mon.</td>
<td>Last day to drop a class with “W” for 1st 8-week term</td>
</tr>
</tbody>
</table>

Dates subject to change.
### Important Dates

#### Fall 2017 (continued)

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 2</td>
<td>Mon.</td>
<td>Spring/Summer schedule available at <a href="http://www.MineralArea.edu">www.MineralArea.edu</a> and MyMAC</td>
</tr>
<tr>
<td>Oct. 13</td>
<td>Fri.</td>
<td>Last day to change from credit/audit for 2nd 8-week term</td>
</tr>
<tr>
<td>Oct. 16</td>
<td>Mon.</td>
<td>2nd 8-week term begins. Last day to register for 2nd 8-week term or instructor approval</td>
</tr>
<tr>
<td>Oct. 19</td>
<td>Thurs.</td>
<td>Final grades available through MyMAC for 1st 8-week term</td>
</tr>
<tr>
<td>Oct. 20</td>
<td>Fri.</td>
<td>Mid-term grades available through MyMAC for 16-week semester</td>
</tr>
<tr>
<td>Oct. 23</td>
<td>Mon.</td>
<td>SP18 registration begins</td>
</tr>
<tr>
<td>Oct. 23</td>
<td>Mon.</td>
<td>SP18 registration begins for currently enrolled students w/30 or more credit hours earned</td>
</tr>
<tr>
<td>Oct. 24</td>
<td>Tues.</td>
<td>Graduation Seminar 12:30 pm – Rice Lecture Hall A</td>
</tr>
<tr>
<td>Oct. 24</td>
<td>Tues.</td>
<td>Graduation Seminar 5:30 pm – Rice Lecture Hall A</td>
</tr>
<tr>
<td>Oct. 25</td>
<td>Wed.</td>
<td>SP18 registration begins for currently enrolled (fall 2017) students</td>
</tr>
<tr>
<td>Oct. 30</td>
<td>Mon.</td>
<td>SP18 open registration begins</td>
</tr>
<tr>
<td>Nov. 1</td>
<td>Wed.</td>
<td>Exit exam 9 am and 1 pm – Room AS101 (Arts &amp; Sciences students only)</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Thurs.</td>
<td>Exit exam 9 am and 4 pm – Room AS101 (Career &amp; Technology students only)</td>
</tr>
<tr>
<td>Nov. 6</td>
<td>Mon.</td>
<td>Exit exam 9 am and 1 pm – Room AS101 (Career &amp; Technology students only)</td>
</tr>
<tr>
<td>Nov. 7</td>
<td>Tues.</td>
<td>Exit exam 9 am and 1 pm – Room AS101 (Arts &amp; Sciences students only)</td>
</tr>
<tr>
<td>Nov. 9</td>
<td>Thurs.</td>
<td>Professional Development Day - no classes, campus closed</td>
</tr>
<tr>
<td>Nov. 10</td>
<td>Fri.</td>
<td>Veterans Day - no classes, campus closed</td>
</tr>
<tr>
<td>Nov. 15</td>
<td>Wed.</td>
<td>Exit exam 9 am – Room AS101 (Career &amp; Technology students only)</td>
</tr>
<tr>
<td>Nov. 16</td>
<td>Thurs.</td>
<td>Exit exam 4 pm – Room AS101 (Arts &amp; Sciences students only)</td>
</tr>
<tr>
<td>Nov. 16</td>
<td>Thurs.</td>
<td>Mid-term grades available through MyMAC for 2nd 8-week term</td>
</tr>
<tr>
<td>Nov. 17</td>
<td>Fri.</td>
<td>Last day to drop a class with a “W” for 16-week semester</td>
</tr>
<tr>
<td>Nov. 22</td>
<td>Wed.</td>
<td>Thanksgiving break begins - campus closes at 4 pm - no evening classes</td>
</tr>
<tr>
<td>Nov. 23-25</td>
<td>Thurs.-Sat.</td>
<td>Thanksgiving break - no classes, campus closed</td>
</tr>
<tr>
<td>Dec. 4</td>
<td>Mon.</td>
<td>Last day to drop a class with a “W” for 2nd 8-week term</td>
</tr>
<tr>
<td>Dec. 5</td>
<td>Tues.</td>
<td>Tues. evening classes final exams</td>
</tr>
<tr>
<td>Dec. 7</td>
<td>Thurs.</td>
<td>Last T/R class</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>Fri.</td>
<td>Last M/W/F class; 2nd 8-week term ends</td>
</tr>
</tbody>
</table>

Dates subject to change.
# Important Dates

## Fall 2017 (continued)

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 11</td>
<td>Mon.</td>
<td>Mon. evening classes final exams</td>
</tr>
<tr>
<td>Dec. 11-15</td>
<td>Mon.–Fri.</td>
<td>Final Exams - Day Classes</td>
</tr>
<tr>
<td>Dec. 11-15</td>
<td>Mon.–Fri.</td>
<td>Textbook buybacks/rental returns</td>
</tr>
<tr>
<td>Dec. 13</td>
<td>Wed.</td>
<td>Wed. evening classes final exams</td>
</tr>
<tr>
<td>Dec. 14</td>
<td>Thurs.</td>
<td>Thurs. evening classes final exams</td>
</tr>
<tr>
<td>Dec. 15</td>
<td>Fri.</td>
<td>Fri. evening classes final exams</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Sat.</td>
<td>Sat. classes final exams</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Sat.</td>
<td><strong>16-week semester ends</strong></td>
</tr>
<tr>
<td>Dec. 18</td>
<td>Mon.</td>
<td>Final grades due: 10 am</td>
</tr>
<tr>
<td>Dec. 18</td>
<td>Mon.</td>
<td>Textbook buybacks/last day fall rental returns</td>
</tr>
<tr>
<td>Dec. 18</td>
<td>Mon.</td>
<td>Last date to pay MAC before sending account balances to collection agency</td>
</tr>
<tr>
<td>Dec. 20</td>
<td>Wed.</td>
<td>Final grades available through MyMAC for 16-week semester and 2nd 8-week term</td>
</tr>
<tr>
<td>Jan. 2</td>
<td>Tues.</td>
<td>Offices re-open</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>Mon.</td>
<td>MLK Jr. Holiday – campus closed</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Tues.</td>
<td><strong>SP18 classes begin/late registration</strong></td>
</tr>
</tbody>
</table>

Dates subject to change.
Final Exam Schedules

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

### Fall 2017

#### Day Classes

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:40</td>
<td>8:00 MW/MWF Classes</td>
<td>8:00 or 8:30 TR Classes</td>
<td>7:00 or 7:30 MW/MWF Classes</td>
<td>9:00 or 9:30 TR Classes</td>
<td>9:00 or 9:30 MW/MWF Classes</td>
</tr>
<tr>
<td>10:00 - 11:40</td>
<td>11:00 MW/MWF Classes</td>
<td>11:00 or 11:30 TR Classes</td>
<td></td>
<td>10:00 or 10:30 TR Classes</td>
<td>10:00 MW/MWF Classes</td>
</tr>
<tr>
<td>12:00 - 1:40</td>
<td>1:00 MW/MWF Classes</td>
<td>12:00 or 12:30 TR Classes</td>
<td></td>
<td>1:00 or 1:30 TR Classes</td>
<td>12:00 or 12:30 MW/MWF Classes</td>
</tr>
<tr>
<td>2:00 - 3:40</td>
<td>3:00 or 3:30 MW/MWF Classes</td>
<td>3:00 or 3:30 TR Classes</td>
<td></td>
<td>2:00 MW/MWF Classes</td>
<td>2:00 or 2:30 TR Classes</td>
</tr>
<tr>
<td>4:00 - 5:40</td>
<td>5:00 MW/MWF Classes</td>
<td></td>
<td>4:00 MW/MWF Classes</td>
<td></td>
<td>5:00 TR Classes</td>
</tr>
</tbody>
</table>

#### Evening and Saturday Classes

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Dec. 11</td>
<td>Monday Evening Classes</td>
</tr>
<tr>
<td>Tues., Dec. 5</td>
<td>Tuesday Evening Classes</td>
</tr>
<tr>
<td>Wed., Dec. 13</td>
<td>Wednesday Evening Classes</td>
</tr>
<tr>
<td>Thurs., Dec. 14</td>
<td>Thursday Evening Classes</td>
</tr>
<tr>
<td>Fri., Dec. 15</td>
<td>Friday Evening Classes</td>
</tr>
<tr>
<td>Sat., Dec. 16</td>
<td>Saturday Classes</td>
</tr>
</tbody>
</table>
Degrees & Certificates

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

Academic Programs
Looking to transfer to a university? Check out these programs:

**ASSOCIATE OF ARTS (AA) DEGREE**
Fields of Study:
- Art
- Biology
- Business Administration
- Chemistry
- Communications
- Computer Information Systems
- Earth Science
- English
- General Studies
- History
- Mathematics
- Modern & Foreign Languages
- Music
- Music Education
- Physical Education
- Physics
- Political Science
- Psychology
- Sociology
- Social Work
- Speech
- Theatre
- Pre-Architecture
- Pre-Dental
- Pre-Dental Hygiene
- Pre-Engineering
- Pre-Forestry

**ASSOCIATE OF ARTS IN TEACHING (AAT) DEGREE**
Areas of Concentration:
- Early Childhood Education (Grades Pre-K-3)
- Elementary Education
- Secondary Education

**ASSOCIATE OF GENERAL STUDIES (AGS) DEGREE**
- General Studies

**CERTIFICATE**
- Global Studies

Career & Technical Programs
MAC can help you prepare for immediate employment and boost your earnings.

**ASSOCIATE OF SCIENCE (AS) DEGREE**
- Allied Health Related:
  - Associate Degree Nursing (RN)
- ADN-Advanced Placement
- ADN-Advanced Placement-Hybrid
- Radiologic Technology
- Respiratory Therapy*

**ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE**
- Agriculture
- Automotive Collision Technology*
- Automotive Technology*
- Business Computer Programming
- Business Management
- Business Management-Accounting
- Business Management-Pharmacy Technician
- Business Management-Microcomputers
- Child Development
- Computer Networking
- Construction/Building Technology*
- Criminal Justice-Correctional Administration
- Criminal Justice-Forensic Investigation
- Criminal Justice-Judicial Administration
- Criminal Justice-Law Enforcement
- Criminal Justice-Security Management
- Digital Media Technology
- Electrical Technology*
- Electrical/Electronics Technology
- Engineering Technology-Design Drafting
- Engineering Technology-Manufacturing
- Fire Science Technology
- Graphic Arts/Printing Technology*
- Heating, AC and Refrigeration Technology*
- Industrial Maintenance
- Machine Tool Technology*
- Office Systems Technology-Administrative Assistant
- Office Systems Technology-Medical Coding
- Paramedic Technology
- Physical Therapist Assistant**
- Skilled Trades**
- Welding Technology*

**CERTIFICATES**
- Agriculture
- Automotive Collision Technology*
- Automotive Technology*
- Business Management
- Child Development
- Computer Networking
- Connector and Conductor***
- Construction/Building Technology*
- Criminal Justice Related:
  - Criminal Justice-Law Enforcement
  - Law Enforcement Academy-1000 hours
- Electrical Technology
- Emergency Medical Technician
- Fire Science
- Graphic Arts Printing Technology*
- Heating, AC and Refrigeration Technology*
- Industrial Hydraulic Mechanic
- Industrial Maintenance
- Logistics Technician
- Machine Tool Technology*
- Mobile Hydraulic Mechanic
- Office Systems Technology-Administrative Assistant
- Office Systems Technology-Medical Coding
- Pharmacy Technician
- Pneumatic Technician
- Practical Nursing-LPN
- Production Technician
- Welding Technology*

* Denotes a degree or certificate offered in collaboration with one of four area career and technical centers.
** Denotes a degree or certificate offered in collaboration with the United States Department of Labor and Bureau of Apprenticeship Program.
*** Denotes Certificate of Completion only
+ Indicates that a year of coursework must be completed at the Cape Girardeau Career & Technology Center
Admission

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

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

Senior Scholars Program

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

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

Contact Admissions for more information.

Log In to MyMAC

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

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

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

✓ Access Student ID or Reset Password

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

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

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

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

✓ Reserve and Buy Textbooks through MAC Bookstore

- Fall textbooks are available online on or about July 10, 2017.
- Fall textbook sales (including online order pick-up) at the bookstore begin Aug. 9, 2017.
- The last day to return fall textbooks for a full refund is Aug. 25, 2017.
- Students can check the price or order textbooks online. A student’s course schedule is required to buy textbooks. Payment is expected at the time of purchase. The bookstore accepts cash, check, Visa, MasterCard, Discover, American Express and approved financial aid.

✓ Find Weather-Related Cancellations

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

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

Evening Advisement

Counselors are available by appointment, and walk-ins on Monday and Wednesday evenings. Contact Tippi Seals, (573) 518-2202 or Mark Easter (573) 518-2211 or stop by Student Services.
Assessment

Placement Tests

- **ACT** — The preferred test for placement at MAC is the ACT, administered in September, October, December, February, April and June. Students may also satisfy prerequisite placement test scores by taking an eligible online placement test.

- **Accuplacer** — The Accuplacer test is an untimed examination taken on computer in MAC’s Assessment Center, as well as other satellite locations. You do not need computer skills to take the test; it is extremely user-friendly and is less stressful than traditional paper and pencil tests. The Accuplacer is designed to measure current skills in writing, reading and math; the results are used to select appropriate levels of the English and math courses you will take, as well as whether the reading requirement prerequisites are satisfied for a variety of MAC courses.

If you are unsatisfied with the results of your test and would like to retake the Accuplacer, you are welcome to take the test as many times as you wish in one or all of the three subject areas. However, we do suggest reviewing study materials for the subject area you are retaking prior to rescheduling.

The fee for the Accuplacer is $15 for all three test subject areas, $10 for two test subject areas, or $5 for one test subject area. You should arrive at least ten minutes prior to the start of the test and bring a picture ID (REQUIRED) along with the testing fee, which can be paid by cash or check, or credit card in our business office or if you schedule the test online. Please note if you use the online scheduler, you are not required to pay via credit card at the time of scheduling; you may bring in payment when you arrive for testing.

- **HiSET** (High School Equivalency Test) — To schedule this test at MAC, the student must first register with ETS (Educational Testing Service) and pay the $95 fee, which includes the $60 registration fee and $7 for each of the five test sections. Since it is given in sections, examinees will not have to complete the entire test at one time. The $60 registration fee lets people test three times during a 12-month period. Examinees who do not pass the test the first time can retake the entire test or any of the test sections two more times within the 12-month period after paying an additional $7 per-section fee. Students can create an account and register for testing at www.hse.mo.gov.

- **MoGEA** (Formerly CBASE) — The MoGEA test was adopted by the State Board of Education for all candidates pursuing the AAT (Associate of Arts in Teaching) degree and requires students to demonstrate basic general education competencies before they are admitted to an educator preparation program. The student must register with Pearson Vue at www.Mo.nesinc.com and pay the testing fee ($49 for all four subtests or $25 for a single subtest) before scheduling the test at MAC. There is an additional proctoring fee of $5 per subtest payable to MAC. Due to limited seating, early registration is strongly encouraged.

Certification Tests

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

Exit Exam

All degree-seeking candidates for graduation must complete an exit exam. Candidates for a degree or certificate in the Career & Technical Education Division must complete the WorkKeys Career Readiness Certificate assessment as their exit exam and also must take a technical skill assessment unless their program requires them to take a licensure examination that is industry-recognized and approved. Candidates seeking a degree in all Arts & Sciences Divisions must complete the Proficiency Profile exam. The exit exam dates will be emailed to the candidates for graduation and posted on the website and MyMAC under the Testing tab.

To Schedule a Test

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

Proctoring Distance Education Tests

By arrangement, MAC provides proctoring for course exams through distance education courses for various universities for a fee of $15 per hour.
Financial Aid

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

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

Additional information is available at www.MineralArea.edu.

When and How To Seek Financial Aid

You should apply for aid at least six weeks before the semester in which you plan to attend. Late applications will be processed but may delay your award package.

If you wish to be considered for financial aid, apply first for admission to MAC and submit a Free Application for Federal Student Aid form at www.fafsa.gov (school code 002486). You will need to complete the aid form each year you are in school.

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

Mineral Area College tuition rates are as follows:

- In-District: $110 per cr. hr.
- Out-of-District: $150 per cr. hr.
- Out-of-State: $202 per cr. hr.

Rates subject to change.

Veterans and their dependents may qualify for the in-district tuition rate at MAC.

Taxing District & Service Region

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

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

You can pay tuition and fees through MyMAC at www.MineralArea.edu.

Questions about your account? Call (573) 518-2287 or 518-2232 or email from your MAC email account to MacBusOfc@MineralArea.edu.

Deadlines for Fall 2017

Please read carefully. There are different payment due dates depending on when you registered for classes for the Fall 2017 semester.

- July 12, 2017 – for those registering June 30 and prior
  25% of all tuition and fees is due or approved financial aid must be on file with the Business Office. Schedules may be cancelled (classes dropped) for students who miss this deadline.

- August 3, 2017 – for those registering July 1 and after
  25% of all tuition and fees is due or approved financial aid must be on file with the Business Office. Schedules may be cancelled (classes dropped) for students who miss this deadline.

- October 9, 2017 – for those registering in only second 8-week classes (which begin in October)
  50% payment is due. The remaining 50% is due November 1. There are no payment plans available for second 8 week classes.

Unpaid Balances/Holds

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

Payment Options

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

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

In Person at the Business Office

- Check — Follow the same procedure as if paying by mail, except present your check in person to the Business Office according to the published deadlines.

- Cash — The college accepts cash for payments. However, to protect yourself, do not send cash through the mail. Pay in person if you wish to pay by cash.

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

By Telephone
You may call the Business Office at (573) 518-2115 and pay with a debit or credit card.
# Refunds

## Refunds, Calculating Refunds

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 are based on calendar days. A regular term is 16 weeks, however, some courses are offered in terms that are less than 16 weeks. The student billing system will calculate the refund due based on the time of day a drop is processed.

Refunds are calculated utilizing the following chart. Terms not listed below are prorated.

<table>
<thead>
<tr>
<th>Term Length</th>
<th>Semester Calendar Days Elapsed</th>
<th>Refund Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Weeks</td>
<td>1 through 7</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>8 through 13</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>14 through 20</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>21 through 27</td>
<td>25%</td>
</tr>
<tr>
<td>10 Weeks</td>
<td>1 through 4</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>5 through 8</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>9 through 13</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>14 through 17</td>
<td>25%</td>
</tr>
<tr>
<td>8 Weeks</td>
<td>1 through 3</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>4 through 7</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>8 through 10</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>11 through 13</td>
<td>25%</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>1 through 2</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>3 through 3</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>4 through 5</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>6 through 7</td>
<td>25%</td>
</tr>
</tbody>
</table>
### General Information

#### Acceptable Use Policy
The Policy on Use (Acceptable Use) of MAC Information Technology governs all uses of the college’s computer systems, networks, and technical resources. In order to protect and secure our computer systems and data, all members of the college staff and student body, as well as incoming students, are expected to be familiar with and adhere to these guidelines.

To review the policy in its entirety, go to [www.MineralArea.edu/ITServices/Policies](http://www.MineralArea.edu/ITServices/Policies).

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

#### Campus Bookstore
- Fall textbooks available online about **July 10, 2017**
- Fall textbook sales (including online order pick-up) **begin Aug. 9, 2017**
- Last day to return fall textbooks for full refund: **Aug. 25, 2017**

Students can check prices or order textbooks by going to [www.MineralArea.edu/Bookstore](http://www.MineralArea.edu/Bookstore) and clicking the “Bookstore” tab.

A student’s class schedule is required to buy textbooks. Textbooks may also be available for purchase at the outreach centers. Book rentals may also be available on selected textbooks. Please check with the outreach centers for book sale dates.

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

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

A receipt is required for refunds. Refund policies and deadlines are provided at the time of purchase.

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

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

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

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

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

Individual room and board agreements are offered on the furnished two- and four-bedroom apartments, with the required choice of a 12- or 15-meal per week food service plan. Meals are served in the Cardinals Nest at regularly-scheduled times. Other amenities include pool, barbecue pavilion, sand volleyball courts, Internet hook-up, on-premise laundry and computer lab.

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

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

#### Dropping/Withdrawing
Dropping/Adding/Withdrawing or Changing a Class
After the second meeting of classes, classes may not be added without instructor/dean’s permission. Contact Student Services to add or drop classes. Students enrolled at outreach centers should contact the outreach center coordinator.

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

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

Students can drop classes electronically through MyMAC up through 75% of the term. Email registrar@MineralArea.edu with questions.

**Withdrawal from College, Dropping All Classes**

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

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

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

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

If entitled to a tuition credit for a dropped course or courses, credit(s) will be applied to your student account. If the tuition credit generates a monetary refund, a refund will be issued either by paper check or direct deposit. You may sign up for Direct Deposit on MyMAC on the My Account Info tab.

**Drop for Non-Attendance**

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

**Enrollment Verification**

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

**Grades**

Students may access their unofficial transcript and view their grades online through MyMAC. MAC does not mail grade reports. See Important Dates for grade deadlines/availability.

**Repeating a Course**

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

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

<table>
<thead>
<tr>
<th>GENERAL INFORMATION</th>
<th>College Park — Room &amp; Board</th>
<th>I.D. Cards</th>
<th>Inclement Weather Policy</th>
<th>Information Subject to Change</th>
<th>MAC Alerts</th>
<th>Parking: Main Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Use Policy</td>
<td>Dropping/Withdrawing</td>
<td>Enrollment Verification</td>
<td>Grades</td>
<td>Graduation Application</td>
<td>Release of Information-FERPA</td>
<td>Tobacco-Free MAC</td>
</tr>
</tbody>
</table>

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

Students wishing to participate in the Commencement Ceremony in May should indicate this on their Application for Graduation Candidacy form. If you have not indicated on your Application for Graduation Candidacy form that you wish to participate in the ceremony, please notify Lisa Johnson, Commencement Coordinator at Commencement@MineralArea.edu or call (573) 518-2100. All requests to participate should be received by **March 9** to ensure receipt of cap and gown in time for the ceremony.

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

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

### I.D. Cards

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

### Inclement Weather

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

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

- **KDBB** (104.3 FM) — Park Hills
- **KFMO** (1240 AM) — Park Hills
- **KFSV** (Ch. 12) — Cape Girardeau
- **KGIR** (1220 AM) — Cape Girardeau
- **KGKS** (93.9 FM) — Cape Girardeau
- **KJFF** (1400 AM) — Festus
- **KMOM** (Ch. 4) — St. Louis
- **KWPB** (104.9 FM) — Piedmont
- **KREI** (800 AM) — Farmington
- **KSDK** (Ch. 5) — St. Louis
- **KTVJ** (98.5 FM) — Farmington
- **KTVI** (Ch. 2) — St. Louis

www.MineralArea.edu

MAC ALERTS

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

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

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

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

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

Information Subject to Change

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

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

### MAC Alerts


Current students and employees are already signed up for emails. Just log in to MAC alerts, register your cell phone number to get texts, and choose additional groups to join.

Community members who want to stay updated on MAC emergencies and/or events can sign up for MAC Alerts by also visiting MAC’s website and clicking “MAC Alerts.”
Parking: Main Campus

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

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

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

Release of Information-FERPA

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

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

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

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

**Wellness Center**

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

**Tobacco-Free MAC**

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

Computer-Enhanced Courses
Computer-enhanced courses are traditional courses that meet in computer labs or other technology enriched environments. Although great effort is made to use the technology during class time, some computer access outside of scheduled class time is generally necessary.

Hybrid Courses
Hybrid classes are a combination of both online and traditional, face-to-face delivery. Up to 50% of instruction occurs online while the remaining instruction takes place in a traditional, face-to-face format. Hybrid courses meet face-to-face at least 375 minutes/credit hour during scheduled times with the instructor and students in the same location. The remaining instruction is conducted through the internet, most commonly through the MyMAC portal. Students must have regular and reliable high-speed internet access.

Traditional Courses
Traditional courses meet at one of Mineral Area College's campuses or approved sites at least 750 minutes/credit hour during the term. These courses are generally at scheduled times with the instructor and students in the same location.

Web Courses
Web courses do not have regular or required meeting times; however, some courses may require completing supervised exams or assessments. Students may choose to take exams at an approved proctoring location or through a web-based proctoring service. Coursework and instruction is conducted through the internet, with most of the work being completed in the MyMAC portal. Students must have regular and reliable high-speed internet access.

Web-Enhanced Course
Web-enhanced courses are traditional courses that require ancillary materials, such as textbook support, practice programs, or other online supplemental materials for which a student must have regular and reliable high-speed internet access.
## Locations, Phone Numbers, Hours of Operation

### Park Hills-Main Campus
5270 Flat River Road  
P.O. Box 1000, Park Hills, MO 63601  
(573) 431-4593  
Mon.-Thurs., 8 am-7 pm; Fri. 8 am-4 pm  
(Summer: Mon.-Thurs., 8 am-7 pm; Fri. 8 am-3 pm)

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
<th>Hours of Operation</th>
</tr>
</thead>
</table>
| Bookstore                       | Carol Whaley, Manager | (573) 518-2106  
|                                 | (573) 518-2124        | Mon-Thurs, 8 am-7 pm; Fri. 8 am-3 pm         |
|                                 |                       | (Summer: Same hours)                         |
| Computer Lab - T106             |                       | Mon-Thurs, 8 am-2 pm                         |
|                                 |                       | (Summer: Mon-Thurs, 8 am-3 pm; Fri. 8 am - 2 pm) |
| Learning Center                 | Dan Jaycox, Director  | (573) 518-2124  
|                                 |                       | Mon-Thurs, 8 am-7 pm; Fri. 8 am-3 pm         |
| Math & Writing Labs             | Same hours            |                                              |
| Library                         | Melissa Hopkins, Director | (573) 518-2177  
|                                 |                       | Mon-Thurs, 7:30 am-7 pm; Fri. 7:30 am-4 pm   |
|                                 |                       | (Check library webpage for current hours)   |
| Wellness Center                 | Jeremy Partney, Director | (573) 518-2104  
|                                 |                       | Mon-Thurs, 8 am-7 pm; Fri. 8 am-3 pm         |
|                                 |                       | (Summer: Mon-Thurs, 8 am-4 pm; Fri. 8 am-3 pm) |

### Additional Departments

<table>
<thead>
<tr>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>ACCESS Office</td>
<td>518-2152</td>
</tr>
<tr>
<td>Admissions</td>
<td>518-2228</td>
</tr>
<tr>
<td>Allied Health</td>
<td>518-2172</td>
</tr>
<tr>
<td>Arts &amp; Sciences Dean</td>
<td>518-2100</td>
</tr>
<tr>
<td>Assessment</td>
<td>518-2202</td>
</tr>
<tr>
<td>Athletics</td>
<td>518-2134</td>
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<tr>
<td>Business Office</td>
<td>518-2115</td>
</tr>
<tr>
<td>CMU@MAC</td>
<td>518-2112</td>
</tr>
<tr>
<td>Career Connections</td>
<td>518-3805</td>
</tr>
<tr>
<td>Career Planning Center</td>
<td>518-2193/2155</td>
</tr>
<tr>
<td>Career &amp; Tech Ed. Dean</td>
<td>518-2157</td>
</tr>
<tr>
<td>Campus Police</td>
<td>518-2148</td>
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<tr>
<td>Cell Phone</td>
<td>631-2831</td>
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<tr>
<td>College Park Student Housing</td>
<td>518-1330</td>
</tr>
<tr>
<td>Computer Help Desk</td>
<td>518-2137/2240</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>518-2342</td>
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<tr>
<td>Customized Training</td>
<td>518-2157</td>
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<tr>
<td>Dual Credit</td>
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<tr>
<td>Enrollment Verification</td>
<td>518-2119</td>
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<tr>
<td>Financial Aid</td>
<td>518-2133</td>
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<tr>
<td><a href="mailto:finaid@MineralArea.edu">finaid@MineralArea.edu</a></td>
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<tr>
<td>Distance Education Director</td>
<td>518-2139</td>
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<tr>
<td>Mineral Area Council on the Arts</td>
<td>518-2125</td>
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<tr>
<td>Registrar/Registration</td>
<td>518-2130</td>
</tr>
<tr>
<td><a href="mailto:registrar@mineralarea.edu">registrar@mineralarea.edu</a></td>
<td></td>
</tr>
<tr>
<td>Student Services Dean</td>
<td>518-2154</td>
</tr>
<tr>
<td>Student Support Services (EXCEL)</td>
<td>518-2131</td>
</tr>
</tbody>
</table>

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

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

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

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

### Learning Center
- Mon-Thurs, 4-6 pm
- Mon-Fri, 3:30-4 pm