

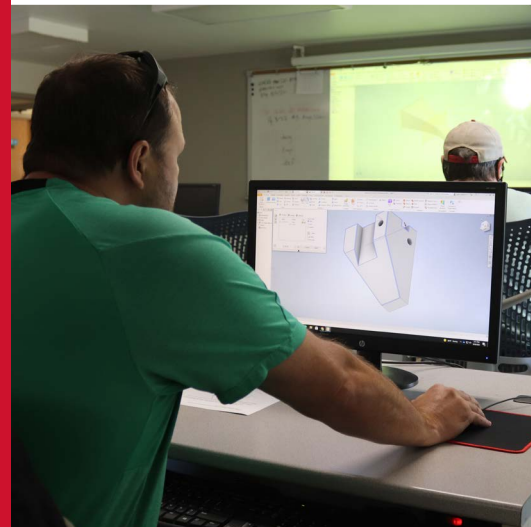


# MAC

# MINERAL AREA COLLEGE

**Student Handbook**

2022-2023



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# Non-Discrimination Notice

As per Board of Trustees policy updated February 11, 2021, applications for admission and employment, students, parents, employees, sources of referral of applications for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender identity, disability, age, religion, creed, sexual orientation, socioeconomic status, genetic and family medical history as defined by GINA, or marital or parental status, in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Mineral Area College's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Americans with Disabilities Act (ADA) of 1990, or the ADA Amendments Act of 2008 is directed to contact the Dean of Students at (573) 518-2262 or the Human Resources Director at (573) 518-2378, Mineral Area College, PO Box 1000, Park Hills, MO 63601-1000. These individuals have been designated to coordinate the college's efforts to comply with the regulations implemented in 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.

Mineral Area College complies with guidelines set forth in the American with Disabilities Act of 1990. If you have special needs as addressed by the Americans with Disabilities Act and need assistance with this or any portion of the registration/education process, notify the Access Office at (573) 518-2152 or the address above as soon as possible. Reasonable efforts will be made to accommodate your special needs. Deaf or speech impaired callers please use Relay Missouri: 1-800-735-2966.

# Directory of Services – Park Hills

Telephone: (573) 431-4593

TDD users: Use MORelay at 711 or (800) 735-2966

(When dialing from an on-campus phone, only the 4-digit extension is needed)

<b>AREA</b>	<b>EXT.</b>	<b>LOCATION</b>
<b>Academic Resource Center</b> Math Lab, Writing Lab, Testing	(573) 518-2140	AS-LC
<b>Access Office (Disability Services)</b>	(573) 518-2152	AS117
<b>Admissions</b>	(573) 518-2206	T 1ST FLOOR –SS
<b>Assessment</b>	(573) 518-2202	AS117
<b>Business Office</b>	(573) 518-2115	T 1ST FLOOR –SS
<b>Campus Police</b>	(573) 518-2331 Cell: (573) 631-2831	
<b>Career Services</b>	(573) 518-3848	AS117
<b>Central Methodist University</b>	(573) 518-2112	AS116
<b>College Park</b>	(573) 518-1330	112 Dixie Kohn Dr.
<b>Counseling/Assessment</b>	(573) 518-2211	AS117
<b>Educational Talent Search I</b>	(573) 518-3843	AS100
<b>Excel/Student Support Services</b>	(573) 518-2131	AS-LC
<b>Financial Aid</b>	(573) 518-2133	T 1ST FLOOR - SS
<b>Library</b>	(573) 518- 2141	LIB
<b>MAC Store</b>	(573) 518-2106	
<b>Receptionist</b>	(573) 518-2183	T 1ST FLOOR –SS
<b>Registration (Enrollment)</b>	(573) 518-2130	T 1ST FLOOR –SS
<b>Darrell S. Cole Memorial Shooting Range</b>	(573) 330-5289	3900 Hwy 32, Park Hills, MO 63601
<b>TRIO Programs</b>	(573) 518-2156	
<b>Truck Driver Training (MTC)</b>	(573) 518-2238	CE
<b>University of Missouri –St. Louis</b>	(573) 518-2324	T9
<b>Veterans Representative</b>	(573) 518-2202	T 1ST FLOOR - SS
<b>Wellness/Fitness Center</b>	(573) 518-2104	FH

**Location Key:** Arts & Sciences Building (AS); Careers Wing (C); Technology Building (T); Field House (FH); Student Services (SS); Learning Center (LC); Continuing Education (CE); Library (LIB)

# Outreach Centers

## Cape Girardeau

(573) 519-1601  
1050 South Silver Springs Rd  
Cape Girardeau, MO 63701

## Fredericktown

(573) 783-7932  
Direct ext. 3861  
1450 Madison 517  
Fredericktown, MO 63645

## Perryville

(573) 547-4143  
Direct ext: 3871  
108 S. Progress Drive  
Perryville, MO 63775

## Potosi

(573) 436-9689  
Potosi High School  
#1 Trojan Drive  
Potosi, MO 63660

# About

## Mission

Mineral Area College serves the community by providing students a quality, affordable education and offers opportunities for personal growth and career development in a safe, professional environment.

## Philosophy of Purpose

Close to the community it serves, Mineral Area College is dedicated to individual betterment and an open-door policy.

## Value Statements

1. Our students can expect excellence, opportunity, and encouragement so they are able to succeed.
2. The development of our teaching and learning environment is a responsibility we share by continually striving for quality in our educational programs.
3. Our curriculum and program offerings effectively serve our community's educational and training needs.
4. We are committed to respecting and caring for one another by being professional, fair, and honest.

## Vision Statements

Mineral Area College will be recognized as an innovative and significant educational institution and will:

1. Recruit, develop, and retain a diverse student population by providing an accessible, quality, and affordable education.
2. Provide students, staff, and faculty with appropriate resources for programs and services.
3. Encourage and support individuals, businesses, and organizations to meet their educational needs.
4. Serve as a resource for community and cultural enrichment.
5. Attract, develop, and retain dedicated, diverse, and professional employees.
6. Strengthen relationships with school districts and community agencies.

## Goals

Mineral Area College meets the needs of those who will transfer to other institutions, those who are preparing for careers through occupational programs, and those who value learning for its own sake. Through continuing education and cooperative programs, the College contributes to the economic development and general welfare of the region.

Mineral Area College fulfills its statutory mission through the following goals:

1. College/University Transfer: Provide lower-division courses in general education as well as prerequisite work leading to the Associate of Arts degree for students who plan to transfer to four-year institutions.
2. General Education: Provide courses that result in personal, cultural, intellectual, and social development in transfer and career programs leading to Associate of Arts, Associate of General Studies, Associate of Arts in Teaching, Associate of Science, or Associate of Applied Science degrees.
3. Customized and Contract Training: Provide specialized training to address specific needs of business and industry and to further the economic development of the region.
4. Career and Technical Education: Provide courses which aid in the achievement of the technical knowledge and general background information necessary for programs leading to Associate of Science, Associate of Applied Science degrees, as well as one- or two-year occupational certificates.
5. Developmental Education: Provide courses and resources that help students in the development of appropriate study skills so that they may achieve a successful transition into employment or postsecondary programs and coursework.
6. Student Services: Provide support services to assist students in achieving their educational goals, including orientation, assessment, academic and career advisement, financial assistance, personal counseling, accommodation services for students with disabilities, and other learning resources.



7. Continuing Education: Provide a variety of lifelong-learning opportunities to people of all ages who wish to acquire new skills through non-traditional activities, such as seminars, workshops, and non-credit courses for their professional careers.
8. Community and Cultural Services: Provide a variety of activities and events that are responsive to the advancement and enhancement of the region's diversity and quality of life.

## Organizational Priorities

Mineral Area College will be an open-door institution known for its integrity, flexibility, creativity, responsiveness, quality instruction, and from its commitment to working for the benefit of the educational and cultural needs of the citizens in the taxing district.

Mineral Area College adopts the following organizational priorities:

1. Student Success: Provide courses and programs in which learners will attain a general education, prepare for careers, meet lifelong-learning goals, and expand social and cultural awareness.
2. Outcomes Assessment: Commit to assessing student achievement in order to assure the College attains its mission, vision, and preserves its values. Assessment results and strategies are continuously used to improve the learning environment, operational processes, and the effectiveness of all employees.
3. High School Relationships: Ensure a smooth transition for high school students entering Mineral Area College and provide resources and information to maximize their college experience.
4. Diversity: Foster a climate in which diversity and individuality are respected and incorporated into learning opportunities for everyone. All students and employees are respected and safe within the College's learning and working environments.
5. Partnerships with Business and Industry: Promote and develop economic growth and vitality in the region by providing training to meet the needs of employers and employees in the region.
6. Technology and Facilities: Set high standards for continuous improvement of instructional and operational technologies as well as facilities.
7. Operational Effectiveness and Efficiency: Foster open lines of communication and cooperation among faculty, staff, and administrators. Create a working environment in which professional experience is valued and encouraged by providing the resources, tools, and encouragement to achieve the College's mission and philosophy of purpose. Achievement will be measured through ongoing institutional research and feedback. The results will be used to help determine long- and short-term goals.

## Degrees & Certificates

MAC offers classes and programs leading to two-year degrees and one-year certificates. Students can choose general education courses that will transfer to four-year institutions, or they can pursue a one- or two-year career/technical program to prepare them for directly entering the job market. You can find a list of degrees and certificates in the MAC catalog or online at <https://MineralArea.edu>



# Questions & Answers

## Should I drop a class or withdraw?

If you have concerns about dropping a class or withdrawing college, it is always best to meet with your academic advisor, or someone in student services to discuss your options. They can also refer you for tutoring to our Academic Resource Center or possibly the EXCEL Program.

## Where do I get my student ID?

I.D.s are given in the MAC Store. 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 MAC Store and the Cardinal's Nest cafeteria. Students have their I.D. photo taken when they enroll for the first time at MAC. A fee is charged for a replacement card.

## How do I find out if classes are canceled?

Students should sign in MyMAC and click on Class Cancellations under Quick Links. There is also a list of canceled classes posted on the bulletin board next to the Student Services counter.

## How do I sign up for MAC alerts?

Are you a current student or employee? Good news! You're already signed up for emails. If you wish to get MAC alerts on your mobile device, sign into your MyMAC and click MAC alerts under Quick Links. Enter your username and password and select your personalized options in your profile.

## Can I bring my children to class with me?

It is not recommended to bring children to campus while you are attending classes.

## Is smoking permitted on campus?

MAC has a "Smoke-Free Campus" policy.

## How do I apply for graduation?

- File an Application for Graduation with the Registrar's Office during the first two weeks of the fall or spring semester or during the first week of the 8-week summer term. Mineral Area College does not automatically confer certificates or degrees upon completion of curriculum requirements. Meeting graduation requirements is the student's responsibility. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisor in selecting courses.
- Submit a one-time, non-refundable processing fee which is due at the time of application.
- Meet all requirements of the degree/certificate program as outlined in the college catalog, with a minimum of 15 semester hours earned at MAC.
- Earn a minimum institutional and cumulative GPA of 2.0; 2.75 minimum for AAT students.
- Resolve all financial obligations to the college and return all library and college materials.
- Call the Registrar's Office at 573-518-2204 if you have questions about graduation or e- mail [registrar@MineralArea.edu](mailto:registrar@MineralArea.edu).

## How do I contact the Financial Aid Office?

- **Telephone** (573) 518-2133
- **Fax** (573) 518-2305
- **Email** [FinAid@MineralArea.edu](mailto:FinAid@MineralArea.edu)
- **Website** [MineralArea.edu](http://MineralArea.edu)
- **Physical Location** Student Service Office — Technology Building
- **Office Hours** Monday-Friday 8 a.m. – 4 p.m. (close at 3 p.m. during Summer)

## What financial assistance programs are handled by the Financial Aid Office?

- A+ Benefits
- Access Missouri Grants
- Missouri Bright Flight Scholarships
- Pell Grants
- Scholarships
- SEOG Grants
- Student Loans/Parent PLUS Loans
- Trade Readjustment Act (TRA)
- Veteran's Benefits (GI Bill®, VA Voc-Rehab)
- Vocational Rehabilitation
- Workforce Investment Act (WIA)

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.*

## How do I apply for financial aid?

Completion of the Free Application for Federal Student Aid (FAFSA) **annually** is the first step in the process. This application may be completed online at <https://studentaid.ed.gov/sa/fafsa>. List the school code for MAC (**002486**) so that we receive your financial aid information. Complete the 2020-2021 application for the Summer semester, and the 2021-2022 application for the Fall 2021/Spring 2022 semesters.

## What happens next?

If you provided an email address on the FAFSA, you will receive a Student Aid Report (SAR) through your email. If you did not provide an email address, you will receive a paper SAR at your mailing address. Review the information on your SAR for accuracy. If corrections need to be made, you can make them yourself at <https://studentaid.ed.gov/sa/fafsa> or you may contact the Financial Aid Office to assist you in making corrections.

Approximately one-third of all FAFSA applications will be asked to provide verification of the information they submitted. You may receive an email to your MAC email account from the Financial Aid Office at Mineral Area College requesting you to complete this process online through your Verify My FAFSA portal. If you are selected for verification, your financial aid cannot be processed until you have provided the requested information.

If you have special circumstances that will impact your current income (i.e. change in jobs, layoff from employment, high medical/dental bills not covered by insurance, loss of income), please contact the Financial Aid Office to request a Professional Judgment recalculation.

## How will I know how much financial aid I have been awarded?

Once your financial aid has been fully processed, you will receive a Mineral Area College Award Notification by MAC email listing all non-repayable grant aid that you have been awarded.

Students can also check MyMAC for Award Information Student Loans/Parent PLUS Loans and College Work Study Programs require separate applications which are available under the My Financial Aid tab in MyMAC.

Read the Award Letter carefully as well as the Rights & Responsibilities information provided on MyMAC under the My Financial Aid tab. NOTE: A new Award Notification will be sent by email anytime there is a change in your award package. You can view then view the changed awards on MyMAC.

## **How will the Business Office know about my financial aid?**

The Business Office is notified at the same time that you receive your Financial Aid Award Notification by MAC email from Mineral Area College. If you register for classes **BEFORE** you receive your Mineral Area College Award Notification, you will be considered a self-pay student and subject to the payment policy established by the Business Office.

## **How do I let you know that I am eligible for A+ benefits?**

- Send an official copy of your final High School transcript directly from HS to MAC Admissions.
- Complete the A+ Activation Form each semester on MyMAC.
- Complete the FAFSA form annually.

Once we have all the information that we need, you will receive a Mineral Area College Award Notification by MAC email. If you register for classes **BEFORE** you receive your Mineral Area College Award Notification, you will be considered a self-pay student and subject to the payment policy established by the Business Office.

Students must maintain a minimum GPA of 2.5, maintain full-time enrollment, and complete 67% of cumulative attempted credit in order to remain eligible. Students who do not meet these requirements will not be able to use their A+ benefits until they have completed sufficient courses to meet these requirements.

A+ students who withdraw from classes or are withdrawn from classes for excessive absence above 12 hours will need to pay tuition for those class(es) at the time of the withdrawal. Students will not have to pay tuition for those classes that drop them below 12 credit hours because they will not be eligible the next semester for A+ benefits due to falling below full-time.

## **What happens if I have to drop out of school and I receive federal student aid?**

In order to receive financial aid at Mineral Area College, students are required to actively participate in their classes. Students who fail to attend classes and/or who fail to actively participate in classes (in the case of online classes) may be dropped by the instructor. Students who totally withdraw or are withdrawn for excessive absence and receive federal student aid must repay the unearned portion of that aid back to MAC.

Please review the Satisfactory Academic Progress Policy and the Return of Title IV Funds Policy under the My Financial Aid tab in MyMAC so that you will understand the ramifications of withdrawing from classes or being withdrawn by your instructor.

# Student Clubs and 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 college experience.

**Archery Club** — The Archery Club is a chapter of the U.S. Collegiate Archery Organization that participates in indoor, outdoor, 3-D and competition shooting. All levels of archers are welcome and personal equipment is not necessary to join. Membership is open to all students on main campus who are enrolled in at least six semester hours. The Archery Club strives to help its members develop skills that will enhance them both personally and professionally.

**Art Club** — Any student working towards a degree at Mineral Area College is eligible to an Art Club membership. Art Club connects people interested in creative endeavors and fosters teamwork through participation in art shows and campus activities. It gives its members, as well as the public, a more profound understanding of art. Scholarship Art Club students are eligible to take trips to experience and discover master works, art exhibits, and other art activities.

**Cardinal Congregation** — The Cardinal Congregation helps Mineral Area College achieve its mission to “offer opportunities for personal growth in a safe, professional environment.” This organization provides students with an opportunity for personal growth in spiritual matters, attributing to their wellbeing by reaching needs not met in the classroom. Providing an opportunity for spiritual wellbeing aids in the holistic care of students as they seek to excel in their classes. Additionally, this organization seeks to intentionally provide a safe and inclusive space for students of every sexual orientation.

**Chi Alpha** — Chi Alpha is a nationwide student organization found at most of the major Universities in America. Chi Alpha is all about creating a positive influence among students through weekly hangouts, monthly events, and service projects. We attend yearly conferences, mission trips, and camp retreats. Our weekly meetings are open to all students regardless of their religious background. Chi Alpha’s leaders would love to meet with any students who are interested in finding out more. You can contact us on our website. [www.Chialphamac.com](http://www.Chialphamac.com)

**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 observations during events throughout the year.

**FBLA Collegiate**— FBLA Collegiate is a national organization of post-secondary students interested in pursuing a business and business-related career. FBLA Collegiate members develop leadership skills, initiate business ventures and organize community service projects. All FBLA Collegiate 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 MAC.

**Gay-Straight Alliance** — The Gay - Straight Alliance is a student organization at Mineral Area College. Our purpose is to promote awareness of and educate our campus and community about the LGBTQ+ community. We advocate for acceptance of all peoples. We also provide support for the lesbian, gay, bisexual and transgender individuals on campus, their allies, and their families and friends.

**MAC Ambassadors** — Ambassadors are chosen based on their outstanding personalities and academic performance to help faculty and staff with campus events and tours. Students who are chosen must maintain a 2.5 GPA and have good oral communication and leadership qualities. They are selected through an application process and receive an hourly compensation.

**Mineral Area Collegiate Ministry** — Mineral Area Collegiate Ministry: The Mineral Area Collegiate Ministry (MACM) is a campus ministry seeking to “Equip students for life.” (2 Timothy 2:15). Check out our Facebook page. Bible studies, activities, and just hanging out.

**Missouri State Association of Licensed Practical Nurses (MOSALPN)** — Membership in MoSALPN Inc. is required of all students accepted and enrolled in the Practical Nursing Program. The organization motivates its members to establish, maintain and evaluate 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)** — NAfME collegiate membership gives students an opportunity for professional orientation and development, and helps them 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**— A collegiate level of the International Lions Club, Omega Leo is open to all 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.

**Phi Theta Kappa (PTK)** — Phi Theta Kappa is the international scholastic honor society for community college students. PTK's hallmarks are leadership, scholarship, service and fellowship. Induction into the organization 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.

**Robotics Club** — The goal of the Robotics Club is to promote students' knowledge of robotics and related fields of study while working as a team to complete fun and challenging tasks. Robotics Club focuses on projects that may apply science, mathematics, computer programming, and creative solutions to the design and production of robots. Participants may also attend robotics competitions and events, such as MAC's Robot and Technology Expo. All students are welcome to participate.

**SkillsUSA**— SkillsUSA is a student organization, and a partnership of education and industry working together to ensure America has a skilled workforce. The organization serves students who are preparing for careers in technical, skilled and service occupations. Members are empowered to become world-class workers, leaders and responsible American citizens. At the annual SkillsUSA Championships held each June, thousands of students compete in over 100 occupational and leadership skill areas.

**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, develop leadership skills and initiate and execute measures of civic engagement to benefit the student body and college. Full-time, non-high school, students are elected to be senators. Officers are elected from SGA membership. SGA plans activities to engage students within the MAC community.

**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 the community.

**Student Nurses Association (SNA)** — The college sponsors an active local chapter called the MAC Student Nurses Association (MAC SNA). Student membership in SNA is offered for those students accepted and currently enrolled Associate Degree Nursing Program and have paid tuition. 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.

**Veterans Organization** — The Veterans Organization's purpose is to meet the needs of veterans, create an environment of inclusiveness and provide support, guidance, and a resource for those who have served our country. The organization serves as a network of social support and is open to all students, regardless of military status.

# Departmental Activities

## Art Department

The Mineral Area College Art Department has a program dedicated to the highest quality of integrity and diversity in fine arts education. Our program produces highly skilled beginning artists. Classes include Drawing, Design, Color Theory, Printmaking, Painting, Sculpture, Ceramics, Photography and more. MAC's Art Department is serious about teaching skills, developing work ethic, and fostering creativity in dedicated and engaged students. As a foundation program we direct talented, energetic, and disciplined students to easily transfer to any four-year college or other institutes of higher learning.

## Music Department

The Music Department consists of a variety of performing ensembles:

**Concert Band** — Meets 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.

**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.

**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.

Groups perform concerts, recitals, community functions, school functions, dances, recruiting tours, and professional jobs throughout the school year, creating a more complete learning experience for the music student.

## Athletics Department

Intercollegiate athletics are an integral part of campus life at MAC. The college has attained national and statewide recognition in men's basketball, baseball, cross country, track and golf, and women's basketball, softball, cross country, track 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-raisers. The cheerleaders are also very involved in community service activities. Cheerleaders may receive the following: shoes, one-hour physical education credit and partial scholarships. All cheerleaders must be full-time students and maintain a minimum GPA of 2.0.

## 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 3rd in the nation among all mascots.

## Men's Basketball

The Cardinals basketball team has a storied history. The program highlights include 15 MCCCAC Conference Championships, 6 Regional Championships, and 14 All-Americans. MAC plays a national schedule and hosts multiple



nationally ranked teams each year. The 2013 Cardinals won 27 games, a conference championship, a Region 16 title, and competed in the NJCAA National Tournament for the first time since 1977. The 2015 Cardinals were ranked as high as 7th in the nation and they also won another MCCAC Conference Championship. The 2015 Men's Basketball team finished the year with 27 wins, as well as winning a Region 16 title, and earning another trip to the NJCAA National Tournament. In 2021, after claiming both the conference and regional titles, the team earned the #1 seed in the National Tournament. They ended the season 24-1, losing only their final game of the season in national tournament play. The 2021 season was particularly notable as the team won a game at the National Tournament for the first time in program history and saw Malevy Leons named NJCAA National Player of the Year.

## **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, 29 games in 2012, and 33 games in the 2013 season. The 2019 team finished 3<sup>rd</sup> in Region 16 play and had the program's first ever All-American selection, Liam Hicks, who was recently drafted into the MLB. Also, 20 players from the 2019 team went on to play at a 4-year colleges and universities. The team won its first conference championship in 2021 and coach Blake Jones was named MCCAC Coach of the Year.

## **Women's Basketball**

With their eight 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. The 2013 team was ranked as high as 13th nationally and finished the season with 21 victories. The 2014 Lady Cards team captured the MCCAC Conference Championship. The 2015 Women's Basketball team finished the year with a 25-6 record and a Region 16 Championship. The 2018-19 team finished 3<sup>rd</sup> in Region 16 play and had a 1<sup>st</sup> team All-American selection, Holly Forbes. 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. 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 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. The 2013 Lady Cardinals team won the first ever conference volleyball championship at MAC, while also posting 26 victories. The 2014 Lady Cards finished the season with 29 wins and were ranked as high as 19th in the nation. The Lady Cards won 3 Regional Championships in a row in 2016-18 and proceeded to the National Tournament all three years. The 2018 team was ranked as high as 5<sup>th</sup> in the country. 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 Lady Cardinals play NJCAA Division 2 softball and the home field is the Park Hills Sports Complex. Scholarships are available. The Lady Cards won three Region 16 Championships in their first three years of inception. The softball team has also won two District J titles, which has allowed them to play at the National Tournament those two seasons. The Lady Cardinals had a 9th place finish in 2001 at the National Tournament.

## **Men's Golf**

The Cardinals play NJCAA Division 2 golf and the home course is Crown Pointe. Scholarships are available. The men's golf team competed in Region 16 tournament their first year out. The 2014 MAC Golf team finished 12th place at the National Tournament and Tanner McKinney tied for 2nd place in the nation overall. The 2015 team placed 11th in the NJCAA National Tournament.

## **Men's & Women's Cross Country/Half Marathon**

The Cardinals and Lady Cardinals participate at the NJCAA Division 3 level. The MAC cross country teams began competition during the 2018-2019 academic year and use the MAC campus to practice and compete. The team earned back-to-back National Champion titles in 2019 and 2020. In 2020, Donovan Denslow was the men's individual national



champion and was named Division 3 National Athlete of the Year by the U.S. Track and Field and Cross Country Association.

## **Men's & Women's Track & Field (Indoor & Outdoor)**

The Cardinals and Lady Cardinals participate at the NJCAA Division 3 level. The MAC track and field teams began competition during the 2018-2019 academic year and use the MAC campus to practice and compete. In 2021, the women's team placed second in the nation at the NJCAA Division 3 National Track Meet.

## **Men's & Women's Soccer**

In 2019, MAC announced the addition of a soccer program in response to the growing popularity of the sport in the region and as part of a strategy to increase both enrollment and access to higher education. Led by head coach Dan Martin, both the men's and women's soccer teams played their inaugural season during the 2020-2021 academic year. Both soccer teams participate in the NJCAA at Division 2 level.

## **Esports**

2021-22 was the inaugural year for Esports at Mineral Area College, as we are now a proud member of NJCAA (the only national Esports association exclusively for two-year colleges). MAC Esports team members will attend scheduled practices, compete in scrimmages, and compete in regular season matches against other colleges across the United States. Please reach out to coach Chris Visnovske, [cvisnovske@MineralArea.edu](mailto:cvisnovske@MineralArea.edu) with questions or for more details.

# **Services for Students**

## **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, autism spectrum disorder and psychiatric disabilities. For accommodations to be in place at the beginning of a semester, students should contact the Access Office in advance to discuss potential eligibility. It is recommended that an appointment be scheduled to complete program forms for accessing disability services and accommodations. 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, private testing rooms, alternate text formats, volunteer note-takers, accessible parking, test readers/scribes and sign language interpreters. Potential students requesting accommodations in their courses are encouraged to contact the Access Office at (573) 518-2152 or email [bvallett@MineralArea.edu](mailto:bvallett@MineralArea.edu) 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 <https://mineralarea.edu/current-students/disability-support-services-access-office/>.

## **Academic Advising**

Academic advising is faculty-based and coordinated by the registrar. Students are assigned a faculty advisor based on their field of study. Advisor and/or major changes may be requested online or in Student Services. Advising is a joint responsibility of advisors and students. Students are expected to read and conform to regulations in the catalog. Students are also 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. Advisors are available by appointment and walk-ins, stop by Student Services for more information.

## **Academic Resource Center (ARC)**

The Academic Resource Center is located in The Learning Center on the main floor of the Arts and Sciences Building. The ARC offers tutoring for a variety of courses, primarily within the areas of math, English, and reading. The ARC also offers students the opportunity to work with professionals to develop college success skills like time management, assignment planning, basic computer skills, and test-taking strategies. For more information about ARC services, call (573) 518-2140.

## Assessment

<https://my.mineralarea.edu/ICS/Testing/>

**Placement Tests** — The preferred placement test at MAC is the ACT, administered in September, October, December, February, April and June each year at area high schools. However, MAC also offers the Accuplacer examination for those students unable to complete the ACT prior to registration. The Accuplacer test is an untimed examination taken on computer in MAC's Assessment Testing Room (AS 115), as well as other MAC 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.

The fee for the Accuplacer is \$20 for all three test subject areas, \$15 for two test subject areas, or \$10 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** — Missouri's high school equivalency test is the HiSET, developed by Educational Testing Service (ETS). To schedule the High School Equivalency Test at MAC, you must first register with ETS (Educational Testing Service). The exam consists of five sub-tests. The cost for each sub-test is \$17.75 (\$10.75 for sub-test plus \$7 to cover the cost of administering sub-test at a testing center). There is also a \$10 state fee payable once every 12 months. The total cost for all five tests will be \$98.75. Because the exam is given in sections, you will not have to complete the entire test at one time. If you do not pass the test the first time, you 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 sub-test fee. You can create an account and register for testing at <https://dese.mo.gov/adult-learning-rehabilitation-services/high-school-equivalency>.

**MOGEA** — The Missouri General Education Assessment requires students to demonstrate basic general education competencies prior to being formally admitted to an educator preparation program. Register for testing at <http://www.mo.nesinc.com/>. All tests will be given in the Arts and Sciences building room 115.

**Certification Testing** — MAC is an authorized testing center for professional and technology certification through Pearson Vue, Castle Worldwide, and other 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 Tippi Seals at (573) 518-2202 or [aseals@MineralArea.edu](mailto:aseals@MineralArea.edu).

## Campus Housing

College Park Apartments offer affordable, convenient, on-campus housing. The 8-acre complex features four-bedroom, two-bath units and two-bedroom bunk units with two baths. 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. The on-campus café offers a 15 meals-per-week plan for residents. For more information, contact College Park Housing at (573) 518-1330, or [collegepark@MineralArea.edu](mailto:collegepark@MineralArea.edu).

## Cardinals Nest

The Cardinals Nest cafeteria is a good place for relaxing with friends and faculty members, and provides a wide variety of food. Students can also sign up for several different meal plans, including a commuter student plan. Please check with the business office for more details.

## Career Services

The Career Services Department provides tools and advice to explore possible career paths, offers interest and skills self-assessments, internship and job search resources, cover letter and resume review, network and interview preparation. Check out our campus workshops and hiring events throughout the year. The office is located in Arts & Science building, Office AS117; for more information, call (573) 518-3848. Email [careerservices@MineralArea.edu](mailto:careerservices@MineralArea.edu)

## **Counseling (Personal)**

Personal issues may be discussed confidentially with a certified counselor. Talk with a counselor about any problem or concern relating to school, home or work that may impact your life. Appointments can be made by calling (573) 518-2211, or 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. Appointments can be made at the receptionist's desk in Student Services.

Student Services also offers expanded services for evening students. An advisor will be available for student appointments and drop in sessions from 4-5:30 p.m. Monday and Wednesday during the fall and spring semesters, and 3-5:00 p.m. Monday and Wednesday during the summer semester. You may call for an appointment at (573) 518-2202 or 518-2211 or drop by Student Services.

## **C.H. Cozean Library**

The library provides students with information, services and materials. Staff members help students locate information, develop search strategies for papers and speeches and learn how to use the library and the Internet for research.

The library has over 30,000 volumes in its collection including books, e-books, selected popular fiction and nonfiction books, magazines and journals, as well as DVDs and music CDs. Books that are not available in MAC's collection may be requested through the MOBIUS catalog from academic and public libraries in Missouri and other states (only books and government documents may be requested).

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

A current-semester student I.D. card is required when checking out material. Books and MOBIUS items may be checked out for four 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. Please check the Library's web page <http://mineralarea.edu/library/> for current library hours.

## **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://mineralarea.edu/media/2147/aup.pdf>

## **Food Pantry**

The mission of the Mineral Area College Cardinals Food Pantry is to help fight hunger on our campus and make a positive impact in the lives of students. The Pantry is open to all MAC students. To visit the Pantry, go to the Arts and Sciences Building, room 110. Here you will find food and toiletry items. For more information, please contact [jsikes@mineralarea.edu](mailto:jsikes@mineralarea.edu) or [emiller@mineralarea.edu](mailto:emiller@mineralarea.edu). The MAC Store, Dean of Arts and Science's Office, and Learning Center are drop off locations for individuals wishing to donate. Monetary donations are collected in the Dean of Student's Office.

## **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 accommodation requests.

## Lactation Room

A private room is available for students and staff in need of lactation services. The room is located on the 2nd floor of the C.H. Cozean Library straight across from the elevator and is available from 8 a.m. until 4 p.m. Monday through Friday.

## The MAC Store

The MAC Store is a convenient campus source for academically-priced computers, computer references titles, collegiate reference titles, new releases, children's books, MAC imprinted clothing and merchandise, and gifts for all occasions and seasons. The store 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.

In the event you need to return a textbook to the MAC Store, 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 days of classes or two days purchased thereafter. The MAC Store will buy back textbooks at current market value during finals week.

**Hours** — Fall/Spring Semesters: Monday-Friday, 8 a.m. - 4 p.m.; Summer Semester: Monday-Friday, 8 a.m. - 3 p.m. Hours may be extended during Textbook Sales.

**Phone** — (573) 518-2106

## Parking

Free parking is provided on several designated student parking lots. Students are not allowed to park in faculty lots. Only students with handicap parking placards may park in the designated handicapped parking spaces. Fines are assessed for violating published parking and traffic regulations.

Special parking permits are available for individuals with disabilities who require accessible parking. Temporary accessible parking permits are also available for students with short-term conditions. Students should contact the Access Office at (573) 518-2152.

## Quarry Pond

The quarry pond, located north of the MAC 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.--Dusk. There is no fishing when a red flag is posted.

## Safe Zone

A Safe Zone is a place where students can talk to a faculty or staff member in an environment free of judgment and hostility, receive support, and get connected to the resources they need to succeed. The Mineral Area College Safe Zone program was designed to support LGBTQ+ students. Faculty and staff display the Safe Zone logo to indicate that they have completed Safe Zone training and are committed to creating an inclusive space for students on campus

## 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 postsecondary admission and financial aid to approximately 1,250 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

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](http://www.MineralArea.edu) for updates.

For information on degree plans, course descriptions, and college policies, please consult the MAC Catalog, available online.

## Academic Integrity

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

When an instructor determines that academic integrity has been compromised, s/he may contact the registrar by e-mail to place an administrative hold on the student's grade to prevent the student from dropping the course. In the event the instructor determines no infraction has been committed, the instructor is responsible for immediately notifying the registrar to lift the hold.

Level 1 Violation: A student commits an act of plagiarism or cheating as determined by the instructor.

Level I Consequences:

1. The student receives a failing grade or a zero for the assignment or receives other action as determined by the instructor. The alternative consequence cannot be more severe than a failing grade or zero.
2. The instructor fills out an Academic Integrity report which is forwarded to the dean of students who then disseminates the form to the appropriate individuals.

Level II Violation: A student commits more than one act of plagiarism or cheating, determined by the instructor.

Level II Consequences:

1. The student receives a failing grade for the course.
2. The instructor fills out an Academic Integrity report which is forwarded to the dean of students who then disseminates the form to the appropriate individuals.

Appeal Process:

1. Student may appeal within five days to that department's chair.
2. Should the student wish to appeal the department chair's decision, they may appeal within five days to the respective dean. (ARTICLE V: 5.72 STUDENT DUE PROCESS)

## Accidents

Motor vehicle accidents involving injury to any person or damage to unattended property must be reported to the Campus Resource Officer who may be reached at (573) 631-2831. In an emergency, dial 911 (from a campus phone dial 9, then 911).

## 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.

## Admission

Enrollment at MAC is open to applicants 16 years of age 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](http://www.MineralArea.edu). Click "Apply Now" 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 "Future Student" tab.

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, and are responsible for textbooks, lab fees and other course materials. Senior Scholars are allowed to enroll on the first day of each term on a space available basis. To qualify for the Senior Scholar program, students must provide proof of age and residency, meet all entry requirements and course



prerequisites, and declare their intent to audit as a senior scholar at the time of enrollment. Contact the Admissions Office for more information.

## **Address/Name 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 through their MyMAC account. Students enrolled at outreach centers should contact the center coordinator for the Address/ Residency Change form.

Students who have a name change must submit the name change form along with two forms of identification indicated on the form to document their name change. The form can be obtained at the student services desk or under the Student tab in MyMAC. Students wishing to change their preferred name in myMAC and on class rosters should complete a Preferred Name Change form at the Student Services Desk.

## **Advisor Or Program/Field Of Study Change**

To change your advisor, email [registrar@mineralarea.edu](mailto:registrar@mineralarea.edu) or complete a form in Student Services. To change your field of study, complete the "Field of Study Change Form" on MyMAC or in Student Services. Changing your field of study may also change your advisor.

## **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 on the MAC website.

## **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 under the student tab in MyMAC. 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 audit 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 degree 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, 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 held annually in May for students completing an AA, AAT, AGS, AAS, and AS degree or certificate. 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. 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 indicate their height and weight on the application for graduation in order to receive the appropriate size cap and gown. The cost of the cap and gown is included in the graduation fee.

Career and Technical degree and certificate candidates are required to complete a graduation interview form in the Career Services office or on MyMAC under Quick Links.

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 transfer to a future term. Students should direct questions about graduation applications to the Registrar's Office. Call (573) 518-2204 if you have graduation questions.

## **Article V—Student Policy**

The complete listing of all student policies can be found on the MAC website ([www.mineralarea.edu](http://www.mineralarea.edu)). Click on "ABOUT US", then click "Board Policies".

## **Attendance**

Faculty may drop a student for excessive absences or lack of participation (web/distance learning classes). See the course syllabus for attendance requirements, which may differ by course. When a student is dropped by the instructor, an email notification will be sent to the student's MAC email address. Please note that being dropped from a course may affect athletic eligibility, graduation, and financial aid. Check your MAC email regularly. For absences due to school-related activities such as athletic games, music engagements, field trips, etc., the appropriate dean's office will issue electronic notices to the faculty members, stating who is to be excused and for what period of time. A student cannot drop a course merely by not attending classes. Students are advised to drop class(es) themselves if they are not planning on attending. 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 (audit 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 audited 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 Police/Security**

The Guide to Campus Safety is provided to all students through the college web page, under the "Department of Public Safety", found under the Future or Current Students tab on the web page. All students are encouraged to be familiar with the information provided in that guide.

## **Campus Safety And The Jeanne Clery Act**

Campus safety and security provisions, as identified under the Jeanne Clery 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 "Department of Public Safety" tab under the Future or Current Students tab on the main college web page, for detailed information on crime statistics and campus safety practices at MAC.

## **Adding/Dropping/Withdrawing**

Students may add classes up to the second class meeting of the 16-week semester. Classes may be added through the first week of the 16-week semester with instructor permission. Add deadlines depend on the meeting pattern/length of the class and vary for accelerated terms. See the Important Dates for more information or contact student services or an outreach center for more information.

Students may drop classes online through MyMAC or in person through the last withdrawal/passing date or 75% of the semester or term. The drop must be submitted and processed within the first 75% of the term. Students who stop attending or participating in class after the last withdrawal/passing date or 75% of a term will earn a grade of "F" for the course.

Drop deadlines depend on the meeting pattern/length of the class and vary for accelerated terms. See the Important Dates for drop deadlines for the 16- and 8-week terms or contact student services or an outreach center for more information.

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 outreach centers in person. Students not able to travel to campus can email registrar@MineralArea.edu to withdraw from the college. A "W" will be posted to the academic record if the withdrawal request is submitted between the first 12.5% and 75% of the semester or term. Students who stop attending or participating in all classes after the last withdrawal/passing date or 75% of a term will earn a grade of "F" for each course.

In addition to "F" grades, failure to properly drop or withdraw from classes may affect financial aid and/or result in owing money to the college. It is recommended that students speak with instructors, advisors, and the Financial Aid Office before dropping/withdrawing from classes. In addition, dropping/withdrawing from classes may affect medical insurance eligibility. Check with your insurance carrier for more information.

Classes dropped during the first 12.5% of a semester or term do not appear on the student's permanent record. After



12.5% of a semester or term, a dropped course will be recorded as a “W” and appear on the student’s permanent record.

If entitled to a tuition credit for a dropped course or courses, a credit may be applied to your student account. If the tuition credit generates a refund, the funds will be issued either by paper check or direct deposit. Students can sign up for Direct Deposit through MyMAC on the “My Account Info” tab.

## **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, the ADA coordinator, or the Title IX coordinator, Julie Sheets, (573) 518-2262 office AS119 and Title IX Deputy Director Rich Flotron, (573) 518-2341, office PS-11. 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

**B** - 3 points per credit

**C** - 2 points per credit

**D** - 1 point per credit

**F** - 0 points per credit

**AU** - 0 points per credit

**P** - 0 points per credit

## **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. 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, such as physical education, more hours of classroom attendance each week may be required for the one credit. In lab 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 as long as 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 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.

## **Dean’s List**

The Dean’s List is an academic honor awarded to students who have accomplished an extraordinary level of academic achievement through MAC coursework. The Dean’s List is noted on the transcript at the end of each semester, excluding summers, for which a student qualifies and is based on the semester cumulative institutional statistics (excluding developmental course work). Students meeting the following semester requirements may qualify for the Dean’s List:

1. A minimum of 12 college-level (non-developmental) semester hours earned during the semester.
2. GPA of 3.25 or higher.
3. No grade below a “C” earned during the semester.
4. No “I” (incomplete) grades received during the semester.
5. Course taken for “P” or “CR” grades will not be included in the 12 hours noted in #1.

## **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**

In an effort to ensure that MAC can provide an effective learning environment and maintain its high level of academic integrity, there must be certain limitations placed on specific types of electronic devices inside MAC classrooms. At the same time, it is also understood that some instructors may require usage of these same devices. Students shall find information about allowed electronic devices in the instructors’ course syllabi. Students should address any concerns pertaining to this policy with the appropriate Department Chair.

The following devices should not be in view or used inside the classroom without instructor approval:

- Cell phones
- Tablets
- Laptop computers
- Any other electronic device deemed unnecessary by the instructor

Penalties for any infraction may include:

- Dismissing a student from the room and/or counting such student absent or tardy for the class period
- Deducting points from current assignments
- Following procedures outlined in the Academic Integrity Policy (these actions would be subject to appeal in accordance with the policy)
- Requiring a student to discuss this behavior with his/her respective dean before returning to class
- Dropping a student from the course as a result of multiple infractions

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
- A simultaneous MAC Alert is sent

Students may appeal any decisions concerning the above policy by contacting the dean of students. Students may obtain information regarding the Student Due Process from the dean of students office or on MAC’s web page.

## **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.

## **Family Educational Rights and Privacy Act (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 regarding release of information.

## **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) and in a later section of this Student Handbook. Arrangements for aid must be completed before registering for class work.

## **Freedom Of Expression**

Mineral Area College values the freedoms of speech, thought, expression and assembly as part of our mission. The college is a place where all ideas may be expressed freely, and only limited where legal restrictions, dictated by law, are necessary to protect the rights of other members of the college community.

Anyone may distribute printed material, offer petitions for signature, make speeches, and hold protests or demonstrations outside the college buildings. All such activities must be peaceful, avoiding acts or threats of violence and preserving the normal operation of the college. No event shall infringe upon the rights or privileges of anyone who does not agree with it, and no one will be permitted to harm others, damage or deface property, block access to college buildings or disrupt classes. The enforcement of these conditions will not depend in any way on the message or sponsorship of the act or event. When guests are invited by a recognized campus organization, they may express their ideas not because they have a right to do so, but because members of the campus community have a right to hear, see, and experience diverse intellectual and creative inquiry. Controversy cannot be permitted to curtail the freedoms of speech, thought, expression or assembly.

Freedom of expression must be taken very seriously. Those who exercise their freedom of expression, and their invited guests to events by college sponsored organizations are expected to uphold the college's educational mission by planning carefully to create safe and thoughtful experiences for those involved. Event sponsors are responsible for the behavior of their guests and should exercise due care to ensure that all participants abide by relevant college policies and should follow the appropriate procedures to plan an event as listed in policy.

The Office of Student Activities and the Office of the Dean of Students may assist in, or directly coordinate, some aspects of campus events, such as meeting with the sponsors preceding or following an event, or accommodating an opposing view at an alternative event. It is assumed that the spirit of campus community, both among people and groups with opposing views, as well as between event sponsors and the Student Activities and Student Services staffs, will foster communication and cooperation in the planning of campus events. Whenever possible, Student Services will work with the Department of Public Safety to notify occupants of buildings in advance of any potential disruption caused by such events.

The full policy may be found in Board Policy, Article V: Students at [www.MineralArea.edu](http://www.MineralArea.edu)

## Freshman-Sophomore Classification

Students at MAC 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 to determine if general education requirements have been met. 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.

## 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. GRADING SYSTEM, a student must be enrolled in a class to receive academic credit.

MAC uses the following to award academic credit:	College credit is valued in grade points as follows:
<b>A</b> Superior work - the highest grade awarded	4 Grade Points
<b>B</b> Above average work	3 Grade Points
<b>C</b> Average work	2 Grade Points
<b>D</b> Below average	1 Grade Point
<b>F</b> Work done is undeserving of credit	No Grade Points
<b>AU</b> Audit	No Grade Points
<b>I</b> Incomplete	No Grade Points
<b>P</b> Passing	No Grade Points
<b>W</b> Withdrew from a course	No Grade Points

## 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 MAC Store 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 MAC Store.

## 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 students through the following means by 7 a.m.

### MAC Alerts Text and Email

- **Radio Stations**

Farmington

- KREI (800 AM)
- KTJJ (98.5 FM)
- KYLS (95.9 FM)

Park Hills

- KFMO (1240 AM)
- KDBB (104.3 FM)

Ste. Genevieve

- KSGM (980 AM)
- KBDZ (93.1 FM)

- **Television Stations**

St. Louis

- KTVI Channel 2
- KMOV Channel 4
- KSDK Channel 5

Cape Girardeau

- KFVS Channel 12

- If the message is “MAC is closed,” then day and evening classes are cancelled and all offices are closed.
- If the message is “Classes at MAC are cancelled,” then classes are cancelled but offices are open.
- If the message is “MAC will be operating on a late schedule,” then the campus will open and classes will begin at 11 a.m.
- There is no makeup for the cancelled classes unless this occurs more than two times within the semester.
- Do not call the radio stations so 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 is specified by the instructor. If an incomplete grade is not cleared within the specified period, 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 efficient way for students to access information online about their academic records as well as information about the community college. MyMAC allows current and prospective students check the course catalog and semester 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 [my.mineralarea.edu](http://my.mineralarea.edu).

To access your student ID number, go to the MyMAC page. Click on “Access MyMAC, 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.

## Overload

The maximum course load for fall and spring semesters is 19 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.

## Preferred Name

Students may choose to be identified by a first name other than their legal name while attending Mineral Area College. A student can add a preferred first name by completing a Preferred Name Request at Student Services. This change will be reflected in Mineral Area College’s computer system where technically feasible, and we are not required to display the students legal name due to business or legal requirements.

Mineral Area College reserves the right to deny or remove any preferred name, with or without notice, for any reason including but not limited to misuse, misrepresentation, attempting to avoid legal obligation or the use of derogatory names.

Students' preferred name will be allowed to be used in lieu of their legal name on class rosters, College Park rosters, student identification cards, diplomas and where legal name is not required.

Students' legal name will be used on transcripts, state or federal reports, payroll documents, financial aid, enrollment and degree verification, official lists of students available to the public and other records where the student's legal name is required by law or Mineral Area College policy.

Family Rights and Privacy Act (FERPA) allows for a student's name, including the preferred name, to be disclosed to the public as directory information unless the student submits a FERPA restriction form to the Registrar's Office.

Students may change their legal name by submitting a Name Change form along with a copy of court documentation to the Registrar's Office for processing.

## **Pregnant & Parenting**

Mineral Area College seeks to treat all students equitably, regardless of their actual or potential parental or familial status. The college is dedicated to providing appropriate, reasonable adjustments to educational programs and activities to support Pregnant or Parenting Students. Pregnant and Parenting Students may request and obtain adjustments to educational programs and activities allowing them to continue their education at the College.

A student in need of an educational adjustment should submit a written request to the Dean of Students Office. If a student is unable to submit a request because of their condition, an appropriate representative of the student may contact the Dean of Students on their behalf and the student may confirm the request when they become able to do so. The Dean of Students will consult with the student/appropriate representative and appropriate College officials, including faculty members and the appropriate instructional dean to develop an educational adjustment that is appropriate for the student. The full policy may be found in Board Policy, Article V: Students at [www.MineralArea.edu](http://www.MineralArea.edu)

## **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.

## **Registration**

Students are encouraged to register early for classes. Students enrolled in the spring semester may enroll in March/early April for the summer and fall semesters. Students enrolled in the fall semester may enroll beginning in October/early November for the spring semester. More information is available online and in the schedule booklet.

## **Return Of Title IV Funds Policy**

Students who receive federal student aid (i.e., Pell Grants, student loans, SEOG Grants, EXCEL SSS Grant) and who withdraw from classes either officially or unofficially by failing to attend or actively participate before the 60% point of any semester (see Administrative Withdrawal Policy on MyMAC or MineralArea.edu) will have a recalculation of their federal student aid eligibility based upon the date of withdrawal for official withdrawals and their last date of attendance/active participation for unofficial withdrawals. They may also owe a refund to MAC and/or Federal Student Aid Programs based upon this recalculation.

Students who receive federal student aid and who receive all F's or a combination of F's and W's at the end of the semester and the instructor(s) reports last day of attendance/lack of participation prior to the last day of the semester will have a recalculation of their federal student aid eligibility based upon the date of withdrawal for official withdrawals and their last date of attendance/active participation for unofficial withdrawals. They may also owe a refund to MAC and/or federal student aid programs based upon this recalculation.

MAC will repay any refund owed to the federal student aid programs due to a return of Title IV Funds Recalculation on behalf of the student. The student will owe MAC for this refund and will have a hold placed on their student account until this balance is paid in full.

The official Policy in its entirety is available on MyMAC under the MyFinancial Aid Tab and MineralArea.edu under the Financial Aid Section.



## **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, request amendment to these records, restrict their name from certain reports, file with the U.S. Department of Education appropriate FERPA complaints and obtain MAC's FERPA policy statement, available online.

Inquiries regarding the Act of 1974 should be directed to the Registrar's Office. Directory information includes: name, address, phone number, photo, 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 last 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. The college also 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 complete a Request to Restrict Directory Information, form available online and in Student Services. The restriction can only be revoked by writing the registrar. Students are advised that the Social Security number is voluntarily disclosed to MAC and is maintained as confidential information.

## **Service/Emotional Support Animal Policy and Procedures**

Mineral Area College welcomes the presence of service animals and emotional support animals assisting students with disabilities on its campuses consistent with the provisions of this policy and in accordance with the Americans with Disabilities Act, and in compliance with U.S. Department of Housing and Urban Development (HUD).

Students are strongly encouraged to reach out to the Access Office to ensure their experience in bringing the animal to campus goes smoothly. Advance notice of a service or emotional support animal for College Park may allow more flexibility in meeting a student's needs. The Access Office can be contacted by phone at 573-518-2152 or email at [bvallett@mineralarea.edu](mailto:bvallett@mineralarea.edu).

If the service or emotional support animal's behavior fundamentally alters the college's programs, activities and services, poses a direct threat to the health or safety of others, or displays threatening behavior toward others, the college may ask that the animal be removed.

For a copy of the complete policy and procedures, students should contact the Access Office.

## **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, students should contact the Dean of Student Services, or refer to the MAC website.

## **Smoking Policy**

MAC has a "Smoke-Free Campus" policy.

## **Social Media**

Blogs and social networks (including but not limited to Facebook, LinkedIn, Pinterest, Twitter, Instagram and YouTube) are exciting channels for students to share knowledge, express creativity and connect with others who share similar interests. Mineral Area College supports student participation in online communities and offers guidelines to help students effectively and responsibly use these forums. The guidelines may also help students make choices that will aid in protecting their personal and professional reputations. A copy of these guidelines may be picked up in the Student Services offices.

The full social media policy may be found in Article V in our Board Policy. Go to the MAC website ([www.MineralArea.edu](http://www.MineralArea.edu)),



click "ABOUT US", then click "Board Policies."

## **Student Announcements/Class Cancellations**

Announcements pertaining to student activities, club meetings, events, and important dates are posted on the MAC Shared Calendar. Go to the MAC website ([www.MineralArea.edu](http://www.MineralArea.edu)) and click on "calendar" at the bottom of the page. Event flyers are posted on bulletin boards and video screens throughout campus and may be found on social media platforms such as Facebook, Instagram, and Twitter. Important dates can be located on MAC's website by clicking on "Current Student-Registration/Registrar-Important Dates". Class Cancellations are posted on MyMAC under Quick Links and listed on a bulletin board in the Student Services area located on the first floor.

## **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 Technology 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
- Work-Study Program
- Use of bulletin boards
- Transcript requests
- Apply for college
- Report change of name, address, or phone number
- 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 activities

## **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 Policies**

The complete listing of all student policies is contained in Article V of Mineral Area College Board Policy and can be found on the MAC website ([www.mineralarea.edu](http://www.mineralarea.edu)). Click on "ABOUT US", then click "Board Policies".

## **Student Right-To-Know**

Students have a legal right to access graduation and transfer-out rates for Mineral Area College. This information may be found on the MAC website ([www.MineralArea.edu](http://www.MineralArea.edu)). Click "Consumer Information", " Graduation and Transfer-Out Rates" under Student Outcomes.

## Title IX

Title IX of the Education Amendments of 1972 prohibits sex discrimination against students, guests, and employees of educational institutions. The federal law serves to fight campus violence. The law requires colleges receiving federal funding to combat gender-based violence and harassment, and respond to survivors' needs in order to ensure that all students have equal access to education. Title IX states:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

A complete copy of the college's Title IX Sexual Harassment Policy can be accessed via the following link: <https://mineralarea.edu/consumer-information/>. A report can be filed electronically on MyMAC, under the Safety Tab.

Students may also contact the Title IX Coordinator:

Julie Sheets  
Dean of Students  
Office 119, Arts and Sciences Building  
jsheets@MineralArea.edu  
573-518-2262

## Transcripts & Transfer Credit

The registrar will determine credits accepted for transfer. MAC awards college credit in transfer for freshman and sophomore level courses completed at colleges and universities accredited by the following accrediting agencies: Higher Learning Commission, Middle States Commission on Higher Education, New England Commission of Higher Education, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools Commission on Colleges, Western Association of Schools and Colleges, and the Accrediting Commission for Community and Junior Colleges.

The courses accepted by MAC are included in the grade point average. Transcripts from other institutions become statistics and part of the student's academic record. MAC cannot release transcripts (originals or copies) received from other educational institutions. The transfer credit policy is on the web.

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. 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 may be completed at [www.MineralArea.edu](http://www.MineralArea.edu) under the Registration/Registrar or Alumni/Foundation tab.

## Tuition Rate

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. Some courses are subject to a tiered tuition rate.

## 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 19 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 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 online and in Student Services. Verification cannot be completed until classes have been in session at least one week. Please allow two days processing time.

## **Veteran's Services**

MAC is approved for certification of students eligible to receive education assistance from the Veteran's Administration. Students eligible to receive veteran's benefits must be enrolled in a program leading to a certificate, or associate degree. Additional information may be obtained by phone (573) 518-2202 or email [veterans@MineralArea.edu](mailto:veterans@MineralArea.edu). For information regarding your eligibility to receive VA benefits, contact the Veteran's Administration at 1-888-442-4551 or visit the official website at [www.gibill.va.gov](http://www.gibill.va.gov).

## **Voter Registration**

In September, Student Government hosts a voter registration day in conjunction with Constitution Day. Voter registration can be done online by visiting the following website: <https://www.sos.mo.gov/elections/goVoteMissouri/register>.

## **Withdrawal Policy**

When a student must stop attending all classes or withdraw from the only class in which the student is enrolled, a Withdrawal/Exit Form must be submitted to Student Services 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 available online 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 Student Services for processing

The Business Office will issue any refund due to the student directly to the student. 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.

# Important Dates

FALL 2022		<i>Events below are associated with <b>Fall 2021</b> unless otherwise noted</i>
July 1	Friday	Deadline to complete FAFSA for fall 2022. Late applications will be accepted but students will have to pay up front and be reimbursed if they qualify.
July 15	Friday	Deposit of \$250 or \$500 due or approved financial aid on file or classes will be dropped
July 25	Monday	Textbook sales/rentals – In-store and online
Aug 15	Monday	All tuition & fees due to avoid non-refundable \$25 payment plan enrollment fee, potential late fees, and/or service charges
Aug 19	Friday	Last day to change from credit/audit for 16-week term and 1 <sup>st</sup> 8-week term
Aug 22-23	Mon-Tues	Late registration
Aug 22	Monday	16-week semester and 1 <sup>st</sup> 8-week term begins; Monday day/evening classes begin
Aug 22	Monday	Last day to register for first 8-week term or instructor approval
Aug 22	Monday	Senior scholar registration on Park Hills campus, Student Services
Aug 23	Tuesday	Tuesday evening classes begin
Aug 23	Tuesday	Last day to enroll in a M/W/F day class - evening classes, up to second class meeting
Aug 23	Tuesday	Last day to enroll online through MyMAC
Aug 23	Tuesday	Last day to enroll in web classes for 16 week semester
Aug 24	Wednesday	Wednesday evening classes begin
Aug 25	Thursday	Last day to withdrawal completely and receive 100% refund for 1 <sup>st</sup> 8-week term
Aug 25	Thursday	Last day to enroll in T/TR day class-evening classes up, to second class meeting
Aug 25	Thursday	Thursday evening classes begin
Aug 26	Friday	Friday evening classes begin
Aug 27	Saturday	Saturday classes begin
Aug 28	Sunday	Last day to withdrawal completely and receive 100% refund for 16-week semester
Sept 2	Friday	Graduation application deadline: 4 pm in Student Services
Sept 2	Friday	Last day to charge to financial aid at the MAC Store
Sept 3 – Sept 5	Sat-Mon	Labor Day break-no classes, campus closed
Sept 4	Sunday	Last day to drop a 16 week class without a ‘W’ grade
Sept 20	Tuesday	Enrollment Census Date
Sept 23	Friday	Mid-term grades available through MyMAC for 1 <sup>st</sup> 8-week term
Sept 26	Monday	<b>Spring/Summer 2023</b> class offerings available at <a href="http://www.MineralArea.edu">www.MineralArea.edu</a> and MyMAC
Oct 1	Saturday	Last day to drop a class with ‘W’ for 1 <sup>st</sup> 8-week term
Oct 11	Tuesday	Mid-term grades available through MyMAC for 16-week semester
Oct 14	Friday	Last day to change from credit/audit for 2 <sup>nd</sup> 8-week term
Oct 15	Saturday	<i>For those registering in <u>only</u> second 8-week classes (which begin in October). A 50% payment is due. The remaining 50% is due Nov. 15. There are no payment plans available for second 8-week</i>
Oct 15	Saturday	1 <sup>st</sup> 8-week term ends
Oct 17	Monday	2 <sup>nd</sup> 8-week term begins/last day to register for 2 <sup>nd</sup> 8-week term or instructor approval
Oct 17	Monday	Spring 2023 registration opens for currently enrolled students with minimum 30 credit hours earned
Oct 19	Wednesday	Spring 2023 registration opens for currently enrolled students
Oct 20	Thursday	Last day to withdrawal completely and receive 100% refund for 2 <sup>nd</sup> 8-week term
Oct 21	Friday	Final grades available through MyMAC for 1 <sup>st</sup> 8-week term
Oct 24	Monday	Spring 2023 open registration begins
Nov 10	Thursday	Professional Development Day-no classes, campus closed
Nov 11	Friday	Veterans Day-no day or evening classes, campus closed
Nov 17	Thursday	Mid-term grades available through MyMAC for 2 <sup>nd</sup> 8-week term
Nov 18	Friday	Last day to drop a class with a ‘W’ for 16-week semester

<b>Nov 23</b>	Wednesday	Thanksgiving break begins-campus closes at 4:00 pm - no evening classes
<b>Nov 24-26</b>	Thurs-Sat	Thanksgiving break-no classes, campus closed
<b>Nov 26</b>	Saturday	Last day to drop a class with a "W" for 2 <sup>nd</sup> 8-week term
<b>Dec 1</b>	Thursday	Deadline to complete the FAFSA for Spring 2023; late applications will be accepted but students will have to pay up front and get reimbursed if they qualify
<b>Dec 5-9, 12-16 &amp; 19</b>	Mon - Fri, & Mon	Textbook buybacks/rental returns
<b>Dec 8</b>	Thursday	Last T/TR class
<b>Dec 9</b>	Friday	Last M/W/F class
<b>Dec 10</b>	Saturday	2 <sup>nd</sup> 8-week term ends
<b>Dec 12-16</b>	Mon -Fri	Final Exams-Day Classes
<b>Dec 12</b>	Monday	Monday evening classes final exams
<b>Dec 13</b>	Tuesday	Tuesday evening classes final exams
<b>Dec 14</b>	Wednesday	Wednesday evening classes final exams
<b>Dec 15</b>	Thursday	Last date to pay MAC before sending account balances to collection agency
<b>Dec 15</b>	Thursday	Thursday evening classes final exams
<b>Dec 16</b>	Friday	Friday evening classes final exams
<b>Dec 17</b>	Saturday	Saturday classes final exams
<b>Dec 17</b>	Saturday	16-week semester ends
<b>Dec 19</b>	Monday	Final grades due: 10 am
<b>Dec 21</b>	Wednesday	Final grades available through MyMAC for 16-week semester and 2 <sup>nd</sup> 8-week term
<b>Dec 23- Jan 2</b>	Fri-Mon	Christmas Holiday break - campus closed
<b>Dec 23 - Jan 2</b>	Fri-Mon	Technology Maintenance - MyMAC and other IT services may not be available
<b>SPRING 2023</b> <i>Events below are associated with <b>Spring 2023</b> unless otherwise noted</i>		
<b>Dec 12</b>	Monday	Textbook sales/rentals - In-store and online
<b>Dec 15</b>	Thursday	Deposit of \$250 or \$500 due or approved financial aid on file or classes will be dropped
<b>Jan 3</b>	Tuesday	Offices re-open after winter break-registration continues
<b>Jan 15</b>	Sunday	All tuition & fees due to avoid non-refundable \$25 payment plan enrollment fee, potential late fees, and/or service charges
<b>Jan 16</b>	Monday	Martin Luther King Jr. Day - no day or evening classes; offices closed
<b>Jan 17</b>	Tuesday	Last day to change from credit/audit for 16-week term and 1 <sup>st</sup> 8-week term
<b>Jan 18</b>	Wednesday	16-week semester and 1 <sup>st</sup> 8-week term begin
<b>Jan 18</b>	Wednesday	Senior Scholar registration-Park Hills, Student Services
<b>Jan 18-19</b>	Wed-Thurs	Late registration
<b>Jan 18</b>	Wednesday	Wednesday evening classes begin
<b>Jan 19</b>	Thursday	Last day to register online through MyMAC
<b>Jan 19</b>	Thursday	Last day to register for web classes
<b>Jan 19</b>	Thursday	Last day to enroll in M/W/F day classes; evening classes up to 2nd class meeting
<b>Jan 19</b>	Thursday	Thursday evening classes begin
<b>Jan 21</b>	Saturday	Last day to withdrawal completely and receive 100% refund for 1 <sup>st</sup> 8-week term
<b>Jan 21</b>	Saturday	Saturday classes begin.
<b>Jan 23</b>	Monday	Last day to enroll T/Th day classes; evening classes up to 2nd class meeting
<b>Jan 23</b>	Monday	Monday evening classes begin
<b>Jan 24</b>	Tuesday	Last day to withdrawal completely and receive 100% refund for 16-week semester
<b>Jan 27</b>	Friday	Last day to charge to financial aid at the MAC Store
<b>Jan 27</b>	Friday	Graduation applications due to the Registrar by 4:00 pm
<b>Feb 1</b>	Wednesday	Fall 2023 scholarship application deadline

<b>Feb 17</b>	Friday	Enrollment census
<b>Feb 17</b>	Friday	Mid-term grades for the 1 <sup>st</sup> 8-week term available on the web through MyMAC
<b>Feb 20</b>	Monday	President's Day - no day or evening classes; offices closed
<b>Feb 21</b>	Tuesday	Summer 2023 reg begins for currently enrolled students with min. 30 cr. hrs. earned
<b>Feb 23</b>	Thursday	Summer 2023 registration opens for currently enrolled students
<b>Feb 26</b>	Sunday	Last day to drop a 1 <sup>st</sup> 8-week class and receive a grade of "W"
<b>Feb 27</b>	Monday	Summer 2023 open registration begins
<b>March 6</b>	Monday	Fall 2023 class offerings available at <a href="http://www.mineralarea.edu">www.mineralarea.edu</a> and MyMAC
<b>March 10</b>	Friday	Mid-term grades for the 16-week term available on MyMAC
<b>March 10</b>	Friday	Last day to change from credit/audit for 2 <sup>nd</sup> 8-week term
<b>March 11</b>	Saturday	1 <sup>st</sup> 8-week term ends
<b>Mar 13-18</b>	Mon.-Sat.	Spring Break - no day or evening classes; offices closed
<b>Mar 13-18</b>	Mon.-Sat.	Technology Maintenance – MyMAC and other IT services may not be available
<b>March 15</b>	Monday	<i>For those registering in <u>only</u> second 8-week classes (which begin in March). A 50% payment is due. The remaining 50% is due April 15. There are no payment plans available for second 8-week classes.</i>
<b>March 20</b>	Monday	2 <sup>nd</sup> 8-week term begins
<b>March 22</b>	Wednesday	Grades available through MyMAC for 1 <sup>st</sup> 8-week term
<b>March 23</b>	Thursday	Last day to withdrawal completely and receive 100% refund for 2 <sup>nd</sup> 8-week term
<b>March 27</b>	Monday	Fall 2023 reg begins for currently enrolled students with min. 30 credit hours earned
<b>March 29</b>	Wednesday	Fall 2023 registration begins for all currently enrolled students
<b>April 3</b>	Monday	Fall 2023 open registration begins
<b>April 6</b>	Thursday	Professional Development Day – no day or evening classes; offices closed
<b>April 7-8</b>	Fri.-Sat.	Spring holiday - no day or evening classes; offices closed
<b>April 20</b>	Thursday	Last day to drop a 16-week class and receive a grade of "W"
<b>April 21</b>	Friday	Mid-term grades for 2 <sup>nd</sup> 8-week term available online through MyMAC
<b>April 30</b>	Sunday	Last day to drop a 2 <sup>nd</sup> 8-week class and receive a grade of "W"
<b>May 2</b>	Tuesday	Deadline to complete the FAFSA for Summer 2023; late applications will be accepted however, students must pay up front and get reimbursed if they qualify
<b>May 8-12, 15-19 &amp; 22</b>	Mon.-Fri. & Mon.	Textbook buy backs/rental returns
<b>May 11</b>	Thursday	Last T/Th day class
<b>May 12</b>	Friday	Last M/W/F day class
<b>May 12</b>	Friday	Commencement
<b>May 13</b>	Saturday	2 <sup>nd</sup> 8-week term ends
<b>May 15</b>	Monday	Last date to pay MAC for spring tuition before sending account balances to collection agency
<b>May 15-19</b>	Mon.-Fri	Final Exams-Day Classes
<b>May 15</b>	Monday	Monday evening classes final exams
<b>May 16</b>	Tuesday	Tuesday evening classes final exams
<b>May 17</b>	Wednesday	Wednesday evening classes final exams
<b>May 18</b>	Thursday	Thursday evening classes final exams
<b>May 19</b>	Friday	Friday evening classes final exams
<b>May 20</b>	Saturday	Saturday classes final exams
<b>May 20</b>	Saturday	16-week terms end
<b>May 22</b>	Monday	Final grades due by 10:00 am
<b>May 24</b>	Wednesday	Final grades available online through MyMAC
<b>Dec 12</b>	Monday	Textbook sales/rentals – In-store and online
<b>Dec 15</b>	Thursday	Deposit of \$250 or \$500 due or approved financial aid on file or classes will be dropped



<b>SUMMER 2023</b>		<i>Events below are associated with <b>Summer 2023</b> unless otherwise noted</i>
<b>May 15</b>	Tuesday	Textbook sales/rentals – In-store and online
<b>May 15</b>	Monday	Deposit of \$250 or \$500 due or approved financial aid on file for summer 2023 or classes will be dropped
<b>May 29</b>	Monday	Memorial Day holiday - no day or evening classes; offices closed
<b>June 2</b>	Friday	Last day to change from credit/audit for 8-week, 6-week, & 1 <sup>st</sup> 4-week terms
<b>June 5</b>	Monday	Classes begin; last day to enroll
<b>June 5</b>	Monday	8-week, 6-week, and 1 <sup>st</sup> 4-week terms begin
<b>June 5</b>	Monday	Senior Scholar registration - Park Hills, Student Services
<b>June 8</b>	Thursday	Last day to withdrawal completely and receive 100% refund for 8-week term
<b>June 9</b>	Friday	Last day to charge to financial aid at MAC Store
<b>June 15</b>	Thursday	Outstanding balances are due in order to prevent service charges
<b>June 16</b>	Friday	Graduation applications due to the Registrar by 3:00 pm
<b>June 19</b>	Monday	Juneteenth – no classes, campus closed
<b>June 19</b>	Monday	Enrollment census
<b>June 24</b>	Saturday	Last day to drop a 1 <sup>st</sup> 4-week class and receive a grade of “W”
<b>June 30</b>	Friday	1 <sup>st</sup> 4-week term ends
<b>June 30</b>	Friday	Last day to change from credit/audit for 2 <sup>nd</sup> 4-week term
<b>July 3</b>	Monday	2 <sup>nd</sup> 4-week term begins
<b>July 4</b>	Tuesday	Independence Day - no day or evening classes; offices closed
<b>July 6</b>	Thursday	Mid-term grades available on the web through MyMAC
<b>July 6</b>	Thursday	1 <sup>st</sup> 4-week term grades available on the web through MyMAC
<b>July 8</b>	Saturday	Last day to drop a 6-week class and receive a grade of “W”
<b>July 15</b>	Saturday	Last date to pay MAC before sending account balances to collection agency
<b>July 18</b>	Tuesday	6-week term ends
<b>July 18</b>	Tuesday	Last day to drop an 8-week class and receive a grade of “W”
<b>July 24 - Aug. 1</b>	Mon. – Tues.	Textbook buy backs/rental returns
<b>July 25</b>	Tuesday	Last day to drop a 2 <sup>nd</sup> 4-week class and receive a grade of “W”
<b>July 25</b>	Tuesday	6-week term grades available on the web through MyMAC
<b>July 26-28 &amp; July 31-Aug 1</b>	Wed. – Fri., & Mon. - Tues	Final exams – Evening classes
<b>July 26</b>	Wednesday	Wednesday evening final exams
<b>July 27</b>	Thursday	Thursday evening final exams
<b>July 28</b>	Friday	Friday evening final exams

# Final Exam Schedule

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

## Fall & Spring—Day Classes

Fall 2022: Dec. 12-15; Spring 2023: May 16-19

EXAM TIME	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:40	8 am MWF Classes	8 or 8:30 am TR Classes	9 am MWF Classes	9 or 9:30 am TR Classes	
10:00 - 11:40	10 am MWF Classes	10 or 10:30 am TR Classes	11 am MWF Classes	11 or 11:30 am TR Classes	
12:00 - 1:40	12 pm MWF Classes	12 or 12:30 pm TR Classes	1 pm MWF Classes	1 or 1:30 pm TR Classes	
2:00 - 3:40	2 pm MWF Classes	2 or 2:30 pm TR Classes	3 pm MWF Classes	3 or 3:30 pm TR Classes	
4:00 - 5:40	4 pm MWF Classes	4 or 4:30 pm TR Classes	5 pm MWF Classes	5 or 5:30 pm TR Classes	

## Fall & Spring—Evening & Saturday Classes

Fall 2022: Dec. 12-17; Spring 2023: May 16-19

FALL EXAM DATE	SPRING EXAM DATE	Classes
Mon., Dec. 12	Mon., May 16	Monday Evening Classes
Tues., Dec. 13	Tues., May 17	Tuesday Evening Classes
Wed., Dec. 14	Wed., May 18	Wednesday Evening Classes
Thurs., Dec. 15	Thurs., May 19	Thursday Evening Classes
Fri., Dec. 16	Fri., May 20	Friday Evening Classes
Sat., Dec. 17	Sat., May 21	Saturday Classes

## Summer—All Classes

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

# MAC Store

The MAC Store is your one-stop shop for not only your textbooks, but also your academic needs. We carry laptops, technology, school, and office supplies, art materials, and a wide range of MAC clothing. Aaron Miller is the MAC Store manager, and Lisa Underwood is the assistant store manager.

Textbooks for Fall 2022 will be available for rent/purchase beginning **July 25, 2022**. Textbooks are in the store and students pull their own. In order to ensure that each student has the correct textbooks for the semester, **the student needs to bring a copy of their course schedule with them when they want to rent/purchase or inquire about textbooks**. If you do not bring a copy of your schedule in with you, we can print one. The textbooks in stock are listed in alphabetical order by the course number, which is also how they appear on your schedule. We recommend shopping as early as possible for the best selection. **We also strongly recommend that you purchase any course materials from the MAC Store in order to insure receiving the correct textbooks and access codes for your class(es)**. Buying textbooks and access codes from the internet is risky in that you may receive an international version or the wrong book altogether.

**The book rental program** is designed for currently enrolled Mineral Area College students and can only be rented by that student. The rental agreement pertains to the current semesters' rentable titles and the rental period begins the day you pay for your textbook rental and continues until the last day of finals.

**For textbook purchases**, we accept cash, personal checks, credit/debit cards, and approved financial aid accounts as payment. Students can also charge required textbooks to their student account. When using this option, textbooks can be paid later at the business office and a payment plan will be available.

A form of photo identification is required for all but cash payment transactions. Financial aid arrangements need to be completed through the Mineral Area College Financial Aid department. It may take up to 24 hours from the time of enrollment before authorized financial aid accounts are transferred to the MAC Store.

**YOUR RECEIPT IS REQUIRED FOR A REFUND** regardless of the method of payment or reason for returning. When you return a book, it must be in the same condition as when you rented/purchased it. All textbooks that need to be returned must be within 5 (five) days of purchase. When a check is used for payment, a cash refund will not be given until 10 (ten) days past the date on the receipt, even if the ten days is later than the stated last day for a refund. An exchange (return a book with your receipt and purchase another) can be made without waiting the ten days.

**Hours** — Fall/Spring Semesters: Monday-Friday, 8 a.m. - 4 p.m.; Summer Semester: Monday-Friday, 8 a.m. - 3 p.m. Hours may be extended during Textbook Sales.

**Phone** — (573) 518-2106

# Tuition, Fees & Payment

Mineral Area College 2022 tuition rates are as follows:

Per credit hour rates	Base Tuition	Tier 1 Tuition*	Tier 2 Tuition^
In-District	\$126	\$151	\$181
Out-of-District	\$171	\$196	\$226
Out-of-State	\$223	\$248	\$278
International	\$235	\$260	\$290

*Rates subject to change. Veterans and their dependents may qualify for the in-district tuition rate at MAC.*

\*Tier 1 rate applies to Computer Science (CSC), Electrical/Electronics Technology (EEE), Health Related Technology (HLT), Manufacturing (MFG), Paramedic Technology (PAR), Technology (TEC), Automotive Collision Technology (ACT), Air Heating and Refrigeration (AHR), Automotive Technology (AUT), Construction/Building Technology (CBT), Electrical Technology (ETT), Graphic Arts & Printing Technology (GRA), Radio & Television Broadcasting Technology (RTV), Welding Technology (WLD).

^Tier 2 rate applies to Associate Degree Nursing (ADN) and Practical Nursing (PN) programs.

**Campus Safety and Security Fee:** A \$25 fee is charged once each semester.

**Technology Information and Security Fee:** \$4 fee is charged per credit hour and is based on the number of hours enrolled each semester.

## Taxing District & Service Region

Our 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 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 residency is available in the Business Office.

## Payments & Deadlines

Students can pay tuition and fees through the student portal, MyMAC, at [www.MineralArea.edu](http://www.MineralArea.edu). Questions about your account? Call (573) 518-2115 or email from your MAC email account to [MacBusOfc@MineralArea.edu](mailto:MacBusOfc@MineralArea.edu).

### Deadlines for Fall

Please read carefully. There are different payment due dates depending on when you registered for classes for the Fall 2022 semester.

#### **July 15, 2022** – *for those registering June 30 and prior*

A down payment of \$500 for full-time (12 or more hours enrolled) and \$250 for part-time students (11 or less hours enrolled) will be required or sufficient aid on file; otherwise, schedules may be canceled (classes dropped) for students who miss this deadline. Subject to change.

**August 15, 2022** – ALL tuition and fees due to avoid non-refundable, \$25 payment plan enrollment fee, potential late fees, and/or service charges. Once placed on the 2-month payment plan, payment(s) will be due **Sept. 15, Oct. 15**. Payments received after the payment due date(s) will incur a monthly late fee of \$15. Service charges of .75% (less than 1%) will also apply each month on the unpaid balance.

#### **October 15, 2022** – *for those registering in only second 8-week classes (which begin in October)*

A 50% payment is due. The remaining 50% is due **Nov. 15**. There are no payment plans available for second 8-week classes.

#### **December 15, 2022**

Last date to pay MAC before sending account balances to collection agency.

### Deadlines for Spring

#### **December 15, 2022**

A down payment of \$500 for full-time (12 or more hours enrolled) and \$250 for part-time students (11 or less hours enrolled) will be required or sufficient aid on file; otherwise, schedules may be canceled (classes dropped) for students who miss this deadline. Subject to change.

Students who enroll in classes after **Dec. 15** will be required to pay the down payment at the time of enrollment unless approved financial aid is on file with the Business Office.

#### **January 15, 2023**

Last date to pay balance and avoid payment plan fees, etc. Payment in full must be received by Jan. 15 to avoid a non-refundable \$25 payment plan enrollment fee. Once placed on the 2-month payment plan, payment(s) will be due **Feb. 15, Mar. 15**. Payments received after the payment due date(s) will incur a monthly late fee of \$15. Service charges of .75% (less than 1%) will also apply each month on the unpaid balance.

**March 15, 2023** – *for those registering in only second 8-week classes (which begin in March)* a 50% payment is due. The remaining 50% is due **Apr. 15**. There are no payment plans available for second 8-week classes.

### **May 15, 2023**

Last date to pay MAC before account is sent to collections. All unpaid balances will incur a \$25 collection fee, be turned over to collections, and be subject to MO State Tax Interception. MAC offers payment plans for the spring and fall semesters.

## **Deadlines for Summer**

### **May 15, 2023**

A down payment of \$500 for full-time (12 or more hours enrolled) and \$250 for part-time students (11 or less hours enrolled) will be required or sufficient aid on file; otherwise, schedules may be canceled (classes dropped) for students who miss this deadline. Subject to change.

### **June 15, 2023**

Last date to pay balance and avoid service charges. No payment plans are available for summer semesters.

### **July 15, 2023**

Last date to pay MAC before account is sent to collections.

## **Unpaid Balances/Holds**

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

## **Payment Options**

### **Online at [www.MineralArea.edu](http://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 canceled 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 for dropped courses or withdrawal from the college vary depending on the length of the term for which a student is enrolled and is based on calendar days. A regular term is 16 weeks; however, some courses are offered in terms that are less than 16 weeks. The student billing system will calculate the refund due based on the day a drop is processed.

The most common refunds for the fall and spring semesters are calculated as follows:

### **16-Week Semester**

Calendar Day 1 – 7 for dropped course(s).....100% Refund

Calendar Days 8 – 14 for dropped course(s).....50% Refund

Calendar Days 15 and after.....No Refund

**8-Week Semester**

Calendar Day 1 – 4 for dropped course(s).....100% Refund

Calendar Days 5 – 8 for dropped course(s).....50% Refund

Calendar Days 9 and after.....NO Refund

**4-Week Semester**

Calendar Day 1 – 2 for dropped course(s).....100% Refund

Calendar Days 3 – 4 for dropped course(s).....50% Refund

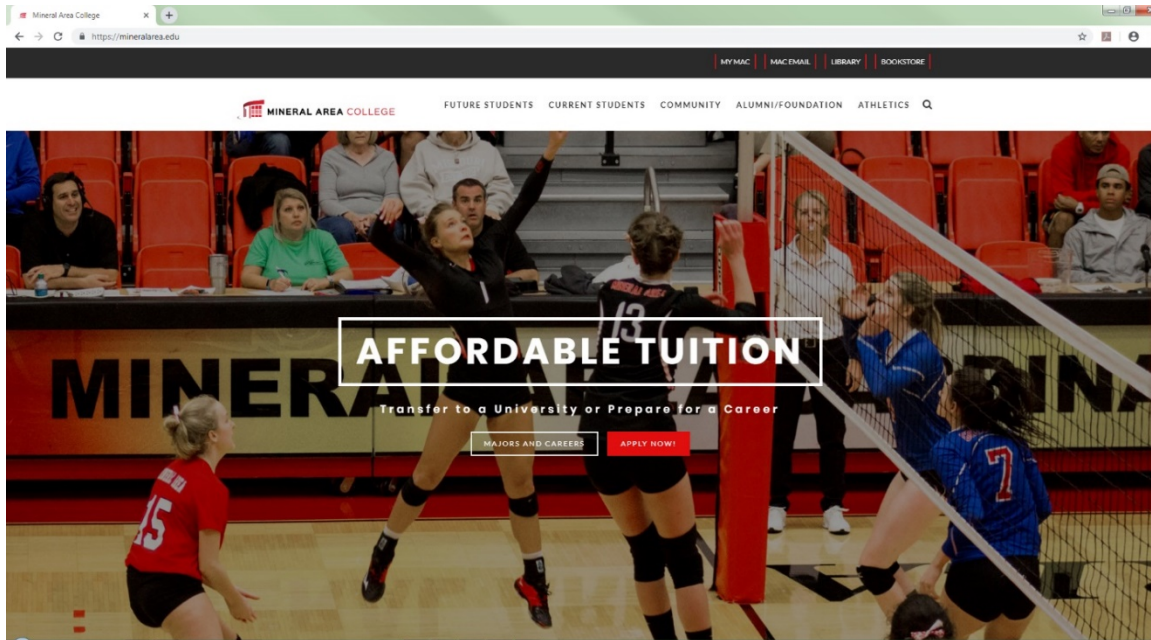
Calendar Days 5 and after.....No Refund

For terms with flexible start/end dates (6-week classes, 10-week classes, etc.), refunds will be calculated by the Business Office. Please call (573) 518-2115.



# Account, Password, and Login Information from I.T. Services

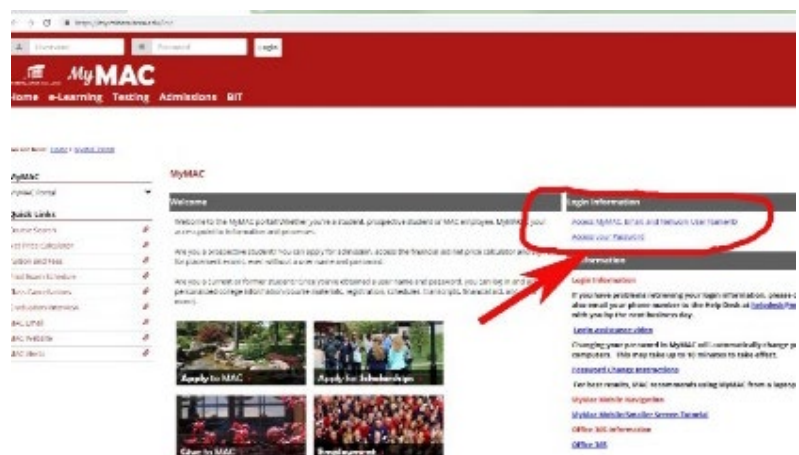
The Mineral Area College Website can be found at: [www.MineralArea.edu](http://www.MineralArea.edu)



## To Access Your User Accounts and Passwords

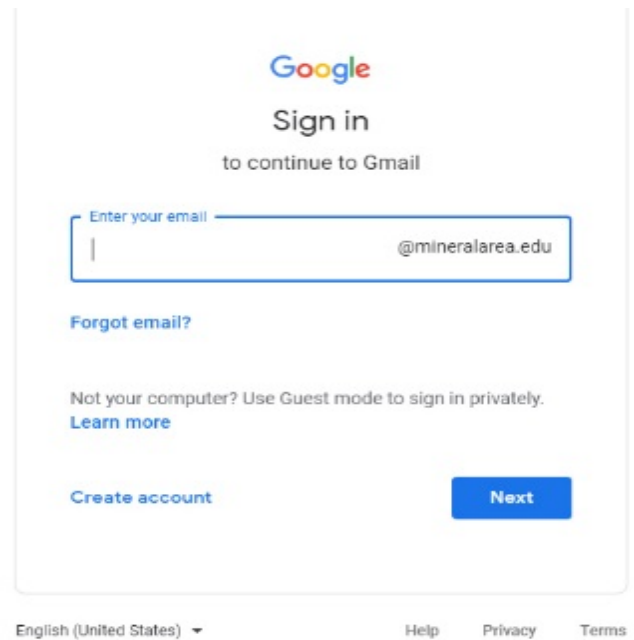
Go to [www.mineralarea.edu](http://www.mineralarea.edu) and click on the “MyMAC” link at the top of the page.

- If you need to access your MyMAC, Email, or Network User Account (AD Account) click the top link circled in the picture.
  - On the next page, enter your SSN into the appropriate box and click “Generate Report”
  - A link to a PDF should appear with information for your My Mac, Email, and Network ID’s
- If you need to access your password to any of these accounts, click the bottom link circled in the picture
  - In the appropriate boxes, enter the last 4 digits of your SSN, your MyMAC Username/ID, and the 4 digit year you were born
  - A link to a PDF should appear with password information.



## Student Email Account

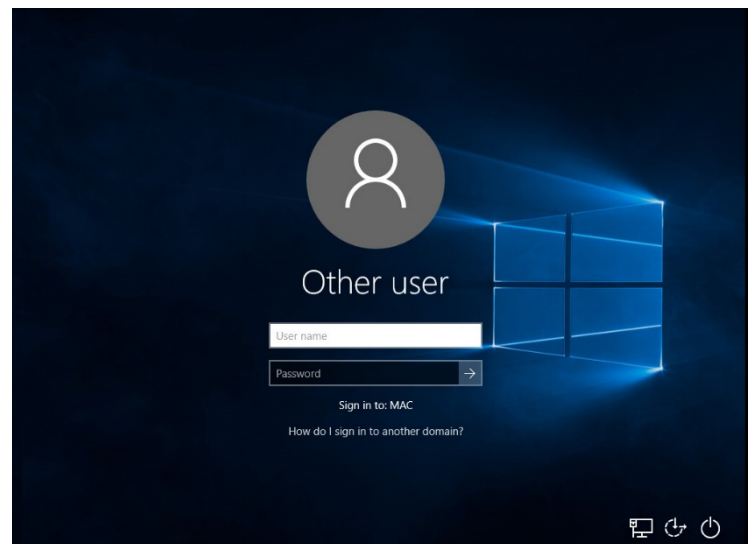
- Go to the [www.mineralarea.edu](http://www.mineralarea.edu) website and click the “Mac Email” link at the top right of the page. Using the information you gathered on page 1, type your email username in the appropriate box.
- Click next and the box will change to a password box. Enter your password into the email password box.



The screenshot shows the Google Sign in interface. At the top, the Google logo is displayed in its multi-colored font. Below it, the text "Sign in" is centered, followed by "to continue to Gmail". A text input field is present with the placeholder text "Enter your email" and a dropdown menu showing "@mineralarea.edu". Below the input field, there is a link for "Forgot email?". Further down, a message reads "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom of the form area, there are two buttons: "Create account" and "Next". The "Next" button is highlighted in blue. At the very bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

## Network (Computer Login) Account

- Using the information you gathered on page 1, you can log in to computers at Mineral Area College Campus.
  - Enter your username in the username box.
  - Enter your password in the password box.



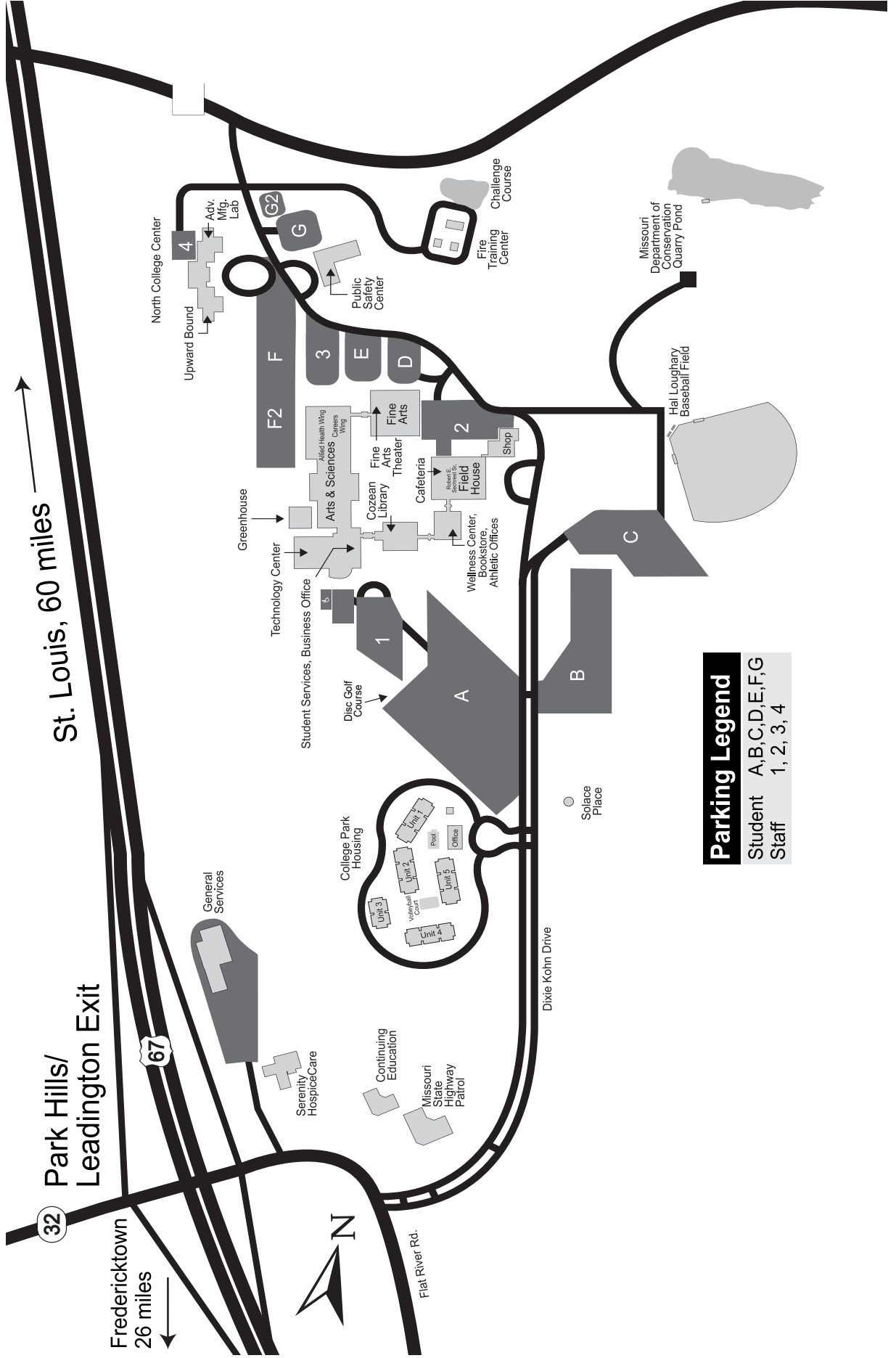
## Additional Resources

**My Mac Login Video:** <https://www.youtube.com/watch?v=mEYvDVgdQDs>

**Microsoft Office 365 Video:** [https://www.youtube.com/watch?v=eGFw9\\_ekc](https://www.youtube.com/watch?v=eGFw9_ekc)

**Microsoft Office 365 Online Student Portal:** <https://portal.microsoftonline.com/>

# CAMPUS MAP



Parking Legend	
Student	A, B, C, D, E, F, G
Staff	1, 2, 3, 4