



MAC

MINERAL AREA COLLEGE

Student Handbook

2024-2025

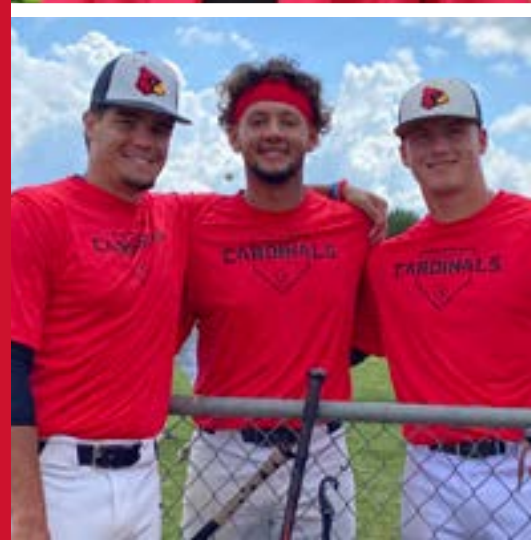
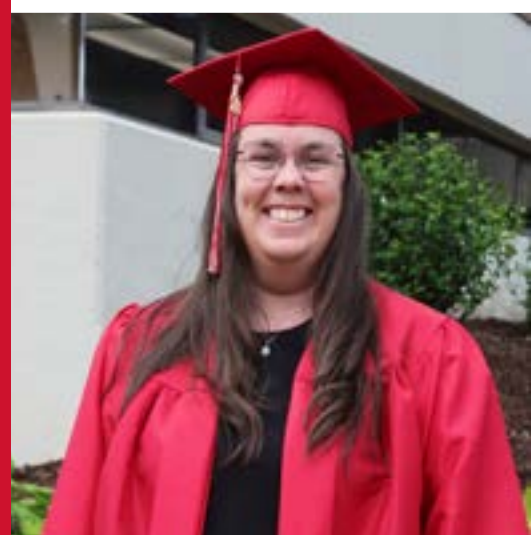


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Non-Discrimination Notice

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)

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

(573) 547-4143
Direct ext: 3871
108 Vincentian Way
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 navigator, 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 go to 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 Navigator in selecting courses.
- 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.

How do I contact the Financial Aid Office?

- **Email** FinAid@MineralArea.edu
- **Telephone** (573) 518-2133
- **Fax** (573) 518-2305
- **Website** MineralArea.edu
- **Physical Location** Student Services Office
- **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 Innovation and Opportunity Act (WIOA)

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.gov/>. List the school code for MAC (**002486**) so that we receive your financial aid information. Complete the 2024-2025 application for the Summer 2025 semester, and the 2025-2026 application for the Fall 2025/Spring 2026 semesters.

What happens next?

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

A small number 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 including the A+ seal directly from HS to MAC Admissions.
- Complete the A+ Activation Form **each semester** on MyMAC under My Financial Aid tab.
- 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

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.

Fellowship of Christian Athletes — Fellowship of Christian Athletes (FCA) exists to see every student and athlete transformed by a relationship with Jesus. While it is called Fellowship of Christian Athletes, you do not need to be an athlete to be a part. Anyone is welcome! We meet regularly to fellowship, hang out, and discuss Jesus, the Bible, and how they apply to our lives today.

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.

MAC Car Club— The Mineral Area College Car Club, founded by students in the MAC Automotive Technology Program, fosters a community for car enthusiasts across the student body. With a focus on creativity and hands-on projects, the club organizes and participates in events that engage both the campus and the local community. Through these events and social activities, the club aims to inspire future students to join the MAC family and become part of this vibrant, automotive-focused community.

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.

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.

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 (SNO) — The college sponsors an active local chapter called the MAC Student Nurses Organization (SNO). Student membership in SNO is offered for those students accepted and currently enrolled Associate Degree Nursing Program and Practical Nursing, who 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, and community service activities. Partial scholarships are available.

Esports

MAC joined the world of competitive gaming in 2022. MAC Esports team members will attend scheduled practices, compete in scrimmages, and compete in regular season matches against other colleges across the United States. The team is determined by tryouts. Scholarships are available.

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. Scholarships are available.

Men's Baseball

The MAC Cardinal baseball teams have 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 nationwide recruiting has given the program a competitive team on a yearly basis. MAC fields both varsity and junior varsity teams. Scholarships are available.

Men's Basketball

The Cardinals basketball team has a storied history. Program highlights include 15 MCCAC Conference Championships, 6 Regional Championships, and 14 All-Americans. MAC plays a competitive schedule and hosts multiple nationally ranked teams each year. Scholarships are available.

Men's Golf

The Cardinals golf team competes in NJCAA Division 2 and has reached nationals several times since the team's inception. MAC's home course is Crown Pointe Golf Club. Scholarships are available.

Women's Basketball

With their eight conference championships and five sub-regional championships, the women's basketball program has been highly successful. Local athletes have been a major part of the structure of the team since its inception. Players are academically successful. The women's basketball staff assists the athletes in finding the best fit for them to continue their education and athletic careers. Scholarships are available.

Women's Softball

The Lady Cardinals play NJCAA Division 2 softball. The team has been successful, winning three Region 16 Championships and playing at the national tournament. The Lady Cardinals practice and play on the MAC campus. Scholarships are available.

Women's Volleyball

The women's volleyball program is building a strong winning percentage and tradition. The team plays a competitive schedule and concentrates its recruiting on local athletes. 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 available.

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 in their short tenure earned two National Champion titles. MAC's cross country teams practice and compete on the main campus.

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

The Cardinals and Lady Cardinals participate at the NJCAA Division 3 level. The MAC track and CATALOG 2024-2026 (Continued on next page) 38 CATALOG Greetings Contact Info Academic Calendar About Mineral Area College Admissions & Records Support Services Tuition, Financial Assistance Student Life Academic & General College Policies Arts & Sciences Division Career & Technical Ed. Division Course Descriptions Administration, Faculty Appendix Student Life > Music Department field teams began competition during the 2018-2019 academic year and in 2021, the women's team placed second in the nation at the NJCAA Division 3 track meet. The teams practice and compete on the main campus.

Men's & Women's Soccer

The men's and women's soccer teams played their inaugural season during the 2020-2021 academic year. Both soccer teams have seen success competing in the NJCAA Division 2 level in their short tenure. The soccer teams play and practice on MAC's soccer pitch, which was opened in 2022. Scholarships are available.

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 access@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/access-office/>

Academic Advising

Students are assigned a navigator based on their field of study. Navigator and/or major changes may be requested online or in Student Services. Advising is a joint responsibility of navigators 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. Navigators guide the student toward accepting responsibility for academic decision-making. Navigators are available by appointment and walk-ins, stop by Student Services for more information.

Academic Resource Center (ARC)

The Academic Resource Center (ARC) is located in The Learning Center on the main floor of the Arts and Sciences Building. The ARC is a free resource for all MAC students and offers tutoring by highly qualified former teachers for all courses including math, English, science, study skills and test preparation. We also are a quiet place for students to work on assignments with tutors available if needed. For more information about ARC services, call (573) 518-2108.

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. To schedule the High School Equivalency Test at MAC, you must first register at the HiSET website. 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>.

High School Equivalency (HSE) — MAC is an authorized testing center for both the HiSET (High School Equivalency Test) and GED (General Educational Development Test). Both exams test individuals on their knowledge of math, science, social studies, and language arts. However, the HiSET has five subtests (one each for reading and writing), while the GED uses four subtests (reading and writing are combined). Both tests will be given in MAC's Assessment Testing Room (AS 115).

To learn more about the tests (fees, structure, how to schedule), please refer to the Missouri Department of Elementary & Secondary Education (DESE) Website at <https://dese.mo.gov/college-career-readiness/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.

Paraprofessional Assessment—The Missouri Paraprofessional Assessment measures students' skills and knowledge in reading, writing, and math and their ability to apply them when assisting in classroom instruction. All tests will be given in MAC's Assessment Testing Room (AS 115).

Certification Testing—MAC is an authorized testing center for professional and technology certification through Pearson Vue, and other testing services. Fees and testing times are dependent on the type of certification testing. To learn more about what tests are offered and how to register, please refer to the Pearson Vue Website at <https://www.pearsonvue.com/us/en/test-takers.html>

Scheduling Tests—To schedule testing, student should go to the "Testing" tab in MyMAC, or call (573) 518-2202.

Campus Housing

College Park Apartments offer affordable, convenient, on-campus housing. The 8-acre complex features two and four bedroom options. 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.

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

Community Resource Specialist

The Community Resource Specialist advocates for student success by using resources to develop plans for students in all stages of coping with and solving everyday life problems. Students can receive short-term counseling, student support, or other helpful resources by appointment or during office hours in the fall and spring semesters. For more information, call (573) 518-2137.

Counseling (Personal)

Students are eligible for free counseling services through Central Methodist University's Clinical Counseling Center. Counseling Interns conduct free, virtual counseling sessions under the direction and supervision of a Licensed Professional Counselor via Zoom. To schedule an appointment, email cccmac@centralmethodist.edu

Course Advisement

Students make important decisions during their college years. Navigators 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. Navigators can interpret the results of your placement tests and help you select your course schedule. Appointments can be made by contacting your navigator.

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 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 Food Pantry is open to MAC students and is located in the Technology Building, room AS110. Please use this free resource responsibly, taking only the food and toiletry items you need. Donations are accepted.

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.

Contact — (573) 518-2106 or macbookstore@MineralArea.edu

Shop online at <http://bookstore.mineralarea.edu/home.aspx>

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, access@MineralArea.edu, or in person at AS117.

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 LGBTQIA+ 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 for updates.

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

Academic Integrity

Academic integrity is defined as being honest and responsible in scholarship, which means that all academic work should result from an individual's own efforts. Intellectual contributions from others must be consistently and responsibly acknowledged. Academic work completed in any other way is fraudulent.

The full policy can be found at: <https://mineralarea.edu/board-policies/>

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. 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.

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 a Navigator must be submitted to the Registrar's Office by the posted deadline for the fall, spring and summer semesters. A separate application must be filed for each degree or certificate whether they are earned at the same time or during different semesters.

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 Provost'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.

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. 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). 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 administrator'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 receive the grade earned 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 receive the grade earned 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, navigators, 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, Dr. Rich Flotron, (573) 518-2341, Industry & Technology Center, ITC9.

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," "WC," "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

Concerns about final grades must be expressed by the end of the next regular semester. Students with concerns about current course requirements, class procedures, teaching styles or grades should, whenever possible, first approach the instructor for clarification/resolution. If concerns exist after consulting the instructor, students should then contact the appropriate Department Coordinator. Individual departments may establish their own internal procedures for handling student concerns.

If the Department Coordinator is unable to remedy the situation, students may appeal to the Division Chair within five business days.

If the Division Chair is unable to remedy the situation, students may appeal to the Provost within five business days, who will render a final decision.

Anonymous calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be handled. Employees of the college may not legally discuss matters pertaining to students with parents, spouses, friends, or classmates without a signed release from the student.

If a student believes there is an inaccuracy in their official academic record, they must immediately notify the Registrar's Office. After the student's registration records are destroyed, the official academic transcript cannot be changed. The transcript is the final, accurate record of academic accomplishment.

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, MAC email address, 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.

Final Exam Schedule

The final exam schedule is published on MyMAC under Forms.

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 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

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. 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:
A Superior work - the highest grade awarded	4 Grade Points
B Above average work	3 Grade Points
C Average work	2 Grade Points
D Below average	1 Grade Point
F Work done is undeserving of credit	No Grade Points
AU Audit	No Grade Points
I Incomplete	No Grade Points
P Passing	No Grade Points
W 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)

MAC Website

Media Outlets

- **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

Important Dates

Important dates for the academic year are published on the Registration and Registrar webpage:

<https://mineralarea.edu/current-students/registrationregistrar/>

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."

IT Help Desk

For IT support, contact the MAC IT Help desk at 573-518-3850 or by email at helpdesk@MineralArea.edu. The office is located in T107.

Additional information on topics such as username and password retrieval, MyMAC, Email, Office 365 and more can be found at <https://mineralarea.edu/it-services/>

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 to 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.

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 Email, Computer, Office 365 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 for your email, computer, and Office 365.

To access your MyMAC password, enter your username and click on "Get MyMAC Password." Enter your MAC email address and click Send. An email will be sent to your MAC email.

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.

Navigator Or Program/Field Of Study Change

To change your navigator, email 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.

Overload

The maximum course load for fall and spring semesters is 20 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.

Payments

Students can pay tuition and fees through the student portal, MyMAC. For more information on payment policies and important dates, visit <https://mineralarea.edu/future-students/tuition-rates-and-payment-plan/>

Questions about your account? Contact the Business Office at (573) 518-2115 or email from your MAC email account to MacBusOfc@MineralArea.edu.

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 student's 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 Provost 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

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 submitted.

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, MAC email address, 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.

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, X, Instagram, TikTok 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.

The full social media policy may be found in Article V in our Board Policy. Go to the MAC website (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) 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.

The policy may be found in Article V in our Board Policy. Go to the MAC website (www.MineralArea.edu), click "ABOUT US", then click "Board Policies."

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 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). 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 Harrassment 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: my.mineralarea.edu/ICS/Safety

Students may also contact the Title IX Coordinator:

Amanda Heslinga
(573) 519-0601
aheslinga@mineralarea.edu

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 under the Registration/Registrar or Alumni/Foundation tab.

Tuition Rate

Tuition, fees and payment information can be found online at:
<https://mineralarea.edu/future-students/tuition-rates-and-payment-plan/>

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.

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. More information for proving residency is available in the Business Office.

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. 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.

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 the grade earned. 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".

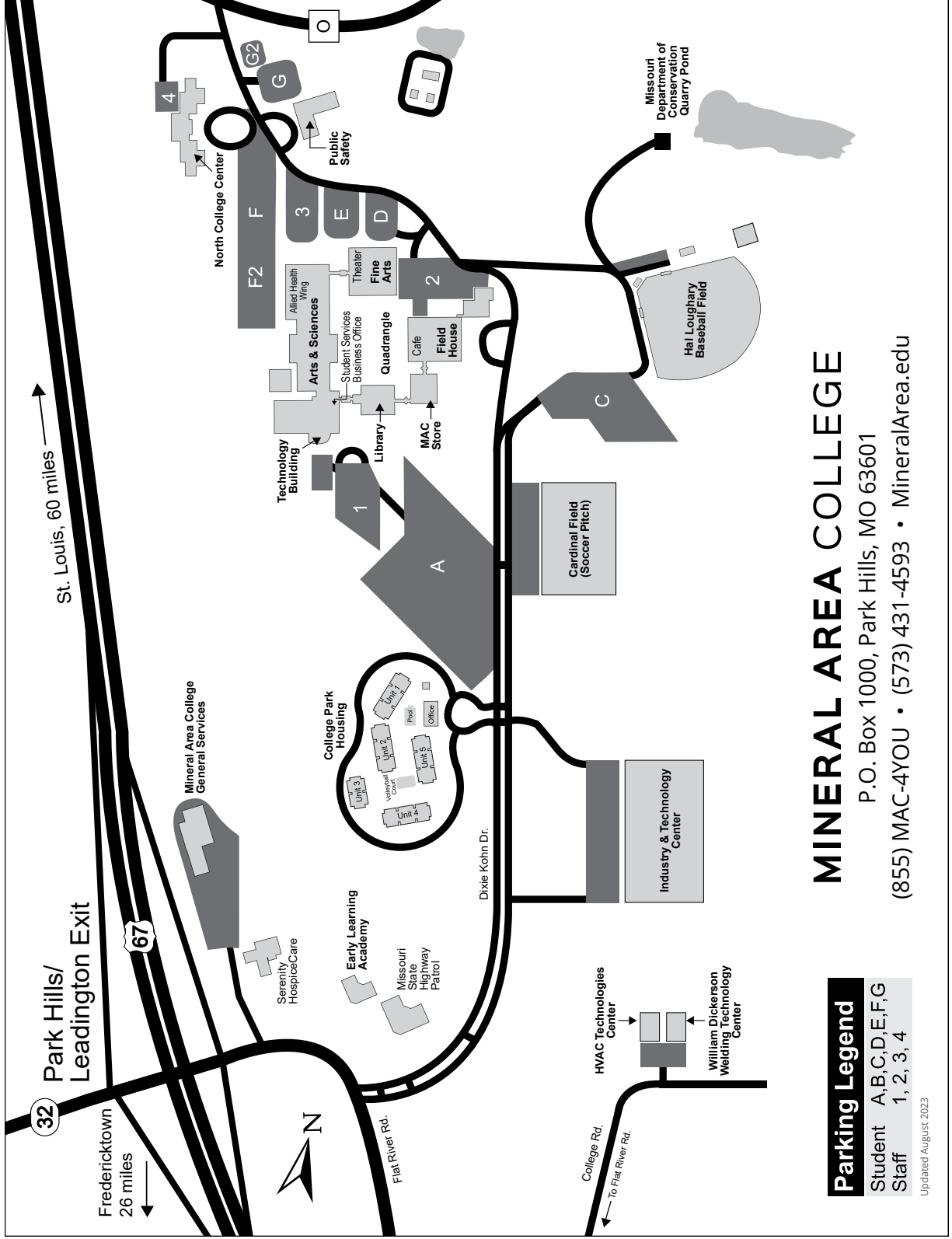
Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes may result in the assignment of "F" grades for those classes, as well as a possible financial obligation.

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.

CAMPUS MAP



MINERAL AREA COLLEGE

P.O. Box 1000, Park Hills, MO 63601
 (855) MAC-4YOU • (573) 431-4593 • MineralArea.edu

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

Updated August 2023