
STUDENT GUIDE

FOR DUAL CREDIT & DUAL ENROLLMENT



MINERAL AREA COLLEGE

DUAL CREDIT

Dual Credit allows eligible high school students the opportunity to take college-level courses at their high school. Students receive credit from both MAC and the high school. Dual credit courses are taught by qualified high school instructors. Dual credit and dual enrollment courses will appear on a student's official MAC transcript which is a permanent record. Consult with your counselor and parent/guardian prior to enrolling.

GETTING STARTED WITH DUAL CREDIT

1. Complete the online High School Admissions Application on MyMAC if you have not taken MAC classes before. You will then receive a letter in the mail with directions on how to access your MyMAC and MAC email accounts.
2. Have the high school send your ACT or Accuplacer test scores to MAC. (Students planning to enroll in a MAC course that has a pre-requisite which the student took at another college, must have that official college transcript sent to MAC.)
3. Talk to your high school counselor about how to enroll in dual credit courses each semester. Eligible students will complete a Dual Credit Form which must have the student and parent/guardian signatures. The counselor will set a deadline to submit the forms which will be prior to Sept. 1 for the fall semester and prior to Feb. 1 for the spring semester.

PARTICIPATING HIGH SCHOOLS

Arcadia Valley High School
Bismarck High School
Central High School
Farmington High School
Fredericktown High School
Kingston High School
North County High School

Perryville Area Career & Technology Center
Perryville High School
Potosi High School
Saxony Lutheran High School
St. Paul Lutheran High School
Ste. Genevieve High School
West County High School
South Iron High School

TUITION, BOOKS AND FEES

Dual Credit Tuition: \$60 per credit hour

Dual Credit Textbooks & Materials: Your high school is responsible for providing course materials.

PAYMENT POLICY & DEADLINES

Once a dual credit student and the parent/guardian sign the Dual Credit Form and it is approved by the Dual Credit Office, the student (and parent/guardian) are financially responsible for tuition and any additional costs associated with the course(s) they selected. An email will be sent to the student's email 6-8 weeks into the semester to notify that bills are available in MyMAC. Students will be mailed a bill at the end of the semester for any outstanding balance. Students who have an outstanding balance cannot enroll in additional courses until the balance is paid in full. Eventually, unpaid accounts are sent to a collection agency.

Methods of payment:

- Stop by or call the Business Office at 573-518-2115,
- Log in to MyMAC and click on the My Account Info tab,
- Mail a check or money order to: Business Office, Mineral Area College,
P.O. Box 1000, Park Hills, MO 63601. Write the Student ID # on the check.

Fall Semester Dual Credit Payment Deadline: December 1

Spring Semester Dual Credit Payment Deadline: May 1

Summer Semester Dual Credit Payment Deadline: July 1

DROPPING A DUAL CREDIT COURSE

Students who want to drop a course must complete the Drop Form, located on MyMAC (under the Student tab). Check the Registration Guide at www.MineralArea.edu for the withdrawal deadline. Read the payment policy below prior to dropping a course.

DUAL CREDIT COURSES

The following courses are offered for dual credit. Not all courses are available at every partner school. Check with your high school counselor for course availability.

ART 1500	-	History of Art II
ART 1530	-	Introduction to Humanities
BIO 1150	-	General Biology
BIO 1430	-	Environmental Science
BIO 2540	-	Human Anatomy & Physiology
BUS 1190	-	Business Ethics
BUS 2100	-	Fundamentals of Management
CIS 1750	-	Microcomputer Applications
EDU 2030	-	Foundations of Education
EDU 2100	-	Teaching Prof w/ Field Experience
ENG 1330	-	English Comp I
ENG 1340	-	English Comp II
ENG 1440	-	Public Speaking
ENG 1570	-	Intro to Literature
ENG 1360	-	Creative Writing
HIS 0000	-	Missouri Higher Ed. Civics Exam
HIS 1130	-	Western Civilization I
HIS 1140	-	Western Civilization II
HIS 1230	-	American History I
HIS 1240	-	American History II
HIS 1260	-	20th Century American History
MAT 1185	-	Fundamentals of Algebra
MAT 1240	-	Quantitative Reasoning
MAT 1260	-	Elementary Statistics
MAT 1270	-	PreCalc: Algebraic Reasoning
MAT 1370	-	PreCalc: Trig & Geo. Reasoning
MAT 1650	-	Analytic Geometry & Calc I
MFL 1370	-	Elementary Spanish I
MFL 1470	-	Elementary Spanish II
MSC 1801	-	Appreciation of Music
PHI 1400	-	Intro to Philosophy
PHI 1410	-	Comparative Religion
PHI 1420	-	Intro to Ethics
PHS 1200	-	Introductory to Astronomy
PHS 1250	-	Introductory Chemistry
POS 1180	-	American Political Systems
PSY 1130	-	General Psychology
PSY 1250	-	Human Growth & Development
SOC 1130	-	General Sociology
THE 1000	-	Introduction to Theatre

DUAL ENROLLMENT

Dual enrollment allows eligible high school and home school students the opportunity to take college courses. Some high schools allow the college credit to also be used for high school credit. (Check with your high school to see if this is an option.) Dual enrollment courses are taught by MAC faculty either on the MAC campus, at a MAC outreach center, or online. Dual credit and dual enrollment courses will appear on a student's official MAC transcript which is a permanent record. Consult with your counselor and parent/guardian prior to enrolling.

GETTING STARTED WITH DUAL ENROLLMENT

1. Complete the High School Admissions Application on MyMAC if you have not taken MAC classes before. You will then receive a letter in the mail with directions on how to access your MyMAC and MAC email accounts.
2. Have the high school send your ACT or Accuplacer test scores to MAC. Home school students can take the Accuplacer at MAC or have ACT send the student's test scores to MAC. (Students planning to enroll in a MAC course that has a pre-requisite which the student took at another college, must have that official college transcript sent to MAC.)
3. Students can enroll in dual enrollment courses on MyMAC or by contacting MAC's Concurrent Enrollment Coordinator. Students must register for dual enrollment courses prior to the first day of MAC's semester.

TUITION, BOOKS AND FEES

Dual Enrollment Tuition: \$75 per credit hour for traditional courses, \$100 per credit hour for Tier 1, and \$130 per credit hour for Tier 2

Dual Enrollment Fees: Students are responsible for course fees which vary per course.

Dual Enrollment Books: Students are responsible for purchasing their books and required materials unless the high school does so (Tuition and fees are subject to change.)

PAYMENT POLICY & DEADLINES

Dual enrollment students are financially responsible for tuition and any additional costs associated with the course(s) they enroll in unless they drop the course(s) prior to the start of the MAC semester. An email will be sent to the student's email 6-8 weeks into the semester to notify that bills are available in MyMAC. Students will be mailed a bill at the end of the semester for any outstanding balance. Students who have an outstanding balance cannot enroll in additional courses until the balance is paid in full. Eventually, unpaid accounts are sent to a collection agency.

Methods of payment:

- Stop by or call the Business Office at 573-518-2115,
- Log in to MyMAC and click on the My Account Info tab,
- Mail a check or money order to: Business Office, Mineral Area College, P.O. Box 1000, Park Hills, MO 63601. Write the Student ID # on the check.

Fall Semester Dual Enrollment Payment Deadline: December 1

Spring Semester Dual Enrollment Payment Deadline: May 1

Summer Semester Dual Enrollment Payment Deadline: July 1

DROPPING A DUAL ENROLLMENT COURSE

Students who want to drop a dual enrollment course must complete the Drop Form, located on MyMAC (under the Student tab). Check the Registration Guide at www.MineralArea.edu for the withdrawal deadline. Read the payment policy below prior to dropping a course.

ONLINE COURSES

High school students can take selected courses online. Students must have access to reliable high-speed Internet at the student's residence to take an online course. Relying only on Internet access at the student's high school to complete online courses is discouraged since high school schedules (and school cancellations) may hinder the student's ability to complete coursework on time.

Some courses require students to use Microsoft Office. Currently enrolled MAC students can download Microsoft Office 365 at www.MineralArea.edu.

Students must log in to their online course on the first day of the MAC semester* to get started. Students will also receive an email from their instructor on their first day of the MAC semester through their MAC email.

*The first day of the MAC semester may not be the same day as the first day of the high school semester. These courses follow the MAC Academic Calendar.

ON-CAMPUS COURSES

Students can take courses on the MAC campus during the school day (if approved by the student's high school) as well as evening classes. In addition to the main campus, students can take selected courses at MAC's outreach centers in Cape Girardeau, Fredericktown, Perryville, and Potosi.

HOME SCHOOL STUDENTS

Are you a home school student wanting to get a jump start on college? Eligible home school students can take online and on-campus courses at MAC for dual enrollment. Home school students will follow the steps above to get started.

STUDENT INFORMATION

ADVISING

Students taking dual credit and dual enrollment courses should contact MAC's Concurrent Enrollment Coordinator when they have questions about enrolling in courses.

Students planning to get their associate degree while in high school must meet with MAC's Concurrent Enrollment Coordinator each semester to ensure they are on track to graduate.

ATTENDANCE & PARTICIPATION

Dual Enrollment Courses: Students should refer to their MAC schedule for start/end dates and times. Students are responsible for attending and participating in dual enrollment courses, even if their high school is not in session. (This includes completing assignments for online courses.)

Dual Credit Courses: Students taking dual credit courses are responsible for course participation and completing all coursework as assigned, even if their high school implements alternative methods of instruction (AMI).

MAC STORE

Students taking dual credit classes will need to check with their high school for books and required materials for their courses. Students taking dual enrollment courses are responsible for purchasing their books unless their high school does so. Students must have their books and required materials by the first day of the MAC semester. Students enrolled at Mineral Area College can obtain a Student ID Card from the MAC Library. Contact the MAC Library at 573-518-2141.

ELIGIBILITY & PRE-REQUISITES

High school students must meet the following requirements:

- **Freshmen** – 90th percentile composite score on the ACT
- **Sophomores** – 3.0 GPA or higher & high school recommendations from the principal & counselor
- **Juniors** – 2.5 GPA or higher & high school recommendation from the counselor
- **Seniors** – 2.5 GPA or higher & high school recommendation from the counselor.

GPA is calculated on a 4.0 scale.

Additionally, high school students must meet the same pre-requisites to enroll in a course as other students. Students are responsible for ensuring their test scores and college transcripts (if applicable) are on file with MAC's Admissions Office prior to enrolling. Course pre-requisites are located in the college's catalog at: www.MineralArea.edu or on MyMAC in the Course Search.

FERPA

MAC complies with the Family Rights and Privacy Act of 1974 (FERPA), as amended. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student, or as otherwise authorized by FERPA. The college affords students the right to inspect official records directly relating to them.

Students must complete the FERPA form if they wish to grant parents, guardians, spouse, and/or others access to their educational records maintained by the Registrar's Office, Business Office/Cashier's Office and Financial Aid Office. The FERPA form is located on MyMAC (under the Student tab).

GPA

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

GRADES

The grade a student earns in a dual credit/enrollment course will be recorded on the student's MAC transcript. Letter grades indicate the quality of coursework completed: A= Excellent, B=Good, C=Average, D=Poor, F=Unsatisfactory. A letter grade of F does not count towards graduation and will be included on the official transcript and GPA computations.

The Registrar's Office has an online grade system; therefore, students do not receive notification of their grades via mail. Students can access grades on MyMAC.

ACADEMIC RESOURCE CENTER

The Academic Resource Center (ARC) is a great resource for MAC students who need tutoring for certain classes. The service is free. They offer online and in-person appointments. Contact the ARC at 573-518-2140.

STUDENT INFORMATION

LIBRARY

Currently enrolled students have the privilege of checking out materials from the library on MAC's campus or online. Students must present their current Student ID Card when checking out items from the MAC Library. Students can accrue library fines if books are overdue. Contact the MAC Library at 573-518-2141.

STUDENT CONDUCT

Students enrolled in dual credit and/or dual enrollment courses must abide by MAC's policies regarding student behavior and academic policy located in the college's catalog at www.MineralArea.edu.

STUDENT HOLDS

A hold on a student's account (such as fees due, library fine, etc.) will prevent the student from doing certain college transactions such as registering for additional classes.

STUDENTS WITH DISABILITIES

MAC provides reasonable and appropriate accommodations for students with documented disabilities to participate in campus programs, services and activities. People with disabilities are defined with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. Review the U.S. Department of Education's Know Your Rights and Responsibilities at www2.ed.gov/about/offices/list/ocr/transition.html. Contact the Access Office at 573-518-2152.

SYLLABUS

Students are responsible for reading and abiding by the course syllabus for each course they enroll in at MAC. Course syllabi are provided to students on the first day of classes by their instructor.

TRANSCRIPTS

The Registrar's Office releases transcripts only by written or online authorization from the student. A transcript may be requested at www.MineralArea.edu. There is a fee for this service. Please visit the website for transcript processing fee information.

TRANSFERABILITY OF CREDIT

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

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

It is the student's responsibility to follow the recommendations of the institution to which they intend to transfer upon completing work at MAC. Students planning to transfer should visit the website of the institution they plan to attend.

WITHDRAWAL DUE TO SPECIAL CIRCUMSTANCES

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

Mineral Area College's Dual Credit Program is accredited by the National Alliance of Concurrent Enrollment Partnerships.

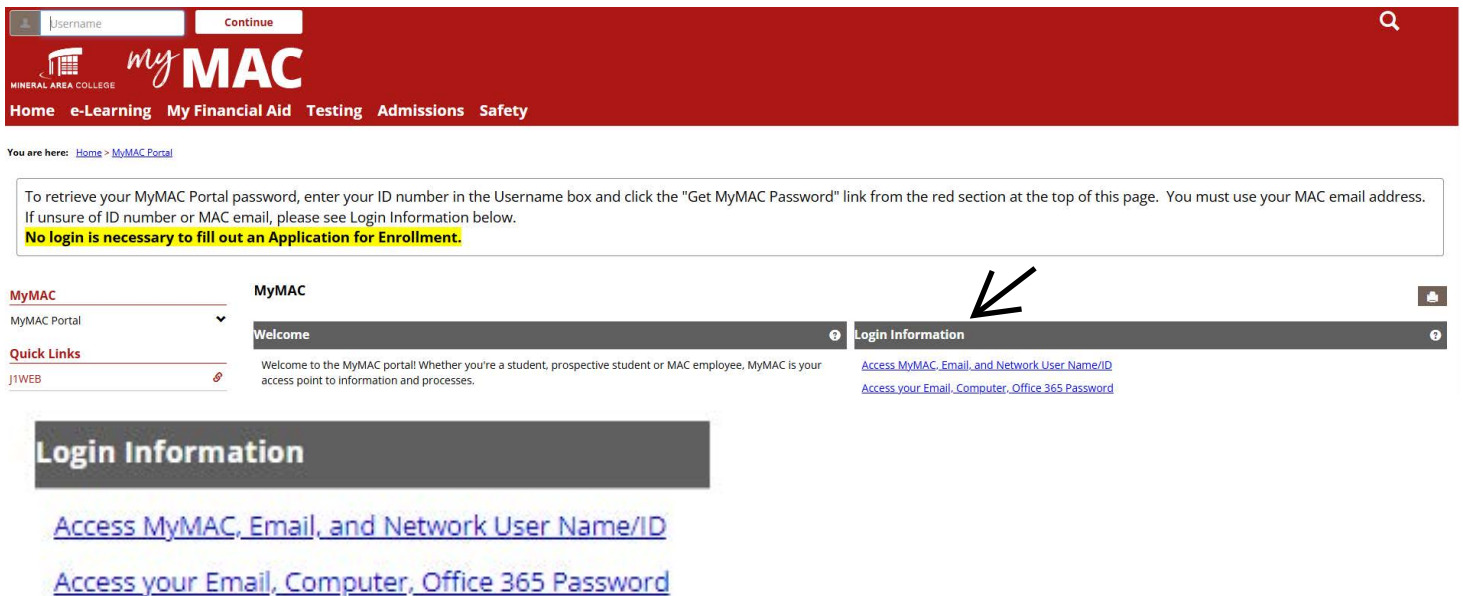


NATIONAL ALLIANCE OF
CONCURRENT ENROLLMENT
PARTNERSHIPS

ACCESSING MyMAC, MAC EMAIL, & OFFICE 365

Once a student's admissions application is processed, they will be given access to a MyMAC and MAC email account. MyMAC is an online student portal where students can access their online courses, transcript, GPA, student forms and much more. Students will need to check their MAC email regularly as this is the main form of communication between the student and the college. Follow the steps below to get your MyMAC and MAC email log-in information.

When viewing my.MineralArea.edu on a computer, on the right side you should see a gray bar that reads "Login Information."



Username Continue

MINERAL AREA COLLEGE myMAC

Home e-Learning My Financial Aid Testing Admissions Safety

You are here: [Home](#) > [MyMAC Portal](#)

To retrieve your MyMAC Portal password, enter your ID number in the Username box and click the "Get MyMAC Password" link from the red section at the top of this page. You must use your MAC email address.
If unsure of ID number or MAC email, please see Login Information below.
No login is necessary to fill out an Application for Enrollment.

MyMAC
MyMAC Portal
Quick Links
J1WEB

MyMAC
Welcome

Welcome to the MyMAC portal! Whether you're a student, prospective student or MAC employee, MyMAC is your access point to information and processes.

Login Information

[Access MyMAC, Email, and Network User Name/ID](#)
[Access your Email, Computer, Office 365 Password](#)

The first link will give you all of your MAC usernames.

The second link will give your randomly generated password for all of these accounts, *except for MyMAC*.

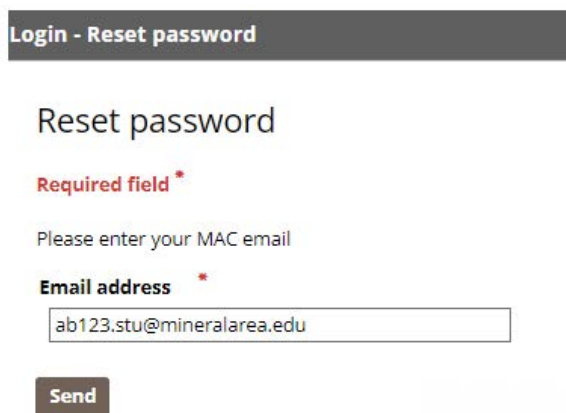
To create your MyMAC password, in the top left corner you should see an option to enter your student ID number, then you can click on "Get MyMAC Password."



123456 Password Login Get MyMAC Password

MINERAL AREA COLLEGE myMAC

This should bring you to a screen that is asking for your @mineralarea.edu email address.



Login - Reset password

Reset password

Required field *

Please enter your MAC email

Email address *

Send

When you hit send, this will send a password change link to your student email address. You can then set your MyMAC password to whatever you like, but we do recommend setting it to be the same as your @mineralarea.edu email password, so you only have to remember one password for all of your MAC accounts.

COMMUNICATION OPTIONS

MAC EMAIL

Most communications will be sent to student's MAC email. Important communications include registration dates, student activities, and communications from student instructors and advisors. It is important for all students to check their MAC email regularly.

PHONE CALLS

Occasionally, if it is urgent, students will receive phone calls to the phone number(s) they have on file. The calls could be regarding prerequisites, holds, and balances. Calls could come from the Business Office, Academic Advisor, or the Registrar's office. If your voicemail is set up, we will leave a brief message.

MAILINGS

MAC will occasionally mail information to students. Typically, mailings occur during registration or if you have a past due balance.

UPDATING INFORMATION

Students can update their phone number, mailing address, and physical address by logging into their MyMAC, select the STUDENT tab from the top of the screen, and on the right side, under FORMS, complete the PERSONAL INFORMATION UPDATE Form.

MAC ALERTS

MAC Alerts are used to notify students and parents of urgent matters concerning one or all MAC locations. It is strongly advised that students sign up for alerts to stay "in the know." Students and parents can sign up to receive MAC Alerts via Text and Email by following the instructions on the following pages:

Log in to MyMAC Portal: <https://my.mineralarea.edu/ics/>

Click on **MAC Alerts 2.0** under Quick Links menu

Quick Links	
My Pages	▼
J1WEB	🔗
Course Search	🔗
MAC Email	🔗
MAC Website	🔗
MAC Alerts 2.0	🔗
MAC Store	🔗
Class Cancellations	🔗
Tuition and Fees	🔗
MAC Student Course Evaluations	🔗

Log in with your Network Login (*Example: ab123.stu*) and MyMAC Password



ALREADY A MEMBER? LOG IN

Username *
Enter your username

Password *
Password

Log in

You need to sign in or sign up before continuing.

Once you have logged in, click the "edit profile" button on the top, right corner of your screen.

If you do not want alert calls, click the box next to the "call" option to remove the check mark.

▼ CONTACT INFORMATION

First Name* [Redacted] Last Name [Redacted]

Username [Redacted] Database ID [Redacted]

EMAIL ADDRESS

Primary Email Address [Redacted]@mineralarea.edu Primary Email ☒ Receive Email

+ Add another email address

PHONE NUMBERS

[US Flag] [Redacted] Cell [Redacted] ☒ SMS/Text ☐ Call ☐ SMS Incapable [Trash Icon]

+ Add another phone number

☒ I allow Regroup to send me voice and text messages. Standard rates apply.
By providing your contact information, you agree to [Standard Rates, Terms and conditions.](#)

Once the check mark is removed from the box, click "Save Finish" button on the bottom, right corner of the screen.

You may repeat the process for your preferences for each category.

For additional assistance, stop by the Help Desk in the Academic Hall.

Email: helpdesk@mineralarea.edu

573-518-3850 ext. 3850

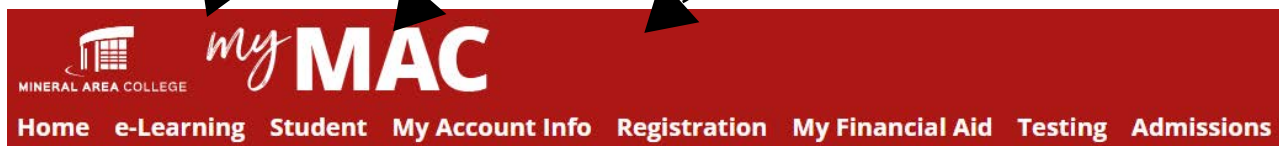
MyMAC RESOURCES

Taking an online course? Click the **E-LEARNING TAB** to get started.

Want to check your billing statement? Click the **MY ACCOUNT INFO TAB**.

Want to access your GPA, grades, transcript, schedule or student forms? Click on the **STUDENT TAB**.

Want to register for classes or see what courses are available? Click on **COURSE SEARCH**.



You are here: [Home](#) > [Student Home](#)

MyMAC

[Student Home](#) ▼

Quick Links

[My Pages](#) ▼

[My Courses](#) ▼

[Course Search](#) 🔗

[MAC Email](#) 🔗

[MAC Website](#) 🔗

[MAC Alerts 2.0](#) 🔗

[MAC Store](#) 🔗

[Class Cancellations](#) 🔗

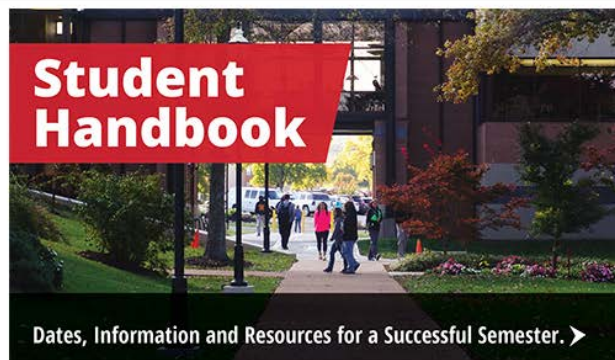
[Tuition and Fees](#) 🔗

[Graduation Interview](#) 🔗

[MAC Student Course Evaluations](#) 🔗

MyMAC

Alerts and Notices



Student Information



MINERAL AREA COLLEGE

**Want to SAVE MONEY *and* get a JUMP START
on college while still in high school?**

Contact us today to get started!

Call us at: 573-518-3805

Main	573-431-4593
Admissions	573-518-2228
Bookstore	573-518-2106
Business Office	573-518-2287
Computer Help Desk	573-518-3850
Disability Services	573-518-2152
Library	573-518-2141
Academic Resource Center	573-518-2140
Registrar's Office	573-518-2130

Mineral Area College • 5270 Flat River Road • Park Hills, MO 63601
www.MineralArea.edu

Mineral Area College does not discriminate on the basis of race, color, national origin, gender, gender identity, disability, age, religion, creed, genetic and family medical history as defined by GINA, or marital or parental status. For more information, call the Title VI, IX, Sec. 504 and ADA coordinator at (573) 431-4593 or U.S. Dept. of Education, Office of Civil Rights. If you have special needs as addressed by the Americans with Disabilities Act and need this publication in an alternative format, notify the ACCESS Director, (573) 518-2152 or Mineral Area College, P.O. Box 1000, Park Hills, MO 63601. Reasonable efforts will be made to accommodate your special needs. Deaf or speech impaired callers please use Relay Missouri: 1-800-735-2966.