REGISTRATION GUIDE

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

### SPRING 2017

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 24, 2016</td>
<td>Mon.</td>
<td>Spring 2017 registration begins and continues through the first class day. Classes begin January 17.</td>
</tr>
<tr>
<td>Oct. 24</td>
<td>Mon.</td>
<td>Spring 2017 registration opens for currently enrolled students w/30 or more credit hours earned</td>
</tr>
<tr>
<td>Oct. 26</td>
<td>Wed.</td>
<td>Spring 2017 registration opens for currently enrolled (fall 2016) students</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>Mon.</td>
<td>Spring 2017 open registration begins</td>
</tr>
<tr>
<td>Dec. 1</td>
<td>Thurs.</td>
<td>Deadline to complete the FAFSA for spring 2017; late applications will be accepted but students will have to pay up front and get reimbursed if they qualify.</td>
</tr>
<tr>
<td>Jan. 5</td>
<td>Thurs.</td>
<td>Spring textbook sales begin, including on-line order pick-up. Check with Outreach Centers for book sales dates.</td>
</tr>
<tr>
<td>Jan. 10</td>
<td>Tues.</td>
<td>25% of tuition/fees due or approved financial aid on file or classes will be dropped.</td>
</tr>
<tr>
<td>Jan. 13</td>
<td>Fri.</td>
<td>Last day to change from credit/audit for 16-week term and 1st 8-week term.</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Mon.</td>
<td>Martin Luther King Jr. Day - no classes; offices closed.</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>Tues.</td>
<td>16-week and 1st 8-week terms begin; Tues. evening classes begin.</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>Tues.</td>
<td>Senior Scholar registration-Park Hills, Student Services.</td>
</tr>
<tr>
<td>Jan. 17-18</td>
<td>Tues.-Wed.</td>
<td>Late registration.</td>
</tr>
<tr>
<td>Jan. 18</td>
<td>Wed.</td>
<td>Wed. evening classes begin.</td>
</tr>
<tr>
<td>Jan. 18</td>
<td>Wed.</td>
<td>Last day to register online through MyMAC.</td>
</tr>
<tr>
<td>Jan. 18</td>
<td>Wed.</td>
<td>Last day to enroll T/Th day classes – may enroll for evening classes up to 2nd class mtg.</td>
</tr>
<tr>
<td>Jan. 19</td>
<td>Thurs.</td>
<td>Last day to register for telecourse or web classes.</td>
</tr>
<tr>
<td>Jan. 19</td>
<td>Thurs.</td>
<td>Last day to enroll in M/W/F day classes – may enroll for evening classes up to 2nd class meeting.</td>
</tr>
<tr>
<td>Jan. 19</td>
<td>Thurs.</td>
<td>Thurs. evening classes begin.</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Fri.</td>
<td>Last day for full textbook refund.</td>
</tr>
<tr>
<td>Jan. 21</td>
<td>Sat.</td>
<td>Sat. classes begin.</td>
</tr>
<tr>
<td>Jan. 23</td>
<td>Mon.</td>
<td>Mon. evening classes begin.</td>
</tr>
<tr>
<td>Jan. 24</td>
<td>Tues.</td>
<td>Payment due in full to prevent a non-refundable $25 payment plan enrollment fee, potential late fees, or service charges.</td>
</tr>
<tr>
<td>Jan. 27</td>
<td>Fri.</td>
<td>Graduation applications due to Registrar by 4pm.</td>
</tr>
</tbody>
</table>

Dates subject to change.
## Important Dates

### SPRING 2017 (CONTINUED)

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 1</td>
<td>Wed.</td>
<td>Scholarship application deadline for fall 2017.</td>
</tr>
<tr>
<td>Feb. 17</td>
<td>Fri.</td>
<td>Enrollment census.</td>
</tr>
<tr>
<td>Feb. 17</td>
<td>Fri.</td>
<td>Mid-term grades for the 1st 8-week term available on the web through MyMAC.</td>
</tr>
<tr>
<td>Feb. 20</td>
<td>Mon.</td>
<td>President’s Day - no day or evening classes; offices closed.</td>
</tr>
<tr>
<td>Feb. 21</td>
<td>Tues.</td>
<td>Graduation seminar - 12:30 pm &amp; 5:30 pm - Rice Lecture Hall A.</td>
</tr>
<tr>
<td>Feb. 22</td>
<td>Wed.</td>
<td>Graduation seminar - 12:00 noon - Rice Lecture Hall A.</td>
</tr>
<tr>
<td>Feb. 27</td>
<td>Mon.</td>
<td>Exit exam for graduates - 9:00 am &amp; 1:00 pm - Room AS115, Arts &amp; Sciences only.</td>
</tr>
<tr>
<td>Feb. 27</td>
<td>Mon.</td>
<td>Last day to drop a 1st 8-week class and receive a grade of “W”.</td>
</tr>
<tr>
<td>Feb. 27</td>
<td>Mon.</td>
<td>Registration for summer classes begins, continues through the first meeting day of classes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer classes begin June 5.</td>
</tr>
<tr>
<td>Feb. 27-28</td>
<td>Mon.-Tues.</td>
<td>Registration for currently enrolled students with at least 30 semester hours earned.</td>
</tr>
<tr>
<td>Feb. 28</td>
<td>Tues.</td>
<td>Exit exam for graduates - 9:00 am &amp; 4:00 pm - Room AS115, Career &amp; Tech only.</td>
</tr>
<tr>
<td>Mar. 1-3</td>
<td>Wed.-Fri.</td>
<td>Summer registration for currently enrolled students.</td>
</tr>
<tr>
<td>Mar. 6</td>
<td>Mon.</td>
<td>Summer open registration begins.</td>
</tr>
<tr>
<td>Mar. 6</td>
<td>Mon.</td>
<td>Exit exam for graduates - 9:00 am &amp; 1:00 pm - Room AS115, Career &amp; Tech only.</td>
</tr>
<tr>
<td>Mar. 7</td>
<td>Tues.</td>
<td>Exit exam for graduates - 9:00 am &amp; 1:00 pm - Room AS115, Arts &amp; Sciences only.</td>
</tr>
<tr>
<td>Mar. 10</td>
<td>Fri.</td>
<td>Last day to be measured for commencement caps and gowns at bookstore.</td>
</tr>
<tr>
<td>Mar. 10</td>
<td>Fri.</td>
<td>1st 8-week term ends.</td>
</tr>
<tr>
<td>Mar. 10</td>
<td>Fri.</td>
<td>Last day to change from credit/audit for 2nd 8-week term.</td>
</tr>
<tr>
<td>Mar. 13-18</td>
<td>Mon.-Sat.</td>
<td>Spring Break - no day or evening classes; offices closed.</td>
</tr>
<tr>
<td>Mar. 20</td>
<td>Mon.</td>
<td>2nd 8-week term begins.</td>
</tr>
<tr>
<td>Mar. 20</td>
<td>Mon.</td>
<td>Exit exam for graduates - 9:00 am &amp; 4:00 pm - Room AS115, Arts &amp; Sciences only.</td>
</tr>
<tr>
<td>Mar. 21</td>
<td>Tues.</td>
<td>Exit exam for graduates - 9:00 am &amp; 1:00 pm - Room AS115, Career &amp; Tech only.</td>
</tr>
<tr>
<td>Mar. 22</td>
<td>Wed.</td>
<td>Grades available through MyMAC for 1st 8-week term.</td>
</tr>
<tr>
<td>Mar. 24</td>
<td>Fri.</td>
<td>Mid-term grades for the 16-week term available on MyMAC.</td>
</tr>
</tbody>
</table>

Dates subject to change.
## Important Dates

### SPRING 2017 (CONTINUED)

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 27</td>
<td>Mon.</td>
<td>Exit exam for graduates - 9:00am &amp; 1:00pm - Room AS115, Arts &amp; Sciences only.</td>
</tr>
<tr>
<td>Mar. 27-28</td>
<td>Mon.-Tues.</td>
<td>Registration for fall classes begins for currently enrolled students with a minimum of 30 semester hours earned (sophomore status).</td>
</tr>
<tr>
<td>Mar. 28</td>
<td>Tues.</td>
<td>Exit exam for graduates - 1:00 pm &amp; 4:00 pm - Room AS115, Arts &amp; Sciences only.</td>
</tr>
<tr>
<td>Mar. 29</td>
<td>Wed.</td>
<td>Registration for fall classes begins for all currently enrolled students.</td>
</tr>
<tr>
<td>Mar. 29</td>
<td>Wed.</td>
<td>Exit exam for graduates - 9:00 am - Room AS115, Career &amp; Tech only.</td>
</tr>
<tr>
<td>Apr. 3</td>
<td>Mon.</td>
<td>Fall 2017 open registration begins.</td>
</tr>
<tr>
<td>Apr. 13</td>
<td>Thurs.</td>
<td>Professional Development Day - no day or evening classes; offices closed.</td>
</tr>
<tr>
<td>Apr. 14-15</td>
<td>Fri.-Sat.</td>
<td>Spring holiday - no day or evening classes; offices closed.</td>
</tr>
<tr>
<td>Apr. 19</td>
<td>Wed.</td>
<td>Last day to drop a 16-week class and receive a grade of &quot;W&quot;.</td>
</tr>
<tr>
<td>Apr. 21</td>
<td>Fri.</td>
<td>Mid-term grades for 2nd 8-week term available online through MyMAC.</td>
</tr>
<tr>
<td>May 1</td>
<td>Mon.</td>
<td>Deadline to complete FAFSA for summer; late applications accepted but students will have to pay up front and get reimbursed if they qualify.</td>
</tr>
<tr>
<td>May 5</td>
<td>Fri.</td>
<td>Last day to drop a 2nd 8-week class and receive a grade of &quot;W&quot;.</td>
</tr>
<tr>
<td>May 9</td>
<td>Tues.</td>
<td>Last T/Th class.</td>
</tr>
<tr>
<td>May 12</td>
<td>Fri.</td>
<td>Commencement rehearsal - 3:00 pm.</td>
</tr>
<tr>
<td>May 12</td>
<td>Fri.</td>
<td>Last M/W/F class.</td>
</tr>
<tr>
<td>May 13</td>
<td>Sat.</td>
<td>Commencement - 10:30 am.</td>
</tr>
<tr>
<td>May 15-19 &amp; 22</td>
<td>Mon.-Fri. &amp; Mon.</td>
<td>Book buybacks in the book store from 7:30 am-7:00 pm. Students must return all spring rental books.</td>
</tr>
<tr>
<td>May 19</td>
<td>Fri.</td>
<td>Last date to pay MAC before sending account balances to collection agency.</td>
</tr>
<tr>
<td>May 20</td>
<td>Sat.</td>
<td>2nd 8-week and 16-week terms end.</td>
</tr>
<tr>
<td>May 22</td>
<td>Mon.</td>
<td>Final grades due by 10:00 am.</td>
</tr>
<tr>
<td>May 26</td>
<td>Fri.</td>
<td>Grades available online through MyMAC - 16-week and 2nd 8-week terms.</td>
</tr>
<tr>
<td>May 29</td>
<td>Mon.</td>
<td>Memorial Day holiday - no day or evening classes; offices closed</td>
</tr>
</tbody>
</table>

Dates subject to change.

Continued on next page.
## Important Dates

### SUMMER 2017

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 27</td>
<td>Mon.</td>
<td>Summer 2017 registration begins and continues through the first class day. Classes begin June 5.</td>
</tr>
<tr>
<td>Feb. 27-28</td>
<td>Mon.-Tues.</td>
<td>Summer 2017 registration for currently enrolled students with at least 30 semester hours earned.</td>
</tr>
<tr>
<td>Mar. 1-3</td>
<td>Wed.-Fri.</td>
<td>Summer 2017 registration for currently enrolled students.</td>
</tr>
<tr>
<td>Mar. 6</td>
<td>Mon.</td>
<td>Summer 2017 open registration begins.</td>
</tr>
<tr>
<td>May 15</td>
<td>Mon.</td>
<td>25% of tuition/fees due or approved financial aid on file or classes will be dropped.</td>
</tr>
<tr>
<td>May 29</td>
<td>Mon.</td>
<td>Memorial Day Holiday – no day or evening classes; offices closed.</td>
</tr>
<tr>
<td>June 2</td>
<td>Fri.</td>
<td>Last day to change from credit/audit for 8-week, 6-week, and 1st 4-week term.</td>
</tr>
<tr>
<td>June 5</td>
<td>Mon.</td>
<td>First day of classes; late/walk-in registration 8:00 am – 3:00 pm.</td>
</tr>
<tr>
<td>June 5</td>
<td>Mon.</td>
<td>8-week, 6-week, and 1st 4-week terms begin.</td>
</tr>
<tr>
<td>June 5</td>
<td>Mon.</td>
<td>Senior Scholar registration - Park Hills, Student Services.</td>
</tr>
<tr>
<td>June 5</td>
<td>Mon.</td>
<td>Last day to register online through MyMAC.</td>
</tr>
<tr>
<td>June 5</td>
<td>Mon.</td>
<td>Last day to register for telecourse and web classes.</td>
</tr>
<tr>
<td>June 9</td>
<td>Fri.</td>
<td>Last day for full textbook refund.</td>
</tr>
<tr>
<td>June 9</td>
<td>Fri.</td>
<td>Graduation applications due to the Registrar by 3:00 pm.</td>
</tr>
<tr>
<td>June 19</td>
<td>Mon.</td>
<td>Enrollment census.</td>
</tr>
<tr>
<td>June 20</td>
<td>Tues.</td>
<td>Graduation Seminars - 12:30 pm &amp; 5:30 pm, Rice Lecture Hall A.</td>
</tr>
<tr>
<td>June 26</td>
<td>Mon.</td>
<td>Last day to drop a 1st 4-week class and receive a grade of “W”.</td>
</tr>
<tr>
<td>June 26</td>
<td>Mon.</td>
<td>Exit exam for graduates 9:00 am &amp; 1:00 pm – Room AS115, Arts &amp; Sciences only.</td>
</tr>
<tr>
<td>June 27</td>
<td>Tues.</td>
<td>Exit exam for graduates 9:00 am &amp; 4:00 pm – Room AS115, Career &amp; Tech only.</td>
</tr>
<tr>
<td>June 30</td>
<td>Fri.</td>
<td>Summer 2017 balances are due in order to prevent service charges.</td>
</tr>
<tr>
<td>June 30</td>
<td>Fri.</td>
<td>1st 4-week term ends.</td>
</tr>
<tr>
<td>June 30</td>
<td>Fri.</td>
<td>Last day to change from credit/audit for 2nd 4-week term.</td>
</tr>
<tr>
<td>July 3</td>
<td>Mon.</td>
<td>2nd 4-week term begins.</td>
</tr>
<tr>
<td>July 4</td>
<td>Tues.</td>
<td>Independence Day- no day or evening classes; offices closed.</td>
</tr>
<tr>
<td>July 10</td>
<td>Mon.</td>
<td>Last day to drop a 6-week class and receive a grade of “W”.</td>
</tr>
</tbody>
</table>

Dates subject to change.
## Important Dates

### SUMMER 2017 (CONTINUED)

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10</td>
<td>Mon.</td>
<td>Exit exam for graduates 9:00 am &amp; 1:00 pm – Room AS115, Career &amp; Tech only.</td>
</tr>
<tr>
<td>July 11</td>
<td>Tues.</td>
<td>Mid-term grades available on the web through MyMAC.</td>
</tr>
<tr>
<td>July 11</td>
<td>Tues.</td>
<td>1st 4-week term grades available on the web through MyMAC.</td>
</tr>
<tr>
<td>July 17</td>
<td>Mon.</td>
<td>Exit exam for graduates 9:00 am &amp; 4:00 pm – Room AS115, Arts &amp; Sciences only.</td>
</tr>
<tr>
<td>July 17</td>
<td>Mon.</td>
<td>6-week term ends.</td>
</tr>
<tr>
<td>July 17</td>
<td>Mon.</td>
<td>Last day to drop an 8-week class and receive a grade of &quot;W&quot;.</td>
</tr>
<tr>
<td>July 24</td>
<td>Mon.</td>
<td>Last day to drop a 2nd 4-week class and receive a grade of &quot;W&quot;.</td>
</tr>
<tr>
<td>July 25</td>
<td>Tues.</td>
<td>6-week term grades available on the web through MyMAC.</td>
</tr>
<tr>
<td>July 27, 28, &amp; 31</td>
<td>Thurs., Fri. &amp; Mon.</td>
<td>Book buy-backs in the bookstore from 7:30 am-7:00 pm. Students must return all summer rental books.</td>
</tr>
<tr>
<td>July 31</td>
<td>Mon.</td>
<td>8-week and 2nd 4-week terms end.</td>
</tr>
<tr>
<td>July 31</td>
<td>Mon.</td>
<td>Last date to pay MAC before sending account balances to collection agency.</td>
</tr>
<tr>
<td>Aug. 1</td>
<td>Tues.</td>
<td>Final grades due by 10:00 am.</td>
</tr>
<tr>
<td>Aug. 3</td>
<td>Thurs.</td>
<td>Final grades available online through MyMAC.</td>
</tr>
</tbody>
</table>

Dates subject to change.
Final Exam Schedules

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

**SPRING 2017**

### DAY CLASSES

<table>
<thead>
<tr>
<th>Exam Date &amp; Time</th>
<th>Monday, May 15</th>
<th>Tuesday, May 16</th>
<th>Wednesday, May 17</th>
<th>Thursday, May 18</th>
<th>Friday, May 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:40</td>
<td>8:00 MW/MWF Classes</td>
<td>8:00 or 8:30 TR Classes</td>
<td>9:00 or 9:30 MW/MWF Classes</td>
<td>9:00 or 9:30 TR Classes</td>
<td>7:00 or 7:30 MW/MWF Classes</td>
</tr>
<tr>
<td>10:00 - 11:40</td>
<td>10:00 MW/MWF CLASSES</td>
<td>11:00 or 11:30 TR Classes</td>
<td>10:00 or 10:30 MW/MWF Classes</td>
<td>11:00 MW/MWF Classes</td>
<td></td>
</tr>
<tr>
<td>12:00 - 1:40</td>
<td>1:00 MW/MWF Classes</td>
<td>12:00 or 12:30 TR Classes</td>
<td>12:00 or 12:30 MW/MWF Classes</td>
<td>1:00 or 1:30 TR Classes</td>
<td></td>
</tr>
<tr>
<td>2:00 - 3:40</td>
<td>3:00 MW/MWF Classes</td>
<td>3:00 or 3:30 TR Classes</td>
<td>2:00 or 2:30 MW/MWF Classes</td>
<td>2:00 or 2:30 TR Classes</td>
<td></td>
</tr>
<tr>
<td>4:00 - 5:40</td>
<td>5:00 MW/MWF Classes</td>
<td>4:00 MW/MWF Classes</td>
<td>5:00 TR Classes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EVENING AND SATURDAY CLASSES

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 15</td>
<td>Monday Evening Classes</td>
</tr>
<tr>
<td>Tuesday, May 9</td>
<td>Tuesday Evening Classes</td>
</tr>
<tr>
<td>Wednesday, May 10</td>
<td>Wednesday Evening Classes</td>
</tr>
<tr>
<td>Thursday, May 18</td>
<td>Thursday Final Classes</td>
</tr>
<tr>
<td>Friday, May 19</td>
<td>Friday Evening Classes</td>
</tr>
<tr>
<td>Saturday, May 20</td>
<td>Saturday Classes</td>
</tr>
</tbody>
</table>

**SUMMER 2017**

Summer Final Exams will be given the last day of classes.
Degrees & Certificates

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

ACADEMIC PROGRAMS

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

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

ASSOCIATE OF ARTS IN TEACHING (AAT) DEGREE
Areas of Concentration:
- Early Childhood Education (Grades Pre-K-3)
- Elementary Education (Grades 1-6)
- Music Education
- Secondary Education

CERTIFICATE
Global Studies

FINANCIAL AID

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MyMAC
Admission

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

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

SENIOR SCHOLARS PROGRAM

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

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

Contact the Admissions Office for more information.
Log In to MyMAC

SEARCH AND ENROLL IN CLASSES, PAY TUITION, CHECK YOUR FINANCIAL AID

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

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

ACCESS STUDENT ID, RESET PASSWORD

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

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

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

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

RESERVE AND BUY TEXTBOOKS

- Spring textbooks are available online on or about Dec. 1.
- Spring textbook sales at the Bookstore (including online order pick-up) begin Jan. 5.
- Summer textbooks are available online on or about May 2.
- Summer textbook sales at the Bookstore (including online order pick-up) begin May 30.
- The last day to return textbooks for a full refund is Jan. 20, 2017, for spring and June 9, 2017 for summer.
- Students can check the price or order textbooks online. A student’s course schedule is required to buy textbooks. Payment is expected at the time of purchase. The bookstore accepts cash, check, Visa, MasterCard, Discover, American Express and approved financial aid.

FIND WEATHER-RELATED CANCELLATIONS

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

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

EVENING ADVISEMENT

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

PLACEMENT TESTS

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

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

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

CERTIFICATION TESTS

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

EXIT EXAM

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

TO SCHEDULE A TEST

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

PROCTORING DISTANCE EDUCATION TESTS

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

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

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

Additional information is available at www.MineralArea.edu.

WHEN AND HOW TO SEEK FINANCIAL AID

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

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

For spring semester, file your application no later than Dec. 1; for summer semester, file your application no later than May 1. Late applications will be accepted, but you will be required to pay for tuition, fees, books and other expenses up front and receive reimbursement later if eligible.
Mineral Area College tuition rates are as follows:

- In-District: $102 per cr. hr.
- Out-of-District: $140 per cr. hr.
- Out-of-State: $190 per cr. hr.

Rates subject to change.

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

**TAXING DISTRICT & SERVICE REGION**

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

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

Students can pay tuition and fees through the student portal, MyMAC, at www.MineralArea.edu. Questions about your account? Call (573) 518-2287 or 518-2232 or email from your MAC email account to MacBusOfc@MineralArea.edu.

DEADLINES FOR SPRING

- **January 10, 2017** — 25% of all tuition and fees is due or approved financial aid must be on file with the Business Office. Schedules may be cancelled (classes dropped) for students who miss this deadline. Subject to change.

  Students who enroll in classes after Jan. 10 will be required to pay 25% of tuition and fees at the time of enrollment unless approved financial aid is on file with the Business Office.

- **January 24, 2017** — Last date to pay balance and avoid payment plan fees, etc.

  Payment in full must be received by Jan. 24 to avoid a non-refundable $25 payment plan enrollment fee. Once placed on a payment plan, payment(s) will be due Feb. 1, Mar. 1 and Apr. 1. Payments received after the payment due date(s) will incur a monthly late fee of $15.

  Service charges of .75% (less than 1%) will also apply each month on the unpaid balance.

- **May 19, 2017** — Last date to pay MAC before account is sent to collections.

  The deadline to pay for Spring 2017 in order to avoid being turned over to a collection agency is May 19, 2017. After this date, all unpaid balances will incur a $25 collection fee, be turned over to collections, and be subject to MO State Tax Interception. MAC offers payment plans for the spring and fall semesters.

DEADLINES FOR SUMMER

- **May 15, 2017** — 25% of all tuition and fees is due or approved financial aid must be on file with the Business Office. Schedules will be cancelled (classes dropped) for students who miss this deadline.

- **June 30, 2017** — Last date to pay balance and avoid service charges.

  No payment plans are available for summer semesters.

- **July 31, 2017** — Last date to pay MAC before account is sent to collections.

UNPAID BALANCES/HOLDS

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

PAYMENT OPTIONS

**Online at www.MineralArea.edu**

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

**Mail a Check**

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

**In Person at the Business Office**

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

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

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

**By Telephone**

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

REFUNDS, CALCULATING REFUNDS

Refunds for dropped courses or withdrawal from the college are based on the percentage of the term completed. Refunds vary depending on the length of the term for which a student is enrolled and is based on calendar days. A regular term is 16 weeks, however, some courses are offered in terms that are less than 16 weeks. The student billing system will calculate the refund due based on the time of day a drop is processed.

The most common refunds for the spring and summer semesters are calculated utilizing the following chart:

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

**ACCREDITATION**

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

**CAMPUS BOOKSTORE**

Students can check prices or order textbooks by going to www.MineralArea.edu, and clicking the “Bookstore” tab. Spring textbooks will be available online on approximately Dec. 1, 2016; for summer, approximately May 2, 2017.

Spring textbook sales (including online order pick-up) begin Jan. 5, 2017; summer, May 30, 2017. A student’s class schedule is required to buy textbooks. Textbooks may also be available for purchase at the outreach centers. Book rentals may also be available on selected textbooks. Please check with the outreach centers for book sale dates.

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

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

The last day to return spring books for a full refund is Jan. 20, 2017; for summer, June 9, 2017. A receipt is required for refunds. Refund policies and deadlines are provided at the time of purchase.

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

**CHANGE OF NAME, ADDRESS, OR FIELD OF STUDY/ADVISOR**

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

**COLLEGE PARK — ROOM & BOARD**

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

Located on the Park Hills campus, College Park gives students convenient access to classes and resources, and a safe environment. Research indicates that students living on campus have a better opportunity for growth and success.

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

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

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

**DROPPING/WITHDRAWING**

Dropping/Adding/Withdrawing or Changing a Class

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

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

General Information > Enrollment Verification

GENERAL INFORMATION

- Accreditation
- Campus Bookstore
- Change of Name, Address, or Field of Study/Advisor
- College Park — Room & Board
- Dropping/Withdrawing
- Enrollment Verification
- Grades
- Graduation Application
- I.D. Cards
- Inclement Weather Policy
- Information Subject to Change
- Textcasting, MAC Alerts
- Tobacco-Free MAC
- Parking: Main Campus
- Release of Information-FERPA
- Wellness Center

SERVICES

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

The drop/withdrawal form must be submitted and processed within the first 75% of the term. If a student cannot travel to campus to drop/withdraw, they need to email registrar@MineralArea.edu. Refer to the current Important Dates for drop dates or contact Student Services.

Withdrawing from College, Dropping All Classes

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

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

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

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

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

Drop for Non-Attendance

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

ENROLLMENT VERIFICATION

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

GRADES

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

Repeating a Course

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

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

GRADUATION APPLICATION

Students are responsible for applying for graduation; the college does not automatically award degrees or certificates. The Application for Graduation Candidacy is available online, in Student Services, and at any outreach center.

The graduation application and a completed, signed degree audit must be submitted to the Registrar’s Office by the deadlines published in Important Dates. All degree/certificate applicants are charged a one-time, non-refundable, $50 graduation processing fee per degree, due at the time of application. A separate application must be filed for each degree, certificate. If two degrees or certificates are earned at the same time, the graduation fee for the second award is $10. If the second degree or certificate is earned in another semester, the $50 graduation fee is required each semester in which a degree is awarded.

Graduation seminars are held each semester to inform participants about the graduation ceremony, exit requirements, exit exam, etc. An email will be sent to potential graduates from the director of assessment regarding the seminar.
dates and times, also posted on MyMAC.

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

Students wishing to participate in the Commencement Ceremony in May should indicate this on their Application for Graduation Candidacy form. If you have not indicated on your Application for Graduation Candidacy form that you wish to participate in the ceremony, please notify Lisa Johnson, Commencement Coordinator at Commencement@MineralArea.edu or call (573) 518-2100. All requests to participate should be received by March 10 to ensure receipt of cap and gown in time for the ceremony.

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

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

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

INCLEMENT WEATHER
College officials urge students to use good judgment with regard to driving conditions. If weather conditions deteriorate to warrant the cancellation of day classes, every effort will be made to notify the following Web sites and radio and TV stations by 7 a.m.:

- KDBB (104.3 FM) — Park Hills
- KFMO (1240 AM) — Park Hills
- KGR (1220 AM) — Cape Girardeau
- KGIR (1400 AM) — Festus
- KMOV (Ch. 4) — St. Louis
- KREI (800 AM) — Farmington
- KSDK (Ch. 5) — St. Louis
- KTJS (98.5 FM) — Farmington
- KTVI (Ch. 2) — St. Louis
- www.MineralArea.edu
- dailyjournalonline.com
- MAC ALERTS Textcasting (see “Textcasting, MAC Alerts”)

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

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

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

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

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

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

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

**PARKING: MAIN CAMPUS**

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

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

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

**RELEASE OF INFORMATION - FERPA**

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

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

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

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

TEXTCASTING, MAC ALERTS

Get timely notifications about MAC emergencies, closings, updates and events by clicking on “MAC Alerts” at www.MineralArea.edu. Current students and employees are already signed up for emails. Just log in to MAC alerts, register your cell phone number to get texts, and choose additional groups to join.

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

TOBACCO-FREE MAC

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

WELLNESS CENTER

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

INTERNET/WEB COURSES

Web courses are conducted online and do not require the student to travel to campus. However, students who take online courses which require proctored exams will take those exams in approved testing facilities. Online courses are designated in the course schedule booklet with a “W” (i.e., MAT1230AAW1) in the section number. Online courses allow students to complete college classes by logging on to those courses’ web pages to access assignments and to engage in online discussions. As part of the coursework, students must actively participate in the class by frequently engaging in discussion forums as required by instructors.

Students must have reliable and consistent access to the web and should be on a broadband system as opposed to dial-up, which presents multiple problems to the user. They must have compatible software for the courses they are taking.

Students need competent computer skills and should have access to MAC e-mail. They also need solid reading, writing, organizational, and time management skills.

When searching for online courses, students may find that some courses have specific requirements outlined in the course details (notes). These notes may indicate that students may be subject to a proctored final or may need specific software or additional equipment. Web courses usually demand more attention and time than traditional courses. Students who fail to meet participation, academic, or attendance requirements may receive a deduction in their final grade, a grade of “F” for the course, or may be dropped by their instructor(s). Students should refer to their class syllabus for individual course requirements.

Students who enroll in online courses do not need to contact their instructors before the first day of class. Instead, they will receive a welcome e-mail and information from their instructor(s) by 8 a.m. on the first day of class. However, students are invited to contact their instructors beforehand should they have specific questions or concerns about the class.

There is an additional fee for each hybrid class.

HYBRID CLASSES

Hybrid classes are tailored for both online and traditional, face-to-face delivery. Up to 50% of instruction occurs online while the remaining instruction takes place in a traditional, face-to-face format. Hybrid courses are designated in the course schedule booklet with an “H” (i.e., EDU2200AAH1). Students should carefully read the schedule notes associated with hybrid classes to ensure they can attend all scheduled classroom sessions. For example, a three-credit hybrid course might meet every Monday and Wednesday afternoon from 2:25 to 2:50 while the remaining work would be completed online. In addition, students must have reliable and consistent access to the web, and they must have competent computer skills to do the required work outside the classroom.

A syllabus and information will be given out at the first class meeting. However, students are invited to contact their instructors beforehand should they have specific questions or concerns about the class.

There is an additional fee for each hybrid class.

INTERACTIVE (ITV) COURSES

ITV courses originate at a home site, usually the main campus, and are delivered to area outreach centers using teleconferencing equipment. These courses are designated in the schedule booklet with an “X” (i.e., ENG1330AA1). The instructor is located at the home site, and students are located at multiple off campus sites. They can see, hear, and communicate with the instructor and other students in real time. This is accomplished with classrooms that are specially equipped with cameras, microphones, and TV monitors. The class is conducted as with any traditional classroom setting, with the instructor making modifications in both the sending and receiving of paperwork: for example, handouts, essays, quizzes, and tests. The receiving class has a monitor available to aid the instructor as needed.

ITV allows students to remain in a classroom setting and participate in a number of college courses they might not be able to take on campus due to travel restrictions, work schedules, or low enrollment. While ITV classes are not restricted to any group, high school students are the ones most likely to enroll in these classes.

TELECOURSES

A telecourse is a full-credit course in which content material is delivered by DVD lessons. This type of format allows students greater choice in viewing and study time. Most content is delivered in a documentary style format as opposed to a classroom lecture one. Students who register for these courses must have available the equipment needed (DVD player). These courses are designated in the schedule booklet with a “C” (i.e., ENGL1010AC). Telecourses are supervised by MAC content instructors who may also provide assistance. Textbooks and guides are purchased at the
campus bookstore. Some DVDs are imbedded within the texts while others may be checked out at the main campus library. Students receive a course syllabus with a schedule including assignments and due dates for taking tests. Students who take telecourses must possess good time management skills.

Exams are normally given on campus in the MAC Testing Center although, upon request from individual student(s), tests may also be taken at the local outreach centers.

Some courses offered as telecourses are Astronomy, Oceanography, School Health, and Fire Science Technology.

There is an additional fee for each telecourse.
Locations, Phone Numbers, Hours of Operation

PARK HILLS-MAIN CAMPUS
5270 Flat River Road/P.O. Box 1000, Park Hills, MO 63601
(573) 431-4593  ■ Mon-Thurs, 8 am-7 pm; Fri 8 am-4 pm  
(Summer: Mon-Thurs, 8 am-7 pm; Fri 8 am-3 pm)

Bookstore
Carol Whaley, Manager (573) 518-2106
Mon-Thurs, 7:30 am-7 pm; Fri, 8 am-2 pm  
(Summer: Same hours)

Computer Lab - T106
Mon-Thurs, 8 am-7 pm; Fri, 8 am-2 pm  
(Summer: Mon-Thurs, 8 am-3 pm; Fri, 8 am-2 pm)

Learning Center
Dan Jaycox, Director, (573) 518-2124
Mon-Thurs, 8 am-7 pm; Fri, 8 am-3 pm  
(Summer: Mon-Thurs, 10 am-7 pm; Fri, 10 am-2 pm)

Math & Writing Labs
Same hours

Library
Melissa Hopkins, Director, (573) 518-2177
Mon-Thurs, 7:30 am-7 pm; Fri, 7:30 am-4 pm  
(Check library webpage for current hours)

Wellness Center
Jeremy Partney, Director, (573) 518-2104
Center closed when classes are not in session
Mon-Thurs, 8 am-7 pm; Fri, 8 am-3 pm  
(Summer: Mon-Thurs, 8 am-4 pm; Fri, 8 am-3 pm)

Additional Departments
ACCESS Office ...........................................518-2152
Admissions ..................................................518-2228
Allied Health ............................................. 518-2172
Assessment ............................................... 518-2202
Athletics ..................................................... 518-2134
Business Office ......................................... 518-2115
CMU@MAC ............................................... 518-2112
Career Planning Center ............................. 518-2193/2155
Career & Tech Ed. Dean ......................... 518-2157
Campus Police .......................................... 518-2148
Cell Phone ............................................... 631-2831
College Park Student Housing .................. 518-1330
Computer Help Desk ............................... 518-2137/2240
Continuing Education ............................... 518-2342
Customized Training ............................... 518-2157
Dual Credit ............................................ 518-3805
Enrollment Verification ............................. 518-2119
Financial Aid ............................................ 518-2133
Instruction/Distance Education Associate Dean ......... 518-2157
Mineral Area Council on the Arts ............. 518-2125
Registrar/Registration ............................... 518-2130
Student Services Dean ............................. 518-2154
Student Support Services (EXCEL)............ 518-2131

FARMINGTON OUTREACH CENTER
Andrea Richardson, Director
1 Black Knight Drive, Farmington, MO 63640
(573) 783-7932 or (573) 783-7914, (fax) 783-3199
Mon-Thurs, 8 am-9:30 pm; Fri, 8 am-4 pm
Evening hours vary based on class schedules.

LEARNING CENTER
Hours to be determined

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

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

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

Learning Center
Mon-Thurs, 3:30-6 pm