

# 2018-2019 REGISTRATION GUIDE

Find dates, information & resources for fall, spring & summer.

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MAC Communications - August 2017

# Important Dates

## Fall 2018

Events below are associated with Fall 2018 unless otherwise noted

July 1	Sun.	Deadline to complete FAFSA for fall 2018. Late applications will be accepted but students will have to pay up front and be reimbursed if they qualify.
July 9	Mon.	Approximate date textbooks are available to view online
July 11	Wed.	25% of all tuition & fees due or approved financial aid on file or classes will be dropped
Aug. 8	Wed.	Textbook sales/rentals begin – please check with respective Outreach Centers for book sales dates
Aug. 17	Fri.	Last day to change from credit/audit for 16-week term and 1 <sup>st</sup> 8-week term
Aug. 20-21	Mon.-Tue.	Late registration
Aug. 20	Mon.	<b>16-week semester and 1<sup>st</sup> 8-week term begins;</b> Monday day/evening classes begin
Aug. 20	Mon.	Last day to register for first 8-week term or instructor approval
Aug. 20	Mon.	Senior scholar registration on Park Hills campus, Student Services
Aug. 21	Tue.	Tuesday evening classes begin
Aug. 21	Tue.	Last day to enroll online through MyMAC
Aug. 21	Tue.	Last day to enroll in a M/W/F day class - evening classes, up to second class meeting
Aug. 22	Wed.	Last day to enroll in T/TR day class-evening classes up, to second class meeting
Aug. 22	Wed.	Wednesday evening classes begin
Aug. 22	Wed.	Last day to enroll in web classes for 16-week semester
Aug. 23	Thur.	Thursday evening classes begin
Aug. 23	Thur.	All tuition & fees due to avoid non-refundable \$25 payment plan enrollment fee, potential late fees, and/or service charges
Aug. 23	Thur.	Last day to withdraw completely and receive 100% refund for 1 <sup>st</sup> 8-week term
Aug. 24	Fri.	Friday evening classes begin
Aug. 24	Fri.	Last day for full sales/rental textbook refund
Aug. 25	Sat.	Saturday classes begin
Aug. 26	Sun.	Last day to withdraw completely and receive 100% refund for 16-week semester
Aug. 31	Fri.	Graduation application deadline: 4 pm in Student Services
Aug. 31	Fri.	Last day to drop a 16-week class without a 'W' grade - offices close at 4 pm
Sept. 1-3	Sat.-Mon.	<b>Labor Day break-no classes, campus closed</b>

Dates subject to change.

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## Fall 2018 (continued)

Sept. 10	Mon.	Mid-term grades available through MyMAC for 1 <sup>st</sup> 8-week term
Sept. 18	Tue.	Enrollment Census Date
Oct. 1	Mon.	Last day to drop a class with "W" for 1 <sup>st</sup> 8-week term
Oct. 1	Mon.	<b>Spring/Summer 2019</b> class offerings available at <a href="http://www.MineralArea.edu">www.MineralArea.edu</a> and MyMAC
Oct. 8	Mon.	Mid-term grades available through MyMAC for 16-week semester
Oct. 12	Fri.	Last day to change from credit/audit for 2 <sup>nd</sup> 8-week term
Oct. 13	Sat.	1 <sup>st</sup> 8-week term ends
Oct. 15	Mon.	<b>2<sup>nd</sup> 8-week term begins/last day to register for 2<sup>nd</sup> 8-week term or instructor approval</b>
Oct. 17	Wed.	Final grades available through MyMAC for 1 <sup>st</sup> 8-week term
Oct. 18	Thurs.	Last day to withdrawal completely and receive 100% refund for 2 <sup>nd</sup> 8-week term
Oct. 22	Mon.	<b>Spring 2019</b> registration opens for currently enrolled students with minimum 30 credit hours earned
Oct. 23	Tue.	Graduation Seminar 12:30 pm – Rice Lecture Hall A
Oct. 23	Tue.	Graduation Seminar 5:30 pm – Rice Lecture Hall A
Oct. 24	Wed.	<b>Spring 2019</b> registration opens for currently enrolled students
Oct. 29	Mon.	<b>Spring 2019 open registration begins</b>
Oct. 31	Wed.	Exit exam 9 am and 1 pm – Room AS101 (Arts & Sciences students only)
Nov. 1	Thur.	Exit exam 9 am and 4 pm – Room AS101 (Career & Technology students only)
Nov. 5	Mon.	Exit exam 9 am and 1 pm – Room AS101 (Career & Technology students only)
Nov. 6	Tue.	Exit exam 9 am and 1 pm – Room AS101 (Arts & Sciences students only)
Nov. 12	Mon.	<b>Veterans Day-no day or evening classes, campus closed</b>
Nov. 13	Tue.	<b>Professional Development Day-no classes, campus closed</b>
Nov. 14	Wed.	Exit exam 9 am – Room AS101 – Career & Technology students only
Nov. 15	Thur.	Exit exam 9 am and 4 pm – Room AS101 – Arts & Sciences students only
Nov. 15	Thur.	Mid-term grades available through MyMAC for 2 <sup>nd</sup> 8-week term
Nov. 16	Fri.	Last day to drop a class with a "W" for 16-week semester
Nov. 21	Wed.	<b>Thanksgiving break begins-campus closes at 4:00 pm - no evening classes</b>

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Nov. 22-24	Thur.–Sat.	<b>Thanksgiving break-no classes, campus closed</b>
Nov. 29	Thur.	Deadline to complete FAFSA for <b>Spring 2019</b> ; late applications accepted but students pay up front and get reimbursed if they qualify
Dec. 3	Mon.	Last day to drop a class with a “W” for 2 <sup>nd</sup> 8-week term
Dec. 4	Tue.	Tuesday evening classes final exams
Dec. 6	Thur.	Last T/TR class
Dec. 7	Fri.	Last M/W/F class
Dec. 8	Sat.	2 <sup>nd</sup> 8-week term ends
Dec. 10	Mon.	Monday. evening classes final exams
Dec. 10-14	Mon.-Fri.	Final Exams-Day Classes
Dec. 10-17	Mon.-Mon.	Textbook buy backs/rental returns
Dec. 12	Wed.	Wednesday evening classes final exams
Dec. 13	Thur.	Thursday evening classes final exams
Dec. 14	Fri.	Friday evening classes final exams
Dec. 15	Sat.	Saturday classes final exams
Dec. 15	Sat.	16-week semester ends
Dec. 17	Mon.	Final grades due: 10 am
Dec. 17	Mon.	Textbook buybacks/last day rental returns
Dec. 17	Mon.	Last date to pay MAC before sending account balances to collection agency
Dec. 19	Wed.	Final grades available through MyMAC for 16-week semester and 2 <sup>nd</sup> 8-week term
Dec. 22-Jan. 1	Sat.-Tue.	<b>Christmas Holiday break – campus closed</b>

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## Spring 2019

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Jan. 2	Wed.	Offices re-open after winter break-registration continues
Jan. 3	Thur.	Textbook sales begin. Check with Outreach Centers for book sales dates
Jan. 8	Tue.	25% of tuition/fees due or approved financial aid on file or classes will be dropped
Jan. 11	Fri.	Last day to change from credit/audit for 16-week term and 1 <sup>st</sup> 8-week term
Jan. 14	Mon.	<b>16-week semester and 1st 8-week term begin</b>
Jan. 14	Mon.	Senior Scholar registration-Park Hills, Student Services
Jan. 14-15	Mon-Tues	Late registration
Jan. 14	Mon.	Mon. evening classes begin
Jan. 15	Tue.	Last day to enroll in M/W/F day classes; evening classes up to 2nd class meeting
Jan. 16	Wed.	Wed. evening classes begin
Jan. 16	Wed.	Last day to register online through MyMAC
Jan. 16	Wed.	Last day to register for web classes
Jan. 17	Thur.	Last day to enroll T/Th day classes; evening classes up to 2nd class meeting
Jan. 17	Thur.	Thur. evening classes begin
Jan. 17	Thur.	Last day to withdraw completely and receive 100% refund for 1st 8-week term
Jan. 18	Fri.	Last day for full textbook refund
Jan. 19	Sat.	Sat. classes begin.
Jan. 20	Sun.	Last day to withdrawal completely and receive 100% refund for 16-week semester
Jan. 21	Mon.	<b>Martin Luther King Jr. Day - no day or evening classes; offices closed</b>
Jan. 25	Fri.	Payment in full due in order to prevent a non-refundable \$25 payment plan enrollment fee, potential late fees, or service charges.
Jan. 25	Fri.	Graduation applications due to the Registrar by 4:00 pm
Feb. 1	Fri.	<b>Fall 2019 scholarship application deadline</b>
Feb. 14	Thur.	Enrollment census
Feb. 15	Fri.	Mid-term grades for the 1 <sup>st</sup> 8-week term available on the web through MyMAC
Feb. 18	Mon.	<b>President's Day - no day or evening classes; offices closed</b>

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Feb. 19	Tue.	Graduation seminar 12:30 pm & 5:30 pm - Rice Lecture Hall A
Feb. 20	Wed.	Graduation seminar 12:00 noon - Rice Lecture Hall A
Feb. 25	Mon.	Last day to drop a 1 <sup>st</sup> 8-week class and receive a grade of "W"
Feb. 25-26	Mon-Tues	<b>Summer 2019</b> registration begins for currently enrolled students with min. 30 cr. hrs. earned
Feb. 27	Wed.	Exit exam for graduates 9:00 am & 1:00 pm - Room AS115, Arts & Sciences only
Feb. 28	Thur.	Exit exam for graduates 9:00 am & 4:00 pm - Room AS115, Career & Tech only
Feb. 27-Mar. 1	Wed.-Fri.	<b>Summer 2019</b> registration opens for currently enrolled students
Mar. 4	Mon.	<b>Summer 2019</b> open registration begins
Mar. 4	Mon.	Exit exam for graduates 9:00 am & 1:00 pm - Room AS115, Career & Tech only
Mar. 5	Tue.	Exit exam for graduates 9:00 am & 1:00 pm - Room AS115, Arts & Sciences only
Mar. 6	Fri.	Mid-term grades for the 16-week term available on MyMAC
Mar. 8	Fri.	1 <sup>st</sup> 8-week term ends
Mar. 8	Fri.	Last day to change from credit/audit for 2 <sup>nd</sup> 8-week term
Mar. 11-16	Mon.-Sat.	<b>Spring Break - no day or evening classes; offices closed</b>
Mar. 18	Mon.	2 <sup>nd</sup> 8-week term begins
Mar. 18	Mon.	<b>Fall 2019</b> courses and registration guide available at <a href="http://www.mineralarea.edu">www.mineralarea.edu</a>
Mar. 18	Mon.	<b>Fall 2019, Spring 2020, and Summer 2020</b> registration guide available
Mar. 18	Mon.	Exit exam for graduates 9:00 am & 1:00 pm - Room AS115, Arts & Sciences only
Mar. 19	Tue.	Exit exam for graduates 9:00 am & 1:00 pm - Room AS115, Career & Tech only
Mar. 20	Wed.	Grades available through MyMAC for 1 <sup>st</sup> 8-week term
Mar. 21	Thurs.	Last day to withdrawal completely and receive 100% refund for 2 <sup>nd</sup> 8-week term
Mar. 25	Mon.	Exit exam for graduates 9:00 am & 1:00 pm - Room AS115, Arts & Sciences only
Mar. 25-26	Mon.-Tue.	<b>Fall 2019</b> registration begins for currently enrolled students with min. 30 credit hours earned
Mar. 27	Wed.	<b>Fall 2019</b> registration begins for all currently enrolled students
Mar. 27	Wed.	Exit exam for graduates 9:00 am - Room AS115, Career & Tech only
Apr. 1	Mon.	<b>Fall 2019</b> open registration begins

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Apr. 4	Thur.	Exit exam for graduates 9:00 am & 4:00 pm - Room AS115, Arts & Sciences only
Apr. 18	Thur.	Last day to drop a 16-week class and receive a grade of "W"
Apr. 18	Thur.	<b>Professional Development Day - no day or evening classes; offices closed</b>
Apr. 19	Fri.	Mid-term grades for 2 <sup>nd</sup> 8-week term available online through MyMAC
Apr. 19-20	Fri.-Sat.	<b>Spring break - no day or evening classes; offices closed</b>
Apr. 29	Mon.	<i>Deadline to complete FAFSA for <b>summer 2019</b>; late applications accepted however, students pay up front and get reimbursed if they qualify</i>
May 1	Wed.	<i>Deadline to complete FAFSA for <b>summer 2019</b>; late applications accepted but students to pay up front and get reimbursed if they qualify.</i>
May 6	Mon.	Last day to drop a 2 <sup>nd</sup> 8-week class and receive a grade of "W"
May 7	Tue.	Last T/Th day class
May 10	Fri.	Commencement rehearsal - 3:00 pm
May 10	Fri.	Last M/W/F day class
May 11	Sat.	Commencement - 10:30 am
May 13-17 & 20	Mon.-Fri. & Mon.	Book buybacks in the bookstore from 7:30 am - 7:00 pm. Students must return all spring rental books
May 15	Wed.	<i>25% of tuition/fees due for <b>summer 2019</b> classes or approved financial aid on file or classes will be dropped</i>
May 17	Fri.	Last date to pay MAC for spring tuition before sending account balances to collection agency
May 18	Sat.	2 <sup>nd</sup> 8-week and 16-week terms end
May 20	Mon.	Final grades due by 10:00 am
May 24	Fri.	Final grades available online through MyMAC

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## Summer 2019

Events below are associated with Summer 2019 unless otherwise noted

May 27	Mon.	<b>Memorial Day holiday - no day or evening classes; offices closed</b>
May 28	Tue.	Textbook sales begin – check Outreach Centers for book sales dates
May 31	Fri.	Last day to change from credit/audit for 8-week, 6-week, & 1 <sup>st</sup> 4-week terms
June 3	Mon.	<b>Classes begin; last day to enroll</b>
June 3	Mon.	<b>8-week, 6-week, and 1st 4-week terms begin</b>
June 3	Mon.	Senior Scholar registration - Park Hills, Student Services
June 7	Fri.	Last day for full textbook refund
June 7	Fri.	Graduation applications due to the Registrar by 3:00 pm
June 14	Fri.	Enrollment census
June 18	Tue.	Graduation Seminars 12:30 pm & 5:30 pm, Rice Lecture Hall A
June 24	Mon.	Last day to drop a 1 <sup>st</sup> 4-week class and receive a grade of “W”
June 26	Wed.	Exit exam for graduates 9:00 am & 1:00 pm – Room AS115, Arts & Sciences only
June 27	Thur.	Exit exam for graduates 9:00 am & 4:00 pm – Room AS115, Career & Tech only
June 28	Fri.	Outstanding balances are due in order to prevent service charges
June 28	Fri.	1 <sup>st</sup> 4-week term ends
June 28	Fri.	Last day to change from credit/audit for 2 <sup>nd</sup> 4-week term
June 28	Fri.	Payment in full due, to prevent service charges.
July 1	Mon.	<b>2nd 4-week term begins</b>
July 4 - 6	Thur. – Sat.	<b>Independence Day - no day or evening classes; offices closed</b>
July 8	Mon.	Last day to drop a 6-week class and receive a grade of “W”
July 8	Mon.	Exit exam for graduates 9:00 am & 1:00 pm – Room AS115, Career & Tech only
July 9	Tue.	Mid-term grades available on the web through MyMAC
July 9	Tue.	1 <sup>st</sup> 4-week term grades available on the web through MyMAC
July 9	Tue.	Exit exam for graduates 9:00 am & 1:00 pm – Room AS115, Arts & Sciences only
July 11	Thur.	Exit exam for graduates 9:00 am & 4:00 pm – Room AS115, Arts & Sciences only

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## Summer 2019 (continued)

July 15	Mon.	6-week term ends
July 16	Tue.	Last day to drop an 8-week class and receive a grade of "W"
July 23	Tue.	Last day to drop a 2 <sup>nd</sup> 4-week class and receive a grade of "W"
July 23	Tue.	6-week term grades available on the web through MyMAC
July 25, 26, & 29	Thur., Fri. & Mon.	Book buy-backs in the bookstore from 7:30 am-7:00 pm. Students must return all summer rental books
July 29	Mon.	Last date to pay MAC before sending account balances to collection agency
July 29	Mon.	8-week and 2 <sup>nd</sup> 4-week terms end
July 30	Tue.	Final grades due by 10:00 am
Aug. 1	Thur.	Final grades available online through MyMAC

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# Final Exam Schedules

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

## FALL & SPRING

### Day Classes

Exam Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 9:40	8 am MWF Classes	8 or 8:30 am TR Classes	9 am MWF Classes	9 or 9:30 am TR Classes	
10:00 - 11:40	10 am MWF Classes	10 or 10:30 am TR Classes	11 am MWF Classes	11 or 11:30 am TR Classes	
12:00 - 1:40	12 pm MWF Classes	12 or 12:30 pm TR Classes	1 pm MWF Classes	1 or 1:30 pm TR Classes	
2:00 - 3:40	2 pm MWF Classes	2 or 2:30 pm TR Classes	3 pm MWF Classes	3 or 3:30 pm TR Classes	
4:00 - 5:40	4 pm MWF Classes	4 or 4:30 pm TR Classes	5 pm MWF Classes	5 or 5:30 pm TR Classes	

### Evening and Saturday Classes

Fall Exam Date	Spring Exam Date	Classes
Mon., Dec. 10	Mon., May 13	Monday Evening Classes
Tues., Dec. 11	Tues., May 14	Tuesday Evening Classes
Wed., Dec. 12	Wed., May 15	Wednesday Evening Classes
Thurs., Dec. 13	Thurs., May 16	Thursday Evening Classes
Fri., Dec. 14	Fri., May 17	Friday Evening Classes
Sat., Dec. 15	Sat., May 18	Saturday Classes

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

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# 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-Forestry

Pre-Journalism  
Pre-Law  
Pre-Medicine  
Pre-Pharmacy  
Pre-Physical Therapy

Elementary Education  
(Grades 1-6)  
Music Education  
Secondary Education

### ASSOCIATE OF ARTS IN TEACHING (AAT) DEGREE

*Areas of Concentration:*  
Early Childhood Education  
(Grades Pre-K-3)

### ASSOCIATE OF GENERAL STUDIES (AGS) DEGREE

General Studies

### CERTIFICATE Global Studies

## Career & Technical Programs

MAC can help you prepare for immediate employment and boost your earnings.

### ASSOCIATE OF SCIENCE (AS) DEGREE

Allied Health Related:  
Associate Degree Nursing  
(RN)  
ADN-Advanced Placement  
Radiologic Technology  
Respiratory Therapy\*+

### ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

Agriculture  
Automotive Collision  
Technology\*  
Automotive Technology\*  
Business Computer  
Programming  
Business Management  
Business Management-  
Accounting  
Business Management-  
Microcomputers  
Business Management-  
Pharmacy Technician  
Child Development  
Computer Networking  
Construction/Building  
Technology\*

Criminal Justice-Correctional  
Administration  
Criminal Justice-Forensic  
Investigation  
Criminal Justice-Judicial  
Administration  
Criminal Justice-Law  
Enforcement  
Digital Media Technology\*  
Electrical Technology\*  
Electrical/Electronics  
Technology  
Engineering Technology-  
Design Drafting  
Engineering Technology-  
Manufacturing  
Fire Science Technology  
Graphic Arts/Printing  
Technology\*  
Heating, AC and Refrigeration  
Technology\*  
Industrial Maintenance  
Machine Tool Technology\*  
Office Systems Technology-  
Administrative Assistant  
Office Systems Technology-  
Medical Coding  
Paramedic Technology

Physical Therapist Assistant\*+  
Skilled Trades\*\*  
Welding Technology\*

### CERTIFICATES

Agriculture  
Automotive Collision  
Technology\*  
Automotive Technology\*  
Business Management  
Child Development  
Child Development Associate  
Computer Networking  
Connector and Conductor\*\*\*  
Construction/Building  
Technology\*  
Criminal Justice-Law  
Enforcement  
Digital Media Technology\*  
Electrical Technology  
Emergency Medical  
Technician  
Fire Science  
Graphic Arts/Printing  
Technology\*  
Heating, AC and Refrigeration\*  
Industrial Hydraulic Mechanic  
Industrial Maintenance

Law Enforcement  
Academy-1000 hours  
Logistics Technician  
Machine Tool Technology\*  
Mobile Hydraulic Mechanic  
Office Systems Technology-  
Administrative Assistant  
Office Systems Technology-  
Medical Coding  
Pharmacy Technician  
Pneumatic Technician  
Practical Nursing-LPN  
Production Technician  
Welding Technology\*

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

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## Admission

Enrollment at MAC is open to applicants 16 years of age and older. Some programs of instruction require specific qualifications. Admission to the college does not guarantee acceptance into a particular course or program. Consult the [MAC Catalog](#) for specific information on college policies.

The MAC application can be found at [www.MineralArea.edu](http://www.MineralArea.edu). Click 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.

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# Log In to MyMAC

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

Once accepted to MAC, you can search and register for classes, pay tuition, and access academic and personal information through MyMAC, the student portal, using your MAC student ID number and password. Initially, passwords are randomly created by the student information system. You will be prompted to change your 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 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.

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## 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.

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# Assessment

## Placement Tests

- **ACT** — The preferred test for placement at MAC is the ACT, administered in **September, October, December, February, April** and **June**. You may also satisfy prerequisite placement test scores by taking an eligible online placement test.
- **Accuplacer** — The Accuplacer test is an untimed examination taken on computer in MAC's Assessment Center, as well as other satellite locations. 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 \$15 for all three test subject areas, \$10 for two test subject areas, or \$5 for one test subject area. You should arrive at least ten minutes prior to the start of the test and bring a picture ID (REQUIRED) along with the testing fee, which can be paid by cash or check, or credit card in our business office or if you schedule the test online. Please note if you use the online scheduler, you are not required to pay via credit card at the time of scheduling; you may bring in payment when you arrive for testing.
- **HiSET** (High School Equivalency Test) — To schedule this test at MAC, you 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, you 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. 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-section fee. You can create an account and register for testing at [www.hse.mo.gov](http://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 you to demonstrate basic general education competencies before they are admitted to an educator preparation program. You must register with Pearson Vue at [www.Mo.nesinc.com](http://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'd like to schedule or pay for an exam, go to the "Testing" tab on MyMAC and follow the instructions or call (573) 518-2202. 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.

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## 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](mailto: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](http://www.MineralArea.edu).

### When and How To Seek Financial Aid

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](http://www.fafsa.gov) (school code 002486). You'll need to complete the aid form each year you're in school.

For fall semester, file your application by July 1; for spring semester, file your application by Dec. 1; for summer semester, file your application by May 1. Late applications will be accepted, but you'll be required to pay for tuition, fees, books and other expenses up front and receive reimbursement later if eligible.

### Satisfactory Academic Progress (Summary)

A. You must complete at least 67% of attempted credit hours, or risk losing Federal Student Aid. Also, there is a maximum amount of time or credit hours you have to

complete a program of study. When you meet 150% of the designated maximum hours for a program of study, graduate, or complete a program of study, aid eligibility is lost. The maximum hours includes credit hours transferred in from other colleges. (*Example: a program requires 62 hours to complete it. If you accumulate 93 hours or more which is 62 x 1.5, you'll lose aid eligibility.*)

B. You must keep your cumulative grade point average (GPA) at or above 2.0. Fall below the minimum, and aid eligibility is lost.

C. Students new to financial aid (whether transfer or new applicant) are eligible during their first semester of aid. Following the first semester, all credit hours, including those transferred in from other colleges or universities, count in the maximum credits allowed (related to item "A" above). If you exceed the maximum credits or graduate/complete your program of study, you're placed in a status known as Over Maximum Timeframe which is a Probation status and aid eligibility is lost.

D. If you fail to meet the minimum 67% completion for classes attempted or don't meet the minimum GPA (in "B" above), you'll be moved to a "Financial Aid Warning," but are still eligible for student aid for one semester. If you exceed the maximum credits for a program or have a bachelor's degree, you're placed in an "Over the Time Frame Probation" status.

E. If, following the "Financial Aid Warning" semester, you are still deemed ineligible for aid, you're placed on "Financial Aid Probation" which is a loss of all Federal Student Aid.

F. If you're placed on "Financial Aid Probation," you may file an appeal for review. The same logic applies to Over Maximum Timeframe students whereby an appeal is available, but failure to meet the objectives of the academic plan will cause loss of student

aid.

G. If an appeal is submitted, the appeal is reviewed and a decision rendered (i.e. approved or not approved). If approved, you must follow an academic plan to complete your program of study and retain aid eligibility. If not approved, you may elect to file a grievance appeal for review in accordance to the college policy.

### Return Of Title IV Funds

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 regularly/actively participate prior to the 60% point of any semester- see Administrative Withdrawal Policy on MyMAC under the My Financial Aid Tab or the Financial Aid Section at [www.MineralArea.edu](http://www.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;
- May owe a refund to Mineral Area College 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;
- May owe a refund to MAC and/or Federal Student Aid Programs based upon this recalculation.

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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.

Official policy in its entirety is available on MyMAC under the MyFinancial Aid tab and the Mineral Area College website under the Financial Aid section.

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## Tuition

Mineral Area College tuition rates are as follows:

In-District .....	\$111 per cr. hr.
Out-of-District.....	\$151 per cr. hr.
Out-of-State .....	\$203 per cr. hr.

*Rates subject to change.*

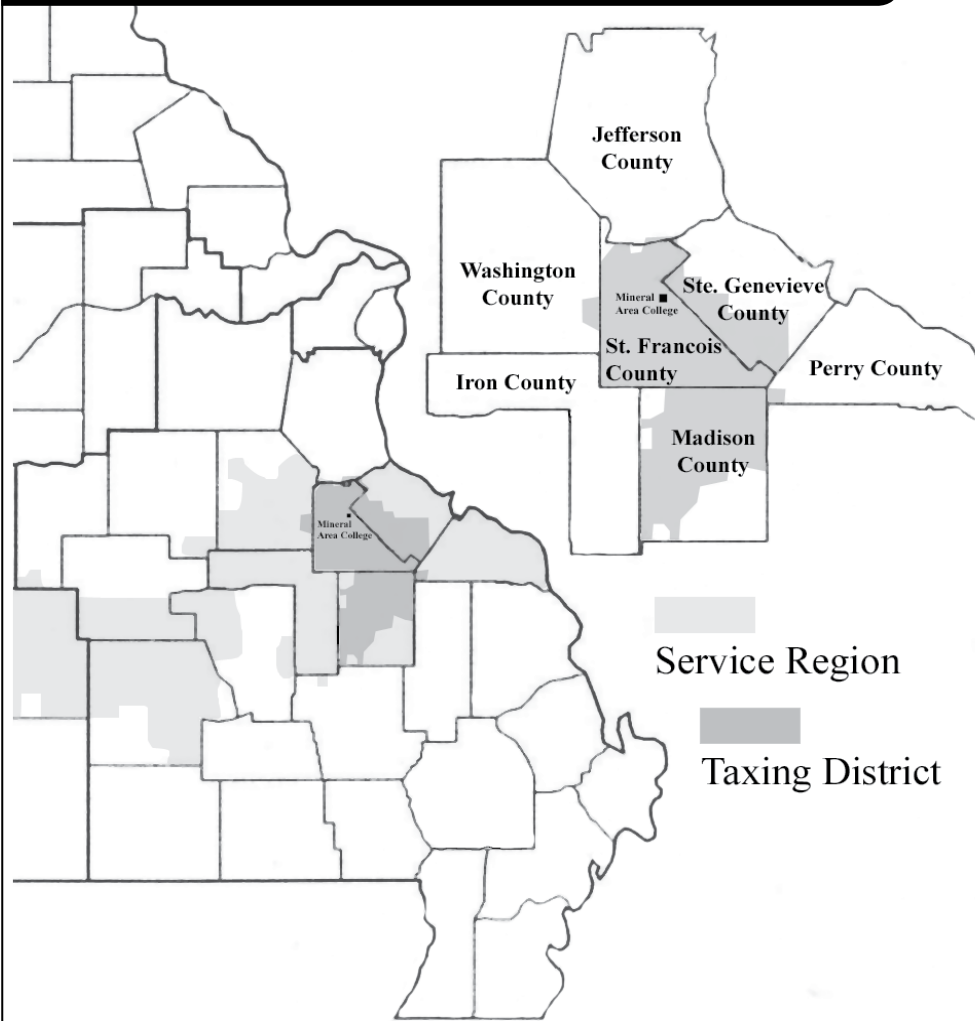
Veterans and their dependents may qualify for the in-district tuition rate at MAC.

## Taxing District & Service Region

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

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

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# Payments & Deadlines

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

## Deadlines for Fall

Please read carefully. There are different payment due dates depending on when you registered for classes for the Fall 2018 semester.

- **July 11, 2018** — *for those registering June 30 and prior*  
25% of all tuition and fees is due or approved financial aid must be on file with the Business Office. Schedules may be cancelled (classes dropped) for students who miss this deadline.
- **August 23, 2018**  
ALL tuition and fees due to avoid non-refundable, \$25 payment plan enrollment fee, potential late fees, and/or service charges.
- **October 1, 2018** — *for those registering in only second 8-week classes (which begin in October)*  
50% payment is due. The remaining 50% is due November 1. There are no payment plans available for second 8 week classes.
- **Dec. 17, 2018**  
Last date to pay MAC before sending account balances to collection agency.

## Deadlines for Spring

- **January 8, 2019** — 25% of all tuition and fees is due or approved financial aid must be on file with the Business Office. Schedules may be canceled (classes dropped) for students who miss this deadline. Subject to change.  
  
Students who enroll in classes after Jan. 9 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 25, 2019** — Last date to pay balance and avoid payment plan fees, etc.  
  
Payment in full must be received by Jan. 26 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 17, 2019** — Last date to pay MAC before account is sent to collections. All unpaid balances will incur a \$25 collection fee, be turned over to collections, and be subject to MO State Tax Interception. MAC offers payment plans for the spring and fall semesters.

## Deadlines for Summer

- **May 15, 2019** — 25% of all tuition and fees is due or approved financial aid must be on file with the Business Office. Schedules will be canceled (classes dropped) for students who miss this deadline.
- **June 28, 2019** — Last date to pay balance and avoid service charges. No payment plans are available for summer semesters.
- **July 29, 2019** — Last date to pay MAC before account is sent to collections.

## Unpaid Balances/Holds

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

## Payment Options

### Online at [www.MineralArea.edu](http://www.MineralArea.edu)

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

### Mail a Check

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

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**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.

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# Refunds

## Refunds, Calculating Refunds

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

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

### 16-Week Semester

Calendar Days Elapsed .....	Refund Due
Calendar Day 1 – 7 for dropped course(s) .....	100% Refund
Calendar Days 8 – 14 for dropped course(s) .....	50% Refund
Calendar Day 15 and after .....	NO Refund

### 8-Week Semester

Calendar Days Elapsed .....	Refund Due
Calendar Day 1 – 4 for dropped course(s) .....	100% Refund
Calendar Days 5 – 7 for dropped course(s) .....	50% Refund
Calendar Day 8 and after .....	NO Refund

### 4-Week Semester

Calendar Days Elapsed .....	Refund Due
Calendar Day 1 – 2 for dropped course(s) .....	100% Refund
Calendar Days 3 – 4 for dropped course(s) .....	50% Refund
Calendar Day 5 and after .....	NO Refund

For terms with flexible start/end dates (6-week classes, 10-week classes, etc.), refunds will be calculated by the Business Office. Please call (573) 518-2251.

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# 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.

## Adding/Dropping/Withdrawing

### Adding Classes

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.

### Dropping Classes/Withdrawing from College

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

passing date or 75% of a term will earn a grade of "F" for the course.

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

When a student stops attending all classes or drops the only class in which he or she is enrolled, a Withdrawal/Exit Form must be submitted to the Registrar's Office or outreach centers in person. Students not able to travel to campus can email registrar@MineralArea.edu to withdraw from the college. A "W" will be posted to the academic record if the withdrawal request is submitted between the first 12.5% and 75% of the semester or term. Students who stop attending or participating in all classes after the last withdrawal/passing date or 75% of a term will earn a grade of "F" for each course.

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

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

be recorded as a "W" and appear on the student's permanent record.

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

## 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.

## Campus Bookstore

Students can check prices or order textbooks by going to [www.MineralArea.edu](http://www.MineralArea.edu) and clicking the "Bookstore" tab. Spring textbooks will be available to view online around Dec. 1, 2018; for summer, approximately May 2, 2019.

Fall textbook sales begin Aug. 8, 2018; spring, Jan. 3, 2019. A student's class schedule is required to buy textbooks. Textbooks may also be available for purchase

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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 fall books for a full refund is Aug. 24, 2018; for spring, Jan. 18, 2019. 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. Supporting documentation must be submitted with the name change form.

## 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 and resident assistants 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 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 court, 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.

## 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 MAT1180 and subsequently completes MAT1270 in a following term with a "C," the student is not allowed to repeat MAT1180.

## 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

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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 or 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, and will also be posted on MyMAC.

Commencement exercises are held in May for students completing AA, AAT, AGS, AAS, and AS degrees. Graduates will receive commencement information at the graduation seminars and by email. Approximately four to six 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 the Registrar's Office at [registrar@MineralArea.edu](mailto:registrar@MineralArea.edu) or (573) 518-2119. All requests to participate should be received before Spring Break in March 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](mailto: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 graduation questions.

## 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, Closings

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
- **KFVS** (Ch. 12) — Cape Girardeau
- **KGIR** (1220 AM) — Cape Girardeau
- **KGKS** (93.9 FM) — Cape Girardeau
- **KJFF** (1400 AM) — Festus
- **KMOV** (Ch. 4) — St. Louis
- **KPWB** (104.9 FM) — Piedmont
- **KREI** (800 AM) — Farmington
- **KSDK** (Ch. 5) — St. Louis
- **KTJJ** (98.5 FM) — Farmington
- **KTVI** (Ch. 2) — St. Louis
- **[www.MineralArea.edu](http://www.MineralArea.edu)**
- **[dailyjournalonline.com](http://dailyjournalonline.com)**
- **MAC ALERTS Textcasting** (see "Textcasting, MAC Alerts")

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

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

If the message is: "*MAC will be operating*

Continued on next page.

## GENERAL INFORMATION

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| • Adding/Dropping/Withdrawing                        | • Enrollment Verification     | • Inclement Weather Policy      | • Parking: Main Campus         |
| • Campus Bookstore                                   | • Grades                      | • Information Subject to Change | • Release of Information-FERPA |
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on a late schedule,” this generally means offices will open and classes will begin at 10 a.m. Should this happen more than twice in a semester, morning classes before 10 a.m. will be made up at a later date.

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

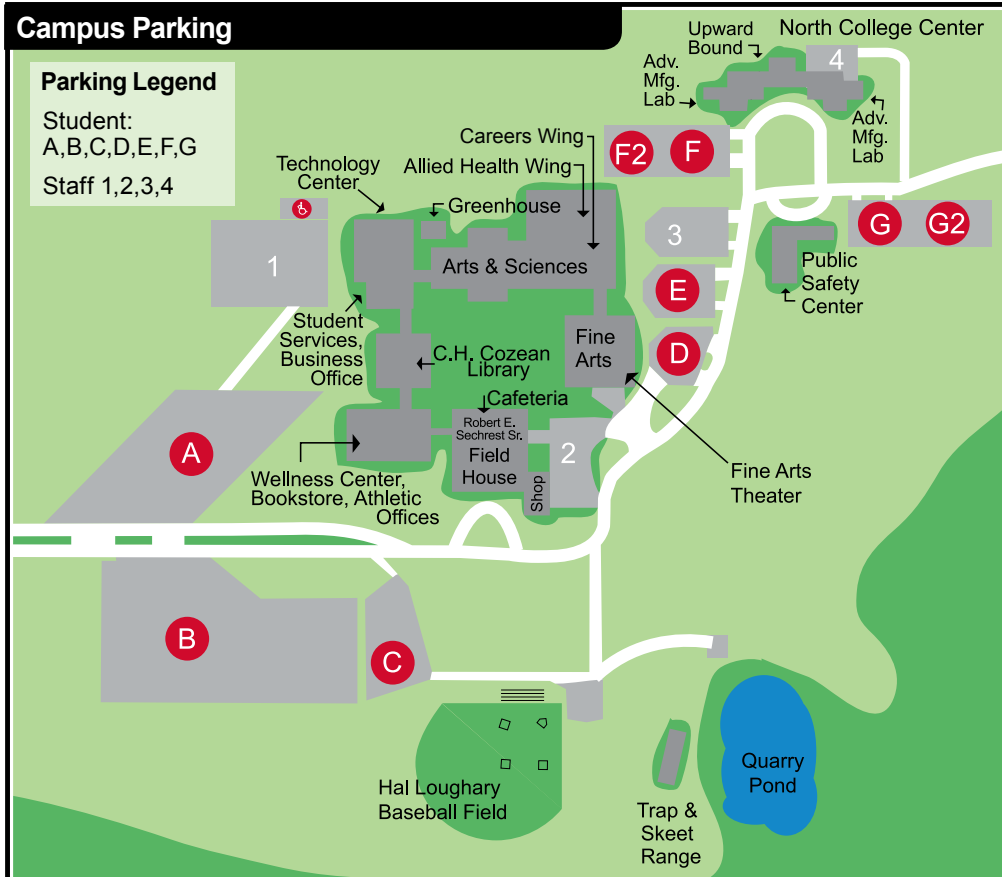
Although Mineral Area College strives for accuracy, the college retains the right to cancel courses or programs, change instructors, times and/or locations of classes. All information in this publication and online is subject to change without notice, including tuition and fees. Consult [www.MineralArea.edu](http://www.MineralArea.edu)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

For more information on college policies, amenities, organizations and services, please consult the **MAC Student Handbook** available online. 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**



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**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.

## 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.

All currently enrolled students may also use the facility provided they show a MAC I.D.

# Alternative & Distance Learning Courses

## Internet/Web Courses

Web courses are conducted online. 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 proctored exams or may need specific software or additional equipment.

Web classes 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 class 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 if they have specific questions about the class.

There is an additional fee for each Internet class taken.

## 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 2-2:50 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 outside work.

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.

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# 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

Aaron Miller, Manager (573) 518-2106  
Mon-Thurs, 7:30 am-7 pm; Fri, 7:30 am-3 pm  
(Summer: Same hours)

### Cardinal Cafe

Fall Hours:  
Mon-Fri, 7:30 am-2 pm; 4:30pm-6:30 pm  
Also open during Field House athletic events  
Check e-mail for menu.

### Computer Lab - T106

Mon-Thurs, 8 am-7 pm; Fri, 8 am-3 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
Arts & Sciences Dean.....	518-2100
Assessment.....	518-2202
Athletics .....	518-2134
Business Office.....	518-2115
CMU@MAC.....	518-2112
Career Planning.....	518-2193
Career Employment Services.....	518-3848
Career & Tech Ed. Dean.....	518-2157
Campus Police, Cell Phone.....	631-2831
Campus Police, Office .....	518-2304
College Park Student Housing .....	518-1330
Computer Help Desk .....	518-3850
Continuing Education .....	518-2342
Customized Training.....	518-2157
Dual Credit.....	518-3805
Enrollment Verification.....	518-2119
Financial Aid .....	518-2133
Distance Education Director.....	518-2100
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

Julie Downs, Coordinator  
1 Black Knight Drive, Farmington, MO 63640  
(573) 701-1300 ext. 2139, (fax) 701-1324  
Mon-Thurs, 3:30-7 pm

## Fredericktown Outreach Center

Sandra Ivison, Coordinator  
1450 Madison 517, Fredericktown, MO 63645  
(573) 783-7932 or (573) 783-7914  
Mon, Tues, Thurs, 10 am-9:30 pm;  
Wed, 10 am-6 pm  
Fri, 8 am - noon  
Hours subject to change based on class  
schedules. Call to verify.  
(Summer: Subject to change. Call to verify.)

## Perryville Higher Education Center

Mary Bauwens, Director  
St. Mary's of the Barrens Facility  
108 S. Progress Dr., Perryville, MO 63775  
(573) 547-4143  
Mon-Wed, 8 am-9:30 pm  
Thurs, 8 am-6 pm  
Fri, 8 am-noon  
Hours subject to change based on class  
schedules. Call to verify.

## Learning Center

Hours to be determined.

## Potosi Outreach Center

Joel Nivens, Coordinator  
Potosi High School  
#1 Trojan Drive, Potosi, MO 63664  
(573) 436-2156 ext. 1224  
(fax) 436-9842  
Mon-Fri, 2:30-9 pm

## Learning Center

Mon-Fri, 3:30-9 pm

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