
STUDENT GUIDE

FOR DUAL CREDIT & DUAL ENROLLMENT



MINERAL AREA COLLEGE

DUAL CREDIT

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

GETTING STARTED WITH DUAL CREDIT

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

PARTICIPATING HIGH SCHOOLS

Arcadia Valley High School	Perryville High School
Bismarck High School	Potosi High School
Central High School	St. Paul Lutheran High School
Farmington High School	Valley High School
Fredericktown High School	West County High School
North County High School	

DROPPING A DUAL CREDIT COURSE

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

TUITION, BOOKS AND FEES

Dual Credit Tuition: \$58 per credit hour
Dual Credit Fees: \$10 fee per semester
Dual Credit Textbooks & Materials: Check with your high school
MAC is not responsible for purchasing required books and materials (Tuition and fees are subject to change.)

PAYMENT POLICY & DEADLINES

Once a dual credit student and the parent/guardian sign the Dual Credit Form and it is approved by the Dual Credit Office, the student (and parent/guardian) are financially responsible for tuition and any additional costs associated with the course(s) they selected. Students will be mailed a bill for each semester they enroll. Bills are mailed about 6-8 weeks into the semester. Students who have an outstanding balance cannot view/request transcripts or enroll in additional courses until the balance is paid in full. Eventually, unpaid accounts are sent to a collection agency.

Methods of payment:

- Stop by or call the Business Office at 573-518-2287
- Log in to MyMAC and click on the My Account Info tab
- Mail a check or money order to: Business Office, Mineral Area College, P.O. Box 1000, Park Hills, MO 63601. Write the Student ID # on the check.

Fall Semester Dual Credit Payment Deadline: December 1

Spring Semester Dual Credit Payment Deadline: May 1

DUAL CREDIT COURSES

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

ART 1500 - History of Art II
BIO 1150 - General Biology
BIO 2540 - Human Anatomy & Physiology
ENG 1330 - English Comp I
ENG 1340 - English Comp II
ENG 1440 - Public Speaking
ENG 1570 - Intro to Literature
ENG 1670 - Interpersonal Communication
HIS 1130 - Western Civilization I
HIS 1140 - Western Civilization II
HIS 1230 - American History I
HIS 1240 - American History II
MAT 1180 - Fundamentals of Algebra
MAT 1240 - Quantitative Reasoning
MAT 1260 - Elementary Statistics
MAT 1270 - PreCalc: Algebraic Reasoning
MAT 1370 - PreCalc: Trig & Geo. Reasoning
MAT 1650 - Analytic Geometry & Calc I
MFL 1370 - Elementary Spanish I
MFL 1470 - Elementary Spanish II
MFL 2230 - Intermediate Spanish I
MFL 2250 - Intermediate Spanish II
MSC 1801 - Appreciation of Music
PED 2700 - Wellness Center I
PED 2710 - Wellness Center II
PHI 1400 - Intro to Philosophy
PHI 1410 - Comparative Religion
PHS 1250 - Introductory Chemistry
POS 1180 - American Political Systems
PSY 1130 - General Psychology
PSY 1250 - Human Growth & Development
SOC 1130 - General Sociology
THE 1000 - Intro to Theatre

DUAL ENROLLMENT

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

GETTING STARTED WITH DUAL ENROLLMENT

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

DROPPING A DUAL ENROLLMENT COURSE

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

TUITION, BOOKS AND FEES

Dual Enrollment Tuition: \$58 per credit hour

Dual Enrollment Fees: Students are responsible for fees

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

PAYMENT POLICY & DEADLINES

Dual enrollment students are financially responsible for tuition and any additional costs associated with the course(s) they enroll in unless they drop the course(s) prior to the start of the MAC semester. Students will be mailed a bill for each semester they enroll. Bills are mailed about 6-8 weeks into the semester. Students who have an outstanding balance cannot view/request transcripts or enroll in additional courses until the balance is paid in full. Eventually, unpaid accounts are sent to a collection agency.

Methods of payment:

- Stop by or call the Business Office at 573-518-2287
- Log in to MyMAC and click on the My Account Info tab
- Mail a check or money order to: Business Office, Mineral Area College, P.O. Box 1000, Park Hills, MO 63601. Write the Student ID # on the check.

Fall Semester Dual Enrollment Payment Deadline: December 1

Spring Semester Dual Enrollment Payment Deadline: May 1

ONLINE COURSES

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

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

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

ON-CAMPUS COURSES

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

HOME SCHOOL STUDENTS

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

STUDENT INFORMATION

ADVISING

Students taking dual credit and dual enrollment courses should contact MAC's Dual Credit Coordinator when they have questions about enrolling in courses. Students planning to get their associate degree while in high school must meet with MAC's Dual Credit Coordinator each semester to ensure they are on track to graduate.

ATTENDANCE

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

BOOKSTORE

Students taking dual credit classes will need to check with their high school for books and required materials for their courses. Students taking dual enrollment courses are responsible for purchasing their books unless their high school does so. Students must have their books and required materials by the first day of the MAC semester.

Students enrolled at Mineral Area College can obtain a Student ID Card from the MAC Bookstore. Contact the MAC Bookstore at 573-518-2106.

ELIGIBILITY & PRE-REQUISITES

High school students must meet the following requirements to enroll:

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

GPA is calculated on a 4.0 scale.

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

FERPA

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

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

GPA

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

GRADES

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

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

LEARNING CENTER

The Learning Center is a great resource for MAC students who need tutoring for certain classes. The service is free. Contact the Learning Center at 573-518-2140.

STUDENT INFORMATION

LIBRARY

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

STUDENT CONDUCT

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

STUDENT HOLDS

A hold on a student's account (such as fees due, library fine, etc.) will prevent the student from doing things such as registering for additional classes, viewing/requesting their transcript, etc.

STUDENTS WITH DISABILITIES

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

SYLLABUS

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

TRANSCRIPTS

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

TRANSFERABILITY OF CREDIT

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

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

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

WITHDRAWAL DUE TO SPECIAL CIRCUMSTANCES

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

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

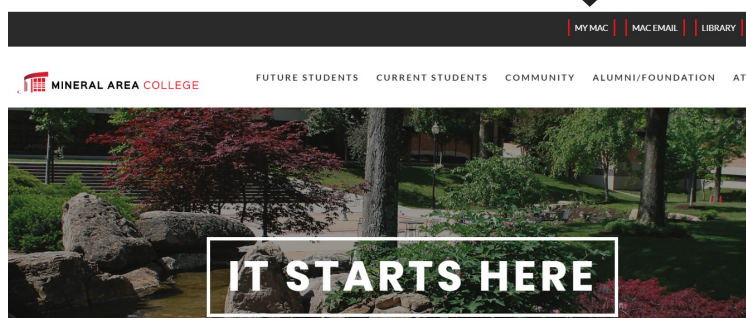


NATIONAL ALLIANCE OF
CONCURRENT ENROLLMENT
PARTNERSHIPS

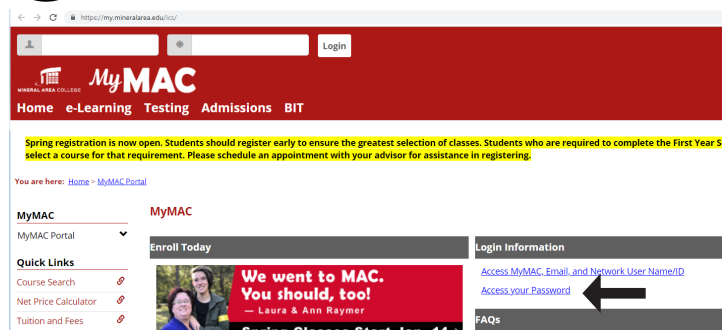
MYMAC & MAC EMAIL

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

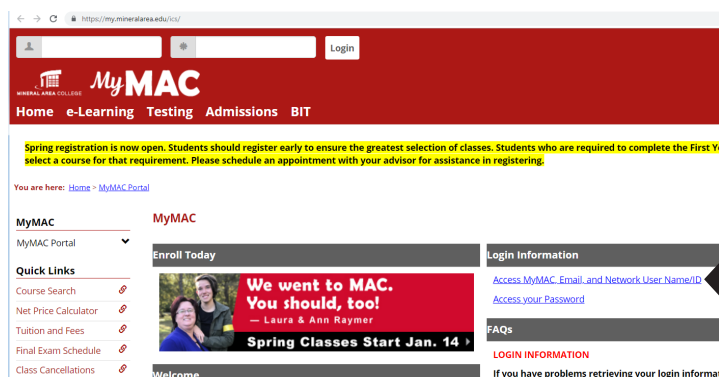
1 Go to www.MineralArea.edu and click on "MyMAC" at the top.



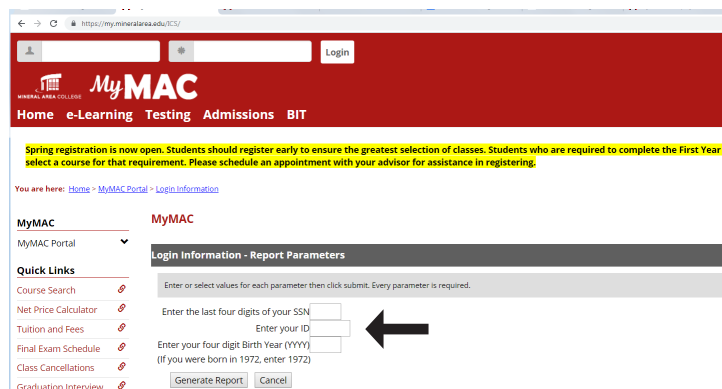
4 Go to the MyMAC home page again and under log-in information on the right side, click on "Access your Password".



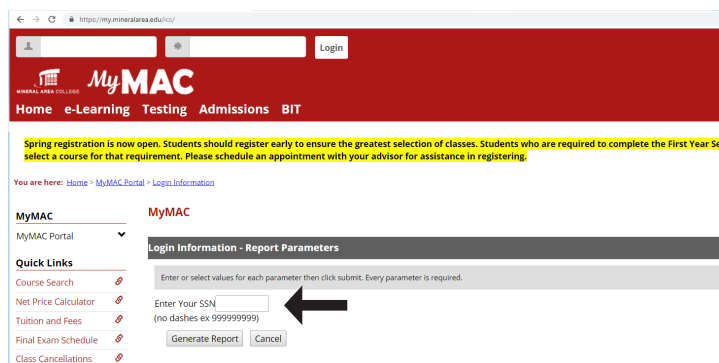
2 Once you are on MyMAC, on the right side under log-in information, click on "Access MyMAC, Email, and Network User Name/ID".



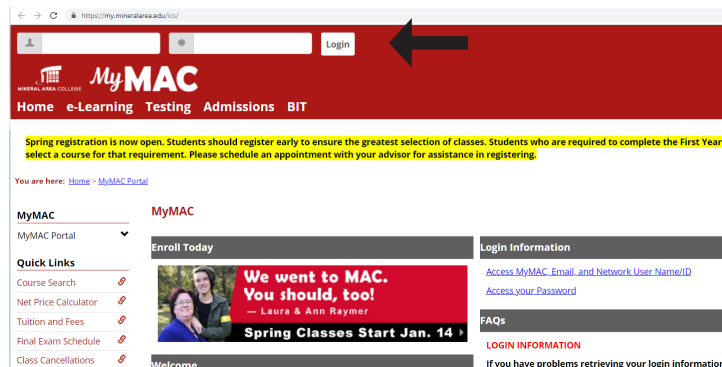
5 Enter the last four digits of your Social Security #, the 5 or 6 digit ID # and your year of birth. Click Generate Report. A PDF will pop up with the password.



3 Enter your Social Security Number (no dashes). Then click Generate Report. A PDF document will pop up with your ID # and email address.



6 To log in, go to the MyMAC home page again. At the top left, enter your 5 or 6 digit ID # and then your password. Then click Log in.



Once you complete the steps above to get logged in to MyMAC, go back to www.MineralArea.edu and click on "MAC email" (at the top). It will direct you to a Gmail account. You will enter in your MAC email address for the user name and then your MyMAC password for the password. Contact MAC's Help Desk at 573-518-3850 if you need help logging in.

MYMAC RESOURCES

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

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

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

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

The screenshot shows the MyMAC portal interface. At the top is a red navigation bar with the MyMAC logo and a user profile icon. Below the navigation bar is a breadcrumb trail: "You are here: [Home](#) > [Student Home](#)".

The main content area is divided into three columns:

- Left Column:** Contains a "MyMAC" header, a "Student Home" dropdown menu, a "MyMAC Portal" link, and a "Quick Links" section with links to "My Pages", "My Courses", "C.A.R.D.S. Orientation", "Course Search", "Net Price Calculator", "Student Direct Deposit Form", "Tuition and Fees", and "Final Exam Schedule".
- Middle Column:** Features an "Alerts and Notices" section with a "REGISTRATION GUIDE 2018-2019" banner and a video thumbnail showing a person in a blue shirt.
- Right Column:** Contains a "Student Links" section with links to "Add/Drop Courses", "Degree Audit", "e-Learning Courses", "My Account Information", "My Financial Aid", "Register for Courses", "Student Information and Forms", and "Unofficial Transcript and Grade Report". Below this is a "Handouts" section.

Callout arrows from the text bubbles point to the following elements in the interface:

- The "E-LEARNING TAB" bubble points to the "e-Learning" link in the navigation bar.
- The "MY ACCOUNT INFO TAB" bubble points to the "My Account Info" link in the navigation bar.
- The "STUDENT TAB" bubble points to the "Student" link in the navigation bar.
- The "COURSE SEARCH" bubble points to the "Course Search" link in the "Quick Links" section.



MINERAL AREA COLLEGE

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

Contact us to get started at MAC!

Call us at 573-518-3805

Email us at tweissmu@mineralarea.edu

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

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