



# MAC

## MINERAL AREA COLLEGE

**Student Handbook**

2020-21



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# Non-Discrimination Notice

As per Board of Trustees policy updated August 15, 2019, applications for admission and employment, students, parents, employees, sources of referral of applications for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender identity, disability, age, religion, creed, sexual orientation, genetic and family medical history as defined by GINA, or marital or parental status, in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Mineral Area College's compliance with the regulations implementing Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disabilities Act (ADA) of 1990 is directed to contact the Human Resources Director, Title VI and VII, Title IX, Section 504 and ADA Coordinator, Mineral Area College, P.O. Box 1000, Park Hills, MO 63601-1000, (573) 518-2378 who has been designated to coordinate the College's efforts to comply with the regulations implementing Title VI and VII, Title IX, Section 504, the Americans with Disabilities Act, and the ADA Amendments Act.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with regulations implementing Title VI and VII, Title IX, Section 504, the Americans with Disabilities Act, or the ADA Amendments Act.

# Directory of Services – Park Hills

Telephone: (573) 431-4593

TDD users: Use MORelay at 711 or (800) 735-2966

(When dialing from an on-campus phone, only the 4-digit extension is needed)

| AREA   | EXT.                                   | LOCATION                             |
|--|--|--------------------------------------|
| Access Office (Disability Services)                        | (573) 518-2152                         | AS117                                |
| Admissions   | (573) 518-2206                         | T 1ST FLOOR –SS                      |
| Bookstore  | (573) 518-2106                         | SC                                   |
| Business Office  | (573) 518-2115                         | T 1ST FLOOR –SS                      |
| Campus Police  | (573) 518-2331<br>Cell: (573) 631-2831 |                                      |
| Career Connections   | (573) 518-2155                         | AS117                                |
| Career Placement   | (573) 518-3848                         | AS117                                |
| Career Services  | (573) 518-2193                         | AS117                                |
| Central Methodist University                               | (573) 518-2112                         | AS116                                |
| College Park   | (573) 518-1330                         | 112 Dixie Kohn Dr.                   |
| Counseling/Assessment                                      | (573) 518-2211                         | T 1ST FLOOR –SS                      |
| Educational Talent Search I                                | (573) 518-3843                         | AS100                                |
| Excel/Student Support Services                             | (573) 518-2131                         | AS-LC                                |
| Financial Aid  | (573) 518-2133                         | T 1ST FLOOR - SS                     |
| Academic Resource Center<br>Math Lab, Writing Lab, Testing | (573) 518-2140                         | AS-LC                                |
| Library  | (573) 518- 2141                        | LIB                                  |
| Receptionist   | (573) 518-2183                         | T 1ST FLOOR –SS                      |
| Registration (Enrollment)                                  | (573) 518-2126                         | T 1ST FLOOR –SS                      |
| Darrell S. Cole Memorial                                   | (573) 330-5289                         | 3900 Hwy 32,<br>Park Hills, MO 63601 |
| Shooting Range   |  |                                      |
| TRIO Programs  | (573) 518-2156                         |                                      |
| Truck Driver Training (MTC)                                | (573) 518-2238                         | CE                                   |
| University of Missouri –St. Louis                          | (573) 518-2324                         | T9                                   |
| Veterans Representative                                    | (573) 518-2202                         | T 1ST FLOOR - SS                     |
| Wellness/Fitness Center                                    | (573) 518-2104                         | FH                                   |

**Location Key:** Arts & Sciences Building (AS); Careers Wing (C); Technology Building (T); Field House (FH); Student Services (SS); Learning Center (LC); Continuing Education (CE); Library (LIB)

**NOTE:** All hours are subject to change. Please go to [www.mineralarea.edu](http://www.mineralarea.edu) for current information.

# Outreach Centers

## **Fredericktown**

(573) 783-7932

Direct ext. 3861

1450 Madison 517

Fredericktown, MO 63645

## **Perryville**

(573) 547-4143

Direct ext: 3871

108 S. Progress Drive

Perryville, MO 63775

## **Potosi**

(573) 436-9841

Potosi High School

#1 Trojan Drive

Potosi, MO 63660



# About

## Mission

Mineral Area College serves the community by providing students a quality, affordable education and offers opportunities for personal growth and career development in a safe, professional environment.

## Philosophy of Purpose

Close to the community it serves, Mineral Area College is dedicated to individual betterment and an open-door policy.

## Value Statements

1. Our students can expect excellence, opportunity, and encouragement so they are able to succeed.
2. The development of our teaching and learning environment is a responsibility we share by continually striving for quality in our educational programs.
3. Our curriculum and program offerings effectively serve our community's educational and training needs.
4. We are committed to respecting and caring for one another by being professional, fair, and honest.

## Vision Statements

Mineral Area College will be recognized as an innovative and significant educational institution and will:

1. Recruit, develop, and retain a diverse student population by providing an accessible, quality, and affordable education.
2. Provide students, staff, and faculty with appropriate resources for programs and services.
3. Encourage and support individuals, businesses, and organizations to meet their educational needs.
4. Serve as a resource for community and cultural enrichment.
5. Attract, develop, and retain dedicated, diverse, and professional employees.
6. Strengthen relationships with school districts and community agencies.

## Goals

Mineral Area College meets the needs of those who will transfer to other institutions, those who are preparing for careers through occupational programs, and those who value learning for its own sake. Through continuing education and cooperative programs, the College contributes to the economic development and general welfare of the region.

Mineral Area College fulfills its statutory mission through the following goals:

1. College/University Transfer: Provide lower-division courses in general education as well as prerequisite work leading to the Associate of Arts degree for students who plan to transfer to four-year institutions.
2. General Education: Provide courses that result in personal, cultural, intellectual, and social development in transfer and career programs leading to Associate of Arts, Associate of General Studies, Associate of Arts in Teaching, Associate of Science, or Associate of Applied Science degrees.
3. Customized and Contract Training: Provide specialized training to address specific needs of business and industry and to further the economic development of the region.
4. Career and Technical Education: Provide courses which aid in the achievement of the technical knowledge and general background information necessary for programs leading to Associate of Science, Associate of Applied Science degrees, as well as one- or two-year occupational certificates.
5. Developmental Education: Provide courses and resources that help students in the development of appropriate study skills so that they may achieve a successful transition into employment or postsecondary programs and coursework.
6. Student Services: Provide support services to assist students in achieving their educational goals, including orientation, assessment, academic and career advisement, financial assistance, personal counseling, accommodation services for students with disabilities, and other learning resources.

7. Continuing Education: Provide a variety of lifelong-learning opportunities to people of all ages who wish to acquire new skills through non-traditional activities, such as seminars, workshops, and non-credit courses for their professional careers.
8. Community and Cultural Services: Provide a variety of activities and events that are responsive to the advancement and enhancement of the region's diversity and quality of life.

## Organizational Priorities

Mineral Area College will be an open-door institution known for its integrity, flexibility, creativity, responsiveness, quality instruction, and from its commitment to working for the benefit of the educational and cultural needs of the citizens in the taxing district.

Mineral Area College adopts the following organizational priorities:

1. Student Success: Provide courses and programs in which learners will attain a general education, prepare for careers, meet lifelong-learning goals, and expand social and cultural awareness.
2. Outcomes Assessment: Commit to assessing student achievement in order to assure the College attains its mission, vision, and preserves its values. Assessment results and strategies are continuously used to improve the learning environment, operational processes, and the effectiveness of all employees.
3. High School Relationships: Ensure a smooth transition for high school students entering Mineral Area College and provide resources and information to maximize their college experience.
4. Diversity: Foster a climate in which diversity and individuality are respected and incorporated into learning opportunities for everyone. All students and employees are respected and safe within the College's learning and working environments.
5. Partnerships with Business and Industry: Promote and develop economic growth and vitality in the region by providing training to meet the needs of employers and employees in the region.
6. Technology and Facilities: Set high standards for continuous improvement of instructional and operational technologies as well as facilities.
7. Operational Effectiveness and Efficiency: Foster open lines of communication and cooperation among faculty, staff, and administrators. Create a working environment in which professional experience is valued and encouraged by providing the resources, tools, and encouragement to achieve the College's mission and philosophy of purpose. Achievement will be measured through ongoing institutional research and feedback. The results will be used to help determine long- and short-term goals.

## Degrees & Certificates

MAC offers classes and programs leading to two-year degrees and one-year certificates. Students can choose general education courses that will transfer to four-year institutions, or they can pursue a one- or two-year career/technical program to prepare them for directly entering the job market. You can find a list of degrees and certificates in the MAC catalog or online at <https://MineralArea.edu/majors-and-careers/>.



# Questions & Answers

## Should I drop a class or withdraw?

If you have concerns about dropping a class or withdrawing college, it is always best to meet with your academic advisor, or someone in student services to discuss your options. They can also refer you for tutoring to our Academic Resource Center or possibly the EXCEL Program.

## Where do I get my student ID?

I.D.s are given in the Bookstore. Your I.D. card is your admission ticket to college activities such as ball games and is necessary for checking out library materials or using student accounts in the Bookstore and the Cardinal's Nest cafeteria. Students have their I.D. photo taken when they enroll for the first time at MAC. A fee is charged for a replacement card.

## How do I find out if classes are canceled?

Students should sign in MyMAC and click on Class Cancellations under Quick Links. There is also a list of canceled classes posted on the bulletin board next to the Student Services counter.

## How do I sign up for MAC alerts?

Are you a current student or employee? Good news! You're already signed up for emails. If you wish to get MAC alerts on your mobile device, sign into your MyMAC and click MAC alerts under Quick Links. Enter your username and password and select your personalized options in your profile.

## Can I bring my children to class with me?

It is not recommended to bring children to campus while you are attending classes.

## Is smoking permitted on campus?

Effective August 1, 2015, MAC has a "Smoke-Free Campus" policy.

## How do I apply for graduation?

- File an Application for Graduation with the Registrar's Office during the first two weeks of the fall or spring semester or during the first week of the 8-week summer term. Mineral Area College does not automatically confer certificates or degrees upon completion of curriculum requirements. Meeting graduation requirements is the student's responsibility. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisor in selecting courses.
- Submit a one-time, non-refundable processing fee which is due at the time of application.
- Complete the exit examination. The results are used to measure graduates' progress and the effectiveness of Mineral Area College's curriculum.
- Meet all requirements of the degree/certificate program as outlined in the college catalog, with a minimum of 15 semester hours earned at MAC.
- Earn a minimum institutional and cumulative GPA of 2.0; 2.75 minimum for AAT students.
- Resolve all financial obligations to the college and return all library and college materials.
- Call the Registrar's Office at 573-518-2204 if you have questions about graduation or e- mail [registrar@MineralArea.edu](mailto:registrar@MineralArea.edu).

## How do I contact the Financial Aid Office?

- **Telephone** (573) 518-2133
- **Fax** (573) 518-2305
- **Email** [FinAid@MineralArea.edu](mailto:FinAid@MineralArea.edu)

- **Website** [MineralArea.edu](http://MineralArea.edu)
- **Physical Location** Student Service Office — Technology Building
- **Office Hours** Monday-Friday 8 a.m. – 4 p.m. (close at 3 p.m. during Summer)

## **What financial assistance programs are handled by the Financial Aid Office?**

- A+ Benefits
- Access Missouri Grants
- Missouri Bright Flight Scholarships
- Pell Grants
- Scholarships
- SEOG Grants
- Student Loans/Parent PLUS Loans
- Trade Readjustment Act (TRA)
- Veteran's Benefits (GI Bill, VA Voc-Rehab)
- Vocational Rehabilitation
- Workforce Investment Act (WIA)

## **How do I apply for financial aid?**

Completion of the Free Application for Federal Student Aid (FAFSA) **annually** is the first step in the process. This application may be completed online at <https://studentaid.ed.gov/sa/fafsa>. List the school code for MAC (**002486**) so that we receive your financial aid information. Complete the 2019-2020 application for the Summer semester, and the 2020-2021 application for the Fall 2020/Spring 2021 semesters.

## **What happens next?**

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

Approximately one-third of all FAFSA applications will be asked to provide verification of the information they submitted. You may receive an email to your MAC email account from the Financial Aid Office at Mineral Area College requesting you to complete this process online through your Verify My FAFSA portal. If you are selected for verification, your financial aid cannot be processed until you have provided the requested information.

If you have special circumstances that will impact your current income (i.e. change in jobs, layoff from employment, high medical/dental bills not covered by insurance, loss of income), please contact the Financial Aid Office to request a Professional Judgment recalculation.

## **How will I know how much financial aid I have been awarded?**

Once your financial aid has been fully processed, you will receive a Mineral Area College Award Notification by MAC email listing all non-repayable grant aid that you have been awarded.

Students can also check MyMAC for Award Information Student Loans/Parent PLUS Loans and College Work Study Programs require separate applications which are available under the My Financial Aid tab in MyMAC.

Read the Award Letter carefully as well as the Rights & Responsibilities information provided on MyMAC under the My Financial Aid tab. NOTE: A new Award Notification will be sent by email anytime there is a change in your award package. You can view then view the changed awards on MyMAC.

## **How will the Business Office know about my financial aid?**

The Business Office is notified at the same time that you receive your Financial Aid Award Notification by MAC email from Mineral Area College. If you register for classes **BEFORE** you receive your Mineral Area College Award Notification, you will be considered a self-pay student and subject to the payment policy established by the Business Office.

## **How do I let you know that I am eligible for A+ benefits?**

- Send an official copy of your final High School transcript directly from HS to MAC Admissions.

- Complete the A+ Activation Form each semester on MyMAC.
- Complete the FAFSA form annually.

Once we have all the information that we need, you will receive a Mineral Area College Award Notification by MAC email. If you register for classes **BEFORE** you receive your Mineral Area College Award Notification, you will be considered a self-pay student and subject to the payment policy established by the Business Office.

Students must maintain a minimum GPA of 2.5, maintain full-time enrollment, and complete 67% of cumulative attempted credit in order to remain eligible. Students who do not meet these requirements will not be able to use their A+ benefits until they have completed sufficient courses to meet these requirements.

A+ students who withdraw from classes or are withdrawn from classes for excessive absence above 12 hours will need to pay tuition for those class(es) at the time of the withdrawal. Students will not have to pay tuition for those classes that drop them below 12 credit hours because they will not be eligible the next semester for A+ benefits due to falling below full-time.

### **What happens if I have to drop out of school and I receive federal student aid?**

In order to receive financial aid at Mineral Area College, students are required to actively participate in their classes. Students who fail to attend classes and/or who fail to actively participate in classes (in the case of online classes) will be dropped by the instructor. Students who totally withdraw or are withdrawn for excessive absence and receive federal student aid must repay the unearned portion of that aid back to MAC.

Please review the Satisfactory Academic Progress Policy and the Return of Title IV Funds Policy under the My Financial Aid tab in MyMAC so that you will understand the ramifications of withdrawing from classes or being withdrawn by your instructor.

# Student Clubs and Organizations

Student clubs and organizations offer a wide variety of opportunities and activities for students outside the classroom. Students are encouraged to participate in extracurricular activities for a well-rounded college experience.

**Archery Club** — The Archery Club is a chapter of the U.S. Collegiate Archery Organization that participates in indoor, outdoor, 3-D and competition shooting. All levels of archers are welcome and personal equipment is not necessary to join. Membership is open to all students on main campus who are enrolled in at least six semester hours. The Archery Club strives to help its members develop skills that will enhance them both personally and professionally.

**Art Club** — Any student working towards a degree at Mineral Area College is eligible to an Art Club membership. Art Club connects people interested in creative endeavors and fosters teamwork through participation in art shows and campus activities. It gives its members, as well as the public, a more profound understanding of art. Scholarship Art Club students are eligible to take trips to experience and discover master works, art exhibits, and other art activities.

**Chi Alpha** — Chi Alpha is a nationwide student organization found at most of the major Universities in America. Chi Alpha is all about creating a positive influence among students through weekly hangouts, monthly events, and service projects. We attend yearly conferences, mission trips, and camp retreats. Our weekly meetings are open to all students regardless of their religious background. Chi Alpha's leaders would love to meet with any students who are interested in finding out more. You can contact us on our website. [www.Chialphamac.com](http://www.Chialphamac.com)

**Community Connections Club** — Students who are considering a career in some type of helping field career should consider this club. Students will do activities in which they will be able to help with real world issues in our local community while at the same time learning about and making connections to people in our community who work in the helping field. The goal is to help students make connections between what they learn at MAC and the community. Students will learn leadership skills and hone their leadership abilities by participating in club activities. Students will learn communication and people skills as they create and participate in club activities. All students are welcome to participate.

**Cultural Awareness Club** — This club, open to all students, promotes interaction among students of different cultures and nationalities, encouraging students to broaden their perspectives by understanding and appreciating other languages and societies. The club explores foreign arts, traditions and observations during events throughout the year.

**Delta Psi Omega** — Delta Psi Omega is a dramatic fraternity, providing a national honor society for those exhibiting a high standard of work in theater. As MAC students and members of the community qualify, they are rewarded by election to membership in the society and initiated in formal ceremonies at the end of the spring semester.

**Little Theatre Guild** — The guild produces six main stage shows (two per semester). Three of the shows are plays and three are musicals. The last show of each season is dedicated to the students in our community, ages 7-14 to perform. Each summer the guild also holds a summer theatre camp for students ages 7-14. The guild provides quality entertainment while preparing students for four-year education or employment in the performing arts. Students and community members can audition for roles or pursue their interests in directing, designing sets, costuming or other work behind the scenes.

**MAC Ambassadors** — Ambassadors are chosen based on their outstanding personalities and academic performance to help faculty and staff with campus events and tours. Students who are chosen must maintain a 2.5 GPA and have good oral communication and leadership qualities. They are selected through an application process and receive an hourly compensation.

**MACFlix Club** — This is a club for students who are interested in organizing and administering the 2 free, semester film series (Fall & Spring) which are presented to our students and surrounding community. The Spring semester is devoted to the "Classic Film Series" where the movies are shown in the MAC Theatre utilizing the large screen built especially for MACFlix viewings. These films are presented in their original, widescreen format, along with the theatre's excellent sound system. In the Fall, MACFlix offers the "Classic Drive-In Movie Series." These fun movies from the past are projected on MACFlix's giant, outdoor movie screen which is hung high amongst the trees in the MAC quadrangle. The films are always on a Saturday evening during the first half of the Fall semester and shown under the stars 'drive-in' style as viewers bring lawn chairs or blankets for their personal seating.

**Missouri State Association of Licensed Practical Nurses (MOSALPN)** — Membership in MoSALPN Inc. is required of all students accepted and enrolled in the Practical Nursing Program. The organization motivates its members to establish, maintain and evaluate nursing's professional standards. Membership benefits include newsletters from the association, updates on legislative proposals and changes affecting the nursing profession and the opportunity to attend the annual MoSALPN convention. Other activities include attending meetings regarding health promotion, maintenance and new technology and treatment interventions. Graduate nurses are eligible and encouraged to continue membership in this professional organization.

**National Association for Music Education (NAfME)** — NAfME collegiate membership gives students an opportunity for professional orientation and development, and helps them gain understanding of: the basic truths and principles that underlie the role of music in human life; the philosophy and function of the music education profession; the professional interests of members involved in the local, state, division and national levels; the music industry's role in support of music education; and the knowledge and practices of the professional music educator as facilitated through chapter activity.

**Phi Beta Lambda (PBL)** — Phi Beta Lambda is a national organization of post-secondary students interested in pursuing a business and business-related career. PBL members develop leadership skills, initiate business ventures and organize community service projects. All PBL students are encouraged to participate in state and national leadership conferences and competitions each year. Through participation in these activities, students are better prepared for careers, continuing their education and life. Membership is open to any student enrolled at MAC.

**Phi Theta Kappa (PTK)** — Phi Theta Kappa is the international scholastic honor society for community college students. PTK's hallmarks are leadership, scholarship, service and fellowship. Induction into the organization requires that a student be enrolled at MAC and have completed 12 credit hours in 1000 level courses or higher with a cumulative GPA of 3.5 on a 4.0 scale.

**Professional Agricultural Student (PAS)** — Professional Agricultural Student (PAS) club provides an opportunity for leadership and career preparation. All agriculture students are encouraged to participate in state and national conferences each year. Conference activities include exploring agriculture-related occupations and touring industries. The conference also allows students to network with other agriculture students and industry leaders from across the nation. Students may compete in career programs ranging from Landscaping to Livestock. A wide range of speaking events are also available. The PAS club hosts four major events on campus each year; mum, poinsettia and spring plant sales and a large FFA contest.

**Robotics Club** — The goal of the Robotics Club is to promote students' knowledge of robotics and related fields of study while working as a team to complete fun and challenging tasks. Robotics Club focuses on projects that may apply science, mathematics, computer programming, and creative solutions to the design and production of robots. Participants may also attend robotics competitions and events, such as MAC's Robot and Technology Expo. All students are welcome to participate.

**Student Activities Council (SAC)** — Student Activities Council is a student-run club responsible for directing, administering and executing student activities and social events for the student body to enhance the college experience. The council is composed of representatives from recognized student clubs and organizations and the general student body.

**Student Government Association (SGA)** — The official student governing board and policy making group of the student body, SGA acts as liaison among students, faculty, and administration. Through it, students can express themselves collectively, develop leadership skills and initiate and execute measures of civic engagement to benefit the student body and college. Full-time, non-high school, students are elected to be senators. Officers are elected from SGA membership. SGA plans activities to engage students within the MAC community.

**Student-Missouri State Teachers Association (S-MSTA)** — S-MSTA provides personal/professional growth opportunities through leadership, experience, ethics and ideals, creating opportunities through which students observe and share the work of teachers in school and the community.

**Student Nurses Association (SNA)** — The college sponsors an active local chapter called the MAC Student Nurses Association (MAC SNA). Student membership in SNA is offered for those students accepted and currently enrolled Associate Degree Nursing Program and have paid tuition. The local chapter focuses on community health awareness. Members are encouraged to participate in the local chapter as well as on the state level, the Missouri Nurses Student Association (MONSA), which focuses on issues affecting Missouri student nurses. MAC nursing students can join the National Student Nurses Association (NSNA), which automatically includes membership in the local and state organizations. Membership in a professional organization enhances leadership skills and continued awareness of professional issues.

**Student Radiology Club** — The Student Radiology Club is open to all students accepted and enrolled in the Radiology Program. The organization motivates its members to establish, maintain and provide awareness for radiology professional standards. Membership promotes lifelong learning and continuing education. Activities include attending the annual MSRT convention, additional meetings on new technology and treatments and student quiz bowl competitions with other radiology schools.

**Veterans Organization** — The Veterans Organization's purpose is to meet the needs of veterans, create an environment of inclusiveness and provide support, guidance, and a resource for those who have served our country. The organization serves as a network of social support and is open to all students, regardless of military status.



# Departmental Activities

## Art Department

The Mineral Area College Art Department has a program dedicated to the highest quality of integrity and diversity in fine arts education. Our program produces highly skilled beginning artists. Classes include Drawing, Design, Color Theory, Printmaking, Painting, Sculpture, Ceramics, Photography and more. MAC's Art Department is serious about teaching skills, developing work ethic, and fostering creativity in dedicated and engaged students. As a foundation program we direct talented, energetic, and disciplined students to easily transfer to any four-year college or other institutes of higher learning.

## Music Department

The Music Department consists of a variety of performing ensembles:

**Chamber Singers** — A 16-voice select choir that sings a diverse repertoire of chamber choral music ranging from madrigals, pop, show tunes and vocal jazz. Open to all students through audition only.

**Concert Band** — Meets for one, two-hour rehearsal on Monday nights. Open to all MAC students and community musicians of all ages. A variety of music is rehearsed and performed including marches, overtures, and pop, film and Broadway medleys.

**Community Choir** — The evening version of the MAC Singers, a large choral ensemble (Soprano/Alto/Tenor/Bass) made of MAC students and community vocalists. It is open to all.

**Guitar Ensemble** — A performing group that focuses on arrangements of all styles of music using just guitar players. Must have experience playing the guitar.

**Jazz Ensemble** — Performing ensemble focusing on music from the jazz ensemble repertoire. A variety of styles (swing, Latin, ballads, rock, bossa novas, pop, funk, contemporary) will be rehearsed and performed each semester. Open to all students who play an instrument associated with big band jazz.

**Jazz Combo** — Performing ensemble focusing on the small group sound of jazz, a major emphasis is placed on the student learning and applying the creative process of improvisation. Open to all vocalists or instrumentalists through the consent of the director.

**Kicks Band** — Community version of the daytime Jazz Ensemble meets for one, 2-hour rehearsal throughout the year and is the main performing group at the Jazz Festival. MAC Students welcome to audition, depending on need.

**MAC Singers** — Performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass). Open to all students with instructor's consent.

**Steel Drum Ensemble** — A performing ensemble focusing on the ever-growing popularity of the steel drum band. Students will be instructed in the techniques of steel drum performance. Open to all students and people in the community. The group also uses those who play keyboards, bass, guitar, drums and percussion.

**Studio Orchestra** — A performing ensemble focusing on creating and producing a large-scale musical-variety show. Open to all students by audition that sing or play an instrument in any style of music.

Other small ensembles, such as brass ensemble, woodwind ensemble, percussion ensemble

Broadway/opera scenes are offered when instrumentation and vocalists are available.

All groups within the Music Department perform an extensive number of concerts, recitals, community functions, school functions, theatrical musicals (one each semester including summer), dances, recruiting tours, and professional jobs throughout the school year. Sometimes, these ensembles play concerts at music festivals in other states and countries, creating a more complete learning experience for the music student.

Every spring, MAC hosts an annual Jazz Festival, organized and managed by the department to bring in high school and middle school jazz bands, combos and vocal ensembles from Missouri and Illinois for competition. The Jazz Festival has grown to be one of the largest of its type in the Midwest. At festival's end, a final concert is presented by the MAC Jazz Ensemble and the MAC Kicks Band, featuring world-renowned jazz artists.



## **Theatre Department**

The Little Theatre Guild is the official producing theater organization on campus. Serving as both a training program for students and a cultural outlet for members of the greater community, shows are open to anyone wishing to participate in theatrical activities. It strives to bring entertainment, social opportunities, and a world view to audiences and those involved in the show.

The Guild produces a minimum of six shows on campus and a summer theatre camp for area students ages 7-14. Students and community members may direct, design, perform or work backstage on any of the shows based on their level of interest. The plays range from world classics to contemporary, comedy, drama and at least two musicals per season.

The Little Theatre Guild also sponsors summer workshops in performance for pre-middle school children, trips for college students to attend plays outside the area, and to participate in the annual American College Theatre Festival. Every year the guild inducts worthy students into Delta Psi Omega, the national honor society for students of theater.

## **Athletics Department**

Intercollegiate athletics are an integral part of campus life at MAC. The college has attained national and statewide recognition in men's basketball, baseball and golf, and women's basketball, softball and volleyball. Our athletic department has provided thousands of student-athletes the opportunity to continue their athletic careers both here and to four-year colleges and universities.

### **Cheerleaders**

Men and women are recruited during the spring to cheer for all men's basketball games, home and away, as well as for designated women's basketball home games. Cheerleaders practice during the summer and throughout the school year and attend a collegiate cheer camp. They participate in cheer clinics, local parades, pep rallies, raffles and other various fund-raisers. The cheerleaders are also very involved in community service activities. Cheerleaders may receive the following: shoes, one-hour physical education credit and partial scholarships. All cheerleaders must be full-time students and maintain a minimum GPA of 2.0.

### **Mascot: Kirby the Cardinal**

MAC is proud of its mascot, Kirby the Cardinal. A student is recruited in the spring semester to wear Kirby's costume for the following school year. Kirby participates in many of MAC's activities, both on and off campus, including some of the home and away sporting events, summer camps and parades. The student chosen to portray Kirby will be awarded a scholarship. Kirby competed in the National Mascot Competition in Orlando, Fla., in 2013, and finished 3rd in the nation among all mascots.

### **Men's Basketball**

The Cardinals basketball team has a storied history. The program highlights include 14 MCCAC Conference Championships, 5 Regional Championships, and 13 All-Americans. MAC plays a national schedule and hosts multiple nationally ranked teams each year. The 2013 Cardinals won 27 games, a conference championship, a Region 16 title, and competed in the NJCAA National Tournament for the first time since 1977. The 2015 Cardinals were ranked as high as 7th in the nation and they also won another MCCAC Conference Championship. The 2015 Men's Basketball team finished the year with 27 wins, as well as winning a Region 16 title, and earning another trip to the NJCAA National Tournament.

### **Men's Baseball**

The MAC Cardinal baseball teams have also enjoyed tremendous success in regional play and in placing athletes into four-year programs and the professional ranks. The mix of local talent along with nation-wide recruiting has given our program a competitive team on a yearly basis. Our baseball team won 31 games in the 2011, 29 games in 2012, and 33 games in the 2013 season. The 2019 team finished 3<sup>rd</sup> in Region 16 play and had the program's first ever All-American selection, Liam Hicks. Also, 20 players from the 2019 team went on to play at a 4 year Colleges and Universities.

### **Women's Basketball**

With their Eight Conference Championships and five Sub- Regional Championships, the women's basketball program has displayed its prowess. They have had a great deal of success in the MCCAC Conference. Nationally, the Lady Cardinals recently finished second in the nation in free-throw percentage. The 2013 team was ranked as high as 13th nationally

and finished the season with 21 victories. The 2014 Lady Cards team captured the MCCAC Conference Championship. The 2015 Women's Basketball team finished the year with a 25-6 record and a Region 16 Championship. The 2018-19 team finished 3<sup>rd</sup> in Region 16 play and had a 1<sup>st</sup> Team All-American selection, Holly Forbes. Local athletes have been a major part of the structure of the team since its inception. The academic standards and graduation rate are very high. The women's basketball staff assists the athletes in finding best fits for them to continue their education and athletic careers. Scholarships are awarded.

## **Women's Volleyball**

The women's volleyball program is building a strong winning percentage and tradition. The team plays an excellent schedule and concentrates its recruiting on local athletes. The volleyball finished with a 35-7 record in 2011. They won a Region 16 title and finished the season with a 10th place finish at the NJCAA National Tournament in 2011. The 2013 Lady Cardinals team won the first ever conference volleyball championship at MAC, while also posting 26 victories. The 2014 Lady Cards finished the season with 29 wins and were ranked as high as 19th in the nation. The Lady Cards have won 3 Regional Championships in a row. They have also made it to the National Tournament in the last 3 consecutive seasons. ('16,'17, and '18) The 2018 was ranked as high as 5<sup>th</sup> in the country. Academics and sportsmanship are strongly emphasized within the program. Most graduating volleyball players are successfully placed in four-year institutions. Volleyball team members' GPAs traditionally rank high among scholarship students. Scholarships are awarded.

## **Women's Softball**

The Lady Cardinals play NJCAA Division 2 softball and the home field is the Park Hills Sports Complex. Scholarships are available. The Lady Cards have won three Region 16 Championships in their first three years of inception. The softball team has also won two District J titles, which has allowed them to play at the National Tournament those two seasons. The Lady Cardinals had a 9th place finish in 2001 at the National Tournament.

## **Men's Golf**

The Cardinals play NJCAA Division 2 golf and the home course is Crown Pointe. Scholarships are available. The men's golf team competed in Region 16 tournament their first year out. The 2014 MAC Golf team finished 12th place at the National Tournament and Tanner McKinney tied for 2nd place in the nation overall. The 2015 team placed 11th in the NJCAA National Tournament.

## **Men's & Women's Cross Country**

The Cardinals and Lady Cardinals participate at the NJCAA Division 3 level. The MAC cross country teams began competition during the 2018-2019 academic year and use the MAC campus to practice and compete.

## **Men's & Women's Track & Field**

The Cardinals and Lady Cardinals participate at the NJCAA Division 3 level. The MAC track and field teams began competition during the 2018-2019 academic year and use the MAC campus to practice and compete.

## **Men's & Women's Soccer**

In 2019, MAC announced the addition of a soccer program in response to the growing popularity of the sport in the region and as part of a strategy to increase both enrollment and access to higher education. Led by head coach Dan Martin, both the men's and women's soccer teams will play their inaugural season during the 2020-2021 academic year. Both soccer teams participate in the NJCAA at Division 2 level.

# Services for Students

## Access Office

The Access Office provides accommodations and services for students diagnosed with a disability including, but not limited to: physical, visual, hearing, health, learning, autism spectrum disorder and psychiatric disabilities. For accommodations to be in place at the beginning of a semester, students should contact the Access Office in advance to discuss potential eligibility. It is recommended that an appointment be scheduled to complete program forms for accessing disability services and accommodations. Students need to be willing to self-disclose a disability and provide documentation of that disability. Accommodations are provided for equal access to programs and services at the college.

Examples of accommodations include classroom adaptations, private testing rooms, alternate text formats, volunteer note-takers, accessible parking, test readers/scribes and sign language interpreters. Potential students requesting accommodations in their courses are encouraged to contact the Director of the Access Office at (573) 518-2152 or email [LLeffridge@MineralArea.edu](mailto:LLeffridge@MineralArea.edu) before registering for courses. Early contact before the beginning of a semester is encouraged since some accommodations may require additional time to be put in place. More information regarding the Access Office can be found at <https://mineralarea.edu/current-students/disability-support-services-access-office/>.

## Academic Advising

Academic advising is faculty-based and coordinated by the registrar. Students are assigned a faculty advisor based on their field of study. Advisor and/or major changes may be requested online or in Student Services. Advising is a joint responsibility of advisors and students. Students are expected to read and conform to regulations in the catalog. Students are also responsible for knowing the regulations and policies and for meeting the requirements for a degree or certificate. Advisors guide the student toward accepting responsibility for academic decision-making. Advisors 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

<https://my.mineralarea.edu/ICS/Testing/>

**Placement Tests** — The preferred placement test at MAC is the ACT, administered in September, October, December, February, April and June each year at area high schools. However, MAC also offers the Accuplacer examination for those students unable to complete the ACT prior to registration. The Accuplacer test is an untimed examination taken on computer in MAC's Assessment Testing Room (AS 115), as well as other MAC satellite locations. You do not need computer skills to take the test; it is extremely user-friendly and is less stressful than traditional paper and pencil tests. The Accuplacer is designed to measure current skills in writing, reading and math; the results are used to select appropriate levels of the English and math courses you will take, as well as whether the reading requirement prerequisites are satisfied for a variety of MAC courses.

The fee for the Accuplacer is \$20 for all three test subject areas, \$15 for two test subject areas, or \$10 for one test subject area. You should arrive at least ten minutes prior to the start of the test and bring a picture ID (REQUIRED) along with the testing fee, which can be paid by cash or check, or credit card in our business office or if you schedule the test online. Please note if you use the online scheduler, you are not required to pay via credit card at the time of scheduling; you may bring in payment when you arrive for testing.

**HiSET** — Missouri's high school equivalency test is the HiSET, developed by Educational Testing Service (ETS). To schedule the High School Equivalency Test at MAC, you must first register with ETS (Educational Testing Service). The exam consists of five sub-tests. The cost for each sub-test is \$17.75 (\$10.75 for sub-test plus \$7 to cover the cost of administering sub-test at a testing center). There is also a \$10 state fee payable once every 12 months. The total cost for all five tests will be \$98.75. Because the exam is given in sections, you will not have to complete the entire test at one time. If you do not pass the test the first time, you can retake the entire test or any of the test sections two more times within the 12-month period after paying an additional \$7 per sub-test fee. You can create an account and register for testing at <https://dese.mo.gov/adult-learning-rehabilitation-services/high-school-equivalency>.

**MOGEA** — The Missouri General Education Assessment requires students to demonstrate basic general education competencies prior to being formally admitted to an educator preparation program. Register for testing at <http://www.mo.nesinc.com/>. All tests will be given in the Arts and Sciences building room 115.

**Certification Testing** — MAC is an authorized testing center for professional and technology certification through

Pearson Vue, Castle Worldwide, and other testing services. Fees and testing times are dependent on the type of certification testing.

**Proctoring Distance Ed Course Tests** — MAC provides proctoring for course examinations through Distance Education courses for various universities by arrangement for a fee of \$15 per hour.

**Exit Examinations** — The Proficiency Profile Exit Exam is administered to all Arts & Sciences degree-seeking graduates of MAC. The Career & Technical Degree and Certificate graduates are given the WorkKeys Career Readiness Assessment as their Exit Exam. C&T students must also complete a technical skills assessment unless their program requires a licensure examination in their career program. This is a requirement that must be completed before graduation. There are no fees for these tests. More information is available on MyMAC at <https://my.mineralarea.edu/ICS/Testing/>.

**Scheduling Tests** — To schedule testing, student should go to the “Testing” tab in MyMAC, or contact Tippi Seals at (573) 518-2202 or [aseals@MineralArea.edu](mailto:aseals@MineralArea.edu).

## Bookstore

The MAC Bookstore is a convenient campus source for academically-priced computers, computer references titles, collegiate reference titles, new releases, children's books, MAC imprinted clothing and merchandise, and gifts for all occasions and seasons. The bookstore also offers a complete line of school supplies, study materials, cards, and backpacks. The store can generally get any U.S. book in print and will special-order any book.

In the event you need to return a textbook to the bookstore, please follow these guidelines for a refund: Keep your receipt. It is required for a refund. Do not write in your textbook until you are sure you will keep it. New books must be in the same condition as when purchased. Used books must be in resalable condition. For the Fall/Spring terms, you may return your books within five days from the first day of classes or two days purchased thereafter. For the Summer term, books must be returned within five days from the first days of classes or two days purchased thereafter. The bookstore will buy back textbooks at current market value during finals week.

**Hours** — Fall/Spring Semesters: Monday-Thursday, 8 a.m. - 5:30 p.m.; Fridays, 8 a.m. - 4 p.m.; Summer Semester: Monday-Friday, 8 a.m. - 3 p.m. **Phone** — (573) 518-2106

## Campus Housing

College Park Apartments offer affordable, convenient, on-campus housing for up to 208 students. The 8-acre complex features two-bedroom, two-bath units; and four-bedroom, two-bath units. All apartments are furnished and include kitchenettes. The complex has a central laundry facility, a computer lab with six computer stations, a picnic pavilion with barbecue grills, a pool, and a sand volleyball court. The on-campus café offers a 15 meals-per-week plan for residents. For more information, contact College Park Housing at (573) 518-1330, or [collegepark@MineralArea.edu](mailto:collegepark@MineralArea.edu).

## Cardinals Nest

The Cardinals Nest cafeteria is a good place for relaxing with friends and faculty members, and provides a wide variety of food. Students can also sign up for several different meal plans, including a commuter student plan. Please check with the business office for more details.

## Career Services

The Career Services Department provides tools and advice to explore possible career paths, offers interest and skills self-assessments, internship and job search resources, cover letter and resume review, network and interview preparation. Check out our campus workshops and hiring events throughout the year. The office is located in Arts & Science building, Office AS117; for more information, call (573) 518-3848 or 518- 2193. Email [careerservices@MineralArea.edu](mailto:careerservices@MineralArea.edu)

## Counseling (Personal)

Personal issues may be discussed confidentially with a certified counselor in the Student Services Office. Talk with a counselor any time about any problem or concern relating to school, home or work that may impact your life. Evening counseling hours are also available 4-5:30 p.m. Monday and Wednesday during the fall and spring semesters, and 3-5:00 p.m. Monday and Wednesday during the summer semester. Day and evening appointments can be made by calling (573) 518-2202 or 518-2211, or feel free to drop by the Student Services Office at your convenience.

## Course Advisement

Students make important decisions during their college years. Advisors help students identify problems and obtain relevant information necessary to making their own decisions. The decisions you make in college will influence the rest of your life, and you can increase your chances of avoiding disappointment later if you plan your future now. Advisors can interpret the results of your placement tests and help you select your course schedule. Appointments can be made at the receptionist's desk in Student Services.

Student Services also offers expanded services for evening students. An advisor will be available for student appointments and drop in sessions from 4-5:30 p.m. Monday and Wednesday during the fall and spring semesters, and 3-5:00 p.m. Monday and Wednesday during the summer semester. You may call for an appointment at (573) 518-2202 or 518-2211 or drop by Student Services.

## C.H. Cozean Library

The library provides students with information, services and materials. Staff members help students locate information, develop search strategies for papers and speeches and learn how to use the library and the Internet for research.

The library has over 30,000 volumes in its collection including books, e-books, selected popular fiction and nonfiction books, magazines and journals, as well as DVDs and music CDs. Books that are not available in MAC's collection may be requested through the MOBIUS catalog from academic and public libraries in Missouri and other states (only books and government documents may be requested).

The library's online databases provide access to full-text magazine, journal and newspaper articles. Visit [MineralArea.edu/library](http://MineralArea.edu/library) for detailed information.

A current-semester student I.D. card is required when checking out material. Books and MOBIUS items may be checked out for four weeks. Magazines and journals, DVDs and CDs may be checked out for one week. Renewals are usually permitted unless there is a waiting list for an item. Materials must be returned on or before the due date to avoid a fine. Patrons with billed materials may be blocked from further check out of materials and may not be able to register for classes or receive grades or transcripts. There is a charge of 10 cents per day on items in the Library collection excluding reserve materials. If an item is lost, the patron must pay the price of the item plus a \$20 processing fee. Please check the Library's web page <http://mineralarea.edu/library/> for current library hours.

## E-Mail, Computer Systems, Network Acceptable Use Policy

E-mail is the primary means for official communication at MAC. Official college e-mail accounts are activated upon students' acceptance for admission. The college has the right to expect that such communications will be received and read in a timely fashion. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with college-related communications. Everyone holds the responsibility to recognize that certain communications may be time-critical. Official e-mail communications are intended only to meet the academic, student activities and administrative needs of the campus community. Your e-mail account, as well as your access to and use of computers and equipment, is a privilege that may be revoked for failure to abide by any of the policies and guidelines set forth in this agreement. By continued use, you are acknowledging your responsibility for the proper use of your account and agreeing to adhere to all policies specified herein. A copy of the entire acceptable use policy is available on line at <http://mineralarea.edu/media/2147/aup.pdf>

## Food Pantry

The mission of the Mineral Area College Cardinals Food Pantry is to help fight hunger on our campus and make a positive impact in the lives of students. The Pantry is open to all MAC students. To visit the Pantry, go to the Technology Building, room T99. Here you will find food and toiletry items. For more information, please contact [jsikes@mineralarea.edu](mailto:jsikes@mineralarea.edu) or [emiller@mineralarea.edu](mailto:emiller@mineralarea.edu). The Bookstore, Dean of Arts and Science's Office, and Learning Center are drop off locations for individuals wishing to donate. Monetary donations are collected in the Dean of Student's Office.

## Health Services

The college does not provide health services. Health needs should be addressed to a private physician or the public health center. Emergency needs can be met by calling 911. Students with disabilities and unique health concerns should contact the Access Office, (573) 518-2152, for accommodation requests.



## **Lactation Room**

A private room is available for students and staff in need of lactation services. The room is located on the 2nd floor of the C.H. Cozean Library straight across from the elevator and is available from 8 a.m. until 4 p.m. Monday through Friday.

## **Academic Resource Center (ARC)**

The Academic Resource Center is located in The Learning Center on the main floor of the Arts and Sciences Building. The ARC offers tutoring for a variety of courses, primarily within the areas of math, English, and reading. The ARC also offers students the opportunity to work with professionals to develop college success skills like time management, assignment planning, basic computer skills, and test-taking strategies. For more information about ARC services, call (573)518-2140.

## **Parking**

Free parking is provided on several designated student parking lots. Students are not allowed to park in faculty lots. Only students with handicap parking placards may park in the designated handicapped parking spaces. Fines are assessed for violating published parking and traffic regulations.

Special parking permits are available for individuals with disabilities who require accessible parking. Temporary accessible parking permits are also available for students with short-term conditions. Students should contact the Access Office at (573) 518-2152.

## **Quarry Pond**

The quarry pond, located north of the MAC Baseball Field, is open to the public for fishing. A fishing license is required for those younger than 65. The pond is handicapped accessible and has restroom facilities. The pond is open: 7 a.m.-noon, Tuesday, Thursday and Sunday; 3 p.m.-Dusk, Monday, Wednesday, Friday, and Saturday. There is no fishing when a red flag is posted.

## **Campus Well/Student Health 101**

Every month, MAC brings the “CampusWell/Student Health 101” e-magazine free of charge to all students. The interactive, web-based magazine features informative articles on subjects important to all students, including both mental and physical health issues. Also, each issue has dedicated information specifically related to MAC activities and services available during the month. Students will be notified at their MAC e-mail addresses when the new issue is available and will be given the web link to the magazine site.

## **TRIO Programs**

TRIO programs are educational outreach programs funded under Title IV of the Higher Education Act of 1965 as reauthorized in 2009. Five TRIO programs are represented on MAC's campus – four pre-college programs (two Upward Bound and two Educational Talent Search) and one college program (EXCEL/Student Support Services). The primary objective of the TRIO programs is to help qualified students overcome academic, income, and social barriers to higher education. MAC's pre-college programs provide information, advising, academic instruction, tutoring and assistance in applying for postsecondary admission and financial aid to approximately 1,250 middle- and high-school students from 11 area school districts. EXCEL/Student Support Services assists MAC students achieve their associate degree and transfer to four-year institutions by providing tutoring and academic, financial aid, and financial literacy advising. EXCEL/Student Support Services serves 200 students.



# MAC Information

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

## Academic Integrity

Students who engage in the act of cheating or plagiarism can be subject to the following:

When an instructor determines that academic integrity has been compromised, s/he may contact the registrar by e-mail to place an administrative hold on the student's grade to prevent the student from dropping the course. In the event the instructor determines no infraction has been committed, the instructor is responsible for immediately notifying the registrar to lift the hold.

Level 1 Violation: A student commits an act of plagiarism or cheating as determined by the instructor.

Level I Consequences:

1. The student receives a failing grade or a zero for the assignment or receives other action as determined by the instructor. The alternative consequence cannot be more severe than a failing grade or zero.
2. The instructor fills out an Academic Integrity report which is forwarded to the dean of students who then disseminates the form to the appropriate individuals.

Level II Violation: A student commits more than one act of plagiarism or cheating, determined by the instructor.

Level II Consequences:

1. The student receives a failing grade for the course.
2. The instructor fills out an Academic Integrity report which is forwarded to the dean of students who then disseminates the form to the appropriate individuals.

Appeal Process:

1. Student may appeal within five days to that department's chair.
2. Should the student wish to appeal the department chair's decision, they may appeal within five days to the respective dean. (ARTICLE V: 5.72 STUDENT DUE PROCESS)

## Accidents

Motor vehicle accidents involving injury to any person or damage to unattended property must be reported to the MAC Campus Police. You may reach Campus Police at (573) 631-2831. In an emergency, dial 911 (from a campus phone dial 9, then 911).

## Accreditation

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

## Admission

Enrollment at MAC is open to applicants 16 years of age and older. Some programs of instruction require specific qualifications. Admission to the college does not guarantee acceptance into a particular course or program. Consult the MAC Catalog for specific information on college policies. The MAC application can be found at [www.MineralArea.edu](http://www.MineralArea.edu). Click "Apply Now" to apply if you are a new student or update your application if you are a returning student. The requirements for admission can be found online under the "Future Student" tab.

All residents 65 years of age or older in the college service region may take college-level courses on a not-for-credit, audit basis. Tuition is waived, although students must apply for admission, 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.

## **Address/Name Change**

Any student who has an address or telephone number change should immediately complete an Address/Residency Change form in the Business Office of the Arts & Sciences Building or change it online through their MyMAC account. Students enrolled at outreach centers should contact the center coordinator for the Address/ Residency Change form.

Students who have a name change must submit the name change form along with two forms of identification indicated on the form to document their name change. The form can be obtained at the student services desk or under the Student tab in MyMAC. Students wishing to change their preferred name in myMAC and on class rosters should complete a Preferred Name Change form at the Student Services Desk.

## **Advisor Or Program/Field Of Study Change**

To change your advisor, email [registrar@mineralarea.edu](mailto:registrar@mineralarea.edu) or complete a form in Student Services. To change your field of study, complete the "Field of Study Change Form" on MyMAC or in Student Services. Changing your field of study may also change your advisor.

## **Alcohol And Drug Abuse Policy**

All members of the campus community must adhere to all applicable state and local laws and college regulations related to the sale and use of alcoholic beverages and other drugs. Information is available in the Student Services Office or on the MAC website.

## **Application For Graduation**

The application for graduation form is available in the Student Services Office of the Arts & Sciences Building, from any outreach center coordinator, or under the student tab in MyMAC. Students are responsible for applying for a degree and/or certificate. The college does not automatically award degrees or certificates.

Graduation applications and a completed degree audit signed by an advisor must be submitted to the Registrar's Office by the posted deadline for the fall, spring and summer semesters. A \$50, non-refundable processing fee is due at the time of application. A separate application must be filed for each degree or certificate whether they are earned at the same time or during different semesters. If two degrees or certificates are earned at the same time, the graduation fee for the second degree is \$10. If the second degree or certificate is earned in another semester, the \$50 processing fee must be paid each semester a degree is awarded.

Graduation seminars are held each semester to share information regarding the graduation ceremony, exit requirements for various programs, and the exit exam, among other topics. Students should watch for e-mails from the director of assessment regarding the seminar dates and times, which are also posted on MyMAC.

Commencement exercises are held annually in May for students completing an AA, AAT, AGS, AAS, and AS degrees. Tickets are required for all guests attending commencement exercises. Important graduation information will be shared via campus e-mail. Students must check their MAC e-mail frequently. Four to six weeks after the end of the term in which a student graduates, the appropriate dean's office will mail their diploma to the address provided on the Application for Graduation Candidacy.

Candidates must indicate their height and weight on the application for graduation in order to receive the appropriate size cap and gown. The cost of the cap and gown is included in the graduation fee.

The Exit Exam (Proficiency Profile) is administered to all Arts & Sciences, degree-seeking graduates of MAC. 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 unless their program requires a licensure examination in their career program. Information regarding these tests is available in MyMAC. The director of assessment will notify students of the exam dates, which will also be posted via MyMAC.

A graduation application may be withdrawn by contacting the Registrar's Office in writing. The application may not be transferred to a future term. A student must reapply for graduation candidacy. The application fee does transfer to a future term. Students should direct questions about graduation applications to the Registrar's Office. Call (573) 518-2204 if you have graduation questions.

## Article V—Student Policy

The complete listing of all student policies can be found on the MAC website ([www.mineralarea.edu](http://www.mineralarea.edu)). Click on "ABOUT US", then click "Board Policies".

### Attendance

Faculty may drop a student for excessive absences or lack of participation (web/distance learning classes). See the course syllabus for attendance requirements, which may differ by course. When a student is dropped by the instructor, an email notification will be sent to the student's MAC email address. Please note that being dropped from a course may affect athletic eligibility, graduation, and financial aid. Check your MAC email regularly. For absences due to school-related activities such as athletic games, music engagements, field trips, etc., the appropriate dean's office will issue electronic notices to the faculty members, stating who is to be excused and for what period of time. A student cannot drop a course merely by not attending classes. Students are advised to drop class(es) themselves if they are not planning on attending. The student dropped will be notified by the registrar's office via e-mail.

### Auditing Courses

Students may audit a course, which means they can enroll in a course and receive no credit. An "AU" grade appears on the transcript. An audit (no credit) does not count in computation of a grade point average and must be processed before the first day of the semester. Once registered, students may not change their registration status (audit vs. credit). Students auditing a course must meet course prerequisites. Audited courses do not count toward graduation requirements or satisfy prerequisite requirements for other courses. Normally, an auditor attends the course on a regular basis and is not required to take exams nor complete homework assignments. Fees are the same for audited courses and credit courses. Financial assistance does not apply to audited courses. Students receiving financial aid or veterans' benefits cannot count audit courses to establish full- or part-time status.

### Campus Police/Security

All first-time students are encouraged to attend the CARDS orientation, which among other topics, provides valuable information on public safety practices and procedures at the college. The Guide to Campus Safety is also provided to all students through the college web page, under the "Department of Public Safety", found under the Future or Current Students tab on the web page. All students are encouraged to be familiar with the information provided in that guide.

### Campus Safety And The Jeanne Clery Act

Campus safety and security provisions, as identified under the Jeanne Clery Act, require the publishing and distribution of annual campus crime and public safety information. Students may refer to the Guide to Campus Safety, located under the "Public Safety" tab on the main college web page, for detailed information on crime statistics and campus safety practices at MAC.

### Adding/Dropping/Withdrawing

Students may add classes up to the second class meeting of the 16-week semester. Classes may be added through the first week of the 16-week semester with instructor permission. Add deadlines depend on the meeting pattern/length of the class and vary for accelerated terms. See the Important Dates for more information or contact student services or an outreach center for more information.

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

## **Civil Rights Grievance Procedure**

Students, employees and the public have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Students with a complaint of discrimination on the basis of gender, race, national origin, or disability may discuss the area of concern with a MAC instructor, employee, the dean of Student Services, the Access coordinator, the ADA coordinator, or the Title IX coordinator, Julie Sheets, (573) 518-2262 office AS119 and Title IX Deputy Director Rich Flotron, (573) 518-2341, office PS-11. For a copy of the full text on MAC’s Civil Rights Grievance Procedure, please contact the Student Services Office.

## **Computing Grade Point Average**

The grade point average for any period is obtained by dividing the total number of grade points earned by the total number of credit hours attempted during that period. Courses in which a student receives a grade of “P,” “W,” “AU” or “I” are not included in the grade point average. The points per credit are assigned as follows:

**A** - 4 points per credit

**B** - 3 points per credit

**C** - 2 points per credit

**D** - 1 point per credit

**F** - 0 points per credit

**AU** - 0 points per credit

**P** - 0 points per credit

## **Course Grade Appeal Procedures**

Students with concerns about grades obtained as part of course requirements, class procedures, or teaching styles should first approach the individual instructors – whenever possible – for clarification or resolution. If concerns still exist or cannot be resolved, students should then contact the department chair, or, if at an off-campus site, the site director. All concerns about final course grades must be expressed by the end of the next, regular semester.

If the department chair or director is unable to remedy the situation, students may be referred to or may contact their respective dean. The dean will thoroughly investigate the matter and hear all sides before rendering a decision.

Due to FERPA restrictions, only concerns expressed by individual students will be considered. College employees may not legally discuss student academic or behavioral matters with parents, spouses, friends or classmates without signed releases from the students in question.

Students who believe they have inaccuracies in their official records (transcripts) must immediately notify the Registrar’s Office. Transcripts are the final, accurate records of academic accomplishments.

## **Course Load**

The standard college unit is the measure of time and study of various courses. Referred to as credits, one credit represents one hour in class plus two hours of outside preparation, or some other combination totaling three hours of classroom and outside work. Therefore, a student carrying 15 credits per semester is working approximately 45 hours per week. In some courses, such as physical education, more hours of classroom attendance each week may be required for the one credit. In lab work, two hours equals one credit. The average course load is 15 semester hours.

## Course Repetition

A student who received a grade of "C" or below in a given course may repeat the course to raise his/her grade point average as long as the course is still offered at MAC. When a course is repeated, the first grade remains on the transcript but only the latter grade will be counted for graduation or in computing grade points. Students may not repeat a lower level course that serves as a prerequisite for a course that was already completed by the student with a "C" or better. For example, if a student receives a grade of "C" in MAT1130 and subsequently completes MAT1230 in a following term with a grade of "C," the student is not allowed to repeat MAT1130 in a future semester.

## Dean's List

The Dean's List is an academic honor awarded to students who have accomplished an extraordinary level of academic achievement through MAC coursework. The Dean's List is noted on the transcript at the end of each semester, excluding summers, for which a student qualifies and is based on the semester cumulative institutional statistics (excluding developmental course work). Students meeting the following semester requirements may qualify for the Dean's List:

1. A minimum of 12 college-level (non-developmental) semester hours earned during the semester.
2. GPA of 3.25 or higher.
3. No grade below a "C" earned during the semester.
4. No "I" (incomplete) grades received during the semester.
5. Course taken for "P" or "CR" grades will not be included in the 12 hours noted in #1.

## Degree And Certificate Time Limits

Students planning to earn a MAC certificate or degree need to meet requirements of the catalog in effect when first enrolled or of any subsequent catalog. Students who discontinue enrollment for two consecutive semesters, summer excluded, will be required to follow the catalog in effect upon their return to MAC.

## Electronic Use Policy - Classroom

In an effort to ensure that MAC can provide an effective learning environment and maintain its high level of academic integrity, there must be certain limitations placed on specific types of electronic devices inside MAC classrooms. At the same time, it is also understood that some instructors may require usage of these same devices. Students shall find information about allowed electronic devices in the instructors' course syllabi. Students should address any concerns pertaining to this policy with the appropriate Department Chair.

The following devices should not be in view or used inside the classroom without instructor approval:

- Cell phones
- Tablets
- Laptop computers
- Mp3 players and other audio devices
- PDAs
- Personal gaming systems
- Cameras
- Camcorders
- Audio recording devices
- Any other electronic device deemed unnecessary by the instructor

Penalties for any infraction may include:

- Dismissing a student from the room and/or counting such student absent or tardy for the class period
- Deducting points from current assignments
- Following procedures outlined in the Academic Integrity Policy (these actions would be subject to appeal in accordance with the policy)



- Requiring a student to discuss this behavior with his/her respective dean before returning to class
- Dropping a student from the course as a result of multiple infractions

Instructors may, but are in no way obligated to, make exceptions at their own discretion when

- Health-related or family circumstances exist and the student requests permission prior to a specific class period
- Use of the device has educational value
- A simultaneous MAC Alert is sent

Students may appeal any decisions concerning the above policy by contacting the dean of students. Students may obtain information regarding the Student Due Process from the dean of students office or on MAC's web page.

## **Evening and Saturday Classes**

Any academic or career/technical course listed in the college catalog, as well as special courses, may be offered in the evening or on Saturday. However, only those courses will be scheduled for which there is adequate demand.

## **Family Educational Rights and Privacy Act (FERPA)**

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

Mineral Area College has defined the following as directory information: name, address, telephone number, 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.

## **Financial Aid**

MAC feels higher learning should be available to anyone who desires it and can benefit from the course work. Therefore, our fees are as low as possible. Financial aid options—scholarships, grants, loans, and part-time, on-campus and outreach center employment—are available to qualified students. Most awards are based on financial need; some scholarships have other eligibility requirements. A student should apply for aid at least two to six months before the semester in which he/she plans to enroll at MAC. Late applications will be processed, but limited funds may adversely affect the amount of aid available for all programs except the Pell Grant. Additional information and application procedures are available online at [www.MineralArea.edu](http://www.MineralArea.edu) and in a later section of this Student Handbook. Arrangements for aid must be completed before registering for class work.

## **Freedom Of Expression**

Mineral Area College values the freedoms of speech, thought, expression and assembly as part of our mission. The college is a place where all ideas may be expressed freely, and only limited where legal restrictions, dictated by law, are necessary to protect the rights of other members of the college community.

Anyone may distribute printed material, offer petitions for signature, make speeches, and hold protests or demonstrations outside the college buildings. All such activities must be peaceful, avoiding acts or threats of violence and preserving the normal operation of the college. No event shall infringe upon the rights or privileges of anyone who does not agree with it, and no one will be permitted to harm others, damage or deface property, block access to college buildings or disrupt classes. The enforcement of these conditions will not depend in any way on the message or sponsorship of the act or event. When guests are invited by a recognized campus organization, they may express their ideas not because they have a right to do so, but because members of the campus community have a right to hear, see, and experience diverse intellectual and creative inquiry. Controversy cannot be permitted to curtail the freedoms of speech, thought, expression or assembly.



Freedom of expression must be taken very seriously. Those who exercise their freedom of expression, and their invited guests to events by college sponsored organizations are expected to uphold the college's educational mission by planning carefully to create safe and thoughtful experiences for those involved. Event sponsors are responsible for the behavior of their guests and should exercise due care to ensure that all participants abide by relevant college policies and should follow the appropriate procedures to plan an event as listed in policy.

The Office of Student Activities and the Office of the Dean of Students may assist in, or directly coordinate, some aspects of campus events, such as meeting with the sponsors preceding or following an event, or accommodating an opposing view at an alternative event. It is assumed that the spirit of campus community, both among people and groups with opposing views, as well as between event sponsors and the Student Activities and Student Services staffs, will foster communication and cooperation in the planning of campus events. Whenever possible, Student Services will work with the Department of Public Safety to notify occupants of buildings in advance of any potential disruption caused by such events.

The full policy may be found in Board Policy, Article V: Students at [www.MineralArea.edu](http://www.MineralArea.edu)

## Freshman-Sophomore Classification

Students at MAC are classified according to hours enrolled and hours completed. Part-time students carry fewer than 12 hours per semester while full-time students carry 12 or more credit hours. During the summer, full time student status requires six or more credit hours. A freshman is any student who has completed fewer than 30 credit hours; a sophomore has completed 30 credit hours or more.

## General Education Core For Transfer

In accordance with college transfer guidelines established by the Coordinating Board for Higher Education, MAC will evaluate a student's transcript to determine if general education requirements have been met. This will be noted in the student's record, which will facilitate transfer for the student who leaves MAC without an Associate of Arts degree.

## Grades

Students may access transcripts and view mid-term and final grades via MyMAC, at [www.MineralArea.edu](http://www.MineralArea.edu). Grade reports are not mailed to students. GRADING SYSTEM, a student must be enrolled in a class to receive academic credit.

| MAC uses the following to award academic credit:   | College credit is valued in grade points as follows: |
|--|--|
| <b>A</b> Superior work - the highest grade awarded | 4 Grade Points                                       |
| <b>B</b> Above average work                        | 3 Grade Points                                       |
| <b>C</b> Average work                              | 2 Grade Points                                       |
| <b>D</b> Below average                             | 1 Grade Point  |
| <b>F</b> Work done is undeserving of credit        | No Grade Points                                      |
| <b>AU</b> Audit                                    | No Grade Points                                      |
| <b>I</b> Incomplete                                | No Grade Points                                      |
| <b>P</b> Passing                                   | No Grade Points                                      |
| <b>W</b> Withdrew from a course                    | No Grade Points                                      |

## Honors Classes/Program

Honors options offered through regular classes are available for students attending MAC who wishes to gain a deeper understanding of various subject matters by doing additional study or projects in these classes. Instructors determine whether or not they wish to offer an honors option in their classes. These honors options emphasize individuality, originality and cooperative learning. Students may be given chances to do critical readings, analytical writings, hands-on investigations or presentations.

To qualify for the honors option in a given class, a student must meet any one of the following criteria:

First-Time Students:

- High school GPA of 3.0 on a 4.0 scale
- ACT composite score of 21 or above
- ACT reading score of 18 or above

- Accuplacer Classic of 85 or above

Returning Students:

- Overall GPA of 3.0 or above on a 4.0 scale
- Complete projects within the semester the contract is signed

In order to successfully complete the Honors Program at MAC, receive the Honors medallion and be recognized at Commencement, a student must meet ALL of the following requirements:

- An overall GPA of 3.0 or above
- Complete a minimum of 4 classes totaling at least 12 credit hours of Honors courses
- Receive at least a “b” in all Honors courses
- Schedule an exit interview with the director of the Honors Program/Arts & Sciences Dean, during the semester you place to graduate

For more information, contact the Arts & Sciences Division, (573) 518-2100.

## Identification Cards

Your I.D. card is your admission ticket to college activities such as ball games and is necessary for checking out library materials or using student accounts in the Bookstore and cafeteria. Students have their I.D. photo taken when they enroll for the first time at MAC. A fee is charged for a replacement I.D. card. I.D.s are given in the Bookstore.

## Inclement Weather Policy

College officials urge students to use good judgment regarding driving conditions. If weather conditions deteriorate to warrant the cancellation of day classes, every effort will be made to notify students through the following means by 7 a.m.

### MAC Alerts Text and Email

- **Radio Stations**

Farmington

- KREI (800 AM)
- KTJJ (98.5 FM)

Festus

- KJFF (1400 AM)

Fredericktown

- KPWB (104.9 FM)
- KYLS (95.9 FM)

Park Hills

- KFMO (1240 AM)
- KDBB (104.3 FM)

Perryville

- KSGM (980 AM)
- KBDZ (93.1 FM)

- **Television Stations**

St. Louis

- KTVI Channel 2
- KMOV Channel 4
- KSDK Channel 5

Cape Girardeau

- KFVS Channel 12

- If the message is “MAC is closed,” then day and evening classes are cancelled and all offices are closed.
- If the message is “Classes at MAC are cancelled,” then classes are cancelled but offices are open.
- If the message is “MAC will be operating on a late schedule,” then the campus will open and classes will begin at 11 a.m.
- There is no makeup for the cancelled classes unless this occurs more than two times within the semester.
- Notification of dismissal for evening classes will be made to students and the media by 3 p.m.
- Do not call the radio stations so phone lines may be kept open for official calls from the college and area schools.

## Incomplete Policy

An instructor may assign an "Incomplete" grade when a student is doing passing work and has not completed a small portion of the required course work by the end of the term. The instructor decides if there is an acceptable reason (for example, a serious illness) why the student cannot complete the required course work. The student and the instructor must file an incomplete grade request form for the course with the appropriate dean. The instructor will specify in detail, on the incomplete grade request form, requirements for completing the course to receive a grade.

The deadline for removing an incomplete grade is one year from the first day of the term in which the incomplete grade was recorded, unless a shorter period is specified by the instructor. If an incomplete grade is not cleared within the specified period, the incomplete will be converted to the grade of "F."

## Lost And Found

Lost items may be returned to, or retrieved from, the receptionist's desk in the Student Services Office. Items are kept for one semester before being discarded.

## MyMAC

The student information system (MyMAC) is an efficient way for students to access information online about their academic records as well as information about the community college. MyMAC allows current and prospective students check the course catalog and semester course offerings. It provides a convenient method for students to register and pay for classes and access academic and personal information, such as student schedules, transcripts, financial aid, and student billing. MyMAC operates in a secure environment. Students must use their student identification number and password to access personal information. The student information system is accessed at [my.mineralarea.edu](http://my.mineralarea.edu).

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

To access your password, go to the MyMAC page. Click on "Access Your 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.

## Orientation

CARDS (College Advisement/Registration Day for Students) is an orientation program required for degree-seeking students who enter the college as a first-time freshman and for transfer students with fewer than 12 semester hours of earned credits. CARDS is held in the spring semester for new fall applicants. The program includes academic advising, registration, housing information, financial aid, billing, and student activities.

## Overload

The maximum course load for fall and spring semesters is 19 credit hours. The maximum course load for the summer is 9 credit hours. Students with a superior scholastic record may be permitted to register for more than the recommended maximum with the respective dean's approval.

## Preferred Name

Students may choose to be identified by a first name other than their legal name while attending Mineral Area College. A student can add a preferred first name by completing a Preferred Name Request at Student Services. This change will be reflected in Mineral Area College's computer system where technically feasible, and we are not required to display the students legal name due to business or legal requirements.

Mineral Area College reserves the right to deny or remove any preferred name, with or without notice, for any reason including but not limited to misuse, misrepresentation, attempting to avoid legal obligation or the use of derogatory names.

Students preferred name will be allowed to be used in lieu of their legal name on class rosters, College Park rosters, student identification cards, diplomas and where legal name is not required.

Students' legal name will be used on transcripts, state or federal reports, payroll documents, financial aid, enrollment and degree verification, official lists of students available to the public and other records where the student's legal name is required by law or Mineral Area College policy.

Family Rights and Privacy Act (FERPA) allows for a student's name, including the preferred name, to be disclosed to the public as directory information unless the student submits a FERPA restriction form to the Registrar's Office.

Students may change their legal name by submitting a Name Change form along with a copy of court documentation to the Registrar's Office for processing.

## **Pregnant & Parenting**

Mineral Area College seeks to treat all students equitably, regardless of their actual or potential parental or familial status. The college is dedicated to providing appropriate, reasonable adjustments to educational programs and activities to support Pregnant or Parenting Students. Pregnant and Parenting Students may request and obtain adjustments to educational programs and activities allowing them to continue their education at the College.

A student in need of an educational adjustment should submit a written request to the Dean of Students Office. If a student is unable to submit a request because of her condition, an appropriate representative of the student may contact the dean of students on her behalf and the student may confirm the request when she becomes able to do so. The Dean of Students will consult with the student/appropriate representative and appropriate College officials, including faculty members and the appropriate instructional dean to develop an educational adjustment that is appropriate for the student. The full policy may be found in Board Policy, Article V: Students at [www.MineralArea.edu](http://www.MineralArea.edu)

## **Refund Policy Information**

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

## **Registration**

Students are encouraged to register early for classes. Students enrolled in the spring semester may enroll in March/early April for the summer and fall semesters. Students enrolled in the fall semester may enroll beginning in October/early November for the spring semester. More information is available online and in the schedule booklet.

## **Return Of Title IV Funds Policy**

Students who receive federal student aid (i.e., Pell Grants, student loans, SEOG Grants, EXCEL SSS Grant) and who withdraw from classes either officially or unofficially by failing to attend or actively participate before the 60% point of any semester (see Administrative Withdrawal Policy on MyMAC or [MineralArea.edu](http://MineralArea.edu)) will have a recalculation of their federal student aid eligibility based upon the date of withdrawal for official withdrawals and their last date of attendance/active participation for unofficial withdrawals. They may also owe a refund to MAC and/or Federal Student Aid Programs based upon this recalculation.

Students who receive federal student aid and who receive all F's or a combination of F's and W's at the end of the semester and the instructor(s) reports last day of attendance/lack of participation prior to the last day of the semester will have a recalculation of their federal student aid eligibility based upon the date of withdrawal for official withdrawals and their last date of attendance/active participation for unofficial withdrawals. They may also owe a refund to MAC and/or federal student aid programs based upon this recalculation.

MAC will repay any refund owed to the federal student aid programs due to a return of Title IV Funds Recalculation on behalf of the student. The student will owe MAC for this refund and will have a hold placed on their student account until this balance is paid in full.

The official Policy in its entirety is available on MyMAC under the MyFinancial Aid Tab and [MineralArea.edu](http://MineralArea.edu) under the Financial Aid Section.

## **Right To Privacy, Or Directory Information/Public Information**

In accordance with the Family Educational Rights and Privacy Act (FERPA), all students have the right to review their

official college records, request amendment to these records, restrict their name from certain reports, file with the U.S. Department of Education appropriate FERPA complaints and obtain MAC's FERPA policy statement, available online.

Inquiries regarding the Act of 1974 should be directed to the Registrar's Office. Directory information includes: name, address, phone number, photo, date of birth, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially-recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificates awarded (including dates), awards received, and last educational institution attended.

If issues of health and safety can be documented, campus community and law enforcement personnel may also be provided an individual photo. The college also releases lists of students who qualify for the Dean's List, as well as graduates to newspapers which cover the permanent address of record. Names and addresses of MAC graduates or candidates for graduation will be released to four-year institutions upon the institution's request.

If the student objects to the release of directory information, the student should complete a Request to Restrict Directory Information, form available online and in Student Services. The restriction can only be revoked by writing the registrar. Students are advised that the Social Security number is voluntarily disclosed to MAC and is maintained as confidential information.

## **Service/Emotional Support Animal Policy and Procedures**

Mineral Area College welcomes the presence of service animals and emotional support animals assisting students with disabilities on its campuses consistent with the provisions of this policy and in accordance with the Americans with Disabilities Act, and in compliance with U.S. Department of Housing and Urban Development (HUD).

Students are strongly encouraged to reach out to the Access Office to ensure their experience in bringing the animal to campus goes smoothly. Advance notice of a service or emotional support animal for College Park may allow more flexibility in meeting a student's needs. The Access Office can be contacted by phone at 573-518-2152 or e-mail at [llefridge@mineralarea.edu](mailto:llefridge@mineralarea.edu).

If the service or emotional support animal's behavior fundamentally alters the college's programs, activities and services, poses a direct threat to the health or safety of others, or displays threatening behavior toward others, the college may ask that the animal be removed.

For a copy of the complete policy and procedures, students should contact the Access Office.

## **Sexual Harassment Policy**

MAC is committed to a work setting and academic environment free from sexual harassment. This policy applies to all members of the college community, including employees, students and visitors. Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by other state and federal discrimination laws. Violators shall be subject to disciplinary actions which may include, but are not limited to, written warning, demotion, transfer, suspension or dismissal.

Occasional compliments of a socially acceptable manner or statements or acts that are acceptable to all elements of society are not sexual harassment. What may constitute sexual harassment may differ from person to person.

For a copy of the complete policy and procedures, students should contact the Dean of Student Services, or refer to the MAC website.

## **Smoking Policy**

MAC has a "Smoke-Free Campus" policy.

## **Social Media**

Blogs and social networks (including but not limited to Facebook, LinkedIn, Pinterest, Twitter, Instagram and YouTube) are exciting channels for students to share knowledge, express creativity and connect with others who share similar interests. Mineral Area College supports student participation in on-line communities and offers guidelines to help students effectively and responsibly use these forums. The guidelines may also help students make choices that will aid in protecting their personal and professional reputations. A copy of these guidelines may be picked up in the Student Services offices.

The full social media policy may be found in Article V in our Board Policy. Go to the MAC website ([www.MineralArea.edu](http://www.MineralArea.edu)), click "ABOUT US", then click "Board Policies."

## Student Announcements/Class Cancellations

Announcements pertaining to student activities, club meetings, events, and important dates are posted on the MAC Shared Calendar. Go to the MAC website ([www.MineralArea.edu](http://www.MineralArea.edu)) and click on "calendar" at the bottom of the page. Event flyers are posted on bulletin boards and video screens throughout campus in addition to social media platforms such as Facebook, Instagram, and Twitter. They are also emailed to students. Important dates can be located on MAC's website by clicking on "Current Student-Registration/Registrar-Important Dates-choose semester". Class Cancellations are posted on MyMAC under Quick Links and listed on a bulletin board in the Student Services area located on the first floor.

## Student Conduct And Due Process

MAC is dedicated to its pronounced philosophy and objectives. When these purposes are threatened by student misconduct, appropriate disciplinary action must be taken. College discipline will be exercised when student misconduct adversely affects the college's pursuit of its educational objectives.

Please contact the Office of the Dean of Student Services for a copy of the Student Conduct and Due Process Policies, which are also found on the MAC website.

## Student Information And Procedures

The following are among the more common matters handled in the Student Services Office located on the first floor of the Technology Building:

- Admissions information
- Add or drop a course
- Withdrawal from school or a class
- Career information
- Discuss personal and study problems
- Veterans' benefits
- Financial Aid
- Work-Study Program
- Use of bulletin boards
- Transcript requests
- Apply for college
- Report change of name, address, or phone number
- Student Government
- Catalogs
- Special Testing
- Lost and found
- Time and place of events
- Student body elections
- Change major or advisor
- Obtain information on student insurance
- Enrollment verification
- Voter registration forms
- Student activities

## Student Messages

Students should inform family members, friends and employers that student messages are not delivered on campus except in the case of extreme emergency. Arrangements for work, doctor appointments and other non-emergencies should be taken care of by the student before arriving on campus each day. Floral deliveries to students are discouraged, as classes may not be interrupted for deliveries and the receptionist is not expected to get messages to students.

## Student Policies

The complete listing of all student policies is contained in Article V of Mineral Area College Board Policy and can be found on the MAC website ([www.mineralarea.edu](http://www.mineralarea.edu)). Click on "ABOUT US", then click "Board Policies".

## Student Right-To-Know

Students have a legal right to access graduation and transfer-out rates for Mineral Area College. This information may be found on the MAC website ([www.MineralArea.edu](http://www.MineralArea.edu)). Click "Consumer Information", " Graduation and Transfer-Out Rates" under Student Outcomes.

## Title IX

### What is Title IX?



Title IX of the Education Amendments of 1972 prohibits sex discrimination against students, guests, and employees of educational institutions.

The law reads, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX of the Education Amendments of 1972.

## **What is the purpose of Title IX?**

The purpose of Title IX is to end sexual discrimination in all areas of education. Most of us know about Title IX as the law that made school sports more equitable for girls and women, but there is much more to the law.

## **What kind of actions of sexual harassment or misconduct fall under the umbrella of Title IX?**

Sexual harassment falls under Title IX and is a form of sex discrimination prohibited by Title IX. Sexual harassment includes acts of sexual violence such as rape, sexual battery, and sexual coercion, all of which may create a hostile environment on the campuses of Mineral Area College and at College Park, student housing.

## **What is Mineral Area College’s stand on Title IX?**

Title IX violations are taken very seriously at Mineral Area College and the college’s goal is to maintain safety for students on our campuses, and to take action immediately when a student is in trouble. All members of our campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Once someone at Mineral Area College is made aware (legislation refers to this as “has notice”) of any type of sexual harassment, our duty is to:

1. Stop the harassment/sexual misconduct
2. Remedy the effects, and
3. Prevent the recurrence
4. Prohibit retaliation

## **Who oversees Title IX at Mineral Area College?**

Dr. Joe Gilgour is the campus contact. He is the Interim Title IX Coordinator at Mineral Area College. The Director of Campus Safety serves as Deputy Director:

Dean of Students

Julie Sheets

Office 119 Arts and Sciences

[jsheets@mineralarea.edu](mailto:jsheets@mineralarea.edu)

573-518-2262

Director of Campus Safety

Rich Flotron

Office 11 Public Safety Building

[rflotron@mineralarea.edu](mailto:rflotron@mineralarea.edu)

573-518-2341

The responsibilities of the Title IX Coordinator include:

- Overseeing all Title IX complaints and investigations, providing prompt, fair and equitable resolutions, and ensuring that Mineral Area College carries out its Title IX responsibilities
- Identifying and addressing any patterns or systematic problems that arise
- Providing students support and answering questions
- Collaborating with other college officials as needed
- Coordinating training, education and communication pertaining to Title IX
- Working with the Deputy Director when job duties create a conflict of interest
- Providing assistance to Mineral Area College Campus Police regarding how to respond appropriately to reports

of sexual violence

- Providing Title IX awareness education to staff and students

**Tip #1: Know that you can talk to any employees of Mineral Area College if you or someone you know is experiencing harassment or is a victim of sexual misconduct or sexual violence. We are all student advocates who will provide support and put you in touch with the Title IX Coordinator immediately.**

## **What does Notice of Non-Discrimination mean to me as a student at Mineral Area College?**

At Mineral Area College, we do not tolerate discrimination. Mineral Area College does not discriminate on the basis of sex within educational programs and activities, in accordance with Title IX requirements. Any inquiries about Title IX can be sent to the Title IX Coordinator on campus, [jsheets@mineralarea.edu](mailto:jsheets@mineralarea.edu) or to the Department of Education's Office for Civil Rights at [ocr@ed.gov](mailto:ocr@ed.gov) or (800) 421-3481. Prohibited sex discrimination covers sexual harassment, including sexual violence.

## **How is sexual harassment defined under Title IX?**

Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services or opportunities from Mineral Area College's programs. Under the Department of Education's Office for Civil Rights, sexual harassment is defined as conduct that:

- Is sexual in nature
- Is unwelcome, or
- Denies or limits a student's ability to participate in or benefit from the college's education program

**Tip #2: Some examples of sexual misconduct include, but are not limited to the following:**

- **Making sexual propositions or pressuring students for sexual favors**
- **Unwelcome sexual advances**
- **Writing graffiti of a sexual nature**
- **Displaying or distributing sexually explicit drawings, pictures or written materials**
- **Performing sexual gestures or touching oneself sexually in front of others**
- **Telling sexual or dirty jokes**
- **Spreading sexual rumors or rating other students as to sexual activity or performance**
- **Circulating or showing emails or websites of a sexual nature**

## **What else should I know about sexual harassment?**

A lot will depend on the harasser and the nature of the harassment. The harassment or sexual misconduct can be from anyone on the college campus: employees, other students, or third parties (vending machine operators, delivery persons, fans at an athletic event, guest speakers). The misconduct can be verbal, nonverbal or physical. Victims and harassers, alike, can be male or female, of the same sex, or transgender. The misconduct can occur anywhere on campus or at off-campus locations, at any event or activity sponsored, or non-sponsored by Mineral Area College.

## **What is the difference between the two forms of sexual harassment-quid pro quo and hostile environment?**

Quid Pro Quo harassment is simply "this for that". It is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that imposes conditions on or interferes with work or education. In relation to the educational setting, quid pro quo occurs when a campus employee causes a student to believe they must submit to unwelcome sexual conduct in order to participate in a school program or activity, or causes a student to believe that the employee will make an educational decision based on whether the student submits to unwelcome sexual conduct.

**Tip #3: It doesn't matter whether the student resists and suffers the threatened harm or submits to and avoids the threatened harm for it to be considered harassment.**

**Hostile Environment** is created when conduct based on sex or gender alters conditions of education or work by creating an intimidating, hostile, or demeaning environment. In an educational setting, hostile environment occurs when

unwelcomed conduct of a sexual nature is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

## So where does sexual violence fit into Title IX and sexual harassment?

Sexual violence falls under the Title IX umbrella as a form of sexual harassment, which is prohibited under Title IX. The biggest difference is that it includes sexual misconduct that is criminal in nature. It also refers to sexual acts perpetrated against a person's will where consent is not obtained or where a person is incapable of giving consent due to their use of alcohol or other drugs.

## What is meant by "consent" and "force" in relation to sexual misconduct?

**Consent** is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

**Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- There is not requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of force.
  - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).
  - Incapacity can also result from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs.

## What is the difference between non-consensual sexual contact and non-consensual sexual intercourse?

**Non-consensual sexual contact** is any intentional sexual touching, however slight, with any object, by a person upon a person that is without consent and or by force.

**Non-consensual sexual intercourse** is any sexual intercourse however slight, with any object, by a person upon a person, that is without consent and or/by force.

**Tip #4: Alcohol is not your friend. On average, at least 50% of campus sexual assaults nation-wide involve alcohol. It's the main drug used by perpetrators of sexual violence. Use of alcohol can impair judgment of both the victim and the perpetrator and can increase expectancies of what will happen. Make good choices about using alcohol.**

## Examples of Sexual Violence

**Rape** is sex you don't agree to, including forcing a body part or object into your vagina, rectum, or mouth. **Date Rape** is when you are raped by someone you know, like a boyfriend/girlfriend. Both are crimes. Rape is not about sex—it is an

act of power by the rapist and is always wrong. **Date Rape Drugs**, which often have no smell or taste, can be given to you without you knowing at parties or in clubs—especially where alcohol is served. Alcohol can make you less able to think clearly and resist sexual assault. If you are given a date rape drug, you may not be able to say “no” to unwanted sex and you may not be able to clearly remember what happened. Remember, even if you were drinking, it’s NOT your fault.

**Sexual Assault** and abuse is any kind of sexual activity that you do not agree to, including:

- Inappropriate touching
- Vaginal, anal, or oral sex
- Sex that you say “no” to
- Rape
- Attempted rape

Sexual assault can be verbal, visual, or anything that forces a person to join in unwanted sexual contact or attention.

**Sexual Coercion** is when someone uses pressure, force, alcohol, or other drugs to have sexual contact with someone against their will. Sexual coercion is not okay, and is considered sexual violence.

**Sexual Exploitation** occurs when a student takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute other sexual misconduct offenses.

## What steps should I take if I become a victim of sexual assault?

Know that if you are a victim of sexual violence, you can talk to many trusted Mineral Area College employees who will keep your information confidential. Steps you can take immediately are:

- Go to a safe place
- Seek a friend or student advocate that you can trust
- Don’t shower, bathe any part of your body, douche, urinate, defecate, use medications or brush your teeth, if possible
- Stay in the clothes you are wearing or, if you have already changed, bring clothes, sheets and anything that was in contact with you during the assault in a paper bag (not plastic) or wrapped in a clean sheet---don’t clean or straighten the area
- Don’t touch anything that the accused may have touched or left behind—this physical evidence can help if a criminal charge is pursued
- Get medical help to check for internal injuries you might not be aware of, treat external injuries, be treated for certain STD’s, and get information about HIV/AIDS and pregnancy prevention
- Consider having a rape kit done at the hospital---even if you don’t think you want to press charges, having a rape kit allows you to have evidence collected if you change your mind later
- Seek counseling support
- Consider your legal options and ask questions for clarification

## What are my rights as a complainant?

For Mineral Area College to be proactive, and eliminate a hostile environment or the recurrence of sexual harassment/violence, it is extremely important for you to report any sexual misconduct activities to the appropriate advocate. Student advocates can be any Mineral Area College employee. When you come forward to report a personal incident of sexual harassment/sexual violence, you are entitled to the following assurances from Mineral Area College.

- You will be treated with respect and without prejudice or presumption.
- You are protected from retaliation. When you make a report or file a complaint of discrimination/harassment you become part of the official college resolution process. Should you believe that you are the subject of an act of retaliation as a result of making a report or participating in the resolution process, contact the Title IX Deputy (investigator) or the Dean of Students immediately.
- To know the status of the complaint and investigation at any point in the process.
- We can assure you that you and the alleged perpetrator will not attend the same classes.

- If possible, we will arrange for you to move to a different apartment if you reside at College Park. The perpetrator may be removed from campus during the investigation process.
- We can provide you with counseling services:
  - Mark Easter  
mceaster@mineralarea.edu  
Student Services Counselor/Advisor  
573-518-2211  
Office located in Student Services Suite of Offices
- We can provide you with emergency resources such as:
  - Parkland Health Center-(573) 756-6451  
1101 West Liberty Street  
Farmington, MO 63640
  - 911
  - Community resource information is available at <http://sfccp.org>

We can provide you with academic support services such as tutoring.

- We can arrange for you to re-take a course or withdraw from a class without penalty, including ensuring that any changes don't adversely affect your academic record.
- We can arrange for you to take or finish a course through an alternative course structure to help you complete the semester.
- We can review any academic disciplinary action that may have been taken against you due to the harassment/sexual violence incident (ex: you were dropped for missing a class).
- Our Campus Police Department will assist you if you need to file a complaint with local law enforcement in regard to the reported incident of harassment/sexual violence.
- You may have an advisor of your choosing to assist you during the process, as long as your advisor is not also a witness in the same matter and does not delay or obstruct the process. Your advisor may accompany you to all administrative meetings and proceedings related to the resolution of a complaint, including interviews with the investigator. Please note, however, that generally an advisor is a support person and should not speak for the respondent during the administrative process.
- The investigator makes every attempt to appropriately safeguard information.
- You may request information regarding the process and assistance in dealing with the process. As a participant in the resolution process, it is important that you are aware of the process that is being used to address and resolve the complaint. The Dean of Students office will keep you apprised of the various stages of the resolution process and when the office takes any action related to addressing and resolving the issues. Additionally, you may request assistance from the Dean of Students office with accessing college resources available to you throughout the process.

## What are my rights as a respondent?

If you have been named in a complaint of discrimination or harassment (including sexual violence) you have the right to expect:

- To be treated with respect and without prejudice or presumption. When you interact with the Dean of Students office you are presumed not to be in violation of any college policy unless otherwise determined through the appropriate college process.
- An explanation of the complaint that has been filed against you and by whom.
- When you are named in a discrimination/harassment complaint you become part of the official college resolution process. Should you believe that you are the subject of an act of retaliation as a result of making a report or participating in the resolution process, contact the Title IX Deputy (investigator) or Dean of Students immediately.
- To know of any interim limitations or restrictions placed upon you as a result of the complaint. You may be given temporary removal from campus during the investigation process.
- You and the complainant will not attend the same classes.

- To know the status of the complaint at any point in the process.
- Access to available college resources and support.
- We can provide you with counseling services:
  - Mark Easter  
Student Services Counselor/Advisor  
mceaster@mineralarea.edu (573) 518-2211  
Office located in Student Services Suite of Offices
- We can provide you with emergency resources such as:
  - Parkland Health Center (573) 756-6451  
1101 West Liberty Street, Farmington, MO 63640
  - 911
  - Community resource information is available at <http://sfccp.org>
- We can provide you with academic support services such as tutoring.
- We can arrange for you to re-take a course or withdraw from a class without penalty, including ensuring that any changes don't adversely affect your academic record.
- We can arrange for you to take or finish a course through an alternative course structure to help you complete the semester.
- We can review any academic disciplinary action that may have been taken against you due to the harassment/sexual violence incident (ex: you were dropped for missing a class).
- Our Campus Police Department will assist you if you need to file a complaint with local law enforcement in regard to the reported incident of harassment/sexual violence.
- You may have an advisor of your choosing to assist you during the process, as long as your advisor is not also a witness in the same matter and does not delay or obstruct the process. Your advisor may accompany you to all administrative meetings and proceedings related to the resolution of a complaint, including interviews with the investigator. Please note, however, that generally an advisor is a support person and should not speak for the respondent during the administrative process. The investigator makes every attempt to appropriately safeguard information.
- As a participant in the resolution process, it is important that you are aware of the process that is being used to address and resolve the complaint. The Dean of Students office will keep you apprised of the various stages of the resolution process and when the office takes any action related to addressing and resolving the issues. Additionally, you may request assistance from the Dean of Students office with accessing college resources available to you throughout the process.

## **What happens after I report the incident of harassment/sexual violence?**

You have the right to present your case to the Title IX Coordinator on campus. You will be assured of a thorough, reliable, and impartial investigation of your complaint, as will the perpetrator. You will also have the right to the following:

- An equal opportunity to present witnesses and evidence
- The right to the same appeal process for both parties
- The right to be notified of the time frame within which Mineral Area College will conduct a full investigation of the complaint
- Both parties may file an appeal under Mineral Area College's due process policy if applicable
- The right to have your complaint decided using a preponderance of the evidence standard (i.e. it's more likely than not that the sexual harassment/violence occurred)
- Both parties will be notified of the outcome of the complaint
  - You are entitled to information about the sanction imposed on the perpetrator when the sanction directly relates to you

Mineral Area College can't require you to abide by a non-disclosure agreement, in writing or otherwise, because the Clery Act requires that both parties be informed of the outcome, including the sanction information, of any college proceeding alleging a sex offence



- Right to know that you can end the informal process at any time and begin the formal process stage of the complaint process
- A Title IX investigation is different from any law enforcement investigation. You have the right to file a Title IX sex discrimination complaint with Mineral Area College in addition to filing a criminal complaint.
- You have the right to ask for help in determining the best course of action to take.

For more information about your rights you can contact the following:

- U.S. Department of Education, Office for Civil Rights at [ocr@ed.gov](mailto:ocr@ed.gov) or (800) 421-3481.

## What about confidentiality?

Mineral Area College will take all reasonable steps to investigate and respond with respect to your confidentiality; however, if we can't ensure confidentiality, we will let you know, and explain why we are unable to maintain confidentiality.

If you have requested confidentiality, and decide not to press charges in a sexual violence case, Mineral Area College is still required to file an anonymous report of the incident in order to comply with Clery Act (campus crime reporting).

All Mineral Area College employees, as student advocates, can talk with you in confidence. If there is a safety risk to the campus or others in the college community, we may not be able to maintain confidentiality.

**Tip #5: We can take steps immediately to make you feel safe and to protect you during the investigation process. We can talk to you about special accommodations that you may need, as well.**

## What is retaliation?

Title IX protects all students from retaliation if they report sexual harassment or violence. If the alleged perpetrator or their friends taunt you, call you names, or harass you in any way, report this immediately! Mineral Area College takes a strong stance on students who retaliate.

Mineral Area College Campus Police

Office T-10 Technology Building

Office (573) 518-2331

Cell (573) 631-2831

National Domestic Violence Hotline

1-800-799-7233

National Sexual Abuse/Rape Hotline

1-800-656-HOPE

## Title IX Investigation Process

Gender-based harassment and harm, including sexual harassment and sexual violence are prohibited by the Mineral Area College Policy on Sexual Violence and Sexual Harassment.

## The Purpose Of A Title IX Investigation

An investigation is the process used by the Title IX Coordinator to carefully examine an allegation or complaint of gender-based harm including sexual harassment and sexual violence in order to determine whether the policy has been violated, and if so, what steps the College may take to correct and address such a violation, including assessing discipline. This investigation is an administrative proceeding and not a legal one. This means that the investigation determines whether college policy has been violated, not whether the law has been violated.

## Definitions

Complainant: the individual(s) making the allegation

Respondent: the individual(s) against whom the allegation is made who is responding to the allegation

Witness: an individual who has direct knowledge of or information about the allegation being made

|                |   |
|----------------|---|
| Investigator:  | the individual charged with gathering information, including statements of the complainant, the respondent and witnesses, documents, texts, photos, pictures, images, and recordings, analyzing the information gathered, and determining by a preponderance of the evidence what happened. |
| Preponderance: | the standard against which information and evidence gathered during the investigation is assessed. The preponderance of evidence standard means “more likely than not”  |

## **THE PHASES OF AN INVESTIGATION**

There are five phases to the investigation process: notification of investigation information gathering, information review, report writing analysis and determination of facts and policy, and notification of outcome.

### **Phase 1: Notification of Investigation**

Formal written communication will be sent to both the Complainant and the Respondent. The communication includes information about the investigation process including the allegations to be investigated, what policy and what sections of the policy against which the allegations are assessed, the name of the investigator, the rights the Complainant and Respondent have throughout the investigation process, a caution regarding retaliation, and any other information that is pertinent to the investigation of that particular case.

### **Phase 2: Information Gathering**

The investigator gathers information related to the allegations. Such information may include documents, electronic materials (e.g., texts, social media posts, emails, phone logs), video and audio recordings, interviews with the Complainant, the Respondent, and witnesses. During this phase of the process, the Complainant and Respondent are each provided an opportunity to provide information to the investigator to review, to interview with the investigator and to provide the names of witnesses for the investigator to interview.

### **Phase 3: Information Review**

At the close of the information gathering phase, both the Complainant and the Respondent will each be provided an opportunity to review and respond to the information that the investigator has gathered and will use to determine what happened.

### **Phase 4: Report Writing, Analysis and Determination of Facts and Policy**

After the Complainant and Respondent have been given an opportunity to review and respond to the information gathered by the investigator, the investigator reviews, weighs and analyzes the information using the “preponderance of evidence” standard. This means the investigator reviews the information to determine whether it was “more likely than not” that the alleged conduct occurred.

After the investigator reviews and analyzes the information, the investigator writes a formal investigation report. The report contains the allegations that were investigated, the applicable policy against which the allegations were reviewed, the individuals contacted and interviewed, a list of the documents and materials gathered, reviewed and analyzed, a summary of the statements of the individuals interviewed, an analysis of the statements and information gathered and reviewed, and the investigator’s conclusions and determinations about what happened and whether the allegations have been substantiated.

To protect the privacy of everyone who participates in investigations, the investigation reports do not contain the names and titles of individuals participating in the investigation process.

### **Phase 5: Notification of the Outcome of Investigation**

After the investigator completes the written report, formal written communication will be sent to both the Complainant and the Respondent. The communication includes information about the outcome of the investigation. The notice of outcome is accompanied by a redacted version of the investigation report. When appropriate, such as when the investigator determines that college policy has been violated, the notice of outcome letter will also include information regarding next steps in the Title IX process.

### **Investigation Process:**

An investigation is the formal administrative process the college uses to find out what happened, determine who, if

anyone is responsible for what happened, and whether the Mineral Area College discrimination/ harassment policy has been violated. A college investigation is an administrative process, not a legal proceeding. Typically, the information that is gathered as part of an investigation includes but is not limited to:

- Interviews
- Relevant evidence such as:
- Texts
- Emails
- Notes
- Photographs
- Recordings
- Documents
- Diagrams and pictures
- Other written, non-written, hard-copy and electronic materials

### **Timeline for the Investigation and to Resolve the Complaint:**

The college works to resolve complaints within 60 business days from the date of the report. Some complaints may take longer than 60 business days to resolve due to the number and location of witnesses, the academic calendar, college closings and breaks and other unanticipated or extenuating circumstances. You will receive updates from the Dean of Students and the investigator regarding the timeline for resolution and the reasons why the timeline may need to be extended.

### **Role of the Investigator:**

The investigator is a trained individual to investigate the complaint who is neutral and does not have an interest in the outcome of the investigation. The role of the investigator is to gather relevant evidence and determine whether anyone violated the college's discrimination and harassment policy. The investigator makes such determinations based upon a preponderance of the evidence, which means based on the information available, what more likely than not occurred.

### **Interview with the Investigator:**

During the interview, the investigator will:

- Ask you questions related to the complaint
- Listen
- Take notes
- Ask you for the names of any other individuals who may have information or knowledge of the situation and about what happened
- Provide you an opportunity to present information and material related to the situation and about what happened
- Request that you keep the information you share with the investigator confidential while the investigation is happening. This request is made to protect the integrity of the investigation process.

As part of the investigation process, the investigator will provide the complainant and the respondent with an opportunity to respond to the information that will be relied upon.

### **Investigation Report:**

Once the investigator has finished interviewing witnesses and gathering information, the investigator reviews the information and determines which information is relevant and will be used as part of the decision-making process.

Next, the investigator will write an investigation report that contains:

- The complaint and allegations made;
- A summary of the investigation and fact-gathering process;
- The information the investigator is using to determine what happened, and an analysis of that information;
- A determination about what happened and who was responsible for what happened;

- A determination regarding whether what happened is a violation of the college discrimination and harassment policy; and,
- Instructions regarding the appeals process or other process as applicable.

## **Participation in the Investigation**

An investigation is how the college gathers information about a complaint in order to determine whether anyone violated college policy. The investigator will make a finding and come to a conclusion based on the information made available to the investigator or that the investigator was reasonably able to gather during the investigation. Non-participation in an investigation by a respondent or a witness will not prevent the investigation from proceeding. Mineral Area College encourages students to fully participate in an investigation and expects that employees participate in an investigation.

## **Prohibition on Retaliation**

Mineral Area College prohibits retaliation against anyone who raises a concern or makes a report of discrimination or harassment including sexual harassment and sexual violence. The college also prohibits retaliation against anyone who cooperates with or participates in a college investigation or process to resolve a complaint or report of discrimination or harassment.

When you make a report of discrimination or harassment you become part of the official college resolution process. Should you believe that you are the subject of an act of retaliation as a result of making a report, contact the Title IX Coordinator or Title IX Investigator immediately so that he/she may assess the situation and offer assistance and resolution as appropriate.

## **What Is Retaliation?**

Retaliation is action, which includes threats of retaliation or attempts at retaliation, taken against an individual(s) for making a report or complaint of discrimination or harassment, for opposing discrimination or harassment or for participating in a college discrimination resolution process, that deters the willingness of individuals to speak out against discrimination and harassment and from participating in the complaint resolution process.

Examples of retaliation may include:

- Actions that result in an adverse impact on someone's work or professional position (such as transfer the employee to a less desirable position)
- Actions that inhibit or prevent full participation in the educational environment
- Increased scrutiny of an individual's work, actions or contributions
- Ceasing to communicate with an employee or student such that the lack of communication has an adverse impact on the ability of the employee or student to fully participate in the work and education environment
- Spreading false rumors about the individual, their family, partners, friends
- Threats and intimidation (such as threatening to report an individual to the authorities)
- Making an individual's work or education more difficult (such as purposefully changing a work schedule to conflict with family responsibilities or academic deadlines or schedules that interfere with an individual's academic progress)

## **Transcripts & Transfer Credit**

The registrar will determine credits accepted for transfer. Transfer credits will be accepted only from HLC-recognized institutions. The courses accepted by MAC are included in the grade point average. Transcripts from other institutions become statistics and part of the student's academic record. MAC cannot release transcripts (originals or copies) received from other educational institutions. The transfer credit policy is on the web.

Students desiring to transfer to other institutions are expected to submit an official transcript to the receiving institution. Due to the confidentiality of records, transcripts will be released only upon the student's written request. There is a charge for each transcript, payable at the time of the request. All holds on a student's record must be cleared before a transcript will be released to, or for, a student. Please allow two working days for processing. Additional time is required at the end of the semester. A transcript request may be completed at [www.MineralArea.edu](http://www.MineralArea.edu) under the Registration/Registrar or Alumni/Foundation tab.

## **Tuition Rate**

To receive the in-district rate, you or your parent (if you are a dependent) will be required to document residency within the college's taxing district. The burden of proof of eligibility for in-district tuition rests solely with you. Presence within the taxing district for the past 12 consecutive months and proof of intent to make the taxing district a permanent home are the first criteria.

## **Unit Of Credit And Courseload**

A credit hour/semester hour is earned by attending a non-laboratory class for 50 minutes a week in a regular semester (fall or spring). A three-credit hour class meets for three, 50-minute periods per week. One semester hour of credit is granted for two or three hours of laboratory work per week.

Fifteen to 16 semester hours are considered a normal academic load in a regular semester (fall or spring); however, 12 semester hours are defined as "full time." Students who wish to register for more than 19 credit hours (fall or spring) must obtain permission from the appropriate dean. The fall and spring semesters are approximately 16 weeks in length.

Six credit hours are considered full time (academically) during the summer.

Students should be aware that, on average, at least two hours of outside preparation are needed for each hour of scheduled classroom work. Therefore, students who enroll for 15 semester hours should plan to spend at least 30 hours per week for study outside of class.

## **Verification Of Enrollment**

If you need verification of enrollment for the current semester, complete a verification request form available online and in Student Services. Verification cannot be completed until classes have been in session at least one week. Please allow two days processing time.

## **Veteran's Services**

MAC is approved for certification of students eligible to receive education assistance from the Veteran's Administration. Students eligible to receive veteran's benefits must be enrolled in a program leading to a certificate, or associate degree. Additional information may be obtained by phone (573) 518-2202 or email [veterans@MineralArea.edu](mailto:veterans@MineralArea.edu). For information regarding your eligibility to receive VA benefits, contact the Veteran's Administration at 1-888-442-4551 or visit the official website at [www.gibill.va.gov](http://www.gibill.va.gov).

## **Voter Registration**

In September, Student Government hosts a voter registration day in conjunction with Constitution Day. Voter registration can be done online by visiting the following website: <https://www.sos.mo.gov/elections/goVoteMissouri/register>.

## **Withdrawal Policy**

When a student must stop attending all classes or withdraw from the only class in which he/she is enrolled, a Withdrawal/Exit Form must be submitted to Student Services for processing.

Courses dropped during the first 12.5% of the semester are not entered on the student's permanent record. After 12.5% of a semester or term has passed, the student may follow regular withdrawal procedures to drop any class up to the time that 75% of the term or semester is completed. Regardless of whether he/she was passing or failing at the time, a "W" (Withdrawal) will be entered upon his/her record. Any drop completed after 75% of a term has passed will result in a grade of "F". Students should refer to the current calendar of Important Dates available online to determine the exact date when classes may still be dropped with a grade of "W".

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

To withdraw from the college, the student must:

- Obtain and complete a Withdrawal/Exit Form
- Submit the form to Student Services for processing

The Business Office will issue any refund due to the student directly to the student. When a student withdraws from a class or from college, his or her record will show a "W" whether the student was passing or failing at the time. The withdrawal slip must be fully processed within the first 75% of the term.

# Important Dates

| FALL 2020  |          | Events below are associated with <b>Fall 2020</b> unless otherwise noted   |
|------------|----------|--|
| Jul. 1     | Wed.     | Deadline to complete FAFSA for fall 2020. Late applications will be accepted but students will have to pay up front and be reimbursed if they qualify. |
| Aug. 1     | Sat.     | Approximate date textbooks are available to view online  |
| Aug. 11    | Tue.     | 25% of all tuition & fees due or approved financial aid on file or classes will be dropped   |
| Aug. 17    | Mon.     | Textbook sales/rentals begin – please check with respective Outreach Centers for book sales dates  |
| Aug. 21    | Fri.     | Last day to change from credit/audit for 16-week term and 1st 8-week term  |
| Aug. 27    | Thu.     | Last day to withdrawal completely and receive 100% refund for 1st 8-week term  |
| Aug. 27    | Thu.     | All tuition & fees due to avoid non-refundable \$25 payment plan enrollment fee, potential late fees, and/or service charges                           |
| Aug. 24-25 | Mon-Tues | Late registration  |
| Aug. 24    | Mon.     | 16-week semester and 1st 8-week term begins; Mon. day/evening classes begin  |
| Aug. 24    | Mon.     | Last day to register for first 8-week term or instructor approval  |
| Aug. 24    | Mon.     | Senior scholar registration on Park Hills campus, Student Services   |
| Aug. 25    | Tue.     | Tue. evening classes begin   |
| Aug. 25    | Tue.     | Last day to enroll in a M/W/F day class - evening classes, up to second class meeting  |
| Aug. 25    | Tue.     | Last day to enroll online through MyMAC  |
| Aug. 25    | Tue.     | Last day to enroll in web classes for 16 week semester   |
| Aug. 26    | Wed.     | Wed. evening classes begin   |
| Aug. 27    | Thu.     | Last day to enroll in T/TR day class-evening classes up, to second class meeting   |
| Aug. 27    | Thu.     | Thu. evening classes begin   |
| Aug. 28    | Fri.     | Fri. evening classes begin   |
| Aug. 29    | Sat.     | Sat. classes begin   |
| Aug. 30    | Sun.     | Last day to withdrawal completely and receive 100% refund for 16-week semester   |
| Sept 4     | Fri.     | Graduation application deadline: 4 pm in Student Services  |
| Sept 4     | Fri.     | Last day for full sales/rental textbook refund   |
| Sept 5 –7  | Sat-Mon  | Labor Day break-no classes, campus closed  |
| Sept 6     | Sun.     | Last day to drop a 16 week class without a 'W' grade   |
| Sept 8     | Tue.     | Professional Development Day-no classes, campus closed   |
| Sept 22    | Tue.     | Enrollment Census Date   |
| Sept 24    | Thu.     | Mid-term grades available through MyMAC for 1st 8-week term  |
| Sept 28    | Mon.     | <b>Spring/Summer 2021</b> class offerings available at <a href="http://www.MineralArea.edu">www.MineralArea.edu</a> and MyMAC                          |
| Oct 4      | Sun.     | Last day to drop a class with "W" for 1st 8-week term  |
| Oct 12     | Mon.     | Mid-term grades available through MyMAC for 16-week semester   |
| Oct 16     | Fri.     | Last day to change from credit/audit for 2nd 8-week term   |
| Oct 17     | Sat.     | 1ST 8-week term ends   |
| Oct 19     | Mon.     | 2nd 8-week term begins/last day to register for 2nd 8-week term or instructor approval   |
| Oct 19     | Mon.     | <b>Spring 2021</b> registration opens for currently enrolled students with minimum 30 credit hours earned  |
| Oct 20     | Tue.     | Graduation Seminar 12:30 pm & 5:30 pm – Rice Lecture Hall A  |
| Oct 21     | Wed.     | Final grades available through MyMAC for 1st 8-week term   |
| Oct 21     | Wed.     | <b>Spring 2021</b> registration opens for currently enrolled students  |
| Oct 22     | Fri.     | Last day to withdrawal completely and receive 100% refund for 2nd 8-week term  |
| Oct 26     | Mon.     | <b>Spring 2021</b> open registration begins  |
| Oct 27     | Tue.     | Exit exams begin – Room AS115  |
| Nov 11     | Wed.     | Veterans Day-no day or evening classes, campus closed  |
| Nov 13     | Fri.     | Exit exams end - Room AS115  |
| Nov 19     | Thu.     | Mid-term grades available through MyMAC for 2nd 8-week term  |



|                           |                  |  |
|---------------------------|------------------|--|
| <b>Nov 20</b>             | Fri.             | Last day to drop a class with a "W" for 16-week semester   |
| <b>Nov 25</b>             | Wed.             | Thanksgiving break begins-campus closes at 4:00 pm - no evening classes  |
| <b>Nov 26-28</b>          | Thurs–Sat        | Thanksgiving break-no classes, campus closed   |
| <b>Nov 26</b>             | Thu.             | Deadline to complete the FAFSA for <b>Spring 2021</b> ; late applications will be accepted but students will have to pay up front and get reimbursed if they qualify |
| <b>Nov 29</b>             | Sun.             | Last day to drop a class with a "W" for 2nd 8-week term  |
| <b>Dec 10</b>             | Thu.             | Last T/TR class  |
| <b>Dec 11</b>             | Fri.             | Last M/W/F class   |
| <b>Dec 12</b>             | Sat.             | 2nd 8-week term ends   |
| <b>Dec 14-18</b>          | Mon –Fri         | Final Exams-Day Classes  |
| <b>Dec 14-18 &amp; 21</b> | Mon – Fri, & Mon | Textbook buy backs/rental returns  |
| <b>Dec 14</b>             | Mon.             | Mon. evening classes final exams   |
| <b>Dec 15</b>             | Tue.             | Tue. evening classes final exams   |
| <b>Dec 16</b>             | Wed.             | Wed. evening classes final exams   |
| <b>Dec 17</b>             | Thu.             | Thu. evening classes final exams   |
| <b>Dec 18</b>             | Fri.             | Fri. evening classes final exams   |
| <b>Dec 18</b>             | Fri.             | Last date to pay MAC before sending account balances to collection agency  |
| <b>Dec 19</b>             | Sat.             | Sat. classes final exams   |
| <b>Dec 19</b>             | Sat.             | 16-week semester ends  |
| <b>Dec 21</b>             | Mon.             | Final grades due: 10 am  |
| <b>Dec 23</b>             | Wed.             | Final grades available through MyMAC for 16-week semester and 2nd 8-week term  |
| <b>Dec 24-Jan 1</b>       | Thu.-Fri.        | Christmas Holiday break – campus closed  |
| <b>Dec 24 – Jan 1</b>     | Thu.-Fri.        | Technology Maintenance – MyMAC and other IT services may not be available  |

| SPRING 2021      |          | <i>Events below are associated with <b>Spring 2021</b> unless otherwise noted</i>   |
|------------------|----------|---|
| <b>Dec 21</b>    | Mon.     | Approximate date textbooks are available to view online   |
| <b>Jan 4</b>     | Mon.     | Offices re-open after winter break-registration continues   |
| <b>Jan 11</b>    | Mon.     | Textbook sales/rentals begin – please check with respective Outreach Centers for book sales dates                                   |
| <b>Jan 12</b>    | Tue.     | 25% of tuition/fees due or approved financial aid on file or classes will be dropped  |
| <b>Jan 15</b>    | Fri.     | Last day to change from credit/audit for 16-week term and 1st 8-week term   |
| <b>Jan 18</b>    | Mon.     | Martin Luther King Jr. Day - no day or evening classes; offices closed  |
| <b>Jan 19</b>    | Tue.     | 16-week semester and 1st 8-week term begin  |
| <b>Jan 19</b>    | Tue.     | Senior Scholar registration-Park Hills, Student Services  |
| <b>Jan 19-20</b> | Tues-Wed | Late registration   |
| <b>Jan 20</b>    | Wed.     | Last day to register online through MyMAC   |
| <b>Jan 20</b>    | Wed.     | Last day to register for web classes  |
| <b>Jan 20</b>    | Wed.     | Wed. evening classes begin  |
| <b>Jan 21</b>    | Thu.     | Last day to enroll in M/W/F day classes; evening classes up to 2nd class meeting  |
| <b>Jan 21</b>    | Thu.     | Last day to enroll T/Th day classes; evening classes up to 2nd class meeting  |
| <b>Jan 21</b>    | Thu.     | Thu. evening classes begin  |
| <b>Jan 21</b>    | Thu.     | Payment in full due in order to prevent a non-refundable \$25 payment plan enrollment fee, potential late fees, or service charges. |
| <b>Jan 22</b>    | Fri.     | Last day to withdrawal completely and receive 100% refund for 1st 8-week term   |
| <b>Jan 23</b>    | Sat.     | Sat. classes begin.   |
| <b>Jan 25</b>    | Mon.     | Last day to withdrawal completely and receive 100% refund for 16-week semester  |
| <b>Jan 25</b>    | Mon.     | Mon. evening classes begin  |
| <b>Jan 29</b>    | Fri.     | Last day for full sales/rental textbook refund  |
| <b>Jan 29</b>    | Fri.     | Graduation applications due to the Registrar by 4:00 pm   |
| <b>Jan 29</b>    | Fri.     | <b>Fall 2021</b> scholarship application deadline   |

|                           |                  |   |
|---------------------------|------------------|---|
| <b>Feb 15</b>             | Mon.             | President's Day - no day or evening classes; offices closed   |
| <b>Feb 16</b>             | Tue.             | Graduation seminar 12:30 pm & 5:30 pm - Rice Lecture Hall A   |
| <b>Feb 17</b>             | Wed.             | Graduation seminar 12:00 noon - Rice Lecture Hall A   |
| <b>Feb 19</b>             | Fri.             | Enrollment census   |
| <b>Feb 19</b>             | Fri.             | Mid-term grades for the 1st 8-week term available on the web through MyMAC  |
| <b>Feb 22-23</b>          | Mon-Tues         | <b>Summer 2021</b> reg begins for currently enrolled students with min. 30 cr. hrs. earned  |
| <b>Feb 23</b>             | Tue.             | Exit exams begin - Room AS115   |
| <b>Feb 24-26</b>          | Wed.-Fri.        | <b>Summer 2021</b> registration opens for currently enrolled students   |
| <b>Feb 28</b>             | Sun.             | Last day to drop a 1st 8-week class and receive a grade of "W"  |
| <b>March 1</b>            | Mon.             | <b>Summer 2021</b> open registration begins   |
| <b>March 8</b>            | Mon.             | <b>Fall 2021</b> courses and registration guide available at <a href="http://www.mineralarea.edu">www.mineralarea.edu</a>   |
| <b>March 8</b>            | Mon.             | <b>Fall 2021, Spring 2022, and Summer 2022</b> registration guide available   |
| <b>March 12</b>           | Fri.             | Mid-term grades for the 16-week term available on MyMAC   |
| <b>March 12</b>           | Fri.             | Last day to change from credit/audit for 2nd 8-week term  |
| <b>March 13</b>           | Sat.             | 1st 8-week term ends  |
| <b>Mar 15-20</b>          | Mon.-Sat.        | Spring Break - no day or evening classes; offices closed  |
| <b>Mar 15-20</b>          | Mon.-Sat.        | Technology Maintenance – MyMAC and other IT services may not be available   |
| <b>March 22</b>           | Mon.             | 2nd 8-week term begins  |
| <b>March 22</b>           | Mon.             | <b>Fall 2021</b> reg begins for currently enrolled students with min. 30 credit hours earned  |
| <b>March 24</b>           | Wed.             | <b>Fall 2021</b> registration begins for all currently enrolled students  |
| <b>March 24</b>           | Wed.             | Grades available through MyMAC for 1st 8-week term  |
| <b>March 25</b>           | Thu.             | Last day to withdrawal completely and receive 100% refund for 2nd 8-week term   |
| <b>March 26</b>           | Fri.             | Exit exams end - Room AS115   |
| <b>March 29</b>           | Mon.             | <b>Fall 2021</b> open registration begins   |
| <b>April 1</b>            | Thu.             | Professional Development Day – no day or evening classes; offices closed  |
| <b>April 2-3</b>          | Fri.-Sat.        | Spring holiday - no day or evening classes; offices closed  |
| <b>April 22</b>           | Thu.             | Last day to drop a 16-week class and receive a grade of "W"   |
| <b>April 23</b>           | Fri.             | Mid-term grades for 2nd 8-week term available online through MyMAC  |
| <b>April 26</b>           | Mon.             | Deadline to complete the FAFSA for <b>Summer 2021</b> ; late applications will be accepted however, students must pay up front and get reimbursed if they qualify |
| <b>April 28</b>           | Wed.             | Deadline to complete FAFSA for summer 2020 semester. Late applications will be accepted but students will have to pay up front and be reimbursed if they qualify. |
| <b>May 2</b>              | Sun.             | Last day to drop a 2nd 8-week class and receive a grade of "W"  |
| <b>May 11</b>             | Tue.             | Last T/Th day class   |
| <b>May 14</b>             | Fri.             | Commencement rehearsal - 3:00 pm  |
| <b>May 14</b>             | Fri.             | Last M/W/F day class  |
| <b>May 15</b>             | Sat.             | 2nd 8-week term ends  |
| <b>May 15</b>             | Sat.             | Commencement - 10:30 am   |
| <b>May 17-21</b>          | Mon.-Fri.        | Final Exams-Day Classes   |
| <b>May 17</b>             | Mon.             | Mon. evening classes final exams  |
| <b>May 17-21 &amp; 24</b> | Mon.-Fri. & Mon. | Textbook buy backs/rental returns   |
| <b>May 18</b>             | Tue.             | Tue. evening classes final exams  |
| <b>May 19</b>             | Wed.             | Wed. evening classes final exams  |
| <b>May 20</b>             | Thu.             | Thu. evening classes final exams  |
| <b>May 21</b>             | Fri.             | Fri. evening classes final exams  |
| <b>May 21</b>             | Fri.             | Last date to pay MAC for spring tuition before sending account balances to collection agency  |
| <b>May 22</b>             | Sat.             | Sat. classes final exams  |
| <b>May 22</b>             | Sat.             | 16-week terms end   |
| <b>May 24</b>             | Mon.             | Final grades due by 10:00 am  |
| <b>May 26</b>             | Wed.             | Final grades available online through MyMAC   |

| <b>SUMMER 2021</b>                |                            | <i>Events below are associated with <b>Summer 2021</b> unless otherwise noted</i>                            |
|-----------------------------------|----------------------------|--|
| <b>May 12</b>                     | Wed.                       | 25% of tuition/fees due for summer 2021 classes or approved financial aid on file or classes will be dropped |
| <b>May 31</b>                     | Mon.                       | Memorial Day holiday - no day or evening classes; offices closed   |
| <b>June 1</b>                     | Tue.                       | Textbook sales/rentals begin – please check with respective Outreach Centers for book sales dates            |
| <b>June 4</b>                     | Fri.                       | Last day to change from credit/audit for 8-week, 6-week, & 1st 4-week terms                                  |
| <b>June 7</b>                     | Mon.                       | Classes begin; last day to enroll  |
| <b>June 7</b>                     | Mon.                       | 8-week, 6-week, and 1st 4-week terms begin   |
| <b>June 7</b>                     | Mon.                       | Senior Scholar registration - Park Hills, Student Services   |
| <b>June 10</b>                    | Thu.                       | Last day to withdrawal completely and receive 100% refund for 8-week term                                    |
| <b>June 11</b>                    | Fri.                       | Last day for full textbook refund  |
| <b>June 15</b>                    | Tue.                       | Graduation Seminars 12:30 pm & 5:30 pm, Rice Lecture Hall A  |
| <b>June 18</b>                    | Fri.                       | Graduation applications due to the Registrar by 3:00 pm  |
| <b>June 21</b>                    | Mon.                       | Enrollment census  |
| <b>June 22</b>                    | Tue.                       | Exit exams begin – Room AS115  |
| <b>June 26</b>                    | Sat.                       | Last day to drop a 1st 4-week class and receive a grade of "W"   |
| <b>June 30</b>                    | Wed.                       | Outstanding balances are due in order to prevent service charges   |
| <b>July 2</b>                     | Fri.                       | 1st 4-week term ends   |
| <b>July 2</b>                     | Fri.                       | Last day to change from credit/audit for 2nd 4-week term   |
| <b>July 5</b>                     | Mon.                       | Independence Day - no day or evening classes; offices closed   |
| <b>July 6</b>                     | Tue.                       | 2nd 4-week term begins   |
| <b>July 7</b>                     | Wed.                       | Mid-term grades available on the web through MyMAC   |
| <b>July 7</b>                     | Wed.                       | 1st 4-week term grades available on the web through MyMAC  |
| <b>July 9</b>                     | Fri.                       | Last day to drop a 6-week class and receive a grade of "W"   |
| <b>July 13</b>                    | Tue.                       | Exit exams end – Room AS115  |
| <b>July 19</b>                    | Mon.                       | 6-week term ends   |
| <b>July 19</b>                    | Mon.                       | Last day to drop an 8-week class and receive a grade of "W"  |
| <b>July 26-31 &amp; Aug 2</b>     | Mon. – Fri., & Mon.        | Final exams  |
| <b>July 26</b>                    | Mon.                       | Mon. evening final exams   |
| <b>July 27</b>                    | Tue.                       | Last day to drop a 2nd 4-week class and receive a grade of "W"   |
| <b>July 27</b>                    | Tue.                       | 6-week term grades available on the web through MyMAC  |
| <b>July 27</b>                    | Tue.                       | Tue. evening final exams   |
| <b>July 28</b>                    | Wed.                       | Wed. evening final exams   |
| <b>July 29</b>                    | Thu.                       | Thu. evening final exams   |
| <b>July 29-30, &amp; Aug. 2-3</b> | Thurs., Fri., Mon. & Tues. | Textbook buy backs/rental returns  |
| <b>July 30</b>                    | Fri.                       | Fri. evening final exams   |
| <b>July 31</b>                    | Sat.                       | Sat. final exams   |

# Final Exam Schedule

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

## Fall & Spring—Day Classes

Fall 2020: Dec. 14-18; Spring 2021: May 17-21

| EXAM TIME     | Monday               | Tuesday                      | Wednesday            | Thursday                     | Friday |
|---------------|----------------------|------------------------------|----------------------|------------------------------|--------|
| 8:00 - 9:40   | 8 am<br>MWF Classes  | 8 or 8:30 am<br>TR Classes   | 9 am<br>MWF Classes  | 9 or 9:30 am<br>TR Classes   |        |
| 10:00 - 11:40 | 10 am<br>MWF Classes | 10 or 10:30 am<br>TR Classes | 11 am<br>MWF Classes | 11 or 11:30 am<br>TR Classes |        |
| 12:00 - 1:40  | 12 pm<br>MWF Classes | 12 or 12:30 pm<br>TR Classes | 1 pm<br>MWF Classes  | 1 or 1:30 pm<br>TR Classes   |        |
| 2:00 - 3:40   | 2 pm<br>MWF Classes  | 2 or 2:30 pm<br>TR Classes   | 3 pm<br>MWF Classes  | 3 or 3:30 pm<br>TR Classes   |        |
| 4:00 - 5:40   | 4 pm<br>MWF Classes  | 4 or 4:30 pm<br>TR Classes   | 5 pm<br>MWF Classes  | 5 or 5:30 pm<br>TR Classes   |        |

## Fall & Spring—Evening & Saturday Classes

Fall 2020: Dec. 14-19; Spring 2021: May 17-22

| FALL EXAM DATE  | SPRING EXAM DATE | Classes                   |
|-----------------|------------------|---------------------------|
| Mon., Dec. 14   | Mon., May 17     | Monday Evening Classes    |
| Tues., Dec. 15  | Tues., May 18    | Tuesday Evening Classes   |
| Wed., Dec. 16   | Wed., May 19     | Wednesday Evening Classes |
| Thurs., Dec. 17 | Thurs., May 20   | Thursday Evening Classes  |
| Fri., Dec. 18   | Fri., May 21     | Friday Evening Classes    |
| Sat., Dec. 19   | Sat., May 22     | Saturday Classes          |

## Summer—All Classes

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

# Bookstore

Mineral Area College Bookstore is your one-stop shop for not only your textbooks, but also your academic needs. We carry laptops, technology, school, and office supplies, art materials, and a wide range of MAC clothing. Aaron Miller is the bookstore manager, and Lisa Underwood is the assistant store manager.

Textbooks for Fall 2020 will be available for rent/purchase beginning **August 17, 2020**. Textbooks are in the store and students pull their own. In order to insure that each student has the correct textbooks for the semester, **the student needs to bring a copy of their course schedule with them when they want to rent/purchase or inquire about textbooks**. If you do not bring a copy of your schedule in with you, we can print one. The textbooks in stock are listed in alphabetical order by the course number, which is also how they appear on your schedule. We recommend shopping as early as possible for the best selection. **We also strongly recommend that you purchase any course materials from the Mineral Area College Bookstore in order to insure receiving the correct textbooks and access codes for your class(es)**. Buying textbooks and access codes from the internet is risky in that you may receive an international version or the wrong book altogether.

**The bookstore rental program** is designed for currently enrolled Mineral Area College students and can only be rented by that student. The rental agreement pertains to the current semesters' rentable titles and the rental period begins the day you pay for your textbook rental and continues until the last day of finals.

**Payment for textbooks is expected at time of purchase.** We accept cash, personal checks, credit/debit cards, and approved financial aid accounts as payment. A form of photo identification is required for all but cash payment transactions. Financial aid arrangements need to be completed through the Mineral Area College Financial Aid department. It may take up to 24 hours from the time of enrollment before authorized financial aid accounts are transferred to the bookstore.

**YOUR RECEIPT IS REQUIRED FOR A REFUND** regardless of the method of payment or reason for returning. When you return a book, it must be in the same condition as when you rented/purchased it. All textbooks that need to be returned must be within 5 (five) days of purchase. When a check is used for payment, a cash refund will not be given until 10 (ten) days past the date on the receipt, even if the ten days is later than the stated last day for a refund. An exchange (return a book with your receipt and purchase another) can be made without waiting the ten days.

**Hours** — Fall/Spring Semesters: Monday-Thursday, 8 a.m. - 5:30 p.m.; Fridays, 8 a.m. - 4 p.m.; Summer Semester: Monday-Friday, 8 a.m. - 3 p.m. **Phone** — (573) 518-2106

# Tuition & Payment

Mineral Area College tuition rates are as follows:

In-District .....\$116 per cr. hr.

Out-of-District .....\$161 per cr. hr.

Out-of-State .....\$213 per cr. hr.

International .....\$225 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.

## 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 2020 semester.

- **August 11, 2020** – *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 canceled (classes dropped) for students who miss this deadline.
- **August 27, 2020**  
ALL tuition and fees due to avoid non-refundable, \$25 payment plan enrollment fee, potential late fees, and/or service charges.
- **October 8, 2020** – *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.
- **December 18, 2020**  
Last date to pay MAC before sending account balances to collection agency.

### Deadlines for Spring

- **January 12, 2021**  
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 21, 2021**  
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 21, 2021**  
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 12, 2021**  
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 30, 2021**  
Last date to pay balance and avoid service charges. No payment plans are available for summer semesters.
- **July 29, 2021**  
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.

### 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 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 Day 1 – 7 for dropped course(s).....100% Refund
- Calendar Days 8 – 14 for dropped course(s).....50% Refund
- Calendar Days 15 and after.....No Refund

### 8-Week Semester

- Calendar Day 1 – 4 for dropped course(s).....100% Refund
- Calendar Days 5 – 8 for dropped course(s).....50% Refund
- Calendar Days 9 and after.....NO Refund

### 4-Week Semester

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

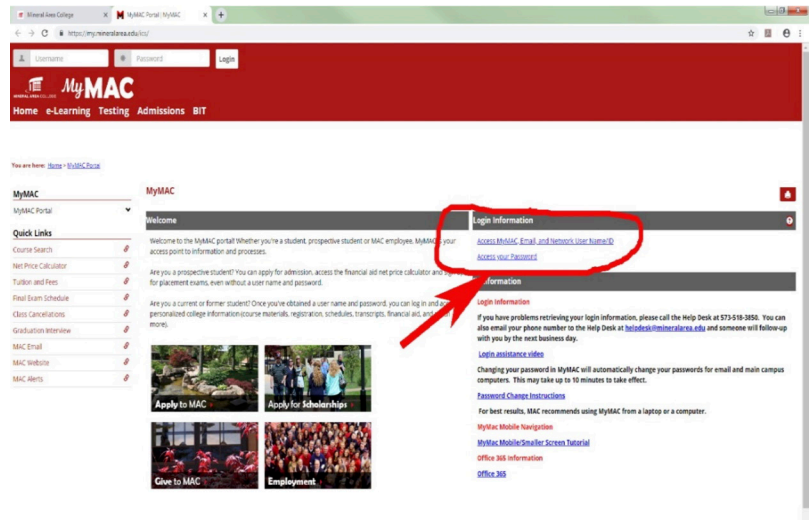
For terms with flexible start/end dates (6-week classes, 10-week classes, etc.), refunds will be calculated by the Business Office. Please call (573) 518-2251.

# I.T. Resources

The Mineral Area College Website can be found at: [www.MineralArea.edu](http://www.MineralArea.edu)

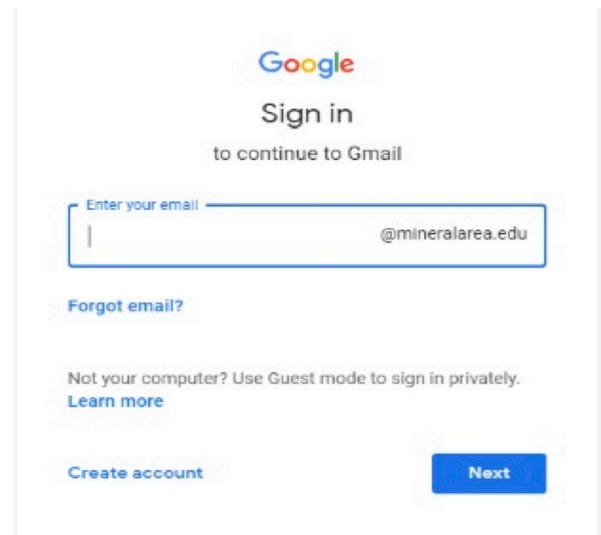
## Accounts and Passwords

- Go to [www.MineralArea.edu](http://www.MineralArea.edu) and click on the "My Mac" link at the top right of the page.
- If you need to access your My Mac, Email, or Network User Account (AD Account), click the top link circled in the picture.
- On the next page enter your SSN into the appropriate box and click "Generate Report"
- A link to a PDF should appear with information for your My Mac, Email, and Network ID's
- If you need to access your password to any of these accounts click the bottom link circled in the picture
- In the appropriate boxes enter the last 4 digits of your SSN, your My Mac Username/ID, and the 4 digit year you were born (i.e. 2001)
- A link to a PDF should appear with password information.



## Login to Email

- Go to the [www.MineralArea.edu](http://www.MineralArea.edu) website and click the "Mac Email" link at the top right of the page.
- Using the information you gathered from the "User Accounts and Passwords" section, type your email username in the appropriate box.
- Click "Next" and the box will change to a password box.
- Enter your password into the email password box.

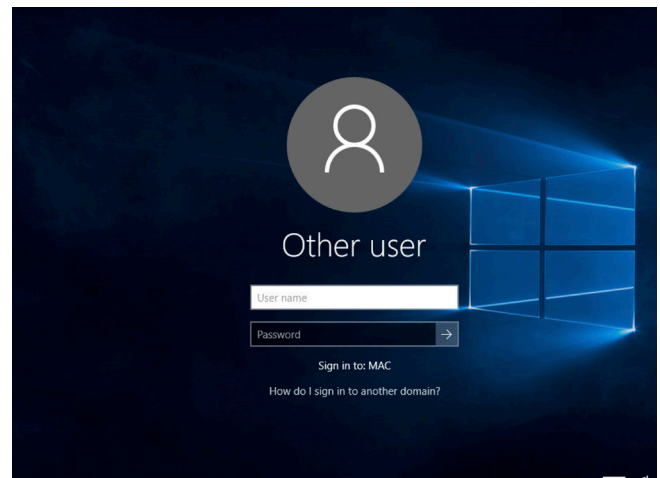


## Network Account (Computer Login)

- You can log into computers across the Mineral Area College campus using the information you gathered from the "User Accounts and Passwords" section on the previous page.
- Using the information you gathered on page 1, type your email username in the appropriate box.
- Click "Next" and the box will change to a password box.
- Enter your password into the email password box.

## Additional Resources

- [My Mac Login Video](#)
- [Microsoft Office 365 Video](#)
- [Microsoft Office 365 Online Student Portal](#)



# CAMPUS MAP

