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Muskegon, MI 49442
231.773.9131**

**The information contained in this catalog
is also available on the MCC website:**

www.muskegoncc.edu

Muskegon Community College Catalog

From the President

Hello and Welcome to MCC:

Thank you for selecting Muskegon Community College as your institution of choice to begin or continue your college education. Our faculty and staff are working hard to ensure that your educational experiences are both rewarding and relevant to your personal goals.

As the many facets of new and improved technology continue to affect our everyday lives, you can be assured that Muskegon Community College is committed to providing students the finest technological resources available. Our intent is to become the area's leader in educational technology, and we are well on our way to achieving that goal.

With wireless technology available on much of the campus, providing enhanced access to online services, students are taking advantage of their MCC e-mail accounts. And very soon now, students will be able to view their transcripts and class schedules online when new password-protected software is installed as part of the campus-wide administrative systems overhaul. We believe that these new services will be heartily embraced by MCC students.

Now in its second year of operation, the Hendrik Meijer Library Information Technology Center has proven to be popular campus destination for students and the public alike. If you are not yet familiar with the Meijer LIT Center, I enthusiastically encourage you to visit this outstanding facility at your earliest convenience.

Significant progress has been made in implementing a "One-Stop" Student Services Center where new and current students can conveniently acquire everything they need to start or continue their education at MCC. From the application process through testing, counseling, and financial aid, student services will be available near the main entrance for those visiting campus, with online access to many other services not far behind.

As we proceed with implementing new technology, the content and knowledge components of a relevant college education are being addressed as well. With futurists predicting that those entering the workforce today will experience six to seven entirely different careers during their working lives, the value of incorporating transferable skills into the curriculum is not being ignored. Critical thinking, problem solving, and communication skills are recognized as being critical to success in every chosen career. Unquestionably these are skills which will serve students well for the foreseeable future.

Whether you chose Muskegon Community College to prepare for successful transfer to a four-year college or university, to acquire new skills that will advance your existing career, to earn a degree or certificate that can qualify you for a well-paying job, or to complement and enrich your lifestyle, you can be assured that you made the right choice.

Again, thanks for choosing Muskegon Community College. We invite your confidence as we strive to help you fulfill your career aspirations and life dreams.

Cordially,



Dr. David L. Rule
President



MCC MISSION STATEMENT

Muskegon Community College, an associate degree-granting institution of higher education, is a center for lifelong learning which provides persons the opportunity to attain their educational goals by offering programs that respond to individual, community, and global needs.

To fulfill its mission, MCC is committed to:

1. Prepare students for successful transfer to four-year colleges and universities, and enable students to pursue higher-level degree opportunities through our local partnerships with university programs.
2. Develop technical and vocational skills necessary to enter and/or advance in the technologically sophisticated workplace of the 21st century.
3. Provide for the assessment and/or improvement of learning skills and attitudes necessary for a successful educational experience.
4. Meet the unique educational, cultural, and societal needs in the community through special courses, seminars, and exhibits.
5. Respond in a rapid fashion to the ever-changing educational and training needs of local and regional business and industry.
6. Stimulate intellectual curiosity, promote humanitarian values and enhance the general educational experiences necessary for persons to function as effective citizens.
7. Create an atmosphere where diversity is acknowledged and encouraged.
8. Provide comprehensive student services that are conducive to student learning and satisfaction in all facets of the college experience and appropriate to an open door community college.

ACCREDITATION

Muskegon Community College is accredited by Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle St., Chicago, IL 60602-2504--(800) 621-7440. They can also be contacted online at www.ncahigherlearningcommission.org. Any interested person may review a copy of the accreditation documents by contacting the President's Office, Room 116.

EQUAL OPPORTUNITY

Muskegon Community College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.

Muskegon Community College Catalog

ABOUT THIS CATALOG

This catalog contains general information about Muskegon Community College, its history, objectives, programs, and course offerings. It is intended as a guide for prospective students, admissions and guidance counselors, and the general public, as well as for present students and faculty.

The information contained in this catalog is subject to change. The catalog cannot be considered an agreement or contract between individual students and Muskegon Community College or its administration.

Knowledge of the information presented here and in other College publications is the responsibility of each student. Not understanding the College regulations does not exempt a student from compliance with those regulations.

Students returning to Muskegon Community College after a five-year absence will be under the requirements of the current catalog.

GENERAL INFORMATION-Section One.

ACADEMIC PROGRAMS-Section Two.

COURSE DESCRIPTIONS-Section Three.

HOW TO GET STARTED

Checklist of Items to Complete

1. Apply online or fill out an application for admission to MCC. You will shortly receive a letter of acceptance and a student number. You may do this in the Enrollment Services Office, room 100, by mail, or online at www.muskegoncc.edu. Call 231.777.0363 for information.
2. Contact your high school or G.E.D. center and have an official transcript sent to the Enrollment Services Office.
3. See a representative of the Financial Aid Office in room 100. Hours are 8:00 a.m. – 7:00 p.m. on Monday and Tuesday, and 8:00 a.m. – 4:30 p.m. Wednesday through Friday. Telephone: 231.777.0221.
4. Take the placement test. Appointments can be made in person or by calling 231.777.0394. The Testing Center is in room 134.
5. Complete Orientation.
6. See a counselor for help in course selection. Appointments can be made in the Counseling and Advising Center, room 101, or by calling 231.777.0362.
7. Register for classes and pay your tuition online at www.muskegoncc.edu. See current Schedule of Classes for registration and payment dates.



ACADEMIC CALENDAR 2007-2008

FALL SEMESTER 2007

Faculty Seminar Days	August 29-30 (Wednesday-Thursday) No Classes
Labor Day	September 3 (Monday) No Classes - College Closed
Fall Classes Begin	September 4 (Tuesday) – November 21 (Wednesday) <i>Evening classes are not held after 4:30 p.m. on November 21 due to the Thanksgiving Holiday</i>
Thanksgiving Holiday	November 22-24 (Thursday-Saturday) No Classes - College Closed
Fall Classes Continue	November 26 (Monday) – December 10 (Monday)
Exam Preparation Day	December 11 (Tuesday) No Classes
Fall Classes Continue	December 12 (Wednesday) – December 14 (Friday)
Final Exam Days	December 15, 17, 18, 19 (Saturday/Monday/Tuesday/Wednesday)
Thursday Evening Class Exams	December 20 (Thursday)
Holiday Vacation	December 21 (Friday) – January 4 (Friday) No Classes College Closed December 22 through January 1

WINTER SEMESTER 2008

Faculty Seminar Days	January 3-4 (Thursday-Friday) No Classes
Winter Classes Begin	January 7 (Monday) – January 19 (Saturday)
Dr. Martin Luther King Day	January 21 (Monday) No Classes - College Closed
Winter Classes Continue	January 22 (Tuesday) – March 1 (Saturday)
Mid-Semester Vacation	March 3-8 (Monday-Saturday) No Classes
Winter Classes Continue	March 10 (Monday) – March 21 (Friday)
Good Friday	March 21 (Friday) Closed at Noon - No Classes after Noon
Winter Classes Continue	March 22 (Saturday) – April 25 (Friday)
Final Exam Days	April 26, 28, 29, 30 (Saturday/Monday/Tuesday/Wednesday)
Commencement	To Be Announced
Open Calendar	May 1 (Thursday) – May 10 (Saturday) No Classes

SUMMER SESSION 2008 (12 Weeks)

Summer Classes Begin	May 12 (Monday) – May 23 (Friday)
Memorial Day	May 26 (Monday) No Classes - College Closed
Summer Classes Continue	May 27 (Tuesday) – July 3 (Thursday)
Independence Day	July 4 (Friday) No Classes - College Closed
Summer Session Classes/Exams	July 7 (Monday) – July 31 (Thursday)
Open Calendar	August 1 (Friday) – August 26 (Tuesday) No Classes

General Information

PLANNING YOUR CLASSES, YOUR CURRICULUM, YOUR CAREER

“What courses should I take first? How soon do I need to choose a major? What sort of degree do I want?” All students ask these questions, and the next 10 pages will help you start finding answers.

HERE’S WHAT YOU SHOULD DO:

Aim toward earning a degree.

Muskegon Community College offers two degree options, as well as several diploma and certificate programs and professional development credit programs. If you are undecided, you may want to take advantage of our free career testing and counseling. Depending on your goals and the advice you receive from a counselor, you may want to pursue one of the following:

Associate in Science and Arts

This degree is for students intending to transfer to a four-year college or university. Graduates are generally admitted to the bachelor degree granting institutions with junior year standing. It is vitally important that you follow a curriculum guide, available to you online at www.muskegoncc.edu. Details about the Associate in Science and Arts degree requirements are available in the program section of this catalog. This degree automatically fulfills the MACRAO Agreement.

MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers) Agreement:

If you complete the General Education requirements for the Associate in Science and Arts degree, you will receive the MACRAO stamp on your transcript, which makes transferring to many Michigan colleges and universities easier. Colleges and universities who are part of this agreement will exempt you from most or all of their general education requirements if you have met the general education requirements at Muskegon Community College.

Associate in Applied Science

This degree is for students preparing for immediate employment, although the degree may transfer to a limited number of bachelor degree programs. The Business, Industrial Manufacturing Technology, Allied Health, and Educational programs under this degree (shorter certificate and diploma programs are available) were designed in conjunction with active advisory committees so that you may reasonably expect employment upon successful completion.

Diplomas, Certificates and Professional Development Credits

Certificates are offered in many of the same occupationally-oriented programs as the Associate in Applied Science degrees but are not as comprehensive in nature. These certificate programs were developed with the assistance of advisory committees, and you may reasonably expect employment upon completion of these programs. New certificate and professional development programs are continually being developed at Muskegon Community College. Check with counselors in the Counseling and Advising Center for information on other certificate and professional development programs which may be available.

It is strongly recommended that you see a counselor to develop a course plan for purposes of transferring to a four-year institution or obtaining a two-year degree or certificate.

If you are returning to Muskegon Community College after an absence of FIVE YEARS OR LONGER you will be under the requirements of the CURRENT CATALOG.

Transfer Curriculum Guides

Curriculum guides tell you what courses to take at Muskegon Community College before transferring to a senior college. There are curriculum guides available for the most popular majors and transfer schools. For example, if you want to study education and transfer to Grand Valley State University, there is a curriculum guide which tells you which courses Grand Valley State University wants you to take at MCC before transferring. The guides are prepared jointly by our counselors and the admissions offices at the transfer colleges, and are available in the Counseling and Advising Center in room 101, or online at www.muskegoncc.edu under Future or Current Students. It is important to meet with an MCC counselor. MCC can assist you in preparing for transfer in an unlimited number of programs such as:

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| Advertising/ Public Relations | Hospitality and Tourism Management |
| Agriculture and Natural Resources | Industrial Education |
| Anthropology | Industrial and Environmental Health Management |
| Architecture | Industrial Technology |
| Art | Management |
| Athletic Training | Manufacturing Engineering |
| Behavioral Science | Mathematics |
| Biology | Medical Records Administration |
| Bio-Medical Science | Medical Technology |
| Bio-Psychology | Medicine |
| Broadcast and Cinematic Arts | Music |
| Business Administration | Natural Resources |
| Business Education | Nuclear Medicine Technology |
| Chemistry | Nursing |
| Chiropractic Medicine | Occupational Education Studies |
| Clinical Laboratory Sciences | Occupational Therapy |
| Computer Science | Optometry |
| Criminal Justice | Packaging |
| Crop and Soil Sciences | Park and Recreation Resources |
| Dance | Pharmacy |
| Dentistry | Philosophy |
| Dietetics | Physical Education |
| Economics | Physical Therapy |
| Education | Physician's Assistant |
| Elementary Education | Physics |
| Engineering | Political Science |
| Engineering Technology | Psychology |
| English | Public Relations |
| Fisheries and Wildlife | Recreation |
| Foodservice, Lodging and Travel | Secondary Education |
| Foreign Language | Social Work |
| Forestry | Sociology |
| Geology | Special Education |
| Health Care Systems Administration | Speech Pathology and Audiology |
| Health Information Management | Sports Medicine |
| Health Sciences | Theater |
| History | Veterinary Medicine |

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WHAT IS GENERAL EDUCATION AND WHY DO I HAVE TO TAKE THOSE CLASSES?

If you are going to major in business, for example, you may feel you should just take business courses. But employers, and all colleges and universities, disagree. An educated person knows (and can do) many things. General Education courses develop abilities important for everybody, regardless of their major. A complete description of the Purposes of General Education for the Associate in Science and Arts degree at Muskegon Community College follows.

THE PURPOSES OF GENERAL EDUCATION

For the Associate in Science and Arts degree at Muskegon Community College

Introduction: The College shares the view held by many that an education should prepare you not only for a career, but also for life. It is primarily through the curriculum of the general education program for the Associate in Science and Arts degree that the College seeks to help you acquire the knowledge and skills necessary to understand both yourself and the world you live in. General education encourages community by providing access to the knowledge common to all educated men and women, regardless of their vocation. General education is designed to cultivate in each student six general abilities of an educated person:

1. to acquire knowledge using a variety of methods and sources, and to use this knowledge in his or her life.
2. to cooperate and collaborate with others in identifying, analyzing, and formulating solutions to problems and learning to take the appropriate action.
3. to synthesize and interrelate ideas and concepts from various areas of knowledge.
4. to understand the ethical and moral dimensions of your own values, your basic assumptions and limitations, and to respond reflectively and appropriately to the value systems of others.
5. to read materials with an understanding of the author's purpose, assumptions and techniques, and respond to ideas critically.
6. to reason logically and analyze objectively, with a sense of openness to new ideas.

Foundational Skills: The College believes that a successful, meaningful experience in general education occurs when you come to the program adequately prepared to meet its challenges. Therefore, you must demonstrate the following minimum levels of achievement, by either successful testing or satisfactory course completion (a grade of "C" or better) before enrolling in courses which meet the general education requirements:

1. Readiness for college-level writing.
2. Readiness for college-level reading.
3. Readiness for understanding and using college-level mathematical concepts.
4. Basic computer skills.

Curriculum Design: The College seeks excellence in education through a general education program which aims to integrate a general body of knowledge with the intellectual abilities for dealing with that knowledge. The College believes that all meaningful human activity requires such integration. The requirements listed below aim to instill a broad range of knowledge and skills, and at the same time provide a framework to integrate them into a meaningful whole. You will meet the general education requirements when you successfully complete required courses which encompass each of the nine areas of knowledge and each of the four higher-level skills. On a practical level, when you complete the required course work encompassing these nine areas of knowledge and the four higher level skills you will have met the requirements of the MACRAO agreement which eases the process of transferring to a Michigan four-year institution.

Areas of knowledge: The knowledge common to educated men and women can be identified in a number of ways. The nine areas chosen by the College, one of many such patterns, are intended to provide a foundation of general learning on which the student can build his or her own edifice of specialized learning in preparing for a career. The required nine areas of knowledge are:

1. **The history of the origins and development of Western civilization's major ideas and culture to the extent that they have affected our lives.** You will trace the evolution of ideas through the ancient, medieval, and modern eras in the areas of philosophy, government, religion, the arts and science.
2. **The history of major ideas and values peculiar to the shaping of American cultures.** You will trace the historical evolution from early settlements to modern times of important ideas Americans have struggled over, such as: the size and function of the national government; individualism versus obligations to society; the impact of religion upon government, society and individuals; technological growth and the environment; materialism versus idealism; the international role of the United States; race relations; attitudes toward gender; equality versus freedom and opportunity; the value of work.
3. **The fundamental ideas and methods of the mathematical, natural and physical sciences.** You will examine a brief history of scientific and mathematical thought; understand and use the scientific method and practice of research; examine areas of scientific concern and their ethical implications on both society and the natural world; distinguish between scientific fact, scientific theory, and science fiction; recognize the use and misuse of mathematics and sciences as tools for a greater understanding of human activities outside the scientific realm.
4. **The major modern ideas and methods of the social sciences.** You will undertake an exploration of ideas relative to how nations should govern themselves with special reference to democracy and citizen involvement in democracy. You will examine economic concepts, theories and systems; the principles and methods used by social scientists to attempt to understand individual and group behaviors; and the impact of culture and cultural development on individual and group behavior.
5. **The competing ideologies that influence the modern, international climate.** You will understand the physical, political, economic, geographical, and cultural features of today's world; the major modern theories and policies of national governments; the basic beliefs of the major world religions; and the major political and cultural differences among nations.
6. **The major ideas and values of the visual and performing arts.** You will understand the evolution and history of the visual and performing arts and their impact on shaping civilization; understand what an esthetic experience is and the role of the critic in shaping societal esthetics; understand the process of critical thought and objective evaluation relative to the visual and performing arts.
7. **The theory and practice of good health.** You will understand and interpret your relationship to and effect upon the environment; understand and experience factors important to the physical, psychological and social well being of the individual; develop skills and understanding needed to pursue leisure time experiences in an effective and socially responsible way; develop consumer skills necessary to be socially responsible citizens.

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8. **The history of major ideas and values in great works of Western world literature.** You will understand the techniques used by literary artists; recurring themes and ethical issues in our history of literature and how they relate to our lives; the historical influence of Greek mythology, the Bible, and Shakespeare; and the methods of comprehending and evaluating prose, poetry and drama. You will examine an overview of major British, American, and European authors; major movements in literature, such as realism, naturalism and romanticism; the value and contribution of women and minority writers.
9. **The principles of technology and its impact on society.** You will examine a brief history of the development of technology, including computers; an overview of applied technology in modern society; what technology can do, cannot do and should not do for individuals, organizations, and society (technological ethics); the perceived future use of technology in society and how we can prepare ourselves.

Higher-level Skills: In the process of studying the content of the general education curriculum, the ability to use acquired knowledge is encouraged by the development of four higher-level skills:

1. To speak in a manner that is clear, direct and free of ambiguity, and to listen accurately and empathetically.
2. To write coherently and comprehensively within the conventions of an academic discipline.
3. To understand and perform computations using the concepts of college-level mathematics.
4. To acquire competency in a language other than English.

THE PURPOSES OF GENERAL EDUCATION

For the Associate in Applied Science degree at Muskegon Community College

Associate in Applied Science (AAS) degree programs are designed to meet education and training needs of individuals who desire to enter and/or advance in the workforce, providing skills needed by employers. By working together with representatives of business, industry and health careers we have developed programs that align with labor market demand and provide both the professional and occupational skills required for workers to be successful.

The collaboration between the College and its community results in outcomes-oriented curricula designed to provide you with immediate employment, career upgrading, or the base upon which to build further education. You will benefit from the practical “hands on” approach that is common among AAS coursework. Local employers benefit from the infusion of well-educated workers into the market.

As a result, AAS programs may serve as either a “school to work” preparation program or a “school for work” training ground. You may choose to tackle a complete AAS degree program or simply take classes necessary for skill development.

General education for Associate in Applied Science degrees is education that enhances your life as a citizen and in the workplace. The general education component of the AAS degree programs will complement your career education with skills necessary for the world in which you live and work.

AAS general education provides skills necessary to master the technical skills required in your chosen field. General education requirements are intended to impart common knowledge, intellectual concepts, and attitudes that every educated person should possess.

Areas of knowledge:

1. **Communication**—The ability to use various forms of communication more effectively both as a communicator and an observer.
2. **Problem Solving**—The ability to select and use appropriate, effective approaches and tools in solving a wide variety of problems.

3. **Science/Technology**—The ability to use knowledge of technology and scientific principles to adapt to a technologically changing society.
4. **Mathematics**—The ability to understand numerical concepts and possess the skills required for mathematical manipulations.
5. **Human Relations**—the ability to live and work in changing settings with people of differing backgrounds and effectively contribute as a leader and a follower.

Assessing Student Academic Achievement

The faculty and staff of Muskegon Community College are committed to assessing student learning. We do not want to just offer courses and programs; we want to know if our students are really learning the knowledge and skills they need. Therefore, you should, on occasion, expect to be asked to do such things as complete a survey, take a test (beyond regular classroom tests), or answer questions in an interview as part of the College's assessment program. The goal of the assessment program is to improve teaching and learning.

Distance Education

Muskegon Community College offers a broad spectrum of distance education opportunities designed to help you overcome barriers of time constraints, child care, or transportation problems. Delivery formats include telecourses, two-way interactive television courses, and an ever-increasing number of online courses through the Internet. You may benefit from the flexibility offered through distance education, which allows for learning schedules to be tailored to individual needs. The College is continually developing new course offerings to deliver to you at a distance using the latest technologies. More current information may be obtained by referring to the current schedule of classes or by making an appointment with a counselor.

ADMISSIONS

ADMISSION

As an "open door" institution, Muskegon Community College welcomes applications from all who wish to attend. The information requested on the application is used solely to help us serve your educational needs more effectively.

Admission to the College does not guarantee admission to all courses and programs within the College. The special admission requirements to certain courses and programs may be obtained from appropriate sections of this catalog or by inquiring at the departmental office in question.

Students wishing to enter the Nursing or Respiratory Therapy programs must submit additional applications. Applications for these programs may be obtained through meeting with an MCC counselor.

Change of Name or Address—You should promptly notify the Records Office of any change in name or address that occurs while you are enrolled at the College. Name changes must be made in person. Legal proof of name change is required (drivers license, marriage license, social security card, voter registration card).

Student Identification Card—You will be issued an identification card which should be carried at all times.

Full-time Student—If you are enrolled for 12 or more credit hours per semester/session, you are considered a full-time student. Note, however, earning the associate degree (62 credits) in four semesters will mean carrying an average of 15 ½ credits per semester. If you wish to graduate in two years you must carry more than the 12 hours each semester or plan on attending Summer session.

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Part-time Student—If you are carrying less than 12 credit hours per semester you will be a part-time student. If you are enrolled for 9-11 credit hours per semester, you are classified as “three-quarter” time, and six–eight credit hours per semester you are a “half-time” student. If you are applying for financial aid as a part-time student, you should consult the Financial Aid Office for details on just how much help is available to you each semester or session.

REGULAR ADMISSION

If you are seeking admission to Muskegon Community College, obtain an application from your high school counselor or from the Enrollment Services Office at the College. Applications are also available online at www.muskegoncc.edu. Submit evidence of high school graduation, successful completion of the General Educational Development tests (G.E.D.), or appropriate testing (call 231.777.0394 for information).

Applications should be submitted in advance of the semester you choose to enter. Note that some classes do not necessarily begin with the regular starting date of each semester.

Transfer Evaluation Process—Muskegon Community College will accept comparable college course work earned at other accredited colleges and universities and through the military.

It is your responsibility to request from your other institutions attended an official academic transcript to be sent to the Records and Registration office for the purpose of transfer credit evaluation. Once received by the Records Office, transcripts from other institutions are not available for release to the student or other Muskegon Community College offices without an educationally-related purpose for viewing the transcript.

Courses completed with a passing grade of “C” or above may be considered for transfer. Following the transfer evaluation process, you will receive a Transfer Equivalency Report from the Records Office.

Grades from other institutions are not calculated in your cumulative grade point average at Muskegon Community College.

Apprentice Students—will also use the regular application form. Regulation of the number of apprentices in any trade is a negotiated item in labor contracts or is set by the Bureau of Apprenticeship and Training; it is not a decision of the College.

HIGH SCHOOL GUEST ADMISSION

High school students may be permitted to enroll as guests while still enrolled in high school, with the written consent of their principal or the principal’s designee. Such students must submit a regular application for admission, along with a high school transcript.

High school guest admission must be renewed each semester. High school guests desiring to attain regular student status at the College after completing high school must submit an eighth semester transcript for regular degree status.

DUAL ENROLLMENT

The State School Audit Act PA 148, under Section 216, requires local school districts to use funds allocated by the Act to pay the tuition and fees of a high school junior or senior attending a public or private degree-granting post secondary institution when certain conditions are met. Interested students should contact their high school principal or counselor for further information.

COLLEGE GUEST ADMISSION

If you are a student enrolled in other colleges within the state, you may be admitted as a guest by filing a Michigan Uniform Guest Application, which can be obtained from your home institution. You should develop a program of study with an advisor at your home institution to insure proper course selection and

credit transfer. You must follow the testing procedures at Muskegon Community College. College Guest status must be renewed each semester.

COMMUNITY GUEST ADMISSION

If you have not completed high school or the G.E.D., or wish to take selected courses without the intent of earning a degree, diploma, or certificate, you may be admitted as a Guest (non-degree) applicant. As a Guest student you will be eligible to change to regular admission status upon submitting your high school transcript, G.E.D. test scores or appropriate test results to the Enrollment Services Office. It is your responsibility to initiate the change to regular admission status.

RE-ADMISSION

Regular admission to the College is a one-time activity once you have registered for a class. You may register for additional classes without repeating the admission process. If you have not attended within the past five years, please submit an application to update your records. You are also encouraged to consult with a counselor to discuss course selection.

RESIDENCY POLICY

Determination of residency status is governed by the following:

To qualify as an in-county resident, you must have lived within the confines of Muskegon County for six consecutive months prior to the first day of classes for any semester/session.

To qualify as an out-of-county resident, you must have lived within the confines of the State of Michigan for six consecutive months prior to the first day of classes for any semester/session; if you previously registered as a non-resident you may change to in-county resident status upon satisfying the requirements above. When recently married you shall be deemed an in-county or Michigan resident if your spouse satisfies the requirements above. Initial residency status shall be determined by the Enrollment Services Office.

It is your responsibility to notify the Records Office, prior to the first day of classes for any semester/session, of any change in residence that would affect your residency classification. **THE BURDEN OF PROOF LIES WITH YOU, THE STUDENT.** The above applies only to American citizens, permanent residents and refugees. Required documentation is listed below.

Michigan Driver's License or State-issued I.D. and one of the following:

- Voter's registration
- Vehicle registration
- Vehicle insurance
- Property tax receipt
- Property lease
- Utility bill
- Notarized verification from an in-county or Michigan resident stating that you have resided with him/her/them for at least six months prior to the start of the semester/session.

Residency Status for Military Personnel and Dependents -- Residency is based on the location of the present domicile of the applicant with the six-month requirement waived if the applicant can provide any of the following documents. This waiver is extended to the dependents (spouse and children) of the person named on the Department of Defense 214 or 899 who reside at the same address.

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- A. Department of Defense 214, Separation from Active Duty Form, showing separation date within 120 days from the first day of the semester;
- B. Department of Defense 899, Change of Station Form, showing the Muskegon area as the duty station;
- C. Department of Defense 899, Change of Station Form, showing a change of duty station for the head-of-household to an overseas destination or as the result of an emergency mobilization.

FOREIGN STUDENT ADMISSION

Foreign student applicants (F-1) must file a separate Foreign Student Application, which may be obtained from the Admissions Office. Official translated high school transcripts and official documents of financial ability must be submitted before an admission decision can be rendered. Applicants under a status other than F-1 and M-1 may be granted admission for a limited period of time for taking classes. Additional information and validation of required documents can be obtained from the Enrollment Services Office.

S.A.M. TUITION WAIVER (STUDY OPPORTUNITIES FOR ADULTS AND MATURE CITIZENS)

Any legal resident of Muskegon County, 60 years of age or older before the first day of the semester in which admission is sought, is eligible to receive a S.A.M. tuition waiver. If you qualify, you may register for college credit or continuing education classes which are eligible for state reimbursement. You may be degree or non-degree seeking.

The S.A.M. waiver does not cover registration fees or any special class fees which are charged in addition to, or in place of the tuition charge, nor does it cover the cost of books, supplies, or other instructional materials not included in the tuition charge. The S.A.M. waiver is not retroactive. Presentation of proof of age and residency to the Admissions Office prior to registration will establish your eligibility for the program. Additional information and validation of residency/age can be obtained at the Enrollment Services Office or Records Office.

NON-CONVENTIONAL CREDIT

Some course requirements may be met by methods other than completing courses. Students may wish to explore with an academic counselor the following options:

ADVANCED PLACEMENT

The College recognizes the Advanced Placement Program of the College Entrance Examination Board (commonly called AP). Students who complete an AP course in high school should take the appropriate examination and submit scores to the Records Office.

LIFE EXPERIENTIAL LEARNING

Credit may also be granted to students who are unusually well prepared in a particular discipline if they can demonstrate that preparation through a process called the Life Experience Assessment Program (LEAP). Consult a counselor for information. Applications are available from the Academic Affairs Office. There is a \$100 fee for every eight credits attempted.

PROFICIENCY EXAMINATION

Credit may be granted for students seeking credit by departmental examination. Applications are available from department chairpersons and the Academic Affairs Office. The \$10 test fee is applicable toward credit tuition.

ARTICULATED CREDIT (See page 16)

College credit may be granted for high school vocational classes where agreements have been signed. Applications are available at area high schools. Please consult a counselor for more information.

INDIVIDUAL STUDY COURSES

Students may work with a faculty member in designing special courses to meet their individual needs. A form is available from the Academic Affairs Office to apply for such an individual study course. The criteria for approval are also available in that office. A student should not begin work on such a course until all approvals are completed and tuition has been paid.

A student may take, as part of his or her regular program, a maximum of ten (10) credit hours in "individual study." The application of these credits towards a given major or minor will be judged by the institution accepting these credits. Each Individual Study Course will carry variable credit (1/2 – 5) as contracted between the faculty member and the student. **INDIVIDUAL STUDY COURSE OPTIONS ARE AVAILABLE:** To replace existing coursework for the purpose of meeting graduation requirements, to provide additional opportunities within a discipline to a student who has taken all available courses or their equivalent in a subject area, or to supplement transfer credit to meet program requirements.

INTERNSHIP PROGRAM

Muskegon Community College recognizes that there are important elements of business and industry, which cannot adequately be taught in the laboratory or classroom. Therefore, the College has established the Internship Program. The goal of the Internship Program is to provide the student with on-the-job experiences supervised by successful, experienced professionals. This experience shall directly support the development of a student's technical skills, knowledge and career path. The employer shall gain a reliable, flexible and enthusiastic potential employee while assisting in the student's career preparation goals.

Students wishing to participate in the Internship Program should contact the Internship Office at 231.777.0216 to schedule an appointment. Your future can be much brighter with the right work experiences.

JOB SHADOW PROGRAM

The Job Shadow program at MCC offers students an opportunity to receive first-hand knowledge and experience in exploring a chosen career. Students "shadow" a professional, observing them at their place of business, and asking the questions that will help with career decisions. Students can get assistance and more information by calling 231.777.0216 or visiting Room 204.

SPECIAL PROGRAMS AND AGREEMENTS

HONORS

Muskegon Community College offers honors options to eligible students in an attempt to add an extra dimension to the education of academically motivated students.

Honors options will permit you, if eligible, to earn an additional credit in certain MCC courses. To earn this additional credit, you must complete the requirements outlined by the instructor. You may earn this additional credit hour in the same semester in which the regular course is taken or in the subsequent semester. You will receive separate grades on your transcript for the regular course and for the one credit honors option.

The basic purpose of honors options is to enable instructors to make challenging and enriching assignments which will enable capable students to gain a more sophisticated knowledge of the discipline, and which will also be academically beneficial to the student. The additional work required on the student's part should typically require an average of two to three hours per week during the semester.

Honors options are designated on the student's transcript as "HON" after the course number. To be eligible to take an honors option the student must normally have a minimum 3.5 grade-point average for 12 or more credit hours, or have the instructor's permission.

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Students register for honors options in the same manner as they register for a regular course, except that registration for the honors options can take place only after the semester has begun and the student has had an opportunity to discuss the requirements with the instructor.

For additional information about honors options please contact the program coordinator through the Academic Affairs Office.

PHI THETA KAPPA

Phi Theta Kappa is the international honor society for community college students. Students are eligible to join after completing twelve credits of 100-level classes, with a cumulative grade point average of 3.5 or above. Members are formally recognized for their academic achievements and are given opportunities to develop leadership skills, participate in service projects, work and have fun with their fellow students, and pursue scholarly excellence. Information is available in the Counseling and Advising Center, room 101.

INTERNATIONAL STUDY PROGRAMS

For information on the international programs at MCC, visit www.muskegoncc.edu. The MCC website offers information on the German and Ireland Exchange programs, international courses, Export Trade Certificate program, calendar of international events, copies of the International Newsletter, and much more. For further information, call the international coordinator at 231.777.0377.

TALENTED YOUTH SUMMER PROGRAM

Muskegon Community College offers a tuition-free summer opportunity to students within the College's service area who demonstrate by grades or experience that they can handle the subject area selected. This opportunity is available to high school students who have NOT attained senior status. The nature of this program is to afford local students exposure to "the college experience." Students are limited to a total of eight credits and enrollment will only be allowed up to class capacity. New course sections cannot be created especially for this group. Applications are sent to area high schools annually early in March. Additional information is available in the Admissions Office.

MCC/HIGH SCHOOL ARTICULATION PROGRAMS

A student with proof of high school completion will receive Muskegon Community College credit applicable to articulated Muskegon Community College programs for high school courses in which he/she has demonstrated competencies. To be eligible for college credit under this agreement, the student must:

- a. Enroll at MCC within 21 months following high school graduation, and
- b. Successfully complete (2.0 grade-point average or better) at least six credit hours of 100-level courses or above at Muskegon Community College.

Credits for articulated courses will become part of the total number of credits required for program completion and will appear on the Muskegon Community College transcript by course number, title and credit hour(s). Grades are not recorded.

College credit for articulated courses will be limited to a maximum of 15 credit hours for a certificate program and 30 credit hours for an associate degree program.

Students are encouraged to apply for articulated credit at the time they make application for admission to the College. Application forms for articulated credit are available at area high school counseling offices and from high school instructors in all eligible curriculum areas.

MUSKEGON PARTNERSHIP PROGRAM (MPP)

The Muskegon Partnership Program (MPP) is an academic success program that provides a link between Muskegon Community College (MCC) and Grand Valley State University (GVSU). The purpose of MPP is to help increase diversity at the university while focusing on the "recruitment and persistence of

the MCC student." The mission of the program is to "connect" with these MCC students, and to provide them with GVSU advising while they work toward an associate's, prepare to transfer, and ultimately complete a bachelor's degree. MPP facilitates an effective transition from MCC to GVSU.

For more information about MPP and GVSU, students, faculty, and staff may:

- Call 231.777.0505 or 777.0507
- Stop by the GVSU Muskegon Office located in the Stevenson Center
- Ask an MCC Counselor

VETERANS' OFFICE

Muskegon Community College maintains a full-time Veterans' Office. The office provides veterans, Reserve/National Guard personnel, eligible dependents, and survivors with current V.A. benefit information, and provides assistance in completing and processing V.A. forms for college enrollment, tutorial assistance, and other benefits. All veterans are encouraged to use these services which are located in Room 100 (phone 231.777.0345).

VETERANS' RESPONSIBILITIES

1. Complete a "request for V.A. certification" card in the Veterans' Office for every semester you wish to draw V.A. educational benefits. It is recommended that this be done in February for the following Summer Session, and in May for the following Fall and Winter Semesters.
2. Register only for classes required to satisfy the program stated on your V.A. application.
3. Contact the Veterans' Office before repeating classes.
4. If you withdraw officially or unofficially from any class(es), report the last date of attendance in writing to the Veterans' Office. If this is not done, MCC will report the last date of attendance of that class as the first date of that class. Overpayment conditions could be created.
5. Maintain a cumulative 2.0 grade-point average.
6. Request that copies of transcripts from all previous institutions attended be sent to the Records Auditor for evaluation.
7. Report changes of program to the Veterans' Affairs Office.
8. Notify the Records Auditor, during the final semester of enrollment, that you plan to graduate. Also, contact the Veterans' Office before enrolling for additional (post-graduate) courses.

SERVICES TO ASSIST YOU

TESTING CENTER

Provides testing services for students, faculty and guests. This office coordinates and administers placement tests, Compass, make-up, online tests, and independent study examinations. We provide a proctoring service for distance learning programs. Additionally, we are a testing site for the WorkKeys program. The Testing Center is located in room 134 or you may call 231.777.0394.

PLACEMENT TESTS

Students enrolling for the first time at Muskegon Community College and have had no previous college experience should take the Compass test to determine their writing, reading and math levels. The Compass test is a comprehensive computerized, adaptive testing system, with immediate results. The purpose of COMPASS placement testing is to help students enroll in classes for which they are adequately prepared and have the most opportunity for success. Counselors use the results to recommend the appropriate level course work.

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The College requires that you complete all placement tests before registering for classes. Please note, if you have a proficiency level of 1 or 2 on both the reading and writing sections of the high school MEAP tests or an ACT composite score of 22 or greater, and provide the College with proof of that score, the English and reading tests will be waived. The mathematics placement test is still required. The College also offers a basic computer competency test which may exempt you from the computer skills requirement. The Chemistry placement test is also available for students who wish to test out of basic chemistry.

Currently enrolled students and transfer students are generally not required to take the reading placement test if you have completed 15 college credits with a cumulative grade point average of 2.00 or above. Students who transfer an equivalent math or English course from another college may also be eligible to waive the English and/or math test. If uncertain about your status, consult a MCC counselor.

PLACEMENT TESTS ARE VERY IMPORTANT.

Students with low scores are required to complete refresher courses before enrolling in College-level courses. Many courses have skill level prerequisites; refer to the current Schedule of Classes and meet with a counselor to be sure you are enrolling in the appropriate class.

COUNSELING AND ADVISING CENTER

Counseling is available in the Counseling and Advising Center, room 101. Muskegon Community College's counseling staff offers a wide variety of educational, vocational, and personal counseling services. Academic advising provided by MCC counselors is especially important as you work through various degree and program requirements to reach your educational and vocational goals. Career counseling, using a variety of assessment tools, is available as well. Educational and personal counseling can help you adjust to a new academic environment and resolve problems that may interfere with classes, jobs, and personal relationships.

Counselors are available, by appointment, Monday through Friday, days and evenings. Appointments may be made in room 101 or by calling 231.777.0362.

Walk-in counseling is available Monday through Friday: contact the Counseling and Advising Center for hours. Walk-in counseling is intended for immediate concerns rather than academic advising. If you need to see a counselor for academic advising and course planning, you must make a counseling appointment.

COLLEGE SUCCESS CENTER

The College Success Center was established to help students realize their full educational potential at MCC. It includes three labs which offer credit courses in writing, math, and reading/study skills, as well as a Tutoring Center. The College Success Center works closely with the Testing Center.

College Success Center courses are taught either in a classroom setting or on a one-to-one basis; in the latter, assignments are designed to meet the academic needs of the individual. College Success Center courses range from basic skills to more sophisticated college-level activities such as skim reading or the writing of research papers.

For the one-on-one courses, weekly scheduled conferences with instructors and paraprofessionals provide constant monitoring of skill development, and assignments are adjusted accordingly. The College Success Center is open at least 60 hours a week.

The ESL Corner, located in the College Success Center, is designated for English as a Second Language (ESL) and International students to relax, study, converse, and learn more about others.

TUTORING SERVICES

Peer Tutoring – If assistance is needed in a specific course, you may apply to the Tutoring Center, located in the College Success Center. Student tutors recommended by instructors are available to any student on campus. The number of hours per week of free tutoring available to you varies with the number of credits being taken.

Students who wish to become tutors should contact an instructor for a written recommendation, and then report to the Tutoring Center.

Supplemental Instruction (SI) - SI is small group academic assistance, a program shown to increase student performance. It is offered only in specific introductory classes. Check with your counselor or the tutoring and SI supervisor for more information.

Referral Tutoring – If peer tutoring is not appropriate or available, any student, parent or concerned adult may contact the College Tutoring Center to request help in finding a tutor. The College Success Center does not pay for such tutoring, however. Those who prefer referral tutoring must pay the tutor themselves after each session, unless other arrangements are made.

Students who are veterans and use referral tutoring must fill out Form 1990T and submit it to the tutoring supervisor at the end of each month in which tutoring takes place. The veteran will then be reimbursed by the Veterans Administration.

SPECIAL SERVICES OFFICE

Special Populations

Additional support services are available if you meet one of the following eligibility requirements: physically challenged, specific learning disability, economically disadvantaged, non-traditional training participants, single parents, displaced homemakers, limited English proficiency or academically disadvantaged. Special support services include the provision of attendance costs, unlimited peer tutoring, professional instructor assistance, note takers, interpreter services for the hearing impaired, and readers for tests. Other services include: instructional aides, specialized instructional equipment, learning station modification, bilingual implementers, language support for limited English proficiency and other referral services.

Documentation supporting your inability to succeed without special support services must be presented. A Special Services handbook describing these services in more detail can be obtained in the Special Services Office located in Room 101A, or by visiting the Students section of the MCC website at www.muskegoncc.edu.

CAREER SERVICES

Employment Resource Center

The Employment Resource Center is located in the main campus building in room 204. The Center's primary function is to assist you with seeking employment while enrolled in classes, and to assist with your full time job search following graduation. Current openings are posted on the job board outside of room 204 and on the MCC website. Numerous employment resources are available along with individualized attention for your employment needs.

All services are free-of-charge and are available to adults in the general public. The Center is open day and evening hours. For further information, call 231.777.0216 during office hours or leave a message after hours.

Career Resource Center

The Career Resource Center serves the career development needs of students and members of the community. Our main purpose is to educate and assist you in effectively developing, evaluating and implementing career and educational plans. A variety of services are offered in the Career Center, and are designed to help you discover the career that is just right for you. Understanding who you are, what you like and don't like, and what you value are all important questions you will need to answer if you are going to make quality career choices. The Career Center has several different assessment instruments available to help you with this process, learn about your interests, abilities and skills, values, personality, and preferred job characteristics. Most of these assessments are computerized and can be taken fairly quickly. For those who are uncomfortable with the computer, paper and pencil assessments are also available.

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Resources Available to Help You in the Career Process

- A battery of assessments that can increase your awareness about interests, values, skills, personal style, etc.
- Many online tools that can be accessed in the Career Center or anywhere a student has a computer. To get started with your career preparation, call 231.777.0216 to make an appointment, or stop by room 204 to browse our career library, use our computers, and begin or continue your career exploration independently. All of our services are free of charge.

Student Support Center

Students helping students reach their full educational, individual and career potential. Our mission is to encourage and support student success! Our goals are to:

- Maintain a visible, accessible, supportive environment, where students are encouraged to engage in dialogue, exchange ideas, and connect with other students.
- Provide information for on campus resources and off campus services that may assist students with various issues (i.e.) economic hardship, healthcare, family counseling, continuing education.
- Encourage those who are considering returning to school because of life's circumstances. We understand that many students have family responsibilities and jobs that make college a difficult undertaking.
- Ease your transition into college.

For more information stop by room 204 or call 231.777.0216 or 231.777.0298.

COLLEGE AFFORDABILITY

Costs to attend MCC include registration fees, tuition, special class fees, and books/supplies. Please refer to the most recent MCC "Schedule of Classes" for current tuition and fee information. Books and supplies may be purchased in the Bookstore located on campus.

To Determine Your Tuition and Fees

Locate the total number of contact hours you have selected to determine your tuition and technology fee. Add the contact hour tuition, technology fee, course fee (if applicable) and the non-refundable registration fee.

Example: Nine (9) Contact hours as an in-county resident

Tuition	\$567.00
Technology Fee	\$ 54.00
Registration Fee (non-refundable)	\$ 25.00
Course Fee (if applicable)	*
Total Payment Due	\$646.00

Technology Fee: \$6.00 per contact hour

Nonrefundable Registration Fee: A \$25 nonrefundable registration fee will be assessed each semester or session to all students when registering for classes.

Tuition and Contact Hour Charge Rates

Tuition rates are subject to change; please refer to the Schedule of Classes for current rates. The rates in the following table are effective for Winter Semester 2007.

Contact Hrs.	In-County	Out-of-County	Out-of-State	Technology Fee
0.5	\$31.50	\$49.50	\$66.00	\$3.00
1.0	63.00	99.00	132.00	\$6.00
2.0	126.00	198.00	264.00	\$12.00
3.0	189.00	297.00	396.00	\$18.00
4.0	252.00	396.00	528.00	\$24.00
5.0	315.00	495.00	660.00	\$30.00
6.0	378.00	594.00	792.00	\$36.00
7.0	441.00	693.00	924.00	\$42.00
8.0	504.00	792.00	1,056.00	\$48.00
9.0	567.00	891.00	1,188.00	\$54.00
10.0	630.00	990.00	1,320.00	\$60.00
11.0	693.00	1,089.00	1,452.00	\$66.00
12.0	756.00	1,188.00	1,584.00	\$72.00
13.0	819.00	1,287.00	1,716.00	\$78.00
14.0	882.00	1,386.00	1,848.00	\$84.00
15.0	945.00	1,485.00	1,980.00	\$90.00
16.0	1,008.00	1,584.00	2,112.00	\$96.00
17.0	1,071.00	1,683.00	2,244.00	\$102.00
18.0	1,134.00	1,782.00	2,376.00	\$108.00
19.0	1,197.00	1,881.00	2,508.00	\$114.00
20.0	1,260.00	1,980.00	2,640.00	\$120.00

REFUND POLICY

(Subject to change—refer to current Schedule of Classes.)

Muskegon Community College believes that students should be allowed to attend at least one class meeting without penalty. During that class meeting you can review the detailed requirements of the course syllabus and estimate the workload required. This should enable you to make an informed judgment about the course and increase your probability of success.

Refunds will first be applied to any outstanding debts owed to the College by the student; the balance will be mailed after the 12th day during Fall and Winter semesters and after the ninth day during the Summer Session.

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Schedule of Refund Days

Refund days for official withdrawal from college classes for any semester/session will be granted for tuition (Registration Fee will not be refunded) as follows:

WEEKS of CLASS	NUMBER of Days for DROPS	PERCENT of REFUNDS
15 Week Classes	1 st – 8 th day of Semester/Session	100% Refund
	9 th – 12 th day “ “	50%
	After 12 th day “ “	0%
14 - 13 Week Classes	1 st – 7 th day of Semester/Session	100% Refund
	8 th – 11 th day “ “	50%
	After 11 th day “ “	0%
12 – 11 Week Classes	1 st – 6 th day of Semester/Session	100% Refund
	7 th – 9 th day “ “	50%
	After 9 th day “ “	0%
10 - 9 Week Classes	1 st – 5 th day of Semester/Session	100% Refund
	6 th – 8 th “ “	50%
	After 8 th day “ “	0%
8 – 7 Week Classes	1 st – 4 th day of Semester/Session	100% Refund
	5 th – 6 th day “ “	50%
	After 6 th day “ “	0%
6 – 5 Week Classes	1 st – 3 rd day of Semester/Session	100% Refund
	4 th – 5 th day “ “	50%
	After 5 th day “ “	0%
4 – 3 Week Classes	1 st – 2 nd day of Semester/Session	100% Refund
	3 rd – 4 th day “ “	50%
	After 4 th day “ “	0%
2 – 1 Week Classes	1 st day of Semester/Session	100% Refund
	2 nd day “ “	50%
	After 2 nd day “ “	0%

Refunds for Cancelled Courses – In the event of a cancelled course, refunds are automatic.

NO Refunds

1. No refunds are granted for the registration fee.
2. No refunds are granted for graduation cap and gown charges once the order has been placed.
3. No refunds are granted for nurses' uniforms.
4. Some class fees for nursing courses are nonrefundable.

FINANCIAL AID

Muskegon Community College, through its financial aid programs, attempts to assist students who would not otherwise be able to pursue their educational goals. Numerous federal and state programs, as well as College-sponsored and privately funded programs are available to assist qualified students. Most of these programs are described in the following paragraphs.

Students must meet the criteria for particular programs, be in good academic standing, and make normal progress toward a degree in order for funds to be awarded or renewed.

Federal regulations require that, in order for an award to be renewed under a federal program, the student must not owe a repayment on a previous loan or grant. The College also reserves the right to withhold all services—including the issuing of academic transcripts—from any students who have not met their financial obligations to the College.

Applications, Procedures and Deadlines—In order to be considered for financial assistance, students must do the following:

1. Be accepted for admission to the College as a regular student (new students must submit a completed Application for Admission to the Enrollment Services Office).
2. Complete and submit a “Free Application For Federal Student Aid.” Request that a copy be sent to Muskegon Community College (College Code #002297). This is required for all aid programs based on financial need.
3. Immediately respond to any requests. Additional documentation, including copies of Federal tax returns, may be needed to complete your financial aid file.

Admission and financial aid applications, and the “Free Application for Federal Student Aid” may be obtained from a high school guidance office, or from the Financial Aid Office at the College. In order to receive full consideration for financial assistance, completed applications must be on file at the College by the following dates:

for FALL SEMESTER	May 1
for WINTER SEMESTER	October 1
for SUMMER SESSION	March 1

Applications received after these dates will be considered on a first-come, first-served basis, if funds are available.

Most financial aid is awarded for only one academic year at a time. Students must submit new applications in order to receive consideration in a subsequent year.

FEDERAL PROGRAMS

PELL GRANT

PELL Program grants are available to students in financial need. Grants range from \$400 to \$4,050. The actual amount of each grant depends upon the student’s eligibility number and the number of credit hours being carried each semester. A PELL award may be used during the Summer Session as well as during the Fall and Winter Semesters, if the student has not been enrolled as a full-time student during both the Fall and Winter Semesters. To be eligible to receive any funds, most students must be enrolled at least half-time.

Awards are prorated according to the number of credit hours carried:

1-5 credits	less than 1/2 time award
6-8 credits	1/2 time award
9-11 credits	3/4 time award
12+ credits	full-time award

Students apply for a PELL Grant by completing the “Free Application for Federal Student Aid.”

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ACADEMIC COMPETITIVENESS GRANT

An Academic Competitiveness Grant (ACG) will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and have successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second-year students must also have maintained a cumulative grade point average (GPA) of at least 3.0.

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

The SEOG Program funds are available to students with exceptional financial need which has not been met through other financial aid programs. Grants may range from \$100-\$4,000. Preference is given to full-time students who show exceptional financial need.

COLLEGE WORK-STUDY PROGRAM

The College Work Study Program provides part-time employment of up to 20 hours per week to students in financial need. Preference is given to full-time students who have no other source of employment, either on or off campus.

FEDERAL FAMILY EDUCATION LOAN PROGRAMS

The Federal Government sponsors a variety of low-to-moderate interest loan programs through banks and other commercial lenders. Interest rates are variable, and range from about 3% to 9%. Information and applications for the following programs are available from local banks and other lenders.

STAFFORD LOAN

The Stafford Loan Program provides long-term, low interest loans to students. Before applying for a Stafford Loan, the student must first apply for the Federal Pell Grant Program. A student who demonstrates financial need based on federal guidelines may qualify for an interest-subsidized loan (i.e. the Federal Government pays the interest while the borrower is in school).

Students who do not show need may qualify for an unsubsidized loan, and pay the in-school interest themselves. Repayment of the principal of subsidized and unsubsidized loans does not begin until six months after the borrower ceases half-time attendance.

PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

Parents of students under the age of 24 may borrow under this program. The PLUS Loan is not based on financial need, and neither the parent nor the student has to apply for any federal aid program before applying for a PLUS Loan.

STATE PROGRAMS

MICHIGAN COMPETITIVE SCHOLARSHIP PROGRAM

The Michigan Competitive Scholarship Program provides tuition grants of up to \$1,300 per academic year. Eligibility is based on both financial need and academic achievement. Students must take the A.C.T. test no later than December of their senior year in high school, and complete their "Free Application For Federal Student Aid" by the first of March. Students may receive up to ten full semesters of assistance, provided they renew their application each academic year. Further information may be obtained from the high school guidance office.

MICHIGAN ADULT PART-TIME GRANT PROGRAM

This program is available for adult Michigan residents who enroll as part-time students (3-11 credit hours per semester) and demonstrate need. Eligible students may receive up to \$600 per academic year for

up to two years. Eligible students must:

1. Demonstrate financial need as an independent, self-supporting individual.
 2. Be a legal resident of the State of Michigan for at least 12 months prior to the semester in which the grant is awarded.
 3. Be out of high school (other than as a G.E.D. or Adult Education Program enrollee) for at least two years.
 4. Not be in default on the repayment of a Michigan Guaranteed Student Loan or Auxiliary Loan.
- Preference is given to students who show the greatest financial need and are over the age of 24.

MICHIGAN EDUCATIONAL OPPORTUNITY GRANT PROGRAM

This program is available for Michigan residents with exceptional financial need who enroll at least half-time (6 credit hours per semester). Grants may range up to \$1,000 per academic year. Preference is given to full-time students whose financial needs have not been met through other financial aid programs.

In order to qualify, a student must have been a legal resident of the State of Michigan for at least 12 months prior to the semester in which the grant is awarded.

MICHIGAN TUITION INCENTIVE PROGRAM (TIP)

The TIP Program provides grants to cover tuition and fees for certain low-income students who graduate from high school or complete a GED after May 1, 1988 and before their 20th birthday. The TIP Program may cover up to 24 credit hours per year, with a maximum of 80 credit hours. TIP students who complete an associate's degree or at least 56 credits at the community college level may be eligible for additional funding if they transfer to a four-year Michigan college or university.

Students apply for the TIP Program by submitting the "TIP Program Application" before graduating from high school. The application is sent to the student by the TIP office.

MICHIGAN WORK-STUDY PROGRAM

The Michigan Work-Study Program provides part-time employment for Michigan residents who demonstrate financial need and enroll at least half-time (6 credit hours per semester). In order to be eligible, students must meet the same eligibility criteria as for the federal College Work-Study Program, and must also have been a legal resident of the State of Michigan for at least 12 months prior to the beginning of the semester in which the student is awarded the aid. Preference is given to full-time students who have no other source of employment, either on or off campus.

MICHIGAN ALTERNATIVE STUDENT LOAN PROGRAM ("MI-LOAN")

The MI-Loan Program provides low interest loans to creditworthy students who do not qualify for other aid programs, or whose aid is less than the full cost of attendance. ("Costs" include tuition and fees, books and supplies, transportation, room and board, and miscellaneous personal expenses for school.) The MI-Loan Program is not based on need; however, a student must apply first for need-based aid before applying for a MI-Loan. Loans may range from \$1,500 up to the full cost of attendance. Information and applications are available from the Financial Aid Office or by contacting the MI-Higher Education Student Loan Authority, P.O. Box 30051, Lansing, MI 48909.

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OTHER FEDERAL AND STATE PROGRAMS

VETERANS' PROGRAMS

Veterans, veteran dependents/survivors, and Reserve/National Guard personnel may be eligible to receive aid under one or more of the programs listed below. Applications for federal programs may be obtained from any regional Veterans Administration Office. Applications for the state program may be obtained by contacting the Michigan Veterans Trust Fund. Information and forms are also available from the College's Veterans' Affairs Office. The Veterans' Affairs Office will also assist students in completing forms for other veteran benefits.

CHAPTER 30 — This federal program provides educational benefits for veterans who entered military service after July 1, 1985. Veterans who entered military service before January 1, 1977 and served actively for at least two years after July 1, 1985 may also be eligible (Montgomery G.I. Bill).

CHAPTER 31 — This federal program provides educational benefits to eligible disabled veterans (Veterans Vocational Rehabilitation).

CHAPTER 32 — This federal program provides educational benefits on a matching fund basis to eligible veterans who contributed while in the service (V.E.A.P.).

CHAPTER 35 — This federal program provides educational benefits to children (between the ages of 18 and 26), spouses, and widows/widowers of totally disabled or certain deceased veterans.

CHAPTER 106 — This federal program provides educational benefits to persons who entered a six-year Reserve or National Guard obligation after July 1, 1985 (Selected Reserve/National Guard G.I. Bill).

CHAPTER 1607 — “**Reserve Educational Assistance Program**” (REAP). This new program pertains to certain individuals who were activated after September 11, 2001 either eligible for education benefits or eligible for increased benefits, depending on their status

The Children of Veterans Tuition Grant (MI PUBLIC ACT 245) – This state program provides benefits for children (between the ages of 16-26 years) for eligible totally disabled or deceased Michigan veterans. Eligible students may be enrolled at least half-time and may receive up to \$2,800 per academic year for tuition and class fees. Applications are available from MI Department of Treasury, Office of Scholarships and Grants – MHEAA, P.O. Box 30462, Lansing MI 48909-7962.

REINSTATED ENTITLEMENT PROGRAM—This federal program provides benefits for some veteran dependents, while in school, who are no longer eligible for Social Security benefits (R.E.P.S.).

DEATH INDEMNITY COMPENSATION—This federal program provides benefits, while in school, for certain children (under the age of 23) of certain deceased veterans (D.I.C.).

VOCATIONAL REHABILITATION SERVICES PROGRAM

This state program provides assistance to students who have physical, mental, or emotional disabilities. Information may be obtained by contacting any Michigan Department of Career Development Rehabilitation Services District Office.

NATIVE AMERICAN TUITION GRANTS

U.S. Bureau of Indian Affairs—This federal program provides financial assistance for needy Native Americans. Applications may be obtained by contacting the U. S. Bureau of Indian Affairs, or your tribal chairman. Students must also apply for financial aid through the College and submit the “Free Application for Federal Student Aid.”

COLLEGE PROGRAMS

MCC BOARD OF TRUSTEES SCHOLARSHIP

This program provides tuition scholarships to high school graduates who have achieved a cumulative high school grade-point average of at least a 3.20. It is also available to students who complete high school through a home-schooled program and achieve a composite score of at least 24 on the ACT test. In addition, the student must meet the following criteria:

1. Be a legal resident of Muskegon County at the time of high school completion; OR, be a non-resident of Muskegon County at the time of high school graduation, but a legal resident of the State of Michigan, AND graduate from a Muskegon County high school.
2. Submit the “Board of Trustees Scholarship” application by the stated deadline.
3. Enroll as a full-time student (at least 12 credits per semester) no later than the Fall Semester following high school completion.

A student whose high school grade-point average is at least 3.50, or a Home-Schooled student whose ACT composite score is at least 24, is eligible for an award of up to \$500 per year. This award is renewable for a second year, provided the student maintains a cumulative GPA of at least 3.00 at MCC.

A student whose high school GPA is between 3.20 and 3.49 is eligible for an award of up to \$200 per year. This award is also renewable for a second year, provided the student maintains a cumulative GPA of at least 2.70 at MCC.

Financial need is not a criterion for this award. Applications may be obtained from county high schools or from the Financial Aid Office at MCC.

S.A.M. TUITION WAIVER

Muskegon County Residents who are 60 years of age or older may enroll under the “Study Opportunities for Adult and Mature Citizens” (S.A.M.) program. This program waives tuition for both credit and audited courses. Financial need is not a criterion for this program.

PERFORMANCE-BASED SCHOLARSHIPS IN ACADEMIC AND PERFORMANCE AREAS

This program provides tuition grants to students who demonstrate a particular creative talent (for example: in art, music, drama, dance, creative writing, etc.) or a high level of achievement in a certain academic area. Students are nominated by the faculty of each academic department and each department sets its own guidelines for selection of students. Recipients are normally expected to participate in the activities of the department and/or maintain a specified level of academic achievement within their program of studies.

This program is not based on financial need. Grants may range up to full tuition, and may be renewed upon the recommendation of the department. Information may be obtained by contacting the Chairperson of the academic department in which the student is interested, or from the Financial Aid Office at MCC.

ATHLETIC GRANT-IN-AID

These grants, ranging up to full tuition, are available to students who demonstrate collegiate-level athletic ability, carry a minimum of 12 credits per semester, and participate in one of the intercollegiate sports offered at MCC. Students must maintain academic eligibility in order to participate in intercollegiate athletics as well as to receive a grant.

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MCC SHORT TERM LOAN FUND, ELMER NICHOLS MEMORIAL LOAN FUND and WARREN GOETHEL EMERGENCY LOAN FUND

Loans from the first two of these funds—which are provided by individual and community donations and by the Muskegon Exchange Club—are available to students who need assistance during one semester. Loans may be obtained for up to \$300 for tuition and fees, and must be repaid in accordance with the promissory note. A \$5 processing fee is charged for each loan, but no additional interest is charged unless a student is delinquent in repaying the loan. Applications are available from the Financial Aid Office and the Business Office.

The Warren Goethel Emergency Loan Fund, sponsored by the Carpenter Paper Company, is available to students in the Graphic Reproduction Technology Program. Loans for tuition, fees, books, or emergency expenses must be repaid within 90 days or by the end of the semester in which they are awarded, whichever comes first. A \$5 processing fee is charged for each loan, but no additional interest is charged unless a student is delinquent in repaying the loan. Applications are available from the Financial Aid Office or the Graphic Arts Department.

LOCAL COMMUNITY PROGRAMS

Many local clubs, businesses, and agencies sponsor scholarship programs. High school students should contact their guidance counselor for information on these sources of financial aid.

Many companies sponsor scholarships for their employees and/or children; students should check with the personnel offices of their own or their parents' employers.

OTHER COLLEGE PROGRAMS

The College also administers a variety of scholarships and grant funds donated annually by individuals, businesses, and community agencies. Information and applications may be obtained from the Financial Aid Office for the following funds:

- Amos Nordman Foundation Scholarship
- Archie McCrae Journalism Scholarship
- Blue and Gold Scholarship
- Dekker Scholarship
- F. Charles Raap Public Service Scholarship
- Robert J. Sumners Scholarship
- School Zone Publishing Scholarship
- VanEerden Scholarship
- Samuel Westerman Foundation Scholarship

SATISFACTORY PROGRESS POLICY FOR FINANCIAL AID RECIPIENT

To qualify for financial aid, a student must make satisfactory academic progress towards the completion of a degree program. This policy applies to all students who apply for help from a Federal or State financial aid program. It also applies to any other program administered by the College which requires satisfactory academic progress as a criterion for eligibility. This policy is separate from the College's general probation/dismissal policy (see "Dismissal, Academic" in the index of the college catalog).

Students are making "Satisfactory Academic Progress" if they meet the following conditions:

1. Maintain a cumulative grade-point average (GPA) of not less than the following:

CREDIT HOURS COMPLETED	MINIMUM GPA REQUIRED:
1 – 11	1.50 cumulative
12 and above	2.00 cumulative
2. Complete with a passing grade (that is, an A, B, C, D, or P, including "+" or "-") two-thirds of the cumulative hours attempted. All withdrawal grades, incompletes, no-credit grades, and repeat classes are considered as hours attempted.

General Information

3. Complete their declared major within the maximum limit: for FEDERAL aid programs, once you have attempted 150% of the number of credits normally required to complete a degree, you will not be eligible for any additional Federal aid at MCC. Transfer credits classes do not count in the calculation of the GPA, but they may be included in the calculation of the Maximum Limit.

	<u>Credits Required</u>	<u>150% Limit</u>
Regular ASA/AAS degree	62	93
Nursing	84	126
Respiratory Therapy	101	126

If a student fails to make satisfactory academic progress at the end of a semester, she/he will normally be allowed to receive aid for an additional probationary semester. If the student still has not made satisfactory academic progress at the end of the second semester, she/he may not be eligible to receive any further financial assistance until she/he has 1) raised the cumulative grade-point average up to the minimum GPA required, or 2) earn enough credits to meet the minimum cumulative required. If the student needs to take any classes to make satisfactory academic progress, all expenses are the responsibility of the student.

LOSS OF ELIGIBILITY, APPEAL, AND REINSTATEMENT

Any student who is denied aid under this policy has the right to appeal. ALL APPEALS MUST BE IN WRITING, and addressed to the Financial Aid Review Committee, c/o the Financial Aid Office. The Committee will normally consider such things as illness, a change in job schedule, or other extenuating circumstances (which were beyond the reasonable control of the student), to be grounds for a successful appeal. The student must be prepared to offer any proof or documentation (for example, a doctor’s statement) if appropriate.

If you want Federal aid to earn a second degree (or additional classes leading to a bachelor’s degree at another school), you must appeal in writing, stating your academic goal, and provide documentation (such as a “graduation audit”) of the classes needed to accomplish this goal.

This policy states the minimum required for most financial aid programs. However, some scholarship and loan programs require a higher standard (usually a higher GPA). Therefore, you may qualify for most aid programs by meeting the above conditions, but be denied a specific scholarship or loan unless you raise your GPA or pass additional credit hours.

FINANCIAL AID REFUNDS

Financial Aid recipients who withdraw from classes will have their tuition accounts adjusted according to the College’s regular tuition refund policy (see “Refund Policy”). Each semester’s refund dates are printed in the “Schedule of Classes.” If you find it necessary to withdraw during a semester, you should notify the Records Office in person or by phone as soon as you can.

Federal aid recipients who withdraw from ALL classes before they complete 60% of the semester may have to repay a prorated portion of the federal aid they received.

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REGISTRATION INFORMATION

Registration at Muskegon Community College takes place three times a year, starting in July for Fall Semester, starting in early November for Winter Semester, and starting in March for Summer Session. Fall and Winter Semesters are 15 weeks in length. Summer Session generally begins in May and is offered with a variety of start and end dates. Register as soon as you are eligible to ensure your place in the classes you desire.

Before Registering for Classes:

- **Testing**—Before registering for classes you must take placement tests which will help you choose the right courses. See “TESTING” on pages 17 and 18.
- **Counseling**—Schedule an appointment to see a counselor early, but preferably after taking the placement tests. The counselor can assist you in curricular planning and with other concerns you may have. See “COUNSELING” on page 18.
- **Career Center**—Stop in Room 204 if you wish to explore career options or review materials related to your career choice.

NEW -- Priority Online Registration Process:

Priority Registration, your first opportunity to register for classes, will be handled through WebAdvisor, Muskegon Community College’s new online registration system. MCC’s WebAdvisor Registration program will be activated for Fall 2007 Semester registration in July 2007.

Registration is based on a priority system that allows you to begin registration according to your number of total credit hours completed. Priority begins with students who have earned the most credit hours and ends with the students with the least credit hours. For a detailed schedule of priority registration, refer to MCC’s Schedule of Classes. You may register at your assigned time or thereafter, but not before.

Online Registration Process

What is My MCC WebAdvisor User Name?

To login to MCC WebAdvisor, you will need your MCC WebAdvisor User Name and Password. Your unique MCC WebAdvisor User Name and Password allows you access to your personal academic information via the Internet and is required to keep your records secure.

How do I access MCC WebAdvisor for the first time?

1. Go to the WebAdvisor MCC Homepage at www.muskegoncc.edu
2. Click on WebAdvisor under the Quicklist at the top right corner.
3. Click on the WebAdvisor button.
4. Click the *Log In* tab at the top of the screen.
5. You will be asked to enter your MCC WebAdvisor User Name and Password.
6. Click *Submit*. You are now logged in, and may proceed to choose a service from the menu.

In-Person Registration and open web registration is available after priority registration ends. Please refer to current Schedule of Classes for dates and times.

Adding Courses—Prior to the beginning of semester or session, you may add courses during the time designated in the Schedule of Classes for that semester. A student must have written instructor permission to add a class once it has met. Regarding online classes, a student must have written instructor permission to add a class after its published “start date.” Refer to the current Schedule of Classes for “start dates.”

Dropping Courses – (Other than complete withdrawal from the College)—You may process drops online or by submitting a signed drop form, in-person or by fax, to the Records and Registration Office

General Information

during the time specified in the Schedule of Classes. If changing courses/sections after the drop period, students may only transfer from one section of a course to another section of the same course. Students attempting to drop and add courses of different names outside of the 100% refund period will be billed for tuition accordingly.

Credit Hour—As a rule of thumb, each credit hour equals one hour of class or two hours of laboratory work per week. Exceptions are noted in course descriptions.

Employment and Classload – Many students find it necessary or even desirable to be employed while attending college. While enrollment on a full-time basis is very demanding, you may find that you can maintain satisfactory grades even while working part-time. The following table provides general guidelines for those students who plan to work:

CLASSLOAD (Semester hours)	WORKLOAD (Hours per week)
13 or more	15 or less
10 - 12	24 or less
7 - 9	32 or less
3 - 6	40 or less

GENERAL ACADEMIC POLICIES

Audit Policy

If you wish to attend a class, but do not desire credit or a grade, you may elect to audit a class. If you audit a class, you are required to pay the same tuition and fees as those taking courses for credit.

MCC permits students to register for college credit courses on a non-credit (audit) basis. Those who wish to do so should consult with a member of the counseling staff regarding College policies and procedures for audit status enrollment.

These policies include the following:

1. Students may audit courses so long as they (a) register specifically for audit status; (b) pay regular tuition and fees as listed in the official publications of the College; and (c) comply with all assignments, projects, tests, and learning experiences required of credit-status (regular status) students unless they explicitly make another arrangement that is mutually agreeable to both instructor and student.
2. Audit status students should realize that unless they complete all regular course requirements it will probably not be possible to convert from audit status to credit status at a later date. Audit status students who have completed all regular course requirements to date and wish to change from audit status to credit status may request the change at the Records Office. Such petitions must include a note from the instructor stating the student has completed all regular course requirements to date. This request must be processed prior to the final examination.
3. Students who register for a credit class cannot change to audit status.
4. For students who complete all requirements, instructors will record the progress of audit students in the same manner as credit students. A grade of “AU” will be recorded on the audit status student’s transcript at the end of the semester, and will not be used to compute grade point averages.

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Academic Withdrawal Policy

1. You are strongly encouraged to consult with your instructor and a counselor prior to processing a withdrawal form, as the situation prompting withdrawal can often be resolved in some other way to your advantage.
2. You are entitled to withdraw from a course and receive a “W” grade through the eighth week of the semester, through the fourth week of a session, or through the eighth day of classes for 3.5 week modular courses.
3. After the eighth week of a semester, and through the last regular day of all classes and before final examination week, you may withdraw from a course and receive either a “WP” grade (Withdrawal—Passing) or a “WF” grade (Withdrawal—Failing). **NO WITHDRAWALS WILL BE ACCEPTED DURING FINAL EXAMINATION DAYS.** The same policy applies, on a pro-rated time schedule, for sessions and modular courses.
4. Exceptions to the policy regarding WP and WF grades can be made only by the instructor.
5. Grades of W, WP, and WF are not used in computing grade point averages.
6. Instructors may take the initiative to withdraw you for just cause at any time.
7. If you are unable to complete the withdrawal process because of injury, illness, or other reason, you should contact the Records Office immediately. (For regulations and procedures governing refunds, please refer to the Refund Policy.)

Attendance – You are expected to attend all sessions of the classes in which you enrolled. You may be withdrawn from the class at the discretion of the instructor if you have excessive absences. Instructors who do not take attendance into account when determining your status in the course must maintain other consistent means of showing participation.

Repeated Courses – The Muskegon Community College Course Repeat Rule was developed to provide fair access to classes. It allows you to repeat the course once. Instructor permission is required to take a course more than twice.

To repeat a course, you must reregister and pay all necessary fees. Each grade received will appear on your record, but only the last grade awarded is used in computing a GPA. Keep in mind that if you retake a class and receive a lower grade, the last grade is still the one that counts. When transferring to another college or university, you may be held accountable for all attempts and grades associated with a course taken at Muskegon Community College.

Re-evaluation of Grades For An Entire Semester (Performance Agreement) – The College permits students within specific and defined guidelines to petition for removal of grades for an entire semester by submitting a “Performance Agreement” form. You must see a counselor to discuss and initiate the agreement.

Withdrawal-Illness – The Petitions Committee may allow a “WI” if a qualified professional (doctor, psychologist, etc.) provides written evidence of physical or mental illness. The initiative for such action rests with you, the student, and should be initiated in the semester in which it occurs, except under extenuating circumstances.

Academic Probation – Any student who receives a cumulative grade point average of less than 2.0 (“C”) for 12 or more semester hours of credit will be placed on academic probation.

Academic Dismissal – Students placed on academic probation for two consecutive semesters may be dismissed from the College for one semester. Normally, such dismissal occurs during the Summer Session, and the student is prohibited from enrolling for the Fall Semester. However, students who have been dismissed may enroll in classes for the Summer Session in order to correct their academic deficiencies. Those who earn a 2.0 grade point average or better for a minimum of three credit hours during the Summer Session will be permitted to enroll on a probationary status for the Fall Semester.

If the dismissed student enrolls for the Fall Semester and then fails to achieve a grade point average of 2.0 (“C”) during the Summer Session, he/she will be dropped from all classes. Refunds will be handled through the Business Office.

Any student who is dismissed from the College may appeal to the Petitions Committee for reinstatement. The Petitions Committee will review the student's progress and permit re-entry if they think the student has a reasonable chance for success in a subsequent semester. Students who do not appeal will not be allowed to enroll for the dismissal semester.

Student Computer Use Guidelines – MCC has established guidelines for student use of college computers and programs, which includes access to the Internet. The guidelines are posted in computer labs and are also listed in the Student Handbook. Everyone who uses computers on campus is expected to adhere to these guidelines.

CONFIDENTIALITY OF RECORDS

NOTIFICATION TO STUDENTS OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

The **right** to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Director of Records and Registration a written request that identifies the record(s) they wish to inspect. Records will be available for review within two (2) business days of receiving the request. The College will make arrangements for access and notify the student of the time and place where the records may be inspected.

The **right** to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. Student should submit to the Director of Records and Registration a written request, clearly identifying the part of the record(s) they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The **right** to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The **right** to file a complaint with the U.S. Department of Education concerning alleged failures by Muskegon Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

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DIRECTORY INFORMATION

The College designates certain information as “directory information.” This may be disclosed without violating FERPA. It includes:

1. Student’s name
2. Major field of study
3. Weight and height of athletes
4. Participation in officially-recognized activities and sports
5. Dates of attendance, degrees, date of graduation and awards
6. Photographs

Directory information does not include student identification numbers, Social Security numbers, or other personally identifiable information.

NON-DISCLOSURE FORM

Students wishing the College to withhold directory information on them may do so during the first week of classes by submitting the Non-Disclosure form to the Director of Records and Registration. Forms are available online or in the Records Office, room 104. A new Non-Disclosure form must be completed each academic semester/session.

DISCLOSURE OF EDUCATION RECORDS

Muskegon Community College will not disclose student records to anyone other than the student (including the student’s parents), without the student’s written permission. However, FERPA does establish several exceptions that allow the institution to disclose student records without the student’s prior written consent. Some of those exceptions are:

1. To other school officials with a legitimate educational interest.
2. To officials of other schools in which the student seeks to enroll.
3. In connection with a student’s application for, or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. If disclosure is necessary to protect the health or safety of the student or other persons in a health or safety issue.
5. To comply with a judicial order or to respond to a lawfully issued subpoena, provided the College first make a reasonable attempt to notify the student.
6. Directory information as defined by Muskegon Community College. You should always contact the Director of Records and Registration before releasing student records to a third party, even if you think one of these exceptions applies.
7. To certain officials of the U.S. Department of Education, the Controller General, and the state or federally supported education programs.
8. To organizations conducting certain studies for or on behalf of the College
9. To accrediting organizations to carry out their accrediting functions
10. To parents of an eligible student who claim the student as a dependent for income tax purposes- IRS Code of 1986, Section 152.
11. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
12. Veterans Administration Officials in response to requests related to VA programs.
13. Representative of the Immigration and Naturalization Services (INS) for purposes of the coordinated interagency partnership regulation international students (SEVIS).

Class Standing—For the purposes of records and reporting, students are classified as freshmen if they have completed 25 credit hours or less, as sophomores if they have completed 26 credit hours or more.

Transcripts—There is \$2.00 charge per transcript. Transcript requests are normally processed within one week, but may require more time to process at the end of a semester. Your signature is required before we can release your transcript. Transcripts may be requested in person, by mail, by fax, or by WebAdvisor. Transcripts that are released to the student are unofficial. Official transcripts must be sent directly to a college/university or business. “Sealed transcripts” are available but are “issued to student.” Transcript copies will not be furnished if you have delinquent accounts at the College.

Transcripts/grades may also be requested/viewed/printed through WebAdvisor. WebAdvisor is an on-line web service that allows students to register, access their grades, and much more.

Graduation Requirements—Students who graduate from Muskegon Community College will be awarded an Associate in Science and Arts degree, Associate in Applied Science degree, a certificate, or a diploma. Graduation requirements for the Associate degree include two credits in physical education. Refer to program pages for specific courses which will fulfill graduation requirements. It is important to work with a counselor in planning your academic program. Not less than 30, or the last 15 hours in a degree program, must be taken at Muskegon Community College, and candidates must attain an overall minimum 2.0 “C” grade point average in their Associate Degree program. Health programs may have a different GPA requirement. The maximum number of cooperative internship credit hours that may be applied toward an Associate Degree is 12, and many programs permit even fewer. Consult the course requirements listed in this catalog for the maximum hours permitted by the business or technical program you wish to pursue. Individual departments make their own decisions about accepting work experience credits transferred from other institutions, or from other programs within MCC. Requests for exceptions to these graduation requirements must be brought before the Petitions Committee, with the full concurrence of the department(s) involved.

Application for Graduation—To graduate from Muskegon Community College with a degree or a certificate, you begin the process by completing an Application for Graduation. You must have completed at least 40 credit hours if you are applying for an associates degree. This form is available online and in the Records Office. The application deadline dates are as follows:

- Fall Semester Graduation – November 1
- Winter Semester Graduation – April 1
- *Summer Session – July 1

**If you are applying for graduation in the summer and want to participate in the April commencement ceremony, your deadline to apply is April 1.*

The graduation audit will be based on the requirements in effect in the printed catalog at the time of the student’s initial enrollment, unless updated catalog requirements are specifically requested. (Students may not apply for graduation under requirements that were printed for a year they were not in attendance at the College.) Students returning to Muskegon Community College after an absence of FIVE YEARS OR LONGER will be under the requirements of the current catalog.

When your application for graduation is complete, a review of your academic record will be conducted by the Records Auditor to determine if graduation requirements have been met. You will be notified in writing of the results.

Students are not eligible for graduation until all delinquent tuition, fees, and fines have been paid. The student is responsible for meeting all graduation requirements.

Multiple Degrees—You may earn and be awarded two or more degrees (and/or certificates), provided that all academic requirements for the degrees have been met. A graduation audit will be conducted for each degree requested on the application for graduation. Multiple diplomas or certificates will be awarded where appropriate.

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GRADUATION WITH HONORS

Students who have fulfilled the requirements for an associate degree and have earned a cumulative grade point average of 3.40 or higher will graduate with honors as follows:

Summa Cum Laude:	3.80-4.00
Magna Cum Laude:	3.60-3.79
Cum Laude:	3.40-3.59

SUBSTITUTION WAIVER

A substitution waiver is the substitution of a required course in a degree or certificate with an alternate course. Substitution waivers do not reduce the total number of credit hours required in a degree or certificate or in general education requirements. Course substitution waivers are granted for a specific degree or certificate and a specific catalog year. The granted substitution waiver will not automatically apply toward other degrees and certificates you are pursuing.

You may request a substitution waiver by contacting the department chairperson.

GRADING SYSTEM

Final grade reports are mailed to you at the end of each semester or session. Only the final grade is posted on your academic record in the Records Office. At the discretion of individual faculty members, mid-term grades may be posted at designated places during the Fall and Winter semesters.

Quantitative Grade Values

A 4.0	B- 2.7	D+ 1.3
A- 3.7	C+ 2.3	D 1.0
B+ 3.3	C 2.0	D- .7
B 3.0	C- 1.7	E 0

Non-quantitative Grades (not computed)

P Pass	WA Withdrawal—Agreement
NP No Pass	WI Withdrawal—Illness
W Withdrawal	WM Withdrawal—Military Activated
WF Withdrawal—Failing	CS Community Service
WP Withdrawal—Passing	AU Audit
WR Withdrawal—Repeat	I Incomplete

Pass/No Pass—These grades are not optional but a standard grading system for particular courses.

“Incomplete” Policy—When you are unable to complete all of the required work for a course because of illness or other unpredictable circumstances, you may request an Incomplete (I) grade. When requested by the student, the instructor’s judgment will determine whether the incomplete grade will be assigned. If the instructor does not deem the circumstances to be appropriate for an Incomplete (I), you may elect to withdraw from the course according to the withdrawal policy.

Although shorter time periods may be assigned on a case-by-case basis, “I” grades must be completed within one year of the official occurrence of the grade.

Once you complete the necessary requirements for the class, a Change of Grade form must be submitted for you to receive a grade greater than an “E.” Any “I” (incomplete) grades that are not changed within one year of the official occurrence of grade will default to an “E.”

Grade Point Average (GPA) — Each letter grade has a point value as indicated above. The number of grade points earned for each course is found by multiplying the credit value of the course by the point value of the final grade. For example, a student with a final grade of “B” in Political Science (PSCI) 111 would earn 12 grade points, since a “B” has a point value of 3, and Political Science 111 is a 4-credit course.

The semester grade point average is calculated by adding the total points for all courses and dividing by the total number of credit hours taken during the semester.

Example:

English 101	3 credits, grade of A = 12
Political Science 111	4 credits, grade of C = 8
Physical Science 101	4 credits, grade of B = 12
Art 198	3 credits, grade of D = 3
Total:	14 credit hours, with a total of 35 points; 35 divided by 14 = 2.50.

The cumulative grade point average is found by dividing the total of all points earned in all semesters by all credits taken to date.

Academic Load—Students are not permitted to enroll for more than 18 credit hours during a regular semester or for more than nine during Summer session without the approval of a counselor, Vice President, or Associate Vice President.

Dean’s List—A Dean’s List will be prepared after each semester and summer session naming students who have earned a (minimum) GPA of 3.5 over the last number of sessions that total at least 12 grade-point credit hours taken at MCC. A student will be reported once for any subsequent consecutive group of sessions meeting this requirement up to a maximum total of five times for the Dean’s List.

President’s List—A President’s List will be prepared after each semester and summer session naming students who have earned a GPA of 4.0 over the last number of sessions that total at least 12 grade-point credit hours taken at MCC. A student will be reported once for any subsequent consecutive group of sessions meeting this requirement up to a maximum total of five times for the President’s List.

SERVICES FOR THE COMMUNITY

The College offers courses, workshops, seminars, and special events to meet the lifelong learning needs of the community. These non-credit educational offerings emphasize career development, personal growth, cultural enrichment, and the solution of community problems.

CONTINUING EDUCATION

Continuing Education Unit credits (CEUs) may be offered for professions that require regular upgrading for certification. Special seminars to meet the training needs of specific organizations can be arranged by calling the Continuing Education Office at 231.777.0227.

Information about courses, workshops, seminars, and special events is published twice each year in the OPTIONS Continuing Education/Community Services Schedule of Classes. Copies are distributed to the public and are available at the College.

Continuing Education Courses—Selected courses developed and offered through Community Services, if they share the objectives and subject matter of the College’s regular curricula, are assigned equivalent credit hour designations. The fees per credit hour are fixed at the same rate as the regular tuition rates for any given academic year.

Seminars and Workshops—Short-term courses and seminars, for which there is no equivalent in the regular curricula, are assigned fees commensurate with the costs incurred in offering them. Costs for materials and supplies used by students in the continuing education courses or seminars and workshops are borne by the individual student.

Refund Policy—A 100% refund of tuition for courses and fees for short-term seminars will be granted if official withdrawal procedures are completed at least one business day prior to the start date of the offering.

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LAKESHORE BUSINESS AND INDUSTRIAL SERVICE CENTER

The Center provides customized instruction in virtually every area for local business and industry through workshops, seminars, college classes and consulting services. Training may be held on campus or at the workplace, depending on the particular needs of the company. Instructors and trainers are selected from the College faculty, area working professionals and specialty consultants. Training may be for either college credit or non-credit. Staff members from the Business and Industrial Service Center are available to help design specialized courses and provide resources and materials for your business needs. For more information call 231.777.0217 or 777.0201.

STUDENT LIFE AND COMMUNITY OUTREACH

The Office of Student Life (Room 204) brings you services, resources, activities, and events from the non-academic side of college life. We are committed to constantly evolving. We strive to be open-minded and flexible by responding to the needs of the campus and our community. Our staff and our programs aim to encourage the development of leadership skills, values, friendships, and the opportunity to make a difference. Student Life oversees the Career Resource Center, Clubs and Organizations, Community Outreach, Employment Resource Center, Internship Programs, Leadership Muskegon, and student activities.

Several daylong events are planned annually with the help of community advisory committees. Some of these events are: The Hispanic Youth Career Conference held in March; Mayfest, the third Saturday in May; and Senior Day in August. Conferences for middle school students, and seminars addressing community issues are held periodically during the year.

COMMUNITY LIAISONS

Community Outreach provides courses, seminars and special programs for a variety of special interest groups. To better serve several of these groups, liaisons conduct programs for women and minorities. The liaisons cooperate with community members and special interest groups to develop desired programs. Program information can be obtained by calling 231.777.0216.

ANNUAL PROGRAMS, ACADEMIES, AND CONFERENCES

Each year the College provides training in academies and institutes that meet several weeks and address the training needs of business, industrial or community leaders. Included in this category of programs are: Leadership Muskegon, Intercultural Community Leadership Academy, Downtown Noonhour College, and the Management Academy. The West Michigan Police Training Council, in conjunction with the College, conducts an on-going training program for police officers. The Project Intercept program is a joint program between the College and the District Court Probation; 18-20 classes are held annually for first time offenders. Larger conferences include the West Michigan Township Officials Conference, Administrative Professionals Day, Senior Day and several youth conferences.

REGISTERED STUDENT ORGANIZATIONS

The College provides opportunities for students to participate in a variety of clubs and organizations which encourage intellectual, social, cultural and leadership development. In many cases these organizations enable students to work on projects related to the classroom experience. Current information on such activities is publicized on campus each semester. If you have a common interest with other students and would like to form a club, check the MCC website, or stop by Room 204 for details.

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA serves as the official representative body for MCC students. It provides a forum for expression on matters of concern to the student body, and presents opportunities for the development of student leadership.

Goals of SGA:

1. To ensure the conveyance of the student voice to the administration and Board of Trustees.

2. To provide for discussion, investigation and resolution of student problems, concerns and ideas.
3. To retain sole authority to appoint and remove student representatives to the College's Council System and designated committees.
4. To promote the interests of the College's student community.
5. To protect and uphold student's rights.
6. To plan, encourage and promote participation in College events and community service activities.

ATHLETICS

MCC has maintained a program of intercollegiate athletics for both men and women for many years, while attempting to maintain teams in a wide variety of competitive fields. MCC is a member of the Michigan Community College Athletic Association, Region 12, and the National Junior College Athletic Association.

Questions about eligibility should be directed to the Director of Athletics. Transfer students should secure a transcript from any college previously attended and have it placed on file in the Records Office to aid in the determination of eligibility. Athletic grants-in-aid are available for tuition only in all sports sponsored by the College.

THE FOUNDATION FOR MUSKEGON COMMUNITY COLLEGE

The foundation was established in 1980 to provide an opportunity for friends and alumni of the College to contribute toward capital improvements, equipment, and other enhancements of program offerings which cannot be provided for through tuition, local, state, or federal support. Gifts are tax-deductible, and many corporations provide matching gifts which double or triple the contributions of their employees. Further information about the Foundation is available from the Foundation Office at the College in room 104, or call 231.777.0341.

ALUMNI ASSOCIATION

The College has organized an Alumni Association for the purpose of promoting interest in Muskegon Community College and maintaining a mutually beneficial relationship between the College and its alumni. A well-informed, interested, and involved alumnus is one of the College's most valuable assets. An alumni newsletter, "Reflections," is published three times annually.

Any student who has earned credits through a regular course at MCC, or any friend of the College, qualifies as an alumnus and is eligible for the services offered. Suggestions for improved alumni relationships, programs, services and publications are welcomed by the College.

Those persons wishing to serve on the MCC Alumni Association Board of Directors should contact the College at 231.777.0265.

INSTITUTIONAL RESEARCH AND DEVELOPMENT

The Office of Institutional Research and Development is responsible for seeking and obtaining grants for programs that further the College's goals. The office responds to grant search requests from all departments in the College. Working with representatives from within the College as well as the community, it facilitates the grant application process and assists in post-award management. The office also performs research to support grant applications, as well as miscellaneous research requested by college departments. The office is actively involved in developing the College's fundraising calendar and maintains databases of alumni and donors.

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INSTITUTIONAL GOVERNANCE FOR INTERNAL COMMUNICATION

The board has established permanent advisory councils, representatives of the major service functions of the College:

- Student Services Council
- Instructional Affairs Council
- Business Administration Council
- Information Technology Council
- Coordinating Council

These councils, in conjunction with the Faculty Association, Student Government, Maintenance/Custodial Association, MCC Educational Support Staff Unit, and Administrative/Professional Support Staff provide the structure for seeking opinions, expressing ideas, and developing recommendations. Individuals who have proposals for consideration should forward such items to the appropriate council through the Council Chairperson. These councils may identify, investigate, review, and recommend policy and procedural matters to the Coordinating Council. The Coordinating Council will review and expedite the recommendations of the other councils by forwarding advisory recommendations, when appropriate, to the President. All action taken by the Coordinating Council will be published and distributed to the College Community.

Procedural Guidelines for All Councils

1. Each Council will act to adopt its agenda as the first order of business.
2. Minutes of Council meetings will be published as soon as possible following the meeting, including agenda and date of next meeting, if possible. Minutes will be posted on the MCC website.
3. Councils will take action by consensus rule or vote, as determined by individual councils.
4. Council meetings will be scheduled at least monthly.
5. Representatives are expected to attend all meetings.
6. A quorum will consist of a simple majority of voting membership.
7. Term of membership will be one (1) academic year and is renewable. Vacancies will be filled through appointments by the respective group.
8. Chairperson is to be elected by the membership at the first meeting each September.
9. Chairperson's Duties:
 - A. Presiding Officer
 - B. Appoint Chairperson and members of sub-committees
 - C. Ex-officio member of all sub-committees
 - D. Council representative to Coordinating Council
10. All Council meetings will be announced at least three (3) days in advance, including the agenda. Meetings will be open to the public and comments will be taken from the floor, with the discussion from the floor pertinent to the subject at hand, with the right to limit such discussion reserved to the Chairperson of that Council.
11. Members of Ad-hoc committees or sub-committees need not be members of any Council.
12. Each Council shall decide their own voting membership.

PETITIONS COMMITTEE

The Petitions Committee, a standing committee of the Student Services Council, is composed of students, staff, and faculty members. The Committee meets monthly to consider requests submitted. The Petitions Committee exists to consider the petitions of students with respect to any college rule or regulation. Board policy has empowered the Petitions Committee to take direct action in the following areas:

1. Re-evaluation of WA grades (Withdrawal—Agreement) for an entire semester.
2. Change of WI grades (Withdrawal—Illness) due to physical or mental illness.

3. Appeal dismissal from the College.
4. Review requests for tuition refunds, or appeal tuition refund.
5. Appeal graduation requirements.
6. Appeal instructor-initiated drop.

In considering all other types of petitions, the Committee reviews requests and refers students to the appropriate campus office for action. Such referrals may be accompanied by the recommendations of the Committee.

You may present questions regarding any regulation or policy of the College. Tuition Refund Appeal (Withdrawal Illness included) forms and Final Grade Appeal forms are available online or in the Records Office. Completed forms and required documentation should be sent to the Petitions Committee Secretary, room 104, Muskegon Community College, 221 S. Quarterline Rd., Muskegon, MI 49442.

COMPLAINTS/GRIEVANCES

The following person has been designated to handle inquiries regarding the non-discrimination policies of the College:

Diana R. Osborn – Executive Vice President of Administration, room 116 (phone 231.777.0350).

FACILITIES

Muskegon Community College, designed by Alden B. Dow, features an enclosed court, with Four-Mile Creek flowing under the wings of the building and through the court. The 111-acre campus is made up of the Academic Complex, the Technology Building, the Hendrik Meijer Library Information Technology Center, the Bartels-Rode Gymnasium, and the Frauenthal Foundation Fine Arts Center.

The campus is bounded on the west by U.S. 31; on the north by Stebbins Road; on the east by Quarterline Road; and on the south by Marquette Avenue.

Parking – Two large parking lots serve the campus. The main lot is located south of the Academic Complex, and may be entered from Marquette Avenue or from Quarterline Road. The back lot is located north of the James L. Stevenson Center for Higher Education, and may be entered from Quarterline Road or Stebbins Road.

Handicapped parking spaces – Handicapped parking spaces are available in the parking lot near the main entrance and also near the Technology Building in the back parking lot. Students needing special parking are urged to apply for a reserved space in this area through the Business Office, Room 114.

Room Numbers – Entering the main building, the rooms are numbered in the 100s, with even numbered rooms on the right side of the building and odd numbered rooms on the left. Stairs or elevators will take you DOWN one level to rooms numbered in the 200s. The bottom level is below this with rooms numbered in the 300s. Rooms in the College Success Center are numbered in the 400s. The rooms in the Technology Building are numbered in the 500s.

Any room with a four-digit number is located in the Stevenson Center for Higher Education. The numbering strategy is similar to the main complex with rooms on the top level numbered in the 1100s, second floor rooms in the 1200s, and the third level (bottom) numbered in the 1300s. The main entrance to the Center for Higher Education can best be accessed by utilizing the back parking lot (second entrance off of Quarterline Road).

Housing—Responsibility for housing rests with the student. Muskegon Community College does not own or operate housing units for students, nor does it assume responsibility for supervising or administering off-campus housing.

Classrooms—More than 70 classrooms and laboratories are available on campus, completely furnished to meet the needs of their particular disciplines. Additional classrooms, labs and conference facilities are located in the Stevenson Center for Higher Education which is attached to the main academic complex on the east side of the building.

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Technology Building— This building houses classrooms and laboratories for automotive mechanics, electronics, welding, and metallurgy, as well as machining and foundry facilities, also equipped for their separate disciplines. Three drafting (CAD) classrooms are located in the Academic Complex, and Graphic Design facilities are located in the Stevenson Center for Higher Education complex.

Campus Bookstore— The bookstore is located near the main entrance of the Academic Complex. The store is open weekdays from 8:00 a.m. to 8:00 p.m., except Fridays and during the Spring and Summer Sessions, when it closes at 4:00 p.m. Spring and summer evening hours of operation are posted once determined.

Food Service— Meals and snacks are available at the Bookside Bistro next to the Campus Bookstore, (near the main entrance of the Academic Complex). It is open Monday through Thursday from 7:30 a.m. to 8:30 p.m. and Fridays from 7:30 a.m. to 12:30 p.m. during Fall and Winter semesters. The Bistro hours during the Summer Session will be shortened. Vending machine services are available in the Student Union.

Frauenthal Foundation Art Center— At the heart of the Frauenthal Art Center is the 344-seat Overbrook Theater and adjacent art gallery, where works by students, faculty, and guest artists are exhibited. The Center also includes a large rehearsal room for band, orchestra, and chorus, practice rooms, and a listening library where students may enjoy recordings. The Center also has 12 electronic pianos for instruction and practice.

Bartels-Rode Gymnasium— The Bartels-Rode Gymnasium is a separate building, south of the main parking lot. In addition to housing a large, multipurpose gymnasium, this building also houses the physical education and athletic offices, a fitness center and several teaching stations. Outdoor tennis courts are west of the building. Outdoor volleyball courts are east of the gymnasium. The baseball diamond and softball field are located south of the gymnasium.

Hendrik Meijer Library Information Technology Center—Formerly the Allen G. Umbreit Library, the new Hendrik Meijer LIT Center continues to provide instructional materials and information services to support the curricula offered by the College and to meet the informational needs of students, faculty, staff and administration. The library extends these services to the community and serves as a catalyst in the lifelong learning goals of the citizens of Muskegon County and the greater West Michigan area.

Internet computers are available on the main floor of the library and on the second floor information commons for student research and assignments. Wireless access is also available. Students must sign in to use the computers and agree to the *MCC Acceptable Use Policy*.

The book collection, arranged according to Library of Congress Classification, currently exceeds 60,000 volumes. Other materials include magazines, newspapers, videocassettes, and CDs. The majority of our newspaper, periodical, and journal subscriptions are available in electronic format via our numerous online databases. The library also subscribes to other online databases that support faculty and student's research needs. Most of these databases are available to students and staff from off-campus.

Professional librarians are on duty to assist students and the general public. Special services include interlibrary loan, photocopy machines, group study rooms, a quiet reading room, a workstation for visually impaired persons, and both group and individual orientations. A one credit hour course, English 234D (Library Skills/Research Skills) is offered during the fall and winter semesters.

Hours for the library during the fall and winter semesters are 8:00 a.m. to 11:00 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Friday. Saturday hours are 10:00 a.m. to 5:00 p.m. During spring and summer, the hours are shortened.

Students and Muskegon area residents may apply for a free library card which is required to check out materials. Applications are available at the Public Services Desk and require a valid State of Michigan driver's license or identification card.

Media Services— Instructional support services including procurement and scheduling of audio, video, photographic, and graphics reproduction equipment are available to students and faculty. Profes-

General Information

sional assistance in the selection, production, and use of all types of media materials is also available from the Media Services facility located in the James L. Stevenson Center for Higher Education complex.

College Success Center and Testing Center— These facilities are described elsewhere in this catalog.

Carr-Fles Planetarium— The Planetarium features four shows a year in its domed theater. Its free public showings are held Tuesday and Thursday evenings at 7:00 p.m. Reservations are encouraged. Special showings for organized groups and schools are also available. The planetarium is closed during July and August.

Observatory— The Muskegon Community College Observatory is located at the Muskegon County Wastewater Management System, 8301 White Road. The Observatory facility, which was dedicated in the fall of 2001, was created to complement the College's astronomy program, as well as serve as an additional resource for area recreational stargazers. Public viewings will be scheduled for clear evenings during the months of April through October.

CENTER FOR THEATER

The Center for Theater operates within the Creative and Performing Arts Department. It provides theater classes for MCC students as well as a diversified schedule of performances. These include a season of plays produced by the College, an annual concert by the Overbrook Dance Theater, as well as touring productions of various kinds. All MCC students are encouraged to participate in the activities of the Center.

The Center for Theater offers something for every MCC student, whether it be the development of artistic talents, investigation of a career in professional theater, or simply the enjoyment and excitement of a live performance.

JAMES L. STEVENSON CENTER FOR HIGHER EDUCATION

The Muskegon Center for Higher Education was officially renamed the James L. Stevenson Center for Higher Education in 2001 to reflect the former president's role in bringing the vision of the Center to reality. The 93,500 square foot building, constructed contiguous to the main academic facility on campus, houses a unique academic consortium comprised of Muskegon Community College, Ferris State University, Grand Valley State University, and Western Michigan University. The Center contains 40 classrooms/conference rooms including a computer classroom and laboratory, a large conference room, a large lecture hall, and a science room.

A catering kitchen on the second level accommodates food service needs for banquets, meetings, conferences, and receptions. Communication technology advancements allow for a variety of instructional delivery systems. Each room in the facility is wired for voice, video and data transmission. Teleconferencing and integrated distance learning technology is available as well.

The Muskegon Community College Graphics Design Department, Media Services Department, and the Television Studio are all housed in the Stevenson Center for Higher Education.

HISTORY

Muskegon Junior College was established by the Muskegon Board of Education in 1926 and was housed on the third floor of what was then the new Muskegon Senior High School. It was a pioneering effort, since only four other two-year institutions existed in Michigan at the time.

By 1934, enrollment of both the College and the high school had grown beyond the capacity of a single building. The Junior College, therefore, moved into the former Hackley School in downtown Muskegon across from Hackley Park (now the Board of Education Building).

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It was appropriate that the College should occupy the old Hackley building, which had been presented to the public schools of Muskegon by Charles H. Hackley after fire had destroyed the original Central School. The city's First Citizen believed that a community was obliged to offer its youth the kind of training which would enable them to earn a good livelihood and at the same time contribute to the well-being of the community.

At the time of its move into this facility and for 17 years after, Muskegon Junior College was primarily geared to those students intending to complete at least four years of college. Muskegon's reputation in this field of the "college transfer" program was an enviable one, and continues to be so today.

Then in June of 1951, after an enabling act by the Michigan Legislature, the name and educational scope of the College was changed. "Muskegon Junior College" became "Muskegon Community College," thereby reflecting the expanded nature of the College's programs.

They were broadened to serve a larger number of students with a wider variety of interests. Courses were added in retailing, the vocations, the technical fields, public health, and the trades. These courses enabled young men and women to prepare themselves for a specific field of employment in two years of training beyond high school. There was no shrinking of the transfer program, only an expanded curriculum to serve a larger segment of the community.

In the post World War II years, enrollment climbed quickly and the Community College "campus" had to grow accordingly. The Muskegon Board of Education, which still operated the College, utilized available space in many of its buildings, and rented other community facilities when enrollment exceeded the capacities of those buildings.

By the early 1960s, enrollment had topped 2,000 and the College was operating full-time at Hackley, Vanderlaan, and Wilson schools and part-time at eight other locations. The time had come for another step in the development of the College.

The Board of Education formed a Special Citizens Committee to study the entire program and make recommendations. The Committee proposed that the College be separated from the public school system, that a county-wide community college district be created, that a board of trustees be elected to plan, build, and operate the school, and that millage be voted in sufficient amount and for enough years to build and operate the College.

In April of 1963, the county overwhelmingly approved the recommendations of the committee and elected the first Board of Trustees. The elected board went to work immediately and by September of that year had purchased the 111-acre campus on which the College exists today.

Alden B. Dow and Associates was named architect and by the summer of 1965 drawings were completed and construction begun. The Vocational-Technical Wing was completed and occupied in the fall of 1966 and the following September the entire complex was placed in service. Formal dedication ceremonies were held October 22, 1967, with Dr. Ashley Montagu, one of the world's foremost anthropologists, delivering the dedicatory address.

The first addition to the new campus was the Frauenthal Foundation Fine Arts Center, completed in 1968 and named for the Muskegon industrialist whose gift had made the Center possible – A. Harold Frauenthal.

When the new district was created, the name of the College was changed to Muskegon County Community College; but in the spring of 1969, at the request of the Board of Trustees, the State Board of Education approved changing the name once again to Muskegon Community College. With an enrollment of nearly 5,000 students, the College exists today in its eighth decade of service to area citizens.

January 1995 opened a new era of educational opportunity with the completion of the Muskegon Center for Higher Education on the campus of Muskegon Community College. The Center houses upper-level courses and programs offered by Ferris State, Grand Valley State, and Western Michigan universities. These institutions, along with Muskegon Community College, have formed a "consortium" to coordinate offerings to meet the needs of West Michigan residents.

General Information

The 90,000 square foot facility represents about one-third the size of the main building and was constructed to complement existing architecture. Attached to the main building near the Tech Wing, the James L. Stevenson Center for Higher Education contains the latest in communication technology with all of its 35 rooms connected via fiber optics for voice, video and data transmission. In addition to housing the educational programs of the consortium member institutions, the Center is also the new home for MCC's Media Center and Graphic Design program.

Newly opened in January 2006, the Hendrik Meijer Library Information Technology Center offers students and the community the latest in communication capabilities, including wireless Internet access, state-of-the-art library facilities/technologies and classrooms, and an Internet café. The 40,000 square foot facility has three levels overlooking the woods and creek, and offers special services including interlibrary loan, photocopy machines, group study rooms, a quiet reading room, a workstation for visually impaired persons, and both group and individual orientations.

GOVERNANCE

MCC is governed by a seven-member board of trustees who are elected for six-year terms on an "at large" basis from throughout the district (Muskegon County). The College's chief executive is the President, appointed by the board of trustees. Serving the institution at the April 2007 printing of this catalog are the following persons:



Roy Portenga
Chair



Dorothy Lester
Vice-Chair



Larry Wright
Secretary



Frank Bednarek
Treasurer



Donald Crandall, MD
Trustee



Ann D. Oakes
Trustee



Barbara Saint Denis
Trustee

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