

## Summer 2016 Calendar

### Priority Registration – WebAdvisor only

March 7-10 Current Winter 2016 students only

### Open Registration – WebAdvisor and In-Person

March 11-May 15 All students

### Payment Due Date – Wednesday, April 20, 2016

Tuition and fees must be paid in full by Wednesday, April 20, 2016 **OR** you must enroll in the FACTS Payment Plan by that time unless you have a confirmed financial aid award from MCC.

Note: Failure to pay your tuition when payment is due may result in your classes being dropped or your account being submitted to a collection agency.

### Walk-in Counseling and Advising (Room 101)

May 9-12 8:00 a.m. – 7:00 p.m.  
May 13 8:00 a.m. – 4:30 p.m.  
May 16-19 8:00 a.m. – 7:00 p.m.  
May 20 8:00 a.m. – 4:30 p.m.

### Bookstore Visit [www.muskegoncc.edu/bookstore](http://www.muskegoncc.edu/bookstore) to pre-order your textbooks

May 12-26 Financial Aid available for purchases  
May 20 Last Day of textbook 100% refund with receipt  
May 26 Last Day of textbook 100% refund with receipt for dropped or cancelled classes

### Refund Period for 12-week Classes

May 16-23 100% Refund  
May 24-26 50% Refund

For shorter week classes, see refund schedule on page 4.

### Important Dates

April 20 Payment due date  
May 12 Last day to submit Summer 2016 financial aid appeal - By 12:00 p.m. - NOON  
May 16 Summer classes begin  
May 30 Memorial Day - College Closed  
June 1 Summer Application for Graduation deadline  
July 4 Independence Day - College Closed  
July 29 Last day to withdraw (12-week classes)  
*Check with Student Welcome Center for Withdraw Deadline for early ending classes*  
August 6 Final day of Summer Semester

## Getting Started at MCC

- ✓ **Apply to MCC** Online at [www.muskegoncc.edu](http://www.muskegoncc.edu). Click on **Apply Now**. If you have never applied to MCC, complete a *New Student Application*. If you are a former MCC student and have not attended in three years, *Apply for Re-Admission*. For assistance, please visit the Student Welcome Center.
- ✓ **Submit a final high school or GED transcript** to Enrollment Services. Include ACT and/or MEAP/MME scores if you have them.  
Attention: Enrollment Services  
Muskegon Community College  
221 S. Quarterline Road  
Muskegon, MI 49442
- ✓ **Transferring credits to MCC** - If you have attended other colleges, request official transcripts be sent to:  
Office of the Registrar, Room 100J  
Muskegon Community College  
221 S. Quarterline Road  
Muskegon, MI 49442
- ✓ **Apply for financial aid** by submitting a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- ✓ **Attend mandatory new student orientation.** Schedule your session online at [www.muskegoncc.edu/orientation](http://www.muskegoncc.edu/orientation) or call 231-777-0454 if you do not have access to a computer.
- ✓ **Make an appointment with Testing Services**, Room 134, (231) 777-0394.
- ✓ **See an MCC counselor for assistance in program planning and selection of your courses.** Make an appointment in Room 101 or call (231) 777-0362.
- ✓ **Register and pay for classes online using WebAdvisor**, which is located at [www.muskegoncc.edu](http://www.muskegoncc.edu). If you need help registering, the Student Welcome Center staff will be glad to help you.
- ✓ **Get your photo taken for your My MCC OneCard in Enrollment Services, Room 108.**

### Student Welcome Center Hours (Subject to change):

Monday – Tuesday 8:00 a.m. – 6:00 p.m.  
Wednesday - Friday 8:00 a.m. – 4:30 p.m.

### Summer 2016 Extended Hours:

May 9-12 8:00 a.m. – 6:00 p.m.  
Saturday, May 14 9:00 a.m. – 1:00 p.m.  
May 16-19 8:00 a.m. – 6:00 p.m.

## Registration

### Priority Registration WebAdvisor Only – March 7-10

Currently enrolled Winter 2016 students are given priority over all new students at the start of each semester's registration period. Your registration priority is based on the credits you have earned as of January 28, 2016. If you are a new student as of Winter 2016, your priority time and date is based upon the number of credits you were registered for as of January 28, 2016.

**Students can view their exact priority registration date and time on MyMCC above WebAdvisor starting February 15, 2016.**

### WebAdvisor & In-Person Registration March 11-May 15

## Registration Eligibility

**To ensure you are eligible to register, please make sure you:**

- ✓ have been admitted or readmitted to Muskegon Community College in the last three years
- ✓ have all financial holds cleared
- ✓ have completed all required placement tests or submitted appropriate ACT, SAT, or MEAP/MME scores
- ✓ have completed all course prerequisites
- ✓ have an active academic program
- ✓ have an updated address and phone number

## Instructor's Permission

- ✓ **Closed/Full Section**
- ✓ **Section Already Started**
- ✓ **Prerequisites:** You may not register in a course without meeting the prerequisite (or be currently enrolled in it). You may initiate a waiver of the course prerequisite from the instructor teaching the course. If the waiver is granted, you must present the signed waiver form to the Student Welcome Center.
- ✓ **Repeated Courses:** Instructor permission is required to register for a course more than twice. If permission is granted, you must present the signed permission form to the Student Welcome Center.

## Counselor's Permission

- ✓ **Academic Load:** You can register for up to 18 credits for a semester. Exceptions require a counselor's permission prior to registering.

**Questions?  
Call (231)773-9131**

## Tuition Contact Hour Rates

Registration Fee - \$35.00  
Technology Fee - \$20.00 per Contact Hour  
Infrastructure Fee - \$5.00 per Contact Hour

Contact Hours	In County	Out of County	Out of State	Technology Fee	Infrastructure Fee
0.5	\$49.50	\$92.00	\$128.00	\$10.00	\$2.50
1	\$99.00	\$184.00	\$256.00	\$20.00	\$5.00
2	\$198.00	\$368.00	\$512.00	\$40.00	\$10.00
3	\$297.00	\$552.00	\$768.00	\$60.00	\$15.00
4	\$396.00	\$736.00	\$1,024.00	\$80.00	\$20.00
5	\$495.00	\$920.00	\$1,280.00	\$100.00	\$25.00
6	\$594.00	\$1,104.00	\$1,536.00	\$120.00	\$30.00
7	\$693.00	\$1,288.00	\$1,792.00	\$140.00	\$35.00
8	\$792.00	\$1,472.00	\$2,048.00	\$160.00	\$40.00
9	\$891.00	\$1,656.00	\$2,304.00	\$180.00	\$45.00
10	\$990.00	\$1,840.00	\$2,560.00	\$200.00	\$50.00
11	\$1,089.00	\$2,024.00	\$2,816.00	\$220.00	\$55.00
12	\$1,188.00	\$2,208.00	\$3,072.00	\$240.00	\$60.00
13	\$1,287.00	\$2,392.00	\$3,328.00	\$260.00	\$65.00
14	\$1,386.00	\$2,576.00	\$3,584.00	\$280.00	\$70.00
15	\$1,485.00	\$2,760.00	\$3,840.00	\$300.00	\$75.00
16	\$1,584.00	\$2,944.00	\$4,096.00	\$320.00	\$80.00
17	\$1,683.00	\$3,128.00	\$4,352.00	\$340.00	\$85.00
18	\$1,782.00	\$3,312.00	\$4,608.00	\$360.00	\$90.00
19	\$1,881.00	\$3,496.00	\$4,864.00	\$380.00	\$95.00
20	\$1,980.00	\$3,680.00	\$5,120.00	\$400.00	\$100.00
21	\$2,079.00	\$3,864.00	\$5,376.00	\$420.00	\$105.00

**Note: Tuition Rates and Fees are subject to change**

### 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, lab/course fee (if applicable) and the registration fee.

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

Tuition	\$891.00
Technology Fee	180.00
Infrastructure Fee	45.00
Registration Fee	35.00
Course/Lab Fee (if applicable)	*
<b>Total Payment Due</b>	<b>\$1151.00</b>

**Registration Fee:** A \$35 registration fee will be assessed each semester to all students when registering for classes. The registration fee is refundable based on the tuition refund schedule.

\* Some Courses Require Additional Fees

## Payment Options

Students have four payment options:

1. Payment in full.
  - a) Credit card (VISA, MasterCard, or Discover) at [www.muskegoncc.edu/WebAdvisor](http://www.muskegoncc.edu/WebAdvisor). Beginning December 1, 2013, a 2.55% service fee will be applied to all credit/debit card payments.
  - b) Check or money order. Please put your student ID number on your check. **NOTE:** a \$20.00 fee is charged for each non-sufficient funds check.
  - c) Cash (if paying in person).
2. Sponsor Authorization Form. Forms are available at [www.muskegoncc.edu/sponsors](http://www.muskegoncc.edu/sponsors). Sponsor Authorization Forms must be signed by an authorized representative and received by Enrollment Services by the payment due date.
3. Financial Aid Award (award must be confirmed by the MCC Financial Aid Office prior to payment due date).
4. Enroll in an interest free FACTS Payment Plan [www.muskegoncc.edu/paymentplan](http://www.muskegoncc.edu/paymentplan). Beginning November 1, 2013, payments made by credit/debit card will be charged a 2.75% service fee. (Visa, MasterCard, Discover, and American Express are accepted.)

### Summer 2016 FACTS Payment Plan Deadlines:

e-Cashier available **February 28, 2016**. Full payments may be made on e-Cashier through **May 27, 2016**.

Enrollment Deadline	Down Payment	# of payments	Months of payments
May 25	20%	3	June 5-August 5

## Financial Aid

You are urged to complete the "Free Application for Federal Student Aid" (FAFSA) well in advance of the semester for which you plan to register.

Your award(s) may be based on the number of credit hours for which you are enrolled, so the amount credited to your account may be adjusted to reflect actual enrollment status. Eligibility will be determined no earlier than at the semester census date (end of the 12-week refund period) for classes that have started or at the start date of any late start class or at the time of awarding if it is past the semester census date.

If your financial aid award has been approved prior to the payment deadline, your aid will be automatically credited towards your tuition charges. If your financial aid award does not cover full tuition and fees, you must be prepared to pay the difference. If your financial aid award has not been approved by the payment deadline, you must pay your own tuition. It is suggested that all financial aid students use the "Pending Aid Payment Plan."

The last day to enroll online for the "Pending Aid Payment Plan" is **May 27, 2016**. Payments are taken June 5 & July 5.

If your financial aid award is larger than your tuition and fee charges, your award(s) may be used to purchase books. The financial aid credit will be available for bookstore purchases **May 12-26**. All bookstore charges must be made by the date posted in the bookstore, even if you enroll in a modular class which does not begin until later in the semester.

Stafford Loans that have been certified by MCC and approved by the lender will be considered pending aid. If your loan was not certified or approved by your lender prior to the payment due date, be prepared to pay your tuition. Stafford Loans may not be credited to a student's account until the loan funds are received by the College.

**NOTE:** Aid is not credited to the student account until the end of the 12-week course add/drop refund period (Census Date); **so be sure to register for all of your classes on or before May 26, 2016 for Summer Semester.**

## Non-Payment of Tuition

Summer 2016 tuition must be paid in full by **Wednesday, April 20, 2016 OR** you must enroll in the FACTS Payment Plan by that time (unless you have a confirmed financial aid award from MCC). Beginning April 21, all students who have a balance which is not covered by financial aid and who are not signed up for the FACTS payment plan will be subject to daily drops for non-payment through the last day of 100% refund for the class section. After that date, it is the student's responsibility to drop unwanted classes and monitor their balance on WebAdvisor. Unpaid balances are subject to further collection procedures and may be submitted to a collection agency.

## Cancelled Classes

For any class cancelled by MCC, a 100% refund will be granted.

## Refunds

Refunds for course tuition and fees dropped in excess of those added are based on the date the drop is processed according to the refund schedule.

Refunds will be processed to the student's My MCC OneCard within 14 days after the refund period ends. For more information on the My MCC OneCard please refer to the My MCC OneCard section or visit <http://www.muskegoncc.edu/pages/3108.asp>

**Questions? Call (231)773-9131**

## Refund Schedule

Refund for official withdrawal from a class will be granted as follows:

# of Class Weeks	Number of Days for Drops	Refund %
12 / 11	1 <sup>st</sup> – 6 <sup>th</sup> day from the Start Day of the Section	100%
	7 <sup>th</sup> – 9 <sup>th</sup> day “ “	50%
	After 9 <sup>th</sup> day “ “	0%
10/9	1 <sup>st</sup> – 5 <sup>th</sup> day from the Start Day of the Section	100%
	6 <sup>th</sup> – 8 <sup>th</sup> “ “	50%
	After 8 <sup>th</sup> day “ “	0%
8/7	1 <sup>st</sup> – 4 <sup>th</sup> day from the Start Day of the Section	100%
	5 <sup>th</sup> – 6 <sup>th</sup> day “ “	50%
	After 6 <sup>th</sup> day “ “	0%
6/5	1 <sup>st</sup> – 3 <sup>rd</sup> day from the Start Day of the Section	100%
	4 <sup>th</sup> – 5 <sup>th</sup> day “ “	50%
	After 5 <sup>th</sup> day “ “	0%
4/3	1 <sup>st</sup> – 2 <sup>nd</sup> day from the Start Day of the Section	100%
	3 <sup>rd</sup> – 4 <sup>th</sup> day “ “	50%
	After 4 <sup>th</sup> day “ “	0%
2/1	1 <sup>st</sup> day from the Start Day of the Section	100%
	2 <sup>nd</sup> day “ “	50%
	After 2 <sup>nd</sup> day “ “	0%

## To Drop/Withdraw from a Class

You may drop classes by:

- ✓ **WebAdvisor**- [www.muskegoncc.edu](http://www.muskegoncc.edu)
- ✓ Submitting a Drop and Add Form to the Student Welcome Center during office hours.
- ✓ Through **July 29** for 12-week classes
- ✓ For early ending classes, you may drop up to one day prior to the end date of the class.

Confirmation of the drop is recommended by checking “My Class Schedule” on **WebAdvisor**.

- ✓ If you drop before the end of the refund period, no grade will be recorded on your transcript.
- ✓ If you drop after the end of the refund period, a “W” grade will appear on your transcript.

Make your withdrawal official by dropping your course on WebAdvisor. Your instructor has the option to initiate a grade of “W” or “E” if you missed an excessive number of classes.

## MY MCC OneCard

**Why is the “My MCC OneCard” important?**

It is your:

- Official MCC Student ID
- MCC Library Card
- Method for receiving any refunds (financial aid, student loans, grants, scholarships or reimbursement for dropping a class)
- Required for purchases in the bookstore with financial aid, scholarships, or sponsorships
- Required for Book Buyback

**MCC NO LONGER ISSUES PAPER CHECKS FOR ANY REFUNDS**

**Steps to getting “My MCC OneCard”**

1. **GET YOUR PHOTO TAKEN** - Visit Enrollment Services – Room 108 to get your photo taken. Bring a copy of your current schedule and a photo ID.
2. **WAIT FOR YOUR NEW CARD** - Once you have your photo taken, your new My MCC OneCard will come in the mail approximately 7-14 days later. Watch the mail for a bright green envelope.
3. **ACTIVATE** - Visit [www.mymcconecard.com](http://www.mymcconecard.com) to activate your card and select your refund preference.
  - **ACH/DIRECT DEPOSIT** – To have your refund deposited into a bank account you already have, choose Other Options and follow those steps. (Then the ID is NOT a debit card, but is your official MCC ID and Library Card.)
  - **OneAccount** - If you do not have an existing bank account or want to open a new one with Higher One choose OneAccount. (Then your ID is also your debit card.)
4. **STOP BY THE STUDENT WELCOME CENTER** - If you have any questions.

## Student Conduct Issues

Muskegon Community College is concerned with the safety, health, and well-being of its students, faculty, staff, and community. With this in mind MCC has formed a new Behavioral Intervention Team (BIT) – which has been charged with identifying and coordinating services and intervention strategies for a broad range of troubling behaviors on campus. The BIT is responsible for upholding College policies and maintaining a healthy environment for the College.

**How to make a report:** Students may complete a report at any time by going to the MCC homepage, clicking on Students, Campus Safety and Policies, then Student Conduct Report.

The BIT convenes meetings once per month and provides administrators, faculty, staff and students with one place to report their concerns about a student’s behavior which might pose a threat to students and/or others in the College community. If you are interested in serving on this committee please contact Larry Visconti in the Counseling and Advising Center at (231) 777-0362.

**Please remember that 911 should always be called first if a situation is life threatening. Call Campus Security at extension 545 or (231) 557-5648 for other emergencies.**

## Placement Guidelines

### Using COMPASS, ACT and MME

Placement tests are required to facilitate placement in classes and/or programs. Such tests are intended not to prevent participation but to help students make appropriate choices. Please note that ACT scores are based on individual sub-scores and not the ACT composite score. ACT scores must be submitted to the Enrollment Services Office. **All placement scores have a 3-year time limit. As of April 2016, MCC will accept SAT scores. New Placement Guidelines will be posted at [www.muskegoncc.edu/testing](http://www.muskegoncc.edu/testing).**

#### Ready to Succeed (Reading Competency Only)

Before enrolling in many courses, you must meet the **READY TO SUCCEED** requirement in one of the following ways:

COMPASS	Reading score of 76 or higher
ACT	Reading score of 19 or higher
MME	1 or 2 on both Reading and Writing
College Credits	15 College credits (100 level or higher) with cumulative 2.0 or higher GPA
Reading Course	Earning a "C" grade or better in Reading 040 or Reading 050 or Reading 130

#### READING PLACEMENT

COMPASS Reading	ACT Reading	MME	Placement
76-100	19 or higher	Level 1 or 2 on Writing & Reading	No Reading course required. <b>READY TO SUCCEED</b> requirement satisfied.
56-75	18	****	RDG 050
11-55	12-17	****	RDG 040
0-10	****	****	See a Counselor

#### WRITING PLACEMENT

COMPASS Writing	ACT English	MME	Placement
80-100	19 or higher	Level 1 or 2 on Writing & Reading	ENG 101 (or BCOM 101) *Provided you have satisfied <b>READY TO SUCCEED</b>
69-79	18	****	ENG 101 (or BCOM 101) & ENG 114 *Provided you have satisfied <b>READY TO SUCCEED</b>
31-68	****	****	ENG 091
11-30	****	****	ENG 085 or ENG 089
0-10	****	****	See a Counselor

Before enrolling in any math courses Math 100A or higher, you must meet the **READY TO SUCCEED** requirement.

#### MATHEMATICS PLACEMENT

COMPASS Pre-Algebra	ACT Math	Placement
0-39	****	Math 036A or BUS 126 or *Math 036FT and Math 038FT
40-49	****	Math 038 or TMAT 101A
50-100	****	Math 040 or TMAT 102A

\*Option available for students who score 28-39 on Compass Pre-Algebra and meet the Ready to Succeed requirement

COMPASS Algebra	ACT Math	Placement
0-24	****	Math 038 or TMAT 101A
25-45	****	Math 040 or TMAT 102A
46-65	19-21	Math 100A (formerly Math 050) or Math 107 or TMAT 201
66-100	22-24	Math 105 or Math 109 or Math 111 or Math 115

COMPASS College Algebra	ACT Math	Placement
0-45	22-24	Math 105 or Math 109 or Math 111 or Math 115
46-100	25-27	Math 112 or Math 151

COMPASS Trigonometry	ACT Math	Placement
0-45	25-27	Math 112 or Math 151
46-100	28 or above	Math 161

#### MCC NURSING PROGRAM Course Plan Requirement Checklist:

Compass Reading	81 or Above	OR	ACT Reading	19 or higher
Compass Writing	80 or Above	OR	ACT Writing	19 or higher
Compass Pre-Algebra			50 or Above	
Metrics			6 or Above	

**The Counseling & Advising staff can assist in program planning and selection of your courses. Call (231) 777-0362 for help.**

Testing Center Requirements:

- Any student who does **not** have an MCC Student number will be charged \$25.00 to take the COMPASS Placement Test. A student wishing to waive the \$25.00 charge must complete the MCC Application for Admission first and have their MCC Student number.
- Students must arrive within 15 minutes of scheduled time or they may be asked to reschedule the appointment.
- No children or electronic devices are allowed.

## Logging into MyMCC

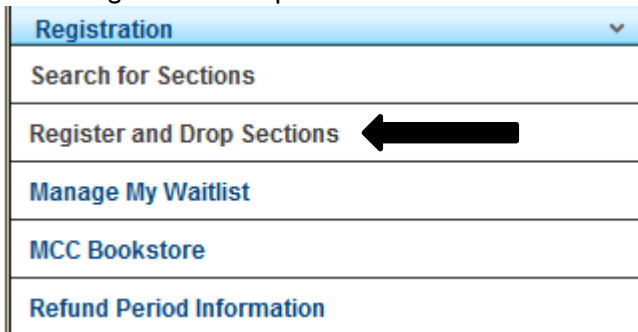
1. Go to <https://mymcc.muskegoncc.edu>.
2. Log in by entering your MCC Username and Password.
3. Once you are logged in to MyMCC, click on WebAdvisor for Students (upper right corner of page).

## Registering for Classes

1. Click "Registration"



2. Click "Register and Drop Sections"



3. Click "Search and Register for Sections"
4. Select a term and at least one search criteria. If you add a Course Number, it must contain all letters and numbers of the class. Example: MATH-036A - The Subject is Mathematics and the Course Number is 036A. Once you've entered your search criteria, click the submit button to see the results.

Term

Starting On/After Date  Ending By Date

Subject	Course Number	Section
<input type="text" value="MATHEMATICS"/>	<input type="text" value="036A"/>	<input type="text" value="F01"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

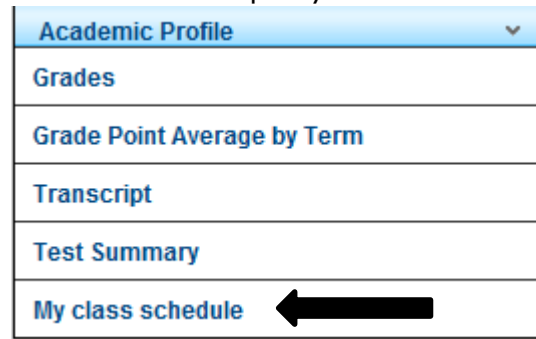
5. Select the section you want by placing a check mark in the Select box. Click Submit.

Select	Term	Status	Section Name and Title	Location	Meeting Information
<input checked="" type="checkbox"/>	Fall 2013	Open	MATH-036A-F01 (93855) Basic Math		08/26/2013-12/11/2013 Lecture Monday, Wednesday 08:30AM - 09:55AM, Stevenson Center, Room 1316

6. Your selection is added to "Preferred Sections," but you will not be registered until you select "Register" from the Action drop down menu. Then, click Submit.

Action	Term	Section Name and Title	Location	Meeting Information
<input type="text" value="Register"/>	Fall 2013	MATH-036A-F01 (93855) Basic Math		08/26/2013-12/11/2013 Lecture Monday, Wednesday 08:30AM - 09:55AM, Stevenson Center, Room 1316

7. When your registration has been processed, click on Academic Profile (menu on left) and select My Class Schedule from Academic Profile to print your schedule.



## Waitlist Instructions

1. If you want a class that is closed or waitlisted, you can add your name to the waitlist. To do so, add the class to your Preferred Sections list. Instead of choosing to Register, choose WL-Add to Waitlist in the Action column, and click Submit.
2. You can check the status of the waitlist by two ways:
  - a. Check your MCC Email daily! An email will be sent to your MCC email when a seat is available. Once you receive the email, follow the directions in the email.
  - b. Go to Manage My Waitlist frequently. Click on Registration from the WebAdvisor menu, then Manage My Waitlist.
3. If you have been given permission to register FROM THE WAITLIST, the Waitlist Status will indicate that you have been given permission. Select Register from the Action drop down menu and click Submit.

# SUMMER 2016 SCHEDULE OF CLASSES

## KEY TO COURSE LISTINGS

<b>Day</b>		<b>On-Campus Location</b>		<b>Off-Campus Location</b>	
M	Monday	M	Main Building	CCS	Coopersville Community Services 198 East Street, Coopersville
T	Tuesday	S	Stevenson Center for Higher Education	FHS	Fruitport High School 357 N. 6 <sup>th</sup> Street, Fruitport
W	Wednesday	T	Applied Tech Center	GHCC	Grand Haven Community Center 422 Fulton, Grand Haven
TH	Thursday	A	Art Building	GHS	Grant High School 331 E. State Road, Grant
F	Friday	L	Libraries Information Technology Building	NESC	Newaygo County RESA Building 4747 W. 48 <sup>th</sup> Street, Fremont
S	Saturday	G	Gymnasium	NWL*NW	Northway Lanes 1751 Evanston Avenue, Muskegon
		FFAC*OBT	Overbrook Theater	PMP	Pere Marquette Park 3510 Channel Drive, Muskegon
				QHS	Quest High School 350 W. Cedar, Fremont
				NCE	Newaygo Center East 941 E. 76 <sup>th</sup> Street, Newaygo
				UPGC	University Park Golf Course 2100 Marquette Avenue, Muskegon

<b>Method</b>	
ACT	Activity
LEC	Lecture
LAB	Laboratory
L&L	Lecture and Lab
NET	Internet
HYB	Hybrid (In-class and on-line instruction)
LRN	Learning Lab/Open Lab
INT	Internship
IND	Independent Study

### Field Descriptions

Course Number	Subject area and number for the course
Course Name	Title of the course
Credit Hours	Number of credit hours for enrollment status
Contact Hours	Number of hours the course meets per week
Course Fee	Fee for the course in addition to the tuition charge
Prereqs	Classes needed before taking a course
Coreqs	Classes needed to be taken during the same semester
Section Number	Identifies the specific offerings of a course
Method	Represents how the course is taught
Day(s)	Days of the week the section meets (see above for key)
Time	Time of day the section meets
Location	Where the course meets (see above for location key)
Room Number	Room on the main campus where the class meets
Instructor	Faculty member assigned to instruct the section
Start Date	Date the section begins
Weeks	Total weeks the course meets throughout the semester
Notes	Important information for a specific section of a course

**COURSE NUMBER**    **COURSE NAME**    **CREDIT/CONTACT HOURS**    **COURSE FEE**

**ASTRONOMY**

**SECTION NUMBER**    **ASTR-101 General Astronomy 4/4 \$ 7.00**    **WEEKS**

**Prereq: Ready to Succeed**

**NOTES**    W01    MC    MTWTH    11:15AM-2:11PM    M131J Tru    01/12/15    **START DATE**

**METHOD**    **DAYS**    **TIME**    **LOCATION ROOM**    **INSTRUCTOR**

**SUMMER 2016, SCHEDULE OF CLASSES  
MAY 16 - AUGUST 6, 2016**

Class meeting schedule is subject to change. For up to date information, go to [www.muskegoncc.edu](http://www.muskegoncc.edu).

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
Sec	Day	Time	Location	Sec	Day	Time	Location

**ACCOUNTING**

**ACC-100 Fundamentals of Accounting 3/3**

S01 LEC T 06:00PM-09:35PM M\*336 C Seals 05/17 12

**ACC-201 Principles of Accounting I 4/4**

Prereq: Must meet Ready to Succeed requirement

S01 NET INTERNET D Kiley 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**ACC-206 Quick Books Computerized Accounting 3/3**

Prereq: ACC-100 or BUS-100 or BUS-101 or instructor permission.

S01 NET INTERNET D Kiley 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**ALLIED HEALTH**

**AH-101 Medical Terminology 3/3**

S01 LEC W 05:30PM-09:05PM M\*241 Staff 05/18 12  
D Knue

S02 LEC TH 01:25PM-05:00PM M\*241 Staff 05/19 12  
D Knue

**AH-104 Medical Insurance Billing 2/2**

S01 LEC W 01:10PM-03:25PM Staff 05/18 13  
D Knue

**ALTERNATIVE RENEWABLE ENERGY**

**ARE-115 Wind Turbine & Solar Array Installation 3/4**

Prereqs: TMAT-101, ELTC-101L&L, or instructor permission.

S01 L&L T 04:20PM-09:15PM T\*510 P Ammond 05/17 12

**AMERICAN SIGN LANGUAGE**

**ASL-101 American Sign Language I 3/3**

S78 LEC M 05:30PM-09:50PM GHCC S Kazanas 05/16 12

Note: This class is held at Grand Haven Community Center, 422 Fulton Ave. in Grand Haven.

**ANTHROPOLOGY**

**ANTH-103 Cultural Diversity in Contemp. Society 3/3**

Prereq: Must meet Ready to Succeed requirement

S01 LEC MW 10:10AM-12:00PM M\*238 M Witsaman 05/16 12

S02 LEC TTH 02:30PM-05:10PM M\*238 P Galbraith 05/17 8

S03 NET INTERNET P N'jai 05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S04 NET INTERNET J Marsh-Prelesnik 05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S05 NET INTERNET J Marsh-Prelesnik 05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

~~**ANTH-105D Intro to Physical Anthropology/Archaeology 4/4**~~

~~Prereq: Must meet Ready to Succeed requirement~~

~~S01 LEC **Cancelled 5/4/16**~~

**ART**

Art Studios A, B, C, D, and E are located on the North Side of the Campus in the Art Building. Go to North Parking Lot, 2<sup>nd</sup> entrance off Quarterline Road, park at end of lot.

**ART-198 Art History I: Ancient Art - Renaissance 3/3**

Prereq: Must meet Ready to Succeed requirement

S01 LEC TTH 04:00PM-05:40PM A Oudsema 05/17 12

**ASTRONOMY**

**ASTR-101 General Astronomy 4/4 \$ 7.00**

Prereq: Must meet Ready to Succeed requirement

S01 LEC MTWTH 08:00AM-09:50AM M\*131 05/16 8

**BIOLOGY**

**BIOL-103L&L Introductory Biology 4/7 \$ 96.00**

Prereq: Must meet Ready to Succeed requirement

S01 LEC MTWTH 08:00AM-09:30AM M\*246 05/16 7

LAB MTWTH 09:45AM-11:55AM

Note: Double-paced course.

**BIOL-105L&L Anatomy and Physiology I 4/6 \$ 96.00**

Prereq: Must meet Ready to Succeed requirement

Highly Recommended: BIOL-103L&L and AH-101 or successful completion of high school AP biology and its placement test.

S01 LEC TTH 09:30AM-11:05AM S Macauley 05/17 12

LAB T 12:00PM-03:45PM SC S Macauley

S02 LEC TTH 09:30AM-11:05AM S Macauley 05/17 12

LAB W 12:00PM-03:45PM SC Staff

S03 HYB NET S Macauley 05/16 12

LAB TH 12:00PM-03:45PM SC S Macauley

Note: HYBRID COURSE - Internet Access Required

**BIOL-105L&LH Anatomy & Physiology I 1/1**

S01 LEC S Macauley 05/16 12

Note: Honors Section - See instructor for details.



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COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
Sec	Day	Time	Location	Instructor	Start	Weeks	

**BIOL-106L&L Anatomy and Physiology II 4/6 \$ 96.00**

Prereq: BIOL-105C & BIOL-105LEC OR BIOL-105L&L; Minimum grade C  
Recommended Prereq: Any Chemistry course

S01	LEC TTH	04:00PM-06:10PM		S Macauley	05/17	12	
	LAB T	06:15PM-10:00PM	SC	S Macauley			
S02	LEC TTH	04:00PM-06:10PM		S Macauley	05/17	12	
	LAB W	06:15PM-10:00PM	SC	Staff			
S03	HYB		NET	S Macauley	05/16	12	
	LAB TH	06:15PM-10:00PM	SC	S Macauley			

Note: HYBRID COURSE - Internet Access Required

**BIOL-106L&LH Anatomy & Physiology II Honors 1/1**

S01	L&L			S Macauley	05/16	12	
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Note: Honors Section - See instructor for details.

**BIOL-109L&L Food Technology 4/4 \$ 96.00**

Prereq: Must meet Ready to Succeed requirement

S01	L&L TTH	03:45PM-05:35PM	M*240		05/17	8	
	LAB TH	05:45PM-09:45PM	S*1220				

**BIOL-110L&L Environmental Science 4/6 \$ 96.00**

S01	L&L F	08:00AM-11:45AM	S*1324		05/20	12	
	L&L F	12:00PM-03:30PM	SC				

~~**BIOL-120L&L Flowering Plants 1/1 \$ 49.50**~~  
~~**Southwest MI L&L**~~

~~S01 L&L **Cancelled 5/4/16**~~

**BIOL-207A Microbiology Lab 1/3 \$ 96.00**

Prereq: BIOL-105C & BIOL-105LEC or BIOL-105L&L; Minimum grade C  
Coreq: BIOL-207LEC

S01	LAB TTH	05:30PM-08:40PM	M*344	S Kendall	05/17	7	
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Note: Double paced section. By registering for this class you will be automatically registered in the double-paced lecture section BIOL-207LEC-S01.

**BIOL-207LEC Microbiology Lecture 3/3**

Prereq: BIOL-105C & BIOL-105LEC OR BIOL-105L&L; Minimum grade C  
Coreq: BIOL-207A

S01	NET	INTERNET		S Kendall	05/16	8	
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Note: Double-paced section. By registering for this section, you will automatically be registered in the double-paced lab section BIOL-207A-S01. Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**BIOL-250 Global Ecosystems-Coral Reefs 3/3**

S01	LEC W	03:00PM-05:00PM		D Mattone	05/18	5	
	LEC W	03:00PM-05:00PM					
	LEC MTWTHFS	03:00PM-05:00PM					

Note: Prior approval is required for enrollment in this course. Lectures will take place on May 18 and 25. Travel Dates are May 28-June 4. Course wrap-up will be June 15.

**BUSINESS**

**BUS-105 Business Statistics 3/3**

Prereq: MATH-050; Minimum grade C

Note: Graphing calculator required; See [www.muskegoncc.edu/calculatorhelp](http://www.muskegoncc.edu/calculatorhelp) for details.

S01	LEC MW	09:05AM-12:15PM	S*1322	K Burrell	05/16	8	
S02	NET	INTERNET			05/16	12	

Note: This class requires taking tests outside of the regular class meeting time throughout the term. You will be given more information and scheduling options on the first day of class.

S78	LEC MW	01:15PM-04:25PM	GHCC	K Burrell	05/16	8	
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Note: This class is held at Grand Haven Community Center, 422 Fulton Ave. in Grand Haven.

**BUS-121 Introduction to Business 3/3**

Prereq: Must meet Ready to Succeed Requirement

S01	NET	INTERNET		D Stradal	05/16	8	
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**BUS-122 Principles of Management 3/3**

Prereq: Must meet Ready to Succeed requirement

S01	NET	INTERNET		D Stradal	05/16	8	
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**BUS-123 Business Law I 3/3**

Prereq: Must meet Ready to Succeed requirement

S01	LEC MW	10:10AM-12:05PM	M*240		05/16	12	
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**BUS-126 Business Mathematics 3/3**

S01	NET	INTERNET			05/16	12	
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**BUS-127 Human Relations 3/3 \$ 5.00**

S01	LEC W	06:00PM-09:35PM		I Church	05/18	12	
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~~**BUS-167 Professionalism in Your Career 1/1**~~

~~S01 LEC **CANCELLED 4/26/16**~~

**BUS-200 International Business 3/3**

Prereq: Must meet Ready to Succeed requirement

S01	NET	INTERNET		T Schurino	05/16	7	
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**BUS-290CI Cooperative Internship Program 3/3**

Prereq: BCOM-101

S01	INT			I Church	05/16	12	
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Note: You will not be able to register for this course online. Please contact [irene.church@muskegoncc.edu](mailto:irene.church@muskegoncc.edu) to find out the requirements and process to take the Business Internship Course at Muskegon Community College.

**SUMMER 2016, SCHEDULE OF CLASSES  
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COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
Sec	Day	Time	Location	Instructor	Start	Weeks	

**BUSINESS TECHNOLOGY LAB**

*ORIENTATION NOTICE: All Business Technology Lab students must attend an orientation in Room 260, (located below the Overbrook Theater) on Monday, May 16, at 9:05AM, 12:20PM or 5:30PM.*

**ORIENTATION IS MANDATORY!**

*The Business Technology Lab combines one-on-one instruction and a sequence of learning activities in a self-paced environment that enables you to achieve mastery in a course. Students may work in the lab at any time during our hours of operation-day or night.*

**BUS-179                      Keyboarding    1/1    \$ 7.00**

S01	LRN	DAY	M*260	05/16	7
S02	NET	INTERNET		05/16	7

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**BUS-181C                      Office Procedures I- Document Formatting    3/3    \$ 12.00**

Prereq: Must meet Ready to Succeed requirement  
Recommended Coreq: BUS-180C

S01	LRN	DAY	M*260	05/16	7
S02	LRN	EVENING	M*260	05/16	7

**BUS-182C                      Office Procedures II - Document Production    3/3    \$ 12.00**

Prereqs: BUS-180C and BUS-181C; Minimum grade C-

S01	LRN	DAY	M*260	05/16	7
S02	LRN	EVENING	M*260	05/16	7

**BUS-185B                      Electronic Calculator    2/2    \$ 7.00**

Prereq: Must meet Ready to Succeed requirement

S01	LRN	DAY	M*260	05/16	7
S02	LRN	EVENING	M*260	05/16	7

**BUS-187A                      Electronic Records Management    2/2    \$ 12.00**

Prereq: BUS-179, BUS-181B, or BUS-181C

S01	LRN	DAY	M*260	05/16	7
S02	LRN	EVENING	M*260	05/16	7

**BUS-188A I                      Voice Transcription - Administrative    3/3    \$ 12.00**

Prereqs: BUS-180C and BUS-182C

S01	LRN	DAY	M*260	05/16	7
S02	LRN	EVENING	M*260	05/16	7

**BUS-188F                      Introduction to Medical Transcription    3/3**

Prereqs: AH-101, BUS-182C, and BUS-180C

S01	LRN	DAY	M*260	05/16	7
S02	LRN	EVENING	M*260	05/16	7

**BUS-194                      Business English Essentials    1/1    \$ 5.00**

Prereq: BUS-179

**NOTE:** Basic keyboarding competency and basic knowledge of a word processing software package is recommended.

S01	LRN	DAY	M*260	05/16	7
S02	LRN	EVENING	M*260	05/16	7

**BUS-195                      Medical Records Management    3/3**

Prereq: Must meet Ready to Succeed requirement

S01	LRN	DAY	M*260	05/16	7
S02	LRN	EVENING	M*260	05/16	7
S03	NET	INTERNET		05/16	7

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**BUS-196                      Electronic Health Records    3/3**

Prerequisites: CIS-120A or CIS-110 or CIS-100, or instructor permission.

S01	LEC		M*260	05/16	7
S02	LEC		M*260	05/16	7

**BUS-280C                      Word Processing - Part II    3/3    \$ 87.00**

Prereqs: BUS-180C and BUS-182C; Minimum grade C-

S01	LRN	DAY	M*260	05/16	7
S02	LRN	EVENING	M*260	05/16	7

**BUSINESS & TECH COMMUNICATION**

*Students must test before enrolling in BCOM-101, Business and Technical Communications. Refer to the Testing Guidelines for further information regarding testing and ready to succeed requirements.*

**BCOM-101                      Business and Technical Communications    3/4    \$ 8.00**

Prereqs: Must meet Ready to Succeed requirement and ENG-091

S01	LEC		<del>Cancelled 5/4/16</del>		
S02	NET	INTERNET		05/16	12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**BCOM-102                      Advanced Business and Technical Communications    3/4    \$ 8.00**

Prereq: BCOM-101; Minimum grade C

S01	NET	INTERNET		05/16	12
S02	LEC	MWTH	01:30PM-04:15PM	M*150	05/16    8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

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Sec	Day	Time	Location	Instructor	Start	Weeks	

**CHEMISTRY**

Any student planning to take CHEM 101 must have passed the Toledo Placement Test or successfully completed CHEM 100 or its equivalent. Students who are enrolled in CHEM 100 may not take the Chemistry Placement Test after the end of the first week of classes. Students who have ever withdrawn from CHEM 100 may not take the Chemistry Placement Test. The placement test may only be taken once. Exceptions to this policy are permitted only with the written permission of a Chemistry instructor.

**CHEM-100A Chemistry Fundamentals Lab 1/3 \$ 12.00**

Prereq: MATH-050  
Coreq: CHEM-100LEC

S01 LAB TTH 01:00PM-03:45PM M\*145 E Bolen 06/14 8

Note: You will automatically be enrolled in CHEM-100LEC-S01 by registering for this lab time.

**CHEM-100LEC Chemistry Fundamentals - Lecture 4/4**

Prereq: MATH-050; Minimum grade C  
Coreq: CHEM-100A

S01 LEC MTWTH 10:15AM-12:10PM M\*145 K Wilson 06/13 8

Note: You will automatically be enrolled in CHEM-100A-S01 by registering for this lecture time.

**CHEM-101A General and Inorganic Chemistry Lab 1/3 \$ 12.00**

Prereqs: CHEM-100LEC, CHEM-100A and MATH-109 or MATH-111  
Coreq: CHEM-101LEC

S01 LAB TTH 10:10AM-01:00PM A Datta 05/17 8

**CHEM-101LEC General and Inorganic Chemistry Lecture 4/4**

Prereqs: CHEM-100LEC, CHEM-100A and must have earned a C or better in MATH-109 or MATH-111  
Coreq: CHEM-101A

S01 LEC MTWTH 08:00AM-09:50AM A Datta 05/16 8

**CHEM-102A General and Inorganic Chemistry-Lab 1/3 \$ 12.00**

Prereqs: CHEM-101LEC and CHEM-101A  
Coreq: CHEM-102LEC

S01 NET INTERNET G Marczak 05/16 11

Note: Students may be required to take a lab practical exam at the end of the course. Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**CHEM-102LEC General and Inorganic Chemistry-Lecture 4/4**

Prereqs: CHEM-101LEC and CHEM-101A Coreq: CHEM-102A

S01 NET INTERNET G Marczak 05/16 11

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**CHEM-109A Chemistry for Health Science Lab 1/3**

Prereqs: MATH-040 and MATH-041 OR MATH-040 and MATH-050  
Coreq: CHEM 109LEC

S01 LAB TTH 06:00PM-08:40PM M\*153 G Marczak 05/16 11

**CHEM-109LEC Chemistry for Health Science 4/4**

Prereqs: MATH-040 and MATH-041 OR MATH-040 and MATH-050;  
Minimum grade C  
Coreq: CHEM 109A

S01 NET INTERNET G Marczak 05/16 11

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**COLLEGE SUCCESS SEMINAR**

**CSS-100A College Success Seminar 3/3 \$ 7.00**

S01 LEC MW 10:00AM-12:40PM M\*246 05/16 9

S02 HYB W 05:00PM-07:30PM M\*131 05/18 11

NET INTERNET

Note: HYBRID COURSE - Internet Access Required

**COMMUNICATIONS**

**COM-101 Oral Communications 3/3**

S01 LEC MW 10:10AM-12:05PM M\*150 R Evans 05/16 8

NET INTERNET

Note: HYBRID COURSE - Internet Access Required

S02 LEC TTH 06:00PM-08:45PM M\*150 D Bogema 05/17 8

**COM-203 Introduction to Cinema 3/3**

Prereq: ENG-102

S01 LEC MW 10:10AM-12:10PM T\*501 M Tyler 05/16 12

**COM-203HON Intro to Cinema-HONORS 1/1**

S01 LEC M Tyler 05/16 12

Note: Honors Section - See instructor for details.

**COM-290CI Cooperative Internship 3/3**

S01 INT 05/16 12

Note: You will not be able to register for this course online. Please contact [Sally.Birkam@muskegoncc.edu](mailto:Sally.Birkam@muskegoncc.edu) to find out requirements and process to register for this Internship course at MCC.

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Sec	Day	Time	Location	Sec	Day	Time	Location

**COMPUTER INFORMATION SYSTEMS**

**Introduction to Personal Computers**

Which Introduction to Personal Computers course is right for me?  
MCC offers this course in two formats:

**CIS100:** 1 Credit Hour / 1 Contact Hour

This course is designed for students with some prior experience with personal computers and who feel comfortable with the basic operations of a computer including file management, word processing, email, internet use, and security. Students with little to no experience with computers should enroll in CIS100L&L, which allows students extra time with their instructor.

**CIS100L&L:** 1 Credit Hour / 2 Contact Hours

This course is designed for students with little to no experience with computers and students who feel uncomfortable with using computers. Students have an extra lab hour with their instructor to meet the same objectives as CIS100.

Not sure which one is right for you? Visit or call our Testing Center, Room 134, 231-777-0394 to make arrangements to take a "Pre-Test" for a recommendation on which format would be best suited for you.

**IMPORTANT NOTICE:** Note the number of weeks each section meets and take the following into consideration when choosing your section:

Number of Weeks Section Meets: 5

Considerations: Triple-paced sections meet for 5 weeks. Students must be highly motivated to succeed. Students that are uncomfortable with an intensified pace should register for a full 15-week section.

Number of Weeks Section Meets: 8

Considerations: Double-paced sections meet for a half semester. Students must be highly motivated to succeed. Students that are uncomfortable with an intensified pace should register for a full 15-week section.

Number of Weeks Section Meets: 15

Considerations: Full Semester sections meet for the entire semester. Students may choose CIS100 or CIS100L&L, as described above.

**CIS-100 Introduction to Personal Computers Using Windows 1/1 \$ 8.00**

S01	LEC T	10:10AM-12:25PM	L*L363	J Johnson	05/16	6
S02	LEC W	12:20PM-02:45PM	L*L363	J Johnson	05/18	6
S03	LEC T	06:00PM-09:00PM	L*L361	J Tloczynski	05/17	5

~~**CIS-100L&L Introduction to Personal Computers with Lab Using Windows 1/2 \$ 8.00**~~

~~S01 LEC **CANCELLED 4/26/16**~~

**CIS-101EW Intro to Electronic Spreadsheets Using Excel 2010 1/1 \$ 8.00**

**Prereq:** CIS-100, CIS-110 or CIS-120A

Note: Sections S01 and S02 must attend Orientation on Monday, May 16, 2016 at 9:30 am, 12:20 pm, or 5:30 pm.

S01	LEC	DAY	M*260		05/16	7
S02	LEC	EVENING	M*260		05/16	7
S03	NET	INTERNET			05/16	7

Note: Online course with on campus final exam. Orientation online. Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**CIS-115WW Intro to Word Proc-WORD for Windows Using Word 2010 1/1 \$ 8.00**

**Prereqs:** CIS-100, CIS-110 or CIS-120A AND BUS-179

Note: Sections S01 and S02 must attend Orientation on Monday, May 16, 2016 at 9:30 am, 12:20 pm, or 5:30 pm.

S01	LEC	DAY	M*260		05/16	7
S02	LEC	EVENING	M*260		05/16	7
S03	NET	INTERNET			05/16	7

Note: Online course with on campus final exam. Orientation online. Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**CIS-119PP Introduction to Presentation Graphics Using PowerPoint 2010 1/1 \$ 8.00**

**Prereqs:** Must meet Ready to Succeed requirement and CIS-100, CIS-110 or CIS-120A

Note: Sections S01 and S02 must attend Orientation on Monday, May 16, 2016 at 9:30 am, 12:20 pm, or 5:30 pm.

S01	LEC	DAY	M*260		05/16	7
S02	LEC	EVENING	M*260		05/16	7
S03	NET	INTERNET			05/16	7

Note: Online course with on campus final exam. Online orientation. Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**CIS-120A Intro to Computer Information Systems 3/3 \$ 8.00**

**Prereq:** Must meet Ready to Succeed requirement

**Recommended Prereq:** BUS-179, keyboarding or equivalent

Note: Students are strongly advised to purchase the require access code from the MCC bookstore. This is an authentic customized code that contains three components which cannot be purchased as separate components elsewhere for less.

S01	LEC T	10:15AM-11:55AM	M*340	J Landes	05/17	12
	LAB TH	10:15AM-11:55AM	L*L361			

~~S02 LEC **Cancelled 5/4/16**~~

S03	LEC T	06:00PM-07:45PM	M*340	G Miller	05/17	12
	LAB T	07:45PM-09:35PM	L*L363			

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Sec	Day	Time	Location	Instructor	Start	Weeks	

**~~CIS-153A Introduction to Data 1/1 \$ 8.00~~**  
**~~Base Management Using Access 2010~~**

~~Prereq: CIS-100, CIS-110 or CIS-120A~~

~~S01 LEC **Cancelled 5/4/16**~~

**COMPUTER-AIDED DRAFTING/DESIGN**

**CAD-100 Introduction to Drafting 3/6 \$ 25.00**

S01 L&L TTH 09:30AM-01:00PM M\*244-I S Abel 05/17 12

Note: An additional 3 hours of lab time is required each week.

S02 NET INTERNET T Martin 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**CAD-110 Introduction to Computer-Aided Drafting 3/6 \$ 25.00**

Prereq: CAD-100; Minimum Grade C; or instructor permission

S01 L&L TTH 05:00PM-08:35PM M\*244-I S Abel 05/17 12

**CAD-150 Blueprint Reading 3/4 \$ 25.00**

Prereq: MATH-040 or TMAT-101

S01 NET INTERNET T Martin 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S02 L&L TTH 02:00PM-04:30PM M\*248 S Abel 05/17 12

**CAD-151 Geometric Dimensioning & Tolerancing 3/3 \$ 25.00**

Prereq: CAD-150

S01 NET INTERNET J Johnston 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**CAD-250 Introduction to SolidWorks 3D 3/6 \$ 25.00**

Prereq: CAD-110

S01 L&L MW 01:30PM-05:50PM M\*244-I J Johnston 05/16 8

Note: An additional 3 hours of lab time is required each week.

**CRIMINAL JUSTICE**

**CJ-101 Introduction to Law Enforcement 3/3 \$ 2.00**

Prereq: Must meet Ready to Succeed requirement

S01 NET INTERNET C Hain 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**CJ-104 Criminology 3/3 \$ 2.00**

Prereq: Must meet Ready to Succeed requirement

S01 NET INTERNET 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**CJ-204 Criminal Investigation 3/3 \$ 2.00**

S01 NET INTERNET A Barreto 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**~~CJ-206 Evidence and Crime Procedure 3/3~~**

~~S01 LEC **Cancelled 5/4/16**~~

**~~CJ-208 Police Science Laboratory 3/3 \$ 25.00~~**

~~S01 LAB **Cancelled 4/26/16**~~

**CJ-252A Correctional Institutions/Facilities 3/3**

Prereq: Must meet Ready to Succeed requirement

S01 NET INTERNET J Mack 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**DANCE**

**~~DNC-106 Social Dance I 1/2~~**

~~Prereq: Must meet Ready to Succeed requirement~~

~~S01 **Cancelled 5/2/16**~~

**ECONOMICS**

**ECON-101A Principles of Macroeconomics 4/4**

Prereqs: Must meet Ready to Succeed requirement and MATH-040

~~S01 LEC **Cancelled 5/9/16**~~

S02 NET INTERNET A Al-Saji 05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S03 NET INTERNET A Al-Saji 05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S04 HYB TTH 08:00AM-10:00AM M\*240 A Al-Saji 05/17 8  
NET INTERNET

Note: HYBRID COURSE - Internet Access Required

**ECON-102A Principles of Microeconomics 4/4**

Prereqs: Must meet Ready to Succeed requirement and MATH-040

S01 LEC TTH 10:10AM-12:35PM M\*240 J Fuhs 05/17 12

**EDUCATION**

Students registering for the Child Development Associate Certificate Program are required to enroll in ED 111, Introduction to the Education of Young Children, and ED 120, Early Childhood Education, as the first courses in their program sequence.

CDA: This is a 26 credit hour program. Graduates are eligible to apply for the Child Development Associate Credential awarded by the Council for Professional Recognition in Washington D.C.

Contact the Education Office at (231) 777-0277 or go to Room 244-2 for information regarding the above programs.



**SUMMER 2016, SCHEDULE OF CLASSES  
MAY 16 - AUGUST 6, 2016**

Class meeting schedule is subject to change. For up to date information, go to [www.muskegoncc.edu](http://www.muskegoncc.edu).

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
Sec	Day	Time	Location	Sec	Day	Time	Location

<b>ED-214</b>	<b>Infants and Toddlers</b>	<b>3/3</b>	
S01	NET	INTERNET	T Clevenger
			05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

<b>ED-223</b>	<b>Child Care Center Administration</b>	<b>3/3</b>	
S01	NET	INTERNET	L Sower
			05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

<b>ED-250</b>	<b>Human Growth and Learning</b>	<b>3/3</b>	
S01	LEC TH	05:30PM-09:05PM	L Sower
			05/19 12

Note: This course requires a cleared background check and a minimum of 25 hours of fieldwork.

### **ELECTRICITY**

<b>ELTC-101L&amp;L</b>	<b>Electricity-Basic</b>	<b>3/4</b>	<b>\$ 25.00</b>
S01	L&L MW	05:00PM-09:10PM T*516	P Ammond
			05/16 8

<b>ELTC-152</b>	<b>National Electrical Code</b>	<b>3/3</b>	
S01	LEC MW	06:00PM-09:10PM T*512	D Labrenz
			05/16 8

<b>ELTC-203</b>	<b>Advanced Programmable Controllers</b>	<b>3/4</b>	<b>\$ 25.00</b>
Prereq: ELTC-160L&L			
S01	L&L TTH	04:00PM-07:40PM T*514	W Tokarz
			05/17 8

### **ENGINEERING**

<b>ENGR-202</b>	<b>Statics</b>	<b>3/3</b>	
Prereqs: PHYS-203L&L and MATH-162			
S01	NET	INTERNET	J Johnston
			05/16 11

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

### **ENGLISH**

Students wishing to enroll in any English course MUST take the Compass Placement Test. Contact the Testing Center, located in Room 134, for details (231) 777-0394.

The English Department requires students to have a "C" grade or better in the prerequisite course before proceeding to the next level course.

<b>ENG-091</b>	<b>Introduction to English Composition</b>	<b>3/4</b>	<b>\$ 7.00</b>
Prereq: ENG-085 or ENG-089; Minimum grade C			
S01	LEC TTH	09:05AM-10:05AM M*148	J Klingenberg
			05/17 12

LEC TTH 10:05AM-11:35AM M\*146

S02—LEC—Cancelled 4/22/16

<b>ENG-101</b>	<b>English Composition</b>	<b>3/4</b>	<b>\$ 7.00</b>
Prereqs: Must meet Ready to Succeed requirement and ENG-091; Minimum grade C			
S01	LEC MW	08:00AM-10:00AM M*150	R Evans
			05/16 8

NET INTERNET  
Note: HYBRID COURSE - Internet Access Required

S02—LEC—Cancelled 4/22/16

S03	LEC M	06:00PM-08:30PM M*146		05/16 12
	LEC W	06:00PM-08:30PM M*148		

S04	LEC TTH	06:00PM-08:30PM S*1210	J Dennis	05/17 12
S05	NET	INTERNET	K Reeths	05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S06	NET	INTERNET	B Huddleston	05/16 8
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S07	NET	INTERNET	M Schuitema	05/16 8
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S08—LEC—CANCELLED 4/27/16

<b>ENG-102</b>	<b>English Composition</b>	<b>3/3</b>	
Prereq: ENG-101; Minimum grade C			
S01	LEC MW	12:20PM-02:10PM M*152	E Serna
			05/16 12

S02	LEC TTH	10:10AM-12:01PM M*152	R Jewell	05/17 12
S03	NET	INTERNET	R Jewell	05/16 10

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S04	NET	INTERNET	R Jewell	05/16 10
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S05	NET	INTERNET	C Young	05/16 8
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

<b>ENG-208</b>	<b>Introduction to Cinema</b>	<b>3/3</b>	
Prereq: ENG-102			
S01	LEC MW	10:10AM-12:10PM T*501	M Tyler
			05/16 12

<b>ENG-208HON</b>	<b>Introduction to Cinema Honors</b>	<b>1/1</b>	
S01	LEC		M Tyler
			05/16 12

Note: Honors Section - See instructor for details.

<b>ENG-226</b>	<b>Major American Writers-American Literature II</b>	<b>3/3</b>	
Prereq: ENG-102 or concurrent enrollment in ENG 102 with instructor permission.			
S01	NET	INTERNET	R Jewell
			05/16 10

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

<b>ENG-231</b>	<b>Themes in Women's Literature</b>	<b>3/3</b>	
Prereqs: ENG-101 and ENG-102			
S01	LEC TTH	10:10AM-01:05PM	G Cline
			05/17 8

**SUMMER 2016, SCHEDULE OF CLASSES  
MAY 16 - AUGUST 6, 2016**

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COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
Sec	Day	Time	Location	Sec	Day	Time	Location

**ENGLISH-COLLEGE SUCCESS CENTER**

The College Success Center is an open-lab center where reading, writing, math, research and study skills may be sharpened and strengthened. Many CSC courses are taught individually; most of them carry one hour of college credit.

Sign up for College Success Center courses during registration. **Two weeks before the start of class, stop in the College Success Center, Room 401, to schedule a conference time. Students who have not scheduled a conference time by the end of the first week may be withdrawn.** CSC courses can be arranged to fit into almost anyone's day or evening schedule.

Your Compass Placement Test or ACT Scores will tell you which reading and writing courses are required of you or which courses are available to you.

NOTE: Students should not take more than two, one-credit hour courses per semester.

**ENG-089 Refresher English 2/2**

S01	LRN	DAY	M*401	05/16	7
S02	LRN	EVENING	M*401	05/16	7

**ENG-114 Refresher English 1/1**

S01	LRN	DAY	M*401	05/16	7
S02	LRN	EVENING	M*401	05/16	7

**ENG-199A Personalized Writing 1/1**

S01	LRN	DAY	M*401	05/16	7
S02	LRN	EVENING	M*401	05/16	7

**ENG-199B Personalized Writing 2/2**

S01	LRN	DAY	M*401	05/16	7
S02	LRN	EVENING	M*401	05/16	7

**GEOGRAPHY**

**GEOG-104 Cultural Geography 3/3**

Prereq: Must meet Ready to Succeed requirement

S01	LEC	TTH	12:20PM-03:00PM	M*236	L Gasahl	05/17	8
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**GEOG-105 World Regional Geography 3/3**

Prereq: Must meet Ready to Succeed requirement

S01	LEC	TTH	09:05AM-11:45AM	M*236	L Gasahl	05/17	8
S02	LEC	MW	09:00AM-12:10PM	GHCC	M Gutowsky	05/16	

Note: This class is held at Grand Haven Community Center, 422 Fulton Ave. in Grand Haven.

**GEOLOGY**

~~**GEOL-101A Introduction to Physical Geology 4/5 \$ 7.00**~~

~~Prereq: Must meet Ready to Succeed requirement~~

~~S01 L&L CANCELLED 4/27/16~~

**GEOL-250 Geology of Coral Reefs 3/3**

S01	LEC	W	03:00PM-05:00PM			05/18	5
	LEC	W	03:00PM-05:00PM				
	LEC	MTWTHFS					
	LEC	W	03:00PM-05:00PM				

Note: Prior approval is required for enrollment in this course. Lectures will take place on May 18 and 25. Travel Dates are May 28-June 4. Course wrap-up will be June 15.

**HEALTH EDUCATION**

**HE-100A Community First Aid and Safety 2/2 \$ 35.00**

S01	L&L	T	05:30PM-09:05PM	M*348	J Romkema	06/14	8
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**HE-102 Nutrition for Fitness & Sport 3/3**

S01	HYB	MTWTH	07:30AM-10:00AM		J Graf	05/16	3
	NET		INTERNET				

Note: HYBRID COURSE - Internet Access Required. This is a 3 week accelerated course.

~~**HE-106 Concepts of Health and Well-being 3/3**~~

~~S01 HYB CANCELLED 5/5/16~~

**HISTORY**

**HIST-101 Western Civilization to 1500 4/4**

Prereq: Must meet Ready to Succeed requirement

S01	NET		INTERNET		G Maniates	05/16	8
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**HIST-102 Western Civilization - 1500 to Present 4/4**

Prereq: Must meet Ready to Succeed requirement

S01	NET		INTERNET		G Maniates	05/16	8
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**HIST-150 World History to 1500 CE 3/3**

Prereq: Must meet Ready to Succeed requirement

S01	NET		INTERNET		J Juen	05/16	12
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**HIST-151 World History from 1500 CE 3/3**

Prereq: Meet Ready to Succeed Requirement

S01	LEC	MW	12:20PM-02:10PM		S Warber	05/16	12
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**SUMMER 2016, SCHEDULE OF CLASSES  
MAY 16 - AUGUST 6, 2016**

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COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES					
Sec	Day	Time	Location	Start	Weeks	Sec	Day	Time	Location	Instructor	Start	Weeks

**HIST-201 United States to 1877 3/3**

Prereq: Must meet Ready to Succeed requirement

S01 NET INTERNET J Koenig 05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S02 NET INTERNET J Koenig 05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**HIST-202 United States from Reconstruction to Present 3/3**

Prereq: Must meet Ready to Succeed requirement

S01 LEC TTH 10:10AM-12:50PM M\*234 T Sciamanna 05/17 8

S02 NET INTERNET G Maniates 05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**HUMANITIES**

**HUM-195 Introduction to Humanities 3/3**

Prereq: Must meet Ready to Succeed requirement

S01 LEC TTH 06:00PM-08:45PM S\*1330 05/17 8

S02 NET INTERNET D Meyers 05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S03 NET INTERNET D Meyers 05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S78—Cancelled 5/3/16

Note: This class is held at Grand Haven Community Center, 422 Fulton Ave. in Grand Haven.

**MACHINING TECHNOLOGY**

**MT-101A Basic Machining 3/5 \$ 50.00**

S01 L&L MW 08:30AM-12:45PM T\*504 T Groner 05/16 8

Note: An additional 2 hours of lab time is required each week.

**MT-205 NC/CNC (Numerical Control/Computer Numerical Control) 3/4 \$ 50.00**

Prereq: MT-101A

S01 L&L TTH 09:00AM-12:40PM T\*504 T Groner 05/17 8

Note: All students must receive approval to register from Val Shelby 777-0217. An additional 1/2 hour of lab time is required each week.

**MT-206 2-D CAD/CAM Computer-Aided Design/Machining 3/5 \$ 50.00**

Prereq: MT-205

S01 L&L MW 01:00PM-05:00PM T\*504 T Groner 05/16 8

L&L T 02:30PM-04:25PM T\*506

**MT-216 3-D CAD/CAM Computer-Aided Design/Machining 3/5 \$ 50.00**

Prereq: MT-206

S01 L&L MW 01:00PM-05:00PM T\*504 T Groner 05/16 8

L&L T 02:30PM-04:25PM T\*506

~~**MT-240 Basic Machine Repair 3/6 \$ 50.00**~~

~~Prereq: MT-101 or MT-101A~~

~~S01 LEC—Cancelled 4/26/16~~

**MATHEMATICS**

Students wishing to enroll in any math course MUST take the Compass Placement Test. Contact the Testing Center, located in Room 134, for details (231) 777-0394.

The Mathematics Department requires students to have a "C" grade or better in the prerequisite course before proceeding to the next level course.

**MATH-040 Beginning Algebra 4/4**

Prereq: MATH-038; Minimum grade C

S01 LEC—Cancelled 5/3/16

S02 LEC MTTH 10:15AM-12:00PM S\*1318 05/16 11

S03 LEC MW 06:00PM-08:50PM L\*L361 05/16 11

S04 NET INTERNET 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**MATH-100A Intermediate Algebra 4/4**

Prereqs: Must meet Ready to Succeed requirement and MATH-040; Minimum grade C

S01 LEC MW 09:05AM-11:45AM S\*1328 05/16 12

S02 LEC—Cancelled 5/10/16

S03 LEC TTH 06:00PM-08:55PM S\*1328 05/17 10

S04 NET INTERNET 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**MATH-107A Mathematics for Liberal Arts 4/4**

S01 LEC MTWTH 01:00PM-02:50PM S\*1322 G Nonnemacher 05/16 8

**MATH-109 College Algebra with Applications 4/4**

Prereq: MATH-050; Minimum grade C

S01 NET INTERNET 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**MATH-111 Algebra with Coordinate Geometry 4/4**

Prereq: MATH-050; Minimum grade C

S01 LEC MW 10:10AM-12:50PM S\*1314 05/16 12

Note: Graphing calculator required; Visit [www.muskegoncc.edu/calculatorhelp](http://www.muskegoncc.edu/calculatorhelp) for details.

**MATH-112 Trigonometric Functions With Coordinate Geometry 4/4**

Prereq: MATH-111; Minimum grade C

S01 LEC MTWTH 01:00PM-02:50PM S\*1302 05/16 8

Note: Graphing calculator required; Visit [www.muskegoncc.edu/calculatorhelp](http://www.muskegoncc.edu/calculatorhelp) for details.



## SUMMER 2016, SCHEDULE OF CLASSES MAY 16 - AUGUST 6, 2016

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COURSE NUMBER		COURSE NAME		CREDIT/CONTACT HOURS		LAB FEES		COURSE NUMBER		COURSE NAME		CREDIT/CONTACT HOURS		LAB FEES	
Sec	Day	Time	Location	Instructor	Start	Weeks		Sec	Day	Time	Location	Instructor	Start	Weeks	

### **MATH-115 Probability and Statistics 3/3**

**Prereq: MATH-050; Minimum grade C**

Note: Graphing calculator required; Visit [www.muskegoncc.edu/calculatorhelp](http://www.muskegoncc.edu/calculatorhelp) for details.

S01	LEC MW	09:05AM-12:15PM	S*1322	K Burrell	05/16	8
S02	NET	INTERNET			05/16	12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information. This class requires taking tests outside of the regular class meeting time throughout the term. You will be given more information and scheduling options on the first day of class.

S78	LEC MW	01:15PM-04:25PM	GHCC	K Burrell	05/16	8
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Note: This class is held at Grand Haven Community Center, 422 Fulton Ave. in Grand Haven.

### **MATH-162 Calculus II 3/3**

**Prereq: MATH-161; Minimum grade C**

**Recommended Coreq: MATH-274 if needed for transfer**

S01	LEC MTWTH	10:00AM-11:20AM	S*1302	G Nonnemacher	05/16	8
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Note: Graphing calculator required; Visit [www.muskegoncc.edu/calculatorhelp](http://www.muskegoncc.edu/calculatorhelp) for details.

## MATHEMATICS-COLLEGE SUCCESS CENTER

Which CSC Math course is right for you?

Math 035: 1/2 Credit Hour / 1/2 Contact Hour

This course covers the same material as MATH 036A (below). However, students meet with an instructor in a one-on-one setting for 15 minutes each week, discussing one topic at a time. This format requires students to do a bit more work independently, but the pace is slower than that in MATH 036A. Students may register for a maximum of two modules during the 8-week session (half-semester).

Math 036A: 3 Credit Hours / 3 Contact Hours

The material covered is the same as that in the seven MATH 035 modules listed above. However, students meet in a traditional classroom setting and cover all of the module topics in one semester.

**Note: Two weeks before the start date of class, stop in the College Success Center, Room 401, to schedule a conference time. Students who have not scheduled a conference time by the end of the first week may be withdrawn.**

### **MATH-035F Metric System 0.5/0.5**

S01	LRN		M*401	J Meeuwenberg	06/06	8
				G Doig		

Note: Between May 16 and May 26, students must visit the College Success Center (Room 401) to schedule a conference time. Students who have not scheduled a conference by June 6 may be dropped.

### **MATH-036A Basic Math 3/3**

S01	LEC TTH	11:10AM-01:05PM			05/17	12
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### **MATH-038 Pre-Algebra 3/3**

**Prereq: MATH-036A; Minimum grade C**

S01	LEC MW	10:10AM-12:10PM			05/16	12
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## MUSIC

### **MU-103 Introduction to Music Literature 3/3**

**Prereq: Must meet Ready to Succeed requirement**

S01	NET	INTERNET		V McCarthy	05/16	12
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

## MEDICAL ASSISTANT

### **MA-105 Medical Assistant Administrative II 2/2**

S01	LEC W	03:45PM-06:05PM		B Wilson	05/18	13
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## NURSING

Associate Degree in Nursing – This is a two year program. Graduates are eligible to write the National Council Licensure Examination to become registered nurses (RN). Students are eligible to write the National Council Licensure Examination to become practical nurses (LPN) after the fourth semester of the program.

The Nursing Program at MCC admits students on a first-come, first-served basis once required competencies for entry have been met. Please contact the Counseling and Advising Center at (231)777-0362 for more information on Nursing Program admission.

Excess Contact Hour Charges for Nursing Classes: There is an additional tuition charge for courses for which the number of CONTACT HOURS exceeds the number of CREDIT HOURS granted for the course. Contact hours generally represent the actual number of hours per week the course meets, including any labs or clinical instruction. An additional tuition charge applies when the number of contact hours is greater than the number of credit hours. The additional charge is determined by multiplying the tuition rate by the number of contact hours instead of credit hours. Nursing classes also have course fees. Visit [www.muskegoncc.edu/pages/567.asp](http://www.muskegoncc.edu/pages/567.asp) for information pertaining to course fees.

## PHILOSOPHY

### **PHIL-101 Basic Concepts of Philosophy 3/3**

**Prereq: Must meet Ready to Succeed requirement**

S01	LEC MW	06:00PM-09:00PM	M*248	N Melville	06/06	8
S02	NET	INTERNET		C Lubbers	05/16	8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S03	NET	INTERNET		C Lubbers	05/16	8
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S04—LEC **Cancelled 5/3/16**

### **PHIL-102 Principles of Logic 3/3**

**Prereq: Must meet Ready to Succeed requirement**

S01	LEC TTH	10:15AM-01:50PM	M*238	R Vajda	06/07	8
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**SUMMER 2016, SCHEDULE OF CLASSES  
MAY 16 - AUGUST 6, 2016**

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COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
Sec	Day	Time	Location	Start	Instructor	Weeks	Start

**PHIL-204 Biomedical Ethics 3/3**

Prereq: ~~ENG-101~~

S01 LEC **Cancelled 5/9/16**

**PHYSICAL EDUCATION-ACTIVITY**

**PEA-101A Fitness, Wellness and Nutrition 1/2**

Prereq: **Must meet Ready to Succeed requirement**

S01	ACTMW	01:15PM-03:55PM	G*701	J Graf	05/16	6
S02	ACTTTH	10:30AM-01:10PM	G*701	J Graf	05/17	6
S03	ACTMW	12:30PM-03:10PM	G*701		06/27	6
S04	ACTMW	04:00PM-06:40PM	G*701		06/27	6
S05	ACTTTH	05:30PM-08:10PM	G*701		05/17	6

**PEA-103 Weight Training 1/2**

Prereq: **Must meet Ready to Succeed requirement**

S01	ACTTTH	10:30AM-01:10PM	G*904	D Rypma	05/17	6
S02	ACTTTH	01:15PM-03:55PM	G*904		05/17	6

**PEA-104A Walking, Jogging and Conditioning 1/2**

Prereq: **Must meet Ready to Succeed requirement**

S01	ACTMW	04:00PM-06:40PM	G*701		05/16	6
S02	ACTTTH	07:45AM-10:25AM	G*701	D Rypma	05/17	6
S03	ACTMW	10:30AM-01:10PM	G*701	J Graf	05/16	6
S04	ACTTTH	01:15PM-03:55PM	G*701	J Graf	05/17	6

**PEA-107 Archery 1/2**

Prereq: **Must meet Ready to Succeed requirement**

S01	ACTMW	09:00AM-11:40AM	G*904	K Doane	05/16	6
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Note: Students must supply a minimum of 7 matched arrows.

**PEA-114 Golf I 1/2 \$ 20.00**

Prereq: **Must meet Ready to Succeed requirement**

Note: The first class and any rain days will meet on-campus in room 904. Golf clubs are required and can be rented at University Park Golf Course for an additional fee.

S01	ACTMW	12:30PM-03:10PM	G*904		05/16	6
	ACTMW	12:30PM-03:10PM	UPGC			
S02	ACTMW	05:30PM-08:10PM	G*904		05/16	6
	ACTMW	05:30PM-08:10PM	UPGC			

**PEA-118 Cycling 1/2**

Prereq: **Ready to Succeed**

Note: **HYBRID COURSE** - Internet Access Required Students are required to have their own bicycle, helmet, and transportation for this course. Class is an outdoor cycling class riding on West Michigan bike trails.

S01	HYB F	09:00AM-12:00PM	G*904	D Rypma	05/20	5
	NET	INTERNET				
S02	HYB F	12:05PM-03:05PM	G*904	D Rypma	05/20	5
	NET	INTERNET				

**PEA-137 Beginning Scuba 1/2**

Prereq: **Must meet Ready to Succeed requirement, be at least 15 years old, able to swim, and be reasonably comfortable in the water.**

S01	ACTM	12:00PM-05:45PM	LFC	A Barreto	05/16	5
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Note: This class is held at Lakeshore Fitness Center, 900 W. Western Avenue, Muskegon. Course fee covers all equipment except dive boots.

**PEA-139A Basic Canoeing/Kayaking 1/2 \$ 10.00**

Prereq: **Must meet Ready to Succeed requirement**

Note: Students must be able to swim for 10 minutes comfortably and calmly, while clothed in shirts, shorts, and shoes. Student must be able to attend all 5 Friday classes to enroll. Please check all dates in advance.

S01	ACTF	09:00AM-03:00PM	G*701	J Graf	05/20	5
S02	ACTF	09:00AM-03:00PM	G*701	K Doane	06/24	5

**PEA-156 Beach Volleyball 1/2**

Prereq: **Must meet Ready to Succeed requirement**

S01	ACTTTH	12:30PM-02:30PM	G*Gym	S Bulthuis	06/14	8
	ACTTTH	12:30PM-02:30PM	PMP			

Note: The first class meets in the MCC Gym. Remainder of classes held at Pere Marquette Park, 3510 Channel Drive, Muskegon 49441.

**PEA-200 Kundalini Yoga 1/2**

S01	ACTMW	10:10AM-12:50PM	S*1308	G Cline	05/16	6
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**PEA-201 Aerobic Movement for Fitness 1/2**

Prereq: **Must meet Ready to Succeed requirement**

Note: The lecture portion will be taught via the Internet. The lab (15 hours of aerobic workout) must be taught by a certified aerobics instructor in a class setting (Ex. YMCA, Norton Pines, etc.) at your own expense. Verification will be required. Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important class orientation information.

S01	NET	INTERNET		D Rypma	05/16	8
S02	NET	INTERNET		D Rypma	05/16	8

**PEA-214A Golf II 1/2 \$ 20.00**

Prereq: **PEA-114**

Note: The first class and any rain days will meet on-campus in room 904. Golf clubs are required and can be rented at University Park Golf Course for an additional fee.

S01	ACTMW	12:30PM-03:00PM	G*904		05/16	6
	ACTMW	12:30PM-03:00PM	UPGC			
S02	ACTMW	05:30PM-08:10PM	G*904		05/16	6
	ACTMW	05:30PM-08:10PM	UPGC			

**PHYSICAL EDUCATION-PROFESSIONAL**

**PEP-203 Fundamentals of Coaching 3/3**

S01	NET	INTERNET		D Rypma	05/16	8
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**SUMMER 2016, SCHEDULE OF CLASSES  
MAY 16 - AUGUST 6, 2016**

Class meeting schedule is subject to change. For up to date information, go to [www.muskegoncc.edu](http://www.muskegoncc.edu).

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
Sec	Day	Time	Location	Start	Instructor	Weeks	

**PHYSICAL SCIENCE**

**PHSC-101A**      **Introductory Physical Science Lecture & Lab**      **4/6**

Prereq: Must meet Ready to Succeed requirement and MATH-040

S01	HYB TTH	10:15AM-01:15PM	M*255	T Moleski	05/17	8
	NET	INTERNET				

Note: HYBRID COURSE - Internet Access Required

**POLITICAL SCIENCE**

**PSCI-111**      **Introduction to American Government**      **4/4**

Prereq: Must meet Ready to Succeed requirement

S01	NET	INTERNET		J Zarowitz	05/16	8
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S02	NET	INTERNET		J Zarowitz	05/16	8
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**PSCI-202**      **International Relations**      **3/3**

Prereq: Must meet Ready to Succeed requirement

S01	LEC MW	12:20PM-03:30PM	GHCC	M Nash	05/16	8
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Note: This class is held at Grand Haven High School, 17001 Ferris in Grand Haven.

**PSCI-211**      **Comparative World Governments**      **3/3**

Prereq: Must meet Ready to Succeed requirement

S01	NET	INTERNET		D Takitaki	05/16	8
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**PSYCHOLOGY**

**PSYC-102**      **Applied Psychology**      **3/3**

Prereq: Must meet Ready to Succeed requirement

S01	NET	INTERNET		J Alexander	05/16	12
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**PSYC-201**      **General Psychology**      **4/4**

Prereq: Must meet Ready to Succeed requirement

S01	LEC MW	10:10AM-12:50PM	M*236		05/16	12
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S03	LEC MW	06:00PM-08:40PM	M*236		05/16	12
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S04	NET	INTERNET		T Kolski	05/16	12
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S05	NET	INTERNET		J Collison	05/16	12
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**PSYC-203**      **Abnormal Psychology**      **4/4**

Prereq: PSYC-201; Minimum grade C

S01	NET	INTERNET		T Kolski	05/16	12
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**READING**

The College Success Center is an open-lab center where reading, writing, math, research and study skills may be sharpened and strengthened. Many CSC courses are taught individually; most of them carry one hour of college credit.

CSC courses can be arranged to fit into almost anyone's day or evening schedule. Your Reading Placement Test will tell you which reading courses are required of you or which courses are available to you. **Students who have not attended class by the end of the first week may be withdrawn. New students will not be accepted after week one.**

~~**RDG-040**      **Essential Reading Skills**      **3/3**      **\$ 5.00**~~

~~S01 LEC **Cancelled 4/25/16**~~

~~Note: New students will not be accepted after the 1st class session.~~

**RDG-050**      **Essential Reading Skills**      **1/1**      **\$ 3.00**

S01	LRN TTH	09:30AM-10:30AM	M*343		05/17	7
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Note: This is a seven week classroom section that meets twice weekly.

S02	LRN T	04:00PM-06:00PM	M*401		05/17	12
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Note: This is a conference led class. There will be a 1 1/2 hour orientation and testing session the first day. After that students will have individual 15 min. appointments within the class period.

**RDG-130**      **Advanced Reading Skills I**      **1/1**

Prereq: Must meet Ready to Succeed requirement

S01	LRN T	04:00PM-06:00PM	M*401		05/17	12
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Note: This is a conference led class. There will be a 1 1/2 hour orientation and testing session the first day. After that students will have individual 15 min. appointments within the class period.

**RECREATION**

**REC-111**      **Introduction to Recreation and Leisure**      **3/3**

S01	NET	INTERNET		D Rypma	05/16	8
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Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**SUMMER 2016, SCHEDULE OF CLASSES  
MAY 16 - AUGUST 6, 2016**

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COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
Sec	Day	Time	Location	Instructor	Start	Weeks	

**RESPIRATORY THERAPY**

Muskegon Community College offers an associate degree in Respiratory Therapy designed to provide the student with the therapist level of training. The Respiratory Therapist works in a fast-paced environment where technical and scientific responsibilities are matched by a real need for human relation skills. If you are interested in a challenging work environment, solid career opportunities, and a chance to help other people, Respiratory Therapy may be the profession you are looking for. Contact (231) 777-0223 for more information.

**SOCIOLOGY**

**SOC-101 Principles of Sociology 3/3**  
Prereq: Must meet Ready to Succeed requirement

S01 LEC ~~Cancelled 5/31/16~~

S02 NET INTERNET N Budimir 05/16 12

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

S03 NET ~~Cancelled 5/9/16~~

S04 LEC TTH 10:10AM-12:50PM 05/17 8

S70 LEC MTWTH 12:30PM-01:50PM NESC M Johnson 05/16 8

Note: This class is held at Newaygo County RESA Building, 4747 W. 48th St. in Fremont.

**SOC-205 Marriage and Family 3/3**  
Prereq: SOC-101; Minimum Grade C

S01 NET INTERNET N Budimir 05/16 8

Note: Visit [www.muskegoncc.edu/online](http://www.muskegoncc.edu/online) for important information.

**SPANISH**

**SPAN-101 Basic Spanish 4/4**  
Prereq: Must meet Ready to Succeed requirement and ENG-091

S01 LEC MTWTH 10:00AM-12:00PM S\*1330 R Raguse 05/16 8

**SPAN-102 Basic Spanish - Second Semester 4/4**

Prereq: SPAN-101; Minimum grade C or successful completion of two recent years of high school Spanish and instructor permission

S01 LEC MTWTH 10:00AM-12:00PM S Burley 05/16 8

**TECHNICAL MATH**

~~**TMAT-101A Technical Math I 3/3**~~  
Prereqs: Minimum grade C or better in MATH-036A

S01 LEC ~~CANCELLED 4/26/16~~

**THEATER**

**TH-101 Theater Appreciation 3/3**  
Prereq: Must meet Ready to Succeed requirement

S01 LEC ~~Cancelled 5/31/16~~

S02 LEC TTH 06:00PM-08:45PM M\*232 K Carlson 05/17 8

~~**TH-108 Theater for Children 3/3**~~  
Prereq: Must meet Ready to Succeed requirement

S01 LEC ~~Cancelled 5/31/16~~

**WELDING**

**W-101 Basic Welding 3/5 \$ 50.00**

S01 L&L MW 04:00PM-07:20PM T\*505 R Bulthouse 05/16 12