

IMPORTANT DATES

Spring Semester Begins 1/13/2020

Last day to add a 16-week class (without instructor permission)
Before the class meets twice (Dates will vary based on class schedule)

Last day to add a 1st 8-week class (without instructor permission)
Before the class meets twice (Dates will vary based on class schedule)

Last day to add a 2nd 8-week class (without instructor permission)
Before the class meets twice (Dates will vary based on class schedule)

Last day to withdrawal completely and receive a 100% refund for a
16-week class 1/19/2020

Last day to withdrawal completely and receive a 100% refund for a
1st 8-week class 1/16/2020

Last day to withdrawal completely and receive a 100% refund for a
2nd 8-week class 3/19/2020

Last day to drop a 16-week class 4/15/2020

Last day to drop a 1st 8-week class 2/23/2020

Last day to drop a 2nd 8-week class 4/26/2020

Last day to apply for graduation 1/24/2020

Final Exams 5/11-5/15/2020

HOLIDAYS

Martin Luther King Jr. Day 1/20/2020

President's Day 2/17/2020

Spring Break 3/9-14/2020

Professional Development Day 4/9/2020

Spring Holiday 4/10-4/11/2020

NON-DISCRIMINATION POLICY

Mineral Area College does not discriminate on the basis of race, color, national origin, gender, disability, age, religion, creed, or marital or parental status. For more information, call the Title VI, Title IX, Sec. 504 and ADA coordinator at (573) 431-4593 or U.S. Dept. of Education, Office of Civil Rights

ADA POLICY

Mineral Area College strives to ensure the accessibility of its programs, classes, and services to students with disabilities. If you have a documented disability and believe you need accommodations for this class, or if you have concerns about your learning needs, please contact Lisa Leftridge in the Access Office located in Room 117 of the Arts & Sciences building. Contact can be made by stopping by the office, calling (573) 518-2152, or by email at lleftridge@mineralarea.edu.

TOBACCO POLICY

For the health of our community, Mineral Area College properties are TOBACCO-FREE indoors and outdoors. For more information on the tobacco-free policy, visit www.mineralarea.edu/generalinformation/

WITHDRAWAL POLICY

Courses dropped during to the add/drop period of a semester are not entered on the student's permanent record. After the add/drop period has passed, the student may follow regular withdrawal procedures to drop any class up to the time that 75 percent of the term or semester is completed. Regardless of whether the student was passing or failing at the time of withdrawal, a "W" (withdrawal) will be entered upon the student's record. Any drop completed after 75 percent of a term has passed may result in a grade of "F." Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes may result in the assignment of an "F" for those classes, as well as a possible financial obligation.

INCOMPLETE POLICY

The grade of "I" (Incomplete) may be assigned by an instructor when a student is doing passing work but has not completed a small portion of the required course work by the conclusion of the term. The instructor decides if there is an acceptable reason (for example, a serious illness) why the student cannot complete the required course work. Both the student and the instructor must complete the Incomplete Grade Request form and file it with the appropriate dean along with the final grade sheets for the course. Requirements for completing the course to receive a grade are specified in detail by the instructor on the Incomplete Grade Request form. A grade of Incomplete may not be assigned in order to give a student a chance to do more work or improve a grade. An "I" may not be used to permit a student to repeat a course or to improve a grade. Students may not re-enroll in courses in which they have received an "I" grade.

The deadline for removal of an Incomplete is one year from the first day of the term in which the Incomplete was recorded, unless a shorter period of time is specified by the instructor. The deadline determined by the faculty member must be specified on the Incomplete Grade Request form, which is available under Faculty Resources in MyMAC. A copy must also be provided to the student. No extension will be granted for more than a full calendar year from the date of original enrollment, except for compelling circumstances. Such requests must be made before the deadline. Requests for extension of time should be submitted in writing to the appropriate dean. If an Incomplete is not cleared within the specified period of time, the Incomplete will be converted to the grade of "F." This is an automatic conversion process by the Registrar's Office. A list of all "I" grades subject to this conversion will be sent to the appropriate dean.

COURSE REPETITION POLICY

A student who has received a grade of "C" or below in a given course may repeat the course to raise his/her grade point average. When a course is repeated, the first grade remains on the transcript, and all grades for each attempt are recorded on the record. Only the latter grade will be counted for graduation or in computing grade points. Students may not repeat a lower level course that serves as a prerequisite for a course that was already completed by the student with a "C" or better. For financial assistance eligibility, all attempts will count towards maximum hour limits and completion ratio.

Mineral Area College Mission Statement

The mission of Mineral Area College is to serve the community, to provide students a quality, affordable education, and to offer opportunities for professional and personal development in a safe, professional environment.

DISHONESTY POLICY

Cheating implies the student has dishonestly gotten an answer/information from another person or source and uses that information to try to benefit him/herself. Plagiarism occurs when a student copies other people's written work and passes it off as his/her own. Work copied from another person (like a student) or another source (like the Internet, a book, or a magazine) will result in a zero for that assignment in keeping with MAC's dishonesty policy, and an Academic Integrity Report will be filed with the Dean of Students. A repeated incident will result in an F for this course, and further incidents could result in a student's suspension from this college. Cheating of any kind is not tolerated at Mineral Area College.

CLASSROOM ELECTRONIC USE POLICY

In an effort to ensure that Mineral Area College can provide an effective learning environment and maintain its high level of academic integrity, there must be certain limitations placed on specific types of electronic devices inside Mineral Area College classrooms. At the same time, it is also understood that some instructors may require usage of these same devices. Students shall find information about allowed electronic devices in the instructors' course syllabi. The complete policy is found in Article 5 of Board Policy.

ACADEMIC RESOURCE CENTER (ARC)

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

CAREER SERVICES

The Career Services Office AS117 offers resources to help you gain a better understanding of your interests, abilities, and work-place values. We can help you gather information on job opportunities, earnings, employment trends, job outlook, training/education required, and more.

Our free services are available to anyone, college student or community member, who is undecided about a college major or career; recently lost a job and looking for a new job or career; need help with college transfer information; resume writing and interviewing skills. Make an appointment with a career advisor and/or attend one of our workshops or job fairs.

EXCEL/SSS

EXCEL/Student Support Services (SSS) is a federally-funded TRIO program located in The Learning Center on the main floor of the Arts & Sciences Building.

EXCEL is a home base for students, providing tutoring in most courses taught at Mineral Area College, as well as advising, course scheduling, and transfer advising. EXCEL also has a Computer Lab that is available to all EXCEL students.

For more information about EXCEL/SSS services, call The Learning Center at (573) 518-2140 or call EXCEL directly at (573) 518-2131.

MAC FOOD PANTRY

The mission of the Mineral Area College Cardinals Food Pantry is to help fight hunger on our campus and make a positive impact in the lives of students.

The Pantry is open to all MAC students. To visit the Pantry, go to the Technology Building, room T99. Here you will find food and toiletry items.

For more information, please contact jsikes@mineralarea.edu or emiller@mineralarea.edu. Also, the Bookstore, Dean of Arts and Science's Office, and Learning Center are drop off locations for

individuals wishing to donate. Monetary donations are collected in the Dean of Student's Office.

MAC COUNSELING CENTER

The Mineral Area College counseling center provides help for people who are experiencing emotional problems that interfere with their college and/or personal lives.

For example, pressures from school, home, and job may accumulate and make it difficult to function effectively in all areas. The onset of a sudden change such as a job loss, the break-up of a relationship, alcohol or drug abuse (either personal or with friends/family) or the death of a relative or mate may create emotional problems that interfere with daily living.

SOME WARNING SIGNS

- Changes in eating or sleeping habits.
- Physical complaints when no medical causes can be found.
- Excessive anxiety for no apparent reason.
- Prolonged feelings of despair and unhappiness, withdrawal, lack of interest in daily activities, etc.
- An unusual amount of irritability or suspiciousness toward others.
- Not working up to capacity at school or work - inability to concentrate.
- Personality changes that can't be explained, such as sudden shifts in mood or behavior.

Individuals experiencing one or more of these symptoms may be helped by counseling. The Personal Counseling Program provides free, confidential consultation, referral and short-term services for students at Mineral Area College.

The goal of short-term counseling may be to prevent small problems from becoming big ones or to intervene quickly in a crisis, helping people to return to their normal functioning as soon as possible. Remember that most people who seek help benefit from the treatment.

In situations where the problems are more longstanding, referrals can be provided.

If you or someone you care about suffers any of the above symptoms and you would like more information, come in and speak with a counselor in the Student Services office, or call (573) 518-2211 or e-mail Mark Easter at mceaster@mineralarea.edu to set up an appointment. All services are free and completely confidential.

MINERAL AREA COLLEGE BOOKSTORE

The Bookstore is open Monday – Thursday, 8 am – 5:30 pm, Friday 8 am – 4 pm. Extended hours for textbook sales. Have a question? Contact them via email at macbookstore@mineralarea.edu or call (573) 518-2106.

C.H. COZEAN LIBRARY

The Library is open Monday – Thursday, 7:30 am – 5:30 pm, Friday 7:30 am – 4 pm. Have a question? Call them at (573) 518-2141 or access the website at <https://mineralarea.edu/library/>

MINERAL AREA COLLEGE HELP DESK

The Help Desk, located in the Technology Center, Offices T7 and T8, is available Monday – Thursday, 7:30 am – 5:30 pm, Friday 7:30 am – 4 pm. Contact the Help Desk at (573) 518-3850 or via email at helpdesk@mineralarea.edu

Additional Resources Available:

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

Student Board Policies:

<https://mineralarea.edu/media/1926/article-5-revised-and-approved-by-board-03-07-19.pdf>