



**221 S. Quarterline Road
Muskegon, MI 49442
231.773.9131**

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

www.muskegoncc.edu

From the President

Greetings and Welcome to MCC:

By selecting Muskegon Community College as your institution of higher learning, you have made a choice that you will surely come to appreciate more and more as time goes by. MCC faculty and staff take considerable pride in the personal service provided each and every individual student. As a "teaching and learning" institution, we focus our resources and energies toward ensuring that Muskegon Community College graduates will continue to be recognized far and wide for being well-prepared as they enter the workforce or transfer to a university or four-year college.



In recent months we have been expanding our outreach efforts, capitalizing on the notion that "Community" truly is our middle name. We are pleased to note that ground has been broken to construct the new Career Technical Center (CTC) on the northwest corner of campus. When completed, the CTC will serve an expected 1,000+ junior and senior high school students, providing much-needed career training and education, as well as the opportunity for a "seamless transition" into College technical and business programs. By partnering with area K-12 school districts we are able to help create a new educational resource which will benefit all of West Michigan.

We are also pleased that an expanded program of cooperative efforts with the Muskegon YMCA organization has been crafted to serve area residents by offering college classes at the downtown "Y" facility. We believe that students will appreciate the convenience of these new class offerings. Maximizing the potential for improved service by sharing resources to benefit the community is a key goal in this partnership.

Also on the "drawing board" are plans for a new Library/Technology Center to better serve MCC students and the general public by helping to "bridge the digital divide" with respect to access to the Internet and other resources. This exciting development for Muskegon Community College illustrates another manner in which we continue to focus on our Vision Statement: *Building our community's gateway to opportunities... creating the first and best choice for success.*

Cordially,

A handwritten signature in black ink that reads "Frank P. Marczak". The signature is written in a cursive, flowing style.

Frank P. Marczak, President

MCC MISSION STATEMENT

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

To fulfill its mission, MCC is committed to:

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

ACCREDITATION

Muskegon Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 N. LaSalle St., Chicago, IL 60602-2504 - (800) 621-7440. They can also be contacted at their e-mail address at www.ncacihe.org.

EQUAL OPPORTUNITY

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

ABOUT THIS CATALOG

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

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

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

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

GENERAL INFORMATION-Section One.

ACADEMIC PROGRAMS-Section Two.

COURSE DESCRIPTIONS-Section Three.

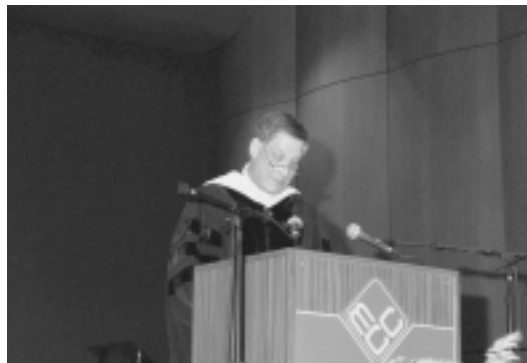
HOW TO GET STARTED

Checklist of Items to Complete

1. Fill out an application for admission to MCC. You will shortly receive a letter of acceptance and a student number. You may do this in Room 100, by mail, or on-line at www.muskegoncc.edu. Call 231.777.0363 for information.

***If you are planning to enter the Nursing, Respiratory Therapy, or Massage Therapy program, you should also fill out the appropriate program application.*

2. Contact your high school or G.E.D. center and have a transcript or certificate sent to the Admissions Office.
3. See a representative of the Financial Aid Office in Room 206. Hours are 8:00 a.m. – 7:00 p.m. on Monday and Tuesday, and 8:00 a.m. – 4:30 p.m. Wednesday through Friday. Telephone: 231.777.0221.
4. Take the placement test. Appointments can be made in person or by calling 231.777.0394. The testing center is in Room 353. Results will be mailed to you.
5. See a counselor for help in course selection. If you have chosen a program of study, ask for the appropriate counselor for that area. Appointments can be made in room 204, or by calling 231.777.0362.
6. Register for classes and pay your tuition. See current Schedule of Classes for registration and payment dates.



ACADEMIC CALENDAR 2004 – 2005

FALL SEMESTER 2004

Faculty Seminar Days.....	August 26-27 (Thursday - Friday)	No Classes
Fall Classes Begin.....	August 28 (Saturday) – September 3 (Friday)	
Labor Day.....	September 4 (Saturday) – September 6 (Monday)	No Classes
Fall Classes Continue.....	September 7 (Tuesday) – November 24 (Wednesday)	
	<i>Evening classes are not held after 4:30 p.m. on Wednesday, November 24 due to the Thanksgiving Holiday.</i>	
Thanksgiving Vacation.....	November 25, 26, 27 (Thursday/Friday/Saturday)	
Fall Classes Continue.....	November 29 (Monday) – December 13 (Monday)	
Exam Prep Day.....	December 14 (Tuesday)	No Classes
Final Exams.....	December 15, 16, 17, 18 (Wednesday/Thursday/Friday/Saturday)	
Holiday Vacation.....	December 20 (Monday) – January 1 (Saturday)	

WINTER SEMESTER 2005

Faculty Seminar Days.....	January 3-4 (Monday - Tuesday)	No Classes
Winter Classes Begin.....	January 5 (Wednesday) – February 26 (Saturday)	
Mid-Semester Vacation.....	February 28 (Monday) – March 5 (Saturday)	
Winter Classes Continue.....	March 7 (Monday) – March 25 (Friday)	
Good Friday.....	March 25	Closed at Noon
Winter Classes Continue.....	March 26 (Saturday) – April 22 (Friday)	
Final Exams.....	April 23, 25, 26, 27 (Saturday/Monday/Tuesday/Wednesday)	
Commencement.....	April 27 (Wednesday)	
Open Calendar.....	April 28 (Thursday) – April 30 (Saturday)	

SPRING SESSION 2005 (7½ Weeks)

Spring Classes Begin.....	May 2 (Monday) – May 28 (Saturday)	
Memorial Day.....	May 30 (Monday)	No Classes
Spring Classes/Exams.....	May 31 (Tuesday) – June 23 (Thursday)	
Open Calendar.....	June 24 (Friday) – June 25 (Saturday)	

SUMMER SESSION 2005 (7½ Weeks)

Summer Classes Begin.....	June 27 (Monday) – July 2 (Saturday)	
Independence Day.....	July 4 (Monday)	No Classes
Summer Classes/Exams.....	July 5 (Tuesday) – August 18 (Thursday)	
Open Calendar.....	August 19 (Friday) – August 24 (Wednesday)	

ALTERNATE SESSION – SPRING/SUMMER 2005

The option exists for alternate start/end dates for classes to meet within the May 2 through August 18 time frames.

General Information

PLANNING YOUR CLASSES, YOUR CURRICULUM, YOUR CAREER

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

HERE’S WHAT YOU SHOULD DO:

FIRST: Get good advice.

(Note: although this information appears on page 4, it bears repeating.)

1. First, complete an application for admission. Call 231.777.0366 to have one mailed to your home, or, stop by Room 100 on campus to complete one and receive your student number in one visit. The Admissions Office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m., and on Friday until 4:30 p.m. Or, you may apply on-line at www.muskegoncc.edu.
2. Attend orientation. Call 231.777.0366 to find out how.
3. Find out if you are eligible for financial aid. Call 231.777.0221 for details.
4. You may also wish to take advantage of our free career testing and counseling. Call 231.777.0365.
5. Determine your skills by taking required placement tests. Call 231.777.0394 for an appointment and see page 22 of this catalog for details.
6. Set up an appointment with a counselor by calling 231.777.0362.

SECOND: Aim toward earning a degree.

Muskegon Community College offers two degree options, as well as several diploma and certificate programs and professional development credit programs. Depending on your goals and the advice you receive from a counselor, you may want to pursue one of these two degrees:

Associate in Science and Arts

This degree is for students intending to transfer to a four-year college or university. Graduates are generally admitted to the bachelor degree granting institutions with junior year standing. A survey of the most recent MCC graduates found that 98% agree or strongly agree that “I feel well prepared to go on to a four-year college.” However it is important that you follow a curriculum guide, available to you in the Career Resource Center or on-line at www.muskegoncc.edu. Details about the Associate in Science and Arts degree requirements are available in the next few pages. This degree automatically fulfills the MACRAO AGREEMENT.

Associate in Applied Science

This degree is for students preparing for immediate employment, although the degree may transfer to a limited number of bachelor degree programs. The Business, Industrial Manufacturing Technology, and Allied Health programs under this degree (shorter certificate and diploma programs are available) were designed in conjunction with active advisory committees so that a student may reasonably expect employment upon successful completion. A survey of our most recent graduates found that 99% of those in the job market were working, 84% in their field of study. Details can be found in the next few pages.

Diplomas, Certificates and Professional Development Credits

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

IT IS STRONGLY RECOMMENDED YOU SEE A COUNSELOR TO DEVELOP A COURSE PLAN FOR PURPOSES OF TRANSFERRING TO A FOUR-YEAR INSTITUTION OR OBTAINING A TWO-YEAR DEGREE OR CERTIFICATE.

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

IF YOUR GOAL IS TO TRANSFER

To receive the Associate in Science and Arts Degree, you must complete three sets of requirements (Foundation Skills, General Education, and Electives) and a minimum of 62 credits. See a counselor (call 231.777.0362) to help you select the appropriate courses from the following degree requirements. Depending on your major and the four-year school you wish to transfer to, the entire Associate in Science and Arts degree may not be necessary. See a counselor for guidance.

REQUIRED FOUNDATIONAL SKILLS

The College believes that a successful, meaningful experience in college courses occurs when students enter programs adequately prepared to meet their challenges. Therefore, you must demonstrate a minimum level of achievement, either by successful testing or satisfactory course completion (a grade of “C” or better), in four areas: writing, reading, math, and computers. See page 22 for information on testing.

BASED ON TEST RESULTS YOU MAY BE REQUIRED TO COMPLETE

- 1. Writing ENG 085 or 091
- 2. Reading RDG 040A or RDG 040C
- 3. Mathematics MATH 050
- 4. Computers CIS 100 or any other CIS course
(Students are strongly recommended to complete CIS110, or CIS 120A, or CIS 129.)

You may test out of each of these requirements via MCC’s placement tests. Students submitting an ACT composite score of 22 or higher, or MEAP proficiency levels of 1 or 2 on both reading and writing, have met the reading and writing foundational skills requirements.

If test results show that you need to complete any of the Foundational Skills courses, you must enroll in these classes during your first semester of attendance.

GENERAL EDUCATION REQUIREMENTS

The College shares the view held by many that an education should prepare a person not only for a career, but also for life. It is primarily through the curriculum of the general education program for the Associate in Science and Arts degree that the college seeks to help students acquire the knowledge and skills necessary to understand themselves, and the world they live in. For a complete statement regarding the purpose of general education, please see pages 12 to 15 of this catalog.

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GENERAL EDUCATION REQUIREMENTS

MINIMUM CREDITS

Communication

English 101 and 102.....6

Science and Math.....8

Courses must be taken in more than one academic area and be numbered 100 level or above and include at least one 4-credit hour laboratory course. If Biology 100 is elected, four different one credit hour modules are needed to satisfy the laboratory course requirement.

Anthropology 105

Astronomy 101, 105A (Same course as Physics 105A)

*Biology 100 – (10A,B,C,D,E,F,G,H,J)

*Biology 103, 105, 106, 207 (Lecture) & 207A (Lab), 109, 120, 122B, 204, 210

{Biology 207 (Lecture only) must be taken with Biology 207A (Lab) for laboratory credit}

Biology 200

Business 105 (Same course as Mathematics 115)

!!!*Chemistry 100 (Lecture) & 100A (Lab), 101 (Lecture) & 101A (Lab), 102 (Lecture) & 102A (Lab), 120 (Lecture) & 120A (Lab), 130 (Lecture) & 130A (Lab), 201E (Lecture) & 201F (Lab), 202F (Lecture) & 202G (Lab) {All Chemistry classes must be taken with the accompanying Chemistry lab for laboratory credit }

*Geography 101A, 215

*Geology 101A, 102

Mathematics 105, 109, 111, 112, 115 (Same course as Business 105), 151, 161, 162, 215, 274, 283, 295

*Physical Science 101A

Physics 105A (Same course as Astronomy 105A)

*Physics 201, 202, 203, 204

*These courses will satisfy the laboratory requirement.

!!!Chemistry placement test is required prior to taking Chemistry 101. Contact the Testing Center, phone 231.777.0394.

The Human Experience

Aesthetic Values3

Art 101, 104, 105, 107, 108, 109, 204, 205, 207, 208, 209, 211

Communication 203 (Same course as English 208)

Dance 100, 101, 106, 200, 201, 213, 218

English 208 (Same course as Communication 203), 223

Music 103 and all other Music courses numbered 100 or above

Theater 101, 102, 108, 120, 141, 142, 144, 145, 147, 148, 201, 202, 203, 210, 212, 217, 260

Ethics and Logic3

Philosophy 101, 102, 104, 202, 204, 205

Social Relationships 3

Economics 101, 102, 103

Psychology 102, 201, 202, 203, 205A

Sociology 101, 102, 202, 203, 206

Women's Studies 101

Human Cultures

Western World 3

- Art 198, 199, 202
- English 200, 201, 204, 205, 206, 210, 213, 225, 226, 227, 228
- History 101, 102, 204
- Humanities 195
- Music 103
- Political Science 203
- Theater 201

American 3

- History 201, 202, 207, 211, 220
- Political Science 111, 205, 220

International 3

If the credit hours from American Cultures and Social Relationships total less than eight credits, the choices are:

- Anthropology 103, 110
- Geography 102A, 105
- Political Science 202, 210, 211

If the credit hours from American Cultures and Social Relationships total eight or more, then other options are:

- English 207, 211, 218
- French 101, 102, 201, 202
- German 101, 102, 201, 202
- History 210
- Philosophy 203, 210
- Spanish 101, 102, 201, 202

Physical Education 2

One credit hour from:

- PEA 101A, 103, 104A, 118, or 201 and one PEA/DNC credit hour of choice.

MINIMUM GENERAL ED CREDITS 34

Electives

Electives are courses a student chooses, in addition to the other degree requirements, based on the anticipated major and the transfer school the student will be attending. Electives should be chosen carefully, with the advice of a counselor, who will provide a student with a CURRICULUM GUIDE which lists specific courses the four-year school wants students to take at the community college level.

A maximum of four credit hours of the following will count towards graduation: English 085, 089, 091; Reading 040A, 040C, 040E; or Math 35 Modules, 036A, 040.

Minimum Electives 28

Maximum Credits 62



Curriculum Guides

Curriculum guides tell you what courses to take at Muskegon Community College before transferring to a senior college. There are curriculum guides available for the most popular majors and transfer schools. For example, if you want to study engineering and transfer to the University of Michigan, there is a curriculum guide which tells you which courses the University of Michigan wants you to take at MCC before transferring. The guides are prepared jointly by our counselors and the admissions offices at the transfer colleges, and are available in the Career Resource Center in room 204, or online at www.muskegoncc.edu under “Student Services.”

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

WHAT IS THE MACRAO AGREEMENT?

MACRAO AGREEMENT

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

If you complete the General Education requirements for the Associate in Science and Arts degree, you will receive the MACRAO stamp on your transcript, which makes transferring to many Michigan colleges and universities easier. Colleges and universities who are part of this agreement will exempt transfer students from most or all of their general education requirements if the student has met the general education requirements at Muskegon Community College. The agreement does not cover elective courses (see information on electives and curriculum guides). Some colleges and universities have limitations and provisos; you should consult with a counselor regarding these factors and the four-year college of your choice.

In special cases however, it may be in your best interest to take courses which satisfy the MACRAO agreement but do not meet the requirements for the Associate in Science and Arts degree. All students should consult with a counselor.

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

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

THE PURPOSES OF GENERAL EDUCATION

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

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

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

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

1. Readiness for college-level writing.
2. A tenth-grade level in reading comprehension and vocabulary.
3. Readiness for understanding and using college-level mathematical concepts.
4. Basic computer skills.

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

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

1. **The history of the origins and development of Western civilization’s major ideas and culture to the extent that they have affected our lives.** Students will trace the evolution of ideas through the ancient, medieval, and modern eras in the areas of philosophy, government, religion, the arts and science.
2. **The history of major ideas and values peculiar to the shaping of American cultures.** Students will trace the historical evolution from early settlements to modern times of important ideas Americans have struggled over, such as: the size and function of the national government; individualism versus obligations to society; the impact of religion upon government, society and individuals; technological growth and the environment; materialism versus idealism; the international role of the United States; race relations; attitudes toward gender; equality versus freedom and opportunity; the value of work.
3. **The fundamental ideas and methods of the mathematical, natural and physical sciences.** Students will examine a brief history of scientific and mathematical thought; understand and use the scientific method and practice of research; examine areas of scientific concern and their ethical implications on both society and the natural world; distinguish between scientific fact, scientific theory, and science fiction; recognize the use and misuse of mathematics and sciences as tools for a greater understanding of human activities outside the scientific realm.
4. **The major modern ideas and methods of the social sciences.** Students will undertake an exploration of ideas relative to how nations should govern themselves with special reference democracy and citizen involvement in democracy. Students will examine economic concepts, theories and systems; the principles and methods used by social scientists to attempt to understand individual and group behaviors; and the impact of culture and cultural development on individual and group behavior.

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5. **The competing ideologies that influence the modern, international climate.** Students will understand the physical, political, economic, geographical, and cultural features of today's world; the major modern theories and policies of national governments; the basic beliefs of the major world religions; and the major political and cultural differences among nations.
6. **The major ideas and values of the visual and performing arts.** Students will understand the evolution and history of the visual and performing arts and their impact on shaping civilization; understand what an esthetic experience is and the role of the critic in shaping societal esthetics; understand the process of critical thought and objective evaluation relative to the visual and performing arts.
7. **The theory and practice of good health.** Students will understand and interpret their relationship to and effect upon the environment; understand and experience factors important to the physical, psychological and social well being of the individual; develop skills and understanding needed to pursue leisure time experiences in an effective and socially responsible way; develop consumer skills necessary to be socially responsible citizens.
8. **The history of major ideas and values in great works of Western world literature.** Students will understand the techniques used by literary artists; recurring themes and ethical issues in our history of literature and how they relate to our lives; the historical influence of Greek mythology, the Bible, and Shakespeare; and the methods of comprehending and evaluating prose, poetry and drama. Students will examine an overview of major British, American, and European authors; major movements in literature, such as realism, naturalism and romanticism; the value and contribution of women and minority writers.
9. **The principles of technology and its impact on society.** Students will examine a brief history of the development of technology, including computers; an overview of applied technology in modern society; what technology can do, cannot do and should not do for individuals, organizations, and society (technological ethics); the perceived future use of technology in society and how we can prepare ourselves.

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

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

THE PURPOSES OF GENERAL EDUCATION

For the Associate in Applied Science degree at Muskegon Community College

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

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

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

General education for Associate in Applied Science degrees is education that enhances a student's life as a citizen and in the workplace. The general education component of the AAS degree programs helps students complement their career education with skills necessary for the world in which they live and work.

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

Areas of knowledge:

1. **Communication**—The ability to use various forms of communication more effectively both as a communicator and an observer.
2. **Problem Solving**—The ability to select and use appropriate, effective approaches and tools in solving a wide variety of problems.
3. **Science/Technology**—The ability to use knowledge of technology and scientific principles to adapt to a technologically changing society.
4. **Mathematics**—The ability to understand numerical concepts and possess the skills required for mathematical manipulations.
5. **Human Relations**—the ability to live and work in changing settings with people of differing backgrounds and effectively contribute as a leader and a follower.

Assessing Student Academic Achievement

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

Distance Education

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

ADMISSIONS**ADMISSION**

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

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

Students wishing to enter the Honors, Nursing or Respiratory Therapy programs must submit additional applications. Applications for these programs may be obtained in the Admissions Office, Room 100.

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

Matriculation Card—All students will be issued a matriculation card which should be carried at all times. This serves as an I.D. card. It is needed when registering for classes, when borrowing books and materials from the Learning Resource Center, and to obtain student admission rates for athletic and cultural events. It must also be presented when selling used textbooks to the bookstore.

Full-time Student—The term denotes a student who is enrolled for 12 or more credit hours during the Fall or Winter semester or who is enrolled for six or more credits during a Spring or Summer Session. Note, however, earning the associate degree (62 credits) in four semesters will mean carrying an average of 15 ½ credits per semester. Full-time students who wish to graduate in two years must carry more than the 12 hours each semester or plan on attending Spring or Summer sessions as well.

Part-time Student—The term denotes a student who is carrying less than 12 credit hours per semester. Those enrolled for 9-11 credit hours per semester (or five credit hours during the Spring or Summer session) are classified as “three-quarter” time. Six–eight credit hours per semester or three-four hours per session makes one a “half-time” student. If you are applying for financial aid as a part-time student, you should consult the Financial Aid Office for details on just how much help is available to you each semester or session.

REGULAR ADMISSION

If you are seeking admission to Muskegon Community College, obtain an application from your high school counselor or from the Admissions Office at the College. Applications are also available on-line at www.muskegoncc.edu or www.muskegon.cc.mi.us. If seeking regular degree admission, submit evidence of high school graduation, successful completion of the General Educational Development tests (G.E.D.), or appropriate testing (call 231.777.0394 for information). You may enter Muskegon Community College at any of four points in the year: Fall Semester (August/September), Winter Semester (January), Spring Session (April/May), and Summer Session (June/July).

Applications should be submitted well in advance of the semester you choose to enter. (Note that some classes on campus, such as community service and apprenticeship classes, do not necessarily begin with the regular starting date of each semester.)

Transfer Students— from other colleges need to submit an application form and have all official transcripts forwarded for evaluation. Transfer students who wish to receive a degree from Muskegon Community College must complete no less than 30 or the last 15 hours at MCC and attain a 2.0 or better overall grade point average.

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

Questions regarding approval for apprenticeship programs should be directed to the Internship Coordinator (231.777.0418).

HIGH SCHOOL GUEST ADMISSION

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

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

DUAL ENROLLMENT

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

COLLEGE GUEST ADMISSION

Students from other colleges within the state may be admitted as guests by filing a Michigan Uniform Guest Application, which can be obtained from their home institution. Guests should develop a program of study with an advisor at the home institution to insure proper course selection and credit transfer. College Guest status must be renewed each semester.

COMMUNITY GUEST ADMISSION

Individuals who have not completed high school or the G.E.D., or who wish to take selected courses without the intent of earning a degree, diploma, or certificate, may be admitted as Guest (non-degree) applicants. Guest students are eligible to change to regular admission status upon having their high school transcript, G.E.D. test scores or appropriate test results submitted to the Admissions Office. It is the student's responsibility to initiate the change to regular admission status.

CONTINUING EDUCATION ADMISSION

Community Services/Continuing Education courses and seminars are designed to meet the needs of the community, and vary in scope and length of sessions. They are open to all, and no testing is required. Call 231.777.0216 for information.

RESIDENCY POLICY

Determination of residency status is governed by the following:

To qualify as a district resident, you must have lived within the confines of Muskegon County for six consecutive months prior to the first day of classes for any term.

To qualify as a state resident, you must have lived within the confines of the State of Michigan for six consecutive months prior to the first day of classes for any term; students previously registered as non-residents may change to district resident status upon satisfying the requirements above. A person in the military service of the United States and his/her spouse or minor children shall be considered Michigan or district residents in accord with the requirements above, regardless of where they are stationed. Recently married persons shall be deemed district and/or Michigan residents if the spouse satisfies the requirements above. Initial residency status and change of status shall be determined by the Admissions Office.

It is your responsibility to notify the Admissions Office, prior to the first day of classes for any term, of any change in residence that would affect your residency classification. **THE BURDEN OF PROOF LIES WITH THE STUDENT.** The above applies only to American citizens, permanent residents and refugees. At least ONE of the following items is required as proof of residency:

Voter registration card

Secretary of State identification card

Driver's license

Lease agreement

Property tax receipt (for primary residence)

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

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

FOREIGN STUDENT ADMISSION

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

ADMISSION OF FORMER STUDENTS

Regular admission to the College is a one-time activity once you have registered for a class. You may register for additional classes without repeating the admission process. If you have not attended recently, however, (more than three years) please submit an application to update your records. Former students are also encouraged to consult with a counselor to discuss course selection.

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

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

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

NON-CONVENTIONAL CREDIT

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

ADVANCED PLACEMENT

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

CLEPEXAMINATION

The College Level Examination Program (CLEP) is designed for those who have acquired knowledge through work or personal studies and who wish to receive credit for their experiences through testing. There are over two dozen tests available; students who pass a test are granted credit for certain courses. There is a fee for each test (currently \$50.00, but subject to change). For information, see a counselor or call the Testing Center (231.777.0394).

LIFE EXPERIENTIAL LEARNING

Credit may also be granted to students who are unusually well prepared in a particular

discipline if they can demonstrate that preparation through a process called the Life Experience Assessment Program (LEAP). Consult a counselor for information. Applications are available from the Instructional Affairs Office. There is a \$100 fee for every eight hours attempted.

PROFICIENCY EXAMINATION

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

TECHPREP

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

COOPERATIVE INTERNSHIP PROGRAM

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

Students wishing to participate in the Internship Program should contact the Cooperative Internship Office at 231.777.0418 to schedule an appointment. Your future can be much brighter with the right work experiences.

INDIVIDUAL STUDY COURSES

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

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

SPECIAL PROGRAMS AND AGREEMENTS

HONORS PROGRAM

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

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

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

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

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

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

INTERNATIONAL STUDY PROGRAMS

For information on the international programs at MCC, please check out the international website at www.mccinternational.org. Under this site you will find information on the German and Ireland Exchange programs, international courses, Export Trade Certificate program, calendar of international events, copies of the International Newsletter, and much more.

For further information, call Dr. Sharon VandenHeuvel, international coordinator, at 231.777.0377, or e-mail her at vandens@muskegoncc.edu.

TALENTED YOUTH SUMMER PROGRAM

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

MCC/ HIGH SCHOOL ARTICULATION PROGRAMS

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

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

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

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

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

MUSKEGON PARTNERSHIP PROGRAM (MPP)

The Muskegon Partnership Program (MPP) is an academic success program that provides a link between Muskegon Community College (MCC) and Grand Valley State University (GVSU). The purpose of MPP is to help increase diversity at the university while focusing on the "recruitment and persistence of the ethnic MCC student." The mission of the program is to "connect" with these MCC students, and to provide them with GVSU advising while they work toward an associate's, prepare to transfer, and ultimately complete a bachelor's degree. MPP facilitates an effective transition from MCC to GVSU. Currently enrolled MCC ethnic students who show continuous progress towards an Associates degree should apply any time during or after their first semester at MCC. Ethnic students who already have an Associate's Degree and have an earnest desire to go to Grand Valley may also apply.

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

- Call (231) 777-0505 or 777-0507
- Stop by the GVSU Muskegon Office located in the Stevenson Center
- See an MCC Financial Aid Recruiter
- Ask an MCC Counselor
- Pick up an MPP brochure in Gerber Lounge or Room 204

PROJECT AHEAD

Project AHEAD is a cooperative educational venture between the United States Armed Services and various colleges and universities. It is designed to enable students to earn college credits at the same time as they are fulfilling their military obligation. Muskegon Community College participates in the program.

Questions regarding Project AHEAD should be directed to the Veterans Affairs Office (phone 231.777.0345).

VETERANS' AFFAIRS OFFICE

Muskegon Community College maintains a full-time Veterans' Outreach Office. The office provides veterans, Reserve/National Guard personnel, eligible dependents, and survivors with current V.A. benefit information, and provides assistance in completing and processing V.A. forms for college enrollment, tutorial assistance, and other benefits. All veterans are encouraged to use these services which are located in Room 204 (phone 231.777.0345).

VETERANS' RESPONSIBILITIES

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

8. Report changes of program to the Veterans' Affairs Office.
9. Notify the Records Auditor, during the final semester of enrollment, that you plan to graduate.
Also, contact the Veterans' Affairs Office before enrolling for additional (post-graduate) courses.

SERVICES TO ASSIST YOU

TESTING CENTER

The Testing Center (TC) is responsible for all non-instructional testing on campus. The TC makes available a wide range of tests used by counselors and other college staff in their work with students who wish to know more about themselves. The goal of the Center is to provide students with the personal information they need for understanding themselves and for making appropriate academic and career decisions.

Students may initiate testing by visiting the Testing Center in Room 353, or by calling 231.777.0394.

PLACEMENT TESTS—

Choosing the courses that are right for you requires careful planning. The results of placement tests can help you make good choices. Therefore, to help you plan and be successful in your classes, the College requires that you complete all placement tests before registering for classes. Please note, if you have a proficiency level of 1 or 2 on both the reading and writing high school MEAP tests, or attain a 10th grade reading level in comprehension and vocabulary on the Nelson-Denny, or an ACT composite score of 22 or greater, and provide the College with proof of that score, some placement tests may be waived. The mathematics placement test is still required. S.A.M. students are exempt from placement testing.

New Students: If you plan to enroll for six or more credit hours, you must complete the following placement tests before registering (see above for exceptions):

1. English - measures writing skills
2. Reading - measures vocabulary and comprehension skills
3. Math - measures basic math through college-level skills

You may choose to take the basic computer competency test and/or the chemistry placement test.

Currently Enrolled Students and Transfer Students: You are generally not required to take the reading placement test if you have completed 15 college credit hours with a cumulative grade-point average of 2.0 or above. Transfer students must have official transcripts sent to MCC from their previous college(s). Students who transfer an equivalent math or English course from another college may also be eligible to waive the math and/or English test. If uncertain about your status, consult an MCC counselor.

Placement test results: If you complete your tests in English, reading, and math; and if you have an MCC student number, your test results will be mailed to you. You may also get your results from the Testing Center.

See page 163 for an explanation of the English placement codes.

In many courses you must demonstrate, before enrolling, that you are **READY TO SUCCEED**, by scoring at an acceptable level on the reading test (10th grade in both vocabulary and comprehension). If your reading is not at this level or above, you must enroll in RDG 040A or RDG 040C during your first semester.

Based on the math test results, you will be recommended for an appropriate level math course. You must be recommended for a 100-level math course to be exempted from the Math 050 foundational skill requirement.

Based on the computer competency test, you will either have met the computer skills requirement or you must enroll in and successfully complete any CIS course. To meet the College's technology goals, students are strongly recommended to complete CIS 110, CIS 120A, or CIS 129.

If you plan to take less than six credits but would like to take a class with a reading, writing, or math prerequisite, you will still need placement test(s). Talk with an MCC counselor (231.777.0362) or call the

Testing Center (231.777.0394) for more information.

PLACEMENT TESTS ARE VERY IMPORTANT.

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

COUNSELING

Muskegon Community College's counseling staff offers a wide variety of educational, vocational, and personal counseling services. Academic advising provided by MCC counselors is especially important for students as they work through various degree and program requirements to reach their educational and vocational goals. Career counseling, using a variety of assessment tools, is available for students who are interested in finding careers which build on their interests, aptitudes, experiences, and values. Educational and personal counseling can help students adjust to a new academic environment and resolve problems that may interfere with classes, jobs, and personal relationships.

Counselors are available, by appointment, Monday through Friday, from 8:30 a.m. to 4:00 p.m., and Monday through Thursday, from 5:00 p.m. to 9:00 p.m. Appointments may be made in Room 204 or by calling 231.777.0362.

Walk-in counseling is available Monday through Friday, from 1:00 p.m. to 4:00 p.m., and Monday and Tuesday evenings, from 5:00 p.m. to 7:00 p.m., during the fall, winter and spring semesters, in Room 204. Walk-in counseling is intended for immediate concerns rather than academic advising. Students who need to see a counselor for academic advising and course planning must make a counseling appointment.

COLLEGE SUCCESS CENTER (CS Center)

The CS Center, located on the lower floor of the Library (Learning Resource Center), was established to help students realize their full educational potential at MCC. It includes three labs which offer credit courses in writing, math, and reading/study skills, as well as a Tutoring Center. The CS Center works closely with the Testing Center.

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

For the one-on-one courses, weekly scheduled conferences with instructors and paraprofessionals provide constant monitoring of skill development, and assignments are adjusted accordingly. The CS Center is open at least 60 hours a week so that students may use it during their free time.

TUTORING SERVICES

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

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

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

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

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

SPECIAL SERVICE PROGRAMS OFFICE

SPECIAL POPULATIONS

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

Students requesting these services must present documentation supporting their inability to succeed without special support services. A Special Service Programs Handbook describing these services in more detail can be obtained in the Special Service Programs Office located in Room 101.

CAREER SERVICES

Employment Resource Center

The Employment Resource Center is located in the main campus building in Room 204. The Center's primary function is to assist MCC students with off-campus, part-time and temporary employment while attending classes and full-time placement in their chosen fields upon graduation. Current openings are posted for local, state, national and international jobs. Numerous employment resources are available such as handouts and books, and also individualized attention for employment needs.

All services are free-of-charge and are available to adults in the general public. The Center hours are Monday and Tuesday 8:00 a.m. to 7:00 p.m., and Wednesday through Friday 8:00 a.m. to 4:30 p.m.

For further information, call 231.777.0292 during office hours or leave a message after hours.

Career Resource Center

The Career Resource Center (CRC) provides current career and college information through a variety of exploration materials including computers, the National College Catalog collection and numerous career reference books. The Center offers several computer assessments that match personal interests to working conditions and produce lists of information regarding job opportunities, educational requirements, salaries, and working conditions.

Admissions applications for Michigan colleges, curriculum guides, and catalogs are available. Transfer information to four-year colleges, and self-assessment materials are also available.

Admissions officers from four-year colleges make periodic visits to MCC to meet with students considering furthering their education. Information about scheduled visits can be acquired from room 204. The Career Resource Center can also be reached by calling 231.777.0365.

COSTS

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

Tuition

Tuition rates are subject to change; please refer to the Schedule of Classes for current rates. The following rates are effective for Winter Semester 2004.

In-District	\$56.00 per credit hour
Out-of-District	\$82.00 per credit hour
Out-of-State	\$100.00 per credit hour
Registration Fee	\$25.00 each semester or session

Excess Contact Hour Rates: There is an additional tuition charge when the number of “contact hours” for a particular course exceeds the number of credit hours granted for that course. Contact hours generally represent the actual number of hours per week that the course meets, including any labs, performance time, or clinical instruction. Please see the current Schedule of Classes publication for courses with excess contact hours and the rate of charge. If the number of contact hours is equal to the number of credit hours, there is no additional charge.

REFUND POLICY

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

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

1. A 100% refund of tuition will be granted if official withdrawal procedures are completed prior to the starting date of any term.
2. Refunds for withdrawal from the College or from single classes will be prorated as follows after the start of a semester:
 - 100% — First day through the 8th day of the semester
 - 50% — 9th day through the 12th day of the semester
 - No refund after the 12th day of the semester.
3. Refunds for withdrawal from the College or from single classes during the Spring or Summer Session are granted as follows:
 - 100% — First day through the 4th day of the session
 - 50% — 5th day through the 6th day of the session
 - No refund after the 6th day of the session.
4. Refunds for withdrawal from modular classes are based on the number of weeks the class meets and are prorated accordingly.
5. In the event of a canceled course, refunds are automatic.
6. Refunds will first be applied to any outstanding debts owed to the College by the student; the balance will be mailed after the 12th day during a regular semester and after the sixth day during the Spring and Summer Sessions.
7. No refunds are granted for Nurses’ uniforms or graduation cap and gown charges once the order has been placed.

COMMUNITY SERVICES

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

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

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

FINANCIAL AID

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

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

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

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

1. Be accepted for admission to the College as a regular student (new students must submit a completed Application for Admission to the Admissions Office).
2. Complete and submit an “Free Application For Federal Student Aid.” Request that a copy be sent to Muskegon Community College (College Code #002297). This is required for all aid programs based on financial need.
3. Complete and submit an MCC Financial Aid Application to the Financial Aid Office of the College.

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

for FALL SEMESTER	May 1
for WINTER SEMESTER	October 1
for SPRING/SUMMER SESSIONS	March 1

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

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

FEDERAL PROGRAMS

PELL GRANT

PELL Program grants are available to students in financial need. Grants range from \$400 to \$4,050. The actual amount of each grant depends upon the student’s eligibility number and the number of credit hours being carried each semester. A PELL award may be used during the Spring/Summer Sessions as well as

during the Fall and Winter Semesters, if the student has not been enrolled as a full-time student during both the Fall and Winter Semesters. To be eligible to receive any funds, most students must be enrolled at least half-time.

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

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

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

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

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

COLLEGE WORK-STUDY PROGRAM (CWSP)

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

FEDERAL FAMILY EDUCATION LOAN PROGRAMS

The Federal Government sponsors a variety of low-to-moderate interest loan programs through banks and other commercial lenders. Interest rates are variable, and range from about 3% to 11%. Information and applications for the following programs are available from local banks and other lenders.

STAFFORD LOAN

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

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

PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

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

STATE PROGRAMS

MICHIGAN COMPETITIVE SCHOLARSHIP PROGRAM

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

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MICHIGAN ADULT PART-TIME GRANT PROGRAM

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

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

MICHIGAN EDUCATIONAL OPPORTUNITY GRANT PROGRAM

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

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

MICHIGAN TUITION INCENTIVE PROGRAM (TIP)

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

Students apply for the TIP Program by submitting the "TIP Program Application," before graduating from high school. The application is available in local high schools and in the Financial Aid Office.

MICHIGAN WORK-STUDY PROGRAM

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

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

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

OTHER FEDERAL AND STATE PROGRAMS VETERANS' PROGRAMS

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

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

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

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

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

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

MICHIGAN VETERANS TRUST FUND (MI PUBLIC ACT 245) — This state program provides benefits for children (between the ages of 16 - 26 years) of certain totally disabled or deceased Michigan veterans. Eligible students must enroll full-time, and may receive up to \$2,800 per year for tuition and class fees. Applications are available from the MI Veterans Trust fund, 611 W. Ottawa, 3rd Floor, Lansing, MI 48913.

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

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

VOCATIONAL REHABILITATION SERVICES PROGRAM

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

NATIVE AMERICAN TUITION GRANTS

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

COLLEGE PROGRAMS

MCC BOARD OF TRUSTEES SCHOLARSHIP

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

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

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

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

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

S.A.M. TUITION WAIVER

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

PERFORMANCE-BASED SCHOLARSHIPS IN ACADEMIC AND PERFORMANCE AREAS

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

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

ATHLETIC GRANT-IN-AID

These grants, ranging up to full tuition, are available to students who demonstrate collegiate-level athletic ability, carry a minimum of 12 credits per semester, and participate in one of the intercollegiate sports offered at MCC. Students must maintain academic eligibility in order to participate in intercollegiate athletics as well as to receive a grant. Applications, which are available from the Athletic Department Office, should be submitted to the Director of Athletics along with a complete high school transcript.

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

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

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

LOCAL COMMUNITY PROGRAMS

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

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

OTHER COLLEGE PROGRAMS

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

- Amos Nordman Foundation Scholarship
- Blue and Gold Scholarship
- Dekker Scholarship
- Muskegon Heights Optimists Club
- F. Charles Raap Public Service Scholarship
- Robert J. Sumners Scholarship
- VanEerden Scholarship
- Samuel Westerman Foundation Scholarship

SATISFACTORY PROGRESS POLICY FOR FINANCIAL AID RECIPIENTS

1. Students who receive financial aid must remain in academic good standing, and must make satisfactory progress towards the completion of their program requirements. This policy applies to all students who receive assistance from any Federal or State financial aid program, or any other program administered by the College which requires a determination of academic good standing or satisfactory progress as a criterion for eligibility. This policy is separate from the College's general probation/dismissal policy.

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2. "ACADEMIC GOOD STANDING" means maintaining a cumulative grade-point average of not less than the following:

CREDIT HOURS COMPLETED	MINIMUM GPA REQUIRED:
1 – 12	1.50 cumulative
13 – 24	1.75 cumulative
25 and above	2.00 cumulative

"SATISFACTORY PROGRESS" means completing, with a grade of record (that is, an A, B, C, D, or P, including "+" or "-"), the following number of credits each semester:

SEMESTER ENROLLED	MINIMUM CREDITS TO BE COMPLETED
1st - 3rd semester	50% of credits attempted
4th semester and after	75% of credits attempted
3. If a student fails to remain in academic good standing and/or fails to make satisfactory progress, she/he will be ineligible to receive any further financial assistance until she/he has completed (at the student's own expense) enough credits to meet the minimum number required and/or to raise the cumulative grade-point average up to the minimum GPA required.
4. Students are subject to review under this policy at the end of each academic term. However, except under unusual circumstances, no award previously offered will be revoked without the student first being given one semester of "probation," during which she/he will have the opportunity to raise her/his GPA and/or accumulated credits to a satisfactory level.
5. Any student who fails to meet the standards of this policy and is denied aid or terminated from a financial aid program has the right to appeal that decision to the Financial Aid Petitions Committee. **ALL APPEALS MUST BE IN WRITING.** The Financial Aid Petitions Committee will normally consider such things as illness, a change in employment schedule, or other extenuating circumstances, which were beyond the reasonable control of the student, to be grounds for a successful appeal. The student must be prepared to offer any proof or documentation which the Committee feels is necessary. For example, a student who claims illness must be able to show a hospital record or a physician's statement, recommending that the student not continue in school.
6. The above policy states the MINIMUM standards required for most financial aid programs. However, some scholarship and loan programs require HIGHER standards (especially with regard to cumulative grade-point average) than this policy. Therefore, a student may qualify for most aid programs by meeting the conditions of this policy, but might be denied a specific scholarship or loan until raising her/his cumulative GPA or completing additional credit hours.
7. Federal financial aid may be awarded for no more than 150% of the number of credits normally required to complete an associate's degree. For example, an associate's degree requires at least 62 credits. Therefore, a student could receive financial aid for up to 93 credits, providing the student remains in good standing and makes satisfactory progress. Certificate and degree programs which require fewer or greater credits are prorated accordingly.

FINANCIAL AID REFUNDS

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

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

REGISTRATION INFORMATION

Students are responsible for their own educational planning and course selection. The College does offer many services to assist the student.

Testing—Before registering for classes you must take placement tests which will help you choose the right courses. See “TESTING” on page 22.

Counseling—Schedule an appointment to see a counselor early, but preferably after taking the placement tests. The counselor can assist you in curricular planning and with other concerns you may have. See “COUNSELING” on page 23.

Career Center—Stop in Room 204 if you wish to explore career options or review materials related to your career choice.

Registering—Obtain a copy of the class schedule. These are available three times a year. Fall and Winter Semesters are 15 weeks in length. Spring and Summer Sessions are offered with a variety of start and ending dates. Become familiar with the schedule. You will be allowed to register according to your Student Number. Register as soon as you are eligible to ensure your place in the classes you desire.

In the Schedule of Classes, please note that night classes can be identified by darker print; “R” stands for Thursday; some classes are held off campus—be sure to check the location of the class.

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

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

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

HOW TO REGISTER

Telephone and On-Campus Registration—Check the class schedule and call or come in according to the time assigned to your student number. Be prepared to give the following information: (1) Name and Student Number, and (2) Section number for each class for which you wish to register. Within a week you will receive a copy of your schedule in the mail, which will also indicate the amount you owe for tuition and fees and the deadline for payment.

On-Line Registration—You may also register on-line at www.muskegoncc.edu. Name, Student Number, and class section number(s) are required.

When you receive your schedule—(1) Check to see if all information is correct, and (2) Pay your tuition by the due date. If you do not pay by the due date, you will be dropped from your classes. You may re-register, but you must pay tuition at that time (course selection may be limited).

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

Dropping Courses – (Other than complete withdrawal from the College)—You may withdraw from courses during the time specified in the Schedule of Classes by contacting the Records Office in Room 106. If changing courses/sections after the drop period, students may only transfer from one section of a course to another section of the same course. Students attempting to drop and add courses of different names outside of the 100% refund period will be billed for tuition accordingly.

GENERAL ACADEMIC POLICIES

Audit Policy

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

These policies include the following:

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

Academic Withdrawal Policy

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

Attendance – You are expected to attend all sessions of the classes in which you enrolled. Students with excessive absences may be dropped from the class at the discretion of the instructor. Instructors who

do not take attendance into account when determining a student's status in the course must maintain other consistent means of showing participation on the part of the student.

Changing a Grade by Repeating a Course – In order to eliminate the earlier grade from a repeated course, a student must initiate a Change of Grade Request in the Records Office. The first grade will be changed to a “WR” which is not computed in the student's GPA; only the second grade will be computed. Students are advised, however, that some colleges and universities compute grade point averages differently for repeated courses. Upon transfer, the student's GPA might be re-computed, and thus be lower than the GPA computed by MCC.

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

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

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

Academic Dismissal – Students placed on academic probation for two consecutive semesters may be dismissed from the College for one semester. Normally, such dismissal occurs during the Spring Session, and the student is prohibited from enrolling for the Fall Semester. However, students who have been dismissed may enroll in classes for the Spring and/or Summer Session in order to correct their academic deficiencies. Those who earn a 2.0 grade point average or better for a minimum of 3 credit hours during the Spring and/or Summer Sessions will be permitted to enroll on a probationary status for the Fall Semester.

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

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

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

RECORDS

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a state college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

DIRECTORY INFORMATION

The College designates certain information as “directory information.” This information may be disclosed without violating FERPA. Directory information includes such information as student’s name, address, phone number, date and place of birth, major field of study, name of student’s high school, participation in officially-recognized sports and activities, weights and heights of athletes, dates of attendance, degrees and awards received and other similar information.

Students wishing the college to withhold directory information, may do so during the first week of classes by submitting the non-disclosure form to the Dean of Students. Forms are available at Registration. A new non-disclosure form must be completed each academic semester/session.

Students wishing to review their records, or to have them amended, must make a request in writing to the Dean. Records will be available for review within two working days of receiving the request. A request for amendment will be discussed, if appropriate, a decision will be made in a timely manner.

DISCLOSURE OF EDUCATION RECORDS

The College will disclose information from a student’s education records only with the written consent of the student, except;

1. To school officials who have a legitimate educational interest in the records. (Note: A college or university is required to specify the criteria for school officials and for legitimate educational interests.)
2. To officials of another school, upon request, in which a student seeks enrollment.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the college.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

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

Transcripts—A transcript is a copy of the academic record of a student. A \$2.00 fee is charged for each requested copy. Mail-in requests or telephone requests for transcripts also cost \$2.00 per single copy. An official transcript is one that is received directly from the issuing institution. It must bear the College seal, date and an appropriate signature. Transcripts received that do not meet these requirements are not official and will be rejected for permanent use.

Request forms are available in the Records Office, Room 104.

Graduation Requirements—Students who graduate from Muskegon Community College will be awarded an Associate in Science and Arts degree, Associate in Applied Science degree, a certificate, or a diploma. Graduation requirements for the Associate degree include two credits in physical education. Refer

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

Application for Graduation—If you have earned at least 40 credit hours and wish to apply for graduation you must file for a graduation audit in the Records Office. The application must be turned in no later than 90 days prior to the end of the semester or session in which they plan to complete requirements for their degree.

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

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

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

GRADING SYSTEM

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

Quantitative Grade Values

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

Non-quantitative Grades (not computed)

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

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

“Incomplete” Policy—When a student is unable to complete all of the required work for a course because of illness or other unpredictable circumstances, the student may request an Incomplete (I) grade.

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When requested by the student, the instructor's judgment will determine whether the incomplete grade will be assigned. If the instructor does not deem the circumstances to be appropriate for an Incomplete (I), the student may elect to withdraw from the course according to the withdrawal policy.

Although shorter time periods may be assigned on a case-by-case basis as specified on the Incomplete Grade Form, "I" grades must be completed within one year of the official occurrence of the grade.

Failure to complete an "I" grade by the deadline date specified on the Incomplete Grade Form will result in the assignment of the grade specified on the Form.

The Incomplete Grade Form must accompany all incomplete grades submitted.

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

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

Example:

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

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

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

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

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

COMMUNITY SERVICES

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

Continuing Education Unit credits (CEUs) may be offered for professions that require regular upgrading for certification. Special seminars to meet the training needs of specific organizations can be arranged by phoning the Community Services Office at 231.777.0216.

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

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

COMMUNITY LIAISONS

The Community Services Office provides courses, seminars and special programs for a variety of special interest groups. To better serve several of these groups, liaisons conduct programs for women, minorities, and seniors. The liaisons cooperate with community members and special interest groups to develop desired programs. Program information can be obtained by calling 231.777.0211.

ANNUAL PROGRAMS, ACADEMIES AND CONFERENCES

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

BUSINESS AND INDUSTRIAL TRAINING CENTER

Muskegon Community College provides training in virtually every area for local business and industry through workshops, seminars, and classes. These may be held on campus or at the workplace, depending on the particular needs of the industry. Trainers are selected from the College faculty or from area working professionals. Training may be for either college credit or non-credit.

Staff members from the Business and Industrial Training Center are available to help design courses and provide resources and materials for the training sessions. For more information call 231.777.0217.

STUDENT ACTIVITIES**SPECIAL EVENTS COMMITTEE**

The Special Events Committee, a subcommittee of the Student Services Council, sponsors social and cultural programs for the College and the community. Programs such as concerts, films, lectures, dance, theater and comedy may be presented, often in cooperation with various divisions and departments of the College.

The Committee also provides discount coupons for students which may be redeemed for tickets to various off-campus performances, including those of the West Shore Symphony Orchestra, Muskegon Civic Theatre, as well as Muskegon Fury Hockey and Cinema Carousel Theaters. You are invited to stop in the Student Activities Office in Room 204 if you wish to purchase discount coupons or require additional information on any of these programs. You may also participate in the selection process for special events programs through this office.

STUDENT ORGANIZATIONS

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

STUDENT GOVERNMENT ASSOCIATION (SGA)

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

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Goals of SGA:

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

ATHLETICS

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

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

ALUMNI ASSOCIATION

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

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

Those persons wishing to serve on the MCC Alumni Association Board of Directors should contact the College at 231.777.0265, or stop by the Association Office on campus in Room 100.

THE FOUNDATION FOR MUSKEGON COMMUNITY COLLEGE

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

COUNCIL SYSTEM

The Council System of the College provides an internal review and recommendation process that permits and encourages participation and involvement by representatives from the entire MCC community.

Four permanent advisory councils represent the major service functions of the College:

1. Instructional Affairs Council
2. Student Services Council
3. Business Activities Council
4. Institutional Planning, Assessment and Development Council

A fifth council, the Coordinating Council, serves as a final review board. It forwards the advisory recommendations of the major councils to the President.

In cooperation with the Faculty Association, the Student Government Association, and non-teaching

associations, these councils provide orderly channels for seeking and expressing ideas and developing recommendations. Their primary function is to plan and recommend policy. However, they may also be asked on occasion to serve as sounding boards to determine the merits of a new idea or the merits of reviewing established policies, practices, or procedures.

PETITIONS COMMITTEE

The Petitions Committee, a standing committee of the Student Services Council, is composed of students, counselors, and faculty members. The Committee meets as needed to review requests for re-admission from students on academic dismissal and to consider all other requests submitted. The Petitions Committee exists to consider the petitions of students with respect to any college rule or regulation. Board policy has empowered the Petitions Committee to take direct action in the following areas:

1. Re-evaluation of WA grades (Withdrawal—Agreement) for an entire semester.
2. Change of WI grades (Withdrawal — Illness) due to physical or mental illness.
3. Changes from academic grades to W (Withdrawal) or WP (Withdrawal—Passing) or WR (Withdrawal—Repeat).
4. Review requests for tuition refunds.

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

Students may present questions regarding any regulation or policy of the College in writing to the Petitions Committee. Letters of petition should be sent to the Petitions Committee Secretary, Room 106, Muskegon Community College, 221 S. Quarterline Rd., Muskegon, MI 49442.

COMPLAINTS/GRIEVANCES

Affirmative Action complaints (under Title IX) and Handicapped complaints (under Title 504) should be directed to:

Diana Osborn – Dean of Administrative Services, Room 116 (phone 231.777.0350).

FACILITIES

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

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

Parking – Two large parking lots serve the campus. The main lot is located south of the Academic Complex, and may be entered from Marquette Avenue or from Quarterline Road. The smaller lot is located north of the Technology Building, and is entered off Quarterline only.

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

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

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

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

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

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

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

Food Service— Food service is provided in the cafeteria in the Student Union. It is open Monday through Thursday from 7:30 a.m. to 8:30 p.m. and Fridays from 7:30 a.m. to 1:00 p.m. The cafeteria is closed during the Summer Session, but vending machine services are available.

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

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

Allen G. Umbreit Learning Resource Center (LRC) – The mission of the Allen G. Umbreit Library of Muskegon Community College is to provide instructional materials and information services to support the curricula offered by the College and to meet the informational and research needs of students, faculty, staff and administration. The library extends these services to the community and serves as a catalyst in the lifelong learning process for the citizens of Muskegon County, Michigan and the greater West Michigan area.

The book collection currently exceeds 50,000 volumes and is arranged by the Library of Congress Classification System. Other materials include magazines, newspapers, videocassettes, audio cassettes, compact discs, and microforms. The Library also subscribes to several online databases that support faculty and students research needs. Most of these online databases are password accessible for MCC students who have off-campus Internet access. Internet computers are available in the library for student research and assignments. Students must log in to use these workstations and agree to the MCC *Acceptable Use Policy*.

Professional librarians are on duty to assist students and the general public. Special services include inter-library loan, photo-copy machines, individual study carrels, a workstation for visually impaired persons, and individual orientations. A one credit hour course, English 234-D (Library Skills/Research Skills) is offered during the fall and winter semesters.

Hours for the Library during the fall and winter semesters are 8:00 a.m. to 9:30 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Friday. Saturday hours are 10:00 a.m. to 3:00 p.m. Spring hours are Monday through Thursday 8:00 a.m. to 8:30 p.m. and Friday 8:00 a.m. to 4:30 p.m. Summer hours are Monday and Tuesday 8:00 a.m. to 8:30 p.m. and Wednesday through Friday 8:00 a.m. to 4:30 p.m.

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

Media Services— Instructional support services including procurement and scheduling of audio, video, photographic, and graphics reproduction equipment are available to students and faculty. Professional assistance in the selection, production, and use of all types of media materials is also available from the Media Services facility located in the Muskegon Center for Higher Education complex.

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

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

Observatory— The Muskegon Community College Observatory is located at the Muskegon County Wastewater Management System, 8301 White Road. The Observatory facility, which was dedicated in the fall of 2001, was created to complement the College's astronomy program, as well as serve as an additional resource for area recreational stargazers. Public viewings will be scheduled for clear evenings during the months of April through October beginning in 2002.

CENTER FOR THEATER

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

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

JAMES L. STEVENSON CENTER FOR HIGHER EDUCATION

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

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

The Muskegon Community College Graphics Technology instruction and reproduction departments, Media Services Department, and the Television Studio are all housed in the Muskegon Center for Higher Education.

HISTORY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GOVERNANCE

MCC is governed by a seven-member board of trustees who are elected for six-year terms on an “at large” basis from throughout the district (Muskegon County.) The College’s chief executive is the President, appointed by the board of trustees. Serving the institution at the April 2004 printing of this catalog are the following persons:



Ann D. Oakes
Chairman



Roy Portenga
Vice-Chairman



Dorothy Lester
Secretary



Kenneth J. Walcott
Treasurer



Frank Bednarek
Trustee



John DeBoer
Trustee



Nancy L. Rubinsky
Trustee

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