



About Monroe County Community College

HISTORY

Monroe County Community College is a public, two-year institution supported by tax monies from Monroe County, educational funds from the state of Michigan and student tuition. The Monroe County Community College District was formed on June 29, 1964, by the electors of Monroe County. On July 3, 1964, the district was given statutory authority under the provisions of Michigan Act 188 of the Public Acts of 1955 to function as a community college.

The 210-acre Main Campus is centrally located in Monroe County with easy access to Detroit and Toledo. The Whitman Center in Bedford Township near the Michigan-Ohio border offers a wide selection of courses.

Monroe County, Michigan

French missionaries came to this territory as early as 1634. The river that flows through the center of the city of Monroe was named the River Aux Raisin because of the many grapes growing in the locality. A trading post and fort were established here in 1778. Francois Navarre was the first white settler in

1780. The first settlement was called Frenchtown, when about 100 French families came here from Detroit and Canada. The American flag was first raised in Michigan in Monroe in 1796. In 1817, Frenchtown was renamed Monroe by Governor Lewis Cass in honor of President James Monroe. St. Antoine's Church on the banks of the River Raisin was the second church in the state.

Monroe County is located at the west end of Lake Erie and has a population of approximately 146,000. Parts of the county are industrialized, but much of it is also devoted to agriculture. The Port of Monroe is located on the St. Lawrence Seaway and could lead to increased business and industrial expansion. A modern hospital is located within the county. There are many opportunities to attend the church of one's choice.

Cultural and recreational facilities are available in the county and in nearby areas. The county is within easy driving distance of Detroit, Ann Arbor and Toledo. Other institutions of higher learning nearby include the University of Michigan (40 miles), Eastern Michigan University (35 miles), University of Toledo (20 miles), Wayne State University (35 miles) and the University of Detroit-Mercy (35 miles).

MISSION STATEMENT

Monroe County Community College was established to provide a variety of higher education opportunities for the residents of Monroe County. The college's mission is to provide:

- Programs for students planning to transfer to four year institutions
- Programs for students seeking an associate degree or certificate in an occupational area
- General education courses/experiences integrated throughout the curriculum
- Training and retraining for business and industry
- A strong complement of student support services, and
- Other activities to meet the lifelong educational and employment needs of its students

ACCREDITATION

Monroe County Community College is accredited by the Higher Learning Commission and is a member of the North Central Association. Copies of documents regarding accreditation may be reviewed in the Office of the Vice President of Instruction.

North Central Association
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
www.ncahigherlearningcommission.org
1-800-621-7440

Program Accreditations:

The following MCCC programs have earned specialized accreditation:

- Nursing
National League for Nursing Accrediting Commission (NLNAC)
350 Hudson Street
New York City, New York
1-800-669-9656, extension 153
- Respiratory Therapy
Committee on Accreditation for Respiratory Care (COARC)
1701 W. Eules Boulevard, Suite 300
Eules, Texas 76040-6823
1-817-283-2835

PHILOSOPHY

Monroe County Community College is dedicated to the philosophy that the nation's most precious resource resides in the diverse knowledge and abilities of its citizens. The college endeavors to provide educational opportunities to enhance this knowledge and refine these abilities.

The college offers its programs and services within a framework of ethical integrity in all relationships and practices.

The college believes that liberal admissions requirements are an essential part of its philosophy.

The college admissions policy affords equal opportunity for all qualified individuals for higher educational experiences.

EDUCATIONAL OBJECTIVES

The college is organized to meet the educational needs of the community by:

1. Offering freshman and sophomore, college-level programs in the liberal arts, sciences and preprofessional fields for students who plan to transfer to senior educational institutions;
2. Offering one- and two-year occupational and/or career programs for students preparing for employment in technical, business or health-related fields;
3. Providing general education courses and experiences integrated throughout the curriculum that will enable students to write and communicate effectively, utilize mathematics and employ appropriate methods of critical thinking and problem solving;
4. Providing opportunities for intellectual, cultural and personal development for adults in a wide range of lifelong learning courses;
5. Working with business and industry to develop training and retraining programs to meet ever-changing employment needs;
6. Providing a strong complement of comprehensive support services to assist students in pursuit of their academic and vocational goals; and
7. Cooperating with other school systems, civic groups, educational institutions and private individuals and corporations to offer educational services.

ASSESSMENT PHILOSOPHY

Assessment at MCCC is a systematic and comprehensive examination of the college mission. Relevant academic and non-academic activities will be used to determine if the mission mandates continue to be met. Assessment illustrates that the college is committed to improving in all areas, particularly the central institutional mission: teaching and learning effectiveness.

Assessment at MCCC enables the institution to demonstrate concretely and convincingly that students are learning those skills, competencies and attributes necessary to successfully function as productive citizens. Assessment also provides our constituency with an ongoing reporting mechanism that indicates high-quality performance at an institution where public resources are effectively expended for the betterment of the MCCC district. The assessment process at MCCC provides an appropriate, self-determined accountability mechanism that provides assurances that MCCC continues to meet its institutional mission. It provides a clear avenue for reporting results to its accrediting organization and to the State of Michigan.

POLICY STATEMENT ON ILLEGAL DISCRIMINATION AND SEXUAL HARASSMENT

The Community College District of Monroe County, Michigan affirms its desire to create a work and study environment for all individuals that is fair and responsible. The college endeavors to support an environment that will support, nurture and reward career and educational goals on the basis of relevant factors such as ability and work performance.

The college believes that illegal discrimination and sexual harassment are inconsistent with a supportive environment, and as such, endorses all applicable state and federal legislation, which includes the Elliot-Larsen Civil Rights Act (Michigan) and the 1964 Civil Rights Act (Federal) involving prohibiting discrimination or harassment in employment and in the utilization of education facilities.

It is therefore the policy of the college that no employee or qualified person participating in a college-sponsored program, service or activity shall be discriminated against because of race, color, religion, national origin or ancestry, age, height, weight, sex, marital status, veteran status or disability.

It is furthermore the policy of the college that any illegal acts of discrimination or sexual harassment of students or employees will be considered as unacceptable and impermissible conduct. Such acts will not be condoned or tolerated by the college.

The college will investigate any allegation of illegal discrimination or sexual harassment. If inappropriate behavior is found to have occurred, prompt remedial action will be taken. Any employee found to have engaged in prohibited discrimination or sexual harassment is subject to immediate discipline up to and including termination, and any student found to have engaged in prohibited discrimination or sexual harassment is subject to immediate discipline, up to and including expulsion.

No employee or student will be disciplined or retaliated against for making a good faith complaint or request for investigation pursuant to this policy.

The college's equal opportunity officer and Title IX and Section 504/ADA coordinator and compliance officer for discrimination and sexual harassment is the director of human resources, Monroe County Community College, 1555 South Raisinville Road, Monroe, Michigan 48161, phone (734) 384-4245.

For procedural information, please go to www.monroecc.edu.

POLICY STATEMENT ON SOCIAL SECURITY NUMBER PRIVACY

The State of Michigan Public Act 454 of 2004 establishes regulations to help ensure the privacy of student Social Security numbers. This includes the proper use, disclosure and disposal of student Social Security numbers.

The Community College District of Monroe County Michigan will follow procedures to ensure that these requirements are met.

For procedural information, please see the Web site at www.monroecc.edu.

MAIN CAMPUS

The Monroe County Community College campus, located on South Raisinville Road, opened for students in October, 1967. The campus buildings are related to one another by an attractively landscaped center mall. Each building is both functionally and esthetically designed.

The Campbell Learning Resources Center is the focal point of the campus. This two-story building contains classrooms, faculty offices and the necessary space to house library facilities for a collection of over 46,000 volumes and over 300 current subscriptions, as well as electronic access to thousands of magazines and journals.

The Audrey M. Warrick Student Services/Administration Building, across the mall from the Campbell Learning Resources Center, provides dining facilities, a recreation area and a bookstore for the student body. In addition, this facility houses four community-use conference rooms, a student lounge, an art room, the Cuisine 1300 restaurant and a beautiful courtyard. The Student Government conducts its activities from this center. The counseling, admissions, administrative and general offices are also located in this building.

The technology buildings are two separate units connected by a covered walkway. The East Technology Building contains an art studio, drafting area and business education rooms. The West Technology Building houses the Regional Computer Technology Center, classrooms, offices and laboratories related to the industrial technology curricula. A lab annex for automotive engineering technology and construction management technology was added in support of these two programs in 2002.

The Life Sciences Building, located across the mall from the technology buildings, contains offices, the student newspaper, laboratories and classrooms related to the physical and natural sciences. The building also contains two auditorium-type lecture halls and a climate-controlled greenhouse.

The Gerald Welch Health Education Building, located on the north end of campus, houses the nursing, respiratory therapy and physical education program classrooms and laboratories, a day-care center, a multi-purpose room, a dance-aerobics room and a fitness center.

In the latter part of 2004, the college opened the La-Z-Boy Center and Meyer Theater. This 52,000-square foot building combines facilities equipped for education and training with a performing arts venue. The La-Z-Boy Center also houses the Corporate and Community Services Division offices.

LEARNING RESOURCES CENTER

The Learning Resource Center (LRC) provides students and faculty with services, print materials and online resources selected to support the college curricula and promote independent research and lifelong learning. Located on the first floor of the Campbell Learning Resource Center, the Library includes areas for quiet and group study, workstations for Internet access, on-line databases, reserve class materials, wireless access and magazine articles in both print and on-line format. Classrooms, faculty offices and the Learning Assistance Laboratory (LAL) are located on the second floor. The Little Theatre, Educational Media Services office, Information Systems, a microcomputer lab and additional classrooms are located on the lower level.

Learning Resources Center faculty and support staff are available to assist students and faculty in all phases of library, audiovisual and LAL services. Reference librarians provide both individual reference help and classroom research education sessions.

Learning Assistance Lab (LAL)

The LAL provides academic support services as well as services to students with disabilities. Our goal is to help students improve their classroom performance and achieve academic success. All LAL services are free to MCCC students. The LAL is located in room C-218. Appointments can be made in person or by calling (734) 384-4167.

Tutoring

Tutoring is available for most MCCC courses. Most tutoring is done one-on-one, but group tutoring is sometimes scheduled when students request it. Although walk-ins are accepted, appointments should be made to insure a time is reserved for you. Tutoring is also available to help students improve their study strategies.

Writing Center

Student Writing Fellows assist with all stages of the writing process from pre-writing to revision and editing. The Writing Fellows are students who have demonstrated writing ability in English 254, Advanced Composition. Many courses at MCCC are assigned a Writing Fellow; however, assistance on any writing project is also available by appointment in the LAL.

Supplemental Instruction

Group study sessions are led by a trained student leader for selected courses. The leader attends class, takes notes, reads the assigned materials and conducts two study sessions per week. The scheduled group study sessions are informal and have proven helpful to students who attend.

First Steps for Classroom Success Workshop

This workshop highlights study skills and other "success strategies." Some of the topics covered are Organizing for Effective Study, Taking Lecture Notes, Proven Learning Tools and Surviving the First Day of Class. These free workshops are offered the day before the Fall and Winter semesters begin, and are available to anyone interested in improving their classroom performance.

DISABILITY SERVICES

Students with documented disabilities may be entitled to classroom and instructional accommodations, as well as access to all college facilities and programs. Accommodations are intended to “level the playing field” as much as possible, so that the student with a documented disability has an equal opportunity to succeed. Access is provided while maintaining high academic standards.

Disability counselors are available to assist students with disabilities in all aspects of their educational planning. Students may schedule an appointment with a disability counselor in the LAL to request accommodations, plan their schedule, obtain career and transfer information and provide collaboration with outside agencies.

Procedures for Requesting Accommodations for Students with Disabilities

1. Under the Americans with Disabilities Act or the Rehabilitation Act of 1973, an individual with a disability includes any person who has a physical, learning, emotional, behavioral or mental impairment which substantially limits one or more major life activities.
2. At least ten business days prior to the first class session, it is the responsibility of the student with a disability to schedule an appointment with a Learning Assistance Laboratory counselor/coordinator to begin the accommodation process. (Room C-218 of the Campbell Learning Resources Center, phone 734-384-4167)
3. Once an accommodation plan has been developed, instructors will be notified by the LAL as to the specific accommodation(s) to be provided. If a special request is received after the course/semester begins, a decision regarding the type and extent of the accommodation will be communicated to the instructor with implementation to follow within a reasonable amount of time. Testing accommodations are made on a test by test basis and require at least one week notice for special arrangements to be made.
4. Within 30 calendar days of an accommodation request or by the first meeting of class (whichever comes first), acceptable documentation substantiating any accommodation request must be provided to the Learning Assistance Lab. (For guidelines regarding acceptable documentation, contact the LAL at 734-384-4167.) If it is not received within this time frame, any future accommodations may be in jeopardy.

5. A student who receives an accommodation must:
 - A. Notify or leave a message for a counselor when he/she will not be in class. (Non-credit students must notify or leave a message with the Corporate and Community Services Office by calling 734-384-4127.
 - B. Use the same procedure to notify the LAL if he/she has difficulty with any accommodations (note taker, scribe, interpreter, etc.).
 - C. (Credit students only) Keep in regular contact with the Learning Assistance Lab (734-384-4167).
6. No charge will be made to the student, although cooperative arrangements with third-party agencies (i.e. Michigan Jobs Commission, Commission for Blind, etc.) will be considered.
7. Any loaned equipment or materials must be returned to the LAL within seven working days after termination of services. Failure to return equipment will result in a financial hold on student records.
8. Accommodations are made on a case-by-case basis each semester. A credit student must complete paperwork to reactivate his/her file each semester. Non-credit students must reactivate each time they register for a class to continue to receive any accommodations.

All reasonable attempts will be made to accommodate an individual’s special needs. However, this is not a guarantee that services can be provided.

BOOKSTORE

Located in the Audrey M. Warrick Student Services/ Administration Building, the Bookstore is a one-stop place for all school supplies. The Bookstore provides new and used books, book bags, school supplies, Scantron sheets, clothing, gift items, greetings cards and snack foods.

Please do not open packages or write in books until you are certain there is no need to return them. Books must be in original condition with all unused components as packaged. Refunds are given the first two weeks of Fall and Winter semesters and within one week of Spring and Summer semesters. The cash register receipt MUST accompany books. Check the Bookstore for refund and exchange policies.

Textbooks for classes offered at the Whitman Center may be purchased there on specific days and times at the beginning of the semester. Please check the current class schedule for this information. The Bookstore also provides you with the convenience of ordering your textbooks online by using your credit card for payment. Before each semester begins, you can access the required list of textbooks from the college Web site. You have the option of picking up your order in the Bookstore on main campus, at the Whitman Center or having it shipped directly to your home.

The Bookstore will buy back used books depending on the requirements for the next semester. Typically, the Bookstore will pay 50 percent of the current new book price. A used book warehouse representative may buy back additional books that have market value during "Book Buy Back," which is held during the last three days of fall, winter and spring semesters. Information on upcoming Buy Backs, including dates and times, is available by calling the Bookstore or checking the college Web site at www.monroeccc.edu/bookstore.

CORPORATE AND COMMUNITY SERVICES DIVISION

The basic mission of the Corporate and Community Services (CCS) Division is to provide a variety of educational opportunities to adults within the college service area. Courses and programs are designed in response to education and training needs expressed by individuals, community groups and business and industry, as well as demands for enrichment and recreational activities.

The CCS Division of Monroe County Community College is a comprehensive educational provider to many segments of the community. The diverse offerings and services touch a wide variety of citizens and organizations.

Community service programs and activities are an on-going part of the division. The CCS Division manages room usage of the college by on- and off-campus organizations for over 50,000 people annually. Community service programs include the annual Business and Industry Luncheon and other programs that reflect the diverse interests of the community. For more information regarding the services available through the CCS Division, visit our Web site at www.monroeccc.edu/ccs/corprat.htm.

Campus and Community Events

The College sponsors a wide array of cultural, educational and recreational events throughout the year for students and the entire community. A monthly calendar of exhibits, demonstrations, lectures, slide shows, concerts, plays, athletic and seasonal events is available, spotlighting well-known regional and national artists. Many events, are free, and all are open to the public. For more information or to view the calendar of events, visit our Web site at www.monroeccc.edu/theater/events.htm.

Customized Training

The CCS Division plays a significant role in economic development activities throughout Monroe County by providing training programs designed to maintain a competitive work force. Through contract education with area business and industry, specific training programs may be offered on site at the workplace. CCS personnel are regularly involved in county-wide programs with the Chamber of Commerce, Industrial Development Corporation and a variety of local and state agencies and organizations dedicated to economic development activities. The college is also active in the Michigan Economic Development Corporation's Economic Development Job Training Program and the Incumbent Worker Training Program, which provide grant funds for employee training programs.

For information on specific training programs available, visit the CCS Division Web site at www.monroeccc.edu/ccs/training.htm.

Fitness Center

The Fitness Center is available to all MCCC students and staff free of charge. MCCC Alumni Association members also have access to the facility for a modest annual fee. Located in the Gerald Welch Health Education Building on the north end of the campus, the Fitness Center is equipped with a full range of exercise equipment for cardiovascular workouts and strength training. Lockers and shower facilities for men and women are also available. Visitors must present a photo ID and complete an orientation session to utilize the exercise equipment. For more information and hours of operation, visit our Web site at www.monroeccc.edu/ccs/fc/fitnesscenter.htm.

Lifelong Learning

The Lifelong Learning Office provides educational opportunities for adults in a wide range of non-credit, non-degree programs. Through the Lifelong Learning schedule of classes, published twice a year, a variety of classes and programs are offered for professional development in business, computers, construction/real estate, industrial technology, medical skill training and professional relicensure. Personal interest, crafts/hobby, sports/recreation and health/wellness classes are also offered for individuals seeking personal development and leisure activities.

Evening office hours, evening and weekend class offerings, one-night classes, one-day workshops and an easy registration process that includes Web registration are just some of the many advantages that Lifelong Learning offers to the adult student at MCCC.

For specific class information or to receive a current schedule of classes, contact the Lifelong Learning Office, located within the Corporate and Community Services Division office (Room 286 of the La-Z-Boy Center) at (734) 384-4127, or visit the CCS Division Web site at www.monroecc.edu/ccs/lifelong.htm.

Workforce Development

The Workforce Development Office assists current and former Monroe County Community College students, as well as alumni and county residents in locating job opportunities in the surrounding employment area. The Workforce Development Office provides information regarding available part-time, full-time, permanent and temporary positions in a wide variety of occupational areas. Student assistant positions in all areas of the college are also available through the Workforce Development Office.

Upon registration with the Workforce Development Office, students and job seekers can obtain job information and referrals and request mailing of credential packets to potential employers. They also have access to a variety of job seeking skills seminars and reference materials.

Area employers use MCCC's Workforce Development Office free of charge to post available jobs and access qualified candidates registered with the office.

If you would like more information about registering for employment opportunities or posting a job, contact the Workforce Development Office at 734-384-4124 or visit the CCS Division Web site at www.monroecc.edu/ccs/employe.htm.

WHITMAN CENTER

The Whitman Center is administered by the CCS Division and exemplifies the community service commitment of the college by taking courses to the community. Designed to serve the residents of Southeast Michigan and Northwest Ohio, the Whitman Center – located in Temperance, Michigan – offers a wide range of credit courses applicable toward an associate degree or transfer to a four-year institution. The center also offers Lifelong Learning programs and customized training.

For more information on Whitman Center office hours, available classes, counseling appointments, etc., visit the CCS Division Web site at www.monroecc.edu/ccs/whitman.htm.

STUDENT ORGANIZATIONS AND ACTIVITIES

Monroe County Community College supports student organizations and activities. It is believed that such programs contribute to the overall intellectual, social and emotional development of students. Participation in campus-sponsored activities can be a source of opportunity for 1) leadership development, 2) cultivation of broader interests, 3) recognition of achievements, 4) encouragement of social skills and 5) practice in the skills of citizenship.

Opportunities are available for individuals to participate in extracurricular, student-sponsored organizations and activities and to help organize new programs or direct existing ones. Much of the responsibility for the types of student programs and their management rests with the student body. However, all organizations and activities must have the support of a staff adviser. The following list represents some of the extracurricular student-administered activities that are available at Monroe County Community College:

- Student government
- Student clubs:
 - Academic interest groups
 - Special interest groups
- Vocal and instrumental music

GIFTS AND BEQUESTS - THE FOUNDATION AT MONROE COUNTY COMMUNITY COLLEGE

Established in 1998, The Foundation at Monroe County Community College is a non-profit corporation designated by the college's Board of Trustees as the development and enrichment organization for the college. The Foundation receives and administers private gifts, bequests and donations to benefit Monroe County Community College. The Foundation, through its fund raising activities and financial awards, seeks to enhance the educational, cultural and financial strength of the college.

A board of directors, comprised of distinguished business and community leaders as well as MCCC faculty and staff, develops The Foundation's policies and activities. Each member brings to the board a unique combination of experiences, skills and perspectives that assist The Foundation in meeting its goal of providing a vehicle for contributions to support college programs and activities.

A portfolio of giving opportunities is available. Each giving opportunity is within a framework that respects the wishes and charitable choices of the donor. The giving programs enable the donor to receive maximum tax benefits under existing tax laws. Donations may be cash, securities, gifts made through a will or trust, insurance and/or real estate and personal property. The donation may be awarded for specific purposes or given without restrictions to the general fund. Gifts are provided for scholarship, program enrichment, special purchases, faculty/staff mini-grants, special events, physical facilities and other projects that augment high quality education at Monroe County Community College.

For more information about The Foundation at Monroe County Community College, contact the MCCC Office of Institutional Advancement at (734) 384-4206 or visit The Foundation at MCCC Web site at www.monroeccc.edu/foundation.