

# ABOUT MONROE COUNTY COMMUNITY COLLEGE

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## HISTORY

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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 150,000. 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

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Monroe County Community College enriches lives in our community by providing opportunity through student-focused, affordable, quality higher education and other learning experiences.

MCCC accomplishes its mission through:

- Post-secondary pathways for students who plan to pursue further education
- Occupational programs and certificates for students preparing for immediate employment upon completion
- Curriculum that prepares students to effectively communicate, think critically, and be socially and culturally aware
- Comprehensive student support services
- A wealth of opportunities for intellectual, cultural, personal and career enhancement
- Training and retraining to meet the needs of an evolving economy
- Key partnerships to enhance educational services and opportunities

## VISION STATEMENT

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Monroe County Community College will be recognized for our student-focused service, academic excellence, affordability, innovation, community responsiveness and student success.

## CORE VALUES

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These core values form our attitudes and guide our behavior:

- **Student-focus:** Execute student-centered decision making
- **Excellence:** Offer high-quality educational opportunities, programs and services
- **Accessibility:** Offer ease of access to educational opportunities, programs and services
- **Affordability:** Provide affordable educational opportunities, programs and services
- **Diversity and Inclusion:** Celebrate the individuality and diversity of our students, community, nation and world
- **Respect:** Practice equity and mutual respect
- **Stewardship:** Manage our resources with efficiency and integrity to ensure the long-term health of the college and infuse responsible, sustainable and transparent practices throughout all operations and programs
- **Outreach and Engagement:** Advance a culture of engagement and collaboration
- **Relevance:** Offer relevant educational programs through innovation and responsiveness

## ACCREDITATION

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

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411  
www.hlcommission.org  
(800) 621-7440 / (312) 263-0456  
Fax: (312) 263-7462  
Email: info@hlcommission.org

### Program Accreditations

The following MCCC programs have earned specialized accreditation:

- Nursing  
Accrediting Commission for Education  
in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE  
Suite 850  
Atlanta, Georgia 30326  
Phone: (404) 975-5000  
Fax: (404) 975-5020  
www.acennursing.org
- Respiratory Therapy  
Committee on Accreditation  
for Respiratory Care (CoARC)  
264 Precision Blvd  
Telford, TN 37690  
(817) 283-2835  
www.coarc.com
- Early Childhood Education  
NAEYC Committee on the Accreditation of  
Early Childhood Higher Education Programs  
1313 L St. NW, Suite 500  
Washington, D.C. 20005  
(202) 232-8777 / (800) 424-2460  
www.naeyc.org

## PHILOSOPHY

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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.

## ASSESSMENT PHILOSOPHY

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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

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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, gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight or veteran's status.

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 see the website at [www.monroecc.edu](http://www.monroecc.edu).

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## **POLICY STATEMENT ON SOCIAL SECURITY NUMBER PRIVACY**

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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 website at [www.monroecc.edu](http://www.monroecc.edu).

## **MAIN CAMPUS**

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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** contains classrooms, faculty offices, the John "Doc" Holladay Theatre, the Writing Center and the necessary space to house a library, which has a print collection of more than 30,000 resources and subscribes to 51 electronic databases.

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

**Founders Hall** is comprised of the former East and West Technology buildings that were connected in 2020 to create one entirely renovated and larger facility that houses state-of-the-art learning environments along with expanded and enhanced student services, including the Student Success Center, Disability Services, various departments, classroom spaces, and more.

**The Life Sciences Building**, located across the mall from the technology buildings, contains offices, the student newspaper, and laboratories and classrooms related to the physical and natural sciences. The building also contains two auditorium-type lecture halls and a climate-controlled greenhouse. A 2,500-square foot student collaborative space for individual and group study is also available in the Life Sciences Building.

**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 multi-purpose room, a dance-aerobics room and a fitness center.

**The La-Z-Boy Center** is equipped for education and training along with the Meyer Theater, a world-class performing arts venue. The La-Z-Boy Center also houses the Corporate and Community Services Division offices.

**The Career Technology Center** houses programs related to applied sciences and engineering technology curricula.

## **LIBRARY**

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The Library provides students and faculty with services, print materials and online resources selected to support the college curricula and promote independent research and lifelong learning. A complete list of all databases can be found in our A-Z List, including ProQuest Central, Academic Search Complete, JSTOR, and many more. The Library includes areas for quiet and group study, workstations for Internet access, online databases, reserve class materials, wireless access and journal articles in both print and online formats. Faculty librarians can help students learn how to use the wide variety of information sources available on and off-campus. Reference librarians provide both individual reference help and research education sessions for specific classes. Library staff can be reached at 734.384.4204 during open hours, by emailing [askalibrarian@monroecc.edu](mailto:askalibrarian@monroecc.edu), or through the Library Chat feature found on the Library homepage.

## STUDENT SUCCESS SERVICES

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The Student Success Center provides academic support services as well as services to students with disabilities. The goal of the SSC is to help students improve their classroom performance and achieve academic success. All SSC services are free to MCCC students. Most of the SSC services are provided in Founders Hall except for the Writing Center, which is located in the Campbell Learning Resources Center. Appointments can be made in person or by calling 734.384.4167.

### Tutoring

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

### 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 been proven to be helpful.

### First Steps for Classroom Success Workshop

"First Steps" is a free workshop designed for first-time college students and students without recent classroom experience. Any MCCC student is welcome to attend. The workshop topics include:

- Adapting to the academic demands of college
- Goal setting and time management
- Learning styles
- Note-taking skills
- Test-taking skills
- Math skills

Visit the college website for First Steps workshop dates. Call 734.384.4167 to register.

### 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 ENGL 254 (Advanced Composition). Many courses at MCCC are assigned a Writing Fellow; however, assistance on any writing project is also available on the second floor of the Campbell Learning Resources Center.

## DISABILITY SERVICES

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Students with disabilities may be eligible for classroom and test accommodations, as well as access to all college facilities and programs. Accommodations are intended to "level the playing field" as much as possible, so the student with a 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 SSC to request accommodations, plan their schedule, obtain career and transfer information and receive collaborative services with outside agencies.

## Process for Requesting Accommodations for Students with Disabilities

1. Under the Americans with Disabilities Act, the Americans with Disabilities Amendments Act (2008) and the Rehabilitation Act of 1973, an individual with a disability includes any person who has a physical, learning, emotional, behavioral or mental impairment that substantially limits one or more major life activities.
2. At least 10 business days prior to the start of the semester, the student should schedule an appointment with a disability services counselor. Eligibility for services will be determined by information gathered from the student interview and any documentation provided.
3. Any documentation and information that the student can readily share during the initial appointment – such as accommodation history; educational or medical records; reports and assessments created by health care providers, school psychologists, teachers or an educational system – is helpful. Examples of documentation may include a psychological evaluation, 504 Plan, IEP (Individual Education Plan), SOP (Summary of Performance) or report of teacher observations. Providing current and relevant information during the initial appointment can save the need for repeat trips to the Disability Services Office.
4. The student interview will focus on how the condition impacts the student in the academic environment. This interactive process will enable the counselor to determine how the disability is connected to a barrier and if an accommodation would provide access.
5. Information gathered during the initial interview will be reviewed by the Disability Services Review Committee. If recommendations are included in the documentation, they will be considered together with the total assessment, the specific program and class, and information provided by the student during the interview. Appropriate accommodations will be determined on an individual basis.
6. Within 10 business days of the initial appointment, the student will be notified in writing of the outcome of their request either by mail or in person.
7. It is the responsibility of the student receiving an accommodation to:
  - Notify or leave a message with Disability Services if he/she will not be attending class due to a disability-related absence by calling 734.384.4167.
  - Use the same procedure to notify Disability Services if he/she has difficulty with any accommodation (i.e., note taker, scribe, interpreter).
8. All accommodations are provided free of charge. Cooperative agreements through a third party (i.e., Michigan Rehabilitation Services, Bureau of Services for Blind Persons) will be considered.
9. Any loaned equipment must be returned to the Disability Services Office within one week of the end of the semester. Failure to return equipment will result in a financial hold on the student's record.
10. Accommodations are made on an individual basis each semester. Prior to each semester, students need to meet with a disability services counselor to review their accommodation status and complete appropriate paperwork.
11. Non-credit students seeking accommodations must meet with a disability services counselor each time they register for a class.
12. Student confidentiality will be observed and no documentation or information will be released without the student's written consent.
13. Reasonable attempts will be made to accommodate individual needs. However, this is not a guarantee that accommodations will be provided exactly as requested.

## **BOOKSTORE**

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The Bookstore is located in the Audrey Warrick Student Services/ Administration Building. The Bookstore sells new and used books, e-books, book bags, school supplies, clothing, gift items, greeting cards and snack foods.

Students should keep books in original condition (by not opening packages, opening access codes or writing in them) until they are certain there is no need to return them. A full refund is given within the first week of classes. A cash register receipt must accompany all returns. Check the Bookstore for refund and exchange policies.

Prior to the beginning of each semester, students can order their textbooks online at the Bookstore website using a credit card as a form of payment. These orders can be picked up on Main Campus, delivered to the Whitman Center for pickup or shipped directly to their home.

The Bookstore will buy back books depending on the requirements for the upcoming semester. Typically, the Bookstore will pay 50 percent of the current new book price. A used book wholesaler may buy back additional books that have market value during "Book Buy Back," which is held approximately the last week at the end of Fall and Winter semesters. Information on upcoming buy backs, including days and times, is available by calling the Bookstore or checking the Bookstore section of the college's website.

The Bookstore offers select titles for in-store rental. Students must have a credit card to secure rental titles. For more information, please contact the Bookstore.

## **CORPORATE AND COMMUNITY SERVICES DIVISION**

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The basic mission of the Corporate and Community Services 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 ongoing part of the division. Community service programs include the annual Safety Expo and presentation of College Supporter of the Year award, as well as other programs that reflect the diverse interests of the community.

### **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 workforce. Through contract education with area business and industry, specific training programs may be offered onsite or at the workplace. CCS personnel are regularly involved in county-wide programs with the Chamber of Commerce, the Business Development Corporation, Michigan Works! and a variety of governmental agencies and organizations dedicated to economic development.

The college does participate in the Michigan New Jobs Training Program, which provides funding to area employers for workforce training.

For information on specific training programs available, or to view a current schedule of training classes, visit the college's website.

### **Lifelong Learning**

The Lifelong Learning Office provides educational opportunities in a wide range of non-credit, non-degree programs. Through the Lifelong Learning schedule of classes a variety of classes and programs are offered for professional development in business, computers, construction, real estate, industrial technology, medical skill training and professional licensure. Personal interest, crafts/hobby, sports/recreation and health/wellness classes are also offered for individuals seeking personal development and leisure activities. In addition, summer camps in a variety of topics are offered annually to K – 12-aged students.

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 MCCC website.

### **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, post resumes and contact potential employers. They also have access to a variety of job seeking skills seminars, assistance with resumes 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. For more information about registering for employment opportunities or posting a job, contact the Workforce Development Office at 734.384.4229 or visit the college's website.

## **WHITMAN CENTER**

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The Whitman Center, on Lewis Avenue in Bedford Township, exemplifies the community service commitment of the college. The Whitman Center is designed to serve the residents of Southeast Michigan and Northwest Ohio and 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 classes, customized training and a variety of unique programs and exhibits for the community. For more information on Whitman Center office hours, available classes, counseling appointments, etc., visit the MCCC website.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

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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

Contact the events/student activities coordinator at 734.384.4201 or via email at [tryder@monroeccc.edu](mailto:tryder@monroeccc.edu) for more information.

## **STUDY ABROAD**

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Monroe County Community College offers students the chance to expand their horizons while completing coursework by visiting and living in other countries and cultures. Program course content and location varies from year to year. Study abroad programs take place during the Summer Semester; announcements regarding the program are made during the prior Summer or Fall semesters. Student exchange opportunities also exist in a variety of countries. For more information, contact the Business Division.

## **CAMPUS AND COMMUNITY EVENTS**

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The college sponsors a wide array of cultural, educational and recreational events throughout the year for students and the entire community. These events are administered by the Office of Marketing and Communications. A monthly calendar of exhibits, demonstrations, lectures, slide shows, concerts, plays, athletic and seasonal events is available, spotlighting well-known regional and national artists. This calendar is mailed annually in the summer to all Monroe County residences. Many events are free and all are open to the public. For more information, to view the calendar of events, or to purchase tickets online, visit [www.monroeccc.edu/theater](http://www.monroeccc.edu/theater).

## **FITNESS CENTER**

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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 are 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 the MCCC website.

## **GIFTS AND BEQUESTS - THE FOUNDATION AT MONROE COUNTY COMMUNITY COLLEGE**

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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 scholarships, 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, contact The Foundation at Monroe County Community College at 734.384.4214 or visit [www.monroeccc.edu](http://www.monroeccc.edu) and select the GIVE tab on the homepage.