Fall 2020 Registration Guide

MONROE COUNTY COMMUNITY COLLEGE

ACADEMIC CALENDAR

Registration Begins for Current and Re-enrolling Students
       using **myWebPAL** "Student Planning". . . . . Monday, April 13
Registration Begins for New Students (Open Registration . . . . Thursday, April 16
Fee Payment Deadline for Advanced Registration . . . . Wednesday, July 22
Note: After the tuition payment deadline (July 22), payment for tuition is due within five days from the date of registration.
Fall Semester Classes Begin. . . . . Wednesday, August 26
Last Day to Add/Register for Online Courses. . . . . Friday, August 28
Last Day for 100% Refund . . . . Tuesday, September 1
50% Tuition Refund Period. . . . . Wednesday, September 2 - Wednesday, September 9
Saturday & Sunday Classes Will Meet. . . . . Saturday, September 5 & Sunday, September 6
Labor Day Holiday (College Closed) . . . . Monday, September 7
No Refund . . . . Thursday, September 10
Mid-Point of the Semester. . . . . Monday, October 12
Last Day to Change to or from Audit or Pass/Fail . . . . Monday, October 12
Last Day for Faculty to Submit Faculty-initiated Withdrawals . . . . Friday, October 30
Last Day to Withdraw from a Class . . . . Friday, November 13
Deadline for Completion of Winter, Spring & Summer Incomplete Grades . . . . .Friday, November 13
No Classes . . . . Wednesday, November 25
Thanksgiving Holiday (College Closed) . . . . Thursday, November 26 & Friday, November 27
Saturday & Sunday Classes Will Not Meet . . . . Satruday, November 28 & Sunday, November 29
Last Day of Fall Semester Classes. . . . . Monday, December 14
Grades Due from Faculty via **myWebPAL** by 4:30 p.m.. Wednesday December 16
Grades Available for Students via **myWebPAL**. . . . . .Thursday, December 17
Deadline dates for full semester classes - short classes have earlier deadline dates - call 734-384-4108.

LATE REGISTRATION: After classes begin, students may register or add a class prior to the second scheduled class meeting. The last day to add/register for online courses is Friday, August 28. Short courses or evening classes that meet only once a week may not be entered once the class has met for the first time.

NEW STUDENTS TAKE NOTE:

New Student Orientation is offered at the start of each semester. Participation in orientation is mandatory for students attending a college for the first time. Currently, due to COVID-19, NSO we are not able to offer in-person orientation so if you have already met with an MCCC counselor and scheduled your classes, the Admissions Office will contact you via your college email address with information for attending and participating in NSO online using Brightspace. During orientation you will learn about all of the resources available to you at MCCC. You will hear about free tutoring, learning resources, clubs and organizations to join, job assistance, what to expect in a college classroom and much more.

REGISTRATION PROCEDURES

Fall Registration opens Monday, April 13 and continues through the start of classes Wednesday, August 26.

CURRENT STUDENTS

You will need your MCCC username and password to log in to **myWebPAL**. From the **www.monroeccc.edu** homepage, select the **MYWEBPAL** tab at the top of the page and follow the instructions for **Log In, Planning** and **Registering** on page 3.

GUEST STUDENTS

1. Complete an **MCCC Application for Admission** by selecting the **APPLY** button at **www.monroeccc.edu**. Follow the instructions to **Create a New Account** to get started.
2. From the **Student Type** dropdown, select **Guest Student**. Guest students should reapply each term.
3. Contact MCCC's **Office of Admissions** (734.384.4104) about your course placement options and registration.

NEW STUDENTS

1. Complete an MCCC **Application for Admission** by selecting the **APPLY** button at www.monroeccc.edu.
2. Apply for **Financial Aid** at www.fafsa.gov. There are a variety of resources available to students. It is recommended that you apply as early as possible. For more information about financial aid visit www.monroeccc.edu/financial-aid.
3. Complete one of the following **Placement** options:
   Submit ACT scores: English – 18 or higher, Reading – 18 or higher, Math – 20 or higher
   Submit SAT scores: EBRW – 470 or higher, MATH – 460 or higher
   Provide proof of 12 or more transferable credit hours from a regionally accredited college or university.
4. Take the **Accuplacer Placement Test**, a computerized assessment test to evaluate skills in reading, writing and math and used to assist in course selection. For more information, see *www.monroeccc.edu/placement-testing*.

5. Schedule an **appointment** (734.384.4104) with a counselor to review your assessment scores and discuss course selection or remediation.* If you have a documented disability, call the Learning Assistance Lab (734.384.4167) to meet with a disability services counselor.
6. **Register** for classes using **myWebPAL**, which can be accessed from www.monroeccc.edu. More information can be found on page 3 or by selecting Applicants and Guests from the myWebPAL menu.
7. **Pay tuition and fees.** Payment for Summer 2020 is due April 22. (Check deadlines in the Academic Calendar.)
8. Attend and complete **New Student Orientation** (see cover). Additional information will also be provided at time of registration.

REMEDIATION OPTIONS Students with Accuplacer scores below the minimum levels in writing, reading or math will have a limited enrollment status and may require remediation. For information on remediation options, call 734.384.4104.

There is more information on the MCCC website for **Adult Students, Dual Enrollment and Early College Students, International Students, Transfer Students** and **Veterans** available at www.monroeccc.edu/future-students.

FALL 2020 OFFICE HOURS

PLEASE NOTE: Fall Office hours will begin August 10. Prior to that date refer to the Summer Office Hours listed in the Summer 2020 Registration Guide.

MAIN CAMPUS 1555 S. Raisinville Road • Monroe, Michigan • 734.242.7300 or 877.YES.MCCC

Admissions & Counseling, Bookstore, Cashier, Financial Aid, Registrar, Switchboard (Building A)
 Monday • 8 a.m. – 6 p.m.
 Tuesday – Friday • 8 a.m. – 4:30 p.m.
Corporate and Community Services (Lifelong Learning and Workforce Development) (Building Z)
 Monday – Thursday • 7:30 a.m. – 6 p.m.
 Friday • 8 a.m. – noon

Learning Assistance Lab (Building C)
 To be determined
Library (Building C)
 Monday - Thursday • 8 a.m. – 8 p.m.
 Friday • 8 a.m. – 4:30 p.m.
Regional Computer Technology Center
 To be determined.

WHITMAN CENTER 7777 Lewis Avenue • Temperance, Michigan • 734.847.0559
 Monday – Thursday • 8 a.m. – 6 p.m.
 Friday – Sunday • Closed
Academic Advising: Please call for an appointment. **Placement Testing and Business Learning Lab (BLL):** Please call for times.

Getting Started with myWebPAL

1. After submitting your Application for Admission, a **Student myWebPAL account** will be set up for you, generally within one business day after processing your application.
2. Access **myWebPAL** from the button at the top right corner area from www.monroeccc.edu.
3. Select **What's My User ID?** and enter your last name and Student ID number to retrieve your User ID. Your **myWebPAL user ID** is usually your first initial and last name (i.e. Mary Smith = msmith). Sometimes a number is added to avoid duplicate user ID's (i.e. msmith10523). Your initial password is your six-digit birthdate (i.e. January 1, 1970 = 010170).
4. After logging on the first time, you will be asked to change your password. If you can't remember your password, click on **What's My Password?** on the **myWebPAL** home page, then choose **Reset** my password. If you have an e-mail address on file, **myWebPAL** will send you a new password.

Log In to myWebPAL

1. Access **myWebPAL** and select the **LOG IN** tab to enter your User ID and Password.
2. Select the **Students Menu**. From the **Students Menu** you can create a plan for completing your degree or certificate and check your progress, register for classes, manage payment of tuition and fees including creating a payment plan, apply for graduation and much more.

Planning Your Courses

1. Under **Student Planning**, select **Go to My Progress.**
2. Review outstanding degree/program requirements.
3. Select the course you want to take to fulfill any outstanding requirement.
4. Select **Add Course to Plan** and the **Term** in which you would like to take the course.
5. Select **Back to My Progress.**
6. Continue planning for other outstanding requirements.

Registering for Courses

1. Under **Student Planning** select **Go to Plan & Schedule**.
2. Use arrows to select the **Term** for which you are registering.
3. Select **View Available Sections**.
4. Find the section you wish to register for and select **Add Section.**
5. Select **Register Now** to register for all selected sections or select Register under each section.
6. Verify completed schedule.

You may also use the Couse Schedule in **myWebPAL** to register for courses.

1. From the **Student Menu** select **Course Schedule**.
2. You can search for courses using **Subject Search** or **Advanced Search**.
   Subject Search: Enter the subject area in the search box or select from the alphabetic list.
   Advanced Search: Use filters to select and search by term, course subject, days of the week, location, time of day and type of course and use filters including instructor.
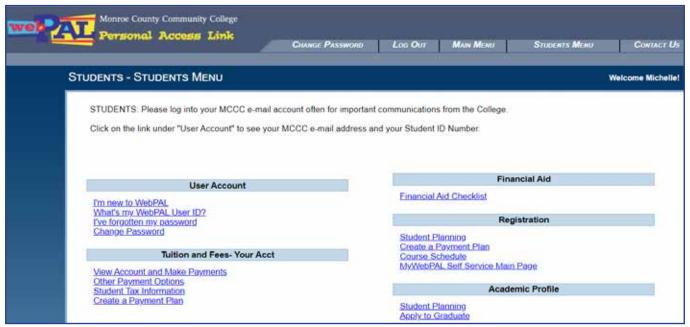3. Follow instructions for **Registering for Courses**.

Adding and Managing Waitlists

If a section you are registering for is full, you may add yourself to a waitlist.

1. Select **Waitlist**.
2. You will receive an email if you are given permission to register for this sections. You will have 24 hours to register for this section before your permission expires.
3. Follow instructions for **Registering for Courses**. You may also remove yourself from a waitlist by selecting Drop Waitlist.

Dropping a Class

1. Under **Student Planning**, select **Go to Plan & Schedule**.
2. Use arrows to select the **Term** for which you are registering.
3. Select **Drop** on the section you want to drop.
4. Verify the drop by reviewing your schedule.

TUITION & FEE PAYMENT INFORMATION

When to Pay

Students who register in advance must pay by Monday, April 20. Students who register on or after the payment deadline must pay within five days of registration.

How to Pay

From the **Students Menu** on **myWebPAL**, select **View Account and Make Payments** from **Tuition and Fees – Your Account** for the amount due. You have several options for making payment.

Nelnet/FACTS - Online Tuition Management Payment plan options provided by a third party.

1. Using the **MYWEBPAL** tab from the www.monroeccc.edu, MCCC's homepage, and log in.
2. From the **Students Menu** select **MyWebPAL Self Service Main Page**.
3. You can access **Nelnet** from the **Student Finance** button to create a payment plan.

Payment by Financial Aid

All students with completed financial aid files prior to registering in **myWebPAL** will have their aid applied to tuition and fee charges after classes begin. Students who decide not to attend after registering for classes must contact the Registrar's Office to cancel their registration. Students receiving financial aid are responsible for any charges not covered by their financial assistance.

Payment through Finance Self-Service

You may pay by via Finance Self-Service by ACH from a checking or savings account. Credit or debit card payment is also accepted. A two percent convenience fee will be charged to the cardholder for credit or debit card payments. You may pay when you register (or later), as long as you pay before the payment deadline. You are responsible for either paying your fees or dropping your class(es).

Payment in Person

You may pay at the cashier's window on or before the deadline. The cashier accepts cash, checks, VISA, Discover Card and MasterCard. Cashier hours are listed on the office hours page. A two percent convenience fee will be charged to the cardholder for credit or debit card payments. This fee is a portion of the cost to MCCC for accepting credit cards as a form of payment. MCCC does not profit in any way from this fee.

Payment by Mail

Payment by mail is only available to those whose payment is received by July 20. Make checks payable to MCCC for the exact amount of your tuition and fees. Include the student's NAME and SOCIAL SECURITY NUMBER or STUDENT ID NUMBER on the front of the check or money order, and mail to: Cashier's Office, Monroe County Community College, 1555 South Raisinville Road, Monroe, Michigan, 48161-9746. If your check is returned for insufficient funds, a hold will be placed on your records until your account is up-to-date. There is a $15 charge for returned checks.

2020-21 Tuition and Technology Fee Schedule*

BILLABLE CONTACT HOURS	MONROE COUNTY RESIDENT	OUT OF COUNTY	OUT OF STATE
1	139.50	228.50	251.50
2	279.00	457.00	503.00
3	418.50	685.50	754.50
4	558.00	914.00	1,006.00
5	697.50	1,142.50	1,257.50
6	837.00	1,371.00	1,509.00
7	976.50	1,599.50	1,760.50
8	1,116.00	1,828.00	2,012.00
9	1,255.50	2,056.50	2,263.50
10	1,395.00	2,285.00	2,515.00
11	1,534.50	2,513.50	2,766.50
12	1,674.00	2,742.00	3,108.00
13	1,813.50	2,970.50	3,269.50
14	1,953.00	3,199.00	3,521.00
15	2,092.50	3,427.50	3,772.50
16	2,232.00	3,656.00	4,024.00

A Technology Fee of $25 per billable contact hour is included in the above amounts. Some courses have lab or special fees. Please see the course listings for details.

A $40 per semester Registration Fee will be assessed. This fee is mandatory and non-refundable.

Tuition and fees are set by the MCCC Board of Trustees and are subject to change. Please check the MCCC website for the most current information.

About the Billable Contact Hour System

The method used to calculate the cost of instruction at Monroe County Community College is based on billable contact hours.

What is a billable contact hour?

The cost for attending a course is determined by the course's billable contact hours, rather than credit hours. A billable contact hour reflects an amount of time that a student spends in direct contact with an instructor, laboratory equipment or other instructional setting.

Charging by billable contact hours more fairly distributes the cost of instruction to those students who receive extra instruction. Based on this system, only students who are the recipients of additional instruction will pay for additional billable contact hours.

How are billable contact hours for a course determined?

Several factors are considered in determining the billable contact hours of a course. The main factor is the number of hours the student is expected to either be in a class or in another "instructional" setting (such as a lab or clinical setting) in a typical week for a full-semester course. For the majority of courses at MCCC, the credit hours and the billable contact hours are the same.

Course information on the myWebPAL online course registration system includes both a credit hour and a billable contact hour for every MCCC credit course.

Fall Semester Tuition and Technology Fee Refund Policy

Full Semester Courses: 100% before September 1   50% September 2 - 9   No Refund Beginning September 10

Non-standard Courses: A non-standard course is defined as a course that does not start or does not end on the semester start/end date. If a course length is one to 13 days, the 100 percent refund will apply when withdrawing prior to the day of the first class meeting. No refunds will be issued after this time. If a course length is 14-63 calendar days, the 100 percent refund will apply when withdrawing on the first or second business day of the class. If withdrawing on the third or fourth business day of the class, students will receive a 50 percent refund. No refunds will be issued after this time.

A tuition refund computation is not based on the amount paid, but on the total amount of tuition and fees assessed. If you have a tuition balance at the time you withdraw from class(es), the refund (if any) will be credited to your account. The processing of refunds for Fall Semester begins the second week of October. Lab fees are not refundable beginning with the 50 percent refund period.

The Registration Fee is non-refundable. NOTE: Some Math courses have a $100 fee. This fee is not refundable after your section of the class has met. For more information call (734) 384-4291.

Required Textbook and Supplies Prices

To meet the requirements mandated by the Higher Education Opportunity Act of 2008, textbook information will be posted. Textbook requirements can be viewed in the following ways from the MCCC website (www.monroeccc.edu):

1. Using a public computer,no sign-in required link:
- Select the Services & Support tab
- Select Bookstore from the menu
- Select Textbooks from the dropdown
- Select the link http://bookstore.monroeccc.edu
- Select the Textbook Lookup tab amd use filters to search

2. Using the myWebPAL system:
- Select the MYWEBPAL tab
- Select Applicants and Guests
- Select Course Schedule
- Select the Advanced Search tab to use filters to search to find course.

MAJOR SOURCES OF FINANCIAL AID

Federal Programs

Federal programs are available on the basis of demonstrated need to undergraduate students attending eligible vocational schools or colleges. Application information is available both through high school guidance offices and post-secondary school financial aid offices. Most schools require students to complete the Free Application for Federal Student Aid (FAFSA) before they can be considered for other sources of aid administered by the school. To apply, go to www.fafsa.gov.

Pell Grant: Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a "foundation" of financial aid to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back. Based on demonstrated need.

Supplemental Educational Opportunity Grant (SEOG): A SEOG is an award to help pay for education after high school. It is for undergraduates only, and it does not have to be paid back. Awarded to students with the highest unmet need.

Federal Work-Study Program: The College Work-Study (CWS) Program provides jobs for undergraduate and graduate students who need financial aid. CWS gives you a chance to earn money to help pay your educational expenses.

Direct Student Loan Program: Students may be eligible to borrow funds for study at eligible colleges or vocational schools if they meet program requirements. To start the Federal Direct Stafford Loan application process, login to myWebPAL. Students can accept the entire loan amount or change and accept a reduced amount.

PLUS Loan Program: Parents may borrow via the PLUS Loan Program for their dependent children. To apply, please contact the Financial Aid Office at 734.384.4135.

Michigan Student Assistance Programs

Michigan Competitive Scholarship Program: The Michigan Competitive Scholarship is available to Michigan students attending public Michigan colleges and universities. Awards are based on academic merit and financial need. Students must file the FAFSA by March 1 for consideration.

Tuition Incentive Program (TIP): The Tuition Incentive Program pays college tuition and fees for students in Michigan who met Medicaid eligibility requirements. Students who graduated from high school or obtained a GED (General Education Development) certificate before reaching age 20, and met the Medicaid eligibility requirements, may be eligible. Students must apply before leaving high school.

Internal Scholarships

MCCC awards a large variety of endowed and annual scholarships. A list of these scholarships and the criteria for awarding these scholarships can be found at https://monroeccc.academicworks.com/opportunities, on the MCCC Web site and in the Financial Aid Office. The deadline for applying for these scholarships is March 1.

Financial Aid Deadlines: Fall - July 1   Winter - November 1   Summer - April 1
Students who complete their files after the deadline date may not receive a financial aid offer before tuition is due.
For more information, contact the Financial Aid Office by stopping in or calling 734-384-4135.

GENERAL INFORMATION

Academic Transcripts
Students request official transcripts online at www.monroeccc.edu/transcripts. MCCC will not release a transcript if the student has a financial hold. Unofficial transcripts can be viewed and printed via Student Planning or may be obtained at no charge upon request. (Picture ID is required.) Transcripts from other institutions will not be released or photocopied.

Add/Drops
Adds and drops may be processed via Student Planning or in person during the times listed in this schedule. Students may register or add a class prior to the second scheduled class meeting. Short courses or evening and Saturday classes that meet only once a week may not be entered once the class has met for the first time. Online classes may not be entered after the first day of the semester.

Auditing a Course
The audit option is available to all students for all courses once the required form is completed and submitted to the Registrar's Office. Students do not receive grades or credit for an audited course, and audit credits are not included in student enrollment status. However, fees are the same as for students taking the class for credit. Transfer from audit to credit status (or vice versa) is not permitted after the mid-point of the class.

Disability Services
If you have a documented disability for which an accommodation may be appropriate, please contact Disability Services at 734.384.4167 for an appointment. Students must register with Disability Services each semester to receive accommodations.

Educational Rights and Privacy Act
Monroe County Community College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA), which governs the release of personally identifiable information of MCCC students. This act allows students to view most records on file with MCCC and also specifies under what conditions information may be released. Further information about this law and students rights and privileges may be obtained from the Registrar's Office or from the MCCC website. While MCCC does not publish a directory of students, the following items are considered "directory information" and may be released without the student's prior consent: name, address, email address, terms of attendance, enrollment status, degrees and awards received and most recent previous educational institution attended. MCCC will not release any other information concerning a student without written authorization from the student. Other than required by law, MCCC does not sell or otherwise provide the names and addresses of students to companies or agencies outside of MCCC.

Graduation
Students who anticipate completing their degree requirements during the next academic year should submit their application two full semesters in advance. This will allow the Registrar's Office time to do a graduation audit to determine whether requirements for the degree are being met. To be included in the spring commencement exercises, and to order a cap and gown, your application for degree must be on file by the end of January. For additional information, please contact the Registrar's Office at 734.384.4108.

Holds
Students who have outstanding tuition, library fines or other indebtedness to MCCC will not be allowed to register until the debt is paid. MCCC will not release a transcript or verify enrollment if the student has a financial hold.

Learning Assistance Lab
Students can take advantage of a number of resources to ensure their classroom success. The LAL provides tutoring, study skills, special workshops and the Writing Center. Call 734.384.4167 for an appointment.

Maximum Hours
Students wishing to enroll for more than 17 credit hours will need special approval from the vice president of instruction or vice president of student and information services.

MCCC Credit by Examination Fee
Students will be assessed a fee for MCCC Credit by Examination. The non-refundable fee ($35 for a one-credit course and $70 for courses of two or more credits) is payable when the Application for MCCC Credit by Examination is submitted. Applications are available in division offices. This fee is only assessed on the MCCC Credit by Examination and does not affect the Advanced Placement (AP) or College Level Examination Program (CLEP).

Ohio Tuition Reciprocity
Monroe County Community College and Owens Community College have a tuition reciprocity agreement. Ohio residents enrolled in a program not available at Owens Community College may attend MCCC and pay out-of-county tuition rates. Approval is necessary, and application forms must be submitted to the MCCC Registrar's Office at the time of registration or at least prior to the first day of class.

Pass/Fail Option

The pass/fail option is available to all students for all courses once the required form is completed and submitted to the Registrar's Office. Courses elected on the pass/fail option may not exceed 12 hours of "P" (pass) for a degree program and/or one course during any semester. The "P" (pass) grade shall be equivalent to A, B and C. Transfer from pass/fail to credit status (or vice versa) is not permitted after the mid-point of the class.

Senior Citizen Tuition Waiver

Monroe County residents who are age 60 or older qualify for a waiver of 50 percent tuition. Registration, technology, course and lab fees will be charged.

Residency Status

A. Tuition will be assessed and collected according to the residency status of the student on the first day of the semester or the first day the student is officially enrolled after the first day of the semester. Requests for change of status must be submitted by that time.

B. Resident rates will be assessed in cases where:

> 1. The student, or parents of a dependent student, own(s) either property or a business which is located within Monroe County, Michigan.
> 2. The student's tuition is paid by his or her employer and either the student or the employer is considered a county resident. (An employer is considered a county resident if that employer operates a business, or branch thereof, within Monroe County, Michigan).
> 3. The student is considered a resident, as defined below:

>> a. The residence of a student who is a dependent follows that of his/her parent or legal guardian. Student must be claimed on current health insurance or prior tax return of parent/legal guardian.
>> b. A person may qualify as a resident by residing: 1) six months within the state of Michigan, and 2) 30 days within a Monroe County (Michigan) precinct. If a person moves to another precinct within the county, he/she is still considered a resident of the county.
>> c. Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill - Active Duty Program), Chapter 33 (Post 9/11 GI Bill) of Title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. §3311 (b)(9)) who lives in the State of Michigan while attending Monroe County Community College (regardless of his/her formal state of residence) shall be charged no more than in-state tuition.

In cases where the residency of a student is considered in doubt, the student may be asked to provide proof in the form of: 1) up-to-date voter registration card, 2) a vehicle registration form (pre-printed by the Secretary of State), 3) a driver's license, 4) an official communication from a municipal official indicating how long the student has resided in the county. Questions concerning individual cases in regard to these regulations should be directed to the registrar.

Veterans Benefit Recipients

Monroe County Community College welcomes and provides information, guidance and counseling to those eligible for educational benefits under applicable public laws. All students who are eligible for and elect to receive education and training benefits while attending Monroe County Community College may address inquiries for information to the Financial Aid Office at 1555 S. Raisinville Road, Monroe, MI 48161. A student whose Monroe County Community College cumulative GPA drops below 1.800 may be certified for a maximum of two additional semesters. If, after these two semesters, he or she does not raise the cumulative GPA to a 1.800, no additional certifications will be submitted on behalf of the veteran, and the Veterans Administration will be notified that the student is on VA probation. Should the veteran raise his or her cumulative GPA to a 1.800 in subsequent semesters, the college can retroactively certify the veteran for one full year. Audited courses are not eligible for the GI Bill. Information regarding Veterans Benefits post 9/11 GI Bill, the Montgomery GI Bill, Survivors and Dependents or Selected Reserves may be obtained from the Financial Aid Office. For information regarding VA Tuition Assistance, Vocational Rehabilitation and VA scholarships, please contact the Financial Aid Office.

Waitlist

The waitlist process allows students to place their names on a waitlist for a full section of a class. If an opening occurs, an email is sent to the MCCC email address of the first student on the waitlist informing that person that he or she has a limited amount of time to register for the course (generally 24 hours). See page 3 for more information.

Withdrawals

A student may withdraw from a course via Student Planning or in person through the "last date to withdraw" date listed in the Academic Calendar on page 1 of this schedule. No withdrawals will be processed after that date. The withdrawal deadline is prorated for any course less (or more) than the full semester.

ONLINE COURSE INFORMATION & REQUIREMENTS

There are many benefits of online courses at MCCC:
- Less restrictive scheduling
- Convenience
- Intensive self-study
- Course materials are accessible 24 hours a day, seven days a week

Online classes at MCCC utilize Brightspace (Web-based course management system) communication tools, such as email, discussion boards and chats to interact with the instructor and other students.

Online classes at MCCC are not self-paced. Students must complete exams, assignments, etc. by specified due dates. Please see the college's website for more Brightspace information.

Hardware and Software Browser Requirements:
- Google Chrome (latest version)
- Mozilla Firefox (latest version)
- Safari (latest version)
- Edge (latest version)
- **Enable browser JavaScript and Cookies.
- **Install Adobe Flash Player 10.1 or greater.
- **Use Brightspace System Check to ensure your browser is compatible.

Additional Software (Highly Recommended):
- Microsoft Office 2016
- Adobe Reader (latest version) Other System Requirements (Highly Recommended):
- High speed or broadband Internet connection.

Additional course-specific technology may be required; see online course information www.monroeccc.edu/online-learning.

Myths About Online Courses

Myth 1: Online classes are easier. Online classes are not easier than a traditional class; they are just presented in a different format. For some people, online classes can be more difficult because of the extensive reading and time management skills necessary to be successful.

Myth 2: Online classes do not follow a regular schedule. In reality, online classes follow a very similar schedule as a traditional class. Assignments, tests and other projects and assessments have due dates.

Myth 3: Online students never have to come to campus. To the contrary, online students may have to come to campus for an orientation, testing, presentations, etc. Please refer to online course information for specific requirements.

Myth 4: I can "hide" and remain anonymous in an online course. Actually, online classes require regular online discussions and other interactions.

Myth 5: Malfunctioning computer, email, etc. are acceptable excuses for late work. Students have many options to continue working online should their main systems malfunction. Students are expected to use the email address assigned to them by MCCC and must find other means of keeping up with online coursework (e.g., using a computer in a campus lab or at a public library).

Myth 6: Students are taught how to use a computer in an online class. Students are expected to have basic computer skills prior to taking an online class. An online student should be comfortable using the Internet, word processing software and emailing with attachments.

Myth 7: Procrastination in an online class is okay. Because there are regular lessons and due dates, it is essential that online students are able to keep a regular schedule. Procrastination in an online course can negatively impact an online student's success. It is essential that students use their MCCC student email account. This will be the primary means of email communication between you and your instructor. For more information about activating your MCCC student email account, visit www.monroeccc.edu/email.

Main Campus
1555 South Raisinville Road
Monroe, Michigan 48161
734-242-7300 / 1-877-YES-MCCC

Whitman Center
7777 Lewis Avenue
Temperance, Michigan 48182
734-847-0559

www.monroeccc.edu | Admissions: 734-384-4104

MONROE COUNTY COMMUNITY COLLEGE
enriching lives