

Registration begins **Monday, November 4.**Winter Semester Classes begin **Friday, January 10.**Winter Payment Deadline for Advanced Registration is **Wednesday, December 11.**

THE COLLEGE RESERVES THE RIGHT TO MAKE CHANGES IN THIS SCHEDULE WHEN NECESSARY. PLEASE CONSULT THE ONLINE PAL REGISTRATION SYSTEM FOR THE MOST UP-TO-DATE INFORMATION at www.monroeccc.edu.

ENRICHING LIVES.

That's our mission.



MONROE COUNTY
COMMUNITY COLLEGE

www.monroeccc.edu

WINTER 2020: ACADEMIC CALENDAR

Winter Semester Registration Begins for Current and
Re-enrolling Students Using 2 Monday, November 4
Registration Begins for New Students (Open Registration) Thursday, November 7
Fee Payment Deadline for Advanced Registration Wednesday, December 11
College Closed Tuesday, December 24 through Wednesday, January 1
Winter Semester Classes Begin
Last Day for 100% Refund
College Closed-Martin Luther King Day
50% Refund Period Friday, January 17 through Thursday, January 23
No Refund
Spring Break Monday, March 2 through Sunday, March 8
Mid-point of the Semester
Last Day to Change to or from Audit or Pass/Fail Monday, March 9
Last Day for Faculty to Submit Faculty-initiated Withdrawals Friday, April 3
Deadline for Make Up of Fall Incomplete Grades
Last Day to Withdraw from a Class
College ClosedFriday, April 10 through Sunday, April 12
Commencement Ceremony Friday, May 1
Last Day of Winter Semester Classes
Grades Due from Faculty via 🖦 by noon
Grades Available for Students via 🕶 🚾 Friday, May 8
(Note: Dates listed are for full semester classes - short classes have earlier deadline dates - call 734.384.4108)



www.monroeccc.edu

Main Campus 1555 South Raisinville Road Monroe, MI 48161 1.877.YES.MCCC 734.242.7300 Whitman Center 7777 Lewis Avenue Temperance, MI 48182 734.847.0559

MISSION

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

VISION

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

Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person 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 in any program or activity for which it is responsible.

THE COLLEGE RESERVES THE RIGHT TO MAKE CHANGES IN THIS SCHEDULE WHEN NECESSARY. PLEASE CONSULT THE ONLINE PLEASE REGISTRATION SYSTEM FOR THE MOST UP-TO-DATE INFORMATION.

WINTER 2020: OFFICE DIRECTORY - TOPIC INDEX

UTTICE DIRECTORY	iopic ingex
Main Campus (Information) 734.242.7300	Academic Calendar Inside Front Cover
Toll Free	Academic Transcripts
Admissions (Building A)	Add/Drops
Applied Science and Engineering	Auditing a Course
Technology Division Office (T 149) 384.4112	Blended Classes
Bookstore (Building A)	Building/Parking Location Key
Brightspace Assistance	Class Schedule
Business Division Office (Z 286)	Course Prefixes
Business Learning Lab (Whitman)734.847.0559	Credit by Examination
	Disability Services
Cashier (Building A)	Educational Rights and Privacy Act
Counselors (Building A)	Fee Payment Information
Disability Services (C 218)	Financial Aid Information
Dual Enrollment (Building A)	General Information
Fee Payment (Building A)	Getting Started (New Student Information) 2 Grades via 21 13
Financial Aid (A 159)	Graduation
Health Sciences Division Office (H 120) 384.4102	Holds
Humanities/Social Science	How to use My PAL
Division Office (C 201)	Student Planning and Registration
International Students (Building A)384.4261	Learning Assistance Lab
Learning Assistance Lab (C 218)	Maximum Hours
Library (Building C)	MCCC Campus Map
Lifelong Learning (Z 286)	New Student Enrollment Process
Orientation (Building A)384.4104	New Student Orientation
Placement Testing (Z 258)	Office Hours
Refunds (Building A)	Ohio Tuition Reciprocity
Regional Computer	Online Classes
Technology Center (Z 258)	Online Registration Instructions 10, 11
Registrar/Registration (Building A) 384.4108	Online Requirements 49
Science/Math Division Office (L 126) 384.4233	Orientation Online
Siena Heights University (L 112)384.4133	Parking Regulations
Snow/Emergency College	Pass/Fail Option
Closing Information	Registration (Current or Re-enrolling Students) 3
Spring Arbor University	Registration (New Students)
(Whitman Center)	Registration (Late)
Transfer Students	Registration Instructions 10, 11
(Admissions) (Building A)	Residency Status
Veterans (Building A)	Schedule Guide - How to Read This Schedule 14
Help Desk	Senior Citizen Tuition Waiver
Whitman Center, 7777 Lewis Avenue,	Snow/Emergency College Closing Information 5, 8 Student Email Account
Temperance, Michigan734.847.0559	Student Learning Experiences
Workforce Development (Z 286)384.4229	Student Rights & Responsibilities 50
vvoikiorce Development (2 200)	Textbook Information
	Tuition and Technology Fee Schedule 4
	Tutoring 8
SMOKING POLICY	Veterans Benefits
Smoking and the use of all tobacco products is prohibited at the	Waitlist
college and is subject to all applicable laws, including Federal and	When and How to Pay
State "clean air" acts.	Withdrawals
This tobacco-free policy prohibits the use of all tobacco products	Workforce Development
and includes use of all devices intended to simulate smoking,	(Employment Assistance)
including electronic cigarettes and other similar types of devices.	

WINTER 2020: NEW STUDENT ENROLLMENT PROCESS

NEW STUDENTS - Getting Started is Easy

STEP 1

Complete an MCCC Application for Admission. There is no fee and the application can be completed online at www.monroeccc.edu. Just click on "Apply to MCCC" and follow the steps.

STEP 2

Apply for financial aid. There are a wide variety of resources available to students, however, it is recommended that you apply as early as possible.

Students who complete their files after the deadline date may not receive funding before the start of the semester. You can get started by:

- Applying online at www.fafsa.gov
- Calling 734.384.4135
- Visiting the Financial Aid Office in Building A, Room 159 on the MCCC Main Campus.
- Visiting the Whitman Center See Whitman Center office hours on page 9.

STEP 3

Complete one of the following placement options:

- a. Submit ACT scores:
 - English 18 or higher
 - Reading 18 or higher
 - Math 20 or higher
- b. Submit SAT scores:
 - EBRW 470 or higher
 - MATH 460 or higher
- c. Provide proof of 12 or more transferable credit hours from a regionally accredited college or university.
- d. Take the Accuplacer placement test.
 - Accuplacer is a computerized assessment test that helps to evaluate your skills in reading, writing and math and is used by MCCC's counselors to assist in course selection.
 - The Accuplacer test should be taken seriously. We recommend taking practice tests at accuplacer.collegeboard.org/students.

Accuplacer is offered at two locations.

On the Main Campus, it is offered in the Regional Computer Technology Center in Room Z 258 of the La-Z-Boy Center. Call 734.384.4255 for a schedule of testing times. At the Whitman Center, it is offered in the Business Learning Lab, Room 1. Call 734.847.0559 for testing times.

STEP 4

Schedule an appointment (734.384.4104) with a counselor to review your assessment scores and discuss course selection or remediation. If you have special needs or a disability, call the Learning Assistance Lab (734.384.4167) to meet with a special assistance counselor.

STEP 5

Register for classes.

- Fall Semester April through start of classes
- Winter Semester November through start of classes
- Summer Semester March through start of classes

STEP 6

Pay tuition and fees. Payment deadlines are: (Check deadlines in the Academic Calendar)

- Fall July
- Winter November
- Summer May

STEP 7

Attend New Student Orientation. MCCC offers online and in-person orientation programs. The online orientation session is available at www.monroeccc.edu/orientation. The schedule for live orientation sessions will be provided at the time of registration for classes.

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.

ATTEND MANDATORY ORIENTATION

Wednesday, January 8 • 5:30 - 7 p.m.

La-Z-Boy Center • Meyer Theater

Please note the building location on the MCCC campus map in this schedule.

We require you to attend New Student Orientation to 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. An optional campus tour will follow the program. To register for mandatory New Student Orientation, sign up online at www.monroeccc.edu or in the Admissions and Guidance Office.

WINTER 2020: REGISTRATION PROCESS

REGISTRATION BEGINS MONDAY, NOVEMBER 4

Register Online using PAL STUDENT PLANNING - www.monroeccc.edu

or

Register in Person

Current and **previously enrolled** students should use the Appointment Schedule below to find the appropriate date/time to register according to your cumulative hours earned.

APPOINTMENT SCHEDULE

The appointment schedule has been developed according to the number of cumulative credit hours earned. That number will include any transfer credits that have been accepted by MCCC and added to your record. Students can find the number of cumulative hours earned on **EXAL** Student Planning-My Progress. **Students may register at their time or any registration time thereafter**.

DAY	CUMULATIVE HOURS EARNED	BEGINNING
Monday, November 4	40 credits & over	12 a.m.
Tuesday, November 5	18 credits & over	12 a.m.
Wednesday, November 6	1 credit & over	

OPEN REGISTRATION begins NOVEMBER 7

Open registration includes continuing, re-enrolling and new students that have met with a counselor.

FEE PAYMENT

Students registering prior to **December 11** will have until then to pay tuition and fees. Beginning **December 11**, students must pay the same day of registering or adding a class.

LATE REGISTRATION

After classes begin, students may register or add a class prior to the second scheduled class meeting. Short courses or evening 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 or term.**

STUDENT EMAIL ACCOUNTS

MCCC will use your MCCC-assigned email account for all college communications. All enrolled academic credit students, as well as new and re-enrolling students, will have an MCCC email account assigned.

More information is available at: www.monroeccc.edu.

Click on the "Student Email Account" box for instructions, or you may obtain an informational handout at the following locations: Admissions and Guidance Office, Library, Learning Assistance Lab (LAL), Registrar's Office and the Financial Aid Office.

WINTER 2020: FEE PAYMENT INFORMATION - TUITION SCHEDULE

When to Pay

- Students who register in advance must be sure to pay by Wednesday, December 11.
- Students who register on or after **December 11** must pay the day of registration.

How to Pay

If you register by 2., go to "Tuition and Fees" – "Your Account/Account Summary by Term" – for the amount due. You will also receive a confirmation statement.

1. Nelnet/FACTS - Online Tuition Management

Payment plan options are available through a third party
- Nelnet FACTS Online Tuition Management. Go to the
MCCC home page (www.monroeccc.edu), log into WPAL
Under "Tuition and Fees-Your Account", click on "Create a
Payment Plan."

2. Payment by Financial Aid

All students with completed financial aid files prior to registering by 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.

3. Payment by Credit Card

You may pay by credit card online with way. 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).

4. 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 2% 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.

5. Payment by Mail

Payment by mail is only available to those who register prior to **December 11**.

Mail early. Payments must be received by Wednesday, December 11.

Make checks payable to MCCC for the exact amount of your tuition and fees. Also, 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.

Tuition and Technology Fee Schedule*

iaition and	ı icominology	10000	iicaaic
BILLABLE CONTACT HOURS	MONROE COUNTY RESIDENT	OUT OF COUNTY	OUT OF STATE
1	132.25	219.50	242.00
2	264.50	439.00	484.00
3	396.75	658.50	726.00
4	529.00	878.00	968.00
5	661.25	1,097.50	1,210.00
6	793.50	1,317.00	1,452.00
7	925.75	1,536.50	1,694.00
8	1,058.00	1,756.00	1,936.00
9	1,190.25	1,975.50	2,178.00
10	1,322.50	2,195.00	2,420.00
11	1,454.75	2,414.50	2,662.00
12	1,587.00	2,634.00	2,904.00
13	1,719.25	2,853.50	3,146.00
14	1,851.50	3,073.00	3,388.00
15	1,983.75	3,292.50	3,630.00
16	2,116.00	3,512.00	3,872.00

^{*}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.

A Technology Fee of \$20 per billable contact hour is **included** in the above amounts.

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

Some courses have lab or special fees. Please see the course listings for details.

WINTER 2020: REFUND SCHEDULE - TEXTBOOK INFORMATION

Winter Semester Tuition and Technology Fee Refund Policy

Full Semester Courses:

100% Through January 16 50% January 17 - January 23 No refund Beginning January 24

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 Winter Semester will begin the second week of February.

Lab fees are not refundable beginning with the 50 percent refund period.

The Registration Fee is non-refundable.

Refund Line: 734.384.4291.

NOTE: Some Math courses have a \$100 fee. This fee is not refundable after your section of the class has met.

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:

- Through a public (no sign-in required) link on the MCCC website: www.monroeccc.edu
 - Click on "Services & Support"
 - · Click on "Bookstore"
 - · Click on "Textbooks"
 - · Click on "http://bookstore.monroeccc.edu"
 - Select "Textbook Lookup" and use filters to search.
- 2. Through the **TAL** system link on the MCCC website:
 - · Click on "MY WEBPAL"
 - Click on "Applicants and Guests"
 - · Click on "Course Schedule"
 - Click on "Advanced Search" to use filters to search.

EMERGENCY NOTIFICATION SYSTEM

SIGN UP NOW FOR MCCC'S EMERGENCY NOTIFICATION SYSTEM!

Notification for closings or delays for inclement weather and emergency situations can be sent directly to your phone and/or email address.

As soon as we know – you know!

Please visit our Emergency Notification Web site at **www.monroeccc.edu/notify**

(You may also contact the Office of the Vice President of Student and Information Services for more information at 734.384.4316)

WINTER 2020: TUITION AND FEES - BILLABLE CONTACT HOUR SYSTEM

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 in this schedule and the **TAL** online course registration system includes both a credit hour and a billable contact hour for every MCCC credit course.

What types of financial aid are available to students?

There are a variety of ways MCCC students can get help in paying tuition, including grants, work-study, scholarships, payment plans and loans. To find out more about options, contact the Financial Aid Office at 734.384.4135.

Tuition and Fees*

Calculating Tuition and Fees

To calculate your tuition and fees, you must consider the following items that apply to your student schedule.	
Registration Fee (per semester)	

Tuition (per billable contact hour)

Monroe County Resident	\$132.25
Out-of-County	\$219.50
Out-of-State/International	\$242.00

A \$20 technology fee is included in the above amounts.

Some courses have lab or special fees. Please see **AL** for details.

^{*}Tuition and fees are subject to change by action of the MCCC Board of Trustees.

WINTER 2020: GENERAL INFORMATION

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.

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.

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 734.384.4304.

Academic Transcripts

Students request official transcripts online at www.monroeccc.edu or via **AL**. 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.)

All official transcripts are requested online at www.monroeccc.edu.

Transcripts from other institutions will not be released or photocopied.

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).

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 (inside the front cover) 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.

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.

Add/Drops

Adds and drops may be processed via Later 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.

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.

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:
 - The student, or parents of a dependent student, own(s) either property or a business which is located within Monroe County (Michigan).
 - 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).
 - The student is considered a resident, as defined below:
 - 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.

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 of the semester.

WINTER 2020: GENERAL INFORMATION

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.

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.

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.

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 <u>each</u> semester to receive accommodations.

Check Out the Learning Assistance Lab!

- Tutoring
- Study Skills
- · Writing Center
- · Special Workshops

(Call 734.384.4167 for an appointment.)

First Steps for Classroom Success

"First Steps" is a free workshop for first-time college students and students without recent classroom experience. The workshop topics include:

- Adapting to the academic demands of college
- Taking effective lecture notes
- · Goal setting and time management
- · How to study

Visit www.monroeccc.edu/lal/lal.htm for First Steps workshop dates. Call 734.384.4167 or stop by Room C 218 to register.

Parking Regulations

The roadways on campus are under the jurisdiction of Monroe Township and subject to the ordinances of the township.

- All vehicles should be properly parked in compliance to lot markings and signage. Improperly parked vehicles are subject to towing.
- No parking is permitted on the grass, walkways or pedestrian right-of-ways.
- 3. Vehicles parked in spaces designated for the physically disabled must display proper authorization. Student stickers for temporary authorization for physically accessible parking may be requested from the Learning Assistance Lab located in the Campbell Learning Resources Center (C 218, 734.384.4167).
- Staff and students should not park in spaces designated for Board of Trustees, visitors or other limited parking.
- 5. Certain areas are designated for staff parking only. Vehicles parked in these areas must display a staff parking sticker. (Student assistants are not considered "staff" in matters of parking.)

Emergency College Closing

When weather conditions are considered hazardous, the institution may close or postpone the opening of the college campus.

SIGN UP NOW for MCCC's Emergency Notification System!

Alert notification for closings or delays for inclement weather and emergency situations can be sent directly to your phone or email address.

As soon as we know - you know!

Please visit the Emergency/Closing Alerts page of the MCCC website at **www.monroeccc.edu/notify**

(You may also contact the Office of the Vice President of Student and Information Services for more information at 734.384.4316)

Visit the MCCC website at www.monroeccc.edu. Click on the appropriate link for the up-to-date campus status, or call 734.384.4223 for campus status information.

Effort will be made to broadcast this information over the following Detroit and Toledo radio and television broadcasting networks. (MCCC has no control over the timeliness of the posting or the posting of incorrect information for this optional service.)

Television (Channels		Radio Stations				
Detroit Area	Toledo Area	<u>Detroit</u>	<u>Toledo</u>	<u>Monroe</u>			
WDIV - TV 4	WTOL - TV 11	WJR - AM 760	WLQR - AM 1470	WMIM - FM 98.3			
WXYZ - TV 7	WTVG - TV 13		WTOD - AM 1560				
			WXKR - FM 94.5				

WINTER 2020: OFFICE HOURS

Main Campus

1555 S. Raisinville Road Monroe, Michigan 734.242.7300 877.YES.MCCC



Office Hours Admissions & Counseling (Building A)

Monday • 8 a.m. − 7 p.m. Tuesday - Friday • 8 a.m. − 4:30 p.m.

Bookstore (Building A)

Monday • 8 a.m. − 7 p.m. Tuesday − Friday • 8 a.m. − 4:30 p.m.

Cashier (Building A)

Monday • 8 a.m. − 7 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

Financial Aid (A 159)

Monday • 8 a.m. − 7 p.m. Tuesday − Friday • 8 a.m. − 4:30 p.m.

Learning Assistance Lab (LAL) (C 218)

Monday – Thursday • 8 a.m. – 7 p.m. Friday • 8 a.m. – 3 p.m. Saturday • 9 a.m. – 1 p.m.

Library (Building C)

Monday - Thursday • 8 a.m. − 8 p.m. Friday • 8 a.m. − 4:30 p.m.

Registrar (Building A)



Monday • 8 a.m. - 7 p.m. Tuesday - Friday • 8 a.m. - 4:30 p.m.

Regional Computer Technology Center (RCTC) (Z 258)

Monday – Thursday • 7:30 a.m. – 8:30 p.m. Friday • 8 a.m. – noon

Switchboard (Building A)

Monday • 8 a.m. - 7 p.m. Tuesday - Friday • 8 a.m. - 4:30 p.m.



Whitman Center

7777 Lewis Avenue Temperance, Michigan 734.847.0559 877.YES.MCCC



Office Hours

Monday – Thursday • 8 a.m. – 6 p.m. Friday and Saturday • Closed Academic advising available by appointment.

Business Learning Lab (BLL)

Monday – Thursday • 8 a.m. – 6 p.m. Friday and Saturday • Closed

Placement Testing

Please call the Whitman Center for Accuplacer testing times (734.847.0559).

Disability Services

Please call 734.384.4167 for an appointment.

Tutoring Services

Hours to be announced. Please call 734.384.4167 or 734.847.0559 for an appointment.

WINTER 2020: REGISTRATION AND STUDENT RECORDS VIA PAL

www.monroeccc.edu WEPAL Help Desk: 734.384.4333

How Does <u>SEAL</u> Work?

is an online system that allows students to access records, register for classes, pay fees and complete a number of other processes through a secure Web server. System availability and registration times are published in this schedule.

Who Can Use ™AL?

is available to students who have been enrolled any time since the Fall of 1997. It is usually available for new students the day after they meet with a counselor. Students attending prior to the Fall of 1997 should call the Help Desk to request account setup.

How Do I Sign On?

- Go to MCCC's Web site: www.monroeccc.edu.
- Click on the **PAL** logo.
- First-time users: click on "First Time Users Click HERE!"
- Read and print "How do I log on to ZAL?"
- Click on "Log In" and follow the instructions you printed to confirm your Law User ID and to set your secure personal password. (Make a note of your new password or use the password hint reminder.)
 Passwords do expire. After six months, you will be required to create a new password.
- If you were successful at logging in, click on "Students."
- Go to "Student Planning" then "User Options" and then "User Profile" to view student email and update address.
 This is the email address MCCC will use for all communications with students – including waitlist notification.
- Use "Student Planning" to choose any other option and explore!
- · When finished, "Sign Out" and close your browser.
- If you have problems, please read and follow carefully the instructions you printed from "How do I log on to "AL?"

You can access **AL** from any browser, on any computer, including Macs.

If you don't have a computer at home, **PAL** is available on the Main Campus and at the Whitman Center. Visit one of the computer labs listed in this schedule.

What Can I Do with **☞** 조·?

 Check class availability. Use the "Student Planning-Course Catalog" option.

Note: The "Student Planning-Course Catalog" feature is available to the public and does not require a password to log in.

- · Register for classes
- · Drop or add classes
- Add your name to the waitlist for a closed class
- · Get your class schedule
- · Pay fees by Visa, MasterCard or Discover
- · Check your amount due
- · Check your financial aid
- Find out your grades for a semester
- · Look at all courses completed and grades
- Reset a forgotten password online (using your MCCC email address)
- Check to see who your faculty advisor is
- Plan and view program progress
- Manage your waitlist
- Check prices of required textbooks and supplies
- Change your major or program of study

STUDENT LEARNING EXPERIENCES

Face-to-Face: These courses require students to come to the MCCC campus on prescribed days and times. These courses may utilize a Web-based component as a supplement to the instructor's face-to-face classroom instruction.



Blended: These courses blend face-to-face classroom instruction with a significant amount of webbased instruction. The class schedule in these courses will require the student to come to MCCC campus as established by the instructor.



Online: These courses deliver instruction in an entirely Web-based format. Some exams and assignments may be required at authorized locations as established by the instructor.

WINTER 2020: HOW TO USE my PAL: STUDENT PLANNING & REGISTRATION

www.monroeccc.edu WEPAL Help Desk: 734.384.4333

How To Start

• Sign into ******* and click on "Student Planning"

Planning Courses

- Under "Student Planning" select "My Progress"
- Review outstanding degree/program requirements (red font)
- Click on the course you want to take to fulfill the outstanding requirements
- Click "Add Course to Plan" and select the term you would like to take the course
- Select "Back to My Progress" (upper left of page)
- · Continue planning outstanding requirements

Registering

- Under "Student Planning" select "Plan & Schedule"
- · Use arrows to select the term you want to register for
- Click on "View Other Sections"
- Select the section you wish to register for and click "Add Section"
- Click "Register Now" (upper right) to register for all selected sections or click "Register" under each section (left)
- · Verify completed schedule on right of screen
- Sign out and close browser

Dropping

- Under "Student Planning" select "Plan & Schedule"
- · Use arrows to select term
- Click the "Drop" button on the section you want to drop
- Verify the drop by reviewing the schedule on the right
- · Sign out and close browser

Adding and Managing Waitlists

- If a section you are registering for is full, you may add yourself to a waitlist by clicking the "Waitlist" button (left).
 You will receive an email if you are given permission to register for this section. You will have 24 hours to register for this section before your permission expires.
- Follow above instructions for registering
- You may also remove yourself from a waitlist by clicking "Drop Waitlist"
- · Sign out and close browser

Course Catalog/Advanced Search

- You may also use the Course Catalog to search and plan courses
- Under the "Student Planning" tab select "Course Catalog"
- Subject Search: You can search by subject by clicking the subject below
- Advanced Search: Use filters to select term, courses, days and times
- To plan a course, click "Add Course to Plan"
- Follow above instructions for registering

Unofficial Transcript

- Under the "Student Planning" tab, select "Unofficial Transcript"
- Click on "Graduation Audit Transcript"
- Save or print unofficial transcript

"Academics" Tab in "Student Planning"

- View grades
- Change Program Form
- · Request official transcript

WINTER 2020: 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 Supplemental Educational Opportunity Grant (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 EAL. 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

Students who complete their files after the deadline date may not receive a financial aid package before tuition is due.

For further information, contact the **Financial Aid Office** by stopping in or calling **734.384.4135**.

EMPLOYMENT ASSISTANCE/ WORKFORCE DEVELOPMENT

The Office of Workforce Development at MCCC offers students, alumni, and Monroe County Residents free assistance in locating employment opportunities in the Monroe area. The office provides information regarding available part-time, full-time, permanent and temporary positions in a wide variety of areas. Student assistant positions are also available through the office. To register for these services, please visit our website at www.collegecentral.com/monroeccc; email Barry Kinsey, director of workforce development, at bkinsey@monroeccc.edu, or call the office at 734.384.4127. Follow us on Twitter @ MCCC Employment or like us on Facebook by searching Monroe County Community College Employment Assistance/Workforce Development.

WINTER 2020: SCHEDULE GUIDE

COURSE PREFIXES

Business Courses

Accounting (ACCTG)

Administrative Professional (ADMN)

Business Administration (BUSAD)

Business Law (BSLW)

Business Management (BMGT)

Business Math (BSMTH)

Computer Information Systems (CIS)

Culinary Skills and Management (CSM)

Cybersecurity and Information Assurance (IAS)

Economics (ECON)

Marketing Communications (MCOM)

Quality Systems Technology (QSTC)

Word Processing (WPR)

Science/Mathematics Courses

Astronomy (ASTRN)

Biology (BIOL)

Chemistry (CHEM)

Early Childhood Education (ECE)

Earth Science (ESC)

Mathematics (MATH)

Meteorology (MET)

Physical Geography (GEOG)

Physical Science (PHYSC)

Physics (PHY)

Health Sciences Courses

Certified Nurse Aide (CNA)

Health/Physical Education (HPE)

Health Science (HLTSC)

Nursing (NURS)

PN to RN Program Option (PNRN)

Practical Nursing (PNUR)

Respiratory Therapy (RTH)

Humanities Courses

Art (ART)

College Success Skills (COLL)

Communications (COMM)

Dance (DANCE)

Education (EDU)

English (ENGL)

Foreign Language (FREN, GERMN, SPAN)

Humanities (HUMAN)

Journalism (JOURN)

Music (MUSIC)

Philosophy (PHIL)

Speech (SPCH)

Theater (THEA)

Applied Science and Engineering Technology Courses

Automotive Engineering Technology (AUTO)

Automotive Service Technology (AST)

Construction Management Technology (CONM)

Electrical Engineering Technology (ELEC)

Materials Technology (MATL)

Mechanical Design Technology (MDTC)

Mechanical Engineering Technology (METC)

Metrology and Quality Technology (QSTC)

Non-destructive Testing (NUET)

Nuclear Engineering Technology (NUET)

Product and Process Technology (MECH)

Renewable Energy (ELEC)

Welding Technology (WELD)

Social Science Courses

Anthropology (ANTHR)

Criminal Justice (CRJ)

Gender and Women's Studies (GWST)

Geography (GEOG)

History (HIST)

Political Science (POLSC)

Psychology (PSYCH)

Social Work (SWK)

Sociology (SOC)

WITHDRAWAL POLICY

A student may withdraw from a course via **PAL** or in person through the "last day to withdraw" date listed in the Academic Calendar (inside front cover) of this schedule. No withdrawal will be processed after that date. The withdrawal deadline is prorated for any course less (or more) than 15 weeks.

GRADES VIA WEPAL

Get your grades via accessible on the home page of the MCCC website at www.monroeccc.edu. Log in to your account, select Student Planning, use the Academics tab and select Grades.

Monroe County Community College does not mail printed grade reports to students.

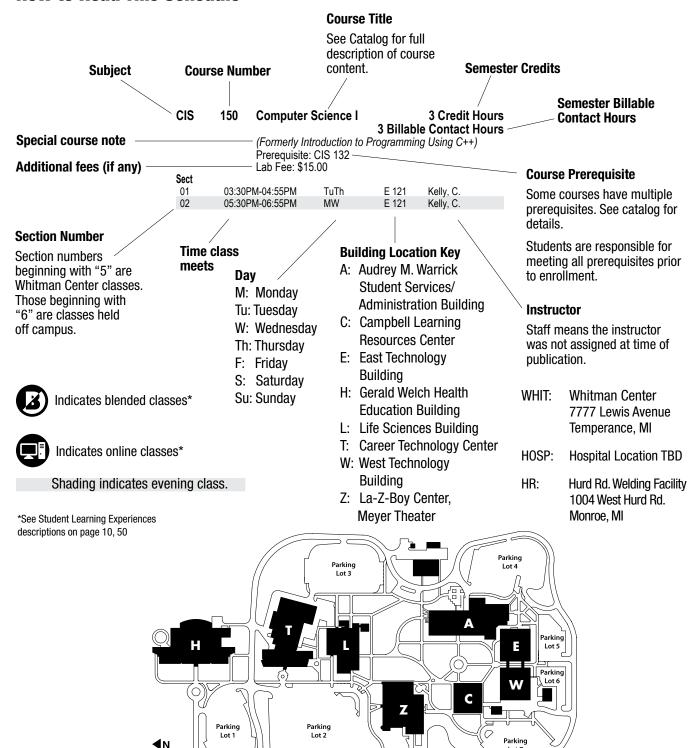
15-week grades for Winter 2020 semester INwill be available to students via on May 8.

(Short course grades are normally available seven days after the last class.)

Students who need a printed copy of their grades for scholarship or reimbursement purposes may obtain a copy by calling the Registrar's Office at 734.384.4108. Grade reports requested by students will be mailed within 14 days of the request.

WINTER 2020: SCHEDULE GUIDE

How to Read This Schedule



1555 South Raisinville Road

To Dunbar Road -

To M-50

WINTER 2020: SCHEDULE OF CLASSES

The Winter Semester begins Friday, January 10 and ends on Monday, May 4.

(Classes with dates other than January 10 to May 4 are noted.)

ACCOUNTING

ACCTG 151 **Accounting Principles** 4 Credit Hours 4 Billable Contact Hours

Prerequisite: RDG 090 and ENGL 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc. edu for more information.

Sect 02

09:00AM-10:52AM 02:00PM-03:52PM

TuTh C 226 Baul, P. MW C 226 Staff Course Fee \$75.00 Wang, S.

L1 Online Course



Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Course Fee \$75.00 Online Course Wang, S. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

ACCTG 152 Accounting Principles 4 Credit Hours 4 Billable Contact Hours

Prerequisite: ACCTG 151; If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@

monroeccc.edu for more information.

Sect

01	09:00AM-10:52AM	MW	C 226	Staff	
02	05:00PM-06:52PM	TuTh	C 226	Wang, S.	
L1	Online Course	Course F	ee \$75.00	Baul, P.	
	Students must have co	mputer skills	and reliable Inte	ernet capabiliti	es. 1



get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

ACCTG 205 Microcomputer Accounting II 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ACCTG 151 and CIS 109; If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc. edu for more information.

Sect L1

Online Course

Course Fee \$75.00

Baul, P.

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

ACCTG 220 **Payroll Accounting** 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ACCTG 151. You must also complete the Online Orientation (ONL-001) prior to the start of the semester or have previously completed an online course at MCCC. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning office at 734.384.4328 or elearning@monroeccc.edu for further information.

Sect

Course Fee \$75.00 Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

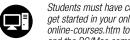
ACCTG 252 Cost Accounting

4 Credit Hours 4 Billable Contact Hours

Prerequisite: ACCTG 152; If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect L1

Online Course Course Fee \$75.00 Baul, P.



Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

ACCTG 254 Intermediate Accounting II 4 Credit Hours 4 Billable Contact Hours

Prerequisite: ACCTG 251; If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect L1

Online Course

Course Fee \$75.00

Wang, S.

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

ANTHROPOLOGY

ANTHR 152 Introduction to Cultural 3 Credit Hours Anthropology 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect				
01	11:00AM-12:20PM	MW	C 228	Mohney, K.
02	03:30PM-04:50PM	MW	C 228	Mohney, K.
03	03:30PM-04:50PM	TuTh	C 224	Mohney, K.
51	09:30AM-10:50AM	TuTh	WHIT 2	Mohney, K.

ANTHR 165 3 Credit Hours Eastern North American 3 Billable Contact Hours Archaeology

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 12:30PM-01:50PM C 228 01 MW Mohney, K.

ART

Art Fundamentals 3 Credit Hours **ART** 151 **6 Billable Contact Hours**

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 09:30AM-12:20PM 01 MW A 165 O'Halloran, T.

ART 155 **Art Appreciation** 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

6 Billable Contact Hours

Lab Fee: \$6.00

Sect 01 05:30PM-08:20PM C 228 O'Halloran, T.

ART 170 Life Drawing 3 Credit Hours

Prerequisite: ART 151 or ART 180

Lab Fee: \$10.00

Sect 01 02:00PM-04:50PM MW A 165 O'Halloran, T.

ART 180 3 Credit Hours Drawing I **6 Billable Contact Hours**

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 01 02:00PM-04:50PM TuTh A 165 O'Halloran, T.

ART 3 Credit Hours 181 Drawing II 3 Billable Contact Hours

Prerequisite: ART 180

05:30PM-08:20PM

01

Sect 01 03:30PM-04:50PM TuTh A 165 O'Halloran, T.

ART 190 Painting I 3 Credit Hours

> 6 Billable Contact Hours Prerequisite: ENGL 090 and RDG 090 or qualifying

> > A 165

Pollman, A.

scores on accepted placement tests Sect TuTh

ART 3 Credit Hours 191 Painting II

3 Billable Contact Hours Prerequisite: ART 190

Sect 07:00PM-08:20PM 01 TuTh A 165 Pollman, A.

ART 250 Watercolor Painting I 3 Credit Hours 6 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 01 05:30PM-08:20PM TuTh A 165 Pollman, A.

ART 251 Watercolor Painting II 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ART 250

Sect 01 07:00PM-08:20PM A 165 Pollman, A. TuTh

ART 252 Studio Art 3 Credit Hours 3 Billable Contact Hours Prerequisite: ART 181 or ART 191 or ART 251

Sect O'Halloran, T. Arranged Arranged A 165

ART	270	Ceramics I			3 Credit Hours	AUTO	103	Fuel and Em			4 Credit Hours
		Prerequisite: E	NGL 090 and	RDG 090					RDG 090 or q	ualifying sco	Contact Hours ores on accepted
		Lab Fee: \$50.0	cores on acce 00	epted place	ment tests			Lab Fee: \$75.0	lacement tes 00	īS.	
Sect 01	09:30	AM-12:20PM	TuTh	E 107	O'Halloran, T.	Sect 01		M-08:55PM and with AST 203-0	MW	T 178	Dufour, N.
ART	271	Ceramics II			3 Credit Hours	•••••		u Willi AST 203-C			
04		Prerequisite: A Lab Fee: \$50.0	RT 270	3 Billable	Contact Hours	AUTO	107	Automotive Units Prerequisite: A	ST 102 or El	LEC 125	4 Credit Hours Contact Hours
Sect 01	11:00	AM-12:20PM	TuTh	E 107	O'Halloran, T.	•		Corequisite: 10 Lab Fee: \$30.0		or consent	
ART	272	Ceramics III		3 Rillahle	3 Credit Hours Contact Hours	Sect 01		M-08:25PM and with AST 125-0	TuTh	T 178	Tessier, R.
•		Prerequisite: A Lab Fee: \$50.0	RT 271	o Diliable	Oontact Hours	AUTO	114	Automotive			4 Credit Hours Contact Hours
Sect 01	11:00	AM-12:20PM	TuTh	E 107	O'Halloran, T.				AUTO 101 ar		3 and AUTO 104.
ART	273	Ceramics IV		3 Rillahla	3 Credit Hours Contact Hours	Sect 01	07:00PI	Lab Fee: \$50.0 M-09:55PM	JU TuTh	T 122	Locher Sr., M.
		Prerequisite: A	RT 272	J Dillable	Contact Hours		AUTO 1	14-01 is co-listea	with ELEC 145	5-01	·
Sect		Lab Fee: \$50.0	00				ΔΙΙΤΩ	MOTIVE S	FRVICE 1	LECHNU	I OGY
01	11:00/	AM-12:20PM	TuTh	E 107	O'Halloran, T.	AST	101	Introduction	_	LOIIIIO	3 Credit Hours
ART	274	Studio Pract Ceramics Prerequisite: A Lab Fee: \$50.0	RT 273	3 Billable	3 Credit Hours Contact Hours	AUI	101	Automotive Prerequisite: R	Service RDG 090 and cores on acc	MATH 090	Contact Hours or qualifying
Sect 01	Arrang		Arranged	E 107	O'Halloran, T.	Sect 01	1A00:80	M-11:55AM	F	T 178	Petee, K.
ART Sect	281	Art History: to Baroque Prerequisite: E scores on acce	NGL 090 and	3 Billable I RDG 090	3 Credit Hours Contact Hours or qualifying	AST	102		RDG 090 and cores on acc	MATH 090	
01	05:30F	PM-08:20PM	Th	C 228	O'Halloran, T.			Co-requsite: A Lab Fee: \$75.0			
		AST	ronom	Y		Sect 01	1A00:80	M-09:25AM	MTuW	T 178	Petee, K.
ASTRN	151	· q	NGL 090 and	RDG 090	4 Credit Hours Contact Hours and MATH 090 or oted placement	AST Sect	103	Prerequisite: A Lab Fee: \$75.0	ST 101, AST		4 Credit Hours Contact Hours
Sect 01	07:00F	PM-08:52PM	MW	L208	Zouaoui, G.	01		M-06:55PM ed with AUTO 102	MW 2.	T 180a	Halsey, J.
ΔΙ	ЈΤΩМ	OTIVE ENG	INFFRIN	G TFCH	NOI OGY	AST	120	Brake Syste	ms	C Dilleti	4 Credit Hours
	102	Automotive			4 Credit Hours			Corerequisite:	AST 101	o Billable	Contact Hours
		Prerequisite: E	LEC 125	6 Billable	Contact Hours	Sect 01	07:30PI	M-10:25PM	MW	T 180a	Staff
Sect		Lab Fee: \$50.0				AST	125	Steering and	1		4 Credit Hours
01		PM-07:25PM ted with AST 10	MW 3.	T 180A	Halsey, J.			Suspension Corerequisite:		7 Billable	Contact Hours
						Sect 01	UE-UUDI	M-09:25PM	TuTh	T 178	Staff
						01	00.001 1	JU.ZUI IVI		1 170	Call

AST	203	Engine Pe	erformance II	7 Pillable	4 Credit Hours Contact Hours	BIOL	257	Anatomy Physiolog		6 Billah	4 Credit Hours le Contact Hours
		Prerequisite		/ Dillable	Contact Hours			Prerequisite	e: BIOL 151		
Sect		Lab Fee. \$1	3.00					Corequisite			n into the Associate program (nursing
01	06:00	PM-09:25PM	MW	T 178	Staff				students only		program (narsing
		ted with AUTO 1			- 1	Cast		Lab Fee: \$8		' '	
			DIOLOGY			Sect 01	09:30	AM-10:50AM	WF	L 140	Wahr, P.
			BIOLOGY			Lab		AM-01:50PM	W	L 104	
BIOL	151	Biological	I Science I		4 Credit Hours	02		AM-10:50AM	WF	L 140	Wahr, P.
5.01		Diologica	. 00101100 1	6 Billable	Contact Hours	Lab		AM-01:50PM	F	L 104	Waha D
		Prerequisite	e: ENGL 090 ar		and MATH 092	03 Lab		PM-03:20PM PM-06:20PM	WF W	L 140 L 104	Wahr, P.
			or MATH 150	or qualifying	scores on	04		PM-03:20PM	WF	L 104	Wahr, P.
			accepted place			Lab		PM-06:20PM	F	L 104	vvaiii, i .
		Lab Fee: \$9	95.00					00.201	•		
Sect	00.00			1.440	D 1 T	BIOL	258	Anatomy	and		4 Credit Hours
01 Lab		AM-09:20AM	MW M	L 140 L 108	Rayl, T.			Physiolog		6 Billab	le Contact Hours
02		AM-12:20PM AM-09:20AM	MW	L 100 L 140	Rayl, T.			Prerequisite	e: BIOL 257 (fo	rmerly BIO	L 157)
Lab		AM-12:20PM	W	L 140	rayı, r.			Lab Fee: \$8	30.00	•	,
03		PM-02:50PM	TuTh	L 140	Fonseca, M.	Sect					
Lab		PM-05:50PM	Tu	L 108	,	01		AM-12:20PM	TuTh	L 140	Wahr, P.
04		PM-02:50PM	TuTh	L 140	Fonseca, M.	Lab		PM-04:20PM	Tu	L 102	5
Lab	03:00	PM-05:50PM	Th	L 108		02		AM-12:20PM	TuTh	L 140	Wahr, P.
05		PM-07:20PM	TuTh	L 140	Staff	Lab 03		PM-04:20PM PM-06:50PM	Th TuTh	L 102 L 111	Dittor I
Lab		PM-10:20PM	Tu	L 108	o. "	Lab		PM-09:50PM	Th	L 111	Bittar, J.
06		PM-07:20PM	TuTh	L 140	Staff	04		AM-01:20PM	F	L 141	Bittar, J.
Lab	07:30	PM-10:20PM	Th	L 108		Lab		PM-04:50PM	F	L 102	2, 0.
BIOL	153	Biological	l Sciences II		4 Credit Hours	DIOI		0			4.0
		D ::	DIOL 454	6 Billable	Contact Hours	BIOL	260	General N	licrobiology	C Dillah	4 Credit Hours
		Prerequisite						Droroguioite	o DIOI 151 or		le Contact Hours
Sect		Lab Fee: \$8	50.00					Prerequisite	Degree Nurs		into the Associate
01	08:00	AM-09:20AM	TuTh	L 140	Rayl, T.			Lab Fee: \$9		ilig (ADIN)	program.
Lab		AM-12:20PM	Tu	L 108	rayi, r.	Sect		Lab i cc. y	00.00		
						01	02:00	PM-03:20PM	MW	L 201	Fonseca, M.
BIOL	156	Introducti	on to Enviro	nmental	4 Credit Hours	Lab		PM-06:20PM	W	L 110	
		Science		6 Billable	Contact Hours	-					
		Prerequisite	e: ENGL 090 ar	nd RDG 090	and MATH 090 or			DUCINEC	S ADMINI	CTD ATI	ΩN
				res on acce	pted placement			DOSINES	2 ADMINI	SINAII	UN
		Lab Fee:	tests			BUSAD	151	Introducti	ion to Busine	ess	4 Credit Hours
Sect		Lab Fee.	φου.υυ							4 Billab	le Contact Hours
01	01.00	PM-02:20PM	MW	L 102	Rayl, T.			Prerequisite	e: ENGL 090 ai		
Lab		PM-05:20PM	M	L 102	1 100 311, 11.				scores on ac	cepted pla	cement tests. If you
51		AM-10:20AM	TuTh	WHIT 10	Staff				are registerir	ng for an or	line or blended
Lab		AM-12:22PM	Th	WHIT 10							at MCCC, you must
					······································				also complet		e Orientation
DIAL									11 JULY 11011 V	riar ta tha c	tart of the

> qualifying ent tests. If you or blended MCCC, you must rientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@

monroeccc.edu for more information.



Sect

01:30PM-03:22PM TuTh C 223 Reiman D Course Fee \$75.00 Online Course Reiman, D. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Online Course Course Fee \$75.00 Reiman, D. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

4 Credit Hours

4 Billable Contact Hours

Rayl, T.

Prerequisite: ENGL 090 and RDG 090 and MATH 090 or

qualifying scores on accepted placement

L 113

BIOL

Sect

01

161

01:30PM-03:20PM

Life in the Ocean

tests

TuTh

BUSAD 170

Small Business and 3 Credit Hours Entrepreneurship 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.

Sect

Online Course

Course Fee \$75.00

edu for more information.

Reiman, D.

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

BUSINESS MANAGEMENT

BMGT 160

3 Credit Hours Managing in the Digital Enterprise 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Lab Fee: \$15.00

Sect

09:30AM-10:50AM Online Course

MW Course Fee \$75.00

7 289 Staff Reiman, D.

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

BMGT 201 Principles of Management

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect

01 11:00AM-12:20PM MW

C 223 Course Fee \$75.00

Staff Wysocki, W.

L1

Online Course Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

Online Course

Course Fee \$75.00 Wysocki, W. Students must have computer skills and reliable Internet capabilities. To get

started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

BMGT 202 **Business Communication** 3 Credit Hours in the Digital Age 3 Billable Contact Hours

Prerequisite: ENGL 151 and one of the following: BUSAD 151, BMGT 160, BMGT 201 or

ENGL 102.

Sect 01

09:30AM-10:50AM

TuTh

C 223 Reiman, D.

BMGT 220 **International Business** 3 Credit Hours 3 Billable Contact Hours

> Prerequisite: BMGT 201 and ECON 251; If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.

Sect



Online Course Course Fee \$75.00 Wysocki, W. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

edu for more information.

BMGT 251 Human Resource 4 Credit Hours 4 Billable Contact Hours Management

Prerequisite: BUSAD 151 or BMGT 201

Sect

01 02:00PM-03:52PM MW C 232 Staff

CERTIFIED NURSE AIDE

CNA 100

Certified Nurse Aide

6 Credit Hours 10 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Lab Fee: \$59.00

Sect 01

05:30PM-09:20PM	TuTh	H 164	Stat
08:00AM-05:00PM	S	H 105	
06:30AM-03:00PM	FSSu	Clinical	

Section 01 will meet from 1/14/20-3/29/20. Section 01 will meet for lecture/lab on Tuesdays, Thursdays and Saturdays (times shown above) from 1/14/20-3/14/20. THERE WILL BE NO CLASSES THE WEEK OF 3/2/20 FOR SPRING BREAK. Clinicals will meet off campus on Friday, Saturday, Sunday from 6:30 AM-3:00PM from 3/20/20-3/29/20. STUDENTS ARÉ REQUIRED TO COMPLETE THE ONLINE "CNA ORIENTATION" PRIOR TO THE FIRST DAY OF CLASS BY VISITING www. monroeccc.edu/programs/certified-nurse-aide.

CHEMISTRY

CHEM 150 Fundamental Principles of Chemistry

4 Credit Hours 6 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 and MATH 124 or MATH 092 or MATH 150 or qualifying score on accepted placement tests

Lab Fee: \$75.00

Sect				
01	11:00AM-12:20PM	MW	L 201	Fuertes, M.
Lab	08:00AM-10:50AM	W	L 205	
02	05:30PM-06:50PM	TuTh	Arranged	Fuertes, M.
Lab	07:00PM-09:50PM	Tu	L 205	

CHEM 151 General College Chemistry I

4 Credit Hours 6 Billable Contact Hours

Prerequisité: MATH 151 or qualifying score on accepted placement tests and CHEM 150 or one year of high school chemistry

Lab Fee: \$75.00

Sect					
01	11:00AM-12:20PM	TuTh	L 201	Bean, L.	
Lab	01:30PM-04:20PM	Tu	L 207		
02	11:00AM-12:20PM	TuTh	L 201	Bean, L.	
Lab	01:30PM-04:20PM	Th	L 207		

CHEM	152	General College Chemistry II Prerequisite: CHEM 151	4 Credit Hours 6 Billable Contact Hours
		Lab Fee: \$75.00	

Sect					
01	12:30PM-01:50PM	MW	L 201	Bean, L.	
Lab	02:00PM-04:50PM	M	L 207		
02	05:30PM-06:50PM	TuTh	L 201	Bean, L.	
Lab	07:00PM-09:50PM	Tu	L 207		

155 **Chemistry and Society 4 Credit Hours** CHEM **5 Billable Contact Hours**

Prerequisite: MATH 092 or equivalent and ENGL 151. If you are registering for an online or blended

course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect

Online Course Course Fee \$75.00 Bean, L. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

CHEM 252 Organic Chemistry II 4 Credit Hours 6 Billable Contact Hours

> Prerequisite: CHEM 251 Lab Fee: \$75.00

Sect

01	12:30PM-01:50PM	MW	L 204	Fuertes, M.
Lab	02:00PM-04:50PM	M	L 205	

COLLEGE SUCCESS SKILLS

COLL 145

College Skills

2 Credit Hours 2 Billable Contact Hours

Prerequisite: RDG 090 or qualifying scores on accepted

placement tests

Sect 01

07:00PM-08:52PM Hathaway, J.

COMMUNICATIONS

COMM 151 Introduction to 3 Credit Hours Mass Media 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying

scores on accepted placement tests Sect

01 09:30AM-10:50AM TuTh C 230 Bird-Meyer, M. 12:30PM-01:50PM C 225 Bird-Meyer, M. 02 MW

COMM 181 **Digital Media** 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect

01 11:00AM-12:20PM MW C8 Bird-Meyer, M.

COMPUTER INFORMATION SYSTEMS

CIS 109 Spreadsheet Software 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect

Online Course Course Fee \$75.00 Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities



Online Course Course Fee \$75.00 Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

CIS 112 Database Software 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.edu for more

Sect

Online Course Course Fee \$75.00 Staff Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

information.

CIS 130 Introduction to Computer 3 Credit Hours Information Systems 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Lab Fee: \$15.00

Sect					
01	11:00AM-12:20PM	MW	Z 289	Staff	
02	12:30PM-01:50PM	MW	Z 289	Staff	
03	02:00PM-03:20PM	MW	Z 289	Staff	
04	08:00AM-09:20AM	TuTh	Z 289	Staff	
05	09:30AM-10:50AM	TuTh	Z 289	Staff	
06	11:00AM-12:20PM	TuTh	Z 289	Staff	
07	03:30PM-04:50PM	TuTh	Z 289	Staff	
80	07:00PM-08:20PM	TuTh	Z 289	Staff	
51	09:30AM-10:50AM	MW	WHIT 5	Staff	
L1	Online Course	Course Fe	e \$75.00	Hesser, B.	

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities. Online Course Course Fee \$75.00 Hilliker, W.



L3

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities. Online Course Course Fee \$75.00 Staff

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Online Course Course Fee \$75.00 Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

CIS 135 Scripting Language 3 Credit Hours 3 Billable Contact Hours Programming Prerequisite: MATH 124 or higher or qualifying score on accepted placement test.

Lab Fee: \$30.00

Sect 09:30AM-10:50AM 01 Z 259 Moore, Z.

CIS 153 **Desktop App Development** 3 Credit Hours 3 Billable Contact Hours

Prerequisite: CIS 150 Lab Fee: \$30.00

Sect 01 11:00AM-12:20PM

MW Z 259 Moore, Z.

167 **Discrete Structures 4 Credit Hours 4 Billable Contact Hours**

> Prerequisite: MATH 159 or MATH 164 or MATH 171 Corequisite: CIS 250 must be successfully completed

prior to or concurrently Lab Fee: \$20.00

CIS

Sect 12:30PM-02:22PM 01 MW Z 259 Moore, Z.

CIS	178	Design Cor	ncepts		4 Credit Hours Contact Hours	CIS	220	Hardware	Maintenance		4 Credit Hours Contact Hours
04		Prerequisite:	ENGL 090 an scores on acc	d RDG 090	or qualifying			Prerequisite	or blended co	u are regist urse for the	ering for an online first time at
Sect B1	Blende A porti Studer get sta edu/or	nts must have con	mputer skills and ded course, plea to learn more a	ill be delivered d reliable Interi ase go to http:/ about the spec	Hesser, B. via online format. net capabilities. To //www.monroeccc. ific course				Orientation (C) the semester enrolled into t days of registre Failure to com Orientation m	NL-001) pr You will be he Online C ering in you aplete the re ay result in	de-registration
CIS	182	Illustrator (•		3 Credit Hours Contact Hours					and Instruction 384.4328 or	
Coot		Prerequisite: Lab Fee: \$30				Sect B1	05:00F	PM-06:52PM	MW	Z 259	Hilliker, W.
Sect 01	02:00F	PM-04:50PM	Tu	Z 271	Hesser, B.		A porti			ll be delivered	d via online format.
CIS	183	Mobile App Prerequisite: Lab Fee: \$20	CIS 150		4 Credit Hours Contact Hours	Θ	get sta edu/or	arted in your bler aline-courses.htm		se go to http. bout the spec	rnet capabilities. To //www.monroeccc.
Sect 01	09:30 <i>A</i>	Lab Fee. \$20 AM-11:22AM	TuTh	Z 271	Moore, Z.	CIS	234	Advanced	Windows Se	-	4 Credit Hours
CIS	184	Prerequisite:	CIS 130		3 Credit Hours Contact Hours			Prerequisite	or blended co MCCC, you m Orientation (C	u are regist urse for the oust also co ONL-001) pr	ering for an online first time at mplete the Online ior to the start of
Sect 01	02:00F	Lab Fee: \$30 PM-04:50PM	.00 W	Z 271	Hesser, B.					he Online C	automatically Orientation within 5 r online course(s).
CIS Sect	186	Multimedia Prerequisite: Lab Fee: \$30	CIS 130		3 Credit Hours Contact Hours				Failure to com Orientation m from your onli the eLearning Office at 734.	aplete the re ay result in ne courses and Instruct 384.4328 o	equired Online de-registration . Please contact ctional Support r elearning@
01	02:00F	PM-04:50PM	М	Z 271	Hesser, B.	Sect L1	Online	Course	Course Fee S		Hilliker, W.
CIS	187	Digital Vide Prerequisite: Lab Fee: \$30	CIS 130	3 Billable	3 Credit Hours Contact Hours		Studen started online-	nts must have con I in your online co	nputer skills and r urse, please go to arn more about th	eliable Interne http://www.m	t capabilities. To get
Sect 01	05:30F	PM-08:22PM	.00 M	Z 271	Hesser, B.	CIS	250		ter Science I		Credit Hours
CIS	208	PC Operation			3 Credit Hours Contact Hours	Sect		Prerequisite: Lab Fee: \$20	CIS 150	Billable (Contact Hours
Coat		Prerequisite: Lab Fee: \$15				01	05:30F	PM-07:22PM	TuTh	Z 259	Moore, Z.
Sect 01	09:30	AM-10:50AM	TuTh	Z 259	Hilliker, W.	CIS	268	Assembly Architectu			4 Credit Hours Contact Hours
CIS	209	Network Co	-	3 Billable	3 Credit Hours Contact Hours	Sect		Prerequisite: Lab Fee: \$20	CIS 150	4 Dillabit	e Contact Hours
Sect		Prerequisite:		7.050		01	01:30F	PM-03:22PM	TuTh	Z 259	Moore, Z.
01	11:00	AM-12:20PM	TuTh	Z 259	Hilliker, W.	CIS	284	Graphics Prerequisite:	CIS 178 or CI	one of the fo	3 Credit Hours e Contact Hours ollowing: CIS 172,
						Sect		Lab Fee: \$30	J.UU		

CONSTRUCTION MANAGEMENT TECHNOLOGY **CONM 102 Construction Practices** 3 Credit Hours

4 Billable Contact Hours Prerequisite: RDG 090 or qualifying scores on accepted

placement tests

Sect 01 05:00PM-06:55PM TuTh T 160 Pease, B

CONM 103 AutoCAD and 4 Credit Hours Residence Drafting **6 Billable Contact Hours** Corequisite: CONM 110 (unless previously taken). MDTC 160 is highly recommended.

Lab Fee: \$15.00

Sect 07:00PM-09:55PM MW T 154 Beaudrie, R. 01

CONM 105 **Mechanical Building** 4 Credit Hours **6 Billable Contact Hours** Systems

Prerequisite: CONM 110 or MDTC 101 or MDTC 151 or MDTC 160

Lab Fee: \$10.00

Sect 07:00PM-09:55PM TuTh T 154 01 Pease B

CONM 110 **Construction Blueprint** 3 Credit Hours 4 Billable Contact Hours Reading Prerequisite: RDG 090 or qualifying scores on accepted

placement tests

Sect Beaudrie, R. 05:00PM-06:55PM MW T 154 01

CONM 240 Construction Planning & 3 Credit Hours Scheduling with 3 Billable Contact Hours Primavera

Prerequisite: CONM 101 and CONM 110

Sect

04:00PM-06:55PM 01 Tu T 152 Beaudrie, R.

CRIMINAL JUSTICE

3 Credit Hours **CRJ 154** Introduction to **Criminal Justice** 3 Billable Contact Hours Prerequisite: RDG 090 and ENGL 090 or qualifying

scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc. edu for more information.

Sect

01 11:00AM-12:20PM TuTh C 225 Wood, D. 05:30PM-06:50PM MW C 224 Wood, D. Online Course Course Fee \$75.00 Wood, D.



Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

CRJ 156 3 Credit Hours Fundamentals of Criminal Investigation 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 01 11:00AM-12:20PM MW C 4 Wood, D.

CRJ 170 Introduction to 3 Credit Hours Corrections 3 Billable Contact Hours

Prerequisite: CRJ 154

Sect 09:30AM-10:50AM Wood. D. 01 TuTh C 225

CRJ 251 Criminal Law 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 03:30PM-04:50PM C 224 Wood, D. 01

CRJ 252 3 Credit Hours **Juvenile Delinguency** 3 Billable Contact Hours

Prerequisite: CRJ 154; SOC 151

Sect 01 03:30PM-04:50PM TuTh C 225 Wood, D.

CRJ 255 Police Organization 3 Credit Hours and Administration 3 Billable Contact Hours

Prerequisite: CRJ 154. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect

Online Course Course Fee \$75.00 Pooley, K. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

CRJ 256 Police Operations 3 Credit Hours 3 Billable Contact Hours

> Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 01 05:30PM-06:50PM TuTh C 225 Smith, J.

		ARY SKIL				ECE	106	Observing of Childho Developm	od	ssment 3 Billabl	3 Credit Hours e Contact Hours
	are re	equired to regis (CS	ster for all mo M 216-A/B/D	dules conci	urrently			Prerequisite	: ECE 100 a minimum g		and ECE 104 (with
CSM	216A	Garde Man	ager	2 Billahla	2 Credit Hours Contact Hours	Sect		Lab Fee: \$5	.00		
			CSM 201A and CSM 201	nd CSM 201	B and CSM 201C	01		PM-06:50PM ourse requires 4	Tu 5 hours in an a	L 142 approved early o	Staff childhood setting.
Sect		Lab Fee: \$30	.00			ECE	108	The Care 8	& Learning	of Infants	4 Credit Hours
01		M-02:00PM	MWThF	A 149	Thomas, K.			and Toddl	ers : ECE 100 a	4 Billabl nd ECE 102 a	e Contact Hours and ECE 104 (with
CSM	216B	Menu Plani	,		1 Credit Hours Contact Hours	Sect		Lab Fee: \$5	minimum g .00	rade or C)	
			and CSM 201		B and CSM 201C	01		PM-07:50PM ourse requires 4	Th 5 hours in an a	L 142 approved early o	Staff childhood setting.
Sect 01	Arrang		Arranged	A 149	Thomas, K.	ECE	110	Diverse Po	pulations	in Early	3 Credit Hours e Contact Hours
CSM	216D	216D Advanced Buffet Preparation 4.5 Billab Prerequisite: CSM 201A and CSM 20		4.5 Billable Contact Hour		04			: ECE 100 a minimum g	nd ECE 102 a	and ECE 104 (with
			and CSM 201			Sect 01	03:00	PM-05:50PM	W	L 142	Staff
Sect 01	Arrang		Arranged	A 149	Thomas, K.	ECE	204	Administra Care Prog			3 Credit Hours e Contact Hours
CSM	216E	Architectur	e .	3 Billable C	& 2 Credit Hours lable Contact Hours	Sect		Prerequisite	: ECE 100 a minimum g	nd ECE 102 a	and ECE 104 (with
			and CSM 201A at		B and CSM 201C	01	08:001	PM-10:50PM	Th	L 142	Staff
Sect 01	Arrang	Lab Fee: \$30	.00 Arranged	A 149	Thomas, K.	ECE	206		Practicum		5 Credit Hours e Contact Hours
ECE		ARLY CHIL	DHOOD E		,			Prerequisite: Corequisite: Lab Fee: \$5	ECE 202 (v ECE 110	nd ECE 108 a with minimum	and ECE 200 and grade of C)
LOL	100	Childhood Prerequisite:	Education ENGL 090 ar scores on acc	nd RDG 090	e Contact Hours or qualifying	Sect 01		PM-07:52PM course requires 1 aculty in a license	W 50-hour place ed child care fa	L 111 ement under the acility.	Staff supervision of staff
Sect	Online			Ф7 Б 00	Ctoff			EAF	RTH SCII	ENCE	
L1	Studen	Course ts must have com rted in your online		reliable Inteme	Staff t capabilities. To w.monroeccc.edu/	ESC	151	Earth Scie	nce	E Dillahi	4 Credit Hours
S	online-		am more about t		urse requirements and			Prerequisite		and RDG 090	e Contact Hours) and MATH 090 or epted placement
ECE	102	Child Grow Developme		3 Billable	3 Credit Hours Contact Hours	Sect		Lab Fee: \$8	tests 0.00		
		Prerequisite:		nd RDG 090	or qualifying	01 Lab		AM-12:20PM PM-02:22PM	MW M	L 111 L 113	Scarpelli, L.
Sect 01	05:00P	PM-07:50PM	M	L 111	Staff	02 Lab	11:00/	AM-12:20PM PM-02:22PM	MW W	L 111 L 113	Scarpelli, L.
ECE	104	Nutrition, H Safety for E Childhood Prerequisite:	Early Education	nd RDG 090		Lab	12.001	<u> </u>	<u></u>	2110	
Sect		Corequisite: I									
01	08:00P	PM-10:50PM	М	L 111	Staff						

ECONOMICS

ECON 251 Principles of Macroeconomics 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 and MATH 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect				
01	11:00AM-12:20PM	MW	C 232	Staff
02	09:30AM-10:50AM	TuTh	C 232	Wysocki, W.
03	05:30PM-06:50PM	MW	C 232	Staff
L1	Online Course	Course Fee \$7	75.00	Wysocki, W.
	Students must have compu			
	started in your online cours online-courses.htm to learn the PC/Mac compatibilities	n more about the		

ECON 252 **Principles of Microeconomics** 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 and MATH 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@

monroeccc.edu for more information.

Sect				
01	11:00AM-12:20PM	TuTh	C 232	Wysocki, W.
02	02:00PM-03:20PM	TuTh	C 232	Wysocki, W.
L1	Online Course	Course Fe	ee \$75.00	Wysocki, W.
_	Ctudanta muat hava aar	moutar abilla ar	ad raliable Intern	at capabilities. To a

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

EDUCATION

EDUC 151 **Exploring Teaching** 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 09:30AM-10:50AM C 229 Williams, K. 01 Section 01 requires six (6) hours of field experience per week during normal public school hours.

EDUC	158	Art for Elementary	3 Credit Hours
		Teachers	3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Course Fee: \$10.00

Sect A 165 Copley-Sansom, J. 01 05:30PM-08:20PM

EDUC 165 **Music for Classroom** 3 Credit Hours 3 Billable Contact Hours **Teachers**

> Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect

01 11:00AM-12:20PM TuTh Z 275 Stewart, E.

ELECTRONICS AND COMPUTER TECHNOLOGY

ELEC 125 Fundamentals of Electricity 3 Credit Hours 4 Billable Contact Hours

Prerequisite: MATH 090 and RDG 090 or qualifying scores on accepted placement tests and one year high school algebra

Lab Fee: \$40.00

Sect					
01	10:00AM-11:55AM	MW	T 122	Locher Sr., M.	
02	07:00PM-08:55PM	TuTh	T 116	Staff	
03	01:00PM-02:55PM	MW	T 122	Locher, M.	

ELEC 132 Electronics I 4 Credit Hours 6 Billable Contact Hours

Prerequisite: ELEC 125 Lab Fee: \$20.00

Sect 04:00PM-06:55PM 01 TuTh T 116 Locher Sr., M.

ELEC 135 **Digital Electronic Logic** 4 Credit Hours 6 Billable Contact Hours

Prerequisite: ELEC 125. Taking ELEC 132 concurrently is recommended

Lab Fee: \$35.00

Sect 01 07:00PM-09:55PM MW T 122 Sondergeld, R.

ELEC 141 **Industrial Automation** 3 Credit Hours and Process Control 4 Billable Contact Hours

Prerequisite: ELEC 125 Lab Fee: \$20.00

Sect 08:00PM-09:55PM 01 T 164 Dubois. M.

ELEC 145 **Data Acquisition and** 4 Credit Hours 6 Billable Contact Hours Instrumentation

Prerequisite: ELEC 125 Corequisite: ELEC 132 Lab Fee: \$30.00

Sect 07:00PM-09:55PM Locher Sr., M. TuTh T 122 ELEC 145-01 is co-listed with AUTO 114-01.

ELEC 157 Introduction to Solar 3 Credit Hours **Energy Systems** 4 Billable Contact Hours

Prerequisite: RDG 090 or qualifying scores on accepted

placement tests

Corequisite: MATH 119 or qualifying score on accepted placement test and ELEC 125 and

ELEC 156 Lab Fee: \$50.00

Sect 06:00PM-07:55PM MW T 160 Staff 01

ELEC 200 Electronic & Electrical **4 Credit Hours** Troubleshooting 6 Billable Contact Hours Prerequisite: ELEC 132 Lab Fee: \$50.00 Sect 04:00PM-06:55PM T 122 01 MW Locher Sr., M. **ELEC** 211 Medium Voltage Power 3 Credit Hours Distribution System 3 Billable Contact Hours Prerequisite: ELEC 125 Lab Fee: \$20.00 Sect 01 05:00PM-07:55PM T 116 Staff

ELEC 214 2 Credit Hours **National Electrical Code** 2 Billable Contact Hours

Prerequisite: ELEC 125

Sect	1				
01	05:00PM-06:55PM	TuTh	T 122	Whitaker, D.	
	Section 01 meets TuTl	3/12/20-4/3	0/20.		

ENGLISH-ALP

ENGL 090 Basic Writing Skills, ALP 2 Credit Hours 2 Billable Contact Hours

Prerequisite: Minimum test competencies in English must be met before registering for this course. (This does not count toward

graduation) Corequisite: ENGL 151

Sect

01	11:00AM-11:50AM Students must register for	TuTh ENGL 151-21	C 224	Bazzell, J.
	05:00PM-05:50PM Students must register for	MW ENGL 151-22	C 222	Bazzell, J.

ENGL 151 **English Composition I, ALP** 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests.

Sect			
21	09:30AM-10:50AM TuTh	C 224	Bazzell, J.
	Students must register for ENGL 090-01		
22	03:30PM-04:50PM MW	C 222	Bazzell, J.
	Students must register for ENGL 090-02		,

ENGLISH

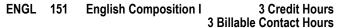
Business Writing ENGL 102 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 101 or ENGL 151; If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.

Sect

Online Course Course Fee \$75.00 Locher, J. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

edu for more information.



Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect					
01	08:00AM-09:20AM	TuTh	C 229	Nartker, C.	
02	09:30AM-10:50AM	MW	C 6	lacopelli, K.	
03	09:30AM-10:50AM	TuTh	C 224	Bazzell, J.	
04	11:00AM-12:20PM	TuTh	C 6	Locher, J.	
05	12:30PM-01:50PM	MW	C 230	Dixon, I.	
06	02:00PM-03:20PM	MW	C 230	Dixon, I.	
07	02:00PM-03:20PM	TuTh	C 228	Locher, J.	
80	03:30PM-04:50PM	MW	C 222	Bazzell, J.	
09	05:30PM-06:50PM	MW	C 4	Dixon, I.	
51	11:00AM-12:20PM	MW	WHIT 2	Ellis, S.	
L1	Online Course	Course Fe	e \$75.00	Toll, M.	
	Students must have con	mnuter skills ar	nd reliable Interne	et canahilities T	n aet

started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Online Course Course Fee \$75.00 Toll, M. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Course Fee \$75.00 Online Course Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

ENGL	152	English Composition II	3 Credit Hours
		3 Billab	le Contact Hours

Prerequisite: ENGL 151 Sect C 225 01 08:00AM-09:20AM TuTh Bazzell, J. 02 09:30AM-10:50AM MW C 4 Hoover, R. 03 09:30AM-10:50AM MW C 230 Baldwin, K Baldwin, K. 04 09:30AM-10:50AM TuTh C 6 05 09:30AM-10:50AM TuTh L 145 Staff Nartker, C. 06 12:30PM-03:20PM C 224 M 07 11:00AM-12:20PM MWC 225 Toll, M. 11:00AM-12:20PM MW C 229 Bazzell, J. 08 09 11:00AM-12:20PM TuTh C 222 lacopelli, K. 10 02:00PM-03:20PM MW C 222 Toll, M. 11 02:00PM-03:20PM TuTh C 224 lacopelli, K. 12 03:30PM-04:50PM TuTh C 230 Hoover R 13 05:30PM-06:50PM MW C 225 McCloskey, S. WHIT 2 51 08:00AM-09:20AM MW Saul. J. 52 11:00AM-12:20PM TuTh WHIT 2 Ellis. S.

ENGL 155 **Technical Writing**

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 101 or ENGL 151 and basic word processing skills. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc. edu for more information.

Sect 01 L1

09:30AM-10:50AM Online Course

Course Fee \$75.00

C 228 Locher, J. Locher, J.

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

ENGL	240	African American	3 Credit Hours
		Literature	3 Billable Contact Hours
		Prerequisite: FNGL 151	

Prerequisite: ENGL 151 Sect

11:00AM-12:20PM C 224 Couch. L. MW

ENGL 251 Introduction to **Poetry and Drama**

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 151 Sect 01

12:30PM-01:50PM MW C. 4 Bazzell, J. 3 Credit Hours

254 **Advanced Composition** 3 Billable Contact Hours

Prerequisite: ENGL 151. Faculty nominated and instructor approved

Sect 01

ENGL

Sect

01

09:30AM-10:50AM

C 224 Couch, L.

3 Credit Hours

3 Billable Contact Hours

ENGL 255 Women's Writings 3 Credit Hours 3 Billable Contact Hours Prerequisite: ENGL 151

MW

Sect

03:30PM-04:50PM C 6 Nartker, C. 01

ENGL 261 Introduction to **Creative Writing** Prerequisite: ENGL 151

> 02:00PM-03:20PM MW C 225 Bazzell, J.

FRENCH

FREN **Elementary French I** 151

4 Credit Hours 4 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Course Fee: \$25.00

Sect 01

Sect

01

09:30AM-11:22AM

TuTh

FREN 152 **Elementary French II**

4 Credit Hours 4 Billable Contact Hours

Edwards, N.

Prerequisite: FREN 151 or one year high school French

C 4

Course Fee: \$25.00

02:00PM-03:52PM

TuTh

C 4 Edwards, N.

GENDER AND WOMEN'S STUDIES

GWST 151 Introduction to **Gender Studies**

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 or RDG 090 or qualifying scores on accepted placement tests

Sect 01

02:00PM-03:20PM

TuTh

C 230

Nartker, C.

GEOGRAPHY

GEOG 151 Elements of

4 Credit Hours **4 Billable Contact Hours** Physical Geography

Prerequisite: ENGL 090 and RDG 090 and MATH 090 or qualifying scores on accepted placement

Sect 01

09:00AM-10:52AM

MW

Scarpelli, L. L 111

GEOG 152 **World Regional Geography** 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying

scores on accepted placement tests

Sect 01

02:00PM-03:20PM

TuTh

L 111 Fike. S.

GERMAN

GERMN 152 Elementary German II

4 Credit Hours 4 Billable Contact Hours

Prerequisite: GERMN 151 or one year high school

German

Course Fee: \$25.00

Sect 01

03:30PM-05:22PM

MW

C 6 Kotanova, M.

HEALTH SCIENCES

HLTSC 110 **Medical Terminology**

2 Credit Hours 2 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect

01 05:00PM-06:55PM H 157 Staff Tu Online Course Course Fee \$75.00 Schwartz, M. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Course Fee \$75.00 Online Course Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Online Course Course Fee \$75.00 Staff Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

HLTSC 120 Pharmacology

3 Credit Hours 3 Billable Contact Hours

Staff

Prerequisite: BIOL 258 (formerly BIOL 158) or admission to PN program.

Lab Fee: \$15.00

Sect

01	08:00AM-10:50AM	F	H 164	Staff
02	08:00AM-10:50AM	Th	H 165	Staff

HLTSC 151 **Principles of Nutrition** 3 Credit Hours and Diet Therapy 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@

monroeccc.edu for more information.

Sect

01 05:30PM-08:20PM H 105 Staff M Course Fee \$75.00 Online Course Giacomini, T. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Online Course Course Fee \$75.00 Staff Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

HLTSC 158 **Phlebotomy Basics**

6 Credit Hours 8 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 and MATH 090 or

qualifying scores on accepted placement tests

Lab Fee: \$160.00

Sect

01 05:30PM-09:20PM TuTh H 105 Siegel, C.

HLTSC 159 Phlebotomy II

4 Credit Hours 9 Billable Contact Hours

Prerequisite: HLTSC 158 with a "C" or better

Lab Fee: \$65.00

Sect 61

05:30PM-08:00PM H 105 Siegel, C. Externship Arranged Arranged Section 61 meets from 1/15/20 - 4/18/20. Section 61 will meet on campus on Wednesdays from 1/15/20 - 2/12/20. Externship dates and location information to be determined by instructor.

HLTSC 160 Perspectives of Aging 3 Credit Hours

3 Billable Contact Hours Prerequisite: ENGL 090 and RDG 090 or qualifying

scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect



Online Course Course Fee \$75.00 Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

HEALTH-PHYSICAL EDUCATION

HPE 150 **Personal Health**

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect L1

Online Course Course Fee \$75.00 Staff Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements

and the PC/Mac compatibilities.

Online Course Course Fee \$75.00 Staff Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

HPE 151 First Aid and Safety

2 Credit Hours 2 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Lab Fee: \$37.00

Sect

Jecl					
01	01:00PM-02:50PM	W	H 165	Staff	
02	01:00PM-02:50PM	Th	H 165	Staff	
03	06:00PM-08:50PM	W	H 165	Staff	
	Section 03 meets 1/15	5/20 - 3/25/20.			

HPE Mental Health 153

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@

monroeccc.edu for more information.

Sect

Course Fee \$75.00



Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Online Course Course Fee \$75.00 Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

HPE 175 **Kick Boxing**

1 Credit Hour 2 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Lab Fee: \$5.00

Sect 08:00AM-08:55AM TuTh H 139 Bergmooser, M. 01

HISTORY

HIST 152 Western Civilization: 1650 to Present

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 01

11:00AM-12:20PM TuTh

C 230 Fried, S.

HIST History of US: 3 Credit Hours 155 1877 to Present 3 Billable Contact Hours

> Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect 01 L1

11:00AM-12:20PM Online Course

C 230 Course Fee \$75.00

La Clair, E.

La Clair, E. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/

online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

HIST 159 3 Credit Hours World History: 1500 to Present 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 01

09:30AM-10:50AM

MW

C 229 La Clair. E.

HIST 160 **Civil War and Reconstruction** 3 Credit Hours 3 Billable Contact Hours

> Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect

01 08:00AM-09:20AM TuTh

C 224 La Clair, E.

HUMANITIES

3 Credit Hours **HUMAN 151** Introduction to Humanities 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying

scores on accepted placement tests Course Fee: \$30.00

Sect

01 02	11:00AM-12:20PM 03:30PM-04:50PM	MW TuTh	C 222 C 222	Roberts, D. Gospodarek, A.
03	05:30PM-06:50PM	MW	C 230	Gospodarek, A.
51	09:30AM-10:50AM	MW	WHIT 2	Lai, A.

HUMAN 152 Exploring Creativity

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect

05:30PM-08:20PM

A 165 Curry, T.

HUMAN 250 Visual Media Literacy

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 01

01

12:30PM-01:50PM

C 3 Bergmooser, M.

HUMAN 257

Film and American Society: 3 Credit Hours 3 Billable Contact Hours 1960s to Present

C 3

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect 01

11:00AM-12:20PM

TuTh

Bergmooser, M.

INFORMATION ASSURANCE/SECURITY

IAS 213 Privacy and Technology 3 Credit Hours 3 Billable Contact Hours

Prerequisite: CIS 130, CIS 216 or IAS 103: If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc. edu for more information.

Sect



Hilliker, W. Online Course Course Fee \$75.00

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

JOURNALISM

JOURN 161 Introduction to Journalism 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying

scores on accepted placement tests Sect

C 8 Bird-Meyer, M. 01 11:00AM-12:20PM TuTh

JOURN 162 Journalism Workshop I 3 Credit Hours 3 Billable Contact Hours

Prerequisite: JOURN 161

Sect 01

02:00PM-03:20PM

TuTh

L 101 Bird-Meyer, M.

JOURN 261 3 Credit Hours Journalism Workshop II 3 Billable Contact Hours

Prerequisite: JOURN 162

Sect 01

02:00PM-03:20PM

TuTh

L 101 Bird-Meyer, M. **JOURN 262** Journalism Workshop III

3 Credit Hours 3 Billable Contact Hours

Prerequisite: JOURN 261

Sect 01

02:00PM-03:20PM

TuTh

L 101

Bird-Meyer, M.

MANUFACTURING TECHNOLOGY

(See Product and Process Technology on page 39)

MARKETING COMMUNICATIONS

Principles of Marketing MCOM 201 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect 01 L1

12:30PM-01:50PM Online Course

MW C 232 Course Fee \$75.00 Students must have computer skills and reliable Internet capabilities. To get

started in your online course, please go to http://www.monroeccc.edu/

Staff Reiman, D.

online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities. Online Course Course Fee \$75.00

Staff

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

MATERIALS TECHNOLOGY

MATL 101 **Industrial Materials** 3 Credit Hours 4 Billable Contact Hours

> Prerequisite: One year high school algebra or MATH 090 or qualifying scores on accepted placement tests

Lab Fee: \$75.00

Sect

01 10:00AM-11:55AM 02 05:00PM-06:55PM

TuTh TuTh T 163 Jager, M. T 163 Jager, M.

MATL 121 **Nuclear Plant Materials**

4 Billable Contact Hours

3 Credit Hours

Prerequisite: RDG 090 or qualifying scores on accepted placement tests

Lab Fee: \$75.00

Sect 01

06:00PM-07:55PM

MW

T 163

Jager, M.

MATHEMATICS

MATH 090 **4 Credit Hours Basic Mathematics Skills** 4 Billable Contact Hours

STUDENTS ARE REQUIRED TO PROVIDE A COMPUTER

Students are required to bring a laptop or a similar computer on the first day of class, and every class day, - Windows or Apple operating systems - Chromebooks/Tablets/ iPads are not compatible with the MyMathLab platform. This is a pass/fail course that does not earn credits toward graduation. It is not an online course. It utilizes interactive computer software and personalized on-demand assistance. Attendance and participation by the student are essential for success. Assignments and testing are administered via a web-based learning system. Students are required to access the Internet both in class and outside of class. (Note: MCCC offers students access to the Internet via open computer labs as well as a campus-wide wireless network.) Students should read the "Developmental Mathematics FAQ" available on www.monroeccc.edu/divisions/scimath before registering.

> Prerequisite: Minimum test competencies in Arithmetic must be met before registering for this

course. This class does not count toward graduation.

Course Fee: \$100.00

Sect 08:30AM-12:22PM L 144 Donnelly, C. 01 02 08:30AM-10:22AM TuTh L 141 Vallade, J. 10:00AM-11:52AM L 141 03 MW Almusharrf, A. 04 10:30AM-12:22PM TuTh L 141 Vallade, J. 05 12:00PM-01:52PM Almusharrf, A. MW L 141 06 03:30PM-05:22PM TuTh L 141 Wilson, J. 07 06:00PM-07:52PM MW L 141 Egan, P. 01:30PM-03:22PM WHIT 6 Hudak, G. 51 TuTh 52 06:00PM-07:52PM MW WHIT 6 Cichewicz, S.

MATH 092 Beginning Algebra 4 Credit Hours 4 Billable Contact Hours

STUDENTS ARE REQUIRED TO PROVIDE A COMPUTER

Students are required to bring a laptop or a similar computer on the first day of class, and every class day, - Windows or Apple operating systems - Chromebooks/Tablets/ iPads are not compatible with the MyMathLab platform. This is a pass/fail course that does not earn credits toward graduation. It is not an online course. It utilizes interactive computer software and personalized on-demand assistance. Attendance and participation by the student are essential for success. Assignments and testing are administered via a web-based learning system. Students are required to access the Internet both in class and outside of class. (Note: MCCC offers students access to the Internet via open computer labs as well as a campus-wide wireless network.) Students should read the "Developmental Mathematics FAQ" available on www.monroeccc.edu/divisions/scimath before registering.

> Prerequisite: ENGL 090 and RDG 090 and MATH 092 or qualifying scores on accepted placement tests

Course Fee: \$100.00

Sect 01 08:30AM-12:22PM L 144 Donnelly, C. 02 08:30AM-10:22AM TuTh L 141 Vallade, J. 03 10:00AM-11:52AM MW L 141 Almusharrf, A. 10:30AM-12:22PM 04 TuTh L 141 Vallade, J. 05 12:00PM-01:52PM MW L 141 Almusharrf, A. 06 03:30PM-05:22PM TuTh L 141 Wilson, J. 07 06:00PM-07:52PM MW L 141 Egan, P. 51 01:30PM-03:22PM TuTh WHIT 6 Hudak, G 52 06:00PM-07:52PM MW WHIT 6 Cichewicz, S.

MATH 119 Elementary Technical 2 Credit Hours **Mathematics** 2 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 and MATH 090 or qualifying scores on accepted placement

Sect 01 09:00AM-11:52AM MW T 152 Cichewicz S Section 01 meets 1/13/20 - 2/17/20.

124 **4 Credit Hours** MATH **Technical Mathematics II** 4 Billable Contact Hours

Prerequisite: MATH 092 or MATH 119 or qualifying score on accepted placement tests

Sect 01

MW 09:00AM-11:52AM Cichewicz, S. Section 01 runs from 2/19/20 to 5/4/20

MATH 126 Mathematics for **Business**

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 and MATH 092 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at

MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect L1

Online Course Course Fee \$75.00 Shepherd, K. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

MATH 151 Intermediate Algebra

4 Credit Hours 4 Billable Contact Hours

STUDENTS ARE REQUIRED TO PROVIDE A COMPUTER

Students are required to bring a laptop or a similar computer on the first day of class, and every class day, - Windows or Apple operating systems - Chromebooks/Tablets/ iPads are not compatible with the MyMathLab platform. It is not an online course. It utilizes interactive computer software and personalized on-demand assistance. Attendance and participation by the student are essential for success. Assignments and testing are administered via a web-based learning system. Students are reguired to access the Internet both in class and outside of class. (Note: MCCC offers students access to the Internet via open computer labs as well as a campus-wide wireless network.) Students should read the "Developmental Mathematics FAQ" www.monroeccc.edu/divisions/scimath before registering. available on

> Prerequisite: ENGL 090 and RDG 090 and MATH 092 or qualifying scores on accepted placement

tests

Course Fee: \$100.00

_		7			
Sect					
01	08:30AM-12:22PM	F	L 144	Donnelly, C.	
02	08:00AM-09:52AM	MW	L 144	Staff	
03	08:30AM-10:22AM	TuTh	L 144	Almusharrf, A.	
04	10:00AM-11:52AM	MW	L 144	Vallade, J.	
05	10:30AM-12:22PM	TuTh	L 144	Shepherd, K.	
06	12:00PM-01:52PM	MW	L 144	Naber, M.	
07	01:30PM-03:22PM	TuTh	L 144	Vallade, J.	
80	02:00PM-03:52PM	MW	L 144	Naber, M.	
09	03:30PM-05:22PM	TuTh	L 144	Vallade, J.	
10	06:00PM-07:52PM	MW	L 144	Richards, N.	
51	01:30PM-03:22PM	TuTh	WHIT 6	Hudak, G.	
52	06:00PM-07:52PM	TuTh	WHIT 6	Cichewicz, S.	

MATH 154 **Mathematics Explorations** 4 Credit Hours 4 Billable Contact Hours

Prerequisite: MATH 092 or higher or qualifying scores on accepted placement tests

Sect 01 02:00PM-03:52PM MW L 145 Shepherd, K.

MATH 157 College Algebra

3 Credit Hours 3 Billable Contact Hours

Prerequisite: A grade of C or better in MATH 151 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

01	11:00AM-12:20PM	TuTh	L 145	Almusharrf, A.
02	03:30PM-04:50PM	MW	L 141	DeMoss, M.
51	05:30PM-06:50PM	MW	WHIT 8	Betway, G.
L1	Online Course	Course Fee \$75.00		Vallade, J.



Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

MATH 159 Trigonometry and 3 Credit Hours Analytical Geometry 3 Billable Contact Hours

Prerequisite: A grade of C or better in MATH 157 If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.

Sect	
~ .	

01	01:30PM-02:50PM	TuTh	L 208	Naber, M.
02	07:30PM-08:50PM	MW	L 145	Betway, G.
L1	Online Course	Course Fee \$7	75.00	Vallade, J.
	Students must have comple			
started in your online course, please go to http://www.monroeccc.edu/				
u	online-courses.htm to lean	n more about the	e specific cou	ırse reauirements

MATH

and the PC/Mac compatibilities. 162 Introduction to 3 Credit Hours

edu for more information.

Statistics 3 Billable Contact Hours Prerequisite: ENGL 090 and RDG 090 and MATH 124

or MATH 126 or MATH 151 or MATH 157 or MATH 159 or MATH 164 or MATH 171 or above or qualifying scores on accepted placement tests

Sect

02 05:30PM-06:52PM TuTh L 208 Betway, G.	01	09:00AM-10:20AM	TuTh	L 208	Spalding, R.
	02	05:30PM-06:52PM	TuTh	L 208	Betway, G.

MATH 164 **Precalculus**

4 Credit Hours 4 Billable Contact Hours

Prerequisite: A grade of C or better in MATH 151 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect 01 11

12:00PM-01:52PM Online Course

MW L 145 Course Fee \$75.00

Shepherd, K. Vallade, J.

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

MATH 166 Math for Elementary Teachers II

3 Credit Hours 3 Billable Contact Hours

Prerequisite: MATH 156 Lab Fee: \$15.00

Sect 01

02:00PM-03:20PM TuTh L 145 Shepherd, K.

MATH 171 Calculus I

4 Credit Hours 4 Billable Contact Hours

Prerequisite: A grade of C or better in MATH 159 or MATH 164 or qualifying scores on accepted placement tests

Sect

05:30PM-07:22PM 01

MW

L 145 Shepherd, K.

MATH 172 Calculus II

4 Credit Hours 4 Billable Contact Hours

Prerequisite: A grade of C or better in MATH 171

Sect

01 05:30PM-07:22PM TuTh

L 141 Vallade, J.

251 Introduction to MATH Linear Algebra

3 Credit Hours 3 Billable Contact Hours

Prerequisite: A grade of C or better in MATH 171

Sect 01

05:30PM-06:52PM

L 208 Naber, M.

MATH 273 Introduction to

3 Credit Hours Differential Equations 3 Billable Contact Hours Prerequisite: A grade of C or better in MATH 172

Sect

01 07:00PM-08:22PM MW

1 204 Naber, M.

MDTC 242 4 Credit Hours MECHANICAL DESIGN TECHNOLOGY Mechanical Design Capstone Project 6 Billable Contact Hours MDTC 2 Credit Hours 109 **Mechanical Blueprint** Prerequisite: MDTC 226 and MDTC 228 Reading 2 Billable Contact Hours Lab Fee: \$15.00 Prerequisite: RDG 090 or qualifying scores on accepted Sect placement tests. If you are registering for 01 04:00 PM-06:55 PM T 158 Kerste, D. an online or blended course for the first time at MCCC, you must also complete METEOROLOGY the Online Orientation (ONL-001) prior to the start of the semester. You will be MET 151 Introduction to Meteorology 4 Credit Hours automatically enrolled into the Online and Climate 5 Billable Contact Hours Orientation within 5 days of registering in Prerequisite: ENGL 090, RDG 090 and MATH 090 or vour online course(s). Failure to complete qualifying scores on accepted placement the required Online Orientation may tests result in de-registration from your online Sect courses. Please contact the eLearning 51 06:00PM-08:50PM WHIT 2 Cooper, K. Tu and Instructional Support Office at Lab 07:00PM-08:50PM Th WHIT 5 734.384.4328 or elearning@monroeccc. edu for more information. MECHANICAL ENGINEERING TECHNOLOGY Lab Fee: \$15.00 Sect **METC 100** Introduction to Engineering 3 Credit Hours 04:00PM-05:55PM Tu T 157 Yoas, L. 01 and Technology 3 Billable Contact Hours Students may use T 158 from 12:00PM-01:00PM Monday - Thursday for Prerequisite: RDG 090 and MATH 090 or qualifying lab work. scores on accepted placement tests or high school algebra. If you are registering for an **MDTC** 152 **Descriptive Geometry 4 Credit Hours** online or blended course for the first time at 6 Billable Contact Hours MCCC, you must also complete the Online Prerequisite: MDTC 160 or MDTC 151 Orientation (ONL-001) prior to the start of Lab Fee: \$15.00 the semester. You will be automatically Sect enrolled into the Online Orientation within 5 01:00PM-03:55PM 01 MW T 158 Kerste, D. days of registering in your online course(s). Students may use T 158 from 12:00PM-01:00PM Monday - Thursday for Failure to complete the required Online lab work. Orientation may result in de-registration from your online courses. Please contact **MDTC** 160 Mechanical Drafting 4 Credit Hours the eLearning and Instructional Support 6 Billable Contact Hours and CAD I Office at 734.384.4328 or elearning@ Prerequisite: RDG 090 or qualifying scores on accepted monroeccc.edu for more information. placement tests Sect Lab Fee: \$15.00 L1 Online Course Course Fee \$75.00 Sect Students must have computer skills and reliable Internet capabilities. To get 09:00AM-11:55AM TuTh T 158 Kerste, D. 01 started in your online course, please go to http://www.monroeccc.edu/ 06:00PM-08:55PM T 158 Staff 02 TuTh online-courses.htm to learn more about the specific course requirements Students may use T 158 from 12:00PM-01:00PM Monday - Thursday for and the PC/Mac compatibilities. lab work. METC 170 Introduction to Parametric 3 Credit Hours **MDTC** 161 Mechanical Drafting 4 Credit Hours CAD/CATIA 6 Billable Contact Hours and CAD II 6 Billable Contact Hours Prerequisite: MDTC 160 or equivalent CAD experience Prerequisite: MDTC 160 Lab Fee: \$50.00 Lab Fee: \$15.00 Sect Sect 07:00PM-09:55PM TuTh T 152 Staff 01 09:00AM-011:55AM MW T 158 Kerste. D. Students may use T 158 from 12:00PM-01:00PM Monday - Thursday for Statics and Strength METC 220 4 Credit Hours lab work. **6 Billable Contact Hours** of Materials Prerequisite: MATH 124 or MATH 151 or MATH 157 **MDTC** 228 3 Credit Hours Introduction to or MATH 160 or MATH 164 or MATH SolidWorks-CSWA 4 Billable Contact Hours 171 or MATH 172 or qualifying scores on Prerequisite: RDG 090 or qualifying scores on accepted accepted placement tests placement tests Lab Fee: \$50.00 Lab Fee: \$15.00 Sect Sect 01 04:00PM-06:55PM MW T 152 Dubois, M. TuTh 01:30PM-03:25PM T 158 Kerste D 01 Students may use T 158 from 12:00PM-01:00PM Monday - Thursday for lab work.

Kerste, D.

3 Credit Hours

4 Billable Contact Hours

T 158

MDTC

Sect 01

232

03:30PM-05:25PM

Advanced SolidWorks-CSWP

TuTh

Students may use T 158 from 12:00PM-01:00PM Monday - Thursday for

Prerequisite: MDTC 228 Lab Fee: \$15.00

		MUSIC		MUSIC	162I	Applied Music Instrur		
MUSIC	150	Agora Chorale Prerequisite: ENGL 090 a		ours Sect		Prerequisite: MUSIC 1611 Lab Fee: \$240.00		
Sect		scores on ac	ccepted placement tests	01	Arrang		Z 275 Stewart, E. on. Students must set up lesson	
01		PM-09:50PM Tu meeting times and places may ule.	Z 275 Brodie, C. vary from those listed in the cla	ass 02	dates Please instruc	and times with the instructor pri e contact the Humanities Office a ctions and additional information	or to the beginning of the semester. at 734.384.4153 for registration	
MUSIC	151	Agora Chorale Prerequisite: MUSIC 150	1 Credit I 3 Billable Contact H	lour	dates i Please	lass requires instructor permissi and times with the instructor pri e contact the Humanities Office a	Z 275 Goss, K. on. Students must set up lesson or to the beginning of the semester. at 734.384.4153 for registration	
Sect		r rerequisite. Woord 100			instruc	ctions and additional information		
01		PM-09:50PM Tu meeting times and places may ule.	Z 275 Brodie, C. vary from those listed in the cla	MUSIC MUSIC	162V	Applied Music Voice	1 Credit Hour 1 Billable Contact Hour	
MUSIC	154	College-Community Symphony Band Prerequisite: ENGL 090 a scores on ac	1 Credit I 3 Billable Contact H and RDG 090 or qualifying excepted placement tests			lass requires instructor permissi	Z 275 Stewart, E. on. Students must set up lesson	
Sect 01		PM-09:50PM M n 01 requires an audition and ir.	Z 275 Felder, M.	eting	Please		prior to the beginning of the semester. e at 734.384.4153 for registration on.	
		and places may vary from those		MUSIC	250	Agora Chorale	1 Credit Hour	
MUSIC	155	College-Community Symphony Band	1 Credit I 3 Billable Contact H	ours _{Sect}		Prerequisite: MUSIC 151	3 Billable Contact Hours	
Sect		Prerequisite: MUSIC 154		01		PM-09:50PM Tu meeting times and places may v	Z 275 Brodie, C. vary from those listed in the class	
01	Section	PM-09:50PM M n 01 requires an audition and in			sched	lule.		
MUCIO		and places may vary from those		MUSIC	251	Agora Chorale	1 Credit Hour 3 Billable Contact Hours	
MUSIC	1011	Applied Music Instrur	1 Billable Contact I			Prerequisite: MUSIC 250		
•		Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests Lab Fee: \$240.00		01			Z 275 Brodie, C. vary from those listed in the class	
Sect 01	dates a	ged Arranged lass requires instructor permissi and times with the instructor pri e contact the Humanities Office a	ior to the beginning of the sem	ester. on -	254	College-Community Symphony Band Prerequisite: MUSIC 155	1 Credit Hour 3 Billable Contact Hours	
02	Arrang This cl dates a	lass requires instructor permissi and times with the instructor pri	Z 275 Goss, K. ion. Students must set up lesso ior to the beginning of the sem	ester.	Section	PM-09:50PM M on 01 requires an audition and in and places may vary from those	Z 275 Felder, M. Instructor permission. Class meeting Insted in the class schedule.	
		e contact the Humanities Office a ctions and additional information		MUSIC	255	College-Community Symphony Band	1 Credit Hour 3 Billable Contact Hours	
MUSIC	161V	Applied Music Voice	1 Credit I 1 Billable Contact I			Prerequisite: MUSIC 254		
		Prerequisite: ENGL 090 a scores on ac Lab Fee: \$240.00		01	Sectio	PM-09:50PM M on 01 requires an audition and in and places may vary from those	Z 275 Felder, M. structor permission. Class meeting listed in the class schedule.	
Sect	Arrang		Z 275 Stewart, E. ion. Students must set up lesso		265	History and Appreciat	3 Billable Contact Hours	
01	dates a Please	and times with the instructor priese contact the Humanities Office actions and additional information	at 734.384.4153 for registration				nd RDG 090 or qualifying ecepted placement tests	

NUCLEAR ENGINEERING TECHNOLOGY

NUET 102 Introduction to Non-Destructive 3 Credit Hours **Testing** 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Lab Fee: \$50.00

Sect

05:30PM-07:25PM 01 MW T 167 Staff

NUET 120 Radiation Protection

3 Credit Hours 4 Billable Contact Hours

Prerequisite: NUET 100

Lab Fee: \$40.00

Sect

01 08:00PM-09:55PM TuTh T 166 James, R.

NUET 220 Power Plant Components

3 Credit Hours 4 Billable Contact Hours

Prerequisite: NUET 100

Lab Fee: \$15.00

Sect

06:00PM-07:55PM TuTh T 166 01 Ziegert, R.

NUET 230 Plant Systems 2

3 Credit Hours 4 Billable Contact Hours

Prerequisite: NUET 100 and NUET 130

Lab Fee: \$50.00

Sect

06:00PM-07:55PM 01 TuTh T 157 Sora, E.

NUET 240

Reactor Theory, Safety 3 Credit Hours and Design 4 Billable Contact Hours

Prerequisite: NUET 100 and MATL 121 and PHY 151

and CHEM 151

Lab Fee: \$50.00

Sect

01 08:00PM-09:55PM TuTh T 160 Sorg, E.

NURSING

CNA 100 Certified Nurse Aide

6 Credit Hours 10 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Lab Fee: \$59.00

Sect 01

05:30PM-09:20PM Staff TuTh H 164 08:00AM-05:00PM S H 105 06:30AM-03:00 PM **FSSu** Clinical

Section 01 will meet from 1/14/20-3/29/20. Section 01 will meet for lecture/lab on Tuesdays, Thursdays and Saturdays (times shown above) from 1/14/20-3/14/20. THERE WILL BE NO CLASSES THE WEEK OF 3/2/20 FOR SPRING BREAK. Clinicals will meet off campus on Friday, Saturday, Sunday from 06:30AM-03:00PM from 3/20/20-3/29/20. STUDENTS ARE REQUIRED TO COMPLETE THE ONLINE "CNA ORIENTATION" PRIOR TO THE FIRST DAY OF CLASS BY VISITING www.monroeccc.edu/programs/ certified-nurse-aide.

REGISTERED NURSING PROGRAM

NURS 103 **Fundamental Nursing Care** 9 Credit Hours 15 Billable Contact Hours

Prerequisite: Acceptance into the nursing program,

ENGL 151, PSYCH 151, BIOL 257

(formerly BIOL 157)

Corequisite: BIOL 258 (formerly BIOL 158), ENGL 152 must be successfully completed prior to or

concurrently.

Lab Fee: \$518.50

Sect 01

08:00AM-10:50AM M H 105 Garner, N./ 09:30AM-12:20PM H 105 Schwartz, M./ Tu 08:00AM-02:00PM WTh H 105 Giacomini, T.

Clinical Arranged Hospital

Section 01 meets from 1/13/20 - 5/4/20. Wednesday and Thursday sessions will tentatively meet 1/15/20- 2/20/20. Wednesday/Thursday sessions may end at an earlier time on certain dates; see course calendar provided by instructor. Clinical assignments will be released by email.

NURS 105 Medical Surgical Nursing 5 Credit Hours Care I 9.5 Billable Contact Hours

Prerequisite: NURS 103, BIOL 258 (formerly BIOL 158),

ENGL 152

Corequisite: HLTSC 120 (Must be successfully completed prior to or concurrently). NURS 110 unless course already passed.

Lab Fee: \$236.50

Sect 01

11:00AM-02:20PM М H 105 Lymond, D. 08:00AM-10:25AM Tu H 164

Clinical Hospital Arranged

Section 01 meets 1/10/20 - 3/9/20. Time and location information for the 1/10/20 meeting will be emailed to the students. Clinical assignments will be released by email.

NURS 110 **Mental Health Nursing Care** 3.5 Credit Hours 6 Billable Contact Hours

Prerequisite: NURS 103, BIOL 258 (formerly BIOL 158), **ENGL 152**

Corequisites: HLTSC 120 (must be completed prior to

or concurrently). NURS 105 unless course

Garner, N.

already passed. Lab Fee: \$125.00

Sect 11:00AM-01:50PM М H 105 08:00AM-10:20AM Tu

H 164 Clinical Hospital Arranged

Section 01 meets 3/10/20 - 5/4/20. Clinical assignments will be released by email.

204 NURS **Obstetrical Nursing Care** 4 Credit Hours 7 Billable Contact Hours

Prerequisite: NURS 105, NURS 110, HLTSC 120 Corequisites: NURS 205, NURS 210 unless course(s) already passed.

Lab Fee: \$165.50

Sect 01

01

11:00AM-02:00PM H 164 M Giacomini, T.

10:15AM-12:20PM H 157 Tu Clinical Arranged Hospital

Section 01 meets 1/10/20 - 2/29/20. Instructor will email time and room information for 1/10/20 meeting. Class will meet 09:00AM-12:20PM on 1/14/20 and 1/21/20. Clinical assignments will be released by email.

NURS 205 **Pediatric Nursing Care** 3.5 Credit Hours 6 Billable Contact Hours

Prerequisite: NURS 105, NURS 110, HLTSC 120 Corequisite: NURS 204, NURS 210 unless course(s) already passed

Lab Fee: \$88.00

Sect 01

11:00AM-01:50PM M H 164 Lymond, D.

10:30AM-12:20PM H 157 Tu Clinical Arranged Hospital

Section 01 meets 3/10/20 - 5/4/20. Section 01 will meet on 3/11 from 08:00AM-11:00AM and on 3/12 from 08:00AM-02:00PM; location TBA. Clinical assignments will be released by e-mail.

NURS 208 **Medical Surgical Nursing** 8.5 Credit Hours 14 Billable Contact Hours Care II

Prerequisite: NURS 204, NURS 205, NURS 210

Lab Fee: \$113.50

Sect 01

02

09:00AM-12:00PM H 165 Robinson, D./ 08:30AM-12:10PM М H 165 Schwartz, M. 09:00AM-12:30PM H 165 Tu

Clinical Arranged Hospital

Section 01 meets from 1/10/20 - 4/3/20. In addition to the regularly scheduled class times on Mondays and Tuesdays shown above, Section 01 will also meet: Friday, 1/10/20 (room and time information will be emailed to students), Friday, 1/17/20 09:00AM-12:00PM in H 165 and Tuesday, 1/28/20 from 1:30- 2:30PM in H 165. Clinical assignments will be released by email.

11:00AM-02:00PM H 165 Robinson D / 08:30AM-12:10PM М H 165 Schwartz, M.

09:00AM-12:30PM Tu H 165 Clinical Arranged Hospital

Section 02 meets from 1/10/20 - 4/3/20. In addition to the regularly scheduled class times on Mondays and Tuesdays shown above, Section 02 will also meet: Friday, 1/10/20 (room and time information will be emailed to students), Friday, 1/17/20, 11:00AM-02:00PM in H 165 and Tuesday, 1/28/20 from 02:30PM- 03:30PM in H 165. Clinical assignments will be released by email.

NURS 210 3 Credit Hours **Nursing Leadership** and Management 3 Billable Contact Hours

Prerequisite: NURS 105, NURS 110, HLTSC 120. Corequisites: NURS 204, NURS 205 unless courses

already passed. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect

R1

01:30PM-03:20PM H 164 Tu Robinson, D./ Blended Course Course Fee \$75.00 Giacomini, T. Online coursework will begin on 1/10/20. The first on campus meeting will be 1/14/20 Further class meeting times will be outlined in the course syllabus. A portion of the required coursework will be delivered via online format. Students must have computer skills and reliable Internet capabilities. To get started in your blended course, please go to http://www.monroeccc.edu/online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities. Blended courses combine face-to-face classroom instruction with a significant amount of Web-based instruction. The class schedule in these courses will require students to come to MCCC or Whitman Center as established by the instructor. 01:30PM-03:20PM Tu H 164 Robinson, D./

B2



Course Fee \$75.00 Blended Course Giacomini, T. Online coursework will begin on 1/10/20. The first on campus meeting will be 1/14/20. Further class meeting times will be outlined in the course syllabus. A portion of the required coursework will be delivered via online format. Students must have computer skills and reliable Internet capabilities. To get started in your blended course, please go to http://www.monroeccc.edu/online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities. Blended courses combine face-to-face classroom instruction with a significant amount of Web-based instruction. The class schedule in these courses will require students to come to MCCC or Whitman Center as established by the instructor.

NURS 212 **Nursing Practicum**

2.5 Credit Hours 7 Billable Contact Hours

Prerequisite: NURS 208 Lab Fee: \$39.00

Sect

Externship 61 Arranged

Arranged Robinson, D. Section 01 meets from 4/6/20 - 5/4/20. Room assignment will be released by email. Preceptor assignment will be handled by lottery.

PRACTICAL NURSING PROGRAM

PNUR 121 Fundamentals of 9 Credit Hours **Practical Nursing** 17 Billable Contact Hours

Prerequisite: ENGL 151, PSYCH 151, BIOL 257

(formerly BIOL 157), MATH 092 or MATH 150 or qualifying score on accepted placement tests, and Admission to Practical

Nursing Program
Corequisites: HLTSC 120, BIOL 258 (formerly BIOL 158)

must be successfully completed prior to or

concurrently

Lab Fee: \$682.00

Sect

11:15AM-02:45PM L 203 Boylan, H./ McClure, L. 07:45AM-09:15AM L 203 Tu 09:25AM-12:25PM L 203 Tu 08:30AM-11:30AM WTh L 203

Section 01 will meet from 1/13/20 - 5/4/20. Wednesday and Thursday lab meetings will meet 1/15/20 - 2/13/20. Then clinical rotations will then run from 2/19/20 - 5/2/20; clinical assignments will be released to students via email. The instructor will provide additional information regarding time required in the lab and open (optional) lab on the first day of the course.

PHILOSOPHY

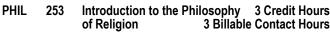
PHIL 152 Introduction to 3 Credit Hours Western Philosophy 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5

days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect

Online Course Course Fee \$75.00 Wisniewski, J. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/onlinecourses.htm to learn more about the specific course requirements and the



PC/Mac compatibilities.

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.

Sect

Course Fee \$75.00 Online Course Henisse, C. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/onlinecourses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

edu for more information.

PHIL 254 Introduction to **Medical Ethics**

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 151. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect L1

Online Course Course Fee \$75.00 Butson, C. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/onlinecourses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

Online Course Course Fee \$75.00 Butson, C. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/onlinecourses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

PHYSICAL SCIENCE

PHYSC 151 **Physical Science**

4 Credit Hours 5 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 and MATH 092 or MATH 150 or qualifying scores on accepted placement tests

Lab Fee: \$80.00

Sect

01 10:00AM-11:20AM TuTh L 111 Scarpelli, L. 11:30AM-01:25PM Lab L 113

PHYSICS

PHY 101 **Technical Physics**

4 Credit Hours 5 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 and MATH 124, MATH 151 or higher or qualifying scores on

accepted placement tests

Lab Fee: \$75.00

Sect				
01	12:30PM-01:50PM	MW	L 208	Spalding, R.
Lab	10:00AM-11:52AM Section 01 lab meets Mo	M onday, 1/13/20.	L 210	, 0
02 Lab	05:30PM-06:50PM 07:00PM-08:50PM	TuTh Th	L 204 L 210	Staff

PHY 4 Credit Hours 151 General Physics I 6 Billable Contact Hours

Prerequisite: MATH 151 or qualifying scores on accepted placement tests. Recommended:

MATH 157 and MATH 159 or MATH 164

Lab Fee: \$75.00 Sect 02:00PM-04:50PM 01 W 1 208 Spalding, R. Lab 02:00PM-04:50PM L 210 Section 01 lab meets Monday, 1/13/20.

PHY 152 **General Physics II** 4 Credit Hours 6 Billable Contact Hours Prerequisite: PHY 151

Lab Fee: \$75.00 Sect 08:00AM-09:20AM MW L 208 Spalding, R. 01 09:30AM-12:20PM W I 210 Lab

PHY 252 **Engineering Physics II 5 Credit Hours** 7 Billable Contact Hours

Prerequisite: PHY 251. MATH 251 and 273 are highly

recommended

Lab Fee: \$75.00 Sect

10:30AM-12:20PM 01 TuTh L 208 Spalding, R. 01:30PM-04:20PM L 210 Lab

POLITICAL SCIENCE

POLSC 151 Introduction to 3 Credit Hours **Political Science** 3 Billable Contact Hours

> Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@

monroeccc.edu for more information.

3661					
01	11:00AM-12:20PM	TuTh	C 228	Conklin, G.	
02	02:00PM-03:20PM	TuTh	C 6	Conklin, G.	
03	03:30PM-04:50PM	TuTh	C 229	Bacarella, M.	
04	07:00PM-08:20PM	TuTh	C 229	Ferstle, K.	
11	Online Course	Course Fe	e \$75 00	Snyder M	



Sact

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

Online Course Course Fee \$75.00 Snyder, M. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

POLSC 158 3 Credit Hours Introduction to Political Theory 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect				
01	12:30PM-01:50PM	MW	C 6	Snyder, M.
02	03:30PM-04:50PM	TuTh	C 228	Snyder, M.

POLSC 252 International Relations 3 Credit Hours 3 Billable Contact Hours

Prerequisite: POLSC 151 or HIST 154 or HIST 155 Sect 01 02:00PM-03:20PM MW C 6 Snyder, M.

PRACTICAL NURSING PROGRAM

PNUR 121 Fundamentals of 9 Credit Hours **Practical Nursing** 17 Billable Contact Hours

Prerequisite: ENGL 151, PSYCH 151, BIOL 257 (formerly BIOL 157), MATH 092 or MATH 150 or qualifying score on accepted placement tests, and Admission to Practical

Nursing Program
Corequisites: HLTSC 120, BIOL 258 (formerly BIOL 158) must be successfully completed prior to or

concurrently Lab Fee: \$682.00

Sect

11:15AM-02:45PM L 203 Staff M 07:45AM-09:15AM Tu L 203 Staff 09:25AM-12:25PM L 203 Staff Tu 08:30AM-11:30AM WTh L 203 Staff

Section 01 will meet from 1/13/20 - 5/4/20. Wednesday and Thursday lab meetings will meet 1/15/20 - 2/13/20. Then clinical rotations will run from 2/19/20 - 5/2/20; clinical assignements will be released to students via email. The instructor will provide additional information regarding time required in the lab and open (optional) lab on the first day of the course.

PRODUCT AND PROCESS TECHNOLOGY

(formerly Manufacturing Technology)

MECH 102 **Manufacturing Processes** 4 Credit Hours 6 Billable Contact Hours

Prerequisite: RDG 090 or qualifying scores on accepted

placement tests Lab Fee: \$100.00

Sect

01 07:00PM-09:55PM TuTh T 167/T 171/T 165 Mohn, M.

MECH 103 **Machining Basics & CNC** 4 Credit Hours 6 Billable Contact Hours

Lab Fee: \$50.00

Sect T 173/T 175 Elliott, T. 01 09:00AM-11:55AM TuTh 02 05:00PM-07:55PM MW T 173/T 175 Elliott, T.

MECH 104 **CNC II** 3 Credit Hours 4 Billable Contact Hours

> Prerequisite: MECH 103 Lab Fee: \$50.00

Sect 01

05:00PM-06:55PM T 173/ T 175 Elliott, T. TuTh

MECH 116 Industrial Plumbing and 3 Credit Hours **Pipefitting** 4 Billable Contact Hours

Prerequisite: RDG 090 or qualifying scores on accepted

placement tests.

Lab Fee: \$50.00

Sect

01 05:00PM-09:55PM Tu T 161 Staff

MECH 131 Introduction to Automated 3 Credit Hours Manufacturing 4 Billable Contact Hours

Prerequisite: RDG 090 or qualifying scores on accepted placement tests.

Lab Fee: \$50.00

Sect 01

MW T 164 Dubois, M. 02:00PM-03:55PM

MECH 201 CAD/CAM I

3 Credit Hours 4 Billable Contact Hours

Prerequisite: MECH 103 and MDTC 160

Lab Fee: \$50.00

Sect 01

07:00PM-08:55PM TuTh T 173/ T 175 Elliott. T.

MECH 231 CAD/CAM III Toolpath

3 Credit Hours **4 Billable Contact Hours**

Prerequisite: MECH 221

Lab Fee: \$50.00

Sect

01 07:00PM-08:55PM T 173/ T 175 Elliott, T. TuTh

PSYCHOLOGY

PSYCH 151 **General Psychology**

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090, RDG 090, and MATH 092 or

MATH 150 or higher or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.edu for more information.

3661					
01	09:30AM-10:50AM	TuTh	L 142	Wise, P.	
02	10:30AM-11:50AM	MW	T 178	Hakeos, N.	
03	11:00AM-12:20PM	TuTh	L 142	Wise, P.	
04	12:00PM-01:20PM	MW	L 142	Wise, P.	
05	01:30PM-02:50PM	TuTh	L 142	Wise, P.	
06	04:30PM-05:50PM	TuTh	L 140	McCutcheon, T.	
07	07:00PM-08:20PM	MW	L 142	Staff	
51	09:30AM-10:50AM	MW	WHIT 3	Staff	
52	06:00PM-07:20PM	TuTh	TBD	Staff	
L1	Online Course	Course Fe	ee \$75.00	Wise, P.	



Sact

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Online Course Course Fee \$75.00 Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Course Fee \$75.00 Online Course Grey, M. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

PSYCH 152 Psychology of Personality/ 3 Credit Hours Adjustment 3 Billable Contact Hours

Prerequisite: PSYCH 151 Sect

09:00AM-10:20AM L 142 01 MW Grey, M.

PSYCH 251 Child Psychology 3 Credit Hours 3 Billable Contact Hours

Prerequisite: PSYCH 151

Sect 01

F 09:00AM-11:50AM L 142 Wise, P. PSYCH 253 Social Psychology

3 Credit Hours 3 Billable Contact Hours

Prerequisite: PSYCH 151

Sect 01

12:30PM-01:50PM L 111 Grey, M.

PSYCH 254 Life Span Psychology

3 Credit Hours 3 Billable Contact Hours

Prerequisite: PSYCH 151; If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Sect 01 L1

10:30AM-11:50AM Online Course

MW L 142 Course Fee \$75.00

Wise, P. Wise, P.



12

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Online Course Course Fee \$75.00 Wise, P. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

PSYCH 257

Psychology of **Human Sexuality**

3 Credit Hours 3 Billable Contact Hours

Prerequisite: PSYCH 151

Sect

01 11:00AM-12:20PM TuTh

Grey, M.

QUALITY SYSTEMS TECHNOLOGY

QSTC 150 Introduction to Metrology 3 Credit Hours 4 Billable Contact Hours

> Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. MATH 119 highly recommended. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@

> > monroeccc.edu for more information.

L 204

Sect

06:00PM-07:55PM MW T 159 Staff Blended Course Course Fee \$75.00

A portion of the required coursework will be delivered via online format. Students must have computer skills and reliable Internet capabilities. To get started in your blended course, please go to http://www.monroeccc. edu/online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

QSTC 210 Advanced Metrology

3 Credit Hours 4 Billable Contact Hours

Staff

Prerequisite: QSTC 150

Sect B1

06:00PM-07:55PM **Blended Course**

MW

T 159

Course Fee \$75.00

A portion of the required coursework will be delivered via online format. Students must have computer skills and reliable Internet capabilities. To get started in your blended course, please go to http://www.monroeccc. edu/online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

QSTC 220 Calibration and 3 Credit Hours **4 Billable Contact Hours** Gage R&R

Prerequisite: MATH 090 and RDG 090 or qualifying scores on accepted placement tests. QSTC 150 or consent of instructor. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.

Sect

Course Fee \$75.00 Staff

edu for more information.

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/

online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

Online Course

QSTC 230 **Documentation and** 3 Credit Hours **Audit Preparation 3 Billable Contact Hours**

Prerequisite: QSTC 111; If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@

monroeccc.edu for more information.

Sect

Online Course Course Fee \$75.00 Staff Students must have computer skills and reliable Internet capabilities. To get

started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

READING

RDG 090 **Basic Reading Skills**

3 Credit Hours 3 Billable Contact Hours

Prerequisite: Minimum test competencies in Reading must be met before registering for this course (This class does not count toward graduation)

Sect

02:00PM-03:20PM 01

TuTh

C 225 Toll. M.

RESPIRATORY THERAPY

102B Pharmacology for Respiratory RTH 1 Credit Hour Therapists II 1 Billable Contact Hour

Prerequisite: RTH 100, RTH 104, 102A, BIOL 258 (formerly BIOL 158)

Corequisites: RTH 110, RTH111, RTH 116

Lab Fee: \$60.00

Sect

01 10:30AM-11:25AM F H 157 Ahmed I

RTH Respiratory Care 5 Credit Hours 7 Billable Contact Hours Techniques II Prerequisite: RTH 100, RTH 102A, RTH 104, BIOL 258 (formerly BIOL 158) Corequisites: RTH 102B, RTH 111, RTH 116

Lab Fee: \$60.00

Sect 10:30AM-12:30PM 01 H 157 Stripling, H. 12:45PM-02:45PM H 157 F 09:00AM-12:00PM W H 159 10:30AM-12:30PM 02 М H 157 Stripling, H. 12:45PM-02:45PM F H 157 01:00PM-04:00PM W H 159 10:30AM-12:30PM 03 M H 157 Stripling, H. 12:45PM-02:45PM F H 157 01:00PM-04:00PM H 159

RTH 111 4.5 Credit Hours Respiratory Care Clinical Practice I 14 Billable Contact Hours

Prerequisite: RTH 102A, RTH 100 and RTH 104 Corequisite: RTH 102B, RTH 110 and RTH 116

Sect H 157 61 11:30AM-12:25PM Prush, A. TBA Hospital 07:00AM-03:00PM 11:30AM-12:25PM 62 H 157 Prush, A. 07:00AM-03:00PM TBA Hospital

RTH 116 Cardiopulmonary 4 Credit Hours Pathophysiology 4 Billable Contact Hours Prerequisite: RTH 100, RTH 102A and RTH 104 Corequisite: RTH 102B, RTH 110 and RTH 111

08:30AM-10:20AM H 157

> 221 4 Credit Hours **Respiratory Care** Clinical Practice IV 13 Billable Contact Hours

Prerequisite: RTH 211 and RTH 216. Must also register for RTH 226

Ahmed, I.

Sect

Sect

Sect

01

RTH

08:30AM-09:25AM H 165 Prush, A. 61 07:00AM-03:00PM Arranged Hospital 62 08:30AM-09:25AM H 165 Prush, A. 07:00AM-03:00PM TBA Hospital

222 RTH Respiratory Care 2 Credit Hours Seminar 2 Billable Contact Hours Prerequisite: RTH 214 Lab Fee: \$135.00

09:30AM-11:25AM 01 H 165 Staff

RTH 226 2 Credit Hours Respiratory Care Techniques IV 3 Billable Contact Hours Prerequisite: RTH 214. Must also register for RTH 221 Sect

01 12:00PM-02:50PM H 165 Staff

SOCIAL WORK

SWK 106 Child Welfare

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Sect

01 05:30PM-08:20PM Th L 145 Fiedler, J.

SWK 296A Work Experience I

1 Credit Hour 1 Billable Contact Hour

Sect

01 Arranged Arranged Arranged Fiedler, J. Instructor permission required.

SOCIOLOGY

SOC 151 Principles of Sociology

3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.edu for more information.

OCCL					
01	08:00AM-09:20AM	MW	C 228	Roberts, D.	
02	08:00AM-09:20AM	TuTh	C 228	Staff	
03	12:30PM-01:50PM	MW	C 229	Kovach, T.	
04	03:30PM-04:50PM	TuTh	C 229	McIntyre, G.	
05	05:30PM-06:50PM	MW	C 228	Polk, C.	
11	Online Course	Course Fe	\$75.00	Roberts D	



Sact

Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Online Course Course Fee \$75.00 Roberts, D. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.



Online Course Course Fee \$75.00 Roberts, D. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

SOC 161 Death, Loss and Grief 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Course Fee: \$30.00

 Sect
 01
 02:00PM-03:20PM
 MW
 C 228
 Kovach, T.

SOC 251 Modern Social Problems 3 Credit Hours 3 Billable Contact Hours

Prerequisite: SOC 151; If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.edu for more information.

Sect 01 L1

Sect

01

SPCH

152

09:30AM-10:50AM MW C 228 Roberts, D.
Online Course Course Fee \$75.00 Roberts, D.
Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/online-courses.htm to learn more about the specific course requirements and

SPANISH

SPAN 151 Elementary Spanish I

the PC/Mac compatibilities.

4 Credit Hours 4 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Course Fee: \$25.00

 Sect
 01
 07:00PM-08:52PM
 MW
 C 4
 Stranyak, C.

SPAN 152 Elementary Spanish II 4 Credit Hours 4 Billable Contact Hours

Prerequisite: SPAN 151 or one year high school Spanish

Course Fee: \$25.00

Public Speaking

05:00PM-06:52PM

MW C 229 Fecay, P.

SPEECH

SPCH 151 Communication 3 Credit Hours Fundamentals 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

01 08:00AM-09:20AM MW C 222 Bergmooser, M. 02 09:30AM-10:50AM TuTh C 222 Bergmooser, M. 03 09:30AM-10:50AM MW C 225 Curry, T.	Sect				
03 09:30AM-10:50AM MW C 225 Curry, T.	01	08:00AM-09:20AM	MW	C 222	Bergmooser, M.
,, ··	02	09:30AM-10:50AM	TuTh	C 222	Bergmooser, M.
0.4 0.0 0.0 D.1.4 0.0 D.1.4 T. T. 0.0 0.0 0. T.	03	09:30AM-10:50AM	MW	C 225	Curry, T.
04 02:00PM-03:20PM TuTh C 229 Curry, L	04	02:00PM-03:20PM	TuTh	C 229	Curry, T.
05 05:30PM-06:50PM TuTh C 222 Staff	05	05:30PM-06:50PM	TuTh	C 222	Staff

0. 0	.02	i dono opi	Juning	3 Rillable	Contact Hours
Sect		Prerequisite	: SPCH 151	o Billable	Contact Hours
01	02:00	PM-03:20PM	TuTh	C 222	Bergmooser, M.
SPCH	155	Interperso Communio Prereguisite	cation	3 Billable	3 Credit Hours Contact Hours
Sect 01	09:30	AM-10:50AM	MW	C 222	Bergmooser, M.

3 Credit Hours

		THEAT	ER		WELD	102B	Code Welding	a Dillabla	2 Credit Hours
THEA	151	Introduction to Theater Prerequisite: ENGL 09 scores or			Sect 01	08·00A	Techniques Prerequisite: WELD 102A Lab Fee: \$150.00		Contact Hours Hasselbach, S.
Sect 01	09:30A	M-10:50AM TuTh	C 3	Lajiness, K.	02	Studen 05:00P	ets are required to purchase a v PM-07:55PM M T	velding kit in the 165/T 169	MCCC Bookstore. Staff
THEA	251	Fundamentals of A	cting	3 Credit Hours			nts are required to purchase a v	verding kit iii tiit	
Sect		Prerequisite: ENGL 09 scores or			WELD	102C	Multi-Pass Pipe Fillet Welding Prerequisite: WELD 102/ Lab Fee: \$150.00		2 Credit Hours Contact Hours
01	05:30F	PM-06:50PM TuTh	C 3	Lai, A.	Sect	00 004	·	105/5 100	
		WELDI	NG		01	Studen 05:00P	ets are required to purchase a v PM-07:55PM M T	165/T 169	Staff
WELD '	100	Introduction to Welding Processes Lab Fee: \$150.00	6 Billable	4 Credit Hours e Contact Hours	WELD	Studen 103	ts are required to purchase a way with the second state of the sec		MCCC Bookstore. 3 Credit Hours
Sect 01	Studen	M-10:55AM MW ts are required to purchase				100	and Testing Prerequisite: WELD 100 Lab Fee: \$100.00	4 Billable	Contact Hours
02		PM-04:55PM TuTh Its are required to purchase	T 165/T 169 a welding kit in th	Hasselbach, S. e MCCC Bookstore.	Sect 02	02:00P	PM-03:55PM TuTh	T 163	Jager, M.
WELD	101A	Introduction to GM		2 Credit Hours	WELD	104A	Introduction to GTAV		2 Credit Hours Contact Hours
		Prerequisite: RDG 090 placemen	or qualifying so		Saat		Prerequisite: WELD 100 Lab Fee: \$150.00	0 =	
Sect 01	08:00	Lab Fee: \$150.00 M-10:55AM TuTh	T 165/T 169	Hasselbach, S.	Sect 01		M-10:55AM Tu T ts are required to purchase a v	165/T 169 velding kit in the	Hasselbach, S. e MCCC Bookstore.
02	05:00F	nts are required to purchase M-07:55PM M Ants are required to purchase	T 165/T 169	Staff	02		PM-07:55PM M T ts are required to purchase a w	165/T 169 relding kit in the	Staff MCCC Bookstore.
WELD		Basic SMAW		2 Credit Hours	WELD	104B	Introduction to GMAN Prerequisite: WELD 100		2 Credit Hours Contact Hours
		Prerequisite: RDG 090 placement Lab Fee: \$150.00	or qualifying so		Sect 01	08·004	Lab Fee: \$150.00	165/T 169	Hasselbach, S.
Sect 01		M-10:55AM Tu	T 165/T 169	Hasselbach, S.	02	Studen 05:00F	nts are required to purchase a w PM-07:55PM M T	velding kit in the 165/T 169	MCCC Bookstore. Staff
02	05:00F	nts are required to purchase PM-07:55PM M Ants are required to purchase	T 165/T 169	Staff	WELD		ts are required to purchase a v		2 Credit Hours
WELD '	102	Advanced SMAW	8 Billable	6 Credit Hours Contact Hours			Prerequisite: WELD 100 Lab Fee: \$150.00	3 Billable	Contact Hours
Sect		Prerequisite: WELD 10 Lab Fee: \$150.00	00		Sect 01		·	165/T 169	Hasselbach, S.
01	Studen	M-11:55AM TuTh ts are required to purchase			02	05:00P		165/T 169	Staff
02		PM-08:55PM MW ts are required to purchase	T 165/T 169 e a welding kit in t	Hasselbach, S. he MCCC Bookstore	WELD	104D	GTAW-Aluminum	2 Dillabla	2 Credit Hours Contact Hours
WELD	102A	Multi-Pass Arc Welding Prerequisite: WELD 10		2 Credit Hours e Contact Hours	Sect		Prerequisite: WELD 100 Lab Fee: \$150.00	3 DIIIADIE	COMACT HOURS
Sect		Lab Fee: \$150.00			01		M-10:55AM Tu T tts are required to purchase a v	165/T 169 welding kit in the	Hasselbach, S.
01	Studen	M-10:55AM Tu ts are required to purchase M-07:55PM M	T 165/T 169 a welding kit in th T 165/T 169	Hasselbach, S. e MCCC Bookstore. Staff	02	05:00P		165/T 169	Staff
UZ		nts are required to purchase							

WELD 105 Welding Metallurgy 4 Billable Contact Hours Prerequisite: WELD 100 and MATL Lab Fee: \$150.00							
December		105	4 Billable Prerequisite: WELD 100 and MATL			114	Applications 8 Billable Contact Hours Prerequisite: WELD 100
WELD 106 Basic Pipe Welding Sillable Contact Hours 16.67 Billable Contact Hours		04:00F	M-05:55PM MW T 163	Jager, M.			
Lab Fee: \$150.00 BEODAM-11:55AM TUT 1 165T 169 Hasselbach, S. Sudomis are required to purchase a welding kit in the MCCC Bookstore. Staff Students are required to purchase a welding kit in the MCCC Bookstore. Staff Students are required to purchase a welding kit in the MCCC Bookstore. The staff Students are required to purchase a welding kit in the MCCC Bookstore. The staff Students are required to purchase a welding kit in the MCCC Bookstore. Staff Students are required to purchase a welding kit in the MCCC Bookstore. The staff Students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students are required to purchase a welding kit in the MCCC Bookstore. The students a	WELD	106	8 Billable	Contact Hours	02	05:00F	PM-08:55PM MW T 165/T 169 Staff
Sect 106A Pre-Pipe Welding Skills 2 Credit Hours Substitute are required to purchase a welding kit in the MCCC Bookstore. Sect 106A Pre-Pipe Welding Skills 2 Credit Hours Students are required to purchase a welding kit in the MCCC Bookstore. Sect 106A Pre-Pipe Welding Skills 2 Credit Hours Students are required to purchase a welding kit in the MCCC Bookstore. Sect 106A Pre-Pipe Welding Skills 2 Credit Hours Students are required to purchase a welding kit in the MCCC Bookstore. Students are required to purchase a welding kit in the MCCC Bookstore. Students are required to purchase a welding kit in the MCCC Bookstore. Sect 106B SMAW Pipe Welding Prerequisite: WELD 106A Pre-Pipe We				2	WELD	115	
Sudents are required to purchase a welding kit in the MCCC Bookstore.					Sact		
WELD 106A Pre-Pipe Welding Skills 2 Credit Hours 3 Billable Contact Hours Prerequisite: WELD 100 and WELD 102 Succession Presentation Pres	02	05:00F	M-08:55PM MW T 165/T 169	Staff		Sectio	n 61 meets 2/10/20 - 4/27/20 for 10 weeks at The Welding
Sect 08:00AM-10:55AM	WELD	106A	3 Billable Prerequisite: WELD 100 and WELD 10	Contact Hours		meet 0 4/10/2	during spring break week (3/2/20 - 3/8/20). Class will not meet on 20. Students are required to purchase a welding kit in the MCCC
Sect			.M-10:55AM Tu T 165/T 169		WELD	215	Welding 16.67 Billable Contact Hours
WELD 106B SMAW Pipe Welding - Uphill 3 Billable Contact Hours 1 165/T 169 1 165/T 1	02	05:00F	M-07:55PM M T 165/T 169	Staff	Sect		
08:00AM-10:55AM Tu T 165/T 169 Hasselbach, S. Students are required to purchase a welding kit in the MCCC Bookstore. VELD 106C SMAW Pipe Welding — 2 Credit Hours Prerequisite: WELD 106A Lab Fee: \$150.00 Sect 01 08:00AM-10:55PM Tu T 165/T 169 Hasselbach, S. Students are required to purchase a welding kit in the MCCC Bookstore. VELD 109 Basic Welding Fabrication 6 Billable Contact Hours Correct Hours A Students are required to purchase a welding kit in the MCCC Bookstore. VELD 109 Word Processing I 3 Credit Hours Socres on accepted placement tests and ADMN 102 or 131 or equivalent keyboarding skills. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation mithin 5 days of registering in your online course(s). Failure to complete the required doline Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.edu/ orientation. VELD 100 Welding Symbols and Blueprint Reading 1 Billable Contact Hours Prerequisite: RDG 090 or qualifying scores on accepted placement tests Lab Fee: \$150.00 Sect 100 07:00PM-08:55PM Tu T 163 Jager, M.	WELD	106B	Uphill 3 Billable Prerequisite: WELD 106A		61	Section Center meet of 4/10/2	n 61 meets 2/10/20 - 4/27/20 for 10 weeks at The Welding r of Expertise at 1004 West Hurd Road in Monroe. Class will not during spring break week (3/2/20 - 3/8/20). Class will not meet on 20. Students are required to purchase a welding kit in the MCCC
WELD 106C SMAW Pipe Welding - 2 Credit Hours 3 Billable Contact Hours Prerequisite: WELD 106A Lab Fee: \$150.00 Sect 08:00AM-10:55AM Tu T 165/T 169 Hasselbach, S. Students are required to purchase a welding kit in the MCCC Bookstore. WELD 109 Basic Welding Fabrication 6 Billable Contact Hours 6 Billable Contact Hours 6 Billable Contact Hours 6 Billable Contact Hours 100 Prerequisite: RFG 090 and RDG 090 or qualifying scores on accepted placement tests and ADMN 102 or 131 or equivalent keyboarding skills. If you are registering for an online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.edu for more information. Sect 110 Welding Symbols and Blueprint Reading 2 Billable Contact Hours 2 Billable Contact Hours 2 Billable Contact Hours 2 Billable Contact Hours 2 Course Fee \$75.00 Kuhl, K. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.	01	Studen	ts are required to purchase a welding kit in the	MCCC Bookstore.		DOUNS	
WELD 106C SMAW Pipe Welding - 3 Billable Contact Hours Downhill	02				WPR	102	Word Processing I 3 Credit Hours
01 08:00AM-10:55AM Tu T 165/T 169 Hasselbach, S. Students are required to purchase a welding kit in the MCCC Bookstore. 02 05:00PM-07:55PM M T 165/T 169 Staff Students are required to purchase a welding kit in the MCCC Bookstore. WELD 109 Basic Welding Fabrication 4 Credit Hours 6 Billable Contact Hours Lab Fee: \$150.00 Sect 01 02:00PM-04:55PM MW T165/T 169/T 175 Hasselbach, S. Students are required to purchase a welding kit in the MCCC Bookstore. WELD 110 Welding Symbols and Students are required to purchase a welding kit in the MCCC Bookstore. WELD 110 Welding Symbols and Students are required to purchase a welding kit in the MCCC Bookstore. WELD 110 Welding Symbols and Students are required to purchase a welding kit in the MCCC Bookstore. WELD 110 Welding Symbols and Discovered Placement tests Lab Fee: \$100.00 Sect 01 07:00PM-08:55PM Tu T 163 Jager, M.	WELD	106C	Downhill 3 Billable Prerequisite: WELD 106A				3 Billable Contact Hours Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests and ADMN 102 or 131 or equivalent
02 05:00PM-07:55PM M T 165/T 169 Staff Students are required to purchase a welding kit in the MCCC Bookstore. WELD 109 Basic Welding Fabrication 6 Billable Contact Hours Lab Fee: \$150.00 Sect 01 02:00PM-04:55PM MW T165/T 169/T 175 Hasselbach, S. Students are required to purchase a welding kit in the MCCC Bookstore. WELD 110 Welding Symbols and 2 Credit Hours Blueprint Reading 2 Billable Contact Hours Prerequisite: RDG 090 or qualifying scores on accepted placement tests Lab Fee: \$100.00 Sect 01 07:00PM-08:55PM Tu T 163 Jager, M.							for an online or blended course for the first
WELD 109 Basic Welding Fabrication 4 Credit Hours 6 Billable Contact Hours Lab Fee: \$150.00 Sect 01 02:00PM-04:55PM MW T165/T 169/T 175 Hasselbach, S. Students are required to purchase a welding kit in the MCCC Bookstore. WELD 110 Welding Symbols and Blueprint Reading 2 Billable Contact Hours Prerequisite: RDG 090 or qualifying scores on accepted placement tests Lab Fee: \$100.00 Sect 01 07:00PM-08:55PM Tu T 163 Jager, M. Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@monroeccc.edu for more information. Sect 11 Online Course Sudents must have computer skills and reliable Intermet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/online-courses.htm to leam more about the specific course requirements and the PC/Mac compatibilities.	02	05:00F	M-07:55PM M T 165/T 169	Staff			the Online Orientation (ONL-001) prior to the start of the semester. You will be
Sect 01 02:00PM-04:55PM MW T165/T 169/T 175 Hasselbach, S. Students are required to purchase a welding kit in the MCCC Bookstore. WELD 110 Welding Symbols and Blueprint Reading 2 Billable Contact Hours Prerequisite: RDG 090 or qualifying scores on accepted placement tests Lab Fee: \$100.00 Sect 01 07:00PM-08:55PM Tu T 163 Jager, M.	WELD	109	6 Billable				Orientation within 5 days of registering in your online course(s). Failure to complete
WELD 110 Welding Symbols and Blueprint Reading 2 Billable Contact Hours Prerequisite: RDG 090 or qualifying scores on accepted placement tests Lab Fee: \$100.00 Sect 01 07:00PM-08:55PM Tu T 163 Jager, M. Or elearning@monroeccc.edu for more information. Sect L1 Online Course Course Fee \$75.00 Kuhl, K. Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.			M-04:55PM MW T165/T 169/T 175				result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328
Sect online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.	WELD	110	Blueprint Reading 2 Billable Prerequisite: RDG 090 or qualifying sco placement tests	Contact Hours		Studer	or elearning@monroeccc.edu for more information. Course Course Fee \$75.00 Kuhl, K. ats must have computer skills and reliable Internet capabilities. To get
			M-08:55PM Tu T 163	•		online-	courses.htm to learn more about the specific course requirements and

WPR 103 **Advanced Word Processing** 3 Credit Hours 3 Billable Contact Hours

Prerequisite: WPR 102 If you are registering for an

online or blended course for the first time at MCCC, you must also complete the Online Orientation (ONL-001) prior to the start of the semester. You will be automatically enrolled into the Online Orientation within 5 days of registering in your online course(s). Failure to complete the required Online Orientation may result in de-registration from your online courses. Please contact the eLearning and Instructional Support Office at 734.384.4328 or elearning@ monroeccc.edu for more information.

Online Course

Course Fee \$75.00

Kuhl, K.



Students must have computer skills and reliable Internet capabilities. To get started in your online course, please go to http://www.monroeccc.edu/ online-courses.htm to learn more about the specific course requirements and the PC/Mac compatibilities.

WINTER 2020: MCCC WHITMAN CENTER SCHEDULE OF CLASSES

The Winter Semester begins Friday, January 10 and ends on Monday, May 4.

(Classes with dates other than January 10 to May 4 are noted.)

ANTHROPOLOGY

MATHEMATICS

ANTHR 152	Introduction to Cult					
	Anthropology	3 Billable Contact Hours				
	Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests					
Sect	500100 011	addepted placement tests				

09:30AM-10:50AM TuTh WHIT 2 Mohney, K.

BIOLOGY

BIOL Introduction to Environmental 156 4 Credit Hours Science 6 Billable Contact Hours Prerequisite: ENGL 090 and RDG 090 and MATH 090 or

qualifying scores on accepted placement tests

Lab Fee: \$80.00

Sect

51

09:00AM-10:20AM TuTh WHIT 10 Staff 10:30AM-12:22PM Th WHIT 10

COMPUTER INFORMATION SYSTEMS

CIS Introduction to Computer 3 Credit Hours Information Systems 3 Billable Contact Hours Prerequisite: ENGL 090 and RDG 090 or qualifying

scores on accepted placement tests.

Lab Fee: \$15.00

Sect

09:30AM-10:50AM MW WHIT 5 Staff 51

ENGLISH

ENGL 151 **English Composition I** 3 Credit Hours 3 Billable Contact Hours

> Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests.

Sect

11:00AM-12:20PM MW WHIT 2 Ellis, S.

ENGL 152 3 Credit Hours **English Composition II**

3 Billable Contact Hours

Prerequisite: ENGL 151.

Sect 08:00AM-09:20AM MW WHIT 2 51 Saul J 52 11:00AM-12:20PM TuTh WHIT 2 Ellis, S.

HUMANITIES

HUMAN 151 Introduction to Humanities 3 Credit Hours 3 Billable Contact Hours

Prerequisite: ENGL 090 and RDG 090 or qualifying

scores on accepted placement tests

Course Fee: \$30.00

Sect 51

09:30AM-10:50AM MW WHIT 2 Lai, A. **MATH 090 Basic Mathematics Skills 4 Credit Hours** 4 Billable Contact Hours

> Prerequisite: Minimum test competencies in Arithmetic must be met before registering for this course. This class does not count toward graduation.

STUDENTS ARE REQUIRED TO PROVIDE A COMPUTER.

Students are required to bring a laptop or a similar computer on the first day of <u>class and every class day</u> — Windows or Apple operating systems — Chromebooks/Tablets/iPads are not compatible with the MyMathLab platform. This is a pass/fail course that does not earn credits toward graduation. It is not an online course. It utilizes interactive computer software and personalized on-demand assistance. Attendance and participation by the student are essential for success. Assignments and testing are administered via a Web-based learning system. Students are required to access the Internet both in class and outside of class.

(Note: MCCC offers students access to the Internet via open computer labs as well as a campus-wide wireless network.) Students should read the "Developmental Mathematics FAQ" available on www.monroeccc.edu/divisions/scimath before registering.

Course Fee: \$100.00

Sect

01:30PM-03:22PM 51 TuTh WHIT 6 Hudak, G. 06:00PM-07:52PM 52 WHIT 6 Cichewicz, S.

092 MATH **Beginning Algebra** 4 Credit Hours 4 Billable Contact Hours

STUDENTS ARE REQUIRED TO PROVIDE A COMPUTER.

Students are required to bring a laptop or a similar computer on the first day of class and every class day — Windows or Apple operating systems -Chromebooks/Tablets/iPads are not compatible with the MyMathLab platform. This is a pass/fail course that does not earn credits toward graduation. It is not an online course. It utilizes interactive computer software and personalized on-demand assistance. Attendance and participation by the student are essential for success. Assignments and testing are administered via a Web-based learning system. Students are required to access the Internet both in class and outside of class. (Note: MCCC offers students access to the Internet via open computer labs as well as a campus-wide wireless network.) Students should read the "Developmental Mathematics FAQ" available on www.monroeccc.edu/divisions/scimath before registering.

Prerequisite: ENGL 090 and RDG 090 and MATH 090

or qualifying scores on accepted placement

tests Course Fee: \$100.00

Sect 51 01:30PM-03:22PM TuTh WHIT 6 Hudak, G. 52 06:00PM-07:52PM MW WHIT 6 Cichewicz, S.

MATH 151 Intermediate Algebra 4 Credit Hours 4 Billable Contact Hours

STUDENTS ARE REQUIRED TO PROVIDE A COMPUTER.

Students are required to bring a laptop or a similar computer on the first day of class and every class day — Windows or Apple operating systems Chromebooks/Tablets/iPads are not compatible with the MyMathLab platform. This is not an online course. It utilizes interactive computer software and personalized on-demand assistance. This course utilizes interactive computer software and personalized on-demand assistance. Attendance and participation by the student are essential for success. Assignments and testing are administered via a Web-based learning system. Students are required to access the Internet both in class and outside of class.

(Note: MCCC offers students access to the Internet via open computer labs as well as a campus-wide wireless network.) Students should read the "Developmental Mathematics FAQ" available on www.monroeccc.edu/divisions/scimath before registering.

Prerequisite: RDG 090 and ENGL 090 and MATH 092 or

qualifying scores on accepted placement

tests

Course Fee: \$100.00

Sect

TuTh 51 01:30PM-03:22PM WHIT 6 Hudak, G. 06:00PM-07:52PM WHIT 6 Cichewicz, S. 52 MW

MATH 157 3 Credit Hours College Algebra

3 Billable Contact Hours

Prerequisite: A grade of C or better in MATH 151 or qualifying scores on accepted placement tests.

Sect

51 05:30PM-06:50PM $\mathsf{M}\mathsf{W}$ WHIT 8 Betway, G.

METEOROLOGY

MET 151 Introduction to Meteorology **4 Credit Hours** 5 Billable Contact Hours and Climate

Prerequisite: ENGL 090, RDG 090 and MATH 090 or

qualifying scores on accepted placement

tests

Sect

51 06:00PM-08:50PM	Tu	WHIT 2 Cooper, K.	
Lab 07:00PM-08:50PM	Th	WHIT 5 Staff	

PSYCHOLOGY

3 Credit Hours PSYCH 151 General Psychology 3 Billable Contact Hours

Prerequisite: ENGL 090, RDG 090 and MATH 092 or MATH 150 or higher or qualifying scores on

accepted placement tests.

Sect

OCCI					
51	09:30AM-10:50AM	MW	WHIT 3	Staff	
52	06:00PM-07:20PM	TuTh	TBD	Staff	

WINTER 2020: ONLINE COURSES

Online Courses

An online course delivers instruction in an entirely Web-based format. Some exams and assignments may be required at authorized locations as established by the instructor.

Following are the online courses offered for this semester. All classes have an additional \$75.00 lab fee. Students should go to www.monroeccc.edu/online-courses.htm and carefully read and follow the instructions specific to each class. If required, be sure to contact the instructor before the deadline date. **PLEASE NOTE:** Some online classes require occasional attendance on campus for meetings/testing.

ACCTG-151-L1	Accounting Principles	HLTSC-110-L2	Medical Terminology
ACCTG-151-L2	Accounting Principles	HLTSC-110-L3	Medical Terminology
ACCTG-152-L1	Accounting Principles	HLTSC-151-L1	Principles of Nutrition & Diet Therapy
ACCTG-205-L1	Microcomputer Accounting II	HLTSC-151-L2	Principles of Nutrition & Diet Therapy
ACCTG-220-L1	Payroll Accounting	HLTSC-160-L1	Perspectives of Aging
ACCTG-252-L1	Cost Accounting	HPE-150-L1	Personal Health
ACCTG-254-L1	Intermediate Accounting II	HPE-150-L2	Personal Health
BMGT-160-L1	Managing in the Digital Enterprise	HPE-153-L1	Mental Health
BMGT-201-L1	Principles of Management	HPE-153-L2	Mental Health
BMGT-201-L2	Principles of Management	IAS-213-L1	Privacy and Technology
BMGT-220-L1	International Business	MATH-126-L1	Mathematics for Business
BUSAD-151-L1	Introduction to Business	MATH-157-L1	College Algebra
BUSAD-151-L2	Introduction to Business	MATH-159-L1	Trigonometry and Analytical Geometry
BUSAD-170-L1	Small Business and Entrepreneurship	MATH-164-L1	Precalculus
CHEM-155-L1	Chemistry and Society	MCOM-201-L1	Principles of Marketing
CIS-109-L1	Spreadsheet Software	MCOM-201-L2	Principles of Marketing
CIS-109-L2	Spreadsheet Software	METC-100-L1	Introduction to Engineering & Technology
CIS-112-L1	Database Software	PHIL-152-L1	Introduction to Western Philosophy
CIS-130-L1	Introduction to Computer Information Systems	PHIL-253-L1	Philosophy of Religion
CIS-130-L2	Introduction to Computer Information Systems	PHIL-254-L1	Medical Ethics
CIS-130-L3	Introduction to Computer Information Systems	PHIL-254-L2	Medical Ethics
CIS-130-L4	Introduction to Computer Information Systems	P0LSC-151-L1	Introduction to Political Science
CIS-234-L1	Advanced Windows Server	P0LSC-151-L2	Introduction to Political Science
CRJ-154-L1	Introduction to Criminal Justice	PSYCH-151-L1	General Psychology
CRJ-255-L1	Police Organization and Administration	PSYCH-151-L2	General Psychology
ECE-100-L1	Foundation of Early Child Education	PSYCH-151-L3	General Psychology
ECON-251-L1	Principles of Macroeconomics	PSYCH-254-L1	Life Span Psychology
ECON-252-L1	Principles of Microeconomics	PSYCH-254-L2	Life Span Psychology
ENGL-102-L1	Business Writing	QSTC-230-L1	Documentation & Audit Preparation
ENGL-151-L1	English Composition I	S0C-151-L1	Principles of Sociology
ENGL-151-L2	English Composition I	S0C-151-L2	Principles of Sociology
ENGL-151-L3	English Composition I	S0C-151-L3	Principles of Sociology
ENGL-155-L1	Technical Writing	S0C-251-L1	Modern Social Problems
HIST-155-L1	History of US: 1877-Present	WPR-102-L1	Word Processing I
HLTSC-110-L1	Medical Terminology	WPR-103-L1	Advanced Word Processing

WINTER 2020: BLENDED COURSES

Blended Courses

A blended course blends face-to-face classroom instruction with a significant amount of Web-based instruction. The class schedule in these courses will require the students to come to the MCCC campus as established by the instructor.

Following are the blended courses offered for this semester. All classes have an additional \$75.00 lab fee. Students should go to www.monroeccc.edu/online-courses.htm and carefully read and follow the instructions specific to each class. If required, be sure to contact the instructor before the deadline date.

CIS-178-B1	Design Concepts
CIS-220-B1	Hardware Maintenance
NURS-210-B1	Nursing Leadership & Management
NURS-210-B2	Nursing Leadership & Management
QSTC-150-B1	Introduction to Metrology
QSTC-210-B1	Advanced Metrology
QSTC-220-B1	Calibration and Gage R & R

STUDENT LEARNING EXPERIENCES

Face-to-Face: These courses require students to come to the MCCC campus on prescribed days and times. These courses may utilize a Web-based component as a supplement to the instructor's face-to-face classroom instruction.

Blended: These courses blend face-to-face classroom instruction with a significant amount of Web-based instruction. The class schedule in these courses will require the student to come to MCCC campus as established by the instructor.

Online: These courses deliver instruction in an entirely Web-based format. Some exams and assignments may be required at authorized locations as established by the instructor.

WINTER 2020: ONLINE REQUIREMENTS

* Students who have never completed an online course at MCCC are required to complete an online orientation course prior to the start of semester.

General Information

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

Some students struggle in an online format. Other students excel. Students who excel in an online format:

- · Are highly self-motivated
- · Have strong computer skills
- Possess good time management skills
- Know how to study independently
- Possess good communication skills

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 may not be entered after the first day of the semester or term.

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.
- **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 at:

http://www.monroeccc.edu/online-courses.htm

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 the college's home page at: www.monroeccc.edu.

WITHDRAWAL POLICY

Students may withdraw from a course via well-at or in person up to and including the date listed in the Academic Calendar of this schedule. No withdrawal will be processed after that date. The withdrawal deadline is prorated for any course less (or more) than the full semester.

Academic Forgiveness Policy

Monroe County Community College recognizes that some students experience difficulty with academic performance due to life's circumstances, and oftentimes their subsequent academic record prohibits them from achieving educational and career goals. For example, life's circumstances may include – but are not limited to – personal, emotional and/ or financial problems or devastating and unavoidable events that did not permit them to perform at a level representative of their abilities. In an effort to lessen the negative impact of past performance on the student's ability to earn a degree, certificate or successful transfer, the college offers to students the Academic Forgiveness Policy.

The primary purpose of this policy is to provide a "fresh start" to those students who performed poorly in the past but have since demonstrated an ability to succeed with college-level academic studies. This policy is not intended to permit students with chronically poor performance to stay in college, nor to raise false hopes for students who are not making progress.

Through academic forgiveness, the student may petition to have his/her academic grade point average recalculated with failing "E" grades forgiven according to the eligibility criteria and stipulations specified below. As an alternative to academic forgiveness, students are encouraged to consider the course-repeat option, whenever possible, to improve the GPA. Because this forgiveness policy may be granted one time only, students should discuss its appropriateness with a college counselor in the Admissions and Guidance Office.

When the eligibility requirements have been fulfilled and approved, the student's cumulative GPA will be recalculated with the "E" grades removed from the calculation. Forgiven grades of "E" will remain on the student transcript with a special notation explaining this policy.

Eligibility Criteria

- 1. Forgiveness will be granted one time only for a student.
- A maximum of 16 semester hours of "E" grades for courses numbered 100-level and above may be applied toward this policy.
- 3. If **fewer** than 36 months have elapsed since the end of the semester in which the last "E" grade to be forgiven was received, before the Academic Forgiveness Policy is applied, the student must have successfully completed (with a 2.00 GPA or higher) a minimum of 30 credit hours in courses numbered 100 or above.

4. If more than 36 months have elapsed since the end of the semester in which the last "E" grade to be forgiven was received, before the Academic Forgiveness Policy is applied, the student must have successfully completed (with a 2.00 GPA or higher) a minimum of 12 credit hours in courses numbered 100 or above.

Stipulations

- The student may obtain an application for Academic Forgiveness from the college Registrar. The submitted application is reviewed by the Registrar for accuracy and is approved if all eligibility criteria and stipulations have been met.
- The Financial Aid Office does not accept "forgiveness status" in the calculation of cumulative GPA for standards of progress.
- Academic forgiveness, when granted, applies only to MCCC courses. There is no guarantee, expressed or implied, that academic forgiveness will be recognized by any other college or university.
- 4. Grades of "E" that have been documented for academic dishonesty are not eligible under this policy.
- Limited access programs such as, but not limited to, nursing, respiratory therapy and culinary arts have program-specific academic standards, which address course failure/withdrawal for students enrolled in these programs.
- 6. A student can graduate with honors only if all grades are calculated, including forgiven "E" grades.

Rights and Responsibilities

Students have the rights and accept the responsibilities of participating in the educational process when they participate in any course, seminar or activity sponsored by MCCC. Each student is expected to respect the rights of others and to help create a positive environment where diversity of people and ideas are valued and tolerated. A collegiate community should be free from intimidation, discrimination, harassment and violence. Students are expected to know and obey federal, state and local ordinances, as well as college policies and procedures.

The Americans With Disabilities Act With Amendments (2008) affords students an equal opportunity to participate in educational courses/programs/services. If you have a permanent disability and require accommodations in order to meet the guidelines set forth in the MCCC Student Code of Conduct, please contact the Disability Services Office at 734.384.4167, located in the Learning Assistance Lab, C 218.

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, 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.monroeccc.edu.

Academic Probation and Academic Dismissal Policy

A student who has completed **10** credit hours or more and received a grade of A - E at Monroe County Community College is automatically placed on probation at the end of the semester when his/her cumulative grade point average falls below 1.8.

A student who has been placed on probation will be removed from probation when he/she has achieved a cumulative grade point average of 1.8 or more.

Students on academic probation may not enroll for more than 12 semester hours. A student on probation who earns a semester grade point average of 2.5 or higher while taking 10 credit hours may carry 15 hours the next semester with the approval of his/her adviser.

During the semester in which the 20th semester hour is completed, a student on probation who fails to raise his/her cumulative grade point average to 1.8 or more will be subject to dismissal. Cases of dismissal may be appealed to the Academic Review Committee. A dismissed student who appeals to the Academic Review Committee and is readmitted must continue to meet with the Academic Review Committee prior to registration for any subsequent semester or until such time the cumulative grade point average improves to 1.8 or higher. A readmitted student who achieves a grade point average of 2.25 or higher, even though his/her cumulative grade point average is not 1.8, will be considered to have demonstrated significant improvement and will automatically be continued on probation for the next semester.

Exceptions to this policy may be made by the Vice President of Student and Information Services or his/her designee.

Student Code of Conduct and Due Process with Regard to Discipline other than Academic

Monroe County Community College is committed to maintaining a teaching and learning environment that fosters critical thinking, creativity, personal integrity and positive self-esteem. The intent of this document is to define a collegiate standard of behavior and to describe the actions to be taken if a person disregards this standard.

Code of Conduct

Students at MCCC are expected to show respect for order, law, the rights of others and the mission of the college, as well as to maintain standards of personal integrity.

Behavior that violates these standards includes, but is not limited to:

- Obstruction or disruption of teaching, administration, or other normal college operations or activities.
- Dating violence, domestic violence, stalking, and sexual assault.
- 3. Failure to comply with directions of college officials, security or other law enforcement officers while acting in the performance of their duties.
- Direct or indirect threats to the health or safety of self or others.
- Illegal use, possession or distribution of alcoholic beverages, narcotics, or controlled substances or public intoxication.
- 6. Theft or destruction on college property.
- 7. Unauthorized entry or use of college facilities.
- 8. Misuse of college or personal technology or violation of the Acceptable Use Policy.
- 9. Harassment or discrimination.
- Possession of firearms, explosives, chemicals or other dangerous weapons.
- 11. Conduct which is disorderly, lewd or indecent.

ANTI-BULLYING POLICY

It is the policy of the college that bullying behavior by or against any member of the college community, whether student, employee, faculty or guest, will not be tolerated. Violation of the anti-bullying policy can result in discipline up to and including expulsion for students, and up to and including termination for employees. For more information, see MCCC Policy and Procedures 1.72.

Guidelines For Classroom Discipline

If a student behaves in a disruptive or unsafe manner, the instructor in charge may dismiss the student responsible from the class. The instructor should review the student's behavior with the student prior to the next class meeting to determine cause for further action. The instructor may permit the student to return to class after satisfying himself or herself of the student's desire to refrain from the behavior that led to his/her suspension. The instructor may decide to disallow the student's continuation in the class. It is the duty of the instructor in charge, however, to inform the student that he/she may appeal the dismissal to the instructor's division dean. If the student is not readmitted to class, it is also the duty of the instructor to notify his/her division dean of the student's dismissal.

Should the student appeal his/her dismissal to the instructor's division dean, it will be the responsibility of the instructor and the division dean to come to an agreement as to whether the student should be allowed to return to the instructor's class. This agreement must be reached as soon as possible, but should not exceed 48 hours from the time the student is dismissed from class.

If the division dean, the instructor and the student cannot reach an agreement allowing a student to return to class, a committee will be established and called into session within an additional 48 hours to hear the facts from all parties involved. This committee will be formed as follows: Student Government shall appoint two students with no vested interest to the appeal committee; the chair of the academic review committee will appoint two non-vested faculty members to the committee, and the Vice President of Student and Information Services will appoint one administrator not directly related to the problem. This committee will make its recommendation to the Vice President of Instruction. The decision of the Vice President of Instruction is final and binding.

Academic Dishonesty Procedures

Statement on Academic Honesty

The college expects students to be honest in all academic work and maintain their own integrity as well as the academic integrity and reputation of their institution. Students who seek to better their records in dishonest ways demean themselves and show a lack of regard for others. Instead, students should take full advantage of the opportunities offered by the college to ensure that their time here is well spent, their experience is productive and their academic credentials are valuable. Students who do this will be better prepared for future endeavors and are more likely to meet with success in a world in which their performance will be the main criterion of recognition and advancement.

Acquisition of knowledge and the development of the skills necessary for success in one's chosen field are among the aims of education. Academic dishonesty is inconsistent with those aims and will not be tolerated. Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization or uses unauthorized materials or fabricated information in any academic exercise.

The college considers academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others or assisting other students in acts of dishonesty. It is the student's responsibility to know what constitutes academic dishonesty. If a student is unclear whether a particular act constitutes academic dishonesty, he or she should consult with the instructor of the class involved.

Any act of academic dishonesty will result in disciplinary action by the college. The maximum penalty under the provisions of this policy is permanent expulsion from the college. Disciplinary action will be determined according to the severity of the infraction as recommended by the faculty member and sanctioned by the college administration.

Graduation/Completion Information

Student Right to Know Act

The United States Department of Education requires all community colleges to provide current and prospective students with historical data regarding the number of students who complete a degree or a certificate. This data has been standardized so all colleges provide the information on a consistent basis. The reporting covers only students who indicated at the time of their college admission that they were seeking a degree or a certificate, and is compiled three years after their date of admission. The information was retrieved from college records and responses from a student questionnaire.

In addition to the above criteria, the following numbers cover only full-time (12 credit hours or more) students whose first semester at Monroe County Community College was Fall 2005. MCCC is proud to note that community colleges in general have an excellent reputation for meeting their students' goals, whether those goals are to receive a degree or certificate or prepare for a career or improve job skills. Because many of the programs offered at MCCC do not lead to a degree or certificate, we are especially pleased with our 33 percent graduation rate that compares favorably with other Michigan community colleges.

Social Security Number Privacy Policy

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.monroeccc.edu.

Access to Campus Facilities

In addition to sponsoring and co-sponsoring a variety of events in which college facilities and grounds are open to the public, the college may allow non-profit community groups and profit organizations to use college facilities. (MCCC Policies and Procedures 6.18(a)).

Students may also receive permission to access college buildings during non-operating hours if authorization is granted via a Building Admittance Permit. (MCCC Policies and Procedures 6.23).

Children on Campus

Children are not permitted in the classroom.

MCCC students, staff and visitors are absolutely prohibited from bringing children into the classroom or leaving children of any age on college property.

MCCC assumes no responsibility for the safety of children left on college property. Compliance with this rule is essential. There are no exceptions to the absolute prohibition against leaving children on college property.

Smoking and Tobacco Use Policy

Smoking and the use of all tobacco products is prohibited at the college and is subject to all applicable laws, including Federal and State "clean air" acts.

This tobacco-free policy prohibits the use of all tobacco products and includes use of all devices intended to simulate smoking, including electronic cigarettes and other similar types of devices.

Statement of Student Financial Aid Rights and Responsibilities

- Students have the right to be informed of and to apply for all financial aid programs for which they are eligible.
 The responsibility to apply by program deadlines and to acquaint themselves with the application procedure resides with the student.
- 2. Students have the right to know how financial need and award packages will be determined and to request a review of the financial aid package should circumstances change to negatively affect the family's ability to meet costs of attendance. Students also have the responsibility to notify the college should new resources become available to them that were not originally considered.
- 3. Students who borrow to attend the college have a right to full disclosure of the terms and provisions of loan programs, including typical repayment schedules and the responsibility to complete exit loan counseling before leaving the college. They must repay loans on a timely basis and keep the college informed of their current address.
- 4. Students have the right to be informed of financial aid policies and have the responsibility to be aware of all published financial aid policies and to comply with these policies.
- 5. Students have the responsibility to submit accurate information on all college documents relating to the financial aid application process.
- 6. Students must continue to make satisfactory academic progress in the program in which they are enrolled. Students must not owe any refunds on Pell Grants or other awards or be in default on repayment on any student loan.

The Tax Reform Act of 1986 amended the Internal Revenue Code section pertaining to the taxability of scholarship and fellowship grants. Effective January 1, 1987, only the amount of a scholarship or fellowship grant which is used for qualified tuition and related expenses (i.e. tuition, fees, books, supplies and equipment) is excluded from gross income. Any amount of a scholarship or fellowship grant which is used for non-course related expenses (such as room and board) is taxable and has to be included in the student's gross income.

Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person 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 in any program or activity for which it is responsible.

Drug and Alcohol Policy

Monroe County Community College is concerned about the health and welfare of its employees and students. The college recognizes alcohol/drug dependency as an illness and a major health problem. The college also supports the state and federal laws regarding substance abuse and strives to create a healthy and productive academic, working and social environment. The abuse of alcohol and drugs raises not only serious health issues for those involved, but also can lead to accidents, poor productivity, property damage and even personal injury.

In compliance with the federal Drug-Free Schools and Campuses Regulations, as well as the federal Drug-Free Workplace Act, MCCC has adopted a policy that requires employees and students to assist in maintaining a campus environment free from the effects of alcohol, drugs or other intoxicating substances.

Employees are prohibited from the following when reporting for work, while on the job or performing job related functions regardless of location, while attending any college-related activity, while on campus, or while in any vehicle used for college business.

Similarly, students are prohibited from the following when attending classes, when attending any college-sponsored activity or program, regardless of the location, while on campus or while in any vehicle used for college business.

- The unlawful use, possession, transportation, manufacture, sale or other distribution of an illegal or controlled substance or drug paraphernalia, or the misuse of or distribution to anyone other than the person to whom prescribed, of any prescription drug.
- The unauthorized use, possession, transportation, manufacture, sale or other distribution of alcohol.
- Being impaired by alcohol regardless of blood alcohol level, or having a blood alcohol level of legal limit, whether visibly impaired or not.
- Having a detectable amount of an illegal or controlled substance in the blood or urine (whether visibly impaired or not) or abuse of any controlled substance or prescription medication.

This policy includes the prohibition against use, manufacture, possession or distribution of marijuana, whether or not for medical use and whether or not the individual possesses a certificate of medical need, since such use, manufacture possession or distribution of marijuana continues to be a violation of federal law.

In addition, no alcoholic beverages will be permitted on campus or sold or provided by the District at any collegesponsored event off campus, unless approved in writing by the college's President or the President's designee.

This policy extends to off-campus activities including, but not limited to, class-related trips, field trips, athletic events, study or review sessions at a faculty member's home or other facility if faculty is present at the session. Presidential approval for the availability of alcohol under this policy will normally require the following.

- Sponsors of an event must implement precautionary measures
 to ensure that alcoholic beverages are not accessible or served
 to persons under the legal drinking age or to persons who
 appear intoxicated. This shall include, but not be limited
 to, checking identification and training serving people and
 bartenders in alcohol management techniques.
- Alcoholic beverages may be sold, furnished and consumed only within the area approved and designated for the event.
- Non-alcoholic beverages must be available and identified at the same place as alcoholic beverages and be featured equally and at least as prominently as the alcoholic beverages.
- No event shall include any form of "drinking contest" in its activities or promotion.
- Advertisements for any college event where alcoholic beverages are served shall not focus on the availability of alcoholic beverages.
- Compliance with the terms of any college insurance policy, if any is required.
- Any other requirements as the college, in its sole discretion, may impose.
- Any student with a conviction for any offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student is receiving Title IV HEA program funds will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance.

For the purpose of this policy, the term "controlled substance" refers to drugs and chemical substances listed in Schedules I through V of the Federal Controlled Substances Act (21 USC 812) and related regulations, such as, but not limited to, marijuana, cocaine, crack cocaine, heroin, peyote, mescaline, LSD, etc. Substances prohibited under this policy are prohibited in any form, including but not limited to pills, inhalants and beverages. Any individual whose test for controlled substances or their metabolites is confirmed positive will be deemed to be in violation of this policy. A blood alcohol content (BAC) test will be deemed positive, and therefore the individual will be deemed to be in violation of this policy, if the BAC level is of legal limit or above.

Additional Requirements

A particular college-sponsored or related program or event, such as the Study Abroad Program, may have additional or different requirements or conditions which are applicable to employees or students involved with that particular program or event. Anyone involved with or participating in such programs or events is required to adhere to and comply with this policy as well any additional requirements of the particular program or event. However, to the extent that alcoholic beverages are consumed while participating in a Study Abroad Program, such use may be permitted if consistent with the Study Abroad Program policy and with the terms of the particular program in which a person is participating.

Violations by Employees

The college will impose disciplinary action up to and including the immediate termination of employment for violation of this drug and alcohol policy. Violations or suspected violations of this policy may also result in a referral to a law enforcement agency. Suspected violations by employees are to be reported to the Office of Human Resources as soon as possible.

Violations by Students

Students whom the college determines have violated this drug and alcohol policy will be placed on disciplinary status up to and including dismissal or suspension from the college. These students also may be subject to losing financial aid. Violations or suspected violations of this policy may also result in a referral to a law enforcement agency. Suspected violations by students are to be reported to the Office of the Vice President of Student and Information Services as soon as possible. (See MCCC Policy 3.10, Due Process with Regard to Discipline other than Academic.)

Notice of Drug-Related Convictions

Any employee, student or student assistant convicted under any drug or alcohol statute for a violation occurring while working for the college, while on campus, while in any vehicle used for college business, or under any other circumstances which constitute a violation of this policy must notify the college's Office of Human Resources immediately after such a conviction. A conviction includes any finding of guilt, any guilty plea or plea of no contest and/or imposition of a fine, jail sentence or other penalty. The college will determine if college policies have been violated and what, if any, disciplinary action will be administered.

Any student with a conviction for any offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student is receiving Title IV Higher Education Act (HEA) program funds will result in the loss of eligibility for any Title IV, HEA grant, loan or work study assistance.

Resources

MCCC is interested in the continued good health and personal well-being of the employees and students and we recognize that employees and students suffering from alcohol or drug dependence can be treated. Employees and students may contact the Director of Human Resources at 734.384.4245 or designee for a referral service. Any such contact will be kept in strict confidence except insofar as may be required by law. Employees may also contact the college's Employee Assistance Program directly by calling 800.422.5338. In addition, employees may be entitled to apply for a leave of absence so that they may address a substance abuse problem prior to it impacting their ability to do their job. Students may also contact the Monroe County Mental Health Authority at 800.866,7340. We encourage any employee or student to seek professional care and counseling prior to any violation of this policy. Violations of this policy will not be tolerated. For more information and additional resources, please see the Drug and Alcohol Resource Guidelines brochure found in the Admissions and Guidance Office or on the college's website, www.monroeccc.edu.

Publication

A copy of this policy is available to the students and public on the college website or by request.

Biennial Review and Records

The college will biennially review this policy as required by federal law. The college will also retain records regarding the implementation of this policy for at least three years, as required by federal law.

Campus Security

Providing a safe and secure campus is a key element in assisting the college in accomplishing its mission. The college is committed to providing a safe campus, and in addition to institutional procedures, students and staff are encouraged to be personally responsible for their own security as well as others.

Campus Security is the direct responsibility of the Vice President of Student and Information Services, while the Chief of Security is responsible for day-to-day operations. The security staff is comprised of individuals with extensive law enforcement/security experience and knowledge, and possesses an excellent working relationship with local law enforcement agencies including the Monroe County Sheriff's Department and the Michigan State Police. Criminal acts are investigated by local area law enforcement authorities. There are currently no memorandums of understanding between the Campus Security and local law enforcement.

Campus Security provides a safe and secure campus environment for students, staff, faculty, and visitors. Both foot and vehicle security/safety patrols are conducted in order to minimize and deter the occurrence of crime, protect the peace, and serve the interests of the college.

Awareness and Prevention Programs

MCCC is committed to increasing the awareness and prevention of violence. MCCC continues the effort to provide students and employees with educational programing and strategies intended to prevent domestic violence, dating violence, sexual assault and stalking. The purpose of these programs is to help students, staff, and visitors feel empowered to act by giving them specific processes and resources to intervene in a safe, early, and effective manner. New Employee Orientation – All new employees receive orientation on Title IX, Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking through the Office of Human Resources.

Annual Campus Safety and Crime Awareness Report

Description of Campus Security Policies

Providing a safe and secure campus is a key element in assisting the college in accomplishing its mission of offering instructional programs and student and community activities.

The college's Board of Trustees and administration is committed to providing a safe campus. In addition to various measures that have been taken by the Board and administration to create a safe campus, students and staff are encouraged to be responsible for their own security and the security of others.

Following are various policies and procedures that the college has adopted to prevent and deal with security issues on college premises.

Incident Reporting - Other than Emergencies

The college asks that all criminal actions, suspected criminal actions, accidents, or unusual incidents be reported immediately. If you are a student, this can be done through your instructor. If you are an employee, this can be done through your supervisor. Both students and employees may also report directly to either the Switchboard Receptionist - the Receptionist will contact Campus Security - or the office of the Vice President of Student and Information Services to complete an incident report. Monroe County Community College does not have a confidential reporting program and all victims are encouraged to report crimes and emergencies to Campus Security. Effective crime prevention begins with personal involvement and responsibility. By taking a few moments to think before acting, we can all make ourselves less likely to become a victim or a statistic.

Crime prevention is everyone's job. With some effort and forethought we can maintain a safe campus environment.

Crime Statistics

Monroe County Community College 2019 Annual Security Report (Data includes 2016, 2017, 2018)

For the period of January 1, 2018 and ending December 31, 2018, there have been no crimes reported to the college's Campus Security authorities or to the local law enforcement agencies that are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act.

This Act requires institutions to disclose three general categories of crime statistics:

- Criminal Offenses—Criminal Homicide, including:
 - a) Murder and Non-negligent Manslaughter, and
 - b) Negligent Manslaughter; Sex Offenses including:
 - a) Forcible, and b) Non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias; and

The 2008 HEOA regulations expanded the list of hate crime statistics to be included in Clery Act statistical disclosures.

 Arrests and Referrals for Disciplinary Action for Weapons: Carrying, Possessing, Etc., Drug Abuse Violations and Liquor Law Violations.

In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics and the Campus SaVE Acts, Monroe County Community College commits to providing all current and prospective students and employees with access to annual campus security reports for both of our campus locations by October 1 of each year.

This federal law requires institutions to publish an annual report including crime statistics for the prior three years, policy statements regarding safety and security measures, campus crime prevention program descriptions and procedures to be followed in the investigation and prosecution of alleged sex offenses. The Clery Act also requires universities to keep an up-to-date crime log (www.monroeccc.edu/security), to issue timely warnings in the event of a crime threatening the safety of students or employees and to keep accurate crime statistics.

MCCC publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures to assist them in making informed decisions relative to their safety. A notice is sent to all students and employees with a direct link to this report every Fall and Winter semester. These crime statistics reflect incidents that occurred on MCCC property, on public property adjacent to the college or at sites owned or leased by the college during the previous three years. Monroe County Community College does not provide residential dormitories or facilities for on campus student housing. The Vice President of Student and Information Services has primary responsibility for categorizing. disseminating and publishing crime statistics collected oncampus and includes statistics obtained from various local law enforcement entities.

CAMPUS Save act: Policy Concerning Sexual Assault, Domestic Violence, Dating Violence and Stalking

(Including Prevention, Statistics and Response)

MCCC is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act), MCCC has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all members of the MCCC community (students, faculty and staff) as well as contractors and visitors. Every member of the MCCC community should be aware that such behavior is prohibited by law and college policy. Monroe County Community College does not tolerate stalking,

dating violence, domestic violence or sexual assault in any form, including acquaintance rape, attempts to obtain sexual favors through coercion, including but not limited to, threats to embarrass or intimidate the victim (even when this does not include threat of force). Individuals who the college determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from MCCC.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING EMERGENCY REPORTING

Monroe County Community College encourages victims of sexual assault, domestic violence, dating violence and stalking to report the incident immediately in order to ensure that victims receive the services they need. Reports should be made immediately to Campus Security, and/or to the local or state police authorities. Promedica's Sexual Assault Patient Advocate 24-hour hotline at 734.625.7116 or Monroe County Family Counseling and Shelter Services 24-hour hotline at 734.242.7233 provide immediate advice and assistance to victims. A report should also be made as soon as possible to the Vice President of Student and Information Services if the assault occurred on campus.

For complete reporting instructions, please visit the MCCC Annual Campus Crime Report by visiting www.monroeccc.edu/security.

Your role in Preventing Domestic Violence, Dating Violence, Sexual Assault, or Stalking:

Please visit one or both of these valuable resources:

https://www.rainn.org/get-information/sexual-assault-prevention/bystanders-can-help

http://stepupprogram.org/topics/sexual-assault/

Sexual Offender Information

In an effort to provide the best service for the MCCC campus community, we have provided a link to the Michigan Public Sex Offender Registry (PSOR): http://www.communitynotification.com/cap_main.php?office=55242/. The link will take you to a disclaimer, which you must first agree to before viewing the site.

Ohio's ESCORN site (http://www.theoffenderlist.com/Ohio_Sex_ Offender_List__Ohi.php) provides links to databases of sexual offenders for all 88 Ohio counties.

Campus Emergencies

MCCC has established procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, or visitors occurring on campus. These procedures provide for rapid notice to local law enforcement and senior administration to evaluate and confirm an emergency or dangerous situation and if confirmed, for same persons to determine the appropriate content of the notification.

In cases of emergency, the College's Switchboard Operator (-0- from any campus phone) should be contacted immediately. The Switchboard Operator will directly contact Campus Security. If the switchboard is closed, assistance can be requested by dialing 911 from a pay phone. No money is needed.

MCCC will, without delay, and taking into account the safety of the community, determine the content of emergency/ dangerous situation notifications and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The warnings will be communicated with the college community regarding the procedure for an emergency response and/or evacuation. The warning may be issued in the following manner:

- Emergency Notification System
- Email to currently enrolled students at their MCCC student email account
- Email to all MCCC campus email users, including faculty, staff, and administrators
- Notices placed on entry/exit doors in all buildings
- Public address system
- Campus television network
- Local media
- MCCC main web page www.monroeccc.edu/

Depending on the particular circumstances, especially in all situations that could pose an immediate threat to the community and individuals, MCCC will notify the Monroe County Sheriff Department and the Michigan State Police.

To view the MCCC Campus Emergency Response Plan that can be found at www.monroe/safety.

Timely Warnings and Campus Emergencies

• Timely Notifications – can be found at www.monroeccc. edu/safety.

A timely warning will be issued by the Vice President of Student and Information Services when a situation arises that constitutes an ongoing or continuing threat to the health or safety of students or employees occurring on MCCC owned or leased property. Depending on the nature and/or severity, the warning may be issued by the following methods:

- Emergency Notification System
- Email to currently enrolled students at their MCCC student email account
- Email to all MCCC campus email users, including faculty, staff, administrators
- Notices placed on entry/exit doors in all buildings
- · Public address system
- Campus television network
- · Local media
- MCCC main web page www.monroeccc.edu/

A timely warning will include any information that would promote safety. Anyone with information that may justify a timely warning should contact the Vice President of Student and Information Services – 734.384.4224, contact the switchboard by dialing "0" from a campus phone or by dialing – 734.457.6007.

Every attempt will be made to distribute the alert within 48 hours of the filed report or incident.

NOTES



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

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

MISSION

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

VISION

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





enriching lives

1555 South Raisinville Road Monroe, MI 48161-9746

Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person 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 in any program or activity for which it is responsible.

Monroe County Community College is accredited by the Higher Learning Commission.

www.hlcommission.org (800) 621-7440



The **WAITLIST** process allows students to place their names on a waitlist for a full section.

If an opening occurs, an email is sent to the first student on the waitlist informing the student that he or she has a limited amount of time to register for the course (usually one day).

- Log on to webPAL.
- Verify your MCCC email address.
- From the main menu, choose "Students" and then click on "Manage My Waitlist" for detailed instructions.

www.monroeccc.edu

SIGN UP NOW FOR MCCC'S EMERGENCY NOTIFICATION SYSTEM

For notifications regarding closings, delays or emergency situations, go to www.monroeccc.edu/notify

