



McHenry County College

2009/2010

2009 Student Handbook and Academic Planner

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Welcome to McHenry County College!

Whether you're a new or returning student, we hope you'll remember your college experience at McHenry County College as one of the best times of your life. The College offers so many learning opportunities to choose from that we feel confident you will be able to satisfy your learning objectives.

If you are planning to transfer to a four-year institution, be sure to meet regularly with an academic advisor. Please visit our Academic Advising and Transfer Center in Room A262, and introduce yourself. You'll find MCC staff to be very knowledgeable and friendly.

To assist you in your planning this year, we've developed this handy Student Handbook and Academic Planner. This publication, along with our annual catalog, course schedules, and website, will keep you informed and prepared for your college experience.

We want MCC to remain your 1st choice for a lifetime of learning and wish you well in your academic, athletic, and professional pursuits.

Faculty, Staff and Administration of MCC

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ACADEMIC CALENDAR

FALL SEMESTER, 2009

Aug. 20, Thursday	Opening Semester meeting for all employees; full-time and adjunct faculty workshops
Aug. 21, Friday	Friday Night Credit Classes Begin
Aug. 22, Saturday	Saturday Credit Classes Begin
Aug. 24, Monday	Weekday Credit Classes Begin
Aug. 31, Monday	Adult Education Classes Begin
Sep. 7, Monday	Labor Day Recess, College Closed
Oct. 19-23, Monday–Friday	Mid-Term Week
Oct. 20, Tuesday	Professional Development Day, No Day or Night Classes; College Offices Closed
Oct. 21, Wednesday	Start of Second 8-Week Credit Classes
Nov. 13, Friday	Last Day for Withdrawals (For most 16-week classes)***
Nov. 25-27, Wed.-Friday	Thanksgiving Recess, College Closed
Nov. 28, Saturday	No Saturday Classes College Closed
Nov. 30, Monday	Classes Resume
Dec. 11-12, Friday–Saturday	Final Exams for Credit Classes Meeting Only on Friday or Saturday
Dec. 12, Saturday	Commencement
Dec. 14-17, Mon.-Thursday	Final Exam Period for Weekday Credit Classes
Dec. 19, Saturday	Last Day of Adult Education Classes
Dec. 24, 2009-Jan. 1, 2010 Thursday-Friday	College Closed

*** Per institutional policy, deadline varies for non 16-week courses

SPRING SEMESTER, 2010

Jan. 14, Thursday	Opening Semester meeting for all employees; full-time and adjunct faculty workshops
Jan. 15, Friday	Friday Night Credit Classes Begin
Jan. 16, Saturday	Saturday Credit Classes Begin
Jan. 18, Monday	Weekday Credit Classes Begin
Jan. 18, Monday	Adult Education Classes Begin
Mar. 8-12, Monday-Friday	Mid-Term week
Mar. 15, Monday	Start of Second 8-Week Credit Classes
Mar. 21-28, Sun-Sun	Spring Recess, No Classes (Offices remain open until 4:30 p.m.)
Mar. 27, Saturday	No Saturday Classes – College Closed
Mar. 29, Monday	Weekday Credit Classes Resume
Apr. 9, Friday	Last Day for Withdrawals (For most 16-week classes)***
May 7 & 8, Friday-Sat	Final Exams for Friday Night & Saturday Credit Classes
May 10-14, Monday-Friday	Final Exam Period for Weekday Credit Classes (including Friday day classes)
May 15, Saturday	Commencement
May 15, Saturday	Last Day of Adult Education Classes

*** Per institutional policy, deadline varies for non 16-week courses

SUMMER INTERSESSION, 2010

May 17, Monday	Credit Classes Begin
May 31, Monday	Memorial Day, College Closed
June 10, Thursday or June 11, Friday	Final Exam Period for Credit Classes

SUMMER SESSION, 2010

June 14, Monday	Credit Classes Begin
June 14, Monday	Adult Education Classes Begin
July 5, Monday	Independence Day Observance, College Closed
July 5-9, Monday-Friday	Mid-Term Week
July 30, Friday	Last Day for Withdrawals (For most 8-week classes)***
Aug. 7, Friday	Last Day of Adult Education Classes
Aug. 9-13, Monday- Friday	Final Exam Period for Credit Classes

***Deadline may vary per institutional policy

NOTE: Continuing and Professional Education offerings have open enrollment. For more information call Registration (815) 455-8588.



MCC IMPORTANT DATES TO REMEMBER

Mark these on your calendar!

	Fall '09	Spring '10	Summer '10
Books Available:	July 30, 2009	Dec. 10, 2009	May 6, 2010
Classes:			
Start	Aug. 21, 2009	Jan. 15, 2010	June 14, 2010
Mid-term	Oct. 19-23, 2009	March 8-12, 2010	July 5-9, 2010
***Last day for withdrawals from 16-week classes	Nov. 13, 2009	April 9, 2010	July 30, 2010
End	Dec. 17, 2009	May 14, 2010	Aug. 13, 2010
Registration: (Web & In-person)			
Continuing students	April 7, 2009	Oct. 29, 2009	March 9, 2010
General	May 11, 2009	Nov. 12, 2009	March 9, 2010
Tuition:			
Tuition due	July 23, 2009	Nov. 18, 2009	April 22, 2010
Payment Plan #1	See the	See the	See the
Payment Plan #2	FACTS Plan	FACTS Plan	FACTS Plan
Payment Plan #3	Brochure	Brochure	Brochure
**Drop for non-payment	July 23, 2009	Nov. 18, 2009	April 22, 2010

****After close of business day**

*****Per institutional policy, deadline varies for non 16-week courses**

NOTE: \$25 fee applicable for FACTS payment plan. For more information visit www.mchenry.edu/registration/Tuition.asp

TUITION, FEES & REFUNDS

The Board of Trustees establishes tuition and fees for MCC and reserves the right to change tuition and all fees at any time. For up to date information go to: www.mchenry.edu/Registration/Tuition.asp

Tuition Rates

Tuition (per credit hour)

In-District	\$ 80.00
Online Courses (regardless of residency)	\$ 80.00
Out-of-District	\$ 284.06
Out-of-State	\$ 321.92
International	\$ 321.92

Fees

Some courses require the college to purchase special supplies for student use. A special course fee is charged to offset the cost of these items. A list of the courses and fees are printed each semester in the class schedule.

Other student fees are:

Admissions Application Fee	\$ 15.00
Audit /Repeat Fee (per credit hour – in addition to tuition)	\$ 37.86
Graduation Fee (per degree or certificate)	\$ 20.00
Hybrid Course Fee (per credit hour)	\$ 7.50
Online Course Fees vary per course (per credit hour)	\$ 15.00
Registration Fee (per semester)	\$ 7.00
Technology Fee (per credit hour – in addition to tuition)	\$ 9.00
Telecourse Fee	\$ 40.00
Transcript Fee (ordering on-line/ordering in person)	\$ 5.00/\$8.00
Transcript Fee (additional charge for faxing)	\$ 3.00

The same schedule of fees applies to resident and non-resident students.

Refunds

The Refund policy for credit courses at MCC is as follows:

All refund dates are calculated as business days. Currently, Monday through Saturday are considered business days, except during the summer five-day work week when only Monday through Friday are considered business days. If a refund date falls on a non-business day, the business day after is listed as the refund date.

Refund Schedule

Tuition and fee refunds will be issued to eligible students based on the effective date of withdrawal, which is determined by the date the student formally notifies the Registration Office in writing by completing the class withdrawal form. Failure to attend classes does not constitute withdrawal.

A full refund of tuition and course fees is granted if the college cancels a course.

The refund schedule for each class is noted on the student's invoice. It is the student's responsibility to make sure MCC has his/her correct address.

Class Length in weeks				
Rate of Refund	< 4	4 - 5	6 - 12	> 12
100%	Before the First day of class			
90%		1 DAY	1 DAY	1-6 DAYS
45%		2-3 DAYS	2-8 DAYS	7-20 DAYS
0%	ON 1ST DAY	AFTER 3 DAYS	AFTER 8 DAYS	AFTER 20 DAYS
The above information serves only as a guideline. Specific refund dates and percentages are printed each semester on the students invoice.				

ACADEMIC INFORMATION

CHANGING STUDENT RECORD/PERSONAL INFORMATION

Has your name changed due to getting married or divorced? Have you moved? Has your phone number changed? Have you changed your degree or certificate program? It is your responsibility to ensure that all personal and program information is kept current with the college. Go to the Registration Office at A258 to report any changes.

DUAL ADMISSIONS

MCC has dual admission agreements with the following four-year colleges and universities: Columbia College, DePaul University-Computer Information Technology, Missouri; Northern Illinois University; Roosevelt University; University of Illinois, Springfield; and Western Illinois University. Dual admission provides joint academic advising from MCC and the partner school early in the student's academic career and assures that correct courses are being selected for the desired baccalaureate degree. Please see an MCC advisor for more information about the advantages of and applying for dual admission.

DROPPING A CLASS

You may withdraw from classes in A258 (Registration Office). The last day to withdraw from regular 16-week courses is the Friday of the 12th week of class. Refer to individual syllabus for specific course withdrawal dates.

GRADUATION INFORMATION

Students are responsible for submitting a graduation application (available in the Registration Office, A258) the semester they intend to graduate. See posters for deadlines.

STUDENT RECORDS

The Registrar's Office is responsible for all student records. These records are kept confidential and will be released upon approval of the Registrar to appropriate faculty, staff, administration, or other officials. If you wish MCC to provide grades or other information to parents, spouse, employer, or anyone else, you'll need to complete a Release of Confidentiality form in A258 (Registration Office).

REPEAT GRADES

You may repeat a course for which credit has been received. Both grades will be reflected in official transcript. Only the higher of the two grades will be counted in the computation of a cumulative grade point average.

TRANSCRIPTS

Students who are currently enrolled or who have previously attended MCC may obtain an official transcript on-line (\$5 fee), or in person (\$8 fee) from A258. Transcript request must be done in writing. Transcript requests cannot be done over the phone. The best way to order a transcript is on-line at www.mchenry.edu/transcripts.

MCHENRY COUNTY COLLEGE STUDENT SERVICES

MCC supports the development of the whole person. In keeping with this philosophy, the college offers a wide range of services, and promotes responsible participation in student life activities.

ADVISING & TRANSFER CENTER (ATC)

Building A, Room 262

(815) 479-7565

www.mchenry.edu/advising

Academic Advisors aid students in selecting courses, to provide an overview of degree and certificate programs, assist with transfer planning and inform students of graduation requirements.

Students should see their Advisor early in the semester before registration begins to allow adequate time for planning. Students are also encouraged to visit the website for transfer guides, degree requirements and course offerings. The website also lists advising seminars and dates when college representatives from four-year institutions are on campus.

ATHLETICS

Building A, Room 109

(815) 455-8580

www.mchenry.edu/athletics

e-mail: athletics@mchenry.edu

MCC has eight intercollegiate athletic teams that compete in the Illinois Skyway Collegiate Conference as a part of Region IV of the NJCAA. We offer:

Women's Volleyball	Men's Soccer
Women's Basketball	Men's Basketball
Women's Softball	Men's Baseball
Women's Tennis	Men's Tennis

MCC offers tuition waiver scholarships and walk-on opportunities to qualified student athletes. Prospective athletes can fill out a prospect inquiry form by going to the athletics home page www.mchenry.edu/athletics or by stopping in the office. All participant inquiries are encouraged and welcome as many of the sports teams are no-cut squads. The department also seeks qualified student-workers, in particular student athletic trainers.

BOOKSTORE

Building B, Room 162

(815) 455-8747

mccbookstore.mchenry.edu/

Book Return Policy: You may return textbooks purchased at the bookstore for a full refund only during the first 10 days of the semester for which it was purchased, and you must have your receipt.

Book Buyback: The bookstore will buy back books during final exam week. The price offered is determined by a variety of factors.

CAREER SERVICES

Building A, Room 262

(815) 455-8940

www.mchenry.edu/careerservices

Career Services provides students and alumni with job-seeking assistance such as resume writing, interview skills, job-search techniques, and internship opportunities. Dress for Success seminars are available through MCC101. Job opportunities may be found in the Job Journal or on the website. On-campus employer visits are also listed on the website. Appointments can be made by calling (815) 455-8940.

CHILDREN'S LEARNING CENTER

Building C, Room 115

(815) 455-8555

www.mchenry.edu/clc

The Children's Learning Center is state licensed and accredited by the National Association for the Education of Young Children. The Multi-age Flexible Scheduling Program is divided into two rooms: one for children ages 15 months to three years and the other room for children ages three to five years. This program is for children whose parents are enrolled as full-time or part-time, credit or non-credit student, an MCC employee, or a Fitness Center member. There is a two-hour minimum. No drop-in care is provided. Hours are prearranged.

There is also a Preschool Room for children ages three to five years. This program has a morning and afternoon session and is open to the public and children whose parents are MCC students or employees. For more information contact Deb Ryan at dryan@mchenry.edu.

COUNSELING CENTER

Building A, Room 262

(815) 455-8765

www.mchenry.edu/counseling

Counselors are faculty with professional training in Counseling. They teach courses, seminars and provide individual assistance to help students decide on a career, assist with personal issues and develop strategies to become a more successful student.

All courses are one credit transferable electives. Current course offerings include PDV 100 Positive Living and PDV 100 Becoming a Successful College Student. PDV 110, Career Decision-Making, is highly recommended for students who are undecided about their career or major. New courses are continually added to meet the needs of our students. Seminars are listed in the calendar of this planner and on the website. Seminars focus on careers, relationships and self-awareness topics.

The Career Resource Center is housed within the Counseling Department and offers a variety of career development materials.

Emergency & Crisis Assistance Options

A crisis event exists whenever a person's behavior poses an imminent danger of causing harm to self or others. The Counseling Department is available to help during regular business hours, (815) 455-8765, Building A, Room 262. Do not leave a voicemail if you or someone else is in crisis. Seek assistance by coming to the Counseling office or contact the McHenry County Crisis Program at (800) 892-8900. Visit www.mchenry-crisis.org for more information.

Making Academic Progress Policy, MAPP,

Faculty and staff at MCC want to provide students with the best chance possible to succeed in their studies. One important way to meet this goal is through the continuous monitoring of student academic progress. The college has adopted a Making Academic Progress Policy (MAPP) that is used to help students achieve academic success.

If you have less than a 2.0 G.P.A. after 12 credit hours attempted, you will be required to meet with a counselor. You may not be allowed to register for the next semester until you and the counselor have met to develop an individual success plan to raise your G.P.A. to a 2.0 minimum. If you're already pre-registered for the next semester, you will not be able to access your academic records or conduct any transactions at MCC.

DISTANCE EDUCATION

Building A, Room 208

(815) 479-7878

www.mchenry.edu/DistanceEd

Distance education courses are taught in non-traditional formats: asynchronous online courses, hybrid courses (which combine online delivery and some scheduled campus visits), and telecourses (which make use of a syllabus, student study guide, CD-ROMs or DVDs, and a textbook). MCC distance learning students have access to a variety of student support services, many of which can be accessed online. For more details about earning a degree or certificate through distance education, contact your academic advisor. An online orientation to ANGEL and other computer skills is available; those who have trouble getting started in the full online orientation can attend a face-to-face orientation; registration information is available at the Distance Education website.

FINANCIAL AID

Building A, Room 256

(815) 455-8761

<http://www.mchenry.edu/financialaid/>

MCC is committed to helping remove economic barriers that may deprive students of an education. For this purpose, numerous financial aid options are available to assist students in their quest for higher education.

There are four types of assistance available at MCC:

- Grants & Scholarships – gift assistance that is non-repayable usually based on need, academic achievement, or a special talent. Scholarships become available at various times during the year; however, most grants are awarded at the beginning of each semester.
- Loans – money, repayable with interest. A variety of programs exist with varying interest rates and repayment plans.
- Employment – refers to money to be earned through a job on campus. Financial need is not always necessary.
- Veteran Educational Benefits – usually based on military service. Details available at <http://www.mchenry.edu/financialaid/>

All Financial Aid students are subject to the Financial Aid Standards of Academic Progress Policy which require students to meet a minimum GPA and a completion rate of enrolled credit courses. Details available at: www.mchenry.edu/FinancialAid/ProgressPolicy.asp

Please visit <http://www.mchenry.edu/promise/index.asp> for information on the MCC Promise.

FITNESS CENTER

Building A, Room 202

(815) 455-8551

www.mchenry.edu/fitnesscenter

The Fitness Center is 2,800 square feet with a selection of weight training machines, treadmills, stair machines, cycles, and other cardiovascular equipment. The award-winning fitness program consists of friendly staff, comfortable atmosphere, and a comprehensive and sophisticated personalized delivery system. The Fitness Center provides both credit and non-credit use. The hours of operation for the Fitness Center are published in both credit and Continuing Education course schedules – also available on website.

HONORS PROGRAM

Building A, Room 348 and Building C, Room 123

(815) 479-7756 and (815) 455-8682

www.mchenry.edu/HonorsProgram.asp

The Honors Program stresses the refinement of skills in writing, research, problem solving, and critical thinking, and the small class sizes encourage student involvement. Students with a cumulative GPA of 3.5 may join the Honors Program, and students with a GPA of 3.2 may register for an Honors course. All Honors coursework is noted on students' transcripts, and Honors Program graduates will have a notation to this effect on their degrees.

LIBRARY

Building A, Room 212

(815) 455-8533

www.mchenry.edu/library

The MCC Library provides the resources (books, journals, CDs, DVDs, electronic materials, research databases) and services (research assistance, instruction, interlibrary loan) which meet the information needs of the college community. We teach library patrons to find, evaluate, and use information effectively and support intellectual freedom, inquiry, and lifelong learning.

MCC 101: THE COLLEGE EXPERIENCE

Building A, Room 262

(815) 455-8917

www.mchenry.edu/CollegeExperience

Learning is a wonderful journey. We know that students are responsible for transforming learning into something that they can use in their everyday lives. This class is designed to help make students transition to college successful by focusing on academic goals, skills, and understanding of how MCC works. All full-time first year students must successfully complete MCC 101 unless they have:

- Previously earned at least 24 semester hours of college credit with a 2.00 cumulative grade point average or
- Successfully completed a course equivalent to MCC 101 at another college. Course must be documented on a college transcript.

MULTICULTURAL PROGRAMS

Building A, Room 252

(815) 455-7749

www.mchenry.edu/multicultural

Multicultural Programs provides direct student support services and coordinates individual and group activities to promote integration into the college environment and academic success. Multicultural Programs strives to promote the following:

- Promote respect for diversity
- Ensure social, educational, and cultural student programming for underrepresented groups on campus is inclusive and accessible
- Provide students with a variety of resources and opportunities to learn about themselves, other cultures, and their community
- Strengthen students academic and social skills
- Encourage students to build a support network with staff, faculty, and administration
- Recognize and reward student involvement

For more information regarding the services provided by the office of Multicultural Programs, please email sreising@mchenry.edu.

SAGE LEARNING CENTER

Building A, Room 247

(815) 455-8579

www.mchenry.edu/sagelearningcenter

The Sage Learning Center is a general tutoring center for all registered students seeking assistance in a variety of academic subject areas. Comprehensive support is provided in math and in English/writing. The center also provides assistance wherever possible in many other courses. Tutoring is delivered by professional and peer tutors on both a drop-in and appointment basis and in both individual and group formats depending on the subject. Computer assisted instruction, supplemental instruction, study groups, and a resource library are also available.

SPECIAL NEEDS DEPARTMENT

Building A, Room 257

(815) 455-8676

TTY: (815) 455-7237

www.mchenry.edu/specialneeds

The Special Needs Program at MCC is designed to provide reasonable support for qualified students with disabilities so they have the same opportunities to succeed as other students.

Whether a student has a documented learning, physical, or psychological disability, or other barriers to learning, our comprehensive support services may help the student achieve his or her potential. Some students in occupational programs who have limited English proficiency or are academically disadvantaged may also qualify for accommodations. An intake appointment with the coordinator will be needed.

Our focus is on ability – not disability – as we help provide equal access for students with special needs.

STUDENT LIFE & STUDENT LEADERSHIP

Building A, Room 252

(815) 455-8550

www.mchenry.edu/studentlife

The Student Life and Campus Activities Office provides quality, student-centered programs, services, and involvement opportunities which foster leadership, civic engagement and student development. In conjunction with the Multicultural Programs office, Student Life promotes a fun and engaging environment for MCC students by organizing a variety of campus activities which entertain and educate. All students are encouraged to participate in leadership development sessions, such as the LEAD program, as well as off-campus leadership retreats. Additionally, the office assists MCC's 20+ student organizations in the planning of programs and activities directed toward meeting the wide variety of student needs and interests. Student Life directly advises and supports the Student Senate and its mission to promote student welfare, protect students' rights, and represent the opinions of MCC students wherever possible. For more information regarding our services or to form a new student organization, please visit the Student Life and Campus Activities Office.

Black Student Union

Latinos Unidos

Campus Christian Fellowship

Latter-day Saint Student Association

The Cheshire Cheese Society

Le Coeur de France – French Club

Chess Club

Music Club

Club Concordia

Outdoor Adventure and Recreation

College Bowl

Phi Theta Kappa

Down to Earth

Student Ambassadors

Game Development

Student Peace Action Network

Equality Club

Student Senate

Forensics Team

Student Trustee

Drama Club

Tartan

Cheerleading

Working for Transformation

PHI THETA KAPPA

DAVID A. ELDER

(815) 479-7850

DIANE TERLEP

(815) 455-8538

www.mchenry.edu/phithetakappa

Founded in 1918, Phi Theta Kappa is the international honor society for two-year colleges offering associate degree programs. MCC's Chi Upsilon Chapter is one of over 1,200 chapters worldwide. To qualify, students must have earned a 3.5 GPA, accumulated a minimum of 12 grade point credit hours, be currently enrolled in six credit hours, and be pursuing an associate degree or baccalaureate transfer program.

COLLEGE POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Act affords students certain rights with respect to their educational records:

1. The right to review their educational records. Students may contact the Director of Enrollment Services and arrangements will be made to provide this information to the student.
2. Students may request that their educational records be changed if the student believes the information is inaccurate or misleading.
3. The right to permit disclosure of the student's educational record. Students may sign a 'Release of Confidentiality' form in the Registration Office giving MCC permission to give information to any individual that the student designates.
4. Students may request to have Directory information withheld. The following student information is designated as 'Directory Information' and may be disclosed or released by MCC at its discretion: name, major field of study, image, dates of attendance, enrollment status, degrees and awards received, the most recent educational agency or institution attended by the student, participation in officially recognized activities and sports, and height and weight of members of athletic teams.
To have all of the 'Directory Information' withheld, the student must give written notice, in person to the Director of Enrollment Services or Coordinator of Records and Registration.
5. The right to file a complaint with the U.S. Department of Education concerning the college's violation of FERPA. The name and address of the office that administers FERPA is:

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

STUDENT CODE OF CONDUCT

Consistent with the MCC mission is an expectation that students will govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. It is the practice of the college to respect the properly exercised rights of its students. MCC recognizes a student's rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of education; and to the reasonable use of services and facilities of the College.

The Student Code of Conduct has been established to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at MCC.

Each student is responsible for knowledge of and compliance with this Student Code of Conduct. The college further recognizes each student's rights to fair procedures, including notice which specifies the alleged violation(s) of the Code of Conduct, an opportunity to respond to the allegations, and an appeal process appropriate to the nature and potential consequences of the violation.

Copies of the Student Code of Conduct are available in A260 (Office of the Dean of Students) and at www.mchenry.edu/Policy/StudentCode0808.pdf.

COURSE AND STUDY TIME WORKSHEET

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00-8:30am							
8:30-9:00am							
9:00-9:30am							
9:30-10:00am							
10:00-10:30am							
10:30-11:00am							
11:00-11:30am							
11:30-12:00pm							
12:00-12:30pm							
12:30-1:00pm							
1:00-1:30pm							
1:30-2:00pm							
2:00-2:30pm							
2:30-3:00pm							
3:00-3:30pm							

CAMPUS MAPS

MCC
McHenry County College

● YOU ARE HERE

⬆️ ELEVATOR

⬆️ ENTRANCE

♿️ HANDICAPPED PARKING

ℹ️ INFORMATION

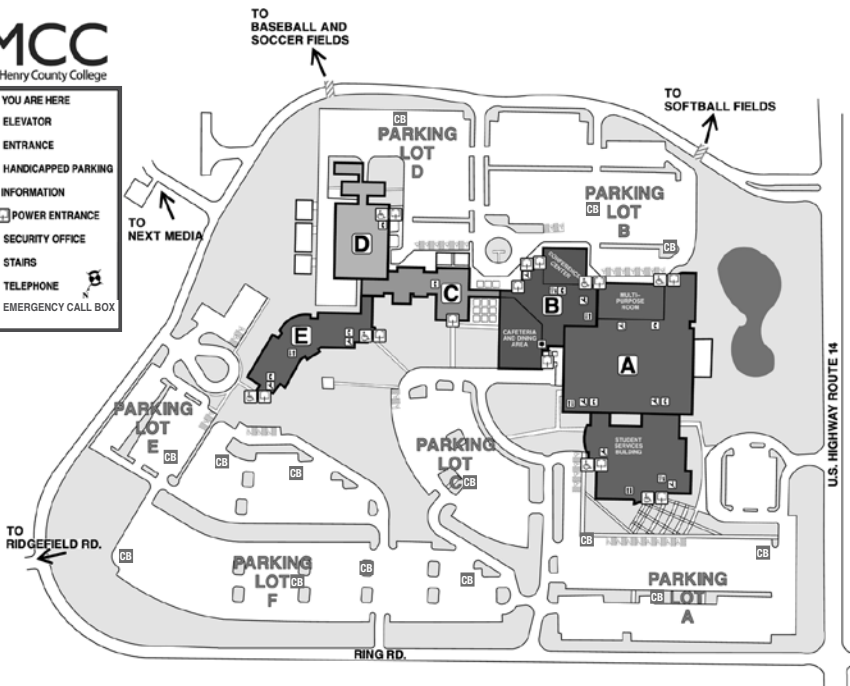
⚡️ POWER ENTRANCE

🚒 SECURITY OFFICE

🪜 STAIRS

☎️ TELEPHONE

📞 EMERGENCY CALL BOX



Bldg. A	1 st floor	Gym/Multipurpose Room
Bldg. A	1 st floor Student Services	Student Life, Financial Aid, Registration, Career Services, Counseling, Advising, Admissions, Atrium, Special Needs, Sage Learning Center, Testing Center, Purchasing, Business Services, Accounting, Human Resources, Bersted Lecture Hall
Bldg. A	2 nd floor	Library, Fitness Center, Distance Education
Bldg. A	3 rd floor Student Services	Adult Education
Bldg. B	1 st floor	Faculty/Staff Dining Room, Cafeteria, Dining Hall, Bookstore Commons, Campus Safety, Conference Room
Bldg. B	2 nd floor	Large Ensemble, Choral/Music
Bldg. C	C115	Children's Learning Center
Bldg. D	D	Black Box Theatre, Automotive Technology Shop, Greenhouses
Bldg. E	1 st floor	Computer Lab
Bldg. E	2 nd floor	Administrative Offices

DIRECTIONS TO UNIVERSITY CENTER

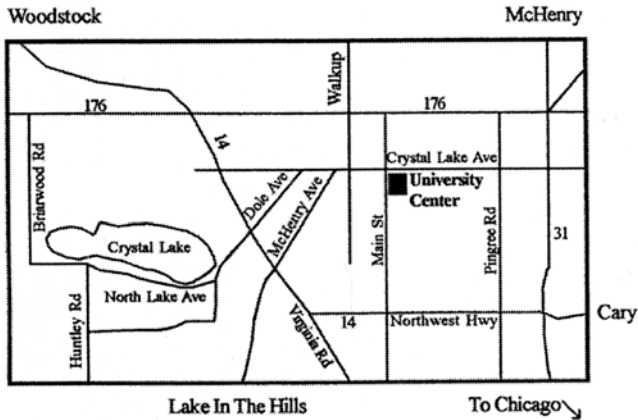
Crystal Lake is located 45 miles northwest of Chicago, about 20 miles south of the Illinois-Wisconsin border on U.S. Highway 14.

From Chicago: Take Interstate 90 to Route 31 north through the town of Algonquin and continue to the intersection of Crystal Lake Avenue. Turn left (west) on Crystal Lake Avenue. Continue west to Main Street and turn left (south).

From MCC: Turn left on Route 14 south. Turn left on Route 176 east. Turn right (south) on Main Street. Continue past the Metra Station and Crystal Lake Avenue.

Classrooms at the University Center are located on the left at 100 South Main Street.

University Center is handicapped accessible. Free parking is available in the front and back of the University Center.



Connee Meschini, Director,
University Center/Community and Professional Programs
Shah Center/Director of Community Education

(815) 479-7590

Ruth Kormanak,
Coordinator of University Center

(815) 479-7879

Dee Comella,
Coordinator of Online and Parent, Children and Divorce Program

(815) 479-7591

Bev Thomas,
Coordinator of 22nd Circuit Family Violence Coordinating Council

(815) 479-7792

Judi Garrelts,
Community Programs Assistant/Traffic School

(815) 479-7777

Jackie Sinkovitz,
Community Programs Assistant/Traffic School

(815) 479-7777

Jeff Shay,
Security Desk

(815) 479-7845

Fax:

(815) 459-5637

DIRECTORIES

FREQUENTLY USED NUMBERS

Website Address

www.mchenry.edu

	Area Code	Prefix	Ext.	Office
Main Phone #	815	455	3700	B182
Advising	815	479	7565	A262
Athletics	815	455	8580	A109
Blackboard/Distance Education Help Line	866	455	3700	A208
Bookstore	815	455	8747	B162
Campus Safety	815	455	8733	B174
Child Care	815	455	8555	C115
Computer Lab A	815	455	8583	A127
Computer Lab E	815	455	8619	E108
Counseling	815	455	8765	A262
Financial Aid	815	455	8761	A256
Registration	815	455	8588	A258
Recruiting/New Student Information	815	479	7732	A260
Sage Learning Center	815	455	8579	A247
Special Needs	815	455	8766	A257
Testing Center	815	455	8984	A245

In Case of an Emergency While On Campus,
Dial 22 on Any In-House Telephone

ACADEMIC DEPARTMENTS

	Area Code	Prefix	Ext.	Office
Accounting	815	455	8732	A124
Administrative Office Management	815	455	8732	A124
Anthropology	815	455	8672	E212
Art	815	455	8689	A144
Automotive Technology	815	455	8672	E212
Biology	815	455	8750	B252
Business	815	455	8732	A124
Chemistry	815	455	8750	B252
College Experience	815	455	8917	A262
Computer Information Systems	815	455	8732	A124
Construction Management	815	455	8732	A212
Criminal Justice	815	479	7572	E212
Design Technology	815	479	7521	E212
Developmental Disability Aide	815	455	8672	E212
Early Childhood Education	815	479	7572	E212
Earth Science	815	455	8750	B252

ACADEMIC DEPARTMENTS (CONTINUED)

	Area Code	Prefix	Ext.	Office
Economics	815	479	7572	E212
Education	815	479	7572	E212
Electronics Engineering Technology	815	479	7572	E212
Emergency Medical Services	815	479	7572	E212
Engineering	815	479	7521	E212
English	815	479	7556	A346
Entrepreneurship	815	455	8732	A124
Fire Science	815	479	7572	E212
Fitness Education	815	455	8672	E212
French	815	479	7556	A346
Geography	815	455	8760	B252
Geology	815	455	8760	B252
German	815	479	7556	A346
Health Sciences	815	455	8710	E212
History	815	479	7572	E212
Horticulture	815	455	8760	B252
International Business	815	455	8732	A124
Japanese	815	455	8689	A371
Journalism	815	455	8690	C122
Management	815	455	8732	A124
Manufacturing Machine Design	815	479	7521	E212
Manufacturing Management	815	479	7521	E212
Manufacturing Technology	815	479	7521	E212
Marketing	815	455	8732	A124
Mathematics	815	455	8760	B252
Music	815	479	7556	A346
Nursing	815	455	8710	E212
Personal Development	815	455	8765	A262
Philosophy	815	455	7556	A346
Physics	815	455	8760	B252
Plant Science	815	455	8760	B252
Political Science	815	479	7572	E212
Psychology	815	479	7572	E212
Reading	815	479	7556	A346
Sociology	815	479	7572	E212
Spanish	815	479	7556	A346
Speech	815	479	7556	A346
Theater	815	479	7556	A346

STUDENT SERVICES

	Area Code	Prefix	Ext.	Office
Admissions	815	455	8530	A260B
Academy for High Performance	815	455	8611	A209
Adult Basic Education	815	455	8752	A362
Adult Education	815	455	8531	A362
Advising & Transfer Center	815	479	7565	A262
Athletics	815	455	8580	A109
Bookstore	815	455	8747	B162
Bursar	815	455	8910	A258
Campus Safety	815	455	8733	B174
Career Services	815	455	8940	A262
Children's Learning Center	815	455	8555	C107& 108
Computer Lab A	815	455	8583	A127
Computer Lab E	815	455	8619	E108
Counseling	815	455	8765	A262
Distance Education	815	455	8778	A208
ESL	815	455	8752	A362
Financial Aid	815	455	8761	A256
Fitness Center	815	455	8551	A202
GED	815	455	8752	A362
Graduation	815	479	7685	A260
Joint Agreement	815	455	8768	A258
Library	815	455	8533	A212
Literacy Volunteer Program	815	455	8542	A362
Multicultural Services	815	455	8550	A252
Records	815	455	8588	A258
Registration	815	455	8588	A258
Running Start	815	479	7565	A262
Sage Learning Center	815	455	8579	A247
Scholarships	815	455	8761	A256
Small Business Development Center	815	455	6098	D151
Special Needs	815	455	8766	A257
Student Employment	815	455	8761	A256
Student Life	815	455	8550	A252
Testing Center	815	455	8984	A245
Transcripts	815	455	8588	A258
Veterans Benefits	815	455	8761	A256

WORKING ON A BUDGET

Complete the following chart by filling in your sources of **income** (i.e. job, financial aid, scholarship, parent) and your **expenses** (tuition, books, car, clothing, entertainment, etc.). Find the totals, then subtract your expenses from your income.

Sources of Income	(Amount)	Expenses	(Amount)
	TOTAL: \$ _____		TOTAL: \$ _____

\$ _____ = \$ _____ = \$ _____

RECORD OF GRADES

<u>Subject #1</u>		<u>Subject #2</u>		<u>Subject #3</u>		<u>Subject #4</u>		<u>Subject #5</u>	
<u>Exam</u>	<u>Other</u>	<u>Exam</u>	<u>Other</u>	<u>Exam</u>	<u>Other</u>	<u>Exam</u>	<u>Other</u>	<u>Exam</u>	<u>Other</u>
TOTAL POINTS =		TOTAL POINTS =		TOTAL POINTS =		TOTAL POINTS =		TOTAL POINTS =	