

# McHenry County College 2010-2011 Course Catalog

## Accreditation and Affiliations

McHenry County College is a member of

- American Association of Community Colleges
- Illinois Association of Community and Junior Colleges
- Council of North Central Colleges
- American Technical Education Association
- Illinois Veterans' Congress

The College is approved and/or accredited by

- North Central Association of Colleges and Schools
- Illinois Community College Board
- Illinois Board of Higher Education
- U.S. Office of Education
- Illinois Office of Education

The College reserves the right to update or otherwise modify the information contained in this catalog.

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MCC is an EEO Employer and committed to diversity in its college community.

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Crystal Lake, Illinois 60012-2761  
(815) 455-3700  
[www.mchenry.edu](http://www.mchenry.edu)

## MCHENRY COUNTY COLLEGE 2010-2011 ACADEMIC CALENDAR

### FALL SEMESTER, 2010

Aug. 19, Thursday	Opening Semester meeting for all employees; full-time and adjunct faculty workshops
Aug. 20, Friday	Friday Night Credit Classes Begin
Aug. 21, Saturday	Saturday Credit Classes Begin
Aug. 23, Monday	Weekday Credit Classes Begin
Aug. 30, Monday	Adult Education Classes Begin
Sept. 6, Monday	Labor Day Recess, College Closed
Oct. 18-22, Monday- Friday	Mid-Term Week
Oct. 19, Tuesday	Professional Development Day, No Day or Night Classes; College Offices Closed
Oct. 20, Wednesday	Start of Second 8-Week Credit Classes
Nov. 12, Friday	Last Day for Withdrawals (For most 16-week classes)***
Nov. 24-26, Wednesday-Friday	Thanksgiving Recess, College Closed
Nov. 27, Saturday	No Saturday Classes, College Closed
Nov. 29, Monday	Classes Resume
Dec. 10-11, Friday-Saturday	Final Exams for Credit Classes Meeting only on Friday or Saturday
Dec. 2010 (date TBD)	Commencement
Dec. 13-16, Monday-Thursday	Final Exam Period for Weekday Credit Classes
Dec. 18, Saturday	Last Day of Adult Education Classes
Dec. 24, 2010-Jan. 3, 2011 Fri.-Mon.	College Closed

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

### SPRING SEMESTER, 2011

Jan. 13, Thursday	Opening Semester meeting for all employees; full-time and adjunct faculty workshops
Jan. 14, Friday	Friday Night Credit Classes Begin
Jan. 15, Saturday	Saturday Credit Classes Begin
Jan. 17, Monday	Weekday Credit Classes Begin
Jan. 17, Monday	Adult Education Classes Begin
March 7-11, Monday-Friday	Mid-Term Week
March 14, Monday	Start of Second 8-Week Credit Classes
March 27-April 3, Sunday-Sunday	Spring Recess, No Classes (Offices remain open until 4:30 p.m.)
April 2, Saturday	No Saturday Classes, College Closed
April 4, Monday	Weekday Credit Classes Resume
April 8, Friday	Last Day for Withdrawals (For most 16-week classes)***
May 6-7, Friday-Saturday	Final Exams for Friday Night & Saturday Credit Classes
May 9-13, Monday-Friday	Final Exam Period for Weekday Credit Classes (including Friday day classes)
May 2011 (date TBD)	Commencement
May 14, Saturday	Last Day of Adult Education Classes

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

### SUMMER INTERSESSION, 2011

May 16, Monday	Credit Classes Begin
May 30, Monday	Memorial Day, College Closed
June 9, Thursday or June 10, Friday	Final Exam Period for Credit Classes

### SUMMER SESSION, 2011

June 13, Monday	Credit Classes Begin
June 13, Monday	Adult Education Classes Begin
July 4, Monday	Independence Day Observance, College Closed
July 5-8, Tuesday-Friday	Mid-Term Week
July 29, Friday	Last Day for Withdrawals (For most 8-week classes)***
August 5, Friday	Last Day of Adult Education Classes
August 8-12, Monday-Friday	Final Exam Period for Credit Classes

\*\*\*Deadline may vary per institutional policy

**NOTE:** Continuing and Community Education offerings have open enrollment.

For more information call Registration (815) 455-8588.

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### ABOUT THE COLLEGE

#### EDUCATING SINCE 1967

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McHenry County College (MCC) offers associate's degree programs, which provide the first two years of a baccalaureate college curriculum; 18 Associate of Applied Science degrees designed for career training; 46 certificate programs, and a General Education Associate degree. Agreements with other community colleges allow students to take vocational programs that are not offered at MCC.

Students can also earn a four-year Bachelor of Arts or Science degree through our affiliation with a number of four-year schools – go to [www.mchenry.edu/advising](http://www.mchenry.edu/advising) for more information and a current listing of affiliations. Students can also tailor class schedules to fit their lifestyles with online classes and programs. Visit [www.mchenry.edu/distanceed](http://www.mchenry.edu/distanceed) to learn more about combining classes at MCC with online courses to earn a degree.

#### MISSION, VALUES AND COLLEGE GOALS

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McHenry County College is a comprehensive community college and an integral part of the Illinois system of higher education. MCC is dedicated to upholding:

- A policy of open admissions
- A comprehensive programming of educational offerings
- Maintenance of an informal student-oriented learning environment

##### **Mission:**

At McHenry County College, we value learning, and we put the interests of our students and community first. By providing high-quality, affordable and accessible learning opportunities, we enable students to meet their educational, career and personal goals. By sharing our knowledge and resources, we support our community's educational, social, cultural and economic vitality.

##### **Vision:**

The community's first choice for a lifetime of learning.

##### **Goals:**

1. To prepare students to transfer successfully to colleges and universities
2. To prepare students to enter and advance in their careers
3. To prepare students with the literacy and basic skills to succeed and grow as learners, workers and members of society

4. To promote personal development and lifelong learning for all students
5. To enrich the educational, social and cultural life of the community
6. To address the community's workforce needs

MCC also cooperates with area high schools in accepting students who are capable of using selected college classes to complement their high school programs. Students must make their choices with full awareness of the standards necessary set by the College, for these courses or programs and are, therefore, expected to acquaint themselves with all available information related to the College's performance standards. Counseling services are provided to assist students in making educational and career decisions.

#### MCC – AN OVERVIEW

As part of its mission, MCC continually monitors the needs of the community. We are constantly striving to provide classes and training opportunities that keep pace with changes in our society, economy and on the employment front. We pride ourselves in being the area's resource for:

##### **Lifelong Learning**

Including programs for kids, Retired Adults Program (RAP) and non-credit courses ranging from financial planning to wine appreciation to belly dancing.

##### **Distance Education**

Offering degrees or certificates through a unique program that incorporates distance education technology, allowing students to complete most of their coursework from remote locations.

##### **Continuing Professional Education**

MCC meets the continuing education needs of professionals through a variety of short courses, seminars or conferences.

##### **Nursing Education**

In virtually all areas, there is a growing need for competent, compassionate nurses. MCC now offers an Associate Degree in Nursing (ADN). MCC's ADN Program provides a complete foundation for those wishing to earn a Bachelor's Degree in Nursing. The College also offers a comprehensive Nurse Assistant Education Program.

### **Corporate Training and Small Business Development**

Services include training, grant assistance, customized onsite training, financial and planning assistance, workshops and seminars, export assistance, and more – all offered at the Shah Center, 4100 W. Shamrock Lane, McHenry.

### **A Full-Service Conference Center**

Complete with catering and breakout rooms, the MCC Conference Center features a 350-seat auditorium with a stage and the latest presentation technology.

### **Free Library Access**

Available for all McHenry County residents 16 years of age or older.

### **Affordable Fitness**

MCC's Fitness Center features a full line of weight training machines, treadmills, stair machines, elliptical trainers, and more – including friendly and helpful staff.

### **The Children's Learning Center (CLC)**

The Children's Learning Center (CLC) offers a positive learning environment for young children ages 15 months to five years and a lab site for Early Childhood Education students. Students and employees can take advantage of flexible scheduling for their children within this age range. Additionally, a preschool program for children between the ages of three and five is available to parents in the community. The CLC is state licensed and nationally accredited by the National Association for the Education of Young Children.

## **ACCREDITATION AND AFFILIATIONS**

### **McHenry County College is a member of:**

- American Association of Community Colleges
- Illinois Association of Community and Junior Colleges
- Council of North Central Colleges
- American Technical Education Association

### **The College is approved and/or accredited by:**

- The Higher Learning Commission: Member - North Central Association
- Illinois Community College Board
- Illinois Board of Higher Education
- U.S. Office of Education
- Illinois Office of Education

## **EQUAL OPPORTUNITY/ NONDISCRIMINATION**

MCC promotes and adheres to a policy of equal opportunity. The College, therefore, does not discriminate on the basis of race, sex, religion, age, disability, marital status, national origin, sexual orientation, or any other unlawful bases, in its admissions, employment, educational programs, or activities.

Federal legislation, such as Executive Order 11246, Title IX of the Educational Amendments of 1972, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, prohibits such discrimination.

Inquiries regarding compliance with equal employment legislation should be directed to the assistant vice president of Human Resources, (815) 455-8738. Inquiries regarding Section 504/ADA should be directed to one of the following: dean of Student Success, (815) 479-7620; assistant vice president of Building & Grounds, (815) 455-8564; or assistant vice president of Human Resources, (815) 455-8738.

## **STUDENT SEXUAL HARASSMENT POLICY**

It is the policy of MCC to maintain an academic and work environment free of harassment and discrimination for students, faculty and staff. Harassment and discrimination are contrary to the standards of MCC's community; they diminish individual dignity and impede equal employment and educational opportunities. In compliance with the MCC Affirmative Action Policy, Executive Order 11246, Title IX of the Educational Amendments of 1972, Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, MCC prohibits discrimination and harassment based on sex, race, religion, age, disability, national origin, or sexual orientation in its admissions, employment, educational programs, or activities. MCC seeks to provide academic and work environments that are free from intimidation, discrimination and harassment based on any of these characteristics, and the College specifically prohibits such intimidation, discrimination and harassment, including sexual harassment.

Any student who believes that he or she has been the subject of discrimination or harassment or retaliation should report the matter immediately to the dean of Students, or designee. If the student believes the dean of Students is responsible for or has permitted the discrimination or harassment or retaliation to occur, he or she should report the matter immediately to the Assistant vice president for Academic and Student Affairs. Any such reports will be investigated promptly and be kept confidential within the bounds of the investiga-

tion and the law. Please retain any notes, letters or other written material that relate to the complaint.

To view the entire harassment/discrimination policy, visit the MCC Student Code of Conduct link at [www.mchenry.edu/policy/](http://www.mchenry.edu/policy/)

## GENERAL EDUCATION PHILOSOPHY STATEMENT

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McHenry County College's commitment to its students includes a general education component structured to provide a wide array of life and career skills, which will enrich students' professional and personal lives.

General Education Goals are:

1. **Critical Thinking:** To identify, define, analyze, synthesize, interpret and evaluate ideas.
2. **Information Literacy:** To locate, evaluate and use resources effectively.
3. **Effective Communication:** To develop, articulate and convey meaning.
4. **Ethical Awareness:** To identify and make responsible choices in a diverse world.
5. **Technological Literacy:** To use tools skillfully.

While at MCC, students are given the opportunity to develop and improve upon these goals through certificate and degree-seeking programs. The assessment of the General Education goals is conducted at the course, department and institutional levels.

## ASSESSMENT

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All full-time students entering MCC will be assessed for General Education goals. Those students seeking a transfer associate's degree or Associate in General Education degree will be required to participate in general education assessment activities as a graduation requirement. Further, all students (full-time and part-time) who complete at least 45 baccalaureate/career and technical education credit hours at MCC will be required to participate in these same general education assessment activities. The results of these assessment efforts are not intended to determine a student's eligibility to enroll in classes or graduate, but rather to provide essential aggregate entry-and exit-level data in support of the College's ongoing commitment to enhance student learning.

In compliance with the Illinois Community College Board directive to implement end-of-program testing of graduates for all career and technical education programs, any student seeking an Associate in Applied Science degree or a certificate of 30 credits or more will be required to participate in the assessment activities designated by the department for those degrees and/or certificates. MCC is committed to assessment to ensure that we are effectively addressing the College's Mission and are good stewards of the public trust.

### ADMISSION AND REGISTRATION PROCEDURES

#### ADMISSION

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MCC believes that its classes and programs should be available to all members of our community. With this goal in mind, the following individuals may enroll in credit classes as full-time or part-time students:

- A graduate of an accredited high school or home-school program
- GED recipient
- People at least 17 years old who withdrew from high school and did not earn a diploma
- Students still in high school who may benefit from taking courses through the High School Plus programs

#### ADMISSION PROCEDURES

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All students, with the exception of those enrolling in High School Plus programs, who wish to enroll in credit classes, are required to provide the following:

- A completed MCC New-Student Enrollment form
- A \$15 processing fee
- Official transcript of high school coursework which includes graduation date (transfer students who have earned a total of 24 or more semester credit hours at an accredited institution will not be required to submit high school transcripts unless transcripts are needed to meet class prerequisites)
- Official unopened college transcripts if credit is applicable to an MCC program of study or needed to meet class prerequisites

**NOTE:** Those who wish to transfer previous college credit from another institution must request an official evaluation.

#### HIGH SCHOOL PLUS ENROLLMENT PROCEDURES

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High School Plus is a program that enables eligible students still in high school to seek an expanded educational challenge. The student may enroll in college classes for the purpose of earning both college and high school credit, described as dual credit. Another option is when the student enrolls in college classes and earns only college credit, described as dual enrollment. All courses remain on the student's permanent college transcript.

The first step in the enrollment process is to meet with a high school counselor and complete the MCC High

School Plus Registration Form, which includes eligibility and complete registration guidelines. Please note that students age 15 and below must follow a special approval process.

Forms are available online at [www.mchenry.edu/highschoolplus](http://www.mchenry.edu/highschoolplus). Any questions can be directed to the director of Perkins and High School Plus, (815) 455-8569, or to the High School Recruitment Office, (815) 455-8670.

#### HOME SCHOOL STUDENTS

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Follow the same procedure as above except parent(s) must complete the MCC High School Plus Registration Form instead of school official.

#### INTERNATIONAL STUDENT ADMISSION

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MCC is authorized under Federal Law to enroll nonimmigrant students. Residents of a foreign country who wish to study in the United States on a student visa must provide the following information before the I-20 can be processed and allow four months processing prior to attending MCC:

- A completed MCC New-Student Enrollment Form
- A \$15 processing fee
- A Statement of Financial Support Form, located at [www.mchenry.edu/admissions/intnladm.asp/](http://www.mchenry.edu/admissions/intnladm.asp/)
- A Statement of Intent to pursue academic or technical degree study on a full-time basis (minimum of 12 credit hours per semester)
- A minimum score on the Test of English as a Foreign Language (TOEFL) as follows: 550 paper-based, or 213 computer-based, or 79 Internet-based is required
- Official credential evaluation from a foreign credential evaluation service. For more information, see Evaluation of Foreign Transcripts at [www.mchenry.edu/records/foreign.asp](http://www.mchenry.edu/records/foreign.asp)

Prior to the start of the first semester, international students must complete and sign an Enrollment Contract (located at [www.mchenry.edu/admissions/intnladm.asp/](http://www.mchenry.edu/admissions/intnladm.asp/)) and submit it to the Office of Admissions, Room A260.

## PLACEMENT TESTING

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MCC uses a comprehensive assessment process to ensure accurate student placement in academic skill courses. All new full-time students must complete a series of standardized placement tests prior to registering for courses (except those enrolled in certificate programs that do not require math or English). Full-time transfer students who have taken math placement tests at other colleges and who have obtained copies of the test results will be placed at MCC based on those results. All other students must take the appropriate test prior to registering for any English, reading, writing, foreign language or math courses, and courses that require math as a prerequisite. There is no charge for the initial tests and no appointment is required. Students are eligible to retake the placement tests at a cost of \$5 per test. Other time constraints apply. For more information, please contact the Testing Center at (815) 455-8984.

If a student has taken the ACT, the student may be exempt from taking the writing, reading, and math placement tests. ACT scores are valid for two years from the date the test was taken.

- Students will be placed into English and reading courses based on ACT and/or MCC placement test scores.
- Students with a math ACT score of 25 or higher and one year of high school geometry fulfill the prerequisite for initial placement in MAT 120, 150, 161, 165, and 201. Students with a score of 25 will be exempt from the placement exam, though we encourage students to take MCC's placement test to qualify for higher level math courses.
- Students with a math ACT score of 28 or higher and the necessary prerequisite in geometry who have completed a high school or college trigonometry course with a C or better fulfill the prerequisite for initial placement in MAT 175. Students with a math ACT score of 28 or higher and the necessary prerequisite in geometry do not need trigonometry to register for MAT 170, MAT 171, and MAT 220.

Students who do not meet the above math exemptions must take the math placement test prior to registering for a math course. Students are encouraged to review before taking the test. Review manuals are available for purchase in the bookstore or they may be downloaded from [www.mchenry.edu/orientation](http://www.mchenry.edu/orientation). Allow at least 90 minutes for the test. The Testing Center will supply a calculator. The placement test may be repeated one time.

MCC also requires a similar test to ensure accurate student placement in French, German or Spanish classes. The Foreign Language Placement Test may only be taken once per semester. If students have taken a foreign language in high school, contact an MCC academic

advisor to determine requirements. Demonstrating aptitude with the placement test is the other option for incoming students who wish to sign up for any of the higher levels. Students registering for the beginning level of French, German, or Spanish are not required to take the Foreign Language Placement Test.

## REGISTRATION

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### *Credit Hours and Course Load*

Students earn credit hours when they spend time learning a subject or skill. At MCC, each course is given a credit-hour value. The number of credit hours will vary from class to class depending on how often each class meets. Generally, a three-credit-hour class will meet for three hours a week for 16 weeks.

The normal class load for a full-time student is 12 to 18 credit hours during the fall and spring semesters and six to nine credit hours during the summer session. Special permission must be obtained from an MCC counselor or academic advisor to register for more than the maximum loads defined above. The number of credit hours that a student may take will be limited for those students on academic restriction.

For enrollment verification purposes, full-time enrollment is verified at a minimum of 12 credit hours for the fall and spring term and six credit hours for the summer term.

### *Transfer Students and Acceptance of Credit*

To transfer credit earned at previous institutions of higher education, a student will need to:

- Request official transcripts from all previous institutions to be mailed directly to the Office of Admissions at MCC.
- Declare degree/certificate goals on New Student Enrollment Form or the Request for Evaluation Form available in the Advising and Transfer Center.

If a student has submitted a transcript previously but not declared degree intention, the student's transcript may not have been evaluated. The student will need to complete a Request for Evaluation Form available in the Advising and Transfer Center.

If a student attended more than one institution, coursework at each institution is evaluated independently. Therefore, an official transcript must be requested from each institution. Official transcripts arrive in a sealed envelope and are signed by the school's registrar.

The following conditions must be met for MCC to accept credit from another institution:

1. Transcripts must be from a regionally accredited institution or a Council on Recognition of Postsecondary Accreditation (CORPA) institution.
2. Coursework completed with a D or above will be evaluated if the student's transcribed cumulative GPA is 2.0 or above.
3. MCC will not accept ENG 151 or ENG 152 with less than a C grade (less than two earned quality points on a four-point scale).

Credit may be transferred, but grades earned at previous institutions do not transfer and are not included in computing student's cumulative GPA at MCC.

An evaluation of transfer credit may take up to six weeks from the date MCC receives the transcript from the previous school.

For details on how MCC participates in the Illinois Articulation Initiative (IAI) and accepts IAI approved transfer coursework, please refer to the section of this catalog (Chapter VIII, Transfer Programs) describing the IAI.

### **Evaluation of Foreign Transcripts**

University/College coursework completed outside the United States must be submitted to an organization that specializes in evaluating foreign transcripts. MCC recommends use of Educational Credential Evaluators (ECE) ([www.ece.org](http://www.ece.org)) for an official evaluation of earned foreign credentials, although other credential evaluating companies are available. ECE will provide an official report to MCC. If students are interested in having their foreign transcript translated and evaluated by ECE of Milwaukee, they can learn more about ECE and fees at their website [www.ece.org](http://www.ece.org).

Only course-by-course evaluation reports will be accepted for credit transfer purposes.

International applicants are responsible for all fees associated with credential evaluation.

All documents that the student submits, or are submitted on behalf of the student, become the property of the College, and will not be released to the student or any other party.

### **Transcripts**

Official transcripts of the student's MCC academic record will be sent to other educational institutions and employers upon the student's request.

- The student may request an official transcript online at [www.mchenry.edu/transcripts](http://www.mchenry.edu/transcripts). The appropriate fee will be charged for this service, or
- The student may come into the MCC Registration Office during business hours to complete a transcript request card and pay the required fee.

## **RESIDENCY REQUIREMENTS**

The legal boundaries of a community college district are formed from public high school districts. Residents of the following public high school districts qualify as in-district residents of McHenry County College, District #528.

<u>H.S. District Number</u>	<u>Community Area</u>
12	Johnsburg
19	Alden-Hebron
50	Harvard
154	Marengo
155	Crystal Lake-Cary
156	McHenry
157	Richmond-Burton
158	Huntley
200	Woodstock

(The district includes small parts of Boone, Kane, and Lake Counties and excludes small parts of McHenry County.)

### **Residents of Illinois, In-District**

A person is considered a resident of the College district who is a U.S. citizen or permanent resident and

1. Is 18 years of age or older and resides in District #528 or
2. Is less than 18 years of age and resides with parent or legal guardian in District #528 or
3. Is an emancipated minor and resides in District #528.

\*Students who are employed within the MCC district a minimum of 35 hours per week also qualify for the in-district tuition rate.

### **Residents of Illinois, Out-of-District**

A person who resides in Illinois and is a U.S. citizen or permanent resident but is not a resident of Community College District #528 as defined above is considered an out-of-district resident.

### **Out-of-State Residents**

A person who resides in another state and is a U.S. citizen or permanent resident is considered an out-of-state resident and will be assessed the appropriate tuition.

## **JOINT AGREEMENTS**

MCC has joint educational agreements that allow District #528 residents to enroll in specified career/occupational certificate and degree programs not offered by MCC.

The largest joint agreement in which MCC participates is known as CAREER (Comprehensive Agreement Regarding the Expansion of Educational Resources). Any career program (AAS or certificate) at the following Illinois Community Colleges that is not offered at

MCC, is eligible for joint agreement: Black Hawk College, Carl Sandburg College, Danville Area Community College, Elgin Community College, Heartland Community College, Highland Community College, Illinois Central College, Illinois Valley Community College, John Wood Community College, Joliet Junior College, Kankakee Community College, Kaskaskia College, Kishwaukee Community College, Lake Land College, Lewis and Clark Community College, Lincoln Land Community College, Morton College, Prairie State College, Richland Community College, Rock Valley College, Sauk Valley Community College, South Suburban College, Spoon River College, and Waubesa Community College.

In addition to programs offered by CAREER Consortium schools, specific occupational degrees and certificates at other schools have been approved for joint agreements. Please call (815) 479-7632 or (815) 455-8932 for a list of these schools and the specific programs that have been approved for joint agreements.

## CHARGEBACK

When an occupational degree or certificate is not available at MCC and no joint agreement exists, student may apply for a chargeback. Chargebacks are restricted to programs that result in associate's degrees or certificates and will not be approved for individual classes. The application for a chargeback must be completed a minimum of two weeks before the beginning of the semester. Chargebacks are approved on a case-by-case basis. For chargeback information, call (815) 479-7632 or (815) 455-8932.

## TUITION AND FEES

The Board of Trustees establishes tuition and fees for Community College District #528. The Board reserves the right to change tuition and all fee rates at any time. Any balance/refund due as a result of these changes will apply to all students for upcoming semesters, including those that have paid for the semester prior to the change. Failure to clear financial liability may result in suspension of all services to that student until such obligation is cleared.

## TUITION RATES

<b>Tuition (per credit hour)</b>	<b>Cost \$</b>
In-District	80.00
Online (regardless of residency)	80.00
Out-of-District*	284.06
Out-of-State and International	321.92

### Fee – Per Credit Hour

Audit/Repeat**	37.86
Hybrid Class	7.50
ICE Online Course Fee	25.00
Standard Online Course Fee	15.00
Technology	9.00

### Fees – Other

Admissions Application	15.00
Graduation (per degree or certificate)	20.00
Registration (per semester)	7.00
Telecourse (per course)	40.00
Transcript – online	5.00
Transcript – (faxed, in-person, letter order)	8.00
Additional course Fees ***	Varies
(refer to semester schedule)	by class

\*In-district rate to apply for students with chargeback or joint agreement authorization on file.

\*\*See Auditing Classes or Repeating Courses section of this catalog for exemption information.

\*\*\*Additional course fees are assessed to offset additional costs for out-of-ordinary supplies, computer usage, software support, etc. Fees are continually reviewed and adjusted to accurately reflect the cost of instruction.

### Senior Citizen Tuition Reduction

Reduction for credit courses applies to in-district tuition rate only. Residents 60 through 64 years of age who enroll in credit classes are given a tuition reduction in the amount equal to 20% of the in-district tuition rate. Senior citizens age 65 or older who enroll in credit classes are given a tuition reduction in the amount equal to 100% of the in-district tuition rate. There is no reduction in fees.

The age requirement for all discounted tuition or fees will be the person's age as of the beginning date of the semester of record for the class regardless of the beginning date of the individual class.

### Method of Payment

Students may use cash, check or credit card (Discover, MasterCard, or Visa) for tuition payment, fees and bookstore purchases.

Payment plan information is available online at [www.mchenry.edu/registration](http://www.mchenry.edu/registration).

## **REFUND POLICY**

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Tuition and fee refunds will be issued to eligible students based upon the effective date of withdrawal, which is determined by the date the student formally notifies the Registration Office by withdrawing online, in person or by fax. Failure to attend class does not constitute withdrawal posted. The refund schedule for each class will be noted on the invoice mailed to the student or posted online at [www.mchenry.edu](http://www.mchenry.edu). It is the responsibility of the student to be aware of these dates and to make sure MCC has the student's correct address on file.

### ***Withdrawal Prior to the First Day of the Academic Semester***

Students may elect to withdraw from a class for which they have enrolled prior to the first day of any semester with a full refund of associated tuition and course fees. At this point, nothing will be recorded in their transcript regarding the withdrawal.

### ***Withdrawal After the First Day of the Academic Semester***

Students may elect to withdraw from a class for which they are enrolled after the first day of a given semester. In such case, the student shall be entitled to an 80% refund of associated tuition and course fees through Friday of the second week of classes for all courses covering more than eight weeks. Students enrolled in classes covering eight weeks or less shall be entitled to an 80% refund of associated tuition and course fees through Friday of the first week of classes. In either case, a grade of W for withdrawal will be recorded on their academic transcript.

### ***Withdrawal Later in the Academic Semester***

Students may elect to withdraw from a class for which they are enrolled later in the semester. In such case, the student shall receive no refund of associated tuition and course fees and a grade of W for withdrawal will be recorded on their academic transcript.

Request for Exception to Refund Policy Forms are available in the Registration Office. To be considered, the form must be received in the Bursar's Office no later than two weeks after the semester end date to which the request applies.

Exceptions for refunds may be considered and approved by an executive dean, assistant vice president of Academic and Student Affairs, the vice president of Academic and Student Affairs, or the assistant vice president of Finance for appropriate reasons.

Depending on payment type, the student will be issued a refund as a check, a credit to the financial aid account or a credit to the credit/debit card used for payment

in term. The College reserves the right to determine method of refund.

A full refund of tuition and course fees will be granted if the College cancels a course.

## **INTERNATIONAL STUDENTS**

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Citizens of foreign countries who are admitted to the College as F-1 or M-1 full-time students under the regulations of non immigrant status are considered foreign students for tuition purposes and will be assessed the international tuition rate. Students admitted to the College who are residing in the U.S. under a temporary visitor visa (J, H, L, etc.) are entitled to the in-district tuition rate provided that they live in the College's district and/or work for an employer who is in the College's District #528. Proof of this status is required before the in-district rate can be assessed.

## ACADEMIC POLICIES AND STANDARDS

### ACADEMIC INTEGRITY AND STANDARDS

MCC is committed to providing a superior educational experience for all students who attend. Academic integrity and honesty in all educational classrooms and programs are critical in providing this high level of education.

Students are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. MCC strives to provide students with the knowledge, skills, judgment and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

In accordance with this philosophy and Chapter 10, Act 5 of the 1994 Illinois Community College Act, academic dishonesty in any form, including cheating, plagiarism and all other acts of academic theft, is considered intolerable. Authorized College personnel will not hesitate to impose appropriate sanctions up to and including suspension from MCC.

Any student who wishes to seek assistance pertaining to a problem related to a course may do so by contacting the executive dean.

### ATTENDANCE POLICY

As a student at MCC, students are expected to attend every class meeting. Attendance has repeatedly been shown to have a definite relationship to a student's grades, and the repeated failure to attend classes can be expected to result in a lower grade and/or possible instructor-initiated administrative withdrawal from the course. Instructors may, at their discretion and with the full support of the College, require attendance, establish an excused absence policy and impose penalties for non-attendance. Such policies, if established by an individual instructor, will be provided in writing with the course syllabus and will be fairly imposed.

### AUDITING COURSES

An individual who desires only information and not academic credit or a grade may enroll as a course auditor. To guarantee space in the course, an additional fee will be charged to offset the loss in state reimbursement. Students may choose to audit a course at the time of registration or until the semester's withdrawal date.

### ADDING AND/OR DROPPING COURSES

Students may find it necessary to add courses, drop a course or modify a student's semester course schedule. During the first week of the semester, additions may be made through the Registration Office in person, or by phone, class space permitting. No additions or modifications to class schedules will be permitted after the first week of classes (fall and spring semester) unless granted by the executive dean.

Once classes begin, all class withdrawals must be done either online, in person or by fax (see section on withdrawal).

### STUDENTS CALLED TO ACTIVE MILITARY DUTY

A 100% refund/charge adjustment will be made of the registration, tuition and fees if students withdraw or drop a class due to military orders that call them to active duty. Formal application for a refund must be made to the Registration Office on forms provided by that office; copies of formal orders must be attached.

### WITHDRAWAL FROM A COURSE

Failure to attend class does not constitute official withdrawal. If students are considering a withdrawal, students should consult directly with the instructor and an academic advisor. Students may withdraw in person or by fax (815) 455-3766, from a class by contacting the Registration Office (include student's name, student ID number, course prefix, number and section, course title, instructor, reason for withdrawing, and the student's signature). Withdrawal from a course will not be accepted over the telephone. All student withdrawal deadlines are 12 weeks or  $\frac{3}{4}$  of the way through the semester.

<b>Length of Course</b>	<b>Last Day to Withdraw</b>
18-week course	last day of the 14th week
16-week course	last day of the 12th week
12-week course	last day of the 8th week
8-week course	last day of the 6th week

The grade of W will be recorded and it will not count in computing GPA. If a student does not follow the College withdrawal procedures, a failing grade will be posted on their transcript.

## **Administrative Withdrawal**

Students who no longer wish to continue in a course are responsible for completing the process to withdraw. If students have excessive absences or are not actively pursuing the completion of course objectives, it is up to the student to make satisfactory arrangements with the instructor, or students may be subject to administrative withdrawal. If the student is administratively withdrawn, a grade of W will be recorded on their transcript. If a student is not administratively withdrawn, a failing grade will be posted on the student transcript.

Students also may be administratively withdrawn from their course for emergency or disciplinary purposes. An instructor will forward the Withdrawal Form to the dean of Students if a student is administratively withdrawn for a behavioral related incident. Administrative withdrawals will only be recommended after faculty consultation and agreement.

## **Student Appeal for Late Withdrawal**

The withdrawal deadline is set by MCC's Curriculum and Academic Policy Council. In the event of a student's need to withdraw from a class after the drop deadline date, please use the following procedure:

### **Before grades have been submitted:**

**STEP 1:** Anyone wishing to appeal before the final grade is posted may do so in writing or by contacting the secretary to the director of Enrollment Services at (815) 455-8767. Please include the student ID number, phone number and the student's current address with the written appeal. Appropriate documentation will be required (i.e., doctor note, death notice, etc.)

**STEP 2:** Following receipt of a written response from the director of Enrollment Services, and if still dissatisfied, contact the dean of Students, Room A252, (815) 455-8696 and request an appeal to the Student Appeals Board.

**STEP 3:** Following the request to the dean of Students, an appeal hearing date will be scheduled. The student will be given a minimum of seven business days advance notice of the scheduled hearing date. The decision of the Student Appeals Board will be final.

### **After grades have been submitted:**

**STEP 1:** Arrange to contact the involved faculty member if the instructor no longer works at MCC, contact the department chair to discuss the problem and seek a mutually acceptable solution.

**STEP 2:** If dissatisfied with the outcome of step 1, compose and submit a written statement outlining the nature of the problem and arrange to meet with the faculty member's immediate supervisor/department chair to review the

problem and seek its resolution. (Students with documented disabilities may seek assistance from the special needs coordinator in Room A257 or call (815) 455-8676.)

**STEP 3:** If the problem remains, submit a written appeal outlining the problem, steps taken to resolve it, and the outcome of these efforts. Submit the written appeal to the dean/executive dean. (Students with documented disabilities may seek assistance from the special needs coordinator in Room A257 or call (815) 455-8676.)

**STEP 4:** Following receipt of a written response from the dean/executive dean, and if still dissatisfied, contact the dean of Students, Room A252, (815) 455-8696 and request an appeal to the Student Appeals Board. Following the request to the dean of Students, an appeal hearing date will be scheduled. Students will be given a minimum of seven business days advance notice of the scheduled hearing date. The decision of the Student Appeals Board will be final.

**NOTE:** Efforts to resolve such problems must be made within 30 calendar days following the end of the semester in which the decision was made.

## **GRADES AND GRADE POINT AVERAGES (GPA)**

Final letter grades are earned for each course at the end of each semester. GPA is calculated using quality points divided by attempted credit hours. Grades are recorded on each student's transcript according to the following performance criteria:

### **Grades that are calculated in GPA excluding developmental level coursework:**

- A** Outstanding performance in mastering of the subject. Achievement of superior quality. (4 grade points per credit hour)
- B** Consistent performance in achievement beyond the usual requirements of the course. Achievement of high quality. (3 grade points per credit hour)
- C** Performance of a satisfactory nature. Achievement demonstrating an understanding of the subject sufficient for continued study in the discipline. (2 grade points per credit hour)
- D** Minimally acceptable performance. Achievement demonstrating below average understanding of the basic elements of the course. (1 grade point per credit hour)
- F** Achievement at a level insufficient to demonstrate understanding of the basic elements of the course. (0 grade points)

### Grades that are not calculated in grade-point average:

All classes below 100 are developmental classes and are not calculated into the College GPA.

- I** Incomplete – A temporary grade indicating completion of most but not all of the requirements of the course due to circumstances beyond the control of the student. (**NOTE:** An Incomplete grade requires the student to make necessary arrangements with the involved instructor to complete the remaining work before the end of the next regular [fall or spring] semester. Failure on the part of the student to do so will result in a grade of F.) **An “Incomplete” grade does not meet prerequisite requirements and will affect a student’s ability to register for the next level course.**
- W** Student, instructor or administrative-initiated withdrawal from a course.
- X** Audit of a course. No credit or performance grade is awarded.
- S** Denotes satisfactory completion of non-degree coursework or a credit course graded pass/fail.
- NC** Denotes unsatisfactory performance in non-degree coursework or a credit class grade pass/fail.
- REPEAT** Course repeated as indicated by REPEAT in the hours or CEUs column.
- FORGVN** Forgiven Grades indicated by FORGVN in the hours column.

CLEP tests results are not part of grade-point average calculation. Transcripts will reflect the course that the CLEP test is for and the credit hours.

### STUDENT APPEAL FOR CHANGE OF GRADE

An instructor’s grades are permanent once they have been handed to the Records Office on the final day of the term. In extenuating circumstances, a student may appeal for a change of grade. The procedure for appealing for a change of grade is as follows:

**STEP 1:** The student confers with the instructor. If the instructor no longer works at MCC, contact the department chair to discuss the problem and seek a mutually acceptable solution.

**STEP 2:** If dissatisfied with the outcome of Step 1, compose and submit a written statement outlining the nature of the problem, and arrange to meet with the faculty member’s immediate supervisor/department chair to review the problem and seek its resolution. (Students with documented disabilities may seek assistance from the MCC Special Needs Coordinator in Room A257 or call (815) 455-8676.)

**STEP 3:** If the problem remains, submit a written appeal outlining the problem, steps taken to resolve it, and the outcome of these efforts. Submit the written appeal to the dean/executive dean. (Students with documented disabilities may seek assistance from the MCC Special Needs Coordinator in Room A257 or call (815) 455-8676.)

**STEP 4:** Following receipt of a written response from the dean/executive dean, and if still dissatisfied, contact the dean of Students, Room A252, (815) 455-8696 and request an appeal to the Student Appeals Board. Following the request to the dean of Students, an appeal hearing date will be scheduled. The student will be given a minimum of seven business days advance notice of the scheduled hearing date. The decision of the Student Appeals Board will be final.

**NOTE:** Efforts to resolve such problems must be made within 30 calendar days following the end of the semester in which the decision was made.

#### Grade Forgiveness Policy

McHenry County College’s Grade Forgiveness Policy gives students who have significantly improved their academic performance a second chance at academic success and an opportunity to improve their overall GPA. Candidates for the forgiveness policy may include students returning to college after military service, work experience or recuperation from illness or personal problems, who are committed to a new beginning in their academic career and can demonstrate their ability to succeed in credit courses.

**Eligibility:** A student can request a one-time forgiveness of up to 15 credit hours (credit hours must have been completed within a consecutive 12 month period) of prior Ds or Fs after the following requirements are met:

- Fifteen consecutive college level (100-200) semester credit hours have been completed at MCC with a cumulative GPA of 2.0 and with no individual course grade lower than a C.
- At least twenty-four months have passed since the end of the term(s) of the grades to be forgiven. Special circumstances will be reviewed by the vice president of Academic and Student Affairs.
- The MCC Forgiveness Policy does not override the Financial Aid Satisfactory Academic Progress Policy.

Procedures: A student should request the official McHenry County College Grade Forgiveness Policy Form from an academic advisor and/or counselor after the eligibility requirements are fulfilled.

1. Forgiveness of grades will be granted one time only for each student.
2. Forgiven grades cannot be used to meet graduation requirements or to satisfy prerequisites.
3. Each included MCC course and grade will be indicated as "forgiven" in the hours column on the official transcript and will be excluded from all MCC calculations of credit hours earned and from GPA calculations.
4. The College accepts no responsibility for the ways in which a transfer college/university or an employer might interpret a student's use of the forgiveness option.
5. Grades earned at other colleges cannot be applied toward the eligibility requirements.

## **MAKING ACADEMIC PROGRESS POLICY**

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

## **REPEATING COURSES**

Students may repeat any MCC course at the regular cost of the course if one of the following conditions is met:

1. If the student has not completed the course with a grade of C or better, the student may repeat the course once. After two attempts and if the student has not successfully completed the course with a grade of C or better, the student may repeat the course one additional time after paying a course repeat fee and obtaining approval from the department chair/dean and executive dean. All attempts on the course will remain on the transcript; however, only the higher grade received will be computed into the cumulative GPA. The repeat grade will be designated by a REPEAT in the hour column;
2. If the last time the student completed the course was at least four years previously or within a timeframe consistent with State regulatory guidelines and the student is repeating the course to upgrade his/her skills in that area; or
3. If the student took and passed the course at MCC but is being mandated to repeat the course due to technology changes in the curriculum of Career and Technical Education programs.

A **repeat course fee** will be imposed for the following conditions:

- A. Students approved to repeat a course after two attempts according to item above; or
- B. Students who wish to repeat a course after receiving a grade of C or better with the intent of bringing his/her GPA up to the minimum required for graduation, or to be accepted into a Career and Technical Education program, i.e., Nursing.

**NOTE:** The repeat policy does not impact the repeatable courses approved by ICCB and identified in the MCC Course Catalog.

## **CREDIT BY NON-TRADITIONAL MEANS**

Increasingly, colleges and universities are recognizing the fact that successful learning is not limited to the formal classroom. MCC has endorsed this principle through various approaches which recognize competency and award credit toward graduation for learning acquired, outside of the traditional college setting.

### ***CLEP, Proficiency Exam, Advanced Placement, and DANTES***

Students completing at least three credit hours of study at MCC may be awarded credit through the following means:

1. Up to 30 semester hours of credit (this is the maximum that may be applied to a degree) through any combination of the following assessments:
  - A. College Level Exam Program (CLEP)
  - B. Proficiency Exam
  - C. Advanced Placement (AP)
  - D. DANTES Subject Standardized Tests
2. Military coursework will be transferred by the following process:
  - A. Veterans should submit a copy of their DD214.
  - B. In addition to the DD214 or DD295, coursework completed in training may be accepted for college credit.
  - C. AARTS transcript, ARMY/ACE Registry Transcript Service. Available to Army enlisted active-duty personnel and veterans who entered the army on or after October, 1981.
  - D. SMART transcript, Sailor or Marine/ACE Registry Transcript Service.
    - Available to veterans (NAVY) who separated/retired after 1975 or Marines who separated on/after October 1999.
    - For Air Force transcripts write to CCAF/RRR130 W. Maxwell Blvd., AFT/AL, 36112-6513, or go to this website for more information [www.au.af.mil/au/ccaf/](http://www.au.af.mil/au/ccaf/).
    - The transcripts from CCAF (Community College of the Air Force) are evaluated at MCC the same way transcripts from other colleges are evaluated.

All class information submitted will be matched to the classes in the American Council on Education "Guide to the Evaluation of Educational Experiences in the Armed Services." Credit may be awarded based upon recommendations listed in the guide.
3. Selected coursework completed through non-collegiate organizations as approved by the American Council on Education may be assigned credit on receipt of documented transcription.

For students who plan to transfer, be aware of the following:

- Students who transfer prior to completing the AA or AS degree will NOT have CLEP credits count toward meeting the IAI General Education Core requirements. Proficiency tests are not offered in subject areas if a CLEP test is available in the same subject. In subjects where a CLEP test is unavailable, a proficiency test may be used to fulfill IAI.
- Acceptance of non-traditional credit varies from institution to institution.

**NOTE:** "Credit by Exam" does not count toward full-time enrollment status for enrollment verification of financial aid purposes.

## College Level Examination Program (CLEP)

### Exams and Minimum Acceptable Score

<b>Exam</b>	<b>Score</b>	<b>Credit Granted</b>	<b>Class Equivalent</b>
English Comp.	50	3 Hrs	ENG 151
Humanities	N/A		
Mathematics	50	3 Hrs	MAT 100
Natural Sciences	N/A		
Soc. Science & History	N/A		
<b>Subject Exam</b>	<b>Score</b>	<b>Credit Granted</b>	<b>Class Equivalent</b>
American Lit.	50	6 Hrs	ENG 260, 261
Analyzing & Interp. Lit.	50	3 Hrs	ENG 251
Freshman Comp.	50	3 Hrs	ENG 151
English Lit.	50	6 Hrs	ENG 255, 256
Algebra	50	3 Hrs	MAT 161
Pre-Calculus	50	5 Hrs	MAT 165
Biology	50	8 Hrs	BIO 157, 158
Chemistry	50	5 Hrs	CHM 165
Chemistry	63	10 Hrs	CHM 165, 166
Calculus	50	5 Hrs	MAT 175
French, Level I	50	8 Hrs	FRE 151, 152
French, Level II	62	16 Hrs	FRE 151, 152, 251, 252
German, Level I	50	8 Hrs	GER 151, 152
German, Level II	63	16 Hrs	GER 151, 152, 251, 252
Spanish, Level I	50	8 Hrs	SPA 151, 152
Spanish, Level II	63	16 Hrs	SPA 151, 152, 251, 252
Amer. Government	50	3 Hrs	PLT 151
Educ. Psychology	50	3 Hrs	PSY 271
Intro U. S. History	50	3 Hrs	HIS 170
U. S. History II	50	3 Hrs	HIS 172
Human Growth & Dev.	50	3 Hrs	PSY 251
Microeconomics	50	3 Hrs	ECO 251
Macroeconomics	50	3 Hrs	ECO 252
Intro Psychology	50	3 Hrs	PSY 151
Intro Sociology	50	3 Hrs	SOC 151
Western Civ. I	50	3 Hrs	HIS 131
Western Civ. II	50	3 Hrs	HIS 132
Financial Accounting	50	3 Hrs	ACC 151
Intro Business Law	50	3 Hrs	BUS 240
Prin. of Management	50	3 Hrs	MGT 150
Prin. of Marketing	50	3 Hrs	MKT 110

## College Board Advanced Placement (AP)

**Advanced Placement credit is granted for the classes listed below.**

<b>AP Exam</b>	<b>Score</b>	<b>Credit Granted</b>	<b>Class Equivalent</b>
Art History	3	6 Hrs	ART 171, 172
Studio Drawing Portfolio	3	3 Hrs	ART 156
Studio General Portfolio	N/A		
Biology	3	8 Hrs	BIO 157, 158
Chemistry	3	5 Hrs	CHM 165
	4	10 Hrs	CHM 165, 166
Computer			
Computer Science A	3	2 Hrs	CIS 110
Computer Science AB	N/A		
Economics			
Microeconomics	4	3 Hrs	ECO 251
Macroeconomics	4	3 Hrs	ECO 252
English			
Language & Comp.	3 or 4	3 Hrs	ENG 151
Literature & Comp.	4	6 Hrs	ENG 151, 251
French			
French Language	4	4 Hrs	FRE 252
French Literature	N/A		
German			
German Language	4	4 Hrs	GER 252
History			
U.S.	3	6 Hrs	HIS 170, 172
European	N/A		
Mathematics			
Statistics	3	3 Hrs	MAT 120 or 220
Calculus AB	3	5 Hrs	MAT 175
Calculus BC	3	5 Hrs	MAT 175
Calculus BC	4	10 Hrs	MAT 175, 245
Music			
Music Theory	4	3 Hrs	MUS 140
Music Listening/Lit.	4	2 Hrs	MUS 141
Physics			
Physics B	4	8 Hrs	PHY 280, 281
Physics C-Mechanics	4	4 Hrs	PHY 291
Physics C-Elec. & Mag.	4	4 Hrs	PHY 292
Political Science			
Am. Govt. & Politics	4	3 Hrs	PLT 151
Comp. Govt. & Politics	4	3 Hrs	PLT 255
Psychology	4	3 Hrs	PSY 151
Spanish			
Spanish Language	4	4 Hrs	SPA 252
Spanish Literature	N/A		

Details regarding any of the methods for granting credit for non-traditional learning experiences may be obtained from the Advising & Transfer Center or the Credentials Evaluation Office. Acceptance of non-traditional credit varies from institution to institution.

## ACADEMIC ACHIEVEMENT

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### ***Dean's List and President's Honor List Recognition***

As an expression of commitment to academic achievement, the College recognizes superior scholarship in two ways. The Dean's List is comprised of full-time students who maintain a semester average of 3.5 or higher for the semester. If the students maintain a semester average of 3.75 or higher the students will be given the additional recognition of being placed on the President's Honor List.

A certificate indicating the Dean's List or President's Honor List is presented to each full-time student who has maintained the necessary scholarship requirements for that semester.

### ***Honors Program***

Room C123 (815) 455-8682 [meckel@mchenry.edu](mailto:meckel@mchenry.edu)  
(815) 479-7756 [cvsickle@mchenry.edu](mailto:cvsickle@mchenry.edu)

MCC offers academically talented students an opportunity to participate in an Honors Program or individual Honors courses. This expanded educational experience allows students to study a subject in greater depth and from a variety of perspectives. The program emphasizes refinement of skills in writing, research, problem solving and critical thinking. Students must meet the following requirements to be eligible for the Honors Program:

#### **For incoming high school graduates – To take a single Honors course:**

Two of the following:

- High School GPA of 3.2
- ACT score of 24 or SAT of 1000
- Two academic letters of recommendation from high school teachers

#### **For full participation in the Honors Program:**

- Be eligible for invitation to Phi Theta Kappa

Or

Two of the following:

- High School GPA of 3.5
- ACT score of 24 or SAT of 1000
- Two academic letters of recommendation from high school teachers

#### **For current college students –**

##### **To take a single Honors course:**

- GPA of 3.2 in at least 12 college credit hours
- For full participation in the Honors Program:
- Be a member in good standing of Phi Theta Kappa

Or

- Have a GPA of 3.5 in at least 12 college credit hours

Students completing eighteen (18) hours of Honors coursework and maintaining a 3.5 GPA overall will graduate with an Honors Program designation. All Honors coursework is identified on the student's transcript, and an Honors Program graduate will have a special notation along with the degree.

Honors coursework is offered in the subject areas below, and is subject to change based upon departmental or programmatic needs.

#### **Fall**

- Biology 157
- Earth Science 171
- English 151
- Humanities 250
- MCC 101
- Philosophy 151
- Philosophy 155 (even-numbered years)
- Psychology 151
- Political Science 151

#### **Spring**

- Art 151 (odd-numbered years)
- Earth Science 170
- English 152
- English 251
- Geography 203\*
- History 132 (odd-numbered years)
- History 172 (even-numbered years)
- Music 151 (even-numbered years)
- Philosophy 251 (odd-numbered years)
- Sociology 151
- Speech 151 (even-numbered years)

\*NOTE: GEG 203-099 meets Intercultural Studies class requirements.

### ***Phi Theta Kappa***

Chi Upsilon Office and Illinois Regional Office

Room A225A 815-479-7850

Chapter Contact Advisor/Illinois Regional Coordinator

David A. Elder [delder@mchenry.edu](mailto:delder@mchenry.edu)

Chapter Co-Advisor

Diane Terlep [dterlep@mchenry.edu](mailto:dterlep@mchenry.edu)

Founded in 1918, Phi Theta Kappa is the international honor society for two-year colleges offering associate's degree programs. MCC's Chi Upsilon Chapter is one of more than 1,200 chapters in the United States and Canada. Early in the fall and spring semesters, eligible students are sent a letter of invitation to join Phi Theta Kappa. To qualify, student 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's degree or baccalaureate transfer program.

The Phi Theta Kappa Society bases all programs on its four hallmarks: scholarship, leadership, service and fellowship. In addition to recognizing and promoting

scholastic achievement, Phi Theta Kappa also provides members opportunities for leadership development, encourages members to conduct service projects for the benefit of the College and the community, and fosters an atmosphere conducive to scholarly fellowship.

Phi Theta Kappa membership benefits at MCC include:

- Recognition of Phi Theta Kappa honors on College transcript for enhanced members completing a degree
- Leadership and service opportunities
- Eligibility for travel scholarships to regional and international events
- Opportunity to participate in the College's Honors Program
- Eligibility for over \$5,000 of scholarships annually through the local chapter, Chi Upsilon
- Eligibility for over \$1,000,000 of Phi Theta Kappa transfer scholarships to Illinois colleges and universities
- Graduate Phi Theta Kappa

## ADDITIONAL EDUCATION AND TRAINING OPPORTUNITIES

### ADULT EDUCATION

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Room A362 (815) 455-8752

[www.mchenry.edu/adulted](http://www.mchenry.edu/adulted)

Adult Education provides instruction for adults who are seeking to enhance their lives through further education. The program serves adults who are ages 17 or older, who are not enrolled in high school, who have not yet completed their high school education and/or who are limited in their ability to communicate, read and write in English. A placement test must be completed in order to register for any class. Classes are offered at many partner locations around the county.

**Please be aware:** Adult Education has implemented a new enrollment procedure. Classes at McHenry County College are fixed enrollment classes. A student must register for a fixed enrollment class within the first three days of the class. Classes at all other partner locations are managed enrollment. A student must register for a managed enrollment class within the first four weeks of the class.

Grant funding for Adult Education is provided by the Illinois Community College Board and the Secretary of State's Office. In addition, from time to time, workplace-based instruction is offered in conjunction with MCC's Center for Corporate Training.

*Approximately \$144,164.00 of the Illinois Adult Education and Literacy Program cost at 18% is federally funded under Title II, Adult Education and Family Literacy of the Workforce Investment Act of 1998.*

### ENGLISH AS A SECOND LANGUAGE (ESL)

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Room A362 (815) 455-8752

[www.mchenry.edu/esl](http://www.mchenry.edu/esl)

ESL classes help adults whose native language is not English develop English skills in speaking, listening, reading and writing. Students are from a variety of different countries, and instruction is in English. Classes are at several levels, and textbooks are provided for classroom use.

### ADULT BASIC EDUCATION (ABE) AND ADULT SECONDARY EDUCATION (ASE)

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Room A362 (815) 455-8752

[www.mchenry.edu/ged](http://www.mchenry.edu/ged)

- *Adult Basic Education:* Basic-level instruction in reading is provided to adults whose primary or secondary education was interrupted. Students

progress through various levels to improve their reading skills.

- *Adult Secondary Education:* ASE classes prepare adults to take the GED Tests. All sections of the test are addressed with a special emphasis on math and writing skills.
- *GED:* Instruction for the GED Tests is provided through an online class. Students must score at an eleventh grade reading level or higher on a placement test and attend an orientation to register for this class. Visit the MCC website for more information.
- *Spanish GED:* GED Test preparation in Spanish is offered at several locations.

**NOTE:** GED Tests are given at MCC through the McHenry County Regional Office of Education in Woodstock. Call (815) 334-4475 for information on how to register.

### ADULT LITERACY VOLUNTEER TUTOR TRAINING

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Room A362 (815) 455-8542

[www.mchenry.edu/volunteer](http://www.mchenry.edu/volunteer)

Volunteers wanted! Literacy tutors help students develop reading, math or English language skills. Volunteers may tutor students in a classroom setting or meet with individual students in libraries throughout the county. In the five-session Adult Literacy Volunteer Training Program, tutors develop the skills necessary to help other adults learn basic skills.

**NOTE:** Volunteers need not speak another language to tutor ESL.

### WORKFORCE SERVICES

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Room E212 (815) 455-8598

[www.mchenry.edu/wia.asp](http://www.mchenry.edu/wia.asp)

Workforce Services provides direct and coordinated services to adult residents of McHenry County. MCC is one of three partners that operate the McHenry County Workforce Center. Headquartered in Woodstock with a satellite office in Harvard, the center provides Workforce Investment Act (WIA) one-stop services for job seekers and businesses. MCC Workforce Services staff at the Woodstock center provides college orientation, job-search assistance and information concerning job opportunities and training.

## **WORKKEYS® ASSESSMENTS**

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Room E212 (815) 455-8598  
[www.mchenry.edu/workkeys.asp](http://www.mchenry.edu/workkeys.asp)

MCC offers WorkKeys® assessments to students, residents and businesses in northern Illinois. WorkKeys assessments measure an individual's skills and competency levels required to successfully perform on the job. Business and industry in the community are using WorkKeys to determine skill levels of current employees and often provide training to increase those skills of their workers. Some organizations are using WorkKeys to help identify which applicants have appropriate skill levels or which employees have the skills to be promoted. The department also offers WorkKeys assessments to teacher aides/paraprofessionals who are seeking the WorkKeys Proficiency Certificate which satisfies the requirements of the State of Illinois and the federal No Child Left Behind Act. Testing is provided that can lead to the National Career Readiness Certificate which is a portable credential that demonstrates core employability skills in Applied Math, Reading for Information and Locating Information. In addition, MCC students who complete certain career and technical education degrees and certificates are also assessed using WorkKeys.

## **HIGH SCHOOL PLUS**

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For CTE programs, MCC collaborates with the McHenry County Cooperative for Employment Education.

Room E212 (815) 455-8569  
[www.mchenry.edu/highschoolplus](http://www.mchenry.edu/highschoolplus)

MCC's Workforce Services staff coordinates High School Plus initiatives that make it possible for eligible students to earn college credit while still in high school. Academic and Career and Technical Education (CTE) courses are offered at MCC through the High School Plus program. CTE courses are offered at local high schools through formal articulation agreements between the high school and MCC. Additionally, CTE courses are offered at MCC for dual credit. In pursuit of secondary to post-secondary transfer of CTE programs, MCC collaborates with the McHenry County Cooperative for Employment Education.

## **PERKINS AND POSTSECONDARY CAREER AND TECHNICAL EDUCATION (CTE)**

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Room E212 (815) 455-8675

As part of the Illinois Community College's statewide postsecondary network, MCC's Workforce Services ensures and maximizes program development, enhancement and continuous quality improvement as well as providing supportive services for students in CTE programs.

## **CONTINUING EDUCATION**

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Room B176 (815) 455-8758  
[www.mchenry.edu/coneduction](http://www.mchenry.edu/coneduction)

Individuals who want to continue learning throughout life can register for a variety of personal development classes, seminars or activities which do not carry college credit. A comprehensive schedule of these programs is available three times per year. The programs within Continuing Education are self-supporting via fees that are paid by participants.

## **PROFESSIONAL CAREER EDUCATION**

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Room B176 (815) 479-7635  
[www.mchenry.edu/proed](http://www.mchenry.edu/proed)

Short-term, non-credit programs are available for individuals who want to improve career opportunities. Both face-to-face and online classes provide opportunities for career exploration, career development and career enhancement in dozens of current fields.

Opportunities are also available for professionals who need continuing education hours to meet requirements for license or certification renewal. The Continuing and Professional Education (CPE) program has been approved by the Illinois Department of Professional Regulation to provide continuing education for a variety of industries.

**NOTE:** Continuing education hours taken at MCC can be applied only to the regulatory agency that approved them.

MCC is also certified by the International Association for Continuing Education and Training to offer the Continuing Education Unit (CEU) to both individuals and associations that need further education to maintain or improve their career position. The CEU concept provides recognition for efforts to update or broaden knowledge, skills or attitudes. Records of CEUs awarded provide a framework within which an individual can develop and achieve long-range educational goals through a variety of available options. Progress toward such goals can be demonstrated and documented by official records of CEUs awarded.

One CEU through this system is equal to 10 contact hours of participation in an organized continuing education experience. The criteria for an approved CEU class or seminar include: clearly stated goals and objectives, a qualified instructor and standards of satisfactory completion.

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## CONFERENCE CENTER

Room B171 (815) 455-8764  
[www.mchenry.edu/conferencecenter](http://www.mchenry.edu/conferencecenter)

The Conference Center features a 350-seat auditorium and meeting rooms for smaller group presentations. It is available on a fee basis for community groups and businesses for conferences, seminars, training sessions, and other events. Catering services and professional audio visual support are also available.

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## KIDS AND COLLEGE

Room E212C (815) 479-7559  
[www.mchenry.edu/kidsandcollege](http://www.mchenry.edu/kidsandcollege)

Kids and College is an enrichment/remedial program for all students in grades pre-kindergarten through 12th grade. Emphasis is placed on supporting non-credit programming through input by local schools and the community. Classes are designed to help all students explore new interests, gain additional skills and start the process of lifelong learning.

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## THE LOU MARCHI TOTAL RECYCLING INSTITUTE

Room B175 (815) 479-7817  
[www.mchenry.edu/recycling](http://www.mchenry.edu/recycling)

The Institute was established through an endowment to the College to promote recycling as an alternative waste disposal solution. The mission of the Institute is to provide programming on recycling issues and related topics. The Institute publishes the official McHenry County Green Guide Recycling Directory, which is a combination of the general recycling directory, the McHenry County Business Recycling Directory and a new Green Living section. The Guide, as well as information about household hazardous waste collection sites, athletic shoe recycling, and much more, is accessible on the Institute's webpage. The Institute also sponsors an annual Bioneers Symposium.

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## TRIPS AND TOURS

Room B176 (815) 455-8782  
[www.mchenry.edu/trips](http://www.mchenry.edu/trips)

Trips and Tours offers trips ranging from one-day trips to extended travel. Examples of such trips are: Chicago Theatre; a weekend in Shipshewana, Indiana; and a week in Vermont.

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## RETIRED ADULTS PROGRAM (RAP) FOR LIFELONG LEARNERS

Room B176 (815) 479-7605  
[www.mchenry.edu/coneducation/RAP.asp](http://www.mchenry.edu/coneducation/RAP.asp)

This program offers stimulating and enriching educational opportunities for adults who are 50 years of age or older. A variety of classes and activities take place each month including seminars, lectures, lunches, videos and discussion groups.

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## THE SHAH CENTER

4100 W. Shamrock Lane (815) 455-8593  
McHenry, IL 60050 [www.shahcenter.mchenry.edu](http://www.shahcenter.mchenry.edu)

The Shah Center houses the Center for Corporate Training and the Illinois Small Business Development Center. These programs provide workforce training and business development assistance for the growing needs of area commerce and industry. The Shah Center is also the site for Traffic Safety School classes and other community education activities.

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## CENTER FOR CORPORATE TRAINING

The Shah Center (815) 455-8593  
[www.shahcenter.mchenry.edu](http://www.shahcenter.mchenry.edu)

The Center for Corporate Training offers both open enrollment and customized workforce training. The Center offers a full schedule of quality and affordable training programs throughout the year. Topic areas include Computer Applications, Leadership and Professional Development and Safety and Manufacturing Skills. The quarterly publication, *Catalyst*, provides information on upcoming events, current class schedules and the latest information on business trends. To meet specific business needs, customized contract training can be provided onsite or at the Shah Center, whichever is more convenient for employers and their employees.

## **ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER (ISBDC)**

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The Shah Center (815) 455-6098  
[www.shahcenter.mchenry.edu/sbdc.asp](http://www.shahcenter.mchenry.edu/sbdc.asp)

The ISBDC is a grant-funded program that provides businesses with the necessary tools to grow and succeed. Services include assistance with the development of business plans, marketing plans and Small Business Administration loan packages; helping entrepreneurs access specialized services and resources; and more. The ISBDC conducts seminars and workshops to improve business ownership skills, houses a small business resource library and business software for client use and offers assistance for procurement of government contracts and international trade.

## **PARENTS, CHILDREN AND DIVORCE**

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Room B176 (815) 479-7591  
[www.mchenry.edu/coneducation/divopro.asp](http://www.mchenry.edu/coneducation/divopro.asp)

Parents, Children and Divorce offers families going through the process of divorce an opportunity to understand the impact divorce can have on children. The program assists parents in developing solutions to common and unique dilemmas families face during this process of change. Parents have the opportunity to learn effective ways of communicating with each other and learn to make decisions that are in the best interest of their children.

## **TRAFFIC SAFETY SCHOOL**

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The Shah Center (815) 479-7777  
[MCCTSS@mchenry.edu](mailto:MCCTSS@mchenry.edu)

The court-mandated Traffic Safety School program is intended for McHenry County traffic violators or individuals interested in improving defensive driving skills. The program has been proven to improve traffic skills while decreasing the possibility of future traffic violations and the possibility of serious collisions.

## CHAPTER V

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### ACADEMIC AND STUDENT AFFAIRS

MCC supports the development of the whole person. In keeping with this philosophy, the College offers a wide range of services and programs.

#### THE ACADEMY FOR HIGH PERFORMANCE

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Room A248 (815) 455-8611

[www.mchenry.edu/academy](http://www.mchenry.edu/academy)

The Academy provides adults with an opportunity to continue their education. Students can earn a certificate in two years or less and an Associate in Applied Science degree in three or four years, depending on the program, by attending multiple classes one evening per week. In addition to participating in a uniquely integrated curriculum, Academy students develop high performance skills such as communication, critical thinking, flexibility, organization, problem solving and team building.

The Academy has a very high success rate with more than 90% of its students earning a certificate and/or an Associate in Applied Science degree. This high success rate is due in part to the unique structure of the program. Classes meet one night per week; students remain with their group throughout the entire program; scheduling is convenient; the classes are often offered right at the work site; and credit can be earned for work experience. Academy instructors attend a special integration training which prepares them to use creative methods to involve students in learning about each subject and its relationship to the other.

The following four programs are offered in the Academy format:

- Administrative Office Management (company-sponsored cohorts only)
- Business Management
- Construction Management
- Manufacturing Management

#### ADVISING AND TRANSFER CENTER

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Room A262 (815) 479-7565

[www.mchenry.edu/atc](http://www.mchenry.edu/atc)

Academic advisors assist students with academic planning, matching major to career goal, transfer guidance, and graduation requirements. Extensive advising materials are also available on the web. Students are seen on a walk-in basis at the Advising and Transfer Center.

#### CAREER SERVICES

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Room A262 (815) 455-8576

[www.mchenry.edu/careerservices](http://www.mchenry.edu/careerservices)

Services for students and alumni include:

1. Résumé writing assistance
2. Job search assistance
3. Interviewing skills and mock interviews
4. Résumé and job search workshops
5. Job postings and Career Fair

#### CHOOSING A COLLEGE MAJOR, CAREER DECISION-MAKING

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Counseling Center

Room A262 (815) 455-8765

[www.mchenry.edu/counseling](http://www.mchenry.edu/counseling)

Counselors provide assistance to students and adult district members who:

1. Want to choose a college major or find a career direction.
2. Want to research information about careers and college majors related to careers.
3. The career decision-making process involves:
  - Developing greater self-awareness
  - Increasing knowledge of college majors and the world-of-work
  - Evaluating career options to make a suitable career or college major decision

#### CHILDREN'S LEARNING CENTER (CLC)

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Room C115 (815) 455-8555

[www.mchenry.edu/clc](http://www.mchenry.edu/clc)

In addition to providing a positive learning environment for young children, the CLC is a lab site for Early Childhood Education students. The CLC is state licensed and nationally accredited. Two flexible-scheduling programs for children include a classroom for children between the ages of 15 months and two-and-a-half years, and one for children between two-and-a-half and five years, whose parents are enrolled as full- or part-time, credit or non-credit students, MCC employees, or Fitness Center members. Additionally, we have a Preschool Room that is open to the public as well as children whose parents are MCC students or employees. Preschool programs are available for three-year-olds, four-year-olds and five-year-olds that miss the kindergarten cut-off date.

## COUNSELING

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Room A262 (815) 455-8765  
[www.mchenry.edu/counseling](http://www.mchenry.edu/counseling)

MCC offers a comprehensive program of counseling services. Professional counselors help students and members of the community with decisions on a wide range of career, personal concerns and academic success issues. Walk-in appointments are available. No appointment is needed for an emergency or crisis situation. If students need assistance with a crisis situation after business hours, contact the McHenry County Crisis Line at (800) 892-8900.

## DISTANCE EDUCATION

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Room A210 (815) 479-7878  
[www.mchenry.edu/distanced](http://www.mchenry.edu/distanced)

MCC offers students the ability to complete coursework at convenient times from locations of their choice through online courses, telecourses and hybrid courses. MCC distance learning students have access to a variety of student support services, many of which can be accessed via the Internet.

### *Distance Education Degrees*

MCC offers accredited Associate in Arts, Associate in Science and Associate in General Education degrees via distance learning technology.

### *Online Courses*

Online courses are easily accessible via the Internet. Students will need access to a computer with certain specifications. (See Course Management System information.) Students interact with the instructors via MCC's course management system, telephone and/or campus visits.

### *Hybrid Courses*

Hybrid courses typically involve a mix of distance learning technology with another type of instructional delivery system. A significant portion of coursework will be completed online.

### *Telecourses*

Telecourses consist of a syllabus, textbook, study guide, and either videotapes, DVDs or CD-ROMs. Telecourses offer scheduling flexibility and the ability to work independently from any place at any time. Students interact with the instructors via the U.S. Postal System, MCC's course management system, telephone and/or campus visits. Many of MCC's telecourses have multiple start dates.

## *MCC's Course Management System*

ANGEL® is the college-wide course management system used to support virtual classroom participation. Students are encouraged to complete an online orientation prior to participating in their first hybrid or online course. On-campus orientation and open lab sessions are also available at the beginning of each semester. Students with either PC or Mac computers should access ANGEL® using the browsers Internet Explorer 7 or Firefox 3.

## FINANCIAL AID, SCHOLARSHIPS AND VETERANS SERVICES

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Room A256 (815) 455-8761  
(815) 455-8594 fax  
[www.mchenry.edu/financialaid](http://www.mchenry.edu/financialaid)

To remove economic barriers for students, MCC offers numerous federal, institutional and private funds to financially assist students to reach their educational goals.

MCC requires students applying for federal and state assistance to submit a Free Application for Federal Student Aid (FAFSA), and an MCC Financial Aid Application. Additional paperwork may be required if selected for verification.

The FAFSA on the web worksheet is available in the Financial Aid Office at MCC and can be downloaded at [www.fafsa.edu.gov](http://www.fafsa.edu.gov). Many local high school guidance offices have these forms as well.

We recommend all students complete the FAFSA on the web worksheet and then file online for speed and accuracy at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Funds are not always available to meet every need, so students are encouraged to apply early and discuss all possible avenues of help with the Financial Aid staff.

There are five broad categories of assistance at MCC:

1. Grants: Need-based assistance that does not have to be paid back. Students must complete the FAFSA and submit all forms requested by the Financial Aid Office to be considered for eligibility. Students cannot receive federal or state grants from two schools during the same semester. Grants include:
  - Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant (SEOG)
  - Federal Academic Competitiveness Grant (ACG)
  - The Illinois Student Assistance Commission Monetary Award Program Grant (MAP)
  - The Illinois Student Assistance Commission Illinois Incentive for Access Grant (IIA)

2. Loans: Money that must be repaid with interest. The interest rates will vary every year. There is a variety of repayment programs available through the lenders. To be eligible for a loan, students must complete the FAFSA and submit all forms requested by the Financial Aid Office. Students must be enrolled at least half time. MCC processes loans through the mid-point term of each semester. Once a loan amount is submitted, it cannot be changed. There is also information on private alternative loans at the Financial Aid Office. Students cannot receive student loans from two schools during the same semester. MCC participates in the Federal Family Education Loan Program, which includes:
- Federal Stafford Subsidized Loans
  - Federal Stafford Unsubsidized Loans
  - Federal Parent Loans for Undergraduate Students
3. Work Study Program: Refers to money to be earned through a job on campus. Financial need is not always necessary. Visit the Financial Aid Office for an application. Employment programs available:
- Federal Work-Study
  - Institutional Work-Study
4. Scholarships: Gift assistance that is based on academic achievement, athletic ability or a special talent. There are local, national, MCC, and transfer scholarship opportunities that students may pursue. Visit the MCC Financial Aid Office and check [www.mchenry.edu/scholarships](http://www.mchenry.edu/scholarships). Many local scholarships are advertised in the local newspapers. Students should also check with employers or clubs that they belong to. Finally, be sure to visit [www.collegezone.com](http://www.collegezone.com) for online scholarship search links.
5. Veterans' Educational Benefits: Assistance based upon military service. Students can get applications and processing assistance in the Financial Aid Office for Veterans programs. Military tuition assistance programs are processed through the Bursar's Office. Veterans programs available:
- Montgomery G.I. Bill
  - Veterans Vocational Rehabilitation Programs
  - Illinois Veterans Grant
  - Illinois National Guard/Naval Militia Grant

### **Eligibility Requirements for Federal and State Assistance**

1. Be a citizen of the U.S. or a permanent resident.
2. Have a high school diploma or GED or demonstrate the ability to benefit from a post-secondary program.
3. Be enrolled in an eligible program as a regular student for the purpose of obtaining a certificate or degree offered by the institution. (Certificate or degree must be at least 16 credit hours total. Student does not have to enroll in all 16 credit hours in one semester.)
4. Not in default on any Student Financial Assistance grant or loan at any institution.
5. Make satisfactory academic progress toward a certificate or degree as defined by the College. (See below for specifics).
6. Demonstrate financial need as determined by the FAFSA.

### **Disbursement Information**

Pell grants are disbursed after the mid-point of each semester. Approximately two weeks prior to disbursements, all charging to grant accounts will be cut off. Once tuition, fees, bookstore, and childcare cost are paid, if a credit balance occurs, checks will be released. Checks will be mailed to students and cannot be picked up. Student loan funds are sent electronically to MCC. MCC will pay outstanding tuition and fees, then mail the balance of the loan to the students. Students are responsible to pay MCC for any tuition, books, and childcare costs that financial aid does not cover and will be billed 33.333% collection charges for any overdue payments. If a student's file is verified after the 60% point of the term and the student is eligible for the Pell grant, the student will not receive a check until 30 days after grades are received for the corresponding term. It is the student's responsibility to keep address and telephone information current.

### **Financial Aid Standards of Academic Progress Policy**

MCC has established minimum standards of academic progress for financial aid recipients for the following programs:

- Federal Pell, Academic Competitiveness Grant, Supplemental Educational Opportunity Grant, and Work-Study Program
- ISAC Monetary Award Program and Illinois Incentive for Access grants
- Federal Family Education Loans (Stafford and Parent Loans for Undergraduate Students)
- All Federal and State Veterans Benefits (see note at bottom)

Students who are awarded any of the above financial aid are required to meet all three standards listed below.

- **Grade Point (GPA) Standard:**  
Students must maintain a cumulative 2.0 GPA
- **Course Completion Standard:**  
Students must complete at least 67% of the credit courses attempted throughout their entire enrollment at MCC, whether or not financial aid was received. This includes repeated courses. For the purposes of financial aid satisfactory progress only, the following grades count as attempted but not completed: F, W, L, U, K, AW, NC, I, T and P.
- **Maximum Time Frame Requirement:**  
Students may receive financial aid until they attempt 90 credit hours. This includes all enrollments at MCC and transfer hours from other colleges whether or not financial aid was received. Once a student has attempted 90 credit hours, they will be considered to be on Financial Aid suspension; there will not be a term of probation.

Satisfactory academic progress at MCC will be reviewed at the end of each semester and prior to the first time aid is awarded.

- Financial Aid probation will occur the first semester that any of three requirements outlined above are not met. A student may receive only one term *probation*. During *probation* students do not lose financial aid eligibility.
- However, if the student does not make satisfactory progress during *probation*, the student is placed on Financial Aid suspension. The student's financial aid is terminated during suspension. A student may appeal a suspension.

### **Financial Aid Appeal**

If a student fails to meet the Financial Aid Standards of Academic Policy and is placed on suspension, the student may request in writing that the Financial Aid Office evaluate special circumstances (such as a death in the family or a medical condition that can be verified) that may have affected their progress. The written appeal must include information regarding changes the student has made to ensure future academic success. The student should not anticipate that appeal will be approved. If the appeal is denied, the student may request in writing that the appeal be reviewed by a committee. If the student has exceeded the 90 credit hours attempted maximum, approval may be granted for required courses only.

### **NOTE:**

- The Illinois Veterans Grant, Illinois National Guard Grant and all GI Bill programs are subject to GPA standards only.
- The MCC Grade Forgiveness Policy does not impact the Financial Aid Standards of Academic Progress Policy.

### **Financial Aid Return of Funds Policy**

To the extent possible, financial aid awards are set at the beginning of the term based on a student's enrollment status at that time. If a student receives financial aid but then withdraws completely from the College prior to completing 60% of the semester, an overpayment may result, which the student must repay. It is important for financial aid recipients to actively participate in their courses, seek academic assistance and tutoring when needed, and, if due to mitigating circumstances a withdrawal is necessary, to follow official withdrawal procedures. When a refund is due to a financial aid program, the College will follow federal and state refund requirements. Refunds for federal (Title IV) financial aid recipients are computed as follows:

Students are allowed only aid that is considered "earned". Earned aid is figured by dividing the days the student attended in the semester by total days in the semester. This percentage is multiplied by the original award. This is the "earned aid" amount. If a student received any money directly in aid and did not earn all or a portion of it, the student is required to pay the unearned amount to the federal (Title IV) assistance programs. The student will be notified of this amount, in writing, from the Bursar.

### **Disclaimer**

Every attempt is made to provide accurate and current information. Changes in federal, state or institutional rules after this catalog is printed may require amendments or corrections to published policy.

## **FITNESS CENTER**

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Room A202 (815) 455-8551

[www.mchenry.edu/fitnesscenter](http://www.mchenry.edu/fitnesscenter)

The MCC Fitness Center is a college/community fitness facility. Members are educated on how a professionally designed exercise program that uses safe and effective exercise can reduce major health risk factors. We promote healthy lifestyle changes in a supportive environment and convenient setting to positively impact student's health status. This is accomplished through degreed and certified instructors, fitness evaluations, one-on-one program consultations, special programming, educational seminars and printed information. We offer outstanding customer service and a wide variety of exercise equipment.

## **INTERCOLLEGIATE ATHLETICS, INTRAMURALS AND RECREATION (AIR)**

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Room A109 (815) 455-8580

[www.mchenry.edu/athletics](http://www.mchenry.edu/athletics)

The AIR department provides quality opportunities for personal development, academic and athletic related successes that include competitive, instructional, recreational programs and support services. Such programs can enhance a student's college experience and overall development along with meeting the needs of a diverse population. Athletic prospects/recruits are invited to fill out and submit an Electronic Interest/Inquiry Form found on the Scots' athletic website. MCC's athletics programs also contribute to and involve our surrounding communities in a positive way.

## **INTERNATIONAL STUDIES (STUDY ABROAD PROGRAM)**

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McHenry County College is an active member of the Illinois Consortium for International Studies and Programs (ICISP) and of the College Consortium for International Studies (CCIS). Through these consortia, MCC students can experience studying and living abroad through a study abroad program in countries such as Australia, Austria, China, Costa Rica, England, Ireland, Spain, and more. Students also receive MCC credit for the classes taken at a college or university abroad. Fall, spring and summer semester programs are available.

For more information, contact Lindsay Carson, Lead Instructor of ICISP at [lcarson@mchenry.edu](mailto:lcarson@mchenry.edu).

## **LEARNING COMMUNITIES (LC)**

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The Learning Communities (LC) Program at McHenry County College integrates the material and subject matter in two courses for a single, exceptional classroom experience. These courses are team-taught by two instructors who share a vision and theme for their class.

For example, MCC currently offers an LC class which combines Introduction to Literature and Advanced Composition. Though the goals of each course are different, both instructors share a vision that allows them to create a course which focuses on censorship as a theme. Students get the classroom time, instructor contact, credit hours, and fulfill the requirements of both courses, but with a single theme and shared assignments. The example class, for instance, asks students to read censored works of literature and to learn to write at the college level about these texts and examples of censorship. By using this approach, both classes achieve their separate goals in a fluid, multifaceted way.

Learning Communities help increase engagement and academic maturity, boost retention, encourage student achievement and intellectual development, and create uniquely community-based class spaces. They aid in the transparency of disciplinary connectedness and create a multiplicity of perspectives.

An updated list of Learning Community classes can be found at [www.mchenry.edu/learningcommunities](http://www.mchenry.edu/learningcommunities).

For more information, please contact Kate Midday, Interdisciplinary Studies Chair and Lead Instructor of Learning Communities at [kmidday@mchenry.edu](mailto:kmidday@mchenry.edu).

## **LIBRARY**

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Room A212 (815) 455-8533

[www.mchenry.edu/library](http://www.mchenry.edu/library)

The MCC Library provides the resources (books, journals, CDs, DVDs, electronic materials, research databases) and services (research assistance, information literacy instruction, interlibrary loan, etc.) to meet the information needs of the College community. Library space allows for either small group or quiet individual study.

## **MCC 101: THE COLLEGE EXPERIENCE**

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Room A262 (815) 455-8765  
[www.mchenry.edu/collegeexperience](http://www.mchenry.edu/collegeexperience)

**Statement of Philosophy:** *McHenry County College offers students opportunities for growth and involvement so that they will establish a connection with the College community, achieve their academic and personal goals and gain a clearer, fuller vision of their future. The first year experience provides a foundation for college success and lifelong learning by facilitating new-student transition to the College campus and programs.*

This course is designed to help make the transition to college successful by focusing on academic goals, skills and an understanding of the resources MCC has to offer. All full-time, first year students must successfully complete MCC 101 in their first year at MCC unless they have completed at least one of the following:

- Previously earned at least 24 semester hours of college credit (at another college) with a 2.0 cumulative GPA
- Successfully completed a course equivalent to MCC 101 at another college. The course must be documented on a college transcript. As a High School Plus student at MCC, successfully completed at least 24 semester hours of college credit with a 2.0 cumulative GPA. If the MCC 101 requirement has not been satisfied during the first year, a restriction will be imposed on the student's ability to register for classes for their second year at MCC.

## **MULTICULTURAL PROGRAMS AND STUDENT LEADERSHIP**

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Room A252 (815) 479-7749  
[www.mchenry.edu/multicultural](http://www.mchenry.edu/multicultural)

Multicultural Programs provides direct student support services and coordinates individual and group activities to promote cross-cultural awareness on campus and create an environment that supports diversity. Additionally, the Office of Multicultural Programs strives to enhance the academic success of minority and underrepresented students through intentional outreach initiatives. In conjunction with Student Life, Multicultural Programs provides a variety of resources and opportunities to help minority and underrepresented students become acclimated to the College campus, gain access to student support services, and learn about themselves, other cultures, and the community through student involvement. All students are encouraged to participate in college-wide programs, build a support network with staff, and participate in social and cultural activities.

## **SAGE LEARNING CENTER**

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Room A247 (815) 455-8579  
[www.mchenry.edu/sagelearningcenter](http://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 writing/English. 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. Computer-assisted instruction, supplemental instruction, study groups and a resource library are also available.

## **SPECIAL NEEDS PROGRAM**

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Room A257 (815) 455-8676 Voice  
(866) 948-9144 Video Phone  
[www.mchenry.edu/specialneeds](http://www.mchenry.edu/specialneeds)

The Special Needs Program at MCC is designed to provide reasonable support for otherwise qualified students with documented disabilities. The goal is to provide these students with the same opportunity to succeed in college as other students. Comprehensive support services help students achieve their potential. MCC's focus is on ability – not disability – as we help to provide equal access for students with special needs.

## **STUDENT CODE OF CONDUCT**

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Room A252 (815) 455-8696  
[www.mchenry.edu/policy/scc.asp](http://www.mchenry.edu/policy/scc.asp)

Consistent with the MCC mission is an expectation that students will behave appropriately 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. The College 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 MCC services and facilities.

*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 that 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.

## STUDENT LIFE

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Room A252 (815) 455-8550

[www.mchenry.edu/studentlife](http://www.mchenry.edu/studentlife)

The Student Life and Campus Activities Office provides quality student-centered programs, services and involvement opportunities that 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 that 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.

## STUDENT PERFORMANCES, PUBLICATIONS AND ARTWORK

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MCC offers a variety of opportunities in the arts for student interest in composing, producing and performing. In addition to a music club, the College sponsors a jazz band, concert band and a chorus that performs both on campus and in the community. The Black Box Theatre is located in Building D and serves both as an instructional facility and as a theatre for productions scheduled throughout the year. There is also The Black Box Theatre Club which allows student-driven productions. For writers, the College sponsors *Voices*, a literary magazine featuring original work and readings, and the *Tartan*, a student newspaper for students interested in the various facets of journalism. The Art Department features regular displays throughout the College of photography, paintings, drawings and pottery created by students. Artspace 144 is a gallery that was designed specifically for exhibition of student work. The Art Department mounts a juried student art exhibit during spring semester annually. MCC students and faculty participate in the Skyway Art Exhibition and Music and Literature Festivals each year.

## TESTING CENTER

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Room A245 (815) 455-8984

[www.mchenry.edu/testingcenter](http://www.mchenry.edu/testingcenter)

The Testing Center proctors many kinds of tests for MCC students and community members. Picture identification is required for each test taken. Tests issued by external institutions require a government-issued ID that contains name, address, date of birth, signature, and photograph. Appointments are needed for CLEP, Correspondence, CNA, GED, TEAS, and online tests. ASSET tests, make-up tests, telecourse tests, and placements for English, reading, math, and foreign languages are done on a walk-in basis but are subject to minimum time restrictions. Make-up tests require a \$5 fee, payable at Registration prior to taking the test. All tests must be completed five minutes prior to the Testing Center closing time. Please call ahead for further information about a specific test or about the Testing Center regulations and hours of operation.

## GRADUATION

### POLICY ON GRADUATION AUDITS

Students are responsible for knowing and observing the requirements of their certificate or degree program and the rules governing academic progress. Academic advisors are available to assist students in making informed decisions. However, ultimate responsibility for meeting the requirements to graduate rests with each student. Specifically, each student has the responsibility to fulfill the requirements for the certificate or degree, check the eligibility to take courses and observe the academic rules governing the program.

Academic requirements may change with each edition of the College catalog. Students are responsible for the certificate or degree requirements that are specified in the official College catalog at the time the student completes his/her first credit course. A student may elect to follow the certificate or degree requirements set forth in any subsequent catalog if it is in the student's best interests and the student completes a credit course during that catalog's effective dates. Requirements may not, however, be combined from different catalogs. ***In no case may a student graduate using the requirements of a McHenry County College catalog that is more than five years old prior to the date of graduation.***

In the case of curriculum changes, or the cancellation or withdrawal of courses, the executive dean, working with the department chair/dean, may make adjustments to a student's graduation requirements to meet the changes in program requirements. Efforts will be made to coordinate earlier coursework in a way most beneficial to the student to fulfill curriculum requirements. All course substitutions must be approved in writing by the department chair/dean and executive dean. A degree or certificate cannot be awarded if the program has been withdrawn.

### GRADUATION REQUIREMENTS AND PROCEDURES

[www.mchenry.edu/graduation](http://www.mchenry.edu/graduation)

For questions on:

Degree Audits: (815) 479-7632 or (815) 455-8932

Commencement: (815) 479-7654

It is the responsibility of the student to know and fulfill all degree/certificate requirements and graduation procedures.

Candidates for graduation must complete the Intent to Graduate Form during the semester in which they will complete graduation requirements.

### **Commencement Exercises**

Commencement exercises are held in May and in December. Students who are graduating in May participate in the May commencement. Students graduating in August along with those graduating in December participate in the December commencement.

- Students who do not plan to attend the commencement, must still complete the Intent to Graduate Form to receive their degree or certificate.
- Students who plan to attend the commencement must submit the Intent to Graduate Form by the following deadlines:
  - **May** graduates – April 1
  - **August** graduates – July 15
  - **December** graduates – November 8

**NOTE:** Students with a major restriction of any kind may not graduate until the restriction is lifted.

### **Associate's Degree Requirements:**

1. Satisfactory completion of 60 or more credit hours depending on the specific program, with a 2.0 or higher cumulative GPA (2.75 or higher cumulative GPA is required for the AAT Degree in Special Education) at the time graduation requirements have been met. Awarding of degrees will be dated in the semester and year in which all requirements were met. GPA of transfer credits and developmental courses does not apply.
2. Satisfactory completion of all course requirements, subject to the following:
  - A. Course requirements are defined as those contained in MCC's catalog at the time the student first enrolled at the College, provided there has been no break in their MCC education exceeding three consecutive years. Failing grades, non credit courses, and course withdrawals are not considered as attendance for this purpose.
  - B. Course requirements are defined as those contained in MCC's catalog at the time of re-entry for those students who have experienced a break in their education exceeding three consecutive years.
  - C. In the case of curriculum changes and the cancellation or withdrawal of courses, every

effort will be made to substitute current coursework to fulfill degree requirements. Course substitutions and waivers must be approved in writing by the appropriate department chair, counselor or dean.

3. Completion of 15 credit hours in credit courses at MCC. Credit earned through CLEP, MCC proficiency, DANTES, and AP examinations does not satisfy this residency requirement. Students completing an AAS degree must complete a minimum of 15 credit hours of program-specific coursework through MCC (i.e., not general education coursework).
4. Completion of end-of-program assessment as follows:
  - A. Students seeking a degree among AA, AS, AFA, AES, or AGE will be required to complete the general education assessment test.
  - B. Students seeking a career and technical education AAS degree will be required to complete end-of-program assessment as designated by the specific department.
5. Submission of completed Intent to Graduate Form, available in the Registration Office, Room A258, and a non-refundable graduation fee, prior to the posted deadline.

### ***Certificate of Completion in a Career and Technical Education Area Requirements***

1. Completion of the necessary semester hours of credit specified for the program with a 2.0 cumulative GPA at the time graduation requirements have been met. Awarding of certificates will be dated in the semester and year in which all requirements have been met. GPA of transfer credits and developmental courses does not apply.
2. Satisfactory completion of all course requirements, subject to the following:
  - A. Course requirements are defined as those contained in MCC's catalog at the time the student first enrolled at the College, provided there has been no break in their MCC course withdrawals are not considered as attendance for this purpose.
  - B. Course requirements are defined as those contained in MCC's catalog at the time of re-entry for those students who have experienced a break in their education exceeding three consecutive years.
  - C. In the case of curriculum changes and the cancellation or withdrawal of courses, every effort will be made to substitute current coursework to fulfill certificate requirements. Course substitutions and waivers must be approved in writing by the appropriate

department chair, counselor, or dean.

3. For certificates of less than 12 credit hours, all coursework must be completed at MCC. For certificates of 12 or more credit hours, one-half of the minimum credit hours required must be completed at MCC. Credit earned through proficiency examinations does not satisfy this requirement.
4. Certificates of 30 or more credit hours may require an end-of-program assessment. Refer to the specific certificate program layout page or contact the department chair.
5. Submission of completed Intent to Graduate form, available in the Registration Office, Room A258, and a non-refundable graduation fee, prior to the posted deadline.

### ***Awarding of Additional Degree***

A graduate of MCC may pursue and be awarded additional degrees. The following requirements must be met:

1. All degree requirements including the General Education requirements and also those specialized classes normally required.
2. Twelve semester hours of additional credit earned at MCC. The additional 12 hours of credit may not be applied to the first degree earned.
3. Minimum of a 2.0 cumulative GPA at the time graduation requirements have been met.
4. Submission of completed Intent to Graduate Form, available in the Registration Office, Room A258, and a non-refundable graduation fee, prior to the posted deadline.

### ***Graduation Academic Honors***

Upon completion of associate's degree requirements, academic honors are awarded according to the following scale:

**High Honors** = 3.75 to 4.0 cumulative GPA

**Honors** = 3.5 to 3.74 cumulative GPA

Academic honors are recognized both on the student's transcript and at the commencement exercises. To be considered for academic honors, students must earn 30 semester hours of grade point credit in residence at MCC.

### LEGAL GUIDELINES

#### STUDENT RIGHTS AND RESPONSIBILITY

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MCC recognizes that students are both citizens and members of an academic community. As a citizen, each student has the freedom of speech, assembly, association, and the press, and the rights of petition and due process that are guaranteed by the state and federal constitutions. As members of an academic community, students have the right and the responsibility to participate in the formulation and review of all the College regulations and policies directly affecting them. Upon enrolling in the College, each student assumes an obligation to conduct him/herself in a manner that is compatible with the College's function as an educational institution. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function and meeting its total obligations, institute appropriate disciplinary action as allowed under the Board Policy.

#### STUDENT RIGHT-TO-KNOW

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In compliance with federal Student Right-to-Know (SRK) legislation the Drug Free Schools and Campus Act, the Higher Education Act, and other Federal Regulations regarding consumer information, MCC provides information to current and prospective students:

- Crime Statistics Report and Availability of Annual Campus Security Report – [www.mchenry.edu/policy/crimestats.asp](http://www.mchenry.edu/policy/crimestats.asp)
- Completion, Graduation and Transfer Out Rates – [www.mchenry.edu/sturight2know/](http://www.mchenry.edu/sturight2know/)
- Drug and Alcohol Prevention Information – [www.mchenry.edu/policy/drugpolicy.asp](http://www.mchenry.edu/policy/drugpolicy.asp)
- Athletic Program Participation rates and Financial Support - Athletic tuition waiver scholarships are available to qualified and select student athletes as recommended by the head coach of each sport. Athletic prospects should contact the particular head coach to express interest in being considered for the program. For more information, visit the Athletics Office, Room A109 or call (815) 455-8580.
- Voter Registration Information – [www.elections.state.il.us/votinginformation/welcome.aspx](http://www.elections.state.il.us/votinginformation/welcome.aspx)

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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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 their directory information withheld. The following student information is designated as the 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, 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.
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, DC 20202-4605

College officials of MCC are defined as all College employees, as well as contractors, consultants, volunteers, and other outside parties providing services and functions for the College.

Education records may be disclosed to college officials without prior written consent if that College official has a legitimate educational interest. Legitimate educational interest means that the information or records are relevant and necessary to accomplish a task or determination AND the task or determination is a responsibility required for the person's employment or is a subject matter for the person's employment responsibility.

## CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

Room B174 (815) 455-8733

[www.mchenry.edu/policy/crimestats.asp](http://www.mchenry.edu/policy/crimestats.asp)

Under Chapter 110 Illinois Revised Statutes, Section 805/3-42.1 members of the staff of the McHenry County College Campus Public Safety have full power in executing responsibilities for law enforcement, security and emergency response on campus. To report a crime or emergency, please contact the Campus Public Safety Office through the telephone number above or through the switchboard operator at (815) 455-3700 from outside the College, and "0" from inside the College. All reports will be handled in a confidential and professional manner.

Questions or concerns regarding security or safety on campus should also be directed to this department.

### ACCESS TO CAMPUS FACILITIES

MCC is open from 7 a.m. to 10:30 p.m. Monday through Friday, 7 a.m. to 5 p.m. on Saturdays, and for designated hours on Sundays when special events are scheduled. During closed periods, all exterior doors are locked.

### Maintenance and Security of Campus Facilities

The College has made a strong commitment to campus safety and security. A security employee is on duty seven days a week, 24 hours a day. Well-lit parking lots and building exteriors are an important part of this program, and security officers monitor the campus regularly to ensure prompt attention to lighting problems and other issues that could affect the safety of staff and students on the campus.

Emergency call boxes are located in strategic areas of the College parking lots, providing direct access to campus public safety.

### Relationship to External Law Enforcement Agencies

The Department of Campus Public Safety maintains a close working relationship with the Crystal Lake Police Department and the McHenry County Sheriff's Department. It also cooperates with other agencies concerning matters relevant to the College but within the limitations established by state and federal law regarding privacy issues.

### Campus Crime Awareness Program

The College recognizes that crime prevention on the campus is best served by an active effort in promoting staff and student awareness of College policies and procedures and encouraging both employees and

students to act in a responsible manner in regard to their own security and the security of others.

In addition to the required annual report, the Department of Campus Public Safety informs students and employees through special notices of sudden increases in certain types of crime occurring on campus.

MCC also recognizes the need to track crime which may occur at off-campus facilities rented for additional classroom sites. All incidents of a criminal nature which occur at these facilities shall be reported to the appropriate local law enforcement agency. In addition, facility administrators or faculty shall also make timely notification to the College's Department of Campus Public Safety. That department will contact the involved local agency and request a copy of the official report for purposes of complying with federal law.

### Drug and Alcohol Use Policy

The College has adopted a policy related to use of controlled or illegal substances on campus in accordance with the Drug-Free Workplace Act of 1988. The McHenry County Board of Trustees has adopted a policy regulating the possession and use of alcoholic beverages on the campus. Both employees and students found to be in violation of such policies may have disciplinary procedures imposed in addition to prosecution under federal and state laws.

### CAMPUS CRIME STATISTICS

In compliance with the Crime Awareness and Campus Security Act of 1990, the following statistics are provided:

Crime Category	2000	2001	2002	2003	2004	2005	2006	2007	2008
Murder	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	6	3	4	4	6	9	2	17	2
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Theft	0	0	0	0	0	3	0	0	20
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0
Weapons Violation Arrests	0	0	0	1	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0

### Availability of Campus Crime Report

This report is compiled each year by the Campus Public Safety Department, and posted at conspicuous locations in all campus buildings. In addition, a copy is placed on file in the Library located on the upper level in Building A. Individual copies are available

in the Campus Public Safety in Room B174. Further information concerning compliance with the law should be directed to the director of Campus Public Safety, (815) 479-7833.

### ***Sex Offender Statement***

MCC is required, under The Victims of Trafficking and Violence Protection Act of 2000, to inform students and employees how to learn the identity of registered sex offenders in close proximity of the campus. Sex offender information is maintained by the Illinois State Police in an online database. To learn the identity of registered sex offenders on or near campus, or anywhere in Illinois, visit [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). Once there, students can search by city, county, or zip code. Remember, for searching for the area around MCC, we are in McHenry County and our zip code is 60012.

### ***MCC Sex Offender Procedure***

The Campus Sex Crimes Prevention Act, which became effective on October 28, 2002, is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This Act requires colleges to issue a statement advising the campus community where information concerning registered sex offenders may be obtained and makes the College responsible for providing the name, address, birth date, place of employment, school attended, and offense to any individual on campus requesting information concerning sex offenders attending or employed by the College.

The Illinois State Police maintains a list of all sex offenders required to register in the State of Illinois. This database is updated daily and can be found at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). The MCC Department of Campus Public Safety also maintains a sex offender list that contains the names and information for all known sex offenders enrolled at or employed by the College. This sex offender list is available for the College community to view at the MCC Department of Campus Public Safety Office.

Additionally, federal and state laws require sex offenders to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full or part time. Pursuant to the Campus Sex Crimes Prevention Act, individuals are required to register as a sex offender in the jurisdiction where their residence is located and in the jurisdiction where the college they attend is located. In order to comply with federal and state registration requirements related to college enrollment, a sex offender must register within five days of attendance at a college by reporting in person to the city police department or county sheriff's office in the jurisdiction where the college is located. Students who fail to register their status as sex offender

are in violation of the registration act and face arrest and expulsion from the College.

Once a registered sex offender is identified as an enrollee of the College, the following procedure will be followed:

1. Upon enrollment of a registered sex offender, the dean of Students or his/her designee will meet with the College's director of Campus Public Safety to review the student's class schedule and determine which restrictions should be put in place.
2. After determining the appropriate restrictions for a particular student, the director of Campus Public Safety will contact the registered sex offender student for a meeting to discuss the restrictions which will be in place while the student is on the College's campus.
3. During the meeting with the director of Campus Public Safety and the registered sex offender student, the director of Campus Public Safety will provide the student a written letter containing the restrictions the student must abide by while on the College's campus and will discuss each restriction verbally with the student. During this meeting, the student will also be advised that his/her failure to comply with the restrictions outlined in the letter may result in denial of enrollment and access to campus and/or the decision of the College to contact local law enforcement authorities.
4. If a sex offender student is enrolled in a college class along with a student who is under the age of 18, the dean of Students will notify the instructor of the class of the student's status as a sex offender. The dean of Students will also determine if there are other College staff members who need to be notified of a student's status as a registered sex offender in order to protect persons under the age of 18 on the College's campus. In some circumstances, the registered sex offender may be required to enroll in a course section that does not contain minors.
5. The director of Campus Public Safety will notify the Kids and College director, the Children's Learning Center director, the High School Plus director, and/or the director of any other College program solely serving students under the age of 18 of all registered sex offenders enrolled in or employed by McHenry County College.
6. The College's Department of Campus Public Safety will maintain a database of all registered sex offender students and employees. The database will contain identifier information as outlined in the Campus Sex Crimes Prevention Act. This information will be available for review by any person requesting information on registered sex offenders enrolled and employed by the College.

### TRANSFER PROGRAMS

Transfer degree programs are designed for students planning to complete a baccalaureate degree at a four-year college or university. MCC transfer degrees include:

- Associate in Arts (AA)
- Associate in Science (AS)
- Associate in Engineering Science (AES)
- Associate in Fine Arts (AFA) – art or music option

The courses required for these degree programs parallel those normally taken during the freshman and sophomore years of the baccalaureate degree. Since degree requirements vary among baccalaureate institutions, it is important to decide on a transfer school as early as possible and to create a transfer plan with an MCC academic advisor. Students who enroll in a pre-professional program like education, engineering, architecture, law, or medicine may be advised to transfer prior to earning an associate's degree. MCC academic advisors assist both degree and non-degree students in obtaining necessary information about requirements of transfer schools.

#### TRANSFERABILITY OF MCC COURSES

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MCC offers a wide variety of courses designed to provide the freshman and sophomore years of education for students seeking to transfer to four-year colleges and universities in Illinois and across the country. MCC maintains strong relationships with in-state and many out-of-state baccalaureate granting institutions and actively participates in innovative state initiatives meant to ease the transition for transfer students.

- Numerous four-year institutions maintain course equivalency tables showing articulation between their courses and MCC's courses. In addition, MCC monitors and maintains general and program specific transfer guides with many colleges and universities. The equivalency tables and the guides can be accessed through MCC's website: [www.mchenry.edu/atc](http://www.mchenry.edu/atc).
- MCC is an active participant in Illinois state transfer initiatives:
  - Illinois Articulation Initiative – a voluntary statewide system for articulating courses and programs
  - U.select – a web-based transfer planning system that communicates information to students and academic advisors on how coursework will transfer and apply toward an undergraduate degree at participating institutions.

For more information about both of these transfer resources, visit [www.iTransfer.org](http://www.iTransfer.org).

#### *Transfer Guarantee*

Transfer Guarantee is a contract between the student and MCC. It assures students that certain courses specified in a contract will transfer. With the assistance of an academic advisor, courses are selected that should be taken at MCC to meet requirements of a specific transfer institution and major. A contract then is completed. MCC will back the contract provided that terms and conditions of the contract are followed. MCC will refund tuition for any course specified in the contract that does not transfer.

#### ILLINOIS ARTICULATION INITIATIVE (IAI)

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MCC is a participant in the Illinois Articulation Initiative (IAI). This statewide agreement between more than 100 Illinois colleges and universities is sponsored by the Illinois Community College Board and the Illinois Board of Higher Education. The initiative includes an agreed upon Illinois General Education Core Curriculum (IAI GECC), a package of general education courses accepted at all participating schools. Completion of the IAI GECC assures transferring students that lower-division, campus-wide general education requirements for a bachelor's degree will be satisfied at any participating institution. A receiving institution may require an institution-wide and/or mission-related graduation requirement beyond the scope of the general education core. If students transfer with less than the full IAI GECC, the general education requirements of the four-year transfer school may have to be completed, which may be very different from the IAI GECC. This agreement is in effect for students entering an associate's or a bachelor's degree-granting institution as first-time freshmen in summer 1998 and thereafter.

The IAI GECC consists of at least 12 to 13 courses (37-41 semester credits) chosen from five different categories. No more than two courses from any one discipline can be used to fulfill the requirements. Following are IAI GECC requirements:

#### **Communications**

- 3 courses (9 semester credits)
- Must include a two-course sequence in writing completed with grades of C or better (6 semester credits) and one course in oral communications (3 semester credits) – a C being at least two quality points on a four-point scale.

### **Mathematics**

- 1 or 2 courses (3-6 semester credits)

### **Physical & Life Sciences**

- 2 courses (7-8 semester credits)
- Must include one course selected from the physical sciences and one course from the life sciences with at least one course that includes a lab.

### **Humanities & Fine Arts**

- 3 courses (9 semester credits)
- Must include at least one course selected from the humanities and at least one course from the fine arts.

### **Social and Behavioral Sciences**

- 3 courses (9 semester credits)
- Must include courses from at least two different disciplines.

The IAI GECC is included in MCC's AA and AS degrees. For specific MCC courses that fulfill IAI GECC requirements, refer to AA and AS degree course requirements found in this catalog. The IAI also includes recommendations for appropriate lower-division coursework in specific baccalaureate majors. The Illinois Baccalaureate Majors' Recommendations describe courses typically taken by freshmen and sophomores for a specific major. These course recommendations are meant for students who are undecided about a transfer school. Courses should be selected in consultation with an academic advisor.

For more information about the IAI and the benefits of transferring with student's IAI core met, check with an academic advisor and visit the IAI website [www.iTransfer.org](http://www.iTransfer.org).

### **MCC's Participation in the Illinois Articulation Initiative**

The IAI agreement is in effect for students entering an associate's or baccalaureate degree-granting institution as first-time freshmen in summer 1998 and thereafter. As an IAI participant, MCC will observe the following procedures concerning implementation of the IAI GECC:

- The IAI GECC is included in MCC's AA and AS degrees. Certification of IAI completion will be noted on the official transcript for students who complete one of these degrees.
- Students who complete the IAI GECC but do not receive an AA or an AS degree must request an IAI audit by submitting an application to the Registration Office. Certification of IAI completion will be noted on the official transcript.
- MCC will recognize courses on the approved list of IAI courses taken at any participating college or university and apply the credit toward fulfilling IAI GECC requirements at MCC.
- MCC will recognize courses taken at non-IAI participating accredited colleges and universities,

at MCC prior to summer of 1998, and through Advanced Placement and CLEP. These courses will be evaluated through the Office of Credentials Evaluation and may satisfy IAI GECC requirements at MCC with completion of an AA or an AS degree. For students planning to transfer, the transfer school will follow their established credit policies and may wish to re-evaluate this coursework.

- Courses with D grades or better are accepted for the core curriculum requirements, but students must have a minimum cumulative 2.0 GPA in order to be certified as having completed the IAI GECC and to receive an AA or an AS degree. Exception: The Communications component of the IAI GECC requires a minimum grade of C in both writing courses.
- Students must complete a minimum of 37 semester credits to satisfy IAI GECC requirements. For IAI credits transferring to MCC, MCC will recognize minimum hours required per IAI category. If a student satisfactorily completes the objectives of the communication writing sequence with only one course, earning three or four credit hours, the student must complete a 200 level IAI literature course to satisfy the remaining Communications requirement.

### **COORDINATED AND/OR DUAL ADMISSION PROGRAMS WITH OTHER COLLEGES**

To facilitate smooth transfer, the College has developed coordinated programs that lead to an associate's, bachelor's or master's degree with several colleges and universities. Contact an academic advisor with any questions concerning specific opportunities available through these programs.

### **TRANSFER COMPACT AGREEMENT**

MCC participates in agreements with most state universities in Illinois where the AA or the AS degree is accepted as meeting all lower division general education requirements and junior standing is granted upon transfer. Students may have to meet institution-wide, mission-related or particular major general education requirements after transfer. Contact an academic advisor for more information.

### ***Associate in Arts Degree (AA)***

The Associate in Arts degree at MCC includes a foreign language requirement. If students plan to transfer to a four-year school that requires a foreign language as an admission or a graduation requirement, the AA degree is recommended. The AA degree includes the IAI GECC.

Students also have the ability to complete an AA degree through distance learning delivery options.

### ***Associate in Science Degree (AS)***

The Associate in Science degree at MCC requires completion of two math courses. If students plan to transfer to a four-year school that requires additional math competency and no foreign language, the AS degree is recommended. The AS degree includes the IAI GECC. Students also have the ability to complete an AS degree through distance learning delivery options.

### ***Associate in Engineering Science Degree (AES)***

The Associate in Engineering Science degree provides the pre-engineering student with an opportunity to complete a significant number of major-related courses prior to transfer. Completion of the AES degree does not fulfill the requirements of the IAI GECC. After transfer, students will need to complete the general education requirements of the four-year institution. It is important to work with an academic advisor as soon as possible to discuss engineering field options and course selection.

### ***Associate in Fine Arts Degree (AFA) – Art or Music Option***

The Associate in Fine Arts degree provides the fine/performing arts student an opportunity to complete a significant number of major-related courses prior to transferring to a bachelor of Fine Arts program. The AFA does not fulfill the requirements of the IAI GECC. After transfer, students will need to complete the general education requirements of the four-year institution. It is important to work with the transfer school as soon as possible. The AFA degree may not be suitable for certain art and music majors. Contact an MCC academic advisor for assistance.