In order to be best prepared to understand the information in this Academic Advising Handbook, review the steps to enroll at www.mclennan.edu/beahighlander, and participate in advisor training.

If you have any questions about advising issues, contact an Advising Specialist in Advising and Career Services at 299-8614. We are happy to assist you.
# Academic Advising Handbook

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Academic Calendar

Fall and Spring Semesters

- These are considered “long semesters” and last 16 weeks each.
- The maximum course load is 17 hours unless an overload is approved.
- Students can take courses in eight-week blocks during the semester, but can have no more than eight credit hours in each eight-week format.

Summer Sessions

- There are two summer sessions each year, each session approximately five weeks long.
- Classes move at a faster pace than in the fall and spring.
- The maximum course load each summer session is seven hours unless an overload is approved.

Minimesters

- There are two minimesters offered each year: one during the winter break and one between the end of the spring semester and the beginning of the first summer session.
- The course meets for approximately two weeks.
- The course moves at a much faster pace than in the fall, spring, or summer.
- Students can only take 3 credit hours during a minimester.
- Students with developmental needs cannot take a minimester course unless registering for the appropriate developmental class.
Class Formats

Eight-week/Eight-week
These classes last eight weeks during a long, 16 week semester, allowing students to take the same number of hours each semester, yet reducing the number of course preparations during each eight week period.

Hybrid (aka “Blended”)
Hybrid classes are partially online and partially in a traditional lecture-style format.

Lecture-Style
This is the traditional format of instruction where a professor lectures in the front of a room full of students. In the fall and spring, the course will last 16 weeks. In the summer, it will last five to six weeks each session.

Linked
Linked courses provide a way for students to take two courses in the same area concurrently.

Online
Online classes are managed through a system called Brightspace.

   Recommended qualifications for being successful in online courses

   • Computer literate
   • Daily computer access
   • Self-motivated
   • Strong reading skills

Two-Way
These classes allow students located in several different locations to attend class together using two-way interactive video.

Weekend
These courses meet once a week on Saturdays.
College Credit(s) Brought to MCC

Advanced Placement Courses from High School
These are rigorous classes taught in the high schools that give students the opportunity for college credit should they make a certain score on an AP exam at the end of the course.

To have AP credit placed on MCC’s transcript:

- Scores need to be sent to MCC’s Testing Office as soon as possible
- After the scores are evaluated, they will be forwarded to the Records Office.
- If credit for the course is earned (and there is an active MCC application) a “CR” will show on the MCC transcript right away.

Go to the Testing Center webpage at http://www.mclennan.edu/testing-center/advanced for detailed information about AP credit.

Articulated Credit from High School
These are courses taught in area high schools that contain the same course content as an equivalent MCC Workforce course.

To have articulated credit placed on MCC’s transcript:

- Students must meet requirements outlined in the articulation agreement between MCC and the high school.
- Students must enroll at MCC within 15 months after high school graduation.
- Students must request the credit within 15 months after high school graduation through the High School Pathways Office.

Go to http://www.mclennan.edu/articulated-credit/process for more detailed information about the process.

Math Placement Tests
Currently, MCC has a way for students to try to place out of the following math courses:

- College Algebra (MATH 1314) to get into Plane Trigonometry (MATH 1316) or Pre-Calculus (MATH 2412)
- Pre-Calculus (MATH 2412) to get into Calculus I (MATH 2413)
The tests are free and can be taken unlimited times. They do not offer course credit. They can, however, allow a student to take a science or math course that has math as a prerequisite.

Interested students can register for a test by going to the Testing Center’s webpage and scheduling an appointment through Register Blast.

Scores can be found in the “Test Score” section of Student Planning.
Enrollment Necessities

Active Application

- Students have to reapply if they have attended more than one year ago.
- Students who do not list a social security number will not have an active application.
- If students have two records on file (i.e., a duplicate record), they may not pull up correctly in the computer. Please notify Admissions at studentadmissions@mclennan.edu for them to make corrections.
- For information about students who are temporarily at MCC or not seeking a degree, go to the “Transient Students” section of this training manual for further instructions.
- For information about students in high school, go to the “High School Students” section of this training manual for further instructions.

Complete Orientation
MCC has a two-part orientation program. One component is online, and the other is a face-to-face event called “New Student Orientation.” For the links to the online and face-to-face orientation programs, go to “Future Students” on MCC’s website, then to the “Become a Student” information list, then “Meet With An Advisor.” Information about orientation is on that page. Students can also contact Advising and Career Services at 299-8614 to register for face-to-face orientation.

Meningitis Shot Record
Texas law requires that students show proof of having the bacterial meningitis vaccination before starting classes.

Students can forgo the immunization if they:

- Are over 22 years old.
- Have enrolled in Dual Credit courses taught off-campus.
- Are only taking online classes. (The MCC application has a place to indicate that intent, or they can notify Highlander Central.)
- Have completed the shot exemption form. Go to http://www.mclennan.edu/admissions/become-a-student/#!step-4 for more information.
- Have enrolled in Continuing Education courses or programs less than 360 hours or in Continuing Education corporate training.

Restrictions (aka “Holds”) Lifted
Students must deal with holds first before they will be allowed to register. (Go to the “Holds” section for detailed information.)
• When students report that the issues should be resolved, call the department(s) on behalf of the students to make sure that the holds get removed.

Transcripts
Brand new college students must hand in their official high school transcripts or a copies of their GED.

If transferring from another college or university, they must also provide official college transcripts from every institution attended, even if courses were not passed or completed.

TSI Scores
The Texas Success Initiative (TSI) is a state program that requires that all new students in two year degree or Level II certificate programs show readiness for college-level reading, writing, and math. The TSI Assessment is the official test required by the state.

All students, unless otherwise exempt or enrolled in a waived certificate program, must have test scores in place in all 3 areas.

The THEA, Accuplacer, TASP, Compass, and Asset are tests formerly common at MCC and can still be used by students who were enrolled in classes before August 26, 2013. Accuplacer writing scores must include an approved essay.

Important Things to Remember about the TSI:

• Students cannot register without scores unless exempt or waived from testing.

• By law, students who need developmental coursework must be registered for at least one developmental course each semester until the sequence is completed. (For detailed information, see the “TSI Placement Guide” or the “THEA/Accuplacer Course Placement Guide.”)

• Students must complete the “Pre-Assessment Activity” prior to testing. If they do not complete the Pre-Assessment activity, MCC cannot accept their TSI scores.

• Students enrolled after August 26, 2013 will be required to take the new test, even if other tests have been previously taken.

• Students who used another test to enroll in college-level courses in Texas before August 26, 2013 (e.g., Accuplacer, Compass) will not be required to take the TSI. The grades do not have to be passing to count.

• All test scores (e.g., the THEA, Accuplacer, and TSI Assessment) are valid for five years. If the students were not enrolled in courses during that five year period, the scores are unusable and they have to take the TSI Assessment.

Exemptions from the TSI:

• Transfer in coursework in areas of reading, writing, and math with grade of D or higher
MATH: MATH 1332, 1314, 1316, 1324, 1325, 1342, 1350, 1351, 2412, 2413

READING: GOVT 2305, GOVT 2306, HIST 1301, HIST 1302, PSYC 2301, ENGL 1301, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333

WRITING: ENGL 1301, ENGL 1302, ENGL 2311

- Have already graduated with an Associate or Baccalaureate degree
- Previously attended a Texas institution and was determined to have met readiness standards by that institution
- Active Duty Military for 3 years.
- Honorably Discharged from the military on or after August 1, 1990 (The DD214 form must be submitted to Admissions.)
- Provides exemplary test scores. (Note: The TAKS test uses one score to determine readiness in Reading and Writing. The scores cannot be divided between the two areas.) See the “Exemplary Test Score Chart for TSI Waiver” in this handbook.

Waivers from the TSI:

- Transient students
- Students who are enrolled in a “Level I” certificate program of one year or less.
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This is not an exhaustive list. If holds appear that are not listed on this chart, please contact Rita Jacinto at rjacinto@mclennan.edu or x8081 for assistance.
Policies

Adding and Dropping Classes
Students may want to add or drop a course after the semester begins.

To Add

- During the first two days of the fall and spring semesters (and the first day of a minimester, second eight-week term, or summer session):

  Students can add an approved course on their own through Student Planning.

- After that window of time, there will be days designated by the Records Office when class changes must be approved by either the Division Chair or the Dean, and a change in schedule form must be brought to Highlander Central for processing.

  Brand new students (i.e., ones who are registering for the first time that semester) should be referred to second eight-week classes. Students can register up to and on the first day of the second eight-week term.

- If students want to be added to closed classes, they need to contact the Division Chair. Advisors can also contact the Division Chair for verbal permission on behalf of the students.

To Drop

- During the first two days of the fall and spring semesters (and the first day of a minimester or summer session):

  Students can drop without assistance through Student Planning.

- During the third and fourth day (the fourth day being the Financial Aid Census Date):

  Students who request to withdraw from one or all classes may do so at Highlander Central.

- After the fourth class day and before the Census Date:

  Students who request to drop a remedial class will need advisor approval on a Change of Schedule form, and take that signed form to Highlander Central for processing.

  Non-remedial courses can be dropped at Highlander Central without approval.

- After the Census Date and before the 60% point in the semester:

  Students can ask their instructors to drop them via email, and check WebAdvisor to verify the withdrawals were processed.

- After the 60% point in the semester:
Students can no longer initiate a drop. However, if students consult with their instructors and there is a decision to withdraw, it is the responsibility of the instructors to process the withdrawal through WebAdvisor (or submit the Change in Schedule form to Highlander Central in special circumstances) as soon as possible or prior to the last class day of a semester or term.

**Important Things to Remember**

- If drops occur before the Census Date, the changes will not appear on the transcripts.
- The effective date for withdrawing from a course is the date the withdrawal is processed.
- Dropping can have financial ramifications.
  - For students with financial aid, dropping may affect their completion rate depending on when in the semester the drop occurs. Remember, students must complete 67% of coursework they attempt. (This is examined cumulatively every semester.)

> Students are limited to the first four days of the semester to drop a course without the change impacting financial aid. However, if students drop and add the same amount of hours in the same term after the fourth day, the completion rate isn’t affected.

- Students who drop all courses before 60% of the semester is over will have to pay back a portion of financial aid. If all courses are not dropped, no money is owed. (See “Six Drop Rule” for exceptions.)

> It is crucial that students talk with the Financial Aid Office regarding their accounts before deciding to drop.

**Athletes and Dance Team Students**

Due to eligibility concerns, a tracking hold is placed on all athletes and dance students that will keep a professor from electronically dropping them during the semester.

Professors wishing to drop athletes or dance team students must email Shawn Trochim, the Athletic Director, who will consult with the students about the ramifications of the drop, and then fill out and submit paper drop forms to the Records Office on behalf of the professors.

**International F-1 Visa Student Faculty Drops:**

Federal regulation requires students holding an F-1 Visa immigration status to maintain a minimum of 12 semester hours during long semesters. International F-1 Visa students who drop below 12 hours must be reported to the Department of Homeland Security and must petition and pay to be reinstated.

- Due to this requirement, each semester the International Student Advisor places an International Registration Rule on this group of students enrolled at McLennan to avoid unreported drops. The International Registration Rule is simply a tool used to ensure the
International Office is notified when International students are dropped from a course. This rule will prevent F-1 Visa students from being eligible to be dropped via WebAdvisor.

- Instructors wishing to drop F-1 Visa students must complete and submit paper drop forms to the Records Office. For international students, a letter grade is always better because it allow MCC to consider them to have "completed" the course whereas a W is considered an incomplete grade and won't count towards the completion of their 12 hour minimum requirement. Ultimately, it’s the instructor’s decision to drop the students or give them a letter grade.

If you have questions or would like to further discuss the situation, please contact the International Student Advisor, Amanda Straten, at 299-8657 or International-Students@McLennan.edu.

Catalog Year
A catalog year is established upon enrollment at MCC. Students have five years to complete a degree plan under their original catalog before they would be bound to any changes made by MCC to the degree plans.

- Remember that the core curriculum may change slightly each catalog year. The biggest change came in the fall of 2013 when the core went from 47 hours to 42 hours.

- Students who have attended MCC in the past with only a gap of one or two semesters of non-attendance may be eligible to use the older catalog year, if it is advantageous. Contact Holly Surginer in Records at 299-8631 to find out if the older year is an option.

- Students can always pick a newer catalog year, but cannot choose an older one unless enrolled at the time and still qualifies for it.

- Students can use the catalog year they entered with at McLennan for ANY program as long as it is within the five year period.

Course Substitutions
There are courses that do not automatically transfer to MCC. The Course Substitution Request form is a mechanism MCC uses to try to get student’s credit for previous work. The request goes through the Division Chairs to the Dean’s Office for approval.

The form is located in the Faculty Menu of WebAdvisor.

- The official transcript has to be in the system for a course sub to be considered.

- If trying for quarter hours, keep in mind that five quarter hours are equivalent to three semester hours.

- If a core course is from a Texas public institution and fulfills a core component there, but doesn’t match our core, do a course substitution request.

- If you believe that a course has been missed, contact Joyce Morgan in Admissions to have her double check. If a course substitution is indeed needed, contact the Division Chair of the area that houses the course. The Division Chair will initiate the Course Substitution Request.
• It is important to initiate a course substitution as soon as you see the need.

• One form can be used for multiple requests as long as the requests involve the same transcript. Otherwise, there is one form per transcript.

• **Requests must be submitted electronically through the Faculty Menu of WebAdvisor.** Paper forms will not be accepted.

• Tips when completing the form:
  - In Student Planning, the degree plan has numbered categories. These are also on this form. Use the numbers to help determine the area where the substitution needs to be made.
  - The “Catalog Year” you select is for the MCC degree plan.
  - If not substituting into the core, leave the “Component Area” blank.
  - The “Term” is for when the substituted course was completed.
  - You may want to copy the course description into the “comments” section. Also, please indicate if the course sub is needed for graduation purposes.

Questions about how to complete the form can be directed to Holly Surginer in Records or to an Advising Specialist in Advising and Career Services.

**Deletion for Non-Payment (aka “The Purge”)**
Students who do not pay by the semester’s payment deadline will have their class schedules cancelled. Many class openings appear between 24-48 hours after a semester’s payment deadline.

**FERPA**
The Family Educational Rights and Privacy Act of 1974 is a federal law regarding the privacy of student records and the obligations of the institution in how the records are released and who has access to the records.

• It is important to note that parents do not have access to their child’s educational record without the written consent of the student. *This consent form can be found on WebAdvisor in the Student menu.*

• Even if consent is given, this does not give the parent(s) permission to make business decisions on behalf of the student(s).

• High School students taking classes at MCC are protected by FERPA, even if the students are minors.

**Graduation Requirements for a Degree from MCC**
In order to earn a degree or certificate from MCC, students must have the following in place:
• A 2.0 Institutional GPA and a 2.0 Overall GPA

• Completion of all of the requirements of the certificate or degree program

• At least 25% of the coursework for the degree or certificate must have been taken through MCC

Incompletes
This grade is given when a course is incomplete because of absences caused by illness or other reasons acceptable to the instructor. To be eligible for this grade, students must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the "I" will be changed to an "F" and the course must be repeated if credit is to be given.

*Remedial courses or courses used to mainstream a student out of a remedial class are never to be given incomplete grades.*

Level II Certificate Programs
These certificate programs are not waived, and are bound by TSI rules. Therefore, students must have TSI scores to be in these programs.

• Forensic Science (CJ.FS.CERT)

• Office Administration/Digital Publishing (OFAD.DPT.CERT)

• Paramedicine Level II (PARAMED.CERT.LVL2)

• Surgical Technology (SRGT.CERT)

• Veterinary Assistant (VET.ASSISTANT.CERT)

Overloads
Students who want to register for 18 or more hours per long semester or eight or more hours in a summer session must have approval. *No overloads are allowed in eight-week terms or minimesters.*

According to MCC’s General Catalog, “a student must have special approval of the Dean of Arts, Sciences and Business; Dean of Workforce & Public Service; Dean of Health Professions; Director of Records and Registration; Director of Advising and Career Services; Vice President of Student Success; or appropriate division chair. Among factors to be considered in the decision to grant or deny students such approval are:

• Previous college course load(s) and grades earned.

• High school academic record.

• Standardized or special test scores.
• Anticipated workload and/or co-curricular activities.

• Nature of the courses or courses of study to be undertaken.

• Special circumstances such as the number of semester hours remaining to complete degree or certificate requirements.

• Current GPA

• Work/family responsibilities

• Special circumstances that merit such a heavy load

Faculty and advisors must document their justification for the overload in Insight. Include the name of the person who gave permission for the overload in Insight.

First semester freshmen are encouraged to limit themselves to a recommended schedule, per their course of study in the General Catalog.

Overrides
There are certain situations where the registration system needs to be overridden in order to put students in an appropriate classes. The following situations are common for overrides:

• Pre-requisites for a course have already been met at another institution, but the transcript has not been officially evaluated.

• Students have met one of the qualifications to not be required to take Learning Framework (see Learning Framework).

• Students have met prerequisite requirements through high school preparation (e.g., foreign language courses).

• Division Chair(s) gave you permission to register students for closed classes.

Directors and above have the approval to do an override, as do Advising Specialists in Advising and Career Services in some situations.

To complete an override, Advising Specialists need to take the following steps:

• Register the student into the class in Colleague.

• Open STNT

• In the Student Note section, type “SCO” and enter. (The SCO should change to “Section Capacity Override.”)

• Select the Advising and Career Services advisor
• Enter

• Document your reasoning for the override in Insight.

**Passing the TSI While Enrolled in a Remedial Class**
For students who have retested and passed the TSI in a remedial area that they are currently enrolled in, advisors need to do the following:

• Verify the passing TSI scores.

• Let the students know that they no longer need to attend the remedial classes.

• Email the instructors and explain that the students retested. Be sure to give the passing grades, and ask the instructors to give the students a “CR” for the courses.

**Refunds for Dropped Classes**
When students withdraw from the college or drop a course, tuition and mandatory fees will be refunded according to this policy:

**Minimester**

- Prior to first class day—100 percent refund
- During first and second class days—70 percent refund
- No refund on or after the third class day

**Summer Terms**

- Prior to the first class day—100%
- During first five class days—70%
- During the sixth and seventh class days—25%
- No refund after the seventh class day

**Fall & Spring Semester (Eight-week and 16 Week Courses)**

- Prior to the first class day—100%
- During the first 15 class days of a 16 week course —70%
  During the first nine class days of an eight-week course — 70%
- During the 16th through 20th class days of a 16 week course —25%
  During the 10th and 11th class days of an eight-week course —25%
• No refunds after that time period.

**Repeating a Course**

If students fail a course and the grade negatively impacts their GPA, they can retake the course at MCC to replace the grade, even if the first attempt was at a different institution. (Exception: one-hour activity P.E. courses can be taken multiple times and each attempt counts. Please note that universities frown on taking the same PE class more than three times.) If students withdraw from the second attempt, the grade from the first attempt still stands.

Since financial aid has a cap on how many hours it will cover, the decision to retake a class must be made carefully.

**Six Drop Rule**

According to Texas law regarding higher education, students are only allowed to drop six classes during their entire college career, so a decision to drop must be made very carefully. After six drops, students cannot withdraw from any more classes and must take the grade earned in the course.

• If students have to completely withdraw from all classes during a semester, those drops will not count. Developmental courses do not count either.

• If students have already met the six drops, they will not be allowed to drop any classes, but will have to take the earned grades.

• The six course limit does not ever apply to students who were enrolled in college courses prior to the 2007/fall semester. If students are coming from another college and you want to quickly find out if they are exempt, a comment will be noted on their transcript that says “Exempt from TEC 51.907 undergraduate drop counts. Enrolled prior to Fall 2007 or completed baccalaureate degree.”

• If Dual Credit or Early Admission students drop a course, it does not go against the Six Drop Rule.
Selecting Courses

Developmental Education Course(s)
Encourage students to work on their developmental courses before taking other classes. Keep in mind that they must take at least one developmental course each semester until the sequences have been completed or until they pass an approved assessment.

- **Do not postpone remediation** due to the insistence by the students that they will pass the section on an upcoming TSI Assessment. Advising and Career Services runs a report for TSI compliance and will chase students down to encourage them to correct their schedule(s). Otherwise, their schedule(s) will be dropped.

- **Remember that INRW courses are given priority over math courses at MCC** since the skill of reading and writing applies to all areas of the curriculum. It is best for students to take courses in all remedial areas, but if that is not possible, then the INRW should come first.

- **If at the INRW 0402 level for reading or writing, students must also take ENGL 1301.**

- When students take the TSI Reading and Writing tests, they may pass one area but not the other. For students to be allowed to take ENGL 1301, the students have to be at the INRW 0402 level in the area not passed.

- **Students must be TSI complete in reading before enrolling in the following reading intensive courses:** HIST 1301, 1302, GOVT 2305, 2306, PSYC 2301, ENGL 2322, 2323, 2327, 2328, 2332, and 2333. Students may be concurrently enrolled in other courses such as Speech (SPCH 1311, 1315, or 1321), Introduction to Mass Communication (COMM 1307), Introduction to Computing (COSC 1301), a Creative Arts course (e.g., ARTS 1301, DRAM 1310), Introduction to Criminal Justice (CRIJ 1301), etc.

There are several different ways developmental courses are offered so as to help students find a format that leads to their success.

- **Linked Courses**
  Linked courses provide a way for students to take a developmental education course along with a college-level course in the same area concurrently. (See the TSI Placement Guide for qualifications.)

Students who are not TSI complete in Writing and/or Reading must, in addition to INRW 0402, take ENGL 1301 during the same semester. **Such concurrently taken INRW and ENGL 1301 courses cannot be a mix of regular and flex enrollments.** Both must be either regular classes or flex classes.

The following math courses are linked and are to be taken as a set. No exceptions:

- Math 0308 and Math 1332
- Math 0308 and Math 1342
• Math 0311 and Math 1324
• Math 0311 and Math 1314

The Texas Higher Education Coordinating Board is requiring by 2018/fall that 25% of all remedial courses have to be in a linked/co-requisite format. By 2019/fall, the requirement increases to 50%, and by 2020/fall it increases further to 75%.

Learning Framework
Learning Framework is a college-success course required by MCC for students in a two year program to take their first semester. **Students are to take either PSYC/EDUC 1100 or PSYC/EDUC 1300 during their time at MCC, but they are not allowed to take both.**

- **PSYC 1100 or EDUC 1100 (Learning Framework)**
  All new college students who are TSI complete or have only one remedial area to complete (Reading/Writing/Math) are required to take PSYC 1100 or EDUC 1100. The content in each course is exactly the same.

- **PSYC 1300 or EDUC 1300 (Learning Framework)**
  The course is required of all new college students who have two or more developmental areas to complete (Reading/Writing/Math). The content in each course is exactly the same.

*Mainstreaming out of a remedial area doesn’t change the assigned Learning Framework class.*

Students do not have to take Learning Framework if they meet one of the following qualifications:

- Students are in a certificate program and it is not listed as a required course.

- Students are only at MCC for a summer before transferring to another institution.

- Students have attended college in the past (other than as a high school student) since it is likely that they took a similar course there.

- If students are absolutely unable to fit it into their schedules (e.g., can only take courses online and it is not offered), they can postpone taking it.

In these situations, an override of the computer and assistance with registration will have to take place, as well as careful documentation in Insight.

- **Mathways (MATH 0308)**
  MCC is participating in a Math program called Mathways. This program changes the way math education is addressed and provides students different pathways in meeting their math requirements depending on their specific educational needs. **This class is only for students who will go to either Contemporary Mathematics I (MATH 1332) or Elementary Statistical Methods (MATH 1342) the following semester.**
If students complete Math 1332 or 1342, then later determine that they need to head toward Math 1314 or Math 1324, they are now allowed to go directly into those courses.

**Associate of Science students cannot take Math 0308 since that degree is for STEM students.** A student can take Math 0307 even if in an Associate of Arts degree, however.

- **Mainstreaming**
  Students who are close to passing a TSI area can be moved up or “mainstreamed” into the college-level course in that area by registering the students in a NCBO (aka Non Course Based Option). This is only to be done on rare occasions.

  Qualification for mainstreaming:
  
  - Must be close to passing within one to two points.
  
  - Must be justifiable (e.g., solid academic record in high school).

  There are special registration requirements for mainstreaming:
  
  - If mainstreaming out of TSI reading or writing, register the students for NCBI 0100 along with ENGL 1301.
  
  - Document carefully your reasoning for mainstreaming in Insight.

  - **Students can only be mainstreamed out of a developmental area one time.** If they are not successful the first time, they will have to take the remedial course or retest.

  - Mainstreaming does not keep students in compliance with TSI if another remedial is still needed (e.g., mainstreaming in reading does not postpone students from taking remedial math that semester, if needed).

  - If students want to be full time, make sure to approve at least 13 credits. The NCBO will show as a registered credit hour in Student Planning, but it is not a billable credit. Therefore, financial aid will not count it in determining awards.

**Other Important Considerations When Selecting Courses for Approval**

- **Computer literacy is important for success.** Encourage students to take POFI 1204 (Computer Fundamentals) if basic computer skills are lacking. (Note: this course will not substitute for COSC 1301 or BCIS 1305.)

- Point out courses that have only a few sections. These courses should be scheduled first after the developmental courses (e.g., ARTS 1311, ARTS 1316, SOCI 2301).

- Note courses on the degree plan which are rarely offered in summer or may only be scheduled for a particular semester (e.g., Physics courses, CHEM 2423, CHEM 2425).
• Also point out course sequences which should be started early to complete the sequence before transfer (e.g., SPAN 1411, 1412, 2311, 2312, or MATH 0311, 1314, 2412, 2413).

• Indicate pairs of courses where ideally both should be taken at MCC (e.g., many science pairs, MATH 1324/1325, and ACCT 2301/2302).

• Remind students with developmental needs that a developmental course and Learning Framework must be registered first when registering in Student Planning.

• If you enter a course and a registration block appears on the screen, do not automatically override it. Instead, contact Advising and Career Services at 299-8614 to find out why the block is present.

• Workforce Education automated degree plans are quite specific. Not every course is offered every semester, so appropriate sequencing is crucial. It is important that students in workforce programs meet with their workforce advisors and adhere to those courses on their automated degree plans.
Special Student Populations

High School Students
The only way high school students can take courses at MCC is through the “Dual Credit” or “Early Admission” programs.

Dual Credit Students
Course completion will count for high school and college.

- Academic, AAS, or Level II certificate program students can start in the fall of their ninth grade year. They also must pass the reading portion of the TSI Assessment, and have at least an 80 average on their high school transcript. (Exemplary scores on the English 2 and Algebra 1 STAAR test can provide exemptions, but only while in High School.

- Students in Level I workforce programs can start in the fall of their ninth grade year. They must have a 75 average on their high school transcript. MCC recommends they have a TSI reading score of 347.

- All students must pass any other test sections required for the course(s) or present exemplary scores on SAT, ACT, or the state-mandated high school test to satisfy the testing requirements.

- Courses must meet the following guidelines:
  - They are in MCC’s Core Curriculum
  - They have a WECM Designation
    This designation means that the Texas Higher Education Coordinating Board has approved the course(s) as part of a “workforce” curriculum. Approved course are found in the Workforce Education Course Manuel, which you can access at http://www.mclennan.edu/dual-credit/isd-materials.
  - They are Foreign Language courses
  - They have the following ACGM rubrics: ACCT, AGRI, ARCH, BCIS, BUSI, COSC, CRIJ, ENGR, ENGT, FORE, FORS, HORT, RNSG. (The ACGM stands for the Academic Course Guide Manual, a publication of the Texas Higher Education Coordinating Board. You can access it at http://www.mclennan.edu/dual-credit/isd-materials.)

- They are not remedial classes.

- They are not PE courses or individual music lessons using the MUAP rubric. There may be other courses that also do not qualify. If you are unsure if a course qualifies, contact the High School Pathways Office at 299-8937.

Early Admission Students
Course completion will only count for college.
• The students have to be completed with their sophomore year of high school.

• Students are **not allowed to take any PE courses. They are also not allowed to take remedial classes.**

• Academic, AAS, or Level II certificate program students must have completed their sophomore year of high school, pass the reading portion of the TSI Assessment, and have at least an 80 average on their high school transcript.

• Students in Level I workforce programs **must** have a 75 average on their high school transcript. MCC recommends they have a TSI reading score of 347.

• All students must pass any other test sections required for the course(s) or present exemplary scores on SAT, ACT, or the state-mandated high school test to satisfy the testing requirements.

**Homeschooled Students (Dual Credit or Early Admission)**

• Their “school” is treated by the State as a private school.

• Homeschool students must be referred to the High School Pathways Office. An MOU is required for each homeschool family, and MCC cannot register students until the documents are completed.

• Recommend that they follow the high school graduation requirements outlined by the Texas Education Agency.

**Enrollment Process for High School Students**

Potential dual credit or early admissions students need to go to the High School Pathways webpage at [http://www.mclennan.edu/dual-credit](http://www.mclennan.edu/dual-credit). They must click on the “portal” to complete the steps for enrollment. (Note: They will utilize a different application than regular MCC students.)

The High School Pathways Office advises students on all courses. Advisors with MCC’s Advising and Career Services meet with students taking courses outside of the Level 1 Transfer Block. This provides an opportunity to verify if the desired courses are a good fit with students future degree plans. An online advising form will be completed during the meeting with the Advising Specialist, and sent to the High School Pathways office.

**Transient Students**

Transient students are enrolled at another institution of higher education the previous long semester and plan on returning to that same institution after one semester (or summer) at MCC.

• If students are coming from a Texas public college or university, they must submit TSI, ACT or SAT test scores or exempting coursework through a transcript. The students are TSI liable.

• If students are coming from a private or out-of-state institution, they will be automatically waived from having to take the TSI Assessment and/or developmental courses after submission of a college transcript that shows current enrollment.
To be considered transient:

- The student must be in a “non-degree seeker” degree plan.
- The student must show proof of current enrollment at the private or out-of-state institution on an unofficial transcript. (The students need to provide an official transcript to MCC within a semester.)
- If the student is an international transient student, s/he must also submit copies of his/her visa, current I-20, and a letter from his/her current International advisor who gave approval to enroll at MCC for the summer or minimester course.

Course selection for transients:

- A transient student can register independently unless a pre-requisite is needed to take the class. In that situation, the Records Office will have to review the transcript and do an override, or put a class waiver in the SRWS screen of Colleague.
- Developmental courses are waived for private or out-of-state students.
- Pre-requisites still apply.
- Unofficial transcripts can be used to determine course eligibility.
- Students need to check the transferability of the courses they want to take at MCC with their original institution.
- The MCC Records Office will help with the registration process if prerequisites have been completed at another institution but MCC has not yet evaluated the transcript.

Students can be considered transient for one long semester or an entire summer, but if they stay on for an additional semester, they will be TSI liable.

Students who have been transient with MCC in the past will not have to submit a new application to MCC as long as no more than one year has passed.

Veterans

- Veterans need to hand in their DD 214 to Highlander Central be waived from the TSI. (Often they will hand it in to Felix in Financial Aid, not realizing that they also need to hand in a copy to another department.)
- After they register for classes, they have to complete the Request for Benefits online at www.mclennan.edu/veterans. They have to complete this every semester in order to receive benefits. Questions need to be directed to Felix Quinones in Financial Aid.
The VA has rules about what they will financially cover. According to a document provided by the Department of Veterans Affairs, the following situations are some of what the VA will not pay for:

- Course repeats in which a grade of “D” or better was earned, unless a higher grade is required for a particular course of study (e.g., a “C” is required in all nursing courses).
- Courses not required for the student’s particular degree program.
- Developmental courses, unless required by MCC with written justification. (Advisors can email Felix a memo stating why a certain developmental course is recommended.) The developmental course cannot be taken online.
- Physical Education courses.

The above list is not exhaustive. Any questions should be directed to Felix Quinones at 299-8432.
**TSI Placement**

**How to Read the TSI Chart**

- **Reading:** Passing is a score of 351.

- **Writing:** Passing is an essay of 4 and a multiple choice of 340 or an Essay of 5 and Multiple Choice of less than 340 and an ABE of at least 4.

- **Math:** Passing is a score of 350.
  - Students in “Non-Algebraic” (non-STEM) degree programs who score between 342 and 349 can take Math 1332 or Math 1342 along with NCBM 0100.
  - Dual Credit and Early Admission students must have a passing score of 350 for math.

**Placement Considerations**

There are many important considerations besides a test score to determine placement. Advisors are allowed to look at secondary placement considerations, such as a student’s high school academic record. The goal is to help the student be successful while getting through remediation as quickly as possible.

- Since reading and writing courses are taught together in one course, **focus on the reading score first**.
  - If the reading score places the student in a lower level than the writing score, it is best to follow the reading score placement and put the student in the lower level class.

    For example, a reading score of 335 places students into INRW 0401; a writing score of 338 with an essay of 4 places students into INRW 0402. Follow the reading score and place the students into INRW 0401 for both reading and writing.

  - If the reading score places students in a higher level than the writing score, follow the reading score placement and put the students in the higher level class.

    For example, a reading score of 348 places students into INRW 0402; a writing score of 337 with an essay of 3 places the students into INRW 0401. Follow the reading score and place the students into INRW 0402 for both reading and writing.

- **Beginning 2018/fall, students are required to take ENGL 1301 as a co-requisite if in the INRW 0402 level for reading or writing.**
  - Students who pass ENGL 1301, but not the INRW course, will still be considered TSI complete in reading and writing.
• Students who successfully complete both Math 0308 linked with either Math 1332 or Math 1342 can enroll in the linked Math 0311 and either Math 1314 or Math 1324. They will not be required to take Math 0307 first. However, if they don’t finish Math 1332 or Math 1342, they will have to take Math 0307 linked with Math 0311.

**ABE Scores**

Adult Basic Education scores are used to determine placement in math.

• STEM students with an ABE is 1-4 in math will be put in MATH 0307 along with a BASM 0100 intensifier course.

• NON-STEM students with an ABE is 1-4 in math will be put in MATH 0307 along with a BASM 0100 intensifier course.

• If the ABE is 5 or higher in math, the student will be placed in “linked” math courses. (See the TSI Placement Guide for details.)

**Former Test Information**

• The need for MATH 0311 (Intermediate Algebra) will **not** appear on the degree plan for those students still using Accuplacer/THEA scores. MATH 0311 was not considered a remedial math course at the time. Instead, it was a “required” course by MCC for those who didn’t place high enough to go directly into MATH 1314 (College Algebra) or MATH 1324 (Math for Business and Social Sciences). See THEA/Accuplacer Course Placement Guide for more information.

• Non-STEM students who took the TSI math test before April 4, 2019 and scored between 342 and 349 are considered TSI complete in math.

• Non-STEM students who completed Math 0307 or 0308 in 2019/spring or before with a passing grade are considered TSI complete in math.

• As of 2015/fall, MATH 0300 and MATH 0301 no longer exist. However, if a student has credit for those courses, contact Advising and Career Services to determine what level of remediation the student should be in.

• If a student has credit for READ 0300, 0301, or 0302, or ENGL 0300 or 0301, contact Advising and Career Services to determine what level of remediation the student should be in.
# TSI Placement Guide (Effective August 24, 2020)

<table>
<thead>
<tr>
<th>Reading</th>
<th>Eligible for reading intensive courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing = 351 or higher</td>
<td>Co-requisite, linked courses: INRW 0402 or 0412 with ENGL 1301 or university equivalent</td>
</tr>
<tr>
<td>340 - 350</td>
<td>INRW 0401 or 0411</td>
</tr>
<tr>
<td>339 or less</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing</th>
<th>Eligible for ENGL 1301 or ENGL 2311</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing = Essay of 4 and Multiple Choice of 340; or Essay of 5 and Multiple Choice less than 340 and ABE of at least 4</td>
<td>Co-requisite, linked courses: INRW 0402 or 0412 with ENGL 1301 or university equivalent</td>
</tr>
<tr>
<td>Essay of 4 and Multiple Choice of 339 or less</td>
<td>INRW 0401 or 0411</td>
</tr>
<tr>
<td>Essay of 3 or less (or no essay) and Multiple Choice of 339 or less</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Math</th>
<th>Non-Algebraic (Non-STEM)</th>
<th>Algebraic (STEM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing = 350 or greater</td>
<td>Eligible for MATH 1332 or 1342</td>
<td>Eligible for MATH 1314 or Math 1324</td>
</tr>
<tr>
<td>348 to 349 <strong>See Attached List for Health Professions and Workforce Remediation Recommendations</strong></td>
<td>Co-requisite, linked courses: Math 1332 or Math 1342 with NCBM 0100*</td>
<td>Co-requisite, linked courses: MATH 1314 or MATH 1324 with NCBM 0101*</td>
</tr>
<tr>
<td>342 – 347 <strong>See Attached List for Health Professions and Workforce Remediation Recommendations</strong></td>
<td>Co-requisite, linked courses: Math 1332 or Math 1342 with NCBM 0100*</td>
<td>Co-requisite, linked courses: MATH 1314 or Math 1324 with MATH 0311</td>
</tr>
<tr>
<td>336 – 341 OR Less than 336 with an ABE score of 5 or 6</td>
<td>Co-requisite, linked courses: Math 1332 or Math 1342 with MATH 0308</td>
<td>Co-requisite, linked courses: MATH 0307 with MATH 0311</td>
</tr>
<tr>
<td>335 or Less with an ABE score of 1 - 4</td>
<td>MATH 0307 linked with BASM 0100</td>
<td>MATH 0307 linked with BASM 0100</td>
</tr>
</tbody>
</table>

Beginning August 24, 2020: If students successfully complete both MATH 0308 and either MATH 1332 or MATH 1342, then they may enroll in the linked MATH 0311 and either MATH 1314 or MATH 1324. They will not be required to take MATH 0307.

*NCBM’s are free to students, and therefore are not factored into the hours calculated for financial aid.
## Health Professions Programs Math Requirements

<table>
<thead>
<tr>
<th>Program</th>
<th>Math Requirement</th>
<th>Math Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree Nursing</td>
<td>TSI Complete by application deadline</td>
<td>MATH 1342 for BSN</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>TSI Complete by application deadline (Degree plan specifies Math 0311, 1332, 1342)</td>
<td>MATH 1342 for LVN to BSN</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>Must be TSI complete before beginning MDCA courses.</td>
<td>Prefer MATH 1332 or MATH 1342; MATH 0311 if student prefers developmental course.</td>
</tr>
<tr>
<td>Medical Lab Technician</td>
<td>Must be TSI complete by application deadline. MATH 1314 or MATH 1342 required by application deadline.</td>
<td>MATH 1314 or MATH 1342 needed for degree plan.</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>Math to meet TSI requirements.</td>
<td>MATH 1314 or 1342 as future recommendation.</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>Must be TSI complete by application deadline.</td>
<td>MATH 1314 recommended.</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>Must be TSI complete by application deadline.</td>
<td>MATH 1342, PHIL 2303 preferred; any college level math acceptable.</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>Must be TSI complete by application deadline. College level math required by application deadline.</td>
<td>Any college level math required for application to the program.</td>
</tr>
<tr>
<td>Respiratory Care Technology</td>
<td>Must be TSI complete by application deadline. MATH 1314 required by application deadline. MATH 1342 is accepted as well.</td>
<td>MATH 1314 or 1342 for program admission.</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>Must be TSI complete by application deadline.</td>
<td>Any college level math, prefer MATH 1332 or MATH 1342. We will be offering an AAS in the next year or so.</td>
</tr>
<tr>
<td>Vet Tech AAS</td>
<td>Must be TSI complete by application deadline. MATH 1314 or 1332 required by application deadline.</td>
<td>MATH 1314 or MATH 1332 required for degree plan.</td>
</tr>
<tr>
<td>Vet Tech certificate</td>
<td>MATH 1314 or MATH 1332</td>
<td>MATH 1314 or MATH 1332 for certificate requirement.</td>
</tr>
</tbody>
</table>
# Workforce Programs Math Requirements

<table>
<thead>
<tr>
<th>Program</th>
<th>Math Requirement</th>
<th>Math Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Office Management, AAS</td>
<td>Math or Science elective</td>
<td>MATH 1324</td>
</tr>
<tr>
<td>Audio Technology, AAS</td>
<td>Math or Science elective</td>
<td>MATH 1324</td>
</tr>
<tr>
<td>Computer Applications, AAS</td>
<td>Math or Science elective</td>
<td>MATH 1324</td>
</tr>
<tr>
<td>Health Information Technology, AAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Communications Media, AAS</td>
<td>Math or Science elective</td>
<td></td>
</tr>
<tr>
<td>Media Communications Technical, AAS</td>
<td>Math or Science elective</td>
<td>MATH 1324</td>
</tr>
<tr>
<td>Medical Office Management, AAS</td>
<td>Math or Science elective</td>
<td>MATH 1324</td>
</tr>
<tr>
<td>Networking Administration, AAS</td>
<td>Math or Science elective</td>
<td></td>
</tr>
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</table>

# Workforce Certificate Programs Math Requirements

<table>
<thead>
<tr>
<th>Program</th>
<th>Math Requirement</th>
<th>Math Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate, Level 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMS Paramedicine, Level 2</td>
<td></td>
<td></td>
</tr>
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</table>
# THEA/ACCUPLACER COURSE PLACEMENT GUIDE

## THEA

<table>
<thead>
<tr>
<th>THEA</th>
<th>1995 TO 8/25/13</th>
<th>Prior to 1995</th>
<th>Required Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>230-300</td>
<td>220-300</td>
<td>No INRW Course Required</td>
</tr>
<tr>
<td></td>
<td>186-229</td>
<td>186-219</td>
<td>INRW 0402 + Lab</td>
</tr>
<tr>
<td></td>
<td>100-185</td>
<td>100-185</td>
<td>INRW 0401 + Lab</td>
</tr>
<tr>
<td>Writing</td>
<td>220-300</td>
<td></td>
<td>ENGL 1301 or POFT 1301 or ENGL 2311</td>
</tr>
<tr>
<td></td>
<td>186-219</td>
<td></td>
<td>INRW 0402 + Lab</td>
</tr>
<tr>
<td></td>
<td>100-185</td>
<td></td>
<td>INRW 0401 + Lab</td>
</tr>
<tr>
<td>Math</td>
<td>270-300</td>
<td></td>
<td>MATH 1314, 1324, 1332 or 1342</td>
</tr>
<tr>
<td></td>
<td>230-269</td>
<td></td>
<td>MATH 0311 or MATH 1332 with NCBO or 1342 with NCBO</td>
</tr>
<tr>
<td></td>
<td>190-229</td>
<td></td>
<td>MATH 0307 or 0308</td>
</tr>
<tr>
<td></td>
<td>100-189</td>
<td></td>
<td>BASM 0300 &amp; MATH 0307 or 0308</td>
</tr>
</tbody>
</table>

## ACCUPLACER

<table>
<thead>
<tr>
<th>ACCUPLACER</th>
<th>Until 8/25/13</th>
<th>Required Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>78+</td>
<td>No INRW Course Required</td>
</tr>
<tr>
<td></td>
<td>69-77</td>
<td>INRW 0402 + Lab</td>
</tr>
<tr>
<td></td>
<td>0-68</td>
<td>INRW 0401 + Lab</td>
</tr>
<tr>
<td>Writing</td>
<td>Essay Objective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>W6</td>
<td>ENGL 1301 or POFT 1301 or ENGL 2311</td>
</tr>
<tr>
<td></td>
<td>W5 S 80+</td>
<td>ENGL 1301 or POFT 1301 or ENGL 2311</td>
</tr>
<tr>
<td></td>
<td>W5 Below S 80</td>
<td>INRW 0402 + Lab</td>
</tr>
<tr>
<td></td>
<td>W4 Any Score</td>
<td>INRW 0402 + Lab</td>
</tr>
<tr>
<td></td>
<td>W3 or Below Any Score</td>
<td>INRW 0401 + Lab</td>
</tr>
<tr>
<td>Math</td>
<td>E96+</td>
<td>MATH 1314, 1324, 1332 or 1342</td>
</tr>
<tr>
<td></td>
<td>E63-95</td>
<td>MATH 0311 or MATH 1332 with NCBO or 1342 with NCBO</td>
</tr>
<tr>
<td></td>
<td>E42-62</td>
<td>MATH 0307 or 0308</td>
</tr>
<tr>
<td></td>
<td>E41 or less</td>
<td>BASM 0300 &amp; MATH 0307 or 0308</td>
</tr>
<tr>
<td></td>
<td>A Score Only</td>
<td>BASM 0300 &amp; MATH 0307 or 0308</td>
</tr>
</tbody>
</table>

5/2/2018
<table>
<thead>
<tr>
<th>Name of Test</th>
<th>Composite Score (i.e., Critical Reading and Math scores)</th>
<th>Minimum Math</th>
<th>Minimum Critical Reading Score (formerly “Verbal”) Or Evidenced-Based Reading and Writing</th>
<th>Expiration of Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>23</td>
<td>19</td>
<td>19</td>
<td>5 years</td>
</tr>
<tr>
<td>SAT</td>
<td>(No Composite)</td>
<td>530</td>
<td>480</td>
<td>5 years</td>
</tr>
<tr>
<td></td>
<td>Test taken between March 5, 2016 to Present (can qualify in one category)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1070</td>
<td>500</td>
<td>500</td>
<td>5 years</td>
</tr>
<tr>
<td></td>
<td>Test taken between April 1995 to March 4, 2016 (all categories must be met to be considered exempt)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>970</td>
<td>470</td>
<td>420</td>
<td>5 years</td>
</tr>
<tr>
<td></td>
<td>Test taken prior to April 1995 (all categories must be met to be considered exempt)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAKS</td>
<td>N/A</td>
<td>2200</td>
<td>2200 with Writing Sub-Score of 3</td>
<td>5 years</td>
</tr>
<tr>
<td>STAAR</td>
<td>N/A</td>
<td>4000 (Level 2) Algebra II and passing grade for an Algebra 2 class in high school</td>
<td>2000 (Level 2) English III 4000 English II</td>
<td>5 years High School Graduation</td>
</tr>
</tbody>
</table>
Technology: Student Planning, Insight, and Colleague

WebAdvisor
This is where student information is stored and managed. Students can go to WebAdvisor through the MCC webpage and access their financial and academic information 24/7.

Changing a Program of Study
If a degree program or catalog year change is warranted, follow these steps:

- Log into WebAdvisor.
- Go to the “Faculty” menu and select “Add/Change Student Academic Program.” (You need to be logged out of the student’s account for it to work properly.)
- Enter the Student’s ID number.
- Select the Academic Program you want to add through the drop down menu. (Students may have up to three academic programs.)
- If you are entering an AA, but sure to indicate the corresponding academic pathway:
  - AA.BI Business and Industry
  - AA.CA Creative Arts
  - AA.HP Health Professions
  - AA.LA Liberal Arts
  - AA.PS Public Service
- If you want to change the catalog year, enter the year in the box found on the same line as the appropriate degree program.
- If you want to close out a degree plan, click the checkbox on the right of the program you wish to end.
- You may enter comments in the “Additional Comments” prompt for any of the above processes.
- Click submit to process your request.

Note: there is a period of time each semester (i.e., the first class day until two days after MCC’s Census Date) where only Records is allowed to change a student’s program of study. Otherwise, it can impact the student’s financial aid. Email requests to studentrecords@mclennan.edu.

Course Approval
All students must have individual course approval each semester via Student Planning to register.

- Access the “Faculty” section in WebAdvisor. From the “Faculty Information” menu, select the “Student Planning/Registration” link. Enter the student’s ID number or full name.
Click Submit.

- Choose courses from the degree plan and/or enter the course(s) into the search window. Click the “Add Course to Plan” button on the top right corner of the course description and then select the term from the drop down on the next screen. Next, click on “Add Course to Plan.”

- Go to “Course Plan” and click on the box next to the courses you want to approve. When you click on it a check mark will appear. **Be sure to click on the “Approve” tab directly above it.** A thumbs-up sign will appear beside each course to indicate that it is approved.

**Be sure to click the box next to each class and then click on “Protect” on the white area above it.** This locks the courses so that students cannot accidentally delete them.

- If you need to register students for class(es), select “Calendar” in the “Course Plan” section.

- The courses will be listed on the left. At each course, select “View Other Sections” to see when the course is offered. Once you identify the one you want, click on it, then click on “Add Course to Schedule,” then “Register Now.” (There is also a registration button with each course listing.) **Once the course is green on the calendar, you know it is registered.**

- Make sure you click on “Review Complete,” and then “Archive” at the top right of the page to save the information about who helped the student.

**Proposed Programs**
If students do not have an active program or would like to see what courses they need to take if in a different program, there are two ways to do it, both of which show the program requirements along with how completed courses fit in.

- Through the Student Menu in WebAdvisor, go to the “Automated Degree Plan,” then select one of the academic programs from the “What if I changed my program of study” drop-down menu. (Choose a catalog year, if prompted.) Click the submit button.

- Through the Student Menu in WebAdvisor, go to “Student Planning/Registration,” and select the “My Progress” button. Towards the top of the page will be a button that says “View a New Program.” Select the program of interest from there.

**Restriction Codes:**
Students who are interested in getting into the Health Profession’s AAS degrees **must** have a restriction code entered in the PERC screen in Colleague to help with advising and tracking purposes. It is fine for multiple areas of interest to be listed.

- Log into Colleague.

- Visit PERC.

- Enter the Students’ ID number.
In the “Restriction” area, type in the appropriate code(s) below. It is fine for multiple interest areas to be listed.

**Codes:**
- Allied Health Science Interest: AHHSP
- Associate Degree Nursing Interest: ADNP
- Certified Medical Assistant Interest: CMAP
- Licensed Vocational Nursing Interest: LVNP
- Medical Lab Technician Interest: MLTP
- Occupational Therapy Assistant Interest: OTAP
- Paramedicine Interest: PMP
- Physical Therapy Assistant Interest: PTP
- Respiratory Care Technology Interest: RCP
- Radiologic Technology Interest: RTP
- Surgical Technology Interest: STP
- Veterinary Technology Interest: VTP

- Hit return and you are done. The severity and start date will automatically populate.
- Click “Save.”

**Insight**
All student advising contacts are documented through a program called “Insight.” This program allows for information to be shared between multiple departments (e.g., faculty, advisors, Admissions).

It promotes continuity of care, and insures the accurate representation of information.

- Log into Insight by going to [www.mclennan.edu/insight/](http://www.mclennan.edu/insight/).
- Click on “Faculty, Staff & Student Login.”
- Put the student’s ID number in the “Quick Search Window.”

**Entering Notes**

- “Student Update”
• Look for “Student Update” under the “Case Management” heading, then select “Advising Session.”

• The notes that go in this section will be shared via email with the student.

• They serve as a detailed summary of a lengthy advising session.

• “Record Contact”

  • Look for “Record Contact” under the “Case Management” heading.

  • The notes that go into this section are kept in the computer.

  • This area is for simple matters that occur in the advising office, such as where to get something signed, how to log into Blackboard, questions about class locations, etc.

  • **If a note needs to be private, it also needs to go in this section.**

• **Attach File**

  • This provides a way to bring in a document from your desktop to save in the system. It is useful for transfer plans, etc.
Transferring after MCC

All transfer advising should be done in Advising and Career Services or in close cooperation with Advising and Career Services.

Transferring the Core
For students who have completed a core area in an institution’s “core curriculum,” (e.g. Government/Political Science), the completed class(es) in that area will fulfill the core area at the receiving institution when transferring to a state university in Texas. In other words, students no longer have to be “core complete” to have courses transfer.

Standard Courses for Transfer
The following courses are “safe” for almost any transfer degree program to a public university in Texas, and well suited for students who have not yet selected a major:

- ENGL 1301, ENGL 1302
- HIST 1301, HIST 1302
- GOVT 2305/2306 (if both completed)
- SPCH 1311, 1315, or 1321
- MUSI 1306, DRAM 1310, or ARTS 1301
- SOCI 1301 or PSYC 2301.

Courses for Students Who Know Their Major
For students who have selected their major, it is important to make sure that they complete any courses that are required of that “college” where the major resides prior to trying to transfer.

In other words, we want to make sure that not only will students be able to transfer to their university of choice, but the students will also be admitted to their college of choice within the university. (For example, science majors are required to complete certain math and science courses before being allowed into the College of Natural Sciences.)

In many instances, this is more important than being core complete.

There are some universities that want to see how transfer students handle their courses before they will allow them into their “college,” so it is in the students’ best interest to transfer after a year at MCC. The University of Texas and Texas A&M University are well known for this policy.

Please contact an Advising Specialist in Advising and Career Services if you are helping students with transfer advising.

Transferring Courses Back to MCC
Send Transcript to MCC
If students have to transfer prior to receiving a degree from MCC, they can make arrangements with the university’s Registrar’s Office to transfer courses back to MCC at a later time to earn their associates degree. This can be accomplished at any accredited university.

Reverse Transfer
MCC has agreements with the following universities for a school-initiated process called “Reverse Transfer.” The participating universities are as follows:

- Sam Houston State University
- Tarleton State University
- Texas Tech University
- University of Texas at Dallas

Qualifications for an associate degree through the reverse transfer program:

- Have earned 30 college credit hours from MCC
- Have earned at least 60 college credit hours from a university
- Have earned at least 90 college credit hours total
- Be in good standing at MCC and the university

The university runs a computer query, based on course hours. If the query finds eligible students, they are contacted for permission to send a transcript to MCC. If everything checks out for a degree, MCC contacts the students about graduation.

Please contact Advising and Career Services at 299-8614 for assistance with any transfer issues.
Where to Send a Student
To Receive Personal and/or Academic Assistance

Academic Support and Tutoring: 299-8500
Located in the Student Services Center, first floor, room 105. Students should be referred to access the following services:

- Face-to-face tutoring and online tutoring (e.g., Smart Thinking)
- Individual/group study locations
- Writing Center
- Help with technology
- Computer-guided tutorials; audio/video conferencing

Tutors are also available in the LTC.

Accommodations (Disability Services): 299-8122
Located on the third floor of the Student Services Center. This office provides help for students with documented disabilities and needing classroom accommodations

Advising and Career Services: 299-8614
Located in the Student Services Center, second floor, room 211. It houses two service areas for students. Students should be referred for assistance with the following:

**Academic Advising** ([advise@mclennan.edu](mailto:advise@mclennan.edu))

- To help students gain an understanding of MCC policies and degree requirements
- To help students choose or change a major
- To help students avoid taking courses for which they are unprepared
- To help students prepare for transfer or career opportunities
- To track students’ progress toward and plan for graduation
- To help students with course selection and scheduling

**Career Services** ([careers@mclennan.edu](mailto:careers@mclennan.edu))

- Assistance in choosing a major
- Exploring career options
- Developing a resume
- Writing a cover letter
- Searching for an internship
- Searching for a job
- Developing networking and professional contacts
- Learning how to interview
Completion Center: 299-8226  
Located in the Student Services Center, second floor. Students should be referred to access the following services:

Support and Empowerment Program (SEP)  
Help for single parents and displaced homemakers

Success Coaches  
Assistance with the following issues:

- Stress
- Performing poorly in classes
- Missing motivation, drive or ability to get things done
- Financial strain or seeking employment while in school
- Access to transportation or childcare
- Relationship problems
- No one to talk to or trust

Student Support Services: 299-8431  
Located in the Student Services Center, third floor. Offers additional academic services to support students who are:

- The first generation of their family to attend college
- Low-income
- Have a documented disability

Eligibility criteria apply.

Testing Services: 299-8453 (testingcenter@mclennan.edu)  
Located in the Student Services Center, second floor. Students should be referred to complete the TSI Assessment, placement, instructional, and other tests.

Counseling Services: 299-8210  
Located in the Wellness and Fitness Building. Students should be referred for assistance with the following personal issues and concerns:

- Emotional concerns (anxiety, depression, anger, stress, loneliness, guilt, self-esteem, grief)
- Relationships (marriage, dating, friendship, co-workers, parents)
- Family issues (family crisis, divorce, identity concerns, problems stemming from childhood)
- Academic concerns (test or presentation anxiety, perfectionism, low motivation)
Prezi Presentation

This presentation is given during faculty training and provides detailed information about all of the content in this Handbook, but in a visual display.

https://prezi.com/qqeie55rqxoyl/?token=bd2eb60858ca987912e0d4ed35b5fc3ae
dbf943f670dd2a1fd6a2972d91965d6&utm_campaign=share&utm_medium=copy
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