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](http://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 8 week blocks during the semester, but can have no more than 7 hours of these courses in each 8 week format.

**Summer Sessions**

- There are two summer sessions each year, each session approximately 5 weeks long.
- Classes move at a faster pace than in the fall and spring.
- The maximum course load each summer session is 7 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 2 weeks.
- The course moves at a much faster pace than in the fall, spring, or summer.
- A student can only take 3 credit hours during a minimester.
- A student who has a developmental need 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 semester, allowing students to take the same number of hours each semester, yet reduce the number of course preparations during each 8 week period.

FastTrack
These classes start on time, but end early, so they condense the full semester into a shorter time frame. They are usually 8 weeks in duration.

FlexTrack
These classes start after the beginning of the regular term, but finish at the same time as the traditional classes. They are usually 8-12 weeks in duration.

Hybrid
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 5-6 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 meet 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 the student has 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](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](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 course that has a math 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

- A student who has attended before but has missed a year has to reapply.

- If the student applied, but did not list a social security number, then s/he will not have an active application.

- If the student has two records on file (i.e., a duplicate record), they may not pull up correctly. Please notify Admissions at studentadmissions@mclennan.edu for them to make corrections.

- If the student is a “Transient/Non-Degree Seeker,” go to the “Transient Students” section of the training manual for further instructions.

- If the student is in high school, go to the “High School Students” section of the 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.” The link to the online and face to face orientation is found in the “Become a Student” information list on MCC’s website. 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 student show proof of having the bacterial meningitis vaccination before starting classes.

A student can forgo the immunization if s/he is:

- Over 22 years of age.

- Enrolled in Dual Credit courses taught off-campus.

- Only taking online classes. (The MCC application has a place to indicate that intent, or s/he can notify Highlander Central.)

- Completes the shot exemption form. Go to http://www.mclennan.edu/admissions/become-a-student/#1step-4 for more information.

- Enrolled in Continuing Education courses or programs less than 360 hours or in Continuing Education corporate training.

Restrictions (aka “Holds”) are Lifted
The student must deal with these first before s/he will be allowed to register. (Go to the “Holds” section for detailed information.)

- If the student says the issue should be resolved, call the department on behalf of the student to make sure that the hold gets removed.

Transcripts

- A brand new college student must hand in his/her official high school transcript or a copy of his/her GED.

- If transferring from another college or university, s/he must provide an official college transcript 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 2-year degree or level-two 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 three 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.”)

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

- If a student enrolled after August 26, 2013, s/he will be required to take the new test, even if other tests have been previously taken.

- If a student ever used another test to enroll in college-level courses in Texas before August 26, 2013 (e.g., Accuplacer, Compass), s/he 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 5 years.
If s/he was not enrolled in courses during that 5 year period, the scores are unusable and s/he has 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

- A student who is 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
A student may want to add or drop a course after the semester begins.

To Add

- **During the first 2 days of the fall and spring semesters (and the first day of a minimester or summer session):**

  The student can add an approved course on his/her own through Student Planning.

- **During the 3rd through the 12th day of the fall and spring semesters (and the 2nd through 4th day of a summer session):**

  A *current* MCC student (i.e., one who already has a class schedule) must get a signed Change in Schedule form from the Division Chair for any courses added, then take the signed form to Highlander Central for processing.

  A *brand new* student (i.e., one who is registering for the first time that semester) should be referred to flexible-entry (i.e., flex-track) classes.

  - **Flex-Track Courses**
    Students are not able to register themselves for a flex course once the course begins. A “Change in Schedule” form must be handed in to Highlander Central and payment made immediately.

    There are two days allowed for enrollment in a flex-track course once the flex semester has started.

  - If the student wants to be added to a closed class, s/he needs to contact the Division Chair. Advisors can also contact the Division Chair on behalf of the student for verbal permission.

To Drop

- **During the first 2 days of the fall and spring semesters (and the first day of a minimester or summer session):**

  The student can add/drop without assistance through Student Planning.

- **During the 3rd through the 12th day of the fall and spring semesters (and the 2nd through 4th day of a summer session):**

  A student may drop a class by asking the instructor to drop him/her through email, or by coming to Highlander Central to complete a Change of Schedule form. During this time period, the drop will not show on the transcript nor will it count against the 6 Drop Rule.
• **After the Census Date and before the 60% point in the semester:**

Students can ask their instructor to drop them via email. The student should check WebAdvisor to verify the withdrawal was processed.

• **After the 60% point in the semester:**

Students can no longer initiate a drop. However, if a student consults with the instructor and there is a decision to withdraw, it is the responsibility of the **instructor** 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 add/drops occur before the Census Date (i.e., the twelfth day of the fall/spring semesters, the fourth day of the summer sessions), 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.
  
  ♦ If the student has financial aid, dropping may affect his/her 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 4th day, the completion rate isn’t affected.

  ♦ If a student drops all courses before 60% of the semester is over, s/he 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 the student talk with the Financial Aid Office regarding their account before deciding to drop.

**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 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 an International student is dropped from a course. This rule will prevent F-1 visa students from being eligible to be dropped via WebAdvisor.

An instructor wishing to drop an F-1 visa student must complete and submit a paper drop form to the Records Office. In the case for international students a letter grade is always better because it allows us 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 student 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 when the student first enrolls at MCC. Students have 5 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 changes slightly each catalog year. The biggest change came in the fall of 2013 when the core went from 47 hours to 42 hours.

If a student has attended MCC in the past with only a gap of one or two semesters of non-attendance, s/he 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.

A student can use the catalog year they entered with at McLennan for ANY program as long as it is within the 5 year period.

Deletion for Non-Payment (aka “The Purge”)
If a student does not pay by the semester’s payment deadline, his/her class schedule will be 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 a student’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.

• High School students taking classes at MCC are protected by FERPA, even if the student is a minor.

**Graduation Requirements for a Degree from MCC**

In order to earn a degree or certificate from MCC, the student 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 a student's absence caused by illness or other reasons acceptable to the instructor. To be eligible for this grade the student 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 8 or more hours in a summer session must have approval. *No overloads are allowed in minimesters.*
First-semester freshmen are encouraged to limit themselves to a recommended schedule, per their course of study in the General Catalog.

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.

**Overrides**

There are certain situations where the registration system needs to be overridden in order to put the student in an appropriate class. 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.
- The student has met one of the qualifications to not be required to take Learning Framework (see Learning Framework).
- The student has met prerequisite requirements through high school preparation (e.g., foreign language courses, pre-calculus).
- Division Chair(s) gave you permission to register a student for a closed class.
Directors and above have the approval to do an override, as do Academic Advisors in Advising and Career Services in some situations.

If you are not able to override in Student Planning, go through the registration system in Colleague.

Document your reasoning for the override in Insight.

**Refunds for Dropped Classes**
When a student withdraws from the college or drops 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 first class day—100 percent
- During first five class days—70 percent
- During sixth and seventh class days—25 percent
- No refund after the seventh class day

**Fall & Spring Semester**
- Prior to first class day—100 percent
- During first 15 class days—70 percent
- During 16th-20th class days—25 percent
- No refund after the 20th class day

**Repeating a Course**
If the student failed a course and the grade negatively impacted his/her GPA, s/he can retake the course at MCC to replace the grade, even if the first attempt was at a different institution. (Exception: 1-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 a student withdraws 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, a student is only allowed to drop six classes during his/her entire college career, so a decision to drop must be made very carefully. After six drops, the student cannot withdraw from any more classes and must take the grade earned in the course.

- If a student has to completely withdraw from all classes during a semester, those drops will not count. Developmental courses do not count either.

- If the student has already met the six drops, s/he 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 the student is coming from another college and you want to quickly find out if s/he is exempt, a comment will be noted on the transcript that says “Exempt from TEC 51.907 undergraduate drop counts. Enrolled prior to Fall 2007 or completed baccalaureate degree.”

- If a Dual Credit or Early Admission student drops 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 s/he must take at least one developmental course each semester until the sequences have been completed or until s/he passes an approved assessment.

- Do not postpone remediation due to the insistence by the student that s/he 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 a student 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, the student must also take ENGL 1301.

- When a student takes the TSI Reading and Writing tests, s/he may pass one area, but not the other. For the student to be allowed to take ENGL 1301, the student has to be at the INRW 0402 level in the area not passed.

- A student 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.

Course Formats
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 plus the lab, 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. (INRWL labs should also be of the same type; however, lab schedule exceptions may be made to fit students’ needs.)

  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
This is a college-success course required by MCC that students in a two year program are 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 one 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 one 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:

- The student is in a certificate program and it is not listed as a required course.

- The student is only at MCC for a summer before transferring to another institution.

- The student has attended college in the past (other than as a high school student) since it is likely that s/he took a similar course there.

- If a student is absolutely unable to fit it into his/her schedule (e.g., can only take courses online and it is not offered), s/he 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 the student takes this course, then later determines that s/he needs to head toward Math 1314 or Math 1324, s/he will have to take the Math 0307 and Math 0311 sequence.

*A student cannot be in an Associate of Science degree and take Math 0308 since the AS 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 considered to 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 student for NCBI 0100, along with the college-level course in that area (e.g., ENGL 1301 for writing, or HIST 1301 or 1302, GOVT 2305 or 2306, PSYC 2301, ENGL 1301, or English Literature for reading).
  - If mainstreaming out of TSI math and is STEM, register the student for NCBM 0101 along with MATH 1314 or MATH 1324.
  - If mainstreaming out of TSI math and is NON-STEM, register the student for NCBM 0100 (section B1) along with MATH 1332 or MATH 1342.
  - Document carefully your reasoning for mainstreaming in Insight.
  - **A student can only be mainstreamed out of a developmental area one time.** If s/he is not successful the first time, s/he will have to take the remedial course or retest.
  - Mainstreaming does not keep the student in compliance with TSI if another remedial is still needed (e.g., mainstreaming in reading does not postpone the student taking remedial math that semester, if needed).
  - If the student wants 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, ACCT 2301/2302, and GOVT 2305/2306 (for transfer to Baylor).

- Remind the student with a developmental need 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 a student in a workforce program meet with their workforce advisor and adhere to those courses on his/her automated degree plan.**
Special Student Populations

High School Students
The only way a high school student 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 2 certificate program students can start in the fall of their 9th 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 9th 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.

- Students are no longer limited to two courses. However, the courses have to meet one of the following guidelines:
  - MCC’s Core Curriculum
  - They can start in the fall of their 9th grade year.
  - 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.
  - Foreign Language
    - The following ACGM rubrics: ACCT, AGRI, ARCH, BCIS, BUSI, COSC, CRJ, 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.)

  - Dual Credit students are not allowed to register for 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 Londa Carriveau at 299-8937.

  - Dual Credit students are also not allowed to take remedial classes.
To get registered, the student must do the following:

1) Complete and submit an application for admission to MCC along with an official copy of the high school transcript.

2) Provide TSI scores to Highlander Central unless waived due to other tests, per transcript.  
   *(Note: For High School students, the passing score for TSI Math is 350.)*

3) Provide Highlander Central with proof of immunization against bacterial meningitis if physically taking classes on MCC’s campus. (This is required by law.)

4) Complete the online High School Pathways orientation before enrolling the first time.

5) Complete and submit a “High School Pathways Enrollment Form” to the High School Pathways Office. Note: The form must be signed by the student, parent, and high school counselor or principal.

6) Academic Advising is required of students taking courses outside of the Level 1 Transfer Block. This allows a MCC Academic Advisor to verify if the desired courses are a good fit with the student’s future degree plan. A High School Pathways Advising form needs to be completed by the student and brought to the meeting with the Academic Advisor.

**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 no longer limited to two courses, but they are not allowed to take any PE courses. They are also not allowed to take remedial classes.

- Academic, AAS, or Level 2 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.

- Student in Level I workforce programs must have completed their sophomore year of high school. 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.

To get registered, the student must do the following:

1) Complete and submit an application for admission to MCC, along with an official copy of the high school transcript.
2) Provide TSI scores to Highlander Central unless waived due to other tests, per transcript.  
*(Note: For High School students, the passing score for TSI Math is 350.)*

3) Provide Highlander Central with proof of immunization against bacterial meningitis if physically taking classes on MCC’s campus. (This is required by law.)

4) Submit the “High School Pathways Enrollment Form” to an advisor in Advising and Career Services. (Note: The form must be signed by the student, parent, and high school counselor or principal.) After registering the student for courses, the form will be forwarded to Londa Carriveau.

5) Academic Advising is required of students taking courses outside of the Level 1 Transfer Block. This allows a MCC Academic Advisor to verify if the desired courses are a good fit with the student’s future degree plan. A High School Pathways Advising form needs to be completed by the student and brought to the meeting with the Academic Advisor.

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

- Their “school” is treated by the State as a private school.
- Students must provide a notarized transcript. Any questions about their transcripts should be directed to Londa Carriveau at x8937.
- The parent can sign forms as the parent and the high school counselor/principal.
- Recommend that they follow the high school graduation requirements outlined by the Texas Education Agency.
- Advising and Career Services can advise homeschool students, but will then need to refer them back to the High School Pathways office to be registered. An MOU is required for each homeschool family, and we cannot register students until the document is complete.

Additional information can be found at [http://www.mclennan.edu/dual-credit](http://www.mclennan.edu/dual-credit)

**Transient Students**

A transient student is one who is enrolled at another institution of higher education the previous long semester and plans on returning to that same institution after one semester (or summer) at MCC.

- If the student is coming from a Texas public college or university, s/he must submit TSI, ACT or SAT test scores or exempting coursework through a transcript. The student is TSI liable.
- If the student is coming from a private or out-of-state institution, s/he 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 student needs 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.

A student can be considered transient for one long semester or an entire summer, but if the student stays on for an additional semester, s/he 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](http://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.
  - If a student is in a “Non-Algebraic” (non-STEM) degree program and scores between 342 to 349, s/he can take Math 1332 or Math 1342 along with NCBM 0100 (section 01).
  - 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 345 places the student into INRW 0401; a writing score of 338 with an essay of 4 places the student into INRW 0402. Follow the reading score and place the student into INRW 0401 for both reading and writing.

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

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

- **INRW courses usually require a separate lab registration unless** the INRW is offered online.

- **Beginning 2018/fall, students are required to take ENGL 1301 as a co-requisite if in the INRW 0402 level for reading or writing.**
If the student passes ENGL 1301, but not the INRW course, s/he will still be considered TSI complete in reading and writing.

- If close to passing a remedial area (i.e., one or two points), the student may be “mainstreamed” into a college-level course in that area. This should only be done in rare circumstances.

**ABE Scores**

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

- STEM students with an ABE is 1-3 in math will be put in MATH 0124, 0125, and 0126 along with a BASM 0300 intensifier course.

- NON-STEM students with an ABE is 1-3 in math will be put in MATH 0308 along with a BASM 0300 intensifier course.

- If the ABE is 4 or higher in math, no intensifier is required, and the student may be eligible for “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.

- 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 June 3, 2019)

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

<table>
<thead>
<tr>
<th>Writing</th>
<th>Eligible for ENGL 1301 or ENGL 2311</th>
</tr>
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</table>
| 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 | |
| Essay of 4 and Multiple Choice of 339 or less | INRW 0402 or 0412 and INRWL 0402  
**Co-requisite courses**: ENGL 1301 or university equivalent |
| Essay of 3 or less (or no essay)  
and Multiple Choice of 339 or less | INRW 0401 or 0411 and INRWL 0401 |

| Math | Non-Algebraic  
(Non-STEM) | Algebraic  
(STEM) |
<table>
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<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>
</tbody>
</table>
| 342 to 349  
**See Attached List for Health Professions and Workforce Remediation Recommendations** | **Co-requisite, linked courses**: NCBO with Math 1332 or Math 1342 | **Co-requisite, linked courses**: MATH 0311 with MATH 1314 or MATH 0311 with MATH 1324 |
| 335 – 341  
And ABE score at least 4 | **Co-requisite, linked courses**: MATH 0308 with MATH 1332 or MATH 0308 with MATH 1342 | MATH 0307 |
| Less than 335  
AND ABE score of 5 or 6 | **Co-requisite, linked courses**: MATH 0308 with MATH 1332 or MATH 0308 with MATH 1342 | MATH 0307 |
| Less than 335  
AND ABE score of 4 | MATH 0308 | MATH 0307 |
| Less than 335  
AND ABE score of 1 -3 | MATH 0308  
linked with BASM 0300 | MATH 0307  
linked with BASM 0300 |
# TSI Placement Guide Health Professions and Workforce Remediation Recommendations

## 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>
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</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 Assistant, 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>Elective in Final Semester</td>
<td>MATH 1342 second option MATH 1332</td>
</tr>
<tr>
<td>Media Communications Media, AAS</td>
<td>Math or Science elective</td>
<td>MATH 1324, 1324 or 1324 1314 for transfer</td>
</tr>
<tr>
<td>Media Communications Technical, AAS</td>
<td>Math or Science elective</td>
<td>MATH 1324, 1324 or 1324 1314 for transfer</td>
</tr>
<tr>
<td>Medical Office Assistant</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>MATH 1324</td>
</tr>
</tbody>
</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>Paralegal</td>
<td></td>
<td>MATH 1332</td>
</tr>
<tr>
<td>EMS Paramedicine, Level 2</td>
<td></td>
<td>MATH 1332</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 4000 Algebra I and passing grade for an Algebra 2 class in high school</td>
<td>2000 (Level 2) English III and 4000 English II</td>
<td>5 years</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>2000 (Level 2) English III and 4000 English II</td>
<td>High School Graduation</td>
<td></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 3 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 the MCC 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 green 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 the student cannot accidentally delete them.

• If you need to register the student for the 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 the student does not have an active program or would like to see what courses s/he needs 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.

• Get on the student’s account 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.

• Get on the student’s account 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 Allied Health 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 MCC’s webpage at [www.mclennan.edu](http://www.mclennan.edu) and look at the bottom right column.

• Click on “Insight Early Alerts.”

• Click on the word “Insight.”
• 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.
  - If documenting for Dual Credit, select the “High School Pathways” box.
  - If documenting for Early Admission, it is the same as a regular college student.

• “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.*
  - If documenting for a Dual Credit student, make sure that you indicate Dual Credit in the “Care Area” drop down.

• Attach File
  - This provides a way to bring in a document from your desktop to save in the system. It is useful for Dual Credit Advising forms, 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
If a student has 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, 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
- Creative Arts courses, such as MUSI 1306, DRAM 1310, and ARTS 1301
- Social/Behavioral Science courses, such as SOCI 1301 or PSYC 2301.

Courses for Students Who Know Their Major
If a student has selected a major, it is important to make sure that the student completes 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 require certain math and science courses to be completed before a student will be 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 a student into their “college,” so it is in the student’s 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 Advisor in Advising and Career Services if you are helping a student with transfer advising.
Transferring Courses Back to MCC

Send Transcript to MCC
If a student has to transfer prior to receiving a degree from MCC, s/he can make arrangements with the university’s Registrar’s Office to transfer courses back to MCC at a later time to earn his/her 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 the student eligible, s/he is contacted for permission to send a transcript to MCC. If everything checks out for a degree, MCC contacts the student 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

Accommodations (Disability Services): 299-8122
Located on the 3rd 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, 2nd floor, room 211. It houses the following two service areas for students. Students should be referred for assistance with the following:

Academic Advising (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)
- 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

Center for Academic Excellence: 299-8500
Located in the Student Services Center, 1st 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.
Completion Center: 299-8226
Located in the Student Services Center, 2nd 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

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)

Student Support Services: 299-8431
Located in the Student Services Center, 3rd 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, 2nd floor. Students should be referred to complete the TSI Assessment, placement, instructional, and other tests.
**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/qqeiq55rqxo5l/?token=bd2eb60858ca987912e0d4ed35b5fc3ae
dbf943f670dd2a1fd6a2972d91965d6&utm_campaign=share&utm_medium=copy
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