

# McLennan

C O M M U N I T Y

## COLLEGE

### Welcome to McLennan Community College!

McLennan is designed to fit your educational needs perfectly. You'll find exceptional learning environments and inspiring instructors who are dedicated to your success. This admissions checklist will help you get started. If you have any questions, call Highlander Central at 254-299-8622.

## Admission & Registration Checklist

### 1. Complete the Application for Admission.

- Apply online at [www.applytexas.org](http://www.applytexas.org)
- Select two-year college application.
- Note: For Winter Minimester, select Spring; for Summer Minimester, select Summer I.

### 2. Apply for financial aid through [www.fafsa.gov](http://www.fafsa.gov).

Use code 003590 to have your financial aid information sent to McLennan. You will receive an email with your financial aid awards and further instructions.

#### Deadlines to apply for financial aid:

- Fall semester: June 1
- Spring semester: Nov. 1
- Summer terms: April 1

### 3. Apply for scholarships online.

- The application is available beginning in October and is due Jan. 15 for the following academic year.
- Apply at [www.mclennan.edu/foundation/scholarships](http://www.mclennan.edu/foundation/scholarships).

### 4. Provide Highlander Central with official transcripts.

- First-time college students submit high school transcript or GED scores.
- Transfer college students submit college transcripts from each institution attended.

### 5. Provide Highlander Central with proof of immunization against bacterial meningitis.

This is required by law if you are a new, transfer or returning student who did not attend McLennan during the previous long semester and you are under age 22. See [www.mclennan.edu/vaccinations](http://www.mclennan.edu/vaccinations) for more information.

### 6. Complete any required testing and submit scores to Highlander Central.

Visit [www.mclennan.edu/testing-center/tsi](http://www.mclennan.edu/testing-center/tsi) to learn about testing requirements.

### 7. Complete orientation and advising.

- If you are an incoming freshman, you must complete orientation at [www.mclennan.edu/orientation](http://www.mclennan.edu/orientation) and then attend Connections orientation on campus.
- If you are a transfer or returning student, meet with your advisor (listed on your Automated Degree plan, which is available in WebAdvisor) to choose classes.

### 8. Search and register for classes through WebAdvisor on McLennan's website.

### 9. Pay for classes using one of several options.

- **Financial Aid:** Tuition and fees are automatically deducted from your financial aid awards. You are responsible for paying any remaining tuition and fees.
- **Online Installment Plan:** Available through WebAdvisor by selecting All Payment Options under Financial Information.
- **Credit Card, Check, Cashier's Check or Money Order:** Pay through WebAdvisor, by mail or in person at the Business Office in the Administration building.
- **Cash:** Pay in person at the Business Office in the Administration building.

### 10. Get your student ID and parking permit.

These are available 24 hours after you register by going to the Card Office in the Learning Technology Center.

### 11. Buy your books.

Find a list of textbooks for your classes on WebAdvisor under MCC Online Bookstore.

**IMPORTANT: You will NOT be allowed to register without proof of immunization if the requirements apply to you.**

# McLennan's Academic Programs

Academic programs available at McLennan are listed below. AA,AS, AAT and AAS are two-year associate degrees; CERT indicates a shorter certificate program. Choose the one that best identifies your area of interest and fill in the blanks on the Application for Admission where academic program is indicated. If you are undecided about your academic program or are not seeking a certificate or degree from McLennan, choose one of the options listed under Other Academic Programs.

Academic Program	Academic Program Code	Academic Program	Academic Program Code
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## Transfer Education

General Academic – Associate of Arts.....	AA
General Academic – Associate of Science.....	AS
Teaching, Generalist – Associate of Arts.....	AAT.GEN

### Associate of Arts with emphasis in:

History.....	AA.HISTORY
Theatre Arts.....	AA.THEATREARTS
Visual Arts.....	AA.VISUALARTS

### Associate of Arts with Field of Study in:

Business.....	AA.BUSI.FOS
Criminal Justice.....	AA.CJ.FOS
Music.....	AA.MUSIC.FOS
Speech Communication.....	AA.SPCHCOM.FOS

### Associate of Science with emphasis in:

Agriculture.....	AS.AGRICULTURE
Biomedical Engineering.....	AS.ENGR.BIOMED
Civil Engineering.....	AS.ENGR.CE
Chemical Engineering.....	AS.ENGR.CHEME
Electrical Engineering.....	AS.ENGR.EE
Industrial Engineering.....	AS.ENGR.IE
Mechanical Engineering.....	AS.ENGR.ME
Psychology.....	AS.PSYCHOLOGY

### Associate of Science with concentration in:

Kinesiology/Athletic Training.....	AS.KINE.ATH.TRAINING
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### Associate of Science with Field of Study in:

Computer Science.....	AS.CS.FOS
Engineering.....	AS.ENGR.FOS

### Certificate of Completion

Engineering Essentials.....	ENGR.CERT
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## Workforce Education

### Allied Health & Nursing Division

Associate Degree Nursing – AAS.....	AS
Medical Assistant – AAS.....	MDCA.AAS
Medical Laboratory Technician – AAS.....	AS
Occupational Therapy Assistant – AAS.....	AS
Physical Therapist Assistant – AAS.....	AS
Radiologic Technology – AAS.....	AS
Respiratory Care Technology – AAS.....	AS
Surgical Technology – CERT.....	AS
Veterinary Technology – AAS.....	AS
Veterinarian Assistant – CERT.....	VET.ASSISTANT.CERT
Vocational Nursing – CERT.....	AS

### Business Division

<b>Business</b>	
Accounting – AAS.....	ACCT.AAS
Accounting – CERT.....	ACCT.CERT
Business Management – AAS.....	MGT/BUSI.AAS
Business Management – CERT.....	MB.CERT
Entrepreneurship – CERT.....	ENTREPREN.CERT
General Business – AAS.....	GB.AAS
General Business – CERT.....	GB.CERT
Hospitality Management – AAS.....	HAMG.AAS
Hospitality Management – CERT.....	HAMG.CERT
Marketing – AAS.....	MGT.MARKETING.AAS
Marketing – CERT.....	MGT.MARKETING.CERT
Operations Management – AAS.....	OPERATIONS.MGT.AAS
Real Estate – AAS.....	RE.AAS
Real Estate – CERT.....	RE.CERT
Real Estate – Licensure – CERT.....	RE.LICENSURE.CERT

### Computer Information Systems

CISCO Network Administration – CERT.....	CIS.CISCO.CERT
Information Systems & Applications – AAS.....	CIS.ISA.AAS
Information Systems & Applications – CERT.....	CIS.ISA.CERT
Internet Webmaster – CERT.....	CIS.INTWEBMSTR.CERT
Media Communications, Media Track – AAS.....	CIS.MEDCOM.MEDIA.AAS
Media Communications, Technical Track – AAS.....	CIS.MEDCOM.TECH.AAS
Media Communications – CERT.....	CIS.MEDCOMM.CERT
MS Windows Network Administration – CERT.....	CIS.MSWINNA.CERT
Network Administration – AAS.....	CIS.NETADM.AAS
Web Design – CERT.....	CIS.WEBDESIGN.CERT

### Health Information Technology

Coding Specialist – CERT.....	HITE.CODESPEC.CERT
Health Informatics – CERT.....	HITT.INFORMATIC.CERT
Health Information Technology – AAS.....	AS

### Office Technology Careers

Administrative Assistant – AAS.....	OFAD.AA.AAS
Administrative Assistant – CERT.....	OFAD.ATECH.CERT
Computer Applications – AAS.....	OFAD.CA.AAS
Computer Applications Software Specialist – CERT.....	OFAD.CASASPEC.CERT
Digital Publishing Technology – AAS.....	OFAD.DTP.AAS
Digital Publishing Technology – CERT.....	OFAD.DTP.CERT
Medical Office Assistant – AAS.....	OFAD.MS.AAS
Medical Office Assistant – CERT.....	OFAD.MS.CERT
Medical Unit Assistant – CERT.....	OFAD.MUS.CERT
Office Technology – CERT.....	OFAD.SECTECH.CERT

### Paralegal

Paralegal – AAS.....	PL.AAS
Paralegal – CERT.....	PL.CERT

## Emergency Services Education Division

### Criminal Justice

Corrections – AAS.....	CJ.CORREC.AAS
Corrections – CERT.....	CJ.CORREC.CERT
Law Enforcement – AAS.....	CJ.LE.AAS
Law Enforcement – CERT.....	CJ.LE.CERT
Forensic Science – CERT.....	CJFS.CERT

### Fire Academy

Fire Protection Technology – CERT.....	FIRE.ACAD.CERT
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### Paramedicine

Paramedicine, Level 1 – CERT.....	PARAMED.CERT.LVL1
Paramedicine, Level 2 – CERT.....	PARAMED.CERT.LVL2
Paramedicine – AAS.....	PARAMEDICINE.AAS

## Human Services & Education Division

### Child Studies & Education

Child Development – AAS.....	CD.CD.AAS
Child Development – CERT.....	CD.CD.CERT
Child Development, Administration – CERT.....	CD.ADM.CERT

### Cosmetology

Cosmetology – CERT.....	COSMETOLOGY.CERT
Cosmetology Esthetician Specialist – CERT.....	COSMETOLOGY.ES.CERT
Cosmetology Instructor – CERT.....	COSMETOLOGY.INS.CERT

### Interpreter Training

Interpreter Training – AAS.....	IT.AAS
Studies in Deafness – CERT.....	IT.DEAF.CERT

### Long-Term Care Administration

Long-Term Care Administration/Assisted Living Facility – CERT.....	
	LTCA.ALF.CERT
Long-Term Care Administration/Nursing Facility Administration – CERT.....	
	LTCA.NFA.CERT

### Mental Health

Mental Health – AAS.....	MH.MH.AAS
Mental Health – CERT.....	MH.MH.CERT
Mental Health/Social Work – CERT.....	MH.SW.CERT
Substance Abuse & Addiction – AAS.....	MH.SA.AAS
Substance Abuse & Addiction – CERT.....	MH.SA.CERT
Counselor Intern Education Prep. – CERT.....	MH.TCADM.CERT
Youth Counseling – AAS.....	MH.YC.AAS
Youth Counseling – CERT.....	MH.YC.CERT

## Visual & Performing Arts Division

### Music Industry Careers

Audio Technology – AAS.....	MIC.AUDIO
Performance – AAS.....	MIC.PERFORMANCE
Performance – CERT.....	MIC.PERFORMANCE
Songwriting – AAS.....	MIC.SONGWRITING.AAS
Songwriting – CERT.....	MIC.SONGWRITING.CERT
Venue & Talent Management – AAS.....	MIC.V&T.MGT.AAS
Venue & Talent Management – CERT.....	MIC.V&T.MGT.CERT

## Other Academic Programs

Dual Credit for High School students.....	CON.ENR
Early Admission for High School students.....	EARLY.ADM
Transient Student – Non Degree Seeker.....	NON.DEGREE.A&S

# Application for Admission

**INSTRUCTIONS: Please print clearly in ink and be sure to answer each question. All documents submitted to the College to meet admission and residency requirements become part of the official files and cannot be returned.**

Have you ever attended McLennan?  No  Yes Dates of Attendance \_\_\_\_\_

Name: \_\_\_\_\_  
*Last name* *First name* *Middle initial*

Other name(s) used on documents (Example: maiden name): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Gender:  Male  Female Date of birth: \_\_\_\_\_

Physical address: \_\_\_\_\_  
\_\_\_\_\_  
*House number* *Street, route, apartment number (NO P.O. Box)* *E-mail address*  
\_\_\_\_\_  
*City* *County* *State* *Zip* *(Area code) Home phone number* *(Area code) Work phone number* *(Area code) Cell phone number*

Mailing address:  Same as physical address  
\_\_\_\_\_  
*House number* *Street, route, P.O. Box number* *Apartment number*  
\_\_\_\_\_  
*City* *County* *State* *Zip* *(Area code) Telephone number*

Permanent address:  Same as physical address  
\_\_\_\_\_  
*House number* *Street, route, P.O. Box number* *Apartment number*  
\_\_\_\_\_  
*City* *County* *State* *Zip* *(Area code) Telephone number*

Name of person to contact in case of emergency: \_\_\_\_\_  
*(Area code) Telephone number*

Have either of your parents received a college degree?  Yes  No  I don't know

## Ethnicity & Race

Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)  Yes  No

Please select the racial category or categories with which you most closely identify. Check as many as apply.

- White  Black or African American  Native Hawaiian or other Pacific Islander  
 Asian  American Indian or Alaskan Native

Have you taken the TSI Assessment?  Yes  No If yes, date: \_\_\_\_\_

I am exempt from the TSI Assessment, based on  ACT  SAT  STAAR  TAAS/TAKS  Other:  
*(Proof of TSI Assessment exemption must be received prior to registration.)*

Academic Program: \_\_\_\_\_ Academic Program Code: \_\_\_\_\_

Educational objective:  Associate in Applied Science  Associate in Arts/Science  Certificate  Bachelor of Arts  Bachelor of Science  Master's Degree  
 Doctorate  Improve job skills  Marketable Skills Award  Personal enrichment  Undecided

Are you receiving veteran's benefits?  No  Yes If yes, indicate type:  Veteran  Veteran's dependent

Will you also be enrolled in high school during the semester for which you are applying to McLennan Community College?  Yes  No

Academic term you plan to begin enrollment:  Fall  Winter Minimester  Spring  Summer Minimester  Summer I  Summer II Enrollment year: \_\_\_\_\_

Seeking admission as:  Early Admissions for High School students  Dual Credit for High School students  High school graduate  GED Test completed  
 College transfer  College graduate  No High School diploma or GED

During the semester for which you are applying, will you be enrolling only in online courses?  Yes  No

Are you on suspension from the last school or college you attended?  Academic  Disciplinary  Not applicable

Date of high school graduation or GED completion: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

High school attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

## List all colleges or universities in which you have been officially enrolled:

<i>College/University</i>	<i>City, State</i>	<i>Last year of attendance</i>	<i>Semester hours completed/Degree earned</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**NOTE: An official transcript that includes grades from the last semester in attendance is required from all institutions previously attended.**

My signature below indicates that I understand I must meet all admission requirements and that I agree to provide the Office of Student Admissions with official transcripts or official GED scores within 12 days following the beginning of a Fall or Spring semester or within 4 days following the beginning of a summer term. If I do not provide official transcripts or GED test scores within the allotted amount of time following the beginning of a semester, I give McLennan Community College permission to request and obtain my official transcripts or GED test scores. I understand that I will be charged \$20 for each transcript or test score report requested. I understand that it is my responsibility to ensure that McLennan receives official transcripts and GED scores within the time frame described above.

Signature \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date \_\_\_\_\_

# Residency Information

Texas law requires state-supported colleges and universities to collect documentary evidence of a student's Texas residency prior to enrollment. All applicants are required to answer the questions below. If you have attended school or resided out-of-state, additional proof of residency may be required, and the Office of Student Admissions reserves the right to determine the validity of documents submitted. Military personnel/dependents must submit proof of military assignment in Texas at each enrollment. Students who are not U.S. citizens must provide proof of immigration status.

- Are you a U.S. citizen? Yes  No   
If not a citizen, do you hold permanent residence status for the U.S.?  Yes  No   
Date permanent resident card issued \_\_\_\_\_ Number \_\_\_\_\_
- Are you a Texas resident?  Yes  No   
If **yes**, please complete items 3-6 and read and sign the Oath of Residency below.  
If **no**, skip items 3-6 and read and sign the Oath of Residency below.
- Upon whom are you basing your claim of residence status?  Self  Parent  Legal guardian  
If legal guardian, guardianship papers must be provided. (If you are 17 years or younger or a dependent of your parent or legal guardian for federal tax purposes, you must complete item 5.)
- If your claim of residence status is based upon self, answer the following questions:
  - How long have you resided in Texas? \_\_\_\_\_ year(s) and \_\_\_\_\_ month(s)
  - Previous state or country of residence? \_\_\_\_\_ Date moved to Texas: \_\_\_\_\_
  - If you came here within the past five years, why did you move to Texas?  Education  Employment  Military  Other
- If your claim of residence status is based upon parent or legal guardian, please answer the following questions:
  - Name of person upon whom claim is based: \_\_\_\_\_
  - Relationship to you:  Parent  Legal guardian
  - How long has this person resided in Texas? \_\_\_\_\_ year(s) and \_\_\_\_\_ month(s)
  - Previous state or country of residence: \_\_\_\_\_
  - If this person came here within the past five years, why did this person move to Texas?  Education  Employment  Military  Other
  - Is this person a U.S. citizen?  Yes  No   
If not a citizen, do they hold permanent residence status for the U.S.?  Yes  No   
Date permanent resident card issued \_\_\_\_\_ Number \_\_\_\_\_
  - Has parent or legal guardian claimed you as a dependent for U.S. federal income tax purposes for the tax year preceding your registration?  
 Yes  No
  - Will this person claim you for the current tax year?  Yes  No
- Driver's license information: \_\_\_\_\_  
*State* *Driver's license number* *Expiration date* *License plate number*

## Oath of Residency

I understand that information submitted herein will be relied upon by college officials to determine my status for admission and residency eligibility. I authorize the College to verify the information I have provided, to obtain my TSI Assessment scores if necessary and to request relevant information from other agencies concerning my enrollment. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action. I also understand that my records may be used in compiling reports for state agencies, the federal government, and accrediting bodies and in conducting research for program planning, management, and evaluation. My signature below indicates my consent to the statistical use of my records.

Signature

Social Security Number

Date

## Medical Information

My signature below indicates that I have read the information on bacterial meningitis.

 Signature

Date

# Requirements for Bacterial Meningitis Immunization

## Important Bacterial Meningitis Information

1. Read this section.
2. Sign the application form where you see the arrow (➡) to indicate that you have read this information on bacterial meningitis

## Immunization Requirements for New Students

New and transfer college students must be immunized against bacterial meningitis before attending classes, according to the Jamie Schanbaum and Nicolis Williams Act passed by the Texas Legislature.

All incoming freshmen, transfer students and returning students who did not attend McLennan in the previous long semester (fall or spring) are required to show proof of immunization against bacterial meningitis. The law does not apply to students age 22 and over or to students who are enrolled only in online classes.

**McLennan students who are required to have the vaccination will not be allowed to register until they provide proof of immunization to Highlander Central in the Enrollment Services Center.**

Documentation showing that the student has received the immunization within the last five years must be provided at least 10 days prior to the first day of the semester in order to register for classes. Students must submit one of the following in order to be cleared for registration:

- the signature or stamp of a physician (or his/her designee) or public health personnel on a form that shows the month, day and year the vaccination dose or booster was administered.
- an official immunization record generated from a state or local health authority.
- an official high school or college transcript that includes documentation of immunization provided by school officials (including records from other states).

After submitting proof of immunization, there will be a waiting period to allow for the processing of immunization information before a student will be cleared for registration.

## Getting the Immunization

Students should get the bacterial meningitis vaccination from their primary care physicians.

Students who are already established patients with Family Health Center clinics can get the vaccination anytime during regular business hours: 8 a.m.-5 p.m., closed from noon to 1 p.m. for lunch. Appointments are not necessary. Please call 254-313-5800 for more information.

## About Meningitis

Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 1 in 20,000 people each year with the highest incident rate in 16-25 year olds. There is a treatment, but those who survive may develop severe health problems or disabilities.

## Symptoms of bacterial meningitis include:

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There may be a rash of tiny red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

## Possible complications of the disease include:

- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Death (in 8 to 24 hours from perfectly well to dead)
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

The disease can be treated with antibiotics, which – if received early – can save lives and increase chances of recovery. However, permanent disability or death can still occur. The vaccines available are safe and highly effective.

You can get more information about bacterial meningitis from your health care provider or the Waco-McLennan County Health District at 254-750-5410.

**IMPORTANT: You will NOT be allowed to register without proof of immunization if the requirements apply to you.**