

METROPOLITAN COMMUNITY COLLEGE

WORKFORCE & ECONOMIC

DEVELOPMENT

COURSE CATALOG



**METROPOLITAN
COMMUNITY COLLEGE**

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OVERVIEW

The Workforce and Economic Development (WED) division is the leader in innovative workforce solutions and community enrichment. WED programs and services are designed to provide short-term educational opportunities for high demand workforce occupations, as well as connecting with certificate and degree programs that provide pathways into top industry sectors, including:

- Suppliers
- Automotive
- Biosciences
- Information Technology
- Advanced Manufacturing
- Health Sciences and Services
- Financial and Professional Services
- Transportation and Logistics

The goal is to support business and industry by providing a well-prepared workforce through partnerships with employers, community organizations, government agencies, innovative thought leaders and educational institutions. By offering career education to a broad spectrum of students, a “pipeline” of clear and accessible pathways to help students connect with careers and further their education is established. With a holistic approach, businesses increase efficient and effective operations, and individuals become better employees with and improved quality of life. This is accomplished through various divisional units designed to address the ever-changing needs of the populations and communities served.

mcckc.edu/workforce-solutions

DIVISIONAL UNITS

APPRENTICESHIPS

Metropolitan Community College (MCC) offers training solutions including hands-on, work-based approaches for real-life learning. These solutions include the apprenticeship program, designed to meet the needs of changing industries. MCC improves the labor force through the utilization of customized on-the-job training and accredited coursework. Employees are equipped with the skills necessary for the most demanding positions while employed. The MCC apprenticeship unit has services for business and industries looking to start a new registered apprenticeship or a union looking to enhance their apprenticeship program by supplementing coursework resulting in a degree.

mcckc.edu/apprenticeships

CAREER PROGRAMS

MCC offers many Career and Technical Education (CTE) programs across its campuses and at various community locations. CTE programs combine academic and technical skills with the knowledge and training to succeed in the labor market. CTE programs prepare individuals for high demand careers by introducing them to specialized competencies in a real-world, applied context. These accredited programs can provide industry recognized credentials and degrees in many areas including:

- Business Management
- Law, Public Safety, Corrections and Security
- Marketing
- Health and Medical Sciences
- Information Technology
- Heating, Ventilation, and Air Conditioning
- Manufacturing
- Engineering and Technology
- Hospitality Management
- Welding
- And more

mcckc.edu/workforce-solutions

CONTINUING EDUCATION

The WED Division's department of extended learning is referred to as Continuing Education. These training programs promote lifelong learning through short-term workforce training, and professional development courses for career change and advancement. These wide-ranging programs provide entry level credentials and support extended learning opportunities for professionals including the police, fire fighters, emergency medical technicians, and also prepare students to work in industries such as healthcare, manufacturing and transportation.

mcckc.edu/continuing-education

COMMUNITY EDUCATION

Through the Community Education unit, the needs of community members for quality lifelong learning opportunities are met through partnerships, programs and classes. Whatever the interest, WED's Community Education unit has what is needed when it comes to education for enrichment and fun. Classes offered include:

- Adult enrichment classes
- Personal interests
- Foreign language
- Computer/technology
- Health/fitness
- Religion/philosophy
- College for Kids
- Motorcycle Safety
- Reading Horizons (individualized reading program)
- Online Adult Non-Credit Classes

mcckc.edu/commed

CORPORATE COLLEGE

WED provides a variety of services for companies to support their sustainability and growth. These services include customized training and professional development for their employees, as well as consulting services and strategy implementation to assist companies with improved efficiencies and revenue. Whether a company is assessing a skill gap or providing basic training to fulfill requirements in safety, HR related subjects, or technical skills training, the Corporate College unit will design and deliver customized business solutions. Corporate College additionally partners with local, state, and federal governments to identify additional supportive resources to reduce or possibly avoid the financial impact on the business for these training and growth services.

mcckc.edu/corporate-college

ECONOMIC DEVELOPMENT

The Economic Development unit supports businesses by identifying their workforce needs to enter, sustain, and grow in a changing world; assists and supports private sector investment; and creating opportunities for the creation of wealth and the increase in the standard of living for all in the communities we serve. This is done through collaborations and partnerships with community stakeholders, identifying the labor force needs of businesses and industry today as well the future, encouraging entrepreneurialism, being the conduit to introduce supportive resources for business growth and sustainability, and uniting communities in the region for more broadly shared economic well-being and quality of life.

mcckc.edu/economic-development

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

GREAT PLAINS OSHA EDUCATION CENTER (GPOEC)

The GPOEC provides technical courses on high hazards, occupational safety and environmental compliance topics on the latest health and safety standards for the four-state region of Missouri, Iowa, Kansas, and Nebraska. As the region's only OSHA Education Center, the certified OSHA courses are designed to help participants understand standards and learn the skills needed to know to avoid costly fines and dangerous accidents.

For business and industry, ensuring that companies meet federal OSHA guidelines to keep employees safe and insurance costs down, is a primary focus. Since 1992, the GPOEC has been the only OSHA Training Institute Education Center in the region offering the latest in authorized training. Whether training is needed on-site or in WED's advanced labs and specialized confined-space simulator, companies' safety teams can be trained to meet the latest OSHA standards.

To identify the best option for you or your company, contact us today. Let us, help you find a solution for you.

mcckc.edu/osha



CONTACT INFORMATION

wed@mcckc.edu

816.604.5254



HEALTHCARE PROGRAMS

mccckc.edu/healthcare

CERTIFIED NURSE ASSISTANT (CNA)

175-hour course (12 weeks – 3-4 days a week)

This program prepares students to perform basic nursing skills for individuals in long-term care facilities, adult daycare centers, hospitals or homes. The student will study the theory of being a CNA and participate in skilled lab training a total of 75 hours and complete 100 hours of supervised clinical training. The course will provide training in vital signs, bathing techniques, feeding techniques, handwashing, gloving, skin care, transfer techniques, dressing and grooming to prepare students for the Missouri CNA assessment. The CNA assessment is included in the cost of the tuition. [Textbook, stethoscope, gait belt and state exam included in the cost of tuition.](#)

National Average Salary \$30,310

CERTIFIED MEDICATION TECHNICIAN

68-hour course (11 Weeks – 1 day a week)

This program teaches students to assist LPNs or RNs in preparing, administering and charting medications in Long-Term Care facilities, home health care, agencies and private duty care. **This course prepares the student for the Missouri state assessment.** [Textbook included in cost of tuition.](#)

National Average Salary \$37,190

CERTIFIED MEDICATION TECHNICIAN (CMT) CHALLENGE

8-hour course

If you are a registered CMT in another state (and have completed a RN/LPN fundamentals of nursing class), you may be eligible to take the Missouri state CMT Challenge certification exam. MCC will administer the CMT exam at a Long-Term Care facility in the area. The challenge includes a written exam and hands-on demonstration of skills, proctored by a state examiner.

[MCC-Penn Valley: Health Science Institute](#)
[By appointment only with the MCC State Examiner.](#)

National Average Salary \$37,190

INSULIN ADMINISTRATION

20-hour course

The Insulin Administration training program prepares Certified Medication Technicians (CMT) in a skilled or intermediate care facility or Level I Medication Aides (LIMA), in a residential care facility (RCF), or assisted living facility (ACF) to administer insulin. The program is designed to present information on diabetes as it relates to symptoms and implications of proper or improper treatment and to teach skills in insulin administration in order to qualify students to perform this procedure in long term care facilities in Missouri. This class is offered following CMT training. [Textbook included in cost of tuition.](#)

National Average Salary \$48,546

PHLEBOTOMY

157-hour course

A Phlebotomy Technician is an essential health care professional who collects and transports specimens to the medical laboratory for medical testing, which aids the physician in diagnosis and treatment monitoring. 25 hours lecture, 30 hours lab, 100 hours clinical, 2 hours final. [Textbook included in cost of tuition.](#)

National Average Salary \$37,380

INTRO TO PHARMACY TECHNICIAN

75-hour course

The Program is designed to prepare students for employment in most pharmacy settings, ranging from retail, community and hospital pharmacies to home health pharmacy. Students that want to pursue the PTCB exam would need to be employed as a Pharmacy Tech for 500 hours before being eligible to take the national exam. [Textbook included in cost of tuition.](#)

National Average Salary \$36,740

COMMUNITY HEALTH WORKER

160-hour course

This program prepares students with a foundational understanding of the Community Health Worker role in organizations and communities. Participants will leave the program with an understanding of the roles, skills, and personal qualities required to be a successful Community Health Worker. Students that complete the MCC CHW program will qualify for the Missouri State CHW credential. 100 hours lecture, 60 hours Service Learning. [Textbook included in cost of tuition.](#)

National Average Salary \$46,590



STUDENT SUPPORT PROGRAMS

ACADEMIC SKILLS-FOUNDATIONAL

7-hour course

This course assesses student readiness for classroom and workplace academic skills in the content areas of workplace documents (reading), applied mathematics and graphic literacy using the WorkKeys Curriculum (reading charts, maps and graphs). After placement assessments, student learning and achievement in those content areas is then reinforced and bolstered as students engage in online learning lessons at their own pace and in their level of placement. An instructor is available to assist with the software and tutor in the content areas. The ACT WorkKeys assessment can be administered after students have engaged with the online lessons. (The ACT WorkKeys assessment is only available for testing in-person; it is not available virtually.) Study skills of notetaking, time management and test preparation are discussed and practiced.

MATH BASICS

16-hour course

This course assesses and emphasizes student readiness for classroom and workplace academic skills in the content area of applied mathematics. After placement assessments, student learning and achievement in basic mathematics is reinforced and bolstered through lecture and explanation, practice assignments individually in groups, and online learning lessons at their own pace and in their level of placement. An instructor is available to assist with the software and tutor in the content areas. The ACT WorkKeys Applied Math assessment can be administered after students have engaged with the online lessons. (The ACT WorkKeys assessment is only available for testing in-person; it is not available virtually.) Four additional hours are required to add measurement, equations, area, or math for electricity and electronics. Four additional hours are required for WorkKeys testing.

BRING YOUR A GAME TO WORK

40-hour course

This course in work ethic training defines the foundational workplace skills that, based on research and data, employers value most. Workplace “work ethic” skills are the building blocks for success in any job. The seven skills of Attitude, Attendance, Ambition, Appearance, Acceptance, Appreciation and Accountability are first defined. Next the Core skill of Attitude is explored in depth as the foundation for the other skills. Next, the skill of Accountability is explored so students will be challenged to take ownership. Finally, the remaining key skills are explored. The Instructor’s Guide: “Bring Your ‘A’ Game” uses an evidence-based learning model that follows a simple formula that can be expanded to provide remarkable depth. The four-step formula creates awareness, builds ownership, deepens understanding, and creates lasting change. Participants discover what to do, who is responsible, why they should care and then take their ‘A’ game to work. The curriculum uses lecture, class discussion, hands-on activities and workbook exercises to teach these concepts.

EMPLOYABILITY

16-hour course

This course examines the basic principles and practices needed to conduct an effective job search. Resume principles are explained and discussed, and an effective targeted resume is created. References are discussed and a reference list created. Principles of effective interviewing are explained and discussed, including how to answer the most common interview questions and situation-based interview questions. Students are coached to think as an employer would think when conducting an interview. Mock interviews are conducted so students have an opportunity to practice and refine answers for actual interviews.

DIGITAL LITERACY

8-40-hour course

This course is designed to introduce the digital literacy computer basics needed to succeed in the workplace, to search for employment and to succeed in a college course. Topics covered are keyboarding, desktop, operating systems, browsers, email, and word processing, spreadsheet and presentation applications.



CANDIDATE PHYSICAL ABILITY TEST (CPAT)

30-minute course

This candidate physical ability test (CPAT) consists of eight separate events. The CPAT requires you to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments to obtain pools of trainable candidates who are physically able to perform essential job tasks at fire scenes. This is a pass/fail test based on a validated maximum total time of 10 minutes and 20 seconds.

FIRE SERVICE INSTRUCTOR I

32-hour course

Course will focus on the preparation and presentation skills new instructors use to deliver existing lesson plans. Topics include understanding the student audience, understanding course outcomes and objectives, instructor and resource preparation for effective course delivery, developing presentation skills, using media in the classroom, appropriate use of assessment instruments and documentation of training. This course prepares students to test for MO-DFS certification for Fire Service Instructor I as defined by NFPA 1041: *Standard for Fire Service Instructor Professional Qualifications* (2019). Students must meet all DFS requirements for enrollment, attendance, participation and assessment. [Textbook and all required course materials included in cost of tuition.](#)

National Average Salary \$58,844

FIRE SERVICE INSTRUCTOR II

36-hour course

Course will focus on the skills lead instructors use to develop and administer training programs. Topics include creating lesson plans, developing student and course evaluation instruments, advanced lesson plan delivery, scheduling instructional sessions and formulating budget needs and acquiring training resources. This course prepares students to test for MO-DFS certification for Fire Service Instructor II as defined by NFPA 1041: *Standard for Fire Service Instructor Professional Qualifications* (2019). Students must meet all DFS requirements for eligibility, enrollment, attendance, participation and assessment.

National Average Salary \$61,548

FIRE OFFICER I

32-hour course

We will focus on the skills new and future fire service officers need to become effective leaders. Topics will include fire service legal responsibilities, human resource management, community relations, pre-incident planning, inspections, personnel safety, emergency services delivery and other related subjects. This course prepares students to test for MO-DFS certification for Fire Officer I as defined by NFPA 1021: *Standard for Fire Officer Professional Qualifications* (2014). Students must meet all DFS requirements for enrollment, attendance, participation and assessment.

National Average Salary \$55,372

HAZ-MAT OPERATIONS

48-hour course

Course provides instruction related to emergency response incidents involving hazardous materials. Course topics include the chemistry, recognition, identification, and reactivity of hazardous materials and the health hazards of encountered by emergency responders to incidents involving these materials. Upon successfully completion of this course, students will be eligible to test for Missouri Division of Fire Safety Hazardous Materials Awareness and Operation certification.

LIVE FIRE INSTRUCTOR

32-hour course

Course will focus on the knowledge and skills instructors need to safely and effectively conduct live fire training evolutions. Topics will include critical incident planning, fire behavior and dynamics, preparation and organization, and conducting live fire training evolutions using acquired structures, engineered training facilities and exterior props. This course prepares students to test for MO-DFS certification for Live Fire Training Evolutions Instructor as defined by NFPA 1403: *Standard on Live Fire Training Evolutions* (2018). Students must be certified by the MO-DFS as FF I and II and hold current MO-DFS certification as Fire Service Instructor I or II. Students must meet all DFS requirements for enrollment, attendance, participation and assessment. [Students must provide their own NFPA-compliant PPE, SCBA with PASS and one extra cylinder.](#)

Note: This course requires participation in live fire training evolutions. Participants will be exposed to IDLH environments including extreme heat, smoke, toxic gases, and other products of combustion. Students must be able to demonstrate the four functional assignments requiring significant physical stamina while wearing full NFPA-compliant PPE and SCBA. Baseline vitals will be taken prior to the skills portion of this course. Ongoing monitoring will be conducted by the EMS Chief. All clothing, PPE, and SCBA must meet current NFPA requirements, including NFPA 1971, NFPA 1975, NFPA 1981 and NFPA 1982. Participation in the skills portion of this class will be allowed or denied at the sole discretion of the Safety Officer.

National Average Salary \$61,548

3-DAY BLOCK TRAINING

24-hour course

The block training satisfies the 24-hour POST requirement. 100% attendance on Day 1 will fulfill the minimum hourly requirements for POST in each curricula area. The student will then have 16 additional elective hours to fulfill through their option choices on Days 2 and 3 to meet the annual requirement.

ACTIVE SHOOTER

8-hour course

This 8-hour course will give strategies to police officers on ways to lessen the number of deaths and injuries in the event of a terror attack. This class includes classroom and force-on-force scenarios using air soft rounds. The breakdown is

approximately 3 hours classroom and 5 hours force-on-force scenarios. 3 hours Skills Development, 2 hours Skills Firearms, 3 hours Technical Studies (8 total)

FIREARM TECHNICAL SKILLS (FATS)

2-hour course

Academy instructors will discuss firearms survival issues and officers will utilize the MILO Laser Weapons in simulated scenarios. 2 hours Skill Development (*2 total*)

MENTORING

4-hour course

This course is designed to assist veteran officers as they help new officers with operational procedures, stress management, job satisfaction and career success. Officers mentor programs are a valuable tool for employee retention and performance. When utilized correctly, they can help police department administrators retain quality candidates. 4 hours Interpersonal Studies to speak with other officers and mentoring

LEGAL UPDATES/RACIAL PROFILING

4-hour course

Training will address current legal updates. Instructor will address how police officers can avoid racial profiling by practicing "fair and impartial policing." 2 hours Technical Studies, 2 hours legal Studies

FIELD TRAINING OFFICER (FTO) SEMINAR

32-hour course

Course will prepare existing officers to serve in the crucial role as field training officer for post-academy/agency-specific field training and evaluation programs. We will teach the San Jose model – the most widely used program in the United States. However, the methods and techniques introduced in the training are applicable and adaptable to any field training program. There will be a strong emphasis on training and remediation principles and techniques during the course, not just evaluation. Students attending the course should be highly motivated with a genuine desire to serve as an FTO. 16 hours Technical Studies, 10 hours Skills Development, 4 hours Interpersonal Perspectives, 2 hours Legal Studies

INSTRUCTOR DEVELOPMENT

40-hour course

This 40-hour Instructor Development class is open to any officer or police supervisor who is interested in instructing in their own department or within the Public Safety Institute (PSI). This class is a requirement for teaching in the PSI. 23 hours Technical Studies, 12 hours Interpersonal Studies, 1 hour Legal Studies, 4 hours Skill Development

EMERGENCY VEHICLE OPERATIONS (EVOC) INSTRUCTOR COURSE

64-hour course

Learn the necessary skills and certifications to become an instructor in Emergency Vehicle Operations. Topics to be covered will be basic emergency vehicle operations, development of slow speed vehicle operations, operating an emergency vehicle in emergency and pursuit modes, hands on recruit instruction, instructor development, lesson plan development and presentation and driving exercise development. 12 hours Technical Studies, 5 hours Interpersonal Studies, 5 hours Legal Studies, 42 hours Skill Development (64 total. Includes night driving hours.)

EMERGENCY VEHICLE OPERATIONS (EVOC) INSTRUCTOR RECERTIFICATION COURSE

8-hour course

A refresher for anyone who has previously completed an EVOC Instructor class. We will update instructors on new operating safety systems built into modern police vehicles, and how they affect emergency driving. We have the only skid car system in MO and will use it to build skills and show how the new vehicle computer systems work. Approx. 1-hour classroom, 7 hours driving.

IMPLICIT BIAS/DE-ESCALATION

2-hour course

We will explore the perceived and actual biases of police officers and tools to address those biases – both conscious and unconscious. Participants will explore ways in which implicit biases interfere with officers' most frequently listed professional priorities: going home safely and protecting the communities they serve. We will also discuss de-escalation training to help you respond to difficult behavior in the safest, most effective way possible.

BASIC EMERGENCY VEHICLE OPERATIONS COURSE

8-hour course

Course is designed to expose students to vehicle dynamics and all the onboard safety computer systems on today's police vehicles and how they interact with the emergency vehicle operator. Most of the class is hands on skill building including use of our computerized skid car system.

BUILDING SEARCHES

8-hour course

This workshop is designed to provide officers with cutting edge tactics for solving problems within a structure. It is a fresh look at the tactics we use, how we can improve upon them using data and experience to make them scalable and effective. Topics to be covered include decision making, footwork, weapon handling, low-light techniques, challenging suspects and force on force.

POLICE COMMUNITY RELATIONS

4-hour course

In the last decade, controversial events in other parts of the country have seriously impacted law enforcement's relations with the community at home. Law enforcement agencies must acknowledge this strain and develop strategies to counter its negative impacts. This course provides the trainee with strategies to improve and maintain positive relations with their community. Course addresses community policing, crime prevention education, neighborhood watch, social media groups, police volunteer programs, forming citizen committees and developing a positive public image. The objective of this course is to allow the student to demonstrate how they can create or improve the police-community relations in their own unique jurisdiction.

National Average Salary \$62,800

POLICE MEDIA STRATEGIES

4-hour course

Law enforcement is now "under a microscope" more than ever and many agencies are not prepared to handle regular and rare situations that rise to the attention of local news media. The objective of this course is to provide the trainee with information and skills to identify effective strategies in developing better communication and improving relations between their agency and local news media (TV, Newspaper and Citizen Journalists). Various methods of communication will be discussed including creating news releases, interviews and social media messaging. While many agencies cannot employ a full time Public Information Officer, this course will analyze this role and how it is critical for every agency, even in a part-time assignment. The student will demonstrate the ability to craft written news releases based on simulated situations, as well as handle news

inquiries on a variety of subjects including active crime scenes, major cases/investigations, special events, difficult personnel matters and national and viral news stories.

SOCIAL AND EMOTIONAL INTELLIGENCE FOR LAW ENFORCEMENT

4-hour course

Being a police officer is a challenging task. Police officers are usually on the front line, dealing with violent situations, dangerous criminal activities, and life or death scenarios. Most of their work involves dealing with strong emotions and stressful situations. This course will show officers how to de-escalate calls using social and emotional intelligence.

BARRICADED SUBJECTS

4-hour course

A barricaded individual is a person who has taken a position in a physical location, most often a structure or vehicle, that does not allow immediate police access—and who is refusing police orders to exit. These types of situations can be highly volatile and have the potential to endanger the lives of officers and others. This course provides information regarding the use of properly trained and equipped officers to respond and contain a potential barricaded suspect or subject incident.

BASIC SURVEILLANCE TIER 3

8-hour course

Physical surveillance is an organized team of officers being in the area of the target and documenting the events that they witness. This type of surveillance requires access to various types of equipment such as vehicles, cameras, communication equipment and personal use equipment. Technical surveillance is using cameras with either remote viewing capabilities or cameras which are left in a permissive location that will document information about the target. These cameras can allow officers to be far from the scene or review the recorded information later. Participants learn about both types of surveillance and the appropriate use of each.

DEFENSIVE TACTICS

4-hour course

The role of defensive tactics in law enforcement and corrections is to assist the officer in performance of arrest and restraint, and to increase the margin of safety for both the officer and the suspect. Defensive tactics charge the officer with protecting others as well as themselves. Course is designed to prepare the participants to train officers in a variety of empty hand and less lethal control tool combative. The course will be both physically and mentally demanding.

DRUG RECOGNITION AND INTERDICTION

4-hour course

A critical aspect to effective, legally sound drug interdiction is knowing the signs, symptoms and behaviors caused by different drugs. Equally important is recognizing that a subject's unusual or erratic behavior may be caused by a health-related issue that requires immediate medical attention. Law enforcement officers must be familiar with contemporary drug combinations and the behaviors associated with them, while also understanding the health conditions that can lead to similar behaviors.

FIRST LINE SUPERVISION

40-hour course

This class is for newly promoted supervisors and those seeking promotion. The course covers topics such as the role of a supervisor in a police organization, managing personnel, motivation, counseling and coaching employees, levels of organization, Supreme Court decisions regarding employee case law and managing versus leading.

FIRST RESPONDERS DISABILITY AWARENESS

4-hour course

This course is designed to sensitize and educate law enforcement officers on how to respond to individuals with disabilities. We will define the role of the ADA (Americans with Disabilities Act) and how this federal civil rights law protects individuals with disabilities and discriminations based on race, sex, national origin, age and religion.

HANDCUFFING and BATON

8-hour course

This hands-on course is designed to teach how to properly handcuff an arrest and how to properly use the PR24 Baton. The course will allow the participants to practice the techniques throughout the course. You will:

- Discuss and demonstrate different handcuffing techniques.
 - Discuss and demonstrate types of baton strikes.
-

REPORT WRITING

4-hour course

Writing police reports is different from writing traditional essays. This specific style of writing requires its own rules and conventions. While some expectations for police report writing may differ depending on the police department, certain basic guidelines universally apply. We will identify the characteristics of a report and what questions the report should answer.

SURVIVING CALLS INVOLVING JUVENILES

4-hour course

Course is designed to educate law enforcement personnel on the different kinds of child physical abuse and child sexual abuse and how those are defined according to state statutes. Emphasis is placed on understanding what type of children tend to be more at risk for child abuse, both physical and sexual.

This course will help law enforcement officers understand a variety of elements involving the different abuses of children. These areas will not only focus on what characteristics or circumstances can make a child more vulnerable to abuse but will assist law enforcement officers respond to. Participants will understand why and how children and their abusers hide abuse from outsiders in identifying these areas on calls they and how to use investigative and interview techniques to overcome these barriers.

WARRIOR MINDSET

4-hour course

This course is designed to assist the student in clearly understanding the warrior mindset. Having a Warrior Mindset is more than aggressiveness and determination; it is about overcoming challenges and adversity. It is about possessing, understanding, and being able to utilize a set of psychological and physical skills that allow someone to be effective, adaptive, and persistent. Participants will be able to discuss the appropriateness and define the qualities of a warrior mindset.



OSHA 500 – TRAINER COURSE IN STANDARDS IN THE CONSTRUCTION INDUSTRY

4-day course

Prerequisites: Students must have OSHA 510 in the past 7 years and have five years of safety related experience approved by the director.

Completion of this course allows the student to become an OSHA Authorized trainer in the OSHA Outreach Training Program and will be approved to conduct both 10- and 30-hour Construction Industry Outreach classes. Students must prepare a presentation on an assigned OSHA Construction Industry Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course.



OSHA 501 – TRAINER COURSE IN OSHA STANDARDS FOR GENERAL INDUSTRY

4-day course

Prerequisites: Students must have OSHA 511 in the past 7 years and have five years of safety related experience approved by the director.

Completion of this course allows the student to become an OSHA Authorized trainer in the OSHA Outreach Training Program and will be approved to conduct both 10- and 30-hour General Industry Outreach classes. Students must prepare a presentation on an assigned OSHA General Industry Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course.

OSHA 502 – UPDATE FOR CONSTRUCTION INDUSTRY OUTREACH TRAINERS

3-day course

Prerequisite: OSHA 500 Trainer Course in Standards for the Construction Industry.

This course is designed for Outreach Training Program trainers who have completed OSHA 500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry and are authorized trainers in the OSHA Outreach Training Program. The course provides an update on OSHA Construction Standards, policies and regulations.

OSHA 503 – UPDATE FOR GENERAL INDUSTRY OUTREACH TRAINERS

3-day course

Prerequisite: OSHA 501 Trainer Course in Standards for the General Industry

This course is designed for Outreach Training Program trainers who have completed course 501 Trainer Course in Occupational Safety and Health Standards for General Industry and who are authorized trainers in the OSHA Outreach Training Program. The course provides an update on OSHA General.

OSHA 510 – OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR THE CONSTRUCTION INDUSTRY

4-day course

This course covers OSHA Standards, policies and procedures in the construction industry. Topics include scope and application of the OSHA Construction Standards, construction safety and health principles and special emphasis on those areas in construction which are most hazardous.

OSHA 511 – OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR GENERAL INDUSTRY

4-day course

This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous.

OSHA 521 – OSHA GUIDE TO INDUSTRIAL HYGIENE

4-day course

This course covers industrial hygiene practices and related OSHA regulations and procedures. Course topics include recognition, evaluation, and control of chemical, physical, biological and ergonomic hazards, Permissible Exposure Limits (PEL), OSHA health standards, respiratory protection, engineering controls, OSHA sampling protocols and strategies and workplace health program elements.

OSHA 2015 – HAZARDOUS MATERIALS

4-day course

This course covers OSHA General Industry Standards and other consensus and proprietary standards that relate to the use of hazardous materials. Course topics include flammable and combustible liquids, compressed gases, LP-gases and cryogenic liquids.

OSHA 2045 – MACHINERY AND MACHINE GUARDING STANDARDS

4-day course

This course covers the various types of common machinery, machine safeguards, and related OSHA regulations and procedures. Guidance is provided on the hazards associated with various types of machinery and the determination of proper machine safeguards.

OSHA 2055 – CRANES IN CONSTRUCTION

3-day course

This course covers the requirements for operation of cranes in the construction industry using the OSHA construction Cranes and Derricks Standard as a guide. Course topics include hazards associated with crane assembly and disassembly, types of cranes, lifting concepts, rigging and wire rope, signaling, employee qualifications and training, and maintenance, repair and inspection requirements.

OSHA 2225 – RESPIRATORY PROTECTION

4-day course

This course covers the requirements for the establishment, maintenance, and monitoring of a respiratory protection program. Course topics include terminology, OSHA Respiratory Protection Standards, NIOSH certification, respiratory protection programs and medical evaluation requirements.

OSHA 2255 – PRINCIPLES OF ERGONOMICS

3-day course

This course covers the use of ergonomic principles to recognize, evaluate, and control workplace conditions that cause or contribute to musculoskeletal and nerve disorders. Course topics include work physiology, anthropometry, musculoskeletal disorders, use of video display terminals, and risk factors such as vibration, temperature, material handling, repetition, and lifting and patient transfers in health care.

OSHA 2264 – PERMIT-REQUIRED CONFINED SPACE ENTRY

3-day course

This course covers the safety and health hazards associated with permit-required confined space entry. Course topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, development and implementation of a confined space program, proper signage and training requirements. This course features workshops on permit entry classification, instrumentation and program development.

OSHA 3015 – EXCAVATION, TRENCHING SOIL MECHANICS

3-day course

This course covers the OSHA Excavation Standard and safety and health aspects of excavation and trenching. Course topics include practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations, introduction of various types of shoring (wood timbers and hydraulic), soil classification, and use of protective systems.

OSHA 3085 – PRINCIPLES OF SCAFFOLDING

Call/Check Web For Pricing

3-day course

This course covers the requirements for safe construction and use of scaffolding using OSHA's construction scaffold standards as a guide. Course topics include hazards associated with scaffold design, assembly, disassembly and use, types of scaffolds, determining scaffold capacity, employee qualifications and training and maintenance, repair and inspection requirements. Students will participate in workshops to reinforce concepts of safe scaffolding.

OSHA 3095 – ELECTRICAL STANDARDS

4-day course

This course covers OSHA Electrical Standards and the hazards associated with electrical installations and equipment. Course topics include single- and 3-phase systems, cord- and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA Standards, policies, and procedures and applicable portions of the National Electrical Code (NEC). Students will participate in workshops on the safe and correct use of electrical testing equipment.

OSHA 3115 – FALL PROTECTION

3-day course

This course covers the OSHA Fall Protection Standard for construction and an overview of fall protection methods. Course topics include principles of fall protection, components and limitations of fall arrest systems, and OSHA Standards and policies regarding fall protection. Students will participate in workshops demonstrating the inspection and use of fall protection equipment, residential construction fall protection, training requirements, and developing a fall protection program.

OSHA 7000 – OSHA TRAINING GUIDELINES FOR SAFE PATIENT HANDLING

1-day course

This course covers OSHA ergonomic guidelines for safe patient handling and methods to protect workers in all health care settings. Using OSHA's Ergonomics Guidelines for Nursing Homes as a basis for any healthcare facility, this course focuses on analyzing and identifying ergonomic hazards and practical solutions to address these issues.

OSHA 7005 – PUBLIC WAREHOUSING AND STORAGE

1-day course

This course covers the hazards and injuries likely to occur in public warehousing and storage operations, including encounters with powered industrial trucks, material handling, lifting and ergonomics, hazard communication, walking and working surfaces, and life safety including fire protection and evacuation. This course is intended for warehouse workers, supervisors, and employers responsible for developing safe work practices and procedures in a warehouse setting.

OSHA 7100 – INTRODUCTION TO MACHINERY AND MACHINE SAFEGUARDING

Half-day course

This course covers the process to identify, select and properly safeguard machinery to protect employees and others in the work area and deliver appropriate training in safe work practices. Course topics include types of machinery requiring guarding, point of operation, emergency eyewash/shower requirements, hazard communication, OSHA Machinery and Machine Guarding Standards violations and corrective actions.

OSHA 7105 – EVACUATION AND EMERGENCY PLANNING

Half-day course

This course covers OSHA requirements for emergency action and fire protection plans. Course topics include purpose and requirements of emergency action and fire prevention plans, elements of emergency evacuation plans, and features of design and maintenance of emergency exit routes. Students will participate in workshops pertaining to the development of emergency action plans.

OSHA 7115 – LOCKOUT/TAGOUT

1-day course

This course covers the role and responsibility of the employer to develop and implement an energy control program, or lock-out/tag-out (LOTO) for the protection of workers while performing servicing and maintenance activities on machinery and equipment.

OSHA 7200 – BLOODBORNE PATHOGENS EXPOSURE CONTROL FOR HEALTHCARE FACILITIES

1-day course

This course covers the development and implementation of Exposure Control Plans (ECP) for healthcare facilities. The target audience is the program administrator, manager, or other personnel designated with the responsibility of developing a Bloodborne Pathogens ECP for a healthcare facility. Course topics include understanding the OSHA Bloodborne Pathogens Standard, determining potential exposure and methods of control, developing an ECP, vaccinations, exposure incidents, training and record keeping.

OSHA 7205 – HEALTH HAZARD AWARENESS

1-day course

This course covers common health hazards that are encountered in the workplace. These health hazards include exposure to chemicals, asbestos, silica and lead. Course topics include identification and evaluation of health hazards and their sources of exposure, health hazard information and engineering and work practice controls.

OSHA 7215 – SILICA IN CONSTRUCTION, MARITIME AND GENERAL INDUSTRIES

1-day course

This course covers the development and implementation of controls and strategies to prevent or mitigate silica exposures in construction, maritime and general industries. Course topics include describing the requirements of OSHA's Respirable Crystalline Silica standards and recognizing the hazards and risks, assessment options and exposure control measures associated with silica exposure.

OSHA 7225 – TRANSITIONING TO SAFER CHEMICALS

1-day course

This course will provide participants with information about and hands-on experience with the process for transitioning to safer chemicals, as well as the key methods, tools and databases that can assist in this process. More specifically, the course will guide participants through OSHA's seven-step substitution planning process for understanding and evaluating chemical use, identifying and assessing alternatives and implementing those alternatives that are safer.

OSHA 7300 – Understanding OSHA's Permit-Required Confined Space Standard

1-day course

This course covers the requirements of the OSHA Permit-Required Confined Space Standard. Course topics include safety and health hazards associated with confined space entry, and the evaluation, prevention and abatement of these hazards. The course covers OSHA requirements; it does not feature workshops (instrumentation, control methods and testing) which are included in the OSHA 2264 Permit-Required Confined Space Entry.

OSHA 7400 – Noise Hazards in the Construction Industry

1-day course

This course covers the evaluation and reduction of noise hazards in the construction industry. Course topics include OSHA Construction Noise Standards, properties of sound, noise-induced hearing loss, noise exposure control, selection and use of hearing protection, conducting sound level surveys and worker training. The target audience is the construction employer or representative designated with the responsibility to develop a construction noise program.

OSHA 7405 – FALL HAZARD AWARENESS FOR THE CONSTRUCTION INDUSTRY

1-day course

This course covers the identification, evaluation, prevention and control of fall hazards in the construction industry. The course focuses on falls to a lower level rather than falls to the same level resulting from slips and falls.

OSHA 7410 – MANAGING EXCAVATION HAZARDS

1-day course

This course covers the roles and responsibilities of the employer to educate and assign a competent person to excavation sites. Course topics include understanding and application of definitions relating to the OSHA Excavation Standard, excavation hazards and control measures, soil analysis techniques, protective system requirements and emergency response.

OSHA 7500 – Introduction to Safety and Health Management

1-day Course

This course covers the effective implementation of a company's safety and health management system. The course addresses the four core elements of an effective safety and health management system and those central issues that are critical to each element's proper management.

OSHA 7505 – INTRODUCTION TO INCIDENT (ACCIDENT) INVESTIGATION

1-day course

This course covers an introduction to basic accident investigation procedures and describes accident analysis techniques. The target audience is the employer, manager, employee or employee representative who is involved in conducting accident and/or near-miss investigations.

OSHA 7510 – INTRODUCTION TO OSHA FOR SMALL BUSINESSES

Half-day course

This course covers an introduction to the Occupational Safety and Health Administration (OSHA) and the OSH Act for owners and managers of small businesses. Course topics include an introduction to OSHA, OSHA Standards, the inspection process, implementing a safety and health program, worker training requirements and assistance available to small businesses.

OSHA 7845 – RECORDKEEPING RULE SEMINAR

Half-day course

This course covers OSHA requirements for maintaining and posting records of occupational injuries and illnesses and reporting specific cases to OSHA. Topics covered include identification of OSHA requirements for recordkeeping, posting and reporting and to complete OSHA Form 300 Log of Work-Related Injuries and Illnesses, OSHA Form 300 A Summary of Work-Related Injuries and Illnesses, and OSHA Form 301 Injury and Illness Incident Report.

RMSM 6010 – SAFETY, HEALTH AND ENVIRONMENTAL RISK MANAGEMENT PRINCIPLES

Call/Check Web For Pricing

3-day course

This course provides students whose careers have focused on particular segments of risk management a more global picture of risk identification and control. The course will use breakout sessions to work on risk management problems, class discussion and instructor resources. The course will provide an overview of risk management and its application for companies, identifying the cost of risk, and prioritizing, managing and controlling risk.

EHSM 6036 – INTRO TO ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

Call/Check Web For Pricing

3-day course

This course provides a comprehensive overview of EPA and other environmental regulations and guidelines. Subject areas included in this course are EPA history, specific regulations regarding surface water, air, drinking water, pollution prevention, hazardous waste, Superfund and Community Right-To-Know.

EHSM 7900 – HAZWOPER 24 Hour Training

Call/Check Web For Pricing

3-day course

Initial off-site hazardous waste operations and emergency response training for non-routine site workers and emergency responders. During this course, the groundwork is established for future site-specific training needed by employees. Topics include properties of hazardous substance, hazard recognition and risk assessment, selection and use of personal protection equipment, site evaluation, monitoring and safe work practices, incident command and emergency response and decontamination methods, procedures and more.

EHSM 7901 – HAZWOPER 40 HOUR TRAINING

Call/Check Web For Pricing

5-day course

This comprehensive training is recommended for those who have a potential for hazardous substance exposure while performing required duties. It meets off-site training requirements for general site workers and RCRA operations site workers. Emergency response personnel and other hazardous materials workers will find this course extremely valuable for initial training. Topics include, properties of hazardous substances, hazardous recognition and incident prevention, selection, use and care of personal protective equipment, site safety and health responsibilities, emergency response planning and spill containment, decontamination methods, safe work practices and more. Hands-on experience is an essential part of the course.

EHSM 7902 – HAZWOPER 8 HOUR REFRESHER TRAINING

Call/Check Web For Pricing

1-day course

Prerequisites: [EHSM 7000 Hazwoper 24 Hour](#) or [EHSM 7901 Hazwoper 40 Hour](#)

OSHA requires HAZWOPER trained personnel to receive at least eight hours refresher training annually. This training provides information updates, skills improvement and hands-on exercises.

EHSM 7930 – Environmental Air Regulations

Call/Check Web For Pricing

1-day course

This course provides an overview of EPA regulations for the Clean Air Act (CAA), Toxic Substance Control Act (TSCA), National Environmental Protection Act (NEPA) and Federal Insecticide, Fungicide and Rodenticide Act (FIFRA). Subject areas included in this course are EPA history and specific regulations regarding air and pesticides.

EHSM 7931 – RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) REFRESHER

Call/Check Web For Pricing

1-day course

This course provides an overview of the Resource Conservation Recovery Act (RCRA). The course will include hazardous waste identification, on-site waste management options, land disposal restrictions, hazardous waste manifests, universal wastes and generator status. This course meets the requirements for the annual refresher.

EHSM 7932 – ENVIRONMENTAL WATER REGULATIONS

Call/Check Web For Pricing

1-day course

This course provides an overview of the EPA regulations related to the Clean Water Act (CWA), Safe Drinking Water Act (SDWA) and the Endangered Species Act (ESA)

EHSM 7940 – SHIPPING, HANDLING AND STORAGE OF HAZARDOUS SUBSTANCES: DEPARTMENT OF TRANSPORTATION (DOT) AIR

Call/Check Web For Pricing

1-day course

This intensive 1-day course covers procedures for safe handling, storing and preparing hazardous substances for shipment by air as required by the International Civil Aviation Organization. Students will receive up to date, hands-on instruction in requirements for domestic and international shipments, classifications according to the Dangerous Goods Table and packing and labeling specifications. In addition, an update/refresher of applicable Department of Transportation regulations is presented.

EHSM 7941 – SHIPPING, HANDLING AND STORAGE OF HAZARDOUS SUBSTANCES: DEPARTMENT OF TRANSPORTATION (DOT) GROUND

Call/Check Web For Pricing

1-day course

This intensive 1-day course covers procedures for safe handling, storing and preparing hazardous substances for shipment by ground as required by applicable Department of Transportation regulations. You will receive up-to-date, hands-on instruction in using reference materials, labeling and preparing materials for shipment. Students will also learn the critical competencies required for properly responding to hazardous substance emergencies.

EHSM 7950 – POWERED INDUSTRIAL TRUCKS – TRAIN THE TRAINER

Call/Check Web For Pricing

Half-day course

This 4-hour seminar will discuss basic training techniques, the OSHA requirements for powered industrial truck training and methods to present this training to powered industrial truck operators.

EHSM 7955 – CONSTRUCTION INDUSTRY SAFETY AND HEALTH OUTREACH PROGRAM

Call/Check Web For Pricing

10-hour course

This course provides the participants with an overview of the OSHA standards relevant to the construction industry. Various topics are presented in a 10-hour format. Among the subjects covered in the program are: an introduction to OSHA, electrical safety, fall protection, excavation and trenching safety.

EHSM 7956 – GENERAL INDUSTRY SAFETY AND HEALTH OUTREACH PROGRAM

Call/Check Web For Pricing

10-hour course

This course provides the participants with an overview of the safety and health hazards associated with general industry processes. Various topics are presented in a 10-hour format. Among the subjects covered are electrical safety, machine guarding, material handling and hazardous materials.

Note: All Outreach training is conducted in English. Students must be fluent in English to complete the class and receive a completion card.



WAREHOUSING LOGISTICS

80-hour course

This course examines the movement of information and products through the supply chain and provides foundational knowledge for front line workers in warehouse operations. This course also gives participants training in forklift safety fundamentals, basic instruction in forklift operation and hands-on driving experience in a warehouse setting under supervision. Successful completers will earn an OSHA-10 certification. Students must be at least 18 years old.

National Average Salary \$58,531

INTRODUCTORY MOTORCYCLE EXPERIENCE

2-hour course

This 2-hour introductory course is designed for the true novice rider who would like extra one-on-one attention. Classes are restricted to novice riders and provide a safe, low-stress environment for asking questions and getting extra time on the basics of motorcycle operation. Using our motorcycles, you will sit astride and manipulate the controls of the motorcycle. The course objective is to experience a motorcycle's operational characteristics through an initial hands-on experience. Also embedded in the experience is a self-assessment component to ensure a person is aware of the risks and requirements for being a good, safe and responsible rider. This first-touch experience with a motorcycle is not designed to teach a person to ride, but rather, it helps a potential rider determine whether motorcycling is a good personal choice.

BASIC RIDER COURSE – WEEKDAY

18-hour course

This course is designed for the beginner and re-entry motorcyclist of all ages. Learn to ride and ride more safely using techniques taught by certified trainers. The BRC is approximately five hours of classroom instruction and ten hours of practical riding in a controlled environment which prepares students for formal evaluations at the end of class. Motorcycles used in the course include a variety of street machines that are 250cc or less and are provided so you can learn to ride before spending thousands. Helmets are available for loan if you don't have your own. Scooters are also available upon request at the time of registration.

Requirements: The course is physically demanding, students **MUST** be in good health and should be able to ride a bicycle. The instructor will make the final determination if a student will be allowed to participate in the riding portion of the course.

Students must ride the motorcycles provided through the program and all course requirements must be met for successful completion. Students must actively participate in all days and each portion of the class to receive a completion card. If this is not possible the student will disqualify himself/herself from the class. A student must be at least 15 years 6 months of age. Written parental permission is mandatory for age 15 years 6 months up through age 18.

BASIC RIDER COURSE – WEEKEND

20-hour course

This course is designed for the beginner and re-entry motorcyclist of all ages. Learn to ride and ride more safely using techniques taught by certified trainers. The BRC is approximately five hours of classroom instruction and ten hours of practical riding in a controlled environment which prepares students for formal evaluations at the end of class. Motorcycles used in the course include a variety of street machines that are 250cc or less and are provided so you can learn to ride before spending thousands. Helmets are available for loan if you don't have your own. Scooters are also available upon request at the time of registration.

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Students must ride the motorcycles provided through the program and all course requirements must be met for successful completion. Students must actively participate in all days and each portion of the class to receive a completion card. If this is not possible the student will disqualify himself/herself from the class. A student must be at least 15 years 6 months of age. Written parental permission is mandatory for age 15 years 6 months up through age 18.

BASIC RIDER COURSE – WEEKNIGHT

20-hour course

This course is designed for the beginner and re-entry motorcyclist of all ages. Learn to ride and ride more safely using techniques taught by certified trainers. The BRC is approximately five hours of classroom instruction and ten hours of practical riding in a controlled environment which prepares students for formal evaluations at the end of class. Motorcycles used in the course include a variety of street machines that are 250cc or less and are provided so you can learn to ride before spending thousands. Helmets are available for loan if you don't have your own. Scooters are also available upon request at the time of registration.

Requirements: The course is physically demanding; students **MUST** be in good health and should be able to ride a bicycle. The instructor will make the final determination if a student will be allowed to participate in the riding portion of the course.

Students must ride the motorcycles provided through the program and all course requirements must be met for successful completion. Students must actively participate in all days and each portion of the class to receive a completion card. If this is not possible the student will disqualify himself/herself from the class. A student must be at least 15 years 6 months of age. Written parental permission is mandatory for age 15 years 6 months up through age 18.

DRIVER'S EDUCATION

18-hour course

This 18-hour course will expose the student to skills they need to safely operate a vehicle in the roadway. Students will have classroom training as well as 13 hours of hands-on experience operating a car on our closed track with certified Emergency Vehicle Operation Instructions. Students will also have hands on experience in the only computerized SKID CAR System in the state of Missouri. This system allows the student to experience and react to slick inclement conditions without the dangers of actually driving without traction. This class is only available to students 15-18 years of age who possess a valid state learner permit or valid driver license.

3-WHEEL BASIC RIDER COURSE – WEEKEND

12-hour course

If you've ever dreamed of an open road adventure, then the Can-Am Spyder Rider Education Program is your path to reality! Certified instructors will share their expertise for you to receive the training fundamentals required to successfully complete the course and obtain your 3-wheel motorcycle endorsement. [Cost of tuition includes use of Can-Am Spyder for duration of course.](#)

3-WHEEL BASIC RIDER COURSE – WEEKDAY

9-hour course

If you've ever dreamed of an open road adventure, then the Can-Am Spyder Rider Education Program is your path to reality! Certified instructors will share their expertise for you to receive the training fundamentals required to successfully complete the course and obtain your 3-wheel motorcycle endorsement. [Cost of tuition includes use of Can-Am Spyder for duration of course.](#)

COMMERCIAL DRIVER'S LICENSE – CLASS A (CDL-A) PROFESSIONAL TRUCK DRIVER

180-hour course

This program prepares the student for the Missouri or Kansas Commercial Driver's License – Class A Operations (CDL-A) exam as an entry-level truck driver in the trucking industry. The student will learn knowledge that is required to be a truck driver. The student will also receive hands on training that includes pre-trips, backing and driving skills.

National Average Salary \$48,310



INTRODUCTION TO MACHINING

172-hour course

The program introduces students to shop safety, measurement, layout and an introduction to basic shop equipment. Students will learn to select appropriate tooling and safely operate a manual lathe. In addition, students will learn to read and interpret basic blueprints commonly found in manufacturing. Lastly, students who successfully complete the OSHA-10 class will earn an OSHA-10 certification card. Successful completion of this program prepares students to begin a career in manufacturing and machining.

National Average Salary \$48,100

INTRODUCTION TO WELDING

132-hour course

This program introduces students to MIG and Stick welding technologies. In addition, students will learn to read and interpret basic blueprints commonly found in manufacturing. Students will develop an understanding and basic skills required for thermal cutting processes. Students who successfully complete the OSHA-10 class will earn an OSHA-10 certification card.

National Average Salary \$47,010

IMPORTANT INFORMATION

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires MCC to disclose information to potential and currently enrolled students and prospective and current employees.

Additionally, this information is provided to avoid any and all misrepresentation of our educational programs, financial charges and employability of our graduates.

Please review all the contents below for complete and transparent disclosure about our institution.

MCC will inform its students and staff of this information at least one time per year by sending an email announcement to each student and staff via the MCC-issued email account.

Contact information for assistance in obtaining financial aid information can be received by sending an email request to Get.Ahead@mcckc.edu, or by calling **816.604.1232**.

Information is current at the time of publication. This catalog supersedes all previously published editions and is in effect until a subsequent catalog is published. Information contained herein effective December 16, 2021.

MCC is an Equal Opportunity/Affirmative Action Employer

OUR MISSION: Preparing students, serving communities, creating opportunities for all.

OUR VISION: MCC will be the Kansas City region's college of choice where all are encouraged to learn, discover and engage.

ADMISSION INFORMATION ELIGIBILITY

Individuals who want to enroll in MCC have several avenues that lead to admission: a high school diploma, a high school equivalency test (HiSet)/GED that certifies the equivalency of high school graduation or home-school graduation. In some cases, those who haven't graduated from high school or obtained a HiSet/GED may be admitted as students, including the college's concurrent enrollment programs. International students also find extensive resources to succeed at MCC.

mcckc.edu/admissions

CATALOG

The catalog is in effect for the period a student is admitted to the college and is assigned as the student's "catalog of record." It is highly recommended that students speak to a career navigator in the WED Division for further information.

COLLEGE ADMISSION

To apply for admission, you should complete the free online MCC Application for Admission at mcckc.edu/apply. Once MCC processes your application, you are admitted and will be guided on your next steps to enrolling. Some MCC academic programs have special requirements.

mcckc.edu/admissions

ADDITIONAL NOTES

- It is recommended that all non-native speakers of English contact the English as a Second Language (ESL) Department for further guidance on placement.
- Students with disabilities who need testing accommodations must contact the Disability Support Services (DSS) Office before scheduling their placement tests.

FINANCIAL RESPONSIBILITY

As a student at MCC, you become financially obligated and responsible for paying all college charges. If your financial aid award, scholarship or payment from an external source becomes unavailable or is insufficient to pay charges, you are ultimately responsible for the balance. Failure to attend classes does not relieve you of the responsibility of paying your balance. To have charges removed or reduced, you must officially drop the classes within the designated refund period. Any outstanding charges will result in a financial hold on your account. Financial holds will require that you pay your outstanding balance to re-enroll, receive an industry recognized credential, or transcript. MCC will begin immediate collection efforts that may include placing your account with the Missouri income tax intercept program and/or an outside collection agency. You will be responsible for all collection costs assessed by the outside collection agency with credit bureau reporting.

Returned Checks Electronic checks (ACH) and paper checks returned to MCC by the bank will require immediate payment of the returned check and fee. Failure to pay may result in classes being dropped or referral to the outside collection agency for the full amount of the student account balance. If referred to the agency, the student is responsible for collection costs of up to 25% of the balance. Students will be restricted from enrollment and receipt of transcripts. A notification of the returned check will be sent to the students MCCKC student email account.

TYPES OF RETURNS:

- **Insufficient Funds:** this type of return is submitted a second time to the bank. If returned a second time, the check amount will be posted to the student account and assessed a \$25 returned check fee. No checks will be accepted as payment on the student's account for one year after the return is paid.
- **Stop Payment, Refer to Maker, Closed Account, Frozen Funds, and Unauthorized Entry:** these types of returns are not submitted to the bank a second time. The check amount will be posted to the student account and assessed a \$25 returned check fee. No checks will be accepted as payment on the student's account for one year after the return is paid.
- **Invalid Account and Account Not Found:** these types of returns are not submitted to the bank a second time. The return amount will be posted to the student account with no additional fees.

REFUND POLICY

We recognize you may occasionally need to drop your registration from a class. You must cancel your enrollment **no less than seven (7) days** (five (5) business days) before the class start date to receive a full *refund**, minus a \$25.00 processing fee and any other charges you may still owe. New enrollments made after the seven (7) day deadline are subject to the same refund policy as are all classes, even as short as one day. Therefore, any drops within seven (7) days before the start of the class will forfeit 100% of the tuition.

Payments made by credit card will be refunded to the credit card used and will appear on your monthly statement as soon as possible. You are responsible for interest charged to the credit card account while the refund is processed. Options for other refunds are: direct deposit to your bank account or a check mailed to your address of record.

Checks returned stop pay, account closed or credit card chargebacks are subject to a \$25 processing fee and a hold will be placed your account. You will be dropped from all classes and be liable for the returned check fee and any non-refundable fees. Checks returned unpaid (NSF) must be replaced by cash or a money order. Otherwise, returned checks will be referred to a collection agency, which may assess further charges.

If there is space available in another class, you may transfer your enrollment no later than seven (7) days before the first day of class. Any drops/transfers after the seven (7) day deadline, must be completed by a Continuing/Community Education staff member. The option to transfer your enrollment is available one time only. All withdrawals for extraordinary circumstances must be approved by the applicable Program Coordinator.

There are no refunds for the 3-Wheel Basic Rider Course. Transfer to another date is available per the above stated policy.

Tuition and fees will be refunded 100% for any classes that are canceled by MCC.

VETERANS' REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The school may retain a registration fee of no more than \$10, a breakage fee for no more than the exact amount of breakage, and fee for consumable supplies for no more than the amount of supplies actually consumed – 38 CFR 21.4255.

**Refunds may take several weeks to process and are dependent on your method of payment. Checks may take up to 6 weeks. Refunds to debit/credit cards will vary based on your financial institution.*

If you have any questions please call 816-604-5229 or email wedenroll@mccckc.edu.

FINANCIAL AID

One goal of MCC is to make workforce training available and affordable to all area residents regardless of their personal finances. MCC students can take advantage of a variety of grants, loans and scholarships to help pay for their education. The federal government and state of Missouri fund some of these programs, while others are supported by contributions made to the MCC Foundation, by private citizens and civic organizations. Information is available about student aid programs, their eligibility requirements, how to apply and the responsibilities recipients must meet. Call WED division at **816.604.5254**.

Students completing the Free Application for Federal Student Aid (FAFSA) should use the following number for all MCC campuses: 002484. The FAFSA may be found on the web at fafsa.gov. To receive financial aid, you are expected to attend all classes on which the financial aid award is based. Award funds may be delayed if you do not attend the first class. If you stop attending all your classes before completing 60% of the semester, you will owe money back to the federal aid programs.

ACADEMIC RECORD

The college keeps an official academic record for each student, which includes the following:

1. The student's cumulative record including directory information, a list of all the courses the student has been enrolled in, the grades and scholarship points for those classes, the number of credit hours the student has attempted and earned, the cumulative grade point average, honors earned by the student and degrees or certificates the college has awarded to the student.
2. The student's degree plan.
3. The student's high school transcript and/ or transcripts from other colleges and universities. All items are kept in compliance with federal and state regulations. According to federal law, school officials with a legitimate educational interest may access a student's academic record without the consent of the student. This includes but is not limited to faculty members and those who maintain the student's records, counsel the student or provide academic advice.

CREDIT BY CERTIFICATION

Credit for non-college experience may be given to entering freshmen and other students who meet certain certification guidelines. However, only experiences that relate specifically to a program offered by MCC will be eligible for certification credit. Entering freshmen and other students may be given credit in certain subjects by passing examinations. Only 30 semester hours of credit may be earned this way. Credit for Advanced Standing (Transfer Credit) Transcripts from all previously attended colleges and universities must be submitted to the WED Enrollment Center at 3200 Broadway, Kansas City, Missouri 64111.

ATTENDANCE

The college expects students to attend every meeting of every course they are enrolled in. If attendance is a problem, MCC may dismiss a student from class for the following reasons:

1. If a student has been absent for two consecutive weeks or the equivalent time period during a shorter program.
2. If the student has missed one-third of sessions scheduled for the enrolled class. In some cases, due to the subject matter of the course, an instructor may enforce an even stricter attendance policy. However, if a student has a valid reason for being absent, he or she should consult with the instructor who may grant the student permission to make up the work.

ATTENDANCE-FINANCIAL AID

To receive financial aid, you are expected to attend all classes on which the financial aid award is based. Award funds may be delayed if you do not attend the first class. If you stop attending all of your classes before completing 60%, you may owe money back to the aid programs. Failure to begin attendance in a course could result in your financial aid being adjusted or reduced.

STUDENT CONDUCT

MCC expects students to conduct themselves in a manner appropriate for an educational setting. This includes complying with federal, state and municipal laws prohibiting certain activities in general and others that pertain to public school property and college-sponsored functions. Students who act inappropriately or who show disruptive behavior may be disciplined by MCC as well as face criminal charges. In addition to demonstrating honesty and integrity, students are expected to comply with all policies, regulations and procedures of MCC. They should follow the college traffic code and the directions of all college representatives acting in an official capacity. For more complete information about the Student Code of Conduct, please consult PRP7.35010 in the MCC manual of Policies, Regulations, and Procedures, which is available online, or from the office of the dean of student development.

STUDENT DISCIPLINARY PROCEDURE

A student who is charged with misconduct which requires disciplinary action will be required to meet with the appropriate administrator.

STUDENT GRIEVANCES

According to MCC regulations and procedures, a student who has complaints about a program should first talk with the instructor or instructors involved. If the issue cannot be resolved, then the student should go to the director of program implementation. If the student is still not satisfied, then he or she should discuss the situation with the executive director of instruction. If the problem persists at this level, then the associate vice chancellor should be contacted to resolve the issue. Students who have complaints about issues outside the classroom should go to the appropriate administrator. If the issue cannot be resolved, then the student should see the executive director of instruction.

STUDENT SERVICES ACADEMIC ADVISING (NAVIGATORS)

Academic advisors, referred to as navigators, are available to assist students with selecting programs and developing a path for the learning journey through as many programs as needed. Navigators help students navigate through the programs and services. They provide valuable assistance to students throughout their stay at MCC.

CAREER SERVICES

Events and resources provided by the Career Services Office increase student potential in the workplace and aid in career advancement. Career Services provides an established network of industry professionals to connect students and alumni with internships or jobs. Whether it's practice interviewing, developing your professional image, updating your resume or obtaining on-campus employment, the Career Services Office at each MCC campus is available for you.

mcckc.edu/career-services

COUNSELING

MCC's professional counselors are available to assist students with their career, educational, and personal concerns. Students may schedule individual conferences with counselors. Throughout a student's career at MCC, the college encourages them to meet regularly with their counselors to further discuss their educational progress and future plans. Inventories that help students assess their skills, interests, values and personality style for career planning purposes are available through the counseling center.

mcckc.edu/counseling

SUPPORT SERVICES PARKING

Students park free on MCC campuses, but you need a parking sticker for your car or motorcycle. Get one at a campus police office when you enroll or anytime during the semester. You could get a fine for not having a sticker or for parking in areas not marked for students. Naturally, you can't park in areas marked for those with disabilities, unless you have one and display the permit.

COLLEGE LIBRARIES

MCC campus libraries provide resources and services to assist students with their research needs:

- Online databases for access to credible academic sources that may be accessed on or off-campus
- Books, video, audio, periodicals in print and digital formats for research and leisure purposes; materials can also be obtained through MOBIUS, a consortium of primarily academic libraries
- Professional librarians who provide research assistance in person or through virtual reference services and who provide classroom instruction to develop information literacy
- Comfortable spaces for individual and group study or research with computers. More information is available at the MCC Library website.

mcckc.edu/library

COMPUTER LAB SERVICES

All MCC campuses provide computer labs for student use — including Internet access — although some are restricted to specific programs such as math and science. Check with each campus for more information about hours of operation and available services.

ON CAMPUS WIRELESS INTERNET ACCESS

All MCC Campuses offer access to students and guests. Students must complete a one-time set-up process on their wireless device to access their student Wi-Fi service through their student user ID and password. Guests on campus need to contact Network Services department to gain one-day temporary access to the campus Wi-Fi services.

mcckc.edu/tech-support

DISABILITY SERVICES

Through an interactive process, our Disability Support Services (DSS) offices work with students with documented disabilities to determine what support services are necessary for each student. This process is student-initiated and a student with a disability requesting assistance must identify him or herself to the College. Accommodation requests may be communicated to the DSS office at any time. However, early notification is helpful as some accommodations can take several weeks to arrange. To initiate the interactive process and receive support services, contact a DSS office.

MCC-Blue River **816.604.6569**

MCC-Longview **816.604.2254**

MCC-Maple Woods **816.604.3162**

MCC-Penn Valley **816.604.4293**

For relay calls, **dial 711**.

mcckc.edu/disability

LEARNING CENTERS/ SUCCESS CENTERS

Each campus has a learning center or success center where students can receive individual or small-group tutoring for many of their courses. Daily labs are scheduled to provide help with reading writing, and math either on a walk-in basis or by appointment. Math study groups and computer-assisted instruction are also available. Other services include listening and note-taking, reducing test anxiety, test-taking strategies and research paper pointers. All services are provided free to currently enrolled students. Reading labs also offer MCC students services such as diagnostic testing, tutoring and special classes. These reading classes range from basic skill building in word recognition and spelling to advanced levels of critical and speed reading. Programs can be designed to fit a student's special needs. For more information about MCC's reading study centers, call the following campuses:

MCC-Blue River **816.604.6770**

MCC-Longview **816.604.2205**

MCC-Maple Woods **816.604.3309**

MCC-Penn Valley **816.604.4292**

mcckc.edu/tutoring

CANCELLATION OF CLASSES

The campuses may find it necessary to cancel classes because of insufficient enrollment or other circumstances. Whenever possible, a class will be cancelled before the first meeting and enrolled students will be notified. If a suitable alternate course isn't available, students will receive a complete refund of tuition and fees for the canceled courses.

STUDENT PARTICIPATION IN ASSESSMENT OF ACADEMIC ACHIEVEMENT

MCC is committed to increasing student learning by continuous improvement of its curriculum, instruction, support services, and other institutional practices. The basis for improvement efforts are the results of MCC's program to assess student academic achievement. Assessing student learning is for the goal of improving student outcomes in the classroom in accordance with MCC's general education outcomes. Assessment is the sustained process of gathering, interpreting, and acting upon information to improve student learning. Students will be asked during their academic careers at MCC to participate in various assessments of student learning that will include state or national tests and direct or indirect methods of assessment. Students are expected to participate in these assessments as a responsibility of their enrollment in MCC.

STATEMENT OF ETHICAL CONDUCT AND ASSESSMENT

During the development of MCC's Plan for Assessing Student Academic Achievement, faculty wanted an assurance that the assessment program would focus on those issues associated with teaching, learning and curriculum revision. It was important for all constituent groups to know that assessment efforts and analysis and reporting of data generated by these efforts are conducted in ways that preserve high professional and ethical standards and that promote the best interests of students. The following is MCC's ethical statement: MCC recognizes that the activities associated with assessment must be conducted in an ethical and professional manner. Information, data, and assessment activities designed to present an aggregate picture of MCC shall in no way be used to evaluate individual students or faculty. Also, students, faculty, and staff associated with assessment activities or projects will be treated in a manner that follows accepted practices for dealing with human subjects. The MCC assessment initiatives' design and implementation process supports improvements in instruction, learning and institutional improvement.

EQUAL OPPORTUNITY

MCC is committed to providing an educational climate conducive to the personal and professional development of each individual. MCC does not discriminate. MCC prohibits discrimination on and of the following basis: race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, genetic information, disability status, protected veteran status. Additionally, MCC prohibits discrimination on any characteristic protected by law in employment or the rights, privileges, programs, and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. To ensure compliance with Title IX and other federal and state civil rights laws, the College District has developed policies and procedures that prohibit discrimination in all of its forms.

Notice of Non-Discrimination

MCC prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, age, ancestry, national origin, or disability in admissions; educational program, services, or activities; and employment. MCC complies with all federal and state laws and MCC policy regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and the state of Missouri Human Rights Act Chapter 213 RSMO. MCC is committed to providing an inclusive and welcoming environment for all members of our community, with access to courses, programs, employment, services, or extracurricular activities free from discrimination and harassment. MCC prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, sex (including pregnancy, sexual orientation and gender identity or expression including transgender status), age (40 or older), national origin, disability, genetic information (including family medical history) or any other class protected by law. MCC shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability and religious reasons unless it can demonstrate that making the modification would cause undue hardship or fundamentally alter the nature of the service, program or activity.

MCC IS AN EQUAL-OPPORTUNITY EMPLOYER.

Following are the applicable federal and state civil rights laws that prohibit discrimination: Title I of the Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities, by employers with 15 or more employees. The U.S. Equal Employment Opportunity Commission and the U.S. Department of Justice are the agencies assigned to enforce Title I of the ADA. Title II of the Americans with Disabilities Act of 1990 prohibits disability discrimination by public entities, including public colleges and universities whether or not they receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) and the U.S. Department of Justice are the law enforcement agency charged with enforcing Title II of the ADA. Title VI of

the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance.

Title VI covers programs and activities receiving federal financial assistance from the United States Department of Education. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title VI. Title VII of the Civil Rights Act of 1964 protects individuals against unlawful employment practices based on their race, color, sex, and national origin. The Civil Rights Act of 1991 significantly extended plaintiffs' rights under Title VII. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing Title VII. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admission to institutions that receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title IX.

The Age Discrimination Act of 1975 protects people from discrimination based on age in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing the ADA of 1975. The Age Discrimination in Employment Act of 1967 protects individuals who are 40 years of age or older. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the ADEA. The Civil Rights Act of 1991 provides monetary damages in cases of intentional employment discrimination.

The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the CRA of 1991. The Equal Pay Act of 1963 protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the EPA. The Section 504 of the Rehabilitation Act of 1973 protects people from discrimination in admission, employment, treatment, or access based on disability in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Section 504. The Executive Order 11246 requires certain government contractors to engage in affirmative action and to not discriminate based on race, sex, or national origin. The Office of Federal Contract Compliance Programs (U.S. Department of Labor) is the agency charged with enforcing EO 11246 and ensuring that federal contractors are in compliance. All inquiries concerning MCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

Chief Human Resources Officer

3200 Broadway, Kansas City, Missouri 64111-2429

816.604.1588

MCC-Blue River

Jon Burke, Dean of Student Development

20301 E. 78 Highway, Independence, Missouri 64057-2053

816.604.6620

MCC-Longview

Diana McElroy, Dean of Student Development

500 SW Longview Road, Lee's Summit, Missouri 64081-2015

816.604.2326

MCC-Maple Woods

Terrell Tigner, Dean of Student Development

2601 NE Barry Road, Kansas City, Missouri 64156-1299

816.604.3175

MCC-Penn Valley

Chelsia Potts, Interim Dean of Student Development

3201 Southwest Trafficway, Kansas City, Missouri 64111-2764

816.604.4114

Inquiries may also be addressed to the U.S. Department of Education:

Director, Office for Civil Rights U.S. Department of Education

One Petticoat Lane 1010 Walnut St., Suite 320 Kansas City, MO 64106

816.268.0550

TOBACCO-FREE

MCC is committed to providing a safe and healthy environment for all students, employees, contractors, and visitors. Due to this commitment, the use, advertising, or sponsorship of tobacco and tobacco substitute products, excluding cessation products, on all campus premises, leased property, and college-owned vehicles is prohibited, with no exceptions. This policy applies to all students, employees, tenants, subtenants, contractors, and visitors. Additional information on Tobacco-Free MCC can be found online.

mcckc.edu/TobaccoFree

RIGHT TO KNOW

MCC complies with the provisions of “The Crime Awareness and Campus Security Act of 1990.” A provision of this act requires higher education institutions to provide students an annual report that contains occurrences of criminal offenses and arrests on campus and adjacent public property. This report is available online. For a printed copy, please call **816.604.1436** or stop by the campus public safety offices.

mcckc.edu/StudentRightToKnow

STUDENT CONSUMER INFORMATION

The Higher Education Opportunity Act of 2008 (HEOA) requires that post-secondary institutions participating in federal student aid programs make a variety of disclosures to students. Additional required student consumer information can be found on the MCC website. You may request information from the MCC Information Center at **816.604.1000**.

mcckc.edu/StudentConsumerInfo

AMERICANS WITH DISABILITIES ACT

MCC complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act which prohibit discrimination in admission or access to its programs based on disability. Each MCC campus has a Disability Support Services (DSS) Office that provides support services for students with documented disabilities. Arrangements can be made for aids and adjustments to help ensure equitable access to programs and services. The campus DSS Office also has information regarding the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Inquiries may be addressed to:

MCC-Blue River DSS Coordinator

20301 E. 78 Highway Independence, Missouri, 64057-2023

816.604.6569

MCC-Longview DSS Coordinator

500 SW Longview Road Lee's Summit, Missouri, 64081-2015

816.604.2254

MCC-Maple Woods DSS Coordinator

2601 NE Barry Road Kansas City, Missouri, 64156-1200

816.604.3162

MCC-Penn Valley DSS Coordinator

3201 Southwest Trafficway Kansas City, Missouri, 64111-2764

816.604.4293

For relay calls, **dial 711**.

STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Your student rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. WED students should submit to the WED Enrollment Manager ("College Official") a written request that identifies the record(s) they wish to inspect. The College Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College Official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or in violation of the student's right to privacy. Students desiring an amendment to their education record should write the College Official responsible for maintaining the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy.
3. The right to a hearing regarding the request for an amendment of the student's education records. If the College decides not to amend the record as requested by the student, the College must notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to prevent the College's disclosure of the student's personally identifiable information from the student's education records in most circumstances. The College must obtain the written consent of a student before disclosing that student's personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Where required, a student's consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. FERPA contains the following exceptions and others, allowing a college to disclose a student's personally identifiable information:
 - a. Disclosure to school officials with legitimate educational interests is permitted without a student's written consent. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted institutional services or functions that the College would otherwise use employees to perform (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.
 - b. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
 - c. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of FERPA. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
 - d. Disclosures to parents are permitted in three situations. First, disclosure of a student's personally identifiable information to parents is permitted absent a student's written consent in the event of a health or safety emergency. The College may disclose education records in an emergency if the College determines that there is an articulable and significant threat to the health or safety of the student or other individuals. Second, disclosure of a student's personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information. Third, disclosure of a student's personally identifiable information to parents is permitted without the student's written consent if the student is under 21 and has violated a law or College rule or policy governing alcohol or controlled substance consumption.

5. The right to opt out of the disclosure of directory information. Pursuant to FERPA, the College has classified certain personally identifiable information as directory information. MCC defines directory information as the student's name, address, telephone number, e-mail address, photos, date of birth, place of birth, grade level, major field of study, dates of attendance, full time/part time status, degrees, honors, and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent previous educational institution attended by the student. WED continuing education students who wish to restrict the release of directory information must submit the appropriate form to the WED Enrollment Manager during the first week of attendance in each continuing education course. This form can be found on the College's website or at the Office of the Enrollment Manager. Upon receipt of such request the Office of the WED Enrollment Manager will designate the student's directory information as confidential and not to be released outside the College except to individuals, institutions, agencies and organizations authorized in the Act. The College will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to contact the student for subsequent permission to release information. Nondisclosure will be enforced until the information is subsequently released by the student. A student may not, however, opt-out of disclosure of the student's name, institutional e-mail address, or electronic identifier in the student's classroom. Regardless of the effect on the student, the College assumes no liability for honoring the request of the student to restrict the disclosure of directory information.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920

NONIMMIGRANT ALIEN STUDENTS

MCC is authorized under Federal law to enroll nonimmigrant alien students. Drug Free Schools and Communities Act MCC subscribes to the Drug Free Schools and Communities Act. Board policy expressly forbids the possession, use and/or distribution on college premises of alcohol, illegal drugs and all other controlled substances. MCC will distribute annually to all students and employees' information about its drug prevention program, including information relative to college sanctions for violation of the board policy, legal sanctions, health risks and drug and alcohol counseling, treatment and/or rehabilitation programs.

ACADEMIC CALENDAR

Be aware of important dates on the academic calendar. The academic calendar includes information about refund and withdrawal dates, midterms, holidays, exam schedules, and more.

mcckc.edu/calendar/#academic

ATTENDANCE

Continuing education students are responsible for attending classes as required by their instructors and are responsible for officially withdrawing from classes. MCC regulations state that an instructor may withdraw a student from class after a consecutive absence equating to 15% of the total class time, or after total absences equating to 33% of the total class time. An instructor may choose to enforce a stricter attendance policy. If so, you will be notified of this policy by the instructor at the beginning of the program. An instructor may grant an exception to this policy after holding a conference with a student.

CELLULAR PHONES AND PAGERS

The use of cellular telephones, pagers, or any audible signaling devices in classrooms and areas designated for studying, such as the library, learning center or laboratories, is strictly prohibited. Students using such devices may be subject to disciplinary action.

CHANGE OF ADDRESS, NAME CHANGE

If you change your address or your name, you are responsible for updating your information in the Records Office within ten days of the change. Please fill out the Statistical Data Change Form found online.

<https://mcckc.edu/value/docs/StudentDataChange.pdf>

CHILDREN ON CAMPUS

MCC provides environments that promote learning for students who are enrolled. Classroom, studio, library and laboratory environments are not appropriate places for children. The campuses are also places of easy access to the public and do not have resources to protect unsupervised children, which could place your child at risk. Therefore, students are prohibited from leaving a child unattended at any college facility or community partner site where classes are being held. Unattended children will be reported to the Public Safety Office and the parent/guardian responsible could face disciplinary action.

COMPUTER USAGE POLICY

MCC encourages the use and application of information technologies to support the instructional mission of the institution. Therefore, students have access to a variety of technology resources on college facilities. The primary purpose of these resources is for college-related activities only, and students are expected to follow acceptable standards for ethics and conduct in their use of computing resources. MCC reserves the right to monitor and record the usage of student computing if necessary.

EMAIL

MCC sends important communications to students through student email, a free, web-based e-mail account provided to all students. You should check your student email account on a regular basis for important information from the financial aid and advising offices, communications from your instructor, as well as general information of interest to all MCC students. Student email login details are included in a confidential mailer sent to all new students. Student email can be easily forwarded to your personal email account so you don't miss important messages.

FINANCIAL AID ELIGIBILITY

Federal regulations require that all students receiving federal aid funds (i.e. FastTrack) have maintained satisfactory progress if previously enrolled in a degree seeking or credit program; failure to have done so could result in disqualification for FastTrack financial aid. View MCC's Satisfactory Academic Progress online.

mcckc.edu/SAP

FINANCIAL RESPONSIBILITY

When you register for classes at MCC, you become financially obligated. It is your responsibility to pay all charges on your account by the due date. If your financial aid, scholarship, or payment from an external source becomes unavailable or is insufficient, then you must pay the balance immediately upon notification. It is your responsibility to ensure that your tuition and fees are paid in full. If you need assistance, please contact the enrollment manager at: WEDEnroll@mcckc.edu

PARKING REGULATIONS

All student and employee vehicles must display a current parking sticker when parking at a campus. Parking stickers are free and are issued at either the Public Safety Office or the Campus Information Center. Fines for parking violations range from \$25 to \$300 and must be paid within 10 days at the Business Office. Failure to pay fines will result in the restriction of transcripts. Contact the Public Safety Offices for additional information. When parking at the various community partner sites, information will be provided pertaining to the individual site requirements.

WEAPONS POLICY

Firearms and other weapons are strictly prohibited on all college premises, buildings, and grounds and community partnership sites except those carried by commissioned law enforcement officers.

WITHDRAWALS

Students are responsible for officially withdrawing from classes they do not plan to complete. If you stop attending a class but remain on the class roster, you may receive a failing grade in the class. If you receive federal or state financial aid, you may also be required to repay those benefits. Students may drop a class by visiting with a WED Navigator or by contacting the WED Enrollment Manager. Dropping a class after the 100% refund period will result in a grade of "W" on the transcript. During the last 40% of a class, students will receive a grade for their academic progress. Students who stop attending class during this time period could fall below satisfactory academic standards and therefore receive a failing grade. Instructors are not required to withdraw you or to change a grade of "F" if you fail to assume this responsibility.

The Board of Trustees expects that persons enrolling at MCC conduct themselves in a manner consistent with the educational purpose of instruction. Students have the obligation to abide by federal and state statutes and municipal ordinances, especially those that govern conduct on college, college facility, or community partner site where classes are being held, and at college functions. Furthermore, the Board expects students to conform to board policies, district regulations and district procedures. Finally, students are expected to demonstrate academic honesty and integrity at all times.

Because the Board has the obligation to maintain an environment conducive to learning and the pursuit of knowledge, the chancellor is authorized to develop a regulation that describes the conduct expected of students and set forth disciplinary actions to be taken against those who fail to conform to that standard.

MCC'S CODE OF STUDENT CONDUCT

The purpose of the MCC Code of Student Conduct is to educate students on their rights and responsibilities as college community members to facilitate an understanding of the balance between individual and college rights; and to promote a safe and inclusive atmosphere conducive to student success.

mcckc.edu/CodeOfConduct

BEHAVIORAL INTERVENTION TEAM

The MCC Behavioral Intervention Team (BIT) works to increase communication flow about student issues amongst and between colleagues, departments, campuses and community partner sites. It serves as an expression of MCC's concern about the safety, health, and well-being of students, staff and faculty. It serves to uphold policies that address activities that are disruptive to our mission or our learning environments, as well as any suicidal or self-injurious threats or behaviors.

If you notice/observe any behavior that meets the description above, please report it immediately to the WED Enrollment Manager or submit an MCC Cares report online.

cm.maxient.com/reportingform.php?MetropolitanCCKC

