

MCC STUDENT RESOURCE DIRECTORY



METROPOLITAN COMMUNITY COLLEGE

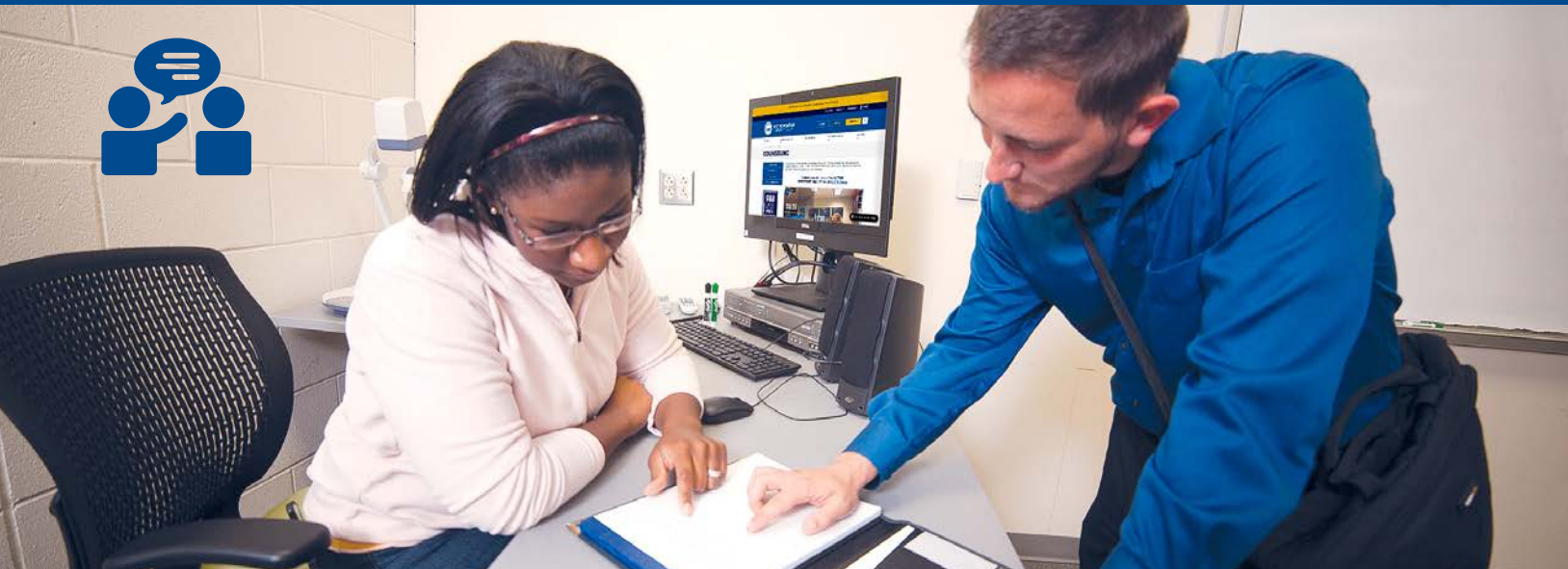
Blue River | Longview | Maple Woods | Online | Penn Valley

FROM HERE **ANYWHERE**

mcckc.edu



ADVISING



There's a champion for your success at MCC: your advisor.

STUDENT SUCCESS ADVISOR

Student Success Advisors will assist students in creating comprehensive educational plans that encompass not only their course schedules but also their career goals and strategies for funding their education. Each student will be connected with a Student Success Advisor based on their specific academic and career pathway

- Create an environment of mutual respect, trust and accountability
- Actively listen to your concerns and respect your choice
- Provide guidance to help you make informed decisions
- Assist with degree planning by helping you understand degree and graduation requirements
- Connect you with campus and community resources
- Assist with the process of transferring to earn a bachelor's degree
- Be available and accessible to you in a timely manner by email, phone, and appointment
- Adhere to confidentiality guidelines as outlined in the Family Educational Rights and Privacy Act (FERPA)

STUDENT ROLE

Learn and grow, take responsibility

- Take responsibility for your academic performance and follow through with suggested actions, resources or referrals
- Contact your advisor when academic or personal challenges arise ... catching small problems before they become big and planning ahead are always in your best interest
- Understand that advisors have a variety of responsibilities that impact their availability. Keep scheduled appointments or cancel with 24 hours notice
- Be prepared, ask questions and be accountable
- Respect your advisor as a professional who has your best interests in mind
- Understand your academic requirements and take primary ownership of your education
- Check your MCC email regularly

WALK-IN SERVICES

Visit the Student Enrollment Center

Come with questions about academic overload, dropping/adding a class, non-degree-related courses, placement testing, transfer exploration

ADVISING APPOINTMENT



Schedule via your **My Appointments** card in your MyMCCKC account

In-person or virtual

Come with questions about degree changes, long-term degree planning, Satisfactory Academic Progress, transfer course evaluation



COME SEE US WHEN YOU:



- ✓ Are experiencing academic challenges
- ✓ Are thinking about adding or dropping a class
- ✓ Want to create a personalized degree plan to map out your path to graduation
- ✓ Think you need to change your degree
- ✓ Are planning to transfer
- ✓ Have a question and are not sure where to go or what your next step is
- ✓ Have an advising requirement to complete before registering for upcoming terms



CAMPUS LIFE & LEADERSHIP



The mission of the Campus Life & Leadership Office is to complement the academic environment and enhance the sense of community on campus. This goal is accomplished by providing opportunities for students to participate in social, intellectual, global, ethical, physical, emotional, economic, leadership and personal development programs and events. These co-curricular experiences allow students to develop skills that can be utilized in future educational, community and professional work environments.



EXAMPLES OF CO-CURRICULAR CAMPUS ACTIVITIES

Cultural and Impact Programs: Trailblazer Speaker Series, Representation in the Media series, visual and performing arts productions, National Coming Out Day, Passport to the World event, Oxfam Hunger Banquet, heritage history months, mental health fairs, art exhibits and more.

Educational and Academic Programs: Scholar Day, Dine and Discuss: Current Events, Common Read program, midterm and final exam workshops, Phi Theta Kappa, Shorelines magazine, alcohol awareness and more.

Extracurricular Fun: National Grilled Cheese Day, outdoor movies on the lawn, concerts, comedians, connection, intramurals, campus carnival, monthly coffee and food trucks, karaoke, stuff-a-critter and more.

Games and Trivia: Gift Basket Bingo, Make it Mondays, Trivia Tuesdays, Board Game Day, spirit challenges, murder mystery and more.

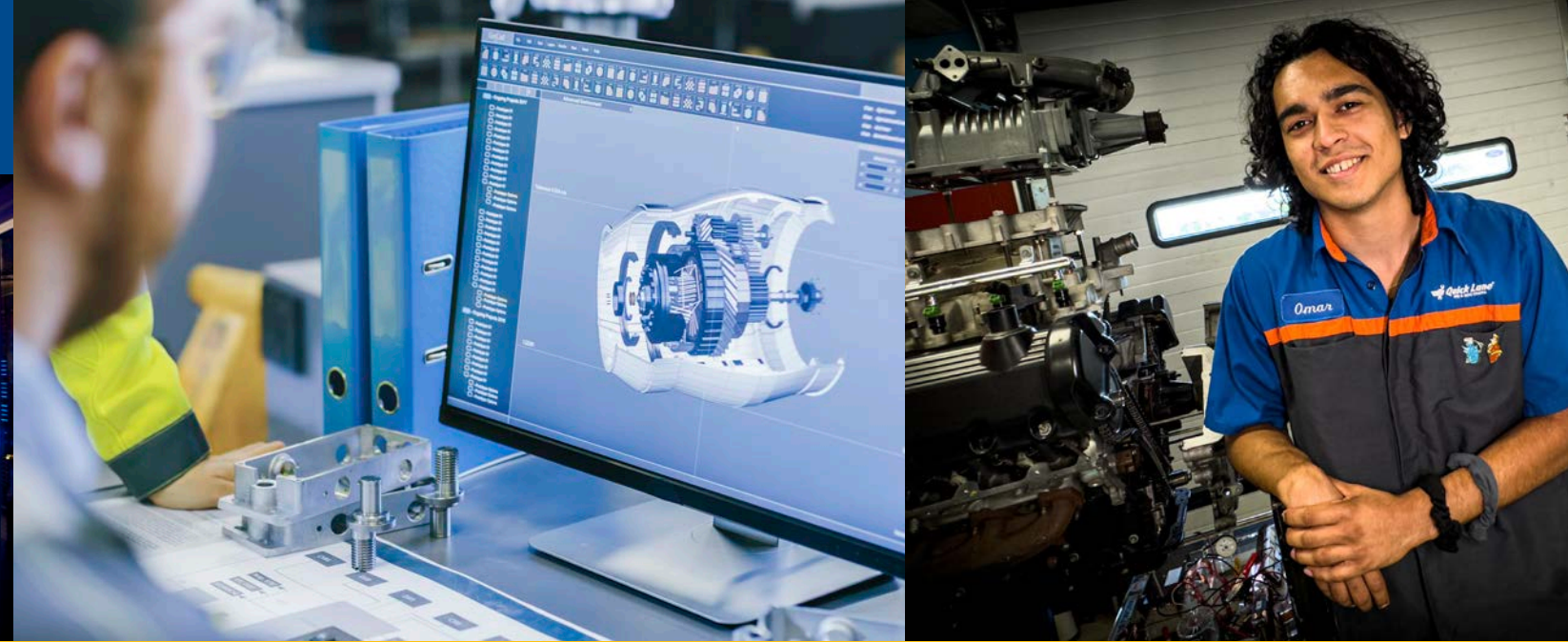
Student Clubs and Organizations: Attend our annual Involvement Fairs to learn more about: Student Government Association, student advocacy groups (Men of Courage, Character & Culture, Sister Circle, LGBTQIA+), academic-based clubs (vet tech, business marketing, health sciences etc.), hobby-based clubs (drama/improv, gaming, faith-based, environmental etc.) and more.

Student Leadership: Student Leadership Summit, National Society of Leadership and Success, Student Government Association, MCC Day at the Capitol, student programming groups (i.e., Campus Activities Board and Student Activities Council) and more.

Volunteer and Community Involvement: 9/11 Day of Remembrance, World Kindness Day, Volunteer Fair, voter engagement activities, community service, volunteer opportunities, civic engagement and more.



CAREER CENTER



MCC's Career Center provides free resources and support services to assist students in developing career readiness skills, connecting with area employers, and exploring careers that match students' interest and skills. At each campus location we have a Career Services Coordinator and a Career Exploration Coordinator to provide the following free services:

Career Services Coordinator

- Professional & Career Development (Help students showcase their talents, boost their confidence, and stand out among other job applicants through FREE career development programs like resume and cover letter workshops, mock interviews, networking events, LinkedIn workshops and more!)
- Student Employment (On-campus employment is a great way for students to earn a paycheck while enjoying the flexibility and convenience of working on campus. There are benefits associated with on-campus employments)
- Employer Connections (Meet area employers at our monthly Working Wednesday events to learn about job openings, career options available upon graduation, internships, job shadowing and more)

Career Exploration Coordinator

- Career & Pathway Exploration (These services help students determine which academic and career pathway aligns with their interest and skills. They can discover the earning potential of different careers and get intentional about creating their future career goals.)
- Agile Work Profiler & Self-Assessments (We help students discover more about themselves. Interactive assessment tools can help students learn more about their values, interests, personality, skills, and strengths. The results will assist students in personal development and charting a path forward for choosing a career or major.)
- Exploratory Pathway Caseload Management (Working along the Exploratory Student Success Advisor, the Exploration Coordinator will help manage the caseload of students in the Exploratory pathway. The goal is to assist students in identifying an academic and career pathway that best aligns with their future career and/or transfer goals.)



CAREER CENTRAL

Need a job right now? Students and alumni are invited to join our online platform, Career Central (powered by Handshake). This portal offers a streamlined experience to aid you in your job search. Expand your job search, connect with local employers, register for events and apply for internships and job positions directly on the site.

To get started, go to **careercentral.mcckc.edu** or scan the QR code to set up your account.



FEDERAL WORK-STUDY

The **MCC Federal Work-Study Program** provides need-based funds for students to earn money while working on campus or at approved off-campus sites. What will you get out of the experience?

- Money in your pocket!
- Valuable skills and experience to include on a resume
- An opportunity to make connections and build a network of support
- Flexibility and convenience ... you're already here on campus

Eligibility

Federal Work-Study requires enrollment at MCC for the semesters employed. The Federal Work-Study program is based on financial need. Students must have a completed FAFSA on file for the Office of Financial Aid to determine eligibility. Email **career.services@mcckc.edu** to see if you qualify.

COUNSELING

College is exciting and stimulating, but it can also be confusing and stressful. Classes, tests, work, family, friends and life decisions place new demands on your skills, time and energy. Counselors can help you maximize your academic potential and achieve personal success. We are concerned for your well-being and personal development and can offer you an objective and caring ear to help you in any of the following:



ALL SERVICES ARE FREE TO MCC STUDENTS!



PERSONAL COUNSELING and SUCCESS DEVELOPMENT

- Personal life management/self-development
- Mental health (anxiety, stress, depression, and well-being)
- Classroom and academic success strategies
- Goal and priority clarification
- Basic Needs Assistance
- Wolf Wellness- free teletherapy sessions, virtual workshops and crisis line for students



CAREER EXPLORATION SEMINAR (GUID 109) *

- Career exploration class (GUID 109). Earn one (1) credit in a structured and supportive experience (offered virtual and in-person)
- Identification and discussion of individual values, interests and abilities related to occupations
- Explore career paths that are compatible with self-understanding
- Expansion of career development knowledge and use of resources
- Interest, personality, skills, values and emotional intelligence assessments, as well as interpretation and clarification

* GUID Classes may incur additional costs and course fees.

DISABILITY SERVICES

Metropolitan Community College supports an integrated learning experience for students with disabilities. Each MCC campus has a Disability Support Services (DSS) office that provides assistance for students with documented disabilities. Arrangements can be made for aids and adjustments to help ensure 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 the contacts listed below.



WHO IS ELIGIBLE TO RECEIVE SERVICES?

Services are based on each student's specific needs. To qualify for assistance, students must have a documented disability as defined by the Americans with Disabilities Act, including but not limited to: learning disability, ADD/ADHD, orthopedic/mobility, autism, deaf/hard of hearing, blind/low vision, brain injury, anxiety, depression and other mental health diagnoses.

Examples of accommodations provided at MCC

- Extended test time
- Note-taking assistance
- Classroom seating accommodations
- Adaptive computer technology
- Books in alternative formats
- Sign language interpreters

TO QUALIFY

Contact your campus DSS office to self-identify a need for accommodations. The DSS Coordinator will work with you to determine what disability documentation/information is needed to provide accommodations. Accommodations are determined on a case-by-case basis. Students can contact DSS to request accommodations at any time during their education, but early notification can allow for more time to make arrangements.

MCC-Blue River
Education Building
Enrollment Center 134H

816.604.6568
br.dss@mcckc.edu

MCC-Longview
Campus Center, Room 253

816.604.2254
lv.dss@mcckc.edu

MCC-Maple Woods
Learning Resources, Room 169

816.604.3192
mw.dss@mcckc.edu

MCC-Penn Valley/ATSI/HSI
Humanities, Room 001

816.604.4089
Fax: 816.604.4293
pv.dss@mcckc.edu

PRIVACY: Disability documentation is kept by the DSS Coordinator in a file separate from your academic records. Early notification and self-identification to DSS can allow for more time to make arrangements for accommodations. DSS wants to be sure to provide accommodations in a timely manner.

FINANCIAL AID

LEARNING CENTER



Attending college can be expensive. In addition to tuition and books, there are other living expenses to consider, which can add up. You are making a smart choice in attending MCC, as our cost to attend is the lowest in Missouri. This guide provides you with an overview of options for financial assistance.



Complete the Free Application for Federal Student Aid (FAFSA)

If you are eligible to submit the FAFSA, this is your first step for financial aid.

After MCC receives your FAFSA, we can determine eligibility for federal financial aid, Missouri state aid and certain need-based scholarships. Visit studentaid.gov/fsa-id/sign-in/landing to create your FSA ID and password and complete your financial aid application.

MCC's school code is 002484.

If parent information is required, your parent will need to sign the FAFSA with their FSA ID. If you are unable to provide parent information, please contact your financial aid advisor.

MONITOR YOUR ACCOUNT AND COMPLETE ACTION ITEMS

Monitor your MCC student email and your myMCCKC account regularly to see what additional action items are required to complete your financial aid file and determine your financial aid eligibility.

FEDERAL STUDENT AID

- Federal Pell Grant
- Federal Work-Study
- Federal student loans

VETERAN BENEFITS

You must complete a Request for VA Education Benefits form every semester after you have enrolled in classes. This form can be found in the Military Veterans area of our website at mcckc.edu/military.

A+

To use your Missouri A+ Scholarship benefit, send MCC your final high school transcript with A+ seal and your FAFSA. Also, be sure to complete any needed information in your MyMCCKC account.

PRIORITY

Submit your FAFSA by Feb. 1 to maximize your aid offer. Complete the MCC scholarship search and submit your application materials (recommendation letters and essays) by April 1 for priority consideration.

Complete all needed items before MCC's high volume period:

FALL: JUNE 1
SPRING: DEC. 1
SUMMER: MAY 1

SCHOLARSHIP UNIVERSE

Find scholarships from MCC, community partners, and other organizations.

mcckc.scholarshipuniverse.com

NEED HELP?

Student Services Office Hours:

Monday, Thursday, Friday | 8 a.m.-4:30 p.m.

Tuesday, Wednesday | 8 a.m.-6 p.m.



CONTACT INFORMATION



MCC-Blue River

Learning Center, Campus Center 142
br.learningcenter@mcckc.edu
816.604.6770



MCC-Longview

Student Success Center, Learning Resources Building 225
lv.learningcenter@mcckc.edu
816.604.2205



MCC-Maple Woods

Math & Science Lab, Math/Science 121
mw.learningcenter@mcckc.edu
816.604.3403

Reading & Writing Lab, Humanities 105
mw.learningcenter@mcckc.edu
816.604.3190



MCC-Penn Valley

Student Success Center, Learning Resources Building 2nd floor, and Health Resource Center, Health Science Institute 206
pv.learningcenter@mcckc.edu
816.604.4292



The Learning Center provides free tutoring for most MCC courses. We offer a variety of tutoring modalities, including virtual and in-person options. All sessions are led by a trained tutor, who is often a peer who has successfully completed related coursework and was recommended by an instructor. Most services are available to walk-in traffic. Appointments may be required for specialized subjects.

ADDITIONAL RESOURCES AND SERVICES

- Basic technology troubleshooting
- Computer use and printing
- Embedded tutoring
- Handouts and textbooks
- Study skills
- Study spaces
- Supplemental Instruction
- Time management plans
- Workshops



“The most impactful experience with tutoring so far is that I have been able to go to a welcoming environment where I can practice with other students on the areas that I need to work on.”

– **Autumn** (MCC student)

LIBRARY



Looking for a place to study, do research, make copies, access reserve materials, use a computer, work with your small group, check out materials?

Visit the library today!

VIRTUAL LIBRARY RESOURCES AVAILABLE 24/7



BOOKS & E-BOOKS

- 300,000 electronic titles can be read online or downloaded
- Thousands of physical titles available at each library, as well as access to millions of titles via Mobius

AUDIOBOOKS (IN OVERDRIVE)

- Thousands of fiction and nonfiction titles
- Easy-to-use app (Libby by Overdrive)

DATABASES

- Millions of newspaper, magazine and scholarly journal articles can be printed, downloaded and saved


SUBJECT GUIDES

- Subject and class-specific web pages made by librarians for students


QUESTIONS?


These library services are freely available during all regular library operating hours:

- Stop in at any library service desk
- Chat with a librarian using the Ask a Librarian chat box on the MCC Library web page
- Text a librarian at 816.920.0275 (standard text messaging rates apply)
- Schedule a virtual research appointment with a librarian

 **MCC-Blue River Library**
Campus Center 130,
Academic Resource Center
Phone: 816.604.6642

 **MCC-Longview Library**
Learning Resources Building, 1st Floor
Phone: 816.604.2080

 **MCC-Maple Woods Library**
Learning Resources Building
Phone: 816.604.3080

 **MCC-Penn Valley Library**
Learning Resources Building 101
Phone: 816.604.4080

MCC CARES



“NEVER BE SO BUSY AS NOT TO THINK OF OTHERS.”

If you're worried about a classmate, let someone know. When you submit an online MCC Cares report, a staff member will check on that student and, if needed, offer support and assistance. MCC Cares.

mcckc.edu/mcc-cares

MCC CREED

As an engaged member of the MCC community, I pledge to create a safe and supportive learning environment. I understand that we are more successful together.

Like a wolf pack, we look out for one another and help each other as we REACH for success. We agree to uphold the following standards:

RESPECT: We respect each other, ourselves, the college and our community. We hold ourselves to high moral and academic principles. We demonstrate this through our actions and words.

EXCELLENCE: We challenge ourselves to set high standards and embrace lifelong learning.

ACCOUNTABILITY: We accept responsibility for our individual actions and their impact on others. We take ownership for our learning and strive to resolve matters in a peaceful way.

COMMUNITY: We are part of a large and diverse society. We are engaged in building a positive college culture of involvement, collaboration and completion. We accept all members of the community.

HONOR: We are honest and truthful. We give recognition to the original ideas of others and expect recognition for our individual thoughts and ideas.

**WE COMMIT TO LIVE THIS CREED AS MCC WOLVES.
WE ARE MCC PROUD.**

MCC Student Code of Conduct:
mcckc.edu/CodeOfConduct

Student Rights and Responsibilities:
mcckc.edu/StudentRightToKnow

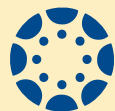


TECHNICAL SUPPORT



Having technical problems with one of our online systems?

Help is available in a variety of ways from MCC Technical Support. Answers to common questions about MCC online systems can be found by exploring the Technical Support pages at: mcckc.edu/Tech-Support. If you still have questions, please call MCC student technical support at 816.604.1000, option 3.



CANVAS TECHNICAL SUPPORT

During regular business hours, email mcconline.support@mcckc.edu or call 816.604.4490
After hours on weekends, **Canvas Support by Phone:** 877.269.7930, option 1
After hours on weekends, **Canvas Support by Chat:** mcckc.edu/Canvas

ENHANCED IT SECURITY MEASURES

MCC restricts access to our systems from outside the country. International students should contact the International Student Services Office at 816.604.4693.

Non-international students planning to travel outside the country should call the Information Center at 816.604.1000 to request access to MCC systems prior to traveling.

TECHNICAL SUPPORT

Success Team Support

How do I make an appointment with someone from my Success Team?

1. Log in to your **myMCCKC** account
2. Click on the **My Appointments** card
3. Click **Schedule Appointment** and select the team member you would like to meet with

Your Success Team includes your assigned **Student Success Advisor** who is your primary point of contact to assist you with understanding your degree requirements, make class recommendations, and help solve academic or financial challenges. It is critical that you meet with your Student Success Advisor at least once per semester to ensure you are staying on track with your academic goals. Your Success Team also lists the people and resources that are available to assist you with other areas of your educational journey.

Degree Works provides you with a real-time, complete picture of your progress towards graduation. You will see the **Degree Progress** card when you log in to your myMCCKC account. It will allow you to see your G.P.A., current courses, how your transfer courses count, and what courses you have left to fulfill your graduation requirements. Be sure to meet with your **Student Success Advisor** in the first semester to create your customized degree plan (this is required for all first-time students).



Student Success Texts

Don't miss out! Sign up for enrollment, financial aid and tuition information to receive timely text messages by texting MCCSUCCESS to 77295 from your mobile phone.

Message and data rates may apply. Text messages are sent on an as-needed basis. This service is provided per the Terms of Use (getrave.com/help/Terms.action) and Privacy Policy (getrave.com/help/Privacy.action). Text STOP to MCCSUCCESS to cancel or HELP for tech support.

MCC Notify Me (RAVE)

The safety of our students, employees and guests is a top priority for MCC. That's why we want to be sure that you are informed as soon as possible about any public safety or weather-related emergencies. MCC Notify Me is your home for up-to-the-minute emergency information and tips to help keep you safe while at MCC. Sign up at: getrave.com/login/mcckc



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mcckc.edu

