

# Career Advancement Program (CAP) through the University of Nebraska at Omaha (UNO)

The Career Advancement Program (CAP) is offered by Metropolitan Community College to encourage growth and development of employees' skills, abilities and knowledge.

Participation in this program is voluntary.

## Connect with UNO

If you are looking for additional information about the program or academic opportunities offered at [UNO](#) or you are ready to enroll, submit an interest request form on the [UNO-MCC Employee Portal](#). A UNO representative serving MCC employees will contact you shortly to continue the process.

## Employee Eligibility

To take advantage of this benefit, an individual must be employed with MCC as either a regular full-time or regular part-time employee at the semester start date. This benefit is for employees only, dependent children are not eligible.

The following Employees are not eligible for the CAP Program:

- Temporary Employees
- Interns
- Employees on an approved leave of absence (if leave began prior to course start date)
- Employees who are on formal corrective action (discipline)

## Courses and Programs

A full array of the available degree plans at the graduate and undergraduate level are listed [\(at this link\)](#). Courses may be used for professional development purposes (one class at a time) or toward completion of a degree.

## **Tuition and Fees**

Tuition and fees will be paid by MCC directly to the University of Nebraska Omaha for eligible employees who register for courses at the University of Nebraska Omaha and meet guidelines as specified here. To qualify for continued enrollment under this program, MCC employees must remain in an eligible Academic Standing status per UNO as outlined in the [Undergraduate](#) and [Graduate Catalogs](#). If employees are seeking to complete degree plans at UNO, they will be expected to meet minimum cumulative and per-course GPA requirements relevant to any degree plan at the University to remain in an eligible standing within that degree plan.

The University of Nebraska will waive registration and fees for MCC employees, with the exception of course-based or on-campus recreational facility fees. Tuition and fees will be paid by MCC for a course only once. Employer-based educational assistance will be adjusted per federal financial aid regulations.

## **Federal Tax Law**

Employees may receive a maximum of \$5,250 in tuition assistance from MCC within a calendar year without any tax obligations. The maximum tuition assistance of \$5,250 per calendar year is based off the course start date.

Any tuition payment that exceeds \$5,250 will become taxable income. Taxes will be withheld according to the payroll system.

## **Administrative Guidelines**

Educational Assistance will be administered according to the guidelines specified in this document. It should not be assumed that the absence of any unusual or unforeseen educational assistance benefits from these guidelines is an indication that the benefits are automatically covered or excluded.

MCC will support an employee in taking a course only once. In the event an employee is unsuccessful passing a course with a grade of “C” or better, the individual must pay all tuition and fees to re-take the course.

MCC reserves the right to interpret the meaning of these guidelines and makes the final decision in all cases.

While MCC intends to continue this program indefinitely, it reserves the right to terminate or amend the program for any reason.

## Frequently Asked Questions

- (1) IF I AM A METROPOLITAN COMMUNITY COLLEGE EMPLOYEE AND HAVE ALREADY ENROLLED OR WOULD LIKE TO RE-ENROLL AT UNO, CAN I STILL TAKE ADVANTAGE OF THIS PROGRAM?

Yes. We ask that you go to the [UNO-MCC Employee Portal](#) and connect with a UNO-MCC Concierge Team so that your registration falls under this program.

- (2) HOW MANY COURSES MAY I TAKE AS A MCC EMPLOYEE?

MCC employees are eligible to enroll in an unlimited number of courses provided class meeting times and coursework do not interfere with MCC work responsibilities.

- (3) MAY I TAKE ANY COURSE AT UNO?

All regular full-time and regular part-time MCC employees may pursue coursework and degrees at the undergraduate and graduate level in a wide array of areas (see full list of degree plans ([at this link](#))). The sole exceptions are the UNO Executive MBA and the Executive Masters in IT. While the MBA and other IT masters programs may be pursued, the EMBA and EMIT are not included in this program.

Employees may take any course in the UNO catalog as long as required pre-requisites are met. Employees are responsible for providing the UNO Concierge Team with their transcripts prior to enrolling in a course with prerequisite requirements. Employees may be required to take placement examinations (eg: math, language, writing) prior to enrolling in certain courses and/or programs.

- (4) CAN I TAKE COURSES THAT DON'T APPLY TO MY IMMEDIATE WORK RESPONSIBILITIES?

Yes. A full list of relevant degree areas and coursework can be found [at this link](#).

- (5) WHAT IF I RECEIVE A FAILING GRADE IN THE COURSE?

MCC will pay for an employee to take a course once. In the event an employee is unsuccessful passing a course with a grade “C” or better, the individual must pay all tuition and fees to re-take the course.

(6) I’M IN A NEW DEPARTMENT AND WOULD LIKE TO TAKE COURSES TO HELP ME LEARN THIS AREA OF OUR BUSINESS. CAN I DO THAT EVEN IF I AM NOT PURSUING A DEGREE?

Yes! For example, if you are in IT and are interested in courses to expand your Cybersecurity knowledge, you can explore taking relevant courses.

(7) WILL I HAVE TO PAY ANY OUT OF POCKET COSTS TO ENROLL?

Out of pocket costs for employees will include textbooks and/or course materials (e.g. lab or art materials), and course-level fees if applicable.

(8) HOW DO I ENROLL?

MCC employees should contact UNO via the [UNO-MCC Employee Portal](#) to get started with exploring options. Employees will receive one-on-one support from a UNO Concierge Team member who will assist in the enrollment process.

(9) WHAT IS MEANT BY CONCIERGE SERVICE?

UNO has agreed to provide a concierge to MCC employees who have questions or need help in the registration process. The UNO Concierge Team is comprised of professionals in undergraduate and graduate admissions, online learning, academic advising, and others.

(10) IS THERE AN EMPLOYMENT SERVICE REQUIREMENT BEFORE I CAN ENROLL?

Eligible employees may participate immediately.

(11) WILL MCC EMPLOYEES HAVE PRIORITY TO REGISTER IN UNO COURSES?

No, MCC employees may take courses subject to open “seats”. Courses are offered every semester and many summer sessions, so this should provide significant flexibility to find courses that meet your professional and academic goals.

(12) CAN I TAKE UNO COURSES WHILE WORKING A FULL-TIME DAY SHIFT AT MCC?

Yes! UNO offers courses in a variety of delivery modes and in the evenings to accommodate working professionals. For those courses that meet during the days (either on campus or remotely), employees should work with their manager, ensuring coursework does not interfere with work responsibilities.

(13) CAN I COMPLETE AN ENTIRE DEGREE AT UNO, OR IS THIS BENEFIT LIMITED TO INDIVIDUAL COURSES?

Yes, you can complete an entire degree or certificate, or choose to pursue multiple credentials.

(14) WILL COURSES TAKEN AT OTHER COLLEGES AND UNIVERSITIES COUNT TOWARD UNO DEGREES AND PRE-REQUISITES?

The answer is very likely yes. UNO is one of the most transfer-friendly universities in the region, and nearly ½ of UNO students enter as transfer students. Employees should connect with the UNO Concierge Team through the [UNO-MCC Employee Portal](#) to discuss their individual situation and specific coursework.

(15) IF I HAVE QUESTIONS, WHERE CAN I TAKE THEM?

Employees should connect with the UNO Concierge Team through the [UNO-MCC Employee Portal](#) to start the conversation.

(16) IF I AM ENROLLED IN A UNO COURSE, CAN I RECEIVE HELP WITH COURSE-RELATED QUESTIONS?

Yes! UNO faculty regularly offer individual consultation with students, either during regularly-scheduled “office hours” (online or on campus) or on an individual appointment basis. Faculty at UNO are dedicated to the success of every student.

(17) IF I HAVE SPECIFIC HEALTH LIMITATIONS, VISUAL IMPAIRMENT, OR HEARING IMPAIRMENT, WILL ACCOMODATIONS BE MADE FOR ME?

Yes! UNO will provide appropriate accommodations to employees in accordance with the Americans with Disabilities Act, and its Accessibility Services Center works closely with its Digital Learning team as well as the academic colleges. Employees may work with the UNO concierge and with the [UNO Accessibility Services Office](#)

(18) WHY ARE MCC AND UNO ENTERING INTO THIS PARTNERSHIP?

For MCC, worker training and professional advancement is an organizational value. We want MCC employees to achieve their maximum potential and feel they have meaningful opportunities to progress in their careers at MCC.