Orientation Packet Review

- Program Expectations
- Important Dates
- Weather
- Registration Forms – emailed with acceptance
- MCC Media Consent and Release – emailed with acceptance
- MyWay – Student Email, Schedule, Grades, Payment
- FERPA – Authorization to Release Student Information
ATTENDANCE POLICY
Students are expected to abide by the Metropolitan Community College (MCC) Career Academy Calendar which follows the traditional MCC schedule. If your high school is closed due to the high school scheduled holiday/break or inclement weather, as an MCC student, you are still expected to attend your MCC class.

Class attendance is taken daily. All absences or tardies are reported to the student’s high school. Three (3) absences by a student in a term may result in failure of the class and being dropped from the Academy. Any missed classroom activities remain the responsibility of the student. See your instructor’s syllabus for specific attendance requirements.

NOTE: Non-attendance does not equal a withdrawal or relieve you from your obligation to pay.

DROPPING FROM THE ACADEMY
Contact the Secondary Partnerships office at 531-622-2213 and your high school guidance counselor immediately if you decide to drop. Depending on the drop date, there may be a full or partial tuition refund. Refunds are date sensitive.

TEXTBOOKS
To purchase your book(s), bring a copy of your class schedule to the bookstore. The bookstore will help locate your book(s). Books are available for purchase 4 weeks prior to the start of a quarter. Programs that have textbooks funded by a sponsorship please let them know that you have funding on your account. Your books are located at the campus you will be attending or can be ordered online at https://www.mccneb.edu/Current-Students/Resources/Bookstore.aspx
If you order online, your class sections start with ‘Q’.

Elkhorn Valley Campus www.evc.bkstr.com 531-622-1208
204th & West Dodge Road

Fort Omaha Campus www.foc.bkstr.com 531-622-2308
30th & Fort Street

South Omaha Campus www.soc.bkstr.com 531-622-4508
2909 Edward Babe Gomez Avenue

Sarpy Center www.sarpy.bkstr.com 531-622-3850
9110 Giles Road

Bellevue, Millard, and Papillion La Vista students please check with your school for your textbooks.

GRADE REPORTS
Secondary Partnerships office will relay MCC quarter grades to the high school. You may also look up your grade in MyWay, MCC’s student portal. MyWay information and instructions are in the Career Academy orientation packet.

REGISTRATION / TUITION
Registration for each term will occur automatically. The registration form the student will complete (included in this mailing) contains registration and tuition information for the entire year. If a student has a tuition balance for their current quarter, they cannot be enrolled in the following quarter. The Secondary Partnerships office will be responsible for ensuring students are registered in a timely manner. Tuition is payable upon enrollment before the start of each quarter. Login to MyWay to pay. If the Career Academy you are enrolled in is covered by a sponsorship, your tuition will be funded by that sponsorship and no payment will need to be made by the student.

Students may be registered into courses with MCC students who are not high school students.
FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)
The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, requires a written and dated consent from MCC students before disclosing personal identifiable information from a student's education/financial records to a third party in most circumstances. Under FERPA, MCC reserves the right to withhold such information from a third party unless a current valid release is on file.

If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. If a student under the age of 18 is enrolled in both a high school and a postsecondary institution, the parents still retain the right under FERPA at the high school, however, the postsecondary rights belong to the student. *Students who wish to grant parental or 3rd party access to their educational records may do so by submitting an Authorization to Release Student Information Form. Additional instructions are in the MyWay Guide at the end of this packet.

DISABILITY SUPPORT SERVICES
Students with disabilities who meet the academic and technical standards for participation are eligible to request reasonable accommodations to achieve equal access. Qualified students are accommodated when they disclose their disabilities and request accommodations. The Disability Support Services Staff at MCC is committed to providing access for students with disabilities. IEP and 504 plans do not automatically transfer from high schools to MCC. If you have questions about our accommodations please contact one of our offices to set up a meeting.

PARKING AND TRAFFIC
Each campus has parking zones and traffic signs prominently displayed. There is no charge for parking permits at the College, but all rules and regulations must be observed. Parking permits are issued through any Student Services office.

MCC Police
College police officers are located at the Fort Omaha, South Omaha and Elkhorn Valley Campuses, as well as the Applied Technology, MCC Express, Fremont Area and Sarpy Center. MCC Police are available 24 hours a day, seven days per week, including holidays. MCC Police offer a variety of services to MCC students and employees, including help with disabled vehicles (jumpstarts and unlocks), and to assist students, staff and the general public with information and directions, and checking all facilities for hazards and safety compliance. To Reach MCC Police call 531-622-2222.

STUDENT ID CARDS
Obtain your student ID at any MCC campus Learning and Tutoring Center. Bring a photo ID – i.e. high school ID, Driver’s License.

TOOLS AND EQUIPMENT
MCC provides, on loan, most of the appropriate equipment and tools for each class. Students are held responsible for lost or broken tools and equipment.

TRANSFERRING FROM MCC
MCC’s Transfer Center provides support and resources for students wishing to transfer MCC credits to a four-year institution. The Transfer Center is located at the Fort Omaha Campus on the third floor of the Career and Academic Skills Center, Bldg. 23. Students can receive information on how their credits will transfer to other college and universities, create a personal transfer timeline, and have the opportunity to meet with representatives from four-year schools. Check out the Transfer Center site for more information. It is highly recommended to check with the institution you plan to transfer to as well.
Metropolitan Community College
2022-23 Academic Year

FALL QUARTER 2022 (22/FA)—62 Faculty Workdays

- Academic Affairs Day: August 29, M
- Curriculum & Assessment Day: August 30, Tu
- Faculty Development Day: August 31, W
- Instructional Workdays: September 1-2, Th-F
- Labor Day/College closed: September 5, M
- Classes begin: September 6, Tu
- Classes end: November 21, M
- Instructional Workdays: November 22, T
- Thanksgiving Day Recess/College closed: November 24-25, TH-F

WINTER QUARTER 2022-23 (22/WI)—55 Faculty Workdays

- Instructional Workdays: November 30, W
- Classes begin: December 1, TH
- Last class day before Holiday Recess: December 21, W
- Holiday Recess/College closed: December 24-January 2
- Holiday Recess ends for Faculty/Staff/Students Classes resume: January 3, T
- Martin Luther King Recess/College closed: January 16, M
- Classes end: February 27, M
- Instructional Workday: February 28, T
- Instructional Workday: March 1, W

SPRING QUARTER 2022-23 (22/SP)—60 Faculty Workdays

- Academic Affairs Day: March 7, T
- Faculty Development Day: March 8, W
- Classes begin: March 9, TH
- Spring Recess/College closed Saturday and Sunday: April 8-9, Sa-Su
- Graduation: May, TBA
- Classes end: May 24, W
- Instructional Workday: May 25-26, THF
- Memorial Day /College closed: May 29, M

SUMMER QUARTER 2023 (23/SS)

- 12-month Faculty Instructional Workdays: June 2-3,5, THFM
- Classes begin for 10-week and first 5-week sessions: June 6, T
- Independence Day /College closed: July 4, TU
- Classes end for first 5-week sessions: July 11, TU
- Classes begin for second 5-week sessions: July 12, W
- Classes end for second 5-week and 10-week sessions: August 15, TU
- 12-month Faculty Instructional Workdays: August 16-17, WTH

Board Approved 9/14/21
Important - If class is not in session at the high schools, Career Academy students are still expected to attend MCC classes (unless the College is also closed).

If MCC is closed, your Career Academy classes will be cancelled. During inclement weather conditions, classes or other College activities may have to be cancelled or delayed. Because weather conditions may vary within the College area, it may be necessary to cancel or delay some classes or activities while other campuses or locations continue to operate.

How will announcements be made?

MCC Weather Hotline
Call 531-622-2499 for recorded messages regarding cancellations or delay of classes.

MCC Website:  www.mccneb.edu
Weather-related messages will appear. Notification will be sent to students via MCC email accounts.

MCC Student Email log in to your My Way student email.

Delay of Classes
Delay of classes’ means classes will start later than normal. The delayed class time will be announced as soon as possible. Students should report to class at the announced time.

Cancellation of Classes
Cancellation of classes means that classes will not take place; students are not required to report for class.
COMPLETION INSTRUCTIONS

1. Provide your full first name, full middle name, and last name as it appears on your official documents (driver’s license, birth certificate, or Social Security card). Your application may not be accepted without your full legal name.

2. MCC uses your SSN to verify your identity and to retrieve your record. IRS regulations require colleges to provide accurate SSN’s. If no SSN is provided to MCC, a Student Taxpayer’s ID form is required and will be sent to you for completion. Failure to supply a SSN or Taxpayer ID form will delay registration.

3. Student signature is required and serves as confirmation that the information provided is your own and factually true. Parent/guardian signature is required if the student is under 18 years of age. Without a parent signature, students under the age of 18 cannot be registered. Students under the age of 16 requires additional permission after registration submission.

4. Completed forms can be emailed to secondarypartnerships@mccneb.edu.

NAME
Last First Middle

ADDRESS
Number Street PO Box Apartment Number
City State Zip

PHONE NUMBER
Home - ( )______________________________ Cell - ( ) ______________________

SOCIAL SECURITY NUMBER ____________________________ BIRTH DATE ______________________

GENDER ___ Male ___ Female

NAME OF HIGH SCHOOL ____________________________ ANTICIPATED YEAR OF GRADUATION __________________

ETHNIC/RACIAL GROUP: Federal Law requires Metropolitan Community College to report the ethnicity of all U.S. citizens and resident aliens in the following categories.

Are you: ___ Hispanic/Latino (HIS) ___ Non-Hispanic/Latino (NHS)
If no, please select one or more race groups: ___ American/Alaska Native (AN) ___ Asian (AS) ___ Black or African American (BA) ___ Hawaiian-Pacific Islander (HP) ___ White (WH)

Signature of Student ____________________________ Date __________________

PARENT/GUARDIAN: I give permission for my student to participate in college courses through Metropolitan Community College. I understand I am responsible for all tuition and fees less any scholarships or payments made by the high school or other third parties.

Signature of Parent or Legal Guardian ____________________________ Date __________________

NEBRASKA RESIDENT HIGH SCHOOL STUDENTS RECEIVE HALF-PRICE STANDARD TUITION.
Tuition is half-price for each MCC quarter, through the summer quarter of the year you graduate. Effective the fall quarter, following your high school graduation, tuition is at the resident tuition rate.

FERPA
FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, requires a written and dated consent from MCC students before disclosing personal identifiable information from a student's education/financial records to a third party in most circumstances. Under FERPA, MCC reserves the right to withhold such information from a third party unless a current valid release is on file.

Students who wish to grant parental, spouse, or third party access to their educational records may do so by completing an Authorization to Release Student Information Form. Parents will not have access to any student information, including tuition payment, unless a student completes a FERPA form.
# Career Academy 2022-2023 – Registration Form

**NOTE:** You will be enrolled in the classes listed below for the 2022-2023 academic year. Classes are subject to change.

### PLEASE KEEP A COPY FOR YOUR RECORDS and MARK YOUR CALENDAR FOR PAYMENT DATES

<table>
<thead>
<tr>
<th>Payment Due Dates</th>
<th>Quarter</th>
<th>Tuition</th>
<th>Extra Fees:</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMER</strong></td>
<td></td>
<td><strong>Tuition is based on the rate for the 2021-2022 Academic Year for Nebraska residents.</strong> MCC’s tuition and fees schedule is subject to change without prior notice and at the discretion of the MCC Board of Governors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.00</td>
<td></td>
<td><strong>Summer tuition is based on 2021 rate.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FALL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition amount</td>
<td></td>
<td>Fall quarter classes</td>
<td></td>
<td>Total fall quarter credit hours</td>
</tr>
<tr>
<td><strong>WINTER</strong></td>
<td></td>
<td></td>
<td></td>
<td>Total winter quarter credit hours</td>
</tr>
<tr>
<td>Tuition amount</td>
<td></td>
<td>Winter quarter classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPRING</strong></td>
<td></td>
<td></td>
<td></td>
<td>Total spring quarter credit hours</td>
</tr>
<tr>
<td>Tuition amount</td>
<td></td>
<td>Spring quarter classes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other costs:**

*For explanation of fees, see Program Schedule and Descriptions at [www.mccneb.edu/careeracademy](http://www.mccneb.edu/careeracademy)

If blank, then there are no extra fees for that quarter.

**Students are required to purchase textbooks.**

### PAYMENT OPTIONS

**Online**

Pay tuition and fees by credit/debit card or ACH transfer online with [Self Service](https://www.mccneb.edu/Prospective-Students/Tuition-Financial-Assistance/Payment-Options.aspx). The student must have an active student account and password. MCC accepts Discover, MasterCard, VISA, and American Express.

**Phone**

Pay tuition and fees by phone using credit/debit card by calling Student Accounts at 531-622-2405 or the Contact Center at 531-622-5231. Student will supply the credit/debit card number, expiration date, CVV code, and MCC ID# at the time of payment.

**In Person**

Pay tuition and fees in person with credit/debit card, cash, check or money order at any campus/center Student Services Office.

**Mail**

1. Make the check payable to: Metropolitan Community College
2. Note on the check the student's name if different from the name that appears on the check.
3. Include MCC ID# OR last four digits of Social Security number on the check.
4. Mail to: Metropolitan Community College, Student Accounts, P.O. Box 3777, Omaha, NE 68103.

Payment is made separately. Please do not send cash or check with your registration. Students may also apply for an ACE scholarship.

**ACE – ACCESS COLLEGE EARLY SCHOLARSHIP**

Authorized by the Nebraska Legislature in 2007, the Access College Early (ACE) Scholarship Program pays tuition and mandatory fees for qualified, low-income high school students to enroll in college courses from Nebraska colleges or universities, either through dual-enrollment or early enrollment agreements with these institutions. High school students may apply for funding under this program by completing the ACE Student Application, which is reviewed by the Coordinating Commission for award consideration. Qualifications, application and instructions at website [https://ccpe.nebraska.gov/ACE](https://ccpe.nebraska.gov/ACE).

**REFUND POLICY** – See the current MCC Catalog for refund policy.

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_Nondiscrimination and Equal Opportunity Statement_

Metropolitan Community College affirms a policy of equal education, employment opportunities and nondiscrimination in providing services to the public. To read our full discrimination policy statement visit [mccneb.edu/nondiscrimination](http://mccneb.edu/nondiscrimination).
CONSENT AND RELEASE FORM

I HEREBY GIVE MY CONSENT FOR Metropolitan Community College or its agency to use my name, likeness, photograph and/or comments. I understand these will be used exclusively for the College without compensation, be it publications, advertising, television, film, radio, Internet or other appropriate communication or educational media.

I sign this of my own free will.

Name (please print) ____________________________________________________________

Date ____________________________________________________________

Address ____________________________________________________________

City/State/Zip ____________________________________________________________

Phone ____________________________________________________________

Email ____________________________________________________________

Signature ____________________________________________________________
MyWay Guide for High School Students

What is MyWay?
MyWay is MCC's student portal. In MyWay students can locate class schedules, make tuition payments, access MCC email and online course work through CANVAS, and more.

How do I establish credentials for logging into MyWay?
To access MyWay, you need to know your username and set up your password.

1. Visit mccneb.edu/password
2. Choose Option 1 or 2
3. Follow the password station steps below:

**OPTION 1 - I know my username**

1. Type in Username
2. Click I Agree
3. Enter the last 5 digits of your SSN. If MCC does not have a SSN on file, you may also enter your birthdate or MCC ID number.
4. Create 3 Security Questions
5. Click on Forgot Password Icon
6. Answer your 3 Security Questions
7. Create a New Password
8. Click on Enrollment Icon to add your cell phone number and personal email address for password recovery notification.

**OPTION 2 - I don't know my username or password**

1. Type in MCC ID Number **OR** Last 5 digits of SSN
2. Type in Last name, Street Number and Name, Zip Code and Date of Birth. Click Search.

   - Student/Employee ID: 
   - Last Name:
   - Street Number and Name:
   - Zip Code:
   - Birth Date:

3. Your username and MCC ID# will populate.
4. Return to Password Station and follow Option 1 to reset your Password.
How do I log into MyWay?

Once your username and password is set up, visit mccneb.edu and click Login (MyWay) in upper righthand corner.

Type in your username@mail.mccneb.edu and your password.

You should now be logged into your MyWay home page.

If I am unable to sign on to MyWay, who do I contact?

Contact our IT Support Services via email (ITsupportservices@mccneb.edu) or phone (531-622-2900).
I am taking an online course. How do I access it?
All online course content will be accessible through CANVAS

How do I navigate CANVAS?
Canvas resources for students can be found by clicking the Help tab in the left-hand menu, and then selecting MCC Student Introduction to Canvas.

How do I access my MCC email?
On your MyWay homepage click Office 365 to access your student email. This is the email account the College will use to communicate with you about campus-related issues and reminders. Be sure to check your email frequently.

How do I see my academic information?
Visit My Services on the right side of the MyWay homepage and select Academic Profile.

From here you can view your grades, GPA, class schedule, unofficial transcripts and request official transcripts when you are ready to transfer all your courses to another institution.
How do I view and pay my tuition?

Click Student Self Service on the left side of the MyWay homepage. Click Student Finance to make a tuition payment.

How do I give my parent or guardian access to my student account information?

The Authorization to Release Student Information, also known as FERPA, can be found on the right-hand side of your MyWay homepage under College Links. Students must fill this form out in order to allow others to view your academic profile or make a tuition payment. Additional information about FERPA can be found at mccneb.edu/FERPA.
FREQUENTLY ASKED QUESTIONS

What is myHub?
MyHub connects you to student organizations, events, and MCC news.

How do I know if I am properly logged into the portal?
Your name will appear in the top right corner of the portal page.

How do I return to the portal home page?
Click the logo “Metropolitan Community College” to return to the portal home page.

How do I sign out of the Portal?
Find your name in the upper right corner of the portal page. Click the drop-down arrow and choose Sign Out.

NONDISCRIMINATION AND EQUAL OPPORTUNITY STATEMENT

Metropolitan Community College does not discriminate on the basis of race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation in admission or access to its programs and activities or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 and related Executive Orders 11246 and 11375, and all amendments to the above.