



# CAREER ACADEMY APPLICATION 2022-2023

## COMPLETE AND SIGN THE FOLLOWING DOCUMENTS:

- |   |  |
|---|--|
| <input type="checkbox"/> Background Information and Applicant Questions | <input type="checkbox"/> Counselor Form          |
| <input type="checkbox"/> Honor Statement                                | <input type="checkbox"/> Parent Information Form |
| <input type="checkbox"/> Personal Recommendation Form                   | <input type="checkbox"/> High School transcript  |

**Please only return pages 3 - 9 and transcript.**

## REFERENCES

Please select a teacher or other adult to complete the Personal Recommendation Form.

Your high school counselor must complete the Counselor form.

*To be considered for participation, these completed recommendations must be included with your application.*

## SELECTION

The selection process will be conducted by the MCC Career Academy Selection Committee. Selection will occur in March, and notification will be sent in April. Program capacity may change to accommodate current classroom space guidelines.

## QUESTIONS

If you have questions about this program or application, please contact us at 531-622-2213.

### Return completed application packet to:

Secondary Partnerships Office  
secondarypartnerships@mccneb.edu

**APPLICATION DEADLINE: March 7, 2022**

**Students must abide by the MCC Calendar: Whether or not the high school is out for that day.**

**Note to Seniors: The Career Academy schedule may require attending classes beyond the high school graduation date and/or beyond the last day of high school.**

#### **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).

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## CAREER ACADEMY STUDENT APPLICANT BACKGROUND INFORMATION

Name (First, MI, Last): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ S.S. \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Grade level in fall: \_\_\_\_\_ High School Name \_\_\_\_\_

Counselor Name: \_\_\_\_\_ Counselor Phone \_\_\_\_\_

Transportation: Own \_\_\_\_ Parent(s) \_\_\_\_ None \_\_\_\_ Driver's License Yes \_\_\_\_ No \_\_\_\_

Please rank the top three programs for which you would like to be considered (1=first choice, 2, 3, last choice)

*Tuition of \$38 per credit hour for Nebraska High School students. Tuition is based on the rate for the 2020-2021 Academic Year for Nebraska residents. Tuition for 2022-2023 has not yet been set. MCC's tuition and fees schedule is subject to change without prior notice and at the discretion of the MCC Board of Governors.*

Fort Omaha Campus (FOC) 30th and Fort, Omaha				
<input type="checkbox"/> Architecture (Seniors Only) <i>Max 12 students</i>	<input type="checkbox"/> Civil Engineering (Seniors Only) <i>Max 12 students</i>	<input type="checkbox"/> Construction Technology <i>Max 12 students</i>	<input type="checkbox"/> Culinary Arts Foundations <i>Max 9 students</i>	
<input type="checkbox"/> Electrical Technology <i>Max 12 students</i>	<input type="checkbox"/> Web Development <i>Max 20 students</i>	<input type="checkbox"/> Google Desktop Support Specialist <i>Max 20 students</i>	<input type="checkbox"/> Heating, Air Conditioning and Refrigeration (HVAC) <i>Max 12 students</i>	
<input type="checkbox"/> Horticulture, Land Systems and Management <i>Max 12 students</i>	<input type="checkbox"/> IT Technician <i>Max 20 students</i>	<input type="checkbox"/> Pre-Apprenticeship Plumbing <i>Max 12 students</i>	<input type="checkbox"/> Prototype Design <i>Max 12 students</i>	<input type="checkbox"/> Welding Technology <i>Max 12 students</i>
South Omaha (SOC) 27th & Q, Omaha				
<input type="checkbox"/> Automotive Collision (Driver's License required) <i>Max 12 students</i>	<input type="checkbox"/> Automotive Technology (Driver's License required) <i>Max 12 students</i>	<input type="checkbox"/> Advanced Manufacturing <i>Max 10 students</i>	<input type="checkbox"/> Certified Nursing Assistant (CNA) <i>Max 20 students</i>	<input type="checkbox"/> Emergency Medical Technician (EMT) (Seniors Only) <i>Max 12 students</i>
Applied Technology Center (ATC) 10407 State St, Omaha		Learning Community of North Omaha 24th and Franklin		Omaha Community Playhouse 6915 Cass
<input type="checkbox"/> Diesel Technology <i>Max 10 students</i>  <input type="checkbox"/> Fire Science Technology <i>Max 16 students</i>		<input type="checkbox"/> Early Childhood Education (Seniors Only) <i>Max 10 students</i>		<input type="checkbox"/> Theatre Technology <i>Separate application needed*</i> <i>Max 10 students</i>
Elkhorn Valley (EVC), 204th & Dodge, Omaha	Online	Sarpy Center (SRP) 91st & Giles		
<input type="checkbox"/> Digital Cinema/Filmmaking <i>Max 12 students</i>	<input type="checkbox"/> 3-D Animation & Games <i>Max 9 students</i>	<input type="checkbox"/> Administrative Technology <i>Max 20 students</i>	<input type="checkbox"/> Business Transfer <i>Max 20 students</i>	<input type="checkbox"/> Criminal Justice (Seniors Only) <i>Max 20 students</i>

\*Academy location is subject to change.

## APPLICANT QUESTIONS

**Please answer the following questions. Use an additional page if needed.**

Remember to use your best grammar and punctuation skills.

- 1) Are you on track to graduate with your class? **Yes**                      **No**      If no, why not.
  
- 2) The MCC Career Academy requires basic skills in math, reading and comprehension. Describe how you have the skills required to participate in the Career Academy.
  - a) What English class are you currently in and what is your grade?
  - b) What is the most recent math class you have taken and grade?
  
- 3) What helps you to be successful in high school?
  
- 4) Briefly discuss any part-time jobs (paid or unpaid), volunteer service, and/or job shadow experience that you have participated in which relates to the Career Academy program you choose. (For example: If you are applying for Fire Science, have you had any experience in this area?) What skills are you using in this job?
  
- 5) If you are accepted into the MCC Career Academy, attendance is **mandatory**. Any absences or tardies will be reported to your home school. If you have three (3) absences in a quarter, it could result in the instructor failing you.
  - a. Describe your school attendance/tardiness for the last two (2) years. If you have had more than three (3) absences per semester, give a brief explanation of why those absences occurred. (Examples: illness, out-of-town, sports events, etc.)
  
  - b. If necessary, what changes are you ready to make?
  
- 6) Provide any additional information as to why you feel you should be selected to participate in the Career Academy program.
  
- 7) Please list your school activities, community activities, honors received, offices held, and/or courses or training you have completed which will aid us in evaluating your qualifications for the Career Academy.



**PARENT INFORMATION (to be completed by parent/guardian of applicant)**

Parent(s) or guardian names with whom student resides:					
Father's Name:					
Cell Phone:		Daytime Phone:			
If parent(s) address is different than student address, please list the parent(s) address below:					
Address:		City		ZIP	
Mother's Name:					
Cell Phone:			Daytime Phone:		
If parent(s) address is different than student address, please list the parent(s) address below:					
Address:		City		ZIP	
Guardian's Name:					
Cell Phone:			Daytime Phone:		
If Guardian's address is different than student address, please list the parent(s) address below:					
Address:		City:		Zip:	

**Briefly explain why the applicant is a good candidate for the MCC Career Academy:**

**STUDENT CERTIFICATION**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if selected for the MCC Career Academy, falsified statements may be grounds for removal.

I authorize investigation of all statements contained herein, the references listed in this application and all information concerning previous employers, and release all parties from liability for any damage that may result from furnishing the same to you.

I understand that as part of the work experience component of the MCC Career Academy, employers may require drug testing, insurance approval, and/or background checks.

I have read the attached information sheet and understand the high level of commitment that will be required on the part of both students and their parent(s)/guardian(s), if selected.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



HONOR STATEMENT

Participation in the MCC Career Academy program requires a high level of commitment from the College, high school, students, and parents. This agreement acknowledges that students and their parents are entering into a relationship with the College built on honesty, ethical behavior, open communication and trust. A student is required to be at least 16 years of age to participate in an MCC Career Academy. All participants must adhere to the following list of guidelines: Initial each item.

- The student is required to attend all classes. Three absences per quarter will result in being dropped from the program.
— The student has access to an appeal process to review extenuating circumstances of absences and tardies at the college. During an appeal process, the student will continue to attend class.
— The student is expected to follow the Career Academy's calendar. In addition, the student is expected to follow MCC's inclement weather policies.
— The student is required to arrive in the classroom on time. At the College, each program has its own standards which students are to follow. Arriving late and leaving early results in a tardy or an absence.
— The student is required to provide his/her own transportation to and from the College.
— Students and parents are expected to follow the tuition payment schedule as established by the College.
— If an internship is required, a student must prepare for and accept job interviews and employment as recommended by the program. Failure to do so results in full withdrawal from the program.
— If an internship is required, the student is expected to be employed in the internship a minimum of 10-20 hours per week.
— The student is to behave in an ethical and professional manner at all times in the College and represent his/her high school and College in a way that denotes dignity and respect.
— The student must politely accept feedback from instructors, vocational advisors, college administrators, and internship employers and treat each situation as a positive learning experience.
— The student is required to immediately notify instructors, Secondary Partnerships Office, and high school counselors of problems and concerns while attending the College and/or internship. An intern cannot change jobs or quit without permission/notification of the employer, parent and Career Academy.
— The student is required to be drug free while attending the College. Appropriate action will be taken in accordance with MCC policies and procedures if substance use/abuse is suspected. Internship sites may require a drug test.
— The student is required to follow the dress code of his/her specific program area including protective clothing if necessary. Furthermore, individual classes and/or business sites may have a dress code which the student is expected to follow.
— Equipment provided by the Academy must be treated with respect and returned to the College at the end of the year in good condition. Lost or damaged equipment will result in replacement fines to be paid by the student.

Student's Name – Print Student's Name – Signature Date

Parent/Guardian Signature Date



## COUNSELOR FORM

Student Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

**TO BE COMPLETED BY THE HIGH SCHOOL COUNSELOR:** Provide name, phone number, and e-mail address of the school official who will serve as contact for issues, such as grading and attendance.

\_\_\_\_\_  
Signature of High School Counselor

\_\_\_\_\_  
Print Name of Counselor

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

Please complete the following information about the applicant.

How is the applicants attendance?

What is the applicants current GPA? \_\_\_\_\_

Please feel free to make other comments that will indicate your estimation of this student's qualifications for this program.

Have there been any school interventions to help the student be successful?  
\_\_\_\_\_

This student is on track for graduation from this high school and is academically qualified for the MCC Career Academy.       Yes       No

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### PERSONAL RECOMMENDATION FORM

Student Name: \_\_\_\_\_

Provide your name, phone number, and e-mail address

\_\_\_\_\_  
Printed Name Signature

\_\_\_\_\_  
Phone E-mail

How do you know the student? \_\_\_\_\_

Please rate the applicant in the categories below. These attributes are very important to success at MCC.

	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent (Top 10%)</b>
Responsibility				
Attitude				
Effort				
Interpersonal Skills				
Personal Values and Ethics				

If you wish to give reasons for any of your ratings, please do so here. Often, an explanation of ratings is helpful during the selection process.

What would help this student be successful?

Please make other comments that will indicate your estimation of this student's qualifications for this program.

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## CAREER ACADEMY PROGRAMS, SCHEDULE, AND DESCRIPTIONS 2022-2023

MCC's Career Academy program is designed to provide high school juniors and seniors with opportunities to jumpstart their postsecondary education. MCC Career Academies increase student knowledge in various career fields prior to high school graduation, so more informed career choices can be made. Through a MCC Career Academy, students gain practical skills for specific career areas, knowledge of safety procedures, job-seeking skills, interpersonal skills for the workplace, and exposure to a college environment.

### ELIGIBILITY REQUIREMENTS:

- Must be a high school junior or senior
- Must be 16 years old and meet any criteria listed in program description
- Must have transportation to and from classes and internship/apprenticeship site
- Must complete an application and be selected to participate

### LENGTH OF PROGRAM:

Students begin the program in their junior or senior year, starting in the fall. Most Career Academy programs are one year in length and provide students with a solid foundation in each area of interest.

Students may wish to take additional MCC courses, CollegeNOW!, which apply towards a certificate or an associate's degree. Visit our website [mccneb.edu/secondary-partnerships](http://mccneb.edu/secondary-partnerships) for more information about our CollegeNOW! program and/or MCC Career Academies.

### TIME OF DAY:

Students are expected to commit one-half of each school day to the Career Academy, from approximately 1:00 p.m. to 3:00 p.m. Specific program class times are listed on the program information page.

MCC reserves the right to cancel or modify courses.

### COLLEGE AND HIGH SCHOOL CREDIT:

MCC credit is granted for the courses students successfully complete in the MCC Career Academy. Each high school/district determines whether or not high school credit is also awarded for the Career Academy course work. For information about transferring course credit to other higher education institutions, it is best to contact the institution that will receive the credit. Visit MCC's webpage, [www.mccneb.edu/articulation](http://www.mccneb.edu/articulation) for additional information.

### COURSE CAPACITY:

Course capacities range from 10 to 22 students per program. Space is limited due to the number of workstations, room size, and equipment. Course capacity is subject to change due to current classroom space guidelines.

### CURRICULUM:

Specific entry-level courses are determined by MCC faculty, secondary school officials, and business partners. Based on classes taken, students complete between 10–36 credit hours of college-level coursework per year. Refer to the program section to view courses for individual academy.

***Students participating in a Career Academy must maintain a 2.0 GPA (C or better) to continue in the academy quarter to quarter.***



**GRADES:**

Grades for each college course are derived using the criteria identified in the course syllabus developed by the faculty. Students receive a course syllabus at the beginning of each class. The MCC academic calendar is quarter based, and the high schools are semester based. Since MCC quarters start and end dates do not coincide with the high school semester start and end dates, for a short period of time your student’s MCC grade on his/her high school report card may reflect NG (no grade). MCC grades are assigned when the quarter ends and are reported to the high schools at that time. The high school will report the MCC grade when available.

**CALENDAR:**

Students must abide by the MCC Calendar. This has special meaning for seniors since they may have to continue attending classes beyond their graduation date or beyond their last day of class at their high school.

<b>Fall Quarter</b> 2022 22/FA	Labor Day Recess/College closed Classes begin Classes end	September 5 September 6 November 21	Monday Tuesday Monday
<b>Winter Quarter</b> 2022 - 2023 22/WI	Thanksgiving Day Recess/College closed Classes begin Last class day before Holiday Recess Holiday Recess/College closed  Classes resume Martin Luther King Recess/College closed Classes end	November 24 – 25 December 1 December 22 December 24 – January 2 January 3 January 16 February 27	Thursday Wednesday  Tuesday Monday Monday
<b>Spring Quarter</b> 2023 22/SP	Classes begin Spring Recess/College closed  Classes resume Classes end	March 9 April 8-9  April 10 May 24	Thursday Saturday- Sunday Monday Wednesday

**INSTRUCTOR ABSENCES:**

In the event of an instructor’s absence, MCC will attempt to hire a substitute instructor. If a substitute instructor is unable to fill-in, then class will be cancelled. An attempt will be made to notify each individual student through their MCC email of the cancellation.

**REGISTRATION:**

In April, students selected for the Career Academy will receive an acceptance letter. Included with the acceptance letter will be the student registration form and Career Academy orientation information.

Students may be registered into courses with MCC students who are not high school students.

**FERPA:**

Students who wish to grant parental, spouse, or 3rd party access to their educational records may do so by submitting an Authorization to Release Student Information Form to the Records Office. Students will have access to the online form once they are registered for classes.

## TUITION, BOOKS, AND FEES

### **TUITION PAYMENT:**

Students are responsible for payment of all tuition and fees unless other arrangements are made by the school district or an outside agency. Tuition for the 2022-2023 academic year has not yet been set. Tuition for the 2021-2022 academic year is \$38 per credit hour (this cost is ½ of the standard MCC tuition rate of \$66. \* per credit hour = \$33, plus \$5.00 facility fee = \$38). Information about registration and payment procedures are included with the acceptance letter. Tuition is due prior to the start of each MCC quarter. (22/FA = Fall, 22/WI = Winter, 22/SP = Spring)

*\* Please note - Tuition is based on the rate for the 2021-2022 academic year for Nebraska residents. MCC's tuition and fees schedule is subject to change without prior notice and at the discretion of the MCC Board of Governors.*

### **BOOKS:**

Students will purchase their textbooks. Bookstores are located at MCC's Elkhorn, Fort, Sarpy and South campuses. Books are subject to change, dependent upon the course criteria and without prior notice. Please go to Follett Bookstore's web site at [www.efollett.com](http://www.efollett.com) start typing in Metropolitan Community College. For classes held at the South Campus select South Omaha; for classes held at the Sarpy Center select Sarpy; for classes held at the Applied Technology Center or Fort Campus select Omaha; for classes at the Elkhorn Campus or Fremont Center select Elkhorn.

### **TOOLS & EQUIPMENT:**

MCC provides, on loan, most of the appropriate equipment and tools. Specific programs require students to purchase T-shirts, work boots, safety glasses, and certain tools. Instructors will inform students during the first week of class if additional tools or supplies are needed. **Students are financially responsible for lost or broken tools and equipment.**

## STUDENT RESPONSIBILITIES

### **ATTENDANCE:**

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 and tardies are reported to the student's high school. See your instructor's syllabus for specific attendance requirements. **Attendance policies vary by each program.** Absences above the allowed days may result in failure of the class and being dropped from the Academy. Any missed classroom activities remain the responsibility of the student.

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

### **CONFIDENTIALITY:**

A level of privacy exists in each career field. What students see in customers' homes/automobiles/documents should remain confidential. A student who observes something questionable in class or at the worksite should discuss the matter with the internship supervisor immediately.

### **DRESS CODE:**

Each Career Academy program has an established dress code. Students must follow the code as stated by the instructor, as well as by what is dictated by professional safety standards. In some programs, specific protective gear may be required. Individual classes and/or business sites may have dress codes by which students must abide.

### **INCLEMENT WEATHER:**

On days when the weather is questionable, students should check the MCC Website– [mccneb.edu](http://mccneb.edu), local radio and television stations, or call the MCC Weather Hotline at 531-622-2499. If MCC is closed, the Career Academy classes will be cancelled.

### **TRANSPORTATION:**

Students must provide their own transportation to the appropriate MCC campus or center.

## DISABILITY SUPPORT SERVICES

MCC values the differences and commonalities of its members. Through its day to day operations and interactions, MCC demonstrates an appreciation for differences while striving to maintain the common focus of delivering a quality education for all students. MCC embraces its responsibility to promote, encourage, and foster diversity.

### **DELIVERY OF SERVICES**

#### **DISCLOSURE / ELIGIBILITY:**

Students who request services or accommodations must disclose the nature of their disabling condition and provide documentation of disability to the campus Disability Support Services (DSS) counselor. Student accommodations at the high school do not automatically transfer to MCC. This disclosure is considered confidential, and is released to other MCC employees with the consent of the student on a “need to know” basis. There are limits to the confidentiality of student records as outlined in the College’s “Student Rights (Buckley/FERPA Amendment)” document.

#### **REQUEST FOR ACCOMMODATIONS / ADEQUATE NOTICE:**

Since some accommodations require more time to coordinate, students are asked to request services as soon as they register for classes and to register as early as possible. Delivery timelines for specific accommodations are available. Every effort is made to provide services, no matter when requested. Students should note that without sufficient written notice of request, timely provision of services may be delayed or denied.

At the time of request, the student and DSS Counselor will discuss the disability and services requested. Documentation will be requested and evaluated to ensure the appropriateness of the accommodations.

#### **DOCUMENTATION OF DISABILITY:**

Documentation may be hand delivered to the DSS Counselor by the student or requested via a consent form by the DSS Counselor. Current (within the past 3 years) documentation is preferred, and may be required by the DSS Counselor.

Documentation should describe the disability, how it may impact the student’s academic performance, and suggest appropriate educational accommodations. The diagnostician must be a qualified professional with credentials that qualify her/him to diagnose the disability and suggest appropriate accommodations.

#### **TEMPORARY ACCOMMODATIONS:**

Temporary accommodations may be provided during the time it takes to acquire appropriate documentation of disability. These temporary accommodations may be discontinued if supporting documentation is not received within 90 days.

**\*If you need accommodations while attending MCC, you must contact a DSS Counselor. DSS Counselors are available at four of MCC’s campuses. Accommodations do not transfer from high schools to MCC.**

Sarpy Center	Fort Omaha Campus	South Omaha Campus	Elkhorn Valley/ATC/Fremont Campus
	Building 10	Connector Building	
Office: 531-622-3841	Office: 531-622-2580	Office: 531-622-6260	Office: 531-622-1416

Home Page: <http://www.mccneb.edu/dss>