



**METROPOLITAN**  
Community College

## **MCC Concurrent Enrollment Instructor Handbook**

Welcome!

This resource is a compilation of information about Metropolitan Community College customized for the needs of Concurrent Enrollment faculty. Secondary Partnerships and Academic Affairs staff have worked to make this resource as comprehensive as possible.

Concurrent Enrollment faculty are an extremely valuable resource at MCC, so it is important that you have easy access to as much accurate information as possible. We hope you find this handbook of value and use it to make a difference in the lives of your students.

Thanks for being a fundamental part of MCC.

## TABLE OF CONTENTS

About Metropolitan Community College .....	2
• Mission & Guiding Principles .....	2
• Secondary Partnerships .....	2
What is Concurrent Enrollment? .....	3
National Alliance of Concurrent Enrollment Partnerships (NACEP).....	3
Teaching Metropolitan Community College Concurrent Enrollment Courses .....	4
• Credentials .....	4
• Concurrent Enrollment Faculty Application .....	4
• Expectations .....	4
• Orientation and Professional Development .....	5
• Communication .....	5
• Course Outline and Syllabus .....	5
• Course Materials .....	5
• Family Educational Rights and Privacy Act .....	5
• Accommodation Services .....	6
• Student Teachers .....	6
• Substitute Policy .....	6
Concurrent Enrollment Procedures .....	7
• Student Registration Process .....	7
• MyWay .....	7
• Roster Verification .....	7
• Adding/Removing Students .....	8
• Final Grades .....	8
• Failure to Grade.....	8
• Grade Change .....	8
Contacts	
• Secondary Partnerships Staff .....	9
• Academic Dean and Liaisons .....	9
Non-Discriminatory Statement .....	10
Appendices	
A. Concurrent Enrollment Instructor Academic Orientation	
B. MyWay	
C. Roster Verification	
D. Final Grades	

## ABOUT METROPOLITAN COMMUNITY COLLEGE

Metropolitan Community College (MCC) is a comprehensive, full-service public community college with nine campus and center locations. MCC's purpose is to provide high quality educational programs and services, primarily in career preparation and general education, to people of all ages and educational backgrounds.

### MISSION AND GUIDING PRINCIPLES

Metropolitan Community College's mission is to deliver relevant, student-centered education to a diverse community of learners.

To fulfill our mission, we are committed to the following Guiding Principles to guide our daily endeavors:

- Attend to the health and safety of students, employees and community
- Apply agility and creativity to day-to-day work
- Maximize human capacity
- Strive for operational excellence
- Provide vigilant stewardship of college resources
- Incorporate lessons from recent experience to inspire and drive future decisions

### SECONDARY PARTNERSHIPS

Secondary Partnerships supports early college experiences for Nebraska high school students by providing them the opportunity to earn college credit through the following programs:

- CollegeNow!
- Career Academy
- Kickstart Online Institute
- Gateway to College
- Concurrent Enrollment

### CONNECT WITH US

- [mccneb.edu/secondarypartnerships](http://mccneb.edu/secondarypartnerships)
- [secondarypartnerships@mccneb.edu](mailto:secondarypartnerships@mccneb.edu)
- 531-MCC-2213



## **WHAT IS CONCURRENT ENROLLMENT**

Concurrent Enrollment (CE) at MCC was founded as a way to deliver college credit courses in the high school by qualified and college-approved high school instructors. MCC's concurrent enrollment program has grown significantly over the years serving over 30 high schools and work with over 250 high school instructors in our four-county service area. Concurrent enrollment students are held to the same standards as students enrolled in classes delivered at any of our MCC campus locations or online.

Benefits of concurrent enrollment courses include:

- Head start on earning college credits
- Reduced tuition cost
- Experience college rigor in a high school setting
- Opportunity to explore fields of study
- Earned credits that may transfer

### **National Alliance of Concurrent Enrollment Partnerships (NACEP)**

The National Alliance of Concurrent Enrollment Partnerships (NACEP) works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the sponsoring college campus. While not currently a NACEP accredited institution, Metropolitan Community College is strategically aligning with NACEP through implementation of specific steps to increase collaborative relationships in order to provide a superior level of service for concurrent enrollment programming.

As the sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development. To earn accreditation from NACEP, post-secondary institutions conduct extensive self-studies, documenting how programs adhere to NACEP standards and are evaluated by peer reviewers from NACEP-accredited programs.

NACEP's standards require implementation of policies and practices to ensure that:

- College courses offered in the high school are of the same quality and rigor as the courses offered on-campus at the sponsoring college or university.
- Students enrolled in concurrent enrollment courses are held to the same standards of achievement as students in on-campus courses;
- Instructors meet the academic requirements for faculty members in the sponsoring postsecondary institution and are provided discipline-specific professional development; and
- Concurrent enrollment programs are held accountable through impact studies, student surveys, and course and program evaluations.

## TEACHING METROPOLITAN COMMUNITY COLLEGE CONCURRENT ENROLLMENT COURSES

### CREDENTIALS

Concurrent Enrollment faculty shall possess the minimal credentials to satisfy the requirements prescribed in the Hiring Practices of the Metropolitan Community College Quality Faculty Plan. All concurrent enrollment instructors are expected to have credentials equivalent to those required of full-time instructors at Metropolitan Community College.

### CONCURRENT ENROLLMENT FACULTY APPLICATION

Faculty shall provide an Application for Employment, a professional resume, and official copies of their college transcript(s) for their MCC personnel file. The instructor's qualifications are examined by the dean of the department, the Director of Secondary Partnerships, Human Resources, and at times, the program coordinator or the faculty liaison. After determination is made as to whether the instructor is qualified, an email is sent to the instructor, informing that individual of the decision.

Applications received between July 1 to June 15 within an academic year are considered for the following academic year.

### EXPECTATIONS

Metropolitan Community College enters into a Memorandum of Understanding with area K-12 school districts under the guidelines of Concurrent Enrollment. The MOU allows for the instruction of a Metropolitan Community College course(s) at a K-12 facility. All instructors act on behalf of Metropolitan Community College and agree to fulfill the following requirements:

- Faculty shall possess the minimal credentials to satisfy the requirements prescribed in the hiring practices of MCC.
- Faculty shall provide a professional resume, complete an MCC Application for Employment form, and have college transcript(s) sent to MCC's Human Resources office.
- Faculty are offered an orientation and yearly professional development from MCC
- Faculty will adhere to the MCC course syllabus and submit a copy to their MCC Dean and/or faculty liaison each term.
- Faculty will use the MCC textbook(s) approved by the dean & faculty liaison and ensure that each student in the course has his/her own textbook. *Alternate textbooks may be allowed and must be approved by an MCC academic representative. Alternative textbooks must meet or exceed the level of the approved MCC textbook.*
- Faculty shall allow other MCC faculty, coordinators, and staff into the classroom.
- Faculty will ensure that the required academic coursework at contracted sites will be equivalent to or exceed on-campus expectations. All concurrent enrollment courses will be regular college courses catalogued and described in the current MCC catalog.
- Faculty will complete roster verification by assigned deadline each term.
- Faculty will ensure that a final grade is submitted at the conclusion of the concurrent enrollment course through MCC's online Self-Service platform.
- Faculty are required to submit assessment artifacts as requested by the department dean, liaison, or subject matter coordinator. Required assessments will vary by academic discipline area.

## **ORIENTATION AND PROFESSIONAL DEVELOPMENT**

New Concurrent Enrollment instructors will participate in two MCC initiated orientations. The first orientation will be provided by the Academic Dean and/or Liaison to cover all curriculum and assessment requirements. The orientation should take place soon after the new CE faculty is approved. A signed orientation form is to be provided to Secondary Partnerships following completion (Appendix A). A second orientation will be provided to new CE faculty by Secondary Partnerships to cover details related to course registration, roster verification, grading, among other items.

All Concurrent Enrollment instructors are required to attend yearly Concurrent Enrollment Professional Development. CE professional development provides an opportunity for all MCC Concurrent Enrollment faculty to collaborate with MCC by academic discipline.

Orientation and professional development may take on a variety of forms, including face-to-face, workshops, online training and/or collaborative meetings.

## **COMMUNICATION**

Concurrent Enrollment faculty will be notified of changes, new information, activities and other events through a variety of methods. We will do our best to communicate with CE faculty through their High School email address, however, it is expected that all CE faculty become familiar with and check their MCC email at minimum once per week. MCC email can be accessed through MyWay (Appendix B).

## **COURSE OUTLINE AND SYLLABUS**

All Concurrent Enrollment instructors will utilize the Metropolitan Community College course outline and syllabus. One outline is prepared for each course in a predetermined format by the appropriate MCC faculty and approved by the appropriate MCC dean. Instructors, both MCC and DC, must cover the topics included in the current course outline—this is mandatory. At the beginning of every quarter, each faculty member develops a course syllabus for each course he/she is teaching using the determined course outline topics and objectives. Uniform information must be in all syllabi. A copy of the MCC outline and syllabus template will be provided to all Concurrent Enrollment instructors by the discipline-specific faculty liaison or Dean. Any course-specific questions should be directed to the faculty liaison or department Dean. Syllabi are to be sent to the Dean's office by way of Associate. See page 9 for list of Dean's and Associates.

## **COURSE MATERIALS**

The school district will be responsible for providing all necessary instructional equipment. It is the responsibility of every Concurrent Enrollment instructor to adhere to the departmental guidelines for textbooks and ensure that each student has a textbook. The information on how to order textbooks or have alternate textbooks approved may be obtained from the department deans or their discipline-specific faculty liaison.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates that student academic records be kept in confidence. Unless written permission is obtained, the discussion, use or access of student records is limited to job-related, legitimate educational interests. 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](#). FERPA information can be found at [www.mccneb.edu/ferpa](http://www.mccneb.edu/ferpa).

## **ACCOMMODATION SERVICES**

A student with a qualified disability can follow their school districts accommodation plans. MCC's Disability Support Services counselors are also available to help remove barriers and provide equal access to all of the benefits and opportunities available at MCC for students with disabilities. A DSS counselor is available to work with students at all MCC locations. Faculty and students are encouraged to contact a DSS counselor for consultation and assistance with disability-related student issues. The DSS office will assess the current accommodations and create a new or similar plan to best assist the student.

## **STUDENT TEACHER POLICY**

Student teachers are not allowed to teach MCC concurrent enrollment classes because they have not been approved by the college and in almost all cases do not hold the credentials established by the MCC academic departments to teach college-level classes. The Secondary Partnerships office recommends that student teachers work with high school teachers who are not teaching concurrent enrollment classes. However, student teachers may observe MCC concurrent enrollment classes.

## **CONCURRENT ENROLLMENT SUBSTITUTE POLICY**

Substitute teachers may teach CE classes for a few days if they have adequate curriculum information from the approved teacher. If the approved teacher is unable to teach for more than two (2) weeks, high schools should follow the long-term absence procedures.

### *Long-Term Absence*

MCC considers a long-term absence as missing two or more consecutive weeks of the academic term. The responsibility of identifying a qualified long-term substitute lies with the high school. MCC's commitment to student success extends to our concurrent enrollment classes and we will make every attempt to achieve a positive outcome in this situation.

*Qualified Long-Term Substitute Policy:* If the high school has identified a potential long-term substitute, who meets the minimum MCC qualifications, the following steps must be taken.

1. The high school must notify the MCC Secondary Partnerships Director of all long-term absences immediately and provide the name of potential substitutes
2. The Secondary Partnerships Director will notify the academic dean and faculty liaison via email, of the long-term absence
3. The Secondary Partnerships Director will email the MCC concurrent enrollment application instructions to the potential substitute
4. The potential substitute must complete the MCC application process
5. The Secondary Partnerships Director will notify the high school administrator, academic dean, faculty liaison and potential substitute of approval or denial of application
6. The MCC Dean or Liaison will reach out to the substitute for curriculum support

If a qualified substitute cannot be identified by the High School to teach the course, MCC will make every attempt to identify an MCC instructor or MCC faculty of record to fill the need. If a qualified substitute still

cannot be identified, MCC reserves the right to cancel the course for college credit. If a course is canceled for college credit, it may still be offered for high school credit.

*Non-approved MCC Substitute Policy:* In rare cases, the long-term absence of the concurrent enrollment instructor may occur after the required MCC curriculum has been covered, in which case a non-approved MCC substitute could be used. A thorough assessment of the content covered in class must be completed by the MCC Secondary Partnerships Director, Dean and/or faculty liaison before final determination can be made.

## CONCURRENT ENROLLMENT PROCEDURES

### STUDENT REGISTRATION PROCESS

Students will receive application and registration instructions at the beginning of each term from Secondary Partnerships staff in collaboration with HS counselors and faculty. A student taking a Concurrent Enrollment course is both a high school student and MCC student. At the completion of the course, the student will have an MCC transcript.

### MY WAY

My Way is MCC's web portal. The portal provides single sign-on access by automatically logging into My Services, Microsoft Outlook Calendar, and Canvas. The faculty MyWay guide (Appendix B) can also be found on the Concurrent Enrollment Faculty resource page by visiting [www.mccneb.edu/secondarypartnerships](http://www.mccneb.edu/secondarypartnerships).

To login to MyWay, open a web browser, enter [www.mccneb.edu](http://www.mccneb.edu) into the address bar and click Login (MyWay) in the top right corner. Sign in using your email account name ([user@mccneb.edu](mailto:user@mccneb.edu)).



If you need to create or reset a password visit Password Reset Information at <https://www.mccneb.edu/Current-Students/Student-Tools-Resources/Password-Station.aspx>

### ROSTER VERIFICATION

Every MCC Concurrent Enrollment instructor is required to confirm their enrollment roster. Roster verification is our last opportunity to verify enrollment accuracy in dual credit courses. If a student is not listed on an MCC roster, they **do not** earn the college credit. Roster Verification occurs once per term. Concurrent Enrollment instructors will be notified by email when the roster verification window opens. Instructors are to follow the steps within the email to verify student names, student adds and student deletes. The roster verification guide (Appendix C) can also be found on the Concurrent Enrollment Faculty resource page by visiting [www.mccneb.edu/secondarypartnerships](http://www.mccneb.edu/secondarypartnerships).

## **ADDING/REMOVING STUDENTS**

*MCC Important Dates* are determined at the beginning of each term. Those dates will include the following:

- Registration Deadline
- DELETE Deadline-student can be removed from a class; will not show on their MCC transcript and no charges apply
- DROP Deadline-student can be removed from a class; will show on MCC transcript as a W (withdraw) and charges do apply
- Last day to DROP to not receive a grade is 14 days prior to the end of the course

## **FINAL GRADES**

MCC uses the letter grading system (A, B, C, D and F) for 1000 and 2000 level courses. The standard grading scale used is A (100-90), B (89-80), C (79-70), D (69-60) and F (59 or below); however, a different grading scale may be used for classes such as A (100- 93), etc. The grading scale must be included in the class syllabus. All MCC Concurrent Enrollment instructors are required to submit final grades through Self Service in MyWay for every student in his/her Concurrent Enrollment course(s) within two days after the course ends. The office of Secondary Partnerships will provide notification to Concurrent Enrollment instructors before and during the grading window each term. The grading guide (Appendix D) can also be found on the Concurrent Enrollment Faculty resource page by visiting [www.mccneb.edu/secondarypartnerships](http://www.mccneb.edu/secondarypartnerships). MCC's grading system can be found in the MCC catalog, <https://mycatalog.mccneb.edu/>.

## **FAILURE TO GRADE**

When a final grade for a student is left blank, it changes to an "F" grade two weeks after the course ends. CE faculty should never leave a final MCC grade blank without notifying MCC Secondary Partnership staff immediately.

## **MCC GRADE CHANGE**

Occasionally, a final grade for a student is entered in error. A change of grade, not including a "withdraw" will be accepted by the Registrar only if properly signed by the instructor, Dean, and the Registrar. The instructor is required to submit a Grade Change Form for the student with the incorrect grade. An explanation must be included as to why the grade should be changed. Once the grade change form is submitted, the Dean and Registrar will review and sign off (if approved). The Registrar will then change the grade to the correct final grade based on the documentation provided. The grade change form can be found here:

<https://mccnebcentral.etrieve.cloud/#/form/147> or through MyWay Forms Bank.

## WHO TO CONTACT

### SECONDARY PARTNERSHIPS

**Web:** [mccneb.edu/secondarypartnerships](http://mccneb.edu/secondarypartnerships)  
**Email:** [secondarypartnerships@mccneb.edu](mailto:secondarypartnerships@mccneb.edu)  
**Phone:** 531-MCC-2213



### GATEWAY TO COLLEGE

**Web:** [mccneb.edu/gatewaytocollege](http://mccneb.edu/gatewaytocollege)  
**Email:** [gatewaytocollege@mccneb.edu](mailto:gatewaytocollege@mccneb.edu)  
**Phone:** 531-622-2746

### ACADEMIC AFFAIRS DEANS and ASSOCIATES

Business	Dean: Steve Nichols, Interim Dean, <a href="mailto:snichols@mccneb.edu">snichols@mccneb.edu</a> Associate: Connie Taylor, <a href="mailto:cetaylor9@mccneb.edu">cetaylor9@mccneb.edu</a>
Arts & Humanities	Dean: Susan Trinkle, <a href="mailto:vstrinke@mccneb.edu">vstrinke@mccneb.edu</a> Associate: Annette Guy, <a href="mailto:amguy@mccneb.edu">amguy@mccneb.edu</a>
Math & Natural Sciences	Dean: Mike Flesch, <a href="mailto:mflesch@mccneb.edu">mflesch@mccneb.edu</a> Associate: Mary Reasor, <a href="mailto:mreasor@mccneb.edu">mreasor@mccneb.edu</a>
Information Technology	Dean: Art Brown, <a href="mailto:aabrownii@mccneb.edu">aabrownii@mccneb.edu</a> Associate: Susan Hood, <a href="mailto:srhood@mccneb.edu">srhood@mccneb.edu</a>
Career and Technical Education	Dean: Dr. Nathan Barry, <a href="mailto:nbarry2@mccneb.edu">nbarry2@mccneb.edu</a> Associate: Wendy Mays, <a href="mailto:wmays@mccneb.edu">wmays@mccneb.edu</a>
Construction Education	Associate Dean: Jacquie Armstrong, <a href="mailto:jmarmstrong@mccneb.edu">jmarmstrong@mccneb.edu</a> Associate: Wendy Mays, <a href="mailto:wmays@mccneb.edu">wmays@mccneb.edu</a>
Industrial Technology	Associate Dean: Scott Broady, <a href="mailto:sbroady@mccneb.edu">sbroady@mccneb.edu</a> Associate: Kassie Nelson, <a href="mailto:klnelson23@mccneb.edu">klnelson23@mccneb.edu</a>
Culinary Hospitality & Horticulture	Director of ICA & Associate Dean: Brian O'Malley, <a href="mailto:bomalley@mccneb.edu">bomalley@mccneb.edu</a> Associate: Ingrid Armstead: <a href="mailto:iarmstead@mccneb.edu">iarmstead@mccneb.edu</a>
Health Sciences	Dean: Dr. Stacey Ocander, <a href="mailto:slocander@mccneb.edu">slocander@mccneb.edu</a> Associate: Sheryl Agner, <a href="mailto:slagner@mccneb.edu">slagner@mccneb.edu</a>
Social Sciences	Dean: Jane Franklin, <a href="mailto:jfranklin@mccneb.edu">jfranklin@mccneb.edu</a> Associate: Char Evans, <a href="mailto:ckevans@mccneb.edu">ckevans@mccneb.edu</a>

### FACULTY LIAISONS

An active list of MCC Academic Deans and Faculty Liaisons can be found on the Concurrent Enrollment Faculty resource page by visiting <https://www.mccneb.edu/secondarypartnerships>.

## **NON-DISCRIMINATORY STATEMENT**

Metropolitan Community College does not discriminate based on age, race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, gender expression, marital status, 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; nor in regulation of admission or access to its programs and activities; nor 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.

MCC is committed to ensuring that our websites and facilities are accessible and useable to everyone. We strive to follow best practices based on the federal requirements outlined in Section 508 and the Web Content Accessibility Guidelines (WCAG) established by the World Wide Web Consortium (W3C).

Contacts: Concerning Title VI (race), Title IX (gender equity), Section 504 (disability), Americans with Disabilities Act/Program and Services Accessibility and age, contact:

- Julie Langholdt – Dean of Student Advocacy and Accountability: 531-622-2202 (students);
- Missy Beber – Associate Vice President of Human Resources: 531-622-2236 (employees);
- United States Department of Education Assistant Secretary for Civil Rights – Office for Civil Rights: 1-800-421-3481

Concerning hiring and employment-related complaints of discrimination or harassment based on race, color, national origin, genetic information, religion, sex, sexual orientation, gender identify, gender expression, 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, or affirmative action or diversity issues, contact:

- Cynthia Gooch-Grayson - Associate Vice President for Equity and Inclusion: 531-622-2649

# Appendix A



## NEW Concurrent Enrollment Faculty Orientation

MCC Faculty Liaison or Dean: \_\_\_\_\_ Department: \_\_\_\_\_

High School Instructor: \_\_\_\_\_ High School: \_\_\_\_\_

Course(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Prior to the start of the Concurrent Enrollment Course the MCC Liaison will provide and review with the Concurrent Enrollment faculty member the following:**

- Course syllabus
- Course requirements
- Course description and learning objectives
- Approved textbook and supplementary materials
  - *Alternate textbooks may be used and are to be approved by Dean*
- Common course assessments (if applicable)
- Discipline specific professional development opportunities
- Instructor and discipline-specific resources

**Other:**

\_\_\_\_\_  
High School Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MCC Faculty Liaison or Dean Signature

\_\_\_\_\_  
Date

## Appendix B



# Secondary Partnerships Faculty User Guide for the MyWay Portal

### What is My Way?

MCC My Way is the web portal at MCC. The portal provides single sign-on access by automatically logging into My Services, MCC email, and Canvas (for online course work).

### How do I log into My Way?

Open a web browser (i.e., Internet Explorer or Firefox). Enter [www.mccneb.edu](http://www.mccneb.edu) into the address bar of the browser.



Sign in with your organizational account

Sign in

### Sign into My Way

Sign in using your email account name ([user@mccneb.edu](mailto:user@mccneb.edu)).

If you need to create or reset a password visit the Password Reset page at <https://www.mccneb.edu/Current-Students/Student-Tools-Resources/Password-Station.aspx>

## Password Reset Information

**Students and staff** can access computers and multiple online services at the College using a single username and password.

### PASSWORD RESET

Please review the following documents for further understanding. If you have more questions, please call IT Support Services at 531-622-2900.

- ▶ [Configure Okta Password Reset](#)
- ▶ [Okta Password Reset/Unlock Account](#)

## What are initial security credentials?

Users will provide security credentials (username and password) when accessing one of the applications from the portal for the first time. When your password changes, you will once again be prompted for your security credentials. This process is used to secure access to our student information.

## If I am unable to sign on to My Way, who do I contact?

Contact IT Support Services via email ([itsupportservices@mccneb.edu](mailto:itsupportservices@mccneb.edu)) or phone (531-622-2900).

## 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.

The screenshot shows the Metropolitan Community College MYWAY portal. At the top left is the logo with the text "Metropolitan Community College MYWAY". To the right of the logo is a navigation bar with links for "Newsfeed", "OneDrive", and "Sites". Further right, the user's name "Cation, Ed (ecation)" is displayed with a dropdown arrow and a help icon. Below the navigation bar is a "Menu" button and a "My Notifications" button showing "1" notification. The main content area features a breadcrumb "MCC Portal > Student" and a large "Home" button. Below this are two buttons: "Register" and "Student Planning". On the right side, there are three tabs: "College Links", "My Links", and "My Services". Under "College Links", there are links for "Authorization to Release Student Information", "Class Schedule", "College Event Calendar", and "Course/Instructor Feedback". A note at the bottom of the "College Links" section states: "Note: If prompted to log-in on next screen, you must put mccnet in front of your".

## Appendix C

### Roster Verification Using Self Service

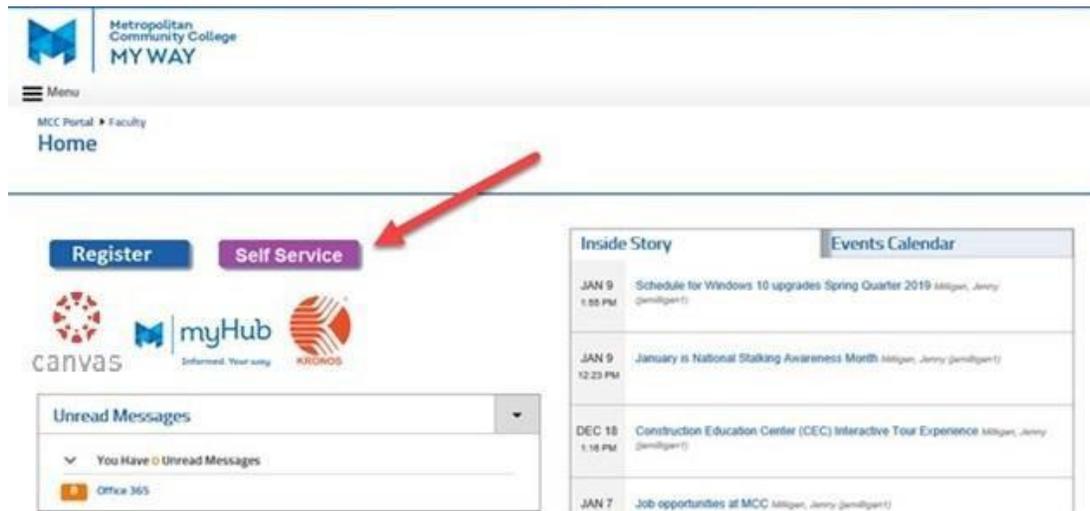
1. Log in to My Way

- Open a web browser and enter [www.mccneb.edu](http://www.mccneb.edu) into the address bar.
- Click Login (My Way)



NOTE: For assistance with logging into My Way, please refer to the MY Way User Guide.

2. From the MY Way Home page, click on the Self-Service button. This will land you on the Self Service home page.



3. From the Self-Service home page, choose Daily Work > Faculty

Metropolitan Community College logo and user profile 'fafreeney' are visible at the top. The main content area displays a welcome message and several service tiles. The 'Faculty' tile in the bottom right corner is highlighted with a red arrow pointing from the 'Faculty' option in the left sidebar.

4. After clicking on the “Faculty” option, you should see your class section(s). Click the link that corresponds to the section you want to view.

2018 Credit Fall		
Section	Times	Locations
<a href="#">INFO-1001-4D: Information Systems &amp; Literacy</a>	T/Th 10:00 AM - 11:45 AM 9/4/2018 - 11/15/2018	Fort Bldg 023, 324 On Campus
<a href="#">INFO-1001-1A: Information Systems &amp; Literacy</a>	M/W 8:00 AM - 9:45 AM 9/5/2018 - 11/19/2018	Elkhorn Valley Campus, 159 On Campus

5. Choose the “Roster” tab to view your roster.

The 'Roster' tab is selected and highlighted with a red arrow. Below the tabs is a table with the following structure:

Student Name	Student ID	Class Level
--------------	------------	-------------

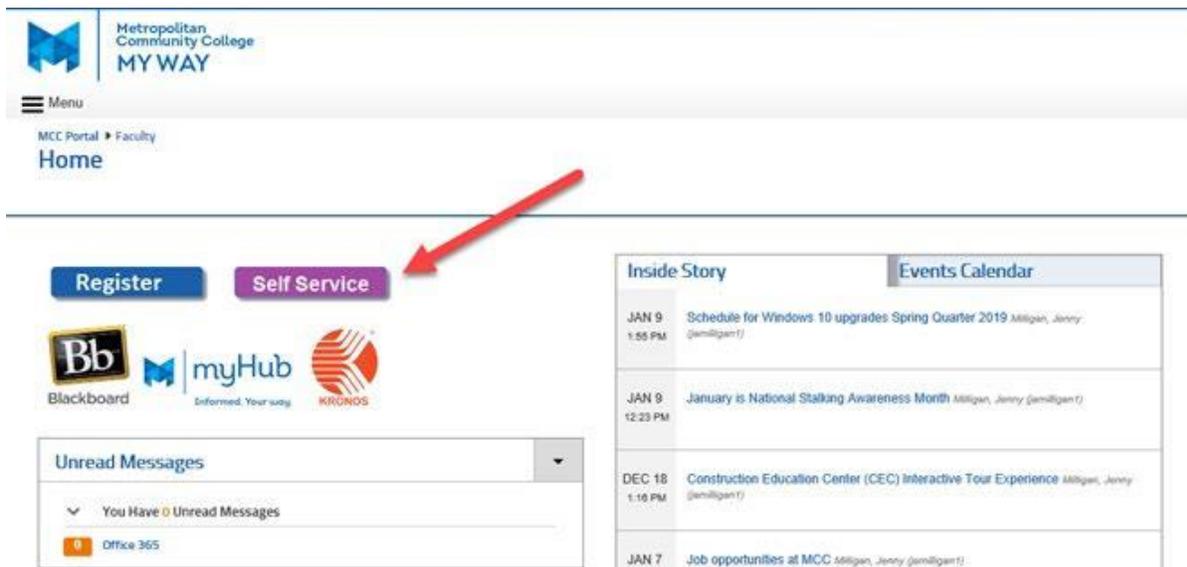
For Assistance with Self Service please contact [ITSupportservices@mcneb.edu](mailto:ITSupportservices@mcneb.edu) or call 531-622-2900

## Appendix D

### Entering Grades Using Self Service

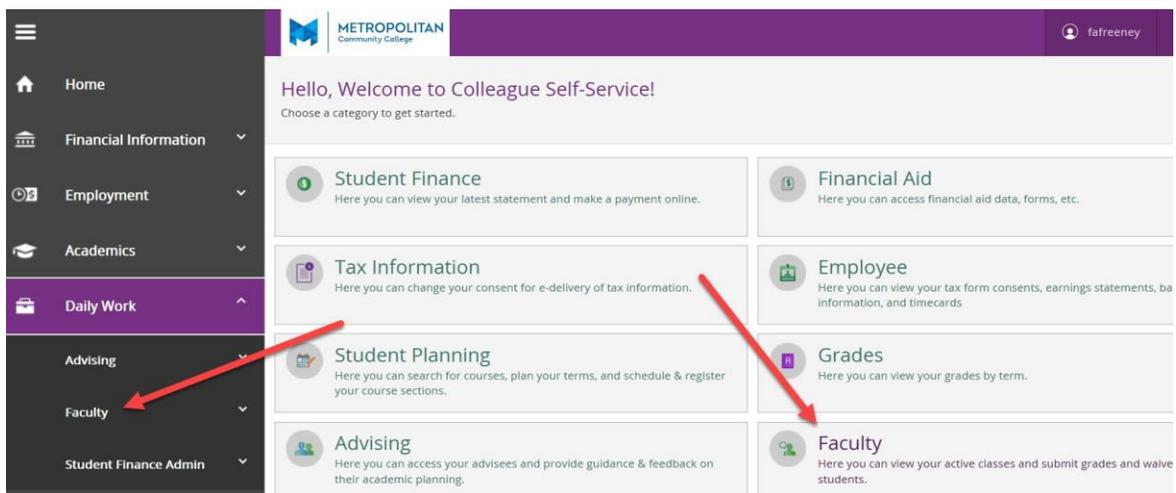
Note: One of the biggest differences you will notice is there is no “Submit” button. Grades are saved and submitted as you move from record to record.

From the MY Way Home page, click on the Self-Service button.



This will land you on the Self-Service home page. You can access the grading tab using one of two methods:

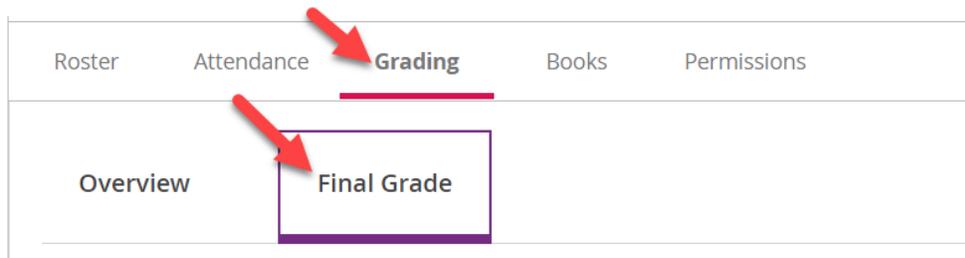
1. On the left side under Daily Work, choose Faculty.
2. On the right side, one of the boxes should be labeled Faculty.



After clicking on the “Faculty” option, you should see a list of your Sections.

Section	Times	Locations
<a href="#">INFO-1001-4D: Information Systems &amp; Literacy</a>	T/Th 10:00 AM - 11:45 AM 9/4/2018 - 11/15/2018	Fort Bldg 023, 324 On Campus
<a href="#">INFO-1001-1A: Information Systems &amp; Literacy</a>	M/W 8:00 AM - 9:45 AM 9/5/2018 - 11/19/2018	Elkhorn Valley Campus, 159 On Campus

Click the link that corresponds to the section you want to grade, and this will take you to the class roster. Next, you will want to click on the “Grading” Tab and then click on the “Final Grade” Tab.



Grade each student by clicking on the dropdown list in the “Final Grade” column, and select the desired grade.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Student Name]	[Student ID]	<input type="checkbox"/>	[Date]	A	[Date]	SOPHOMORE	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	[Date]	A	[Date]	SOPHOMORE	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	[Date]	Select grade	[Date]	FRESHMAN	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	[Date]	A	[Date]	FRESHMAN	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	[Date]	F	[Date]	SOPHOMORE	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	[Date]	R	[Date]	SOPHOMORE	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	[Date]	Select grade	[Date]	FRESHMAN	4.50

If the grade selected is an “F” or “I” the “Last Date of Attendance” box will turn red, and a message will appear that a date is required in that box.

Roster Attendance Census Grading Books Permissions

Overview Final Grade Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credit
Farnsworth, Addison N.	1058825	<input type="checkbox"/>	M/d/yyyy	F	M/d/yyyy	FRESHMAN	4.50

Last Date of Attendance is required

If you leave the page or exit Self Service, grades you entered before leaving will automatically be saved. **The one exception is if the grade you entered is an “F” or “I” and you do not enter a date in the Last Date of Attendance box. The system will clear out the grade when you leave the page. If you want to assign a grade of “F” or “I” you must enter a date in the last date attended.**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Student Name]	[Student ID]	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	SOPHOMORE	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	SOPHOMORE	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	FRESHMAN	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	M/d/yyyy	B	M/d/yyyy	FRESHMAN	4.50

If you leave the page or exit Self Service before you finish entering in all the grades, you will be able to come back later and continue where you left off. The grade you entered before leaving will automatically be saved.

You can modify a grade ONLY if it has not been verified. **Once a grade has been verified, you will be unable to edit/modify in Self Service.** Grades are verified after midnight, so if you need to make a grade change due to an error, you must submit a grade change form.

Overview		Final Grade							
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits		
Student Name 1	123456	<input type="checkbox"/>	M/1/2018	A	M/1/2018	SOPHOMORE	4.50		
Student Name 2	123457	<input type="checkbox"/>	M/1/2018	A	M/1/2018	SOPHOMORE	4.50		
Student Name 3	123458	<input type="checkbox"/>	A/1/2018	Select grade	M/1/2018	FRESHMAN	4.50		
Student Name 4	123459	<input type="checkbox"/>	M/1/2018	Select grade	M/1/2018	FRESHMAN	4.50		
Student Name 5	123460	<input type="checkbox"/>	A/1/2018	Select grade	M/1/2018	SOPHOMORE	4.50		

To go back to the section listing, use the “Back to Courses” link at the top of the page.

Daily Work ▾ Faculty ▾ Faculty Overview

Section Details

< [Back to Courses](#) 

---

**INFO-1001-4D: Information Systems & Literacy**

2018 Credit Fall  
Fort Omaha Campus

T/Th 10:00 AM - 11:45 AM  
9/4/2018 - 11/15/2018  
Fort Bldg 023, 324 On Campus

Seats Available 4 of 20

**Note: Remember there is no “Submit” button. Grades are automatically submitted as you move from record to record.**