

CAREER ACADEMY

SECOND YEAR STUDENT APPLICATION

2021-2022

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Date of Birth: _____ MCC ID _____

High School Name: _____ Counselor Name: _____

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 2021-2022 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		
— Construction Technology <i>Max 12 students</i>	— Electrical Technology <i>Max 12 students</i>	— Heating, Air Conditioning and Refrigeration (HVAC) <i>Max 12 students</i>
South Omaha (SOC) 27th & Q, Omaha		Omaha Community Playhouse (OCP) 6915 Cass
— Automotive Collision <i>Max 12 students</i>	— Welding Technology <i>Max 12 students</i>	— Theatre Technology <i>Separate application needed* Max 10 students</i>
Sarpy Center (SRP) 91st & Giles	Applied Technology Center (ATC) 10407 State St, Omaha	
— Administrative Technology <i>Max 20 students</i>	— Diesel Technology <i>Max 10 students</i>	— Fire Science Technology <i>Max 16 students</i>

Check the 2nd year Academy you are applying for:

TO BE COMPLETED BY THE HIGH SCHOOL CONTACT/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 Official

Print Name of Official

Phone

E-mail

READ and INITIAL!!

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. A tardy is defined as no more than ten (10) minutes late. Leaving early results in a tardy or an absence. If employed in an internship, arriving late on the job will be subject to the rules of the employer.
- 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	School	Date
Parent Signature		Date	

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

Name: _____ **Daytime Phone:** _____

Cell Phone: _____ **E-mail:** _____

Name: _____ **Daytime Phone:** _____

Cell Phone: _____ **E-mail:** _____

If parent(s) address is different than student address, please list the parent(s) address below:

Address: _____ **City:** _____ **Zip:** _____

Daytime Phone: _____ **Work Phone:** _____

Return completed application packet to:

Secondary Partnerships Office
Metropolitan Community College
PO Box 3777, FOC Building 7
Omaha, NE 68103-0777

Or via email at secondarypartnerships@mccneb.edu

APPLICATION DEADLINE: March 5, 2021