

Orientation Packet Review

- Program Expectations
- Important Dates
- Weather
- MCC Media Consent and Release
- MyWay – Student Email, Schedule, Grades, Payment



Career Academy 2020-2021
Program Expectations and Requirements

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 204th & West Dodge Road	www.evc.bkstr.com	531-622-1208
Fort Omaha Campus 30th & Fort Street	www.foc.bkstr.com	531-622-2308
South Omaha Campus 2909 Edward Babe Gomez Avenue	www.soc.bkstr.com	531-622-4508
Sarpy Center 9110 Giles Road	www.sarpy.bkstr.com	531-622-3850

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.

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.

To complete and submit the form go to:

<https://www.mccneb.edu/Current-Students/Student-Tools-Resources/Records/Family-Education-Rights-and-Privacy-Act-FERPA.aspx>.

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.

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

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 is available 24 hours a day, seven days per week, including holidays. MCC Police offer a variety of services to MCC students and employee's, 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.

WEATHER/CLASS CANCELLATIONS

On days when the weather is questionable, students can call the MCC Weather Hotline at 531-622-2499 to see if classes have been cancelled. Refer to the Inclement Weather brochure in your packet for more information. NOTE: If the MCC campus is closed, the Career Academy classes will be also be cancelled. If the MCC campus remains open but your high school is closed, you will still be responsible for attending your Career Academy classes.

METROPOLITAN COMMUNITY COLLEGE 2020-21 ACADEMIC CALENDAR

FALL QUARTER 2020 (20/FA)—62 Faculty Workdays

Academic Affairs Day	August 31	M
Curriculum & Assessment Day	September 1	Tu
Faculty Development Day	September 2	W
Instructional Workdays	September 3-4	Th-F
Labor Day/College closed	September 7	M
Classes begin	September 8	Tu
Classes end	November 23	M
Instructional Workdays	November 24-25 ...	Tu-W
Thanksgiving Day Recess/College closed	November 26-27	TH-F

WINTER QUARTER 2020-21 (20/WI)—56 Faculty Workdays

Instructional Workdays	December 1-2	Tu-W
Classes begin	December 3	Th
Last class day before Holiday Recess	December 23	W
Holiday Recess/College closed	December 25-January 1	
Holiday Recess ends for Faculty/Staff/Students Classes resume	January 4.....	M
Martin Luther King Recess/College closed	January 18	M
Classes end	February 28	Su

SPRING QUARTER 2020-21 (20/SP)—59 Faculty Workdays

Academic Affairs Day	March 8	M
Faculty Development Day	March 9	Tu
Instructional Workday	March 10	W
Classes begin	March 11	Th
Spring Recess/College closed Saturday and Sunday	April 3-4	Sa-Su
Graduation	May TBA	
Classes end	May 26	W
Instructional Workday	May 27	Th
Memorial Day /College closed	May 31	M

SUMMER QUARTER 2021 (21/SS)

12-month Faculty Instructional Workdays	June 2-4	W-F
Classes begin for 10-week and first 5-week sessions	June 6	Su
Independence Day /College closed	July 4-5	Su-M
Classes end for first 5-week sessions	July 12	M
Classes begin for second 5-week sessions	July 13	Tu
Classes end for second 5-week and 10-week sessions	August 16	M
12-month Faculty Instructional Workdays	August 17-18	Tu-W

Board Approved
9/17/19

Career Academy 2020-2021 Severe Weather Information

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?

If classes are cancelled or delayed or if particular campuses/locations are closed, announcements will be made on the following radio stations by 6:00 a.m. or as soon as possible:

KEZO 92.3 FM	KOOO 101.9 FM	KFAB 1110 AM
KFFF 93.3 FM	KXKT 103.7 FM	KKAR 1290 AM
KQCH 94.1 FM	KSRZ 104.5 FM	KHUB 1340 AM
KISO 96.1 FM	KFMT 105.5 FM	KOMJ 1490 AM
KBLR 97.3 FM	KKCD 105.9 FM	KOZN 1620 AM
KQKQ 98.5 FM	KOPW 106.9 FM	
KGOR 99.9 FM		

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.



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 _____



**Metropolitan
Community College**
MY WAY

Welcome to Metropolitan Community College

User guide for the My Way portal

Secondary Partnerships

PLEASE KEEP THIS FOR FUTURE REFERENCE

Nondiscrimination and Equal Opportunity Statement—Metropolitan Community College does not discriminate on the basis of race, color, national origin, religion, sex, marital status, age, disability or sexual orientation in admission or access to its programs and activities or in its treatment or hiring of employees.

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, Microsoft Outlook Calendar, and Blackboard (for online course work). Also available are task list, announcements, news, events, and myHub sites.

How do I log into My Way?

First you need to set up your password. You will need your MCC Student ID number available to set up your password. Go to [mccneb.edu/password](https://www.mccneb.edu/password). Once you have set up your password you can log in to MyWay using the MyWay login on the top right of the webpage.

[Chat with Us!](#) / [Apply](#) / [Request Info](#) / [Contact Us](#) / [Login\(My Way\)](#)

About MCC Nebraska Academics Prospective Students Current Students Community & Business

Password Station

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

- ▶ **WATCH FIRST** Using the [Password Station video tutorial](#)
- ▶ [Frequently asked questions - FAQs](#)
- ▶ [Examples of these logins](#)

OPTION 1 - I know my username

Use this option to change/reset your password.

IMPORTANT!
If you do not know your username, you must use Option 2.

OPTION 2 - Use this option to display your username and (student/employee) ID number.

Be sure to write your username down because you will be redirected to the Password Station to change your password.

For assistance, please visit any of the Learning and Tutoring Centers or Libraries.

[Request Info](#) [Chat with Us!](#) [Apply](#) [Give](#) [Login\(My Way\)](#)

Click Login (My Way)

Sign in with your organizational account

Sign in

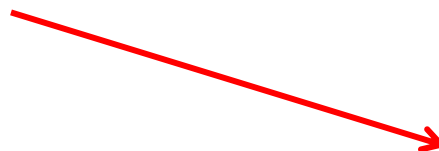
If I am unable to sign on to My Way, who do I contact?

Contact the Help Desk via email (helpdesk@mccneb.edu) or phone

(531-622-2900).

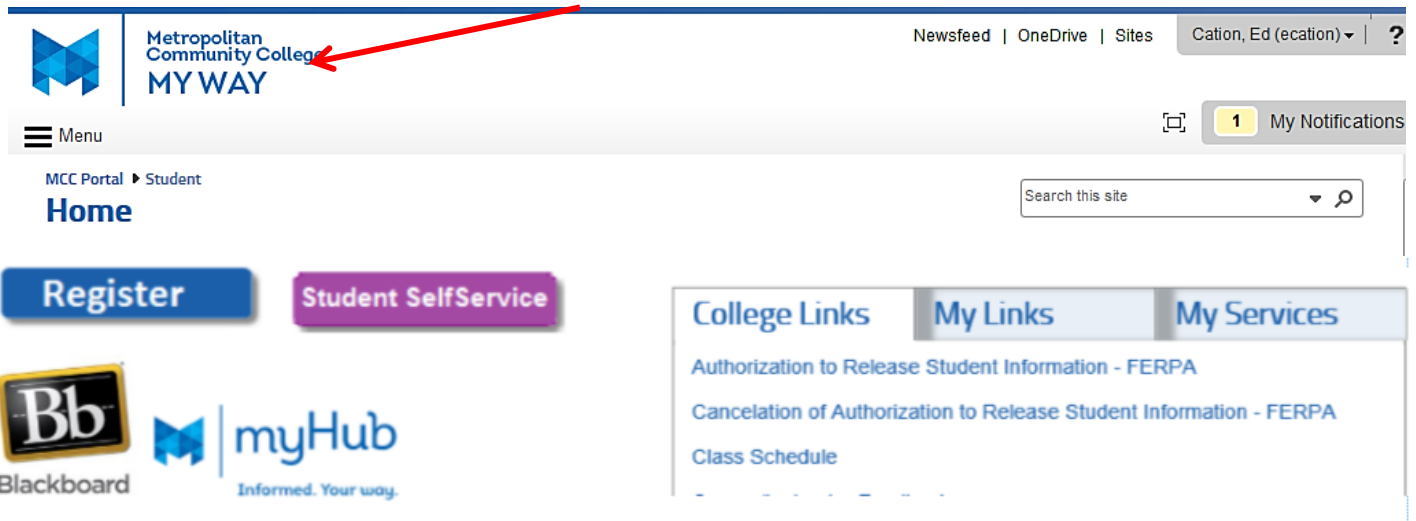
How do I know if I am properly logged into the portal?

Your name will appear in the top right corner of the portal page.

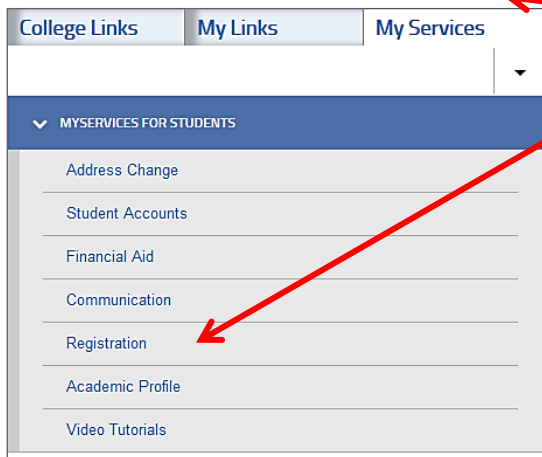


How do I return to the portal home page?

Click the logo “Metropolitan Community College” to return to the portal home page.

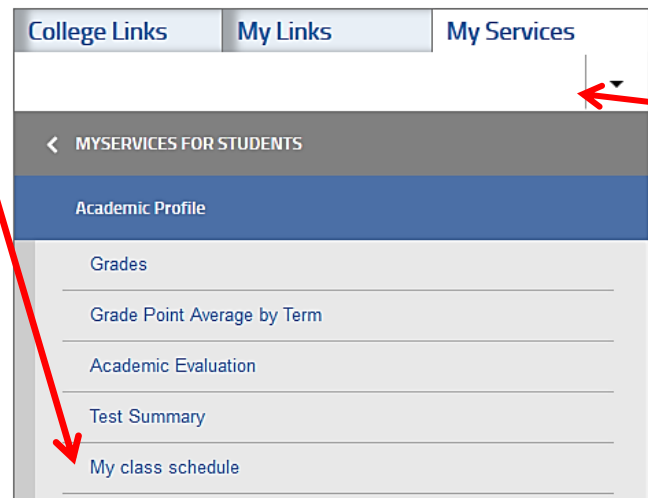


How do I view and print my class schedule?

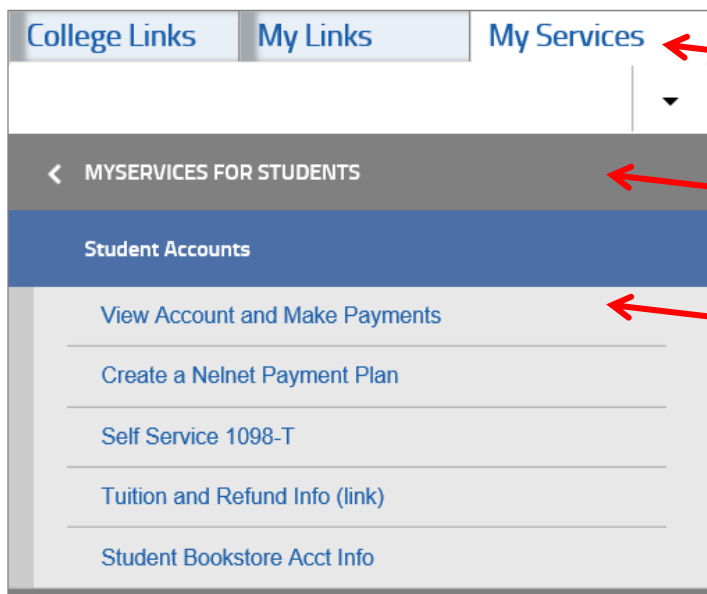


Once in My Way, go to My Services on the right side and select Academic Profile.

Click My class schedule to view or print your schedule.
Click Grades to check your quarter grades.



How do I view and pay my tuition?



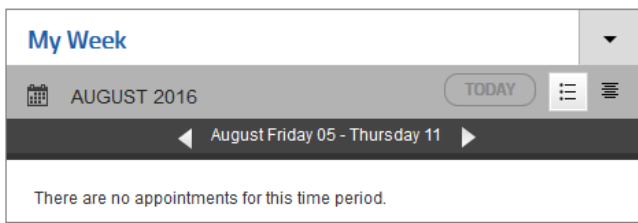
Click Student Accounts under MyServices for Students to access your account and options for payment.

MCC email uses Office 365



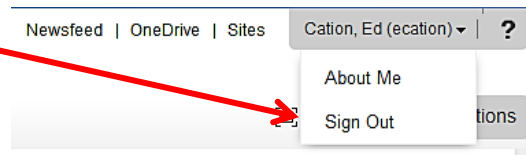
On your home page in My Way, on the left side, Click Office 365 to access your student email.

This is the e-mail account the College will use to communicate with you about campus-related issues and reminders. Be sure to check your e-mail frequently.



How do I sign out of the Portal?

Your name appears in the top right corner of the portal page. Click the drop down arrow and click **Sign Out**.



MCC's myHub can be accessed from the My Way home page or with a mobile app. myHub is an online engagement tool for students to connect, join, and participate with various organizations and activities outside of the classroom.

myHub students can:

- Join organizations and clubs
- Connect with engagement activities
- Track extra-curricular involvement
- Create a co-curricular transcript.

myHub is not a replacement for the MCC Website, My Way, or Canvas.