



## *Admissions and Registration*

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### **MPCC Admissions Offices**

McCook Community College, Admissions Office  
1205 East Third Street, McCook, NE 69001  
(308) 345-8101, (800) 658-4348, Ext. 8101  
(308) 345-8180 Fax

North Platte Community College, Admissions Office  
1101 Halligan Drive, North Platte, NE 69101  
(308) 535-3609, (800) 658-4308, Ext. 3609  
(308) 534-5767 Fax

## ADMISSIONS AND REGISTRATION

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### HOW TO APPLY

1. A. Apply online at [www.mpcc.edu](http://www.mpcc.edu) OR Complete and mail a paper application, located at the back of this catalog, to:

**Mid-Plains Community College, Admissions Office**  
1101 Halligan Drive  
North Platte, NE 69101

2. Diploma, certificate, or degree seeking students must:

A. Have an official high school transcript or GED transcript indicating graduation date sent to address listed above.

3. Students who have earned credits at another post-secondary institution must submit previous college transcripts to:

**Mid-Plains Community College**  
**Registration and Records**  
1205 East Third Street  
McCook, NE 69001

4. Take a college entrance assessment (required for all degree-seeking students) OR have COMPASS/ESL®, ACT, or other placement test scores sent to the address listed above. To schedule the COMPASS Exam please call:

**North Platte Career Services Center**  
800-658-4308, Ext. 3618

**McCook Student Success Center**  
800-658-4348, Ext. 8105 or Ext. 8105

**NOTE:** If there is need for financial assistance, see the Financial Aid section.

**NOTE:** A student who has attended before and has had a lapse of attendance of one semester needs to contact the Admissions Office at 800-658-4308, Ext. 3609 to update his/her information.

### ADMISSIONS INFORMATION

As an "open door" institution Mid-Plains Community College has designed the admissions process to allow educational access to those who can benefit from its programs.

**NOTE: Application, official high school/college transcript, and placement exam must be received prior to registration for a second term or registration for future semesters will be blocked.** Before completing an application, prospective students should determine which category applies to them. Mid-Plains Community College admissions categories are as follows: (Students may qualify under one category.)

**1. First-Time Student (Degree, Diploma, or Certificate Seeking)** - A student who has not attended a postsecondary institution since graduating from high school must apply for admission as a first-time freshman applicant. First time students must:

- A. Submit a MPCC Admissions Application.

- B. 16 years of age or over.
- C. Complete a college entrance assessment for placement in the appropriate math, English, or reading class (COMPASS/ESL®, ACT, ASSET scores accepted.)
- D. Have **one** of the following:

- An official high school transcript from an approved high school indicating graduation date  
OR
- A high school equivalency certificate (GED)  
OR
- Demonstrate Ability to Benefit by passing all parts of the COMPASS/ESL® Placement Exam. If not, student must enroll in and successfully complete the MPCC prescribed program as determined by their placement scores.

**2. Home School Student-** A student who has earned a high school diploma in a home school environment must:

- A. Submit a MPCC Admissions Application
- B. Provide high school equivalency certificate (GED) OR demonstrate Ability to Benefit by passing all parts of the COMPASS/ESL® Placement Exam. If not, student must enroll in and successfully (grade of C or better in each course) complete the MPCC prescribed program as determined by their placement scores.
- C. Complete a college entrance exam for placement in the appropriate math, English, or reading class (COMPASS/ESL®, ACT, OR ASSET accepted).
- D. Submit a typed transcript of completed coursework.

**3. Early Entry Student** - Current high school juniors and seniors (16 years of age or older) seeking admission to Mid-Plains Community College must submit completed High School Application/Registration form. Other students seeking admission must have permission from the Area Vice President for Educational Services and Student Development. Upon graduation from high school, students who wish to continue their education at Mid-Plains Community College must submit a completed Application for Admissions form and meet all other First-Time Admission requirements.

**4. Transfer Student/Student with a Previously Earned Degree** - A student who has attended an accredited post secondary institution other than MPCC must submit:

- A. A MPCC Admissions Application
- B. Official high school transcript indicating graduation date
- C. Official college transcript with degree conferred if applicable
- D. Placement exam if needed for appropriate for coursework

All must be received prior to registration for a second term.

- A transfer student on academic probation at another postsecondary institution must petition the Area Vice President for Educational Services and Student Development for admission.
- A student must complete 30 hours or the last 15 hours of credit at MPCC to receive a MPCC degree.

- For evaluation of transfer credit from institutions located within the United States to occur, official transcripts must be sent directly from the transfer institution to:

**Registration & Records**  
**Mid-Plains Community College**  
**1205 E 3rd St**  
**McCook, NE 69001**

- For evaluation of transfer credit from institutions outside of the United States to occur, a **course-by-course report** must be sent to the address above directly from an approved credential evaluating service agency. The current MPCC approved agencies are:

**AACRAO Foreign Credential Services**  
<http://www.aacrao.org/international>

**Educational Credential Evaluators, Inc**  
<http://www.ece.org>

**World Education Services** <http://www.wes.org>

- The student is responsible for initiating the course-by-course evaluation process with the selected credential evaluating service agency and for payment of any required charges for this service.
- Total semester credit hours transferred from each institution are recorded on the MPCC transcript. A maximum of 45 semester credit hours may be applied towards a degree through MPCC.
- Transfer credits not equivalent to semester hours are converted as:
  1. "quarter hour" credits are converted at a ratio of one quarter hour for each 2/3 of a semester hour.
  2. Vocational-technical "clock hour" credit is converted at a rate of 35 hours per semester hour.
- Only credit hours earned with a minimum grade of "C" may be considered during transfer evaluation.
- Grades earned at transfer institutions do not become a part of the student's cumulative grade point average at MPCC. (MPCC does not issue copies of another institution's transcript.)
- A student who misrepresents information about

previous academic records is subject to dismissal.

Questions regarding MPCC evaluation of transfer credit should be directed to [reghelp@mpcc.edu](mailto:reghelp@mpcc.edu) or 308-345-8110, OR (800) 658-4348 ext. 8110.

### 5. International Student

Immigration laws require international students to attend college full-time. To be admitted to Mid-Plains College, international students must complete all general admission and special admission requirements. The issuance of the **Certificate of Eligibility, Form I-20 will be issued after all the below requirements have been processed.** Under no circumstance should the applicant travel to the United States prior to receiving the I-20. It is the responsibility of the applicant to make all necessary arrangements through official channels for entrance into the United States. International Student requirements consists of the following:

- A MPCC Admissions Application
- Test of English as a Foreign Language (TOEFL) – absolute minimum score of 173 for the computer based test or 61 for the internet based test. If your country's primary language is English, a letter from your high school or college requesting we waive the TOEFL is required. (Note: We do not have ESL programs.)
- **Original/official** high school transcripts or equivalent academic record, plus English translation.
- **Original/official** college transcripts for any college-level credit earned within the United States.
- Course-by-course report, sent directly to MPCC from an approved credential evaluating service agency, for any college-level credit earned outside of the United States.
- Current (within three months), written notification from a bank (translated into American dollars) as evidence of your ability to maintain yourself financially while attending MPCC. This is currently \$9500 in U.S. dollars in your name for a calendar year of study, exclusive of travel expenses. If receiving a partial scholarship the amount must be \$9500 minus the amount of partial scholarship for each calendar year of study. If receiving a full scholarship the amount will be \$2,000 for each calendar year of study.
- If a sponsor is funding your education, an affidavit of support is required, as well as a current (within three months) copy of your sponsor's bank statement verifying \$9500 in U.S. dollars in sponsor's name for a calendar year.
- Money order in the amount of \$3750 in U.S. dollars is due with application for admission and all supporting materials to cover tuition, fees, room/board, and books for one semester – this amount is based on 15 credit hours. For each semester of

## ADMISSIONS AND REGISTRATION

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attendance, \$3750 is due before registration will be allowed – any unused portion will be applied to the following semester of attendance or refunded upon program completion and/or transfer to another institution. If you are denied a visa or decide not to attend Mid-Plains Community College, \$100 will be withheld for processing charges and the remaining amount will be refunded.

- Written verification from an American or international insurance company that the applicant is covered for physician's care, hospitalization, and major medical costs while in the U.S. Insurance may be obtained at your American Embassy. In addition to a copy of the policy a statement in English from the insurance company issuing the policy verifying dates and extent of coverage is required.
- A fee of \$10 to mail a catalog if mailed outside the United States.

Additional information is available at our web site: [www.mpcc.edu](http://www.mpcc.edu).

***In order to ensure sufficient time to process application materials, all requested international admissions materials should be sent six months prior to anticipated enrollment to one of the divisions of Mid-Plains Community College listed below:***

**International Student Advisor  
McCook Community College**  
1205 East Third Street  
McCook, NE 69001  
United States

**International Student Advisor  
North Platte Community College**  
601 West State Farm Road  
North Platte, NE 69101  
United States

International students are required to live in the residence halls. The college placement test (COMPASS/ESL®) and proof of insurance is required before you register for classes. Immigration laws require you to attend college full-time. International students attending classes in the United States on temporary visas are considered non-residents for tuition classification. Length of stay, payment of taxes, or ownership of property, does not imply legal residency.

Students who have acquired student visas through acceptance by another institution will not be considered for Mid-Plains Community College admission until they have successfully completed at least one term at the other institution and have their SEVIS records transferred to Mid-Plains Community College from the institution. International students for whom an I-20 has been submitted must maintain satisfactory academic progress as full-time students each term. MPCC will not approve or recommend employment of non-immigrant aliens who are students.

**6. Special Admission - NOTE: CONTACT THE ADMISSIONS OFFICE FOR SPECIAL ADMISSION REQUIREMENTS FOR THESE MPCC PROGRAMS:**

- A. Associate Degree Nursing Program
- B. Practical Nursing Program

- C. Medical Laboratory Technician Program
- D. Automotive, Diesel, Auto Body, Electrical, Dental, Electro-Mechanical, HVAC, and Machine Shop/Welding.
- E. High School juniors or seniors enrolled in technical classes in cooperation with MPCC.

**7. Non-Degree Seeking Admission** - A student enrolling in classes for personal enrichment and not working toward a degree, diploma or certificate should apply for admission as a non-degree student. Students admitted under this category are not eligible for institutional or federal financial aid. Students under 16 years of age must have permission from the Area Vice President of Educational Services and Student Development.

### RESIDENCE CLASSIFICATION

To be eligible to register under the resident tuition rate at Mid-Plains Community College, Nebraska residency must be established according to these guidelines:

1. Paraphrasing Nebraska State School Law pertaining to residency requirements, (85-502) a resident is a person who is of legal age or is an emancipated minor and shall have established a home in Nebraska where he or she is habitually present for a minimum of one-hundred-eighty days, with the bona fide intention of making this state his or her permanent residence, and which can be supported by documentary proof.

2. If the student is considered a minor child (under 19 years of age) and his/her parents or guardian meet any of the criteria.

3. If the student is absent from Nebraska, the duration must be for less than one year and he/she must have been classified as a resident at the time of departure.

4. The student is married to an individual who meets any of the above criteria. All other persons shall be classified as non-resident for tuition purposes. Any individual wishing to appeal his/her classification should submit a written request containing the justification to the Area Dean of Student Life.

### PLACEMENT TESTING

The ACT and/or COMPASS/ESL® placement test meets a requirement of the admissions process and an important part of educational programming. The test scores are used to help place students in the appropriate math, English, and/or reading class. The COMPASS/ESL® test is offered by appointment at all MPCC campuses and extended campus sites. It is offered free the first time with a \$5.00 per section charge for any additional testing. The ACT test is offered on national test dates determined by ACT, Inc. Degree seeking students must take the ACT and/or COMPASS/ESL® (or another placement exam pre-approved by MPCC) before registering for their 12th credit or their first math, English, or reading class. (NOTE: ACT and COMPASS/ESL® scores are considered valid for placement purposes for a period of three years from date of testing.)

**North Platte Career Services Center  
(800) 658-4308, Ext. 3618**

**McCook Student Success Center  
(800) 658-4348, Ext. 8105 or Ext. 8105**

**NEW AND CONTINUING STUDENT ORIENTATION**

Mid-Plains Community College new student orientation, advising and registration sessions provide an opportunity to learn about college policies, procedures, meet with advisors and register for classes. Orientation is held the first Monday of the fall semester. Call the Admissions Office for details.

**SPRING AND SUMMER REGISTRATION DAYS**

Mid-Plains Community College spring and summer registration days provide an opportunity to:

1. Meet with advisors, financial aid, housing and student activities personnel
2. Register for classes
3. Tour campus
4. Reserve books
5. Information on the times and dates of these sessions can be obtained by calling the admissions offices. Registration Days begin in the spring and continue throughout the summer and are strongly recommended for all students unless they make an appointment with an advisor in advance.

**HOW TO REGISTER**

Make certain the admissions procedures are completed and you have been admitted to the college.

**New students planning to attend classes in North Platte or at any of the Extended Campus Locations** should call 800-658-4308, Ext. 3774 or 308-535-3774.

**New students planning to attend classes in McCook** should call 800-658-4348, Ext. 8102 or 308-345-8102.

**Returning students** may register online (<http://campus.mpcc.edu>). All certificate, diploma, or degree-seeking students should work closely with an advisor when planning each term's registration. For more information, refer to the college website (<http://www.mpcc.edu>), email [reghelp@mpcc.edu](mailto:reghelp@mpcc.edu), or call: *North Platte* 800-658-4308, Ext. 3774 or 308-535-3774; *McCook* 800-658-4348, Ext. 8110 or 308-345-8110.

For classes at off-campus sites you may call the site coordinator to have your name added to the class list. Register the first night of class with the instructor.

**Non-Credit classes:** At North Platte call 308-535-3714 or 800-658-4308, Ext. 3714. At McCook call 308-345-8122, or 800-658-4348, Ext. 8122.

**CHANGE OF REGISTRATION: DROP/ADD CLASSES**

Students may drop or add classes the first 10 days of the semester. The drop/add period is shorter for summer session and accelerated classes. Classes dropped during this period do not appear on transcripts.

**WITHDRAWING FROM CLASSES**

A class dropped after the first 10 days of the semester, or appropriate date for shorter sessions, is called a "withdrawal." A grade of "W" will appear on the transcript. Students must formally withdraw from any course they do not intend to complete. An "F" (failing) grade may be awarded when students stop attending without formally withdrawing. The last day to withdraw is posted in each Course Schedule.

Extenuating circumstances may be considered when students use the Withdrawal Appeals process. For additional information, email [reghelp@mpcc.edu](mailto:reghelp@mpcc.edu) or call 308-535-3774, 1-800-658-4348, Ext. 3774.

**TUITION REFUND POLICY**

Any student dropping a class before the class starts will receive 100% refund of tuition and fees. After a class begins, students who discontinue their studies may receive a full or prorated refund of tuition and fees. The method of computation will be the amount of time the student attends as a percentage of the total course length. The drop/withdrawal date will be the date the student provides the College Registration and Records Office with an official written request. The failure of the student to attend a class does not dismiss a student's responsibility to pay an unpaid balance owed to the college on courses not officially dropped. Official Registration/Registration Change forms are available at campus Welcome Centers or within the college website at <http://www.mpcc.edu>. All days are included in the computation including Saturdays, Sundays and holidays.

A student is entitled to a refund computed on the following formula and tables:

$$\frac{(\text{Drop/Withdraw Date}) - (\text{Course Start Date})}{(\text{Course End Date}) - (\text{Course Start Date})} = \text{Elapsed Time}$$

	<u>Percent of Days Elapsed</u>	<u>Refund</u>
<b>Drops:</b>	12.5% (census date)	100% (tuition/fees)
<b>Withdrawals:</b>	25%	60% (tuition only)
	Over 25%	No Refund

One and two day classes are excluded from refunds after the beginning session. In order to receive a refund, a student must contact their advisor to complete the drop/withdraw process. Students who have credit balances will receive a refund within 60 days.

**LATE REGISTRATION**

No student may register for a course after classes have been in session for 10 school days (or by the conclusion of the second night class) without special permission from the respective campus Vice President and the instructor(s) involved. It is the student's responsibility to contact the instructor regarding assignments given prior to registration.

**CLASSLOAD/OVERLOAD**

The normal class load is 12 to 18 credit hours per semester. More than 18 credit hours is considered an overload for Fall/Spring semesters, more than 9.6 credit hours in Summer I and more than 4.8 credit hours in Summer II. Students must petition the respective campus Vice President for the course(s) that create the overload before registering.

**LEAVE OF ABSENCE**

Students who find it necessary to be away from college during the progress of any semester should apply to the Dean of Student Life for leave of absence. A leave accounts for absences from class, but it does not relieve the student from completing all course work. Approval of application for leave will depend in large part upon the student's academic record.

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### TUITION AND FEES

The tuition, fees, and charges in this section are for the 2008-2009 academic year. The tuition and fee rates are set by the MPCC Board of Governors. **The MPCC Board of Governors reserves the right to change tuition, fees, and refunds.** Tuition and fees are expected to be paid prior to the beginning of class. MPCC accepts most major credit cards and also offers its students an interest-free automatic payment plan. No person may enroll in classes, attend classes, take examinations or enroll for the succeeding semester until all tuition, fees or other financial obligations to the college have been paid. Contact the Business Office for further details at (308) 535-3674.

#### 1. TUITION (PER SEMESTER)

- A. Residents of Nebraska
  - 1. Each semester hour \$67
  - 2. Audit \$67
- B. Residents of Kansas, Colorado South Dakota and Wyoming \$67
- C. Residents of other states
  - 1. Each semester hour \$87
  - 2. Audit \$87

#### 2. FEES

A \$14 fee is assessed on each hour of credit courses.

#### 3. COURSE FEES

Course fees are listed in the specific course description and are not refundable unless otherwise noted.

#### 4. TESTING FEES & CHARGES

Contact the Career Services Center for a current listing of testing fees and charges.

#### 5. NURSING SPECIAL FEES & CHARGES

- A. Contact the Nursing Department for a complete listing of fees, charges, and additional expenses.
- B. Graduation pins (required of graduates in Associate Degree Nursing, Practical Nursing, and Dental Assisting) \$15 - \$30

#### 6. AWARD FEES

- A. Graduation Fee \$40
- B. Hard-copy certificate or diploma without cover \$ 5
- C. Hard-copy certificate or diploma with cover \$10

#### 7. MISCELLANEOUS FEES

- A. Overseas mailing fee for College Information Packet \$10
- B. Official Transcript (first one free) \$ 2

#### 8. HOUSING CHARGES

##### A. MCCOOK COMMUNITY COLLEGE RESIDENCE HALL CHARGES:

- 1. Room reservation fee/damage deposit fee \$200  
(Submitted with contract, refundable according to the housing contract provisions)
- 2. McCook Room and Board (per semester)
  - Semester room with 15 meals \$2,200
  - Semester room with 18 meals \$2,350
- 3. Room Summer Session \$ 700
  - Room Summer \$400 8 wks
  - Room Summer Session \$10 per day
  - Private room per semester Add'l \$400

##### B. NORTH PLATTE COMMUNITY COLLEGE NORTH CAMPUS DUPLEX CHARGES:

- 1. Room reservation fee/damage deposit fee \$200  
(Submitted with contract, refundable according to the housing contract provisions)
- 2. North Platte North Campus Room and Board (per semester)
  - Room with 5 meals \$1,625
  - Room with 10 meals \$2,050
- 3. Room in Four-plex Summer Session \$700
  - Room in Four-plex Summer Session \$400 (8 wks)
  - Room in Four-plex Summer Session \$15.00 per day
  - Private room per semester Add'l \$400

##### C. NORTH PLATTE COMMUNITY COLLEGE SOUTH CAMPUS RESIDENCE HALL CHARGES:

- 1. Room reservation fee/damage deposit fee \$200  
(Submitted with contract, refundable according to the housing contract provisions)
- 2. North Platte South Campus Room and Board (per semester)
  - Room with 5 meals \$1,725
  - Room with 10 meals \$2,150

### PAYMENT PLAN OPTION

Through an agreement with NBS (Nelnet Business Solutions), Mid-Plains Community College will now offer a payment plan option that will allow students to make monthly payments for tuition, fees, room and board. The payments will be automatically processed on the 5th of each month through the responsible party's bank account or credit card account.

The monthly payment program through NBS helps defer additional loan obligations following graduation. There are no interest or finance charges, and a credit check is not required. NBS is among the least expensive ways for students to budget payments, and the enrollment process is simple.

The NBS program is based on electronic payments developed on a predetermined schedule. Students and their families know in advance when each payment will be made as well as the amount of each payment. This allows them to more easily budget the monthly payments for tuition and related expenses. A \$25 enrollment fee is assessed for this NBS service. For more information call the Business Office at 308-535-3674.

### DELINQUENT ACCOUNTS

A student whose account is delinquent may be subject to the following:

- 1. Final grade reports will be withheld.
- 2. Registration for a succeeding semester will not be allowed.
- 3. A transcript will not be issued.
- 4. The student will not be permitted to graduate.

### HOUSING REFUND POLICY - STUDENTS WITHDRAWING FROM SCHOOL

A portion of housing rent may be refunded to any student who withdraws officially from Mid-Plains Community College within the time specified below: (first class date to date of

official withdrawal).

Students who prematurely discontinue their housing contract but remain enrolled in the college shall be responsible for the remaining term(s) outlined in the contract.

To receive a full refund of housing deposit and charges, students shall notify the Director of Housing in writing of their

intent not to honor their housing contract. To be eligible for such full refund, the student shall provide such written notification at least thirty (30) calendar days prior to the start of the housing contract.

If they have been placed on a wait list, students who terminate their pending housing contract shall not be assessed any housing or board charges.

**Housing and Board Refund Schedule:**

<b>Regular</b>	<b>Summer</b>
Prior to - 100%	Prior to - 100%
1st and 2nd Week - 75%	1st Week - 75%
3rd and 4th Week - 60%	2nd Week - 60%
After 4th Week - No Refund	After 2nd Week - No Refund

Housing deposit/damage fee may be refunded in part, in total, or additional charges assessed as determined by the Area Dean of Student Life at the time the student terminates his/her residence. This refund is not based on the number of weeks the student was a resident.

**RETURNED (INSUFFICIENT) CHECKS**

Insufficient fund checks returned to the college will be processed through CHECKMATE and an additional \$33 processing fee will be assessed to the original amount.

**SENIOR CITIZEN TUITION DISCOUNT**

Mid-Plains Community College grants reduced rate tuition to persons 62 years of age or older. The current rate is 35% of the regular tuition rate. General purpose fees, lab fees and charges for class materials will be charged at the full rate. This policy will not apply to non-credit courses and when credit class enrollment is limited, regular full-paying tuition students shall have priority for enrollment.

**TOOL SET REQUIREMENTS**

The following programs at MPCC require the student to provide a complete hand tool set that meets minimum requirements as to quality, content and condition established by the department. A list of the required tools will be provided by the specific program department. Programs requiring tool sets are: Auto Body Technology; Automotive Technology; Building Construction Technology; Diesel Technology; Electrical Technology; Electro-Mechanical Technology; Heating, Ventilation, Air Conditioning & Refrigeration; Machine Shop/Welding. **For more information call: 308-535-3609.**

**UNIFORM REQUIREMENTS**

The following programs at MPCC require the student to wear a uniform: Auto Body Technology, Automotive Technology, Dental Assisting, Diesel Technology, Medical Laboratory Technician, Associate Degree Nursing, Practical Nursing, . **For more information call: 308-535-3609.**