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ACADEMIC GENERAL INFORMATION

Introduction

In looking through this section, students will discover many ways in which the MPCC campuses can assist them in preparing for a specific occupation along with developing appreciation for a liberal education.

The educational possibilities are many and varied. Students may want to develop a plan of study that allows sampling from several technical and academic areas before making a career choice. One of the benefits of attending a community college is the opportunity to explore a range of possibilities. The following services, together with personal guidance from college faculty and advising staff, are offered to provide students with information for making decisions.

Official Grades

The instructor, at the conclusion of each term, assigns official course grades. Students go to CampusWeb (<http://campus.mpcc.edu>) to view their final grades. Access to grades and transcripts may be withheld if students have not met financial obligations to the college.

Grading System

Coursework attempted at Mid-Plains Community College is evaluated according to the following letter grading system:

A+ = 4.0	P = Passing
A = 4.0	NP = Not Passing
B+ = 3.5	IP = In Progress
B = 3.0	I = Incomplete
C+ = 2.5	W = Withdraw
C = 2.0	AU = Audit
D+ = 1.5	CE = Credit by exam
D = 1.0	
F = 0.0	

The purpose of the In Progress (IP) grade is for classes that are not completed before the end of the term in which the class began. (For example, HLTH 1510 EMT-Basic starts in August and ends during the spring semester.) Instructors give all the students enrolled in the class a grade of IP at the end of the beginning term. When the class ends, instructors provide appropriate letter grades to replace the IP grade. IP classes must be completed no later than one year following the original end date. Any exceptions must be approved by the Division Chair, appropriate campus Vice President, and the Vice President of Educational Services and Student Development.

“P” (Passing), “NP” (Not Passing), “I” (Incomplete), “IP” (In Progress), “AU” (Audit), “W” (Withdrawal), CE (Credit by Exam) grades are not included in the GPA (Grade Point Average). GPA is calculated by multiplying the semester hours of credit for each course by the grade point value to determine quality points, then dividing the sum of the quality points by the total number of GPA credits. Classes numbered below 1000 are not included in the GPA.

Incomplete Grade

The grade of “I” is awarded only in cases of illness or other extenuating circumstances which make it impossible to complete all work by the close of the semester. An incomplete grade request (available from Registration and Records) must state the requirements to remove the “I” and a date by which the remaining requirements must be completed. The

agreed upon completion date must be within one year of the end of the grading period in which the “I” is awarded. An approved incomplete grade request must be received by Registration and Records within 30 days of the awarding of the incomplete grade. In the event that the student fails to fulfill the terms of the incomplete grade request by the date specified, the grade of “I” will be changed to an “F” on the student’s permanent record.

Academic Honors

Students taking 12 or more credit hours that calculate into a GPA and achieving a 3.5-3.89 GPA in a semester will be listed on the Dean’s Honor Roll; those achieving at least a 3.9 GPA will be listed on the President’s Honor Roll.

Academic Probation and Suspension

A student will be placed on academic probation whenever the student’s academic performance falls below MPCC’s established minimum requirements. The minimum requirements currently are as follows: a 1.5 cumulative GPA through the first 15 gpa hours, a 1.75 for 16-30 gpa hours and 2.0 for 31 gpa hours or more. Any student placed on academic probation who fails to meet the academic standards stated above by the end of that probationary semester will be suspended. After a student has received academic suspension, the student may not re-enroll for a period of one academic year, except with written permission given by the Area Vice President for Educational Services and Student Development.

Options for Students on Academic Suspension

Students who are placed on academic suspension are not eligible to enroll or to attend any credit classes at any Mid-Plains Community College location. Academic suspensions are automatically removed after one year for which the suspension was issued.

When a student returns after a suspension, the student will be on probation status without requesting an appeal.

Students who have extenuating circumstances may appeal suspensions by notifying the Vice President for Educational Services and Student Development in writing within five school days after receipt of the suspension letter.

Programs and divisions that wish to establish academic probation and suspension standards that are more strict than these guidelines may do so with permission of the Area Vice President for Educational Services and Student Development. However, these standards must be published and distributed to students and student services personnel. Programs and divisions which establish standards that differ from College standards stated herein will be responsible for notifying affected students of these standards and the students’ academic standing as well as maintaining program/division records with respect to these students.

Academic Amnesty

A Mid-Plains Community College (MPCC) student may petition the Area Vice-President for Educational Services and Student Development to have a maximum of two semesters of courses removed from the calculation of grade point average and degree credit provided the following conditions apply:

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- A student may receive academic amnesty only once and it is irrevocable.
 - At least three years have elapsed since the time of the semester(s) being petitioned during which time the student may or may not elect to take classes.
 - A student may choose only courses with a grade of D+ or lower to be “renewed (based on the MPCC Catalog).
 - The time frame allowed for amnesty will be a maximum of two consecutive semesters.
 - Fall, Spring, or Summer. (Summer sessions are composed of Summer I and Summer II.) Two summer sessions are equivalent to one regular semester. Thus, for instance, a student could include both summer sessions and a subsequent fall semester to fulfill this requirement.
 - The student must first complete 12 credit hours at MPCC, or any other regionally accredited institution of higher education with no grade below a C.
 - The academic amnesty must be requested prior to completion of MPCC diploma or degree requirements.
3. At the meeting of the Grade Appeal:
 - a. The instructor shall be given the opportunity to personally explain the evaluation of the student's performance and its relation to the final grade.
 - b. The student shall be given the opportunity to personally present the evaluation of his or her performance and its relation to the final grade, and any other extenuating circumstances.
 - c. The committee shall thereafter confer privately to reach a decision which shall be either to uphold the original course grade or to assign a new course grade.
 4. If requested by the student, the Grade Appeal Committee also has the right to allow the student to withdraw from the course in question, if it feels that the student lacked information upon which to base a withdrawal earlier, or if the Committee feels there are other appropriate reasons for withdrawal.

ADULT BASIC EDUCATION (ABE)

MPCC has been designated by the Nebraska Department of Education as a coordinating center for Adult Basic Education. ABE's focus is tutoring for adults in basic literacy skills: reading, writing, math, listening, speaking; ELP (English Literacy Program); and GED (General Educational Development). ABE is offered on a non-credit basis at no charge. ABE programs are organized in many of the communities in the Mid-Plains Community College service area. For additional information, contact the ABE Coordinator at 308-535-3637 or 800-658-4308, Ext. 3637.

ADVANCED DEGREE OPPORTUNITIES

Bellevue University Programs

Bellevue University provides quality liberal arts and business undergraduate and graduate programs throughout Nebraska. Mid-Plains Community College graduates can apply their associate's degree or previous college credit toward completion of a bachelor's degree in as little as 15 months, online or in class, right here in North Platte and McCook. Also, we have many ways to help you earn the credit you need to start your accelerated degree completion program as quickly as possible. If you have a bachelor's degree, you can complete a master's degree in 16 to 18 months.

We understand the needs of adults seeking to complete their degrees while balancing work, family and civic responsibilities. Our accelerated degree completion programs help you earn your bachelor's degree at a faster pace, while keeping pace with the realities of your life. And, our programs are focused on you...what you learn here, how you learn it, and how applying what you learn will help you meet your life goals.

When you enroll in your accelerated bachelor's degree completion program, you will move through your courses with a group of adults like you...who are intent on completing their degrees and who bring real experience to the classroom.

Select from one of 18 accelerated degree completion programs or seven graduate programs. Contact your local Bellevue University Enrollment Counselor in North Platte at 308-534-2359 or McCook at 308-345-8967. You may contact Bellevue University at 800-756-7920.

If approved, the courses and grades of the semester(s) affected will appear on the transcript with the notation that academic amnesty was granted. Since academic amnesty may affect financial aid awards, a student receiving financial aid should contact the Office of Financial Aid prior to applying for amnesty.

Students whose MPCC enrollment ended prior to Spring 2006 are eligible to apply for Academic Amnesty.

Grade Appeal Procedure

A student who questions a course grade must first discuss the matter with the instructor. Any clerical errors may be handled with the instructor executing the documents necessary to correct the official records.

Each student has the right to appeal the final grade in any course. Such an appeal must be initiated by the student before the end of the first regular semester after the assignment of the grade in question. Appeal forms are available from the Vice President for Educational Services and Student Development. The following procedure takes effect when a grade appeal is filed:

1. The Appeal Petition is forwarded by the Area Vice President for Educational Services and Student Development Office to the Chairperson of the appropriate division, who will call a meeting of the Grade Appeal Committee.
2. The Grade Appeal Committee consisting of the Division Chair (who serves as Committee Chair), the Area Vice President for Educational Services and Student Development or Campus Vice President, two faculty members from the division, and one from another division shall meet to consider the appeal.

Chadron State College Programs

As the only four-year institution of higher education in Western Nebraska, Chadron State College relies on its strong partnership with Mid-Plains Community College to meet the educational needs of central and western Nebraska. CSC’s Extended Campus programs build on Mid-Plains’ associate degree programs, and students are able to attend classes in North Platte and McCook to complete four-year degrees.

Courses are available through interactive distance learning, the Internet, correspondence, and on-site instruction. College credit may also be earned through internships and prior learning credit.

Chadron State College accepts the associate of arts degree from Mid-Plains Community College as completion of general studies requirements. CSC also offers degree completion programs in North Platte that lead to the BS degree in Elementary Education and the BA in Business/Management. Additionally, CSC offers numerous undergraduate and graduate courses each term in Education, Criminal Justice, Business, Humanities, Legal Studies, Counseling, Psychology, Math, and Special Education.

The CSC Facilitator is located on the South Campus in North Platte (800-658-4308, Ext. 3704) and assists with advising, registration, and distance learning classes. For more information, contact Chadron State College directly at 800-CHADRON.

ADVISORY COMMITTEES

Advisory committees provide valuable input to the technical programs by reviewing the curriculum to assure that standards of the profession are met. Individuals employed in the occupational area donate their valuable time and expertise to suggest ongoing ways to improve the college’s technical offerings.

ASSESSMENT PRACTICES

The mission of Mid-Plains Community College is to provide lifelong student learning. Since systematic assessment is now a part of educational programming, students will be asked to participate in a series of tests and surveys that will:

1. Obtain information about students and to see that information is used to enhance student learning.
2. Assess background and academic skills so that entering students can better profit from information that leads to appropriate course placement;
3. Obtain information on student satisfaction with select college programs and services;
4. Measure academic and personal achievement of students while at MPCC; and
5. Obtain student opinions about MPCC after a program of study is completed.

Honest and sincere participation on placement tests, surveys, student portfolios, projects and tests will provide useful information that can help students achieve their goals and can help MPCC improve student learning and college success.

First time, degree-seeking students are required to take a placement exam. The results are used by advisors to place students in appropriate college level and or developmental courses. Please refer to the admissions policies for additional information. Additional testing may be required. Students who plan to graduate with an associate’s degree

must take the MPCC specified outcomes examination (CAAP or WorkKeys) depending on programmatic requirements.

**CENTER FOR ENTERPRISE
ECONOMIC DEVELOPMENT AND
TRAINING DIVISION**

The Mid-Plains Community College Center for Enterprise, located at 1101 Halligan Drive in North Platte, and the Hormel Center at 1205 East Third Street in McCook, is committed to helping the region’s economy grow, prosper and remain steadfast. It provides premium instruction, training, and facilities, service and support for workforce, business, and industry.

As it builds on its seven “pillars” of strength - Customized Training, Railroad Training, Certification and Testing, Entrepreneurship, Leadership, Wellness, and Globalization - the CFE continues to expand its offerings to help Nebraska communities and businesses achieve their goals and find long-term success in an increasingly global economy.

- Customized Training - provides customized, convenient, and cost-effective training at our training facilities or on-site at your location.
- Railroad Training - instructs and educates students in the core fundamentals of the railroad industry in a distraction-free, hands-on learning environment.
- Certification and Testing - provides opportunities for “high-stakes” testing for professionals who are seeking certification, licensure or documentation of successful professional development in their chosen occupation. WorkKeys job profiling and assessment system is also available to assist businesses with employment selection and to identify training needs.
- Entrepreneurship - allows businesses and individuals to recognize and capture opportunities that can result in new products, new production methods, new markets, and new forms of organization.
- Leadership - develops the self-confidence, vision, wisdom, motivational impact and delivery skills of effective leadership.
- Wellness - promotes employee wellness as a way to lower health care costs, reduce absenteeism and injuries, and to increase productivity, morale, and loyalty.
- Globalization - focuses on global awareness and provides the ability to access, assess, adopt, and apply knowledge regarding global issues and economy.

MPCC’s four Extended Campus sites, located in Ogallala, Imperial, Broken Bow and Valentine are also utilized for on-site training, enabling your business to obtain an on-site training as close to your location as possible.

COLLEGE SUCCESS CLASS

A three credit hour course, EDUC 1010 College Success, is offered each semester to help students adjust and function effectively in the academic community. This course also provides an opportunity for students to learn and adopt methods necessary for success in higher education. This

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course may transfer to a four-year college or university as an elective.

COMPUTER LABS

McCook Community College has multiple computer classrooms and a number of computer stations available to students. The lower level of the library has computers for student use and for computer-aided instruction.

Both campuses of North Platte Community College have multiple computer classrooms and computer stations available to students in programs, classes, or for use as a lab. At the South Campus, the computer lab in the Learning Resource Center is open to students during normal hours of operation. On the North Campus, computer labs are maintained by departmental personnel and may be used during designated hours.

COURSE INFORMATION

Auditing Courses

The privilege of auditing a class is available to any student with approval of the advisor and instructor on a space available basis. The privilege permits class participation but offers no academic credit or grade. The auditing privilege is subject to the same fee schedule as credit courses. The decision to audit a course must be made at the time of final registration.

Change of Grade

Final grades are unalterable except when explanation is made in writing by the faculty member involved that shows that a grade was reported incorrectly as the result of an error in recording or in computing. Changes must be recorded before the next semester ends.

Transfer of Credit

Courses from accredited institutions in which grades of "A", "B", or "C" (or their equivalent) have been earned will be considered for transfer credit to Mid-Plains Community College. College courses in which grades of "D" or "F" (or their equivalent) have been earned will not be considered for transfer credit. Additional information about MPCC transfer credit may be found within the "Admissions and Registration" section of this catalog. **Note:** *Grades and courses taken at other institutions will not replace grades in equivalent courses taken at MPCC.*

Repeating Classes

Students may repeat courses. Only the credit hours and the highest grade earned in any course are used in the computation of the cumulative GPA, except when a grade of "W" has been assigned. Grades in courses taken at other institutions will not replace grades in equivalent courses taken at MPCC. Students must repeat the same course. Classes re-taken by a student in which a grade of A, B or C was previously earned will not count towards eligibility for federal financial aid funding or current full-time enrollment for MPCC Scholarships.

Withdrawing From Classes

Students should meet with their advisor when they feel unable to satisfactorily complete a course. An "F" (failing) grade may be awarded when students stop attending without formally withdrawing. The last day to withdraw is posted in each Class Schedule. Registration change forms are

available from any Registration and Records Office location.

Withdrawing From College

A student desiring to withdraw from college must contact his/her advisor. Financial obligation to the college must be paid before the formal withdrawal procedure can be completed. Upon withdrawal the student forfeits all privileges as a student of the college. If a student fails to formally withdraw from all courses, he/she may receive an "F" for each class.

Specialty Arranged Courses (SAC) (Independent Study)

Specialty arranged courses are intended to give the student the same experiences and knowledge that would be received in the normal classroom setting.

Limitations & Conditions:

1. Students may not enroll in more than two SACs per semester.
2. Students will pay regular tuition and fees.
3. Students must submit a written request demonstrating the need for the SAC to the instructor and attach it to the request form.
4. Instructors have the right to refuse to offer a SAC.
5. Students must obtain approval by the instructor and the Vice President for Educational Services and Student Development before registering for a SAC.
6. Students may not receive credit for more than four SACs.

CREDIT BY ADVANCED PLACEMENT

Mid-Plains Community College offers Advanced Placement Test credit for certain tests administered through the College Board. The current college policies regarding specific subject areas accepted and scores required are available in the Area Advisors' offices.

Students must have official copies of their scores submitted to the Registrar's Office by the College Board in order to be awarded credit. To obtain copies of official grade reports, you may contact College Board directly at (888) CALL-4-AP.

For further information about MPCC's Advanced Placement (AP) Program, please contact the Area Vice President for Educational Services and Student Development at (308) 535-3724.

CREDIT BY EXAMINATION

Credit by examination may be awarded for MPCC courses through the following methods:

1. Proficiency examinations are designed and administered by an instructional division of the college covering course work offered by that division. Credit by examination will not be granted for courses which are at a lower or equivalent level to courses already completed in the same discipline. Proficiency examinations are offered at the discretion of the division and are subject to the approval of the division chair and the Vice President of Educational Services and Student Development. A grade of "CE" is awarded for credit earned through proficiency examination. Regular tuition and fees will still be assessed for classes/coursework completed by proficiency exams.
2. The College-Level Examination Program® (CLEP®) gives you the opportunity to receive college credit

for what you already know by earning qualifying scores on the CLEP® exams approved by Mid-Plains. CLEP® examinations are recorded as transfer credit on the MPCC transcript. Contact the Career Services Center on the North Platte Community College North Campus at 308-535-3621 for additional information on application forms, cost, available tests, passing scores, and test scheduling.

CREDIT FOR MILITARY SERVICE

In compliance with federal law, MPCC has established procedures regarding the evaluation of service course work and grades. The following guidelines are used in evaluating service schooling and granting academic credit:

1. Area Registrar will evaluate all transcripts.
2. Credit will be granted for service schooling that parallels MPCC courses or is otherwise appropriate for the student's associate degree program.
3. Service course content will be determined by reference to the "Guide to the Evaluation of Educational Experiences in the Armed Services," the "Catalog of the United States Armed Forces Institute," the "Community College of the Air Force Catalog," or other published service school bulletins.
4. The total semester hours granted will not exceed the transfer credit limitations of the student's program.
5. When it is not possible to grant credit for service schooling, veterans who have completed at least two years of active duty and have received an honorable discharge will be allowed six semester hours of general credit for their service experience.
6. Credit for service schooling or experience will not be counted in the student's GPA.

DEVELOPMENTAL CURRICULA

To better serve students, MPCC offers developmental education courses designed to help students master basic skills necessary to meet minimum entry standards expected for college level courses. Students may be assigned or advised to take developmental courses according to needs determined or placement testing. Courses numbered below 1000 are graded but they do not count toward degree, diploma, or certificate completion and are not computed in grade point average.

Developmental courses available at MPCC:

			Credit Hours
BIOS	0880	Science Survival Skills	1
ENGL	0880	Punctuation	1
ENGL	0890	Spelling	1
ENGL	0980	Language Skills	3
ENGL	0990	College Prep Writing	3
MATH	0020	Math Study Skills	2
MATH	0090	Math for Health Care	2
MATH	0100	Fund of Mathematics	3
MATH	0900	Elementary Algebra	3
READ	0910	Reading Skills	3
READ	0920	College Prep Reading	3

DIRECTED STUDY

Directed study is designed to supplement rather than replace regular course offerings. The option is particularly useful for the student wishing to study within a subject area or at a subject level not otherwise available through this institution.

Directed study is intended to provide valuable experience in self-education with faculty assistance in planning and evaluation. Directed study courses are assigned a 2980 number.

Conditions:

1. Regular tuition and fees are paid for directed study credits.
2. A student must demonstrate interest.
3. Each hour of directed study credit requires a student effort at least equivalent to that expected in a regular course.
4. A student may not receive credit for more than 3 hours of directed study each semester, or a total of 12 hours toward a degree.
5. The course must be approved by the instructor, the Division Chairperson, and the Vice President of Educational Services and Student Development.

Procedure:

1. The student locates a faculty member who is willing to sponsor the proposed course of study. Together they complete a Directed Study Contract.
2. The student and faculty member develop a tentative proposal, identifying the educational objectives, learning plan and evaluative criteria.
3. The contract is submitted for review and approval to the Vice President for Educational Services and Student Development within the usual registration deadlines.
4. At the end of the semester, the faculty member evaluates the student's achievement and reports a grade.

DISTANCE LEARNING

MPCC is committed to providing access to students who may not otherwise have an opportunity to attend college classes on campus. Each college offers a variety of classes through the Southwest Nebraska Distance Learning Network. This Internet Protocol (IP) system is a network that links interactive television classes to many locations throughout the MPCC area. A number of classes are offered online.

Online classes are conveniently packaged and accessible through the Internet twenty-four hours a day, seven days a week. McCook is a site for the Nebraska Video Conferencing Network for classes as well as business and governmental meetings, in-services, and whenever distance is a barrier to bringing people together. An Internet Protocol (IP) video conferencing system is also in place at both McCook and North Platte. The IP systems allow for connectivity anywhere in the world with compatible equipment.

The Centers for Advanced Studies at McCook and North Platte receive upper-level undergraduate and graduate college classes through distance learning systems from other institutions. For more information, call 800-658-4308 and ask for an advisor.

DUAL ENROLLMENT

MPCC has a variety of dual enrollment agreements with secondary schools. Dual enrollment programs, often referred to as "dual credit programs," are intended to meet the needs

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of the academically and technically advanced high school student. These programs are designed to meet the Nebraska Dual Enrollment standards. Secondary schools interested in discussing criteria for articulating dual enrollment classes may contact 800-658-4308, Ext. 3607.

EMERGENCY MEDICAL SERVICES TRAINING

A variety of EMS seminars, continuing education and certification classes are offered in every county throughout the Mid-Plains Community College service area. There are certifications offered for First Responder, EMT-B, EMT-I, Paramedic, glucometer, IV management, advanced airway, epinephrine and aspirin treatment, and other State of Nebraska EMS provider skills. Along with the EMS certification classes there are numerous continuing education classes. To be placed on a current EMS mailing list call the EMS Coordination office in North Platte at 308-535-3636 or 800-658-4308, Ext. 3636 or in McCook at 308-345-8160 or 800-658-4348, Ext. 8160.

EXTENDED CAMPUS COURSES

To enhance and expand MPCC's outreach and partnership emphasis for its educational programs, two extended campuses located at Ogallala and Broken Bow were organized during the 2000-01 school year. In the Fall of 2002, the Valentine Extended Campus was added and in the Fall of 2003 Imperial Extended Campus was added. Part-time coordinators work with the Area Dean of Outreach and Training, and Area Division Chairpersons to develop course offerings and potential degrees. Student services including placement testing, advising, assessment and academic support are offered at each Extended Campus. Students can register and pay for classes at these sites.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

Successful completion of tests given in reading, writing, mathematics, social studies, and science are required to receive the high school equivalency diploma issued by the Nebraska State Department of Education. GED testing sites are located in North Platte, McCook, Imperial, Ogallala, and Valentine. For more information call the GED test center in McCook at 308-345-8103 or North Platte at 308-535-3618. An individual can study for the GED tests by enrolling in the free Adult Basic Education program.

HIGHER EDUCATION PARTNERSHIPS

Mid-Plains Community College partners with other community colleges to provide two-year associate degree programs that otherwise would not be available in the region. Southeast Community College, Lincoln, NE, delivers via distance learning, program-specific courses for Associate of Applied Science Degrees in either Radiology Technology, Surgical Technology, or Respiratory Therapy. Health Information Management is available through Western Nebraska Community College, Scottsbluff, NE., Metropolitan Community College, Omaha, NE, provides an opportunity for students to receive an Associate of Applied Science Degree in Respiratory Therapy. Central Community College delivers courses for students to receive a degree in Paralegal Studies. An associate of arts degree in Library Science Education is now available in Nebraska through a partnership of the Nebraska Community College System, Nebraska Library Commission, and the University of Nebraska at Omaha. Plans continue to develop through the community college system to increase the number of programs that can be partnered to expand opportunities for students across Nebraska.

Several courses and programs leading to baccalaureate and masters degrees are also delivered to the campuses of the MPCC. Junior, senior, and graduate level courses are available from the University of Nebraska system. Bellevue University and Chadron State College provide courses through several delivery systems to students in the McCook and North Platte communities.

INTERNSHIPS

Business Internships (BSAD)

The business internship program provides on-the-job training through a cooperative arrangement with business, service, not-for-profit, and industrial organizations. Students work a minimum of 240 hours under the direction of a sponsoring manager or supervisor to apply classroom knowledge and training. Emphasis is placed on the application of technical knowledge and communication skills. Pre- and post-internship business seminars are required in conjunction with the business internship. The Business Internship should be completed during the second semester of the sophomore year.

Business Technology Internships (OFFT)

Students receive on-the-job training through a cooperative arrangement with business, service, not-for-profit, legal, and medical organizations. The employer becomes a partner in the instruction and training of students in the skills and understanding necessary for effective job performance. Students may enroll in a one, two, or three-credit hour internship. Concurrent enrollment in OFFT 2600 Office Technology Internship Seminar is required.

Criminal Justice Internships (CRIM)

The criminal justice internship program is designed to give students exposure to their area of interest within the criminal justice system. Students will work in a criminal justice or social services program or agency, under supervision, and participate in the regular work routines of the placement agency. Emphasis is on becoming familiar with agency goals and the various tasks related to achieving these goals. Prerequisite: 9 hours of criminal justice course work and permission of the instructor. Offered each semester by arrangement with instructor.

Family and Consumer Science Internships (FACS)

The Family and Consumer Science Internship program provides students a hands-on opportunity to explore the diverse field of FACS. Working under the direction of a cooperating teacher and a supervising job mentor students put into practice skills from their college coursework. Emphasis is on developing basic job success skills as well as expanding career opportunities through direct experience in the field.

Heating, Ventilation, and Air Conditioning Internships (HVAC)

On-the-job training through a cooperative arrangement with HVAC businesses. Students work a minimum of 180 hours under the direction of a sponsoring manager or supervisor to apply classroom knowledge and training.

Information Technology Internships (INFO)

This internship program provides students with the opportunity to apply their knowledge, learn new techniques and receive on-the-job training at an approved work site.

Sociology Internships (SOCl)

This internship is an opportunity to apply concepts and methods of Sociology in a field setting. The student will obtain experience that will be valuable preparation for professional assignments in research, policy analysis, and administration in the Department of Social Services.

LIBRARY SERVICES

McCook Community College

The general print collection, the reference and reserve collections, current periodicals, newspapers, and indexes are located on the main floor of the von Riesen Library. Students can access the Internet and e-mail, as well as the many online informational databases provided by the library in a wireless environment. A computer lab on the lower level provides Internet access as well as a variety of software programs for student use.

North Platte Community College

The South Campus Learning Resource Center (LRC) is located in the southwest portion of the building adjacent to classrooms and the front foyer. Approximately 85 persons can be seated in the open study areas, carrels, and computer laboratory. The LRC provides access to the Internet and e-mail users can access a combined electronic catalog of 1000,000 books, ebooks, journals, DVDs, Cds, and other items from the collections at North Platte and McCook. The LRC computer laboratory provides students with several word processing programs plus classroom software. Computer access to databases with thousands of magazine and journal titles is available to both on-campus and off-campus students.

Students may access library resources from the library's home page (<http://library.mpcc.edu/>) or in Room 146 of the McDonald-Belton building. The LRC provides students the opportunity to research topics through the Internet, the card catalog, electronic databases and inter-library loan.

The North Campus has computer access to the South Campus Learning Resource Center. A data communication link system allows students access to information from several locations, including the nursing library, electronics computer lab, information technology computer labs, and the Career Services Center. Each department on the North Campus maintains a library of materials relevant to that profession. The materials may be available to instructors and students from other departments.

OFF-CAMPUS CLASSES

Off-campus classes are offered in many of the MPCC communities and are usually in cooperation with the high school serving the area. These courses are designed to make people more effective employees, facilitate job advancement, and enable them to work toward a degree in a setting close to home. The courses are usually offered upon request to meet the particular needs of educational, industrial, business and professional groups.

SCHEDULES

MPCC strives to offer classes at a variety of times to meet students' needs. Classes are offered during the fall, spring, and summer terms. While the traditional class extends over a 15-week period, shorter sessions are also available in many instances. Evening classes and Saturday classes

offer additional opportunities for students who are employed on either a full- or part-time basis.

SMALL BUSINESS MANAGEMENT PROGRAMS

Mid-Plains Center for Enterprise delivers valuable business workshops and seminars, including program offerings in customer relations, marketing, salesmanship, advertising, TQM, credit and collections, management, and business planning. Delivery methods, locations, and times are flexible to meet customer needs. To be placed on a current business mailing list, please call the Mid-Plains Center for Enterprise in North Platte at 308 535-3678 or 800 658-4308, Ext. 3678, or in McCook call 308 345-8123 or 800 658-4348, Ext. 8123.

SPECIAL TOPICS

A course followed by the number 2990 is reserved for Special Topics courses for which there is a temporary demand, or for courses offered on an experimental basis. Consult a current class schedule for course titles. No more than a total of 12 semester hours of Special Topics and Directed Study may apply toward an associate degree program.

TECH PREP

Tech Prep is an articulated program with area high schools that provides career pathways for students to enter career and technical programs at MPCC. A closely structured curriculum between secondary and postsecondary schools, including teaching applied academics, is designed to increase the number and quality of technicians necessary for the future demands of business and industry. For information, contact the Area Career Pathways Coordinator at 800-658-4308, Ext. 3639 or 3607.

TUTORING

Tutoring services are available on a one-to-one basis and in small groups at no cost to the student. Tutorial software is also provided in reading, math, and writing. Contact the Student Success Centers in McCook or North Platte for more information. For those students needing tutoring services while studying through the extended campuses in Broken Bow, Imperial, Ogallala, and Valentine, contact the extended campus coordinator for information. Students taking online classes off site may call the North Platte Community College Student Success Center for tutoring services information.

VISITING CLASSES

A student may have the privilege of visiting one or two sessions of any class with the approval of the student's advisor and the instructor.