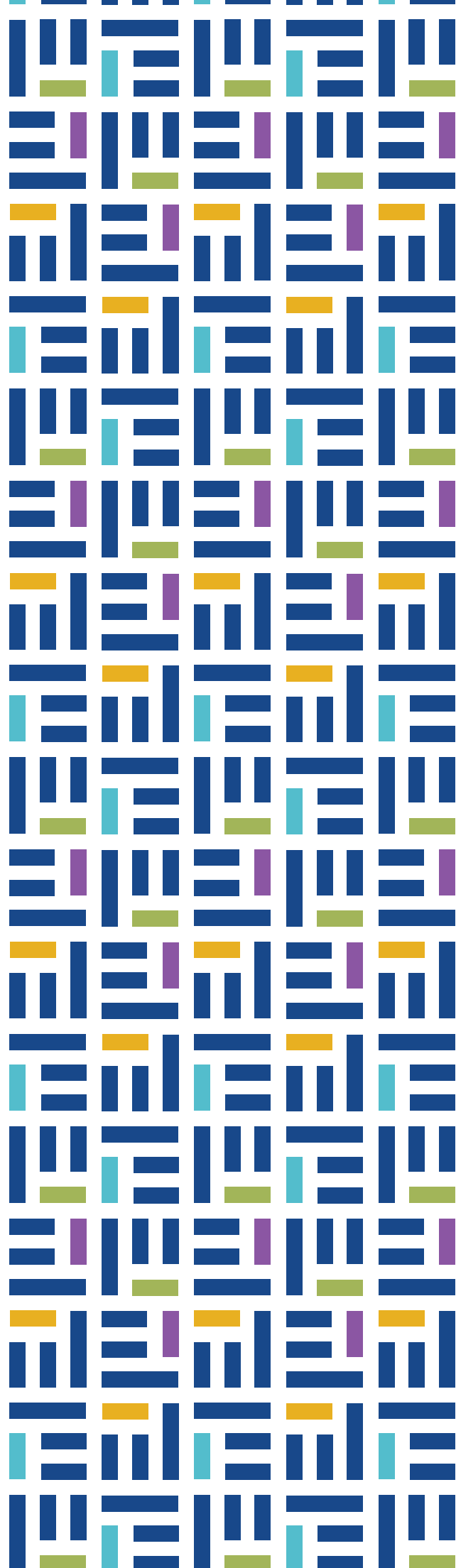




EARLY ENTRY

HANDBOOK





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WHAT IS EARLY ENTRY?

Early entry courses, often referred to as “concurrent enrollment” or “dual credit”, provide opportunities for high school students to take college-level courses. Students can earn credits toward both a high school diploma and a college degree.



BENEFITS OF EARLY ENTRY



NACEP ACCREDITED

The National Alliance of Concurrent Enrollment Partnerships (NACEP) ensures that college courses offered by high school teachers are as rigorous as courses offered on the college campus.



NORTH PLATTE CAMPUS

YOUR HIGH SCHOOL

Brady
Eustis-Farnam
Hershey
Maxwell
Maywood
McPherson County
Medicine Valley
North Platte St. Pat's
North Platte
Stapleton
Sutherland
Wallace

YOUR CONTACT

Kayla Thurman

DIRECTOR OF EARLY ENTRY & PROGRAM DEVELOPMENT

1101 Halligan Drive, North Platte, NE 69101

Phone: 308.535.3607 Email: thurmank@mpcc.edu

Suzanne Ramsey

EARLY ENTRY COORDINATOR

1101 Halligan Drive, North Platte, NE 69101

Phone: 308.535.3639 Email: earlyentry@mpcc.edu

Stormi Barkley

EARLY ENTRY ADMINISTRATIVE ASSISTANT

601 W State Farm Road, North Platte, NE 69101

Email: earlyentry@mpcc.edu



MCCOOK CAMPUS

YOUR HIGH SCHOOL

McCook
Southwest

YOUR CONTACT

Erin Sis

AREA RECRUITER

1205 East Third Street, McCook, NE 69001

Phone: 308.344.8023 Email: sise@mpcc.edu



IMPERIAL CAMPUS

YOUR HIGH SCHOOL

Chase County
Dundy County Stratton
Hayes Center
Hitchcock County
Wauneta-Palisade

YOUR CONTACT

Brenda Ledall

IMPERIAL CAMPUS ADMINISTRATOR

1324 Broadway, PO BOX 148, Imperial, NE 69033

Phone: 308.882.5972 Email: ledallb@mpcc.edu



OGALLALA CAMPUS

YOUR HIGH SCHOOL

Arthur
Ogallala
Paxton
Perkins County

YOUR CONTACT

Mary Pierce

OGALLALA CAMPUS ADMINISTRATOR
512 East B. Street South, Ogallala, NE, 69153
Phone: 308.284.9830 Email: piercem@mpcc.edu



BROKEN BOW CAMPUS

YOUR HIGH SCHOOL

Ansley
Anselmo-Merna
Arnold
Arcadia
Broken Bow
Callaway
Loup County
Ord
Sandhills
Sargent

YOUR CONTACT

Kaci Johnson

BROKEN BOW CAMPUS ADMINISTRATOR
2520 S. E Street, Broken Bow, NE 68822
Phone: 308.872.5259 Email: johnsonkj@mpcc.edu



VALENTINE CAMPUS

YOUR HIGH SCHOOL

Mullen
Rock County
Thedford
Valentine

YOUR CONTACT

Jennifer Edson

VALENTINE CAMPUS ADMINISTRATOR
715 East Highway 20, Valentine, NE 69201
Phone: 402.376.8033 Email: edsonj@mpcc.edu

DUAL CREDIT **CERTIFIED TEACHERS**

ENGLISH

Jessie Lovett
Alissa Blake
Lisa Duwe
Yentle Dyas
Troy Feters
Cindy Fox
Michael Garner
Kara Hagan
Julie Hauxwell
Jan Knispel
Kristi Leibhart
Debra Moninger
Cassandra Pfeifer
Melissa Pilakowski
Jenna Eschelman
Emilee Stoner
Ashley Werkmeister
Mary Wilson
Jennie Manning

MATH

Staci Applegarth
Blaine Cullinan
Micah Dority
Stefanie Edwards
Darin Ellis
Julie Hoaglund
Julia Hoefs
Joanna Jacobs
Brooke Lee
Micah Marvin
Alexa McCall
Christine Rodgers
Michele Sehnert
Rhea Softley
Donna Stamp
Chad Swanson
Austin Uden
Sasha Welch
Jared Daily
Liz Swartz

PHYSICS

Jared Daily

ACCOUNTING

Lynn Lupomech

AMERICAN GOVERNMENT

Jeremy Stevens

HISTORY

Garrod Fernau
Jill Hurtt
Richard Smock
Casey Werkmeister
Carl Zuege
Jason Wehnes

BIOLOGY

Shevaun Adams
Halea Messersmith
Angela Petersen
Jamee Smith

BIOLOGY & HUMAN ANATOMY

Valerie Kershner
Angela Petersen

CHEMISTRY

Jennifer Gonzalez
Jennifer Jones
Aaron McLean

CRIMINAL JUSTICE

Sheri Hink-Wagner

BUSINESS

Alana Cardinal
Angela Chittick
Cynthia Elliott
Lorrie Mowry
Cathy Nutt
Jimi Cole
Jean Condon
Nathan Gasuick

PERSONAL FINANCE

Jamie Taylor

CAREER ASSESSMENT

Shari Schlichtemeier

MUSIC

Michael Schlake
Kristin Simpson

MUSIC & THEATER

Leah Purdy

VISUAL ARTS

Tim O'Neal
Chelsea Zuege

COMPUTER SCIENCE

Nicole Badgley

INFORMATION TECHNOLOGY

Emmanuel Luke

MEDICAL TERMINOLOGY

Jimi Cole

PHYSICAL SCIENCE

Robin Henrichs

NUTRITION

Elijah Knight

PSYCHOLOGY

Loretta Hauxwell
Courtney Johnston
Carrie Reinders
Tonya Townsend
Moriah Kramer

SOCIOLOGY

Sheri Hink-Wagner

WELDING

Brent Nollette
Daniel Stokey
Jeff Holthus
Dru Linderman
Scott Smalley

SMALL ENGINES

Daniel Stokey

INDUSTRIAL TECHNOLOGY

John O'Neal

BUILDING CONSTRUCTION

Travis Gable
Devin Muirhead

SPANISH

Tamina Hartman
Pamela Farr
Rosa Zimmerman

SPEECH

Catherine Howard
Brittany McDaniel
Dave Potter

RELIGION

Don Kurre



STEPS TO ENROLL

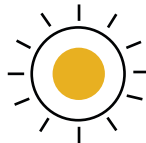
1. Apply
2. Complete parent signature form.
3. Send transcripts and ACT or MAPS scores to earlyentry@mpcc.edu.
Request scores to be sent from your school counselor.
4. Register for courses online.

AVAILABILITY OF DUAL CREDIT CLASSES OCCURS THROUGH

SPRING



SUMMER



FALL



3

OPTIONS FOR ENROLLMENT

ONLINE

ON CAMPUS

AT YOUR
HIGH SCHOOL



HOW TO APPLY

STEP

1

1. Go to www.mpcc.edu. Choose **Apply Now**.
2. Then select **Next Page**.
3. Select **Submit**.
4. A confirmation page will appear.
5. Complete the **Parent Signature Form**.
6. Complete the **FERPA Release Form**. (optional)
7. Complete **MPCC Scholarship Application**. (optional)
8. You will receive a **confirmation email**.

HOW TO ACCESS/CREATE YOUR EARLY ENTRY ACCOUNT

STEP

2

1. Go to www.mpcc.edu.
2. Select the **My Campus Web** icon.
3. Enter MPCC email address.
Example: jdoe000@students.mpcc.edu.
4. Enter password.

***Your first login password will be your birthday in the following format:
MonthDDYYYY***

Example: For a birthdate of May 15, 2007, the password would be May152007.

5. Click **Sign In**.

Forgot Password

1. Click Forgot Password in Password dialog box.
2. Enter MPCC student email address in User ID field.
3. Enter characters in picture or words from audio. Click Next.
4. Select "I forgot my password" then click Next.
5. Choose one of the methods listed to verify your identity and change your password.

If receive message or unable to use methods listed, contact the Helpdesk. Be sure to include birthdate and last 4 of your social security number so we can reset your password. Make sure to update security information from view account once logged on.

Change Password

1. Click on the circle with initials in top right.
2. Click on View account.
3. Click on Password under Overview or scroll down to the Password box and click Change password.
4. Enter current password in old Password field.
5. Enter new password that meets the requirements in the New Password and Confirm Password field.
6. Click the submit button.

TROUBLE ACCESSING ACCOUNT

Expired Password

Password must be changed every 120 days. Time starts from the date it was changed or reset. Password will expire after that date. An expired password cannot be changed.

HOW TO REGISTER ONLINE (EACH SEMESTER)

STEP 3

1. Log into **CampusWeb**.
1. Select **Registration**, under Student tab.
1. Enter information for the course(s) you're looking for, then click **Search**.
1. Click on the **Add This Course**.

ACCESS GRADES

1. From CampusWeb, click on Student tab in bar across top.
2. Click on Grades and Transcripts in the gray box on the left.

To view term

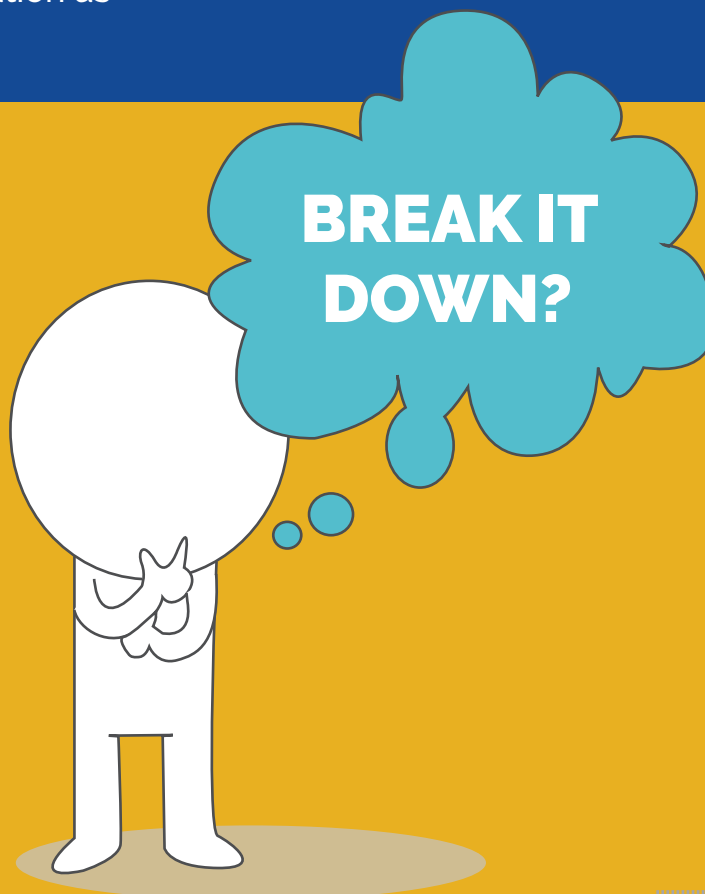
Choose Term then click View Final Grade Report. To view or print Unofficial Transcript, click on View Unofficial Transcript. At the bottom of the screen is a MPCC Unofficial Transcript link that opens the information as a PDF to be saved or printed.

VIEW/PRINT SCHEDULE

1. Click the Schedule located in the Student Registration section of Home page or Registration page under Student.
2. Click [Print My Schedule](#) to save or print.

CONTACT HELPDESK

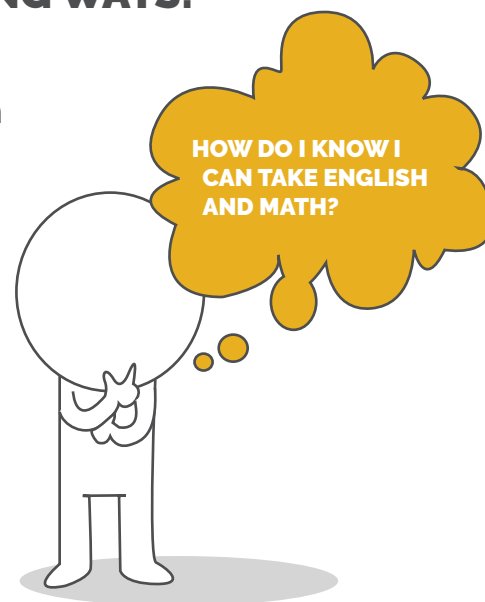
- ☎ 1-800-658-4308
- 🌐 midplainscommunity.sysaidit.com
- ✉ techhelpdesk@mpcc.edu



QUALIFICATIONS & REQUIREMENTS FOR MATH & ENGLISH COURSES

PLACEMENT CAN BE ACHIEVED IN THE FOLLOWING WAYS:

1. **Submit official college transcripts** showing that you have completed college-level coursework in English or Math with a grade of a C or higher.
 - Please note that electronic transcripts are accepted and official transcripts must be sent directly from where the credit was earned.
2. Submit ACT/SAT/MAP scores from within the past three years to the MPCC Admissions Office.
3. Multiple Measures.



As part of the application process, students are required to provide placement scores. **(Your score won't affect whether or not you become a student, it just helps us place you in the correct class.)**

Students without prior test scores, or whose test scores do not meet required levels, can meet enrollment requirements by utilizing Multiple Measures or by taking the Next Generation ACCUPLACER® exam.



MID-PLAINS COMMUNITY COLLEGE PLACEMENT SCORES

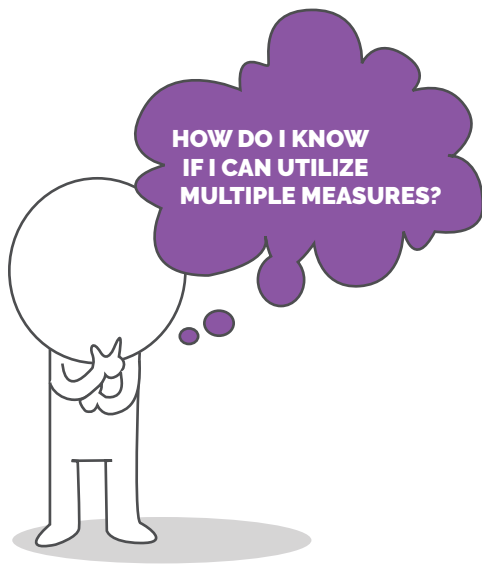
(Updated Aug 2022)

	Next-Gen ACCUPLACER	ACT / Pre ACT	SAT	MAPS	Course Recommendations	
20	Reading	Reading	EBRW	Reading		
	200 - 236	0 - 10	0 - 320	0 - 209	Adult Education	Course
	237 - 249	11 - 17	330 - 470	210 - 222	ENGL 0920 College Prep Reading	
	250 - 300	18 - 36	480 - 800	223+	NO Reading Class Required	
	245 - 300	14 - 36	420 - 800	-	Applied Tech Enrollment Allowed (excluding Electrical & HVAC/R)	Program
	245 - 300	16 - 36	420 - 800	-	Electrical & HVAC/R Program Enrollment Allowed	
	250 - 300	18 - 36	480 - 800	-	MLT, Dental Assisting Enrollment Allowed	
	258 - 300	***	480 - 800	-	LPN, ADN Enrollment Allowed	
25	Writing	English	EBRW	Language Usage		
	200 - 225	0 - 9	0 - 320	0 - 209	Adult Education	Course
	226 - 236	10 - 13	330 - 400	210 - 215	ENGL 0980 Language Skills	
	237 - 254	14 - 17	410 - 480	216 - 222	ENGL 0990 College Prep Writing	
	245 - 254	16 - 17	450 - 480	219 - 222	ENGL 1040 Basic Technical Communications or BSAD 2250 Business Communications	
	255 - 300	18 - 36	490 - 800	223+	ENGL 1010 English Composition I	Program
	245 - 300	15 - 36	440 - 800	-	Applied Tech Enrollment Allowed	
	255 - 300	18 - 36	490 - 800	-	MLT, Dental Assisting Enrollment Allowed	
	258 - 300	***	490 - 800	-	LPN, ADN Enrollment Allowed	
20	ARIT (Arithmetic)	Mathematics	Math	Math		
	200 - 236	0 - 12	0 - 310	0 - 224	Adult Education	Course
	237 - 262	13 - 16	320 - 380	225 - 229	MATH 0100 Fundamentals of Math	
	263 - 300	17 - 18	390 - 490	230 - 234	MATH 0900 Elementary Algebra or MATH 1020 Technical Math or OFFT 2080 Business Math & Calculators	
	255 - 300	15 - 36	370 - 800	-	Applied Tech Enrollment Allowed (excluding Electrical & HVAC/R)	Program
	255 - 300	Program Decision	370 - 800	-	Dental Assisting Enrollment Allowed	
	263 - 300	Program Decision	390 - 800	-	MLT Enrollment Allowed	
	263 - 300	17 - 36	390 - 800	-	Electrical & HVAC/R Program Enrollment Allowed	
	263 - 300	***	390 - 800	-	LPN, ADN Program Enrollment Allowed	
20	QAS (Quantitative Reasoning, Algebra and Statistics)	Mathematics	Math	Math		
	200 - 230	13 - 16	320 - 380	225 - 229	MATH 0100 Fundamentals of Math	Course
	231 - 245	17 - 18	390 - 490	230 - 234	MATH 0900 Elementary Algebra or MATH 1020 Technical Math or OFFT 2080 Business Math & Calculators	
	246 - 265	19 - 21	500 - 540	235 - 239	MATH 1010 Intermediate Algebra	
	266 - 300	22 - 23	550 - 580	240 - 244	MATH 1150 College Algebra or MATH 2170 Applied Statistics	
	231 - 245	17 - 36	390 - 800	-	Electrical & HVAC/R Program Enrollment Allowed	Prog
20	AAF (Adv Algebra and Functions)	Mathematics	Math	Math		
	none	19 - 21	500 - 540	235 - 239	MATH 1010 Intermediate Algebra	Course
	200 - 249	22 - 23	550 - 580	240 - 244	MATH 1150 College Algebra or MATH 2170 Applied Statistics	
	250 - 275	24 - 25	590 - 610	245 - 249	MATH 1250 Trigonometry or MATH 1350 Applied Calculus	
	276 - 300	26 - 36	620 - 800	250+	MATH 1600 Analytic Geometry & Calc I	

*** LPN & ADN accept ACT Composite (21 & above) and each Subject score (19 & above)

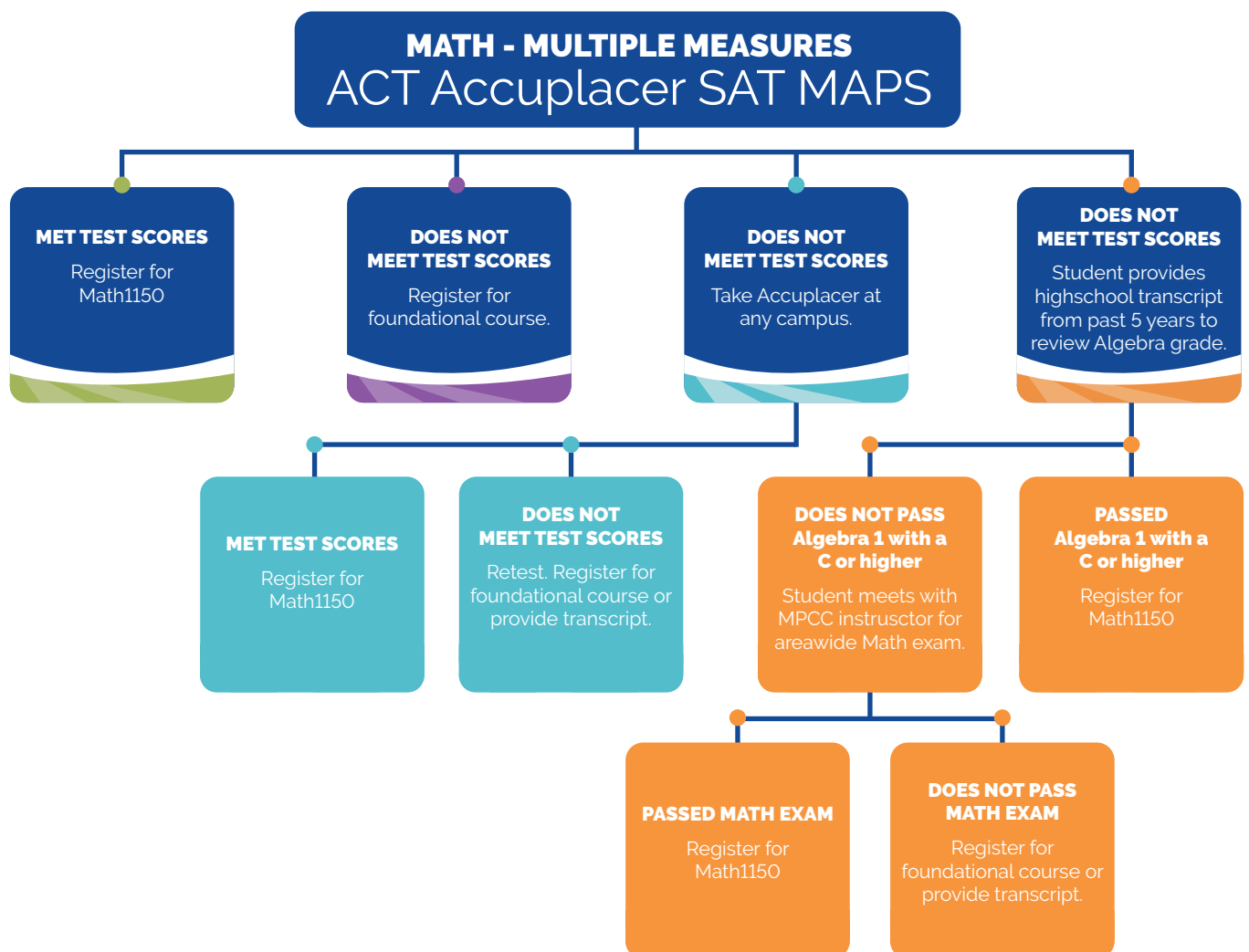
Per Mult. Meas. Comm/Approved by IST 2/20/2020; Updated MLT/Dental 8/2022

MULTIPLE MEASURES



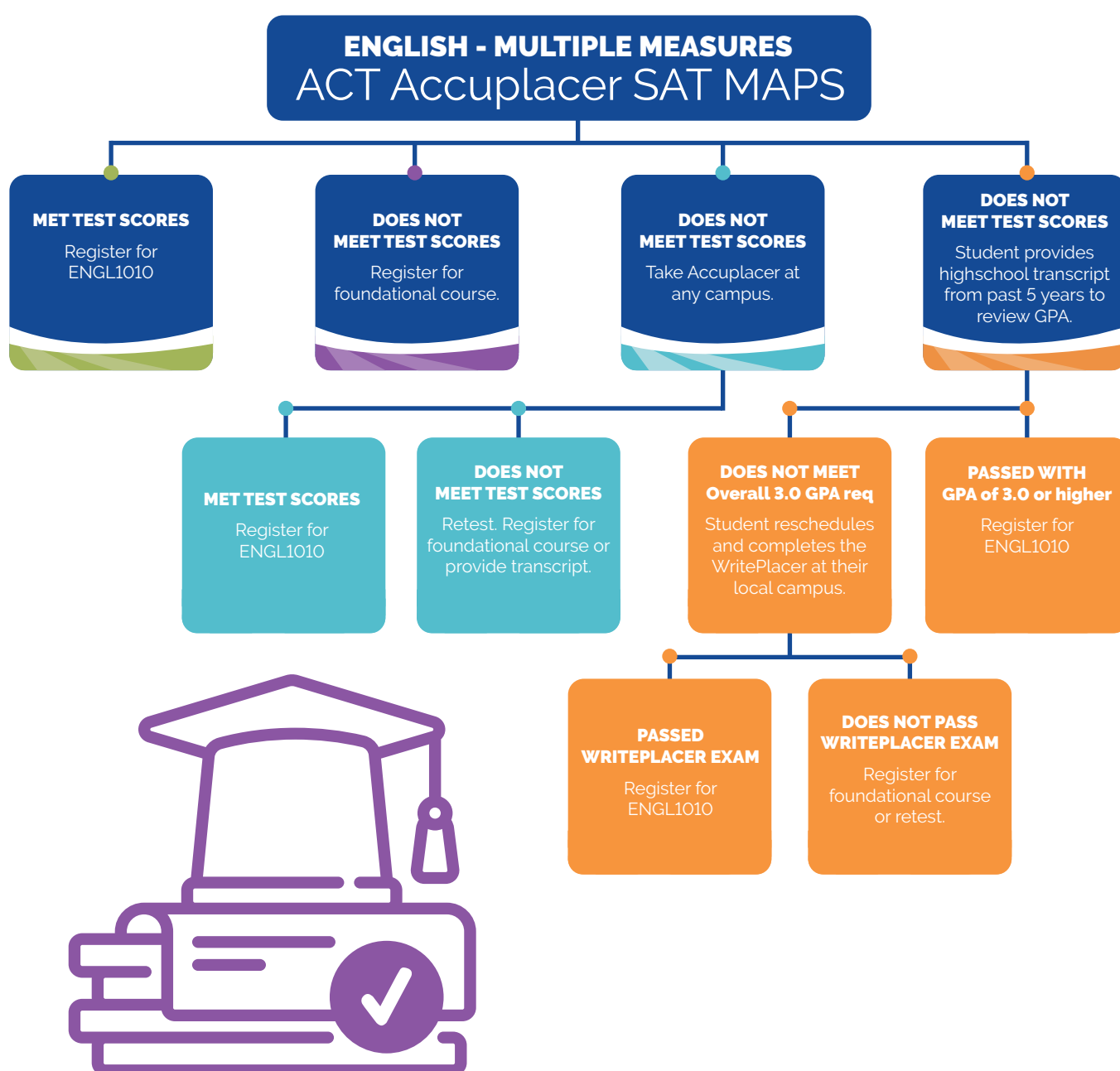
Multiple Measures allows students a variety of options to take a desired class without the required cut scores.

Please note: As it reads on the Multiple Measures charts, students must have a test score FIRST, before they can move to one of the Multiple Measures options.



REMINDERS:

- MAP scores MUST be from HIGH SCHOOL career, not middle school or elementary.
- Students attempting to use transcript to get into a class must have it reviewed by a division chair. Please send transcripts to earlyentry@mpcc.edu.
- A transcript review may take 1-5 business days and is not immediate.





YOU CAN TAKE THE **ACCUPLACER...**

- The Next Generation ACCUPLACER® is FREE the first time you take it.
- The Next Generation ACCUPLACER® is not timed.
- Take the Next Generation ACCUPLACER® at any MPCC campus.
- The Next Generation ACCUPLACER® is also available remotely for students who are not able to make it to a MPCC campus.

Schedule the Next Generation ACCUPLACER®

Call any MPCC Testing & Assessment Center:

- **North Platte North Campus:** North Platte Career Services at 308-535-3618
- **North Platte South Campus:** Learning Commons at 308-221-6433
- **McCook Campus:** Learning Commons at 308-252-1828

How to prepare for the Next Generation ACCUPLACER®

Practice materials for the Next Generation Accuplacer® can be found at accuplacer.collegeboard.org.

Next Generation ACCUPLACER® reminders:

- An appointment is required. Please call the Testing Center 1-2 days in advance of your desired time.
- A photo ID is required.
- If you are not feeling well or are displaying illness related symptoms, please reschedule your testing appointment.



TUITION, FEES, AND REFUNDS

HOW TO PAY FOR CLASSES



TUITION & FEES

Tuition, fees and refund rates are set by the Mid-Plains Board of Governors. Rates become effective at the start of the fall term each year. Rates are subject to change without notice.

CLASSES
START AT
\$50

**PER
CREDIT
HOUR**

A 3 CREDIT HOUR COURSE IS **\$150**



**YOU'VE EARNED 12 CREDIT HOURS OR MORE.
YOU GET TO ADVANCE 1 TIER *ON THE GRID BELOW.***

SCHOLARSHIP CRITERIA RANGES

H.S. GPA	or	ACT SCORE	% OF TUITION COVERED BY SCHOLARSHIP
3.8+		25+	Presidential Scholarship 100%
3.5-3.79		23-24	Vice Presidential Scholarship 75%
3.25-3.49		21-22	Dean's Scholarship 50%

Must complete Scholarship Application online by March 1 to be eligible to advance one tier.



12 CREDIT HOURS COMPLETED = **BLUE & GOLD** CORD AT GRADUATION

HOW TO PAY FOR CLASSES

STUDENT ACCOUNTS WILL GENERATE AND MAIL STATEMENTS ONCE PER MONTH.

WAYS TO PAY



PAY ONLINE

- Go to mpcc.edu.
- Cost and Aid Tab
- Tuition Payment Options
- Select PAY ONLINE.



PAY BY MAIL

- You may mail checks or money orders payable to MPCC.
- Please include your student ID number.



PAY BY PHONE

- At Student Accounts at 308-535-3672



PAY IN PERSON

- You may pay in person with cash, check, money order or accepted credit and debit cards.

COURSE DROP & WITHDRAWAL PROCEDURES

HOW TO DROP A CLASS:

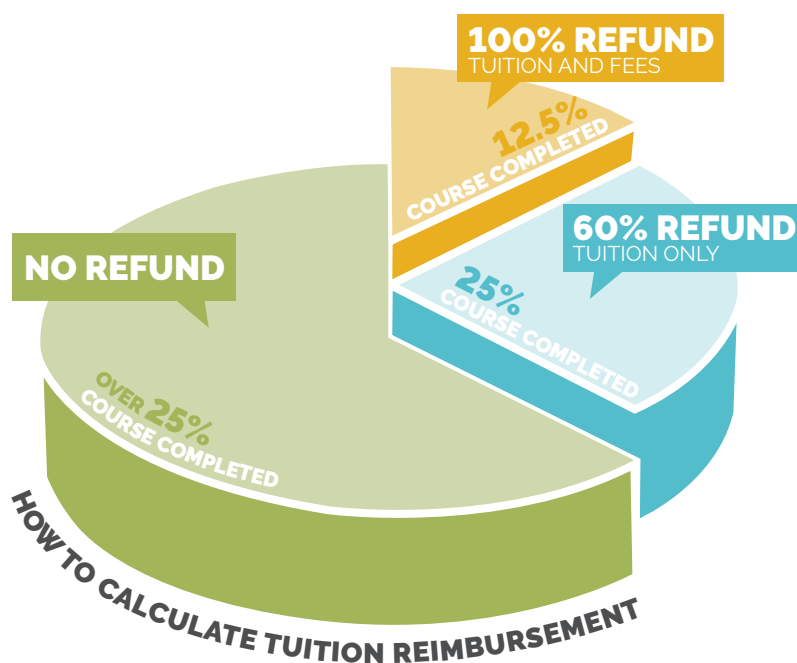
If classes have not yet started **DROP ON CAMPUS WEB.**

If classes have begun **CALL YOUR ADVISOR.**

WITHDRAWING FROM A CLASS:

- Withdrawals past the drop deadline are noted on your official transcript with a "W" instead of a grade. It does not negatively affect your college GPA.

Students must contact their advisor to complete the drop/withdraw process. Refund checks are issued by mail. If the student has an unpaid balance owed to the college, the refund will be reduced by the amount of the unpaid balance. Students who have credit balances will receive a refund within 30 days.



SCHOLARSHIP OPPORTUNITIES

EARLY ENTRY / DUAL CREDIT SCHOLARSHIP:

- Students must be enrolled in an MPCC Dual Credit class.
- Students can receive one scholarship each semester and must apply each semester.
- Applications will be reviewed June 1 for the fall semester and Dec. 21 for the spring semester.
- If selected, funds will be applied each semester. Students must successfully complete course to keep funds.



ACCESS COLLEGE EARLY (ACE) SCHOLARSHIP PROGRAM: FINANCIAL ASSISTANCE FOR UNLIMITED EARLY ENTRY COURSES

Access College Early (ACE) Scholarship Program pays tuition and fees for qualified, low-income high school students to enroll in college courses. To qualify for the scholarship, the student must be enrolled in an eligible course taken for a grade. (Courses taken as audit or as CR/NC are not eligible.)

If students meet one of these qualifications please contact your high school's counselor for additional assistance.

- Free or Reduced-Price Lunch Program
- Supplemental Security Income
- Temporary Assistance to Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- Special Supplemental Assistance Program (WIC)

WORK WITH HIGH SCHOOL COUNSELOR TO VERIFY ELIGIBILITY FOR ACE SCHOLARSHIP PROGRAM

THINGS YOU NEED TO KNOW:

- Students must provide documentation verifying approval to participate in the program or of the hardship to their guidance counselor.
- Students that do not have legal status in the U.S., including those that have been granted DACA status, are not eligible to apply for the ACE Scholarship based on state law.

PLEASE NOTE THE FOLLOWING DEADLINES

DEADLINE DEC. 15	DEADLINE FEB. 15	DEADLINE MAY 15	DEADLINE JULY 15
FALL TERM CLASSES Applications can be submitted starting Aug. 1 (Oct. 15 for Career Program of Study courses).	WINTER TERM CLASSES Applications can be submitted starting Nov. 1 (Jan. 15 for Career Program of Study courses).	SPRING TERM CLASSES Applications can be submitted starting Nov. 15 (March 15 for Career Program of Study courses).	SUMMER TERM CLASSES Application can be submitted starting April 1 (May 15 for Career Program of Study courses).

DUAL CREDIT COURSE OPTIONS

MOST RECOMMENDED COURSES

- ENGL 1010 English Composition I
- ENGL 1020 English Composition II
- MATH 1150 College Algebra
- MATH 1250 Trigonometry
- MUSC 1010 Music Appreciation
- PSYC 1810 Intro to Psychology
- SOCI 1010 Intro to Sociology
- BIOS 1010 General Biology
- CHEM 1090 General Chemistry
- SPCH 1110 Public Speaking
- HIST 2010 American History I to 1877 **and/or**
- HIST 2020 American History II Since 1877
- POLS 1000 American Government

CAREER FOCUSED COURSES

- EDUC 1110 Intro to Professional Education
- ACCT 1200 Principles of Accounting **(or other Business course)**
- MEDT 1010 Fundamentals of Phlebotomy



COURSE MEETING TYPES



FACE-TO-FACE / HYBRID

Traditional face-to-face instruction **or** classes offered in a hybrid delivery format.

Campus Web Meeting Type Search:

In class, instructor on-site **or** 50% in person, 50% online.



DISTANCE LEARNING

A course offered with real-time instruction where the instructor and classmates are live at a different location. Instruction can be delivered through:

- On-campus classroom TV connection
- Online software such as Zoom or Microsoft Teams

Campus Web Meeting Type Search:

In class, instructor not on-site.



ONLINE

Coursework and lectures offered exclusively online **or** online with in-person instruction method which could require an in-person component.

Campus Web Meeting Type Search:

Fully online course or online with in-person component.



HY-FLEX

A face-to-face course that meets for all required contact hours and offers one or more additional participation options.

Campus Web Meeting Type Search:

Multiple participation options.

8 AM COURSES AVAILABLE



AM

FALL: AUGUST-DECEMBER

ACCT 1200	Accounting I	8:00 - 8:50 AM	Mon. Wed. & Fri.	3.0 Credit Hours
BIOS 1010 & 1011	General Biology	8:00 - 8:50 AM	Mon. & Wed.	4.0 Credit Hours
BSAD 1050	Intro to Business	8:00 - 8:50 AM	Tues. Thur. Hybrid	3.0 Credit Hours
CHEM 1090 & 1091	Gen. Chemistry I	8:00 - 8:50 AM	Mon. & Fri.	4.0 Credit Hours
ENGL 1010	English Comp. I	8:00 - 8:50 AM	Mon. Wed. & Fri.	3.0 Credit Hours
MATH 1250	Trigonometry	8:00 - 9:15 AM	Mon. Fri. Hybrid	3.0 Credit Hours
MATH 1600	Analytic Geom. & Calc I	8:00 - 8:50 AM	Mon. & Fri.	5.0 Credit Hours
PHYS 1410 & 1411	Gen. Physics I	8:00 - 9:10 AM	Mon. Wed. & Fri.	5.0 Credit Hours
PSYC 1810	Intro to Psychology	8:00 - 8:50 AM	Mon. Wed. & Fri.	3.0 Credit Hours
SPCH 1110	Public Speaking	9:00 - 9:50 AM	Tues. & Thur.	3.0 Credit Hours
MEDT 1010	Fund. of Phlebotomy	8:00 - 10:00 AM	Thursday	2.0 Credit Hours

SPRING: JANUARY-MAY

ACCT 1210	Accounting II	8:00 - 9:15 AM	Tues. Thur. Hybrid	3.0 Credit Hours
BSAD 1100	Personal Finance	8:00 - 8:50 AM	Mon. & Wed.	3.0 Credit Hours
BSAD 1050	Intro to Business	8:00 - 8:50 AM	Tues. Thur. Hybrid	3.0 Credit Hours
BSAD 2250	Business Communication	8:00 - 8:50 AM	Mon. Wed. & Fri.	3.0 Credit Hours
CHEM 1100 & 1101	Gen. Chemistry II	8:00 - 8:50 AM	Mon. & Fri.	4.0 Credit Hours
ENGL 1020	English Comp. II	8:00 - 8:50 AM	Mon. Wed. & Fri.	3.0 Credit Hours
MATH 1600	Analytic Geom. & Calc I	8:00 - 8:50 AM	Mon. & Fri.	5.0 Credit Hours
MATH 1900	Analytic Geom. & Calc II	8:00 - 8:50 AM	Mon. Wed. & Fri.	5.0 Credit Hours
PHYS 1420 & 1421	Elementary Gen. Physics II	8:00 - 9:10 AM	Mon. Wed. & Fri.	5.0 Credit Hours
PSYC 1810	Intro to Psychology	8:00 - 8:50 AM	Mon. Wed. & Fri.	3.0 Credit Hours
SPCH 1110	Public Speaking	8:00 - 8:50 AM	Mon. Wed. & Fri.	3.0 Credit Hours

**All courses can be requested for Distance Learning (DL). Courses are subject to change.*

**All courses are on the NPCC South Campus.*

CORE FOUR COURSES

All students pursuing a 2 or 4-year degree at a college or university will require courses in these four areas:

SOCIAL SCIENCES & HUMANITIES

COURSE OPTIONS :
Sociology, Psychology or Speech

MATH

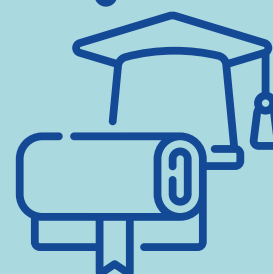
COURSE OPTIONS :
College Algebra or Statistics

SCIENCE WITH LAB

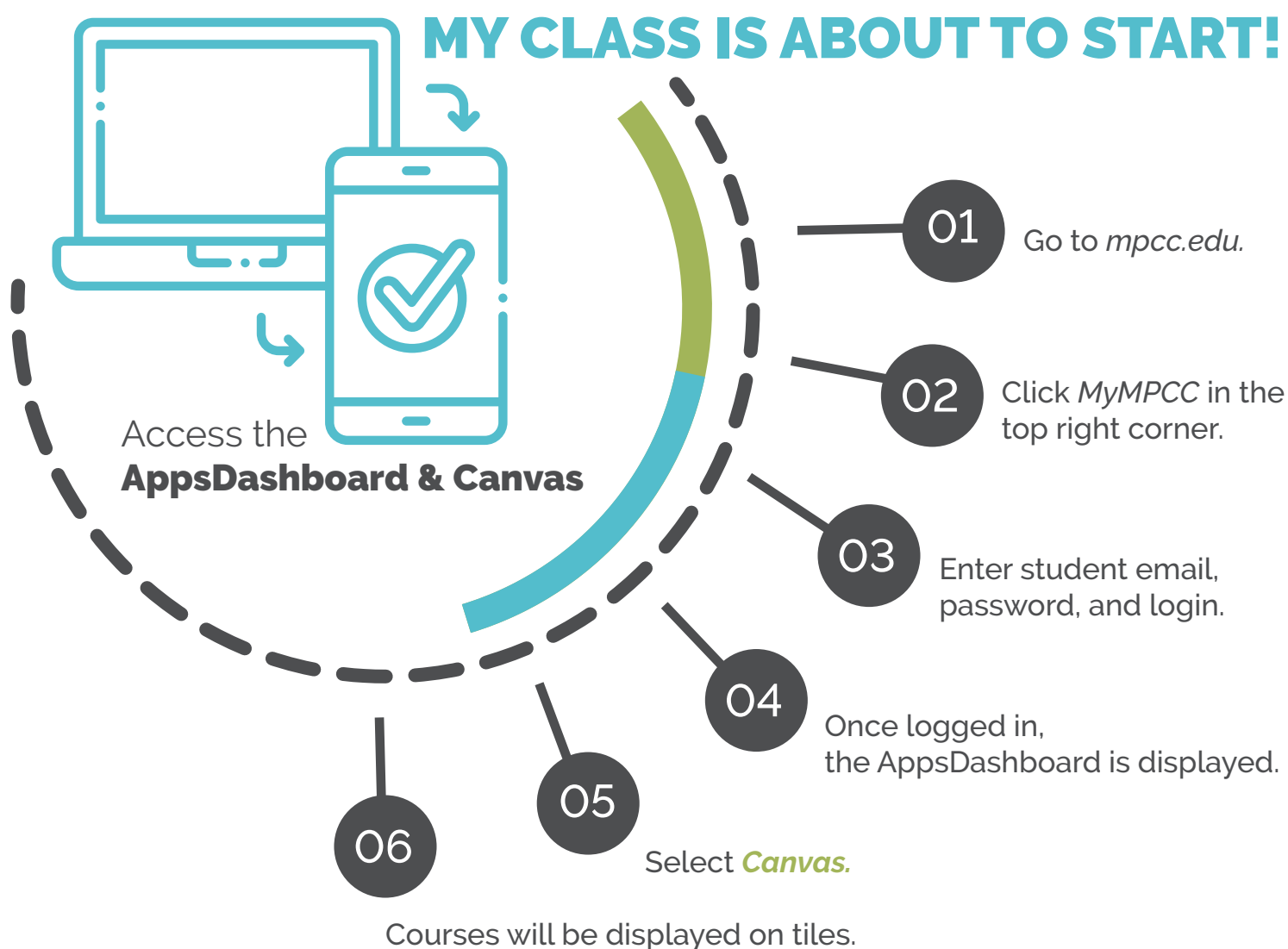
COURSE OPTIONS :
Biology, Chemistry or Physics

ENGLISH

COURSE OPTIONS :
English Composition



HOW TO ACCESS YOUR COURSE



APPS THAT CAN BE ACCESSED ON CANVAS

- **CampusWeb:** My student accounts
- **Canvas:** Access your courses
- **Email:** Access your MPCC email account
- **Brainfuse:** Free tutoring
- **Examsoft:** Practice exams
- **Helpdesk:** Find how-to guides
- **Microsoft OneDrive:** Save your files on the Cloud

INTENT TO GRADUATE

STEP
1

Once logged on, click the **Campusweb** icon.

STEP
2

Click on **Student** tab in bar across top.

STEP
3

Click on **Steps to Graduate** in the gray box on the left.

STEP
4

Click on **Intent to Graduate** link to open form.

STEP
5

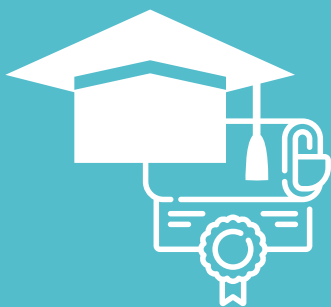
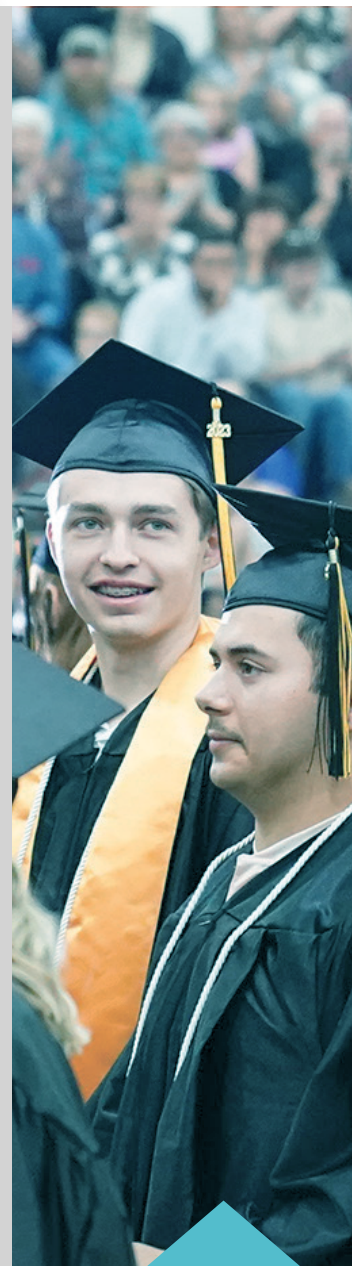
Click **Next Page** to move through the form – completing the required information.

STEP
6

Review the form, and click **Submit** button at the bottom of page to submit Intent to Graduate.

The message below will appear after successfully submitting the intent to graduate:

"An email will be sent to your MPCC email address with commencement location, dates and times."



NOTE: You must submit a separate Intent to Graduate form for every degree, diploma or certificate you expect to complete.

Degree conferrals are done in December, May, June and August. Your Intent to Graduate needs to be submitted no later than the first month of the last semester you will be attending. An example is, if you will finish in May, submit your Intent to Graduate no later than January.

Intent to Graduate forms are accepted all year, however, earlier is better than later. That allows time to verify that you are in all the classes needed and that your name is included in the appropriate commencement program.

ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science Degree is designed to prepare students through a comprehensive program of study in a specific occupation to enter the work force upon graduation.

Each program has its own detailed course requirements that must be completed. Please refer to the specific AAS program suggested sequence of study, or contact an advisor or the division chair of the program for assistance.

Degree Requirements

1. A minimum of 60 semester credit hours of coursework.
2. A cumulative grade point average of at least 2.0.
3. The student must complete 30 semester credit hours with at least 15 semester credit hours required for graduation at MPCC.
4. All required courses of a program must be completed, including a minimum of 15 semester hours of general education courses.
5. All financial obligations to the college must be fulfilled.
6. Meet with an advisor to initiate Intent to Graduate prior to the completion of requirements. Awards will be conferred in May, August, or December.
7. Student participation in the commencement exercises is required unless excused for a valid reason by the Dean or Assistant Dean of Student Life on each campus. Commencement exercises are held each year at the close of the spring semester.

Programs that Offer the Associate of Applied Science Degree

- Associate Degree Nursing
- Auto Body Technology
- Automotive Technology
- Building Construction Technology
- Business
- Dental Assisting
- Diesel Technology
- Early Childhood Education
- Electrical Automation Control
- Electrical Technology
- EMT- Paramedic
- Fire Science Technology
- Graphic Design/Visual Communications
- Heating, Ventilation, Air Conditioning & Refrigeration Technology
- Information Technology
- Medical Laboratory Technician
- Welding Technology

Diploma Requirements

1. Complete 30 to 44 semester credit hours of prescribed coursework. At least 9 credit hours must be completed at MPCC.
2. Cumulative grade point average of at least 2.0.
3. All financial obligations to the college must be fulfilled.

4. Meet with an advisor to initiate Intent to Graduate prior to the completion of requirements. Awards will be conferred in May, August, or December.
5. Student participation in the commencement exercises is required unless excused for a valid reason by the Dean of Student Life on each campus. Commencement exercises are held each year at the close of the spring semester.

Certificate Requirements

1. Complete 12 or more semester credit hours of prescribed coursework. At least 3 credit hours must be completed at MPCC.
2. Cumulative grade point average of at least 2.0.
3. All financial obligations to the college must be fulfilled.
4. Meet with an advisor to initiate Intent to Graduate prior to the completion of requirements. Awards will be conferred in May, August, or December.
5. Student participation in the commencement exercises is required unless excused for a valid reason by the Dean of Student Life on each campus. Commencement exercises are held each year at the close of the spring semester.

Associate of Applied Science Degree

The Associate of Applied Science Degree is conferred upon the completion of all requirements for graduation by the department and 15 credit hours of general education courses. The student, in collaboration with his/her advisor, will select ONE course from EACH of the following four areas (Written Communication, Oral Communication, Humanities or Social Science and Mathematics or Science) and will select three credit hours total from ONE or BOTH of the following two areas (Business and Computers):

Written Communication - 3 Credit Hours

The general education written communication course requirement will primarily focus on teaching students written communication skills, applicable to a variety of professional and/or academic situations, with attention to audience, purpose and design. Students will demonstrate the ability to critically analyze a variety of written documents and to revise and edit their own writing.

Code	Title	Credit Hours
BSAD 2250	Business Communications	3.0
ENGL 1010	English Composition I	3.0
ENGL 1040	Basic Technical Communications	3.0

Oral Communication - 3 Credit Hours

The general education oral communication course requirement will primarily focus on teaching students to clearly organize and present ideas and information through oral communication to an individual or group audience, ethically incorporating appropriate support materials from outside sources.

Code	Title	Credit Hours
BSAD 1030	Business & Professional Speaking	3.0
SPCH 1090	Fund of Human Communication	3.0
SPCH 1110	Public Speaking	3.0

ASSOCIATE OF APPLIED SCIENCE

Humanities or Social Sciences - 3 Credit Hours

The general education humanities or social sciences course requirement will expose students to a broadened understanding of the human condition. Students will be able to critically analyze aspects of human culture, society, and/or behavior.

Humanities

Code	Title	Credit Hours
Literature		
ENGL 2010	Genre Survey: Short Story/Novel	3.0
ENGL 2030	Genre Survey: Poetry	3.0
ENGL 2040	Genre Survey: Drama	3.0
ENGL 2050	The Novel	3.0
ENGL 2060	20th Century Fiction	3.0
ENGL 2100	Introduction to Literature	3.0
ENGL 2300	Shakespeare	3.0
ENGL 2440	Film as Literature	3.0
ENGL 2450	Television as Literature	3.0
ENGL 2460	American Literature Post 1865	3.0
ENGL 2510	Science Fiction - Supernatural Lit	3.0
ENGL 2550	Short Fiction	3.0
THEA 2130	History of Motion Picture	3.0

Performing and Fine Arts

ARTS 1000	Art Structure	3.0
ARTS 1070	Design	3.0
ARTS 1010	Introduction to the Visual Arts	3.0
ARTS 1050	Intro to Art History & Criticism I	3.0
ARTS 1060	Intro to Art History & Criticism II	3.0
MUSC 1010	Music Appreciation	3.0
THEA 1010	Intro to Theater	3.0

History

HIST 1000	Western Civilization I to 1715	3.0
HIST 1010	Western Civilization II Since 1715	3.0
HIST 1050	World History I	3.0
HIST 1060	World History II	3.0
HIST 2010	American History I to 1877	3.0
HIST 2020	American History II Since 1877	3.0

Philosophy

PHIL 1010	Introduction to Philosophy	3.0
PHIL 1150	Intro to Logic & Critical Thinking	3.0
PHIL 2200	Elements of Ethics	3.0
PHIL 2610	Comparative Religions	3.0

Humanities

HUMS 1100	Introduction to Humanities	3.0
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Social Sciences

Code	Title	Credit Hours
Economics/Geography/Political Science		
BSAD 1100	Personal Finance	3.0
ECON 1000	Contemporary Economic Issues	3.0
ECON 2110	Principles of Macroeconomics	3.0
ECON 2120	Principles of Microeconomics	3.0
GEOG 1020	World Regional Geography	3.0
GEOG 1400	Cultural Geography	3.0

POLS 1000	American Government	3.0
POLS 1600	International Relations	3.0
POLS 1700	Comparative Politics	3.0

Psychology/Sociology

FACS 1600	Human Development	3.0
PSYC 1810	Intro to Psychology	3.0
PSYC 2060	Lifespan Development	3.0
PSYC 2700	Positive Psychology	3.0
PSYC 2800	Abnormal Psychology	3.0
SOCI 1000	Human Relations: People Skills	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2010	Social Problems	3.0
SOCI 2150	Issues of Unity & Diversity	3.0
SOCI 2250	Marriage & Fam Relationships	3.0

Mathematics or Science - 3 Credit Hours

The general education math or science course requirement will strengthen students' skills in algebra, geometry, and/or measurement. Students will relate math concepts to common and workplace situations and understand and apply the scientific method. Please contact an advisor or the program coordinator to select the appropriate course for your program from the following:

- Any BIOS, CHEM or PHYS course numbered 1000 or higher
- Any MATH course numbered 1000 or higher* (preferred enrollment based on ACT/Accuplacer placement score).
- OFFT 2080 Business Mathematics
- GEOG 1050 Physical Geography/GEOG 1051 Physical Geography Lab
- ACCT 1200 Principles of Accounting I or ACCT 1210 Principles of Accounting II

* MATH 1010 Intermediate Algebra not intended for transfer.

Business or Computers - 3 Credit Hours

The student, in collaboration with his/her advisor, will select three credit hours total from ONE or BOTH of the following two areas:

Business

The general education business course option will provide students with a basic core of business knowledge and develop skills necessary to work in the relevant business environment. This offering provides the opportunity to combine classroom theories with real-world business experience.

Code	Title	Credit Hours
ACCT 1025	Introduction to Accounting	3.0
ACCT 1200	Principles of Accounting I	3.0
BSAD 1000	Leadership & Team Development	1.5
BSAD 1010	Personal/Professional Development	3.0
BSAD 1050	Introduction to Business	3.0
BSAD 1080	Personal Finance & Business Oper	3.0
BSAD 2110	Non-profit Management & Leadership	3.0
BSAD 2540	Principles of Management	3.0
ENTR 1050	Introduction to Entrepreneurship	3.0

ASSOCIATE OF APPLIED SCIENCE

Computer

The general education computer course option will teach students to develop computer literacy or demonstrate knowledge, skills, and attitudes that are necessary to function effectively with computer technology in a technology-oriented society.

Code	Title	Credit Hours
BSAD 2510	Business Computer Systems	4.0
OFFT 1150	Input Keyboard Technology I	3.0
OFFT 1160	Input Keyboard Technology II	3.0
OFFT 2150	Integrated Information Processing	3.0
OFFT 2170	MS Office Integration	3.0
CSCE 1565	QuickBooks	2.0
CSCE 1566	QuickBooks Desktop	3.0
CSCE 1604	Microsoft Word	1.5
CSCE 1644	Microsoft Excel	1.5
CSCE 1645	Microsoft Excel for Windows	2.0
CSCE 1664	Microsoft Access	1.5
CSCE 1754	Microsoft PowerPoint	1.5
CSCE 2570	Desktop Publishing	3.0
INFO 1010	Microcomputer Applications	3.0
INFO 1695	Web Design I	3.0
INFO 1696	Web Design II	3.0



General Education Requirements

Communication - 9 Credit Hours

English Composition - 6 Credit Hours

Code	Title	Credit Hours
ENGL 1010	English Composition I	3.0
ENGL 1020	English Composition II	3.0

Speech - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
SPCH 1090	Fund of Human Communication	3.0
SPCH 1110	Public Speaking	3.0

Humanities - 12 Credit Hours

Select one course each from Literature, Performing and Fine Arts, and History; and then one additional course from Literature, Performing and Fine Arts, History, Philosophy, or Humanities.

Literature

Code	Title	Credit Hours
ENGL 2010	Genre Survey: Short Story/Novel	3.0
ENGL 2030	Genre Survey: Poetry	3.0
ENGL 2040	Genre Survey: Drama	3.0
ENGL 2050	The Novel	3.0
ENGL 2060	20th Century Fiction	3.0
ENGL 2100	Introduction to Literature	3.0
ENGL 2300	Shakespeare	3.0
ENGL 2440	Film as Literature	3.0
ENGL 2450	Television as Literature	3.0
ENGL 2460	American Literature Post 1865	3.0
ENGL 2510	Science Fiction - Supernatural Lit	3.0
ENGL 2550	Short Fiction	3.0
THEA 2130	History of Motion Picture	3.0

Performing and Fine Arts

Code	Title	Credit Hours
ARTS 1000	Art Structure	3.0
ARTS 1010	Introduction to the Visual Arts	3.0
ARTS 1050	Intro to Art History & Criticism I	3.0
ARTS 1060	Intro to Art History & Criticism II	3.0
ARTS 1070	Design	3.0
MUSC 1010	Music Appreciation	3.0
THEA 1010	Intro to Theater	3.0

History

Code	Title	Credit Hours
HIST 1000	Western Civilization I to 1715	3.0
HIST 1010	Western Civilization II Since 1715	3.0
HIST 1050	World History I	3.0
HIST 1060	World History II	3.0

HIST 2010	American History I to 1877	3.0
HIST 2020	American History II Since 1877	3.0

Philosophy

Code	Title	Credit Hours
PHIL 1010	Introduction to Philosophy	3.0
PHIL 1150	Intro to Logic & Critical Thinking	3.0
PHIL 2200	Elements of Ethics	3.0
PHIL 2610	Comparative Religions	3.0

Humanities

Code	Title	Credit Hours
HUMS 1100	Introduction to Humanities	3.0

Social Sciences - 9 Credit Hours

Select one course each from Economics/Geography/Political Science and Psychology/Sociology; and one additional course from either Economics/Geography/Political Science or Psychology/Sociology. Business majors should take ECON 2110 Principles of Macroeconomics and ECON 2120 Principles of Microeconomics.

Economics/Geography/Political Science

Code	Title	Credit Hours
ECON 1000	Contemporary Economic Issues	3.0
ECON 2110	Principles of Macroeconomics	3.0
ECON 2120	Principles of Microeconomics	3.0
GEOG 1020	World Regional Geography	3.0
GEOG 1400	Cultural Geography	3.0
POLS 1000	American Government	3.0
POLS 1600	International Relations	3.0
POLS 1700	Comparative Politics	3.0

Psychology/Sociology

Code	Title	Credit Hours
FACS 1600	Human Development	3.0
PSYC 1810	Intro to Psychology	3.0
PSYC 2060	Lifespan Development	3.0
PSYC 2700	Positive Psychology	3.0
PSYC 2800	Abnormal Psychology	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2010	Social Problems	3.0
SOCI 2150	Issues of Unity & Diversity	3.0
SOCI 2250	Marriage & Fam Relationships	3.0

Natural Sciences - 4 Credit Hours

Select one lab course of the following:

Code	Title	Credit Hours
AGRI 1030	Introduction to Plant Science	4.0
AGRI 1540	Introduction to Soil Science	4.0
BIOS 1010	General Biology	4.0
BIOS 1090	General Botany	4.0
BIOS 1120	Intro to Zoology	4.0
BIOS 1210	Ecology/Environment w/Lab	4.0
BIOS 2140	Genetics	4.0
BIOS 2250	Human Anatomy/Physiology I	4.0

ASSOCIATE OF ARTS

BIOS 2260	Human Anatomy &/Physiology II	4.0
BIOS 2460	Microbiology	4.0
CHEM 1050	Survey of Chemistry I	4.0
CHEM 1060	Survey of Chemistry II	4.0
CHEM 1090	General Chemistry I	4.0
CHEM 1100	General Chemistry II	4.0
CHEM 2410	Organic Chemistry I	4.0
CHEM 2420	Organic Chemistry II	4.0
GEOG 1050	Physical Geography	4.0
PHYS 1100	Physical Science	4.0
PHYS 1150	Descriptive Physics	4.0
PHYS 1300	Intro to Meteorology	4.0
PHYS 1410	Elementary General Physics I	5.0
PHYS 1420	Elementary General Physics II	5.0
PHYS 2110	General Physics I with Calculus	5.0
PHYS 2120	General Physics II with Calculus	5.0

Mathematics - 3 Credit Hours

Select one of the following:

Code	Title	Credit Hours
MATH 1150	College Algebra	3.0
MATH 1250	Trigonometry	3.0
MATH 1350	Applied Calculus	3.0
MATH 1600	Analytic Geometry & Calc I	5.0
MATH 1900	Analytic Geometry & Calc II	5.0
MATH 2170	Applied Statistics	3.0
MATH 2450	Analytic Geometry & Calc III	5.0
MATH 2600	Differential Equations	3.0

Code	Title	Credit Hours
General Education Requirements for the AA		37.0
Electives		23.0
Total Credit Hours		60.0



General Education Requirements

Communication - 9 Credit Hours

English Composition - 6 credit hours

Code	Title	Credit Hours
ENGL 1010	English Composition I	3.0
ENGL 1020	English Composition II	3.0
or BSAD 2250	Business Communications	

Speech - 3 credit hours

Select one of the following:

Code	Title	Credit Hours
SPCH 1090	Fund of Human Communication	3.0
SPCH 1110	Public Speaking	3.0

Humanities and Social Sciences - 9-12 Credit Hours

Select three or four of the following:

Literature

Code	Title	Credit Hours
ENGL 2030	Poetry	3.0
ENGL 2040	Drama	3.0
ENGL 2050	The Novel	3.0
ENGL 2060	20th Century Fiction	3.0
ENGL 2100	Introduction to Literature	3.0
ENGL 2170	American Literature since 1865	3.0
ENGL 2300	Shakespeare	3.0
ENGL 2440	Film as Literature	3.0
ENGL 2450	Television as Literature	3.0
ENGL 2510	Science Fiction - Supernatural Lit	3.0
ENGL 2550	Short Fiction	3.0
THEA 2130	History of Motion Picture	3.0

Performing and Fine Arts

Code	Title	Credit Hours
ARTS 1000	Art Structure	3.0
ARTS 1010	Introduction to the Visual Arts	3.0
ARTS 1050	Intro to Art History & Criticism I	3.0
ARTS 1060	Intro to Art History & Criticism II	3.0
ARTS 1070	Design	3.0
MUSC 1010	Music Appreciation	3.0
THEA 1010	Intro to Theater	3.0

Philosophy

Code	Title	Credit Hours
PHIL 1010	Introduction to Philosophy	3.0
PHIL 1150	Intro to Logic & Critical Thinking	3.0
PHIL 2200	Elements of Ethics	3.0
PHIL 2610	Comparative Religions	3.0

History

Code	Title	Credit Hours
HIST 1000	Western Civilization I to 1715	3.0
HIST 1010	Western Civilization II Since 1715	3.0
HIST 1050	World History I	3.0
HIST 1060	World History II	3.0
HIST 2010	American History I to 1877	3.0
HIST 2020	American History II Since 1877	3.0

Economics/Geography/Political Science

Code	Title	Credit Hours
ECON 1000	Contemporary Economic Issues	3.0
ECON 2110	Principles of Macroeconomics	3.0
ECON 2120	Principles of Microeconomics	3.0
GEOG 1020	World Regional Geography	3.0
GEOG 1400	Cultural Geography	3.0
POLS 1000	American Government	3.0
POLS 1600	International Relations	3.0
POLS 1700	Comparative Politics	3.0

Psychology/Sociology

Code	Title	Credit Hours
FACS 1600	Human Development	3.0
PSYC 1810	Intro to Psychology	3.0
PSYC 2060	Lifespan Development	3.0
PSYC 2700	Positive Psychology	3.0
PSYC 2800	Abnormal Psychology	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2010	Social Problems	3.0
SOCI 2150	Exploring Unity & Diversity	3.0
SOCI 2250	Marriage & Fam Relationships	3.0

Humanities

Code	Title	Credit Hours
HUMS 1100	Introduction to Humanities	3.0

Natural Sciences & Mathematics - 15-17 Credit Hours

Students will select either two courses from Lab Science and one course from Mathematics OR one course from Lab Science and two courses from Mathematics. All additional courses can come from Lab Science, Mathematics, or Non-Lab Science.

Lab Science

Code	Title	Credit Hours
Agriculture		
AGRI 1030	Introduction to Plant Science	4.0
AGRI 1540	Introduction to Soil Science	4.0
Biology		
BIOS 1010	General Biology	4.0
BIOS 1020	Cell Biology	4.0
BIOS 1090	General Botany	4.0
BIOS 1120	Intro to Zoology	4.0
BIOS 1210	Ecology/Environment w/Lab	4.0
BIOS 2140	Genetics	4.0
BIOS 2250	Human Anatomy/Physiology I	4.0

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BIOS 2260	Human Anatomy & Physiology II	4.0
BIOS 2460	Microbiology	4.0

Chemistry

CHEM 1050	Survey of Chemistry I	4.0
CHEM 1060	Survey of Chemistry II	4.0
CHEM 1090	General Chemistry I	4.0
CHEM 1100	General Chemistry II	4.0
CHEM 2510	Organic Chemistry I	4.0
CHEM 2520	Organic Chemistry II	4.0

Physics/Physical Science

GEOG 1050	Physical Geography	4.0
PHYS 1020	Astronomy	4.0
PHYS 1100	Physical Science	4.0
PHYS 1150	Descriptive Physics	4.0
PHYS 1300	Intro to Meteorology	4.0
PHYS 1410	Elementary General Physics I	5.0
PHYS 1420	Elementary General Physics II	5.0
PHYS 2110	General Physics I with Calculus	5.0
PHYS 2120	General Physics II with Calculus	5.0

Mathematics

Code	Title	Credit Hours
MATH 1150	College Algebra	3.0
MATH 1250	Trigonometry	3.0
MATH 1350	Applied Calculus	3.0
MATH 1600	Analytic Geometry & Calc I	5.0
MATH 1900	Analytic Geometry & Calc II	5.0
MATH 2000	Modern Elem School Math I	3.0
MATH 2100	Modern Elem School Math II	3.0
MATH 2170	Applied Statistics	3.0
MATH 2450	Analytic Geometry & Calc III	5.0
MATH 2600	Differential Equations	3.0

Non-Lab Science

Code	Title	Credit Hours
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Biology

BIOS 1060	Birds of Nebraska	2.0
BIOS 1100	Basic Anatomy & Physiology	3.0
BIOS 1200	Ecology/Environment	3.0
BIOS 1400	Intro to Nutrition	3.0
BIOS 2120	Genetics	3.0
BIOS 2500	Scientific Research Experience	2.0

Physics/Physical Science

PHYS 1350	Severe Weather	3.0
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Code	Title	Credit Hours
General Education Requirements for the AS		33.0-38.0
Electives		22.0-27.0

Total Credit Hours		60.0
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DUAL CREDIT CERTIFICATIONS

COLLEGE INSTRUCTOR

1. Requirements can be found on the Nebraska Department of Education Teacher Certification website under the Post-Secondary Teaching Permit:
<https://www.education.ne.gov/tcert/>
Select: TEACH Dashboard Login
1. Create a login for the Nebraska Department of Education by selecting:
Click here to Register
You will receive an email from Nebraska TEACH Portal Registration, use temporary password given to create new password. Now login to the NDE TEACH Dashboard.
2. Under the Application Section, select: Teaching. Continue answering questions.
 - **Under First-Time Applicant, select: Postsecondary. Then begin application.**
 - **Certificate Type: All School Certificate or Permit.**
 - **District: Mid-Plains Community College.**
 - **Personal Information: Save and Next.**
 - **Academic Record: Select school and way of sending transcript. Save and Next.**
 - **Personal and Professional Fitness, answer: Save and Next.**
 - **Testing: Add any additional documents needed. Save and Next.**
 - **Finger Printing (reimbursed by MPCC).**
 - If exempt (A), Save and Next.
 - If exempt (B), select: Add. Enter addresses for last five years. Save and Next.
 - If not exempt (C): You have not lived in Nebraska for the last five years, obtain fingerprints and follow the steps at the end of the application. **Send receipt to earlyentry@mpcc.edu.**

Fee & Payment
Enter credit card information and send receipt to earlyentry@mpcc.edu for reimbursement.
3. Submit all receipts for reimbursement, confirmation of your completed application, copy of unofficial transcripts.
4. Postsecondary Teaching Permit will arrive in 6-8 weeks.
5. Human Relations Training
 - **Six months to complete from time of application.**
MPCC will reimburse the cost of the course.
 - Send a copy of your transcript (unofficial is okay) showing the completed course to earlyentry@mpcc.edu.
 - Human Relations Course
Taught at MPCC online by Sheri Hink-Wagner: SOCI 1020 Diversity Consciousness.

Pre-Approved Human Relations Training

If you have taken a Human Relations course and need to know if it will suffice for the Human Relations requirement; please contact your Division Chair.

DUAL CREDIT CERTIFICATIONS

HIGH SCHOOL TEACHER

REQUIRED



- Must meet all credentialing requirements as detailed in the MPCC minimum criteria for initial hiring document.
- Five years of teaching experience at high school or higher level.
- Letter of recommendation from high school principal or counselor.
- Letter of application as to why applicant wants to teach for MPCC.
- Complete an official MPCC application for employment.
- Must attend new adjunct faculty orientation session in August or visit a college class taught by a full-time faculty member in the discipline the dual credit faculty member will be teaching within the first year of teaching.

OPTIONAL AT THE DISCRETION OF MPCC

- Observation during first semester or at least within first year of teaching dual credit.
- Observation of high school classroom by Dean or full-time faculty member.

APPROVAL PROCESS



- All of the materials listed above should be collected and sent to earlyentry@mpcc.edu. This includes the application, letters and transcripts.
- Once all materials are received, they will submit a completed packet of materials to the Vice President for Academic Affairs for approval.
- Once approved, an official letter will be sent to the adjunct indicating approval for teaching or what is missing from the application packet.

***Failure by the dual credit adjunct faculty member to complete Orientation, a classroom visit or provide appropriate documentation will result in the faculty member not being approved to teach in subsequent terms.

MINIMUM CRITERIA FOR INITIAL HIRE

FULL-TIME AND ADJUNCT FACULTY



PREFIX NAME

PREFIX MINIMUM CRITERIA FOR INITIAL HIRE

Accounting	ACCT	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline. Note: A CPA (Certified Public Accountant) is equivalent to a Master's degree.
Agriculture - Agribusiness	AGRI	Bachelor's degree in Agriculture or Agriculture Education, Ag Economics, Ag Business, Animal Science or a related field and two years of full-time related occupational experience in Agriculture or Agriculture Education.
Agriculture - Transfer	AGRI	Master's degree with a minimum 18 graduate semester hours in the discipline or in a related discipline.
Architectural Drafting and CAD Technology	ARCH	AAS Degree in Computer Aided Design Drafting, Architectural Engineering or Manufacturing Engineering and two years of recent industry experience in Computer Aided Design Drafting.
Art	ARTS	Master's degree with a minimum 18 graduate semester hours in the discipline or in a related discipline. Bachelor's degree with an Art emphasis or related field and two years' experience in the field is sufficient for ceramics, photography, and Sculpture classes.
Associate Degree Nursing	ADNR	Master of Science degree in Nursing. One year full-time clinical experience, registered as a professional nurse in Nebraska, and current CPR certification. Must comply with recommended immunizations and drug testing for clinical participation.
Associate Degree Nursing – Clinical	ADNR	Clinical instructors must have a Bachelor's degree in Nursing and an annual progression towards a Master of Science in Nursing Degree and registered as a professional nurse in Nebraska, and current CPR certification. Must comply with recommended immunizations and drug testing for clinical participation.
Auto Body Technology	AUTB	Associate degree in Auto Body or Auto Collision Technology and two years of current experience (within past four years) in Auto Body basic metal and collision repair.

Automotive Technology	AUTO	Associate degree in Automotive Technology and two years of current experience (within past four years) in automotive or diesel field related to area of instruction.
Aviation	AVIA	Associate degree in the field with five years of related experience in the field.
Biology	BIOS	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in Biology.
Building Construction Technology	BLDC	Associate degree in Building Construction Technology and two years of current experience (within past four years) in the construction field related to area of instruction.
Business	BSAD	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline. Note: Juris Doctorate is equivalent to Doctorate for Business Law.
Business Office Technology	OFFT	Bachelor's degree in the discipline or in a related discipline and two years full-time related occupational experience OR Associate degree, current relevant industry certification, and two years of full-time related occupational experience.
Career Planning	CAPC	Bachelor's degree in Education or in a related discipline.
Chemistry	CHEM	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in Chemistry.
Computer Science	CSCE	Bachelor's degree in the discipline or in a related discipline and two years of full-time related occupational experience OR Associate degree, current relevant industry certification, and two years of full-time related occupational experience.
Criminal Justice	CRIM	Bachelor's degree in the discipline or in a related discipline and two years of full-time related occupational experience.

Custodial and Maintenance Training	CUST	Associate degree in a career field plus two years of related work experience.
Dental Assisting	DENT	<p>Bachelor's degree - preferred Health or Education related field and four years of full-time occupational experience as a dental assistant to include at least two years as a chairside assistant. This experience must have been within the last five years if not currently teaching in an ADA CODA accredited dental assisting program.</p> <p>Additional Requirements: Certified Dental Assistant (CDA), Graduate of ADA CODA Accredited Dental Assisting Program, current CPR for Healthcare Provider, current immunizations for clinical participation and be able to meet the technical standards for the program.</p>
Diesel Technology	DSLTL	Associate degree in Diesel Technology and two years of current experience (within past four years) in automotive or diesel field related to area of instruction.
Economics	ECON	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Education	EDUC	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Electrical Technology	ELTR	Associate degree in Electrical Technology and two years of current experience (within past four years) in electrical field related to area of instruction.
Emergency Medical Training - Paramedic	EMTL	Associate degree (Bachelor's preferred for lead instructors), professional healthcare credentials and two years related occupational experience in emergency medicine/prehospital care. Current unrestricted National Registered Paramedic and State EMS Instructor License. Comply with recommended immunizations and drug testing for clinical participation.

Emergency Medical Training - EMT	EMTL	Trained at a level equal to or higher than he/she is teaching and have successfully completed an approved instructor training program or equivalent and possess a State EMT Instructor License. Comply with recommended immunizations and drug testing for clinical participation.
Engineering	ENGR	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in Engineering.
English	ENGL	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline. Bachelor's degree in the discipline is sufficient for developmental English courses.
Entrepreneurship	ENTR	Master's degree in the discipline with a minimum 18 graduate semester hours in the discipline OR Master's degree in Business Administration and two years of full-time related occupational experience as an entrepreneur or professional experience working with entrepreneurs.
Family and Consumer Sciences	FACS	Master's degree in Early Childhood Education/Child Development or a related discipline plus two years of full-time experience working with young children (birth to 8 years).
Fire Science Training	FRST	Associate degree in Fire Science Technology, current relevant industry certification (Firefighter I and II), and two years of current occupational experience.
French	FREN	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Geography	GEOG	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Graphic Design/ Visual Communications	GDVC	Bachelor's degree in the discipline or in a related discipline and two years of full-time related occupational experience.

Health	HLTH	Bachelor's degree in the discipline or in a related discipline and two years of full-time related occupational experience OR Associate degree, current relevant industry certification, and two years of full-time related occupational experience.
Heating, Ventilation, and Air Conditioning Technology	HVAC	Associate degree in HVAC Technology and two years of current experience (within past four years) in HVAC field related to area of instruction.
History	HIST	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Humanities	HUMS	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline or related disciplines.
Information Technology	INFO	Bachelor's degree in Information Technology or in a related discipline and 2 years of full-time related occupational experience.
Journalism	JOUR	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Licensed Practical Nursing	LPNR	Master of Science degree in Nursing. One year of full-time clinical experience, registered as a professional nurse in Nebraska, and current CPR certification. Must comply with recommended immunizations and drug testing for clinical participation.
Licensed Practical Nursing – Clinical	LPNR	Clinical instructors must have a Bachelor's degree in Nursing and registered as a professional nurse in Nebraska, and current CPR certification. Must comply with recommended immunizations and drug testing for clinical participation.

Logistics/Materials Management	WARE	Bachelor's degree in the discipline or in a related discipline and two years of full-time related occupational experience.
Machine Shop Technology	MACH	Associate degree in Welding Technology and two years of current experience (within past four years) in welding field related to area of instruction.
Mathematics	MATH	<p>Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in Mathematics.</p> <p>Bachelor's degree in the discipline is sufficient for developmental Math courses.</p>
Medical Laboratory Technician	MEDT	Bachelor's degree in the discipline, hold ASCP-BOC certification as a Medical Laboratory Scientist/Medical Technologist, and one year of work related experience as a generalist Medical Laboratory Scientist/Medical Technologist.
Music – Transfer Courses and Music Theory III and IV	MUSC	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Music – Ensembles, Applied, SS&ET I-IV, Piano Tech. I-IV, Music Theory I and II and group instruction classes	MUSC	Five years of current experience (within past four years) in a field related to area of either playing or instructing music. Bachelor's degree in Music preferred.
Nursing Assistant/Aide	NURA	Current NE active unrestricted license as an LPN or RN required. One year of full-time related nursing home experience required. Current CPR certification and compliant with recommended immunizations and drug testing for clinical participation required.
Pharmacology	PHAR	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.

Philosophy	PHIL	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Physical Education	PHED	Bachelor's degree in the discipline or a related discipline plus two years of full-time related occupational experience. Current certifications are appropriate for yoga, personal training, weight lifting, bowling, or other activity courses.
Physics and Physical Science	PHYS	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in Physics or closely related discipline.
Political Science	POLS	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Psychology	PSYC	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Real Estate	REES	Bachelor's degree in business or a related discipline and current relevant industry certification.
Safety Training	SFTX	Associate degree in field and four years of full-time related occupational experience.
Small Engine Mechanics	SENG	Associate degree in an Applied Technology field and two years of current experience (within past four years) in a field related to area of instruction.
Sociology	SOCI	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.

Spanish	SPAN	Master's degree in the discipline or in a related discipline with a minimum 18 graduate hours in the discipline.
Speech	SPCH	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Theater	THEA	Master's degree in the discipline or in a related discipline with a minimum 18 graduate semester hours in the discipline.
Transportation	TRAN	Associate degree in an Applied Technology area and two years of current experience (within past four years) in a field related to area of instruction.
Upholstery	UPHR	Associate degree in an Applied Technology area and two years of current experience (within past four years) in a field related to area of instruction.
Welding Technology	WELD	Associate degree in Welding Technology and two years of current experience (within past four years) in welding field related to area of instruction.



REQUIRED DOCUMENTS





Permission to Release Non-Directory Information

Complete this form to allow MPCC to release specific information to designated individuals otherwise restricted by the Family Educational Rights & Privacy Act (FERPA) or the Higher Education Act (HEA).
This form must be completed and signed by the student.

If you wish the individual(s) designated below to access your information online via their own network account/login, rather than complete this form, you must be logged into CampusWeb and "Define New/Update Permissions" on the Parent/Guest tab.

Student Name _____ **MPCC Student ID** _____
(please print legibly)

Parent / Guardian / Spouse (or other individual)

Name (1): _____

Phone #: _____

E-Mail: _____

Name (2): _____

Phone #: _____

E-Mail: _____

High School (if enrolling in MPCC courses while in high school)

School Name: _____

Contact: _____

E-mail: _____

Phone #: _____

Fax #: _____

Other Business/Organization (if any)

Bus/Org: _____

Contact: _____

E-mail: _____

Phone #: _____

Fax #: _____

Select all that apply:

- ☐ **Academic**
By checking this box, MPCC may discuss grades, GPA, academic standing, student schedule, class participation/performance, attendance, and program requirements.
- ☐ **Financial**
By checking this box, MPCC may discuss payments, bills, refunds, holds, FAFSA, financial aid, scholarships, and 1098-T.
- ☐ **Student Life**
By checking this box, MPCC may discuss student conduct, residence hall behavior/activity, athletics, and clubs.
- ☐ **Other:** _____

Return completed form via one of the following:

USPS mail:
Registration & Records
Mid-Plains Community College
601 W State Farm Rd
North Platte NE 69101

Scan & e-mail to: reghelp@mpcc.edu

Drop off at one of the MPCC campus locations:
Broken Bow, Imperial, McCook,
North Platte, Ogallala, Valentine

I authorize MPCC to release selected information to the person/organization above until _____
(month / day / year)

Student Signature _____ Date _____



MID-PLAINS COMMUNITY COLLEGE

Parent Signature Form

Student ID: _____

For admissions and billing purposes if student was under 19 when application was submitted.

- * I certify that all the information on MPCC admission application is complete, true and accurate.
- * I understand that any information given falsely or withheld may make my ineligible for admission.
- * I agree to pay all tuition, fees, and charges related to my MPCC enrollment.
- * I agree to abide by MPCC policies and regulations and further agree to comply with all conditions and enrollment/registration requirement of MPCC.

Student's Printed Name

Student's Signature

Date

* I, as parent and/or legal guardian, hereby give permission for and affirmatively consent to allow the above student to register, enroll and take part in Mid-Plains Community College's (MPCC) programs including but not limited to Early Entry.

* I further agree to be financially responsible for any and all tuition/fees, room/board, books, lab fees and any other charges incurred as a result of registration and enrollment at Mid-Plains Community College.

* I hereby acknowledge that this consent and agreement and the terms and financial obligations set forth herein shall be ongoing and shall apply to any current or future registration or enrollment that my student has with MPCC from the date of this agreement up to the date he/she has reached the age of 19, student graduates from high school, or I have expressly rescinded the same in writing to MPCC.

Parent or Guardian's Printed Name

Parent or Guardian's Printed Signature

Date

If you have questions, call the admissions team at 308-535-3609 or email admissions@mpcc.edu

Mid-Plains Community College
1101 Halligan Drive
North Platte, NE 69101
308-535-3609
800-656-4308 Ext. 3609

McCook Community College
North Platte Community College
Broken Bow, Imperial, Ogallala, and
Valentine Community Campuses



ID# _____

MPCC Registration and Registration Change Form

Name: _____ SSN# _____
Last First Middle (last 4 digits)

Select ONE Term: Fall _____ Winterim _____ Spring _____ Summer _____

Local Address: _____ Telephone _____
(while attending MPCC)

Permanent Address: _____ Telephone _____

HIGH SCHOOL STUDENTS ONLY	
High School:	What grade will you be in when these courses begin?
Date of Birth:	Will you be 15 years old by the time these courses begin? <input type="checkbox"/> Yes <input type="checkbox"/> No (If answer is no, VP approval required.)

COURSE CODE (include department, number, location, and section)	CREDITS	ADD OR DROP		INSTRUCTOR SIGNATURE (If term has begun or if course is full)
Example: ENGL 1010 NP 030	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Instructor Signature
1. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
TOTAL CREDITS _____				

When you submit a registration to add MPCC courses, you are formally enrolling and financially responsible for your enrollment. If you change your mind, you must formally drop or withdraw from (date dependent) any course you decide not to complete. Failing grades are awarded for courses in which you remain enrolled but do not attend, and you remain financially responsible for the enrollment. If a sponsor is paying for your enrollment, you are responsible for making payment arrangements with Student Accounts.

Add/drop, withdrawal, and refund deadlines for each term's course sections are published within the MPCC CampusWeb Home page (<http://campus.mpcc.edu>). Review your enrollment and your student account periodically via your CampusWeb Student page for each term in which you are enrolled and take appropriate and timely action as the need arises.

You may add/drop courses online via the CampusWeb Student Registration portlet until 7am on the start date of each term/subterm. After that, all adds, drops and withdrawals are initiated via submission of a Registration/Registration Change Form.

Contact one of the following if additional information is needed: Registration/Records (308)535-3774 or reghelp@mpcc.edu; Billing and payment arrangements (308)535-3672 or studentaccounts@mpcc.edu; Advising/enrollment guidance at advising@mpcc.edu.

Student Signature (required): _____ Date: _____

Parent Signature: _____ Printed Name: _____ Date: _____
(If student is under age 19)Advisor Signature: _____ Date: _____
(If student is seeking a degree, diploma, certificate, or taking general education courses)

FOR OFFICE USE ONLY:		
Vice President Approval: _____	Financial Approval: _____ <small>(If applicable)</small>	Entered by: _____
Date: _____	Date: _____	Date: _____

MPCC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. MPCC will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristic information and testing, domestic violence victim status, Family Medical Leave or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

The following person has been designated to handle inquiries regarding non-discrimination policies: Area Director of Human Resources, 1101 Halligan Dr., North Platte, NE 69101, (308)535-3679. Inquiries involving MPCC students should be directed to the Campus Dean of Student Life, 1205 East Third Street, McCook, NE 69001, (308)345-8109, or the Associate Dean of Student Life, 1101 Halligan Drive, North Platte, NE 69101, (308)535-3635.

If you have a disability and require an accommodation while attending MPCC, please contact: North Platte Community College North Campus, (308)535-3637; North Platte Community College South Campus, (308)535-3715; or McCook Community College, (308)345-8128; or e-mail disabilityservices@mpcc.edu. For the latest version of this statement, visit <https://catalog.mpcc.edu/student-planner/policy-statements-right/>.

