New Student Orientation Guide
On behalf of the Board of Trustees, faculty, administrators and staff, I would like to welcome you to Macomb Community College. Macomb is pleased to offer you an extensive range of educational experiences and support services. As an open, friendly and student-focused higher education institution, we pride ourselves in providing efficient and effective support services. Thank you for choosing Macomb and giving us the opportunity to help you achieve your educational goals.

Macomb has been offering educational programs, student support services and community enrichment opportunities to the public since 1954. The New Student Orientation Guide describes the many resources that are available to you. Because we want your experiences at Macomb to be as meaningful as possible, we encourage you to read this booklet carefully and use it as a valuable resource document.

As a student at Macomb, there will be many opportunities for you to participate in extracurricular activities. Please allow me to encourage such involvement on your part. Extracurricular educational experiences, whether involving sports, internships, leadership opportunities or community activities, will help you develop additional skills that will enhance your overall value in the workforce. Macomb has faculty and staff who are committed to student success through innovative teaching and learning. The entire Macomb team is dedicated to providing the support you need.

Finally, please feel free to visit the staff members and offices listed in the New Student Orientation Guide. These contacts will assist you in optimizing the opportunities available to you at Macomb Community College.

I extend my best wishes to you as you achieve your educational goals.

Sincerely,

Dr. Susan R. Boyd, L.P.C.
Dean of Student Services
We would like to take a moment to welcome you to Macomb Community College! Attending college is a rewarding experience. The New Student Orientation that you recently completed is an important step toward becoming an informed and prepared student.

This New Student Orientation Guide contains a comprehensive summary of essential information for new students. Be sure to keep it handy and refer to it often! In addition, we recommend you revisit the online New Student Orientation. By doing this, you will be able to discover and connect with student resources that will help you become a successful Macomb student.

Students attend Macomb for many reasons, and that makes each one unique. The Counseling and Academic Advising staff looks forward to working together to help you accomplish academic success and advance to achieve your goals. We encourage you to reach out to us whenever you have questions!

Sincerely,
The Counselors and Academic Advisors of Macomb Community College
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Starting at Macomb Community College
How to use this guide

You will find college to be a very exciting time in your life! It provides an opportunity to work toward a goal you have set for yourself. For some students, the goal might be to utilize college to enter a certain career or complete a degree. For others, the goal might be to simply start college and determine their interest first before deciding on a career or major. One thing you are certain to discover is that there is more to college than just taking classes!

This orientation guide has been developed to help new students, like you, find the information you need to know about topics like registration, scheduling classes and college resources. Consider this guide an “owner’s manual,” something you can refer to for answers to your questions and what to do next. We encourage you to use it regularly!

New Student Orientation and Course Planning expectations:
Orientation & Course Planning are designed to:

1. Teach students to utilize the resources and services that will help them be successful at Macomb Community College.
2. Guide students in understanding the steps to achieve their academic and career goals.

When New Student Orientation & Course Planning are completed, you will be more familiar and knowledgeable about:

- The types of programs at Macomb Community College
- Campus resources
- How to set up your schedule each semester
- How to register and pay tuition and fees
- Being ready for the first day of classes
- Much more!

When it comes to choosing or deciding which program to follow, we recognize that each student at Macomb Community College is unique. Some students know exactly what program and career they want to pursue. For one student, it may be an associate degree; for another student, it may be a few courses at Macomb and transfer later. While there are those who have decided on their educational path, it is very common for students to be undecided as well. Some undecided students are interested in more than one program and haven’t narrowed their choices yet. Other undecided students want to learn more about where their interests and strengths lie.

At your Course Planning session, you’ll have the opportunity to personally discuss your academic and career goals. You’ll receive a list of recommended courses for your first semester. Once you complete your Course Planning session, you will be required to activate your MyMacomb account so that you can register for classes.
What to expect your first semester
Give yourself enough time to be successful! When you are planning your schedule, be sure to carefully consider the amount
of time needed to do well in your classes. Remember to allow for the amount of time you are in class, plus time required
outside of class for homework, class preparation and other assignments.

Learning Activity

How much time should I be prepared to set aside for classes and studying? Let’s figure it out:

A. The amount of credits I plan to take = ____________ (If unsure, enter 12 for full-time or 6 for part-time)
   Note: In most cases this is also the # of hours per week in class.

B. The amount of time I need to set aside each week outside of class for homework:
   # of credits from A above: ____________ x 2 = ____________

Ok, let’s do the math. How many hours per week do I need to dedicate toward school:

A: ____________ hours in class (number of credits)

+ B: ____________ hours for reading textbook, assignments, note review, quiz & exam prep.

= ____________ hours per week I should budget to attend class and complete my assignments outside of class.

Your success at Macomb:
How you manage these four items is essential to your success at Macomb!
What are college classes like?
How are high school and college similar? How are they different? This comparison will help give you a clearer idea of what you can expect in your classes at Macomb:

<table>
<thead>
<tr>
<th></th>
<th>High School</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekly Schedule</strong></td>
<td>High school schedules are very structured, with little flexibility. A typical schedule is 5 days per week, with one class after the other. Each day is typically 6.5 to 7 hours long.</td>
<td>Students have the option to select dates &amp; times of their classes, depending on their program/major. Select classes based on individual preferences: morning, afternoon, or evening. It is uncommon to attend 5 days per week. Consider scheduling a break between classes for studying; remember you don’t have to schedule classes back-to-back. Register early for best selection!</td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td>In high school, homework makes up a smaller portion of your overall workload. Students often have the opportunity to start and/or complete it during the school day.</td>
<td>Homework is the MAIN COMPONENT of your work in college. The manner in which you prepare and organize outside of class greatly impacts your success in college. This includes textbook reading, organization of notes, exam/quiz preparation, and other assignments as well.</td>
</tr>
<tr>
<td><strong>Tests</strong></td>
<td>Common test methods in high school include multiple choice and true/false. Essay tests are also used.</td>
<td>In college, there is a much wider variety of tests used. Types of tests may include multiple choice and true/false, but also essay, short answer, projects, presentations, and other methods. Some classes utilize an online format for testing.</td>
</tr>
<tr>
<td><strong>Time Management</strong></td>
<td>Since a weekly high school schedule does not change, attention to time management is not necessarily a priority.</td>
<td>College is all about time management. Your weekly schedule will include your classes and the outside time required for assignments and preparation. However, be sure to also factor in your other time commitments: job, family, and other obligations.</td>
</tr>
<tr>
<td><strong>Grades</strong></td>
<td>Attention to grades varies by each student. A common goal of high school students is to graduate and earn a diploma.</td>
<td>Goals in college are unique for each student. Consequently, reaching a certain goal at Macomb may require a certain grade point average (GPA). The GPA for an associate degree, for example, may differ from the GPA needed to transfer to another college/university.</td>
</tr>
<tr>
<td><strong>Attendance</strong></td>
<td>This is usually taken on a daily basis.</td>
<td>Each instructor will set his/her own attendance policy for the class. It is important to be aware of this policy in each of your classes. This is typically listed on your first day handout or syllabus.</td>
</tr>
<tr>
<td><strong>Studying</strong></td>
<td>Studying the night before, or “cramming,” is a common method of studying in high school.</td>
<td>Night before or “cramming” is not recommended in college. Even if this was successful in high school, you will find this method does not lead to success in college. Set aside regular time during the week for studying. By doing this, a student can keep up, or better yet, even stay ahead of the class assignments.</td>
</tr>
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</table>
Associate Degrees
Macomb offers an extensive list of programs in the fields of business, health and human services, public service and technology. The types of degrees that Macomb Community College offers include:

Associate of Applied Science
This degree is designed to prepare students for entry-level positions in the area of health and human services, public service or technology. The degree requires coursework from one of the areas mentioned, as well as Arts and Sciences (commonly called “general education”) coursework. Some programs may also require electives.

Associate of Arts
This degree allows students to select courses from all of the Arts and Sciences areas: English, Science and/or Math, Social Sciences, and Humanities/Fine Arts, and Wellness, Health and Exercise Science. It also provides flexibility to choose a number of electives, which could be used toward transfer requirements or exploring other areas of interest.

Associate of Science
This degree is designed for students planning to transfer to another college with a major typically in Engineering or Medical Studies. The requirements include a higher concentration of Math and Science coursework, and elective credit. It is important to work with an Academic Advisor or Counselor in the selection of courses for this degree.

Associate of General Studies
This is the most flexible associate degree because there are no specifically required courses. All Arts and Sciences courses, as well as any courses from occupational programs, will apply to the 62 required credits, provided that course selections are numbered 1000 or above. Note: students pursuing this degree should work closely with a Counselor to be sure they put together a series of courses consistent with the student’s interests and goals.

Associate of Business Administration
The Associate of Business Administration (ABA) degree is designed to provide students with a broad foundation in business principles. Business programs granting the ABA degree include Accounting, Business Management, Entrepreneurship, General Business and Marketing.

Common requirements of all associate degrees include:
- Minimum of 62 semester hours of credit courses numbered 1000 or above.
- Minimum grade point average of 2.0.
- Minimum of 15 semester hours of credit earned at Macomb.
Certificates
Macomb also offers certificates in selected programs in the fields of business, health and human services, public service and technology. A certificate is often a smaller component of an associate degree. This gives the student the option of taking career-related courses first and taking the Arts and Sciences (general education) courses later. The types of certificates that Macomb Community College offers include:

Certificates in selected career programs
Many programs in business, health & human services, and technology offer the opportunity to complete a certificate.

Skill-Specific Certificates
These programs are shorter than a certificate and are designed for students to learn a skill in order to be employable.

Certificate in General Studies
Students completing any combination of 30 credits 1000-level or higher are eligible for this award.

Certificate in Applied Technology & Apprenticeship
Programs from this area are related to skilled trades such as electrician, tool and die making, and welding, just to name a few. There is an extensive list of programs offering skilled trades certificates.

The Catalog lists all of the programs Macomb has to offer. A complete list of program descriptions is available online. We invite you to explore all of Macomb’s programs visit: www.macomb.edu, then search for “programs”.

Transfer
Students often attend Macomb Community College with the goal of taking courses that are required to transfer toward the completion of a bachelor’s degree. Macomb maintains an extensive database of transfer information to ensure a smooth transfer. Students can be assured that they are taking courses that are required by their transfer institution. The Counseling and Academic Advising Office can help guide you through the transfer process, including course selection, admission requirements, and other important transfer information.

College and University On-Campus Visits
Each fall and winter semester, four-year college and university representatives schedule recruitment visits to Center and South Campus. Students have the opportunity for one-on-one discussions about their transfer questions and concerns. For a list of visits, go to http://calendar.macomb.edu/, click on College Visits and choose the day or month in which you are interested.
Program Plan
What if your plans include transferring to another college? How will you know what courses you need to transfer? The answer is... a program plan! Think of a program plan as your academic road map, because it gets you from point A to point B! This essential resource lists:

- Courses needed to either complete your degree or courses that are required for transfer
- Courses that are in progress
- Your current grade point average (GPA)
- Total credit hours that you have completed

If you are following a program whose requirements are not in our database, not a problem! Our Counseling and Academic Advising Office is able to access a wealth of transfer information to ensure you are taking the correct courses at Macomb. The Counselors and Academic Advisors will help guide you through either your degree requirements or the transfer process.

Check out
Macomb Community College on social media
Accessing Macomb’s eCatalog: eCatalog.macomb.edu

Use the navigation bar to access important information about programs, courses and resources.
Counseling and Academic Advising

Counseling and Academic Advising Services offers career and academic counseling, academic advising, special services and support to special populations. Our services are designed to assist you in achieving academic and personal success through informed decision making and academic planning. We are dedicated to helping you take full advantage of your experience at Macomb Community College and to realize your educational goals. Below are our specialized services designed to meet your individual needs.

Counselors help you:
- Decide on your program/major
- Choose a college for transfer
- Make decisions about your educational goals
- Clarify your interests, aptitudes, values and skills
- Explore options that match your needs
- Identify your career goals
- Plan realistic steps to achieve your goals

Academic Advisors help you:
- Obtain information about courses of study and the appropriate registration procedures
- Select classes
- Understand Macomb’s graduation requirements
- Prepare you to transfer to a four-year institution
- Interpret Macomb’s catalog/schedule of classes
- Understand college policies and procedures—student rights and responsibilities
- Seek the appropriate college resources

LOCATIONS:

Center Campus H Building South Campus G Building
Room 103 Room 370
586.445.7999 (Choose “Counseling and Academic Advising” option)
askanadvisor@macomb.edu
Special Services and Special Populations

Special Services

Special Services works with each person to provide resources, services and accommodations that can assist in achieving success at the post-secondary level. Special Services also works with students to make them aware of career options and to develop a personalized education plan.

Our staff helps with:
- Specialized counseling
- Evaluation of student interests and abilities
- Career awareness and exploration
- Networking within the college and agencies
- Referrals to the Learning Centers or Reading and Writing Studios
- Alternative testing arrangements
- Coordination of services for persons with disabilities, such as:
  - Captionists
  - FM equipment
  - Interpreters
  - Note takers

Special Populations

If you describe yourself as one of the following, you may qualify for this program:
- Displaced Homemaker
- Homemakers
- Single Parent (male or female)
- Single Pregnant Woman
- Interest in Non-Traditional Career
- Learning Disabled
- Academically Disadvantaged
- Economically Disadvantaged
- Limited English Proficiency (LEP)
- Previously incarcerated
- No Worker Left Behind

Special Populations Office is located only at South Campus, G 370
586.445.7003

Special Services Locations:
Center Campus H Building, Room 103
586.286.2237
South Campus G Building, Room 370
586.445.7420
Student Services Departments
What is available to help me be successful?

Learning Centers
Macomb Community College Learning Centers offer many options to support your academic success. Most services are available at no cost and include:

Tutoring/Group Study
Tutor-led or self-directed study groups are provided in designated courses such as: Accounting, Biology, Chemistry, Computer Information Systems, Math, Physics, Social Sciences and more.

Computer Labs
The computer labs in the Learning Centers are available for students to use for homework or to increase skills in an area. Recreational use of the Internet is available on library computers.

Supplemental Learning
We have many resources available to further enhance your knowledge and understanding of course material and study skills:
- Audiotapes and Videotapes
- Science Aids, Models and Slides
- Student Solution Manuals
- Study Guides and Reference Material

PLATO
PLATO is a self-paced tutorial that will allow you to improve skills in the areas of reading, writing, math, social studies, science and HESI. In some cases, your instructor may have chosen tutorials that will support your class work. Once you complete your PLATO registration in the Learning Center; you will be provided with your Account Login, PLATO Name and Password to access the PLATO Learning Environment online.

Portfolio Credit for Prior Learning
Portfolio Credit for Prior Learning provides an opportunity for you to earn college credit for your work, training and/or life experiences.

Locations:
Center Campus C Building, Room 116 586.286.2203
South Campus J Building, Room 325 586.445.7400
answer@macomb.edu
Reading and Writing Studios

With locations at both South and Center campuses, Macomb’s Reading and Writing Studios offer support at no cost to students from all fields of study, whether seeking transfer to a four-year college or university or entry into the professional workforce. The studios’ consultants are skilled in the most modern methods of helping students read and write effectively for any course, focusing on consideration of instructors’ assignments and expectations.

Services offered:

- One-on-one or online consultations
- Workshops, including those on:
  ◊ APA/MLA citation
  ◊ Effective emails
  ◊ Creating digital profiles
  ◊ Interpreting first-draft feedback (What does the professor mean by “Needs development”?)
- Reading groups in support of assigned texts

Locations:

Center Campus
C Building, Room 105
586.416.5216

South Campus
J Building, Room 306
586.447.8662
rwstudio@macomb.edu
Career Services

Career Services is dedicated to ensuring that you have access to the most relevant and current resources when it comes to college and career information. Look no further than our department to access numerous resources to assist you in researching careers, the labor market and colleges!

Services include:

Job Search

Career Services provides you with a variety of job-seeker services, including one-on-one resume critiquing, interview preparation, and professional networking guidance.

MacombCareerLink

Our online job database is where local employers post a variety of positions and internship opportunities. Macomb CareerLink allows you to:

• Upload a resume for a complimentary critique
• Publish your resume so that employers can look for you
• Review and apply for jobs posted by a wide variety of employers
• Learn about upcoming job fairs and career events
• Register today at http://macomb.edu/mcl-student

Workshops and Career Events

Career Services provides a variety of free informational workshops, job-seeker preparation, and career exploration events. Contact our office for a current calendar of events.

Career Experiences

Internship and Cooperative Education experiences serve as vital links with the business and civic community, and enable you to practice career skills in an environment difficult to duplicate in a college laboratory setting. Positions may be paid or unpaid and are either full time or part time.

Career Mentoring, Job Shadowing and Volunteering are also career experiences that our office can assist you with.

Career and College Resources

If you are seeking information on occupational trends, including salary and outlook, or are interested in learning more about the local and national job market, our staff will provide you with the most current and relevant resources available. We also have access to college and university information. If you’re considering a particular major, wondering what kind of job you would be qualified for after your education, or are interested in researching four-year universities to transfer to, look no further than our offices.

LOCATIONS:
Center Campus H Building, Room 109
South Campus G Building, Room 309
586.445.7321
careerservices@macomb.edu
Financial Aid

Financial Aid is any source of funds to help students meet their educational expenses. Macomb Community College participates in federal, state, college and private programs to assist students with paying for their education.

FAFSA

If you have not applied for Financial Aid, you can do so online by visiting Macomb Community College’s Financial Aid webpage (keyword search: Financial Aid). While completing your Free Application for Federal Student Aid (FAFSA), please be sure to include Macomb’s Federal School Code, 008906. This will ensure that your FAFSA is sent to Macomb’s Financial Aid Office.

Macomb Community College participates in four major resources of Financial Aid assistance for our students:

- Grants: Need-based awards referred to as gift aid that does not have to be paid back.
- Work-Study: Need-based award that pays you to work while you attend classes.
- Loans: Need-based and non-need based. All loan funds you receive must be repaid after you graduate or stop attending classes.
- Scholarships: Funded by private donors and available to assist with tuition, fees, books, and other educational expenses.

OASIS

Macomb offers private scholarships through the Online Automated Scholarship Information System (OASIS) for private scholarships. It’s a quick and simple application for Private Scholarships at Macomb Community College. https://macomb.academicworks.com.

LOCATIONS:
Center Campus G 130
South Campus G 324
586.445.7999 (Choose “Financial Aid” option)
finaid@macomb.edu
Records and Registration
Records and Registration oversees and coordinates admissions, registration (new, drop/add, withdrawal), student records (grades, transcripts, change of address, change of major, degree application), veteran services and international students for credit programs and courses. Many student service offices require you to provide a photo identification card before service will be provided. This is to protect your confidentiality.

South Campus – G 224 Center Campus – G 110
586.445.7999 (Choose “Admissions, Records and Registration” option)

Student Services Lab
The Student Services Labs are available for students to complete processes that require the use of a computer and assistance from a staff person. In this lab, students can receive help completing:

• Online orientation
• Registration
• MyMacomb requirements
• Placement Test review
• Introduction to Canvas
• Textbook purchases
• and more

Labs are located in H 108 at Center Campus and G 237 at South Campus. Use of the lab is free.

Office of Veteran and Military Services
Macomb provides veterans, reservists and their dependents with comprehensive services that include assistance and support to students who are entitled to receive VA educational benefits. The Office of Veteran and Military Services provides a guide to veterans’ educational benefits. Each term, a Request for VA Certification form must be submitted to Veteran and Military Services after registering for classes.

South Campus – G 224
Drop off only at Center Campus – G 110
586.445.7999 (Choose “Veteran and Military Services” option)

Student Options for Success (SOS)
The Student Options for Success (SOS) office collaborates with a variety of community and public benefit organizations to help ease the cost of higher education beyond the academic. Helping students achieve academic success is a priority, but many students struggle with basic expenses while in school. The SOS office helps students find resources, so they can focus on completing their educational goal.

SOS services include:

• Public benefits application assistance
• College and community resource referral
• Financial strategies and money management
• Emergency assistance funds

If you need assistance meeting basic living expenses (food, rent, transportation, utilities, etc.), contact the SOS office at 586.447.8609 or SOS@macomb.edu for more information about our program and how you may qualify.
Campus Resources
What is available to help me be successful?

Bookstore
The bookstores stock required and recommended textbooks, reference materials, supplies and college sportswear. You can buy or rent textbooks. Access more details about the bookstore on My Macomb.

South Campus K Building    586.445.7385
Center Campus P Building    586.286.2093

Library
Macomb Community College’s Library collections contain print and multimedia materials covering a wide range of topics in English and Literature, the Humanities, Science, Mathematics, Social Science and Business. Each campus library also emphasizes resources in the program areas offered at that location. Center Campus focuses on Nursing, Allied Health, Law Enforcement and Public Safety, Early Childhood Education, and Culinary Arts. The South Campus Library highlights Applied Technology, Media and Communication Arts, and Engineering Technology.

In addition to the print and multimedia resources in the catalog, full text online magazine, journal, newspaper and reference articles are accessible through the Library’s subscription to over 25,000 titles available from online research databases. Computers are also available for your use.

South Campus – J Building    586.445.7401
Center Campus – C Building    586.286.2104

College Police
College Police is available 24/7 at Center and South Campus. Provided services include accident reporting, safety hazard reporting, first aid information, emergency assistance and lost and found. You can reach College Police by dialing 911 from any campus phone. To reach College Police from a non-campus phone, call:

Center Campus I 103    586.286.2123
South Campus K 340    586.445.7135

College Success Skills—CSSK-1200
CSSK is a three-credit-hour course that is taught in a small setting and is open to all students. You will learn what it takes to be a successful college student, explore campus resources, and connect with other students. You will also learn goal setting and motivation, study strategies, time management and educational planning.

Career Development and Decision Making—LIFE-1010
LIFE is a three credit hour course. It will guide you to explore your interests, personality and values as they relate to the world of work. This course is suggested if you are undecided on a career path, and have ideas about what you want to do but are unsure how to get there. In this class you will tour companies and talk to professionals in different industries.

Macomb Multicultural International Initiatives (MMII)
MMII seeks to educate both the college community and Macomb County in the importance of recognizing, respecting and ensuring the diversity of our changing student and county populations. MMII pledges to actualize this through international and multicultural programs offering varied educational opportunities to guide the college’s transformation to a culture of diversity in all facets of college life. Events lead to a Cultural Competency Certificate, which is a notable credential to add to a resume.

Visit www.macomb.edu/mmii

Free WiFi
Bring your laptop or mobile device to campus! All of Macomb’s campuses provide wireless access. M Guest provides you the opportunity to use the Internet to its full potential. For students who have online, hybrid, or web-enhanced courses, you will be able to access the eLearning resources required in these types of classes.
Student Life and Leadership
Your Macomb education is not limited to classrooms, labs and textbooks; it includes your participation in Student Life and Leadership. From the annual Welcome Week events to the off-campus trips, there is always something fun and interesting happening. Getting involved with any campus activity or event is a great way to meet new people, apply your leadership skills, network with alumni or potential employers, and learn more about yourself and the world around you.

Student Organizations
With over 40 different student organizations, you will find plenty of activities to interest you. Whether your interest is academic, social or recreational, Macomb has an organization for you! Involvement in student organizations is a great way to get connected to the campus, build leadership skills, meet people, and have FUN!

Leadership
You can learn all the valuable skills you need in a variety of critical areas, including: leadership philosophy, goal setting, decision making, time management, team building and managing conflict. Begin or improve your existing leadership skills by participating in any or all of our leadership sessions and workshops.

Community Service
Get connected and help give back to the community by participating in one of our monthly events.

We’ve worked on houses with Habitat for Humanity, visited senior citizen homes, organized supplies at local food banks and more. We also sponsor monthly drives that include collecting food, clothing, old cell phones and eye glasses.

Game Room
Take a break from studying or unwind with your friends in the game room. We have billiards, table tennis, foosball, video games, and more. We also have wireless Internet, so you can bring your own laptop or mobile device.

Dining
Don’t worry about having to leave campus for lunch. Each Student Center has a café with grill favorites, soups, salads, snacks and beverages.

LOCATIONS:
Center Campus P Bldg, Room 127
586.286.2242
sacenter@macomb.edu
South Campus K Bldg, Room 251
586.445.7446
sasouth@macomb.edu
Athletics

With over 50 years of intercollegiate athletics and close to 5,000 alumni, it is clear that athletics have been a pillar not only of our college structure, but also of the community at large.

Having the opportunity to compete in college sports is only a dream for some high school athletes. At Macomb Community College, competing becomes a reality. Macomb has had hundreds of athletes qualify for individual honors, including All-American, All-Region, All-State and All-Conference titles. Macomb is proud to have produced athletes who have achieved six national championships, 50 regional titles and 78 MCCAA and conference titles.

The Monarchs are members in good standing with the National Junior College Athletic Association (NJCAA), the Michigan Community College Athletic Association (MCCAA) and NJCAA Region XII. These three affiliations dictate intercollegiate athletics in regards to game scheduling, in-season and postseason tournament sites, athletic eligibility and graduation standards. The Monarchs pride themselves in maintaining the mission and philosophy statements of all three affiliations.

**Fall**
- Women’s Volleyball
- Men’s and Women’s Cross Country

**Winter**
- Women’s Basketball
- Men’s Basketball
- Men’s Wrestling

**Spring**
- Softball
- Baseball
- Men’s and Women’s Track

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### Athletic Department Mission Statement

“The goal of the Macomb Community College Athletic Department is to provide educational and life-enriching experiences to our student athletes by instilling the drive towards commitment, excellence, dedication and perseverance both on and off of the playing field.”

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FOR GENERAL INFORMATION:
www.macomb.edu/athletics
586.445.7512
General Information
What are some other things to know?

Academic Intervention/Probation
In the interest of promoting student success, Macomb College has developed Academic Intervention Guidelines. Community Individuals who have a cumulative grade point average below 2.0 will be asked to take specific steps to learn how to become a successful student. Please see our website for a description of Academic Notice and Academic Probation, as well as interventions that can be planned for improvement.

Commencement
Macomb Community College hosts two commencement ceremonies each year. The ceremony in May honors graduates who completed their degree requirements at the close of the winter semester. The ceremony in December honors graduates who completed their degree requirements at the close of the summer and fall semesters. Graduates from both campuses participate together in the commencement ceremony. The ceremony is only for students receiving an associate degree.

Dean’s List
Students who achieve a minimum grade point average (GPA) of 3.25 with a minimum of 12 credit hours earned in that semester appear on the Dean’s List under the designation Full-Time Student (12 or more credit hours).
Part-time students (those who earn less than 12 credit hours in a semester) would become eligible to be included on the Dean’s List once they accumulate a minimum of 12 credit hours. Once eligible, part-time students who achieve a minimum semester GPA of 3.25 with a minimum of six credit hours earned that semester would be placed on the Dean’s List.

Emergency Messaging Alerts
Macomb Community College offers an emergency messaging alert system as part of its comprehensive emergency preparedness plan to quickly notify students, faculty and staff of campus emergencies or campus closures via SMS text message, email, voice message or any combination of the three.
In the event of a campus emergency, it is vital that Macomb Community College is able to contact you as quickly as possible with critical information regarding campus emergencies or closures. We strongly encourage you to sign up today! To activate your account, go to: www.macomb.edu/emergency

Lorenzo Cultural Center
The Lorenzo Cultural Center, adjacent to the Macomb Center for the Performing Arts, offers an unparalleled venue for exploring the influences and experiences, historical as well as current, that shape our heritage. Featuring multidimensional programs and showcasing themes related to science, history, literature, visual and performing arts, and culture, there is a wealth of opportunities to learn, celebrate, and be entertained. Visit www.lorenzoculturalcenter.com

Macomb Center for the Performing Arts
With only 1,271 seats, the Macomb Center provides intimacy between performer and patron and can accommodate everything from a 100-piece orchestra to the biggest opera assemblage or a spotlight on a soloist. A wide variety of performances are offered every year including concerts, musicals and plays. Be sure to check out the family events as well!
Visit www.macombcenter.com
Macomb University Center
The University Partnership Program is a unique plan offered in partnership with four-year colleges and universities providing Macomb County residents access to bachelor’s, master’s and doctoral degree programs.

Students enrolled in any one of the Macomb University Center’s academic programs have at their disposal the educational and co-curricular resources of both the partner institution and Macomb Community College. Through participation in any one of its academic programs, students receive their final years of instruction at the Macomb University Center. For an updated list of partners, please visit our website at www.macomb.edu/uc:

Phone: 586.263.6033

Online/Hybrid/Web-Enhanced Information
In addition to on-campus, many courses can be taken in several online formats:

Online—Students access course information, submit assignments, and complete quizzes and exams entirely online.

Hybrid—Instruction is delivered in a combination of an on-campus classroom and online.

Web-Enhanced—The majority of the class instruction is completed on-campus, along with a portion that is completed online.

Students taking an online, hybrid or web-enhanced class for the first time are required to complete Introduction to Online Learning.

Michigan Transfer Agreement (MTA)
The Michigan Transfer Agreement (MTA) was designed to facilitate the transfer of general education courses from one institution to another. Students may complete the MTA as part of an associate degree or as a stand-alone package at a Michigan community college. To fulfill the MTA, students must complete at least 30 credits of coursework in six defined areas with at least a grade of 2.0 in each course. To learn more about MTA and whether it benefits you, please see an Academic Advisor or Counselor.

Phi Theta Kappa National Honor Society
Phi Theta Kappa Honor Society recognizes your academic achievement and provides the tools you need to succeed in college. Members have exclusive access to scholarships, a free transfer-planning program, and transfer scholarships at more than 700 four-year colleges and universities. Complete 12 credit hours at Macomb Community College with at least a 3.5 GPA, and you will receive an invitation to join from the college president. For more information, contact Student Life and Leadership or go to www.ptk.org.

Placement Retesting Policy
Macomb Community College has implemented the following Placement Retesting Policy:

The initial test is free.

Students who wish to retake the Placement Test must wait one week from their initial testing date.

There will be a $25 fee for retesting.

After the initial retest, students must wait 120 days for further retesting.

Scores become inactive after two years. If students need to retest after two years, there will be no fee, as this is considered an initial test. Additional tests will be considered retests and the Retesting Policy will apply. Go directly to the Placement Office to retest if it has been two years since your last test.

My Schedule Planner
Use My Schedule Planner and receive fully pre-made, open schedules in two minutes! Choose your classes, days, and campus and block off times you are unable to take classes. You will have multiple schedules to view side by side and compare options. My Schedule Planner allows you to simplify the scheduling process and easily build a full schedule around competing demands. You can access My Schedule Planner on My Macomb. Please note: You still must register for your classes on My Macomb.
The Macomb OneCard
The Macomb OneCard will be mailed to you the first time you register for credit classes – look for the green envelope! Your OneCard should be your constant companion. Card uses include:

- Student photo ID
- Library card
- Print/Copy card
- Tuition and Financial Aid Refund Preference
- Free admission to all Macomb intercollegiate home games
- Discounts at local area businesses

To avoid refund delays, select your refund preference using the Macomb OneCard mailed to you in the green envelope approximately two weeks after your first registration. To learn more, go to our website at www.macomb.edu>Future Students>Campus Life>Macomb OneCard.

Student Conduct
A student’s behavior at the college must comport with educational processes and should not disrupt teaching, learning, or the orderly conduct of business. Any misconduct that interferes with the educational mission of the college is a serious offense for which the student will be subject to disciplinary action by his/her teacher or other college personnel.

Student Holds and Restrictions
A Hold is placed on a student’s academic record when an outstanding obligation—disciplinary, monetary or material—occurs. The Hold is released when the obligation has been satisfactorily met. Any person who has a Hold placed on their record will not be allowed to register, receive transcripts, or receive any other services from the college until the Hold is released.

Student Success Calendars
Poor time management is considered one of the primary reasons students do not succeed. Using a planner can assist you in finding and allotting the necessary study time, as well as fitting in other important tasks in your life. Obtain your calendar from a Learning Center and learn how to use it by attending the Time Management Student Success seminar.

Student Success Seminars
Student Success Seminars offer you an opportunity to learn strategies that will enhance your ability to succeed in college. The seminars are one-hour long and cover topics such as learning styles, test anxiety, how to read a textbook, and how to memorize information. Seminars are FREE.

Transcripts
To better serve our students, we have partnered with the National Student Clearinghouse to offer electronic transcripts through an online ordering system. Benefits of using the online transcript ordering process include:

- The site walks you through placing your order, including delivery and fee options.
- You can order as many transcripts as you like in a single session.
- You can track your order and receive updates by email and/or text when your transcript is sent. For PDF transcript delivery requests, you will receive an email and/or text message updates when your transcript is sent and retrieved by the receiver.
- If you need a form sent with a transcript request, you can upload them during the ordering process.

If you have difficulties ordering or retrieving your electronic transcript, contact Records and Registration at 586.445.7999 (Choose “Admissions, Records and Registration” option) or records@macomb.edu. There are no refunds given for processed requests. An unofficial transcript may be obtained via My Macomb.
Campus Policies and Procedures

Important Student Policies

- Academic Mobility
- Acceptable Use of IT Resources
- Confidentiality of Student Records

It is very important that you are aware of and become familiar with these important policies. To access the policies listed above, go to macomb.edu and use Search.

Handbook on Rights and Responsibilities

At Macomb Community College, we seek to provide an environment conducive to learning for all students. The Student Handbook on Rights and Responsibilities is one of the many learning tools available.

As a responsible member of our learning community, you will be expected to know and follow the policies, rules, and regulations within the Student Rights and Responsibilities handbook that contribute to the learning process on our campuses. Equally important, this handbook also explains your rights as a student. By clearly understanding your rights as well as your responsibilities, you will position yourself for success at Macomb Community College.

To view the Student Handbook on Rights and Responsibilities please visit www.macomb.edu > Future Students > Student Resources or enter Student Academic Policies in the Keyword Search at the top of the home page.

FERPA

FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student education records. Student information is not to be released without identification from the student. When a student turns 18 years old or enters a postsecondary institution at any age, all privacy rights afforded to parents under FERPA transfer to the student.

For more information about FERPA, go to www.ed.gov (advanced search: FERPA)
What is Title IX?

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and services. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Macomb Community College is firmly committed to maintaining a campus environment free from sexual discrimination. Sexual discrimination will not be tolerated by the college. For more information, visit www.macomb.edu/titleix.

What is Sexual Discrimination?

Sexual discrimination includes, but is not limited to, sexual misconduct which is sexual assault, domestic/dating violence, stalking and sexual harassment, if that conduct is sufficiently serious to limit or deny a student’s ability to participate in or benefit from the college’s educational program. Sexual misconduct may occur between people of the same sex or between people of different sexes, and may include both intentional conduct and conduct that results in negative effects, even if unintended.

What is Sexual Harassment?

Sexual harassment (which includes sexual violence) is a form of sex discrimination and therefore a violation of Title IX. Sexual harassment is unwelcome verbal or physical acts based on sex that are so severe and pervasive that they have the effect of interfering with an individual’s work or academic performance, or create an intimidating, hostile or offensive learning or working environment.

How Can I Report Sexual Misconduct, Harassment or Assault?

Faculty, staff and student employees who witness or receive complaints of sexual discrimination are obligated to report them to the college.

Students who believe they have been subjected to discrimination or harassment, including sexual violence/assault, by a student or employee of Macomb Community College, or by another individual for whom the College is or may be responsible (e.g., independent contractors or vendors), should contact one of the following persons for assistance with resolving the complaint:

Jill M. Thomas – Little, Title IX Coordinator, Vice President, Student Services 586.445.7242 titleix@macomb.edu

Dr. Sue Boyd, Deputy Title IX Coordinator Dean of Student Success 586.445.7408 boyds@macomb.edu

Ms. Denise Williams, Deputy Title IX Coordinator Vice President, Human Resources 586.445.7897 williamsdl@macomb.edu

In instances where your personal health or safety is in immediate danger, you should contact the Macomb College Police:

South Campus 586.445.7135 police.south@macomb.edu

Center Campus 586.286.2123 police.center@macomb.edu

A person who believes a violation has occurred may also file a complaint with the Michigan Department of Civil Rights, Capital Tower Building, 110 West Michigan Avenue, Suite 800, Lansing, Michigan 48933; or with the Office for Civil Rights, U.S. Dept. of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115.

Will My Complaint Be Kept Confidential?

Macomb Community College will make every effort to respect requests for confidentiality. However, information regarding sexual misconduct and retaliation reports, and any investigation or review of those reports, including any sanction determinations, may be shared with college employees with a legitimate educational interest, or with external individuals or entities on a need-to-know basis and only as permitted under college policy and applicable law.

There are also off-campus professionals who will maintain confidentiality, such as the National Sexual Assault Hotline at 800-656-HOPE, or the National Domestic Violence Hotline at 800-799-SAFE.
Substance Abuse Policy
Possession or use of alcohol or drugs on Macomb Community College’s campuses or at any college function is prohibited. The following excerpts from the Macomb Community College Handbook on Rights and Responsibilities explain the college’s regulations regarding alcohol and drugs:

Article I—Alcoholic Beverages

Section A: Students, employees, and visitors of Macomb Community College are expected to observe all federal, state and local laws and college regulations governing the use and possession of alcoholic beverages. All persons are prohibited from furnishing, using or possessing alcoholic beverages on college property, except as noted in Section C below, or to be under the influence of alcohol while on college property. Offenders may be subject to criminal charges and/or disciplinary action by the college.

Section B: Possession shall consist of having an open or unopened container of alcoholic beverage on the person, or in the vehicle of occupancy, immediately before challenge by an enforcing official.

Section C: Exception to the consumption of alcoholic beverages on campus is permitted only by special authorization through the Office of the Vice President for Advancement and Community Relations, or, when upon licenced, Macomb Center for Performing Arts and Cultural Center. See Board of Trustee Policy regarding On Campus Licensed Use of Alcoholic Beverages.

Article V—Drugs

No person shall use, possess, distribute or sell drugs except as expressly permitted by law.

Violations of any rule or regulation regarding drugs or alcohol may be reported to the College Department of College Police seven days a week, 24 hours a day. Call South Campus College Police at 586.445.7135 or Center Campus College Police at 586.286.2123.

Drugs and Alcohol: Know the Risks

It’s said, you are what you eat. Well, you are what you inhale, inject and drink, too.

Drug and alcohol abuse are hazards to your physical and emotional health. Specific effects differ from person to person depending on the drug used, the amount and the conditions under which the drug is used, but every time you inhale, inject, or raise a glass you put your body and mind at risk.

- Chronic use of drugs and alcohol can lead to physical and psychological dependency.
- Use of cocaine or crack can result in irregular heartbeat, radical and violent changes in behavior, and death.
- If drugs are injected, the user risks AIDS, hepatitis and other infections.
- Long-term abuse can lead to organ damage, such as cirrhosis of the liver seen in alcohol abuse, or lung and mouth cancer as a result of marijuana use.
- Hallucinogenic drugs, such as LSD, cause delusions, mental distortions, and can result in violent reactions and death.

Additionally, since illicit drugs vary in form, purity and strength, the drug user constantly risks an overdose, which can cause psychosis, convulsions, coma or death. But abusers don’t just endanger their own lives. They jeopardize the health and lives of everyone around them when their drug and alcohol use results in accidents in the workplace and on the road.

Disciplinary Sanctions

Disciplinary action will be taken by the college for violations of these rules. Depending upon the nature of the violation, it may take the form of arrest and referral for prosecution, dismissal from the college, probation, temporary or permanent suspension from a class or program, denial of honors, certificate, or degree, restitution, or restrictions on activities or privileges.

Legal Sanctions

In addition to these college regulations, all applicable township, city, county, state, and federal laws, statutes, and regulations regarding drug and alcohol use shall apply on all college property and at all college-sponsored events. According to the laws of the State of Michigan, distribution, sale, or use of an illicit drug is punishable by fines, probation and/or imprisonment.

It is also unlawful for any person under 21 years of age to purchase, consume or possess alcoholic liquor. Violators of this law are subject to fines and/or participation in substance abuse prevention programs.

Any person operating a vehicle while impaired or intoxicated is subject to restriction or denial of driver’s license, and/or fines, and/or imprisonment.

Where to Get Help

Macomb Community College recognizes that alcoholism and drug abuse can directly affect student success inside and outside the classroom. If you or someone you know needs help or information regarding alcohol and drug abuse, here are some resources available to you on campus and throughout the county. Most information is free and many treatment and counseling centers operate on an ability-to-pay basis:
College Resources

Counseling Office
Center Campus H 103  South Campus J 160
586.445.7999, prompt 5  586.445.7999, prompt 5
Referral for drug and alcohol problems.

Special Populations
(Single Parent Homemaker/Displaced Homemaker Program)
South Campus H 311-6
586.445.7003
General information and referral for drug and alcohol problems.

Selected County Substance Abuse Services

Macomb County Office of Substance Abuse
22550 Hall Road, Clinton Township
586.469.5278 (Administration Office)
Macomb County clearinghouse for information, assessment and referrals for individuals and/or families with drug and alcohol problems.

Ascension Eastwood Behavioral Health
35455 Garfield, 22708 Harper Avenue
Clinton Township St. Clair Shores
586.792.5335  586.445.2210
Mental health and all substance abuse. Group and individual therapy. Wide range of insurances accepted. Covered by MCOSA.

First Resources & Treatment Southeast
25401 Harper Avenue, St. Clair Shores
586.466.6912
Alcohol and drug abuse and mental health.

Alcoholics Anonymous Metropolitan Office
380 Hilton, Ferndale
248.541.6565
Peer recovery program for alcoholics. www.aa.org

Henry Ford Behavioral Health
15420 19 Mile Road, Clinton Township
1.800.436.7936, 586.226.7007
Outpatient alcohol and drug abuse treatment. Individual, family and group counseling.

Clinton Counseling Center
2 Crocker Boulevard, Suite 101, Mt. Clemens
586.468.2266
Outpatient alcohol and drug abuse treatment. Individual, family and group counseling.

Macomb Family Services
36975 Utica Road, Suite 104, Clinton Township
586.226.3440
124 W. Gates, Romeo
586.752.9696
43928 Mound Road, Suite 100, Sterling Heights
586.254.5660
35000 Division, Suite 2, Richmond
586.727.5529
Providing services for mental health, substance abuse, gambling, domestic violence, senior services and parent education.

Sacred Heart Rehabilitation Center
1400 E. 12 Mile, Madison Heights
248.658.1116
Drug free and Methadone Program (funded). Works with dual diagnosis clients and communicable diseases. HIV testing site.

Narcotics Anonymous
726 Livernois Road, Ferndale
248.544.2010
Peer recovery program for drug addicts.

A complete directory to Macomb County substance abuse services is available by calling the Macomb County Office of Substance Abuse, 586.469.5278.

Publication and distribution of this information is in compliance with the requirements of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.
Emergency Procedures Manual

The Emergency Procedures Manual is intended to provide students and employees at Macomb Community College with a better understanding of measures that can be taken to encourage a safer campus environment. The manual includes basic guidelines to follow when faced with various emergencies.

The mission of the Macomb College Police Department is the safety and security of, and service to, the people and property of Macomb Community College. In keeping with that mission, your safety is very important. However, we alone cannot provide total isolation from crime or unsafe conditions. Each person on campus must share this responsibility. We urge you to be aware of your environment and to continually strive to maintain the highest possible level of safety within our community.

College Police is the only department on campus open 24 hours a day, seven days a week. Whether you need information, directions, to report an incident, or are experiencing an emergency, College Police are here to serve.

Contact College Police at:
South Campus: 586.445.7135
Center Campus: 586.286.2123
Or dial 911 in case of an emergency.

Using the Self-Service Menu on MyMacomb

What information am I able to access?

Information that students can access in each category (1-5) at my.macomb.edu:

There are 5 Self-Service menu options under Current & Former Students:

Need to search for class days and times?
- a. Register for Sections > Search and Register for Sections

Know your 5-digit registration codes?
- b. Register for Sections > Express Registration

How much do I owe?
- c. My Class Schedule/Registration Statement

How do I pay?
- d. View Account and Make Payments

Where are my classes?
- e. My Class Schedule

Apply for private scholarships:
- f. Online Automated Scholarship Information System (OASIS)

Set up your free Office 365:
Go to Applications (under Self-Service Menu) > click Office 365

How to activate your MyMacomb account:
1. Go to my.macomb.edu
2. Click “Activate My Macomb Account”

If you are unable to access your MyMacomb account, please visit the Records office in G Bldg at either campus or email Records@macomb.edu
Grading Policies
What should I know about grades?

Students can access grades on My Macomb or by visiting the Records & Registration Office. Grades should be available approximately one week after the class ends. The grading information includes current semester courses, grades, credit hours and grade point average (GPA). The following grades and honor points are used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Honor Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
</tr>
<tr>
<td>P/F</td>
<td>Pass/Fail*</td>
</tr>
</tbody>
</table>

A Pass/Fail grade may be given for a specific course based on the recommendation of the faculty in the discipline, a supporting rationale, and with the approval of the Provost. In addition to the grading system, the following symbols may appear on a student Grade Report:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Audit—no credit</td>
</tr>
<tr>
<td>NR</td>
<td>Grade not reported</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>CIP</td>
<td>Course in progress</td>
</tr>
<tr>
<td>NS</td>
<td>No show</td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal—no credit</td>
</tr>
</tbody>
</table>

It is important to know how to calculate your GPA. Let’s look at an example.

A student earned the following grades:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits Attempted</th>
<th>Total Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1180</td>
<td>A</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>MATH 0070</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>PSYC 1010</td>
<td>B</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>PHED 2020</td>
<td>B</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>13</td>
<td>43</td>
</tr>
</tbody>
</table>

To calculate the GPA, take the **Total Honor Points** and divide by **Credits Attempted**.

In this example, Total Honor Points = 43
Credits Attempted = 13
GPA calculation is 43 divided by 13 = 3.307 (rounded this is 3.31)

**NOTE:** Withdrawing from a class does not affect your GPA. However, it may affect Financial Aid. Be sure to meet with Financial Aid before withdrawing from a class. If you stop attending a class without properly withdrawing, an E grade is typically issued.
Registration Steps
Searching and Registering for Classes

Your next step is registering for classes. You can register on My Macomb by using search and register for sections. This page can be accessed by clicking:

Current and Former Students > Registration > Register for Sections > Search and register for sections

IMPORTANT: Courses may be entered before the first day of Assigned Registration. Courses that are entered will remain in your “Preferred List.”

When it is your time to register, go to “Register for previously selected sections” and enter Register under the “Action” column. As long as seats are available, you can register for the class. If the class has a Waitlist, you can add yourself to the Waitlist at that time.

Current and Former Students > Registration > Register for Sections > Register for previous selected
## Waitlist for Students

### Important Information about the Waitlist:

1. To better serve students, the college uses an electronic ‘waitlist’ as part of the registration system.
2. Students who wish to register for closed sections may add themselves to a waitlist for those sections (some departments do not use a waitlist).
3. Students can place themselves on the waitlist for multiple sections of the same class.
4. Students are unable to register for one section and be on the waitlist for other sections of the same class. You can either register or waitlist for the same class; the registration system does not permit both.
5. You are unable to waitlist a class that occurs or overlaps with a currently registered class.
6. You do not have to pay tuition and fees for any waitlisted sections.
7. Students will be notified by email only if an opening occurs. Your email notification provides the expiration date and time in which you can register.
8. If you do not have an email address, you are encouraged to obtain one.
9. Waitlist is on a first come, first served basis.
10. Waitlists expire after the official add/drop period.
11. Students may not sit in classes for which they are not registered.
12. Be prepared with the tuition due date when you register. Tuition can be paid on My Macomb or in the Cashier’s Office in G Building at either campus.

### Explanation of Status Codes

<table>
<thead>
<tr>
<th>Select Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty / Crs Fees</th>
<th>Available/ Capacity/ Waitlist</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Winter Term</td>
<td>Open</td>
<td>ENGL-1110-C1201 (27363) Communications 1</td>
<td>Center Campus</td>
<td>02/09/2016-05/12/2016 Lecture Tuesday, Thursday 02:00PM - 04:35PM, CTR-B, Room 128</td>
<td>K. Mandwee</td>
<td>15 / 29 / 0</td>
<td>4.00</td>
</tr>
<tr>
<td>2016 Winter Term</td>
<td>Closed</td>
<td>ENGL-1180-S1201 (27392) Communications 1</td>
<td>South Campus</td>
<td>02/10/2016-05/11/2016 Lecture Monday, Wednesday 09:00AM - 11:35AM, SOU-F, Room 310</td>
<td>R. Waller</td>
<td>0 / 20 / 0</td>
<td>4.00</td>
</tr>
<tr>
<td>2016 Winter Term</td>
<td>Waitlisted</td>
<td>ENGL-2010-V0850 (26353) World Literature From 1400</td>
<td>Online</td>
<td>03/14/2016-05/14/2016 Virtual Days to be Announced, Times to be Announced, Online, Room VIR</td>
<td>N. McGee</td>
<td>0 / 26 / 3</td>
<td>3.00</td>
</tr>
<tr>
<td>2016 Winter Term</td>
<td>Waitlist</td>
<td>PHL-2100-V0850 (26539) Introduction to Ethics</td>
<td>Online</td>
<td>03/14/2016-05/14/2016 Virtual Days to be Announced, Times to be Announced, Online, Room VIR</td>
<td>R. Butzu</td>
<td>0 / 26 / 17</td>
<td>3.00</td>
</tr>
</tbody>
</table>
First Semester Checklist

Getting ready for your first semester.
Things to do after registering for classes.

Access your Class Schedule/Registration Receipt
This is available on My Macomb. “My Class Schedule/Registration Statement” lists the classes that you are registered for each semester, your tuition and fees balance, and your payment options. This statement is also very useful when buying or renting textbooks. Be sure to have it handy!

Purchase or Rent textbooks
Be prepared for the first day of class! Buy your textbooks before the semester begins. Renting textbooks is also an option that may save money. Check it out and compare! Be sure to save all your receipts. The Bookstores are located in P Bldg (Center) and K Bldg (South).

Walk to your class locations
Use your “My Class Schedule/Registration Statement” to identify and locate your classrooms. Before the semester begins, park and walk to your classrooms to become familiar with the campus. Combine two steps in one visit: buy/rent textbooks and walk to your classrooms. The first days of the semester are extremely busy; know where to park and how to get to your classes before the semester starts!

Sign up for Emergency Notifications
Macomb Community College offers an emergency messaging alert system as part of its comprehensive emergency preparedness plan to quickly notify students, faculty and staff of campus emergencies or campus closures via SMS text message, email, voice message or any combination of the three. Go to www.macomb.edu/emergency for more details and to sign up.

Activate your Macomb OneCard
Be sure to take advantage of all of the benefits the Macomb OneCard has to offer! It serves as your official college photo ID and can also be used for tuition and financial aid refunds, as your library card and for discounts at local businesses. Make sure you visit the Macomb OneCard Office to have your photo taken for your student ID. It will arrive by mail two weeks after you register for your first class.

My Macomb and the A-Z Directory
Take advantage of everything that Macomb Community College has to offer you! Study Groups and Tutoring, Student Success Seminars and Career Services are just a few of the awesome resources that students may access. Do you want to get involved on campus? If so, Macomb offers Student Life and Leadership, student centers, volunteer opportunities, Macomb Multicultural International Initiative (MMII) and much more! Were you a high school athlete? Macomb has teams in many sports that have competed for regional and national championships. So take a few minutes to explore My Macomb! If you’re looking for something and can’t find it, go to the A-Z Directory for a comprehensive one-stop list of all things Macomb: my.macomb.edu/AZdir.

Complete Introduction to Canvas
Students taking an online, hybrid, or web-enhanced class for the first time are required to complete Introduction to Canvas before the first day of class. This can be accessed on My Macomb under “Campus Applications.”

First Day Handout
On the first day of each on-campus class, your professor will review the First Day Handout. This is a very important document! Be sure to read it carefully and refer back to it throughout the semester. Essential information about grading, assignment due dates, attendance procedures and other significant class policies are listed. Students in online and hybrid classes are responsible for reviewing their First Day Handout independently on the first day of class.
Getting Started in Online Courses

Before the Course Begins

☐ Complete the Student Introduction to Online Learning
   The training includes computer & browser requirements, updating your profile/bio, setting
   notifications, using Canvas tools/features, and time management information.

Beginning of the Course (first couple days)

☐ Login to Class on the First Day (https://online.macomb.edu/).
   How to access your Canvas Course

☐ Read the Course Introduction module (i.e. Welcome, Begin Here).
   The first module provides an overview of the course, describes how to get started,
   and directs you to course content.

☐ Read the Syllabus/First Day Handout
   This outlines the goals and expectations of the course.

☐ Read or watch the instructor’s introduction.
   Follow the instructions to introduce yourself to the class.

☐ Purchase textbooks, materials, and purchase/install software listed in
   the First Day Handout.

☐ Ask questions about course expectations, content, and due dates.
   Use the Contact Information and Communication Guidelines in the First Day Handout.

☐ Update your Canvas Calendar with To Do Items.
   Plan your study sessions, research, individual or group learning activities, and submissions due
   before a final due date (i.e. replies to discussions due before responses). Include outside-of-
   class personal events to create a comprehensive personal schedule.

Support

☐ Contact Macomb Online Support if you have technical issues.

☐ Contact Academic Support & Student Services as needed, to
   support your success throughout the course.
MACOMB COMMUNITY COLLEGE
New Student Orientation Guide

Macomb Community College
Education • Enrichment • Economic Development

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