

# MCC STUDENT RESOURCE DIRECTORY



**METROPOLITAN** COMMUNITY COLLEGE

Blue River | Longview | Maple Woods | Online | Penn Valley

FROM HERE **ANYWHERE**

[mccckc.edu](http://mccckc.edu)



# ADVISING

There's a champion for your success at MCC: your academic advisor.



## ACADEMIC ADVISOR ROLE

### Listen and guide, challenge and support

- Create an environment of mutual respect, trust and accountability
- Actively listen to your concerns and respect your choice
- Provide guidance to help you make informed decisions
- Assist with degree planning by helping you understand degree and graduation requirements
- Connect you with campus and community resources
- Assist with the process of transferring to earn a bachelor's degree
- Be available and accessible to you in a timely manner by email, phone, and appointment
- Adhere to confidentiality guidelines as outlined in the Family Educational Rights and Privacy Act (FERPA)

## STUDENT ROLE

### Learn and grow, take responsibility

- Take responsibility for your academic performance and follow through with suggested actions, resources or referrals
- Contact your academic advisor when academic or personal challenges arise ... catching small problems before they become big and planning ahead are always in your best interest
- Understand that academic advisors have a variety of responsibilities that impact their availability. Keep scheduled appointments or cancel with 24 hours notice
- Be prepared, ask questions and be accountable
- Respect your academic advisor as a professional who has your best interests in mind
- Understand your academic requirements and take primary ownership of your education
- Check your MCC email regularly

## WALK-IN ADVISING

Visit the Student Enrollment Center or Virtual Enrollment Center

Come with questions about academic overload, dropping/adding a class, non-degree-related courses, placement testing, transfer exploration

## ADVISING APPOINTMENT

Schedule via Starfish

In-person or virtual

Come with questions about degree changes, long-term degree planning, Satisfactory Academic Progress, transfer course evaluation

## COME SEE US WHEN YOU:

- ✓ Are experiencing academic challenges
- ✓ Are thinking about adding or dropping a class
- ✓ Want to create a personalized degree plan to map out your path to graduation
- ✓ Think you need to change your degree
- ✓ Are planning to transfer
- ✓ Have a question and are not sure where to go or what your next step is
- ✓ Have an advising requirement to complete before registering for upcoming terms

# CAMPUS LIFE & LEADERSHIP



The mission of the Campus Life & Leadership Office is to complement the academic environment and enhance the sense of community on campus. This goal is accomplished by providing opportunities for students to participate in social, intellectual, global, ethical, physical, emotional, economic, leadership and personal development programs and events. These co-curricular experiences allow students to develop skills that can be utilized in future educational, community and professional work environments.



## EXAMPLES OF CO-CURRICULAR CAMPUS ACTIVITIES

**Cultural & Diversity Programs:** Trailblazer Speaker Series, Representation in the Media series, visual and performing arts productions, National Coming Out Day, Passport to the World event, Oxfam Hunger Banquet, Black History Month, mental health fairs, art exhibits and more

**Educational and Academic Programs:** Scholar Day, Dine and Discuss: Current Events, Common Read program, midterm and final exam workshops, Phi Theta Kappa, Shorelines magazine, alcohol awareness and more

**Extracurricular Fun:** National Grilled Cheese Day, outdoor movies on the lawn, concerts, comedians, connection, intramurals, campus carnival, monthly coffee and food trucks, karaoke, stuff-a-critter and more

**Games and Trivia:** Gift Basket Bingo, Make it Mondays, Trivia Tuesdays, Board Game Day, spirit challenges, murder mystery and more

**Student Clubs and Organizations:** Attend our annual Involvement Fairs to learn more about: Student Government Association, National Society of Leadership and Success, Campus Life & Leadership student groups, Phi Theta Kappa, student advocacy groups (Men of Courage, Character & Culture, Sister Circle, LGBTQIA+), academic-based clubs (vet tech, business marketing, health sciences etc.), hobby-based clubs (drama/improv, gaming, faith-based, environmental etc.) and more

**Student Leadership:** Student Leadership Summit, National Society of Leadership and Success, Student Government Association, MCC Day at the Capitol, student programming groups (i.e., Campus Activities Board and Student Activities Council) and more

**Volunteer and Community Involvement:** 9/11 Day of Remembrance, World Kindness Day, Volunteer Fair, voter engagement activities, community service, volunteer opportunities, civic engagement and more

# CAREER SERVICES



MCC provides a Career Services office at each campus location to help students connect their academic program of study to future career pathways. Career Services offers MCC students and alumni free services including:

- Job search practices and strategies
- Resume and cover letter development
- LinkedIn profiles
- Job interview preparation
- Job shadowing and internship opportunities
- Workplace professionalism coaching
- Career networking and mentorship opportunities

Contact Career Services via email or visit [careercentral.mcckc.edu](https://careercentral.mcckc.edu) to schedule an appointment!

MCC-Penn Valley: [pvcareerservices@mcckc.edu](mailto:pvcareerservices@mcckc.edu)

MCC-Blue River: [br.careerservices@mcckc.edu](mailto:br.careerservices@mcckc.edu)

MCC-Maple Woods: [mwcareerservices@mcckc.edu](mailto:mwcareerservices@mcckc.edu)

MCC-Longview: [lv.careerservices@mcckc.edu](mailto:lv.careerservices@mcckc.edu)



## CAREER CENTRAL

Need a job right now? Students and alumni are invited to join our online platform, Career Central (powered by Handshake). This portal offers a streamlined experience to aid you in your job search. Expand your job search, connect with local employers, register for events and apply for internships and job positions directly on the site.

To get started, go to [careercentral.mcckc.edu](https://careercentral.mcckc.edu) or scan the QR code to set up your account.



## FEDERAL WORK-STUDY

The **MCC Federal Work-Study Program** provides need-based funds for students to earn money while working on campus or at approved off-campus sites. What will you get out of the experience?

- Money in your pocket!
- Valuable skills and experience to include on a resume
- An opportunity to make connections and build a network of support
- Flexibility and convenience ... you're already here on campus

### Eligibility

Federal Work-Study requires enrollment at MCC for the semesters employed. The Federal Work-Study program is based on financial need. Students must have a completed FAFSA on file for the Office of Financial Aid to determine eligibility. Email [career.services@mcckc.edu](mailto:career.services@mcckc.edu) to see if you qualify.

# COUNSELING

College is exciting and stimulating, but it can also be confusing and stressful. Classes, tests, work, family, friends and career decisions place new demands on your skills, time and energy. Counselors can help you maximize your academic potential and achieve personal success. We are concerned for your well-being and personal development and can offer you an objective and confidential ear to help you in any of the following.



**ALL SERVICES ARE FREE TO MCC STUDENTS!**



## **PERSONAL COUNSELING and SUCCESS DEVELOPMENT**

- Personal life management/self-development
- Mental health (anxiety, stress, depression, and well-being)
- Classroom and academic success strategies
- Goal and priority clarification
- Academic success class (GUID 108)
- Referral to community services and access to tele-therapy



## **CAREER EXPLORATION SEMINAR**

- Career exploration class (GUID 109). Earn one (1) credit in a structured and supportive experience (offered virtual and in-person)
- Identification and discussion of individual values, interests and abilities related to occupations.
- Expansion of career development knowledge, skills and use of resources.
- Interest, personality, skills, and values assessments, as well as interpretation and clarification

# DISABILITY SERVICES

Metropolitan Community College supports an integrated learning experience for students with disabilities. Each MCC campus has a Disability Support Services (DSS) office that provides assistance for students with documented disabilities. Arrangements can be made for aids and adjustments to help ensure equitable access to programs and services. The campus DSS office also has information regarding the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Inquiries may be addressed to the contacts listed below.



## WHO IS ELIGIBLE TO RECEIVE SERVICES?

Services are based on each student's specific needs. To qualify for assistance, students must have a documented disability as defined by the Americans with Disabilities Act, including but not limited to: learning disability, ADD/ADHD, orthopedic/mobility, autism, deaf/hard of hearing, blind/low vision, brain injury, anxiety, depression and other mental health diagnoses.

## Examples of accommodations provided at MCC

- Extended test time
- Note-taking assistance
- Classroom seating accommodations
- Adaptive computer technology
- Books in alternative formats
- Sign language interpreters

## TO QUALIFY

Contact your campus DSS office to self-identify a need for accommodations. The DSS Coordinator will work with you to determine what disability documentation/information is needed to provide accommodations. Accommodations are determined on a case-by-case basis. Students can contact DSS to request accommodations at any time during their education, but early notification can allow for more time to make arrangements.

**MCC-Blue River**  
Education Building  
Enrollment Center 134B  
  
816.604.6568  
br.dss@mcckc.edu

**MCC-Longview**  
Campus Center, Room 253  
  
816.604.2254  
lv.dss@mcckc.edu

**MCC-Maple Woods**  
Learning Resources, Room 169  
  
816.604.3192  
mw.dss@mcckc.edu

**MCC-Penn Valley/ATSI/HSI**  
Campus Center, Room 203  
  
816.604.4089  
Fax: 816.604.4293  
pv.dss@mcckc.edu

*PRIVACY: Disability documentation is kept by the DSS Coordinator in a file separate from your academic records. Early notification and self-identification to DSS can allow for more time to make arrangements for accommodations. DSS wants to be sure to provide accommodations in a timely manner.*

# FINANCIAL AID



Attending college can be expensive. In addition to tuition and books, there are other living expenses to consider, which can add up. You are making a smart choice in attending MCC, as our cost to attend is the lowest in Missouri. This guide provides you with an overview of options for financial assistance.



## Complete the Free Application for Federal Student Aid (FAFSA)

If you are eligible to submit the FAFSA, this is your first step for financial aid.

After MCC receives your FAFSA, we can determine eligibility for federal financial aid, Missouri state aid and certain need-based scholarships. Visit [fafsa.gov](https://fafsa.gov) to create your FSA ID and password and complete your financial aid application.

**MCC's school code is 002484.**

If parent information is required, your parent will need to sign the FAFSA with their FSA ID. If you are unable to provide parent information, please contact your financial aid advisor.

## MONITOR YOUR ACCOUNT AND COMPLETE ACTION ITEMS

Monitor your MCC student email and your myMCCKC Student Center To Do List regularly to see what additional action items are required to complete your financial aid file and determine your financial aid eligibility.

## PRIORITY

Submit your FAFSA by Feb. 1 to maximize your aid offer. Complete the MCC scholarship search and submit your application materials (recommendation letters and essays) by April 1 for priority consideration.

Complete your To Do List before MCC's high volume period:

**FALL: JUNE 1**  
**SPRING: DEC. 1**  
**SUMMER: MAY 1**

## FEDERAL STUDENT AID

- Federal Pell Grant
- Federal Work-Study
- Federal student loans

## SCHOLARWISE

This list connects you to scholarship opportunities from community partners.



**LOGIN REQUIRED**

## VETERAN BENEFITS

You must complete a Request for VA Education Benefits form every semester after you have enrolled in classes.

[mcckc.sharepoint.com/sites/FinancialAid](https://mcckc.sharepoint.com/sites/FinancialAid)

## A+

To use your Missouri A+ Scholarship benefit, send MCC your final high school transcript with A+ seal and your FAFSA. Also, be sure to complete your To Do List.

## NEED HELP?

### Financial Aid Office Hours:

Monday, Thursday, Friday  
8 a.m.-4:30 p.m.

Tuesday, Wednesday  
8 a.m.-7 p.m.

Virtual Enrollment Center  
(via Zoom)

You may also connect with your personal financial aid advisor via your Starfish network.



# LEARNING CENTER



## CONTACT INFORMATION



### MCC-Blue River

ARC Learning Center, Campus Center 142  
br.learningservices@mcckc.edu  
816.604.6770



### MCC-Longview

Student Success Center, Learning Resources  
Building 225  
lvlr.studentsuccess@mcckc.edu  
816.604.2205



### MCC-Maple Woods

Math & Science Lab, Math/Science 121  
mw.learningcenter@mcckc.edu  
816.604.3403

Reading & Writing Lab, Humanities 105  
mw.learningcenter@mcckc.edu  
816.604.3190



### MCC-Penn Valley

Student Success Center, Learning Resources  
Building 2nd floor, and Health Resource  
Center, Health Science Institute 206  
pv.learningcenter@mcckc.edu  
816.604.4292



The Learning Center provides free tutoring for most MCC courses. We offer a variety of tutoring modalities, including virtual and in-person options. All sessions are led by a trained tutor, who is often a peer who has successfully completed related coursework and was recommended by an instructor. Most services are available to walk-in traffic. Appointments may be required for specialized subjects.

## ADDITIONAL RESOURCES AND SERVICES

- Basic technology troubleshooting
- Computer use and printing
- Embedded tutoring
- Handouts and textbooks
- Study skills
- Study spaces
- Supplemental Instruction
- Time management plans
- Workshops



***“The most impactful experience with tutoring so far is that I have been able to go to a welcoming environment where I can practice with other students on the areas that I need to work on.”***

– **Autumn** (MCC student)



# LIBRARY



Looking for a place to study, do research, make copies, access reserve materials, use a computer, work with your small group, check out materials?

**Visit the library today!**



## BOOKS & E-BOOKS

- 260,000 electronic titles can be read online or downloaded
- Thousands of physical titles available at each library, as well as access to millions of titles via Mobius

## AUDIOBOOKS (IN OVERDRIVE)

- Thousands of fiction and nonfiction titles
- Easy-to-use app (Libby by Overdrive)

## DATABASES

- Millions of scholarly journal, newspaper and magazine articles can be printed, downloaded and saved

## SUBJECT GUIDES

- Subject and class-specific web pages made by librarians for students

## QUESTIONS?

- Stop in at any library service desk
- Chat with a librarian using the Ask a Librarian chat box (link on MCC Library page)
- Text a Librarian at 816.920.0275 (standard text messaging rates apply)
- Schedule a virtual research appointment with a librarian

**VIRTUAL LIBRARY RESOURCES AVAILABLE TO ALL STUDENTS 24/7**

### **MCC-Blue River Library**

Campus Center 130,  
Academic Resource Center  
Phone: 816.604.6642

### **MCC-Longview Library**

Learning Resources Building, 1st Floor  
Phone: 816.604.2080

### **MCC-Maple Woods Library**

Learning Resources Building  
Phone: 816.604.3080

### **MCC-Penn Valley Library**

Learning Resources Building 101  
Phone: 816.604.4080

# MCC CARES



**“NEVER BE SO BUSY AS NOT TO THINK OF OTHERS.”**

If you're worried about a classmate, let someone know. When you submit an online MCC Cares report, a staff member will check on that student and, if needed, offer support and assistance. MCC Cares.

[mcckc.edu/mcc-cares](http://mcckc.edu/mcc-cares)

## MCC CREED

As an engaged member of the MCC community, I pledge to create a safe and supportive learning environment. I understand that we are more successful together.

Like a wolf pack, we look out for one another and help each other as we REACH for success. We agree to uphold the following standards:

**RESPECT:** We respect each other, ourselves, the college and our community. We hold ourselves to high moral and academic principles. We demonstrate this through our actions and words.

**EXCELLENCE:** We challenge ourselves to set high standards and embrace lifelong learning.

**ACCOUNTABILITY:** We accept responsibility for our individual actions and their impact on others. We take ownership for our learning and strive to resolve matters in a peaceful way.

**COMMUNITY:** We are part of a large and diverse society. We are engaged in building a positive college culture of involvement, collaboration and completion. We accept all members of the community.

**HONOR:** We are honest and truthful. We give recognition to the original ideas of others and expect recognition for our individual thoughts and ideas.

**WE COMMIT TO LIVE THIS CREED AS MCC WOLVES.  
WE ARE MCC PROUD.**

MCC Student Code of Conduct:  
[mcckc.edu/CodeOfConduct](http://mcckc.edu/CodeOfConduct)

Student Rights and Responsibilities:  
[mcckc.edu/StudentRightToKnow](http://mcckc.edu/StudentRightToKnow)



# TECHNICAL SUPPORT



## Having technical problems with one of our online systems?

Help is available in a variety of ways from MCC Technical Support. Answers to common questions about MCC online systems can be found by exploring the Technical Support pages at: [mcckc.edu/Tech-Support](https://mcckc.edu/Tech-Support). If you still have questions, please call MCC student technical support at 816.604.1000, option 3.



### CANVAS TECHNICAL SUPPORT

During regular business hours, email [mcconline.support@mcckc.edu](mailto:mcconline.support@mcckc.edu) or call 816.604.4490  
After hours on weekends, **Canvas Support by Phone:** 877.269.7930, option 1  
After hours on weekends, **Canvas Support by Chat:** [mcckc.edu/Canvas](https://mcckc.edu/Canvas)

### ENHANCED IT SECURITY MEASURES

MCC restricts access to our systems from outside the country. International students should contact the International Student Services Office at 816.604.4693.

Non-international students planning to travel outside the country should call the Information Center at 816.604.1000 to request access to MCC systems prior to traveling.



### STARFISH SUPPORT

How do I log in to Starfish?

1. Log in to your myMCCCKC
2. Click on the Starfish button on the left
3. Log in to Starfish with your student email address [SXXXXXXXX@student.mcckc.edu](mailto:SXXXXXXXX@student.mcckc.edu) and your myMCCCKC password

Starfish ([mcckc.edu/starfish](https://mcckc.edu/starfish)) is a tool for supporting student success. Faculty can support and encourage students through kudos for performance. Using Starfish, faculty and staff will engage students, who need different kinds of encouragement at different times. Starfish keeps students informed and prompts them to act when necessary.

### HOW DOES IT WORK?

Students, faculty and staff can access Starfish through their myMCCCKC account. Faculty can raise early-alert flags for attendance concerns, low participation, missing assignments, low quiz and test scores, and other performance issues. College representatives will follow up with the student, address or resolve issues, and close the loop with the instructor who raised the early-alert flag. You can receive kudos for academic achievements and ask for help from faculty in a particular course, or from staff for non-course needs.

### MY SUCCESS NETWORK

Click the My Success Network icon on your Starfish homepage to display your personalized network. This channel lists the people and resources that are available to assist you. For each person or service listed, you will find contact information, supporting websites and a link to make an appointment. For quick questions and same-day advising, you can click the Waiting Room link to find out how many students are currently in line.

### STARFISH DEGREE PLANNER

Starfish Degree Planner, the academic planning module of the Starfish platform, makes it possible for you to obtain a proactive, personalized, step-by-step road map to the finish line, even as your goals and circumstances change.



# METROPOLITAN COMMUNITY COLLEGE

Blue River | Longview | Maple Woods | Online | Penn Valley

FROM HERE **ANYWHERE**

[mccckc.edu](http://mccckc.edu)



@MCCKansasCity