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This booklet has been compiled by the MCC-Penn Valley Office of Campus Life and Leadership. For additional information call (816) 759-4255, or stop by CC 001.
PHONE NUMBERS TO KNOW

ACCESS/ABLE OFFICE.................................816-604-4089
ADMISSIONS...........................................816-604-4623
BOOKSTORE ..........................................816-604-4188
CAMPUS LIFE AND LEADERSHIP ...................816-604-4255
CAREER CENTER .......................................816-604-4155
CASHIERS OFFICE ....................................816-604-4020
COMPUTER LAB .......................................816-604-4266
COUNSELING ..........................................816-604-4079
FINANCIAL AID ........................................816-604-4066
FITNESS CENTER .....................................816-604-4222
FRANCIS CHILD DEVELOPMENT INSTITUTE (DAYCARE)...........816-604-4140
HOME SHARING .......................................816-604-4170
INFORMATION DESK .................................816-604-4050
LIBRARY ................................................816-604-4080
PENN VALLEY CAMPUS SWITCHBOARD ...............816-604-4000
RECORDS ...............................................816-604-4100
SECURITY/LOST AND FOUND .........................816-604-4123
SPECTRUM ............................................816-604-4280
STUDENT EMPLOYMENT SERVICES ....................816-604-4155
STUDENT SUCCESS CENTER ............................816-604-4292
TESTING CENTER .....................................816-604-4006
VETERANS AFFAIRS ..................................816-604-4072
# DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Fall Semester, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUS INSERVICE DATE: NO CLASSES DAY OR EVENING</td>
</tr>
<tr>
<td>FIRST DATE FOR CLASSES, DAY &amp; EVENING</td>
</tr>
<tr>
<td>FIRST DATE FOR SATURDAY CLASSES</td>
</tr>
<tr>
<td>LABOR DAY HOLIDAY, NO CLASSES</td>
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<tr>
<td>ON-SCHEDULE STATE AID</td>
</tr>
<tr>
<td>MIDTERM</td>
</tr>
<tr>
<td>DISTRICT INSERVICE: NO CLASSES DAY OR EVENING</td>
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<tr>
<td>LAST DATE TO WITHDRAW WITHOUT ASSESSMENT</td>
</tr>
<tr>
<td>Event</td>
</tr>
<tr>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Thanksgiving Holiday (begins at 4pm)</td>
</tr>
<tr>
<td>Classes Resume</td>
</tr>
<tr>
<td>Last Date for Saturday Classes</td>
</tr>
<tr>
<td>Last Date for Classes, Day &amp; Evening</td>
</tr>
<tr>
<td>Reading Day, Evening Finals Only</td>
</tr>
<tr>
<td>Final Exams, Day and Evening</td>
</tr>
<tr>
<td>Saturday Final Exams</td>
</tr>
<tr>
<td>Last Date for Day Finals</td>
</tr>
<tr>
<td>Grades Due 12:00 Noon</td>
</tr>
<tr>
<td>Event</td>
</tr>
<tr>
<td>--------------------------------------------</td>
</tr>
<tr>
<td><strong>HOLIDAY BREAK, OFFICES CLOSED</strong></td>
</tr>
<tr>
<td><strong>Spring Semester, 2010</strong></td>
</tr>
<tr>
<td>FIRST DATE FOR CLASSES, DAY &amp; EVENING</td>
</tr>
<tr>
<td>FIRST DATE FOR SATURDAY CLASSES</td>
</tr>
<tr>
<td>MARTIN LUTHER KING HOLIDAY: NO CLASSES DAY OR EVENING</td>
</tr>
<tr>
<td>CAMPUS INSERVICE DATE: NO CLASSES DAY OR EVENING</td>
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<tr>
<td>ON-SCHEDULE STATE AID</td>
</tr>
<tr>
<td>CONVOCATION DATE: NO CLASSES, DAY AND EVENING</td>
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<tr>
<td>MIDTERM</td>
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<tr>
<td>SPRING BREAK</td>
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<tr>
<td>Event</td>
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<tr>
<td>--------------------------------------------</td>
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<tr>
<td>CLASSES RESUME</td>
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<tr>
<td>LAST DATE TO WITHDRAW WITHOUT ASSESSMENT</td>
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<tr>
<td>LAST DATE FOR SATURDAY CLASSES</td>
</tr>
<tr>
<td>LAST DATE FOR CLASSES, DAY &amp; EVENING</td>
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<tr>
<td>READING DAY, EVENING FINALS ONLY</td>
</tr>
<tr>
<td>FINAL EXAMS, DAY AND EVENING</td>
</tr>
<tr>
<td>SATURDAY FINAL EXAMS</td>
</tr>
<tr>
<td>LAST DATE FOR DAY FINALS</td>
</tr>
<tr>
<td>COMMENCEMENT</td>
</tr>
<tr>
<td>GRADES DUE 12:00 NOON</td>
</tr>
</tbody>
</table>
Emergency Information

Fire: Intermittent blasts of the horn mean FIRE. Exit to the nearest street as directed by college personnel. **DO NOT USE THE ELEVATORS.**

Tornado: Continuous blast of horn means TORNADO in the area. Move to the lowest level of your building and as far away from glassed in areas as possible.

Other: Notify Public Safety Office located in CC 102, at 759-4123 or the Dean of Student Services located in CC 501, at 759-4113.

WEATHER EMERGENCIES

Whenever it is possible, the college will hold classes despite severe weather. When it becomes necessary to close the Penn Valley campus, the Administration will notify the local media. The announcement will be broadcast sometime thereafter. Please note that if you see that another MCC campus is closed, it does not mean that Penn Valley is closed. If school does not officially close, please use your best judgment in deciding if it is safe for you to attend.

You may also receive school closing information and public safety updates on your cell phone. Go to mcckc.edu/text messaging to set up your account.

The following radio stations and television channels will broadcast any closing announcement:

<table>
<thead>
<tr>
<th>Radio</th>
<th>Radio FM</th>
<th>Television</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDAF – 610</td>
<td>KMXV – 93.3</td>
<td>WDAF- Channel 4</td>
</tr>
<tr>
<td>WHB – 710</td>
<td>KFKF – 94.1</td>
<td>KCTV – Channel 5</td>
</tr>
<tr>
<td>KCMO – 810</td>
<td>KICT – 95.0</td>
<td>KMBC – Channel 9</td>
</tr>
<tr>
<td>KMBZ – 980</td>
<td>KRBJ – 96.5</td>
<td>KSHB – Channel 41</td>
</tr>
<tr>
<td>KNHN – 1340</td>
<td>KUDL – 98.1</td>
<td></td>
</tr>
<tr>
<td>KBEA – 1480</td>
<td>KMBR – 100.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KCKC – 102.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KBEQ – 104.3</td>
<td></td>
</tr>
</tbody>
</table>

Public Safety

To obtain parking stickers, check for lost and found items or for any other campus security need, go to the Public Safety Office located in CC 102. Public Safety is available 24 hours a day, and it’s strongly recommended that the number for public safety be stored in students speed dial.
Text Messaging Emergency Alerts

Sign up today for the free MCC-Text messaging service from Metropolitan Community College and get important information sent as text messages to your cell phone, wireless PDA or pager!

Sign up at:

https://secure.mcckc.edu/textmessaging/signup.asp?New=1

MCC-Text messaging subscription service currently includes inclement weather and public safety.

While the subscription to this MCC text messaging system is free, standard text messaging charges apply. Check with your wireless carrier with questions regarding text messaging rates.

What MCC-Penn Valley Has to Offer

ABLE PROGRAM

The ABLE Program (Academic Bridges to Learning Effectiveness) addresses the students’ needs in a proactive way. Within a structured curriculum, students in the ABLE Program learn the skills needed to succeed in college and the workplace. Their office is located in the Humanities building, Room 001.

ACCESS

MCC ensures equal access to all educational programs, classes, activities and services provided within the community college system.

Students or visitors to the campus, who have a Physical, Sensory, Psychiatric, or Learning Disability, as defined by the Americans with Disabilities Act, are eligible for services. The Access office is located in HU 001.

Support services include:
- CAMPUS ACCESSIBILITY--barrier-free routes, wheelchair accessible restrooms, accessible parking, and other means of making the campus accessible.
- ACADEMIC ACCOMMODATIONS
  - Academic adjustments--note takers, print materials enlarged or in other accessible formats, taping lectures, readers and other accommodations as determined necessary.
  - Testing accommodations--extended time, distraction-free environment, readers, and scribes
  - Auxiliary services/aids--sign language interpreters, CCTVs, addition or modification of equipment.
- ADAPTIVE COMPUTER TECHNOLOGY--screen readers, screen enlargement, speech-activated equipment, reading machines, alternate keyboards and input devices.
- EDUCATIONAL PLANNING/VOCATIONAL PLANNING-- program and course selection, college orientation, and career exploration.
- SELF-ADVOCACY TRAINING--knowledge and exercise of student rights and responsibilities under the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504.
- REFERRAL to appropriate campus and community resources.

ADMISSIONS

The Admissions office is the first step of enrollment for students interested in attending MCC-Penn Valley. They are responsible for the enrollment process as well as providing counseling and major advising, and a study plan based on placement test scores. They are located on the second floor in the student services area in CC 203. You may reach admissions by calling 759-4623.

APPLIED LANGUAGE INSTITUTE

The Applied Language Institute offers comprehensive English-as-a Second Language (ESL) instructional programs for academic, personal or professional purposes. Grammar, composition, reading/vocabulary and speaking/listening classes are available at the beginning, intermediate and advanced levels. Day and evening classes are offered. Students wishing to attend ESL classes must take the English placement test given by the institute because student advising is based on ESL placement test scores. For more information
about enrollment requirements, program curriculum, and class scheduling, call 759-4041. The Applied Language Institute is located in CC 408.

ATHLETICS

Students may attend all home games for FREE by showing a current MCC Student I.D. For information concerning the Athletic program, contact Coach Marcus Harvey in PE 102, or at 759-4323.

BOOKSTORE

The Bookstore is a main focus of the campus. They offer textbooks, supplemental books for courses, trade books, reference books, various software, etc. The bookstore has an online book ordering service that allows textbooks to be shipped to you, or you can pick them up at any campus.

CHILD CARE

Contact Information: (816)-759-4142
Hours of Operation: 7:00 a.m. to 6:00 p.m. on weekdays

SERVICES AND PROGRAMS:
- Preschool program for children 3-5 years of age
- Foster Grandparent Program

ACCREDITATION:
- Licensed by the State of Missouri
- Accredited by the National Association for the Education of Young Children
- Participant of the Quality Rating System Demonstration Project

PURPOSE:
- To provide a setting where college students and child care practitioners have the opportunity to learn what quality child care looks like in practice.
- To provide quality child care services to students, staff, faculty and the surrounding community.

CURRICULUM AND DAILY PROGRAM:
• As a laboratory school, the Child Development Center integrates a variety of curriculum models to demonstrate effective practices to adult students.
• The focus of our daily program is to provide developmentally age-appropriate opportunities supporting children socially, emotionally, physically and intellectually as they learn through play.

**Reserve Care:**

Available to MCC-Penn Valley College Students only. $25 Annual enrollment fee per family.

Price is $4.00 an hour (minimum of 3 hours). Proof of MCC-Penn Valley enrollment is required.

**COMPUTER LABS**

The Academic Computer Lab (ACL) is located in the Learning Resources building in room LR 204. Operation hours are as follows:

- Monday-Thursday 7:30 AM – 4:30 PM
- Friday 7:30 AM – 1:30 PM

The Instructional Computer Lab is located in HU103.

**INSTRUCTIONAL COMPUTER LAB**

- Monday – Thursday 7:15 AM – 9:45 PM
- Friday 7:15 AM – 1:00 PM

**Lab is closed on Saturday and Sunday.**

For further information students may call the Academic Computer Lab at 759-4094, and the Instructional computer lab at 759-4266.
The Cultural Awareness Resource Center

The Cultural Awareness Resource Center is home to the International Student Admission Office as well as the Resource Center for all of the Penn Valley community. The Resource Center holds phone numbers, emails, and addresses or local resources from child care, transportation, scholarships, money issues, and emergency assistance. They also sponsor the Cultural Awareness Club, an organization made up of PV students who want to share culture within our community. They also co-sponsor the GSA Club (Gay/Straight Alliance) with Nancy Harrington. The office is located in the Learning Resources building, room 207.

COUNSELING AND ADVISING

Counseling and Advising will answer questions about specific programs or courses of study, assist with planning curriculum, and offer advice concerning transfer to four year institutions. MCC-Penn Valley has faculty members with Master Degrees in Counseling. They offer an objective and confidential ear. Students must make an appointment. Please call the office at 759-4079.

Academic advisors are also available to help students with course degree planning and solving academic problems. Students are advised to meet with an academic advisor at the beginning of each semester to ensure progress toward their educational goals.
FINANCIAL AID

The Financial Aid Office is located on the second floor of the Campus Center building, Room CC 236, adjacent to the Counseling Center. Personnel will assist students with information concerning grants, scholarships, loans, veteran’s benefits, work study, etc.

FITNESS CENTER

The MCC-Penn Valley Fitness Center offers student memberships at discounted rates.

- You must be enrolled in 6 or more credit hours to receive student rates. Proof of enrollment & photo ID required. One discounted rate plan only, no coupons.
- Students may purchase a daily guest pass for a $5 fee.
- Students with a valid photo ID & College Identification cards from other colleges may receive the same rate with an additional $15 administration fee.
The Fitness Center offers aerobic classes and many different types of equipment including:

- Stairmasters
- Treadmills
- Rowing Machines
- Elliptical Trainers
- Free Weights
- Circuit Training
- Bicycles
- Gymnasium
- Nordic Tracks
- Versa Climber

For your safety and well-being there is always a knowledgeable staff member on site. For more information please call 759-4222.

**KC REACHE**

**KC REACHE** is Kansas City’s one-stop shopping center for Distance Education. It’s an alliance between Kansas City Public Television and nine colleges and universities in and near Kansas City. Distance education allows students to take classes from a remote location via the internet or television. This flexibility gives people more opportunities to pursue the education they have always dreamed about.

Through **KC REACHE**, students can earn an Associates, Bachelors, or Masters degree. Enroll at one of the **KC REACHE** member colleges or universities, take that institution’s courses and earn credits toward a degree from that school. The college in which you enroll will award your degree.
**KC REACHE** students can fill out an online web form at www.kcreache.org to make an appointment to visit the career service center located nearest to them to find jobs, internships and get resume assistance.

**LIBRARY**

The MCC-Penn Valley Library is located on the first and second floors of the Learning Resources building. The library has a book collection of more than 38,000 volumes and subscribes to more than 100 magazines, journals and newspapers. The library holdings are included in the MOBIUS Union Catalog. MOBIUS is a consortium linking Missouri academic libraries in clusters across the state. All of the Metropolitan Community College libraries belong to the WILO cluster along with Avila, Kansas City Art Institute, Rockhurst, Midwestern Baptist Theological Seminary, St. Paul School of Theology and William Jewell College. You may search for library books through the Penn Valley catalog, WILO catalog, or the entire MOBIUS Union Catalog. The online catalog address is http://wilo.missouri.edu.

The library has 29 computers available for student use. No games, chat rooms or viewing of offensive materials are allowed. If computers are reserved for class use, students will be asked to use the Academic Computer Lab in LR 204 or the Instructional Computer Lab in HU 103. When using the Internet, students are expected to follow the Acceptable Use Policy set forth by Morenet.

Wireless access to the Internet is available to students from any location within the library. If you have trouble connecting to the Internet, please ask for help at the Reference Desk (first floor, Learning Resources).

The library subscribes to more than thirty databases on a variety of subjects that can be accessed in the library or off-campus. Your MCC-Penn Valley Student ID may be used as your library card. A current sticker will be put on the back of your Student ID each semester as proof that you are a student at MCC-Penn Valley.
**Locker Rentals**

Lockers available for rental during the semester are located on the zero, second, and third floors of the Campus Center building, second floor of the Science/Technology building, and on the basement level of the Physical Education building. The rental cost is $15.00 for the large size, and $5.00 for the small size per semester. Summer rental prices are $7.50 for the large, and $2.50 for the small. You must supply your own lock. There is no refund of rental fee. Locks placed on un-rented lockers or locks left on after semester end will be cut. Lockers may be rented in the Athletic Department, PE 102. For more information please call 759-4323.

**PROJECT_SUCCESS**

Project Success is funded by the Department of Education. They provide support services for success in school and life, assistance in understanding the process of transferring to a four-year institution, and their services are available until you transfer to another school or graduate. The program also provides a variety of services to students such as tutoring in reading, math, English, and they have computers available for student use. The Project Success phone number is 759-4313.

**BUSINESS AND STUDENT RECORDS**

The Business & Student Records office is located on the second floor of the Campus Center building. They maintain students' educational records which includes transcripts, personal student data, IDs and passwords, grades, and enrollment history. They are also responsible for posting student tuition, miscellaneous fees (i.e. parking fines) payments, handling all financial aspects related to situations where a student's tuition and fees are being paid by an outside source (i.e.
employer/agency), setting up students on installment payment plans, and account balance inquiries.

The office complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), which was enacted to protect student privacy and to provide for a student the right to inspect and review his or her education records.

In addition to being able to access their records through MetroLink, students can go to any campus to update and/or obtain grades, transcripts, and student logins and passwords, providing they show proper state photo identification. Persons other than the student must have specific written permission from the student or a subpoena before records can be released.

SCHEDULING OF EVENTS

Any recognized student club or organization may sponsor an on-campus event for the college community and designated guests. Room reservation requests may be obtained from the Office of Campus Life and Leadership, located on the Zero Level of the Campus Center, or from the Scheduling Coordinator, who is located on the fourth floor of the Campus Center. All such events must be approved by the Campus Life and Leadership Coordinator and by the Faculty/Staff Advisor for the club or organization.

STUDENT EMPLOYMENT SERVICES

Student Employment Services offers help with resume writing, interviewing skills, job search tips and on-campus employment. You can also check job listings which are updated weekly and jobs posted on their website www.projecthire.net. They are located on the second floor of the Campus Center building in the Career Center, CC 233.

STUDENT SUCCESS CENTER

FREE tutoring is offered in math, writing, science, reading, history and foreign languages (other subjects vary by semester) for students enrolled in MCC courses. They offer help with study skills and test-taking techniques in addition to tutoring. They have workshops on topics such as reading comprehension, writing research papers, study skills, and time management. The Student Success Center is located in LR 202. For more information, call 759-4292.
TESTING CENTER

Below are some of the services and tests the Testing Center provides to assist students and the community.

- **Compass placement testing**—test that measures skills in reading, writing and mathematics to help counselors and advisors place students into appropriate classes.
- **Alternate testing** -- tests administered in alternate formats for students with documented disabilities who have made arrangements with his or her instructor.
- **Distance education testing** -- tests administered to students who are enrolled in Internet or Cable Television classes.
- **Make-up test** -- tests that are given to students who have missed examinations in regular classes due to an excused absence (and who have instructor permission to make up the test).
- **GED testing** -- test of General Educational Development for students who have not graduated from high school.
- **Specialized testing** -- most testing at each MCC campus centers offer additional tests, usually specific to a program or degree at their location.
So, You Want to Get Involved?

**Campus Life and Leadership**

The MCC-Penn Valley Office of Campus Life and Leadership believes that student involvement is a vital part of student success. Whether it's through New Student Orientation, clubs, organizations or our student-centered programming/events, our goal is to take your new beginnings and assist you with transitioning them into endless opportunities! We want you to enjoy your student experience as well as provide you with leadership opportunities. If you are interested in finding your voice, come by and see us, or call us at (816)-759-4255. Our office is located on the lower level of the PV- Campus Center, room CC 001.

**Advocates for a Better Government**

The Advocates for a Better Government is a student organization focused on promoting education and participation in political, social and economic issues that affect our daily lives. Students find the education, support and activities needed to make a difference. The club strives to promote education both inside and outside the classroom and build leadership skills. They also promote individual liberty and rights provided to “the people” defined by the constitution as written by America’s founding fathers. To learn more about this organization, contact Deborah Scott at (816) 759-44311.

**Campus Activities Board (C.A.B)**

The Campus Activities Board is a group of students selected in the spring of each year who work to plan different activities for the campus community. The committees include recreation, special events, comedy, diversity, issues and ideas, as well as community service. Membership is open to all MCC-Penn Valley students who hold a 2.0 or better GPA. Events that this group might plan are: Harvest Party, Club Days, Blood Drive, Drive-In Movie Night, Veterans Day Celebration with National Guard and VFW, and Spring Fling. For more information, contact the Office of Campus Life and Leadership at (816)759-4255.
**Black Student Association**

The Black Student Association (BSA) serves to provide guidance and workshops for students of color, as well as help with financial planning. In the recent past they have sponsored a hip-hop summit and invited guest speakers on campus. They hold discussions based on the concerns of the majority of students. The Black Student Association is open to all who wish to learn more about and assist in educating others about the African American culture. For more information, contact the advisor Lyle Gibson at (816)759-4209.

**Campus Crusade for Christ**

Campus Crusade for Christ is an international, interdenominational student movement that seeks to give every student the opportunity to learn more about Jesus Christ. This is accomplished through weekly meetings, various small group Bible studies, different outreach activities during lunch hours, and more. This group has many travel opportunities throughout the year, including a summer service trip.

Also part of Campus Crusade for Christ is IMPACT. IMPACT is a movement of evangelism and discipleship among African Americans on the campus, extending into the community and, ultimately, to the world. Their vision is to see the African-American community fulfill its destiny as a reflection of the redemptive power of Jesus Christ. For more information, contact their advisor Gieselle Taylor at (816)759-4690.

**Cultural Exchange Club**

The International Language Club strives to increase cultural awareness by organizing and participating in various ethnic activities. These activities include language forums, an International Food Fest and trips to various places in Kansas City to learn more about other cultures. An interest in learning about other cultures is all that is required for membership in this organization. For more information, contact their advisor Bobbie Gustin at (816)759-4683.
Evening/Weekend Nursing Club

The purpose is to organize the Evening and Weekend Nursing Class of 2008-2009 into a united body, to coordinate efforts with our traditional counterparts, plan special events, cultivate strong professional relationships, commit to excellence in our educational goals, and to promote health in the community. For more information, contact Kim Ries at (816)759-4544.

Panache

Panache encourages students to pursue a career in the fashion industry. The program is open access to anyone who wants to learn how to make clothing. In order to apply students must show their portfolio as well as an essay submission to enter the program. Panache provides a variety of services to students such as a two year AAS design degree, advising and counseling, and job coaching in the fashion industry. Students can learn design/product skills as well as get merchandising/marketing information. For more information, contact their advisor Sheryl Farnan at (816)759-4424.

The MCC-Penn Valley GSA Club (Gay-Straight Alliance)

The purpose of the organization is to promote and maintain a healthy and positive environment for lesbian, gay, bisexual and transgender (LGBT) students and their allies, advocates and supporters. Membership is open to anyone who is interested in furthering the GSA’s purpose. They will meet at least twice per month on campus to plan activities and events which will provide visibility and support for LGBT people at MCC-PV. For more information, contact their advisor Nancy Harrington at (816) 759-4240.
Organization for Latino Awareness of Students (O.L.A.S.)

The Organization for Latino Awareness of Students is an organization for all students at Penn Valley that works to promote the Latino culture. They strive to educate others about cultural traditions, while serving the community both at Penn Valley and in Kansas City. This group assists in planning Cinco de Mayo activities, as well as assisting the community agencies with the Latino Civil Rights Summit. For more information, contact their advisor Richard Lara at (816)759-4315.

Penn Valley Jazz Band and Penn Valley Choir

These are the two of the music performance groups offered at Penn Valley. They are available as classes through the music department, located on the zero level of the Science and Technology building. For more information, contact the music department at (816)759-4456.

Phi Theta Kappa

The Phi Theta Kappa is an honor society for two-year colleges with two main objectives. Firstly, they provide opportunities for development and individual growth through participation in leadership, honors, and service and fellowship programs. The club also encourages and recognizes the academic achievements of two-year college students. To qualify for membership, students must be enrolled at Metropolitan Community College-Kansas City, have accumulated at least 12 credit hours, and have a cumulative grade point average of 3.5 or better. For more information, contact their advisor Michael Korklan at (816)759-4090.

Physical Therapy Assistant Program

The Physical Therapy Assistant Program is here to support the extracurricular collaborative activities of physical therapy students. The program also fundraises for activities that allow students to attend meetings, supports physical therapy students’ needs and graduation activities, and support other activities related to the profession of physical therapy. For more information, contact the Office of Allied Health Programs at (816) 759-4231.
**Student Ambassadors**

The Student Ambassadors connect the Penn Valley student with the Penn Valley campus. They are the show and tell of the MCC-Penn Valley campus. The Student Ambassadors provide student leaders opportunities to assist faculty, staff and administrators with on-campus programs, such as campus tours, new student orientations, and graduation, as well as community activities such as the KCPT fund drive. Membership is limited to those students who have strong leadership and communication abilities. Members are selected through an application and interview process. Members must also possess a 2.5 GPA and be at least a second semester freshman to apply. Contact their advisor Gwen Pate at (816) 759-4168 for more information.

**Spectrum (On-line Student Newspaper)**

Spectrum is Penn Valley’s official student newspaper produced by students in the news writing and reporting classes. The newspaper is on-line and a new issue is produced about twice a month. If you are interested, contact Craig Bartholomaus at (816)759-4332 or you can contact the paper directly at (816) 759-4280 or email at Editor@mcckc.edu.

**ADN Class of May 2010 (Pat Wineberg)**

**ADN Class of December 2010 (Roger Bidwell)**

**Criminal Justice Club (Karen Curls)**

**From the Bottom Up (Greg Sanford)**

**Gay Straight Alliance (Nancy Harrington)**

GSAs was established to bring our Gay-straight alliance population together to celebrate their true selves in a safe place. If you are interested contact their advisor Nancy Harrington at (816) 759-4240

**Muslim Student Association (Victorie Hollwell)**

The MSA is to provide a forum for Muslim students to network and provide community service. If you are interested contact their advisor Victorie Hollwell at (816) 759-4130
## Inquiries and Answers

<table>
<thead>
<tr>
<th>Inquiries</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>What do I need to bring to pick up my textbooks?</td>
<td>You need to bring your class schedule and student ID to the campus bookstore. The bookstore is located in CC 103 and the phone number is 759-4188.</td>
</tr>
<tr>
<td>What types of financial aid am I eligible for?</td>
<td>To find out about financial aid, scholarships, and grants, visit the financial aid office located in CC 203, 759-4066.</td>
</tr>
<tr>
<td>Does Penn Valley have my specific art program?</td>
<td>The Carter Art Center will be able to answer all of your campus art questions. The building is located on the Southwest Trafficway side of the campus and their phone number is 759-1195.</td>
</tr>
<tr>
<td>I want more information on the student art show. Where do I go?</td>
<td></td>
</tr>
<tr>
<td>Where are the restrooms located?</td>
<td>There are restrooms located on every floor of every building of the campus except for in the Carter Art Center, the second floor of the Physical Education Building, and the first floor of the Campus Center.</td>
</tr>
<tr>
<td>Where can I find the Deans?</td>
<td>All of the Deans and the President of MCC-Penn Valley are located on the fifth floor of the Campus Center. If you have an emergency that requires attention from the leadership team, you may set up an appointment through their assistants.</td>
</tr>
<tr>
<td>Where can I find the President of the school?</td>
<td></td>
</tr>
<tr>
<td>Who do I talk to if I’m going to miss a class?</td>
<td>Your instructor’s contact information is listed on your class syllabus. If you’ve misplaced your syllabus, you should call your instructor's department and ask for their phone number.</td>
</tr>
<tr>
<td>Inquiries</td>
<td>Answers</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Are there any student Clubs/Organizations for me to participate in?</td>
<td>The Office of Campus Life and Leadership is located in CC 001. Not only can they give you information on how to join campus clubs and information on organizations and upcoming events, but they are also your one stop shop to getting involved on campus.</td>
</tr>
<tr>
<td>How do I start a club/organization?</td>
<td></td>
</tr>
<tr>
<td>How can I get involved?</td>
<td></td>
</tr>
<tr>
<td>Who puts on the campus events?</td>
<td></td>
</tr>
<tr>
<td>Where do I go to get news about what’s going on campus?</td>
<td>The MCC-Penn Valley online newspaper, Spectrum, is located in room HU 310. For more information, contact them by phone at 759-4280, or email at <a href="mailto:editor@mcckc.edu">editor@mcckc.edu</a>.</td>
</tr>
<tr>
<td>Can I submit an article to the campus newspaper?</td>
<td></td>
</tr>
<tr>
<td>Where is the Bus Stop located?</td>
<td>The 31st street bus stops on the campus grounds at the Pennsylvania side of the campus. The schedule is posted at the stop and multiple bus schedules can be found in the Library.</td>
</tr>
<tr>
<td>Where can I park?</td>
<td>Students can only park in the student parking garage located between Broadway and Pennsylvania and the streets of 31st and 33rd.</td>
</tr>
<tr>
<td>Where do I go to get a parking sticker?</td>
<td>Public Safety is located in room CC 101. You may reach them by calling 759-4123.</td>
</tr>
<tr>
<td>Does the Campus have a lost and found?</td>
<td></td>
</tr>
<tr>
<td><strong>Inquiries</strong></td>
<td><strong>Answers</strong></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Where do I go to get my MCC Student ID?</td>
<td>The ID room is located in CC 003. To obtain your ID, you'll need to bring a copy of your current class schedule and some form of state or national issued identification during the posted hours. If no one is in the ID room, then continue to the Office of Campus Life and Leadership located in CC 001 for assistance.</td>
</tr>
<tr>
<td>When are the classes I need to take for my degree offered at Penn Valley?</td>
<td>The Counseling and Advising Office is located in the Student Services area on the second floor of the campus center. To schedule an appointment, call 816-604-4079.</td>
</tr>
<tr>
<td>Who do I talk to if I need help picking a major? Or if I want to change my major?</td>
<td></td>
</tr>
<tr>
<td>Which classes do I take while I’m waiting to get into my program?</td>
<td></td>
</tr>
<tr>
<td>How do I borrow books from the library?</td>
<td>Your MCC Student ID card is also your library card. The librarians are more than willing to help you navigate the Mobius program and make sure you get the right book. The Library phone number is 759-4080.</td>
</tr>
<tr>
<td>How do I use the inter-library loan system to get a book I need for my paper?</td>
<td></td>
</tr>
<tr>
<td>Is there tutoring available on campus?</td>
<td>The Student Success Center is located in room LR 202. They offer FREE tutoring to all MCC-Penn Valley students. The phone number is 759-4292.</td>
</tr>
<tr>
<td>What is the Student Success Center?</td>
<td></td>
</tr>
</tbody>
</table>
Getting Started

Get involved! Take responsibility for your own success. Talk to your teachers and to other students. Research the various clubs and organizations the campus has available. Clubs and organizations are a great way to meet people, enhance the skills you are learning in the classroom, and build a support group for you while you’re at school. You may be surprised at how much help you’ll get just by speaking up and taking advantage of the opportunities the school offers.

Keep your syllabus; it is your guide for the class. The syllabus outlines expectations for assignments, classes and the course. The syllabus also gives due dates for assignments and readings, tells you when, where and how to contact the instructor and anything else you will need to know for a class.

Go to class and get there on time. Arriving on time for the class shows respect for the teacher and your classmates. If your professor sees that you’ve missed several classes or were habitually late, he or she is going to assume you didn’t care, and grade you accordingly.

Pay attention in class and be an active participant. Sitting in front of class will help you pay attention, focus on the class and retain information. It will also help the professor to get to know your face and recognize that you
are taking interest in the class. In addition, some instructors have participation points in their classes.

**Study.** College is your job. Making sure you have all your homework completed on time is important as well as material covered in class. Take time to review the notes you took while reading the text, review your notes from class, and review the text to make sure you didn’t miss any points the author was making.

**Follow classroom rules.** On the first day of class, most instructors will go over some basic guidelines and expectations for proper conduct within the classroom. These rules apply to everyone taking the class.

**Turn your assignments in on time!** When you arrive in class on the day assignments are due, you should be prepared to hand them in when you walk through the door. You should plan not plan to finish them during class time. If you know an assignment will be late, or that you will miss a class when an assignment is due, talk to the instructor as soon as possible.

**Turn off your cell phone.** Cell phones going off during lectures, or worse, in the middle of a test, are a huge distraction to everyone, and the one thing that is most likely to annoy every professor! The best thing to do if you need to be reachable in case of emergency is to give out the number of the MCC-PV Public Safety desk, with strict instructions that is for emergency use only.

**Monitor your own grade progress.** By keeping track of your test scores and other assignment scores, you can usually get a pretty good idea of how
you are doing in a class. Professors will not know what your grade is off the
top of their head. If you are concerned about a particular class you should
approach your teacher during their scheduled office hours to discuss it.
Remember, your instructor does not give you your grades, you earn them.

**Pick a major, or at least schedule a class each semester that you
love.** Picking a major will help you stay focused, stay on schedule and insure
that you leave MCC with the classes you need. Having a class you enjoy
during the semester often gives you a reprieve from the other classes that
may not be your favorite.

**Be nice to those working in the offices.** These people are the
gatekeepers of the world. They can give you the help you need right away,
or they can simply follow the rules and allow the long process to take place.
Remember that they aren’t the ones that make the rules, and they don’t
necessarily agree with all the rules.

**Get Involved.** Some of the best times to be had in college are outside the
classroom. Some of the most important things you learn will be outside the
classroom, such as leadership skills, team work, and communication with a
group. Get involved with a club, the newspaper, a sport, or whatever
interests you. If the college doesn’t have something that interests you, start
a club of your own!

**Remember: You are not entitled.** Your professors have very few
obligations to you. They are not required to be nice to you or be your friend.
They are not obligated to entertain you in class or be around every time you would like them to be.

*Exception: You are entitled to the best education available.* You are entitled to courtesy and fairness from your professors. If you want favors from professors, or anyone else for that matter, be nice to them. Your ability to get along with others is your best asset.
Your Support Network:

Gaining Support During Your Education

Support is the key to success in everything we do. No one really goes at it alone. Networking becomes an essential part of college and helps to build relationships that will help you and others succeed, not just while you are at college, but well beyond.

Support comes in many forms, and from all areas of our lives. You may already have a support system in place in at least one of those areas you are trying to balance: school, home or job. Below are a few tips for the various areas in which you will be operating while going to school. They may not be in your “nature” to do, but give them a try!

**Support at Work.** Do not hesitate to discuss your studies with colleagues and bosses. More often than not, you will find sympathy and good advice.

**Support at School.** Talk to your teachers. Take a few minutes to stay after class and let them know who you are and how excited you are to be back in school. Never be embarrassed to admit you don’t understand something, or that you have a problem. Teachers are human as well and they truly want to see you succeed and reach your goals.

**Talk to your advisor.** If you have a concern, ask about it. Talking with an advisor throughout your education will ensure that you are on the right track to get your degree and that someone is looking out for you at school.
Join or start a student group or study group. There are numerous organizations to belong to, but if you don’t find one you like, start your own. It doesn’t take much work and the Office of Campus Life and Leadership staff is ready and willing to help you. Having a group at school with a common interest, often outside of your academics, allows you to practice those team player and leadership skills that employers today are looking for.

Volunteer to tutor other students. If you have mastered a class, share your knowledge with others. Not only does it keep you up on your skills, but gives you a great sense of satisfaction to know that you are helping out your peers. If you are taking classes on-line or via television, look for or start a virtual study group where you can help each other and share your experiences. Remember, even though you aren’t on the college campus you can still use the services offered.

Technical Support. Colleges have begun to use computers for almost everything in the past few years. Grades are now dispersed on-line to the student’s account, instead of being mailed to the student’s home; Financial Aid sends an e-mail letting you know about your award or scholarships; and now you don’t even have to come to campus to enroll, you can do so over the web. One simple thing you can do is take a computer orientation course offered at school.

One place technology can truly help you is in research. You will find many resources available to you and it is often simpler and more effective than
spending countless hours looking through books at the library to gain a small amount of information for your paper. Most text books even have accompanying websites that go hand in hand with the material covered in the text chapter by chapter that are great sources of information and help in studying.
MyMCCKC / MCC G-Mail

**Blackboard** is a Virtual Learning Environment and web-based learning system for online classes. No special software is needed to use it; all you need is a web browser. Blackboard comprises course management tools that enable instructors to provide their students with course materials, discussion boards, virtual chat and online assessment.

Blackboard has an online tutorial that explains how it can be used. To use the tutorial, go to the MCC Blackboard page at http://bboard.mcckc.edu/ and click on the *User Login* button. This button takes you to the login page, and can be found in the left, middle of the screen. This bottom left of the login page has a button that says *Preview* which takes you to the tutorial page. Once you are on the tutorial page, follow the steps to learn about blackboard by clicking on the *Blackboard Tutorial* bottom under the *My Courses* column on the right hand side of the screen.

**MetroLink** is a web-based system giving students secure access to their personal records. MetroLink requires a UserID and password issued by a central office within MCC. Students who have submitted an application for admission are automatically issued and mailed a MetroLink login. [http://metrolink.mcckc.edu](http://metrolink.mcckc.edu)

Here’s what you can do in MetroLink:

- Update Contact Information
➢ Search Schedule of Classes
➢ Enroll in Classes
➢ Pay Fees
➢ View Your Class Schedule
➢ View Your Financial Aid
➢ View Grades
➢ Request Transcripts
➢ Request Enrollment Verification
➢ Apply For Graduation

MCC G-Mail provides you a free, Web-based e-mail account which some instructors use to help distribute class materials. MCC G-Mail login details are also included in the confidential MyMCCKC mailer. G-Mail requires the same password as my mcckc.
Study Tips

Overcoming Procrastination

Clarify Your Personal Goals. Articulate and write down your personal goals. Post them on your door, mirror, or notebook—so you’ll see them frequently. If your actions aren’t in line with your intentions, perhaps you should change your intentions.

Manage Your Time Effectively. If you don’t know how to manage your time, learn.

- Consult your counselor, attend a time management workshop, or course, which can help you establish goals and reduce stress.
- Break your goal up into little parts. Write out and list the steps you must take to accomplish your goal.
- Write out a plan for yourself. Make a schedule.
- Establish a regular time each day to work toward your goal. Get out of a disorganized lifestyle and make working toward your goal a part of a routine.
- Organize your environment, complete with the tools you’ll need, so it’s conducive to working. Or...move yourself to an environment which is conducive to working.
If you aren’t sure how to reach your goal, learn. For example, if you aren’t clear about an assignment, plan to consult with your professor. Build this appointment into your schedule.

Start early. Build procrastination time into your schedule. Call it “creative leisure.”

Start small and easily. Build gradually.

**Change your Attitude.** Do you feel that the world is too difficult? Expect nothing less of yourself and others than perfection? Convinced that disaster hinges on your actions? These are immobilizing, self-defeating, and avoidance-producing attitudes and beliefs. Recognize them as such, and use them only to the extent that they are helpful.

- Don’t indulge negative beliefs and don’t believe them! Replace them with self-enhancing beliefs and attitudes.
- Remind yourself of the emotional and physical consequences of procrastination. Then remind yourself of the consequences of not procrastinating.
- Concentrate on little bits and pieces of your project; don’t think “all or nothing.”

**Reading**

In college you’re expected to do much more reading than in high school. Don’t assume just because you’ve “read” the assignment that is the end of it. You must learn to read with a purpose. You must know before you begin
reading what your purpose is, and read accordingly. It is also important to take notes over key concepts during your readings.

**Getting the “Main Idea.”** In reading, this is central to effective studying. You must learn what the author’s central idea is, and understand it in your own way. Every paragraph contains a main idea perfect for outlining in textbooks. Make it a habit to find the main idea in each paragraph you read.

**Extracting Important Details.** This means that you locate in your reading the basis for main ideas. There is usually one important detail associated with every main idea. The more important details you can identify, the easier it will be to review for examinations because you have made a link between an idea and the information that supports it.

**Don’t Read Aloud to Yourself.** Generally, reading aloud to yourself does not help you study more effectively. If you read aloud or move your lips while you’re reading, you are reading slowly. If you are having problems with your lips moving try putting a finger over your lips. Your finger will remind you not to move your lips. Make an effort to read faster and retain more –after a while, you’ll be surprised how little effort it will take.

**Taking Notes**

Like reading, note taking is a skill which must be learned and refined. Learning the ingredients of good note taking is rather easy; applying them to your own situation depends on how serious you are in becoming a successful student.
**Keeping Notes.** You must learn to keep notes logically and legibly. The best place to keep notes is in a loose leaf notebook. Use dividers to separate the different classes you take. Make it a habit of using your notebook to record ALL your notes. Keep a supply of loose leaf paper with you just in case you’re caught without your notebook.

**Taking Lecture Notes**

**Surveying, Questioning, Listening**

Taking accurate and concise lecture notes is essential. For example, when you listen to a lecture, formulate questions as you listen. *Your main job in taking lecture notes is to be a good listener.* To be a good listener, you must learn to focus and concentrate on the main points of the lecture. Get them down, and then recognize them in your own words. Once you have done this, you have set the stage for successful reviewing and revising.

**Reviewing and Revising**

As you prepare for examinations, tests, or other assessments, you spend time reviewing and revising your lecture notes. Begin the process by reviewing your notes right after a lecture. If you wait too long, you may discover that the notes just don’t make sense. Don’t hesitate to revise your notes based on the review process.

**Research Notes**

Any form of note-taking that requires compilation of information by the categories, rather than in narrative form is best done using index cards. You
can sort, edit and arrange index cards to suit your particular study needs. The most important point in using cards is to indicate the correct reference or topic at the top of the card. Use the cards for study, review, and to help organize information for papers, reports, or projects.

Writing Essays and Papers

**Reviewing the Topic.** Students usually have some freedom to choose the subject of the themes for reports. Make sure that the topic is acceptable to the teacher, and is interesting to you. Another consideration is that of availability of resource material. Your task is made easier when there is a good amount of reference and resource material available. Be sure to utilize spell check on the software, but don’t rely on it solely.

**Using Correct Punctuation and Grammar.** When writing essay questions, good grammar and punctuation are a must. Most students use word processors to write papers. Spell check is a useful tool, but don’t rely on it solely.

**Gathering Materials Before You Write.** Before you begin writing, assemble the materials you will need. Use index cards, notes, bibliographies, summaries, reports and reviews as part of your preparation process.

**Preparing an Outline and Writing the Paper.** Once you have your topic, gathered and organized your materials, it is time to outline your paper. *Put your outline on paper! Don’t make the mistake of trying to keep everything in your head.* Make your outline in the form of main headings or ideas with
sub-headings fleshing out the flow of the paper. Using the outline as a guide, begin writing by asking yourself what the paper is going to say and what conclusions you want to reach.

Test Taking Skills

Surveying

Look over the objective examination to find what types of questions are being asked. Surveying helps you to know what to expect. Then, answer the questions you know first, which will give you confidence and might help find answers to other questions.

Knowing the Ground Rules

*Always read directions!* Indicate your answers exactly the way the directions state. Make sure your answers are clear. Determine what the scoring rules for the test are and follow them to your advantage.

Answering Easy Questions First

Answering easy (to you) questions first is the best strategy. If you stumble over difficult questions for too long a time, you may not be able to complete the exam.

Picking out Key Words

Objective examination questions usually contain one or more key words. Key words, or a group of words, are those on which the truth or falsity of a statement hinges. Learn to spot the key words in the statement that define the meaning.
Reading Other Types of Questions

The methods used to answer true-false and multiple choice questions apply to matching questions as well. Always scan the entire list of alternatives before matching any. As in the other types of questions, try to identify key words in each list and test them. If you don’t know the answer, give it your best guess, as often times such responses get at least partial credit.

Essay Examinations

Read through the entire examination first. Get a feel for the questions you are expected to answer. If the exam allows you to choose from a number of questions, be sure to number your answers exactly to match the questions. When you follow directions for an essay exam, pay attention to the key words the instructor has included. Such words as “list,” “describe,” “compare and contrast,” and “outline” have special meaning. If a question asks you to list something, don’t write a narrative about it. Answering essay questions directly is always the best policy.
Differences between High School and College

There are numerous differences you will find between high school and college, and if you are aware of some of them before you start school, the transition may be a little easier. Below is a table listing some of the most common differences identified by students, staff and faculty from around the country.

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school is mandatory and usually free.</td>
<td>College is voluntary and expensive.</td>
</tr>
<tr>
<td>Your time is structured by others.</td>
<td>You manage your own time.</td>
</tr>
<tr>
<td>Most of your classes are selected for you.</td>
<td>You pick your own schedule in consultation with an advisor.</td>
</tr>
<tr>
<td>You attend class an entire day.</td>
<td>Your schedule looks light, with sometimes only one or two classes.</td>
</tr>
<tr>
<td>Homework outside of class is expected to only take you about one half hour to an hour to complete.</td>
<td>For each hour spent in class, you need to spend at least three hours outside class on homework, reading, and studying.</td>
</tr>
<tr>
<td><strong>HIGH SCHOOL</strong></td>
<td><strong>COLLEGE</strong></td>
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<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>You are usually told what to do and you are corrected if the behavior is out of line.</td>
<td>You are expected to take responsibility for what you do and don’t do, as well as face the consequences of your decisions.</td>
</tr>
<tr>
<td>You rarely need to read anything more than once, and sometimes listening in class is enough.</td>
<td>You need to review class notes and text material thoroughly and regularly.</td>
</tr>
<tr>
<td>You are expected to read short assignments that are discussed, and often re-taught, in class.</td>
<td>You are assigned substantial amounts of reading and writing which may not be directly addressed in class.</td>
</tr>
<tr>
<td>Teachers approach you if they believe you need assistance.</td>
<td>Professors are usually open and helpful, but most expect you to initiate contact if assistance is needed.</td>
</tr>
<tr>
<td><strong>HIGH SCHOOL</strong></td>
<td><strong>COLLEGE</strong></td>
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<td>---------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Teachers are often available for</td>
<td>Professors are only available during</td>
</tr>
<tr>
<td>conversation before, during or after</td>
<td>their scheduled office hours, or by</td>
</tr>
<tr>
<td>class.</td>
<td>appointment.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers provide you with</td>
<td>Professors expect you to get notes</td>
</tr>
<tr>
<td>information you missed when you</td>
<td>you missed from your classmates,</td>
</tr>
<tr>
<td>were absent.</td>
<td>not them.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers often take time to remind</td>
<td>Professors expect you to follow the</td>
</tr>
<tr>
<td>you of assignments and due dates.</td>
<td>syllabus and be responsible for</td>
</tr>
<tr>
<td>They usually give you time to work</td>
<td>turning your work in on time with</td>
</tr>
<tr>
<td>on assignments in class.</td>
<td>very little reminding. It is rare if you</td>
</tr>
<tr>
<td></td>
<td>get time in class to work on</td>
</tr>
<tr>
<td></td>
<td>assignments.</td>
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<tr>
<td><strong>HIGH SCHOOL</strong></td>
<td><strong>COLLEGE</strong></td>
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</tr>
<tr>
<td>Teachers carefully monitor class attendance and tardiness. Tardiness is unlikely to affect your grade.</td>
<td>Professors may not formally address attendance or tardiness, but they do take attendance and take note of tardiness. You may be counted as absent if you arrive late to class, and absences do affect your grade.</td>
</tr>
<tr>
<td>Teachers often write information on the board to be copied into your notes, or tell you what is important to know for a test.</td>
<td>Professors may lecture non-stop, expecting you to identify what is important or relevant. When professors write on the board it is to add to the lecture, not summarize it.</td>
</tr>
<tr>
<td>There are often many other assignments to make up grades; grades do not simply rely on tests over subject material.</td>
<td>Testing is infrequent, covers a lot of material and makes up of a large portion of your grade. A course may only have 2 or 3 tests a semester.</td>
</tr>
<tr>
<td>Make up tests are often available.</td>
<td>Make up tests are rarely available, and you need to request them if they are an option.</td>
</tr>
<tr>
<td>HIGH SCHOOL</td>
<td>COLLEGE</td>
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<tr>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Consistently good homework grades may raise your overall grade when test grades are low.</td>
<td>Grades on tests and major papers usually provide most of the course grade.</td>
</tr>
<tr>
<td>Initial test grades, especially when they are low, may not have an adverse effect on your final grade.</td>
<td>Watch out for your FIRST tests. These usually serve as an indicator to let you know what is expected—but they also may account for a substantial part of your course grade.</td>
</tr>
<tr>
<td>You may graduate as long as you have passed all required courses with a grade of D or higher</td>
<td>You may graduate only if your average in classes meets the departmental standard—typically a 2.0 GPA or C average.</td>
</tr>
</tbody>
</table>