



# Mountwest Student Handbook

Our mission is to prepare students for careers, civic responsibility and life-long learning.





**Dr. Keith Cotroneo**

## **A Message from the President**

I would like to extend a warm welcome to the Mountwest community. I hope you will use this handbook to help you maintain a positive learning experience here. Our mission is to prepare students for careers, civic responsibility and life-long learning. We value quality education and a learning environment that fosters critical thinking and individual responsibility. We strive for continuous improvement for ourselves, as well as our students, in an effective environment of communication, consistency, teamwork, transparency, streamlined decision making and mutual respect. Our endeavor at Mountwest is to have a positive community reputation by promoting community involvement, developing partnerships, responding to community needs and fostering internal and external collaboration. Your time here should be one of tremendous growth, exploration and learning. Thank you for choosing Mountwest for your education.



**Billie Brooks**

## **A Message from the Vice President for Student Services**

Congratulations on your decision to learn with us at Mountwest Community & Technical College! The student services department at Mountwest is dedicated to keeping you informed about the policies and procedures of being a successful student and a graduate of the college. This student handbook can serve as your road map to those policies and procedures that will guide you as a student while you live and grow in this community.

Students at Mountwest are both citizens and members of the academic community, as well as the local community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and the right of petition that other citizens enjoy. As members of the academic and local community, students are subject to the obligations that are given to them by virtue of this membership.

In addition to the handbook, Mountwest offers the One-Stop Shop for student services located on the first floor of our campus. The purpose of this area is to guide you through your academic journey, including the areas of admissions, student success counseling, financial aid, mental health counseling, career services, the registrar and the cashier's office. If you have questions, look into the handbook for the answer or stop by the One-Stop Shop to speak with a counselor. Once again, congratulations! We are proud to have you as our student.

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responsibility and  
life-long learning.”**

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Because of the serious consequences that can follow from falling below good academic standing, it is very important to be proactive with your student success counselor if anything affects your ability to pass a class.

## ACADEMIC STANDING

### Good Standing

Cumulative grade point average is 2.0 or higher.

### Academic Probation

Students are placed on probation at the end of any semester when their cumulative grade point average drops below 2.0. The student will receive an electronic letter sent to their MCTC email account notifying them of the probation status.

### Academic Suspension

If a student has a cumulative deficit of 20 quality points or more at the end of any term, they will be suspended for a minimum of one semester. The student may petition immediately upon notice of academic suspension if illness, accident, or other valid circumstances can be verified as the cause of poor academic performance.

### Repeating classes

If a student happens to fail a course, they are permitted to retake the class as long as they have sufficient funding to pay for the course. The grade of the course taken over will replace the grade of the previous course, only the first time is repeated. The failed course will not be removed from the transcript, but the new grade points will replace the previous grade points earned. For more information see your counselor.

### Academic Forgiveness and Fresh Start

Many students come back to college after a long time away. Mountwest understands that much has changed since these students were in college previously. In efforts to provide our students with a new start in college, Mountwest has the Academic Forgiveness Policy, which allows students to have their grade point averages waived if the students are able to demonstrate what has changed over the years and how they plan to be successful in the future. In order to qualify, students must have been out of school for a minimum of 4 years.





# ACADEMIC DISHONESTY POLICY

As described in the Mountwest Creed, Mountwest Community & Technical College, is an “Ethical Community reflecting honesty, integrity and fairness in both academic and extracurricular activities.” Academic dishonesty is something that will not be tolerated as these actions are fundamentally opposed to “assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance” as described in Mountwest’s Statement of Philosophy.

A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Mountwest accepts the academic requirements and criteria of the institution. It is the student’s responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process.

For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: exams, quizzes, papers, oral presentations, data gathering and analysis, and practicums and creative work of any kind.

**Definitions of Academic Dishonesty:** Each instructor may modify the general definition of academic dishonesty to fit the immediate academic needs within that particular course of study, provided the instructor defines, in writing and preferably in the course syllabus, the details of any departure from the general definition.

**Cheating:** Any action that, if known to the instructor in the course of study, would be prohibited. This includes:

- The unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
- The unauthorized assistance of a person other than the course instructor during an academic exercise.
- The unauthorized viewing of another person’s work during an academic exercise.
- The unauthorized securing of all or any part of assignments or examinations in advance of submission by the instructor.

**Fabrication/Falsification:** The unauthorized invention or alteration of any information, citation, or means of verification in an academic exercise, official correspondence or a college record.

**Plagiarism:** Submitting as one’s own work or creation any material or an idea wholly or in part created by another. This includes:

- Oral, written and graphical material.
- Both published and unpublished work.

It is the student’s responsibility to clearly distinguish his/her own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

**Bribes/Favors/Threats:** Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

**Complicity:** Helping or attempting to help someone commit an act of academic dishonesty.



# ACADEMIC FREEDOM

Students enjoy the essential freedoms of scholarship and inquiry consistent with programs of formal education in institutions of higher learning and are accorded the same degree of academic freedom enjoyed by faculty and staff members of the college community.

All college resources and facilities designed to enhance and encourage learning are available to students, within the bounds of college policies governing the use of such materials and facilities. Students are encouraged to inquire, discuss, and evaluate the opinions of any person or groups of people, regardless of whether such persons are members of the college community.

Any recognized group of students has the right to invite to the campus and listen to any person or group of persons of its choice, provided that such activities are scheduled in the manner set forth in the published guidelines of the college and that such activities are conducted in a manner appropriate to the standards of the college community.

Any recognized group or individual student has the privilege of expressing their own personal views and may espouse causes pertaining to either college and campus life or to extramural questions and problems, provided the methods of support are peaceful and orderly, are in keeping with good taste and propriety, and do not infringe upon the rights and freedom of other members of the college community nor disrupt the orderly procedures necessary to the continuing operation of the college and its programs of living and learning.

All meetings, social affairs, and other student activities must be scheduled in accordance with procedures outlined through college policy.

Each organization scheduling events involving the use of college property shall be held responsible for the orderly and proper use of the facility and for the proper conduct of those persons taking part in the activity, avoiding conduct that might disrupt normal institutional operations.

The college is committed to protecting students' rights to a free press. The college will not restrict the editorial freedom of student publications and the student press.

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By the year 2020, it is anticipated that there will be about 24,200 new and replacement jobs available in the Tri-State service area.

Nearly 27% of those jobs will require an education level equal to an associate degree or greater.

# ATTENDANCE POLICY

Successful students attend their classes. Students are expected to attend classes when they are scheduled and participate in the class. In order to get credit for the class, students must attend at least 85% of each course. Instructors are given the option of allowing students to complete the course based on the student's documented circumstances and the student's progression in the course. Students are responsible for all work missed during their absence.

## Excused absences:

- College sponsored activity
- Student or family illness / death in the family
- Short-term military obligations
- Jury duty or subpoena for court appearance
- Religious holiday

## CAREER SERVICES

Deciding on a major can be very difficult. Career counselors in the One-Stop for Student Services can help you determine which majors lead to which careers, how you explore potential careers and how to identify the right career for you.

## CASHIER'S OFFICE

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The Cashier's Office is located in the One-Stop for Student Services, and they are a different department than Financial Aid. The Cashier's Office is where students go to pay outstanding bills due to the college, inquire about tuition or to inquire about refunds.



# CLUBS & ORGANIZATIONS

Check out the organizations Mountwest Community & Technical College has to offer you. These organizations compliment the learning you are doing in the classroom, making you a well-rounded collegiate student!

## American Sign Language Club

(academic and extracurricular)

Although open to all interested students, the American Sign Language Club really works to foster close relationships between students learning American Sign Language and students in the Deaf community. The American Sign Language Club hosts a number of exciting events yearly, including the annual “Brunch with Deaf Santa.” This club also has a strong charitable goal, aiming to help the Deaf community in and around the tri-state area.

## Early Education Student Association

(academic)

This club is open for any student with a declared major in Early Childhood Education. This club extends its services to the college community on a regular basis for many child-based activities.

## Game Developers Association (academic)

The Game Developers Association is a nationwide academic club with a chapter at Mountwest. If you are studying gaming and animation at Mountwest, joining this organization can help foster your skills, improve your talents, and help you grow within the field.

## HOSA (academic)

HOSA is a nationally-recognized student organization focusing on careers in the healthcare industry. Mountwest’s chapter is interested in working to constantly improve the quality of healthcare in our state and surrounding regions.

## Massage (academic)

The Massage Club at Mountwest is comprised of students who are studying massage therapy. The club often works alongside other students clubs at school-wide events, enabling students to contribute to Mountwest’s events while simultaneously receiving credit for clinical hours.

## Military Club (academic)

All students utilizing veteran benefits are encouraged to join this specialized club to aid each other in academics and meaningful activities for the community.

## Multicultural Club (extracurricular)

The Multicultural Club works with faculty to hold a number of culture-focused events each semester. If you have an interest in other peoples, societies, and countries, this is the club for you! Whether hosting foreign film nights or traveling abroad, members of the Multicultural Club find unique ways of combining learning with fun!



# CLUBS & ORGANIZATIONS

## Phi Theta Kappa (honorary academic)

Phi Theta Kappa is a nationwide honorary established for students who attend community colleges. Mountwest's chapter of PTK plays a big role in planning campus-wide events at Mountwest, working closely with the Student Government Association to bring worthwhile projects to the students. In order to become a member of PTK, you must be invited to the honorary, and the invitation is based upon achieving an excellent academic record.

## PTA Club (academic)

The Physical Therapy Assistants Club is open to students who are either enrolled in the physical therapy assistant program at Mountwest or are preparing to apply. The PTA program is rigorous, and the club helps to provide a supportive environment for PTA studies.

## SkillsUSA (leadership)

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel, providing educational programs, events and competitions that support career and technical education (CTE) in the nation's classrooms.

## Student Government Association (leadership)

The purpose of the Mountwest Student Government Association (SGA) is to give students a voice, to make positive changes on campus and in the community, to create bonds within the student body, to form lifelong friendships, and to unify the student body. Leadership and service-learning experience are both gained by being a member of the SGA, which not only works for Mountwest students, but also the community. One may earn valuable service-learning and leadership experience by being an active SGA member. The Mountwest Student Government Association sponsors and plans events and activities on campus to create a cohesive learning community at Mountwest.





# DEGREE PROGRAMS & CERTIFICATES

## Liberal Arts & Transfer

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### Studies Division

AA/AS, General Studies/Transfer Studies

- Advertising
- Behavioral Science
- History
- Internet Journalism
- Public Relations
- Radio/Television Production Management

American Sign Language  
Early Childhood Education

### Business Technology

Accounting  
Banking and Finance  
Business Administration  
Call Center Supervision  
Industrial Management  
Management Technology

### Hospitality Management

Culinary Arts  
Hospitality Management  
Hotel/Motel Management

### Information Technology

Animation and Game Developer  
Geospatial Studies(GIS/GPS/RS)  
Graphic Design  
Information Technology  
Network Systems Administration (MCSE)  
Network Systems Development (CCNA)  
Network Systems Security (CISCO & MCSA)  
Web Designer

### Legal Studies

Criminal Justice  
Paralegal

### Transportation Technology

Intelligent Transportation  
Intermodal Management  
Maritime  
Railway  
Roadway  
Transit  
Transportation

## Career & Technical Studies Division

### Allied Health

Dental Laboratory Technology  
Health Information Technology  
Health Informatics  
Health Science  
Massage Therapy  
Medical Assistant  
Paramedic Science  
Pharmacy Technician  
Physical Therapy Assistant  
Radiologic Technology  
Respiratory Therapy  
Veterinary Technology

### Applied Science Technology

Additive Manufacturing  
Biomedical Instrumentation Technology  
Electronics Technology  
Engineering Design Technology  
Machinist/CNC Technology  
Welding Technology

## Non-Traditional Degrees

### Board of Governors

- Allied Health
- Business
- Criminal Justice
- Information Technology
- Maintenance Technology
- Transportation

### Occupational Development

Occupational Development

### Technical Studies

Technical Studies  
Surgical Technology

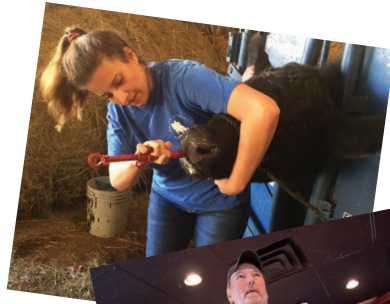
### One-Year Certificates

3D Printing  
Aviation Pilot  
Accounting/Bookkeeping  
Allied Health Occupations  
Certified Coding Specialist  
CISCO Certified Network Associate  
Deaf Studies  
Dental Laboratory Technology  
Exercise Science  
Hospitality Management, Culinary Arts  
Legal Support  
Maritime  
Microsoft Certified IT Professional (MCITP)  
Pharmacy Technician  
Teacher's Assistant  
Technical Studies  
Transportation  
Transportation (Railway)

### Additional Admissions Options

Early Entry  
Non Degree  
Transient  
Undecided (MCTC)

*\*Ask your counselor about transfer opportunities.*



Another 7% of available jobs will require some kind of post-secondary certificate or vocational award.

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More than 40% of the nation's college aged students begin their academic careers at community college, according to the US Department of Education.

# DISABILITY SERVICES/ PET POLICY

Mountwest Community & Technical College is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Mountwest provides accommodations to qualified students with disabilities. The Disability Services Office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Mountwest Community & Technical College.

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Students who believe they are in need of accommodations should contact the Disability Services Counselors or their Student Success Counselor.

No dogs or other domestic animals, with the exception of seeing-eye dogs, are allowed to be in college buildings. Any dogs or other domestic animals on college grounds must be in the control of their owners in accord with the ordinances of the city. Under no circumstances should animals be allowed to run loose or be tied to buildings, handrails, trees, bicycle racks, or other objects. Any infractions or complaints should be brought to the attention of the Department of Public Safety. They will arrange to remove the dog or other animal from campus without notice.

## FINANCIAL AID

The first step in determining how to pay for college is by completing the Free Application for Federal Student Aid or FAFSA. Anyone can apply and see what they may qualify for in grants, scholarships and loans. To begin the process, students should log on to [FAFSA.ed.gov](https://fafsa.ed.gov). You will need your tax returns from the previous year.

**Remember: This process must be completed each year you are in college!**

Much like academic suspension, students who receive financial aid may have that aid suspended if they fail to meet the academic standards. Any questions revolving around your grants, scholarships and loans can be made to the financial aid counselors in the One-Stop for Student Services.



# FIREARMS POLICY

All members of the Mountwest Community & Technical College community, including faculty, staff, and students, as well as visitors to any campus, are prohibited from possessing firearms, explosives or weapons on the premises of the College or in any building under their separate or combined control or at any College sponsored event without the explicit authorization of the Director of Public Safety, whether or not a federal or state license to possess the same has been issued to the possessor.

## The only exceptions to this policy are as follows:

1. Law enforcement officers to the extent they are legally permitted to possess weapons pursuant to West Virginia State Law;
2. Military personnel in performance of their official duties to the extent they are legally permitted to possess weapons in the State of West Virginia; and
3. College sanctioned classes, groups or events where a particular weapon(s) is required and regularly used as a part of the curriculum or activity, i.e. various criminal justice courses/martial arts classes/clubs; theatrical events, etc.





# GLOSSARY

**Appeal:** Request by student for re-evaluation of academic or financial status; approval not guaranteed.

**Associate of Applied Science:** This degree is designed for students who intend to enter the workforce immediately following graduation from their program. Consequently, most AAS degree programs require students to choose an area of emphasis or specialty early in the program so they are adequately prepared for entry-level career positions within a specific field upon graduation. Requires a minimum of 60 credit hours.

**Associate of Arts:** An Associate of Arts provides students a general liberal arts education that prepares them for a bachelor's degree program at a four-year college or university. Requires a minimum of 60 credit hours.

**Associate of Science:** An Associate of Science provides students a general science based education that prepares them for a bachelor's degree program at a four-year college or university. Requires a minimum of 60 credit hours.

**Board of Governors Degree:** The Board of Governors Associate of Applied Science degree is designed to assist adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree provides Mountwest a mechanism to deliver educational programs to nontraditional students desiring to complete their post-secondary education. Requires a minimum of 60 credit hours.

**Cashier's Office:** Office that deals with tuition fees and other payments.

**Certificate:** Unlike associate degrees, which typically include a general education component, certificates are designed to help students develop a specific skill set that will

prepare them for a particular job or to perform a specific function. Certificate degrees require 30 hours of coursework including six credit hours of general education courses.

**Checklist:** List of courses required for a major; used to keep track of a student's academic progress.

**Collins Career Center:** Collins Career Technical Center is a public vocational high school in Chesapeake, OH. Students entering certain programs at Mountwest may be required to attend courses there to complete their degrees.

**Co-requisite:** Courses that must be taken together during the same semester; often are linked for registration purposes.

**Course Schedule:** List of courses offered each semester, including times, locations, instructors, etc.

**Credit Hours:** The number of hours earned for completing a course.

**CRN:** Course reference number; a four-digit code assigned to each section of each class, used to identify and register for classes.

**Cumulative GPA:** Average of all grades from all semesters.

**Dean's List:** Certificate awarded each semester to students who are enrolled in at least 12 hours of 100 level or above classes and earn a 3.5 GPA.

**Degree Works:** Computer program in the myMCTC area online so students can track progress in their degree or consider changing majors.

**Elective:** Optional class, may not count toward major requirements but most likely will count toward hours for graduation.

**FAFSA:** Free Application for Federal Student Aid; must be completed each year in order to receive financial aid; helps the government determine how much aid a student is eligible to receive.

**FERPA:** Family Educational Rights and Privacy Act; form that allows a student to choose who can receive his or her academic and financial information.

**Full Time:** Taking 12 or more credit hours in a semester.

**Gen Eds:** General education curriculum designed to ensure that students develop a foundation of skills that incorporate coursework from across the disciplines.

**Internship:** Work experience often related to an academic area of interest; often unpaid.

**Lost and Found:** Mountwest keeps lost items at the front security desk. If an item has been lost, please contact the security team.

**Maritime Academy:** The Mountwest Maritime Academy provides training for various levels of the river industry from entry-level deckhands, those with experience ready to become steersman, and seasoned mariners wanting to expand their qualifications.

**MTWR:** Monday, Tuesday, Wednesday and Thursday; how the days of the week are indicated on the schedule of courses. **R = Thursday.**

**New Student Orientation:** Mountwest's new student orientation program welcomes new students as members of the Mountwest community and helps provide a seamless transition into college life. Students attending any of the Mountwest campuses are highly encouraged to attend an orientation date found on the website. Online students have a video orientation at their disposal on [www.mctc.edu](http://www.mctc.edu).

**Plagiarism:** Using someone else's work without properly citing them; carries serious consequences.

**Pre-requisite:** Course that must be taken before another course.

**Probation:** Academic probation is a warning for students who fall below a 2.0 GPA; financial aid probation is a warning for students who fall below certain grade and course completion requirements set by that office.

**Registrar:** Office that maintains all student records, such as transcripts, and all registration policies and procedures.

**SGA:** Student Government Association; serves as a voice for students on campus; students can become elected and appointed members and officers.

**Starfish:** Computer program to schedule time with student success counselors, writing center, ASC and more!

**Suspension:** Academic suspension is removal from courses for one academic semester or a year for not meeting academic standards; financial aid suspension is removal of financial aid for a period of time based on requirements set by that office.

**Tutoring:** Often free; academic assistance for students in specific subjects.

**W (Withdraw):** Grade that appears on a transcript when a student drops a class after schedule adjustment the first week of classes; okay to get a few but not to make a habit of it.

**Work Study:** Part of a financial aid award; on-campus work that can be used to help pay tuition.



# GRADUATION

You are beginning your final semester at Mountwest! The efforts you have dedicated to your studies are now culminating in a celebration...GRADUATION! You must apply for graduation at the beginning of the semester or term in which you intend to complete graduation requirements.

To apply for graduation, you must first go to the Mountwest cashier and pay the graduation fee. Next, bring a copy of the receipt to the Student Services One-Stop Registration Station and complete the graduation application.

## Honors Graduation

Associate degree candidates for graduation who have achieved special distinction in academic work are recognized at the graduation commencement. Their honor status is printed on their diploma. Honor status is determined by this scale for the final cumulative grade point average:

- With High Honors – 3.70 and above
- With Honors – 3.30 to 3.69

\*Honor calculations are not rounded.

Transfer students must have earned at least 15 credit hours at Mountwest. Of those, 32 credit hours must be applicable to an associate degree program, all of which were achieved at honors levels.



## The requirements of graduation are:

- Minimum of 60 credit hours excluding developmental hours.
- Have a Mountwest overall GPA of 2.0 or higher.
- Have earned a C or better in ENL 111 or equivalent.
- Have a minimum of the last 15 college-level credit hours earned at Mountwest.
- Complete all program-specific requirements.





(Growth, Resilience, Integrity, Tenacity)

**Growth** – As a student at Mountwest Community & Technical College, it is essential to grow your knowledge and skills in and out of the classroom.

**Resilience** – Obstacles will try to get in your way of graduation. Being resilient is being able to bounce back up and finish your education.

**Integrity** – You need to be incorruptible, complete and sound as a student. Your integrity speaks more about you than you may ever know.

**Tenacity** – Do not let yourself become easily stopped or pulled apart from your goal. Do everything you can to keep at it. Accomplishing the difficult is far more rewarding than accomplishing the easy.



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## DECISION MAKING 101

Ask yourself these questions before making a decision...

- Would I want my friends and family to know that I made this decision?
- Will this decision do anyone harm (including myself)?
- How will this decision impact me and others in the long term?
- How would I feel if this decision were made public?
- Am I proud of this decision?





# HEALTHY LIVING & WISE CHOICES

## Keep Healthy

- Balance hobbies and interests with your academic and job responsibilities
- Get yourself into a fairly regular sleep pattern
- Stay connected to family and old friends while meeting new people
- Don't rely on cramming and all-nighters to get you through
- Eat a balanced mix of healthy foods
- Exercise and move around on a regular basis
- Reach out to others and develop solid friendships
- Make smart choices about drugs and alcohol
- Give time to good causes that you believe in
- Renew your spirit in ways that feel right
- Make YOUR well-being a top priority

## Valley Health

Valley Health is on campus periodically through the week on the 4th floor for any medical issues students may be experiencing. Students are encouraged to stop by or make an appointment to see a health practitioner.



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## Stay Safe

- **Take Care with Technology** - Be thoughtful about your privacy settings - guard your reputation.
- **Protect Your Personal Information**
  - Don't give away your Social Security number or other personal information to unknown sources. Keep all of your passwords and pin numbers to yourself.
- **Walk Together** - Don't walk alone, especially after dark. Walk with friends or ask security for a ride to your car.
- **Be Careful with Credit and Debit Cards** - It is not easy to keep track of your finances and easy to spend beyond your means using plastic.
- **Don't Engage in High-Risk Drinking or Drug Use** - When your judgment is compromised, you get hurt or you hurt others.
- **Don't Leave Belongings Unattended**
  - Any of your personal items can be taken if you leave them unattended. Keep watch on your items.

# DRUG-FREE SCHOOLS & COMMUNITIES ACT

## Drug-Free Workplace Act Compliance

It is the policy of Mountwest Community & Technical College to comply with the Drug-Free Schools and Communities (Campuses) Act of 1989 and Federal Anti-Drug Abuse Act of 1988.

## Standards of Conduct

The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol on Mountwest Community & Technical College property or as a part of any College function is prohibited. Reporting to work, class or any college function under the influence of alcohol or illicit drugs is prohibited.

## Health Risks

Substance abuse and drug dependency are problems of staggering size in our society today. They are the leading causes of preventable illness and injury in the United States, and are estimated to afflict over 25 million Americans. While alcoholism may develop in anyone, it tends to appear first between the ages of 20 and 40, and is more prevalent when a family history of alcohol abuse exists.

## Disciplinary Sanctions

The College will impose disciplinary sanctions on students and employees consistent with local, State, and Federal laws for violation of the "Standards of Conduct" outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution.

- Federal Trafficking Penalties include substantial fines and imprisonment up to life.
- West Virginia Sanctions depend on the classification of the controlled substance, the particular activity involved (possession or trafficking) and whether multiple convictions are involved. Under WV law, the most severe penalties for drug violations are for possession with intent to sell. On a first offense conviction, one may receive a fine of up to \$25,000 and/or imprisonment for 15 years. Sanctions for violations of state alcohol laws vary according to the severity of the offense, with the minimum vehicular violation calling for imprisonment in the county jail for 24 hours, and a \$500 fine.
- College Sanctions will be imposed consistent with procedures used in other disciplinary actions. Violations of drug and alcohol standards are the most serious type, and may result in sanctions up to expulsion from the College.

# DRUG-FREE SCHOOLS & COMMUNITIES ACT

Alcohol abuse is often characterized by one of three different patterns: (1) regular and daily use, (2) drinking large amounts of alcohol (binging) at specific or irregular times, or (3) periods of sobriety interspersed by periods of heavy drinking and intoxication. The disorder is progressive, and is usually fatal. If you recognize any tendencies toward alcohol abuse in yourself, your friends, or loved ones, please seek help as outlined below in the “Counseling & Other Assistance” section.

## Health risks of other drugs include:

- **Narcotics** (including opium, morphine, codeine, heroin and others). Physical addiction, loss of awareness, respiratory restriction, and possible death.
- **Depressants** (including barbiturates, Quaaludes, and others). Slurred speech, disorientation, shallow respiration coma likely with overdose.
- **Stimulants** (including cocaine, amphetamines, and others). Increased heart rate and blood pressure, possibly leading to death, increased excitation, loss of appetite.
- **Hallucinogens** (including LSD, “mushrooms,” PCP, mescaline, and others). Illusions and hallucinations, poor perception of time and distance, psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear (flashback) sometime after use.
- **Cannabis** (marijuana, hashish, THC, others). Unrealistic euphoria, diminished inhibitions, disoriented behavior, diminished motivation, increased pulse.

## Counseling & Other Assistance

Help is available on campus through the Offices of Student Services, Human Resources & Employee Development and the Office of Public Safety.





# HIGH SCHOOL VS. COLLEGE

High School	College
Your teacher tells you what is on the test	If it comes out of the professor's mouth or from an assigned reading, it is fair game!
Important information is given in class	Updates are given through email and the course syllabus
You anticipate snow days and two-hour delays	You go to class regardless of the weather
Your parents monitor your social habits	You are on your own and monitor yourself
You receive periodic grade reports	You keep track of your grade on your own
There is a set routine. Someone is there to wake you up and remind you to do your homework	You have more flexibility, so you have to manage your time and get to class on your own
You may not have had to study for tests, and it was easy to get good grades	Your workload increases dramatically: learn good study habits if you want to do well.
You may have juggled school, work and extracurricular activities	You can still do a lot, but college is like a full-time job. It will be tougher to take on as much as you did before. Choose wisely.

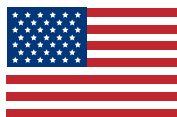


# MILITARY

The Office of Military Programs at Mountwest has been named a “Best for Vets” college by the Military Times in 2013, 2014 and 2016. This is the place to go if you or a loved one served in the armed forces.

## The experienced staff is designed to help you:

- Learn about your military education benefits.
- Request your military education benefits.
- Request a copy of your joint services transcript.
- Get the joint services transcript evaluated for college credit.
- Enroll in the VA education payment system.
- Get educational pursuits certified.
- Inform the VA of a change of major.
- Find out how the VA will help you get your education.



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The Office of Military Programs will walk you through the process of being a student at Mountwest and an honored veteran.

At Mountwest, veterans and active duty military members receive personalized support from the initial point of inquiry through graduation from Mountwest's trained staff of military veterans.



# HOW TO CALCULATE MY GPA

Use the following worksheet to calculate your expected GPA for the semester.

**Directions:**

- 1. Make a list of your classes in the chart at the bottom of the page.
- 2. List your estimated or current grades for each class.
- 3. Using the table below, determine the quality /GPA points you earned for each course.
- 4. Use this formula to calculate your GPA: Total Credit Hours divided by Total Quality Points.

Grade	1 Credit	2 Credits	3 Credits	4 Credits
A	4	8	12	16
B	3	6	9	12
C	2	4	6	8
D	1	2	3	4
F	0	0	0	0

Course	Credit Hour	Estimated Grade	Quality Grade Points
Total:			



You can log into myMCTC and use degree works to give you up to date information on your GPA, degree and what courses could transfer if you wish to change majors!



## PLAN OF STUDY

A plan of study is an outline of the courses you plan to take in order to reach your goal. Use the worksheet below as a checklist for your major to find out how long it will take to graduate. Use degree works or a program sheet found in student services to help plan your time at Mountwest!

### Year 1

Fall 20\_\_\_\_

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Total hours:

Spring 20\_\_\_\_

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Total hours:

Summer 20\_\_\_\_

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Total hours:

24

### Year 2

Fall 20\_\_\_\_

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Total hours:

Spring 20\_\_\_\_

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Total hours:

Summer 20\_\_\_\_

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Total hours:

### Year 3

Fall 20\_\_\_\_

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Total hours:

Spring 20\_\_\_\_

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Total hours:

Summer 20\_\_\_\_

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Total hours:

# PUBLIC SAFETY

At Mountwest Community & Technical College, all the efforts of the Department of Public Safety are aimed at providing a safe environment where our community can thrive. Please be assured that we take the issue of campus safety seriously, and we are determined to continue our efforts to assure our campus remains safe. To do so, of course, requires not just our efforts, but the cooperation and understanding of every member of our community.

The safety and security of our students is very important! We rely on you to let us know if something is going on that could be illegal.

The Mountwest Department of Public Safety follows all applicable state and federal laws to ensure a safe campus required by the Crime Awareness and Campus Act better known as the “Clery Act,” which is contained in section 485 of the Higher Education Act, codified at 20 U.S.C. 1092.

## How to keep in touch with public safety?

1. Log into your Mountwest email.
2. Click “Options” then “See All Options”
3. On the left side of the menu click on “Groups” to display “Public groups I belong to”
4. Click on “Join”
5. Click on “MCTC Alert Notification Group” in the all groups section.





## REGISTER FOR CLASSES

You are required to see a student success counselor or a faculty advisor to register for classes. Meeting with counselors contributes to your success as a student by helping you feel more connected to Mountwest, giving you clarity on the courses you should be taking and helping you complete your degree as quickly as possible.

To register for classes, you can either schedule an appointment with your student success counselor through Starfish or stop by the One-Stop located on the first floor of the main campus. If you are unsure of who your advisor is, just stop in, and we will find the person for you!

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### Changing your schedule

**Adding or dropping a course in the first week** - Simply adding or dropping a course can cause future problems in terms of your financial aid and completion of your degree. Before you add or drop a class, you should contact your student success counselor!

**Canceling registration before the start of class** - To cancel your registration before the first day of class, you must see your student success counselor in the One-Stop. They will be able to assist in this process. If you do not properly withdraw before classes begin, you will owe at least 10% of your tuition and fees.

To withdraw after classes begin, you must meet with a student success counselor in the One-Stop. If you are able to withdraw from the class in a timely manner, your counselor may be able to ensure a "W" grade instead of an "F" grade. Do not just stop attending classes! This would not be an official withdraw, and you will end up with an "F" for the course.





## STUDENT SERVICES ONE-STOP

### Admissions

- Complete the application (This is needed if you are new or have been away from Mountwest for over one year.)

### Student Success Counselors (mandatory meeting required)

- Help with class schedule – register, add, drop, withdraw
- Ensure degree requirements are being met
- Provide advice or direction if obstacles occur

### Finance Counselors

- Help with FAFSA, grant and loan questions
- Assist in default management
- Provide clear paths for responsible borrowing

### Registrar

- Apply for graduation
- Provides students with transcripts
- Reviews incoming transcripts for transfer of credit to Mountwest
- Proof of registration for insurance, etc.

### Counseling Services

- Aid qualified students with disabilities
- Provide mental health counseling
- Provide drug and alcohol counseling

### Career Services

- Reviews resumes and offers advice for improvement
- Mock interviews to prepare for a big interview
- Gives advice in career choices based on majors at Mountwest

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There's a long list of successful community college graduates including Tom Hanks (actor), Pete Rozelle (NFL Commissioner), Calvin Klein (fashion designer), Arthur Goldberg (Supreme Court Justice) and Fred Haise (Apollo 13 astronaut).



## STUDENT SUPPORT

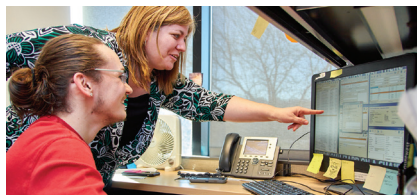
### You will need support!

We all struggle with many different types of issues each and every day that could provide barriers to your education. Luckily, there are plenty of people here on campus who WANT to help! The key is to ASK!

### Academic Questions

When you are having a tough time tackling a paper or understanding a certain subject, check these out:

- **The Academic Skills Center** provides a positive learning environment, services, and resources designed to empower students to become successful, independent learners through the use of highly qualified instructors, peer tutors, drop-in tutoring and study groups.
- **Faculty members** are required to hold office hours during the semester. They provide office hours so you may go to them and ask questions about the class. All office hours are posted in the course syllabus, which is given to you at the beginning of each course.
- **The Writing Center** promotes the development of writing by engaging students in all aspects of the writing process through the use of individualized instructional sessions. These sessions allow students to acquire the strategies, techniques, and confidence necessary to engage effectively with a variety of writing topics and assignments.
- Much of the writing done in college requires external resources to help prove and define the information you are trying to convey. **The Mountwest Library** offers students opportunities to research article databases to help complete your assignments in the classroom.
- **Student success counselors** have specialized knowledge of courses and programs and are the best sources of information on how to complete your program requirements. They can also help you:
  - Identify and accomplish career and life goals in a timely manner and before major academic deadlines
  - Develop growth through self-awareness
  - Identify realistic educational and career goals, as well as a program of study to achieve them
  - Embrace life challenges beyond the college experience



### Emotional Issues

Caring, confidential counselors are available in Student Services to help you sort through issues to increase your emotional health. These professionals choose to work with college students – they really understand what’s happening in your world and want to help.

### Special Needs

If you believe that you have a disability preventing you from being successful in class, you should contact the Office of Disability Services in the Student Services area. Mountwest Community & Technical College is committed to providing students with disabilities an equal opportunity to access benefits, rights and privileges of college services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.





## SUMMER CLASSES

Mountwest offers many unique learning opportunities over the summer. A listing of courses being offered for the summer are made available to students well in advance of the semester. Classes are offered in one 10-week session, as well as two 5-week sessions. Students may register for up to 6 credit hours. Students are required to complete the previous year FAFSA as well as a Summer Financial Aid Application which can be found in the One-Stop.

Community colleges were originally created to give students an affordable option of eventually obtaining a four-year degree. Therefore, there is a specific support and transfer system designed to help community college students seamlessly transition to a four-year university.

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## TESTING CENTER

Mountwest is a Pearson VUE, Certiport, ServSafe, and fully-funded CLEP and DSST authorized testing center. The computer-based testing offered through these programs allow candidates pursuing key industry certifications to complete their test at Mountwest, as well as earn prior learning credits for knowledge gained through traditional academic assessments or experience.

The Computerized Assessment of Proficiency (CAP), or Accuplacer exam is also administered through the testing center. The results of this exam are used by student success counselors to determine appropriate course placement. Students who have not taken the ACT or SAT in the past five years are required take this exam prior to registering for classes. The CAP or Accuplacer exams are administered every Tuesday by appointment only.



For more information regarding specific certifications offered through the testing center, or to schedule an appointment for testing, please contact the Mountwest Testing Center at [testingcenter@mctc.edu](mailto:testingcenter@mctc.edu).



# WHAT LEARNING COMMUNITIES ARE ALL ABOUT

## You...

- Have self-discipline and goal setting skills
- Do “outside of class work”
- Ask questions and voice opinions
- Be prepared for class discussions
- Pull your weight when doing group assignments
- Keep up with lab work and other assignments
- Communicate with your faculty member and counselor if you need help

## Faculty Members...

- Expect respect and attention
- Notice if you are absent
- Want to see you during office hours
- Provide a syllabus so you can map out your time
- Take an interest in students and your learning
- Will challenge you
- Value student initiative, interest and engagement

## Out of Class Organizations and Peer Groups

- Often help you do much better academically
- Give you a social outlet
- Allow you to explore new or established interests
- Teach leadership skills that will help in the job market
- Expand your social network
- Provide new way to connect





# Mountwest

Community & Technical College

EXPAND **YOUR VIEW**

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fax 304.522.3023

**mctc.edu**



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