INSTRUCTIONAL SUPPORT SERVICES
www.mcc.edu

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**INSTRUCTIONAL SUPPORT SERVICES**

Instructional support services are available to encourage student success and meet a wide range of student goals, abilities, learning styles and career expectations. Services include: computer assistance, honors program, tutoring, mentoring, study skills, workshops, referral services, group study sessions, developmental education courses, the Writing Center, and other resources available for MCC students.

**DisAbility Services**

PCC2280  (810) 232-9181  email: disability@mcc.edu

DisAbility Services works collaboratively with students, faculty, and staff to create an inclusive educational environment for students. DisAbility Services provides accommodations, services and auxiliary aids to students with disabilities in accordance with the Americans with Disabilities Act as amended (2008) and Section 504 of the Rehabilitation Act (1973).

We serve students with all types of disabilities including but not limited to: Autism Spectrum Disorder, Asperger's Syndrome, Attention Deficit/Hyperactivity Disorder, blind/visually impaired, Deaf, hard of hearing, learning disability, medical or physical impairment, mental health/psychological, and traumatic brain injury.

If you would like further information, stop by the Learning Center/DisAbility Services located on the second floor of the Prahl College Center in room 2280. You are also welcome to fill out an application online.

**Tutorial Services**

PCC2280  (810) 762-0376

Tutorial Services provides caring and quality tutoring in a variety of subjects and formats to students who want to maximize their academic performance.

Mott students are provided peer tutoring for courses in which they are currently enrolled. Weekly individual appointments are available as well as the drop-in Math Study Room. Services begin the second week of each semester and end the week of finals.

**Writing Center**

writingcenter.mcc.edu  CM 2031  (810) 762-0229

The Writing Center is sponsored by the Humanities Division and provides one-on-one assistance to students, faculty and MCC staff with any writing project.

Assistance is available in person or by phone (810) 762-0229. No appointment needed.

**Foreign Language Lab**

CM2106  (810) 232-2005

Success in a foreign language requires lots of practice. The Language Lab provides a great environment and personal assistance. Get personal tutoring assistance, study in groups, practice pronunciation, or watch foreign news broadcasts. The lab is open daily Monday through Friday. Please check the lab hours as this facility is also used for classes.

**Computing Support Services**

On Campus 2-HELP  •  Off Campus  (810) 767-4357

MCC has both Open Computer Labs and Wireless Access available for students. Information Technology Services maintains 50+ computer labs on five MCC campuses. While most of these computer labs are dedicated for educational purposes, three of the computer labs are open labs for students to use on a drop-in basis (students must have current I.D. card).

Technicians in these labs are there to check-in students and to provide technical assistance in computer functioning. The lab assistant does not provide assistance with software programs or homework. Students must present a photo ID and current course schedule.

**Open Lab Locations**

- Curtice-Mott 1135 Open Lab - (810) 762-5675
  42 PCs available, color and black & white printing
- Mott Memorial Building 2113 Open Lab - (810) 762-5692
  17 PCs available - color and black & white printing
- RTC 2604 Open Lab - (810) 762-4507
  15 PCs available - color and black & white printing

**Other Lab Locations**

- The Writing Center  CM 2031 - (810) 762-0229
  The Center has 10 PCs. Staffed by English instructors as well as student assistants, it is a good resource for word processing capabilities and writing help.
- Mott Library Computer Lab 1st Floor 810-762-0400
  There are 30 PCs for student use when not scheduled for classes.
- Southern Lakes Branch Center-Fenton Room 1401, 810-750-8585
  There are 25 PCs in this lab. Call ahead to check the hours and availability. You must leave your MCC I.D. card at the front desk while using the computers.
- Lapeer Extension Center Room C313 810-667-4166
  There are 25 PCs in this lab. Call ahead to check the hours and availability. You must leave your MCC I.D. card at the front desk while using the computers.
- Northern Tier Center-Clio Room 103 810-232-8044
  Call ahead to check the hours and availability.

**Wireless Access**

Use your laptop across campus! Configure your own laptop for wireless on MCC’s campus and in just a few minutes you are ready to access your email, Blackboard and other Internet functions. Wireless is available throughout the MCC main campus and at our satellite locations. Remember that distance from the router and differences in laptop computers and other devices determine your signal strength.

If you are having difficulty using MCC’s wireless network contact the Help Desk 1208 Curtice-Mott Complex or call (810) 767-4357.

How to connect to MCC wireless network:

Choose MOTT as your connection

*If you receive a message regarding certificates, click continue,
Open a browser window,
Login using your username and password that you use to access the computer labs, your email, and Blackboard.
This connection last approximately 24 hours.

For the most current information, always check www.mcc.edu
Mott Library
library.mcc.edu - (810) 762-0411

The mission of the library is to serve the information needs of students, faculty, staff, and the community by providing:
- assistance from professional librarians in locating and using library resources for individuals and groups through personalized or group instruction;
- a broad range of print, nonprint, and electronic resources that support the curriculum and are available for circulation and remote use;
- audiovisual, television and computer materials are available for student use;
- up-to-date technology that allows access to the full range of library resources;
- safe, attractive facilities that are conducive to study for individual and group use.

The library is also responsible for acquiring, maintaining, and indexing the College Archives and for providing access to this collection for use by faculty, students, and the community.

Main Campus Library - Hours
Hours are subject to change.

Circulation Policies
Checking out materials is easy! Just bring in your current student ID card and a picture ID, such as your driver’s license.

Finding Information
Search the Library Catalog for materials owned by Mott Library, as well other libraries in the PALnet library cooperative. Use the Online Resources to find e-books and to search for information within magazine and journal publications; many articles are “full-text”—the complete article may be available from the database.

Contact a librarian if you need assistance: (810) 762-0411

Mott Library Computer Labs
The first floor lab is open regular Library hours unless reserved by an instructor. The schedule is posted in the lab.

Satellite Location Services
The Mott College Library is committed to meeting the needs of its extension centers’ students and faculty. Whether your class meets at the Lapeer Extension Center, Northern Tier Center or Southern Lakes Branch Center, the library is poised to make your research experience both efficient and memorable.

All Mott College students have access to thousands of magazine, newspaper and journal articles through databases found in the “Online Resources” section of the Mott Library’s website: library.mcc.edu, choose “Online Resources”.

Note: You will be prompted to enter the 14 digit number above the barcode on the front of your Mott ID card if you are off campus.

Mott College students may search for books using the Mott Library Catalog and request to have the Mott owned books sent to their respective extension center. Please contact the Circulation Desk at (810) 762-0403 if you want to pick up Mott owned books at your satellite location. library.mcc.edu, choose “Library Catalog”.

Intraloan, ILL (interlibrary loan), and MeLCat requested books MUST be picked up at the main campus.

Testing Center
Mott Library 3107 (810) 762-0406

The Testing Center provides a comfortable, consistent environment for many testing formats that meets the highest security standards yet provides fairness to all. The Testing Center administers e-Learning, Make-up, Extended time, Proctor and Certification testing for MCC courses.

Honors Program
honors.mcc.edu  ML 2011

The Honors Program rewards academic achievement with a partial-tuition scholarship and special recognition such as the Honors Program Diploma and Medallion at graduation. Honors Program students are also offered opportunities for academic, social and cultural enrichment.

Once you have been accepted into the Honors Program, you are then eligible for the Honors Program Partial Tuition Scholarship if you are enrolled in honors courses. This is an academic merit scholarship that does not require proof of financial need. Due to limited funding, however, scholarships are awarded on a first-come, first-served basis.

See the Honors Program Coordinator for restrictions and current award amounts.

Honors Program Eligibility
College Transfer Students:
- Must be enrolled in a minimum of 6 credit hours at MCC.
- Must have a cumulative GPA of 3.5 or higher.
- Completion of ENGL-101 (or transfer equivalent) with a 2.0 or better.
- Must have completed a minimum of 12 college credit hours (at MCC or other accredited college).
- Minimum of 12 credits must be in 100 or 200 level courses.
- Must have 2 college faculty letters of recommendation.
- Must provide official college transcripts from accredited transfer institution directly to Honors Coordinator.

Recent High School Graduates:
- Must have a cumulative GPA of 3.5 or higher at the time of high school graduation.
- Must provide high school transcripts directly to Honors Program Coordinator.
- High School applicants’ enrollment in honors courses has prerequisite of ENGL-101 with 2.0+ or ACT English score of 25+.
- Must have 2 high school faculty letters of recommendation.

Dual-Enrolled Students:
Dual-enrolled high school students may be provisionally admitted to the Honors Program with full admission after one semester at MCC, if they meet the standard criteria for all applicants.
- Must meet the criteria established by the State of Michigan for dual-enrolled. Please check requirements with MCC Admissions and Recruitment.
- Must have permission of high school administrator.
- Must have written permission of parent or guardian if under 18 years of age.
- Most high schools require that students have at least high school senior standing.
- High School applicants’ enrollment in honors courses has prerequisite of ENGL-101 with 2.0+ or ACT English score of 25+.
- Must have completed Application for the Honors Program.
- Must have two high school faculty letters of recommendation.

For more information on the MCC Honors Program contact the Honors Program Coordinator – Dr. Brian T. Ivory (810) 762-0360.

Email: brian.ivory@mcc.edu
Other Honors Related Information

Phi Theta Kappa is the International Honor Society of the two-year college. Since 1918, Phi Theta Kappa has recognized academic excellence and more than 1.2 million members have been inducted into the society at 1200 colleges in the United States, Canada, U.S. territories and military installations abroad. Alpha Omicron Iota is the local chapter of Phi Theta Kappa at Mott Community College. It was founded on April 10, 1989 by Dr. Gail Knapp. To be eligible for full membership in the Alpha Omicron chapter of Phi Theta Kappa, you must be enrolled in a program at Mott leading to an Associate’s Degree, have completed 12 credits that count toward the degree, have a cumulative GPA of 3.5 or higher, and have full rights of citizenship in your country. Each semester, the chapter advisor and membership coordinator mail invitations to all eligible students giving them information about the next orientation and induction. PTK International Honor Society

For Phi Theta Kappa (Honor Society) applications and inquiries, call (810) 762-5398 or email ptkmcc@mcc.edu

Developmental Education Courses

Developmental courses are available for students who need additional preparation to succeed in college. These courses offer institutional credit.

These courses may not be transferable.

Based upon placement test results, enrollment may be recommended in one or more of the following courses:

- English as a Second Language
  ESL 005, 006, 007
- Essential Reading Skills
  RDNG 016
- Strategic Reading
  RDNG 030
- Basic Sentence Skills
  ENGL 098
- Basic Writing
  ENGL 099
- Basic Mathematics
  MATH 021
- Mathematics for Technology
  MATH 04A, 04B, 04C, 04D

Special Populations / Perkins Program

MCC assists registered occupational students in qualifying programs, who meet at least one of the following eligibility criteria:

- Individual with a Disability
- Economically Disadvantaged
- Nontraditional Training and Employment Participant
- Single Parent, including Single Pregnant Woman
- Displaced Homemaker
- Individual with Limited English Proficiency

The services provided include:

- Mentoring and Support Services
- Monitoring of Academic Progress
- Professional Tutoring
- Peer Tutoring
- Peer Academic Coaching (PAC)
- Disability Services
- Attendance Cost Scholarship
- Workshops

This is a service offered in the Learning Center which is located on the upper floor of the Prahl College Center room PCC2280. Stop in, call us at (810) 762-0399, or e-mail specialpops@mcc.edu

Gateway to College

Gateway to College is designed for young adults ages 16-24 who have dropped out of high school or are significantly behind in credits for their age and not on track to graduate. This program is a national initiative brought to Flint through a partnership between Mott Community College and the Flint Community Schools. The program allows students to complete their high school diploma requirements on a college campus while simultaneously earning college credits towards a degree or certificate.

Students are placed into small learning communities during their first semester(s), and together they take classes in reading, writing, math and college skills. Upon completion of the “Foundation” courses students transition and begin taking classes with the general student population. All classes are conducted on Mott Community College campus and are taught by college faculty. Students are simultaneously working toward a high school diploma and a college degree or certificate.

This program reintroduces youth to education, acclimates students to a college environment, builds their basic skills, improves their academic habits, reinforces their motivation, and prepares them for college success.

Gateway to College Office
Mott Community College
Prahl College Center, PCC 2020
1401 E. Court St.
Flint, MI 48503
Ph: (810) 232-2690
Fax: (810) 232-9966
Email: gatewaytocollege@mcc.edu
Facebook: www.facebook.com/gtc12
Website: gatewaytocollege.mcc.edu

For the most current information, always check www.mcc.edu