STUDENT RESOURCES AND SERVICES

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**Student Resources and Services**

**MCC Answer/Information Center**
MCC Answer is managed by the Information Center. It provides an online source for answers to specific questions. Live help is available during normal business hours.

**Athletics**
Ballenger Field House  (810) 762-0419
The athletic program at Mott Community College provides the only intercollegiate sports activity in Genesee County. The Bears of MCC field competitive teams for men and women. Mott sports currently include men’s basketball, baseball, cross-country and golf; as well as women’s basketball, softball, cross-country and volleyball.

**Career Resource Center**
PCC 2050 (810) 762-0250

The primary purpose of the Career Resource Center (CRC) is to provide the variety of career related resources necessary to assist students in planning for a career after college. The center provides assistance as students explore and select a career, as they research transfer colleges, and to help them develop the skills needed in the 21st century workforce with resources and assessment for students, alumni and members of the community.

**Family Educational Rights & Privacy Act (FERPA)**
The Family Educational Rights and Privacy Act (FERPA) applies to all institutions that receive federal funding and helps protect the privacy of student educational records. The act provides the right to limit disclosure of information from educational records, the right to inspect and review educational records, and the right to seek to amend those records. A copy of the FERPA Act of 1974 is available for review in the Office of the Dean of Student Services, First Floor Prahl College Center.

**Student Employment Center**
PCC2020 (810) 232-3285

The Student Employment Center is the one stop center for your employment needs. Assistance is available for Students, Alumni and Employers.
- College Work Study Jobs
- Student Assistant Jobs
- Student Ambassadors
- Off-Campus Employment
- Steps for Employment Registration
- MCC Alumni Services
- Job Seeker Tools
- Employer Services

**Cashier’s Office**
PCCL (810) 762-0200

The Cashier’s Office is responsible for collecting and accurately applying payments to customer accounts, acting as the central collection point for college receipts, applying debit and credit information from the financial aid department, issuing refunds, managing the college’s ID card program, and issuing student and third-party bills in a timely and effective manner.

Payments made by students, staff, and outside entities may be made online via WebAdvisor, by mail, or in person at the main campus Cashier’s office or at one of the extension sites (Northern Tier, Lapeer, or Southern Lakes). Forms of payments accepted: cash (main campus only), check or money order, debit/credit card, or e-check (WebAdvisor only).

**Student ID/Debit Card**
Cashier’s Office  PCC LL (810) 762-0200

Students are issued an ID card when they enroll in courses for the first time. the ID card is mailed to the student’s address two weeks before the start of the semester they plan to attend.

Students are required to have their ID card to check out books and other resources from the Mott Library and can also use it as an alternate source of identification to access other student services. Money can be loaded to the student ID by using the Cash Card Loader machines located across campus in most buildings.

**College Catalog**
The printed catalog is produced no more than every two years. To ensure the most up-to-date content use the online College Catalog www.mcc.edu.

**Class Schedule Booklet**
Printed for each upcoming semester – lists all sections, contact hours, course fees and express codes.

**Student Handbook**
Information that will assist you as an MCC Student.

**Student Policies and Procedures**
Know the rules. Know your rights. See mcc.edu for more information.

**Student Employment Handbook**
A quick reference to your responsibilities as a student employee.

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

PCC1240 (810) 762-0045

The mission of Student Life is to complement and enhance the academic programs of Mott Community College and to contribute to the growth of the individual student.

**STUDENT GOVERNMENT**

Student Government at Mott Community College represents all of the students of the college and their interests and concerns.

**STUDENT CLUBS AND ORGANIZATIONS**

clubs.mcc.edu

MCC has dozens of clubs and organizations for students.

**THE VETERAN RESOURCE CENTER**

(VRC) (PCC1240A)

is conveniently located inside Student Life (PCC1240) on the main floor of the Prahl College Center. The VRC is designed to serve as a one-stop shop for Veterans, military spouses, dependents and military affiliates to provide a wide range of Veteran benefits and opportunities.

Veterans can begin their educational journey by applying for admission to the college, gaining assistance with their FASFA, applying for their VA educational benefits, and more; all with the assistance from a trained and knowledgeable VRC staff member. Additionally, the VRC has also been designed to serve as a social gathering spot. Veterans, current military, spouses and dependents visit the VRC to watch movies, study, and converse with others.

Not only are we committed to assisting Veterans with the educational enrollment process and their educational benefits, we also provide assistance with additional benefits which include, but are not limited to:

- Career and job search assistance.
- Assistance navigating and applying for Veteran benefits through the use of www.ebenefits.va.gov.
- Health and wellness opportunities.
- University transfer.
- Financial workshops.

**STUDENT WELLNESS**

**HEALTH SERVICES**

CM1146 (810) 762-5667

Health referrals and related health services are available to help MCC students feel well, avoid illness and succeed with their studies.

**DENTAL SERVICES**

2nd Floor MMB (810) 762-0493

Low cost, quality dental hygiene services are available to the public at Mott’s Dental Hygiene Clinic. Dental hygiene students provide these services under close faculty supervision by licensed Dentists and Dental Hygienists.

**OTHER SERVICES**

**COLLEGE BOOKSTORE**

PCC1010 (810) 762-5603

The bookstore provides authorized, one-stop-shopping for: Textbooks for college courses, Spirit wear, software, laptops, tablets, computer accessories, supplies, snacks and Mott gifts. Textbooks are also available at The Mott Community College Bookstore online: www.mott.bksr.com

**COPY MACHINES**

Copy machines are available for student use in several locations on the MCC Main Campus and the extension centers.

**FORM CENTER**

www.mcc.edu

This is a central location for all MCC forms.

**FOOD ON CAMPUS**

Bear Bistro Restaurant is a full-service, state of the art quick-order grill located on the first floor of the Curtice-Mott Complex between the wings of the building.

Applewood Café offers a unique dining experience complete with white linen and professional service. Meals are prepared by the culinary art students. Cafe’ is located on the main floor of the Prahl College Center.

Vending Machines offering hot, cold and frozen selections are available in convenient locations throughout main campus during regular school hours.

**INFO CHANNEL**

Computerized information monitors in halls and lobbies of the main campus and extension centers which announces events, club news, game times, deadlines, financial aid and registration information.

**PARKING**

Parking is available without charge in the surface lots and student parking ramps, except for the surface lot adjacent to the Prahl College Center, which requires a parking debit card to exit. Parking debit cards may be purchased from machines. Restricted parking areas are clearly marked. There are fines for parking violations. Fines are paid to the 68th District Court Magistrate. Appeals of parking tickets should be made to the 68th District Court Magistrate located at 630 S. Saginaw, Flint, Michigan.

The College reserves the right to tow illegally parked or abandoned vehicles at the owner’s expense.

**HANDICAPPED PARKING**

Students may request a temporary MCC handicap-parking permit from the Public Safety Headquarters on the main campus. This permit is for use for no more than six (6) weeks and is non-renewable. A doctor’s statement is required. This temporary permit is valid only on Mott Community College property.

Applications for Michigan handicapped parking permits are available from the Public Safety Headquarters on the main campus. In order
to insure that an adequate number of MCC parking spaces are designated for drivers with disabilities, all students, staff, and faculty utilizing these spaces MUST register their parking permit and/or license plate number with Public Safety. This information will be used to determine where parking is most needed and for enforcement purposes. Unauthorized vehicles parked in handicap-designated spaces are subject to being fined and/or towed away at the owner’s expense.

**STUDENT PORTAL/WEB ADVISOR**

The MCC4Me portal is the starting point for all current students to access all online resources and communications, including WebAdvisor, WebMail, Blackboard, and communications from Student Services and Student Life. The MCC4Me portal will be unique for each student. You will receive communications and information meant directly for you. Watch for the new MCC4Me button in the near future.

Search for classes, register, pay bills, check grades and much more all online. Visit www.mcc.edu and follow the link through this button. See WebAdvisor instructions in the Getting Started section of this catalog.

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**SERVICE LEARNING AT MCC**

Mott Community College believes that appropriate service-learning activities can enhance student learning, the performance of our community partners and overall community quality of life.

Service-learning is defined as a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities.

Working with a variety of community partners, faculty and students from across disciplines currently utilize service learning as a teaching and learning strategy that benefits students, faculty and the campus as a whole.

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**LAW ENFORCEMENT REGIONAL TRAINING ACADEMY (LERTA)**

Michigan Law Enforcement Academies provide Basic Training as sanctioned and under contract with the Michigan Commission on Law Enforcement Standards (MCOLES). There are academies throughout the state and Mott Community College is proud to be one of the locations selected to provide this training.

The Mott Community College Law Enforcement Regional Training Academy (LERTA) is under the authority of the Executive Director Theresa Stephens-Lock of the Mott Community College Department of Public Safety.

The home of LERTA is the Mott Community College - Southern Lakes Branch Center located at 2100 W. Thompson Rd, Fenton, MI 48430. The Academy Director is Mark Heidel. The Academy holds two sessions each year, which coincide with the fall and winter semesters.

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

- LIFELONG LEARNING ENRICHMENT
- LAPEER COMMUNITY EDUCATION
- HEALTH PROGRAMS
- CORPORATE SERVICES

MCC offers a wide range of educational activities designed to meet the ever-changing educational needs of the community. These enrichment experiences provide opportunities to gain new knowledge and skills for your personal development.

LIFELONG LEARNING ENRICHMENT PROGRAMS
Southern Lakes Branch Center-Fenton  SLBC-1001
Phone: (810) 762-0390
Fax: (810) 762-0204
Email: conted@mcc.edu

LAPEER COMMUNITY EDUCATION
Lapeer Extension Center
550 Lake Drive Suite A
Lapeer MI 48446
Phone: (810) 667-6546

EMPLOYMENT SERVICES
Mott Community College is a leader in developing a skilled, competitive workforce.

WORKFORCE DEVELOPMENT
Mott Community College Workforce Education Center/Garfield G. Wagner, Jr. Building
709 N. Saginaw Street
Flint, MI 48503
Phone: (810) 232-2555

Mott Community College’s Workforce and Career Development Division is the place to begin your search for job training, employee assistance, both academic and non-academic supportive services. MCC is a leader in “Educating and Training a Workforce that is ready to embrace the philosophy of life-long learning and ready to meet the needs of the regional economy.”

MCC’s Workforce Education Center (WEC) is a full-service, one-stop center that creates a seamless provision of services as well as operational efficiency while utilizing a range of educational tools, training techniques, and software programs designed to effectively assess each participant’s career and work readiness skill levels. Participants receive assistance in developing effective resumes, selecting jobs that fit their goals and skill level, developing sound workplace ethics, as well as improving upon their communication skills. A major component of the Center is the college career guidance support services. A range of services exist for any individual who wants to enter, re-enter, or advance within the workforce as well as enter college.

COMMUNITY EDUCATION HEALTH PROGRAMS
Career Alliance, Inc.
711 N. Saginaw St.  Flint, MI Room 222
Phone: (810) 232-2923
Fax: (810) 237-7611
email: cehealth@mcc.edu

CORPORATE SERVICES
We provide consultant services and customized training in up-to-date technology for businesses and organizations.

Corporate Services
Southern Lakes Branch Center Room 1001
Phone: (810) 762-0589
Fax: (810) 762-0588
Email: corporate.services@mcc.edu

For the most current information, always check www.mcc.edu
**ACADEMIC AND NON-ACADEMIC SUPPORTIVE SERVICES**

Pre-College *“Bridging”* (ABE, GED, Basic Skills Remediation, Career Counseling, College Articulation)

Academic Support (tuition, books, materials, specialize tutoring)

Case Management/Coaching (examples: attendance monitoring, mentoring, tutoring, peer support groups, financial coaching)

College Navigation (information/counseling, financial aid, registration, act as student advocate)

Non-Academic Supports (transportation, childcare, food and clothing, housing and health referrals)

Employment Navigation (networking, career advising, job placement/job leads along education pathway, information and counseling)

**EMPLOYMENT RESOURCES/SUPPORT LINKS**

We provide On-Site Career development Facilitators and Job Development Specialist who are ready to assist you with:

Career Resources - a large collection of DVD’s, videos, magazines, textbooks, and computers with internet access.

Resume Development - creating a tool that will give you an edge on the competition.

Interviewing Skills - develop techniques that will give you an edge on the competition, communicate with employers and secure the job.

Job Search Assistance - Using the internet, print ads, the eRecruiting Network (MCC’s employment site), employer contacts and Job Fairs.

Career and Skill Assistance - we’ll help you find the best career pathway for you.

Job Placement - finding the job that is right for you.

**TRAINING**

Available On-Site and Off-Site Training Programs:

Career Resources - a large collection of DVD’s, videos, magazines, textbooks, and computers with internet access.

A Wide Array of Grant Funded and Specialized Training - as demanded by the economy. Visit our location to get an updated list of programs and start dates.

OJT (On the Job Training) - paid training by an employer that provides knowledge and skills essential to the full and adequate performance of the job.

IWT (Incumbent Worker Training) - providing training to help with skills upgrades to increase career opportunities.

Tuition Assistance Available - visit or call our office or more information and procedures. Workforce Education Center is the place to begin your search for job training assistance. These programs are based at or through the MCC Workforce Education Center/Garfield G. Warner, Jr. Building:

**COMMUNITY TECHNOLOGY CENTERS**

Moses Bingham  
Phone: (810) 232-2526  
Email: moses.bingham@mcc.edu  

CTC Locations:  
Disability Network CTC  
3600 South Dort Highway, Flint, MI 48507  
Phone: (810) 232-2467  
www.disnetwork.org

Great Lakes Baptist CTC  
5905 North Saginaw Street, Flint, MI 48505  
Phone: (810) 232-4975  
Fax: (810) 789-1971

Hispanic Technology & Community Center  
2101 Lewis Street, Flint, MI 48506  
Phone: (810) 424-3760  
www.mcc.edu/hispanic_ctc/

One Stop Technology Center - Workforce Education Center  
709 North Saginaw Street, Flint, MI 48503  
Phone: (810) 232-8915

**SHIAWASSEE SERVICE CENTER**

Michigan Works! Shiawassee Service Center Owosso  
1975 W. Main Street (2nd Floor)  
Owosso, MI 48867  
Suite 227  
Email: Linda.Griggs@mcc.edu  

Employment Services:  
Phone: (989) 936-4001  
Fax: (989) 729-2219  
Email: Linda.Griggs@mcc.edu

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