

Step-by-Step Enrollment Spring 2008

Student's Name: _____ Student / User Name: _____

Step-by-Step Enrollment is your guide through the entire process of enrolling for classes. You may complete the enrollment process by one of the following methods:

1. Online with World Wide Web (WWW.MECC.EDU) or;
2. Visit the College campus and enroll in person.

You may use the online Student Information System called **MECC Online** to complete much of your business with the College. You can apply for admission, enroll for classes, view your financial aid award, pay tuition by credit card, and view your grades...all at **MECC Online**. You can log on at WWW.MECC.EDU and then clicking 'MECC Online'. You must use the User Name listed above to log on. Your initial password for logging on is your birth date. The format - MMDDYY, no dashes, classes, or space. You **must** change your initial password from the initial one as soon as you logon to **MECC Online** the first time. You can change your initial password by following instructions at the online site. Complete instructions for using the **MECC Online** Student Information System are available on the **MECC Online** information page. If you have difficulty using **MECC Online** after reading the instructions, you have the option of visiting the Self Help Desk in Godwin Hall for assistance.

You can complete all the enrollment processes by visiting offices in only three buildings on campus (Godwin, Holton, and Robb). Use the campus map to help you locate these offices. As you visit each office in the enrollment process, a college employee will complete a section and refer you to the next office you need to visit. If the college staff member checks 'Need to do', this is an activity that you need to complete. A college staff member will check 'Completed' when you have completed an activity.

1. How do I apply for admission? (Godwin- Window 5)

Activity	Need to do	Completed
An Associate in Enrollment Services/Admission in Godwin Hall room 161 will assist you in mapping out the process of enrollment. You may come back to this office at any time for additional directions.		
Complete an application for admission at MECC Online (www.mecc.edu). You may get help with the online application at the Self Help Desk in the lobby of Godwin Hall.		
Your User Name is used to access the MECC Online enrollment system. Your initial password to access MECC Online is your birth date in six-digit format (MMDDYY). You must change your password the first time you log in to MECC Online .		
You have been classified as () inststate () out-of-state () contract rate for purposes of determining the amount of tuition and fees you will pay.		
Notes and follow-up information about your application for admission:		

2. Is a High School or College Transcript Required?

Activity	Need to do	Completed
All students planning to enroll in a math class are required to submit a high school transcript. Before enrolling in a college math class, in addition to earning a satisfactory math score on the COMPASS assessment, students must also have a grade of 'C' or better in certain high school math classes.		
College Transcripts are required if you wish to transfer credit to Mountain Empire Community College and apply it toward graduation.		

3. How do I apply for financial aid? (Godwin- Window 2, 3, or 4)

Activity	Need to do	Completed
Pick up an application for financial aid packet at Enrollment Services/Financial Aid in Godwin Hall room 157. An Associate will explain the packet to you and review the parts of the FAFSA Worksheet you should complete.		
After completing your FAFSA on the Web Worksheet you will submit it electronically at www.fafsa.ed.gov . When entering your application online indicate that you do not wish to use a PIN to sign your application. At the end of application you will be instructed to print a signature page that you will sign and mail to the Processing Center. Your application will only be processed after your signature page is received by the Processing Center.		
Complete as much of the application packet as you can: <ul style="list-style-type: none"> • the 'purple' Supplemental Application; • the FAFSA on the Web Worksheet ; • () Dependent () Independent Verification Worksheet; and • provide a signed copy of your (and your parent's if dependent) 2005 federal income tax return. Generally, unmarried students under 24 with no dependents must provide parent income information also. 		
Bring your completed packet to Financial Aid where a Financial Aid Advisor will review your entire packet to make certain you have completed all the documents correctly before electronically submitting your FAFSA at www.fafsa.ed.gov . All documents should be delivered to Financial Aid at MECC.		
Your Financial Aid Advisor is: _____ who will assist you with the entire process of applying for financial aid. You may contact your financial aid advisor by calling 276-523-7470.		
Your Expected Family Contribution (EFC) is : _____. Based on this EFC we estimate that you will receive the following financial aid award for the spring 2007 semester. Financial aid awards below will be adjusted based on the number of credits in which you enroll. Pell: \$ _____ SEOG: \$ _____ COMA: \$ _____ CSAP: \$ _____ PTAP: \$ _____ TOBB: \$ _____ About two weeks after you mail your signature page to the Processing Center and provide all documents to complete your application file, you may view your financial aid award at www.mecc.edu by clicking MECC <i>Online</i> . Next enter your User Name and Password. Click on Self Service. Click on Student Center. Under 'Finances' click on 'View My Aid'.		
If you are not a high school graduate or have a GED diploma and you plan to apply for financial aid, you must make a certain score on the COMPASS test before receiving financial aid. () You are not a high school graduate and do not have a GED diploma. You must complete the assessment inventory in Step 4 below.		
Notes and follow-up information about your application for financial aid:		

4. How do I complete the assessment inventory (COMPASS)?

(Holton- Student Services)

Activity	Need to do	Completed
New students enrolling in a certificate or degree program/plan must complete the math and English assessment inventory (COMPASS) before meeting with an advisor to make a class schedule. After completing your application for admission, you should go to Student Services in Holton Hall and complete COMPASS. This is not a timed test, but you should allow approximately two hours to complete.		
Typically, students score higher on the Compass if they have reviewed the assessment study guide. You may obtain a copy of the study guide in Student Services, Enrollment Services, or online at: http://www.me.vccs.edu/dept/admiss/RevisedTestGuide.pdf		
Notes and follow-up information about your assessment test:		

5. How do I make a class schedule? (Holton- Student Services)

Activity	Need to do	Completed
Meet with your advisor who will help you make a class schedule. You should meet with your advisor between November 13-17 during Early Advising Week or later. You can find your advisor's name by visiting Student Services located in Holton Hall or looking up your advisor at MECC <i>Online</i> and clicking on Student Center. My advisor's name is: _____. If your advisor is not available today, a counselor in the Student Services Division in Holton Hall will assist you with making a class schedule. Print a Degree Progress Report to help you select your classes.		
VERY IMPORTANT: You must log on to MECC <i>Online</i> and enter your class schedule to reserve your space in class. You may begin entering your class schedule at My MECC on November 20. Some advisors/counselors will assist you with this step. You may also visit the MECC <i>Online</i> Self Help Desk in the lobby of Godwin Hall near Enrollment Services for assistance. Enrollment Services Associates are available to assist you with using MECC <i>Online</i> to enter your class schedule into the student information system. After completing this step, you have reserved your space in classes for spring semester.		
Notes and follow-up information about your class schedule:		

6. How do I obtain a Student Photo ID? (Robb- Library 2nd floor)

Activity	Need to do	Completed
Students must present a photo ID (preferably a driver's license) to obtain an MECC Student Photo ID. ID's are made in the library in Robb Hall second floor. The User Name will be verified online as a part of the Student Photo ID process. To safeguard User Name security and guard against identity theft, students are required to present their MECC Student Photo ID to complete many of the services on campus.		

7. How do I pay tuition? (Godwin- Window 1)

Activity
Tuition for this semester must be paid by January 3. If you have financial aid awarded, your tuition will automatically be paid from your financial aid account, up to the amount of your financial aid eligibility. If tuition is not paid in full by financial aid, credit card, or cash by January 3, you will be dropped from those classes where the tuition remains unpaid. If you are dropped from a class for non-payment of tuition and fees, you may re-enroll for the class until the last day to add classes for the semester (generally one week of classes). After January 3 you must pay tuition the day you add a class or be backed out of the class at the end of the day.
Tuition and fees may be paid at MECC <i>Online</i> by clicking on Self Service, then Finances, and finally Pay Tuition. You may pay online using a credit card or in person with cash, check, or credit card at the Business Office in Godwin Hall. Presentation of MECC Student ID is required. Questions about paying online – 276-523-7475.

You may also pay tuition by credit card by telephone at 276-523-7475. Students must provide their Student ID number to make payments over the phone.

Notes and follow-up information about paying tuition:

8. How do I obtain a parking permit?

Activity

You must obtain a permit from the Business Office to park a vehicle on campus. There is no charge for a parking permit. You will need to provide the make and year of your vehicle(s), and the license tag number. Your parking permit is good for one year beginning August 1.

9. How do I purchase textbooks? (Holton)

Activity

You may purchase textbooks using your financial aid account beginning **Jan. 4, 2007**. Students must present their MECC Student ID to charge textbooks and supplies to accounts. Bookstore charges close on **Feb. 14, 2007** for regular session classes. Students may purchase textbooks, with a credit card or financial aid, on-line at <http://bookstore.mecc.edu>. Dates for on-line purchases with financial aid are Jan. 04, 2007 through Feb. 14, 2007. Credit card purchases can be made Jan. 04, 2007 through the end of the semester.

If paying by check, credit card, or cash, you may begin purchasing textbooks on **Jan. 4, 2007**.

If you have a question about textbook purchases, you may call the College Bookstore at 276-523-7461.

10. Class Attendance?

Activity

Classes begin **January 8**. Regular class attendance is required for students receiving financial aid. Your instructor may drop you from class if you do not attend classes regularly. It is the student's responsibility to withdraw from classes if they decide not to attend. Classes may be dropped by logging on to My MECC and accessing the Student Center. If you are administratively dropped for non-attendance during the first ten days of the semester, you will need to repay any financial aid funds that have been used to purchase textbooks unless you returned the textbooks for a full refund. If you stop attending all of your classes before the 60% point of the semester, you will have to repay a portion of any financial aid you received.

11. When will I receive a financial aid balance check?

Activity

If you do not spend your entire financial aid award for the semester for tuition and book charges, you will receive the balance of your financial aid award via a mailed check. You may use this balance for other expenses such as food, gas, clothing, etc. Checks are mailed to student's mailing address. Please ensure that all address changes are reported to Enrollment Service promptly.

The first disbursement of balance checks are expected to be mailed to your home address on or about **March 2, 2007**. Follow-up disbursements are scheduled on or about **April 11, 2007** and **May 14, 2007**. All disbursement dates are subject to delays due to inclement weather. Please note that if you owe any type of obligation at the college, your financial aid refund may be delayed. You may call the business office (276-523-7475) to arrange settlement of unpaid obligations.

Notes and follow-up information about your financial aid balance checks:

12. When is the last day to receive a tuition refund or a grade of 'W' for a dropped class?

Activity

The last day to receive a tuition refund for dropped classes in the regular session is **January 22**.

The last day to withdraw from a regular session class and receive a grade of 'W' is **March 26**.

Notes: