

STUDENT HANDBOOK

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DUAL ENROLLMENT DEFINED

MECC's Dual Enrollment program serves the counties of Lee, Scott, Wise, western Dickenson, the City of Norton and includes the Southwest Virginia Home Schoolers Association, Gate City Christian School, and Wise County Christian School. The purpose of the Virginia Plan for Dual Enrollment is to provide a wider range of course options for high school students in academic, career/occupational-technical subject areas where appropriate. As such, the plan promotes rigorous educational pursuits and encourages learning as a lifelong process. It recognizes that high school students who accrue college credit are more likely to continue with their education beyond high school than those who do not. The plan also offers a direct cost benefit to the Commonwealth of Virginia, by eliminating the unnecessary duplication of facilities and equipment when students receive credit towards a postsecondary credential while enrolled in high school.



WHO IS ELIGIBLE TO BE A DUAL ENROLLMENT STUDENT?

Dual Enrollment students are admitted according to the provisions in the current "Virginia Plan for Dual Enrollment." MECC service area high school students may enroll in an approved dual enrollment class if the following criteria are met:

- (1) student must be 14 years of age or older,
- (2) obtain his/her High School Official's Permission
- (3) have completed a MECC Dual Enrollment Application,
- (4) have college placement scores obtained through college approved testing, and
- (5) have high school grades indicating all academic prerequisites have been met.

MECC's President must also approve students that are classified as freshman or sophomores. An interview with the parent and the student may be required.

HIGH SCHOOL CREDIT FOR DUAL ENROLLMENT COURSES

Parents and students considering the Dual Enrollment program should be aware that while satisfactory completion of all Dual Enrollment courses ensures earned college credit, not all college courses will satisfy all high school graduation requirements. Parents and students are encouraged to carefully select courses that will meet the State of Virginia's guidelines for graduation.

DUAL ENROLLMENT DELIVERY OPTIONS

Mountain Empire Community College provides dual enrollment opportunities in a variety of formats for those students meeting all eligibility requirements, to include:

- ✓ Courses taught at the individual high schools or career and technical centers,
- ✓ Elite Learning (Southwestern Virginia Electronic & Training Network-SVETN),
- ✓ A. Linwood Holton Governor's School, Emory & Henry College,
- ✓ Distance education web-based delivery through Blackboard® Course Management, and
- ✓ Courses taught on-campus at MECC.

ACADEMIC ADVISING

Academic advising is provided through the Mountain Empire Community College's Student Services Office. The College is committed to providing students with the guidance necessary to make appropriate academic and career decisions. Additionally, students enrolling in the courses taught or delivered to the high schools have access to the local guidance counselors, as well as the career coaches, to provide support and management of established programs of study and career pathways.

ATTENDANCE

Attendance rules vary with the location of the course:

- ▶ Courses taught at the **high school and/or through A. Linwood Holton and/or Elite Learning (SVETN)**: The policies and procedures of the school division apply. Please refer to high school or county educational policy manual.
- ▶ Courses taught at **MECC**: Attending each class is imperative for college success. It is the responsibility of each student to become familiar with the MECC calendar, inclement weather, and attendance policy as outlined in the Student Handbook (<http://www.mecc.edu/index.aspx?page=185>). Faculty provide their own attendance policies as outlined in the course syllabi. All dual enrollment students are expected to familiarize themselves with the established attendance policy and follow it precisely. High school breaks and holidays **may not** correspond to the college calendar. It is the student's responsibility to attend all noted class/lab meeting dates. In addition, high school functions such as athletic events, prom, or school half-days **are not** excused absences from college courses. If there is a conflict between an MECC class session and a mandatory attendance event at the high school, the high school's principal or guidance counselor may contact the MECC faculty member or Dual Enrollment Coordinator to discuss reasonable accommodations or solutions.

INCLEMENT WEATHER

Inclement weather policies vary with the location of the course:

- ▶ Courses taught at the **high school and/or through A. Linwood Holton and/or Elite Learning (SVETN)**: The policies and procedures of the school division apply.
- ▶ Courses taught at **MECC**: It is the responsibility of the student to check the MECC website (www.mecc.edu), sign up for text message alerts, or contact the college's inclement weather hotline 523-7495 to determine if and when classes are being held when there is inclement weather.

STUDENTS WITH DISABILITIES AND/OR SPECIAL NEEDS

- ▶ Courses taught in the **high school**: The policies and procedures of the school division apply. It will be the responsibility of the school system in which the course is delivered to provide appropriate accommodations.
- ▶ Courses taught at **MECC**: MECC is committed to providing reasonable accommodations to students who are physically handicapped or learning disabled as they continue their educational pursuits and career pathway. Students seeking accommodations should contact the MECC Disability Services Coordinator in Student Services.
- ▶ Courses taught through **A. Linwood Holton**: The policies and procedures of A. Linwood Holton will apply.
- ▶ Courses taught through **Elite Learning (SVETN)**: The policies and procedures of Elite Learning (SVETN) will apply.

HIGH SCHOOL DUAL ENROLLMENT CHECKLIST

Students are encouraged to follow the steps as outlined below when wishing to dual enroll in MECC courses offered on-campus, at the high school, A. Linwood Holton or Elite Learning (SVETN):

Step 1: Apply for Admission to MECC

A MECC Dual Enrollment application is available at all high school guidance counselors' offices or at the MECC Admissions Office in Godwin Hall, or can be downloaded from the MECC Dual Enrollment website <http://www.mecc.edu/index.aspx?page=114>. This is a two-part application process that must be completed and signed by both the parent and student.

Step 2: Turn in Your Enrollment Form

Take your completed two-part MECC Dual Enrollment application to your local high school guidance counselor or to the MECC campus Admissions Office in Godwin Hall. This application will need to be on file with MECC before placement testing can occur. If SAT/ACT scores are being used in lieu of a College approved test, a copy of test scores must be attached.

Step 3: Placement Testing

There are three ways in which to complete the placement testing requirements:


- 1.) A College approved test administered each spring at each high school. The local high school guidance counselor or MECC Testing Center will provide the level of scores required as determined by the requested course(s).
- 2.) A College approved test given by appointment with the MECC Testing Center throughout the academic calendar year. Contact the Testing Center within the Office of Student Services. This test assesses reading, writing, and mathematics levels. The local high school guidance counselor or MECC Testing Center will provide the level of scores required as determined by the requested course(s). There are no fees associated with the placement testing. Students wishing to test must have already submitted, or bring with them, a completed and signed MECC Dual Enrollment Application, and a picture ID (such as your driver's license, passport, or military ID). A picture ID may be obtained at your local Division of Motor Vehicles (DMV).
- 3.) SAT/ACT scores may be used as a waiver for placement testing. A copy of the placement test scores is required when registering either through the high school or at the College.

(NOTE: Prerequisites may be required for certain subject areas. ENG 111 is one such area. Students must have completed and passed the 11th grade English Virginia Standards of Learning (SOL) before being eligible for enrollment into ENG 111 as dual credit for 12th grade English.)

Step 4: Registration for Classes

A listing of approved dual enrollment courses (academic and career and technical) may be obtained from your local high school guidance counselor or the MECC Dual Enrollment Coordinator.

- ▶ Courses taught in the high school: Students will register with their local high school guidance counselors. No further information is required.
- ▶ Courses taught at MECC: Students may register for courses either online or by visiting the Admissions Office in Godwin Hall. A signed Dual Enrollment Principal's Permission form must accompany the student to ensure tuition payment is attained. This form may be obtained from your local high school guidance counselor, Dual Enrollment Coordinator, or MECC Admissions Office in Godwin Hall. Students are encouraged to contact the Student Services Office at 276.523.2400 x472 to make an ap-



pointment with an academic advisor. An established program of study will be created providing the student an academic as well as a career pathway for continued educational endeavors.

- ▶ Courses taught through **A. Linwood Holton and Elite Learning (SVETN)**: Students may register for these courses through local high school guidance counselors.


Step 5: Tuition

- ▶ Courses taught in the **high school, A. Linwood Holton, and Elite Learning (SVETN)**: The high school guidance counselor or designated person within the high school will take your tuition payment.
- ▶ Courses taught at **MECC**: Payment of tuition is done at the Business Office, Godwin Hall (next to the Admissions Office) by the due date specified each semester to avoid being dropped from the registered course. Once tuition is paid, students are encouraged to purchase required textbooks and supplies as specified by the course faculty or syllabus.

Step 6: Enrollment Verification/Grade Reports

Each MECC enrolled student, whether taking classes within the high school or on campus, will be assigned a student number, username, and password that will be utilized to access student information at *MECC Online* as www.mecc.edu. Students are encouraged to log on to the system to verify the accuracy of their personal information and review their class schedule. If a course is not listed, no credit or grade will be received. Students are encouraged to contact their faculty member or guidance counselor if a course is missing from a schedule. This will also be the location at which a student will receive the final grade(s) from the course(s) in which they are enrolled. No paper grade report will be issued from MECC.

Receiving Grades from SVETN: Grades for Elite Learning courses are e-mailed to the high school guidance department by SVETN. The instructor makes final determination of grades just as with on-site classes. SVETN recommends that instructors provide grades on the schedule of each school rather than on the schedule of the host school. SVETN further recommends that instructors provide only number grades allowing schools to convert the numbers to letter grades using their own grading scale. SVETN students and their parents need to be aware of grading policies at the beginning of the class just as in other classes.



Receiving Grades from A. Linwood Holton: Grades for A. Linwood Holton courses are e-mailed to the high school guidance department. Additionally, students may access their final grade through the web page <http://www.hgs.k12.va.us/>.

APPLICATION DIRECTIONS

The MECC Dual Enrollment application is a two-part condensed application requiring information from the parent as well as the student. The application can be obtained through the local high school guidance counselors' offices or downloading the files from <http://www.mecc.edu/index.aspx?page=114>. Please note that, when downloading the application, this is a two-part PDF file. Please refer to the following guidelines as the application is completed:

Part I—Dual Enrollment Application for Admission

Social Security Number: This will be the enrolling student's social security number and needs to be complete and correct. This is the most accurate way the College can properly identify a student's records. Once a student's record is created, a student ID number will be assigned and used thereafter. MECC follows The Family Educational Rights and Privacy Act (FERPA) requiring the initial use of the social security number to positively identify the student, then assigns a randomly generated student ID number that is used as identification thereafter. This number will appear on the student's ID card, which can be obtained by visiting the MECC Wampler Library during normal working hours.

Personal Information: Complete the personal information as it pertains to the student. Make sure to use legal names and not nicknames, as this information is utilized in the creation of the official transcript.

High School Information: This information will assist in reporting data to the school divisions. Be sure to fill in the name of the high school which the student will be attending while taking Dual Enrollment courses. When filling in your graduation date, please be accurate.

U.S. Citizen Information: This information is required for compliance with the Homeland Security Act and must be completed. If the student is not a U.S. citizen, then proper identification information must be provided.

Signature: If the student is under the age of 18, then both the student and the parent/legal guardian must sign the application to be processed. If the student is 18 or older, only the student need sign. Signing the application is an agreement between the student, parent and the College that all information being provided is complete and accurate.

Part II – Application for Virginia In-State Tuition

Part II of the Dual Enrollment application must accompany Part I in order for the enrollment process to be completed by the MECC Admissions Office. This form is to be completed and signed by the parent or legal guardian using the parent/legal guardian’s information. The student may complete this section if the student is 18 years of age or older and is not claimed as a dependent for tax purposes by any other person.

Student Information: Please print the name of the student along with his/her social security number at the top of the form. This information is essential if the two parts of the applications were to become separated. Note the relationship to the student by circling the appropriate item.

Address Information: Beginning with the parent/guardian’s current physical address, please list the addresses and the dates lived for the past two years. An example would be as follows:

From (mo/yr)	To (mo/yr)	Street Address	City	State	Zip
Dec/07	Present	Route 2 Box 27	Booktown	Virginia	24222
Jan/93	Dec/07	234 Circle Drive	Brookville	Tennessee	37852

Please remember to include your current county of residency in the blank provided under the table.

Questions 4-10: These questions pertain to the parent/legal guardian of an enrolling student or if the student is 18 years of age and has not been claimed as a dependent for tax purposes by any other person. Please read and complete this information carefully. This information does not affect the amount of tuition paid by the student. The Dual Enrollment tuition contract is between the service area school system and MECC. All students receive Virginia In-state tuition. This information is required in order to remain in compliance with Virginia Community College System policies.

Signature: A completed, signed, and dated application must be submitted before a student can be dual enrolled with MECC. Any incomplete or unsigned applications will be returned to the student's high school guidance counselor or the student to be completed thus delaying the enrollment process.

MECC ONLINE

Step 1: Accessing your Account

Upon enrolling with MECC, each student is assigned a student ID, username, password and email account. Follow these instructions to login to the MECC Online Student Information System (SIS) to obtain email notices, grades, transcripts (unofficial and official), class schedules and other relevant information.

1. Go to <http://www.mecc.edu>
2. Click on MECC Online located on the homepage. MECC Online provides a common point of entry to access Blackboard, student email and academic information via our Student Information System (SIS). You can apply for admission, register, add, drop and swap classes, review financial aid status, request a transcript, view your grades, print your class schedule, view and track your degree progress, view and contact your advisor, and more.

STUDENT EMAIL:

Please remember your MECC Student email account WILL NOT become active until you ENROLL in classes for the semester. It usually takes 24 – 48 hours for your student e-mail to be made active by the Virginia Community Colleges System (VCCS) once you ENROLL.

BLACKBOARD:

Instructors are responsible for making the BLACKBOARD classes available to students. Blackboard classes should be active by the beginning date of the term. Please contact the instructor for the availability date of your BLACKBOARD class. It usually takes 24 hours for your Blackboard account to be made active by the VCCS once you ENROLL in an online blackboard class.

3. Click on the **LOGIN NOW**, located at the bottom middle of the page. Or, if you are logging in the for the first time and do not know your username or password, click on the “Look up your username and set your password.”
 - a. Key in your First Name and Last Name – remember, no nicknames.

- b. Key in your date of birth using the format MMDDYY or 113093 for the birthdate of November 20, 1993.
- c. Key in your Social Security number using no hyphens or spaces.
- d. Click on the SEARCH button to begin the lookup process.
- e. Follow the directions on the screen to create a password and security question. Please remember to choose a security question and answer that you will remember for years to come such as “What is my mother’s maiden name?”.

Note: If the system returns no results found, please utilize the HELP option located on the opening page of MECC Online, lower right-hand corner.

4. If you have logged in before, but have forgotten your username or password, you may click on “Look up your username and set your password” from the Login Screen.

Step 2: Utilizing your Account

After you have successfully logged in, the “My Tools” screen will appear. This area will provide access to (a) Blackboard, (b) “VCCS: Student Information System”, (c) student email, (d) “View My Information”, and (e) “Change My Password”.

1. Click on the “VCCS: Student Information System”
2. The “Self-Service” screen will appear providing an array of options such as transcript requests, enrollment or student center activities.
 - a. To check your grades, look for the heading “Academic Records” and click on “View My Grades.” Courses in which you are currently enrolled will be displayed. To view grades from a different term, click on the drop-down menu and select a different term. Then click the green “change” button.
 - b. To print your unofficial transcript, look for the heading “Academic Records” and click on “View Unofficial Transcript.” At the next screen, make sure the Academic Institution says “Mountain Empire Community College.” For Report Type, use the drop-down arrow to choose “Unofficial Transcript” and click the “GO” button. You may then print your unofficial transcript.
3. If you are taking on-campus classes, be sure to print your class schedule. You will need to take this to the MECC Bookstore when purchasing textbooks. This can be completed from the “Self-Service” screen by clicking on “My Class Schedule” under “Enrollment”.
4. Always remember to Logoff of the system when you have completed the session.

COLLEGE GRADING SYSTEM

MECC's complete credit and grading system can be located within the student handbook (<http://www.mecc.edu/index.aspx?page=185>). Note the main points concerning grades earned through dual enrollment:

- Students will receive a terminal grade each semester for the course work taken during the semester (i.e., MTH 163 for fall semester; MTH 164 for spring semester.) Grades are not averaged to give a yearly grade. All MECC courses are based upon semesters. No six- or nine-week grade reports will be provided.
- Students should do their very best work possible in their college courses. Once grades are posted these become a permanent part of a student's transcript. In order for courses to transfer to another institution, a grade of "C" or higher is required.
- Grades are reported to students via the MECC Online SIS not to parents. Students having difficulty with a course have the sole responsibility of contacting the faculty member early in the duration of the course to establish a meeting to discuss possible options, such as tutoring, that would promote the successful completion of the course. Do not wait until the end of the course to make these arrangements. It is the student's responsibility to become familiar with the withdrawal deadline dates for each semester.
- It is inappropriate for parents to speak to college instructors. This is part of the FERPA (Family Education Rights and Privacy Act); and, even though they may have paid the student's tuition, parent(s) or legal guardian(s) are required to contact the high school guidance office to inquire about a student's progress. If a meeting is considered necessary by the guidance counselor or principal, the high school or designee will contact the MECC Dual Enrollment Coordinator to establish a meeting date, time and place.

Grade Reports

MECC does not issue grade reports. **Grades are issued to students via the *MECC Online SIS*, not to parents.** Students must check their grades by logging into *MECC Online* (see *MECC Online* section). This should be done in a timely manner as grades are posted during the week following the last day of classes. These dates are posted on the MECC website under Academic Calendar.

It is the student's responsibility to provide the high school a copy of their transcript at the conclusion of the course(s). Faculty will only post grades to the MECC Student Information System.

It is the student's responsibility to provide the transferring college or university an official transcript. Dual Enrollment grades do not appear on high school transcripts. These are college level classes requiring an official transcript from the College in order to be considered for transfer. Only students may request an official transcript. This may be done (a) in writing noting the student ID or Social Security Number and complete name, (b) in person by visiting the Admissions Office in Godwin Hall or, (c) through the *MECC Online SIS*.

Grading Policy

The grading policy varies with the location of the course:


- ▶ Courses taught in the **high school**: The grading scale for all the courses taught in the high school is the same as MECC's grading scale. The school division determines the grade assigned to the high school equivalent course.
- ▶ Courses taught at **MECC**: The grading scale is determined in the same manner as other MECC courses. Students should consult with faculty, seek a tutor, or consider withdrawing if they experience difficulty with the coursework.

Each semester hour of credit earned for a course is based upon one academic hour (50 minutes) of weekly, face-to-face formalized, structured instructional time within a particular course for 16 weeks (or equivalent).

The grades of A, B, C, and D are passing grades, remembering that only a grade of "C" or higher will transfer to another institution. The grade of "F" is a failing grade.

The quality of performance in any course is reported by a letter grade, the assignment of which is the responsibility of the faculty member. These grades denote the character of study and are assigned quality points as follows:

- | | | |
|---|---------------|---------------------------|
| ▶ | A = Excellent | 4 grade points per credit |
| ▶ | B = Good | 3 grade points per credit |
| ▶ | C = Average | 2 grade points per credit |
| ▶ | D = Poor | 1 grade point per credit |
| ▶ | F = Failure | 0 grade point per credit |



Students and parents need to be aware that faculty members may establish their own numerical grading scale within each course as outlined in the course syllabus. Each student is strongly encouraged to review each course syllabus for clarity and contact the course faculty member for any points of clarification.

- ▶ Courses taught through **A. Linwood Holton**: The A. Linwood Holton Governor’s School determines the grading scale for all the courses taught in the high school. Students should consult with faculty, seek a tutor, or consider withdrawing if they experience difficulty with the assigned coursework.
- ▶ Courses taught through **Elite Learning (SVETN)**: The Elite Learning (SVETN) determines the grading scale for all the courses taught in the high school. Students should consult with faculty, seek a tutor, or consider withdrawing if they experience difficulty with the assigned coursework.

Withdrawal Policy

Students are strongly encouraged to withdraw from a course if it is likely that they will earn a D or F in the course. A grade of D or lower will not transfer. Students and parents need to be aware that grades on transcripts are permanent. If a student receives an F in a course, and later retakes the course, both grades will show on the transcript and both averaged when calculating the cumulative Grade Point Average (GPA).

A withdrawal date is established each semester by the Virginia Community College System’s (VCCS) Office. Note that this date may be different for courses taught in the high schools as the beginning and ending dates are sometimes different than the date for courses taught on MECC’s campus. This date is communicated to the high school counselors, faculty members and all dual-enrolled students at the beginning of each semester. This date is also located in the Academic Calendar in the College Catalog and posted on the MECC website.

Before withdrawing from a course, students are encouraged to speak to the faculty member to ensure that withdrawal is warranted. Once the withdrawal process is complete, it is the student’s responsibility to ensure a “W” appears as the grade. This is accomplished by logging on to MECC Online and reviewing the unofficial transcript where a “W” should show for the grade of the course.

- ▶ **Courses taught at the high school to include A. Linwood Holton and Elite Learning:** The College requires an email from the high school counselor or principal to withdraw students from courses on or before the published deadline withdrawal date.
- ▶ **Courses taught at MECC:** MECC's Course Add/Drop form must be signed by the student and becomes effective the date the withdrawal form is received in the Admissions Office. The Admissions Office must receive the completed form on or before the published deadline withdrawal date. Students cannot rely on a verbal statement as evidence of withdrawal and are reminded to check their MECC Online SIS account for verification.

Grade Appeal Policy

The grade appeal policy varies with the location and the delivery mode of the course:

- ▶ Courses taught in the **high school:** The policies and procedures of the school division apply.
- ▶ Courses taught at **MECC:** If the student does not agree with the grade given by the faculty member, the student has the right to initiate the grade appeal process as outlined in the MECC Student Handbook located at <http://www.mecc.edu/catalog-handbook.htm>. Students may also contact the MECC Student Services Office located in Holton Hall.
- ▶ Courses taught through **A. Linwood Holton:** The policies and procedures of the A. Linwood Holton Governor's School apply.
- ▶ Courses taught through **Elite Learning (SVETN):** The policies and procedures of the Elite Learning (SVETN) apply.

WAMPLER LIBRARY ELECTRONIC SERVICES AND RESOURCES

Wampler Library provides electronic services and resources for faculty and students to use off-campus. Faculty and students can access these services from the Wampler Library website. Unless directed otherwise, faculty and staff will access the online resources when off-campus by using their VCCS username and password when prompted. To locate your username and password, visit <https://me.my.vccs.edu/jsp/userconfig.jsp?action=reset>.

For general information on Wampler Library such as hours

of operation, policies, and contact information, visit <http://www.me.vccs.edu/index.aspx?page=670>. For more information on the services and resources listed below or to schedule information literacy instruction for your class, contact Michael Gilley, Director of Library Services at mgilley@mecc.edu or 523.2400 ext. 304.

Electronic Services:

(<http://www.me.vccs.edu/index.aspx?page=132>)

- **EasyBib, Automatic Bibliography and Citation Maker** (<http://www.easybib.com/>) - an online information literacy program providing citation, note taking, and research tools that are easy-to-use and educational. EasyBib helps educators teach and students learn how to become effective and organized researchers. Students can register for a personal account to use a drag and drop notebook tool.
- **LRC Live, 24/7 Online Reference Assistance** (<http://www.questionpoint.org/crs/servlet/org.oclc.home.TFSRedirect?virtcategory=12978>) – online access 24 hours every day to a live reference librarian to assist faculty and staff in accessing and using Wampler Library services and resources.
- **Connect for Success, VCCS Information Literacy Tutorial** (<http://library.vccs.edu/reference/Connect/>) - an online tutorial focusing on seven aspects of information literacy developed primarily from the American Library Association *Information Literacy Competency Standards for Higher Education* and James Madison University's *Information Literacy Skills for General Education*. The following skills are included in the information literacy assessment as required by the Virginia Community College System:
 - The information literate student determines the nature and extent of the information needed.
 - The information literate student accesses needed information effectively and efficiently.
 - The information literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system.
 - The information literate student understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally.

Electronic Resources:

(<http://www.mecc.edu/index.aspx?page=145>)

- **Electronic Books:**
Wampler Library provides online access to full-text books in digital print and audio formats. These resources can be accessed either from a search of Wampler Library's catalog

or directly from the collection vendor's website. The collections available are:

- o **Credo Reference** (<http://www.credoreference.com/home.do>) provides access to over 600 full-text reference titles in a variety of subject areas. Credo Reference titles are searchable via the Wampler Library online catalog and VCCS MetaLib.
 - o **EBSCOhost eBooks** (<http://web.ebscohost.com/ehost/search/basic?sid=b55841a3-fa6a-4aca-a1ec-56ab-9c2026f5@sessionmgr4&vid=1&tid=2003EB>) offers access to over 9,000 full-text electronic books in a variety of subject areas. The EBSCOhost eBooks collection is also searchable via the Wampler Library online catalog. For off-campus use, please note faculty and students will need to first open the service on campus and create a free personal account, by clicking on the "Sign In" link at the upper right hand of the eBook home page, then on the "Create a New Account" link.
 - o **OverDrive** (<http://vccs.lib.overdrive.com/155E40E5-331C-48DA-89B7-6920E60B08E4/10/464/en/Default.htm>), provided by VCCS, offers access to over 1,000 audio book, 30 music, and 200 video titles on topics taught at MECC as well as popular titles. Students and faculty will need to download a free software package from this site to download the titles for listening/viewing on their home PC. Apps are available for mobile devices.
 - o **Safari** (<http://proquest.safaribooksonline.com/?unicode=viva>), provided by VCCS, offers access to over 18,000 digital books, focused on business and technology.
- **Electronic Journals and Magazines:**
 - o **VCCS Online Library Services** (<http://library.vccs.edu/reference/articles.html>) provides access to over 90 electronic databases by subject or title to locate electronic full-text journal and magazines articles.
 - **Electronic Maps:**
 - o **Global Road Warrior** (<http://www.globalroadwarrior.com/home.asp?logout=&reports=n>) provides online access to over 1,500 maps along with articles and photographs providing information on the physical and cultural geography for the world.
 - **Electronic Newspapers:**
 - o **America's Historical Newspapers, 1690-2000** (<http://infoweb.newsbank.com/iw-search/>)

we/HistArchive?p_product=EANX-K12&p_action=timeline&p_theme=ahnp_k12&p_nbid=W5ER5CAYMTM2MjQ5MjQ0NC4zMdk2NTE6MToxNToxNjQuMTA2LjExNC4xOTA&p_clear_search=yes&d_refprod=EANX-K12&) provides access to microfilmed images of hundreds of American newspapers published as early as 1690. The news articles covers topics in government, politics, social issues, culture, literature, discoveries, inventions and more from hundreds of primary sources. Includes news and eyewitness accounts of events, issues and daily life in the colonies or during the Revolutionary War, westward expansion, the Civil War, Reconstruction, Industrialization, the Progressive Era, World War I, and other eras. Also included are illustrations, advertisements, classifieds, birth and marriage announcements, obituaries, stories about historic people and other articles exactly as they appeared in print at the time of publication.

- **Videos:**

- o **Films on Demand** (<http://digital.films.com/Dashboard.aspx>) provides over 10,000 streaming video titles for various topics.
- o **Nursing Education in Video** (<http://mcom.alexanderstreet.com/>) provides over 250 streaming videos for nursing instruction.
- o **VAST** (<http://vasc.alexanderstreet.com/>) provides over 10,000 streaming video titles for various topics.

WAMPLER LIBRARY QUICK FACT SHEET

**<http://www.me.vccs.edu/index.aspx?page=670>
523-7468 direct or 523-2400 ext. 468 • Fax: 523-8220**

Library Hours:

Fall & Spring Semesters	Summer Semester	In-between Semesters
Mon-Thu, 8:00 am-8:30 pm	Mon-Thu, 8:00 am-7:30 pm	Mon-Fri, 8:00am-4:30 pm
Fri, 8:00am-4:30pm	Fri, 8:00am-12:00pm	
Sat, 10:00am-2:00pm	Sat, 10:00am-2:00pm	

Library is closed when the college is closed.

Loan Periods:

- Circulating, Juvenile, and Oversize Collections – 2 weeks with indefinite renewals unless a hold is placed.
- Reference Collection – must be used in the library.
- Media Collection – can be used in the library study room, circulating for faculty use only.
- Magazines, Journals, and Newspapers – current issues in print format may be checked out for overnight use, but this time limit may be extended upon request.

- Reserve Materials - restricted circulation periods of two-hour, overnight, or one week.
- Video-based Course Materials - checked out for the entire semester and are due back on the last day of exams.

Interlibrary Loan (ILL):

If you need a book or magazine article that is unavailable in the Wampler Library, the library staff will place an interlibrary loan request for the item. Place interlibrary loan requests at least two weeks before an assignment is due. The Wampler Library covers any charges for interlibrary loans with the exception of overdue fees.

Library Fines:

- Circulating, Juvenile, and Oversize collections items and print newspaper and magazines issues - 10 cents per day
- Two-Hour Reserve items - 25 cents per hour
- Overnight and One-Week Reserve items - 25 cents per day

The maximum fine charged per item is five dollars. Lost materials are billed at the purchase price of the materials.

Copying/Printing:

A photocopier, microfilm reader-printers, and a computer printer are provided in the library for student use. All copies made on the photocopier, the microfilm reader-printers, and the computer printer are 5 cents each. All copying must be in compliance with the United States Copyright Act.

Quiet Zone:

Students are studying and taking tests in the library. We ask that all library users respect others by maintaining the quiet atmosphere. If you need to have a group discussion or study, please use the tables or study room in the back of the library. When entering the library, please turn cellular phone ringer off or set to a non-audible (vibrating or flashing) signal. Move to the lobby outside the library when placing or receiving calls.


Food/Drinks:

Food and drinks are permitted in the library. We ask that students keep food at tables (not at computers or other library equipment). Drinks should be in closed containers (bottles with caps) to prevent spillage.

Tobacco products in ANY FORM are not permitted inside the building.

TRANSFER INFORMATION

Mountain Empire Community College offers five programs of study for students who plan to transfer to a four-year college or university to complete a bachelor's degree: Business Administration; General Studies; Liberal Arts; Pre-Teacher Education-Licensure in Pk-6, Middle School or Special Education; and Science. These programs of study are designed to meet the "core" courses or general education requirement for bachelor's degrees.



The MECC Transfer counselor is familiar with transfer policies and will be able to assist students in selecting classes that will be credited at the institution of their choice. Please be advised that transfer requirements change often and will depend on the choice of transfer institution, choice of program/major, and other factors.


Guaranteed Admission Programs & Articulation Agreements

Mountain Empire Community College has guaranteed admission agreements with several four-year colleges and universities in Virginia and around the region. These agreements provide certain benefits for students who graduate from MECC with an associate's degree in one of the five transfer majors. Under the terms of these agreements, you may have guaranteed admission and receive junior status upon transfer.

MECC also has program-specific articulation agreements with several four-year colleges and universities around the state and region. These agreements apply to students who earn an associate's degree and are designed to facilitate transfer of coursework taken at MECC into bachelor's degree programs. For a complete listing and review of these agreements log on to <http://www.mecc.edu/index.aspx?page=324>.

Additional Transfer Resources

Transfer literature such as catalogs, applications, and viewbooks are available in the MECC Student Services area in Holton Hall. An annual Transfer Day is held, traditionally, on the last Monday in January. Transfer Day gives students the opportunity to meet with representatives from many four-year colleges and universities around the state and region. The MECC Student Services Office also publishes the College Transfer Guide annually. The Transfer Guide provides information on how individual courses available at MECC are credited at the most common transfer institutions in the region. A copy of this Guide can be obtained at the MECC Student Service Office in Holton Hall.



Mountain Empire Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability in its programs or activities.

Mountain Empire Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mountain Empire Community College.

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