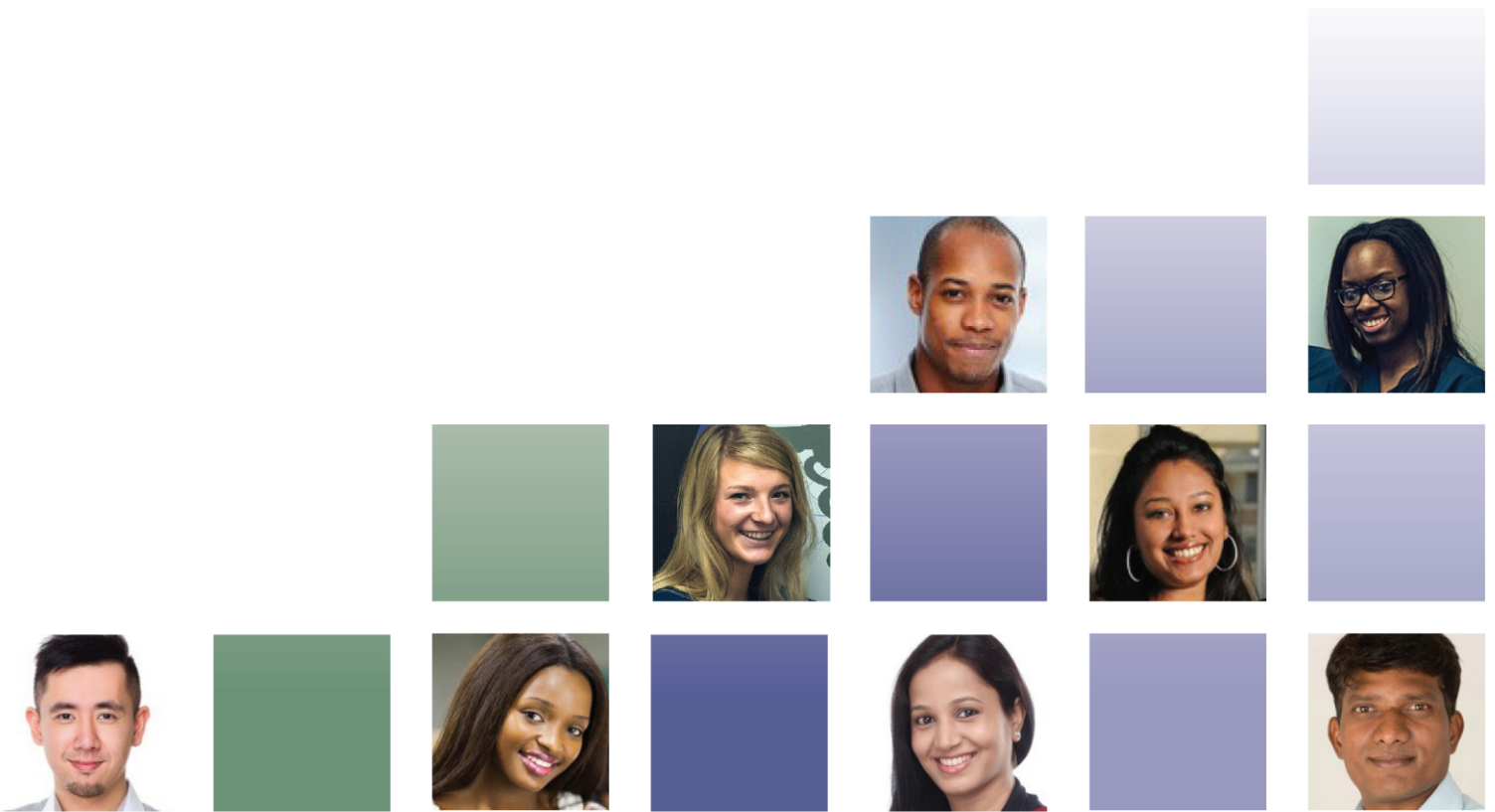




MIDWESTERN
CAREER
COLLEGE

2018-2019 STUDENT HANDBOOK



Downtown Chicago

20 N. Wacker Drive
Suite 3800, Chicago, IL60606
Phone: 312. 236.9000
Fax: 312. 277.1007

Naperville

200 East 5th Avenue, Suite 128
Naperville, IL 60563
Phone: 630.536.8679

Blue Island

12840 South Western Avenue
Blue Island, IL 60406
Phone: 708.926.9470

Table of Contents

Campus Locations and Descriptions	3
Student Policies	4
<i>Non-Discrimination Policy</i>	4
<i>Equal Opportunity Policy</i>	4
<i>Anti-Harassment, Including Sexual Harassment Policy</i>	4
<i>Students with Disabilities</i>	5
<i>Requests for Accommodations</i>	5
<i>Student Grievance Policy and Procedure</i>	7
<i>Standards of Student Conduct</i>	8
<i>Uniform Dress Code/Appearance Policy</i>	10
<i>Student ID/Access Card Policy</i>	10
<i>Internet and Wi-Fi Acceptable Use Policy</i>	11
<i>Video Release for Clinical Skills Evaluation Policy</i>	12
<i>Student Health Services</i>	12
<i>Student Housing</i>	12
<i>Tutoring</i>	12
<i>Student Advising</i>	12
<i>Learning Resource Center</i>	12
<i>Library</i>	12
<i>Job Placement Assistance</i>	13
<i>Placement, Retention and Graduation Rates</i>	13
<i>Tobacco Policy</i>	13
<i>Drug and Alcohol Related Policies</i>	13
<i>Infectious Diseases Policy</i>	14
<i>Reporting Workplace Hazards</i>	15
<i>Crime Statistics Reporting</i>	15
<i>Clery/Campus Security Act</i>	15
<i>Violence at School</i>	16
<i>Constitution and Citizenship Day Policy</i>	16
<i>Voter Registration</i>	16
<i>FERPA (Family Educational Rights and Privacy Act) Policy</i>	16
<i>Directory Information</i>	17
<i>Approved Leave of Absence (LOA)</i>	18
<i>Withdrawal from the College</i>	20
<i>International Student Policies</i>	20
<i>Transcript Requests</i>	23
<i>Certificate of Completion Requests</i>	23

Campus Locations and Descriptions

CHICAGO CAMPUS (MAIN)

Midwestern Career College is located inside the Civic Opera Building at the corner of Washington Street and Wacker Drive in Chicago's North Loop area. The College is conveniently accessible via expressways and by public transportation. The College Campus consists of classrooms, laboratories, a Learning Resource Center (LRC) housing College library, administrative offices and a cafeteria.

MAIN CAMPUS LOCATION

Downtown Chicago

20 N. Wacker Dr., Suite 3800

Chicago, IL 60606

Phone: (312) 236-9000

Fax: (312) 277-1007

Email address: info@mccollege.edu

Business Hours

Monday through Thursday 9 am to 6pm

Friday 9 am to 4pm

ADDITIONAL SPACE

- 100 S. Wacker Dr., LL1-50
Chicago, IL 60606
- 105 W. Madison
Chicago, IL 60602

Programs Offered

Degree Programs:

- Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology
- Associate of Applied Science in Diagnostic Medical Sonography
- Associate of Applied Science in Non-Invasive Cardiovascular Sonography
- Associate of Applied Science in Surgical Technology
- Associate of Applied Science in Business Administration

Certificate-level programs:

- Electroneurodiagnostic (END) Technologist
- Dialysis Technologist Training Program
- Medical Assisting Program - Diploma
- Surgical Technologist Training Program
- Vocational English as a Second Language
- English as a Second Language

EXTENSION OF THE MAIN CAMPUS

Midwestern Career College Naperville

200 E. 5th Ave., Suite 128,

Naperville, Illinois 60563

Phone: (630) 536-8679

Email address: npc@mccollege.edu

Business Hours

Monday through Thursday 9 am to 6pm

Friday 9 am to 4pm

Programs Offered

Degree Programs:

- Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology
- Associate of Applied Science in Surgical Technology

Certificate-level programs:

- Dialysis Technologist Training Program
- Magnetic Resonance Imaging (MRI) Technologist
- Medical Assisting Program - Diploma
- Surgical Technologist Training Program

EXTENSION OF THE MAIN CAMPUS

Midwestern Career College Blue Island

12840 S. Western Ave.,

Blue Island, Illinois 60406

Phone: (708) 926-9470

Email address: bic@mccollege.edu

Business Hours

Monday through Thursday 9 am to 6pm

Friday 9 am to 4pm

Programs Offered

Certificate-level programs:

- Dialysis Technologist Training Program
- Surgical Technologist Training Program
- Medical Assisting Program - Diploma

Student Policies

NON-DISCRIMINATION POLICY

Midwestern Career College is committed to ensuring that all individuals have an equal opportunity to programs and facilities. No person shall be discriminated against because of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry or national or ethnic origin in the administration of its educational policies, admission policies, employment policies, scholarship and loan programs, and other college-administered programs and activities.

EQUAL OPPORTUNITY POLICY

The College is an equal opportunity educator and employer. It supports the goals of equal opportunity in its educational programs and activities.

ANTI-HARASSMENT, INCLUDING SEXUAL HARASSMENT POLICY

All students and all employees have a right to work in an environment free of verbal or physical harassment that is based on race, religion, color, ancestry, age, sex, national origin, citizenship, pregnancy, marital status, sexual orientation or sexual preference, unfavorable military discharge, military status, arrest record, disability, or any other legally protected characteristic. In keeping with this commitment, Midwestern Career College will not tolerate harassment of any student by anyone, including any employee, manager, co-worker, vendor, or student based on any of these legally protected characteristics.

Activities of this nature are unlawful and serve no legitimate purpose; they have a disruptive effect on the ability to perform academically, and they undermine the integrity of the College. Any discriminatory or harassing conduct or interference with the investigation of an alleged incident of discrimination or harassment will result in disciplinary action, up to and including termination. Sexual harassment is not permitted at MCC. Sexual harassment includes but is not limited to the following wrongful conduct:

- Unwelcome sexual advances, gestures, and requests for sexual acts or favors or other verbal or physical conduct of a sexual nature.
- Any statement or implication that an individual's submission to or rejection of such sexual conduct could be used as a condition of employment/enrollment or as the basis for any employment/enrollment decision affecting such individual.
- Any conduct, whether physical or verbal, which has the purpose or the effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive learning environment. This includes, but is not limited to: slurs, jokes, or degrading comments of a sexual nature; offensive sexual flirtation, sexual advances, gestures, or propositions; abuse of a sexual nature; graphic verbal comments about an individual's body; sexual innuendo or suggestive comments; sexually oriented "kidding" or "teasing"; unwanted physical touching, including patting or pinching another's body; the display of sexually suggestive printed or visual materials, clothing, objects, or pictures; and sexually suggestive, provocative, or lewd exposure or touching of one's self while at the College.

Every student must avoid any conduct that reasonably could be interpreted as discrimination or harassment under this policy, even if such conduct was not intended to be offensive. Conversely, students are expected and encouraged to inform campus authorities whenever conduct is unwelcome, offensive, or in poor taste. Only through such open communication, MCC can maintain the type of academic environment where everyone has an equal opportunity to flourish.

Students who wish to report an incident of sexual misconduct should contact MCC's Title IX Coordinator. The Title IX Coordinator is responsible for investigating any students reports of sexual misconduct and for assisting students in

understanding the college's Sexual Misconduct Policy. Students who wish to speak to someone confidentially regarding matters related to sexual misconduct should contact MCC's Confidential Advisor. The Confidential Advisor is trained to provide emergency and ongoing support to survivors of sexual misconduct. The Confidential Advisor can maintain confidentiality in many situations.

STUDENTS WITH DISABILITIES

Midwestern Career College recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving academic success. Midwestern Career College is committed to making reasonable accommodations for students with qualified disabilities and to ensuring that its campuses and its facilities are made accessible as required by applicable law. The College cannot make accommodations that alter the nature of its programs, cause undue burdens on MCC, or create a direct threat to the health and the safety of students or others.

REQUESTS FOR ACCOMMODATIONS

Reasonable accommodation in the student setting is a modification or adjustment to a class or program that will enable a qualified person with a disability to participate in the program or class or to enjoy the rights and privileges offered by the College. Modifications that impose an undue burden or pose a health or safety risk are not considered reasonable.

The school is required to make modifications only to known and validated disabilities. MCC requires the student to give reasonable notice of the request for modifications. The school or department must take whatever steps are necessary to ensure that qualified individuals with disabilities are not excluded, treated differently or segregated because of the absence of auxiliary aids or services. The school or department must coordinate the provision of modifications with the Student Services Manager.

Medical records supporting the need for accommodation are submitted to the Student Services Manager along with an Accommodation Request Form. This arrangement is consistent with the confidentiality requirements of the law and with Midwestern Career College Policy.

Medical records supporting the need for accommodation are submitted to the Student Services Manager along with an Accommodations Application. This arrangement is consistent with the confidentiality requirements of the law and with Midwestern Career College Policy.

APPLICATION SUBMISSION PROCEDURES

All applications should be submitted prior to the start of the program. The application can be requested through the Student Services Manager and should be submitted to the Student Services Manager with supporting documentation.

1. Students must submit the Accommodation Request Form a minimum of one week before the start of the term. Unless previously approved, the student must re-submit a request for accommodations before the start of each term.
2. In addition to the Accommodation Request Form, the student must submit documentation from a medical professional that explains the diagnosis and needs of the student.

INDIVIDUAL ANALYSIS

The modification offered must be appropriate to the needs of the individual, thus, in each instance, an individualized analysis must occur. The Student Services Manager can devise a modification plan for the student. After the Accommodation Request Form and supporting medical documentation are submitted, Student Services Manager will review the information and schedule a meeting with the student to discuss potential accommodations. Once accommodations are approved, an approved accommodations letter will be provided to the student. Students are responsible to share the letter with the instructors for each class that they wish to use their accommodations.

Examples of Reasonable Accommodation:

- Extended time or alternate location for exam;
- Option for an oral exam;
- Allowing the student to record lectures.

Examples of Unreasonable Accommodation:

- Fewer questions on the exam;
- Exception from externship participation;
- Fundamentally altering the nature of the program.

MOST INTEGRATED SETTING

Programs and activities must be offered in the most integrated setting appropriate. In other words, there should not be a separate program for those with disabilities unless the disabled student cannot be accommodated in any other way.

EVENTS

The law requires that organizations that receive significant assistance from MCC are also governed by the provisions of the ADA and Section 504. Events that are a part of MCC are covered by the provisions of the law and should be scheduled at accessible locations if possible.

COURSE LOAD MODIFICATIONS

MCC is not required to eliminate academic requirements essential to the program of instruction or related to licensing requirements; however, reasonable modifications must be provided for qualified students with verified disabilities.

AUXILIARY AIDS AND SERVICES

This term refers to equipment or service providers that augment communication. Examples are sign language interpreters, note takers, readers, computer-aided transcription devices, assistive listening devices, telecommunications devices for deaf persons (TDD's), and Braille materials.

The college pays for the reasonable cost of the auxiliary aid or service. If a provision of a particular auxiliary aid or service would result in a fundamental alteration of the program or in an undue burden, i.e., significant difficulty or expense, MCC will attempt to provide an alternative auxiliary aid or service. The College does not need to provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature. The College will consider the requests of the affected disabled individuals but is not required to give the disabled person the auxiliary aid of his or her choice. If a question arises about what should be provided, contact the Student Services Manager on the campus.

FUNDAMENTAL PROGRAM ALTERATION

Midwestern Career College is not required to provide any aid or service or make any modification that would result in a fundamental alteration of the program. For example, where a course requirement is essential to the program of instruction taken by the student, the College is not required to waive the requirement. In evaluating whether the requested program modifications would require substantial program alteration or would fundamentally alter academic standards or programs, the Director of Academic Operations should consider the underlying academic reasons for the program components, the academic standards institutionalized in the program, how the challenged components are consistent with the program standards, and how the requested accommodations would be inconsistent with the academic goals and standards of the program.

DIRECT THREAT TO HEALTH OR SAFETY

The College is not required to permit an individual to participate in or benefit from an MCC program or service when that individual poses a direct threat to health or safety. Direct threat means a significant risk to health or safety that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services.

In determining whether an individual poses a direct threat to health or safety, MCC must make an individualized assessment, based on reasonable judgment relying on current medical knowledge or the best available objective evidence to ascertain:

- The nature, duration, and severity of the risk;
- The probability that the potential injury will actually occur;
- Whether reasonable modification of policies, practices or procedures will mitigate the risk.

This standard should be applied to all individuals, not just disabled individuals.

UNDUE BURDEN

The College needs not make modifications or provide auxiliary aids or services if it constitutes an undue burden. In determining whether or not an undue burden exists, the factors considered are the nature and cost of the action needed in the context of the overall financial resources of the College.

FINAL DETERMINATION

MCC will notify the student of all final accommodations before the start of class.

STUDENT GRIEVANCE POLICY AND PROCEDURE

Students with a complaint or a grievance of a non-academic nature related to their experience at the school should follow the grievance process outlined below:

Step One: The student should first request a conference with the staff member who is directly involved in the matter. The student should discuss the issues and seek a resolution.

Step Two: If a mutually satisfactory resolution cannot be reached through a direct conference, the aggrieved party should request a conference with the employee's immediate supervisor.

Step Three: If, after all the above steps have been completed and the grievance is still not satisfactorily resolved, the aggrieved party may present all facts relevant to the grievance in writing to the Sr. Director of Institutional Effectiveness who will schedule a Grievance Committee Hearing and notify all parties concerned. The Committee will consist of the Sr. Director of Institutional Effectiveness or designee and two staff members not involved in the matter in question.

All persons directly involved, or their representatives must be present at the hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and immediately review and rule on the case. The decision of the Committee will be communicated to those involved in the grievance within five business days. The Committee's decision will be final.

Students with a complaint or a grievance of an academic nature should follow the grievance process outlined below:

Step One: The student should first request a conference with a faculty member who is directly involved in the matter. The student should discuss the issues and seek a resolution.

Step Two: If a mutually satisfactory resolution cannot be reached through a direct conference, the aggrieved party should request a conference with the Program Director.

Step Three: If it is an education matter and a conference with the Program Director fails to result in a resolution satisfactory to all concerned parties, the aggrieved party may seek a resolution from the Director of Academic Operations.

Step Four: If, after all the above steps have been completed and the grievance is still not satisfactorily resolved, the aggrieved party may present all facts relevant to the grievance in writing to the VP of Academic Affairs. VP of

Academic Affairs will schedule a Grievance Committee Hearing and notify all parties concerned. The Committee will consist of the VP of Academic Affairs or designee and two staff members not involved in the matter in question. All persons directly involved, or their representatives must be present at the hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and immediately review and decide on the case. The decision of the Committee will be communicated to those involved in the grievance within five business days. The Committee's decision will be final.

At Midwestern Career College, a formal student complaint/grievance is defined as any nontrivial complaint, either academic or non-academic in nature. The complaint must be submitted formally in writing by a student to a member of College staff or faculty.

Examples of items which would be considered a formal complaint include but are not limited to:

- Discrimination (e.g., sexual, racial, gender) complaint against a faculty, staff or student of Midwestern Career College.
- Harassment (e.g., sexual, racial, gender) complaint against a faculty, staff or student of Midwestern Career College.
- Complaint about the failure of faculty or staff member to allow a student to pursue his/her rights to an appeal under college policies.
- Complaint about issues regarding payment and/or payment plans.
- Non-compliance with federal regulations and requirements such as ADA, Title IX, etc.

Examples of items which would be considered an informal complaint include but are not limited to:

- Classroom or building issues
- Delayed classroom start time
- Request for or concern regarding grade reports
- Inquiry regarding follow-up communication
- Inquiry regarding transcript requests
- Lack of supplies

Not every written communication from a student is considered a complaint. Examples of items which would not be considered a complaint include but are not limited to:

- Requests for exceptions to Midwestern Career College's policies (e.g., tuition, registration);
- Written letters expressing a dislike of personnel not connected to any of the complaint items listed above;
- Written letters expressing a general dislike of a policy not connected to any of the complaint items listed above;
- Letters from other people on a student's behalf.

While MCC does its best to resolve student complaints, students who remain unsatisfied after exhausting their remedies with MCC may elect to seek resolution with appropriate external bodies.

Complaints against this school may be registered with the Private Business and Vocational Schools Division, Illinois Board of Higher Education at 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL, 62701; Phone (217) 782-2551 Fax (217) 782-8548; <http://complaints.ibhe.org/> or with the school's accrediting body Council on Occupational Education (COE) 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, Fax: 770-396-3790, www.council.org

STANDARDS OF STUDENT CONDUCT

Midwestern Career College strives to create an academic environment that is conducive to learning and that supports a safe and comfortable environment for all members of the MCC community. To create this environment, certain behaviors are not tolerated by MCC.

- Infliction of Harm: any act that results in the infliction of pain or injury to students, staff, instructors, and all other members of the MCC community.
- The Threat of Harm: any behavior that intimidates, harasses, or intends to inflict pain or injury to another person. This includes threats towards students, staff, instructors, and all other members of the MCC community.
- Theft: any theft or attempted theft of property belonging to the College or students, staff, instructors, and all other members of the MCC community.
- Vandalism: the intentional and/or reckless destruction of property; damaging, destroying, defacing, tampering, misuse, or abuse of college property or the property of individuals.
- Weapons: use, possession, or transportation of weapons on campus including fireworks, firearms, knives, explosives, ammunition, or any item modified or adapted to be used as a weapon.
- Alcohol: MCC is an alcohol-free campus. Therefore, sale, exchange, use, possession or consumption of alcoholic beverages on campus is prohibited.
- Drugs: MCC is a drug-free zone, therefore, the sale, exchange, use, possession, or consumption of illegal drugs on campus is prohibited.
- Smoking on Campus: smoking is not permitted on MCC campus.
- Disruptive Conduct, Harassment, and Intimidation: conduct that is disorderly, unnecessarily disturbs others, and/or is disruptive to the standard practices and functions of the College is prohibited. Behavior that is harassing, intimidating or threatening or that constitutes unlawful discrimination based on another person's race, color, sex, sexual orientation, gender identity, religion, creed, age, national or ethnic origin, citizenship, veteran status, disability or any other legally protected class is prohibited.
- Academic Dishonesty: any means of cheating, plagiarism, falsification or academic dishonesty is a violation of the Standards of Conduct.
- Failure to Comply: willful obstruction and/or failure to comply with the legitimate oral or written directive of College staff and/or instructors acting in the performance of their prescribed duty.
- Externship Violations: any violation of MCC externship policies, the externship site's policies, or dismissal from a clinical site due to conduct violations.

CORRECTIVE ACTION

If any portion of the Standards of Student Conduct is violated, corrective action will take place. In deciding which initial corrective action would be appropriate, the College will consider the seriousness of the infraction, the circumstances surrounding the matter, and the student's previous record.

Examples of corrective actions:

- Oral Warning – A meeting will be held with the student(s) and Student Service Manager. The details of that conversation will include the policy(s) violated and the expectations moving forward.
- Written Warning – A meeting will be held with the student(s) and Student Services Manager. The details of that conversation will include the policy(s) violated and the expectations moving forward. This conversation will be documented, and the student will receive a written copy of the conversation summary and sign a copy to be kept in their student record.
- Probation - A meeting will be held with the student(s) and Student Services Manager. The details of that conversation will include the policy(s) violated, the expectations moving forward, and the length of time for the probationary period. This conversation will be documented, and the student will receive a written copy of the conversation summary and sign a copy to be kept in their student record. Should another violation occur while the student is on probation, the student will be dismissed from the college.
- Dismissal - A meeting will be held with the student(s) and the Director of Academic Operations. The details of that conversation will include the policy(s) violated and the previous discussions around the student's behavior. This conversation will be documented, and a copy will be kept in their student record.

Though committed to a progressive approach to corrective action, MCC may consider certain infractions and violations of standards of conduct as grounds for immediate dismissal from the College.

DISMISSAL APPEAL

Students who have been dismissed from the College due to a violation of standards of student conduct may appeal this decision by submitting an appeal letter within fourteen (14) calendar days of the dismissal. The appeal letter needs to be submitted in person or by email to the Student Services Manager. The Academic Council will review the appeal within five business days of the appeal letter receipt. The decision of the Academic Council is final and may not be further appealed.

UNIFORM DRESS CODE/APPEARANCE POLICY

Appearance is an important indication of professionalism. MCC's Dress Code/Appearance Policy was created so that our students will make a favorable first impression to the guests and potential employers who may visit the College. It was also created to be appropriate for the types of activities that the students learn and practice from. The College requires all students to understand the specifics of the policy and to agree, before starting school, to abide by the policy. The school reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require students to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action.

- MCC expects all students enrolled in Allied Health Programs to come to school in uniform (blue scrub suit: top and bottom with the Midwestern Career College logo), with closed toe and heel shoes, well-groomed and clean. Uniforms are available from the Business Office.
- Students hair must be a natural color (no blue or green, etc.). Hair must also be neatly combed, clean and pulled back so that it does not hang in the face when bending over. In addition, no hats, caps, or hair coverings of any kind are to be worn in building, with exception to those approved for medical or religious reasons, as would be allowed in a medical work setting. If beards are worn, they should be short and neat in appearance.
- Body piercing (other than ears) should not be visible. Oral and facial jewelry is not permitted. Clear spacers to keep piercings open are permitted.
- Tattoos should be covered if practical. The visibility of tattoos should be kept at a minimum. Any tattoo that contains offensive language or symbols must be covered.
- Since all students enrolled in the Healthcare programs have some aseptic procedures to learn and practice, hands must always be clean and the fingernails neat and well maintained. Fingernails must never extend more than 1/8" beyond the fingertip, and only clear nail polish may be worn.
- Jewelry must be limited to a simple watch, stud earrings (one per ear), and one simple ring on each hand.
- There may be other more stringent dress code requirements in some programs and on Externship sites.

STUDENT ID/ACCESS CARD POLICY

The purpose of the Student ID/ Access Card Policy is to provide reasonable security and privacy to the MCC community.

STUDENT IDENTIFICATION CARDS

Midwestern Career College Student Identification Cards (IDs) are the property of MCC and their use is governed by the College.

Student IDs are issued only to active full- or part-time students at Midwestern Career College.

Students must always carry and display their Student IDs while on College and externship site premises. Student IDs may also be required for admission or access to various College activities and facilities outside of College premises.

Student IDs are non-transferable; lending the ID card to anyone for any purpose is prohibited and may result in a disciplinary action.

Student ID cards must be surrendered to College officials upon request; failure to comply may result in a disciplinary action.

The first Student ID card is provided free of charge. Student ID card replacement fee is \$15.

BUILDING/FACILITIES ACCESS CARDS

All College building/facilities access cards (Access Cards) are the property of MCC and their use is governed by the College.

When applicable, Access Cards are provided to students only for the period of enrollment and must be returned to College officials upon program completion or withdrawal from the College.

Failure to return the Access Card upon program completion or withdrawal from the College will result in a \$50.00 charge to the student's account.

Access Cards are non-transferable; lending the access card to anyone for any purpose is prohibited and may result in a disciplinary action.

Access Cards must be surrendered to College officials upon request; failure to comply may result in disciplinary action.

The first Access Card is provided free of charge. The Access Card replacement fee is \$50.00.

INTERNET AND WI-FI ACCEPTABLE USE POLICY

Internet and Wi-Fi access is available to students through the Midwestern Career College's computer network. The purpose of the access is to support the College's mission by providing students and faculty with free access to educational and research resources available through the Internet. All usage of MCC's Internet and Wi-Fi access must be in support of and consistent with the objectives of the educational programs offered by MCC.

Unacceptable uses of Midwestern Career College's Internet and Wi-Fi access include but are not limited to the following:

Participating in communications that facilitate any form of criminal activity, such as, but not limited to, the illegal sale or use of drugs or alcohol, gang activity, sexual harassment, threats, cyberbullying or any other forms of intimidation;

- Using inflammatory or derogatory language or libeling or slandering remarks;
- Accessing or transmitting profane, obscene or pornographic material;
- Spamming, sending unsolicited or mass e-mails to an individual or large group of people;
- Attempting to logon through another person's e-mail account or to access another person's files;
- Plagiarizing any material, infringing copyrights, inappropriately reproducing or transmitting material protected by copyright;
- Playing online computer games or streaming videos unless pre-approved by the faculty member and related to the educational objectives of a program of study;
- Unauthorized alteration or removal of the College's hardware or software;
- Connecting or installing personal or non-College owned hardware or software to the college network without prior approval from the IT Department;
- Unauthorized access, alteration or destruction of the College's owned data or software or any actions that place the secure data at risk (i.e. FERPA and/or HIPPA violations);
- Creating or causing security breaches or disruptions of network communication;
- Network uses or applications which inhibit or interfere with the use of the network by others. For example, applications which use an unusually high portion of network bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted;

Violations of the Acceptable Use Policy will be treated as violations of the MCC's Student Code of Conduct and may result in the cancellation of a student's internet and or Wi-Fi access and other disciplinary actions. Prosecution under State and Federal laws may also apply.

VIDEO RELEASE FOR CLINICAL SKILLS EVALUATION POLICY

As part of learning activities and clinical skills evaluation students may be required to have their lab performance recorded on video. This experience is beneficial to the learning process because it allows students the opportunity to see themselves executing the skills required for clinical placement, to analyze their performance and make adjustments and corrections if necessary. Participation will enhance the learning process and the acquisition of technical skills. Students have the right to withhold consent for participation and to withdraw consent after it has been given, however, without this release, students may not be able to successfully complete the practical portion of course or be placed at the clinical externship site, which will result in the withdrawal from the program.

STUDENT HEALTH SERVICES

The College does not provide health services for students. In the event of a student medical emergency, an alerted staff or faculty member will dial 9-1-1 for medical services. Any costs incurred for medical services will be the student's responsibility.

STUDENT HOUSING

The College does not have dormitory facilities. It is the student's responsibility to find living accommodations.

TUTORING

Students who need academic assistance may request tutoring by filling out the form located at <http://mccollege.libguides.com/home/tutoring>.

Student classroom attendance of at least 70% is required to be eligible for the tutoring sessions.

STUDENT ADVISING

Students may experience educational, personal, or financial problems during their enrollment. The College welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Student Services Manager. Students requiring other types of professional assistance beyond that offered by the College will be referred to the appropriate agencies within the community.

LEARNING RESOURCE CENTER

The College considers learning resources as one of the vital parts of its educational programs. The Learning resource center (LRC) houses College library which consists of a collection of books, audio and video material relevant to the programs of instruction to assist students with completing class work including research assignments. The library also offers e-library resources, Gale Virtual Reference Library (GVRL) and LIRN. These resources are accessible from any computer that is equipped with internet access.

Hours of Operation:

Monday – Thursday from 9 a.m. – 6 p.m., Friday from 9:30 a.m. – 4 p.m.

LIBRARY

Online library resources are available to all students at <http://mccollege.libguides.com/home/libtools>

GVRL (GALE VIRTUAL REFERENCE LIBRARY)

Gale Virtual Reference Library (GVRL) is an electronic library to support student learning.

To access the GVRL database, click on <http://mccollege.libguides.com/home/databases>

Click on Gale Virtual Reference Library link

GVRL's password: student

JOB PLACEMENT ASSISTANCE

Midwestern Career College is dedicated to assisting students in making informed decisions about their educational opportunities. The College does not guarantee any employment either explicitly or implicitly. Every effort is made to provide students and recent graduates with leads, contacts, and the necessary resources to help them in finding employment in their respective fields. Although the school provides assistance, the student must assume the responsibility for securing employment. The College is not responsible for finding the student employment.

PLACEMENT, RETENTION AND GRADUATION RATES

The College's placement, retention, graduation, and completion rates are posted on the MCC's Consumer Information page <https://mccollege.edu/consumer-information/>.

TOBACCO POLICY

In keeping with the college's intent to provide a safe and healthful work environment, the use of tobacco products on and around a College campus is prohibited.

DRUG AND ALCOHOL RELATED POLICIES

Consistent with its mission as an institution of higher education, Midwestern Career College (MCC) is committed to educating students, faculty, and staff on the dangers of alcohol and drug abuse, and to maintaining an environment in which such behavior is prohibited.

DRUG AND ALCHOCOL ABUSE POLICY

While on campus or at any school-sponsored event, faculty, staff, and students may not possess, use, deliver, sell, or distribute any illegal substance. Further, faculty, staff, and students may not possess or consume alcoholic beverages on College property or at College-sponsored events, nor be present on College property or at College-sponsored events while visibly under the influence of alcohol or illegal substances.

PENALTIES/DISCIPLINARY ACTIONS

Persons who violate this policy will be subject to disciplinary action by the College, with penalties up to and including the termination of enrollment/employment (dismissal). Individuals will also be subject to penalties and sanctions imposed by local, state, and federal laws. Students should be aware that substance abuse carries legal consequences, which may include imprisonment, fines, and/or loss of property. The drug abuse statutes for Illinois can be found at the following links:

Illinois Controlled Substances Laws: www.ilga.gov/legislation/ilcs

Illinois Laws Regarding Possession of Alcohol by Person Under 21 Years of Age:
www.illinois.gov/ilcc/Education/Pages/Under21Laws

DANGERS OF ADDICTION AND SUBSTANCE ABUSE

All students should be aware that substance abuse causes serious health risks, including altered moods, altered behavior, sleep disorders, distorted senses, and permanent damage to the liver, heart, and central nervous system. More information about addiction, the drugs and substances of "substance abuse," and the health risks of substance abuse can be found at the following links:

National Institutes of Health - Facts about Addiction: www.addiction.com/a-z/national-institutes-of-health/

National Institutes of Health - The Drugs of Addiction: www.drugabuse.gov

Illinois Department of Human Services Alcoholism and Addiction Services: lifecenter.ric.org

REHABILITATION

MCC will encourage and assist employees with chemical dependencies to seek self-help or professional treatment and will provide students with information about local agencies and community resources to assist persons with dependency problems. There are local government and charitable agencies and resources available to assist individuals with dependency issues.

Some of these resources can be found at the following link: treatmentcenters.com/local/illinois.

ENFORCEMENT

All student disciplinary enforcement under this policy shall be at the discretion of the CEO and shall be based upon the severity of the offense and the actions of the student with regard to the incident. Employee disciplinary enforcement under this policy shall also be at the discretion of the CEO. MCC management shall be the sole judge of the sufficiency of the evidence in such matters.

Disciplinary and administrative decisions regarding this policy shall be made in a manner consistent with applicable law. MCC reserves the right to make referrals to law enforcement authorities and may permit law enforcement officials to conduct searches of MCC's facilities at any time.

The College is committed to preventing the abuse of alcohol and the illegal use of drugs and alcohol by its students. The College prohibits illegal use of drugs and alcohol on or around the College campus or as part of activities sponsored by the College.

Under this policy, the possession and/or consumption of beer or other alcoholic beverages is not allowed on or around the College campus. All students must abide by this policy as a condition of enrollment. Continued enrollment following receipt of this policy constitutes acceptance of this policy by the student.

The following policy is established to meet this intent and to ensure compliance with both the Drug-Free Work Place Act and the Drug-Free Schools and Communities Act:

- The College strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs and alcohol in the workplace, on or around the college campus or as a part of college-sponsored activities. Violations of applicable local, state, and federal laws may subject a student to a variety of legal sanctions, including, but not limited to fines, incarceration, imprisonment and/or community service requirements.
- The College will impose disciplinary actions on students and may administratively withdraw students from classes who violate this policy.

INFECTIOUS DISEASES POLICY

The purpose of this policy is to establish procedures to be followed when a college student is infected with a communicable disease. Such diseases include but are not limited to hepatitis, meningitis, mumps, AIDS, whooping cough, measles, diphtheria, chicken pox, and tuberculosis.

The College will comply with all federal and state laws applicable to students with communicable diseases.

The confidentiality of information regarding individuals infected with a communicable disease shall be respected. As long as a student with a communicable disease is able to pursue his or her education within the established academic standards and medical evidence indicates that his or her condition is not a threat to themselves or others, the student is to be treated consistently with other students.

Discrimination against or harassment of a student infected with a communicable disease is prohibited.

Individuals with a communicable disease are required to inform the Student Services Manager. Failure to do so may cause a student to be administratively withdrawn from the College.

The College shall request from the student a medical report from a licensed physician.

The student may be administratively withdrawn from classes if it is determined on the basis of medical evidence that his/her continued attendance poses an unacceptable risk to himself/herself or to others.

REPORTING WORKPLACE HAZARDS

The College is committed to create and maintain a safe learning environment. The College administration, faculty, and staff conduct periodic inspections of the College campus to identify and evaluate workplace hazards and unsafe work practices. Means of correcting discovered hazards and/or protecting individuals from the hazards are determined and implemented promptly. The College encourages employees and students to report health and safety hazards to the management.

CRIME STATISTICS REPORTING

The College is adhering to The Campus Security Act (Public Law 102-26) that requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by the College. In compliance with this law updated crime statistics document is distributed to the students, staff and faculty on the annual basis. A paper copy of the Campus Security Report is available upon request from the Registrar's Office and is published at <https://mccollege.edu/wp-content/uploads/2016/03/MCC-2017-Security-Report.pdf>

CLERY/CAMPUS SECURITY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to the act.

The Clery Act, originally enacted by the U.S. Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. They also founded the non-profit Security On Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on registered sex offenders in the community is the local Sheriff's Office or Police Department. The following link is a list of the most recent updated information regarding registered sex offenders by state and county:
<https://www.fbi.gov/scams-and-safety/sex-offender-registry>.

The full title of the Clery Act is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It has been amended several times, most recently by the Violence Against Women Reauthorization Act of 2013 (VAWA) enacted March 7, 2013. Among other provisions, VAWA requires institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking. These crime statistics must be reported to the Department through the web-based data collection. Schools must also include certain policies, procedures, and programs pertaining to these crimes in their annual security reports. Final regulations to implement these statutory changes to the Clery Act were published on October 20, 2014 and went into effect on July 1, 2015. See DCL GEN-15-15 for a summary of major changes to the Clery Act regulations.

HEA Sec. 485(f)
20 U.S.C. 1092(f)
34 CFR 668.46

VIOLENCE AT SCHOOL

Midwestern Career College strongly believes that all students and all employees should be treated with dignity and respect and will take appropriate action necessary to help ensure that MCC locations are and remain violence free. This policy is intended to ensure the highest standard of health and safety for all Midwestern Career College students, employees, and the general public.

Under no circumstances are the following items permitted on MCC property (including parking lots), vendor properties, or at any MCC sponsored event location:

- Any type of firearm or ammunition
- Dangerous chemicals
- Explosives
- Blasting caps or any ingredient of an explosive or incendiary nature
- Other weapons or any objects that could be used for injury or intimidation

Threatening, intimidating, coercing, harming, or interfering with the performance of employees, applicants, students, vendors, managers, or the general public is strictly prohibited. Based on reasonable supporting facts or witnesses, appropriate disciplinary action will be taken, up to and including program withdrawal, against any student who violates this policy or is aware of a violation of this policy and fails to report to campus administration.

CONSTITUTION AND CITIZENSHIP DAY POLICY

As per Department of Education regulations, each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or the following week. MCC will implement this policy by conducting workshops and/or preparing and distributing Constitution and Citizenship Day related material to all the students in attendance on such date.

For information on Constitution Day, go to www.constitutionday.com

VOTER REGISTRATION

The Higher Education Act Amendments of 1998 require colleges to make a good faith effort to make voter registration forms available to students. Voter registration forms are available online at Illinois State Board of Elections Website below:

http://www.elections.state.il.us/downloads/votinginformation/pdf/illinois_voter_information.pdf

In addition, copies of Voter Registration Forms are available at the Registrar's Office.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) POLICY

The Family Educational Rights and Privacy Act of 1974, (FERPA) is a federal law that protects the privacy of students' education records. FERPA affords eligible students certain rights with respect to their education records.

An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age, therefore MCC considers an "eligible student" any student who is currently attending MCC or has attended the College. FERPA does not apply to MCC applicants who have been admitted, but who have not been in attendance.

MCC fully complies with the Family Educational Rights and Privacy Act of 1974, as amended, in respecting the students' specific, protected rights regarding the release of their education records:

- The right to inspect and review the student's education records within 45 days of the day that MCC receives a written request for access.

- The right to request the amendment of the contents of an education record that the student believes is inaccurate, misleading, or otherwise in violation the student’s privacy rights under FERPA. FERPA does not address issues involving assigned grades for academic work.
- The right to consent to disclosures of personally identifiable information (PII) contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the Department of Education a complaint concerning alleged failures by MCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

The Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202

MCC can disclose education records without a student’s prior written consent under the FERPA exception of disclosure to school officials with legitimate educational interests.

A school official is typically a person employed by MCC in an administrative, supervisory, and academic, or support staff position, a person or company (vendor) with whom MCC has contracted as its agent to provide a service instead of using MCC’s employees or officials (attorney, auditor, collection agency, IT service provider, etc.); an organization conducting studies for MCC for the purpose of assisting in accomplishing the MCC’s mission; a volunteer serving MCC in a position requiring access to student records who performs an institutional service or function for which the college would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records (including but not limited to a student serving on an official committee or assisting another school official in performing his or her tasks).

A school official has a legitimate educational interest if the official needs access to an education record in order to fulfill his or her professional responsibilities.

Upon request, MCC may disclose education records without consent in the following cases:

- to officials of another school in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer;
- to appropriate persons in connection with an emergency if knowledge is necessary to protect the health or safety of a student or other persons;
- to accrediting organization(s) to carry out their accrediting functions;
- to federal, state or local education authorities as defined in FERPA regulations (“Federal and State Authorities”) in connection with program evaluation, research, or data compilation of state or federally supported education programs;
- to organizations conducting studies for, or on behalf of, the school;
- in compliance with judicial order or lawfully issued subpoena, after MCC has made a reasonable effort to notify the student if the notification is not prohibited by the subpoena;
- in connection with a student's request for financial aid (to determine the student's eligibility and/or the amount/conditions of aid or to enforce terms or conditions of the aid);
- if a state law adopted before FERPA (November 19, 1974) requires disclosure and superseded FERPA.

DIRECTORY INFORMATION

Directory information is defined by the Family Educational Rights and Privacy Act of 1974 (FERPA) as information contained in a student's education record "that would not generally be considered harmful or an invasion of privacy" if disclosed. Each institution has the right to define, within the limits of FERPA regulations, the data that it considers directory information.

MCC has designated the following information as directory information:

- Student Name
- Student ID number (in the capacity of an electronic identifier or displayed on a student ID card)
- Student Address
- Telephone Number
- Email Address
- Current Enrollment Status (number of enrolled credit hours, full-time or part-time status)
- Program of Study
- Student Photograph
- Dates of Attendance (Dates of Enrollment)

The College follows FERPA regulations' definition of dates of attendance as the period during which a student attends or attended an institution. Examples of "dates of attendance" include start and end date of student enrollment period, an academic year or a specific quarter. The definition does not include specific daily records of a student's attendance at the College.

MCC may disclose appropriately designated "directory information" without student's written consent unless the student requests in writing that it be kept confidential. MCC does not release lists of students or name-and-address labels to businesses or agencies that do not fall within the scope of the definition of "school official with legitimate educational interest" listed above.

Students who do not want their directory information to be released without their prior written consent must notify the College in writing within 30 days of the program start date listed on their Enrollment Agreement or within 30 days of receiving annual FERPA notification statement. MCC refers to this action as "FERPA Block."

For any student, whose directory data is placed on "FERPA Block," MCC will:

- state, "We can provide no information on that person" to any request for information;
- refuse to release any information about the student to any non-institutional person or organization, including but not limited to family and relatives, current or future employers, insurance companies, media outlets, honor societies, etc.;
- omit student's name from any college publications or listings;
- give no financial aid or personal information over the phone.

A student should carefully consider FERPA Block request since it could have undesired results. MCC will honor the student's request to withhold directory information but cannot assume responsibility to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, MCC assumes no liability because of honoring the student's written instructions that directory information be withheld. FERPA Block status remains in effect until the student notifies the College in writing to remove it.

FERPA AND DECEASED STUDENTS

FERPA's protection of personally identifiable information in a student's education records ends at the time of a student's death and is a matter of institutional policy. As a courtesy to the families of recently deceased students who were enrolled at the time of death, MCC generally will not release information from educational records of deceased students, unless required to do so by law or authorized to do so by the deceased student's spouse, parents, children, or executor of the deceased's estate.

APPROVED LEAVE OF ABSENCE (LOA)

A leave of absence (LOA) is a temporary interruption in a student's program of study.

During an approved LOA, a student is not considered withdrawn from the program of study and no calculation of the return of Title IV Financial Aid Funds is required.

Under normal circumstances, the student must apply for an LOA in advance allowing sufficient time for the Registrar's Office to review and process the request. A signed and dated LOA request must be completed by the student and submitted to the Registrar's Office before an LOA can be approved.

The request must detail temporary circumstances requiring leave from school and student's intent to return to the program of study at the end of an LOA period. When applicable, additional documentation may need to be provided to support the request.

The Registrar's Office will authorize a leave of absence only if there is a reasonable expectation that the student will return to the program of study. Multiple leaves of absences may be granted but must not exceed a total of 180 days in any 12-month period.

Reasons for granting a leave of absence may include, but are not limited to:

- Medical problems
- Jury duty
- Pregnancy
- Death of a family member
- Military duty

FINANCIAL AID/TUITION PAYMENT PLAN DURING LOA PERIOD

Students receiving Title IV financial aid will not receive federal financial aid disbursements during their leave of absence period. Students on a tuition payment plan are required to keep up with their monthly payments unless prior arrangements have been made with the Business Office.

RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE

Upon return from a leave of absence, the student is required to meet with Registrar's Office. Students receiving Title IV financial aid must also meet with the Financial Aid Department to reinstate their funds.

For students enrolled in credit-hour term programs, a student returning from an LOA must complete the coursework that he or she began prior to the LOA. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence.

The date the student return to class is normally scheduled for the beginning of a term but may differ based on class schedule and availability.

FAILURE TO RETURN FROM A LEAVE OF ABSENCE

A student who fails to return from an LOA on or before the date indicated in the written request will be withdrawn from the program, and the College will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used to determine the amount of funds the College earned and make any refunds that may be required under federal, state, or College policy.

For students who have received federal student loans failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on their loan repayment schedules. Federal loan programs provide students with a grace period that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all the grace period may be exhausted, forcing the student borrower to begin making repayments immediately.

WITHDRAWAL FROM THE COLLEGE

Withdrawing from MCC may have both academic and financial aid consequences. The students are encouraged to understand the consequences before deciding to withdraw. Students receiving financial aid are advised to contact the Financial Aid Office to discuss the consequences of a withdrawal.

A student may withdraw from MCC at any time by completing the Student Program Withdrawal Form.

The College will withdraw any student who fails to attend at least one scheduled course for a period of 14 calendar days (excluding scheduled breaks of five (5) calendar days or more).

MCC reserves the right to dismiss any student whose attendance, conduct, and/or academic or financial standing does not meet the College's standards as outlined in the Catalog, student's Enrollment agreement, Student Handbook, and Externship Handbook.

INTERNATIONAL STUDENT POLICIES

MAINTAINING F-1 STUDENT STATUS

To remain in F-1 status, a student is required to:

- Be a full-time student: ESL/VESL students must be scheduled for minimum 18 hours per week; student enrolled in all other programs must be enrolled for 12 credit hours per term.
- Maintain Satisfactory Academic Progress (SAP).
- Obtain proper employment authorization before beginning any work (if applicable).
- Report changes in address, legal name or program within 10 calendar days of the change to the DSO.
- Obtain the DSO approval before traveling outside of the U.S.
- Report any intention to transfer to another school, leave the country or change status to the DSO.
- Obtain an updated I-20 when a funding source changes.
- Obtain approval from the DSO before starting a leave of absence.
- Keep a valid passport and Form I-94 at all times. Expiring passports can be renewed in the United States through the Embassy of the student's home country.
- File timely request for practical training and other changes or additions.
- Students who fail to maintain their F-1 student status are considered to be "out of status" and are not eligible for any student status benefits such as on- and off-campus employment, practical training or registration for future courses. Out-of-status students must apply to USCIS to reinstate their F-1 status.
- Eligibility for student visa benefits can be regained if USCIS approves the reinstatement. For questions regarding the status reinstatement, students should contact the DSO.

SOCIAL SECURITY NUMBER REGULATIONS

Federal regulations prohibit international students with F-1 visas from receiving a valid Social Security Numbers for employment purposes unless the student receives on-campus or off-campus employment, curricular practical training (CPT), or optional practical training (OPT). To apply for a Social Security Number, students must see an International Admissions Coordinator, International Student Advisor/DSO who will explain the process based on the student's employment options.

The following documentation will need to be provided to Social Security Office:

- A completed Form SS-5
- An I-20 Form with page 2 completed and signed by DSO
- An I-94 Form
- A valid passport
- Evidence of employment (letter from the employer with employment start and end dates)
- Confirmation letter from the DSO verifying the employment offered
- Students who receive a Social Security Number must provide the number to the Registrar.

DRIVER'S LICENSE

To apply for or renew a driver's license, students should see the International Student Advisor/DSO.

F-1 STUDENT EMPLOYMENT OPPORTUNITIES

"Employment" is defined as the rendering of services on either a part-time or full-time basis for compensation, financial or otherwise. It is important to remember that the employment of F-1 international students is restricted and controlled by U.S. Citizenship and Immigration Services (USCIS) regulations. Failure to comply with USCIS regulations will result in termination of F-1 student status.

EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9 FORM)

F-1 international students who are authorized for employment and their employers must complete the Employment Eligibility Verification Form (I-9 Form). The employer will retain the form. The I-9 Form must be updated each time a student receives a renewal of work permission. In general, F-1 students who have been in the U.S. less than five years may be exempt from Social Security (FICA) taxes. Student earnings are subject to applicable federal, state, and local taxes. Students must file a tax return on or before April 15th each year, which will determine if any of the withheld taxes can be refunded.

ON-CAMPUS EMPLOYMENT

F-1 international students, who are enrolled full-time, may be eligible to work on campus. According to USCIS regulations, international students may work on campus up to 20 hours per week while school is in session and up to 40 hours per week during scheduled vacation breaks if on-campus positions are available. On-campus employment is not permitted after graduation. Students who participate in on-campus employment are eligible to apply for Social Security Number. The International Student Advisor/DSO can help with the SSN application process.

OFF-CAMPUS EMPLOYMENT BASED ON ECONOMIC NECESSITY

F-1 international students may not work off-campus unless they receive permission from the U.S. Citizenship and Immigration Services (USCIS). To qualify for work permission due to economic necessity students must have been in the U.S. on an F-1 visa for at least one academic year, be enrolled full-time, and be in good academic standing. In addition, students must prove to USCIS that their financial circumstances have changed unexpectedly and that they no longer have sufficient funds to remain in school. They must also prove that work will not interfere with their studies. When circumstances warrant, USCIS will grant that permission based on severe and unforeseen economic hardship.

PRACTICAL TRAINING

International students cannot engage in internships/externships, including volunteer positions, without approval from the U.S. Citizenship and Immigration Services (USCIS) and the College. There are two types of Practical Training: Curricular Practical Training and Optional Practical Training.

CURRICULAR PRACTICAL TRAINING

F-1 students may engage in curricular practical training under certain conditions and only after receiving DSO approval.

To qualify for CPT, the student must:

- Continually maintain the F-1 student status in the U.S. and be active in SEVIS while applying. Students waiting for reinstatement, applicants wishing to transfer to the college with a terminated or a completed status, or those with a newly approved status change are not eligible for CPT.
- Be lawfully enrolled on a full-time basis for one academic year in the U.S. prior to CPT authorization.
- VESL and ESL students are not eligible for CPT.

CPT APPLICATION AND AUTHORIZATION PROCEDURES

Students who meet all eligibility requirements for CPT must submit the following paperwork:

- A CPT Request Form;
- A completed externship packet.

If CPT request is approved, the student will receive a new I-20 Form with CPT authorization. Students may engage in CPT employment only after they have received the I-20 Form with CPT authorization from the DSO. Work authorization is valid only for the specific externship site and the time period as approved and recorded by the DSO as evidenced on the I-20 Form. Students can neither begin externship until the CPT has been approved, nor continue externship beyond the date listed on their I-20 Form.

MAINTAINING CPT AUTHORIZATION

To maintain the CPT authorization students must:

- Maintain full-time enrollment at all times while participating in CPT. CPT authorization will be voided if a student falls below the full-time status or is withdrawn from the program. Students authorized to take a leave of absence will not be eligible for CPT during the time of the leave.
- Maintain Satisfactory Academic Progress (SAP).
- Complete all externship requirements as prescribed by their program of study.
- Engage in externship only at the approved externship site and during the time period as authorized by the DSO on the I-20 Form.
- Immediately report any termination of externship to the Director of Clinical Externships and DSO.

OPTIONAL PRACTICAL TRAINING

Optional practical training is designed to permit international students to gain practical experience in their major field of study after graduation and up to 12 months. USCIS permits international students to gain this experience during the year following their graduation. Students who obtain permission to engage in practical training after graduation remain in F-1 student status and may work legally and earn a salary without attending the school.

USCIS requires international students to work in a position that is directly related to their major.

A job offer is not required to apply for practical training after graduation. USCIS permits students to search for jobs during the one year of practical training, but the students may only be unemployed 90 days out of one year of OPT. USCIS also permits students to work as volunteers or unpaid interns, as long as their work meets OPT requirements and does not violate any local labor laws.

To qualify for OPT, F-1 students must apply for Employment Authorization Document (EAD) within the following time period: no more than 90 days prior to graduation and no more than 60 days after graduation. Applications are completed by DSO, after which the student must send applications to USCIS for adjudication. Approval often takes two to three months, so students are encouraged to apply early.

REDUCTION IN COURSE LOAD

Students considering dropping below full-time enrollment for any reason must first receive DSO approval. Dropping below full-time course load without the DSO approval will jeopardize student's F-1 student status.

Students may be eligible for a reduction in course load in the following situations:

- **Academic Difficulties:** If a student is facing difficulties with the English language or reading requirements; is unfamiliar with the U.S. teaching pedagogy; or has been improperly placed in a course level, he or she should meet with the DSO who may authorize a reduction in course load. A reduced course load may not be available in some programs. The Code of Federal Regulations (CFR) states that a student must resume a full course of study at the next available term in order to maintain F-1 student status. According to the CFR, except as otherwise noted, a reduced course load must consist of at least nine clock hours a week.
- **Medical Conditions:** To authorize a reduction in course load due to a medical condition, students must provide medical documentation to the DSO.

TRAVEL

Students who plan to travel outside of U.S. including trips to Canada or Mexico must receive DSO approval and appropriate documentation before leaving the country, otherwise they may be denied re-entry into the U.S. To receive DSO approval, the students must submit the following documents at least two weeks before departure:

- Current I-20
- Copy of Passport (must be valid at least six months from the departure date)
- I-94 card
- Proof of travel documents.

TRANSFERRING OUT

Students planning to transfer to another school in the U.S. should first consult with the International Student Advisor/DSO on their transfer eligibility. To complete the transfer, the student must provide the following documents:

- A transfer form and acceptance letter
- Accepting institution's address and contact information
- Students must update their contact information before transferring out

In order to be transferred "in-status" students must be in good academic standing with the College. Transfer out requests take 5 – 10 business days to process. To avoid jeopardizing their F-1 status, students must check that their transfer out was completed upon arrival at the new school.

TRANSCRIPT REQUESTS

Student's transcript is a copy of his or her permanent academic record at Midwestern Career College. MCC issues two types of transcripts:

1. Official transcripts, the content of which is signed by the Registrar or Associate Registrar with the official seal of MCC;
2. Unofficial transcripts notated as "Unofficial Transcript".

Official Transcripts will not be issued to current or former students with an outstanding balance.

Students may request their academic transcript at any time from the Registrar's Office in person, by emailing registrar@mccollege.edu or by sending a mail request addressed to Midwestern Career College, Registrar's Office, 100 S Wacker Dr., LL1-50, Chicago IL, 60606.

Please refer to Administrative Fees Table at the end of the Catalog for current transcript request and urgent transcript request fees.

Transcript requests are processed within three to five business days from the receipt of the request and confirmation of the fee payment. Urgent transcript requests are processed the next day from the receipt of the request and confirmation of the fee payment.

Transcripts can be either picked up by the student in person or mailed to the student's address on file with the College. Transcripts sent by mail will be delivered by standard ground USPS service. Urgent transcript requests will be delivered by next day USPS, UPS or FedEx service.

CERTIFICATE OF COMPLETION REQUESTS

Original Certificate of Completion (COC), Replacement Certificate of Completion or copies of Certificate of Completion will not be issued to students with an outstanding balance.

Students may request their Certificate of Completion at any time from the Registrar's Office in person, by emailing registrar@mccollege.edu or by sending a mail request addressed to Midwestern Career College, Registrar's Office, 100 S Wacker Dr., LL1-50, Chicago IL, 60606.

Design, wording, and signatures on the replacement Certificate of Completion will be those currently in use by the College and may be different from the ones printed on the original certificate.

Please refer to Administrative Fees Table at the end of the Catalog for current Certificate of Completion and urgent COC request request fees.

COC requests are processed within three to five business days from the receipt of the request and confirmation of the fee payment. Urgent COC requests are processed the next day from the receipt of the request and confirmation of the fee payment.

Certificates of Completion can be either picked up by the student in person or mailed to the student's address on file with the College. COCs sent by mail will be delivered by standard ground USPS service. Urgent COC requests will be delivered by next day USPS, UPS or FedEx service.



Midwestern Career College
20 North Wacker Drive, Suite 3800
Chicago, IL 60606
Tel: (312) 236-9000



Connect with Us!