



**Attendance Policy**

The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Compliance with each instructor's attendance policy is the student's responsibility. An instructor's attendance policy may go into effect with the first class meeting of the course. Late registration does not exempt the student from adhering to the attendance requirements in the course syllabus. Make-up work or work submitted late due to absence (including an instructor's decision to award less than full credit for work submitted late) will be handled at the discretion of the instructor in accordance with the course syllabus.

Students not regularly attending class are strongly advised to withdraw officially from the course. Students who do not withdraw officially may receive a grade of "F" for the course, which will become a part of the student's permanent record. Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.

**Campus Environment**

In accordance with the Illinois Clean Indoor Air Act, Moraine Valley Community College prohibits smoking in all campus buildings.

Food is not allowed in the classroom. Beverages in the classroom are left to the instructor's discretion. Please leave the classroom in a clean and tidy condition.

**Cell Phones and Pagers**

Students, faculty, staff, and college visitors may not use and must silence cell phones, pagers, and other communication devices in all instructional areas, which include all labs, classrooms, conference rooms, and lecture halls during instructional sessions, workshops, and meetings; the Library/Learning Resources Center; the Testing Center (B101); and other areas designated by the college.

**Center for Disability Services**

The Center for Disability Services (CDS) seeks to provide equal access to programs, services, and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, L150, 708/974-5711 (V) or 708/974-9556 (TTY). The CDS will work with you to make arrangements for reasonable accommodations.

**Computers**

Computers are available for student and/or community use. More information is available online at <http://www.morainevalley.edu/Resources/computer.htm>. User Support Services (call-in, 708-608-4355) support is available for students M-F (7 a.m.-10 p.m.); Sat (8 a.m.-4 p.m.); and Sun (noon-4 p.m.).

**Counseling Career Dev/Academic Advising Center**

Visit or call the Counseling Center (708/974-5722) for academic, career, and personal counseling or help in selecting a college major. Visit or call the Advising Center (708/974-5721) for information on MVCC programs of study, transfer information, and course selection assistance. Both centers are located in the Student Services Center—Counseling (S101) and Advising (S203).

**Emergency/Closing Information**

Information about Moraine Valley closing because of bad weather or emergency will be broadcast on the following radio and TV stations, or you can check our Web site or call. Students, faculty, and staff will also receive an automated phone call (home or cell phone) to inform them if the college is closed or if classes will be delayed.

**RADIO:** WGN (720 AM) and WBBM (780 AM); Zone (94.5 FM).

**TELEVISION:** WBBM-Channel 2, WMAQ-Channel 5, WLS-Channel 7, WGN-Channel 9, WFLD-FOX-Channel 32, and ChicagoLand Television CLTV News.

**ONLINE:** Moraine Valley's website ([www.morainevalley.edu](http://www.morainevalley.edu)) and the Emergency Closing Center's website ([www.emergencyclosings.com](http://www.emergencyclosings.com)).

**PHONE:** Call the college's main phone number (708/974-4300). Additionally, information is available by calling 1-312-222-SNOW (7669) using a touch-tone phone.

**Family Educational Rights & Privacy Act (FERPA, 1974)**

Please refer to the complete policy in the 2009-2011 catalog, page 45, regarding student rights concerning education records maintained by the college.

**Graduation Petition Deadlines**

Students completing a certificate or degree must file a graduation petition in the Records Office. Filing deadlines are: Fall graduation (December) - September 15; Spring graduation (May) - February 1; Summer graduation (August) - June 1

**Irene H. Brodie Academic Skills Center (708/974-5340)**

Free tutoring for currently enrolled Moraine Valley students is available in B284A for accounting, biology, chemistry, mathematics, and physics. Tutoring is available in English and reading in B284B. Students should pick up a tutoring schedule for specific details. Additional information can be found in the college catalog, semester class schedule, and the center's Web page. The center has two computer labs—classroom and walk-in.

**Late Registration Policy**

<b>COURSE LENGTH</b>	<b>17 - 12 WKS</b>	<b>11 - 5 WKS</b>	<b>4 - 1 WKS</b>
Late Registration Period	1st WK	3 days	1 day
Late registration with Instructor Permission	2nd WK	3 days	1 day

NO REGISTRATION WILL BE ACCEPTED AFTER THESE DATES. **Refund information is available in the semester class schedule and the Registration Office.**

**NON-CREDIT Refund Policy:** It is the student's responsibility to drop a non-credit course three business days (9am to 5pm, Mon-Fri) prior to the start date of course to receive a full refund. Courses dropped less than three business days before or after the start date will not receive a refund. No-shows do not constitute an official drop. No credit may be used toward another section for missed classes. Classes that are canceled by the college receive a full refund.

**Library (708/974-5235)**

The Library is located at the west end of Building L. Enter on the 2nd floor. Additional information on the Library can be found in the college catalog and the Web site.

**Student E-mail**

Students are provided a college-issued e-mail address and are required to use this e-mail address to communicate with their instructors and other college staff. Faculty will use the college-issued e-mail to communicate electronically with students. The user name and password are printed on the class schedule students receive in the mail. Students who do not receive an e-mail address do not have a birth date on file and must contact Registration to provide this information. For more information, visit [morainevalley.edu/studentemail](http://morainevalley.edu/studentemail).

**Student Identification Card/Photo I.D.s (708/974-5620)**

All full- and part-time students must have a Moraine Valley photo identification card (ID) that has been validated for current enrollment. ID cards and/or validation stickers can be obtained at the Photo ID Services area, located in the Student Services Center (Room S164). Two forms of identification are required; your current class schedule will serve as one of these forms. Obtain your ID at the beginning of the semester. You will need it to use the library, computer labs, testing center, and recreational facilities. Additional information can be found in the student handbook and on the Web site.

**Testing Center (708/974-5309)**

The center is located in B101. You must present a valid MVCC student ID. All testing materials will be collected at closing. **THE LAST EXAM IS HANDED OUT 35 MINUTES PRIOR TO CLOSING.**

**Withdrawal Policy**

After the prescribed period of tuition refund and before the end of the 13th week of a 17-week semester (see table below), an official withdrawal will result in a "W" on the student's record. A student who does not withdraw officially from a course will receive a grade of "F", depending on course progress or course attendance, which will become a part of the student's permanent record. To withdraw officially from a course, a student must obtain a withdrawal form from the Registration Office or Extension Center coordinators. The withdrawal form must be completed and returned, in person, to the Registration Office (S125).

<b>Class length</b>	<b>Deadline to obtain "W"</b>	<b>Class length</b>	<b>Deadline to obtain "W"</b>	<b>Class length</b>	<b>Deadline to obtain "W"</b>
3 wks	2 weeks	8 wks	6 weeks	13 wks	10 weeks
4 wks	3 weeks	9 wks	7 weeks	14 wks	10 weeks
5 wks	4 weeks	10 wks	7 weeks	15 wks	11 weeks
6 wks	5 weeks	11 wks	8 weeks	16 wks	12 weeks
7 wks	5 weeks	12 wks	9 weeks	17 wks	13 weeks

**Writing Center**

Moraine Valley faculty members and peer consultants are available to assist students with any part of the writing process. The Writing Center is located in L242 and is open Monday through Friday. Additional information is available online at <http://writingcenter.morainevalley.edu>.

**THE COLLEGE WILL BE CLOSED:**

**FALL 2009:** Sept. 7, Nov. 25-29

No credit classes will be held Oct. 20, 2009—college services will be available

**SPRING 2010:** Jan. 18, Feb. 15, April 2-4

No credit classes will be held March 2, 2010—college services will be available

No classes will be held March 15-21 (SPRING BREAK)—college will be open

*\*Hours of operation are posted outside of each center.*