MESSAGE FROM THE PRESIDENT

If you are looking through this catalog, you must be searching for something.

Perhaps you want to acquire skills that can lead to a high wage, high demand career or that can enhance your current job. Perhaps you need competitively priced classes for transfer to a four-year college or university. Maybe you want education that provides short term, real world benefits, offered conveniently online or close to your home or place of work.

You may need assistance in starting your own business or training your employees. You may want to stay current with the technological changes that impact every facet of life in today’s fast paced, rapidly changing society. You may be unsure of what we offer, but you have recognized that continuing your education will enrich your life.

Whatever prompted you to look through this catalog, be assured that we can help. At Mid Michigan Community College, you will find a caring, personalized environment where people listen to you with respect and assist you in getting from where you are to where you want to be. Great careers – and changed lives – start at Mid Michigan Community College. Why not start today?

Carol A. Churchill, MMCC President

MMCC’S BOARD OF TRUSTEES

Left to right: Eric Kreckman, Trustee (Gladwin); Douglas A. Jacobson, Chair (Gladwin); Betty M. Mussell, Vice Chair, (Clare); Carol A. Churchill, MMCC President; Carolyn C. Bay, Trustee (Clare); Mark D. Mann, Trustee (Harrison); Thomas W. Metzger, Treasurer (Beaverton); Richard S. Allen, Jr., Secretary (Clare)
The 560-acre Harrison Campus of Mid Michigan Community College is located in the rural environment of northern Michigan, situated between the cities of Harrison and Clare on Old U.S. Highway 27. A 20-acre area is used for the current College facilities and the remainder of the property is in its natural state with several nature trails.

MMCC has two locations in Mt. Pleasant, 27 miles south of the Harrison Campus. The Pickard Campus in Mt. Pleasant Campus is located on M-20 East near the U.S. 27 freeway. Its suburban environment complements the modern atmosphere of the campus facility. The Herbert D. Doan Center for Science and Health Technologies is located on 44 acres on the corner of Broadway and Summerton. The Doan Center is the most recent expansion of the college.

The Mid Michigan area is noted for four-season outdoor sports. The area has thousands of acres of public lands, many lakes and rivers, numerous golf courses, two ski hills, and hundreds of miles of snowmobile trails.
I. INTRODUCTION .................................................................................................................... 5
   Campus Directory, Academic Calendar, Assurance of Quality, Mission Statement & Goals, MMCC in Profile, History, Accreditation, Equal Opportunity/Affirmative Action, Americans with Disabilities Act

II. COLLEGE SERVICES AND PROCEDURES .......................................................................11
   Admissions, Advanced Credit Options, Assessment and Advising, Enrollment Services, Financial Aid, Cost of Attending College, Grades and Graduation, Support Services, Student Activities, Student Regulations, M-TEC, Business & Industry Customized Training, SBTDC

III. ACADEMIC PROGRAMS .................................................................................................... 64
   General Education Requirements; Distribution Groups; MACRAO Agreement; Cancellation of Courses and Programs; Arts & Communications; Business, Management, Marketing & Technology; Engineering, Manufacturing & Industrial Technology; Health Sciences; Human Services; Natural Resources and Agriscience; Baccalaureate Studies

IV. COURSE DESCRIPTIONS ................................................................................................ 143
   Interpretation of Numbering System, Course Descriptions

V. GENERAL .......................................................................................................................... 198
   Personnel Directory

MMCC is an equal opportunity affirmative action institution and does not discriminate on the basis of race, color, origin, sex, age, or disability.
The contents of this catalog are subject to change; therefore, it cannot be considered a contract or agreement between an individual and Mid Michigan Community College or its administrators. Published April 1, 2008.
CAMPUS DIRECTORY

Harrison Campus
(989) 386-6622

Mt. Pleasant Campus
(989) 773-6622

College Fax Numbers:
Mt. Pleasant Campus ...........................................(989) 772-2386
Administration - Harrison.....................................(989) 386-9088
ASC - Harrison ..................................................(989) 802-0995
SOAR Center - Harrison ......................................(989) 386-6613
M-TEC/SBTDC - Harrison ...................................(989) 802-0971
M-TEC - Gladwin ...............................................(989) 426-2992
Library - Harrison ............................................(989) 386-2411
Nursing - Harrison ............................................(989) 386-6666

BUSINESS OFFICE

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable 386-6610</td>
<td>HC Administration</td>
</tr>
<tr>
<td>Accounts Receivable/Cashier 386-6611</td>
<td>HC Administration</td>
</tr>
<tr>
<td>Bookstore - Harrison 386-6639</td>
<td>HC Room 215</td>
</tr>
<tr>
<td>Campus Services/Maintenance 386-6697</td>
<td>HC Room 151</td>
</tr>
<tr>
<td>Communications &amp; Computer Services 386-6651</td>
<td>HC Room 270</td>
</tr>
<tr>
<td>Hospitality/Food Services 386-6688</td>
<td>HC Food Service</td>
</tr>
<tr>
<td>Human Resources/Personnel 386-6621</td>
<td>HC Administration</td>
</tr>
<tr>
<td>Office of the President 386-6601</td>
<td>HC Administration</td>
</tr>
<tr>
<td>Payroll 386-6609</td>
<td>HC Administration</td>
</tr>
</tbody>
</table>

INSTRUCTION

Business & Industry Development (BIDC) 386-6629 | M-TEC
Computer Labs Office 386-6653 | HC Room 290
773-6622 | MPC
Dean of Arts & Sciences 386-6642 | HC Room 268
Dean of Occupational Studies 386-6655 | HC Room 268
Faculty-Harrison 386-6667 | HC Room 252
Health Education 386-6643 | HC Room E233
Vice President of Academic Services 386-6607 | HC Room 206
Vice President of Institutional Services & Technology 386-6637 | HC Room 104

STUDENT SERVICES

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions/Placement 386-6661</td>
<td>HC Room 104</td>
</tr>
<tr>
<td>Assessment 386-6638</td>
<td>HC Room 114</td>
</tr>
<tr>
<td>Counseling 386-6626</td>
<td>HC Room 114</td>
</tr>
<tr>
<td>Counseling 773-6622</td>
<td>MPC Room 100</td>
</tr>
<tr>
<td>Dean of Student Services 386-6626</td>
<td>HC Room 114</td>
</tr>
<tr>
<td>Financial Aid/Veterans' Services 386-6664</td>
<td>HC Room 104</td>
</tr>
<tr>
<td>Graduation 386-6626</td>
<td>HC Room 114</td>
</tr>
<tr>
<td>Academic Support Center (ASC) 386-6677</td>
<td>HC Room 219</td>
</tr>
<tr>
<td>Library/Media Center 386-6617</td>
<td>HC Library</td>
</tr>
<tr>
<td>Office of Enrollment Services 386-6659</td>
<td>HC Room 104</td>
</tr>
<tr>
<td>Registrar 773-6622</td>
<td>MPC</td>
</tr>
<tr>
<td>Student Educational Services/Tutoring 386-6638</td>
<td>HC Room 219</td>
</tr>
<tr>
<td>773-6622</td>
<td>MPC</td>
</tr>
<tr>
<td>Student Government Office (MC2) 386-6634</td>
<td>HC Room 119</td>
</tr>
<tr>
<td>Transcripts 773-6622</td>
<td>MPC</td>
</tr>
</tbody>
</table>

ACADEMIC CALENDAR

(Spring Session Subject to Change)

Spring Session 2008
Classes Begin ............................................. May 12
Memorial Day/No Classes .................................. May 26
6-Week Spring Classes End ................................ June 19

Summer Session 2008
Classes Begin ................................................ June 23
Independence Day/No Classes ............................. July 4
Classes End ................................................. July 31

Fall Semester 2008
Classes Begin ................................................ August 23
Labor Day/No Classes .................................... September 1
Faculty In-service/No Classes ......................... November 26
Thanksgiving Break/No Classes ....................... November 27-28
Classes End .............................................. December 12

Winter Semester 2009
Classes Begin ................................................ January 10
Spring Break/No Classes .................................. March 7-13
College-In-Service/No Classes ......................... March 25
Good Friday/No Classes .................................. April 10
Classes End ................................................ May 8
Commencement ............................................. May 9

Spring Session 2009
Classes Begin ................................................ May 18
Memorial Day/No Classes .................................. May 25
6-Week Spring Classes End ................................ June 26

Summer Session 2009
Classes Begin ................................................ June 29
Classes End ................................................ August 7

Fall Semester 2009
Classes Begin ................................................ August 29
Labor Day/No Classes .................................... September 7
College In-Service/No Classes ............................. November 25
Thanksgiving Break/No Classes ....................... November 26-27
Classes End .............................................. December 18
Mid Michigan Community College is committed to graduate students of high quality, fully capable of performing the skills specified in the student’s major, and in the area of the College’s general degree requirements. Mid Michigan Community College offers assurance to its students, prospective employers, and to transferring institutions, that individuals holding degrees or certificates with a “C” average or better are fully capable of competent performance.

**Transferring students**, who meet specified criteria should be able to perform at a level equal to or better than those students who were admitted as freshmen at the transferring institution.

The College will, upon recommendation from the institution to which the student transferred, permit the student to retake any course or courses in areas deemed deficient. This retake shall result in no tuition charges for the student.

The College has articulation agreements with a number of Michigan institutions. These agreements guarantee the transferability of the associate degree and of specific courses within the curriculum. Students following the direction of College counselors are assured of maximal transferability of earned credits.

**Non-transferring students**, who earn a degree or certificate with a “C” average or better can be expected to perform competently in the area in which they were instructed. Any employer who views a Mid Michigan Community College graduate as not possessing appropriate entry level skills, and can specify such deficiencies, may request remediation. The student will be permitted to retake a specified course or courses without an additional tuition charge.

The College recognizes that unused skills decay rapidly. The assurances offered herein are made for individuals who transfer or gain employment within a year of receiving a degree or certificate.

**MISSION STATEMENT**

The purpose of Mid Michigan Community College is to provide educational and community leadership for the development of human ability. To this end the College provides post-secondary education and services to enable students and the community to achieve success in a global society.

**COLLEGE GOALS**

1. Provide educational opportunities which will prepare students to transfer to baccalaureate institutions or add to their life skills.

Mid Michigan Community College provides courses comparable to those found in the freshman and sophomore years of the four-year college or university. Many of these courses are academic or liberal arts in nature and are open to all students regardless of program.

2. Provide educational opportunities which will prepare students for successful employment in business, health, and technical occupations.

Mid Michigan Community College provides a variety of occupational courses, certificate, and associate degree programs designed to assist students in preparing for initial employment in occupations, changing to new occupations, or advancing in their current occupations. These offerings are available to high school graduates, those who have not graduated, and those currently attending high school.

3. Provide counseling and guidance for students regarding decisions related to education.

Most students are uncertain of their educational objectives at the outset or change their plans once or several times during the college years. Thus, Mid Michigan Community College attempts to aid students in determining where their interests, inclinations, and abilities lie. Students are assisted in making intelligent vocational choices and in pursuing appropriate educational programs. Continuous efforts are made by the College staff to assist students in overcoming educational gaps and in acquiring basic learning tools for college work. An effort is made to identify students capable of doing advanced work in colleges and universities.

4. Provide community service by meeting educational, recreational, and cultural needs of the College community.

Mid Michigan Community College provides a meaningful identification with the community, serving as a center for intellectual, cultural, and physical growth. Thus, the College provides continuing educational opportunities such as community institutes, conferences, clinics, forums, workshops, seminars, concerts, exhibits, plays, and recreational activities.
College facilities are available for use by community organizations and clubs. The College works hand in hand with business and industry in furthering area economic development.

The College serves the individual’s educational needs regardless of age, income, or formal educational background. Recognizing the older population of the community, the College makes a continuous effort to fulfill that older population’s educational and recreational needs. Special projects for low income or disadvantaged families are also provided. Through a wide variety of continuing education courses, College area residents may seek new interests, avocations, and/or improvement of life skills.

**PROFILE OF MID MICHIGAN COMMUNITY COLLEGE STUDENTS**

As a community college, we are committed to assisting each student meet his/her unique goals. As illustrated by the Fall 2005 profile, our student body is diverse:

**Student Credit Hour Load**
- Male Full Time ......................................................... 23%
- Female Full Time .................................................... 27%
- Male Part Time ......................................................... 17%
- Female Part Time .................................................... 33%

**Student Age Distribution**
- Under 18 .................................................................. 6%
- 18-25 ........................................................................ 68%
- 26-45 ....................................................................... 22%
- 46-60 ........................................................................ 4%

**Geographic Residence**
- Clare County ......................................................... 22%
- Gladwin County ..................................................... 10%
- Isabella County ....................................................... 33%
- Gratiot County ........................................................ 8%
- Other Counties ....................................................... 27%

**Gender of Students**
- Female .................................................................... 60%
- Male ....................................................................... 40%

**Declared Program Choices**
- General .................................................................. 31%
- Arts & Communication ............................................. 4%
- Business & Technology ............................................. 18%
- Engineering & Industrial Technology .................... 6%
- Health Sciences ....................................................... 25%
- Human Services ...................................................... 15%
- Natural Resources & Agriscience ......................... 1%

* Figures based on academic classes only

**HISTORY**

The earliest activity in providing a community college to serve the Clare County/Gladwin County area began in 1962. Two years later the concept of the College was endorsed by the two local intermediate districts and the five local school districts within the two counties. As a result of the acceptance of this basic concept, a Citizens Advisory Council was formed to determine the feasibility of establishing a community college. The report of the Council, completed in 1965, recommended the formation of a local community college to serve the residents of the two-county area. The study report was then submitted to the Michigan Department of Public Instruction and notification of approval for the College was received in July, 1965.

In September 1965, a special election was held to obtain community authorization for establishment of the College, to elect a governing Board of Trustees, and to approve construction and operating millage of 1.5 mills to be levied against the assessed property valuation in the voting district. The favorable response of the voters resulted in official approval by the Michigan State Board of Education to establish Michigan’s 25th community college.

During 1966-67, an administrative staff was employed to develop the initial planning for the campus and for the instructional program. At the same time, the architect was developing a master plan for building construction and development of the entire 560-acre site. Construction of the initial 1.5 million instructional facility began in May 1968.

In the Fall of 1968, the first university parallel and non-technical classes began in temporary facilities in the Clare County Building in Harrison, the Practical Nursing program was started at the Central Michigan Community Hospital in Mt. Pleasant, and the vocational and technical courses were conducted at the Area Vocational School in Mt. Pleasant. Temporary facilities for the library and audiovisual materials were obtained from the Harrison Public Library.

On September 15, 1969, the first classes were moved to the present campus location and on November 24, 1969, all of the remaining classes were moved.

Construction of the Food Service/Student Center was completed in 1972; the Goldberg Orientation Center, which housed the College’s child care facilities, and a small engine repair building were added in 1973; the allied health facilities and the Automotive Technology Center were completed in 1976; and the Climate Control Center was constructed in 1979. Construction of the Technical Trades Center began in the Fall of 1982 and the facility opened for classes in the Fall of 1983.
In December of 1993, the College purchased a three story modern office building in Mt. Pleasant. The building was converted to a striking campus facility on an attractive site during 1994. The Mt. Pleasant Campus serves the Isabella County area.

In the Fall of 1998, the College opened an extensive expansion with improvements on the Harrison Campus, adding new science and health education facilities.

In the fall of 1999, MMCC was granted funding for an M-TEC Center, one of Governor Engler's initiatives to serve business and industry and community colleges. The Center opened its doors in the Fall of 2001, and provides open-entry/open-exit training for employees and potential employees of industrial and construction trades.

In the Spring of 2004, MMCC opened the Student Orientation and Academic Readiness (SOAR) Center. The addition to the Harrison Campus centralized student services like admissions, financial aid, records, cashiering, course placement testing, counseling and academic readiness services. The new configuration made services more accessible and convenient for students. The addition also gave the Harrison Campus a main entrance.

Recognizing the growing need for skilled healthcare professionals, MMCC opened the Herbert D. Doan Science and Health Technologies Center in the Spring of 2008. Located on 44 acres in Mt. Pleasant, the Doan Center is a vital part of MMCC’s effort to expand its highly respected nursing program and establish new health programs. The Center doubled MMCC’s available space in Mt. Pleasant and provided additional science labs, classrooms, and computer labs.

Since the College opened its doors to 196 students in the Fall of 1968, it has experienced a pattern of constant growth and is now serving more than 5,000 students annually on both a full-time and part-time basis. All College facilities are barrier-free and accessible to handicapped persons.

The College also holds membership in:
- American Association for Higher Education
- American Association of Community Colleges
- Association of Community College Trustees
- Community College Consortium, U. of M.
- Consortium Eight (Northern Michigan Community Colleges)
- Council of North Central Community Jr. Colleges
- Michigan Community College Association

To view or obtain copies of MMCC accreditation and licensing documents, contact the Office of the Vice President of Academic Services at (989) 386-6607. Written requests may be mailed to 1375 S. Clare Avenue, Harrison, MI 48625.

A number of MMCC’s programs are also accredited by other organizations. These include:
- The Certificate of Achievement: Pharmacy Technician program accreditation process is currently under way through ASHP – Associate Society of Health-System Pharmacists.
- The Associate in Applied Science: Physical Therapy Assistant program accreditation process is in progress through CAPTE – The Commission on Accreditation for Physical Therapy Education.
- The Associate in Applied Science: Registered Health Information Technologist program accreditation is in progress through CAHIIM – The Commission on Accreditation for Health Informatics and Information Management.
- The Associate in Applied Science: Medical Laboratory Technician program accreditation is in progress through NAACLS – National Accrediting Agency for Clinical Laboratory Sciences.
Mid Michigan Community College is an equal opportunity/affirmative action institution and complies with all federal and state laws and regulations prohibiting discrimination. It is the policy of Mid Michigan Community College that no person shall be discriminated against, excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, arrest record, physical characteristics, or physical limitations in its academic and vocational programs, activities, admission, financial assistance, or employment.

A complainant shall consult with the Affirmative Action Coordinator who shall resolve the complaint, or assist the complainant in compiling the formal complaint, and in referring it to the Antidiscrimination Judicial Board whose members shall resolve the complaint with the Decision and Order; appeal, if desired, the Decision and Order by presenting the case to the Board of Trustees for the final College decision on the matter.

The Affirmative Action Coordinator is the Director of Human Resources and can be reached at Mid Michigan Community College, 1375 S. Clare Avenue, Harrison, MI 48625; or by phone at (989) 386-6606.

State and federal laws prohibit discrimination against individuals with disabilities. Mid Michigan Community College’s Office of Human Resources coordinates the College’s compliance with these state and federal nondiscrimination laws, including the Federal Vocational Rehabilitation Act of 1973, the Federal Americans with Disabilities Act, and the amended Michigan Handicappers Civil Rights Act. The Office of Human Resources is also the grievance office designated to handle any complaints or concerns regarding the College, its programs, procedures or employees. If you believe that a violation or potential violation of these state or federal non-discriminating laws has occurred, is occurring, or will occur, please notify the Office of Human Resources, Mid Michigan Community College, 1375 S. Clare Avenue, Harrison, MI 48625; or by phone at (989) 386-6606.