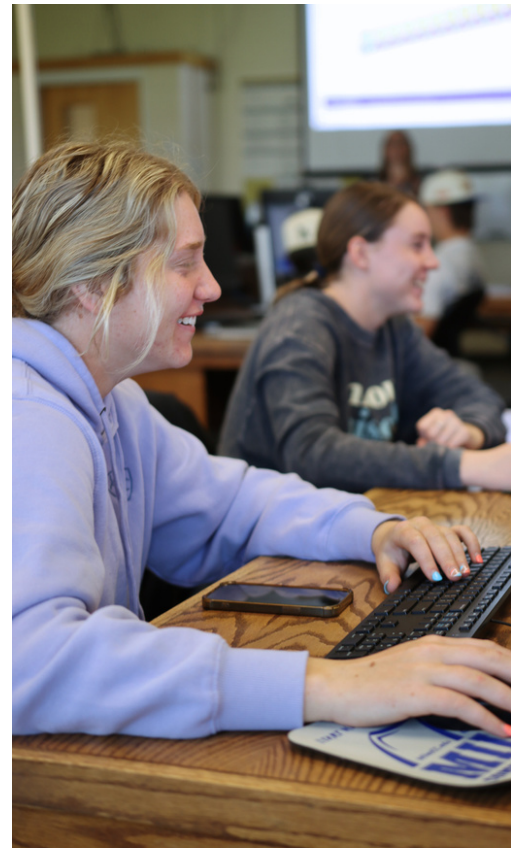


Dual Enrollment Student Handbook 2025-2026



MILES
COMMUNITY COLLEGE

milescc.edu

2715 Dickinson - Miles City, MT

1.800.541.9281 - 406.874.6492

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2715 Dickinson
Miles City, MT 59301
www.milesc.edu



(406) 874-6100
Fax (406) 874-6282
Equal Opportunity in
Education and Employment

Dear Dual Enrollment Student,

Welcome to our Miles Community College (MCC) Family! Go Pioneers!

On behalf of our Board of Trustees, Faculty, and Staff, I want to congratulate you on making a great decision to invest in your education and future. The MCC Dual Enrollment Program enables you to begin your college education in a safe and supportive environment. Our motto is, **Start Here....Go Anywhere!** We have a team of professionals ready to help you every step along the way.

This handbook is designed to provide you with a solid base of knowledge regarding our Dual Enrollment benefits, policies, and procedures. I hope you take the time to familiarize yourself with its contents. You are now taking college level courses taught by MCC Faculty as well as highly qualified and certified school district teachers. content and evaluation of these courses are of the same high caliber as those offered at our college campus. MCC is accredited by the Northwest Commission of Colleges and Universities. This accreditation allows for our academic credits to transfer as you continue your educational journey after high school.

Dual Enrollment students have access to the same student services as other college students including our Learning Center which has tutors who can assist you if needed. We are here to help you succeed.

Once again, welcome to the MCC Family!

Go Pioneers!

Dr. Ron Slinger, President
Miles Community College

START HERE — Go Anywhere

Mission, Vision, and Purpose

Mission:

Our mission is to offer opportunities for students to earn college credits in a wide variety of subjects while still enrolled in high school. Our classes will offer students a college foundation, academic curriculum, and technical training that is a bridge to their overall collegiate and career goals.

Vision:

- To increase options for students all over Montana to earn college credit while keeping in mind their career pathways and college plans.
- To offer academic opportunities for students who need electives or specialized course work not available in their high schools.
- To provide students with assistance in the navigation of our distance learning platform, to advise students with academic and career planning, and to provide personal enrichment with meaningful relationships with MCCs faculty and staff.

Purpose:

The purpose of the Miles Community College Dual Enrollment program is to provide Montana high school students the opportunity to earn college credit while in high school to augment their current curriculum or to give them a head start on their college pathway and career goals.

Dual Enrollment Overview

Dual Enrollment Coordinator

Traci Glasscock

glasscocktl@milescc.edu | 1-406-874-6492



Welcome! I'm the Dual Enrollment Coordinator here at Miles Community College, and my job is to assist you with all things related to Dual Enrollment. Please let me know if you have questions about courses, how to get in touch with your instructor, specific requirements at other universities, or anything else that comes up.

Please be sure to read through all the information in this handbook as it contains content that answers most of the questions you will have about taking college classes, logging into Canvas, getting your grades through Banner self-serve, and requesting official transcripts to your chosen university.

Through MCC, high school students from all over Montana are taking courses to meet General Education requirements that will transfer pretty much anywhere! And remember, if you are undecided about your college plans, MCC is a great choice!

If you do have further, questions, don't hesitate to email me or give me a call. I'm excited to have you join us at MCC!

What is Dual Enrollment?

Dual enrollment provides high school students the opportunity to take college courses and earn college credit while still in high school. Courses are designed to work with high school students' existing schedules, and students may take them online, at their high school, or at MCC. Dual Enrollment classes typically last a whole semester and are more rigorous than high school classes. Credits go towards a bachelor's or an associate degree, and career and technical certificates.

Benefits of Participation

- Cost savings: each student is eligible for two free courses through our Free 2 Explore program. (The student is responsible for textbook costs and any lab or course fees.) Once you are above your two-class limit, you'll be charged only fees for your courses - tuition is waived for ALL additional courses. That equals cost savings of 60-70% off the full price of a college course.
- Remember, these courses will go with you to whatever college or university you plan to attend, and transferring courses is easy! If you are planning to attend another college within

the Montana University System, courses will transfer due to our common course numbering system. They may also be accepted at private or out-of-state institutions. Always check with the receiving institution to verify transferability and applicability to your major and degree.

- Earn a Pioneer Express Scholarship: Students who pass at least six credits from MCC through Pioneer Express will be automatically eligible for a \$1,000 tuition waiver to MCC if they enroll at MCC as a degree-seeking student after high school graduation. We call this our "Pioneer Promise"-it's our promise to help make college degree attainment affordable for Montana high school students! Only Pioneer Express courses (MCC online or on-campus classes) will count for eligibility.
- Accelerate your degree completion. By taking courses while in high school, you can earn enough credits to take care of one or two years of college before you even get there. By carefully choosing your dual enrollment classes, you can easily take care of many of the prerequisites or generals required by other 4-year institutions.
- Become a Pro at "doing college"! Starting on your college journey can be filled with stress and unknowns. Our dual enrollment program offers an opportunity to ease the transition from high school to college by offering an experience with a built-in support system and services to help you become a successful college student.

Programs

Pioneer Express

Our college credit-only dual enrollment classes, offered on-campus at MCC or via eLearning, are offered under the heading Pioneer Express (formerly Jump Start). Any Montana high school student can enroll in a Pioneer Express course provided they meet enrollment eligibility and prerequisite requirements. Students must complete a Pioneer Express application and registration form each term they want to take classes. Semester course offerings are published each term.

- The Pioneer Express program provides a great opportunity for early access to college. Students have the ability to save both time and money as they work to achieve their educational goals.
- As a part of our Free 2 Explore (milescc.edu/Academics/PioneerExpress) program, your first two dual enrollment classes will be free. If you're also taking concurrent enrollment classes (taught at the high school), these also count towards your two-course total (unless you are a CCDHS or Sidney High School student). After you've taken your first two free courses, you'll still receive a significant discount. Tuition is waived for all other classes, but students are responsible for the cost of mandatory campus fees, course fees, and textbooks including embedded textbook fees. These equal a savings of 60-70% off the full price of a college course.
- Enroll at Miles Community College after you graduate from high school, and your dual enrollment savings will continue! Students who pass at least six credits from MCC through

Pioneer Express will be automatically eligible for a \$1,000 tuition waiver to MCC if they enroll at MCC as a degree-seeking student after high school graduation. We call this our "Pioneer Promise"-it's our promise to help make college degree attainment affordable for Montana high school students! Only Pioneer Express courses (MCC online or on-campus classes) will count for eligibility.

Concurrent Enrollment

Concurrent enrollment courses are taught at partner high schools, for which students can simultaneously earn high school credit and college credit – courses are selected and approved by MCC and high school administration. Student enrollment requires permission of appropriate high school personnel, and is limited to high school juniors and seniors, with some exceptions. We are actively seeking partnerships with high schools to help offer concurrent courses on their campuses.

Current Concurrent Enrollment partners:

- Baker High School
- Bozeman High School
- Circle High School
- Custer County District High School
- Fairview High School
- Forsyth High School
- Froid High School
- Gallatin High School
- Helena High School
- Huntley Project High School
- Malta High School
- Medicine Lake High School
- Missoula Big Sky High School
- Nashua High School
- Opheim High School
- Plevna High School
- Powder River Co. High School
- Richey High School
- Sidney High School
- Stevensville
- Terry High School
- Wibaux High School

Admission/Enrollment

Students may apply to be a part of the Pioneer Express Program as early as the summer after their sophomore year of high school. Students under the age of 18 must have permission from a parent or legal guardian to apply for the program and register for MCC courses. Students requiring release time from their usual school day for an on-campus or video delivery class should also have the permission of a counselor or administrator at their high school. Students are eligible to take Pioneer Express Program courses through the summer term following their graduation from high school.

Students need to complete the Pioneer Express Dual Enrollment Application (available on the MCC website milescc.edu/Academics/PioneerExpress) and submit their most recent unofficial high school transcript for admittance into the dual enrollment program. They will also need to complete a Pioneer Express Course Registration Form each semester that they want to take classes. For most students, we can use their high school GPA for placement.

Placement/Prerequisites

Many of our courses have a minimum GPA or placement test score, or lower-level course completion in order to be placed in that class. In most cases, their high school transcript can be used for placement purposes. For math classes, if they've not already taken the ACT, they may be required to take a placement test, which will help us determine their readiness for college-level work. If necessary, we will talk with them about any remediation needs and the potential to complete the courses they are requesting. The Accuplacer placement test can be administered remotely to accommodate students who reside outside of Miles City. (See Appendix for placement charts)

Orientation

Once their application and registration form are submitted with all necessary signatures and their high school transcript and placement scores, they will be enrolled in the online orientation course by our office. They'll receive a confirmation email that includes their student ID number and additional instructions, including a link to a brief but required online orientation, which will familiarize them with MCC policies and procedures. The orientation includes instructions for accessing their course in Canvas, our online learning management system, and shows them how to access the Banner Self-Service student information system for grades, student account bills, and transcripts. If they'd like to get a feel for what an online MCC class is like and what they can expect once they become a Pioneer Express student, they can view the Dual Enrollment and Pioneer Express Student Orientation available in Canvas at milescc.instructure.com/courses/6468.

Cost

As part of our Free 2 Explore program, students' first two dual enrollment classes will be free. If they're also taking concurrent enrollment classes (taught at the high school), these also count towards their two-course total, unless they are enrolled at CCDHS or Sidney High School. After they've taken their two free courses through Free 2 Explore, they'll still receive a significant discount. For any courses beyond the two free courses, tuition is waived for all other classes, but students are responsible for the cost of mandatory campus fees, course fees, and textbooks including embedded textbook fees. This equals a savings of 60-70% off the full price of a college course. Please note that the Free 2 Explore program doesn't cover the cost of course textbooks or any special fees associated with a class. Examples include science lab fees, embedded textbook fees, and other specialized course or material fees. A list of textbooks and their costs can be found on the Pioneer Mercantile website, store.milesc.edu/course-search.

Federal financial aid may be available beginning the summer after the student graduates from high school. Students enrolled in high school are not eligible for federal financial aid, which is why we've chosen to waive tuition for the classes taken while still in high school.

Changes of Schedule

Students may drop or add courses during specified times listed on the academic calendar. Students should be aware that changes in schedules resulting in more or fewer total credit hours may affect tuition and fees and Free 2 Explore waiver eligibility. If a drop form is submitted after the initial drop date, one of the two free courses will be used. Miles Community College reserves the right to alter published schedules of classes, please see the Course Schedule web page for the most up-to-date version of the semester course schedule. All courses must have sufficient enrollment to be offered. Drop forms may be obtained here: [Add/Drop Course Form](#) and in the appendix. After filling out the form with a signature from their high school dual credit advisor, please scan and email to glasscocktl@milesc.edu.

Final Grade Appeal

Incidents may arise between a teacher and student in respect to grading. The student should make every effort to resolve the problem on an informal basis by speaking to the instructor. If after discussing the issue with the instructor, the student feels there is evidence to support their belief that the grade awarded was incorrect, the student has thirty (30) calendar days from the official posting of the grade by the Registrar to file a grade appeal. (SEE PAGE 78 OF THE STUDENT HANDBOOK)

Important Things to Know

FERPA (Family Educational Rights and Privacy Act) and Student Records

What is FERPA?

- The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of educational records and begins when a student enters a postsecondary institution, regardless of age.
- It limits the kind of information the college can share with individuals other than the student unless the student consents to disclosure on their application. This type of information pertains to academics/grades, admissions/enrollment, records/transcripts, billing, student support services, disability accommodations, and student code of conduct.
- The college and your high school have determined that it is administratively necessary for enrollment, attendance and grades earned in college courses to be shared with your high school.
- We recognize that parents are key partners in supporting students to ensure their success in this program, so be sure to discuss the release of information as the student goes through the application process.

Although Dual Enrollment students are minors and dependents, the Federal law considers any student attending college protected under the FERPA regulation and is subject to privacy protection. The FERPA Release of Information form is available at the MCC Student Services desk and online, content.milesc.edu/DownloadFiles/MCCStudents/StudentReleaseInformation.pdf. Students who do not complete the FERPA release with the application and who later decide to complete the FERPA Release of Information form must have the form notarized OR complete it at MCC or their high school, where their identity can be verified by photo ID.

Students with Disabilities/ADA

Miles Community College provides support services for otherwise qualified students with disabilities. The College is committed to providing reasonable accommodation within the scope of the College's programs and resources to ensure equitable access to all students. Students who would like to request accommodation should contact Disability Support Services to review the process and provide any needed documentation. Disability Support Services works individually with students to arrange for reasonable accommodation.

Dual enrollment students, rather than staff or parents, are responsible for initiating the request for accommodations. Friends or family members who are advocates for students in the public school

system are not able to speak with instructors or Disabilities Support Services without written permission from the student, which is provided via the FERPA Release of Information form. Please be aware that it is important to contact Disabilities Support Services well in advance of needing the accommodation, so the appropriate paperwork and communications can be addressed. Students who currently receive 504/IDEA accommodations for their high school courses need to coordinate college accommodations with the Disabilities Support Center.

Accessibility and Special Needs: In accordance with the Americans with Disabilities Act (ADA), Miles Community College ensures academic accessibility as well as building accessibility for all persons with disabilities. No individual with a disability, because of such disability, shall be excluded from participation in, or denied the benefits of, the services, programs, or activities of Miles Community College, nor shall the individual be subject to discrimination by any such entity. Miles Community College shall make reasonable accommodations for any individual with documented disabilities. If you have a documented special need, such as a learning or physical disability, that may interfere with your progress in this course, it is your responsibility to report the disability. Any person who has documented disabilities, is concerned about accessibility, and/or has other accommodation issues is directed to contact Disabilities Support Services at dss@milescc.edu; or Holly Snell, Director of Student Success and Retention at 406-874-6151 or snellh@milescc.edu; or your instructor(s); or Student Services at 406-874-6100 or 1-800-541-9281; or stop by the Learning Center in room 208 for additional information.

Service Animals & Emotional Support Animals: Miles Community College affirms (1) its commitment to nondiscrimination on the basis of disability and (2) its intention to comply with all laws prohibiting such discrimination including **Section 504 of the Rehabilitation Act of 1973** and the **Americans with Disabilities Act**. In order to assure nondiscrimination on the basis of disability, the College will provide appropriate and reasonable accommodation for members of the public, employees and students with disabilities, as defined by these laws.

A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button. Under **Title II and III of the ADA**, service animals are limited to dogs. However, entities must make reasonable modifications in policies to allow individuals with disabilities to use miniature horses if they have been **individually trained** to do work or perform tasks for individuals with disabilities.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Emotional support animals that have been approved by Housing through the Disability Services process are permitted in the residence halls; however, **they are not permitted in other areas of the College** (e.g.

dining facilities, libraries, academic buildings, athletic building, classrooms, labs, etc.).

PLEASE NOTE THE FOLLOWING:

When it is not obvious what service an animal provides, the law allows the following two questions only:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

Accessibility & Disability Support Services web page milescc.edu/LearningCenter/dss.aspx, phone (406) 874-6152, email dss@milescc.edu.

Clery Act

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Miles Community College Policy 500.8: Campus Crime and Security, you may view the latest annual Security and Fire Safety Report by going to the following link:

[https://www.milescc.edu/AboutUs/Campus Safety/](https://www.milescc.edu/AboutUs/Campus%20Safety/). The report is also available to all prospective faculty/staff and students and a hard copy can be requested through the Vice President of Student engagement located at the Student Services desk or phoning (406)874-6226.

Mandatory Reporter

As employees at Miles Community College, faculty members serve as mandatory reporters. What this means is that if certain types of situations or activities (e.g. assault, harassment, hazing, other criminal activities) come to a faculty member's attention, whether directly or indirectly, the faculty member has a legal obligation to report said situation(s) to the College's Behavioral Intervention Team.

Therefore, students are advised to exercise discretion in what they disclose to faculty members inasmuch as some disclosures may create a mandatory reporting situation.

Title IX

Miles Community College is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary for a healthy learning, working, and living atmosphere because

discrimination and harassment undermine human dignity and the positive connection among all people at the college. Acts of discrimination, harassment, sexual misconduct, domestic violence, dating violence, stalking, and retaliation shall be addressed consistent with College policy. Additional information with resources and reporting are available here: [Title IX - Miles Community College](#)

Effects on Financial Aid or Athletic Eligibility

Please be aware that financial aid and scholarships as well as eligibility in certain high school and/or collegiate athletic associations can be affected by your grade point average. Because both the credits and the grades you earn will go with you as you continue your education, be aware of what those minimum requirements are. If it looks like you will not earn a C- or better in the course, it may be beneficial to drop the class before the last withdrawal date rather than risk getting a D or a failing grade.

Campus Email/Microsoft 365

All official school communication will be sent to your MCC email. You will also have free access to the Office 365 applications to use online or download. To set up your campus email, you will need to log into Banner Self-Serve. Then click on "Personal Information" at the top of the window and click on the "view email addresses" link. There you will find a link to register with MS Office and your campus email address (it will be a form of your last name and a first initial@ milescc.edu). Visit office.com. Your username is MCC Student Email. Your initial password will be your birthdate in this format: YYYYMMDD.

After you log in to your MS 365 account, you will have access to the suite of Microsoft applications such as Word, Publisher, PowerPoint, and Excel. **We ask that you use the Microsoft applications rather than the Google applications that you typically use at your high school.** Most college campuses use Microsoft rather than Google, and at times submission of assignments can be difficult when trying to convert documents or spreadsheets to the format used by your instructors.

Canvas (Learning Management System)

At Miles Community College, both online and in-person courses utilize Canvas as the platform to present the syllabus, house lecture recordings, assign practice, collect assignments, and other aspects of the course. Instructions for logging into Canvas are detailed in the Pioneer Express on-line orientation milescc.instructure.com/courses/6468.

To navigate to Canvas go to www.milescc.edu → scroll to footer → under "Quick Links" click "Canvas"

- Your username is your ID number (M14.....)
- Your initial password is your birth date: YYYYMMDD

Banner (Accounts and Records Management System)

While students can see individual assignment grades in Canvas, the official grade record will be housed in Banner, our records management system. Log-in instructions for Banner can be found in the on-line orientation. In Banner, you will be able to find your campus email address, access mid-term and final grades, download an unofficial transcript, as well as see your bill and balance due.

To navigate to Banner go to www.milesc.edu → scroll to footer → under "Quick Links", click "Banner Self-Serve".

- Your username is your ID number (M14.....)
- Your initial password is your birth date: MMDDYY

Transcript Requests

At the completion of your college courses at MCC, you will need to officially request that your college transcript be sent to the college of your choice. Please use the transcript request button on the portal found on our website, mt.accessgov.com/milesc. There is a fee for transcripts, and the transcript will only be sent after proof of payment is received.

Course Policies

Drop/Add

Fall & Spring Semester Courses:

- Students may add/drop courses prior to the sixth instructional day via Banner in consultation with their advisor
- Students may not add courses after the sixth instructional day

Mini-Sessions & Summer Semester Courses:

- Students may add/drop courses prior to the fourth instructional day via Banner in consultation with their advisor
- Students may not add courses after the fourth instructional day

To drop a course after the sixth or fourth instructional day, students must obtain a drop form from Student Services and complete the required information. Before the transaction is official, it must be signed by the student/high school teacher/advisor and returned to the Dual Enrollment Coordinator for processing.

Drops and Withdrawals

Through the 6th instructional day (4th instructional day for mini-session terms), students are permitted to drop courses and receive a refund. After the 6th instructional day, all drops must be formal and must be recorded by the student with the Registrar's office through a completed drop slip. Students can drop courses or withdraw completely from the college until the week prior to the current semester's final examinations. Students who drop classes or officially withdraw during the first six instructional days of an academic term (four days for mini-session terms) will not have the coursework reflected on the transcript. Students who drop courses or withdraw completely after the sixth instructional day will receive a grade of "W" (Withdraw) in those classes. Students who do not officially withdraw from classes will receive a letter grade (i.e., other than a "W" grade) to be determined by the instructor of each class. PLEASE NOTE: If you receive an "F" on your transcript, that failing grade will remain on your transcript. You may retake the course, and the higher grade will be used to calculate your GPA, but the F will remain on the transcript.

Repeating a Course

Students who repeat a course will have the most recently earned grade counted toward their grade point average.

Pioneer Promise Scholarship

Scholarship Students who pass at least six credits from MCC through Pioneer Express will be automatically eligible for a \$1,000 scholarship to MCC if they enroll at MCC as a degree seeking student after high school graduation. Only Pioneer Express courses (MCC online or on-campus classes) will count for eligibility. Credits earned through concurrent enrollment (those courses taught at the high school) will not count towards the six credits of eligibility for the Pioneer Promise Scholarship. Students must earn at least a C or better in their MCC Pioneer Express courses to be eligible. The scholarship will be awarded as \$500 per semester for their first year of degree-seeking enrollment, provided students maintain good academic standing while enrolled at MCC (2.0 semester GPA).

Montana University System General Education Transfer

The Montana University System (MUS) is committed to facilitating the ease of undergraduate student transfer to its campuses, particularly in the area of general education. Therefore, all campuses of the MUS will recognize the integrity of general education programs and courses offered by units of the MUS, Montana's three publicly supported community colleges, the seven tribal colleges and regionally accredited independent colleges in the State of Montana. All campuses in the MUS shall also recognize the integrity and transferability of the MUS transferable core.

An undergraduate student who has completed courses identified as part of the (MUS) transferable core, hereafter referred to as the MUS core, will be governed by the following rules:

1. If the student has completed the entire 30-credit MUS core, following the operating rules approved by the Montana board of regents, and transfers to another unit in the MUS that

student cannot be required to take additional general education courses at the lower division level.

2. If the student has completed fewer than 20 MUS core credits, that student will be required to complete the approved general education program at the campus to which he or she transfers. All general education transfer credits that are part of the MUS core will be reviewed for possible application in the approved general education program at the campus.

3. If that student has completed 20 or more MUS core credits, that student may choose to complete either the MUS core of the approved general education program at the campus to which he or she transfers. The student should make the decision in consultation with a faculty advisor.

4. The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus. [Board Policies - Section: 300 - Academic Affairs | Montana University System](#)

As students work on the Montana University System general education core, they should attempt to select classes that are also required in their major. That efficient use of coursework could help students complete their degree more quickly, since the classes could be used to satisfy both the requirements of the major and the requirements of the MUS General Education Core. [Montana University System | Transfer in the MUS | Montana University System](#)

MUS Core Requirements	
Natural Sciences: at least one class must have a lab experience	6 semester credits
Social Sciences/History	6 semester credits
Humanities/Fine Arts	3 semester credits
Mathematics	6 semester credits
Humanities/Fine Arts	6 semester credits
Cultural Diversity	3 semester credits
TOTAL	30 semester credits

Resources & Services

Advising

The cornerstone for student success is academic advising. Academic Advising expectations for students and advisors at MCC are guided by the Advising Syllabus. Academic advising is provided for all students. Academic advising helps students assess their career and life goals as well as understand their test scores, select classes that will work toward their overall college and degree goals, and

interpret College policies. Advising is available to dual enrollment students throughout the year. Students intending to transfer to another college or university are strongly encouraged to contact the transfer institution of their choice to determine specific degree requirements. Please contact Traci Glasscock, Dual Enrollment Program Coordinator, to set up a time to meet in person if you are local, or on the phone or over Zoom if you are located out of Miles City.

Tutoring and Supplemental Help

Students who struggle to understand classroom information or to complete routine assignments may need the assistance of a tutor. With the individualized assistance that tutoring offers, students can master academic material at their own pace. Peer tutors are available for most courses offered and are chosen for their academic ability and desire to help others. Tutoring is available at no charge to MCC students, and students can receive two hours of tutoring per subject per week. Tutoring can be done in person or over Zoom. [Tutoring - Miles Community College](#)

Counseling

Free and confidential personal counseling is available to MCC students and employees wishing to address a variety of issues. Whether you are in distress or struggling, seeking to gain a deeper understanding of yourself and your relationships, or working to prevent current concerns from developing into more serious problems, Counseling Services has many options available to assist you during your time at MCC.

Current services are provided through a partnership with One Health. Upon scheduling, One Health also has access to Tele-Counseling Services for certain individuals. We also have a network of private practice counselors located in the Miles City area. Access to this network is given by the Vice President of Student Engagement or designee. Referrals by the Vice President are confidential and not part of the student's educational record. For more information, visit this link: [Counseling - Miles Community College](#)

Bookstore/Pioneer Mercantile

Textbooks, lab manuals, workbooks, and other materials needed for classes are available at Pioneer Mercantile. Please contact the bookstore to order textbooks, and they can mail them to out of town Pioneer Express students. Please plan ahead, as some class materials, such as lab kits, can take up to 6 weeks to arrive. Special book orders must be paid for in advance. Refunds are given on purchases if returned within the published refund period, which is noted on each sales receipt. Refunds will not be given without the original sales receipt. Generally, textbooks may be returned during the first eight days of class for fall and spring semesters and the first three days of class during the summer

semester. Pioneer Mercantile does not accept returns on sale items, or textbooks that have either been marked or have the shrink wrap removed. Pioneer Mercantile will always advertise this time frame, but if a student is unsure of when they can use their financial aid, they stop in, call or email bookstorel@milesc.edu. Book buy back is always during finals week of each semester. This is the ONLY time the bookstore will buy books. Books are bought back by the Pioneer Mercantile if a) the course instructor will use the book for subsequent courses, b) the book is in good resale condition, and c) if there is not a surplus of books for the course. Students must have their original sales receipt to sell back their books. Contact information for the Pioneer Mercantile: phone 1-406-874-6207, email bookstorel@milesc.edu, webpage: [Pioneer Mercantile Bookstore - Miles Community College](#)

Business Services/Fee Payment

Pioneer Express fees may be paid at the window, online at [Access.gov Secure Portal](#), or through the mail. Contact Information for the Business Office: phone 1-406-874-6159, email BusinessOffice@milesc.edu, Lucas Hall.

Complaint Process

The Department of Education's Program Integrity rules (34 CFR 600.9(a)(1)) require each state to have a process for receiving, reviewing and responding to complaints regarding the program integrity of postsecondary educational institutions delivering educational services in that state. Each institution must inform students how to initiate complaints in the state where the student receives instruction. This notification provides information on the complaint process available to students, wherever located, of the Montana postsecondary institutions, and to students receiving instruction in the State of Montana from any postsecondary institution, wherever located. The complete process is outlined here: [ComplaintProcess.pdf](#)

Final Grade Appeal

Incidents may arise between a teacher and student in respect to grading. The student should make every effort to resolve the problem on an informal basis by speaking to the instructor. If after discussing the issue with the instructor, the student feels there is evidence to support their belief that the grade awarded was incorrect, the student has thirty (30) calendar days from the official posting of the grade by the Registrar to file a grade appeal. The full process may be viewed in our current catalogue on the MCC website.

Grades and Transcripts

To receive their final semester grades, students may access their grades through the MCC student management system, Banner. Banner instructions are available at Student Services. Students may also

access and print unofficial transcripts through Banner. To receive an official transcript, a Transcript Request form must be submitted. The Transcript Request form may be obtained from Student Services or submitted via the online form available at AccessGov portal. There is a \$3 charge for all official transcripts, with additional charges for MACRAO faxing or expedited shipping

Student Conduct Code

Miles Community College expects all students to conduct themselves as honest, responsible, and law-abiding members of the academic community and to respect the rights of other students, members of the faculty, staff, and the public to use, enjoy, and participate in the College's programs and facilities. Student conduct that disrupts, invades, or violates the personal and property rights of others is prohibited and may be subject to disciplinary sanctions action. The complete Student Code of Conduct can be found in our current catalogue/student handbook which is on our website: [Academic Catalog and Student Handbook](#)

Some policies directly relating to Pioneer Express Students are as follows:

Judicial Authority and Jurisdiction

1. Student conduct violations which occur on College-owned or College-controlled property or at College-sponsored events are subject to College disciplinary jurisdiction. The College may also apply this code to student conduct, regardless of where it occurs, when behavior is suspected to adversely impact or affect the overall functions of the College or the health and safety of members of the College community.
2. Students who commit offenses against the laws of the city, state, or U.S. are subject to prosecution by those authorities and may be subject to disciplinary action under this code if the offenses are also violations of this code. College disciplinary proceedings may precede, follow, or take place simultaneously with criminal proceedings or investigations and shall not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. When a student has been charged by a civil authority for a violation of law, the College shall neither request nor agree to special consideration for the student solely because of their status as a student.

A. Expected Conduct

Students are expected to:

- Adhere to the highest standards of academic honesty and to refrain from any action which is dishonorable or unethical
- Attend every class, arrive on time, and leave the classroom only at the end of class
- Engage in class discussions and activities when appropriate
- Exhibit classroom behavior that is not disruptive of the learning environment
- Secure and turn off all electronic communications and entertainment devices during class time unless otherwise directed by the course instructor
- Be respectful and polite to all instructors and other students
- Observe course prerequisites, co-requisites, and other requirements
- Keep up with coursework and course requirements
- Seek academic or other assistance from MCC services and resources

- Adhere to the Student Conduct Code in and out of the classroom

B. Prohibited Conduct

Any student, or groups of students, such as College-sponsored clubs, organizations, or athletic teams, found to have committed a violation of the Student Conduct Code is subject to disciplinary sanctions outlined in F. Sanctions. The following offenses constitute violations of the Student Conduct Code and can lead to serious disciplinary action, including suspension or expulsion from the College.

B.1 Acts of Dishonesty Acts of dishonesty include but are not limited to:

- Cheating, plagiarism, or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; collusion in online courses; theft, unauthorized possession or use of instructional materials or tests; unauthorized access to or manipulation of laboratory equipment or experiments; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means. Faculty may take disciplinary action and have the right to sanction a student found guilty of dishonesty in the classroom.
- Knowingly furnishing false information to any College official, faculty member or office;
- Forgery, alteration or misuse of College documents, records, instruments of identification, computer programs or accounts. Misrepresenting personal identification in an online course, which includes, but is not limited to, another person completing course requirements.

B.7 Theft/Misuse of Property

- Theft or other abuse of computer facilities, capabilities and/or computer time, including but not limited to:
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 - Unauthorized transfer of a file;
 - Unauthorized use of another individual's identification or password;
 - Use of computing facilities to interfere with the work of another student, faculty member or College official;
 - Use of computing facilities to send harassing or abusive messages;
 - Use of computing facilities to interfere with the normal operation of the computing system;
- Unauthorized use of computer resources, or the unauthorized use or copying of computer data or software. Examples of unauthorized use or copying include:

attempts to alter systems; unauthorized access or copying of data or software; attempts to release data, text, files or software in violation of copyright protection; and the condoning, approving, or directing of unauthorized use or copying;

- Unlawful downloading and distribution of copyrighted digital media via peer-to-peer (P2P) file sharing applications including, but not limited to, video (movies) and sound (music) files;
- Attempts to circumvent or defeat any College owned system, firewall or any other mechanism put in place to manage the network; and/or
- Failure to abide by or comply with the Miles Community College Information Technology User Agreement.

C. Conduct Code Violations

On its own initiative or at the request of any student, faculty or staff member, the College, through the Vice President of Student Engagement Office, may file appropriate accusations/complaints of misconduct against a student.

When complaints are referred to the Vice President of Student Engagement or designee for resolution, an investigation of the allegations shall be conducted within thirty (30) business days from the date the complaints were filed, unless there is good cause for delay, which shall be communicated in writing to the Complainant (person/s submitting the complaint) and Respondent (student/s or student organizations alleged to have violated an MCC policy).

If a student has withdrawn or withdraws from the College after complaints have been filed, the College may:

- place a hold on the student's academic record and notify the student that disciplinary action shall be initiated before the student's re-enrollment in the College; or
- proceed with the disciplinary process, determining sanctions to be imposed if the student is readmitted.
- The Vice President of Student Engagement or designee may order College administrative services such as grades, registration, course drop/adds, fee payment, refunds, withdrawals, fee waivers, etc. be withheld to compel students accused of violation(s) of the Student Conduct Code to meet with the Vice President of Student Engagement or designee as necessary to properly investigate the alleged violation(s). Unless otherwise ordered by the Vice President of Student Engagement or designee, all services shall be withheld pending the outcome of the formal investigation, and any resulting sanctions and appeals.

Pioneer Express Course Descriptions

Pioneer Express courses are available in most degree programs, but those courses may vary and/or rotate from fall to spring semester. The most current offerings can be found on our Pioneer Express web page.

Terminology

- Pre-requisite: Course must be taken prior to enrolling in this course.
- Co-requisite: Course must be taken the same term as this course.
- Courses listed are via distance or on-line learning only. In-person on campus courses are available for local students.
- Courses that meet the requirements of General Education Program are labeled:
COMMUNICATIONS-ORAL; COMMUNICATIONS-WRITTEN; MATHEMATICS; HUMANITIES &
FINE ARTS; HISTORY & SOCIAL SCIENCES; HISTORY; CULTURAL DIVERSITY

ACCOUNTING (ACTG)

ACTG 101 - Accounting Procedures I. This course provides fundamental instruction on financial recordkeeping and basic bookkeeping methods. Topics include implementing the basic accounting equation; using T accounts; preparing and posting journal entries, reversing entries, and closing entries; payroll reporting; compiling income statements, balance sheets, and statements of owner's equity. This course satisfies a core requirement for the AAS degree in Auto Mechanics or Building Technology. In addition, it is an excellent class to prepare students for the Principles of Accounting courses. 3.000 Credit hours

ACTG 180 - Payroll Accounting. This course examines the complete payroll accounting cycle including the impact that various laws and regulations have on personnel and payroll operations. Application of the payroll accounting concepts through the comprehensive payroll project results in practical, first-hand experience in calculating payroll, completing payroll taxes, preparing records and reports, and journalizing payroll transactions. Pre-requisite: ACTG 201 3.000 Credit hours

ACTG 201 - Principles of Financial Accounting. This is an intensive course sequence in the fundamental principles of accounting emphasizing the accounting cycle, journalizing, posting, trial balance, financial statements, plant and intangible assets, depreciation, inventories, accounting systems, payroll, and taxes. Pre-requisite: M 090, or M 108 4.000 Credit hours

ACTG 202 - Principles of Managerial Accounting. This is an intensive course sequence in the fundamental principles of accounting emphasizing corporations, department and branch accounting, manufacturing and job order cost systems, budgeting, cost accounting, management reports, financial position, consolidated statements, and financial statement analysis. Pre-requisite: ACTG 201 4.000 Credit hours

ACTG 205 - Computerized Accounting. This course provides students with a realistic approach to computerized accounting principles. Financial statements and other financial reports will be created. Accounting concepts will be reinforced, and software will be utilized to make business decisions. Pre-requisites: ACTG 201 and CAPP 131

ALLIED HEALTH MEDICAL SUPPORT (AHMS)

AHMS 144 - Medical Terminology. This course is an introduction to word building/analysis of medical terms using word elements. Study of medical terms, abbreviations, anatomy, procedures, etc. are included. Sections on pharmacology, radiology, and psychiatry will be covered. 3.000 Credit hours

BIOLOGY-ECOLOGY (BIOE)

BIOE 103 - Environmental Science and Society. This course provides a general background on environmental science and how this influences our lives. This course focuses on key principles that govern how nature works, the interactions between human society and ecosystems, and current and potential solutions to environmental problems. Includes energy flow through ecosystems, properties of natural communities and human societies, resource conservation and management, and environmental ethics. *SCIENCE* 3.000 Credit hours

BIOE 104 - Environmental Science and Society Lab. This is an introductory course in Environmental Science and Society Laboratory. Topics include environmental chemistry, environmental biology, and environmental sampling and analysis. This course is designed for students with little science background, therefore only the basic concepts will be addressed. This course is not designed for science majors, however, it may be helpful in preparing for such. *SCIENCE* Co-requisite: BIOE 103 1.000 Credit hours

BUSINESS FINANCE (BFIN)

BFIN 205 - Personal Finance. This course provides an overview of personal financial planning concepts including money management, consumer credit, insurance, investing and consumer purchasing strategies. 3.000 Credit hours

BUSINESS GENERAL (BGEN)

BGEN 235 - Business Law. The course provides a fundamental knowledge of the legal, ethical, and professional business environments. Contract law, property law, crimes, torts, and organizational forms are the core areas covered. 3.000 Credit hours

BUSINESS MANAGEMENT (BMGT)

BMGT 210 - Small Business Entrepreneurship. This course covers major topics relating to starting a small business including market research, forecasting, financing, legal aspects, and business plans. 3.000 Credit hours

BMGT 215 - Human Resource Management. This course is an overview of all the major functions of human resources including recruitment and retention, training and development, motivation, performance appraisals, compensation management, and labor relations. 3.000 Credit hours

BMGT 235 – Management. This course explores the field of management focusing on the core managerial functions of planning, organizing, directing, coordinating and understanding the general business environment. 3.000 Credit hours

BUSINESS MARKETING (BMKT)

BMKT 210 - Sales, Merchandising, & Retailing. This course covers the fundamental principles and practices of strategic retail management. Traditional and non-traditional retailing, store location, managing a retail business including merchandise management and relationship retailing are the focus of this course. 3.000 Credit hours

BMKT 225 – Marketing. This course covers the fundamental principles of marketing including the marketing mix, target markets, consumer behavior, marketing research and marketing plans. 3.000 Credit hours

CHEMISTRY (CHMY)

CHMY 121 - Intro to General Chemistry. This is an introductory general chemistry course. Topics covered include measurement systems, atomic structure, chemical periodicity, bonding, chemical reactions, acid-base chemistry, and nuclear chemistry. Prerequisite: M 090 Introductory Algebra or M 100 Introduction to Technical Math, or M 111 Technical Mathematics, ACT score of 18 or higher in Math or Compass Placement score of 44 or higher on the Algebra section. Corequisite: CHMY 122. *SCIENCE*. 3.000 Credit hours

CHMY 122 - Intro to General Chemistry Lab. This is an introductory general chemistry course. Topics covered include measurement systems, atomic structure, chemical periodicity, bonding, chemical reactions, acid-base chemistry, and nuclear chemistry. *SCIENCE* Prerequisite: M 090 Introductory Algebra, or M 100 Introduction to Technical Math, or M 111 Technical Mathematics, or an ACT score of 18 or higher in Math or Compass Placement score of 44 or higher on the Algebra section Co-requisite: CHMY 121 1.000 Credit hours

CHMY 123 - Intro to Organic & Biochemistry. This is an introductory organic and biochemistry course covering functional group organic chemistry and important biochemical structures, concepts, and processes. Pre-requisite: CHMY 121 or CHMY 141. Co-requisite: CHMY 124. *Science*. 3.000 Credit hours

CHMY 124 - Intro to Organic & Biochemistry Lab. This lab focuses on functional group organic chemistry and important biochemical structures, concepts, and processes. *SCIENCE* Co-requisite: CHMY 123 1.000 Credit hours

COLLEGE STUDIES (COLS)

COLS 111 - Career Development and Interpersonal Skills. This course prepares students for the habits and attitudes needed to perform effectively in the job market by developing interpersonal and transferable non-cognitive skills needed to be successful in various career fields. In this course, students create a working resume and cover letter and will develop interviewing and networking skills. Topics covered include career exploration, effective communication, teamwork, time management, creative thinking, professionalism, and conflict resolution. 1.000 Credit hours **(This is a free course for all high school students and does not count toward their two free Pioneer Express courses).**

COLS 101 - Introduction to College Studies. Introduction to College Studies is intended to provide skills necessary for incoming students to successfully navigate the college setting and provide life skills necessary after leaving college. Course design includes focus on academic mindset including belonging to the Miles Community College learning community and college transitions, teaching a growth mindset that allows students to change their abilities through effort, focus on student success, and understanding the value and purpose of the college experience. Students will understand campus resources, strengthen study skills, and explore career and transfer options through the various collaborations of services, programs and people dedicated to the student success of new students at the campus. 2.000 Credit hours

COMMUNICATION (COMX)

COMX 111 - Introduction to Public Speaking. This course is intended to help students develop skills in speaking, organizing thoughts, and listening. Major emphasis is placed on the preparation and presentation of formal speeches. *COMMUNICATIONS—ORAL* 3.000 Credit hours

COMX 115 - Interpersonal Communication. The objectives of this introductory-level course are to help students develop an understanding of the fundamentals of interpersonal communication theory and to learn useful skills that will enable them to be more effective in establishing healthy interpersonal relationships in their personal lives and professions. *COMMUNICATIONS—ORAL* 3.000 Credit hours

COMPUTER APPLICATIONS (CAPP)

CAPP 131 - Basic MS Office. This course emphasizes the practical aspects of today's computing environment. Instruction includes the basic computer architecture and operation, hardware, operating systems, network communication, ethical issues associated with computers, and aspects of integrated software with an emphasis on business applications. Students will learn beginning to intermediate elements of word processing, database, spreadsheet, and presentation software. 3.000 Credit hours

COMPUTER SCIENCE/PROGRAMMING (CSCI)

CSCI 107 - Joy and Beauty of Computing: Python Programming. This course examines the computing field and how it impacts the human condition. The instructor introduces exciting ideas and influential people. The course provides a gentle introduction to computational thinking using the Python programming language. 3.000 Credit hours

CREATIVE WRITING (CRWR)

CRWR 240 - Intro Creative Writing Workshop. The writing, discussion, and revision of students' work by other writers in the group is the opportunity presented in this course. Students will explore techniques and models of fiction and nonfiction germane to various genres; students are free to pursue any and all which may be appealing. *HUMANITIES AND FINE ARTS* Pre-requisite: WRIT 101 3.000 Credit hours

ECONOMICS (ECNS)

ECNS 201 - Principles of Microeconomics. This course focuses on model building, production possibilities, frontiers, economic systems, and resource allocation. Market structures will be examined by comparing perfect competition to monopoly, oligopoly, and monopolistic competition. Market power, labor, and public choice will be covered. *HISTORY & SOCIAL SCIENCES* 3.000 Credit hours

ECNS 202 - Principles of Macroeconomics. This course introduces the economic way of thinking and examines the macro economy of the United States. Measurement of the economy in terms of price level, unemployment and Gross Domestic Product will be covered. International trade issues in a globalized world, the banking system, and fiscal and monetary policy actions used to manage the economy will be explored. Supply-side theories and determinants of economic growth will be presented. *HISTORY & SOCIAL SCIENCES* 3.000 Credit hours

EDUCATION (EDU)

EDU 101 - Teaching and Learning: A Critical Introduction to Public Education. This course is designed to provide students an opportunity to develop a critical understanding of public education and the role of the classroom teacher in today's public schools. 3.000 Credit hours

EDU 222 Educational Psychology and Child Development. This course will examine the classroom practices that impact elementary aged children's learning motivation and development within an educational, familial, and societal context. Topics included will be developmental growth of children, including physical, cognitive and psychosocial. It is recommended that Education Pathway majors co-enroll in EDU 202 Early Field Experience to meet any practical requirements they may encounter at their transfer institutions. Pre-requisite PSYX 100. 3.000 Credit hours

EDU 231 - Literature and Literacy for Children. Describe and explain how physical, socio-emotional, and cognitive development, theories of learning and motivation, and contextual factors are related to children's academic performance; Apply learning theory and knowledge of child development to create learner-centered instruction; Explain how knowledge is created in education; Evaluate claims

and evidence for education principles, practice, and student outcomes; Think, write, and reads as a reflective practitioner which includes: -Reads and responds to a full range of children's books representing a variety of genres. Recognizes literary elements of children's literature. Uses criteria to select appropriate children's literature; -Explores multicultural / international literature, including American Indian Literature; -Reads children's books aloud with fluency; -Identifies ways to use children's literature across the curriculum; - Defends a potentially controversial children's book in the classroom. 3.000 Credit hours

EDUCATION – SPECIAL EDUCATION (EDSP)

EDSP 204 - Introduction to Teaching Exceptional Learners. This course prepares the aspiring classroom teacher to be an effective professional delivering appropriate service to the exceptional learner while including them in the regular classroom. Study of the historical origins of special education lays the foundation for understanding the role of federal guidelines when it comes to determining who can receive special education services, and defining exactly how those services must be delivered. Collaboration between teacher, parent and educational team members is emphasized as the student explores the variety of services, appropriate settings for delivery of those services, and the process used for IEP development for each challenged learner. 3.000 Credit hours

GEOGRAPHY (GPHY)

GPHY 111 - Introduction to Physical Geography. This introductory survey course covers relationships between the four major environments: atmosphere-ocean, solid earth, surface land, and living organisms. Topics covered include weather and climate, soils, vegetation, landforms, and water with an emphasis on their interdependence and distribution. SCIENCE Co-requisite: GPHY 112 3.000 Credit hours

GPHY 112 - Introduction to Physical Geography Lab. This introductory survey course covers relationships between the four major environments: atmosphere-ocean, solid earth, surface land, and living organisms. Topics covered include weather and climate, soils, vegetation, landforms, and water with an emphasis on their interdependence and distribution. SCIENCE Co-requisite: GPHY 111 1.000 Credit hours

GEOSCIENCE: GEOLOGY (GEO)

GEO 111 - Dinosaurs. This course provides an introduction to dinosaur paleontology. Students will learn how hypotheses about extinct animals are formulated and tested, with comparisons to modern sedimentary environments and living animals. Recitation sections allow discussion of current research and hands-on experience with sedimentary rocks and fossils. Field trips provide additional education opportunities. SCIENCE 3.000 Credit hours

GRAPHIC DESIGN (GDSN)

GDSN 145 - Introduction to Web Design. This course provides fundamental instruction on creating, editing, and enhancing Internet web sites. Students will gain hands-on experience that includes

internet navigation and communication, web page creation using basic HTML/XHTML code and HTML editing software, publishing web pages to the World Wide Web, and web site management and maintenance. 3.000 Credit hours

HEALTH (HTH)

HTH 110 - Personal Health and Wellness. This course is designed to provide students with knowledge and comprehension of basic health concepts, theories, and practical applications as they relate to a variety of health and wellness topics. 3.000 Credit hours

HTH 201 - Health Issues for Educators. This course provides pre-service educators with an introduction to contemporary health issues and the importance of individual responsibility for personal health care. This course reviews the health and safety issues of children and adolescents and provides an introduction to the role of the teacher as it applies to the eight-component model of the coordinated school health program. 3.000 Credit hours

HEAVY EQUIPMENT OPERATION (HEO)

Pioneer Express students who are interested in Heavy Equipment courses will need to schedule an advising time with Tyler Niedege, CDL Instructor or Traci Glasscock, Dual Enrollment Coordinator as certain restrictions apply.

HEO 123-Commercial Transportation Basics. The study of the operation, maintenance and basic components of the semi-truck and trailer. Students will study and apply Federal Hours of Service (HOS) record keeping. Topics include but are not limited to: driving skills, backing skills, maintaining logbooks, road/weather conditions and safety practices for the professional driver. Basic semi repair and preventative maintenance practices will be discussed and implemented. Students will also be given opportunities to drive in adverse road and weather conditions with emergency road hazards and equipment failures through the use of MCC's tractor/trailer simulator. At the conclusion of this course, students are prepared to sit for the written CDL licensure examination. An additional fee is required. This course will meet the Federal Motor Carrier Safety Administration's (FMCSA) Entry-Level Driver Training (ELDT) requirements. Students will be required to be enrolled in an MCC contracted random drug and alcohol testing pool. Students must possess a current, valid Montana driver's license with an acceptable driving record; be at least 18 years of age; possess a current Medical Examiner's Certificate (DOT physical) prior to entry into the course; and possess a valid Commercial Learner's Permit (CLP) permit prior to being allowed to drive MCC's semi on public roadways. Co-requisite: HEO 124 4.000 Credit hours

HEO 125 Commercial Transportation of Hazardous Materials. The study of the transportation of hazardous materials including; basic introductory and operational requirements, reporting crashes and releases, tunnels and railroad-highway grade crossing requirements, loading and unloading of materials, hazardous materials on passenger vehicles, bulk packages, operating emergency equipment, emergency response procedures, engine fueling, tire check, routes and route planning, and hazardous materials safety permits (HMSP). This course will meet the Federal Motor Carrier

Safety Administration's (FMCSA) Entry-Level Driver Training (ELDT) Hazardous Material Endorsement requirements. 3.000 Credit hours

HISTORY AMERICAN (HSTA)

HSTA 101 - American History I. This course combines the mainstream historical political diplomatic-economic approach to American history with the historians continuing interest in social and cultural developments. HSTA 101 begins with the pre-Colonial era and continues through the Revolutionary-Constitutional period, westward expansion, the sectional crises, and the Civil War. *HISTORY & SOCIAL SCIENCES: HISTORY, CULTURAL DIVERSITY* 3.000 Credit hours

HSTA 102 - American History II. This course is a survey of American history from the Post bellum era to the present. Topics covered include Reconstruction, the American West, urbanization and industrialization, imperialism, American involvement in the two world wars, the New Deal, and postwar developments. The postwar era focuses on the rapidly changing course of events relative to the nation's economy, the Civil Rights era, and the Cold War. The history of social and cultural trends is integrated throughout this course. *HISTORY & SOCIAL SCIENCES: HISTORY, CULTURAL DIVERSITY* 3.000 Credit hours

HISTORY WORLD (HSTR)

HSTR 101 - Western Civilization I. This course is a survey of the major developments of Western society from classical times through the Renaissance. Units covered include the early history of the Middle East, classical Greece and Rome, the Middle Ages, Christianity, and early modern Europe through the Renaissance. Social and cultural developments are an integral part of this course. *HISTORY & SOCIAL SCIENCES: HISTORY, CULTURAL DIVERSITY* 3.000 Credit hours

HSTR 102 - Western Civilization II. This course is a history of Western society from the Protestant Reformation to the present. This course covers such major events as European absolutism, the French Revolution, 19th century politics and industrial developments, the two world wars of the 20th century, and postwar developments. This course balances economic and political history with social developments. *HISTORY & SOCIAL SCIENCES: HISTORY, CULTURAL DIVERSITY* 3.000 Credit hours

HUMAN BIOLOGY (BIOH)

BIOH 104 - Basic Human Biology. This course covers the basic biology of the human organism. Topics include simple chemistry, cell and tissue structure and function, and the structure and function of the major organ systems of the body including the skeletal, muscular, nervous, respiratory, reproductive, digestive, urinary, and endocrine systems. The lecture will also include discussions on disease processes. This course is intended for non-science majors. *SCIENCE* Co-requisite: BIOH 105 3.000 Credit hours

BIOH 105 - Basic Human Biology Lab. This lab will focus on the anatomy of the organ systems. The relationship between body anatomy and physiology will be emphasized. This course is intended for non-science majors. Co-requisite: BIOH 104. *Science.* 1.000 Credit hours

BIOH 201 - Human Anatomy & Physiology I (equivalent to 301). This course is the first half of a one-year study in anatomy and physiology of the human body. The first semester will focus on the anatomy and physiology of cells, tissues, the integumentary system, the musculoskeletal system, and nervous system. Completion of CHMY 121 Intro to General Chemistry is strongly recommended prior to enrollment in this course. Co-requisite: BIOH 202 3.000 Credit hours

BIOH 202 - Human Anatomy & Physiology I Lab. This lab will focus on the anatomy of cells, tissues, the integumentary system, the musculoskeletal system, and the nervous system. Students will examine human anatomy through histological and skeletal preparations. Completion of CHMY 121/122, Intro to General Chemistry and Lab is strongly recommended prior to enrollment in this course. Co-requisite: BIOH 201 (equivalent to 301) 1.000 Credit hours

BIOH 211 - Human Anatomy & Physiology II (equivalent to 311). This course is the second half of a one-year study of anatomy and physiology of the human body. This second semester will focus on the structure and function of the lymphatic, respiratory, urinary, reproductive, digestive, and endocrine system. The relationship between body anatomy and physiology will be emphasized. SCIENCE Pre-requisite: BIOH 201/202 Co-requisite: BIOH 212 3.000 Credit hours

BIOH 212 - Human Anatomy & Physiology II Lab. This lab will focus on the anatomy of the lymphatic, respiratory, urinary, reproductive, digestive, and endocrine systems. The relationship between body anatomy and physiology will be emphasized. Pre-requisite: BIOH 201/202. Co-requisite: BIOH 211. Science. 1.000 Credit hours

LIBERAL STUDIES AND HUMANITIES (LSH)

LSH 101 - Introduction to the Humanities Contemporary Arts and Literature. This is an interdisciplinary course emphasizing how the humanities enhance understanding, perception, and communication in our everyday life. Emphasis is placed on the visual arts, film, music, and literature as they relate to contemporary urbanized technological culture. HUMANITIES AND FINE ARTS 3.000 Credit hours

LIBRARY SCIENCE (LSCI)

LSCI 101 - Introduction to Information Literacy This course follows the guidelines of the Association of College and Research Libraries' Information Literacy Competency Standards for High Education. According to ACRL, information literacy is a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information." 2.000 Credit hours

LITERATURE (LIT)

LIT 110 - Intro to Lit. This course is an introduction to the study of literature and literary forms. This course will focus on understanding literary texts using a variety of approaches for critical analysis and understanding some basic assumptions about major movements in literary criticism. HUMANITIES AND FINE ARTS Pre- or Co-requisite: WRIT 101 3.000 Credit hours

LIT 165 – Current Topics in Literature. This course focuses on a special topic of the instructor’s choice in literary and cultural studies. Individual courses may examine a body of works that address a common topic or time period, represent a particular genre or subgenre, explore the work of a single or group of authors, or capture a cultural identity. Readings may include traditional and/or non-traditional texts such as film, video games and interactive narratives, graphic novels, mixed media, and oral storytelling. A variety of teaching and learning practices are included in this course: e.g., traditional lecture, oral readings, group discussions, creative and/or analytical writing, listening activities, oral and/or dramatic presentations, visits with authors, interviews, internet and off-campus activities, travel experiences, research practice, etc. HUMANITIES AND FINE ARTS Pre- or Co requisite: WRIT 101 3.000 Credit hours

MATHEMATICS (M)

M 095 - Intermediate Algebra. This course covers factoring, rational expressions and their operations with applications, equations and inequalities containing absolute values, synthetic division, graphing, rational exponents, and radical expressions and their operations with applications. Students who enter this class with lower than a grade of “B-” in the pre-requisite course will be required to enroll in NC 021 Supplemental Instruction/Academic Support for Mathematics, a regularly scheduled two hours per week of supplemental instruction and academic support where attendance and participation will be part of the student’s grade in M 095. Pre-requisite: M 090 or appropriate placement. 4.000 Credit hours

M 105 - Contemporary Mathematics. This course will cover ideas in mathematics and their applications to other disciplines. Topics covered include ideas from set theory, logic, elementary statistics and probability, combinations, and permutations. This class is intended for students not expecting to enroll in additional math classes. Students who enter this class with lower than a grade of “B-” in the pre-requisite course will be required to enroll in NC 005 Supplemental Instruction M 105, a regularly scheduled two hours per week of supplemental instruction and academic support where attendance and participation will be part of the student’s grade in M 105. MATHEMATICS Pre-requisite: M 090 or appropriate placement. 3.000 Credit hours

M 105S - Contemporary Mathematics Studio. M 105 Contemporary Mathematics paired with a studio (lab) component. The studio is an intensive study of a variety of concepts and strategies designed to extend the M 105 curriculum. M 105S fulfills the graduation requirement for M 105. MATHEMATICS Pre-requisite: M 105S placement. 4.00 credits

M 108 - Business Mathematics. This course is a study of math and terminology used by business and industry. The course will begin with a review of the fundamental principles of arithmetic and percentages. Payroll, bank records, interest, notes, discounts, markup, Return to Contents 2024-2025 | 204 inventory, depreciation, and stocks and bonds will be covered. This course does not fulfill the General Education requirements for the AA/AS degree. Pre-requisite: appropriate placement score or concurrent enrollment in NC 021 Supplemental Instruction/Academic Support for Mathematics. For

those in NC 021, attendance and participation in NC 021 will be reported to your M 108 instructor for consideration in your M 108 grade. 3.000 Credit hours

M 121 - College Algebra. This course covers the concept of functions, complex numbers, and solving systems of equations, sequences, and series. Functions investigated include linear, quadratic, polynomial, exponential, and logarithmic. Students who enter this class with lower than a grade of “B-” in the Pre-requisite course will be required to enroll in a regularly scheduled two hours per week of supplemental instruction and academic support (NC 021) where attendance and participation will be part of the student’s grade in M 121. MATHEMATIC

Pre-requisite: M 095 or appropriate placement. 4.000 Credit hours

M 140 - College Math for Healthcare. This course is designed to provide students with a solid mathematical foundation necessary to succeed in health care professions. This course reviews algebra, systems of measurement, ratio and proportions, basic probability and statistic concepts, and Ionic solutions and pH calculations. This course will apply mathematical reasoning and problem solving as it applies to the healthcare field and is a suitable pre-requisite for STAT 216 Introduction to Statistics. MATHEMATICS Pre-requisite: M 095 grade of at least B- or appropriate placement. 3.000 Credit hours

M 140S - College Math for Healthcare + Studio. M 140 paired with a studio (lab) component. The studio is an intensive study of a variety of concepts and strategies designed to extend the M 140 curriculum and provide just-in-time support in place of a prerequisite course. M 140S fulfills the graduation requirement for M 140. MATHEMATICS Pre-requisite: M 140S placement. 4.000 Credit hours

M 161 - Survey of Calculus. This course is designed to give students a non-rigorous introduction to differential and integral calculus. Emphasis will be placed on applications to business and the social sciences in topics including limits, continuity, derivatives, and definite integrals of single variable functions. MATHEMATICS Pre-requisite: M 121 or appropriate placement. 4.000 Credit hours

M 171 - Calculus I. This course is designed to give students a semi-rigorous introduction to the calculus of functions of single variable. Topics covered include limits, derivatives, minimization and maximization, the Mean Value Theorem, integration, and the Fundamental Theorem of Calculus. MATHEMATICS Pre-requisite: M 121 and M 151 or appropriate placement. 4.000 Credit hours

MEDIA ARTS (MART)

MART 213 - Photoshop and Illustrator. This course covers the fundamentals of creating a variety of documents using Adobe Photoshop and Illustrator. Practical application of skill is emphasized. 3.000 Credit hours

MART 214 - Digital Publishing and Design. This course covers the fundamentals of creating a variety of publications using Adobe InDesign including typography usage and terminology, with the aid of Photoshop for graphic manipulation. Students will develop layout and design solutions to problems presented in class. Practical application of skills is emphasized. Digital Publishing and Design is a required course for the AAS degree in Information Technology. 3.000 Credit hour

MICROBIOLOGY (BIOM)

BIOM 250 - Microbiology for Health Sciences. Introduces the relationship of microorganisms to infectious disease in humans. Virulence, resistance, prevention, and control of microbial diseases will also be covered. SCIENCE Pre-requisite: BIOB 101 or SC 204. Co-requisite: BIOM 251. 3.000 Credit hours

BIOM 251 - Microbiology for Health Sciences Lab. The laboratory exercises will emphasis techniques for the isolation, identification and control of microorganisms. SCIENCE Co-requisite: BIOM 250. 1.000 Credit hours

MUSIC (MUSI)

MUSI 101 - Enjoyment of Music. This course is an introduction to musical elements, forms, composers, and stylistic periods. Students develop listening skills to increase understanding and knowledge of music in general. HUMANITIES AND FINE ARTS, CULTURAL DIVERSITY 3.000 Credit hours

MUSI 130 - History of Jazz. This course is an introduction to musical elements, forms, composers, and stylistic periods. Students develop listening skills to increase understanding and knowledge of jazz in general. The course covers not only the repertoire, but also the various stylistic changes Jazz has undergone throughout the last 100 years. HUMANITIES AND FINE ARTS 3.000 Credit hours

MUSI 132 – History of Rock and Roll. This course will help students understand the genre of rock and roll first and foremost as music, emphasizing concepts while building listening skills. Listening exercises are drawn from a carefully curated collection of licensed hits across all chapters and Listening Activities. Through text and online resources, students will build listening skills as they are guided through the historical contexts and musical influences that develop a certain rock style or sound. HUMANITIES AND FINE ARTS, CULTURAL DIVERSITY 3.000 Credit hours

NATIVE AMERICAN STUDIES (NASX)

NASX 105 - Introduction to Native American Studies. This is a survey course to acquaint the student with Native American Studies by a general overview of Indian history, culture, philosophy, religious

beliefs and contemporary issues. HISTORY & SOCIAL SCIENCES: HISTORY, CULTURAL DIVERSITY 3.000 Credit hours

NURSING (NRSB)

NRSB 106 - Nursing Assistant Course. This course is a distance education, internet-based course designed to prepare the student for certification as a Certified Nurse Assistant (C.N.A.) and for employment in the long-term care setting. The content covered includes basic nursing knowledge, basic patient-care skills, patients' rights, and HIPPA standards. This course includes an on campus clinical component. The curriculum has been standardized and approved by The Department of Health and Human Services (DPHHS) Nurse Aide Training Program Quality Assurance Division. Co-requisite NRSB 108. 3.000 Credit hours

NRSB 108 - Nursing Assistant Clinical. This course is the on campus clinical component: basic patient-care skills, patient rights, and HIPPA standards. Co-requisite NRSB 106. 1.000 Credit hours

NUTRITION (NUTR)

NUTR 221 - Basic Human Nutrition. This course covers the basic concepts of human nutrition. Topics include carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestion, metabolism, and energy utilization as they relate to health and food consumption at different stages of the life cycle. SCIENCE 3.000 Credit hours

PERSONAL ENRICHMENT/NO-CREDIT (NC)

NC 019 - Supplemental Instruction/Academic Support for Pre-Rec Math. This course is a review topic in Prealgebra, Introductory Algebra, Intermediate Algebra, and study skills necessary for success in pre-requisite math courses at Miles Community College. 0.000 Credit hours

NC 021 - Supplemental Instruction/Academic Support for Mathematics. This course is a review of topics in Prealgebra, Introductory Algebra, Intermediate Algebra and study skills to support student success in math courses at Miles Community College. 0.000 Credit hours

NC 098 - Supplemental Writing Lab. This course is a Co-requisite with 100-level writing courses for students who pass WRIT 097 Reading, Reasoning and Writing with grades of "C+", "C", or "C-". Students who pass WRIT 097 with grades of "C+", "C", or "C-" advance to 100-level writing courses with a co-requisite lab requirement of NC 098 Supplemental Writing Lab. Students will schedule two hours per week of writing lab time with the Developmental Reading and Writing instructor in the Center for Academic Success. During lab time, students will work on the assignments for their 100-level writing course, receiving just-in-time remediation. Students are required to take NC 098 the subsequent academic semester they are enrolled in classes after having passed WRIT 097 with a grade of "C+", "C", or "C-". 0.000 Credit hours

PHILOSOPHY (PHL)

PHL 101 - Introduction to Philosophy: Reason and Reality. This course is an introduction to the theories, methods, and issues of philosophy. Areas explored include logic, metaphysics, aesthetics, epistemology, ethics, and religion. HUMANITIES AND FINE ARTS 3.000 Credit hours

PHL 110 - Introduction to Ethics: Problems of Good and Evil. This course is an introduction to the major theories that dominate moral philosophy, including cultural relativism, subjectivism, divine command theory, natural law theory, psychological egoism, ethical egoism, utilitarianism, Kantian theory, social contract theory, and virtue theory. Fundamentals of logic, including inductive reasoning, deductive reasoning, and logical fallacies are emphasized. HUMANITIES AND FINE ARTS 3.000 Credit hours

PHL 221 - Introduction to Philosophy & Biomedical Ethics. This course is designed to help students think critically and thoughtfully about ethical decisions and the legal consequences they may face in the practice of any healthcare discipline. Utilizing the legal knowledge and various ethical decision-making process models presented in this course, students will develop their own framework for making effective choices that lead to a professional and caring response to patients and clients. HUMANITIES AND FINE ARTS 3.000 Credit hours

PHOTOGRAPHY (PHOT)

PHOT 154 - Exploring Digital Photography. This course introduces processes and techniques of digital photography. Although camera handling is discussed, students should be familiar with their equipment. Picture editing techniques and the elements of design are also covered. Students are encouraged to pursue the art of photography in the surrounding community and landscape on a daily basis. HUMANITIES AND FINE ARTS 3.000 Credit hours

POLITICAL SCIENCE (PSCI)

PSCI 210 - Introduction to American Government. This course is a survey of the structure of our government and the political process. This course includes a study of political institutions, organizations, and public policy. Attention is given to historical forces, including the Constitution, that have shaped our government and politics. This course attempts to monitor some of the more important changing events and ideas that are affecting democracy here and abroad. HISTORY & SOCIAL SCIENCES 3.000 Credit hours

PSYCHOLOGY (PSYX)

PSYX 100 - Intro to Psychology. This course is an introduction to the methods of study in psychology, cognitive science, and neuroscience, including an overview of physiological aspects of behavior, sensation, perception, research methodology, statistics, learning principles, motivation, intelligence, cognition, abnormal behavior, personality, therapy, and social psychology. HISTORY & SOCIAL SCIENCES 3.000 Credit hours

PSYX 230 - Developmental Psychology. This course is an introduction to the theories of human development across the lifespan, with an emphasis on developmental research methodology. HISTORY & SOCIAL SCIENCES Pre-requisite: PSYX 100. 3.000 Credit hours

SOCIAL WORK (SW)

SW 100 – Introduction to Social Welfare. Overview of human services, programs and problems in meeting social welfare needs, with emphasis on the complexity of social services and their historical development. Analysis of the value, attitudinal, economic and political factors that condition the provision of these services. 3.000 Credit hours

SW 200 – Introduction to Social Work Practice. Introduction to social work as a profession, including an examination of goals, guiding philosophy and basic assumptions. Emphasis on a generalist framework of social work practice and the development of beginning analytical and practice skills. Pre-requisite: SW 100. 3.000 Credit hours

SOCIOLOGY (SOCI)

SOCI 101 - Introduction to Sociology. This course is a study of society and social interaction. Sociological methods, culture, socialization, social groups, social inequality, social institutions, collective behavior, and theories of social change are covered. Social theories are integrated with individual topics. HISTORY & SOCIAL SCIENCES, CULTURAL DIVERSITY 3.000 Credit hours

SPANISH (SPNS)

SPNS 101 - Elementary Spanish I. This course is designed for students with no previous training in Spanish with emphases on listening comprehension, speaking, grammar, and vocabulary. Study of various Spanish-speaking cultures is an integral part of the course. (Sequence begins each fall.) HUMANITIES AND FINE ARTS, CULTURAL DIVERSITY 5.000 Credit hours

SPNS 102 - Elementary Spanish II. This course is a continuation of SPNS 101 Elementary Spanish I and is designed for students with no previous training in Spanish with emphases on listening comprehension, speaking, grammar, and vocabulary. Study of various Spanish-speaking cultures is an integral part of the course. HUMANITIES AND FINE ARTS, CULTURAL DIVERSITY 5.000 Credit hours

STATISTICS (STAT)

STAT 216 - Introduction to Statistics. Traditional and resistant estimators of location and spread, fundamentals of inference using randomization and classical methods, confidence intervals, and tests of hypotheses. MATHEMATICS Pre-requisites: M 095 or M 105 or appropriate placement scores. 3.000 Credit hours

WRITTEN COMMUNICATION (WRIT)

WRIT 101 - College Writing I. This is an introductory writing course with emphasis on writing to a targeted audience. College Writing I prepares students for success in a wide variety of academic and vocational writing concerns. The writing process, formal voice, audience concerns, close reading

strategies, effective styles and techniques, and the use of the computer as a writing tool are covered. Asserting and supporting a central claim and using MLA documentation and format are addressed. COMMUNICATIONS— WRITTEN Pre-requisite: appropriate placement. 3.000 Credit hours

WRIT 101S - College Writing I + Studio. WRIT 101 College Writing I paired with a studio (lab) component. The studio is an intensive study of a variety of writing concepts and strategies designed to extend the WRIT 101 curriculum. WRIT 101S fulfills the graduation requirement for WRIT 101. COMMUNICATIONS—WRITTEN Pre-requisite: WRIT 101S placement. 4.000 Credit hour

WRIT 121 - Intro to Technical Writing. This course is designed to prepare students for job-related writing. Students learn to communicate information in order to do a job or make a decision. Topics covered include adapting messages to audiences, organizing paragraphs, revising for style, summarizing information, using definitions in reports, outlining, explaining a process, and researching. Specific applications are individualized according to students' career plans and are chosen from several categories, including effective letter writing, short report writing, proposal writing, research writing, and formal report writing from analyzed data. COMMUNICATIONS— WRITTEN Pre-requisite: appropriate placement. 3.000 Credit hours

WRIT 121S - Intro to Technical Writing + Studio. WRIT 121S Intro to Technical Writing paired with a studio (lab) component. The studio is an intensive study of a variety of writing concepts and strategies designed to extend the WRIT 121 curriculum. WRIT 121S fulfills the graduation requirement for WRIT 121. COMMUNICATIONS—WRITTEN Pre-requisite: WRIT 121S placement. 4.00 Credit hours *

WRIT 122 - Intro to Business Writing. This course is designed to teach students how to write better routine business correspondence. The basic concepts of letter, memo, and report writing are taught. Emphasis is on composing at the keyboard, given different office situations and following oral and written instruction. While grounded in solid business communication fundamentals, this course takes a strong workplace activity orientation, which helps students connect what they learn to what they do or will do on the job. Grammar and punctuation will be reviewed and emphasis on business usage. COMMUNICATIONS— WRITTEN Pre-requisite: appropriate placement. 3.000 Credit hours

WRIT 122S - Intro to Business Writing + Studio. WRIT 122S Intro to Business Writing paired with a studio (lab) component. The studio is an intensive study of a variety of writing concepts and strategies designed to extend the WRIT 122 curriculum. WRIT 122S fulfills the graduation requirement for WRIT 122. COMMUNICATIONS—WRITTEN Pre-requisite: WRIT 122S placement. 4.00 credits

WRIT 201 - College Writing II. This course provides experience in writing essays based on close readings of more demanding texts. Students will come to understand more fully the intellectual demands of an academic discourse community by preparing essays designed to meet more rigorous expectations. WRIT 201 is designed to prepare transfer students to succeed in their junior- and senior-level courses by exposing them to Modern Language Association (MLA) and American Psychological Association (APA) documentation, critical thinking strategies, and logical construction of arguments.

Students will complete developed essays that emphasize writing as a process of drafting and revising.
COMMUNICATIONS—WRITTEN Pre-requisite: WRIT 101. 3.000 Credit hours

Appendix

MCC



Pioneer Express

1

Dual Enrollment

College Classes that are taken for college credit, either on-line or in person. High School students may take 2 free classes (tuition and fees waived).

2

Concurrent Enrollment

High School Classes taken for high school and college credit, on high school campuses. CCDHS classes are free; out-of-district classes follow the Free 2 Explore program rules.

3

Opportunity Realized

COLS III: a 1 credit course that emphasizes soft skills needed for the workforce. Includes resume writing and a mock interview. Fully on-line.

START HERE —

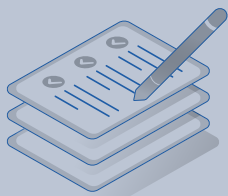
Go Anywhere



COLS 111

One (1) credit

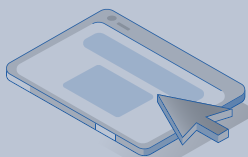
1



Goals:

For students to understand and demonstrate those interpersonal skills employers are seeking from successful employees in the workplace such as effective communication, time management, teamwork, professionalism, creative thinking, and problem-solving.

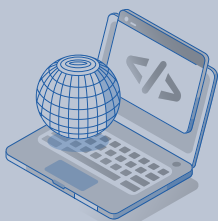
2



Class Design:

Your COLS Class will be delivered on-line through Canvas, MCC's Learning Management System. The course will include recorded lectures and informative videos, on-line discussion forums and personal written reflections, written assignments, along with developing a cover letter and resume, and being part of a mock interview.

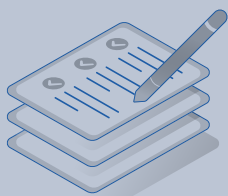
3



Expectations:

This course can be completed at your own pace, following all required deadlines. You can expect to spend 1-3 hrs. per week on each module. Engagement in the course is necessary. If you are ill and cannot complete assignments, please contact your instructor through email or phone.

4



Helpful Tips:

Read the syllabus and course calendar carefully! Complete all assignments on time and be aware of upcoming due dates. Complete all modules including discussion posts, reflections, and other assignments. If you start feeling overwhelmed or are falling behind, reach out to your instructor.

5



Course Completion:

At the conclusion of the course, you will have earned one transferable credit. You will also have developed and improved upon many crucial skills that employers are seeking.

FAQs

Q: What classes are considered “dual enrollment”?

Our college credit-only Dual Enrollment classes, offered on-campus at MCC or online, are offered under the heading “Pioneer Express”. Any Montana high school students can enroll in a Pioneer Express course, provided they meet enrollment eligibility and prerequisite requirements for the courses they are seeking. “Concurrent Enrollment” courses are those courses, taught at partner high schools, for which students can simultaneously earn high school credit and college credit. For these courses to be offered, they must be pre-approved and agreed to by a special agreement signed by both the college and high school administration. Student enrollment requires permission of appropriate high school personnel, and is limited to high school juniors and seniors.

Q: How do I sign up?

For Pioneer Express courses (online or on-campus MC courses), you’ll complete a Pioneer Express application and a registration form, found on our website, at the MCC Enrollment Services office, or in your high school counseling office. Concurrent enrollment students registering for college credit will also complete a special, school-specific registration form which can be obtained from your high school instructor or guidance counselor. You’ll complete new registration forms for each term that you enroll, but you only need to apply once. Students who then decide to attend MCC after high school graduation will need to complete the full application for admission. Once you register and enroll for a dual enrollment course we’ll automatically waive the tuition and mandatory fees for your first two courses. These two courses can be spread across multiple enrollment terms. Pioneer Express courses are available fall, spring, and summer terms. Concurrent enrollment courses follow the high school calendar.

Q: What other costs aren’t covered through Free 2 Explore?

Tuition and mandatory fees are waived for your two Free 2 Explore courses. However, this program doesn’t cover the cost of course textbooks or any special fees associated with a class. Examples include science lab fees, embedded textbooks fees, and other specialized course or material fees. You can view textbook lists and costs on the Bookstore website. Embedded textbook fees are listed there, as well as on the full MCC course schedule.

Q: What if I take more than two courses?

Once you are above your two class limit you’ll be charged only fees for your courses – tuition is waived for ALL additional courses. Mandatory fees are approximately \$90.00/credit, and again, course-specific or special fees are still your responsibility. The two class limit is a one time limit; the program does NOT provide two free courses per semester. However, the two free courses can be spread across multiple terms. (Example: one concurrent enrollment course in the spring at your high school, and one online Pioneer Express course in the summer.) If you withdraw or fail your two Free 2 Explore classes, however, you will not be eligible for additional free courses and will need to pay the regular rates (tuition waived, fees only). Outstanding bills must be paid in full before you’ll be allowed to register for subsequent courses, and be aware the outstanding bills will also prevent you from receiving a transcript.

FAQs

Q: Which of my dual enrollment credits make me eligible for the Pioneer Promise scholarship? Only Pioneer Express credits count towards Pioneer Promise eligibility. Concurrent enrollment credits do not. Students who pass at least six credits from MCC through Pioneer Express will be automatically eligible for a \$1,000 tuition waiver to MCC if they enroll at MCC as a degree-seeking student after high school graduation. We call this scholarship our “Pioneer Promise” scholarship—it’s our promise to help make college degree attainment affordable for Montana high school students! Only Pioneer Express courses (MCC online or on-campus classes) will count for eligibility. Credits earned through concurrent enrollment (those courses taught at the high school) will not count towards the six credits of eligibility for the Pioneer Promise Scholarship. Students must earn at least a C or better in their MCC Pioneer Express courses to be eligible. The scholarship will be awarded as \$500 tuition waiver per semester for their first year of degree-seeking enrollment, provided students maintain good academic standing while enrolled at MCC (2.0 semester GPA). The scholarship can be stacked with other MCC tuition waivers, up to the full cost of tuition only.

Q: How do I sign up?

For Pioneer Express courses (online or on-campus MC courses), you’ll complete a Pioneer Express application and a registration form, found on our website, at the MCC Enrollment Services office, or in your high school counseling office. Concurrent enrollment students registering for college credit will also complete a special, school-specific registration form which can be obtained from your high school instructor or guidance counselor. You’ll complete new registration forms for each term that you enroll, but you only need to apply once. Students who then decide to attend MCC after high school graduation will need to complete the full application for admission. Once you register and enroll for a dual enrollment course we’ll automatically waive the tuition and mandatory fees for your first two courses. These two courses can be spread across multiple enrollment terms. Pioneer Express courses are available fall, spring, and summer terms. Concurrent enrollment courses follow the high school calendar.

Q: How do I transfer my credits to the college I will be attending?

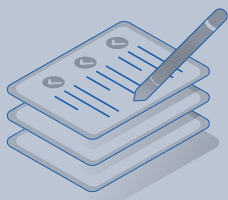
If you are a non-degree or dual enrollment student attending a college or university other than Miles Community College, it is likely that you will need an official transcript of your coursework sent to that institution. Unofficial transcripts can be accessed in Banner Self-Service, but official transcripts must be requested via the transcript request form and sent directly from MCC to the receiving institution. Transcript request forms can be submitted at the MCC Student Services office, or you can access the transcript request form and submission process on our website. Please note that as a signature is required for the request form, it will need to be either physically returned with payment, or printed, signed, then uploaded to the online system for submission and payment. There is a small charge for each official transcript. Transcripts will not be released if a student has an unpaid financial obligation to MCC.



Helpful Tips

Dual Enrollment Classes

1

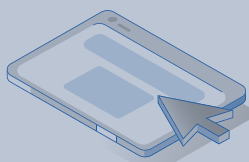


Learning Management System:

We utilize Canvas to delivery our distance learning materials and lectures. To log in, you will need your student ID or “M” number and birthdate (YYYYMMDD).

Login at: milescc.instructure.com/login/canvas

2

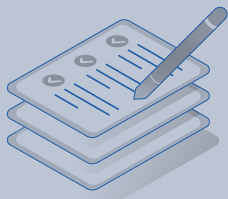


Managing Your Classes

In order to access your final grades and a transcript for your classes, you will need to log into “Banner Self Serve”. You will be able to see your class schedule, final grades, and you can print an unofficial transcript. To log in you will need your student ID or “M” number and birthdate (MMDDYY).

Log in at: ssbweb.mcc.umd.edu/milsssb/twbkwbis.P_WWWLogin

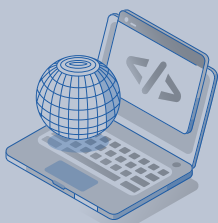
3



Student Email

Most of the communication from the college will come through your email. After logging into Banner, please select “Personal Information” and “View Email Addresses” to see your MCC email address. To log-in the first time, type Office.com in your browser, click the sign-in button, and type in your MCC email address. Your initial password is (YYYYMMDD).

4



Student At Risk Reports

If your instructor has concerns about your academic performance or class engagement, you will receive an “At-Risk Report. It will be addressed to the student and come from our Learning Center Director. A copy will be sent to the instructor, the Dual Enrollment Coordinator, and school advisor. Please open them and read them, then reach out to your instructor to see how to address the concerns.

5



Stay Engaged

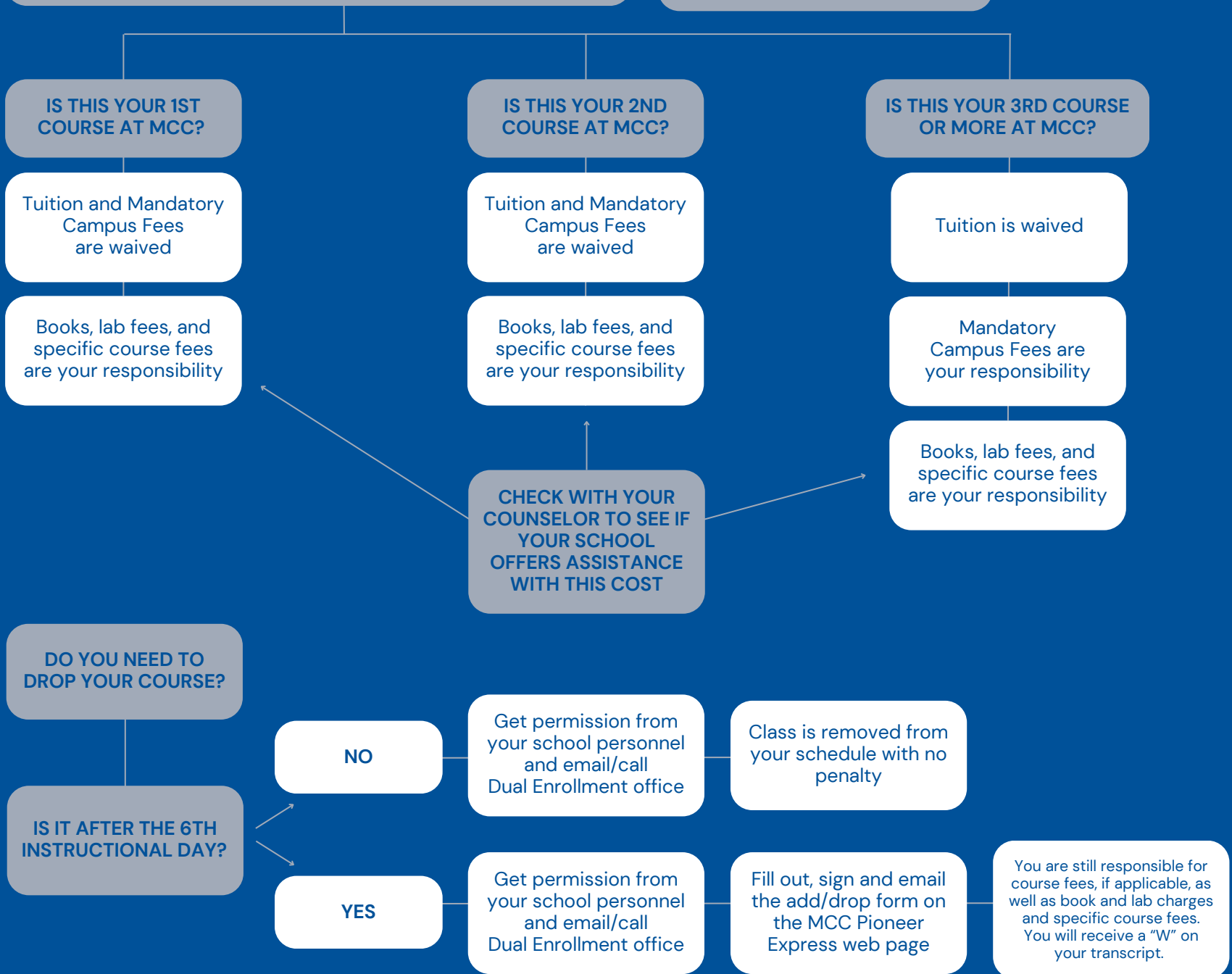
The most important thing you can do as a student is to stay engaged. Be sure to call or email your instructor if you have questions. Remember that the college schedule will be different than your high school schedule. You may have a day off when the college is still in session, and you will need to be sure you keep track of your college class deadlines, even if your high school is not in session. Your instructors may be willing to work with your schedule, but they can't if you don't reach out to them.



FREE 2 EXPLORE

****EACH HIGH SCHOOL HAS UNIQUE POLICIES ABOUT FINANCIAL ASSISTANCE WITH COLLEGE COURSES. CHECK WITH YOUR COUNSELOR!**

MILES
COMMUNITY COLLEGE





Pioneer Express Dual Enrollment Application

Please submit to: Traci Glasscock, Dual Enrollment Program Coordinator
2715 Dickinson St.
Miles City, MT 59301
FAX: 406.874.6283 | EMAIL: GlasscockTL@milescc.edu
Questions? 800.541.9281, ext. 6101 or 406.874.6101

This form must be submitted by the deadline published in the academic calendar. Admission using this application does not constitute permanent or regular admission to the college. Please print or type. Please note there are multiple pages.

If this is your first term of enrollment you must also submit a Pioneer Express registration form. If you have already submitted a Pioneer Express application and were enrolled during the previous term, you need only submit the Pioneer Express Registration Form.

PERSONAL INFORMATION (required)

Full Legal Name

Last Name First Name Middle Name Previous Last Name(s)

Permanent Address

Street City State ZIP

Mailing Address

Street or PO Box City State ZIP

Home Phone _____ Cell Phone _____ Text Ok? ☐ Yes ☐ No

Birthdate _____ Social Security Number _____
mm / dd / yyyy *Provision of SSN is voluntary & used to distinguish individuals of the same name

E-mail (make sure high school emails accept outside mail) _____

Country of citizenship: _____ Permanent resident alien? ☐ Yes ☐ No

I claim to be a legal resident of Montana: ☐ Yes ☐ No If Yes, County of Residence: _____

I have lived in Montana continuously since: _____
Month Day Year

My parent(s)/legal guardian(s) have lived in Montana continuously since: _____
Month Day Year

ACADEMIC INFORMATION (required)

Applying for which term: ☐ Summer ☐ Fall ☐ Spring Year: _____

Have you ever attended Miles Community College before? ☐ Yes ☐ No Which term? _____

Current High School _____
Name City State

Expected High School Graduation Date _____
Month/Year

I am interested in these programs of study: _____

VOLUNTARY STATISTICAL INFORMATION (This information is optional to comply with federal guidelines and will not be used in determining admissions status)

Gender ☐ Male ☐ Female

Have either of your parent(s) or guardian(s) completed a bachelor's degree? ☐ Yes ☐ No ☐ Unsure

Race and Ethnicity:

A. What is your ethnicity?

- ☐ Not Hispanic/Latino
☐ Hispanic/Latino

B. What is your race? (Select one or more categories)

- ☐ American Indian or Alaska Native ☐ Asian
☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander
☐ White ☐ Two or more races

SAFETY AND SECURITY INFORMATION (required)

An affirmative response to any of these questions will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

Have you ever been convicted of a felony? (please include instances of deferred sentencing) ☐ Yes ☐ No

Have you ever been subjected to court-ordered confinement for threatening ☐ Yes ☐ No
or causing physical or emotional injury to persons or property?

Have you ever been disciplined, suspended from, or placed on probation ☐ Yes ☐ No
at any education institution for non-academic reasons?

Have you ever been required to registered as a sexual or violent offender? ☐ Yes ☐ No

RELEASE OF INFORMATION

The college and your high school have determined that it is administratively necessary for enrollment, attendance, and grades earned in college courses be shared with your high school. If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. No academic or other information from Miles Community College will be released to your parents/guardians unless you consent to such disclosure below.

I hereby authorize Miles Community College to discuss and/or release the following information to my parent(s)/guardian(s) as designated below:

- | | | | |
|---|--|--|----------------------------------|
| ☐ Academics/Grades | ☐ Admission/Enrollment | ☐ Records/Transcripts | ☐ Billing |
| ☐ Student Support Services | ☐ Disability Accommodations | ☐ Student Code of Conduct | |
| ☐ All of the above | ☐ None | | |

Name(s) of designated parent/guardian(s): _____

Student Signature: _____ Date of Authorization: _____

*Student's consent expires two years from date of student signature

COST & BILLING INFORMATION (required)

Party responsible for payment: _____ Relationship to student: _____

Mailing Address _____
Street or PO Box City State ZIP

Phone _____ Email _____

Designation of a responsible party indicates consent for the college to discuss the bill with the party designated.

Signatures Required

We hereby certify that to the best of our knowledge the foregoing information is true and complete without evasion or misrepresentation. We understand that if it is later found otherwise, it is sufficient cause for rejection or dismissal. The student agrees to abide by the present and future rules and regulations, both academic and nonacademic, and the scholastic standards of Miles Community College, including, but not limited to, those rules, regulations, and standards stated in both the catalog and student handbook. We have also read and understand the Miles Community College Pioneer Express Program policies and accept responsibility for payment and adhering to registration and withdrawal deadlines. Parent/Guardian approval for students under 18 indicates acceptance of obligation for payment of the courses taken.

Student Signature

Date

Parent/Guardian Signature required if student is under 18 years of age

Date

OFFICE USE ONLY

Date Received _____ Confirm Sent _____ Free 2 Explore Eligible? Y / N

PIONEER EXPRESS (COLLEGE EARLY START) GUIDELINES – *you may choose to keep this page for your records*

1. Dual Enrollment Models for Awarding Credit

An early college-credit only course awards college credit, but not high school credit for a college course taken by the student. A dual credit course awards both high school credit and college credit for a college course taken by a student. The decision to award high school credit for a college course rests with the school district, provided that the decision is consistent with applicable laws, policies, and administrative rules.

2. Adding and Dropping Courses

Once you have registered for any course(s), and then find you must drop a course, you must complete a drop form or email registrar@milescc.edu from your MCC student email address requesting a drop (academic and refund deadlines will apply and a bill may still be owed). If you need to drop ALL courses (even if it is just one course) for the term, you must complete a withdrawal form. Drop forms and withdrawal forms are available at the Student Services desk or on the website. For drop/add and refund deadlines, please see the Academic Calendar on the MCC homepage at www.milescc.edu. Courses dropped after the initial drop deadline will count towards Free 2 Explore; eligibility for an additional course is not reinstated.

3. Textbooks

Textbook costs, including embedded textbook fees) are the responsibility of the student and are not covered by the Pioneer Express or Free 2 Explore waivers. Textbook lists, with prices, for each term are posted on the MCC Pioneer Mercantile Bookstore website (<https://store.milescc.edu>) on or before the date registration opens for the applicable semester. Textbooks may be ordered online and shipped.

4. Accessing Banner and Canvas

You may access grades in Banner, MCC's student information system, with your Student ID number. You will be provided with your Student ID number upon confirmation of your course registration. To log in to Banner, click on "Banner Self-Serve" from the MCC homepage. Your User ID is your Student ID number and your password is your 6-digit birthdate (MMDDYY). You will also use Canvas to access course materials for both online and on campus classes. You will receive Canvas instructions in the Pioneer Express orientation prior to the start of the term. To log in to Canvas, click on "Canvas Login" from the footer menu at www.milescc.edu, then use the credentials provided in the email to log in.

5. Transcripts and Transfer of Credits

You may access unofficial transcripts through Banner, MCC's online student information system, using your Student ID number. You may request official transcripts with a transcript request form, available at the MCC Business Office or on the college website. There is a \$3 charge for official transcripts.

Miles Community college is accredited by the Northwest Commission on College and Universities (NWCCU). Most regionally accredited institutions will accept credits from other accredited colleges and universities. The acceptance of transfer credit is always determined by the receiving institution. The Montana University System (MUS) has a common course numbering system that enables students to transfer courses deemed equivalent to any Montana institution offering that course.

6. Payment of Fees

Payment of all Pioneer Express costs (tuition (if applicable), mandatory fees, course fees, and distance education fees) is required. Students may be eligible for a waiver of tuition, mandatory fees, and distance fees as a part of the "Free 2 Explore" program. The "Free 2 Explore" program cover the first two courses total, not two courses per semester. Course-specific fees (example: science lab fees, art lab fees) and textbook costs (including embedded textbook fees) are the responsibility of the student, even for Free 2 Explore classes.

Contact 406.874.6159 or visit MCC's Business Office to make a payment. Pioneer Express students are responsible for complying with applicable campus payment policies, procedures, and methods. Miles Community College reserves the right to offset any sums owed by the student to the College against any amounts owed by the College to the student either through normal operations or inadvertent errors. Arrangements for payment of fees must be made on or before the semester fee payment deadline; please see the Academic Calendar for published fee payment and refund deadlines. No refunds will be issued for drops and withdrawals completed after the deadline (6th class day fall and spring semesters, 4th class day summer semester). Non-payment of Pioneer Express fees may result in being turned over to collections.

ELIGIBILITY CHECKLIST AND ACKNOWLEDGEMENTS – *please carefully review before turning in your application*

- ☐ I am at least 16 years of age or a high school junior (rising juniors are accepted for the summer term). Exceptions must be approved by the Vice President of Enrollment Management and Educational Support Services (online or on-campus courses) or the Associate Dean of Academic Affairs (concurrent enrollment courses).
- ☐ I understand that priority for on-line and on-campus courses is given to degree-seeking Miles Community College students; there is no guarantee that requested courses will be available. Many courses, particularly online courses, fill very early. In most instances, high school students are not waitlisted for courses, and should have alternate courses in mind if their selected course is already full.
- ☐ I understand that the high school and college academic calendars are not the same. Students are expected to attend MCC courses even if the high school is not in session for a particular day. Absences excused by the high school for athletics or school activities do not equate to excused absences for the college course; deadlines and requirements for the college course will still apply.
- ☐ I have attached an unofficial copy of my high school transcript, or ACT/SAT scores. If I continue enrollment in later terms, I may again be required to submit an updated high school transcript for placement purposes.
- ☐ All enrollment forms have been carefully reviewed and signed by:
 - Me (the student) AND
 - My Parent/Guardian AND
 - My High School Counselor or other school official, if necessary



Pioneer Express Registration Form

Please submit to: Traci Glasscock, Dual Enrollment Program Coordinator
2715 Dickinson St.
Miles City, MT 59301
FAX: 406.874.6283 | EMAIL: GlasscockTL@milescc.edu
Questions? 800.541.9281, ext. 6101 or 406.874.6101

This form must be submitted by the deadline published in the Pioneer Express class schedule, approximately one week before the term begins. Please print or type. **This form must be submitted each semester of intended enrollment. If you did not enroll in Pioneer Express/dual enrollment classes at MCC in the previous year, you must also submit the Pioneer Express Application Form in addition to this form.**

PERSONAL INFORMATION (required)

Full Legal Name _____
Last Name First Name Middle Name Previous Last Name(s)
Mailing Address _____
Street or PO Box City State ZIP
Email: _____ Phone _____ Text Ok? ☐ Yes ☐ No
Birthdate _____ MCC Student ID# _____
mm / dd / yyyy **This number begins with an 'M14' and was issued your first semester of enrollment*

ACADEMIC INFORMATION (required)

Registering for which term: ☐ Summer ☐ Fall ☐ Spring Year: _____
Current High School _____
Name City State
Name of High School Guidance Counselor: _____

CRN	Subject	Course Number	Course Title	Credit Hours
59099	ABCD	188	Sample Class I	3

The course listed below is available for free to all Montana high school students through MCC's Opportunity Realized program – this is a free course in addition to the two Free 2 Explore classes (textbook purchase still required). Please check the box if you would also like to enroll in this course. Students in full Opportunity Realized partner schools will take this course in an online format; others opting to enroll will be placed in a Hyflex class. Course Description: This course prepares students for the habits and attitudes needed to perform effectively in the job market by developing interpersonal and transferable non-cognitive skills needed to be successful in various career fields. In this course, students create a working resume and cover letter and will develop interviewing and networking skills. Topics covered include career exploration, effective communication, teamwork, time management, creative thinking, professionalism, and conflict resolution.

☐	COLS	111	Career Development and Interpersonal Skills	1
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Pre-requisite levels must be met in order to register. All courses require a placement test or proof of minimum GPA or ACT scores prior to enrollment. If you have previously submitted a transcript, an updated one may be required. To schedule a placement test, please call the Learning Center at 406.874.6152.

SIGNATURES (required)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**Parent/Guardian signature is required if a student is under 18 years of age and indicates acceptance of obligation of payment of courses taken*

OFFICE USE ONLY

Date Received _____ Confirm Sent _____ Free 2 Explore Eligible? Y / N

Math Placements Using High School GPA

March 2025

High school GPA	GPA ≥ 3.3	GPA ≥ 3.2	GPA ≥ 3.1	GPA ≥ 3.0	GPA ≥ 2.9	GPA ≥ 2.8	GPA ≥ 2.3	GPA ≥ 2.1 GPA ≤ 2.1
Last math course taken in HS								
Calculus Pre-Calculus Trigonometry (C or better)	(NONA4) M 105 STAT 216 (ALG6) M 121 M 140 STAT 216	(NONA4) M 105 (ALG5) M121S M140S STAT 216			(NONA4) M 105 (ALG4) M 095 M 140S	(NONA3) M 105S (ALG3) M 095 + NC 019 M 140S	(NONA2) M 105S M 111 M 108 (ALG2) M 095 + NC 019 M 140S	(NONA1) M 105S M 111 M 108 (ALG1) M 095 + NC 019 M 140S
Statistics (C or better)								
Integrated Math III or Algebra 2 (C or better)			(NONA4) M 105	(ALG4) M 095 M 140S				
Integrated Math I or II or Algebra 1 (C or better)	(NONA3) M 105S (ALG3) M 095 + NC 019 M 140S							
All other math courses	(NONA2) M 105S M 111 M 108	(ALG2) M 095 + NC 019 M 140S						

Students without a qualifying GPA, ACT/SAT score, or transfer work will be placed at WR 1, NONA 1, & ALG 1.

If a student would like to challenge their placement based on GPA they may contact the Learning Center.

Students with an ACT Math score of 22 or SAT Math Score of 530 (if taken within the last three years), will be placed in the green box – NONA4/ALG6 placement. Students with higher ACT or SAT math scores may be eligible to place directly into Pre-Calculus or Calculus.

Reading & Writing Placements Using High School GPA

High school GPA*	GPA $\geq$ 3.0	GPA $\geq$ 2.7	GPA $\leq$ 2.69
	(WR4) WRIT 101/121/122 WRIT 108	(WR3) WRIT 101/121/122 + NC 098 WRIT 108	(WR1) WRIT 101S WRIT 121S WRIT 122S WRIT 108 + NC 098

*High school GPA must be at least 7 semesters (3.5 years) and less than 10 years old.

If the 7th semester ends after the MCC semester starts, students may use a 6.5 semester GPA.

Students without a qualifying GPA, ACT/SAT score, or transfer work will be placed at WR 1.

If a student would like to challenge their placement based on GPA they may contact the Learning Center.

Students with the following ACT or SAT scores (if taken within the last three years), will be placed in the WR4 placement:

- ACT English: 20
- New ACT Writing Test: 19
- ACT Writing Subscore: 7
- ACT Combined English/Writing Section: 18
- SAT Evidence-Based Reading and Writing Section: 520
- SAT Writing and Language Score: 25
- SAT Essay Score: 7

For Dual Enrollment Students:
Reading & Writing Placements Using High School GPA of less than 6.5 semesters

High school GPA*	GPA $\geq$ 3.5	GPA $\geq$ 3.0	GPA $\leq$ 2.99
	(WR4) WRIT 101/121/122 WRIT 108	(WR3) WRIT 101/121/122 + NC 098 WRIT 108	(WR1) WRIT 101S WRIT 121S WRIT 122S WRIT 108 + NC 098

Use this placement chart for high school students with less than a 6.5 semester GPA needing a Writing placement. If a student wants to challenge their placement based on the above chart, they would use the same challenge process.

Students with the following ACT or SAT scores will be placed in the WR4 placement:

- ACT English: 20
- New ACT Writing Test: 19
- ACT Writing Subscore: 7
- ACT Combined English/Writing Section: 18
- SAT Evidence-Based Reading and Writing Section: 520
- SAT Writing and Language Score: 25
- SAT Essay Score: 7



Tuition & Fee Schedule 2025-2026

Custer County (In-District)

Course Credits	Tuition	Fees	Tuition & Fees
1	106.00	97.00	203.00
2	212.00	194.00	406.00
3	318.00	291.00	609.00
4	424.00	388.00	812.00
5	530.00	485.00	1,015.00
6	636.00	582.00	1,218.00
7	742.00	679.00	1,421.00
8	848.00	776.00	1,624.00
9	954.00	873.00	1,827.00
10	1,060.00	970.00	2,030.00
11	1,166.00	1,067.00	2,233.00
12	1,272.00	1,164.00	2,436.00
13	1,378.00	1,261.00	2,639.00
14	1,484.00	1,358.00	2,842.00
15-21	1,590.00	1,455.00	3,045.00
22-up	1,590.00 + 106.00/cr.	1,455.00 + 97.00/cr.	3,045.00 + 203.00/cr.

Out-of-State

Course Credits	Tuition	Fees	Tuition & Fees
1	307.00	97.00	404.00
2	614.00	194.00	808.00
3	921.00	291.00	1,212.00
4	1,228.00	388.00	1,616.00
5	1,535.00	485.00	2,020.00
6	1,842.00	582.00	2,424.00
7	2,149.00	679.00	2,828.00
8	2,456.00	776.00	3,232.00
9	2,763.00	873.00	3,636.00
10	3,070.00	970.00	4,040.00
11	3,377.00	1,067.00	4,444.00
12	3,684.00	1,164.00	4,848.00
13	3,991.00	1,261.00	5,252.00
14	4,298.00	1,358.00	5,656.00
15-21	4,605.00	1,455.00	6,060.00
22-up	4,605.00 + 307.00/cr.	1,455.00 + 97.00/cr.	6,060.00 + 404.00/cr.

MT Resident (Out-of-District) & GEM

Course Credits	Tuition	Fees	Tuition & Fees
1	166.00	97.00	263.00
2	332.00	194.00	526.00
3	498.00	291.00	789.00
4	664.00	388.00	1,052.00
5	830.00	485.00	1,315.00
6	996.00	582.00	1,578.00
7	1,162.00	679.00	1,841.00
8	1,328.00	776.00	2,104.00
9	1,494.00	873.00	2,367.00
10	1,660.00	970.00	2,630.00
11	1,826.00	1,067.00	2,893.00
12	1,992.00	1,164.00	3,156.00
13	2,158.00	1,261.00	3,419.00
14	2,324.00	1,358.00	3,682.00
15-21	2,490.00	1,455.00	3,945.00
22-up	2,490.00 + 166.00/cr.	1,455.00 + 97.00/cr.	3,945.00 + 263.00/cr.

Western Undergraduate Exchange

Course Credits	Tuition	Fees	Tuition & Fees
1	253.00	97.00	350.00
2	506.00	194.00	700.00
3	759.00	291.00	1,050.00
4	1,012.00	388.00	1,400.00
5	1,265.00	485.00	1,750.00
6	1,518.00	582.00	2,100.00
7	1,771.00	679.00	2,450.00
8	2,024.00	776.00	2,800.00
9	2,277.00	873.00	3,150.00
10	2,530.00	970.00	3,500.00
11	2,783.00	1,067.00	3,850.00
12	3,036.00	1,164.00	4,200.00
13	3,289.00	1,261.00	4,550.00
14	3,542.00	1,358.00	4,900.00
15-21	3,795.00	1,455.00	5,250.00
22-up	3,795.00 + 253.00/cr.	1,455.00 + 97.00/cr.	5,250.00 + 350.00/cr.

GEM = Grow Eastern Montana. GEM allows students from North Dakota, South Dakota, Wyoming, and Saskatchewan to pay in-state tuition

Western Undergraduate Exchange (WUE) = AK, AZ, CA, CO, HI, ID, NV, NM, OR, UT, WA

Application, Orientation, & Placement Fees

Admissions Application Fee (non-refundable—paid prior to enrollment)	\$30.00
Placement Test Fee (non-refundable—paid prior to enrollment)	\$15.00
Orientation Fee	\$25.00

Residence Hall & Meal Plan Rates

Pioneer Hall Double Room	\$1,885 Per Semester	\$3,770 Per Year
Pioneer Hall Single Room	\$2,995 Per Semester	\$5,990 Per Year
Quads Double Room	\$2,495 Per Semester	\$4,990 Per Year
Quads Single Room	\$3,555 Per Semester	\$7,110 Per Year
Meal Plan A	\$2,745 Per Semester	\$5,490 Per Year
Meal Plan B	\$2,440 Per Semester	\$4,880 Per Year
Meal Plan C	\$2,160 Per Semester	\$4,320 Per Year

**Meal plans do NOT roll forward semester to semester*

Additional Course & Program Fees

Inclusive Access/Embedded Course Materials Fee	varies (see textbook list)
Ag Classes Fee	\$20.00 Per Course
Arena Use Fee	\$100.00 Per Semester
Art Center Fee	\$50.00 Per Semester
Art Lab Fee	\$8.00 Per Credit
Auto Body Fee	\$75.00 Per Semester
Auto Mechanics Program Fee	\$450.00 Per Semester
CDL B to A Transition Fee	\$125.00 Per Course
CDL Lecture Fee	\$150.00 Per Course
CDL Lab Fee	\$2,000.00 per Course
CDL HazMat Lecture Fee	\$150.00 Per Course
Computer Science 107 Fee	25.00 Per Course
Equine Horsemanship Fee	\$100.00 Per Semester
Equine Program Fee	\$1,00.00 Per Semester
GIS Science/Cartography Fee	\$50.00 Per Course
Networking Tech 104 Fee	\$75.00 Per Course
Nursing Insurance Fee	\$30.00 Per Semester
Nursing Lab Fee	\$150.00 Per Semester
Nursing Program Fee	\$350.00 Per Semester
Nursing Test Fee	\$180.00 Per Semester
Phlebotomy Lab Fee	\$25.00 Per Credit
Science Lab Fee	\$50.00 Per Credit
Welding 111 Course Fee	\$120.00 Per Semester
Welding 126 Course Fee	300.00 Per Semester

Deferred Payment Plan Fees

Service Charge	\$25.00 Per Semester
Fee Payment Late Charge	\$50.00 Per Semester

All tuition and fee rates are subject to revision.

All tuition, fees, and deposits must be paid prior to the following semester's registration. Students with outstanding financial obligations to MCC will not receive official copies of transcripts (with the exception of terms in which Title IV aid was used), and will not receive diplomas upon graduation.

Financial obligations include educational costs such as, but not limited to, tuition, books, supplies, fees, and library charges.

Concurrent Enrollment Guidelines

Miles Community College partners with multiple high schools in our region to offer "concurrent enrollment" courses. Those are courses taught at partner high schools, for which students can simultaneously earn high school credit and college credit. Some examples of the courses we offer dual credit for include: College Writing I, Intro to Literature, Accounting Principles, Intro to American Government, US History I and II, Personal Finance, Pre-Calculus and Calculus. If it is a course that is offered in our catalogue, we can set up a concurrently enrolled course for which high school students receive both high school and college credit, if the course outcomes match our corresponding course outcomes by 80%. For these courses to be offered, they must be pre-approved and agreed to by a special agreement signed by both the college and high school administration. Courses are typically run across both semesters at the high school in order to meet the required outcomes and guidelines.

There are specific qualifications that instructors must meet to be recognized as qualified to teach a concurrent course, and those qualifications vary, depending on whether a class is in a transfer program or academic discipline or in the field of Career and Technical Education (CTE). The Montana Board of regents has outlined the policy for minimum qualifications for concurrent faculty in two-year degree programs as follows:

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION Policy and Procedures Manual

SUBJECT: PERSONNEL
Policy 730 - Minimum Qualifications for Faculty in Two-Year Degree Programs
Effective May 30, 2008; Issued June 23, 2008

Board policy:

This policy establishes minimum qualifications for all faculty in two-year degree programs under the supervision and/or coordination of the Montana Board of Regents of Higher Education.

1. *Faculty in transfer programs/disciplines.* **The minimum requirement for faculty teaching general education or career/technical coursework designed for transfer as part of the Board of Regents' general education transfer policy, the Associate of Science degree or the Associate of Arts degree shall be a master's degree in the teaching field or a closely related academic discipline with at least nine (9) graduate-level semester credits in the academic discipline.** General education faculty who teach related instruction or developmental course work need not have a master's degree, but must have a bachelor's degree in the teaching field or a closely related discipline. Faculty employed at the time of approval of this policy shall be considered exempt from its provisions. Under extenuating circumstances, approval of the

Deputy Commissioner for Two-Year Education in the Office of the Commissioner of Higher Education must be obtained to employ faculty without the minimum qualifications.

2. *Faculty in career/technical disciplines/programs.* Minimum qualifications for career/technical faculty shall be three years' experience in the occupation to be taught or an equivalent number of years of postsecondary education in the career/technical discipline, combined with work experience in the career/technical discipline.

Faculty employed at the time of approval of this policy shall be considered exempt from its provisions. Under extenuating circumstances, approval of the Deputy Commissioner for Two-Year Education in the Office of the Commissioner of Higher Education must be obtained to employ faculty without the minimum qualifications.

3. *Professional and continuing education faculty.* Professional and continuing education courses should be taught by faculty with related college work or specialty training. In all cases, teaching faculty in these programs and courses must have special competence in the fields in which they teach, as determined by the Chief Executive Officer of the institution.

HISTORY:

[ITEM 139-103-R0508](#) approved by BOR May 30, 2008 [[Supporting Material](#)].

If your district is interested in partnering with Miles Community College to offer a course with Concurrent Enrollment, please contact Garth Sleight, Vice President for Academic Affairs at 406-874-6212 (email: sleightg@milesccl.edu) or Traci Glasscock, Dual Enrollment Program Coordinator at 406-874-6492 (email: glasscocktl@milesccl.edu).

Student Enrollment and Registration

Once the class has been articulated as a concurrent enrollment course, each student wishing to take the course for dual credit will need to complete a Pioneer Express Application form and Registration Form specific to your high school. Students will be offered two free courses in accordance with our Pioneer Express program. After two free courses, upon registering for the 3rd and subsequent courses, tuition will be waived for high school students, but they will be responsible for the mandatory campus fees which vary from year to year (\$97 for the 2025-2026 academic year.) Applications and registrations are submitted at the beginning of MCCs Spring Semester by the end of January.

Grade Submission and Transcription

When the high school closes out the school year, the high school faculty will submit grades using the roster distributed by the Dual Enrollment Coordinator. As the spring term on our campus wraps up earlier than most high schools, we will enter grades of 'T' (Temporary) for all of your students, knowing that your academic year and timeline for grade submission extends beyond our end-of-term grade processing here. Once we receive your submitted grade sheets, we will update the student academic histories with the grades they've earned. Please just write

the final letter grade in the appropriate column on the grade roster; MCC does use +/- grading if you'd like to use that, but please be aware that we do not have an 'A+' grade in our grading scale. When grades are input and finalized, high school students may request transcripts (both unofficial or official) to be sent on to the college or university of their choice.

Compensation

High school instructors who become concurrent faculty will be paid \$10 per credit for each student enrolled in the course, payable in the spring of the year.

Concurrent Class Checklist:

- ☐ Contact Garth Sleight or Traci Glasscock
- ☐ Submit instructor's contact information
- ☐ Submit instructor's qualifications (resume and transcript(s))
- ☐ Submit Course syllabus for alignment check
- ☐ Return required MCC employment paperwork to Human Resources
- ☐ Have students fill out Pioneer Express Applications and Registration Forms specific to your school (due by February 15th of the academic year)
- ☐ Fill out withdrawal paperwork if students drop the course after submitting registration information
- ☐ Receive class roster for submitting grades
- ☐ Return grade sheets to dual enrollment coordinator by June 15 following the close of the school year.

Resources Consulted and Adapted

Alvin Community College, Dual Enrollment Student Handbook

<https://www.alvincollege.edu/dualenrollment/dc-pdf/Dual-Enrollment-Handbook2022-2023.pdf>

Northern Arizona University, What is Dual Enrollment? <https://in.nau.edu/gear-up/what-is-dual-enrollment/>