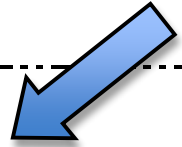


## MISSION COLLEGE POLICIES AND RESOURCES (selected)

Access the college home page and Angel for updates on campus emergencies.

[www.missioncollege.edu](http://www.missioncollege.edu) and [wvmccd.angellearning.com](http://wvmccd.angellearning.com)

We will use Angel to communicate in the event of a disruption during the semester.



### **COLLEGE ATTENDANCE POLICY**

Students are expected to attend all sessions of each class. Instructors may drop students from class if they fail to attend the first class meeting or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop any student who fails to attend at least one class session during the first three weeks of instruction.

### **COLLEGE CELL PHONE POLICY**

Turn off your cell phone before entering class. Ringing phones are disruptive and disrespectful. The academic policy of the college does not allow cell phone use during class (calls, text, music) without the express permission of the instructor .



### **COLLEGE CHEATING POLICY**

Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to college staff, faculty, administrators or other officials. Plagiarism (taking material from any other source and presenting it as your own) or other act of dishonesty will result in a "0" for the assignment. Refer to the Academic Regulations and Standards in the College Schedule or Catalog for definitions of these terms.

### **COLLEGE EMERGENCY PROCEDURES**



It is the student's responsibility to know the evacuation procedures, evacuation route, and assembly area for this classroom. In case of an emergency, you are to follow the directions of your instructor. When directed to evacuate the classroom, be sure to take all of your belongings when you leave and remain with your class in the assembly area until you receive further directions.



### **COLLEGE LAB FOOD POLICY**

Please do not eat food or drink beverages in any computer lab.

### **COLLEGE SMOKING POLICY**



Mission College is a smoke-free campus. Smoking is prohibited in all campus areas with except the college parking lots. All smoking materials must be extinguished and properly disposed of in ash urns distributed along the boundary of the parking lot and main campus.

### **PASS / NO PASS GRADE OPTION**

If you are currently enrolled in a credit course that has a Pass / No Pass grading option, you may request the P/NP option instead of a letter grade. (1) Pick up the form from the Admissions & Records office, or download it from MC Portal Admissions & Records page, complete, and sign it; (2) Return the completed & signed form by the deadline in person, by email or by fax.

***SOME HELPFUL CAMPUS RESOURCES:***

**Academic Support Center**, Rooms S2-201 & S2-401 (408-855-5085). Get a tutor to help you with homework, projects, and tests. Get help in English and other subjects. Practice in ESL skills.

**Counseling**, Rm. E1-301 (408-855-5030). Counselors are available to assist you with academic, personal and career issues. Drop in or make a private appointment. Get help making an education plan.

**Disability Instructional Support Center**, Rm. S2-201 (408-855-5085). Mission College makes reasonable accommodations for persons with documented disabilities. Students should notify DISC of any special needs.

**Extended Opportunity Program and Services (EOPS)**, Rm. E1-403 (408-855-5055). The EOPS program is designed to support students who enter college at an educational and economic disadvantage.

**The Library** (408-855-5150) Borrow books, CDs, magazines. Use a computer with Internet access.

**Welcome Center**. Main building lobby SE-101 (408-855-5083). Provides Mission College students with a friendly and comfortable place to receive services and connect with each other. email: [mc.welcomecenter@wvm.edu](mailto:mc.welcomecenter@wvm.edu)