

In an effort to make college or vocational education available to every Missouri high school graduate, the Missouri General Assembly established the A+ Schools Program as part of the Outstanding Schools Act of 1993.

Graduates of designated A+ schools who successfully complete the requirements of the A+ program may be eligible to receive reimbursement for the cost of tuition and general fees while attending a Missouri public community college or vocational/technical school.

The purpose of this manual is to provide students, parents, and staff with information about the guidelines and policies of the Belton High School A+ Schools Program. It is the responsibility of the school to ensure that designation is achieved and maintained. It is the responsibility of the students and parents to read, understand, and comply with the program requirements.

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Visit the Belton High School A+ Schools Program website to obtain any forms at

www.beltonschools.org

ELIGIBILITY

Students must meet the following requirements to be eligible for tuition benefits:

- ◆ Attend an A+ School for three consecutive years (grades 10, 11, 12) prior to graduation.
- ◆ Graduate with an unweighted, unrounded cumulative GPA of 2.5 on a 4.0 scale.
- ◆ Graduate with a minimum cumulative 95% ADA (Average Daily Attendance) record.
- ◆ Maintain a record of good citizenship, avoid the use of alcohol and unlawful drugs, and avoid violation of the safe school act.
- ◆ Perform 50 hours of unpaid tutoring or mentoring to other students in our district.
- ◆ Apply for non-payback scholarships by completing a FAFSA (Free Application for Federal Student Aid).
- ◆ Male students of 18 years of age must register with the selective service.

To maintain eligibility:

- ◆ Attend a Missouri post secondary school that honors A+ and continue to meet any requirements that they set.

ENROLLMENT

A+ enrollment is voluntary. Students may participate in the program by completing and returning a signed A+ agreement to the Belton High School A+ Office. The agreement form is available in the A+ Office, Guidance Office and on the Belton School District website.

Students should try to begin their participation in the A+ Program at the beginning of their freshmen year. Enrolling in the program early allows students and parents to receive regular information on the A+ Program from the A+ Coordinator.

There is no specific deadline for enrolling in the A+ program. A student can enroll at any time as long as the student realizes that he/she must have sufficient time to complete the eligibility requirements, specifically the completion of 50 hours of tutoring and mentoring activities.

TUITION BENEFITS

Students who successfully complete the requirements of the A+ Program can be eligible to receive reimbursement for the cost of tuition and general fees while attending a Missouri public community college or vocational/technical school. General fees are defined as those fees that are paid by all students (parking and activity fees). Special program fees (books, laboratory, uniforms, and equipment) are not included in the A+ tuition benefits.

- ◆ A+ students are under no obligation to use the A+ tuition benefits. The tuition benefit is earned by each individual student and is not transferable to any other student.
- ◆ Receipt of private scholarships will not affect an A+ participant's eligibility for tuition benefits.
- ◆ Financial need is not a factor in determining an A+ participant's eligibility for A+ tuition benefits. However, an A+ participant is required to **complete a FAFSA** to make sure he/she is not eligible for any non-payback financial aid. FAFSA forms do require a Social Security Number.
- ◆ Early graduation is discouraged. A+ participants who graduate early are eligible to access A+ tuition benefits in the semester immediately following, as long as the student has met all other eligibility requirements. Students accessing A+ money early must maintain a 2.5 GPA or they will forfeit A+ benefits the following semester.

The A+ Program may provide these educational incentives provided state funds are appropriated by the legislature. It is important that students, parents, and guardians know that they may have a greater responsibility to pay for these expenses in the coming years. If implemented, students currently attending post-secondary institutions and using A+ tuition benefits would have the same restrictions.

GRADE POINT REQUIREMENT

A+ participants must graduate with a CUMULATIVE *minimum unweighted*, unrounded grade point average (GPA) of 2.5 on a 4.0 scale.

It is the responsibility of the A+ participant to closely monitor his/her grade point average. Updates will be provided periodically to all A+ students and parents. Final determination of eligibility can not be made until an A+ participant graduates and his/her final GPA is calculated. Certification will be determined at that time by the Belton High School A+ office. Letters will be sent after graduation notifying you of your students certification status.

ATTENDANCE

A+ participants are expected to attend school regularly. A+ participants must graduate with a minimum cumulative (grades 9-12) attendance rate of 95%. This will figure to be approximately 30 days missed in the 4 years of high school. The A+ Program makes no distinction between excused and unexcused absences. Only the days and times, which are calculated for Average Daily Attendance (ADA), will be used to determine the 95% attendance requirement.

The A+ attendance policy provides relief in cases where the absence was beyond the control of the A+ participant. Request for Attendance Waivers must be filed in accordance with the established policy guidelines. Each A+ participant should read and understand the attendance policy.

It is the responsibility of each A+ participant to closely monitor his/her attendance. Semester updates will be mailed to the homes of the A+ participants. The A+ office will meet with students each semester that are in jeopardy of violating the attendance policy.

ATTENDANCE UPDATE

The A+ Coordinator will update each student's attendance on a semester basis. An A+ Status Review Letter will be mailed home each semester. Updated information will be issued to satisfy the attendance requirement of the A+ Schools Program.

The official record of attendance is kept in the high school's attendance office. A+ attendance guideline differs from those of Belton High School.

Attendance Wavier Guidelines

Documentation to support a request for an A+ attendance waiver must be submitted to the A+ Coordinator's Office no later than May 1st of the current calendar year. Waivers for a previous year will not be accepted. Documentation must include specific dates accompanied by the signature(s) of the appropriate person(s).

Reason for absence

Hospitalization
Chronic health problems
Court Appearance
Funeral
Religious Holiday
Personal/family calamity
Catastrophic illness/injury

Documentation Required

Physician's letter
Physician's letter
Court letter
Parent letter, obituary or memorial.
Minister's letter
Principal or Counselor's letter
Physician's Letter

Attendance Waivers will **NOT** be granted for the following:

Truancy
Suspension
Personal/Family vacation
Transportation (unless late bus)

After a waiver is filed with the A+ office, the A+ coordinator will review the information and reach a decision. After the A+ coordinator reaches a decision, the A+ Coordinator will notify the parents in writing within 5 days.

The A+ Coordinator will respond in one of two ways to the attendance waiver:

- Grant a waiver of some and/or all the attendance issues
- Deny a waiver of some and/or all the appealed attendance issues

Appeals of the A+ Coordinator decision may be made to the Superintendent and the Board of Education in writing within 15 calendar days of the notification. Appeals after 15 days will not be considered. The superintendent will make notifications of the appeals decision to the student and parent/guardian.

When days are waived by the A+ Coordinator, the student's attendance percent will **not** change. There will be a note on file that states the number of days that have been waived for A+ reasons. The student's attendance percent must remain the same due to state recording procedures.

A+ CITIZENSHIP POLICY

The Belton School District #124 mission statement is as follows:
“We will not tolerate violence, disrespect, harassment, intimidation or retaliation”

Participation in the A+ Schools Program is both an honor and a privilege. Good citizenship is a measure of the quality of conduct in school and away from school. All of the A+ School’s financial assistance eligibility factors are indicators of good citizenship. A+ participants are expected to exhibit standards of behavior which will bring credit to themselves, the A+ Program, the school, and community.

To qualify for the A+ financial incentive, a student’s behavior must be in compliance with Board of Education policies, the guidelines in the student handbook, A+ guidelines, the Safe Schools Act, and state and local laws. Any violations could result in immediate removal from the program.

CITIZENSHIP ELIGIBILITY

Student discipline records will be reviewed at the end of each semester and as needed throughout the year. The class principal will update each A+ student’s citizenship status on a semester basis with the A+ Coordinator. Updated information will be used to satisfy the citizenship requirement of the A+ Schools Program.

Citizenship/discipline violations that may jeopardize a student’s A+ status include, but are not limited to, the following:

IN-SCHOOL SUSPENSION:

Any student who receives discipline referrals for poor behavior, disrespect, profanity, dishonesty, fighting, etc, which result in an accumulation of five days ISS, will be reviewed and counseled at the end of the semester. An accumulation of five additional days ISS will result in a student being placed on probation. An accumulation of five additional days ISS will result in immediate removal from the A+ Schools Program.

OUT-OF-SCHOOL SUSPENSIONS:

Any students displaying a pattern of OSS will result in immediate removal from the A+ program. A student who receives one or more OSS days will be reviewed and counseled at the end of the semester. A student who receives an accumulation of five days of OSS will automatically be placed on probation. An accumulation of additional days will result in removal from the A+ Program.

SUBSTANCE ABUSE/CRIMINAL VIOLATIONS:

In compliance with the regulations of Missouri Department of Elementary and Secondary Education A+ Schools Program, a student will be removed immediately from the A+ Schools Program and thus forfeit the opportunity to receive funds through the program for any of the following:

Violation of Belton School District #124 policy:

Includes but are not limited to bullying, threats, violence, substance abuse, etc. For complete outline of school district policies go to www.beltonschools.org. This also includes violations of the Belton School District safe schools guidelines as outlined in Belton School District policy.

Drugs/Alcohol/Substance Abuse:

- Violation of the Belton School District #124 Drugs/Alcohol/Substance Abuse policy outlined in the board policy.
- Unlawful possession and/or selling of drugs or alcohol.

Violation of Local, State or Federal Criminal Laws

- Conviction of a felony
- Conviction of criminal activity which is formally reported to the school.

Convictions include:

First and second-degree murder	First-degree arson
Kidnapping	Voluntary/involuntary manslaughter
First and second-degree assault	Sexual assault
Forcible rape or sodomy	Felonious restraint
First-degree burglary	First-degree property damage
Robbery	Distribution of drugs to a minor
Distribution of drugs	Possession of a weapon Provision of Chapter 571 Missouri revised statutes

CITIZENSHIP REVIEW PROCESS

Students/parents will have 15 calendar days to appeal the student's discipline record with the A+ Coordinator after receiving notice of removal from the program. If appeals are not made within those 15 days they will not be accepted.

Review/Action

The review committee, consisting of an administrator from Central Office, class principal, counselor, a teacher, and the A+ Coordinator, will respond in one of two ways to the citizenship appeal:

- Grant a waiver of the citizenship/discipline issues
- Deny a waiver of the appealed citizenship/discipline issues

Students/parents will be invited to attend the review committee meeting. The A+ Coordinator will make notification of the decision to the student and parent/guardian.

Appeals of the review committee decision may be made to the Superintendent and the Board of Education in writing within 15 calendar days of the notification. Appeals after 15 days will not be considered. The superintendent will make notifications of the appeals decision to the student and parent/guardian.

TUTORING /MENTORING GUIDELINES

A+ participants must perform a minimum of 50 hours of unpaid tutoring or mentoring. Tutoring/Mentoring must be:

- ◆ approved by the A+ Coordinator
- ◆ performed under the direct supervision of a Belton #124 employee
- ◆ performed at a Belton #124 District site
- ◆ performed with Belton #124 students

Tutoring may also be completed through Student Exploratory Teaching course, A+ Seminar, the Child Care Professional courses offered at BHS, or after school through YouthFriends. Students involved with different clubs, sports, and/or activities may also have additional opportunities to earn hours through events sponsored by those clubs, sports, and/or activities.

Tutoring Choices			
A+ Seminar Junior & Seniors	YouthFriends Corps 9th-12th	SET Juniors & Seniors	CCP Junior & Seniors
One-on-one or small group help	After-school care (Kids Central)	Creates mini teaching units	Works with children birth through age five
Works directly with students	Mentoring	Grade papers	Grace and Head Start
Create teaching aids to use like flash cards		Bulletin Boards	Plans projects, events and lessons
Tutor and student are visible		Aids teacher	Works with children in small groups and large groups, indoors and out
½ Credit class during the school year.		Teaches class a mini lesson regularly	Bulletin Boards, Newsletters
½ Credit class during summer school		½ credit	½ credit

Guidelines

1. All tutoring/mentoring time must be documented on the A+ Student Tutoring Log. Logs will be distributed at the A+ tutor/mentor training and additional logs will be available outside of the A+ Office. If hours are not turned into A+ office on a log sheet, they will not be counted. It is the student's responsibility to keep track of their hours and turn in this sheet in a timely manner. It is recommended that this log is turned in weekly.
2. Tutoring/mentoring activities are to be conducted in a controlled, disciplined, and orderly manner and only for as long as the experience is productive and necessary.
3. Participants should consider themselves guests of the school and the supervising teacher and should conduct themselves in accordance with all rules, regulations, and guidelines in the student handbook. A+ participants that do not meet the behavioral expectations of the supervising teacher during any portion of the tutoring experience risk forfeiture of tutoring opportunities.
4. The signature of the supervising teacher must verify all tutoring/mentoring time. Tutoring/mentoring time must be recorded and verified on the A+ Student Tutoring Log that is available in the A+ Office. Students will not receive credit for unverified tutoring activity or for activity documented on forms that are lost or not turned in.
5. A+ YouthFriends Corps volunteer mentoring must complete the YouthFriends Corps Application and attend a mentor training session BEFORE they can begin mentoring.
6. A+ YouthFriends Corps volunteer tutors must receive a mentoring assignment from the YouthFriends Coordinator prior to engaging in tutoring/mentoring activities. A+ Seminar, SET and CCP students will receive assignments through course instructors.
7. Transportation to and from tutoring/mentoring activities, that are located away from BHS, is the responsibility of the A+ participant. A parental waiver must be signed and on file.
8. Sign in at the office when you arrive at the cooperative school. Check for any notices concerning schedule conflicts, special school activities or information relating to your student. Be sure to wear your name tag on every visit.
9. Confidentiality is mandatory. Your student may be privy to private information. This information should not be discussed with anyone else.
10. If a student tells the A+ tutor something that causes them to suspect that the student is being mistreated or is endangering others. **A+ tutors are required to report this information to the principal and A+ office immediately** so the issue can be addressed.

11. Physical Contact. The best way to show a student you care is to give them a high-five. Other physical contact should be limited to a pat on the shoulder or back.
12. Tutoring activities take place on school grounds, during school hours/activities, under the supervision of a school employee. Non-sponsored, off-site activities are outside the confines of the A+ program.

Your biggest role is to be
a friendly and encouraging presence
to a student.

FAFSA

A+ participants and their parents must complete and file the Free Application for Federal Student Aid with the government. The information reported on the FAFSA is required by post-secondary institutions to complete the enrollment process. A social security number is required to fill out this form.

Financial need is not a factor in determining student eligibility for the A+ tuition benefit. However, an A+ participant is required to complete a FAFSA to make sure he/she is not eligible for any non-payback financial aid.

FAFSA forms may be filled online at www.FAFSA.ed.gov. If assistance is needed in filling out the form please call the A+ office at (816) 348-2738.

SELECTIVE SERVICE

A+ participants who are required by the laws of the United States to register with the selective service system must register or forfeit their eligibility for the A+ tuition benefit.

ACCESSING TUITION BENEFITS

It is critical to the integrity of the A+ Program that A+ participants pay strict attention to all the guidelines, rules and policies that govern the program.

Some control is given to local school districts in establishing policy and administering the A+ Program. Most of the rules governing the administration of the program are found in state statutes and are not subject to local amendment.

The tuition benefits are not automatically bestowed on A+ participants who have successfully completed the A+ requirements. To be eligible for tuition benefits the following guidelines must be followed:

1. Graduating A+ participants must complete and submit the Request for A+ Tuition Benefits form. The window for submitting this form is May 1-9 of the year of graduation. The form is available in the A+ Office.
2. The A+ Coordinator will verify the status of each A+ participant and certify each A+ participant who is eligible for A+ tuition benefits. This will not be done until the day of graduation.
3. A+ participants will be notified, in writing, as to approval or denial of their eligibility to receive A+ tuition benefits. If a participant is denied eligibility, the participant will be provided with reason for the denial.
4. The names and social security numbers of the A+ graduates eligible for tuition benefits will be forwarded to the appropriate local and state agencies.
5. **A+ participants must request their final A+ transcripts be sent to the college of their choice. The student will not receive their A+ benefits until this has been done.**
6. A+ participants must follow up with the college of their choice to insure that all necessary paperwork has been received and is correct. A+ eligible graduates must inform the post-secondary institution to which they have made application of their intent to use the tuition benefits. The institution will prepare the necessary paperwork and bill the State of Missouri.

FREQUENTLY ASKED QUESTIONS

1. What does signing the A+ Agreement mean?

By signing and submitting the A+ agreement, students and their parents are simply indicating an interest in the students' participation in the A+ Program and that they understand the requirements that qualify the students for that program.

When an agreement has been signed by all parties and returned, a file will be established for that student then will be kept in the A+ coordinator's office. This file denotes the student's active participation in the A+ Schools Program and will contain all pertinent information relative to the student's eligibility for A+ funds.

2. When does a student sign up for the A+ program?

There is no specific date requirement for signing the agreement. The agreement can be signed at any time as long as the student has sufficient time to complete the eligibility requirements prior to graduation.

3. How does a student qualify for participation in the A+ program?

- a. The student and his/her parent(s) must sign an A+ participation agreement.
- b. Attend a designated A+ high school for three years immediately prior to graduation.
- c. Graduate with at least a cumulative 2.5 grade point average on an un-weighted 4.0 scale or 6.875 grade point average on an 11 point scale.
- d. Graduate with a 95% attendance average over a four-year period.
- e. Perform 50 hours of unpaid tutoring or mentoring.
- f. Maintain a record of good citizenship, including the avoidance of the unlawful use of alcohol and drugs, as defined by the local school district's policy.
- g. Make a good faith effort to secure all available federal post-secondary student financial assistance funds (PELL /SEOG) that do not require payment.
- h. Male students must register under the United States Military Selective Service Act and show proof of such registration.

4. If a student is not a U.S. citizen, but meets all other program requirements, shall the student's name be placed on the eligibility list?

Yes, however they will not be able to access the A+ money until a FAFSA form has been completed, which requires a Social Security Number.

5. If a student enrolls in an A+ designated high school after the beginning of the 10th grade year, is he/she eligible to participate in the A+ program?

It depends. The A+ program requires that a student must attend a designated A+ high school for **three years** immediately prior to graduation, therefore if the student transfers between A+ designated schools they will remain eligible. If the student transfers from a school that does not have A+ designation after the start of school their 10th grade year, then no, they will not be eligible.

6. Are students eligible for A+ incentive finds when they transfer from one high school to another?

Yes, if both schools are designated at the time of the transfer.

7. Are students who attend alternative schools eligible to participate in A+?

Yes, under the following conditions: the alternative school utilizes the same building number as the regular high school for Core Data reporting purposes; the alternative school utilizes the same curriculum as the regular high school; students attending the alternative school receive letter grades (rather than a pass/fail notation); these students receive the same diploma as regular high school students, and they meet all other requirements of the program.

8. Does a student qualify for A+ incentive funding if his/her high school GPA upon graduation is 2.45 (on a 4.0 scale)?

No, the A+ program does not permit the rounding up of the GPA.

9. What is the policy with regard to the grade point average figured for weighted classes and/or point scales other than 4.0?

For the purpose of the A+ program, a student's GPA must be 2.5 or better figured on an un-weighted 4.0 scale. It is, therefore, the designated high school's responsibility to convert any recorded grades which include weighted classes and/or are GPA calculated on a different scale to 4.0.

10. In order to maintain the A+ Schools 95% attendance requirement, can students use after-school hours and Saturdays to make-up time for absences from school?

Yes.

11. How is the 95% attendance rate calculated for eligibility purposes?

The attendance rate is calculated over a 4-year period.

12. Does a “504 plan” automatically override the 95% attendance requirement for the A+ Schools Program?

No, absences related to the disability or disabilities specified in a student’s 504 plan should be carefully reviewed by district officials. Attendance waiver forms must be filled out and turned into the A+ office.

13. What is the policy for students who may become injured in an accident or sustain a long-term illness either of which preclude the student from meeting the required 95% attendance rate?

When students are absent for an extended period due to accident or illness that is beyond his/her control, it will be the responsibility of the school to make “application for Homebound Instruction” for the student. If a student can be counted for ADA, the homebound instruction can be counted toward the 95% attendance rate.

14. What is the “Free Application for Federal Student Aid” (FAFSA)?

According to the A+ law, eligible students must make “a good faith effort to first secure all available federal sources of funding” that do not require repayment before accessing A+ funds. This is accomplished by completing the FAFSA. Once the student completes the FAFSA form, it is submitted to the Department of Higher Education.

15. What is the Department of Higher Education’s deadline for submitting the FAFSA?

The Department of Higher Education’s deadline is April 1.

16. What are the consequences if a student fails to complete the FAFSA?

A student failing to file the FAFSA prior to graduation from high school jeopardizes his/her access to A+ funding. The failure to timely submit the FAFSA should not automatically result in the student being declared A+ ineligible by the high school. If all other A+ requirements have been met, the student is an eligible A+ graduate and his/her transcript should indicate such. The student’s name should be submitted on the eligibility list sent to the Department. However, if the FAFSA filing is not filed, the student should be made aware that A+ financial incentive will not be paid on their behalf.

17. How is registration for the selective Services verified?

You may verify a student’s Selective Service registration at the following website: <http://www4.sss.gov/regver/verification1.asp>.

18. Is there a specific cut-off date for verifying Selective Service registration?

If the student’s birthday falls after graduation, it will be the responsibility of the post secondary institution to verify this through the FAFSA process.

19. Does participating in the A+ program restrict a student's choices?

Participating in the A+ Program **DOES NOT** in any way restrict a student's educational choices. The A+ Schools Program is designed to provide greater opportunities for students. Signing up will not restrict the options available to a student while in high school or upon graduating from high school.

20. Can a student, enrolled in classes for dual credit, be reimbursed through the A+ program for the post-secondary credit?

No, a student's eligibility to receive A+ financial incentives become effective following high school graduation

21. What if an A+ participant decides to attend a four-year college or university?

There are no repercussions for participating in the A+ Program and completing the student eligibility requirements and then choosing a four-year school. Many students will develop plans to attend a four-year college or university following high school. The A+ Schools Scholarship incentive may not be applied to costs associated with a four-year college or university, however several four-year colleges are now offering their own scholarships based off of the A+ criteria. Students eligible for A+ tuition benefits may also choose to attend a community college for two years, earn an Associates Degree, or simply earn basic credit hours; then transfer those credits to a four-year college/university.

If for whatever reason an A+ eligible student should withdraw from the four-year institution with at least a 2.5 GPA he/she could enroll at a Missouri public community college or vocational-technical school and be eligible for A+ tuition benefits. A+ tuition benefits are available to students for up to four years after the date of their graduation from high school, provided state funds are appropriated by the legislature.

22. What if an A+ participant decides not to attend a community college or vocational or technical school?

Participation in the A+ Program in no way restricts a student's post high school career or educational opportunities. It is simply a funding resource for post secondary education should the student choose to utilize it. A student who participates in the A+ Program, is NOT required to attend a community college or vocational or technical school.

23. Does participating in the A+ Program guarantee that students will receive the tuition benefits?

There are at least three factors that will impact the availability of tuition benefits to a particular student. First, the high school from which the student graduates must meet and maintain all the requirements for A+ Schools designation. Second, State funding must be available. Third, the student must meet all the criteria outlined in the A+ Schools Program and the participation agreement which the student signed.

24. Does a student qualify for A+ tuition benefits if his/her average daily attendance is 94.8 or his/her grade point average is 2.47 on a 4.0 scale upon graduation?

No, The A+ Schools Program does not permit rounding up of GPA percentage. The average daily attendance rate must be figured over a four-year period and must be a solid 95%.

25. If a student who is eligible for A+ incentive funds graduates at the end of the first semester, can A+ incentive funds be accessed the semester immediately following?

Yes, as long as the student has met all other programs eligibility requirements.

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Metropolitan Community College

A+ Student Enrollment Checklist

Metropolitan Community College welcomes all A+ students, and we are here to help you achieve your educational goals.

This checklist provides you with critical information and dates that will ensure that you successfully complete the financial aid and enrollment process and receive your A+ benefits. Steps one through six below must be completed by each semester's Priority Date in order to guarantee that your benefits are applied to your account. *If the Priority Date is not met, you will be required to pay your tuition and fees and will be reimbursed if the steps are completed within the MCC A+ reporting schedule.* *

PRIORITY DATES

Fall semester May 30

Spring semester November 30

Summer semester May 1

1. Apply for admission at MCC

- **Submit an application for admission.** Complete the free on-line application at www.mccckc.edu/apply. You should apply for admission during the fall semester of your senior year.
- **Request a final high school transcript with the state approved A+ seal.** The transcript must include your final grades and actual date of graduation and should be sent to **Metropolitan Community College, Student Data Center, 3200 Broadway, Kansas City, MO 64111.**
- **Request other college transcripts.** If you have college credit (dual credit or dual enrollment) from a college or university other than the Metropolitan Community College (Blue River, Business & Technology, Longview, Maple Woods, or Penn Valley), request that a transcript be sent to the **Metropolitan Community College, Student Data Center, 3200 Broadway, Kansas City, MO 64111.**

2. Apply for Financial Aid.

- Go to www.fafsa.ed.gov to complete your Free Application for Federal Student Aid (FAFSA). The federal school code is **002484** and will show on your form as **Metropolitan Community College**. If you need assistance with this form, contact the financial aid department of the campus to which you have applied.
- Go to www.mccckc.edu/financialaid for additional information.
- Visit the financial aid office at the campus you plan to attend to complete additional financial aid application forms.

- A+ students **must** complete the FAFSA and additional financial aid information forms **each academic year** of eligibility.

****If you do not meet the Priority Dates, you will be responsible for paying your tuition and fees. You may receive a refund if you enroll and complete your financial aid file within the MCC A+ reporting schedule:***

Fall October 1

Spring March 1

Summer July 1

3. Take the COMPASS test or submit ACT* scores.

- Take the computerized COMPASS placement test if you have not taken the ACT.* For sample study questions, go to www.act.org/compass/sample.
- Go to www.mcckc.edu/testing to view test-scheduling information. You may complete your testing requirements at any MCC campus.
- *If you have taken the ACT within the last two years, you may be able to use those scores in place of the writing and reading portions of COMPASS. **The math portion of COMPASS is required.** Bring your ACT score report (no copies) and photo identification to the Testing Center to have your scores evaluated.

4. Complete orientation and academic advising.

- Each campus coordinates its own schedule for orientation and academic advising. Orientation prepares you to be a better student by providing you with information about services and resources available at each of the MCC campuses. Through the use of academic advising services, you will be able to develop an educational plan that will meet both your personal and career goals.
- Contact the campus to which you have applied for additional information.
 - MCC-Blue River (816) 220-6577
 - MCC-Business & Technology (816) 482-5210
 - MCC-Longview (816) 672-2130
 - MCC-Maple Woods (816) 437-3118
 - MCC-Penn Valley (816) 759-4315

5. Get enrolled.

- Enroll for classes using one of the following options:
 - On the web – MetroLink or
 - On campus. You will receive additional information about enrollment sessions after completing orientation and advising.
- Inform the financial aid office that you have completed the enrollment process **each semester of attendance.**

6. Pay any additional fees by the deadline posted on your student schedule.

- Pay fees, such as laboratory and Internet, if applicable. These fees are **NOT** covered by A+ benefits.

7. Purchase your books.

- Purchase your books at the bookstore at the campus you will attend classes or order on-line at www.mcckc.edu/bookstores prior to start of classes.
- As a full time student, you should expect to pay approximately \$500-\$650 for books each semester.

8. Obtain a parking permit.

- Parking permits are required and FREE of charge.

9. Obtain a FREE Student ID.

- Student identification cards are FREE of Charge.

Funding for the Student Financial Incentives portion of the A+ Schools program is the sole responsibility of the State of Missouri. The A+ Schools Program may provide these educational incentives subject to state funding approval.

Protect Your A+ Benefits!

You've worked hard in high school to earn your A+ eligibility. To maintain your benefits you must:

1. **Maintain full-time enrollment of degree-related credit** each semester (12 hours in Fall and Spring, six hours in the Summer).
2. **Maintain a 2.5 cumulative grade point average.** (Dual credit grades earned in high school cannot be applied to your A+ GPA; however, they will be included in your overall MCC grade point average.)
3. **File an application for federal financial aid (FAFSA)** each year of A+ eligibility

If you have difficulty meeting the A+ Program guidelines, please **ask for help!!** Contact your campus counselor/advising center to discuss the many services we offer to help you achieve success.

Reinstatement of Eligibility

To regain eligibility you must enroll in a subsequent term and **achieve a GPA that will restore the required, cumulative 2.5 GPA.**

During the semester(s) of ineligibility, you are responsible for the full cost of your tuition and all fees.

Failure to maintain full-time enrollment status will result in the loss of a semester of eligibility for each term that you do not complete 12 hours (six in the Summer).

Questions?

Please contact the following for assistance if you have any questions about A+ benefits or procedures:

- MCC-Blue River (816) 220-6577
- MCC-Business & Technology (816) 482-5200
- MCC-Longview (816) 672-2130
- MCC-Maple Woods (816) 437-3118
- MCC-Penn Valley (816) 759-4315

