Mississippi Delta

COMMUNITY COLLEGE

Adjunct/Dual Enrollment/eLearning Faculty Resource Book

2020-2021

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MEMORANDUM

TO: **MDCC Adjunct Faculty**

FROM: **Teresa Webster, Vice President of Instruction**

DATE: **August 11, 2020**

SUBJECT: **FAQ by Adjunct Faculty**

Adjunct faculty members at Mississippi Delta Community College provide a vital contribution toward the academic success of this institution. We recognize each adjunct faculty member as a competent professional who represents the highest level of excellence and integrity and who shares the sense of mission of providing educational training and opportunities to the students enrolled at MDCC.

In the course of a school year, you may have questions and/or concerns. Your Division Chairman and Center Director (if teaching at Greenwood or Greenville) are always willing to help with any questions you may have. We have a web page dedicated especially to you. The **Adjunct Faculty Resource Page** can be found on our web site, www.msdelta.edu, under Faculty and Staff. The following pages also provide a "short list" of answers to frequently asked questions.

It is my hope that each of you will utilize your expertise in helping our students. In addition, it is my goal to provide you with the administrative support that you may need. My door is always open to hearing from each of you and for suggestions for making your work and our students' learning the best possible model of an outstanding educational environment.

Looking forward to an outstanding school year!

Frequently Asked Questions:

What is adjunct/dual enrollment/eLearning faculty? These are instructors who may or may not be employed as full-time status with another entity, but teach one or more classes for MDCC. They also maintain some type of office hours, whether they hold online discussion groups, or make themselves available before and after classes. Adjunct/dual enrollment/eLearning faculty are limited to teaching no more than nine semester hours.

What is part-time faculty? These are MDCC full-time employees who have other responsibilities but also teach classes.

How is the pay computed for adjunct/dual enrollment and part-time?
MDCC pays $1,300 per 3 contact hours for fall and spring terms and $1,400 per 3 contact hour for courses taught during the summer term. Adjunct/Dual Enrollment/eLearning instructors are paid on a sliding scale using the previous formula, but taking into account the enrollment for each course taught. Once the enrollment reaches 12 students, the full $1,300/$1,400 is paid. Contact Carmen Brown, eLearning Coordinator, if you need an explanation of your pay if you are being paid on a sliding scale. cbrown@msdelta.edu

Note: All adjunct/dual enrollment/eLearning faculty will fill out a "Class Load Form" which will be provided by your division chairman. Fall overloads are paid in four (4) monthly increments beginning at the end of September, and spring payments are made in four (4) monthly increments beginning at the end of February. Inter-sessions as well as summer payments are divided according to the various terms and may be prorated if the term has not been completed. (ex. If a summer term has two weeks in June and one in July, the instructor will be paid 2/3 of the amount at the end of June and the remainder at the end of July).

How is travel compensated for adjunct/dual enrollment? Travel mileage is compensated up to a maximum of 80 miles per day for travel at the federal mileage rate for a round trip from your residence to the MDCC location (currently $.575). A Travel Voucher (see enclosed sample) should be completed by the instructor. Please fill out the front **AND** back of the form. Be sure to include the CRN, Course Number, Section Number, Name and where you are traveling from on the back. (CRN 10000 CSC 1123-02 Computer Apps I Indianola to GHEC and return. This should be turned in **MONTHLY AND SHOULD BE COMPLETELY FILLED OUT**.

Who is my direct supervisor? Each faculty member is part of a team of professionals within a division. Each division has a chairperson who serves as the administrator of that area. The Division Chairs, the Dean of Career-Technical and Adult Education, and the Dean of Health Sciences are responsible for all areas of education and training within their respective divisions.

Why is it important to begin and end my class on time? Each course carries a specific amount of minutes which correspond to the proper credit for completing that course. It is important that each class period reflect those minutes. Part of the education of our students is preparing

them to enter the business arena. Proper work ethics demand that the criteria for each course are met by both faculty and students.

What needs to be included in my syllabus? Each course taught should have an updated syllabus posted on Canvas for use by students in that course. The instructor is responsible for using the common template provided by the Division Chair. Contact information for the instructor needs to be provided as well as office hours, grading criteria, academic integrity statements for the course/division, attendance requirements, and policies held by the individual instructor as long as those policies do not conflict with the policies of the institution. It is valuable for a faculty member to cover the policies the first few days of class. Students need to know the requirements for each course as well as the consequences for not meeting those requirements.

A significant challenge that all employees face is that of providing training in "soft skills" for students. Each instructor needs to strive to present the value of academic discipline, integrity, appropriate dress and demeanor, and effective communication skills touting the result as success for the student, not as a list of rules that are mandated. Positive communication results in positive results.

Do I have to use Canvas? There are several items that are <u>required</u> to be posted on the Canvas home page. These include:

- Instructor name
- Contact information
- Office hours
- Syllabus
- Grades (even for paper assignments/tests)

Due to the COVID-19 situation, EVERYTHING must be put on Canvas beginning fall 2020 until further notice.

What do I do if I have to be absent from class? All instructor absences need to be communicated to the **Division Chair** over that area. If an instructor suddenly becomes ill or cannot make it to a day or evening class, he/she needs to call the Division Chair as well as the Center Director (if the location is not the main campus). If neither of these can be reached, please call Teresa Webster at 246-6317 (office) or 299-7709 (cell). Unreported absences are **INEXCUSABLE.**

Why is recording attendance on a daily basis important? MDCC receives payments from the State depending on full time enrollment. At any given time, the school needs to know who is present in each class. It is imperative that instructors check rolls carefully to designate who truly is supposed to be attending. **See the separate handout on attendance for complete information on cuts, withdrawals, and no-shows.**

What contact information does MDCC and my students need from me? Each Division Chair, Off-Campus Directors, and the Office of Instruction need to be able to contact any faculty member within a 24 hour period. We request that faculty check their MDCC email <u>daily</u>, since this is the common method of communication utilized. If you like, you can go into your MDCC email and forward that email to another account. Work numbers are also helpful as well as cell numbers, if a faculty member does not object to providing this information. MDCC does not provide any phone numbers to non-MDCC personnel other than MDCC office numbers.

When do I call the police for disturbances in my class? Each instructor is responsible for maintaining a professional learning environment. Most behavior problems fall into the category of classroom management and should be handled as such. If students demonstrate threatening or serious disruptive behavior, the instructor should call for campus police; otherwise, the instructor should meet with the student after class and demand a change of behavior. An instructor should not allow a student to cause disruption in the learning environment. He/she has the right to prevent a student from returning to class. If the same student continues to cause disruption, please notify Dr. Ed Rice, Vice President of Student Services. Please document all behavior in order for Dr. Rice's office to have some idea of the problem this student is causing. All instructors are fully supported in their maintenance of a professional college classroom.

What can I do about cell phone use by students? Students should not have cell phones ringing in class, nor should students be allowed to text during a classroom session. No student should be allowed to have a cell phone or other electronic device at his/her desk when involved with graded work. Students need to notify instructors if they are concerned about an emergency due to illness of a family member, etc. MDCC has a cell phone policy. **Instructors should be on high alert with students possibly using cell phones AND smart watches to look up answers to questions on tests.**

What if a student cheats, plagiarizes, etc.? As stated in the information on the syllabus, each faculty member needs to have his/her own statement concerning academic integrity. It is important that student grades accurately reflect the work of the enrolled student. Instructors need to make it clear to students what constitutes academic integrity and what deviates from that attribute. Many students truly do not come to MDCC with that clarification. You need to have a cheating policy in your syllabus clearly stating the consequences. Both the Division Chair and the Vice President of Instruction will fully support the highest standard of academic integrity.

Attendance

No Show Policy and Process

A no show constitutes a 100% refund to the student.

Fall & Spring Session

- A student is a no show if he/she does not attend class for the first two weeks of the Fall or Spring semester.
- A student attends but his/her LDA (last date of attendance) falls within the first two weeks of the Fall or Spring semester.

Traditional Late Start Session

- A student is a no show if he/she does not attend class the first two days.
- A student attends but his/her LDA (last date of attendance) falls within the first two days.

Summer Sessions

Summer Interim Session

- A student is a no show if he/she does not attend class the first two days.
- A student attends but his/her LDA (last date of attendance) falls within the first two days.

Summer I and II Sessions

- A student is a no show if he/she does not attend class the first two days.
- A student attends but his/her LDA (last date of attendance) falls within the first two days.

eLearning Regular and Condensed (Late Start) Sessions

- Consult the policies distributed by the eLearning Coordinator

Cut-Outs

- 4 cuts allowed in a class that meets twice a week
- 2 cuts for a class that meets once a week.
- Traditional condensed (late start session) cuts should not exceed 2.
- Regular summer school session cuts should not exceed 2.
- Summer interim session cuts should not exceed 1.
- eLearning session cuts should not exceed missing more than two attendance markers in a regular session.

Upon cutting out, the student will receive an F unless they complete the withdrawal form after the announced 60% date.

Class Withdrawal Information

- Academic Instruction will provide 60% withdrawal dates to the divisions
- A student may not withdraw before the 60% date or after the announced final date for withdrawing
- If a student wishes to withdraw, the instructor should complete a withdrawal form with the student after the 60% date to receive a W (this is the student's responsibility!) If the form is not completed, the student should receive an F for cutting out of class. **See your division chair for withdrawal forms for face-to-face classes.**

School Withdrawal Information

Students wishing to officially withdraw from all classes at MDCC, should begin the process in the Office of Advising in the Boggs-Scroggins Student Services building.

1. The student will visit with an academic counselor in the Office of Advising where he/she will be issued a School Withdrawal form.
2. The student should obtain signatures from:
   - the **Library** (staff will check for any materials the student may have checked out and not returned)
   - the **Business Office** (staff will check for any fines the student may have incurred)
   - **Financial Aid** (staff will inform the student of the consequences resulting from a total withdrawal from MDCC)
3. The student will sign the completed form verifying his/her complete understanding of the consequences which may result from a total withdrawal from MDCC. The student should then bring the signed form and a copy of his/her current class schedule back to the Office of Advising for completion. Staff will sign the form verifying that the withdrawal process is complete. An e-mail will be sent to the instructors informing them that the student has officially withdrawn from MDCC. Upon receipt of the e-mail, each instructor should enter the LDA for that student into Banner.

eLearning Withdrawal Information

MDCC students may withdraw from an eLearning class by completing an online withdrawal form after the 60% date which will be published on the eLearning web page and on Canvas. The form may be found at www.msdelta.edu, eLearning, Withdrawal Form. Forms received prior to the 60% date <u>WILL NOT BE PROCESSED</u>.

General Information

- Exact dates will be given for no shows each semester by Academic Instruction/Admissions
- Admissions and Records Office will send reminder emails with instructions for processing no shows
- No shows processed during the correct timeframe, in the current semester, can be processed by the instructor. The Change of Grade Form will not be necessary. Withdrawal forms are not necessary during the 100% refund period.

Importance of Accurate Attendance Records

- Attendance must be processed daily for accurate records
- This process is critical to the accuracy of the student's account

Offices Affected by Accurate Attendance Records

- **Admissions and Records**
    - Critical for the state audit which affects our state funding
- **Financial Aid**
    - Federal aid is based on the number of credit hours in which a student is enrolled
    - Critical for correct federal aid and refund balances
- **Business Office**
    - Accurate attendance is critical for correct student account balances
    - Students are checking their account balances via Banner Self Service
    - Students are receiving statements in the mail several times a semester
    - No shows as well as adding and dropping classes change the student's account balance
    - Amount of financial aid refunded to student is affected

2020 – 2021 COLLEGE CALENDAR

2020 Fall Session

Aug. 10	Mon.	8:00 a.m. – pictures for yearbook 9:00 a.m. – Full Time Faculty/Staff Convocation
Aug. 11	Tues.	6:00 p.m. – Adjunct Faculty meeting (Private Dining Room)
Aug. 11 – 14	Tues. – Fri.	Registration
Aug. 14	Fri.	**WORKDAY FOR ALL** faculty and staff
Aug. 14	Fri.	Move In Day – Residence Halls open for occupancy 10:00 a.m. – 2:00 p.m.
Aug. 17	Mon.	8:00 a.m. – DAY CLASSES BEGIN 6:00 p.m. – EVENING CLASSES BEGIN
Aug. 17 – 18	Mon. – Tues.	**LATE** Registration
Aug. 18	Tues.	LAST DAY TO REGISTER OR ADD A COURSE for classes beginning August 17
Aug. 21	Fri.	Virtual Class Day (attendance marker required for M classes)
Aug. 24	Mon.	eLearning Fall Classes Begin
Aug. 28	Fri.	Virtual Class Day (attendance marker required for T classes)
Sept. 4	Fri.	Virtual Class Day (attendance marker required for W classes)
Sept. 7	Mon.	**STATE/NATIONAL HOLIDAY** Day and Evening classes do **NOT** meet
Sept. 8	Tues.	8:00 a.m. – Classes resume and offices open
Sept. 11	Fri.	Virtual Class Day (attendance marker required for R classes)
Sept. 21	Mon.	Fall Special Session Begins
TBA	Sat.	Homecoming
Oct. 19	Mon.	eLearning Fall Special Session Begins
Oct. 19 – Nov. 19		Student Evaluation of Instruction

Oct. 22	Thurs.	Class Withdrawal period begins for traditional classes beginning August 17
Oct. 22	Thurs.	Class Withdrawal period begins for traditional classes beginning September 21
Nov. 2 – 12	Mon. – Thurs.	Priority Registration for **HOLIDAY INTERIM** and **SPRING 2021**
Nov. 9	Mon.	Class withdrawal period ends for traditional classes beginning September 21
Nov. 10	Tues.	Fall Special Session Ends
Nov. 19	Thurs.	Class withdrawal period ends for traditional classes beginning August 17 and last day to withdraw from school. Final exam for Thursday night class ONLY
Nov. 25	Wed.	Residence Halls close 4:00 p.m.
Nov. 23-25	Mon. – Wed.	FINAL EXAMINATIONS IN ALL CLASSES
Nov. 26-Dec. 31		**FALL BREAK/THANKSGIVING/CHRISTMAS HOLIDAYS**
Nov. 30	Mon.	Applications for admission for the spring semester should be on file by this time. 10:00 a.m. – All grades due
Dec. 3	Thurs.	eLearning Fall Session Ends
Dec. 9	Wed.	eLearning Fall Special Session Ends

		HOLIDAY INTERSESSION
Dec. 11	Fri.	Holiday Intersession Begins
Jan. 7	Thurs.	Holiday Intersession Ends & Final Examinations
Jan. 8	Fri.	8:00 a.m. – Grades due for Holiday Intersession

		2021 SPRING SESSION
Jan. 4	Mon.	8:00 a.m. – Offices open
Jan. 5 – 8	Tues. – Fri.	8:30 a.m. – Spring Registration
Jan. 8	Fri.	**WORKDAY FOR ALL**

Jan. 10	Sun.	2:00 p.m. – 5:00 p.m. Residence Halls open for occupancy 5:00 p.m. – Cafeteria opens
Jan. 11	Mon.	8:00 a.m. – Day Classes Begin 6:00 p.m. – Evening Classes Begin
Jan. 11 – 12	Mon. – Tues.	**LATE** Registration
Jan. 12	Tues.	LAST DAY TO REGISTER OR ADD NEW COURSE
Jan. 14	Thurs.	Residence Halls close
Jan. 18	Mon.	**STATE/NATIONAL HOLIDAY** 1:30 p.m. – Residence Halls open for occupancy 5:00 p.m. – Cafeteria opens Evening classes do **NOT** meet
Jan. 19	Tues.	eLearning Spring Session Begins
Jan. 19	Tues.	8:00 a.m. – Classes resume and offices open
Feb. 22	Mon.	Spring Special Session Begins
Mar. 4	Thurs.	4:00 p.m. – Residence Halls close
Mar. 8 – 11		**SPRING HOLIDAYS**
Mar. 14	Sun.	2:00 p.m. – Residence Halls open 5:30 p.m. – Cafeteria opens
Mar. 15	Mon.	eLearning Spring Special Session Begins
Mar. 15	Mon.	8:00 a.m. – Classes resume and offices open
Mar. 25	Thurs.	Class withdrawal begins for traditional classes beginning January 11
Apr. 1	Thurs.	Class withdrawal begins for traditional classes beginning February 22
Apr. 5 – 15	Mon. – Thurs.	Priority Registration for **SUMMER 2021** and **FALL 2021**
Apr. 19	Mon.	Class withdrawal ends for traditional classes beginning February 22
Apr. 20	Tues.	Spring Special Session Ends
Apr. 26	Mon.	Service & Leadership Program
Apr. 28	Wed.	Honors Day Program

Apr 29	Thurs.	eLearning Spring Session Ends
Apr. 29	Thurs.	Class withdrawal period ends for traditional classes beginning January 11 and last day to withdraw from school.
May 3 – 5	Mon. – Wed.	FINAL EXAMINATIONS IN ALL CLASSES
May 5	Wed.	eLearning Spring Special Session Ends
May 5	Wed.	1:30 p.m. – Graduation Practice for Health Science MDCC Coliseum
May 6	Thurs.	10:00 a.m. – All grades due 4:00 p.m. – Residence Halls close
May 6	Thurs.	10:00 a.m. – Health Sciences Pinning/Graduation MDCC Coliseum 1:30 p.m. – Graduation Practice for Academic & Career/Technical MDCC Coliseum
May 7	Fri.	**WORKDAY FOR ALL** 10:00 a.m. – Academic & Career/Technical Graduation MDCC Coliseum – Alphabet A-L 1:00 p.m. – Academic & Career/Technical Graduation MDCC Coliseum – Alphabet M-Z
May 31	Mon.	**HOLIDAY – MEMORIAL DAY**

		2021 SUMMER SESSION
		MAYMESTER
May 10	Mon.	Summer Intersession Begins
May 18	Tues.	Class withdrawal period begins for Maymester classes
May 20	Thurs.	Exams for Summer Intersession
		eLEARNING SUMMER
June 1	Mon.	eLearning Summer Begins
July 1	Thurs.	Class withdrawal period begins for eLearning Summer classes
July 21	Wed.	eLearning Summer Ends
		SUMMER 1
May 24	Mon.	Summer 1 Begins
June 14	Mon.	Class withdrawal period begins for Summer 1
June 23	Wed.	Exams for Summer 1
		SUMMER 2
July 5	Mon.	Summer 2 Begins
July 22	Thurs.	Class withdrawal period begins for Summer 2
Aug. 3	Tues.	Exams for Summer 2

Information from Campus Police

Emergency Numbers by Campus

Moorhead Main Campus	662-246-8011 (available 24/7)
Greenville Higher Education Center (GHEC)	662-379-7305
Greenwood Center	662-299-6300
Capps Center	662-887-2876

Chief Clifton King makes a reasonable request of all faculty and staff. We would like for you to be made aware that police officers work a rotating shift with a variety of schedules, on a weekly basis.

We implore of you to please inform campus police by calling the appropriate emergency number that is listed above, if a need arises to enter any building after hours. We ask that you please call before entrance into any building. Your cooperation is duly appreciated.

Canvas Handbook for Instructors

Complete handbook
may be found at:
www.msdelta.edu,
Faculty and Staff,
Forms and Documents

MISSISSIPPI DELTA
COMMUNITY COLLEGE

Carmen Brown, Canvas Administrator

Mississippi Delta Community College

cbrown@msdelta.edu, 662.246.6275

Welcome to the TROJAN family!

For information from the Office of Information Technology regarding MyDelta, MyBanner and MDCC email, if you have a QR scanner app on your smartphone or tablet, scan the QR code below. Or, if you prefer, access the IT page on the MDCC website - https://www.msdelta.edu/information-technology/

Scan me!

If you have problems or questions related to your admission status, grades, or transcripts, please contact the **Office of Admissions & Records** by emailing **admissions@msdelta.edu** or calling **662.246.6306**.

If you have problems or questions about your Financial Aid, please contact the **Office of Financial Aid** by emailing **financialaid@msdelta.edu** or calling **662.246.6263** or **662.246.6310**.

If you have problems or questions about your student account, financial aid refunds, please contact the **Business Office** at **662.246.6312**.

If you have problems or questions concerning online classes or Canvas, please contact the **Office of eLearning** at 662.246.6319 or 662.246.6341 or email **vccdlc@msdelta.edu**.

If you have technical problems with MyDelta, MyBanner or Student Email, contact **Information Technology** at **662.246.6330** or by emailing **it@msdelta.edu**. You MUST provide your Banner ID number, full name, and a thorough description of your problem or what you need assistance with.

DISABILITY RESOURCE GUIDE AND PROCEDURAL STANDARDS

Guidelines for Mississippi Delta Community Co. designated ADA/504 Coordinators faculty, students and administration in compliance with the federal mandated laws (ADA and Section 504) and legal precedents.

Notice of Non-discrimination Statement

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Steven J. Jones, Vice President of Administrative Services; 662.246.6304 or EEOC@msdelta.edu. Title IX: Dr. Ed Rice, Vice President of Student Services, 662.246.6444 or titleIX@msdelta.edu. Disability Support Services: Nakeshia Fipps, Counseling and Disability Support Services Coordinator, 662.246.6361 or ADAcompliance@msdelta.edu. The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.

THE COMPLETE MANUAL MAY BE FOUND AT WWW.MSDELTA.EDU, CURRENT STUDENTS, DISABILITY SERVICES.

MDCC LIBRARY

August 11, 2020

Dear Teachers:

Welcome back to the 2020-2021 school year. We hope all of you had a wonderful summer and wish you a successful semester. We would love for you to browse our website and see what is available to you and your students. Our student policy and procedure manual is now online along with some FAQ's.

We are available to conduct orientations for you and your classes, letting you/your students know what resources are available and how to access them. Please be aware that you cannot send a class to the library without reserving the time period. You should reserve the library 24 hours before you want your orientation This will enable us to customize the orientation to fit your classes' needs.

Also, please remember if you plan to send your class to work on an assignment where library resources are needed, please give us a 24 hour notice before sending your students. We would also like a copy of the assignment so we can better assist your students.

You may also reserve materials in the library for your classes. These books/materials will be shelved separately from the collection and may not be taken from the library unless a special request is made by the instructor. We can email a form to you upon request.

If you would like for the library to purchase books and/or material to add to our collection, please send us the title, author and ISBN of the item(s).

Please let us know if there is anything you need throughout the school year.

Thank you.

Kristy Bariola, Director of Library Services

kbariola@msdelta.edu

246-6378

Intra-Library Loan

Mississippi Delta Community College

Stanny Sanders Library

Date:_____

Center making request: _____

Center from which request is to be sent:_____

Student's name:_____

College or University student attends:_____

Title and call # of request: _____

Barcode #:_____

Librarian making request:_____

Date request received:_____

Date request returned:_____

This form should be filled out by the requesting library and faxed to the appropriate library site. The form will be with the requested text and should accompany the text when it is returned to the loaning library.

ONLINE LIBRARY RESOURCES

Passwords for databases are listed on Canvas

Online Library Catalog The Online Library Catalog is an alphabetical index of all books and audiovisual materials in the MDCC library system.

eBooks are digital versions of works offered by the MDCC Library.

World Data Analyst; Gateway to the Classics; Merriam-Webster's Collegiate Dictionary & Thesaurus; Merriam-Webster's Dictionary of Quotations; Full-text journal and magazine articles from EBSCO and ProQuest journals; BBC, New York Times & SBS World News daily headlines; The Web's Best; World Atlas; Advanced search capabilities and Britannica's exclusive "Workspace", a research organizer; Over 75,000 Articles from Encyclopedia Britannica and over 23,000 biographies; Year in Review Browse .

Using the 24/7 REFERENCE SERVICE students can chat with a librarian anytime.

This database includes hundred's of Professor Bloom's essays, which examine the lives and works of great writers throughout history and the world; contains an archive of more than 40,000 characters, as well as extensive entries on literary topics, themes, movements, and genres.

The world's most comprehensive source of full text for nursing and allied health journals, providing full text for more that 520 journals indexed in

CINAHL. This authoritative file contains full text for many of the most used journals in the CINAHL index – with no embargo. With full text coverage going back to 1982, CINAHL with Full Text is the definitive research tool for all areas of nursing and allied health literature.

Credo Reference is an information skills solutions provider that serves libraries worldwide. We build platforms and instructional materials that enable the flexible configuration of content, technology and services for the purpose of connecting learners, faculty and teachers, librarians and publishers. Credo promotes knowledge building, problem solving and critical thinking to give people the information skills necessary for success throughout their academic, professional and personal lives.

MAGNOLIA is the acronym for Mississippi Alliance for gaining New Opportunities through Library Information Access. It is paid for by the State of Mississippi and is available in all public libraries, public elementary and secondary schools, and colleges/universities. Various databases are broken down by discipline and located under subject specific links .

MELO
MISSISSIPPI ELECTRONIC
LIBRARIES ONLINE

MELO (Mississippi Electronic Libraries Online) is the virtual Library for the Mississippi Community/Junior Colleges with links to other online databases, electronic books, journals, and scholarly websites.

Contains resources that present multiple sides of an issue. This database provides the basis from which students can realize an develop persuasive arguments and essays, better understand controversial issues and develop analytical thinking skills.

Science Online offers a comprehensive, curriculum-oriented overview of a broad range of scientific disciplines in a variety of useful formats. Features include Topics, Terms, and Principles; Images, Videos, and Animations; Experiments and Activities; Biographies; Definitions; News Articles; Timelines; and Special Features.

Issues and Controversies helps researchers understand the crucial issues we face today, exploring more than 800 hot topics in business, politics, government, education, and popular culture. Updated weekly, with links to a 12-year back-file, Issues and Controversies offers in-depth articles made to inspire thought-provoking debates. This database is great for research papers and de-

Researcher Starters – Business contains articles averaging 3,000 words, an overview explaining why the topic is relevant to business and its implications to stakeholders, further insights and/or applications outlining how the points in the overview can be applied to business, viewpoints to enable business students to develop a critical perspective on the top-

Researcher Starters—Education database that provides students with a solid foundation for their research and assignments, as well as overview information on topics relevant to their studies. Comprehensive summaries of discipline specific topics help students to grasp the broad outlines of a subject, understand real world applications, critically engage with the topics, and locate sources for advanced research.

PrepSTEP is packed with online tutorials, test practice, e-books and articles to help students achieve academic success and workplace readiness. It has skill building in English, math and science, career licensing test prep, workplace skill building, basic computer skills tutorials, college success skills development and much more.

Contains articles exploring social, scientific, historic, economic, political, and global issues. Articles are selected from domestic and international newspapers, magazines, journals and government publications. All articles are indexed according to Library of Congress.

The perfect resource for well-rounded, complete, and timely biographical research for library patrons in any discipline, as well as patrons working in multidisciplinary fields, such as women's studies, cultural studies, media studies, and more.

Films Media Group is the leading source of high-quality video and multimedia for academic, vocational, and life-skills content. Films Media Group serves the education community through its four brands. Films for the Humanities and Sciences, Cambridge Education, Meridian Education, and Shopeware.

MAGNOLIA: Mississippi Delta Community College
Stanny Sanders Library
P.O. Box 668 Moorhead, MS 38761

Database (*Includes Full-text Content)	Description
Academic Search Complete* **EBSCO HOST**	Designed specifically for academic institutions, is the world's largest scholarly, multi-disciplinary full text database containing full text for nearly 4,650 serials, including more than 3,600 peer-reviewed publications. This scholarly collection offers information in nearly every area of academic study including: computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, ethnic studies, and many more.
AGRICOLA	Contains indexing and bibliographic citations for over 2.5 million records from the U. S. Department of Agriculture's National Agricultural Library. Coverage dates back to 1970.
Alt Health Watch* **EBSCO HOST**	Focuses on perspectives of complementary, holistic and integrated approaches to health care and wellness. Includes full-text coverage of more than 180 journals, reports, proceedings, and consumer newsletters. Full-text titles include *American Journal of Chinese Medicine, American Journal of Homeopathic Medicine, and the Journal of Alternative & Complementary Medicine*.
ArticleFirst	Indexes journals in science, technology, medicine, social science, business, the humanities, and popular culture from 1990 to the present.
Bibliography of Native North Americans (BNNA)	BNNA is a bibliographic database covering all aspects of native North American culture, history, and life. Topics include archaeology, multicultural relations, gaming, governance and literacy. Indexing covers books, essays, journal articles and government documents for both the United States and Canada.
Book Collection: Nonfiction*	Designed for school libraries, this database contains abstracts and searchable full-text for 3,370 popular nonfiction books.
Business Source Complete* (Upgrade) **EBSCO HOST**	An upgrade from Business Source Premier, this database covers all areas of business and economics. Over 11,000 journals and magazines are indexed (with over 1,900 peer-reviewed titles), and 10,380 are available with full-text access (1,299 peer-reviewed). Also includes author profiles and company reports.
Computer Science Index	Offers abstracting and indexing of academic journals, professional publications, and other reference sources. Covers more than 6,500 periodicals and books, with coverage going back to the mid 1960's. Formerly known as Computer Literature Index.
Computer Source*	Includes nearly 300 full-text journals and magazines covering topics such as computer science, programming, artificial intelligence, cybernetics and information systems.
Consumer Health Complete*	Provides full-text access to 176 health reference books and encyclopedias, more than 4000 full-text evidence-based health reports, over 5000 reports from *Clinical Pharmacology*, hundreds of medical images and diagrams and more than 1,200 physician-generated videos.
EBSCO Animals **EBSCO HOST**	Provides in-depth information on a variety of topics relating to animals. The database consists of indexing, abstracts, and full text records describing the nature and habitat of familiar animals.
Economia y Negocios	This bibliographic data index covers more than 200 Spanish and Portuguese-language business and economics periodicals published in Argentina, Brazil, Chile, Colombia, Spain and the United States.
ERIC **EBSCO HOST**	ERIC, the Educational Resources Information Center, contains more than 2,200 education digests along with references for additional information, citations, and abstracts from over 980 educational and education-related journals.
Environment Complete	Provides coverage in applicable areas of agriculture, ecosystem ecology, energy, renewable energy resources, natural resources, marine & freshwater science, geography, pollution & waste management, environmental technology, environmental law, public policy, social impacts, urban planning, and more. The Index contains more than 1,590,000 records from more than 1,500 domestic and international titles going back to the 1950s as well as more than 100 monographs.
Funk and Wagnalls Encyclopedia*	Provides over 25,000 full-text encyclopedic entries. Searchable by subject or keywords within the entry.
Garden, Landscape and Horticulture Index	Indexes and abstracts over 300 core titles in the area of horticulture, botany, garden and landscape design/history, ecology, plant and garden conservation, garden management, and horticultural therapy.
General Science Collection*	Designed for school libraries, this collection of full-text publications includes information on all aspects of the scientific world. In addition to full-text access to over 60 popular science publications, this database provides access to *Great Scientific Achievements of the Twentieth Century*.

Database (*Includes Full-text Content)	Description
GreenFILE	Provides well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for approximately 295,000 records, as well as Open Access full text for more than 4,600 records.
Health Source: Nursing/Academic Edition	Provides nearly 550 scholarly full text journals, including nearly 450 peer-reviewed journals focusing on many medical disciplines. Also featured are abstracts and indexing for nearly 850 journals.
History Reference Center*	The database contains more than 1,500 full- text reference books, encyclopedias and non- fiction books from leading scholarly publishers. Over 100 leading historical periodicals are also indexed and available full-text. Additional content includes 58,000 historical documents, 43,000 biographies of historical figures, more than 12,000 historical photographs and maps, and more than 80 hours of historical video.
Hospitality and Tourism Index Complete*	With coverage dating back to 1965, this database includes more than 200 full-text periodicals, company and country reports, and books. Topics covered include the culinary arts, food and beverage management, hospitality law, hotel management, and leisure/business travel.
Humanities International Complete*	Provide full-text access to journals, books, and other published sources in all areas of the humanities. Overall, the database has over 1.6 million records, with selected content available online.
Information Science & Technology Abstracts	Indexes more than 450 journals in the area of classification, cataloging, bibliometrics, information management, and scholarly communication. Also includes books, research reports, and conference proceedings.
Insurance Periodicals Index	Indexes and abstracts over 200 insurance industry journals and magazines, with coverage dating back to 1965.
International Bibliography of Theatre and Dance with Full-text*	Indexes theatre and dance literature, with over 100 full-text journals and over 50 full –text books. Full-text reference sources include *The World Encyclopedia of Contemporary Theatre*, and *Who's Who in Contemporary World Theatre*.
Internet & Personal Computing Abstracts	Formerly known as Microcomputer Abstracts, this database indexes and abstracts the literature related to personal computing products and related business developments. Over 400 trade publications, mainstream computer magazines, and professional journals are covered. Special emphasis is given to hardware and software reviews.
Legal Collection*	Provides full-text access to approximately 250 scholarly law journals. Topics covered include criminal justice, international law, labor & human law, and legal ethics.
Literary Reference Center*	A comprehensive literary database, LRC includes over 10,000 plot summaries, 75,000 articles of literary criticism, over 130,000 author biographies, 500,000 book reviews, 25,000 online poems, 11,000 online short stories, and over 300 full-text literary journals. Also includes several hundred full-text reference works.
Kids Resource Center (K-5)	EBSCO has created a search interface designed specifically for elementary/middle school students according to their needs and search abilities. Kids Search makes it easier for students to look for their subjects of interest by automatically searching across all databases simultaneously.
Library, Information Science & Technology Abstracts	Indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.
MAS Ultra: School Edition*	An expanded edition of the MAS database includes more than 700 full-text magazines, 518 pamphlets, over 350 full-text reference books, and over 83,000 primary resources. Designed for school libraries.
MasterFILE Complete EBSCO HOST*	Designed specifically for public libraries, provides full text for nearly 1,950 general periodicals covering a broad range of disciplines including general reference, business, education, health, general science, multi-cultural issues and much more.
Middle Search Plus *EBSCO HOST	Provides full text for more than 150 popular magazines for middle and junior high school research. Middle Search Plus contains 91,600 biographies; 75,000 primary source documents; and an image collection of 107,135 photos, maps, and flags.
Newspaper Source* EBSCO HOST	Provides full text for nearly 30 national (U.S) and international newspapers. The database also contains full text television & radio news transcripts, and selected full text for more than 230 regional (U.S.) newspapers.

Database (*Includes Full-text Content)	Description
NoveList	Search for authors and titles of interest by entering a favorite author or title, or a subject. Besides locating books for general reading, users can learn more about particular books and authors through Author Read-alikes, Feature Articles, Book Discussion Guides, and Book Talks. These features have been developed specifically with NoveList users in mind, offering support for librarians, teachers, and individual readers. NoveList is suitable for readers of all ages.
Primary Search*	Provides full text for more than 70 popular magazines for elementary school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles), and full-text information dates as far back as 1990.
Professional Development Collection*	This database covers areas within education and librarianship, with over 700 titles indexed and 548 full-text journals. In additional more than 200 education journals are included.
Psychology & Behavioral Sciences Collection*	Includes over 570 full-text journals in the area of psychology, mental processes, anthropology, psychiatry, and other behavioral areas.
Regional Business News *	Provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.
Religion & Philosophy Collection*	This database covers topics such as world religions, biblical studies, religious history, philosophy of language, moral philosophy, and the history of philosophy. Includes more than 300 full-text journals.
Searchasaurus*	Designed for elementary and middle school students, the colorful, graphical interface makes research simple and fun. This full text database is searchable by keyword or subject.
Serials Directory	Provides access to the most up-to-date and accurate bibliographic information as well as current pricing structures for popular serials. It contains over 182,500 U.S. and international titles, including newspapers; historical data for an additional 20,000 titles; data from over 85,000 publishers worldwide, including e-mail and Internet addresses; and Library of Congress and Dewey Decimal classifications for every entry.
Student Resource Center (6-12)	EBSCO has created a search interface designed for secondary school students according to their needs and search abilities. They can search their database by topic heading, make use of an online dictionary and encyclopedia, explore the top searches of the day, and even limit their search according to appropriate Lexile reading levels.
Teacher Reference Center	Provides indexing and abstracts for over 280 of the most popular teacher and administrator trade journals to assist professional educators.
TOPICsearch*	Designed for school libraries, this current events database explores social, political and economic issues, including controversial opinions and viewpoints. Includes full-text access to over 102,800 articles from 2,500 periodicals, polls, book reviews, and newspapers.
Vocational & Career Collection*	Provides full-text coverage for approximately 350 trade and industry-related periodicals. Includes such titles as *Modern Machine Shop, Video Business, Hotel and Motel Management, and Advertising Age.*

Passwords for Online Databases

Academic Search Premier (MAGNOLIA)	Username: magn0119 Password: Delta19!
Biography Reference	Username: magn0119 Password: Delta19!
Bloom's Literary Reference	Username: mdcc Password: mdcc
Britannica Online	Username: mdcc Password: mdcc
CINHAL	Username: magn0119 Password: Delta19!
Credo Reference	Username: magn0119 Password: mdcc
Ebook Collection	Password: magn0119
Films on Demand	Username: mdcc Password: mdcc
Flipster (Online Popular Magazines)	Username: magn0119 Password: Delta19!
Gale Virtual Library	Password: magn0119
Issues and Controversies	Username: mdcc Password: mdcc
Literary Reference Center (MAGNOLIA)	Username: magn0119 Password: Delta19!
MAGNOLIA	Password: magn0119
Ovid Nursing Journals Nursing, AJN & MEDSURG Nursing	Login Name: msdcc999 Password: research
Points of View	Username: magn0119 Password: Delta19!
PrepSTEP	Username: magn0119 Password: mdcc
Research Starter-Business Research Starter-Education Research Starter-Sociology	Username: magn0119 Password: Delta19!
Science Online	Username: mdcc Password: mdcc
SIRS Researcher (MELO)	Username: magn0119 Password: mdcc

Passwords for Online Databases

Academic Search Premier (MAGNOLIA)	Username: magn0119 Password: Delta19!
Biography Reference	Username: mdcc Password: mdcc
Bloom's Literary Reference	Username: mdcc Password: mdcc
Britannica Online	Username: mdcc Password: mdcc
CINHAL	Username: magn0119 Password: Delta19!
Credo Reference	Username: magn0119 Password: mdcc
Ebook Collection	Password: magn0119
Films on Demand	Username: mdcc Password: mdcc
Flipster (Online Popular Magazines)	Username: magn0119 Password: Delta19!
Gale Virtual Library	Password: magn0119
Issues and Controversies	Username: mdcc Password: mdcc
Literary Reference Center (MAGNOLIA)	Username: magn0119 Password: Delta19!
MAGNOLIA	Password: magn0119
Ovid Nursing Journals Nursing, AJN & MEDSURG Nursing	Login Name: msdcc999 Password: research
Points of View	Username: magn0119 Password: Delta19!
PrepSTEP	Username: magn0119 Password: mdcc
Research Starter-Business Research Starter-Education Research Starter-Sociology	Username: magn0119 Password: Delta19!
Science Online	Username: mdcc Password: mdcc
SIRS Researcher (MELO)	Username: magn0119 Password: mdcc
Today's Science	Username: mdcc Password: mdcc

Procurement Procedures

Steps for Contracts/Agreements

The MDCC Procurement Committee establishes process for all contracts/service agreements. Each contract/service agreement must go through one of the following evaluation processes.

If your purchase is $1,000 or less:

- Complete the *Purchase Requisition* form and forward it to the Business Office.
- Complete the *Contracts/Consortium Evaluation* form and attach it to the *Purchase Requisition.* Send both documents to the Business Office.

If your purchase is more than $1,000:

- Complete the *Purchase Requisition* form. Attach quotes and other documentation, if necessary.
- You must attach a formal agreement to the *Purchase Requisition.*
    - This agreement can come from the vendor or MDCC. MDCC uses the attached *MOA (Memorandum of Agreement).* Before attaching it to the *Purchase Requisition*, make sure it is already signed by the selected vendor. Then obtain all appropriate MDCC signatures.
- Complete the ***Contracts/Consortium Evaluation* form (see page 2)**
- Forward the *Purchase Requisition*, the vendor agreement or *MOA*, and the *Contracts/Consortium Evaluation* form to the Business Office. A member of the Procurement Committee will determine which of the following approvals are necessary.
    - Agreements of $1,000 to $5,000 require the President's signature on the Contract/Agreement/MOA for approval.
    - Agreements of $5,000.01 to $24,999.99 will require ratification of the Contract/Agreement/MOA by the Board of Trustees after approval by the President.
    - Agreements of $25,000 or more will require multiple bids or quotes as appropriate and must obtain Board of Trustees approval for the Contract/Agreement/MOA. Such agreements must also include the criteria used to evaluate the proposals and the completed evaluation forms attached to the *Contracts/Consortium Evaluation* form.
- After appropriate approval and processing, copies of all executed agreements will be forwarded to the Office of Research, Planning, and Effectiveness for archiving.

Mississippi Delta Community College
Contracts/Consortium Evaluation

The Contracts/Consortium Evaluation is a feedback mechanism that allows for continual improvement in securing contracts and other agreements. It also provides a mechanism for demonstrating whether agreements contribute to achieving the mission and goals of the institution.

_____   _____
Name of Agreement/Contract   Department/Division

1. Please evaluate this agreement/contract by responding to the items below:

- Is the contract/consortium agreement appropriate to the mission and goals of the institution? ___Yes ___No Comments:

- Does the contract/consortium agreement meet the needs of the institution? ___Yes ___No Comments:

- Are both parties in agreement with the contract/consortium agreement? ___Yes ___No Comments:

- Does the contract/consortium agreement impact the MDCC budget? ___Yes ___No Comments:

- Does the contract/consortium agreement require Board approval? ___Yes ___No Comments:

Justification for selecting this vendor (For contracts exceeding $25,000 please attach the criteria used to evaluate the proposals and the completed evaluation forms)

_____

_____

_____

Div. Chair/Director/Supervisor:_____ Date_____

Vice-President:_____ Date_____

President:_____Date_____

2. After obtaining the above signatures, forward this evaluation to the Business Office, along with the Purchase Requisition, Contract/Agreement, and other supporting documents.

Procurement Committee Recommendation

The above agreement has been evaluated and meets all the procurement guidelines for the institution. The Procurement Committee recommends the following in order to execute the agreement:

____ Obtain President's Signature on the Contract/Agreement ($5,000 or less)
____ Obtain Board Ratification for the Contract/Agreement ($5,001 to $24,999.99)
____ Advertise for bids and obtain Board Approval for the Contract/Agreement ($25,000 and over)

Committee Representative:_____ Date_____

MISSISSIPPI DELTA
C O M M U N I T Y   C O L L E G E
CHANGE OF GRADE

_____

Student

_____

ID Number

_____

Course Title & Number   CRN Number

_____

Semester   Year

Final grade is to be changed:
_____
                          From   To

Comments:

_____

_____

_____

_____

Instructor   Date

Approved by:

_____

Division Chair/Dean (if applicable)   Date

_____

VP of Instruction   Date

After signatures have been obtained, the Office of the Vice President of Instruction will forward the __original form to the Admissions Office__.

Copies will be sent to:

_____ Instructor

_____ Division Chair

Updated 2016

MISSISSIPPI DELTA
COMMUNITY COLLEGE

TRAVEL VOUCHER

NAME _John Doe_   DATE _9-30-2020_

ID# *(do not use social security#)* _D000XXXXX_   DEPARTMENT _Business_

MDCC BOX # OR MAILING ADDRESS _15 First St., Indianola, MS 38751_

For mileage for privately owned auto used by me for transportation and for reimbursement of subsistence and other authorized expenses paid by me in the discharge of official duty from _Sept. 1_, 20 _20_ to _Sept 30_, 20 _20_. The itemized statement follows.

AMOUNT CLAIMED

IN-STATE TRAVEL	AMOUNT	OUT-OF-STATE TRAVEL	AMOUNT
771 MEALS & LODGING		781 MEALS & LODGING	
775 GAS		785 GAS	
772 TRAVEL (AUTO-PRIVATE)	57.50	782 TRAVEL (AUTO-PRIVATE)	
774 TRAVEL (PUBLIC CARRIER)		784 TRAVEL (PUBLIC CARRIER)	
776 OTHER TRAVEL COST		786 OTHER TRAVEL COST	
SUB-TOTAL IN-STATE TRAVEL COST	57.50	SUB-TOTAL OUT-OF-STATE TRAVEL COST	
		LESS: TRAVEL ADVANCE	
		NET OUT-OF-STATE	
TOTAL REIMBURSEMENT REFUND	57.50		

Subject to any difference determined by verification, I certify that the above amount claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received.

Signature of Employee_John Doe_   Date _9-30-2020_

MAXIMUM MEAL ALLOWANCE

	BREAKFAST	LUNCH	DINNER	DAILY TOTALS
IN-STATE	4.00	5.00	11.00	20.00
OUT-OF-STATE	5.00	7.00	12.00	24.00

Supervisor/Division Chair/Dean _will sign_   DATE

Vice-President _will sign_   DATE

DATE	BREAK FAST	LUNCH	DINNER	TOTAL	HOTEL/ MOTEL	TOTAL MEALS & LODGING	PURPOSE	TRAVEL TO	TOTAL MILES	PUBLIC CARRIER	OTHER AUTHORIZED EXPENSES ITEM	AMOUNT
9-7-20							Teach Night Class	Round Trip Home to School	25			
9-14-20							''	''	25			
9-21-20							''	''	25			
9-28-20							''	''	25			
								TOTAL MILES	100			
GRAND TOTAL	XXX	XXX	XXX					MILES @ Check the website for mileage rate	.575		XXXXXX	57.50

MEALS & LODGING 771_____ 781_____

MILEAGE   772 57.50 782_____
PUBLIC CARRIER   774_____ 784_____
GAS   775_____ 785_____
OTHER   776_____ 786_____

MISSISSIPPI DELTA
COMMUNITY COLLEGE

TRAVEL VOUCHER

NAME _____ DATE _____

ID# *(do not use social security#)* _____ DEPARTMENT _____

MDCC BOX # OR MAILING ADDRESS _____

For mileage for privately owned auto used by me for transportation and for reimbursement of subsistence and other authorized expenses paid by me in the discharge of official duty from_____, 20_____ to _____, 20_____. The itemized statement follows.

AMOUNT CLAIMED

IN-STATE TRAVEL	AMOUNT		OUT-OF-STATE TRAVEL	AMOUNT
771 MEALS & LODGING			781 MEALS & LODGING	
775 GAS			785 GAS	
772 TRAVEL (AUTO-PRIVATE)			782 TRAVEL (AUTO-PRIVATE)	
774 TRAVEL (PUBLIC CARRIER)			784 TRAVEL (PUBLIC CARRIER)	
776 OTHER TRAVEL COST			786 OTHER TRAVEL COST	
SUB-TOTAL IN-STATE TRAVEL COST			SUB-TOTAL OUT-OF-STATE TRAVEL COST	
			LESS: TRAVEL ADVANCE	
			NET OUT-OF-STATE	
TOTAL REIMBURSEMENT REFUND				

Subject to any difference determined by verification, I certify that the above amount claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received.

Signature of Employee_____Date_____

MAXIMUM MEAL ALLOWANCE

	BREAKFAST	LUNCH	DINNER	DAILY TOTALS
IN-STATE	4.00	5.00	11.00	20.00
OUT-OF-STATE	5.00	7.00	12.00	24.00

Supervisor/Division Chair/Dean _____ DATE _____

Vice-President _____ DATE _____

DATE	BREAK FAST	LUNCH	DINNER	TOTAL	HOTEL/ MOTEL	TOTAL MEALS & LODGING	PURPOSE	TRAVEL TO	TOTAL MILES	PUBLIC CARRIER	OTHER AUTHORIZED EXPENSES ITEM	AMOUNT
								TOTAL MILES				
.												
GRAND TOTAL	XXX	XXX	XXX				.	MILES @ Check the website for mileage rate			XXXXXX	

MEALS & LODGING 771_____ 781_____

MILEAGE   772_____ 782_____

PUBLIC CARRIER   774_____ 784_____

GAS   775_____ 785_____

OTHER   776_____ 786_____

MISSISSIPPI DELTA
COMMUNITY COLLEGE
WITHDRAWAL FORM

Name _____ ID Number _____

Major _____

DROP:

CRN	Subj.	Num.	Sec.	Course Title	Time	Day	Bldg.	Instr.

LAWRENCE-GREENWOOD 07951

Last Day of Attendance _____

_____, Student   Date _____

_____, Instructor   Date _____

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Student Services Center, P. O. Box 668, Moorhead, MS 38761, 662-246-6558.

WHITE - INSTRUCTOR   CANARY - STUDENT