

Midstate College admits students of any race, color, religion, gender, creed, age, national origin, ethnic origin, political following, marital status, disability or disabled veterans in administration of its educational policies, admission policies, scholarship and loan programs and other college-administered programs. Midstate College complies with the provisions of the Americans with Disabilities Act. This institution complies with Federal regulations concerning drug-free schools and campuses.

The College reserves the right at any time to make changes as necessary in the programs, regulations, fees, and class schedules.

INSTRUCTIONAL, LABORATORY, AND OTHER PHYSICAL FACILITIES

Instructional, laboratory, and other physical facilities that relate to academic programs can be viewed on the Midstate College website at: <http://midstate.edu/academics/directory/campus.php>.

ADMINISTRATION, STAFF, FACULTY AND OTHER INSTRUCTIONAL PERSONNEL

The personnel directory can be viewed on the Midstate College website at: <http://midstate.edu/academics/directory/employees.php>.

ACADEMIC IMPROVEMENT PLAN

Midstate College incorporates continuous improvement at all levels of the organization including academic programs and courses. Moreover, careful attention is given to the assessment plan/report regarding the quality of the assessment instruments and methodology; the frequency with which assessment is conducted; the degree of participation to ensure the validity and reliability of the findings; and the extent to which input is sought from graduates, employers, students, advisory committees, faculty, school administrators etc. Midstate College designs new programs based on community need and enrollment possibilities. Market research, employer surveys, and advisory board input all provide vital information about stakeholder needs that is essential for designing relevant programs. Once a new program is proposed, it is shaped by a thorough analysis of similar programs offered at other public and private institutions. This helps ensure the new program will be competitive in the marketplace and that it will offer an educational experience comparable or exceeding in quality to other institutions. The process for designing new courses starts with the faculty and is based on feedback from employers in the field and suggestions from program accrediting bodies. New outcomes are developed in a cooperative effort between program directors and faculty content experts. Both program-specific and general education course objectives are tied to program objectives via matrices created and maintained by the program director. Proposed courses are reviewed by the program's advisory board and must be approved by both the departmental faculty and the College's administration.

DEGREE COMPLETION PROGRAM AGREEMENTS

Midstate College has partnered with area colleges to provide seamless transitions for students who wish to obtain a baccalaureate degree. Below is a list of institutions that have degree completion programs with Midstate College: Illinois Central College, Northwestern College, Resurrection University, and Southwestern Illinois College.

Midstate College (MC) has a consortium agreement with Heartland Community College (HCC) for the Bachelor of Science Degree in Realtime Reporting. This agreement permits students to be enrolled simultaneously at both MC and HCC without impacting financial aid, allowing the students to be charged Heartland Community College's current tuition rate for those courses in which the students are enrolled at HCC. Because Midstate College is on the quarter system and Heartland Community College is on the semester system, students must carefully follow the enrollment plan to maintain part-time or full-time enrollment status.

Midstate College will provide:

- ❖ Counseling to ensure that the concurrent enrollment meets standards for financial aid
- ❖ Processing and disbursement of students' financial assistance
- ❖ Adjustment to the cost of attendance to compensate for the differences in tuition charges
- ❖ Completion of refund calculations and the return of any funding, when necessary
- ❖ Oversight of student eligibility and satisfactory progress
- ❖ Documentation explaining academic policies, financial assistance policies, tuition, etc.

At the satisfactory completion of required coursework, Midstate College will grant the student a Bachelor of Science Degree in Realtime Reporting.

For more information on degree completion programs, contact an Admissions Representative or visit our website at: <http://www.midstate.edu/admissions/transfer.php>.

TUITION AND FEES

Prior to attending classes, students have the right to cancel his/her enrollment within five (5) working days. The request for cancellation must be communicated to your admissions representative before the end of the fifth business day for a full refund of the application fee. Midstate College also reserves the right to cancel a student's enrollment. Reasons for cancellation may be obtained from the Admissions Department. In the event Midstate College chooses to cancel the student's enrollment, the application fee will be refunded.

Tuition

Full-Time Attendance

Tuition for 12 to 19 credit hours per quarter \$5,410.00 per term

Part-Time Attendance/Single Subject

Tuition for less than 12 credit hours per term \$381.25 per credit hour

Over Full-Time Attendance

Administrative approval is required to take over 19 hours of credit.

Tuition per 20-23 credit hours (5 classes) \$6,300.00 per quarter

Tuition per 24 credit hours (6 classes) \$7,000.00 per quarter

Tuition is subject to change annually.

Payments

All tuition costs and fees are payable in full by the first day of each term. Midstate College offers a payment plan to students who are unable to pay the full amount by the due date. Questions concerning this payment plan should be directed to the Financial Assistance Department.

Graduates will not receive a degree, diploma, or official transcript until the balance owed is paid in full. Midstate College reserves the right at the time of registration to require full payment from students who have failed in the past to pay tuition and fees on time.

Fees

Application - upon enrollment (non-refundable)	\$25.00
Readmission	\$10.00
Graduation (last quarter only).....	\$150.00
Additional Degree or Diploma (each)	\$15.00
Cap and Gown for Associate and Diploma.....	\$22.00
Cap and Gown for Bachelor Degree	\$42.00
Single Subject Tuition Deposit.....	\$25.00
Course Proficiency Application	\$25.00
Course Proficiency Credit Award.....	\$125.00
Prior Learning Assessment Application	\$25.00
Prior Learning Assessment Workshop (optional)	\$125.00
Prior Learning Assessment Credit Award	\$125.00
Official Transcript	\$10.00
Technology Usage	\$70.00
Allied Health Lab	\$150.00
Science Lab	\$100.00
Stenographic Machine Damage Deposit.....	\$100.00
Stenographic Machine Rental (quarterly).....	\$100.00
Realtime Reporting Case CATalyst (Student) Software	\$345.00
Realtime Reporting My Speedbuilding Resources/EV360 (quarterly).....	\$180.00