

Shared Program Guidelines

- I. Students who are interested in a particular program of study that is not offered at their home college may enroll at a host college offering that program. Students must notify advisor and/or admissions office at home college of intent to enroll in a shared program at another institution.
- II. Students who are authorized to enroll in a Shared Program will pay the host college in county tuition rate for courses they take at the host college. The student must apply and enroll in the program of study at the host college. The host college will not receive any additional payments from the home college.
- III. If appropriate, students participating in a Shared Program will be assisted to register for all Shared Program courses at their home campus. (This might be necessary if a student is planning to take some courses at both the host and home college in a particular semester.)
- IV. For each Shared Program in which a college is prepared to sponsor students, a proposed program of study will be developed, detailing which courses can be taken at the home campus and those which must be taken at the host campus. This program of study will be prepared in consultation with the appropriate academic departments on each campus. However, if a student prefers to take all or most courses at the host campus because of personal schedule requirements, they will not be precluded from doing so. Student convenience will take precedence over institutional considerations.
- V. Opportunities to participate in Shared Programs will be announced in each college's catalog. (There is a current listing of Shared Programs on the MCCC website at: <http://mc3.edu/academics/share>). Students must complete an application for admission by visiting mc3.edu/admissions and apply as a new student.
- VI. Each home campus will identify an individual who will coordinate the Shared Program effort and attempt to resolve difficulties which students encounter.
- VII. In cases where a student chooses to register in one semester at both the host and home campus, the student's financial aid will be packaged considering both sets of courses so that financial aid dollars are not lost. Detailed procedures for handling this will be developed by the concerned financial aid officers.
- VIII. If a student chooses to split his or her registration between two colleges

in a given term, each college will submit to the State for reimbursement the FTE equivalent of the load taken at that college.

- IX. Qualified sponsored residents of the host college will always be given first priority for a program's spaces prior to allowing Shared Program students to enroll.
- X. The Office of Academic Affairs oversees the management of the Shared Programs. Academic Affairs will review the Shared Programs annually to determine if any changes are needed.
- XI. As the host colleges find it necessary to modify the curricula for the Shared Programs, these changes will be discussed on a timely basis by Academic Affairs to find ways to ensure that Shared Program students are not jeopardized.