



**MORAINÉ PARK  
TECHNICAL COLLEGE**

**Start College Now**

**Welcome Guide**

## Welcome to Start College Now

Please read this guide carefully to understand the details and responsibilities that come along with participating in this program.

### **Important Student Details to get Ready for Classes:**

#### **Registration:**

Once you are approved to take the SCN course(s); have finished all the required program admissions steps, if needed, you will be eligible to register for your course(s).

#### **Registration Dates for Fall 2026:**

- Returning Program Students- April 7
- New Program Student (includes all new Career Academy students, Nursing Assistant, EMT, and Phlebotomy)- April 14
- **All other Start College Now course takers – April 29**

#### **Registration Dates for Spring 2027:**

- Returning Program Students- November 3
- New Program Students- November 10
- **All other Start College Now course takers- December 2**

**Students MUST register themselves. We cannot allow a school counselor or parent/guardian to register on behalf of the student.**

### **When choosing a class, there are various Class Format options:**

**Traditional Classroom** (to include synchronous classroom): Instruction is delivered fully on-site with face-to-face interaction between the instructor and the student. A classroom course may use computers, the internet, or other electronic media. Students may be directed to online materials provided by publishers, or to other internet accessible sources as part of their course work. The learning management system may be used to enhance the learning experience. Some traditional classroom classes may have a virtual participation option for students who are unable to be on campus for one or multiple sessions. This option would be noted in the class comments.

**Blended:** Instruction is a combination of online and classroom experience. Less than 50% of instruction is provided online. The dates of the on-site portion are published with the course schedule.

**Hybrid Online:** Instruction is a combination of online and classroom experience.

Fifty percent or more of instruction is provided online. The dates of the on-site portion are published with the course schedule.

**Video Conference (VC) - Classroom:** Instruction is delivered fully on-site at multiple Moraine Park sites with video and audio interaction through television medium and microphones. These classes meet at scheduled dates and times. A VC Classroom course may make use of computers, the internet, or other electronic media in the classroom. Students may be directed to online materials provided by publishers, or to other internet accessible sources as part of their course work. The learning management system may be used to enhance the learning experience.

**Online** (to include synchronous online): All course activity is done online. There may be a one-time on-site or face-to-face requirement in some courses and off-line supervised tests/exams at specified sites. Some online classes may have live, virtual meeting sessions scheduled throughout the semester for students to participate remotely from an off-campus location. The meeting dates and times are published with the course schedule.

**Self-Paced Computer Software:** A student may start a class anytime within a semester. Class completion dates are communicated during the face-to-face orientation and are strictly adhered to by the College. An orientation session is required before beginning the class.

**Self-Paced Open Lab:** Within the scheduled open lab, students choose times to attend class. Required orientation includes lab expectations, testing requirements, class duration (11 weeks, etc.) and other logistics.

## **Accessibility Resources**

Accommodations are available for Start College Now students. Students must work with both their high school **and** an Accessibility Specialist at the College to ensure that needs will be met. This should be done at least eight weeks before classes begin. Start by submitting an accommodation request and creating an Accommodate Account.

Details about services and the accommodation request link are found on Accessibility Resources main page of [morainepark.edu](http://morainepark.edu)

morainepark.edu/experience-mptc/student-resources/accessibility-services/

MORAINES PARK TECHNICAL COLLEGE

ACADEMICS ADMISSIONS DUAL ENROLLMENT PAY FOR COLLEGE BUSINESS & INDUSTRY EXPERIENCE MPTC

# ACCESSIBILITY SERVICES

## Welcome to Accessibility Services

Accommodations and support for Moraine Park students with disabilities are provided by the Accessibility Services team. Our Accessibility Specialists are available to meet with students, faculty, and staff to discuss, assess, recommend, and assist in implementing reasonable accommodations for students with disabilities.

Click below to skip to a specific section, or scroll down to view all information.

GENERAL INFORMATION

PROSPECTIVE / NEW STUDENTS

HIGH SCHOOL STUDENTS AND TEACHERS

FACULTY

Already Registered with Accessibility Services?

Click below to login to your Accommodate account. This is where you'll access test room booking, appointment requests, textbook requests, semester renewals, and more.

LOGIN TO ACCOMMODATE

## myMPTC Student Account

The next step is to set up your myMPTC Student Account. Your student account provides access to your email, online learning (Canvas), and other technology. In addition, myMPTC Student is a crucial tool which connects you to your student information, college events, major announcements, and other resources.

If you have not set up your account yet, go to morainepark.edu and click the myMPTC icon in the lower right of the home page:

# INNOVATIVE

Request Info



Explore Programs



Apply Now



Visit Us



Search Classes



Click “Activate Account” and you will receive instructions to help you set up your MPTC username, password, and secret questions/answers. The College utilizes [Multi-Factor Authentication](#) for security. You will need to download the Microsoft Authenticator App. If you need help, call 1-800-472-4554 (TTY/VP: Use Relay/VRS), Monday-Friday, 8-4:30, and the staff can assist you.

## myMPTC *student*

Students can find all the tools and resources they need, all in one place. And it's fun too!

LOG IN

## New to MPTC?

Account is assigned after program admission or class registration. Get access to myMPTC and college technology resources.

ACTIVATE ACCOUNT

## myMPTC *employee*

LOG IN

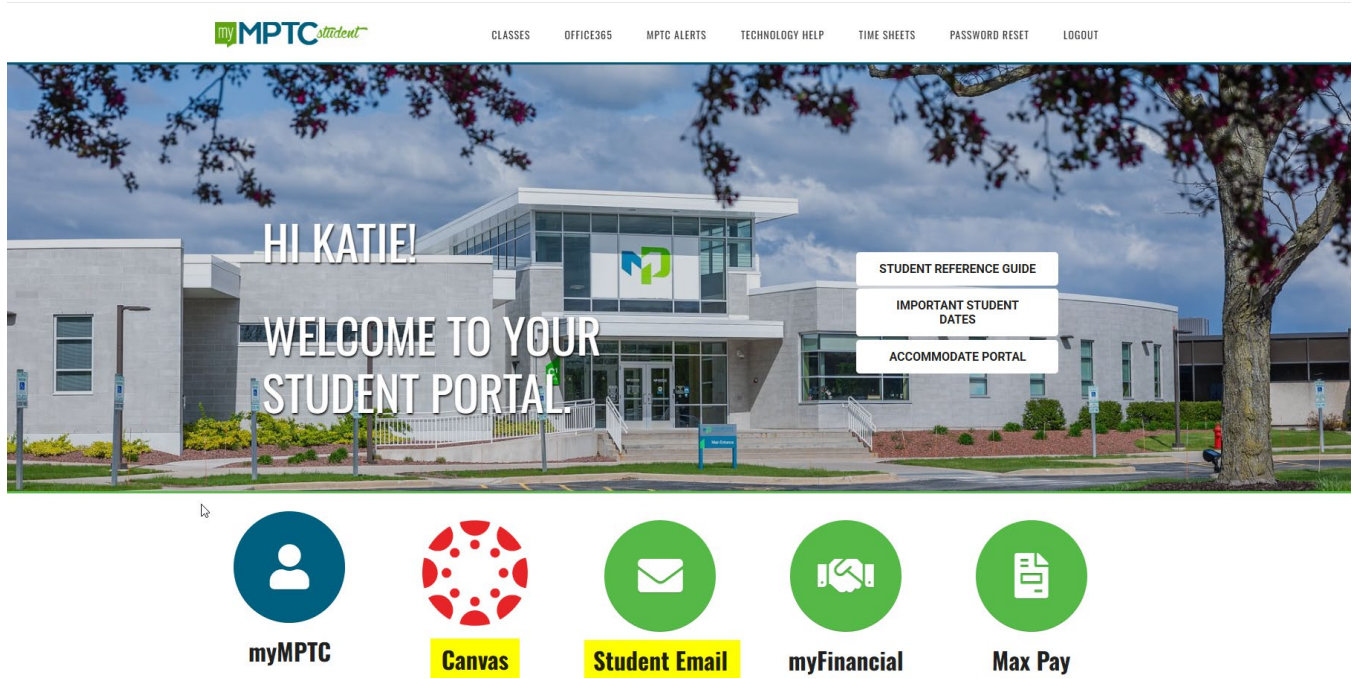
## Forgot your password?

Don't worry, we can help.

RESET PASSWORD

USERNAME LOOKUP

# myMPTC student



## MPTC Student Email

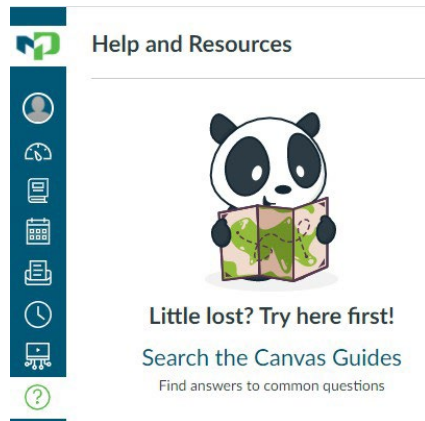
MPTC will provide each student with a college email account. [username@student.morainepark.edu](mailto:username@student.morainepark.edu) You can link to your email through the same myMPTC icon on the home page. **Check it daily for messages from instructors or other official college updates.**

## Canvas

**Canvas** is our online learning management system. It is also used with blended and in-person classes.

### **To access Canvas, you will need:**

- A computer. Do not use a smartphone. Canvas runs on Windows, Mac, Android, or other devices with a modern web browser: Firefox, Chrome, and Safari are better. Avoid IE/Edge because it DOES NOT work well with Canvas! **Chromebooks don't work well with Canvas. You will have issues.**
- **Check your student email in advance.** Your instructor will notify you if you need to log in early. It is up to the instructor to grant early access.
- **To Become familiar with Canvas.** Log in and browse the Canvas Guides



### **Additional Student Information:**

#### **Attendance and Missing Class and completing assignments:**

Attendance and participation are linked to your success in college. If you need to miss a class, contact your instructor to let him/her know you will not be in class.

***Missing too many classes may result in receiving an “F” grade.*** Always make up any missed work by the deadline assigned by your instructor.

**For absences or emergencies contact your class instructor. Contact information is given on the first day of class.**

***Assignments: We want to emphasize that missing and late assignments may result in receiving an “F” grade.***

#### **Helpful Hints:**

- Do not fall behind. Stay on top of your reading, assignments, and projects all semester.
- Your daily assignment grades and class progress are available online through Canvas.
- Contact your instructor any time you have needs relating to class.
- Please keep your high school counselor aware of your progress in your Start College Now course(s).

## Withdrawal (Course Add/Drop) Policy

If you need to withdraw from class, it is important to first discuss it with your high school counselor **and** then complete the process with the college. *Not attending class does not automatically withdraw a student.*

SCN students are held to the College withdrawal policy:

- Students are responsible for officially dropping from classes they do not intend to begin. Students are considered enrolled and responsible for all tuition and fees until online drop/withdrawal is completed or forms are submitted to Student Services.
- Any student not participating in the first day of an undergraduate level class will be administratively withdrawn from the class and receive a grade of WN (withdrawal non-attendance).
- Students may not withdraw from a course after **67%** of the course's duration is complete.

Failure to comply with the withdrawal procedure may result in a failing grade and/or negatively affect future registration and/or financial aid eligibility.

Start College Now students are responsible for using self-service OR contacting MPTC student services office to officially drop from classes they do not intend to begin! Additionally, the high school will only be refunded at 80% AND **the student may be held responsible for the 20% difference**, based on the policy of their high school.

See MPTC's College Catalog for more details about the [No Show](#) procedure.

## Tuition Refund

Refunds are processed according to the Wisconsin Technical College System policy. Refunds are returned to the high school and amounts are based on the date of official withdrawal, the course start date and course duration.

**100%:** Course withdrawal before the first class

**80%:** Course withdrawal before 11% of class hours are completed.

**60%:** Course withdrawal when 11% of the hours are completed but before 20% of class hours are completed.

**0%:** Course withdrawal after more than 20% of the class's total hours.

Once you have registered for a class, completing a withdrawal form is **your** responsibility. If you do not officially withdraw from the class, the high school is responsible for the course's cost. Your high school may have a repayment policy for SCN students who withdraw, and you may owe the high school for your tuition, books, and other materials.

## Grades and Transcripts

When your SCN class is completed and graded, grades will be provided to the high school automatically. Please also check Canvas for your final grade! If you need official transcripts sent to another college or university, you will need to complete a formal request at Moraine Park.

Most colleges/universities require a grade of C or better when evaluating coursework for transfer. They will want an official copy for review. Students who do not earn a C or better in a course may need to repeat it to meet that postsecondary institution's requirements. This includes MPTC.

A student may obtain a transcript of their academic record at Moraine Park Technical College by submitting an online request. This can be found by going to myMPTC Student – click on myStudent Center> myStudent Center (class registration and more)>Unofficial transcript.

The screenshot shows the myMPTC Student Center website. At the top, there is a navigation bar with links for CLASSES, OFFICE365, MPTC ALERTS, TECHNOLOGY HELP, TIME SHEETS, PASSWORD RESET, and LOGOUT. Below the navigation bar is a banner image of a modern building. The main content area features five service tiles:

- myMPTC**: Access My Student Center, Registration, Class Schedule, Grades, Unofficial Transcripts, Student Financial Accounts...  
myStudent Center Tutorial  
myStudent Center Tutorial PDF  
Self-Service Phone Registration Instructions  
Online Learning FAQs
- Canvas**: Access your courses  
View Canvas Tutorial
- Student Email**: Access your email
- myFinancial Aid**: Access financial aid  
Watch myFinancial Aid Tutorial  
General Aid Information
- Max Pay**: Access billing and payment  
Billing & Payment Info

Note: If you attend MPTC after graduation, you will not need to provide a transcript as we hold your official records.

## Grading Structure

Grade	Definition	Grade Points Per Credit
A	The student has excelled in meeting all the competencies established for the course.	4
B	The student has more than adequately met all the competencies established for the course.	3
C	The student has adequately met all competencies established for the course.	2
D	The student has met the competencies, but not at an acceptable proficiency level established for the course.	1
F	The student has failed to meet one or more competencies established for the course.	0
W	The student has withdrawn from the course - grade is assigned as a registration function (not by the instructor).	---

## **LASTLY... it is important to understand:**

### **Student Conduct**

MPTC is an adult learning environment. Students are expected to conduct themselves as adults, in a manner that does not interfere with the educational process, endanger the safety or welfare of other students or staff, or represent a violation of established statutes, ordinances or public laws. All coursework is college-level. Students must conduct their academic work according to college standards. Details about both academic and personal student conduct are found in the [Student Handbook](#) on Moraine Park's website.

### **School Calendar:**

MPTC and high school schedules do not always match. Please be aware of the MPTC schedule for your classes. You are expected to be in your MPTC courses even if your high school is on break.

For a complete calendar go to myMPTC Student – click on Academic Calendar. *For example, MPTC starts the Fall 2026 semester the week of August 24, Spring 2027 semester starts the week of January 25.* This may not be the same as your high school. Spring Break will likely be different than your high school.

### Student Life

- Student Events
- Student Clubs
- Student Government
- Student Awards and Banquets

### Student Services

- Academic Advising
- Academic Calendar
- Accessibility Services / Accommodations
- Billing and Payment
- Career/Employment Services
- Community Resources
- Counseling and Mental Health
- Credit for Prior Learning
- Financial Aid
- Pregnant / Parenting Support
- Scholarships
- Student Accident Insurance
- Student Behavioral Form
- Student Emergency Funds
- Student Success Center
- Student Support Services
- Transfer Opportunities
- Transcripts / Student Records
- Tutoring
- Veteran Services

### Campus Resources

- Bookstore
- Library
- Free Student Software
- Food Services
- Computer Labs
- Automotive Labs
- Safety and Security
- Culinary Arts Labs
- Facilities and Rentals
- Techniques Salon

## Snow or Emergency Closings:

MPTC may close for severe weather. (Do not assume that if your high school closes that MPTC will also close.) On rare occasions, power outages or other emergencies will also cause a closing. Please check the college website for updates on closings.

The Cell Phone number entered in your myMPTC student profile will receive the alert. If you do not wish to receive text message alerts, you need to “opt-out” of receiving emergency and critical messages.

## Ordering Books and Materials

MPTC does not have a physical bookstore.

After registering, go to: <https://morainepark.ecampus.com/> to “shop by schedule” and see what textbooks, materials, and/or access codes may be required for your course(s). It is the responsibility of the student to order textbooks. Schools will cover the cost of your required materials. Inquire with your school counselor for their process.

## Especially for Parents/Guardians

### Parents/guardians are responsible for:

1. The student's compliance with the compulsory school attendance law. A Start College Now student remains enrolled in high school, even if attending college full-time. If the student withdraws or stops attending, the student must return to high school.
2. The cost of consumable materials required in the course(s). This may be tools, uniforms, etc.
3. The students' transportation to and from class.

### College is not like high school

While taking classes at the college, students are under the law of the Family Education Rights and Privacy Act (FERPA), regardless of their age. This is the most common point of confusion and concern.

What does this really mean? Your student is responsible for completing any requirements and contacting the teacher for an absence or questions about work and grades. You cannot do it for them.

Your child may submit to MPTC a "[Release of Records](#)" Form allowing you access to grades. However, there is no family access to review attendance, progress, teachers, or assignments. Even with a release form on file, legally, the College cannot discuss any progress with you, confirm if your child is on-campus or attending class, talk about homework assignments, or put you in direct contact with a teacher.

**TIP:** If concerns arise, please encourage your student to address it on their own. They should make an appointment with the instructor, talk to their high school counselor, or connect with their MPTC recruiter. This is a transition to adulthood and their college experience.

*While the College cannot discuss details of your student's classes or grades, we are always available to discuss processes or options to address questions or concerns. We work in partnership with high schools and parents.*

## **Attendance**

Students must attend all classes. In case of absence, it is the **responsibility of the student** to justify their absence to the instructor and arrange for completion of the class work. When possible, arrangements to make up work should be made before the absence.

The parent/guardian is legally responsible for student attendance and the student's compliance with the compulsory school attendance law, under § 118.15(1)(a), wis. stats.

## **Withdrawal (Course Add/Drop) Policy**

If your child is struggling/overwhelmed with the class's responsibilities and falling behind, they may consider withdrawing from the class. The first step to withdraw is to first discuss it with their high school counselor **and** once they have decided this is what is best for them, they will need to fill out the appropriate paperwork at the college. ***It is important to understand that NOT attending class does not automatically withdraw a student from a class.***

The Tuition Refunding Policy is listed in the Student Section for your information.

Questions, concerns, or process information can be directed to the recruitment team at: [recruitment@morainepark.edu](mailto:recruitment@morainepark.edu) OR 920-924-3208, TTY/VP: Use Relay/VRS.

Moraine Park Technical College takes pride in being an Affirmative Action/Equal Opportunity educator and employer. The College does not discriminate on the basis of race, color, ethnicity, national origin, sex, gender identity, disability, age, or any other class protected by law, in employment, admission or educational programs and activities. Moraine Park is dedicated to fostering a diverse, inclusive and equitable experience for students and within the working environment for employees.

Moraine Park Technical College inquiries regarding AA/EO and the College's non-discrimination policies can be directed to the Equal Opportunity Officers at MPTC, 235 N. National Ave., PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6355 or 920-924-3445. TTY/VP: Use Relay/VRS. For more information, visit [morainepark.edu/nondiscrimination](http://morainepark.edu/nondiscrimination).