Welcome to the University Center

Congratulations on your decision to come to the University Center at McLennan! We strive to provide a rewarding and successful experience as you earn your higher degree. If you have any questions or concerns not addressed in this pamphlet, please feel free to contact the University Center staff:

- Location: Michaelis Academic Center, First Floor
- Website: DebtFreeDegrees.com
- Phone: 254-299-88UC (8882)

Academic Advising
The University Center knows how important it is to have guidance throughout your academic career. You will have an academic advisor from your partner school provided to assist you as you complete your degree through the University Center.

Academic advisors meet with students year-round and have a wide variety of office hours at the University Center to fit your schedule. To make an appointment, call 254-299-88UC (8882).

Campus Resources

ID Cards
University Center students may pick up a Highlander OneCard, the official MCC ID card, at the ID Card Office in the LTC.

Students can add MAC money to their MCC ID and courtesy cards and use them like debit cards at campus cafes, the bookstore, vending machines, and for printing and copying in the LTC. Students will also need this ID card to access accounting, math and writing tutorial labs.

If you would like an ID card from your partner school, you may receive one by visiting the University Center offices.

Electronic Resources
Computers, printers, copiers and scanners are available for student use in the LTC. You must have MAC money on your Highlander OneCard to print, copy and scan.

To log on to computers, see a reference librarian for username and password information.
Course Schedules
A list of all courses offered on MCC’s campus by partner universities is available on the University Center website:

2. Click on “Class Schedules.”
3. Choose the semester you would like to view.
4. If you don’t know which class you want, click on “Show Entire Schedule.” If you know the specific class you’re looking for, select “Search.”

Registration information for individual partner schools is also available on the University Center website.

Access to Web-Based Resources
Each partner school offers a web-based system that allows students to perform a variety of tasks without having to visit campus. You can register for classes, check your student e-mail, add and drop classes, view and print your schedule, pay your tuition and fees, request transcripts, and much more.

To log on to these systems, you will need your student user ID and PIN number, which will be provided upon acceptance to the partner university. To access the system, go to the school’s website and look for:
- Blackboard (MSU and UTMB)
- My Gateway (Tarleton)
- Raiderlink (TTU and TTUHSC)
- My UTRGV (UTRGV, formerly UTB)

E-mail Addresses
The University Center does not assign e-mail addresses. However, when you enroll in your partner school, you will receive an e-mail address from that school. It is important that you regularly check your account for official school communications. You may check with your partner school about having your school e-mail forwarded to a private account.

The MCC Campus
Parking
All vehicles driven by students must be parked in a student lot. University Center students are eligible to receive a McLennan student parking permit. Parking permits are free and valid for one academic year (fall/spring/summer). You must have your license plate number to receive a permit, which can be obtained at the ID Card Office in the Learning Technology Center (LTC).

MCC Bookstore
The campus bookstore, located on the first floor of the Michaelis Academic Center (MAC), will be glad to assist you in obtaining the necessary materials for any University Center class. However, please keep in mind that book information for online classes offered through all University Center partners is available only through each respective university bookstore. Items may be purchased at the MCC Bookstore either in person or online from www.mcc.bkstr.com. For more information, call 254-299-8685.

Campus Safety Tips
- Park in a well-lit area.
- Lock your vehicle and keep valuables out of sight.
- Always be aware of your surroundings and stay with a buddy.
- Do not leave your belongings unattended.

Student Resources
MCC offers a wide range of support for University Center students:

- Academic Support — SSC 105 254-299-8500
- Tutoring and Academic Help
- MCC Library — LTC Top floor 254-299-8398
- Computers and Research Assistance
- Student Development — SSC 221 254-299-8122
- Disability Services
- Math Lab — HPE 218 254-299-8878
- Tutoring Help
- Writing Center — SSC 105 254-299-8356
- Writing Help
- Disability Services — MAC 1st Floor (UC Offices) 254-299-8882

Campus Closed/Inclement Weather
For weather-related concerns, check with your instructor first. In addition, Tarleton, Texas Tech, and the University Center post inclement weather closings on television station KWTX Channel 10. You may also call 254-299-88UC for weather updates or sign up for MCC myAlert (see above.)

- Sign up for MCC myAlert at https://www.mclennan.edu/myalert/ to receive campus weather and safety alerts.
- To contact the MCC Police Department, call 8911 from any campus phone or 254-299-8911 from an off-campus phone.
- For emergencies, find an emergency call box on campus to connect directly to the MCC Police.