There are multiple paths to take to the Mississippi High School Equivalency Diploma

**General Education Development**
- Computer-based
- Subject Areas:
  - Reading & Writing
  - Science
  - Social Studies
  - Mathematics
- Up to 2 discounted retakes
- $120 for full exam battery

**High School Equivalency Test**
- Computer or paper-based
- Subject Areas:
  - Language Arts
  - Reading & Writing
  - Science
  - Social Studies
  - Mathematics
- Up to 2 discounted* retakes
- $85 for full exam battery

**Competency-Based High School Equivalency**
- Enrollment Adult in Education
- Subject Areas:
  - EFL
  - MIBEST/IET Pathway
  - Industry recognized credential
- $25 application fee

Some restrictions apply. Examinees must meet certain eligibility requirements. Additional services not included in price.

**EVERY STUDENT THAT RECEIVES A HSE AT MCC RECEIVES ONE FREE ACADEMIC OR WORKFORCE CLASS.**

**Adult Education**

Individuals may register for FREE AE/HSE classes by contacting the AE office for dates and times. Registration includes an orientation session and assessment test. The orientation session informs the student about the program and the campus, while the assessment test determines educational level, strengths, and weaknesses. Upon completion of the assessment test, students are assigned to the Smart Start class as well as other classes.

The **Smart Start class** prepares students for middle-skill level employment. Students will develop job skills needed for their careers, learn and practice good work habits, and effective communication necessary for successful employment.

The **HSE Prep classes** provide students the necessary instruction to take the high school equivalency test (GED or HiSET). There is a cost for taking the GED or HiSET test; however, if a student makes the required score on the official practice test, AE has funding available to help with the cost of the test.

For non- and beginner readers, AE has **Literacy classes**. We provide small group learning environments with students on the same educational skill level. An assessment is given to determine the appropriate plan of instruction.

The program is located at the **Ralph E. Young Jr. Center for Adult Basic Education. Contact us at 601.484.8796**
CAREER AND TECHNICAL PROGRAMS AVAILABLE:
- 3D CAD Engineering Technology
- Business Management
- Commercial Truck Driving
- Construction Trades
- Culinary Arts
- Electrical Technology
- Health Care Assistant
- Marketing Management
- Medical Office Management Technology
- Network & Cyber Security Technology
- Precision Machining
- Software Coding Technology
- Welding & Cutting

WORKFORCE CLASSES AVAILABLE:
- Basic Electricity
- Basic Plumbing
- Basic Welding
- Entrepreneurship
- HVAC I
- HVAC II
- Pharmacy Tech
- Phlebotomy Essentials

WHY ENROLL?
- Complete up to 6 hours of college credit while working towards your high school equivalency
- Earn national and industry-recognized certifications
- Increase your employability
- Graduate in a shorter time frame

WHO IS ELIGIBLE?
- Adults, age 17 and older, with no high school diploma
- Adults enrolled in the Adult Education program
- Mississippi residents

Rhonda Smith, College and Career Navigator
601.484.8645 | rsmith20@meridiancc.edu
What is a Certification?
Certifications are documents issued after successful completion of an examination to validate knowledge and skills in a particular occupational area. These certifications are valuable economic credentials that can be necessary for a job or advancement within a company.

Testing services available, but not limited to:
Test proctoring for colleges outside of the MSVCC: $25 (cash only)

Pearson Vue
CompTIA | Microsoft | Cisco
American College—ACSM

CompTia Academy Partner
Vouchers available at discounted price. Call for details.

HVAC EPA 608

Pre-Employment Screening
ACT WorkKeys®
Career Readiness Certificate
Teacher Assistant Testing

National Registry EMT

TEAS

NRCME
(National Registry Certified Medical Examiner) | DOT Exam

IC3
Computer Fundamentals | Key Applications | Living Online

FAA

AANPCP
(American Academy of Nurse Practitioners)

GRE
ets.org/mygre

MS Insurance

National Board Certification of School Nurses

NCCO
Crane Operators

ICC
International Code Council

CLEP
Pre-registration required: https://clepportal.collegeboard.org/myaccount

DSST
MAT
Millers Analogy Test
Register for a testing appointment call 601.484.8724 or 601.481.1370.

APICS
Supply chain and operations management

NBRC

ASE

Praxis
ets.org/praxis

AHIMA
(RHIA, RHIT)

NATE
Pharmacy Tech
Crane Institute
Cosmetology

Career/Testing Center
The center provides access to an online and in-house job board, and high stakes professional certifications.

Online Job Board
Looking for a job? Employers need to post a job?

meridiancc.edu
Click on the Career/Testing Center link. For information about opportunities available through the MCC Career/Testing Center, call 601.481.1370.

The Career/Testing Center, located in Webb Hall, assists students and community with testing services and certifications along with online job search resources.
**CERTIFICATIONS**

**CAREER CENTER**

**WORKFORCE INNOVATION OPPORTUNITY ACT**

- **TRAINING ASSISTANCE**
  Offers individual training assistance with educational costs such as tuition, books, and approved fees.

- **SUPPORTIVE SERVICE**
  Offers individual support assistance for barriers that affect training completion such as transportation, child care, or training associated costs (Available for those living in Twin Districts Workforce Area).

- **INTERNSHIP**
  Offers individual job opportunity in field of study, which allows student to earn a part-time income while completing training (Available for those living in Twin Districts Workforce Area).

**WIOA QUALIFICATIONS**

- Must be 18 years or older
- Must have a high school diploma or equivalency
- Must be enrolled in an approved program
- Must be registered with Selective Service (males born after 1960)
- Must be registered with the WIN Job Center

**CONTACT** Shannon Coleman, WIOA Case Manager
601.553.9531 | scolem11@meridiancc.edu
OR contact your local WIN Job Center.

Funded through Twin Districts Workforce Investment Area/SMPDD

MCC Workforce Grants and Development
Meridian Community College

1524 Hwy 19 North | Meridian, MS 39307
601.482.7445 | meridiancc.edu
GET UP TO SPEED ON Microsoft® Word®, PowerPoint® and Excel® in just one course

FOR THE BEGINNER
Learn the basic operations for using Word, PowerPoint and Excel. Get to know the programs and become efficient in creating word processing documents, spreadsheets and multimedia slide presentations.

MCC-Riley WDC | Room 126
Tuesdays and Thursdays
February 25–March 23
October 7–November 2
5:30–7:30 p.m. | $50

FOR THE ADVANCED
Learn a variety of advanced functions and keyboard shortcuts to enhance your skills. Create templates, mail merge, workbooks, and data records, labels, charts and more. This class is for those who are already familiar with the basic functions in Word, PowerPoint and Excel.

MCC-Riley WDC | Room 126
Tuesdays and Thursdays
March 25–April 22
November 9–December 9
5:30–7:30 p.m. | $50

Manage your finances with QuickBooks Basics
Efficiently managing your finances has never been easier. Discover how QuickBooks can help you set up income and expenditures accounts, add customers and vendors, create invoices, record sales, pay bills and manage your checkbook.

MCC-Riley WDC | Room 131
Thursdays
January 14–February 18
August 15–September 23
5:30–8:30 p.m. | $90

For more information call 601.482.7445.
2021 CUSTOMER SERVICE SERIES

MCC-Riley WDC
Fridays | 8:30–10:30 a.m.

- The Basics of Excellent Customer Service (Service Mentality) January 22
- Critical Components to Providing Superior Customer Service (Listening Skills) February 19
- Using Questioning Skills to Determine Customer Needs (Questioning Techniques) March 12
- Prevent Service Mishaps Before They Occur (Five Forbidden Phrases) April 16
- Learn to Avoid Common Customer Service Errors (Six Cardinal Rules) May 14
- A Great Attitude is a Choice (Seven Keys to a Positive Attitude) June 11
- Discover the Three Levels of Customer Service (Proactive Customer Service) July 16
- The Foundation of Exceptional Telephone Customer Service (Essential Telephone Skills) August 13
- Correcting the Problem Isn’t Always Enough (Six Steps to Service Recovery) September 17
- Deals with the Core Values of Delivering Exceptional Service (Business Friendly Customer Service) October 15
- A Four Point Plan for Calming Irate Customers (How to Handle the Irate Customer) November 12
- The Killer Words of Customer Service December 3

ENTREPRENEURSHIP CLASS

This 12-week course will provide potential and existing entrepreneurs the fundamentals of starting and operating a business.

The class will focus on such topics as finance, case studies and simple business plans. **Class size is limited.**

Includes three weeks of Quickbooks

MCC-Riley WDC
Mondays
January 25–April 26
September 6–December 6
6:00–9:00 p.m. | $125
OSHA Construction 10-hour
The OSHA Outreach Training Program for the Construction Industry provides training for workers and employers on the recognition, avoidance, abatement and prevention of safety and health hazards in workplaces in the construction industry. Upon successful completion of the course, participants will receive OSHA issued cards. Instructor: Stanley Bishop, OSHA Outreach Trainer.

MCC-Riley WDC | Room 153
Monday–Wednesday
March 22, 23, 24
November 15, 16, 17
5:00–8:30 p.m. | $100

OSHA 30-hour
Course for both General Industry and Construction are available. These courses are designed for general industry workers, construction workers, foremen, job supervisors and anyone involved in the general or construction industries. Topics include general safety and health, electrical, fall protection, PPE, etc. Upon successful completion of the course, participants will receive OSHA issued cards. Classes scheduled upon request. Instructor: Stanley Bishop, OSHA Outreach Trainer.

MCC-Riley WDC | Room 153
Construction
Fridays
February 5, 12, 19, 26
September 3, 10, 17, 24
8:00 a.m.–4:30 p.m. | $100

General Industry
Fridays
June 4, 11, 18, 25
October 8, 15, 22, 29
8:00 a.m.–4:30 p.m. | $100

OSHA General Industry 10-hour
This course is designed for general industry workers, construction workers, foremen, job supervisors and anyone involved in the general or construction industries. Topics include general safety and health, electrical, fall protection, PPE, etc. Upon successful completion of the course, participants will receive OSHA issued cards. Instructor: Stanley Bishop, OSHA Outreach Trainer.

MCC-Riley WDC | Room 153
Monday–Wednesday
February 22, 23, 24
October 4, 5, 6
5:00–8:30 p.m. | $100

APICS CPIM Certification Review Courses
Take advantage of hands-on APICS certification review and learn valuable techniques to become a leader in your field. An APICS CPIM instructor will lead you through interactive discussions, case studies, and strategic problem solving exercises to help you review for your next certification exam. Each module will be covered in approximately 10 three-hour sessions. Participants will earn three CEUs per completed module. Certification exams may be taken at MCC’s Career Development Center. Call Lynne Carey for more information. 601.481.1300.

MCC-Riley WDC | Room 128
Sessions held on Fridays,
January 15 | July 9
February 12 | August 6
March 5 | September 10
April 9 | October 8
May 7 | November 5
June 4 | December 3
8:00 a.m.–5:00 p.m. | $70

Powered Industrial Truck training programs
Developed in conjunction with the Occupational Safety and Health Act (OSHA) Code of Federal Regulations 1910.178 which applies to Powered Industrial Trucks. The goals are to help reduce potential for lift truck accidents, reduce the potential for damage to the equipment and product and to help companies be in compliance with federal and state regulations. Training includes instruction on basic safety, forklift operation, loading and unloading trailers, fueling forklifts and special units. Students will demonstrate skills learned by driving the forklift and completing a written test before receiving certification.
Manufacturing Skills Certification

Manufacturing Skills Certification is a course designed to provide participants with general knowledge and skills needed to be successful in a modern manufacturing environment. Topics covered in this class includes: Basic Computer, Blueprint Reading, Precision Measurement, Introduction to High-Performance Manufacturing, OSHA 10 hour, General Industry Certification and CPR. This class will help prepare individuals to work in a manufacturing environment, however the skills obtained can also be applied in many other occupations. Call 601.482.7445 and ask to speak to a project manager for more details.

Dates TBA | $120

ServSafe Food Seminar

Gain knowledge and training in food safety. Topics include sanitation, the flow of food through the operation and more. The $150 registration fee includes the cost of the textbook and processing the exam. It is important that fees be paid and book received two weeks prior to the seminar. Class size is limited and registration will be taken on a first-come, first-paid basis.

8:00 a.m.–5:00 p.m.
MCC-Riley WDC
$150 course cost
$60 retest fee

Choose from the following Saturdays:

January 16
March 20
May 1
June 5
August 7
October 9
November 13

LEARN TO DRIVE A TRUCK

Prerequisites:
• High school diploma or high school equivalency certificate
• 21 years of age or older
• Clean motor vehicle report
• Physical & drug test

Accuplacer Scores:
• Reading–55
• Math–34
• SS–60

Classes held at the
MCC Truck Driver Training Center
6101 H St. | Meridian

Call for more information:
601.485.5118
meridiancc.edu

MERIDIAN TRAFFIC SCHOOL

Classes Meet on Saturdays at the MCC-Riley WDC

8-hour class
8:00 a.m.–4:00 p.m.

January 23
February 27
March 27
April 24
May 22
June 26
July 24
August 28
September 25
October 23
November 20
December 18

4-hour class
8:00 a.m.–Noon

Call 601.482.8892 to register or register online at streetdefensivedriving.com/enrollment form
Basic Electricity
This 11-week course will focus on the basic fundamentals of electrical safety, electrical connection to the power company, basic test equipment, how to wire a wall switch and wall socket, energy saving tips and many other items that will provide students with a basic understanding of electricity. Students will also be introduced to the National Electrical Code, (NEC) and electrical blueprints. This class will not qualify the student to become a certified electrician, but it is the first step in preparing the student to begin a career in the electrician field. All students will receive a certificate of completion after they have completed the course.

MCC-Riley WDC | Room 145
Thursdays | 6:00–9:00 p.m.
February 11–May 6
Sept. 2–Nov. 11 | $75

Basic Plumbing
Learn plumbing safety, tools and terminology and become familiar with plumbing equipment used in the field. This class will not qualify the student to become a certified plumber, but it is the first step that will prepare the student to begin a career in the plumbing field. Classes fill up quickly so the sooner you call the better.

MCC-Riley WDC | Room 187
Mondays | 6:00–9:00 p.m. | $40
February 22–April 12
Sept. 6–Oct. 18

Basic Welding | Day
This 40-hour course will focus on the basic fundamentals of welding safety and the basics of stick and flux core arc welding and cutting technology. This class will not qualify the student to become a certified welder, but it is the first step and will prepare the student to begin a career in the welding field. All students will receive a certificate of completion after they have completed the course. For more information or to register, contact MCC Community and Business Development at 601.482.7445.

MCC-Riley WDC | Room 145
Fridays | 7:00 a.m.–Noon
January 29–March 26
Sept. 17–Nov. 5 | $170

Basic Welding | Evening
This 40-hour course will focus on the basic fundamentals of welding safety and the basics of stick and flux core arc welding and cutting technology. This class will not qualify the student to become a certified welder, but it is the first step and will prepare the student to begin a career in the welding field. All students will receive a certificate of completion after they have completed the course. For more information or to register, contact MCC Community and Business Development at 601.482.7445.

MCC-Riley WDC | Room 145
5:30–9:30 p.m. | $170
Thursdays | Ross Collins
February 18-April 29
or Mondays | Structural Steel Welding Building
September 13–November 29

HVAC I
In this course, participants will gain knowledge of heating and air conditioning theory, refrigeration components, cycle of operation and problem recognition. This course is designed for HVAC contractor personnel, utility marketing personnel, or anyone with a desire to gain basic understanding of heat pump refrigeration functions. To learn more about this class or to register for the class, call MCC Community and Business Development at 601.482.7445.

MCC-Riley WDC | Room 145
Mondays | 6:00–9:00 p.m.
January 25–May 10
August 16–December 6
Tuition $150 | Book Fee $75

HVAC II
This course is a continuation of HVAC I. Participants will learn basic maintenance and troubleshooting techniques, use of technical manuals and test equipment and evaluation and repair of equipment.

MCC-Riley WDC | Room 145
Tuesdays | 6:00–9:00 p.m.
January 26–May 4
August 17–November 30
Tuition $150 | Book Fee $100

Fundamental PLC Training Course
Basic fundamentals of Industrial PLC course includes PLC hardware and wiring, basic programming of most used functions including, timers, counters, comparison functions and math functions and Rockwell -Allen Bradley 500 operating system fundamentals. Students successful in this class will be able to understand and program the most commonly used PLC functions in a Rockwell 500 operating system (PLC 5 or SLC-500). They should be able to understand fundamental hardware types and components for the PLC as well as basic and functional programming for the system. High school diploma or equivalent required.

MCC-Riley WDC | Room 153
Mondays | 6:00–9:00 p.m. | TBD

For more information call 601.482.7445.
LAW ENFORCEMENT MEDICAL TRAINING

S.E.R.T.
Basic Tactical Medic Course
Lifetime Certification
Dereck Moore, lead instructor. Bring all tactical gear and 250 rounds of ammo per weapon system.
For registration:
601.482.8892 | sertraining.com
Email: info@sertraining.com.

Emergency Medical Science Academy
Saturday and Sunday
8:00 a.m.-8:00 p.m.

Basic Tac Medic
TBD

Advanced Tac Medic
TBD

Meridian Public Safety Academy
Part-Time Reserve Law Officers
This course is available for law enforcement volunteers and part-time law enforcement officers. Participants may be employed or appointed as a law enforcement officer by the State of Mississippi or self-sponsor. Prior to beginning the program, attendance at orientation and a passing score on an entrance physical exam is required. Visit meridiancc.edu/lawenforcement for more information or call Lynne Carey at 601.481.1300.
Applications and fees due two weeks prior to class. Registration deadline is July 22, 2021.

MCC-Riley WDC | Room 123
Tues./Thurs./Some Sat.
Classes begin: August 10, 2021
6:00-10:00 p.m. | $500

Continuing Education hours available for law enforcement officers.
Lynne Carey | 601.481.1300

Detention Officer Training
This course is required for every detention officer in the State of Mississippi and consists of 96 hours of training for Adult Detention and 24 hours for Juvenile Detention. Participants must be currently employed by a state detention facility.

Call for class schedule
Mon./Tues./Wed./Thur.
4:00-9:00 p.m.
$100 | Adult Detention Officer Training
$50 | Juvenile Detention Officer Training

EMT Basic Refresher
The basic refresher training will offer current National Standard Basic EMT Refresher Curriculum (24-hour minimum) and include successful completion of a local written and practical examination. EMT Basic Refresher training must be accomplished by all certified EMT Basics during their National Registry certification period.

MCC-Riley WDC | Room 124
Tuesdays and Thursdays
February 2-18
October 12-28
5:00-9:00 p.m. | $75

DID YOU KNOW?
The Numbers Tell Our Story

MCC currently trains nearly 7,000 individuals who work in a wide variety of businesses and industries located in or near our community. Many train multiple times per year, for a total of more than 16,000 workers annually trained.

Our training partnerships serve industry sectors as diverse as Aerospace, Automotive, Distribution/Logistics, Call Centers, and Health Care. We have a successful track record of partnering with companies focused on advanced manufacturing.

We award more than 3,000 national, state, and regional industry-recognized credentials annually.

We have more than 50 Workforce Education/Career and Technical programs of study, many of which are nationally and regionally recognized for their excellence. Our industrial division alone produces more than 100 graduates annually.

Programs in Electronics, Precision Machining, and Industrial Maintenance are among the best in the region and students are routinely recognized for their superior skills in a variety of competitive venues.

Meridian Community College ranks first in graduation rates, far exceeding counterparts in the region, and is recognized among the top community colleges in the nation.
Tuberculosis (TB) Surveillance and Testing Certification Workshop
The Mississippi Department of Health requires individuals who administer and read TB skin tests be certified. One-day TB workshops are offered for those professionals in the healthcare industry. Participants will gain certification in administering and reading TB skin tests. These workshops are for those needing their initial certification as well as those needing to be re-certified.

MCC-Riley WDC | Room 134
Dates TBD
8:00 a.m-4:30 p.m. | $50

Phlebotomy Essentials
Minimum of 140 hours (40 classroom instruction & 100 clinical) - Students will study anatomy and physiology of the circulatory system; venipuncture skin puncture; coagulation theory; equipment and order of draw; special blood collection procedures; limited point of care testing and urine drug screen collection; and infection control and safety. Upon successful completion of this program, students are qualified to take a certifying exam from an approved organization for formal certification. Cost of certification test is not included with course tuition.

*Prerequisites: Must be 18 and have HSD or HSE and CRC Workkeys of silver or higher

MCC-Riley WDC | Room 124
Tuesdays and Thursdays
January 26-June 29
4:30-7:00 p.m. | $425

IV Therapy Recertification for LPNs
The course includes 10 hours of theory as required by the Mississippi Board of Nursing. Course content includes a legal aspects refresher, review of A&P, equipment and procedures, complications and precautions, and medications. There will be ample time for hands-on practice of initiation/IVPB. Admission is on a first-come, first-served basis and only the first 20 applicants will be accepted into the program. Course is designed for currently licensed LPNs in the state of Mississippi.

Choose a Saturday
Dates TBD | $60

Radiation Health and Safety
The dental radiology health and safety seminar is approved by the Mississippi State Dental Board of Examiners for dental assistants to obtain certification. This one-day seminar covers an overview of the production of radiology, its effects and how to protect the patient, and the techniques of exposing conventional and digital radiographs. Also, the participant will be allowed to expose radiographs on a manikin.

*Prerequisites: Must be employed as a dental assistant and/or recent graduate of a MS dental assistant training program.

Classes meet in the MCC-Riley Health Center | Classroom 117
Choose a Saturday:
February 27 | April 10
September 11 | November 6
8:00 a.m.-5:00 p.m. | $75

Pharmacy Technician
This course, which requires a minimum of 96 instructional hours, is designed to train students to assist a licensed pharmacist. The program will familiarize the student on how to prepare and dispense medications in the hospital and retail settings under supervision of a registered pharmacist. Duties include helping the pharmacist fill medication orders according to written prescriptions, data entry in pharmacy computer systems, performing dosage calculations, sterile and non-sterile compounding and receiving/storing medications and supplies. Upon successful completion of the program, students are qualified to take the National Healthcareer Association ExCPT certification exam. Cost of MS Board of Pharmacy Technician Registry and one certification voucher is included in the course tuition. *Prerequisites: Must be 18 and have HSD or HSE and CRC Workkeys of silver or higher.

MCC-Riley WDC | Room 125
Mondays and Thursdays
January 14-May 27
5:00-8:00 p.m. | $425

Advanced Cardiac Life Support (ACLS)
This advanced course highlights the importance of high-performance team dynamics and communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes (ACS). Class is two days in length and designed for those in the healthcare industry.

Thursday & Friday
TBD
8:30 a.m.-5:30 p.m. | $60
Pediatric Advanced Life Support (PALS)
PALS is a classroom, video-based, instructor led course that uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes. The PALS course is for healthcare providers who respond to emergencies in infants and children. These include personnel in emergency response, emergency medicine, intensive care and critical care units such as physicians, nurses, paramedics and others who need a PALS course completion card for job or other requirements.

Thursday & Friday
TBD
8:30 a.m.–5:30 p.m. | $60

CPR Basic Life Support
This class is designed to teach participants basic lifesaving and CPR skills. Instruction is based on the American Heart Association guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care. Topics or skills covered will include adult CPR, child CPR, and infant CPR including child and infant choking. Successful completers will receive their Basic Life Support/CPR wallet card. Call 601.482.7445 for more information.

MCC-Riley WDC | Room 123 | $30
Choose a Friday Class:
January 22 | February 5
March 12 | April 16 | May 14
June 11 | July 16 | August 13
September 17 | October 15
November 12 | December 3
Choose a time:
8:30 a.m.-12:30 p.m.
1:30 p.m.-5:30 p.m.

TRAIN FOR CAREERS THAT PAY
$18-26 AN HOUR
IN THE FIRST 4 YEARS

MCC WorkForce Development offers two credit programs which earn you a college certificate and help you build a lasting career.

INDUSTRIAL MAINTENANCE TECHNICIAN
- Two-year program
- Graduate with MCC certificate
- Earn credentials and land a job

WELDING AND CUTTING TECHNOLOGY
- One-year program
- Graduate with MCC certificate
- Earn credentials and land a job

Find these programs online at meridiancc.edu/workforce
Call 601.482.7445 for more information.
WHO IS ELIGIBLE?

- Lauderdale County Residents
- Ages 16 - 24 years of age
- Former students who have graduated or dropped out of high school.

PROGRAM BENEFITS

- Work ethics training with INCENTIVES
- Financial literacy training with INCENTIVES
- High School Equivalency completion with INCENTIVES
- National Career Readiness Certificate
- 250 Hours PAID WORK EXPERIENCE

HERE IS HOW TO APPLY

Stop by the MCC-Riley Workforce Development Center

Bring the following:
- Government issued photo I.D.
- Social Security Card
- Birth Certificate
- Proof of residency (utility bill)

Victoria Liddell | Program Director
601.481.1398 | vliddell@meridiancc.edu

Margie Moore | Coordinator
601.553.3478 | mmoore35@meridiancc.edu

Workforce Grants and Development
Meridian Community College
1524 Hwy 19 North | Meridian, MS 39307
601.482.7445 | meridiancc.edu
**Policies**

**Preregistration is Required for All Classes**
Registration is currently underway and ends **two days before** class starts and/or until class is full, so please register early. Some exceptions apply.

**Payments**
A valid driver’s license number and phone number is required on all personal checks. Make checks payable to MCC.

For your convenience, we also accept some credit cards. The cost of the class is stated unless otherwise noted. Please note that some classes require supplies to be purchased before class begins.

**MCC Non-Credit Refund Policy**
All withdrawals and requests for refunds must be made **at least one week prior** to class beginning. Completion of the MCC Refund Request Form is required. No refunds will be given once class has started or if you have attended the class. Meridian Community College reserves the right to substitute instructors, change class schedules and cancel programs due to insufficient enrollment or unforeseen circumstances. If a class is canceled by MCC, you will be given a full refund within 30 days after cancellation.

**Students with Disabilities**
Accommodations will be made for students with disabilities. Please call 601.484.8777 for more information.

**Cancellations**
All classes require a minimum enrollment to be offered. Classes will not be conducted without sufficient registration. Classes may also be canceled due to inclement weather. You will be notified by our office only if the class is canceled. Please provide a daytime phone number for notification of any cancellations.

Meridian Community College Continuing Education and Workforce Development reserves the right to cancel, postpone, limit enrollment, split or combine classes and change times and locations when necessary.

**How to Enroll**

**To Register**
- Registration is on a first-come, first-served basis. Class registration is limited.
- Students under the age of 16 will need approval from Continuing Education prior to registering.
- Students under the age of 18 will need approval from Workforce prior to registering.
- Please note class times, locations and fees are subject to change. Our office will make all reasonable attempts to notify students of class cancellations or changes.

**Ways to Register**
Registration can be made by telephone, fax, mail or in person at the MCC-Riley Workforce Development Center.
- Telephone: Please call 601.482.7445 to register. Be prepared to give all information needed on application form including payment details as requested.
- Fax: Please fax your completed registration form to 601.482.5803. Registration is not complete without payment.
- Mail: Submit check or money order along with your completed registration form for each person per class payable to Meridian Community College.

  **Mail to:**
  MCC-Riley Workforce Development Center
  Meridian Community College
  910 Highway 19 North
  Meridian, MS 39307

- In Person
  Walk-in registration is accepted at MCC - Riley Workforce Development Center
  1524 Highway 19 North.

**Business hours are:**
Monday - Thursday, 8 a.m. - 4:30 p.m.
Friday, 8 a.m. - 3:30 p.m.

**To Pay**
REGISTRATIONS ARE NOT PROCESSED WITHOUT PAYMENT.
Telephone/Fax: Credit Card Only
Mail/In Person: Check, Money Order or Credit Card (VISA, MasterCard and Discover).
Do not mail cash. Cash is accepted only in person. Valid driver’s license and phone number required on all checks.

For more information call 601.482.7445.
SOCIAL SECURITY NUMBER (required) ___________________________ DATE OF BIRTH______/______/_______

NAME ___________________________ ___________________________ ___________________________

HOME ADDRESS ____________________________________________________________

CITY ___________________________ ST __________ ZIP __________ COUNTY __________

HOME PHONE _____________________ CELL PHONE ________________ WORK PHONE ________________

EMAIL ________________________________________________________________

EMPLOYMENT STATUS: ○ Employed ○ Unemployed ○ Retired

EMPLOYMENT TYPE: ○ Full Time ○ Part Time ○ Seasonal

JOB TITLE ________________________________________________________________

PLACE OF EMPLOYMENT __________________________________________________

WORK ADDRESS __________________________________________________________

○ Male ○ Female ○ Asian ○ Black/African American ○ American Indian/ Alaska Native

U.S. CITIZEN ○ Yes ○ No ○ Hispanic ○ White ○ Other

RACE ○ Some H.S. ○ G.E.D. ○ Graduated Degree ○ Some College

EDUCATION LEVEL ○ AS/AA ○ BS/BA ○

YOU MAY REGISTER FOR MORE THAN ONE CLASS WITH THIS APPLICATION.

Class(es) in which you are enrolling: ________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

PAYMENT METHOD

○ Cash ○ Check # ___________________ ○ Money Order ○ Credit Card ○ Free Class

○ Paid by Employer ___________________ ○ Invoice Company ___________________

Total Payment: _______________________

MCC Non-Credit Refund Policy

All withdrawals and requests for refunds must be made at least one week prior to class beginning. Requests for refunds will NOT be accepted over the phone. Completion of the MCC Refund Request Form is required. NO refunds will be given once class has started or if you have attended the class. Meridian Community College reserves the right to substitute instructors, change class schedules and cancel programs due to insufficient enrollment or unforeseen circumstances. If a class is cancelled by MCC, you will be given a full refund within 30 days after cancellation.

Signature: _______________________________________________ Date: _______________________

The Family Education Rights and Privacy Act provides for the publication or disclosure of certain directory information on students. Check box if you do not want your name, photograph or other directory information included in publications, Internet or media.

Meridian Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in admission or access to, or treatment or employment in its programs and activities. Compliance with Section 504 is coordinated by Mrs. Deanna Smith, Dean of Student Services, 910 Highway 19 North, Meridian, MS 39307. 601-484-8895, Fax: 601-484-8635, email: dsmith40@meridiancc.edu. Compliance with Title IX is coordinated by Mr. Derek Mosley, Social Science Instructor, Smith Hall, 910 Highway 19 North, Meridian, MS 39307. 601-553-3453, Fax: 601-484-8635, email: dmosley@meridiancc.edu.