

Mitchell Community College

Dual Enrollment Orientation

Table of Contents

- Getting Started
- Self Service Account
 - View pathway(s), credit hours, grades.
 - Plan, register, & pay for classes
- Before Classes Begin
- Staying on Track
- Need Support?
- Policies & Reminders



Mitchell
COMMUNITY COLLEGE

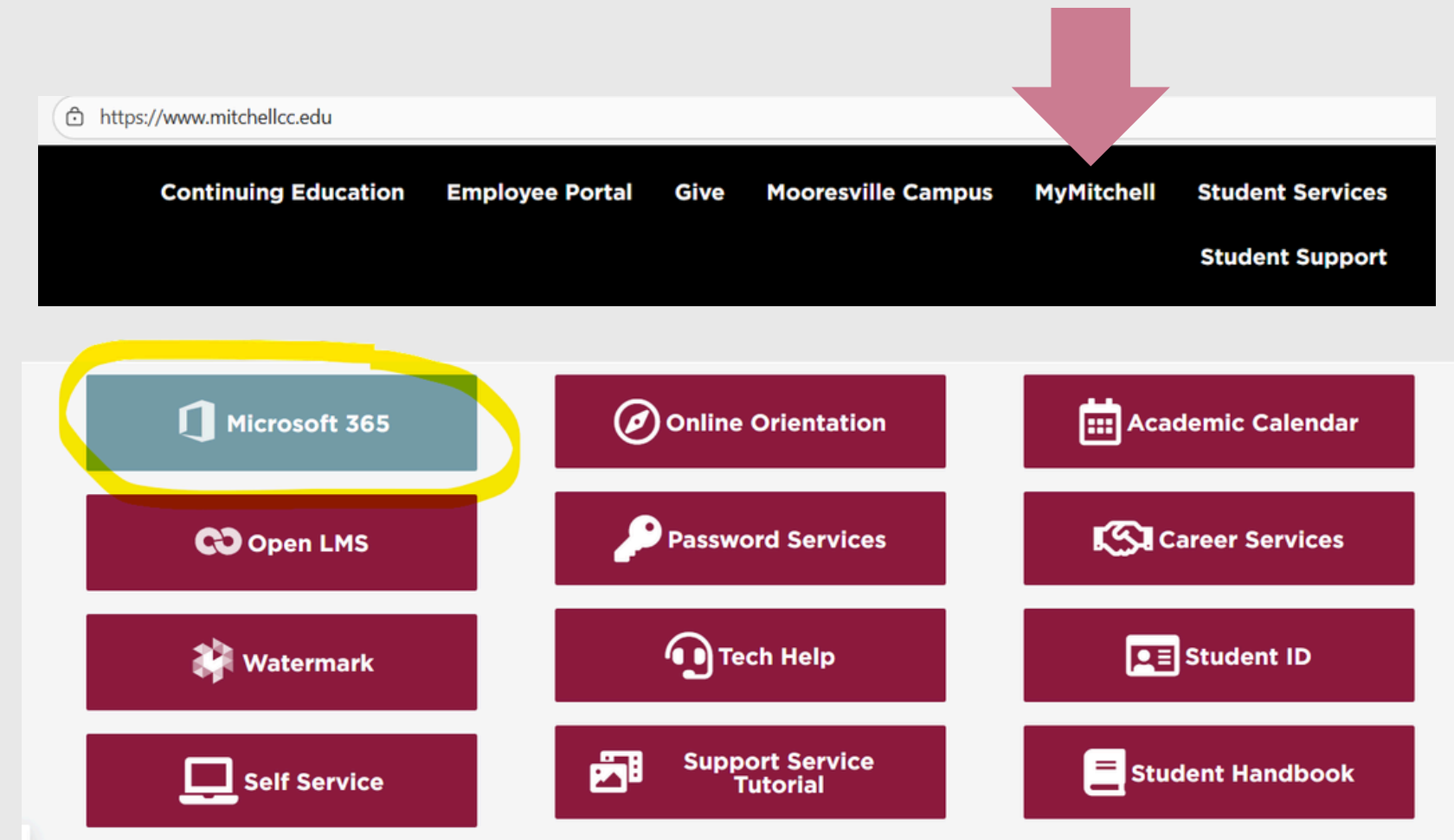
Mitchell Community College
Dual Enrollment Program



Getting Started

Activate your Mitchell email account

1. Go to www.mitchellcc.edu
2. Click "My Mitchell" at the top of the screen
3. Scroll down to the burgandy rectangles and choose Mitchell Email (office 365)
4. Click on "Office 365 (Email)" to access your student account



Authenticator App: (see picture on next slide)

We use a multifactor authenticator. You will be prompted to install the authenticator app on your phone where you will receive a code to enter to access you account.

If you would prefer, you can select - "set up a different way to sign in". This method will allow you to enter your phone number and you will be texted a one-time code to enter to access you account.

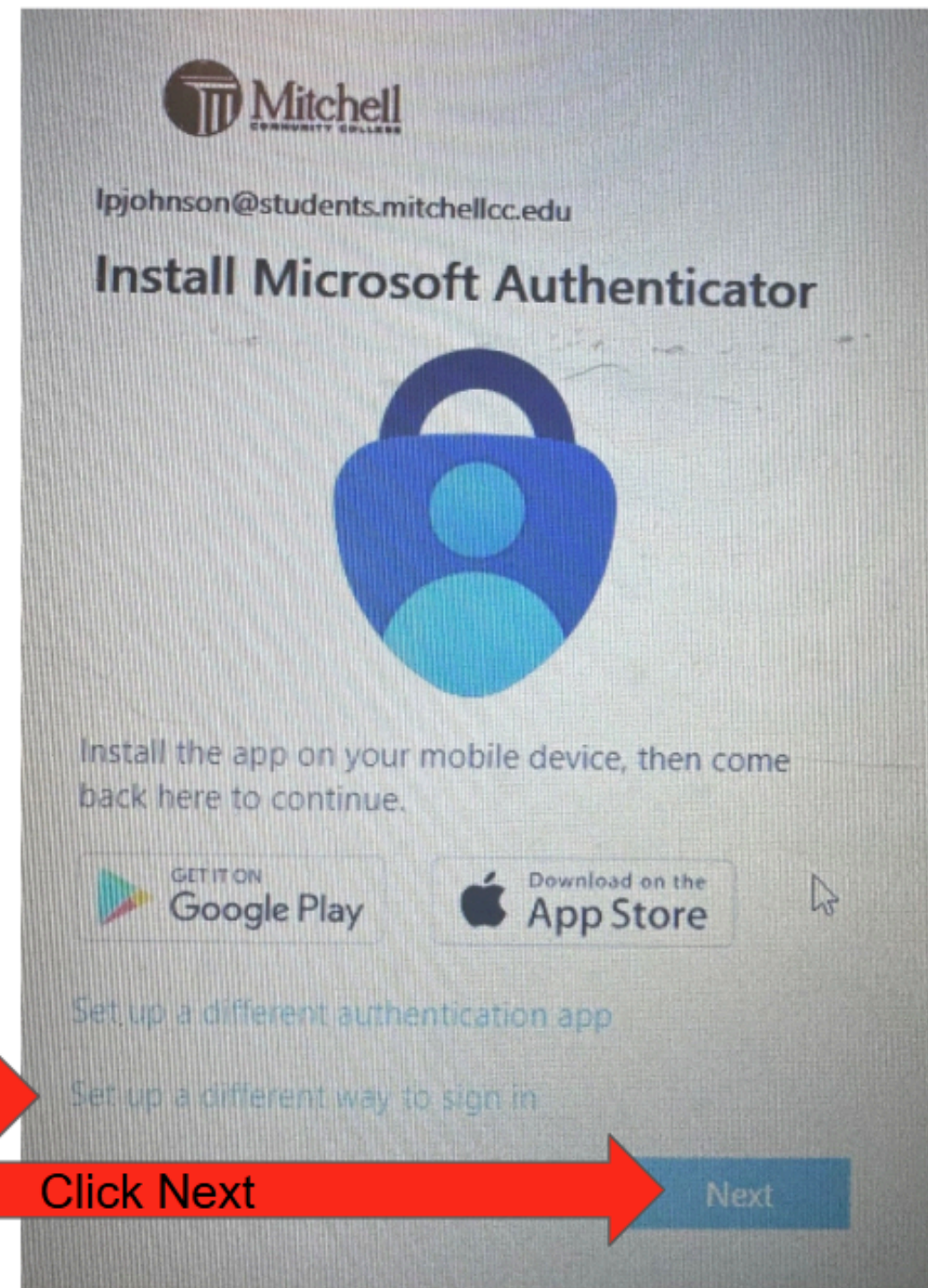
Your account username is your email address:

Example: rajjustice@students.mitchellcc.edu

Your initial password is m\$ followed by your Student ID.

Example: If your student ID is 0123456 your password is m\$0123456.

**Click Set up
a different
way to sign
in**



Things to keep in mind with email

- Check your Mitchell email regularly, preferably daily
- Always use your Mitchell email to communicate with your Mitchell instructors, liaisons, and other college personnel
- Emailing your instructor - include the course name and section you are enrolled in (Ex: PSY-150-OKI1)
- Always include your Mitchell ID number in your emails to help staff identify you
- Practice professionalism!
 - Include an opening
 - Include specific details information (course, section, Mitchell ID number)
 - Include an appropriate closing





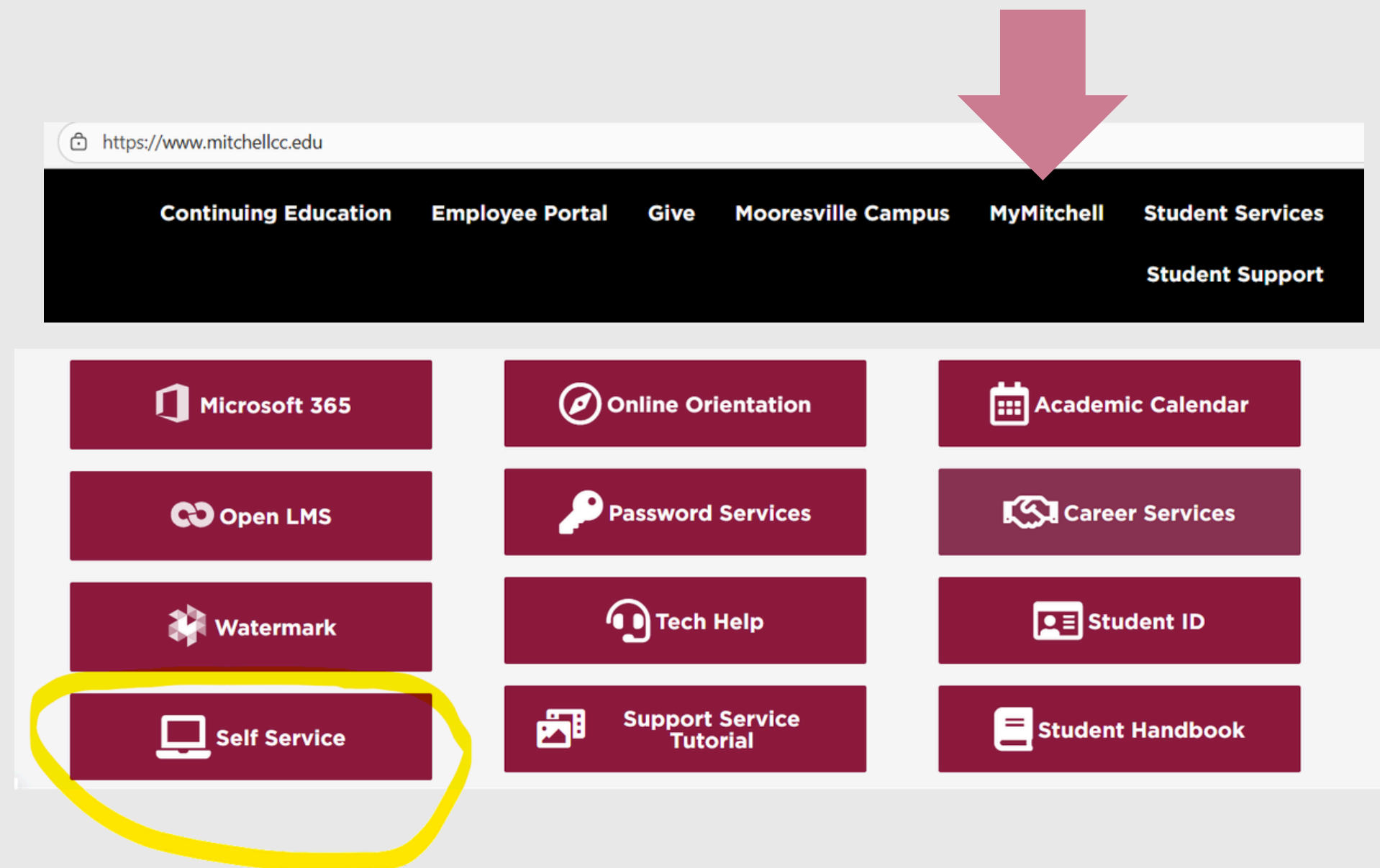
Self Service Account

Self Service Account

- *Self Service is your “hub” – see your pathway(s), courses, grades, plan/register for classes*

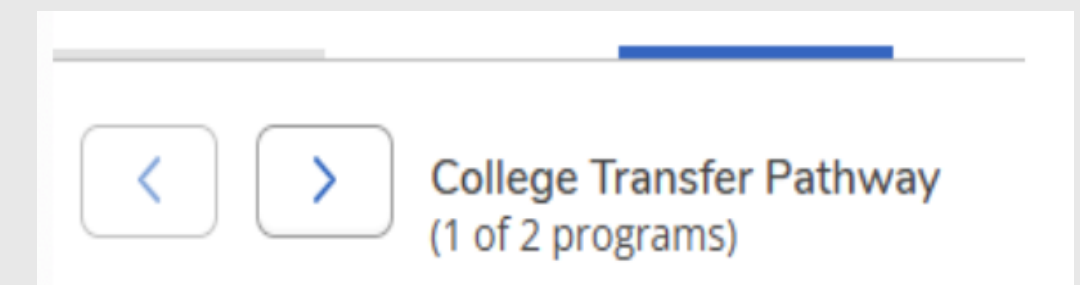
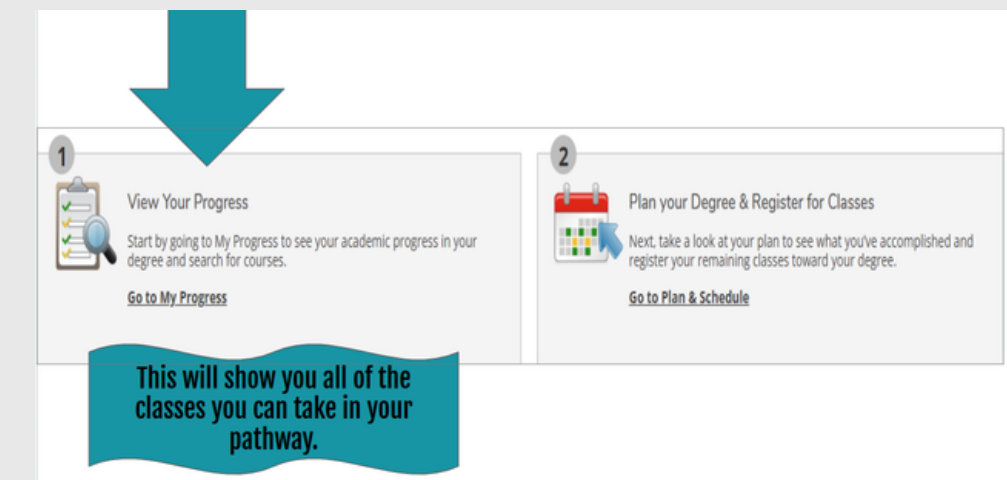
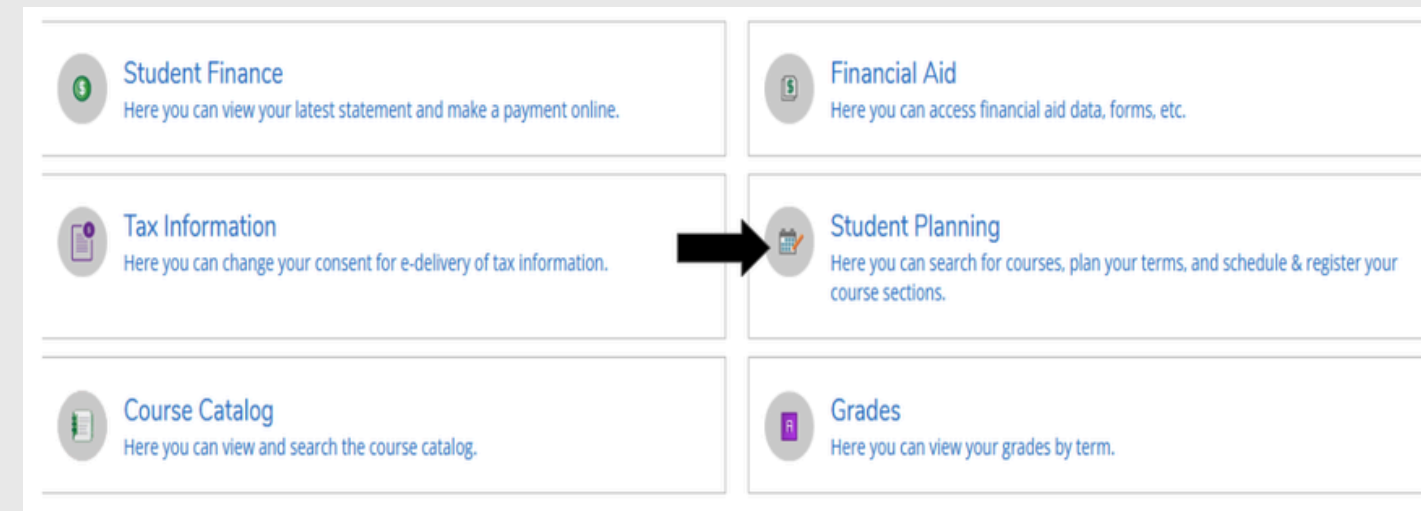
How to log in –

1. Go to www.mitchellcc.edu
2. Click on “My Mitchell” at the top of your screen
3. Scroll down to the burgandy rectangles and click, “Self Service”
4. Enter your username (first part of your Mitchell email address – ex: rjustice) and click sign in



Self Service – Student Planning

- Once you are logged into self-service, you will have a series of options.
- Click on “student planning”
- click, “view your progress”
- This is where you will see your pathway(s).
- If you have more than one pathway, use the arrows to toggle between pathways
- In each pathway, you will see a list of classes you are eligible to take
- If the class is not in this list, you **cannot** take it!



What is a pathway?



- A student may be in one college transfer pathway and/or one Career and Technical education pathway. A pathway **IS NOT** a full degree.
- If a student finishes their college transfer pathway, they will have completed approximately one year of their Associate's degree (two-year degree).
- If a student finishes their Career and Technical education pathway, they will earn a certificate.
- If a student finishes their college transfer pathway, they can request that the full degree be opened. This request can be made to their liaison when they are enrolled in the last one or two classes in their pathway.

Course Registration is a two-step process

Step one: Plan

- Find the classes you are interested in within your pathway, choose which section suits you best, and add that section to your plan.
- This is done BEFORE registration day!

Step two: Register

- When your registration window opens, go to your plan & schedule and press the blue registration button.
- You are not registered for classes until you actually register!

Self Service Planning

- Go to www.mitchellcc.edu/my-mitchell
- Select Self Service
- Select Student Planning
- Select Go to My Progress to see the classes in your pathways. You will use the arrows (<, >) to scroll through your pathways.
- Select on the hyperlinked course code (example: ART-111 for Art Appreciation) to read the course description.

D. Math

Take 3-4 credits from the following courses: MAT-143 MAT-152 MAT-171

Complete all of the following items. ⚠️ 0 of 1 Completed. [Hide Details](#)

⚠️ 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	
ⓘ Not Started	MAT-143	Quantitative Literacy
ⓘ Not Started	MAT-152	Statistical Methods I
ⓘ Not Started	MAT-171	Precalculus Algebra



Self Service Planning cont.

- Once you've clicked on the hyperlink, you will see all course details:
 - Course description
 - Prerequisites
- Use filters (on the left) to search for current course offerings that meet your specific needs (terms/dates/times/locations)

ENG-112 Writing/Research in the Disc (3 Credits)

[Add Course to Plan](#)

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.



This course is registered, but not yet started.

Requisites:

Take ENG-111 - Must be completed prior to taking this course.

"C" or better earned in ENG-111 - Must be completed prior to taking this course.

[View Available Sections for ENG-112](#)

Filter Results

[Hide](#)

Subjects

☐ English (1)

Locations

☐ Distance Learning-Main Campus (1)

☐ Main Campus-Broad St (1)

☐ Mooresville Campus (1)

☐ North Mitchell Center (1)

Terms

☐ Fall 2026 (1)

☐ Spring 2025 (1)

☐ Summer 2025 (1)

Understanding Course Options

Course Length

- Mitchell offers classes in 16, 12, 8, and 4 week sections.
- Regardless of the course length, students are learning 16 weeks worth of content.
- A 16 week course will move at the slowest pace and a 4 week course will move at the fastest pace.

Course Locations/Times

- Students can take classes on the Statesville Mitchell campus, Mooresville Mitchell campus, online/distance learning, or at their high school (if applicable)
- Class meeting times and days are specified (for in-person classes). If the class has a lab, meeting days/times included
- Students must provide their own transportation

Self Service Planning cont.

- Once you established your filters, click “*view available sections*”
- Pay close attention to the meeting dates (16, 12, 8, 4 week sections), locations, seats available, instructor and “*add section to schedule*” for the one that suits you best.
- Click the blue button in the same row as the course (ENG-111-OKI1)

Filter Results Hide

Filters Applied: Distance Learning-Main Campus Spring 2025

ENG-112 Writing/Research in the Disc

This course, the second in a series of two, introduces students to analyzing information and ideas and incorporating research. This course has been approved for transfer under the ICAA as a general education course.

✓ This course is registered, but not yet started

Requisites:
Take ENG-111 - Must be completed prior to taking this course
"C" or better earned in ENG-111 - Must be completed

[View Available Sections for ENG-112](#)

ENG-112-OJI1 Writing/Research in the Disc Runs from 1/13/2025 - 3/7/2025				Add Section to Schedule
Seats ⓘ	Times	Locations	Instructors	
1 / 25 / 0	M/T/W/Th/F/Sa/Su TBD 1/13/2025 - 3/7/2025	Distance Learning-Main Campus, On-Line ON-LINE Classroom Hours	Finch, M (Classroom Hours)	
ENG-112-OJI2 Writing/Research in the Disc Runs from 1/13/2025 - 3/7/2025				Add Section to Schedule
Seats ⓘ	Times	Locations	Instructors	
0 / 25 / 0	M/T/W/Th/F/Sa/Su TBD 1/13/2025 - 3/7/2025	Distance Learning-Main Campus, On-Line ON-LINE Classroom Hours	Knudson, L (Classroom Hours)	

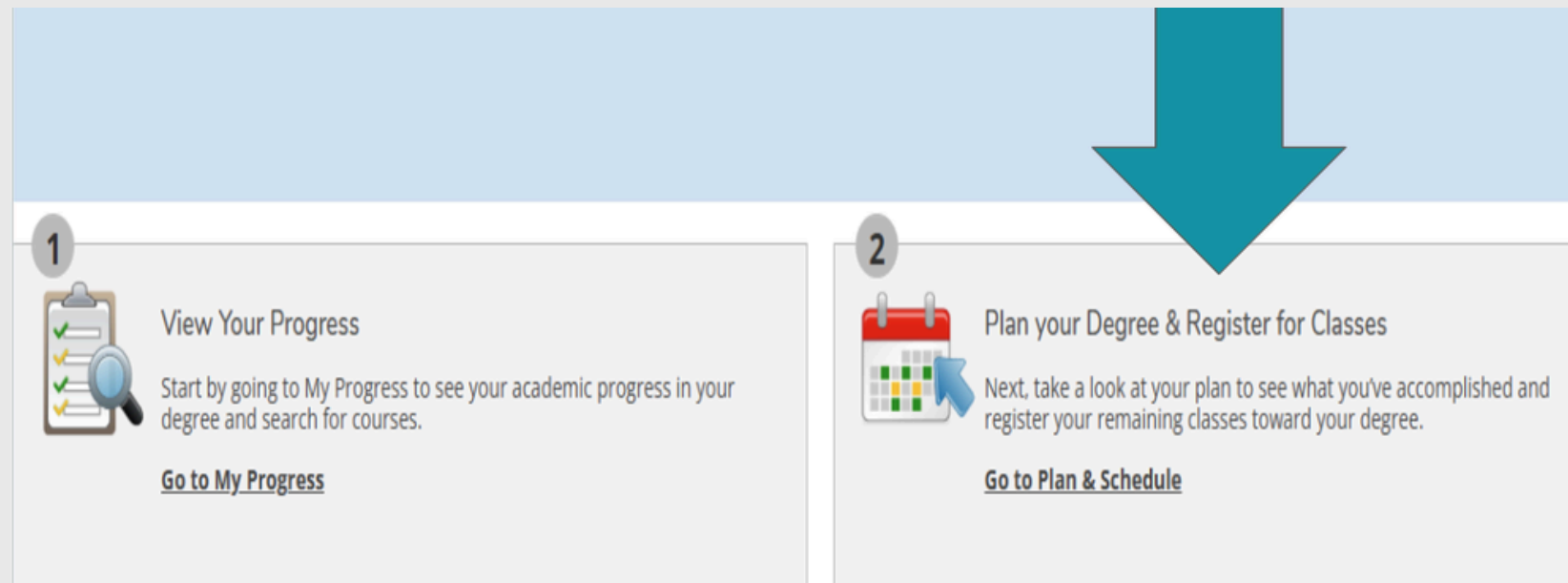
Self Service Planning cont.

- Scroll through and read the additional information for the course. This will specify the course meeting details and outline midterm and exam requirements as needed
- Some courses mandate in-person midterm and final exams, even if they are taught in an online format
- If you can meet those requirements, click *"add section"*
- Repeat these steps for each class you want to take

The screenshot shows a 'Section Details' form with several sections. A yellow box at the top contains a warning icon and text about prerequisite course sets. The 'Course Description' section provides details about the course's focus on calculus and transferability. The 'Additional Information' section describes the online format and exam requirements, with a yellow highlight around the exam details. The 'Transfer Status' is marked 'Yes'. The 'Books Total' is empty. At the bottom, there is a 'Close' link and a blue 'Add Section' button, which is circled in yellow.

Section Details	
	Warning: DMA 080 or Set 4: DMA 010, DMA 020, DMA 030, DMA 045 and DMA 065 or Set 5: DMA 025, DMA 040, DMA 050, DMA 060, DMA 070 and DMA 080 or Set 6: DMA 025, DMA 040, DMA 050 and DMA 065 or Set 7: DMA 025, DMA 045, DMA 060, DMA 070 and DMA 080 or Set 8: DMA 025, DMA 045 and DMA 065 or Set 9: MAT 003 (Tier 1, Tier 2 and Tier 3) or Set 10: "C" or better earned in MAT 121 or Set 11: MAT 035 - Must be completed prior to taking this course.
Course Description	This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.
Additional Information	This course is delivered 100% online. All instruction is delivered through the LMS asynchronously (accessible at different times than instructor). Students must have computer and internet access. Students must log-in to the course on the first day of class and complete the Enrollment Verification Activity (EVA) by the census date of the class. This course has a mandatory proctored midterm and final exam on the Statesville campus. The midterm will be on Friday Nov 13 from 9:30 am-10:45 am. The final exam will be on Friday Dec 11 from 9:30 am-10:45 am. The room location will be announced by your instructor.
Transfer Status	Yes
Books Total	
Close Add Section	

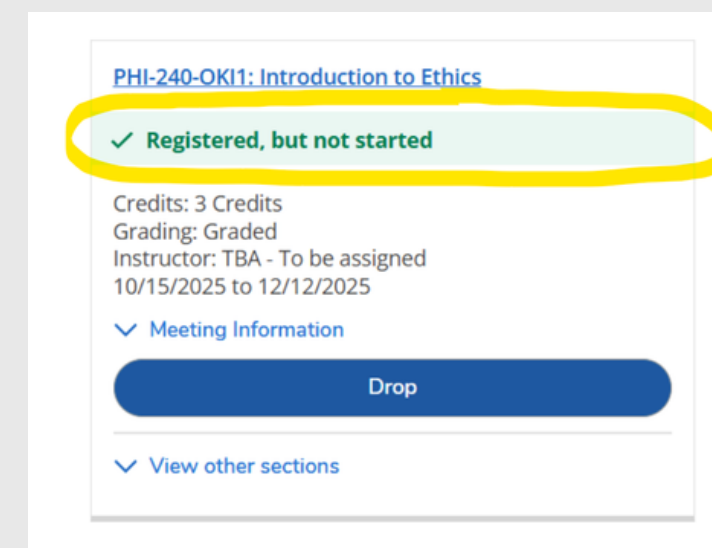
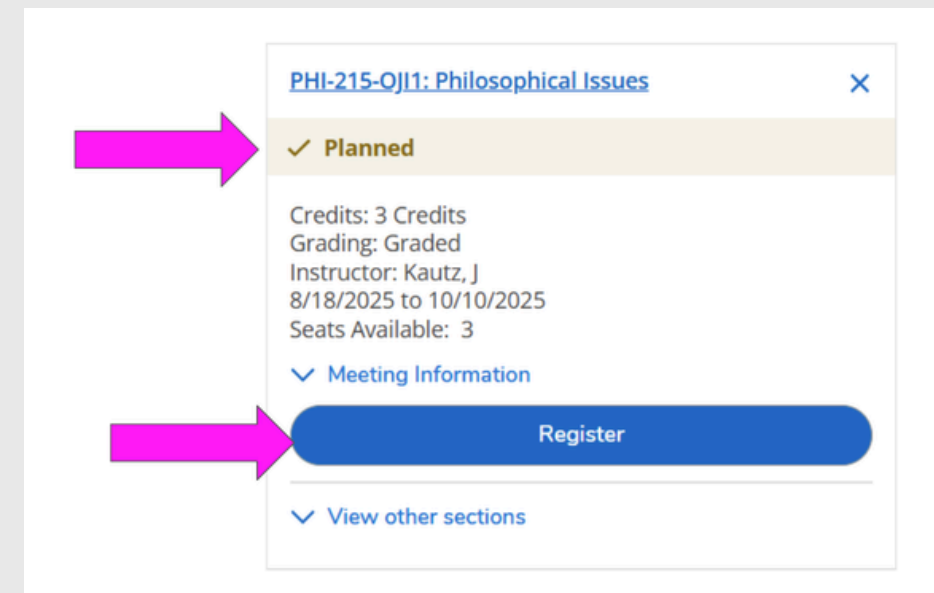
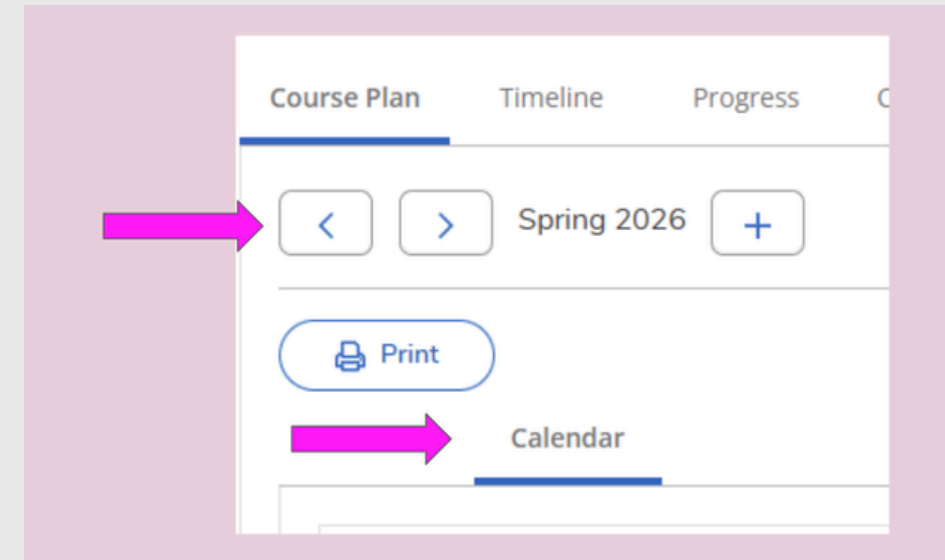
Self Service Registration



- Go to www.mitchellcc.edu/my-mitchell
- Select Self Service
- Select Student Planning
- Select Go to “Plan your degree & Register for classes” to see the classes you added.
- Use the arrow keys at the top to find the correct term (Fall, Spring, Summer). You will see the courses you added from the planning steps above.
- You can register for each class individually, by clicking the blue “register” button or you can click “Register now” in the upper right corner. Be careful – the “Register now” button will register you for ALL classes in your plan. Make sure you want all of those if you plan to click “register now.” Otherwise, register for each class individually.
- You will know that you are registered, because each class will turn green and say “Registered, but not started.”
- If the class is full, you may add yourself to the waitlist. Do not add yourself to other sections of the same course if you are on the waitlist.

Self Service Registration cont.

- Use the arrow keys at the top to find the correct term (Fall, Spring, Summer). You will see the courses you added from the planning steps above.
- You can register for each class individually, by clicking the blue “register” button or you can click “Register now” in the upper right corner. Be careful – the “Register now” button will register you for ALL classes in your plan. Make sure you want all of those if you plan to click “register now.” Otherwise, register for each class individually.
- You will know that you are registered, because each class will turn green and say “Registered, but not started.”
- If the class is full, you may add yourself to the waitlist. Do not add yourself to other sections of the same course if you are on the waitlist.





Before
Classes
Begin

Accessibility Services

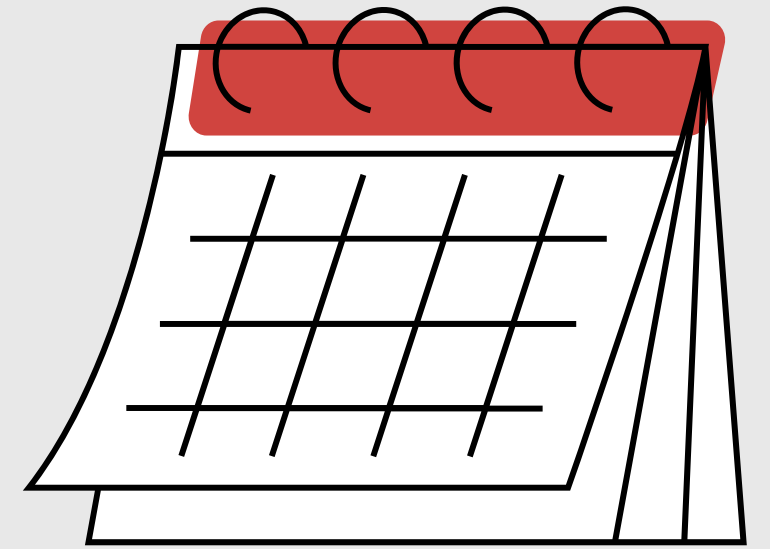
Accommodations

- If you have a 504 or IEP at your high school, you may be eligible for accommodations/services through Mitchell Community College.
- Plans do not automatically transfer. **Students must reach out** to accessibility services to determine eligibility/services.

Contact

- [Accessibility Services Website](#)
- Marks Elder, Accessibility Services Coordinator and 504 Coordinator
 - Melder@mitchelcc.edu
 - (704) 878-3364
- Molly Rogers, Accessibility Services Generalist
 - mrogers@mitchelcc.edu
 - (704) 978-5426

College Calendar



- College Calendar
 - Bookmark the college calendar for easy access and to see important drop/add dates, start/end dates, holidays, etc.
 - The college calendar does not always align with the high school calendar.
 - If the college is in session, students are expected to attend class and/or meet deadlines (even if your high school is on break/not in session).

Important Enrollment Info

Attendance

- **In person classes:** students must attend all in person classes and adhere to the attendance policy in their course syllabus.
- **Online classes:** students must regularly log in and complete assignments. If a student does not log in and submit assignments for 14 or more consecutive days, they will be withdrawn from the course.

Absences

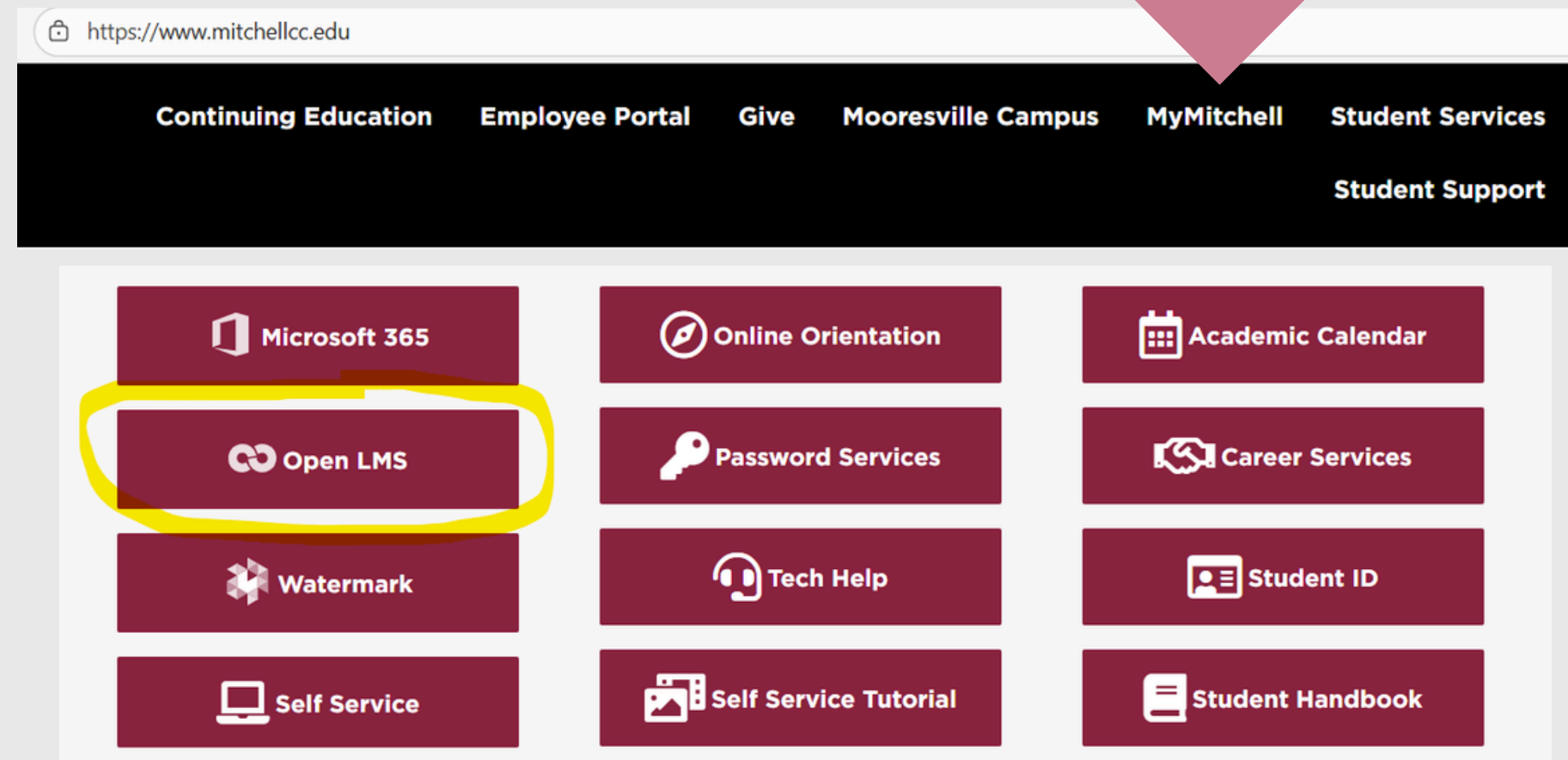
- Traveling while enrolled? Students are expected to meet deadlines while on vacation. For international travel, you must contact itsupport@mitchellcc.edu prior to leaving to gain access.
- School related absences? Students that miss class due to a school field trip, mandatory testing, extracurricular activities, etc. need to work with their school liaison and email their Mitchell instructors in advance to understand make up policy.

Drop/Add Procedures

- All drop/add deadlines are specified in the college calendar
- Students must meet with their school liaison to complete a drop/add form
- The high school liaison will be able to explain how drop/adds will impact your Mitchell transcript.
- Refer to your high school drop/add policy to understand how your high school transcript may be impacted.



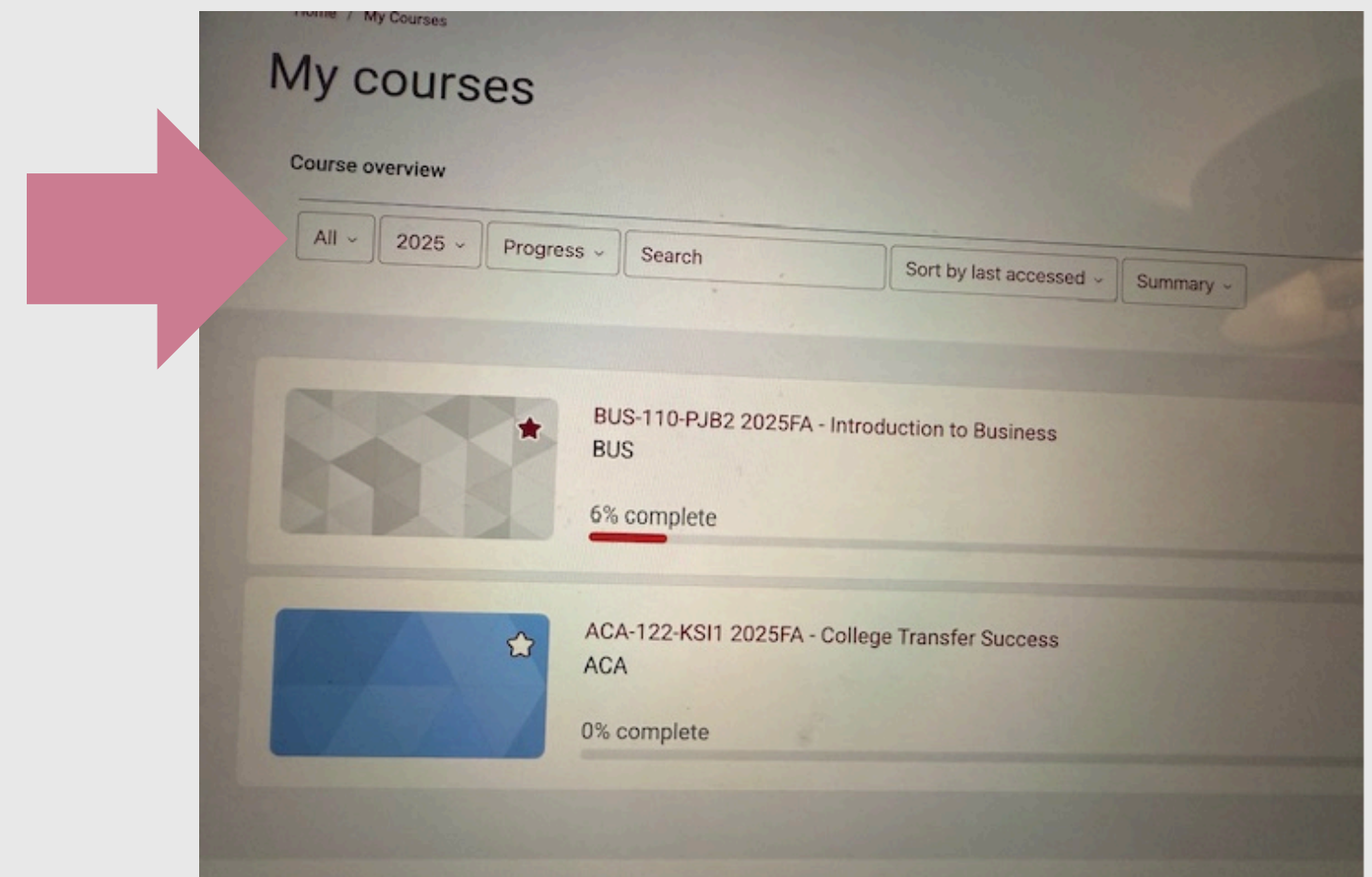
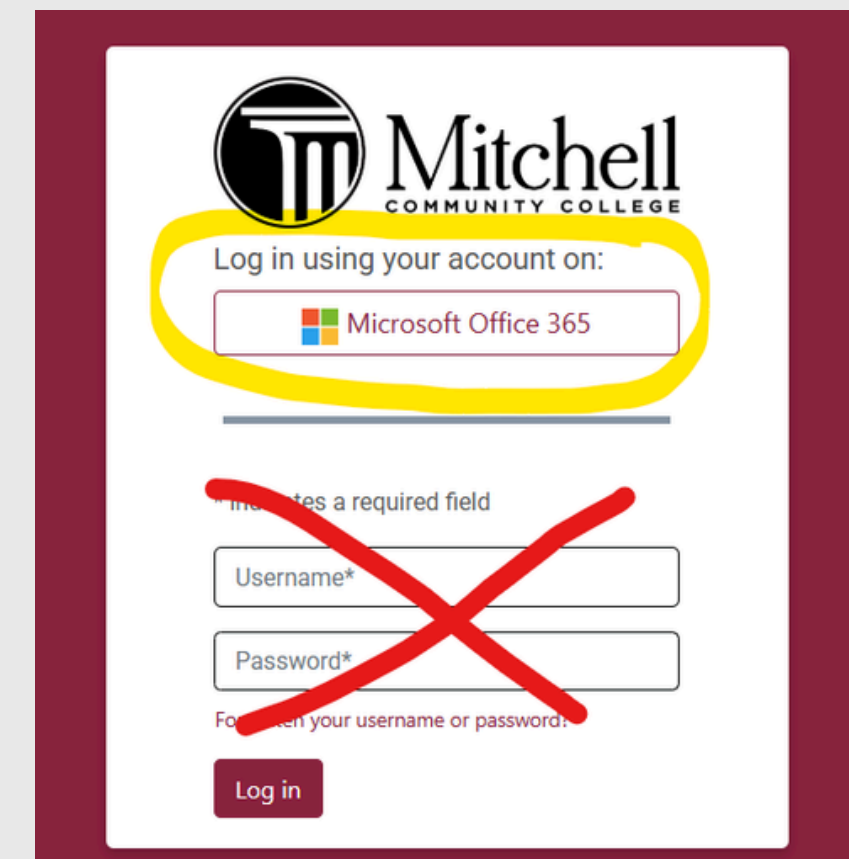
Open LMS



- Open LMS is where you will go to access your courses.
- The Open LMS is accessed through Mitchell's website and is not connected to your high school.
- To access the LMS:
 - Go to www.mitchellcc.edu
 - Click "My Mitchell" at the top of your screen
 - Scroll down to the burgandy rectangles and click "Open LMS"

Open LMS cont.

- After clicking on "Open LMS", click, "Log in using your account on Microsoft Office 365"
- **You will not be able to access the LMS or your classes until the first day of that course.** (Check start dates in self service).
- Make sure you seeing the current term and there will be a tile for each enrolled course



Enrollment Verification Activity (EVA)

- The EVA is one of the first assignments you must complete at the beginning of each course.
- It is a quick form that verifies your enrollment in the course and is state mandated.
- You will be dropped from the course if you fail to complete the EVA by the due date. No exceptions can be made.
- This will result in being marked as a “no-show”.
- Refer to your high school policies regarding how the “no-show” may impact your high school transcript.



Course Syllabus

- The syllabus is your “go to guide” that outlines everything for that particular course.
- Spend time reading this document the first day of class and understand all of its contents.
- The syllabus will explain all course procedures, policies, instructor contact information, assignments, due dates, grading, late work policies, attendance policies, textbook information, and more!



Course Calendar and Modules

- There is a course calendar in each course. While it is a good reference, it does not replace walking through the course directions, modules, and individual assignments.
- Going through each week's modules will ensure all assignments are complete.



Textbooks & Supplies

- Students are responsible for purchasing all textbooks, access codes, supplies required for their course.
- Students should refer to the syllabus for each course to find the required materials.
- Biblu???????





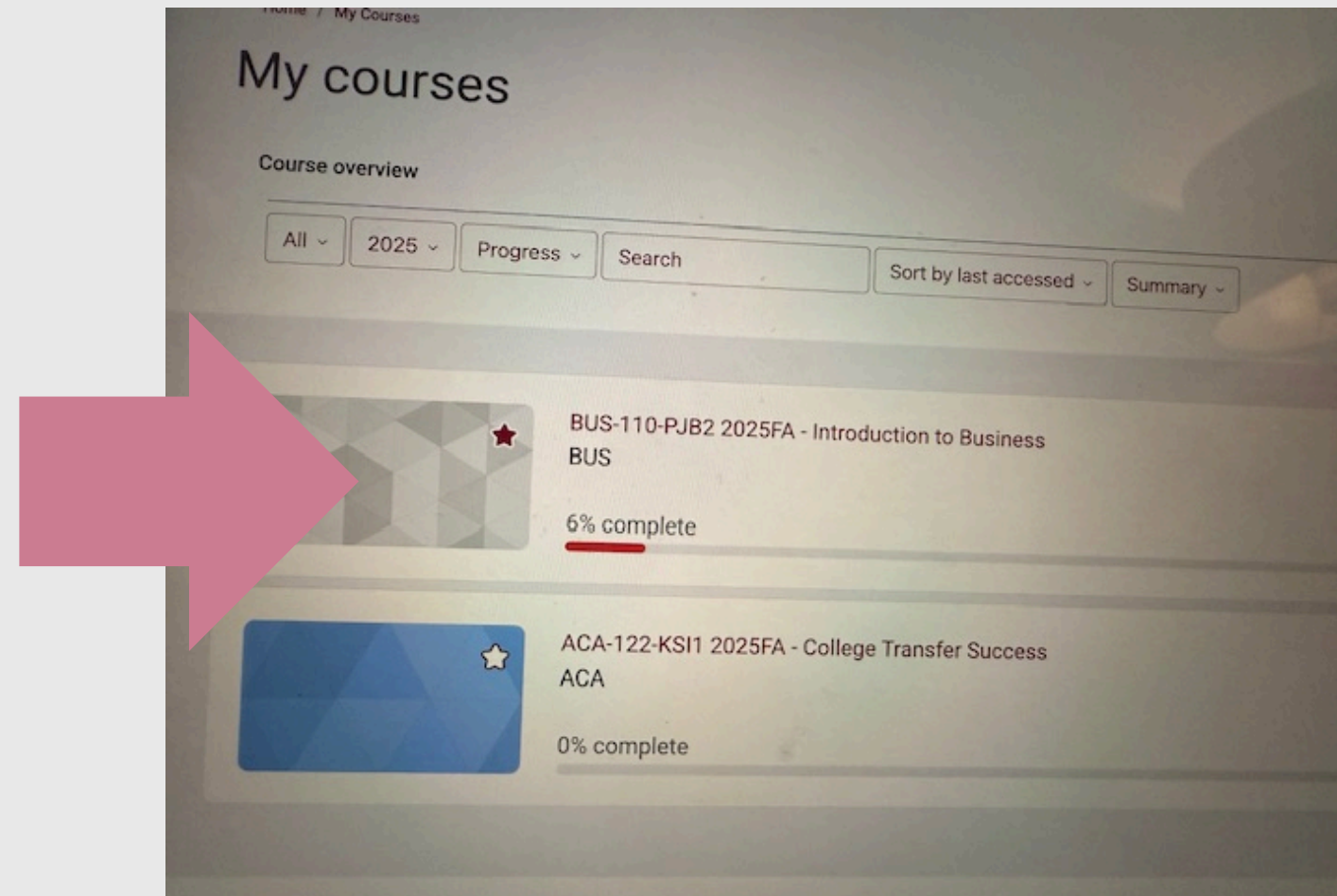
Staying
on track

Monitoring Grades

- It is the student's responsibility to monitor grades throughout the course. Grades can be found in the LMS.
- Parents will not receive progress reports for college classes.
- Parents are encouraged to work with their student and view grades through the students LMS.
- Students should proactively reach out to Instructors if they have any concerns in the course.
 - Instructors will not communicate with parents
 - Parents should not communicate with Mitchell employees through the students email account
 - Parents and students are welcome to work with their school liaison as needed

Monitoring Grades cont.

- While checking your grades in the Open LMS, do not rely on the “progress bar” for the course.
- It does not reflect your grade or accurate progress completion.



Tutoring

- Students should reach out to their instructors early if they are struggling in a course.
- **Free** tutoring is available to all students in any subject - both in person and online
- Visit the tutoring center on our website for more information or in the LMS.

Online Tutoring



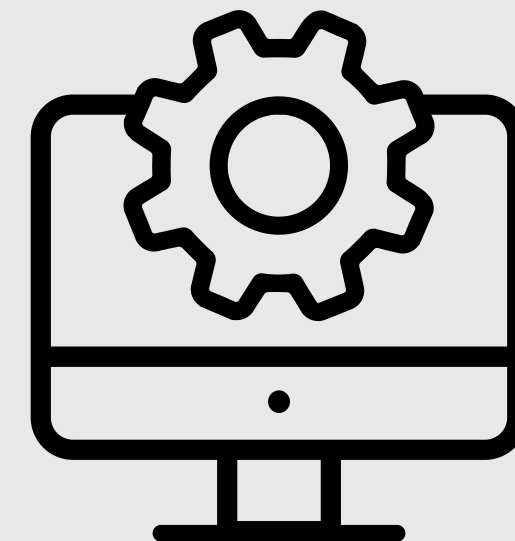
To access online tutoring:

1. Login to [Open LMS](#)
2. Click on Tutor.com link within the Tutoring and Library Resources section in any of your Mitchell courses.
3. Select a subject or course to get started!

**Online Tutoring is available 24 hours a day,
7 days a week.**

Tech Support

- Contact **itsupport@mitchellcc.edu** for any of the following:
 - Cannot login to your email or self service account
 - If you need the Microsoft Authenticator reset
 - If you are traveling internationally and need access to your Mitchell accounts while you are away
- Contact **dl-information@mitchellcc.edu** for the following:
 - Any issues regarding Open LMS
- Contact **your school liaison** for any of the following:
 - Forgot your account or login information





Policies
Procedures
and
Resources

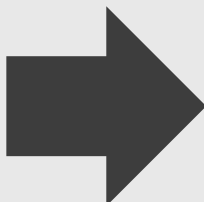
College Resources

- Parking Pass (needed for in-person classes)
- Student ID's & link to schedule an appointment
- Transcript request
- Dual Enrollment/CCP website
- CCP Handbook
 - Iredell Statesville Schools
 - Other Schools



Grading

- Mitchell Comm College reports letter grades while high schools report numerical grades. Refer to the state conversion chart.
- Grade Suppression:
 - The college allows students to retake a course when a student made below a C. The highest grade will factor into the students GPA.
 - Students should refer to their high school counselor for grade suppression policies and their high school transcript.



Mitchell Grade (on transcript)	High School Grade (on transcript)
A	95
B	85
C	75
D	65
F	55
W	55 (Withdrawn by teacher or without principal permission)

Forms

- **Change of pathway.**
 - Iredell Statesville Schools COP
 - Other School's COP
- **Drop/Add**
- **Leon's law**
- **Application/Leon's Law**
 - Iredell Statesville Schools
 - Other Schools

