FREQUENTLY ASKED QUESTIONS

FUNDING

How are state funds allocated? Each college gets a base appropriation (15% of support budget and 7½% of the Career-Tech budget). The remaining funds are allocated based upon annualized FTE (full-time equivalent) enrollment.

What is annualized FTE? Annualized FTE is defined as the total credit hours accumulated by Academic, Technical, and Career students during the summer, fall and spring semesters divided by thirty (30). In the Colleges’ Appropriation Bill, Academic, Technical, and Career hours are weighted equally. Associate Degree Allied Health programs (Associate Degree Nursing and Associate of Applied Science degree Allied Health programs) are classified as high cost programs and receive an additional amount per FTE in this bill.

Do Career and Technical FTEs receive the same funding as Academic FTEs? In addition to the funds allocated in the Colleges’ Appropriation Bill, Career and Technical Education programs (AAS and Certificate) get an additional amount of state funds through a separate appropriation to the Mississippi Department of Education. Those funds are also allocated on an FTE basis, but can only be spent on Career and Technical Education programs. In this allocation, there are three different levels of high cost programs. Level 1 programs receive an additional 0.25 FTE; level 2 programs receive an additional 0.50 FTE; and level 3 programs receive an additiona l 0.75 FTE.

What are the high-cost Associate Degree Allied Health Programs (CIP Codes)?

| AAS - Dental Assisting Technology (51.0601) | AAS – Nuclear Medicine Technology (51.0905) |
| AAS - Dental Hygiene Technology (51.0602) | AAS – Respiratory Care (51.0908) |
| AAS – Medical Information Technology (51.0707) | AAS – Surgical Tech (51.0909) |
| AAS - Medical Assisting Technology (51.0801) | AAS – Diagnostic Medical Sonography (51.0910) |
| AAS – Occupational Therapy Assisting (51.0803) | AAS – Radiologic Technology (51.0911) |
| AAS – Pharmacy Technology (51.0805) | AAS – Polysomnography (51.0999) |
| AAS – Physical Therapist Assistant (51.0806) | AAS – Medical Laboratory Technology (51.1004) |
| AAS – Veterinary Technology (51.0808) | AAS – Ophthalmic Technology (51.1801) |
| AAS – Cardiovascular Technology (51.0901) | ADN – Nursing (51.3800) |
| AAS – EMT/Paramedic (51.0904) |

What are the differences in the way we are paid for a hybrid online class as opposed to our MSVCC course offerings? A hybrid class is one in which less than 75% of the course is taught on-line. Hybrid classes receive the same funding as traditional classes.
What are the high-cost Career-Tech Programs (CIP Codes)?

<table>
<thead>
<tr>
<th>Level 1 (additional 0.25 FTE)</th>
<th>Level 2 (additional 0.5 FTE)</th>
<th>Level 3 (additional 0.75 FTE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Equipment Operation (49.0202)</td>
<td>Aviation (47.0607)</td>
<td>Dental Assisting (51.0601)</td>
</tr>
<tr>
<td>EMT-Paramedic (51.0904)</td>
<td>Avionics (47.0609)</td>
<td>Dental Hygiene (51.0602)</td>
</tr>
<tr>
<td>Health Information Technology (51.0707)</td>
<td>Cardiovascular Technology (51.0901)</td>
<td>Diagnostic Medical Sonography (51.0910)</td>
</tr>
<tr>
<td>Horticulture (01.0601)</td>
<td>Hospitality Admin/Mgmt (52.0901)</td>
<td>Physical Therapy Technology (51.0806)</td>
</tr>
<tr>
<td>Medical Laboratory Technology (51.1004)</td>
<td>Industrial Maintenance Technology (47.0303)</td>
<td></td>
</tr>
<tr>
<td>Practical Nursing (51.1613)</td>
<td>Occupational Therapy Assistant (51.0803)</td>
<td></td>
</tr>
<tr>
<td>Radiological Technology (51.0911)</td>
<td>Respiratory Care (51.0908)</td>
<td></td>
</tr>
<tr>
<td>Truck Driving (49.0205)</td>
<td>Surgical Technology (51.0909)</td>
<td></td>
</tr>
</tbody>
</table>

How are MSVCC courses reimbursed? The Mississippi Virtual Community College operates on a host-provider model:

- For HOST colleges, semester credit hours generated during the Summer, Fall and Spring by PART-TIME MSVCC Host students are in a separate MSVCC category in the formula and are weighted at 0.50. This separate category was added to the formula to encourage on-line class offerings.

- For PROVIDER colleges, the semester credit hours generated by FULL-TIME PROVIDER MSVCC students are counted in the Academic, Technical and Career Categories along with traditional (non-virtual) students. Weights in this category are at 1.0.

- For PROVIDER colleges, the semester credit hours generated during the Summer, Fall and Spring by PART-TIME MSVCC Provider students are in a separate MSVCC category in the formula and are weighted at 0.50.

If we give a Pass or Fail grade, can we get semester credit hours for the students? Any semester hour credit-bearing course a college offers eligible for state funding under the following conditions: (1) the course must be on the uniform course numbering list; (2) the student must have been properly admitted and enrolled for credit (not an auditing student); (3) instructors must maintain a record of daily attendance (attendance cannot be confirmed merely by a final grade in the course); (4) students must meet the enrolled and in–attendance requirement at the time of the census; and (5) instructors must sign and date the attendance roster for accountability purposes. Under the conditions stated above, the state Board WILL provide state funding for the credit hours generated.
RESIDENCY

When should a college ask for residency documents on a student? If anything on the student’s application hints that a student may have resided out-of-state at any time prior to enrollment (out of state high school, out of state GED, out of state residency of parents, out of state transfer transcript on which the student is not listed as a MS resident), it’s best to ask for the two residency documents.

Does the residency status of student under the age of 21 always depend on the residency of the parents or guardian? No, a student under the age of 21 can be declared as an in-state student regardless of his/her parents’ current residency, provided the student resides in Mississippi and can present a transcript (a) demonstrating graduation from a Mississippi secondary school and (b) showing he/she attended not less than the final four (4) years of secondary school in Mississippi. Note: The exception is if a student’s parents are residents of another state while the student attends the last 4 years at a Mississippi high school and graduates. (This sometimes occurs when residents of bordering states send their children to private high schools in Mississippi).

We have a nineteen year old student who listed her grandmother as her legal guardian. In this case, do we only need a copy of the guardianship papers, or does her grandmother also need to prove residency? The student listed a physical Mississippi address on her admissions application for both herself and her grandmother (the same address). If the student is already residing in Mississippi and is a Mississippi high school graduate and completed not less than the final four (4) years of high school at a Mississippi High School, she would automatically be classified as an in-state resident. If not, then she must prove in-state residency by providing a copy of her grandmother’s guardianship papers granted by a Mississippi Court. The grandmother would also need to provide a second document from the list of items approved by the State Board to demonstrate her Mississippi residency, since the minor student’s residency status is dependent on the residency of the grandmother.

We have a student enrolling with us who has a MS driver’s license but nothing else on the list. Car is in girlfriend’s name, he lives with parents, etc., but he is over 21. However, we do have a copy of court papers sent to him at his physical address from the Hinds County Chancery Court. We also have a letter sent to him by the Selective Service System regarding his registering from the draft. It was also sent to the same address that he put on his application. Is this something that would suffice? The MS Driver’s license would serve as primary document; with either of the other two documents showing the address on the application serving as a secondary supporting legal document.

If someone is currently out-of-state and marries an active duty military, can they get in-state residency the next upcoming semester or will they need to sit out a fall or spring term? According to the residency law under special rules for a spouse of a member of the armed forces stationed outside of Mississippi, if the military spouse establishes residency in Mississippi and registers with a Community College (CC) or Institution of Higher Learning (IHL), the CC/IHL will permit the spouse to pay resident fees and tuition regardless of the length of time the spouse has resided in Mississippi (MCA 37-103-19 section (3). However, the student would be required to provide a copy of the marriage certificate.
We have a student who is under 21 years of age who graduated from high school in another state. She attended a college in that state last semester and now wishes to transfer to a MS community college. She married a Mississippian, who was attending that same out-of-state college last semester as an out-of-state student. He completed all four years at a MS high school. They have moved back to MS and now he and his wife will be attending community college here. The husband is obviously an in-state resident, but what about the wife? Under the Mississippi Law code 37-103-15 a married person may claim the resident of their spouse. Therefore, provided the husband is confirmed as a MS resident and they provide a copy of their marriage certificate, the wife would be classified as a Mississippi resident also. However, the college must ensure that the husband was indeed classified as an out-of-state student. The four years of high school and graduation applies only to minors.

Can a signed letter from a landlord serve as a lease agreement to document MS residency? The student has also provided a MS ID card as documentation that he is a MS resident. The student states that he cannot obtain a utility bill as the utilities are paid by the owner of his current residence that the student rents. No, only a formal lease agreement, signed by the lessor and lessee, is accepted as the lease document for residency purposes.

We have a student less than twenty-one years of age, who has lived with a family member (not a legal guardian) for the past ten years. The student’s parents live out of state. The student attended the last four years of high school at and graduated from a MS high school. Should this student be classified in-state (based on his high school attendance and graduation) or out-of-state (based on the fact that his parents live elsewhere)? According to §37-103-7, A student residing within the State of Mississippi who, upon registration at a Mississippi institution of higher learning or community college, presents a transcript demonstrating graduation from a Mississippi secondary school and who has been a secondary school student in Mississippi for not less than the final four (4) years of secondary school attendance shall not be required to pay out-of-state tuition.

**ADMISSIONS**

Is the state law which says that a junior/community college may admit a student who has not graduated from high school but has 1 less Carnegie unit than the total number required by the State Department of Education still active? If it is, can we admit a student under these conditions and still ask for the payment on the hours he/she generates. State Board Policy 9.2 states that a student may be admitted to Academic, Technical (or Career programs) with 1 Carnegie unit less than the total required by the MS Department of Education for a high school diploma, provided they meet all other college or program admission requirements. Colleges are eligible for funding on the hours those students generate.

We have some out-of-state high schools that do not sign their transcripts. They just put the school seal on them. Of course, we normally don’t take transcripts with no signature, but what do we do in this case? In these rare instances, a transcript with an official raised or stamped seal on official paper would be acceptable. The lack of signature would not be major concern, provided as the transcript shows all the relevant graduation facts, including the years of attendance and date of graduation.
Are ACT scores required for dual enrolled students? As yet, there is no statewide ACT requirement for admission of dual credit/dual enrollment students. However, SB 2869 (2011) requires colleges to set admission requirements for dual enrollment/dual credit students. SB 2869 also states that course prerequisites shall be the same for dual enrolled students as for regularly enrolled students at that university or community or junior college, so individual courses or programs may have their own ACT requirements.

We are considering moving toward an electronic or imaging system for our transcripts and other admission documents. Will the audit team accept a scanned transcript as an official copy? We will receive the paper and scan them into the system and would then provide you access to view the images in some manner. Yes, imaged copies of official transcripts and other admission documents are acceptable for audit purposes, provided they are clearly legible and easily accessible.

Are faxed transcripts acceptable? For audit purposes, faxed transcripts are not considered official. If a college allows faxed transcripts to be accepted for initial admission, official transcripts must be provided prior to the audit date the following semester.

What about eScript transcripts? Often, they do not contain an actual signature of the high school principal, counselor or registrar. eScript transcripts are official, provided they contain all the relevant graduation information, are transmitted from a secured Network Member site, and include a statement of authenticity.

What should an official high school transcript look like? Since there is much variation between high schools, it’s impossible to have a one-size fits all approach to what form an official high school transcript will take. However, a high school transcript will meet the requirements for audit purposes if it meets all of the following criteria: (1) contains either a seal, a signature, or both, demonstrating it was issued by the high school; (2) contains all the necessary graduation information on the student; and (3) is in the usual form provided by the individual high school. In some cases, the official transcripts provided by the high school are, in and of themselves, copies. If that’s the case, simply make sure they meet criteria 1 and 2, above. Please note, however, that a faxed high school transcript would not be considered official for audit purposes.

How recent should an admission application be? One of the main purposes of the admission application is to ensure colleges have the most current information available on entering students. Therefore, students should have a current application on file at the time of their initial enrollment. For continuing students, address changes should be documented either through a new admission form or a change of address form, depending on the college’s policy. Residency determinations must be reviewed on all address changes. Any student who changes from a residency out-of-state to a residency in-state must provide the required two (2) residency documents before being classified as an in-state resident. Colleges set their own readmission requirements for students who have a lapse in enrollment, but generally students who have lapses in enrollment lasting 1 or more years are required to submit an application for readmission.

Does the MCCB require us to admit Occupational Diploma Students? No, State Board Policy 9.2 simply states that Colleges may claim those students for reimbursement if the college chooses to admit and enroll them.
Does the MCCB have requirements for admitting International Students? Colleges may set their own admission standards for international students. College personnel will want to familiarize themselves with the Student and Exchange Visitor Information System (SEVIS) if they are admitting students on F, J or M visas, because federal law requires institutions to report certain information on those students to the federal government. More SEVIS information is available at: http://www.ice.gov/sevis/.

Does the MCCB audit differently on International Students? Auditor procedures for international students are the same as for all other students. They are expected to have the documents that correspond to their admission status (current visa, if classified as an international student; translated transcripts if admitted based upon transcript; proof of residency, if student has established residency status in MS or the U.S., etc.). Please refer to the MCCB Audit Guidelines for more detailed information on the types of documents we look for during an admissions audit. Note: the MCCB does not audit an institution’s international student admission standards or institutional SEVIS compliance.

ENROLLMENT

We are experiencing an increase in the number of non-high school graduates enrolling in school. Our Career programs are very full and we need some clarification regarding these non-graduates enrolling in remedial classes. Can these students enroll in these courses and be counted on the audit for both admissions and credit hours? Remedial courses are considered preparatory academic courses. In order for reimbursement to occur, students enrolling in remedial coursework must meet the criteria for admission to a program that requires academic courses, i.e., an academic (AA) or technical (AAS) program. According to State Board Policies, Academic and Technical Students must meet one of the following criteria in order to be counted for funding:

- The completion of at least one unit less than the minimum acceptable high school units as prescribed by law, i.e. If the state requires 21 high school units to graduate, a student can be admitted into a community / junior colleges with 20 high school units; OR
- A general education development (GED) certificate; OR
- A high school diploma; OR
- A MS Occupational Diploma; OR
- An official transcript from an accredited college or university.

Therefore, ability-to-benefit students enrolling in remedial coursework are NOT eligible for reimbursement, and those records should be removed from your audit files upload.

Can non-high school graduates take HPR classes such as Health (HPR 1213) and activity classes such as Varsity Sports and general PE activities (weight lifting)? Activity courses (HPR, PE, etc.) are considered solely “academic” in that they are not part of any career (vocational) or technical program. In order for reimbursement to occur, students enrolling in activity courses must meet the ACADEMIC admission standards listed in the previous question. Therefore, ability-to-benefit students enrolling in activity courses are NOT eligible for reimbursement, and those records should be removed from your audit files prior to upload. In short, for pay purposes, ability-to-benefit students are limited to enrollment in Career (Vocational) programs.
Our College would like to move to an electronic roster system for all courses. Would the State Board accept electronic attendance rosters for non-MSVCC classes for audit purposes? Yes, provided your instructors are required to certify their own attendance rosters electronically by affixing their electronic signature. Electronic signatures should consist either of the actual signature or the instructor’s initials and birth date. These modifications would bring regular electronic attendance rosters in line with the requirements for MSVCC rosters, which is sufficient for audit purposes.