GETTING STARTED

@ State Fair Community College

Military Service Member, Veteran, & Family Member

Accreditation and Credentialing

SFCC Accreditation

SFCC is accredited through The Higher Learning Commission (HLC). HLC is a regional accreditation agency that accredits degree-granting colleges and universities that are based in a 19-state region. For more detailed information go to https://www.hlcommission.org/component/directory/?Action=ShowBasic&Itemid=&instid=1803

SFCC Program Accreditation

A list of our specialized accreditations can be seen at https://www.sfccmo.edu/offices-services/institutional-accreditation-effectiveness/accreditation-and-doing-quality-right/.

State Fair Community College is in good standing with the State of Missouri Department of Higher Education and pertinent specialized program accreditation agencies, including:

- Missouri State Board of Nursing (LPN and RN Nursing)
- NATEF (Automotive)
- ACCE (Construction Management)
- CAAHEP (Diagnostic Medical Sonography)
- CODA (Dental Hygiene)
- CAHIIM (Health Information Technology)
- NIMS (Manufacturing Technology with emphasis in Precision Machining)
- NAACLS (Medical Lab Technician)
- ACOTE (Occupational Therapy Assistant)
- JRCERT (Radiology Technology)

Academic Counseling

Please refer to the current course catalog for specific information on available degrees and degree requirements at State Fair Community College. The course catalog may be found at https://www.sfccmo.edu/offices-services/academic-records-registrar/course-catalogs/

Below are a few key points taken from the catalog.

The catalog is designed to help with planning your educational program. It contains information about admission, enrollment and programs. Descriptions of all active courses that are part of the regular curriculum are included, as well as the courses required for general education credits.
**Degree Program Statute of Limitations** - The college catalog is effective in the fall semester. A student may use for degree requirements the catalog in effect at the time of initial enrollment or any subsequent catalog provided:

1. The catalog is dated no more than six years to the date the degree is to be conferred;
2. The student enrolled in classes and earned academic credit during the time the chosen catalog was in effect;
3. Only one catalog is used to determine curriculum. (To use a subsequent catalog a student must submit a change of program/catalog request.)

Students who do not earn academic credit for four consecutive regular semesters (excluding summer) may only use the catalog in effect from the time of their re-entry. A student may not continue in the original program of study if the program was discontinued prior to re-entry. (Taken from Regulation 2511)

**Credit for armed service experience** Advanced placement credit may be granted for educational training earned while in the armed services, according to the American Council of Education (ACE) recommendations. The credit must be appropriate to the degree sought. Students must submit a military transcript to be evaluated for college credit. In some cases (e.g. the course(s) were taken many years ago), a military transcript may not be available. Students will need to contact the Academic Records and Registrar office to determine what other documents are acceptable to be evaluated for college credit. Students will receive two physical activity credits upon submission of a DD-214. These credits do not count toward the wellness requirement.

**Articulated Credit Transfer Agreements**

State Fair Community College values partnerships with other colleges, as these agreements ensure a higher rate of student success at the institution of their choice. Currently, State Fair Community College proudly offers several partnerships and agreements. For a complete list please go to

https://www.sfccmo.edu/academics-programs/home/academic-articulation-agreements/

**Sample Education Plans**

The sample Associate of Arts degree educational plan below is an example of what you and your Navigator would develop to help guide you in reaching your educational goals at SFCC. This particular example success plan doesn’t show any transfer or military credit that you may have to apply toward your degree.
Sample Degree Works Education Plans - The below sample degree plan shows the military service member receiving 14 credit hours in elective credit for their military training and 18 credit hours in other college transferred credit toward their Associate of Art degree with a major in Business. This type of degree plan is available in the student portal called mySFCC. It is automatically updated as you enroll in classes. It is a great planning tool and a good monitoring tool on how you’re progressing toward earning your SFCC degree. You’ll have access to Degree Works anytime day or night through mySFCC and clicking on the Degree Works icon on the right side of the Home page. Your Navigator will go over this during your first academic counseling session and refer to it when you visit to enroll in classes.

### General Education Area

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits Required</th>
<th>Credits Applied</th>
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<tbody>
<tr>
<td>ENGL 101</td>
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<td>3</td>
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<tr>
<td>PSY 101</td>
<td>3</td>
<td>3</td>
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<tr>
<td>BIOL 140</td>
<td>4</td>
<td>4</td>
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<tr>
<td>CHEM 111</td>
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<tr>
<td>MATH 116</td>
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### Completed That Requirement

- ENGL 101
- PSY 101
- BIOL 140
- CHEM 111
- MATH 116

### Options

### Elective Area

### General Education Electives

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<tr>
<td>SPAN 101</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>THES 100</td>
<td>3</td>
<td>3</td>
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### Business Electives

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<thead>
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<th>Requirement</th>
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<td>3</td>
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<tr>
<td>THES 100</td>
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</tbody>
</table>

### Missouri Constitution Requirement

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits Required</th>
<th>Credits Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 112</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

### Other Courses

- Foundations of English I
- Foundations of English II
- Pre-Algebra
FINANCIAL AID AVAILABLE AT SFCC

For a detailed explanation of available financial assistance to help pay for your educational pursuits please refer to the following web sites. It is also recommended you talk to a SFCC financial aid advisor to get a more complete picture of available financial aid. The SFCC Financial Aid and Veteran Services Office phone number is: 660-596-5834 and their email is finaid@sfccmo.edu.

SFCC Financial Aid Web Page

SFCC Financial Aid Guide

Student Portal – mySFCC  https://mysfcc.sfccmo.edu/

Department of Education Student Aid  https://studentaid.gov/

Types of Federal Financial Aid  https://studentaid.gov/understand-aid/types

Aid For Military Families  https://studentaid.gov/understand-aid/types/military

SFCC Student Loan Program Information

Percentage of SFCC students who borrower (unofficial)
Academic Year 2015-2016 – 18% - 1,231 students accepted loans out of 6,832 total students
Academic Year 2016-2017 – 16.8% - 1,091 students accepted loans out of 6,505 total students
Academic Year 2017-2018 – 16.7% - 1,015 students accepted loans out of 6,094 total students
Academic Year 2018-2019 – 15.8% - 939 students accepted loans out of about 5,943 total students

Cohort Default Rate
https://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html and click on the GO button, then enter State Fair Community College, and then click on the State Fair Community College link

Most recent rate
Military Service Member

MILITARY TUITION ASSISTANCE PROGRAM

The Military Tuition Assistance (Mil TA) program provides funding for tuition costs for college courses taken by military service members. This program does not pay for books, course materials, or any other non-tuition charge. Military service members should talk to their education office, Educational Services Officer or counselor within your Military Service prior to enrolling in classes at SFCC.

In general, military service members are eligible for Mil TA who are pursuing an educational goal. An education plan to reach that goal must be on file with your education office. If your educational goal is to get a SFCC degree, your education plan is available in the mySFCC Student Portal (https://mysfcc.sfccmo.edu) and clicking on the Degree Works link on the right side of the Home page. You can print that out and take it to your education office. Your request for Mil TA must be submitted and approved prior to the start date of the course. For active duty Air Force personnel, your submission/approval window is no earlier than 45 days before the class starts and no later...
Return of Military Tuition Assistance Funds When You Drop Your Class

If you decide to drop a class please keep in mind that SFCC may have to return some or all of your military tuition assistance payment back to your Service. The result of dropping a class can result in you owing money to your military service, SFCC, or both. Please talk to your Navigator before dropping a class.

SFCC Return of Military Tuition Assistance Policy is:

16-week classes - **Point 1** - First 5 days (First week) of the class is 100% refund of tuition and fees. 100% of the TA is returned to the applicable Service. **Point 2** - Weeks 2 - 8 50% of the TA is returned to the applicable Service. **Point 3** - Weeks 9 & 10 (60% point) of the semester 40% of the TA is returned to the applicable Service. **After week 10 no TA funds are returned to the Service.**

8-week classes - **Point 1** - First 5 days (First week) of the class is 100% refund of tuition and fees. 100% of the TA is returned to the applicable Service. **Point 2** - Weeks 2 - 4 50% of the TA is returned to the applicable Service. **Point 3** - Week 5 (60% point) of the semester 40% of the TA is returned to the applicable Service. **After week 5 no TA funds are returned to the Service.**

How SFCC Classes Apply To Community College of the Air Force Degrees

(always check with ESO)

<table>
<thead>
<tr>
<th>CCAF Degree General Education Breakdown</th>
<th>Number of Credit Hours Needed For CCAF Degree</th>
<th>SFCC Classes That Meet Requirement</th>
</tr>
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<tbody>
<tr>
<td>Communications</td>
<td>6</td>
<td>ENGL 101 ENGL 102 COMM 101</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>3</td>
<td>ECON 101 ECON 102 GEOG 101 HIST 101 HIST 102 HIST 108 HIST 109 PSY 101 POLS 101 POLS 103 SOC 100</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td>ART 101 LIT 101 LIT 104 LIT 105 LIT 107 LIT 109 LIT 114</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>MATH 110 MATH 112 MATH 113 MATH 114 MATH 117 MATH 119 or higher level</td>
</tr>
<tr>
<td>Electives</td>
<td>15</td>
<td>Select any of the above classes and several others not listed that are offered online</td>
</tr>
</tbody>
</table>
Military Service Member

GETTING STARTED

1. All military service members should speak with their Educational Services Officer (ESO), counselor or point of contact within their Military Service prior to actually enrolling in any classes at State Fair Community College.
   a. You’ll want to have your educational goals established i.e. get my associates degree, get my Community College of the Air Force degree, get my bachelor’s degree, etc.
   b. You’ll want to make sure your degree plan at State Fair Community College will meet your established military educational goals.
   c. Ultimately, you’ll want to make sure the classes you want to enroll in will help you reach your stated educational goals and will be approved by your Service to be paid by your military tuition assistance.

2. Once you have talked to your military service education person, you are ready to enroll in your State Fair Community College classes.

3. Complete Online Admissions Application at http://www.sfccmo.edu/admissions
   a. Scroll down the page until you reach the “Apply Now” section and click on the “Apply” link
   b. Create your own temporary login and password. (Even if you are replying for admission.)

4. Request/send high school transcript (only needed if applying for Pell Grant or A+)

5. If you have attended other colleges, contact your previous colleges to request an official college transcript
   a. Have all college transcripts mailed to:

   State Fair Community College
   Attn: Academic Records/Registrar
   3201 West 16th Street
   Sedalia, Missouri 65301

   b. Active Duty USAF, request CCAF transcripts be sent to SFCC through AF portal
      i. Order an official CCAF transcript by logging on to AFVEC from a .mil computer.
      ii. Under "Self Service", select "*CCAF View Progress Report". Proceed to CCAF Online Student Services and select "Order a Transcript" from the Transcripts dropdown. Under Option 1: Free online order from CCAF, select the "Order transcript from CCAF" link. The student fills out the online form and selects the "Submit Order" button.

6. Schedule/take the Placement Test – if needed (never taken a college English or Math class)
   a. If you have never taken any college courses and/or have SAT or Act scores that are more than 2 years old then you will need to take the Placement Test for reading, sentence skills and mathematics.
   b. Contact the SFCC-WAFB office to schedule an appointment to take the exam. This computer based test takes about 2 hours.

7. Once admitted, meet with your Navigator to develop a SFCC academic plan and Enroll in WAFB Classes
   a. Before meeting with your Navigator, view your SFCC degree plan in Degree Works to see what classes you still need to take to complete your degree.
   b. View the semester class schedule in mySFCC to see what classes are available to enroll in that meet your educational goals, interests, and personal schedule
i. SFCC offers on-ground (traditional) classes at Sedalia, Whiteman AFB, Clinton, Boonville, Lake of the Ozarks, and online (web) classes
ii. SFCC offers classes in 8-week, 12-week, and 16-week format.
iii. SFCC offers classes in the morning, afternoon, evening, and a few classes on Saturday to better meet your needs.

8. Secure payment for tuition and fee charges.
   a. Military (DoD) Tuition Assistance - For active duty members and some guard and reserve personnel. This pays for tuition costs only. It does not pay for books, course materials, or any other non-tuition charge (course or lab fees).
      i. Active Duty USAF Tuition Assistance – Get your initial TA briefing as soon as possible. Once enrolled submit TA request and get supervisor approval. Air Force TA may be requested 45 days before class starts and no later than 7 days before class starts. Other services have their own deadlines.
   b. Federal Financial Aid (FAFSA) - complete application at www.fafsa.gov – for Pell Grant
      i. For a more detailed explanation of the financial aid available to you at SFCC please go to
         1. SFCC Financial Aid Web Page
         2. SFCC Financial Aid Guide
         3. Student Portal – mySFCC
            https://mysfcc.sfccmo.edu/
      c. SFCC Payment Plan – mySTAR Student tab and click on Payment Center

   Veteran

   GETTING STARTED

1. Complete Online Admissions Application at http://www.sfccmo.edu/admissions
   a. Scroll down the page until you reach the “Apply Now” section and click on the “Apply” link
   b. Create your own temporary login and password. (Even if you are replying for admission.)
2. Request/send high school transcript (only needed if applying for Pell Grant or A+)
3. If you have attended other colleges, request/send official prior college transcripts to
   a. Have all college transcripts mailed to:
      State Fair Community College
      Attn: Academic Records/Registrar
      3201 West 16th Street
      Sedalia, Missouri 65301
4. Schedule/take the Placement Test – if needed (never taken a college English or Math class)
   a. If you have never taken any college courses and/or have SAT or ACT scores that are more than 2 years old then you will need to take the Placement Test for reading, sentence skills and mathematics.
   b. Contact the SFCC-WAFB office to schedule an appointment to take the exam. This computer based test takes about 2 hours.
5. Once admitted, meet with your Navigator to develop an academic plan and Enroll in WAFB Classes
6. Secure payment for tuition and fee charges.
a. If you plan to use your **GI Bill** – VA Education Benefits
   i. Apply for your GI Bill benefits at the earliest possible time.
   ii. Provide the SFCC-WAFB office a copy of your Certificate of Eligibility letter or a printed copy of your VA Education Benefits application and DD Form 214.
   iii. We will certify your enrollment with the VA. This will initiate the VA payment process.
   iv. If you are receiving chapter 30, 35, or 1606 GI Bill benefits your GI Bill funds will be sent to you. It will be your responsibility to ensure your SFCC bill is paid in a timely manner.
   v. It is recommended you complete a FAFSA to see if you’re eligible for grant money from the U.S. Department of Education. The results of this application will be sent to the SFCC Financial Aid Office and usually takes about 2-weeks.

b. **Federal Financial Aid** (FAFSA) - complete application at [www.fafsa.gov](http://www.fafsa.gov) – for Pell Grant
   i. For a more detailed explanation of the financial aid available to you at SFCC please go to
      1. SFCC Financial Aid Web Page
      2. SFCC Financial Aid Guide
      3. Student Portal – mySFCC
      [https://mysfcc.sfccmo.edu/](https://mysfcc.sfccmo.edu/)

c. **SFCC Payment Plan** – mySTAR Student tab and click on Payment Center. This will hold your classes until the VA payment is received by SFCC (for Chapter 33 & 31) or you receive your VA payment (for Chapter 30, 35 & 1606) and can pay your SFCC bill.

**GI Bill And When You Drop Your Class**

When you drop a class we must inform the VA. This may cause a GI Bill overpayment situation. It is highly recommended you talk to your Navigator before you drop a class. Please inform the SFCC-WAFB office or the Financial Aid and Veterans Services Office on the Sedalia campus whenever you drop a class. This will enable us to submit the change of enrollment to the VA at the earliest possible opportunity.

**Military Family Member**

**GETTING STARTED**

1. Complete Online **Admissions Application** at [http://www.sfccmo.edu/admissions](http://www.sfccmo.edu/admissions)
   a. Scroll down the page until you reach the “Apply Now” section and click on the “Apply” link
   b. Create your own temporary login and password. *(Even if you are replying for admission.)*
2. Request/send **high school transcript** (only needed if applying for Pell Grant or A+)
3. If you have attended other colleges, request/send official **prior college transcripts** to
   a. Have all college transcripts mailed to:

   **State Fair Community College**
   **Attn: Academic Records/Registrar**
   **3201 West 16th Street**
   **Sedalia, Missouri 65301**

4. Schedule/take the **Placement Test** – if needed *(never taken a college English or Math class)*
a. If you have never taken any college courses and/or have SAT or Act scores that are more than 2 years old then you will need to take the Placement Test for reading, sentence skills and mathematics. Contact the SFCC-WAFB office to schedule an appointment to take the exam. This computer based test takes about 2 hours.

5. Once admitted, **meet with your Navigator** to develop an academic plan and **Enroll in WAFB Classes**

6. Secure payment for tuition and fee charges.
   a. If you plan to use your **GI Bill** – VA Education Benefits or benefits transferred from an active duty member
      i. Apply for your GI Bill benefits at the earliest possible time.
      ii. Provide the SFCC-WAFB office a copy of your Certificate of Eligibility letter or a printed copy of your VA Education Benefits application and DD Form 214.
      iii. We will certify your enrollment with the VA. This will initiate the VA payment process.
      iv. If you are receiving chapter 30, 35, or 1606 GI Bill benefits your GI Bill funds will be sent to you. It will be your responsibility to ensure your SFCC bill is paid in a timely manner.
      v. It is recommended you complete a FAFSA to see if you’re eligible for grant money from the U.S. Department of Education. The results of this application will be sent to the SFCC Financial Aid Office and usually takes about 2-weeks.

   b. **If you plan to use MyCAA** – for active duty enlisted spouses
      i. Go to the MyCAA Spouse Portal online at [https://aiportal.acc.af.mil/mycaa](https://aiportal.acc.af.mil/mycaa) and provide the required Spouse Profile information.
      ii. A real-time Defense Enrollment Eligibility Reporting System eligibility check will confirm if you meet MyCAA eligibility requirements. Those who do not pass this check will be provided additional guidance.
      iii. Once confirmed, you can move forward and establish a MyCAA Account, create goal and education/training plan (we can help with this one), and request financial assistance for your course of study.
      iv. Prior to requesting MyCAA Financial Assistance, spouses must develop an Education and Training Plan detailing the courses they are a planning to take to obtain their Associate’s degree, license, certificate or credential. Your SFCC Navigator can help with creating this plan.

   c. **Federal Financial Aid (FAFSA)** - complete application at [www.fafsa.gov](http://www.fafsa.gov) – for Pell Grant
      i. For a more detailed explanation of the financial aid available to you at SFCC please go to
         3. Student Portal – mySFCC [https://mysfcc.sfccmo.edu/](https://mysfcc.sfccmo.edu/)
      d. **SFCC Payment Plan** – mySTAR Student tab and click on Payment Center.

**Military Service Member, Veteran, & Military Family Member**

**NEXT STEP**

1. Explore **mySFCC student portal** (refer to a more detailed explanation on page 10 of this guide)
   a. Used to access your SFCC student email account, degree plans, class, financial aid, payment, student activities information, and lots of other information.
b. Access mySFCC at [https://mysfcc.sfccmo.edu/](https://mysfcc.sfccmo.edu/). Click on the mySFCC link on the Quick Link pull down menu (this will open a new window)

c. Enter your first initial + last name + any qualifier you have on your email address.

d. **Enter your Password.** Initially it is your birth date, a dash, and your first and last name initials capitalized. (MMDDYY-II)

e. If you run into problems logging-in please call 866-295-3070

2. **Verify emergency contact information**, address, phone number, educational goal and major.
3. Check your mySFCC Financial Aid page for any Red Flags and scholarship opportunities.
4. Review your class schedule in mySFCC, ENROLL page, ENROLLMENT TOOLS, Student Schedule. Know what time, where classes meet, and what day they start.
5. Check out Canvas.
   a. This is where you’ll find your course information.
   b. Find, review, and understand the class syllabus before class starts i.e. attendance, assignments, and grading policies

Review your SFCC emails. Your SFCC email is the primary way we communicate with you.

**NAVIGATING IN mySFCC**

- **Once you’re logged in, you’ll be on the mySFCC HOME page.**
  - You’ll see a navigation panel on the left side of the page.

- **The side panel is displayed to the left on each mySFCC page.**
  - The specific pages you’ll have listed is based on your role i.e. student or student worker
What’s on each page in the student portal?

<table>
<thead>
<tr>
<th>ACADEMICS</th>
<th>ENROLL</th>
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<tbody>
<tr>
<td>SFCC ONLINE</td>
<td>ENROLLMENT TOOLS</td>
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<td>ACADEMIC PROFILE</td>
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<table>
<thead>
<tr>
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<td>FINANCIAL AID OVERVIEW</td>
<td>APPLICATIONS</td>
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<td>REQUESTING A STUDENT LOAN</td>
<td>EMERGENCY ALERTS</td>
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<td>DEGREE OR CERTIFICATE AUDIT</td>
</tr>
<tr>
<td>SCHOLARSHIP APPLICATIONS</td>
<td>CATASTROPHIC EVENT ASSISTANCE</td>
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<td>MY STATEMENT</td>
<td>WORK RESOURCES</td>
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<td>TUTORING AND ACADEMIC SUPPORT</td>
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<td>INCIDENT REPORT</td>
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<td>SFCC ALERT</td>
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SFCC-WAFB is located in the Professional Development Center (PDC) on the second floor in Room 246. Open 7:30 a.m. – 5:00 p.m. Monday-Thursday & Friday 7:30 a.m. – 3:00 p.m. Office Phone Number is: 660-563-3358 Email: wafb@sfccmo.edu