

2005-2006

Student Handbook



**MANCHESTER
COMMUNITY
COLLEGE**

MCC Academic Calendar 2005-2006

FALL SEMESTER 2005

Thursday	August 25	Fall semester begins
Thursday	August 25	Professional day**, Convocation and New Student Orientation
Friday	August 26	Fall classes begin
Monday	September 5	Labor Day (College closed)
Friday	September 9	Weekend College Session 1 begins
Friday	September 23	System Professional Day (no classes)*
Monday	October 10	Columbus Day (College closed)
Saturday	October 15	Weekend College Session 1 ends
Friday	October 21	Weekend College Session 2 begins
Thursday	October 27	Last day to make up incompletes
Monday	November 7	Last day to drop classes without penalty
Tuesday	November 8	Election Day (no classes, College offices open)
Wednesday	November 23	Thanksgiving recess begins (no classes, College offices open)
Thursday	November 24	Thanksgiving Day (College closed)
Friday	November 25	No classes, College offices open
Monday	November 28	Classes resume
Saturday	December 3	Weekend College Session 2 ends
Monday	December 12	Last day of classes
Tuesday	December 13	Final exams begin
Monday	December 19	Final exams end
Thursday	December 22	Final grades due (by 12:00 p.m.); Fall semester ends
Tuesday	December 27	Continuing Education Winter Intersession courses begin

SPRING SEMESTER 2006

Friday	January 6	Weekend College Session 3 begins
Monday	January 16	Martin Luther King Day (College closed)
Tuesday	January 17	Professional Day** and New Student Orientation
Wednesday	January 18	Professional Day**
Thursday	January 19	Classes begin
Saturday	February 11	Weekend College Session 3 ends
Friday	February 17	Weekend College Session 4 begins
Monday	February 20	Presidents' Day (College closed)
Monday	March 20	Spring recess begins (no classes, College offices open)
Saturday	March 25	Weekend College Session 4 ends
Monday	March 27	Classes resume
Monday	March 27	Last day to make up incompletes
Friday	March 31	Weekend College Session 5 begins
Wednesday	April 5	Last day to drop classes without penalty
Thursday/Friday	April 13, 14	Spring Holiday Weekend (no classes; College closed April 14)
Monday	May 8	Last day of classes
Tuesday	May 9	Final exams begin
Saturday	May 13	Weekend College Session 5 ends
Monday	May 15	Final exams end
Thursday	May 18	Final grades due (by 12:00 p.m.)
Thursday	May 25	Commencement, Class of 2006
Wednesday	May 31	Spring semester ends

"College Closed": no classes will be held and no College services will be available.

*The "no classes" dates do not apply to Continuing Education classes.

**Professional day for MCC faculty and staff; some College offices may have limited services

Please note: start and end dates vary for Continuing Education non-credit courses. Please check Continuing Education course catalogs.

THIS IS YOUR HANDBOOK

Welcome to Manchester Community College. This handbook is designed to answer the questions most frequently asked by students about services, programs, expectations, and procedures. More detailed information and procedures are available in the College Catalog, on the MCC web site or on the Connecticut Community College's Student Information System at www.online.commnet.edu.

If you do not find the answer to your questions in the following pages, please contact a returning student, a student senator, or a faculty or staff member who will be more than happy to help you.

Please note: *The College reserves the right to make any necessary changes in the information listed in this publication.*

Student _____

Address _____

Phone No. _____

Banner ID No. _____

MCC
STUDENT HANDBOOK
2005-2006

Index

Academic Regulations	9
Academic Calendar	inside front cover
Academic Honors	16
Academic and Service Awards.....	16
Academic Standards Policy.....	11
Audit Policy.....	11
Financial Aid.....	11
Grading System	9
Graduation Requirements	12
Repeating a Course	11
Transcripts	13
Transfer Students	13
College Policies	17
College Cancellations	17
Directory Information Confidentiality (<i>students</i>).....	17
Harassment.....	18
Photos & Videotape	19
Student Discipline	19
Student Rights.....	20
Clubs and Organizations	35-38
Glossary	44-45
Job Search Workshop Schedule	39-40
Highway Map/Travel Directions	43
MCC Police/Regulations	21-24
Other General Information Numbers	8
Student Affairs Directory	6-8
Student Services	25
Admissions.....	25
Athletics/Fitness	25
Bookstore	26
Bus Service/Passes	26
Cafeteria.....	26
Career Services	26
Center for Student Development:	25, 27, 28, 30-33, 35
Adults in Transition, College Learning Center, Counseling Services,	
International Students, Minority Student Programs, Services for	
Students with Disabilities, Transitional Programs, Tutoring Center,	
Women's Center	
Child Development Center	27
Convocation	28
Cooperative Education	28
Emergencies	<i>See MCC Police/Regulations</i>
Financial Aid Office	29
Health Services and Insurance	29
Library	30
New Student Orientation	31
Registrar.....	32
Scholarships.....	33
Student Activities.....	33
Student Newspaper.....	34
Student Records	34
Student Senate	34
Veterans Affairs	35

College President's Statement



Jonathan M. Daube
President

Manchester Community College reaffirms its commitment to the active promotion of pluralism and social acceptance. As a total community, the College cherishes its role in encouraging diversity in its personnel practices, its offerings, and all other aspects of its day-to-day and long-term activities: this is central to its mission.

Through regular and continual examination of policies and practices, the College seeks to enforce and strengthen both, so as to ensure that all persons fully understand their role vis-a-vis the institutional priorities of the College.

As priorities continue to be refined, and as resources are distributed, it is recognized that acts of intolerance have no place in a college setting or on a college campus; that all persons involved in the enterprise have an obligation to promote the full respect of all persons and the respect and support for diversity in all its forms; and that any collegiate institution is diminished to the extent that any individual or group is made to feel less than fully comfortable and productive anywhere within its purview.

Recognizing the context in which Manchester Community College finds itself, and its proactive obligations as an educational institution, the College, its employees and its students are committed to do all that can be done affirmatively to promote a climate in which differences are valued and celebrated and in which acts of intolerance (which include but are not limited to sexism, racism, ageism) are responded to assertively and without delay.

As President of Manchester Community College, I recognize and welcome my obligation to do all I, in turn, can do to encourage the promotion of civility in all its forms as well as to invoke appropriate sanctions when necessary.

A handwritten signature in dark ink, reading "Jonathan M. Daube".

Jonathan M. Daube

Student Senate President's Statement



Nancy J. Emonds
Student Senate President

Welcome to Manchester Community College.

As a non-traditional, legally deaf student, I've torn down barriers to succeed and win. MCC, like other community colleges, encourages lifelong learning. As Mahatma Gandhi said, "Live as if you were to die tomorrow and learn as if you had forever." Don't simply grow old, but age with wisdom; take advantage of the rich academic experiences that you will find at MCC to become one of life's winners.

In addition to academics, the rich diversity of cultures at MCC offers the opportunity to strengthen your relationships with other individuals. There are many clubs, activities, and events on campus to satisfy a wide range of interests and abilities. I urge you to get involved and learn as much as you can about the evolving campus and its issues.

Be positive thinkers and realize that, although you may have to make some adjustments, the only limitations you have are those you impose on yourself. "Set out each day believing in your dreams. Know without a doubt that you were made for amazing things" (Josh Hinds). So dream, explore and discover during your years at MCC. As Henry Ford said, "The only real security a man can have in this world is a wealth of knowledge, experience and ability."

I am looking forward to a great year — meeting many, if not all, of you. And, by sharing our ideas and working together we can create a better future, while fulfilling our goals here at MCC.

Sincerely,

A handwritten signature in cursive script that reads "Nancy J. Emonds". The signature is fluid and elegant, with the first letters of the first and last names being capitalized and prominent.

Nancy J. Emonds
Student Senate President

Dean of Students' Statement



Alfred K. Carter
Dean of Students

It has been said that in order to get anywhere in this world, you have to know someone important. We think that's true. You do have to know someone important! You have to know yourself.

Knowing yourself, knowing what you can and cannot do and trying to do your best in each and every situation; believing that what you do today is important and will affect tomorrow; striving with this in mind will assure your success in College. We are interested in and committed to your development as a person as well as your intellectual/academic growth.

Take what you have learned before and use it. Use it at this institution. Use it as you begin your studies and develop life goals. Use it as you meet challenges. Use it and seek assistance when you feel the need for personal, social and/or academic support. Our offices are open to you, please stop by even if just to say hello.

It is our hope that your pathway may be straight and true. Good luck and continued success.

A handwritten signature in black ink that reads "Alfred L. Carter".

Alfred L. Carter
Dean of Students

Student Affairs Directory

Dean, Alfred L. Carter.....	512-3203
Assistant to the Dean, Kunwar Umesh Vig.....	512-3204
Email: uvig@mcc.commnet.edu	
Administrative Assistant, Grace Scollo.....	512-3203
Email: gscollo@mcc.commnet.edu	
ADA Coordinator, Center for Student Development	
Joseph Navarra	512-3331
Admissions	
Director, Peter C. Harris.....	512-3213
Associate Director, Cynthia Zeldner	512-3213
Secretary, Katharine Jones	512-3213
Web: www.mcc.commnet.edu/admissions/	
Fax:.....	860-512-3221
Adults in Transition, <i>see Transitional Programs, Center for Student Development</i>	
Affirmative Action Officer, Voncille Wright	512-3302
Athletics/Fitness	
Director, Cynthia Washburne	512-3353
Assistant Director/Fitness, Joanne Britton	512-3359
Assistant Director/Athletics, Marc Goldin	512-3354
Secretary, Shelley Seymour	512-3353
Web: www.mcc.commnet.edu/athletics.htm	
Fax:.....	860-512-3351
Career Services/Placement	
Director, Carl J. Ochnio	512-3372
Assistant Director, Julie Greene	512-3374
Web: www.mcc.commnet.edu/career/	
Fax:.....	860-512-3371
Child Development Center	
Director, Gregg Brohinsky	512-3272
Email: gbrohinsky@mcc.commnet.edu	
College Learning Center, Center for Student Development	
Director, Voncille Wright	512-3303
Secretary, Carole Lewonczyk.....	512-3203
Email: clewonczyk@mcc.commnet.edu	
Fax:.....	860-512-3301
Activity Coordinator	512-3327
Assessment Testing Administrator, Georgette E. Hyman	512-3304
Minority & International Student Programs Director, Joe Mesquita	512-3205
Evening Administrator, Esther Cotton	512-3303
Learning Disabilities Specialist, Gail Hammond	512-3303
Tutoring Center.....	512-3303

Student Affairs Directory *(continued)*

Staff:

Accounting, John Kelly	512-3303
English, Donna McCormac-Condon	512-3303
Mathematics/Student Development Specialist, Sonia Mihok	512-3303
Psychology.....	512-3303

Web: www.mcc.commnet.edu/clc/

Counseling Center, Center for Student Development

Secretary, Vincent McCann.....512-3331

Email: vmccann@mcc.commnet.edu

Counselor, Duncan Harris512-3331

Counselor, Joseph Navarra.....512-3331

Counselor, Michael Stefanowicz512-3331

Counselor, Nylsa Ubarri-Young512-3331

Fax:.....860-512-3301

Financial Aid and Veterans Affairs

Director, Ivette Rivera-Dreyer512-3380

Secretary, Donna Lee-Pitt512-3383

Associate Directors: Jody Bailey, Gennaro DeAngelis512-3380

Fax:.....860-512-3381

Health Services

Director, Kathleen Franklin.....512-3262

Email: kfranklin@mcc.commnet.edu

Information Line512-3016

Main number512-3000

Minority and International Student Programs, Center for Student Development

Director, Joe Mesquita512-3205

Email: jmesquita@mcc.commnet.edu

Fax:.....860 512-3301

Registrar

Information line.....512-3220

Registrar, Lourdes Cruz512-3223

Associate Registrar, Natalie Durant512-3223

Assistant Registrar, TBA512-3223

Administrative Assistant, Shelley Craig.....512-3223

Email: registrar@mcc.commnet.edu

Web: www.online.commnet.edu

Fax:.....860-512-3221

Student Activities

Coordinator, Linda A. Thomas.....512-3283

Secretary, Diana Jackson.....512-3283

Email: LThomas@mcc.commnet.edu

Student Newspaper/*Live Wire*512-2694

Student Affairs Directory *(continued)*

Student Senate.....	512-3292/512-3283
Transitional Programs, Center for Student Development	
Director, Florence Sheils	512-3342
Student Development AIT Specialists,	
Bess Lewis	512-3343
Indira Cadasse Petoskey.....	512-3224
Student Development ASP/STARS Specialist,	
Dianne Petgrave	512-3344
Student Retention Specialist, Jason Scappaticci.....	512-3224

Other General Information Numbers

Academic Affairs.....	512-2603
Center for Business & Technologies.....	512-2623
Continuing Education	512-2800
Cooperative Education	512-3310
Liberal Arts.....	512-2663
Mathematics, Science, & Health Careers	512-2703
Social Sciences & Hospitality.....	512-2753
Administrative Affairs	512-3603
Cashiers, Finance and Administrative Services.....	512-3638
Facilities & Planning.....	512-3660
MCC Police	512-3680
Personnel	512-3613
Bookstore	645-3140
College Closing	512-3016
College's Main Numbers	512-3000, 3004
Emergency	3111 or 911
Information Resources & Technology	512-3450
Instructional Technology & Distance Learning	512-3440
Library.....	512-3420
Student Technology Help Desk.....	512-3456
Institutional Development	512-2904
Alumni Association.....	512-2905
Marketing & Public Relations	512-2903
Scholarships.....	512-2904
MCC Police.....	512-3680
President's Office.....	512-3100

Academic Regulations

Grading System

Students' grades are earned in letters that are given a numerical equivalent called points. A grade point average (GPA) is computed at the end of each semester and it is recorded on students' permanent transcripts. Students may view their final semester grades online at www.online.commnet.edu.

Any student whose GPA falls below 2.0 should see a counselor.

GPA Table Effective Fall 1998

<u>Grade</u>	<u>Points</u>
A outstanding	4.0
A- outstanding	3.7
B+ above average	3.3
B above average	3.0
B- above average	2.7
C+ average	2.3
C average	2.0
C- average	1.7
D+ below average	1.3
D below average	1.0
D- below average	0.7
F failure	0.0

Administrative Transcript Notations

For a detailed description of notations, please refer to the *College Catalog*.

AU	audit (no College credit earned)
I	incomplete*
N	no grade
P	pass
TR	transfer
W	withdrawal**

How to Compute Your GPA:

The grade point average (GPA) is computed by multiplying the point value of each grade earned by the number of semester hours of the course for which the grade is received and then dividing by the total number of hours of work attempted.

For example:

<u>Grades</u>	<u>Grade point value</u>		<u>Sem hours</u>		<u>Grade point hours</u>
C+ =	2.3	x	3	=	6.9
D =	1.0	x	3	=	3.0
A =	4.0	x	4	=	16.0
F =	0.0	x	3	=	0.0
B- =	2.7	x	<u>3</u>	=	<u>8.1</u>
Total			16		34.0

34.0 grade points ÷ 16 attempted hours = 2.125 GPA.

*** Incomplete Grades (I)**

Granting of an Incomplete:

(1) An Incomplete is a temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. Although a student may request an Incomplete, the faculty member is not required to honor the request. The faculty member should assign an Incomplete when there are extenuating circumstances such as illness that prevent a student from completing the assigned work on time and the student has completed most of the course requirements and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by system policy.

(2) A faculty member who assigns an Incomplete shall file a system report form that includes:

(a) a brief description of the requirements to be completed;

(b) the date by which the course work must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;

(c) a statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

The faculty member shall keep the original signed form, with copies to the student, the faculty member, the registrar, and the division director.

(3) All Incompletes must convert to a letter grade by the end of the following semester. If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incom-

plete and submit it to the Registrar by the end of the semester. If a student fails to complete or submit the required work by the specified time, or if the faculty member fails to submit a replacement grade, the Registrar shall convert the Incomplete to the letter grade specified in the report form, and that letter grade shall be entered on the student transcript.

(4) Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average.

**** Withdrawal (W) from Courses**

Students who wish to withdraw from a course may do so by completing a Withdrawal Form available at the Registrar's Office during the first two-thirds of the semester. Courses from which a student withdraws during the first two-thirds of the semester will be recorded as "W" (Withdrawn) at the end of the semester. After two-thirds of the semester final decisions for such withdrawals are at the discretion of the instructor. This will be noted by the Instructor at the time of final grade entry.

Withdrawal from the College

A student who withdraws from all courses must complete a withdrawal form at the Registrar's Office or send a letter requesting a complete withdrawal to the Registrar's Office. Failure to officially withdraw from the College may result in receiving failing grades.

Audit Policy

This status allows students to participate in class activities without being required to meet the examination requirements of the course. A student who wishes to change from credit to audit status must complete an Audit Form available at the Registrar's Office within the first four weeks of the start of the course. Full tuition and fees are charged for courses audited. FINANCIAL AID DOES NOT COVER AUDITED CLASSES.

Repeating a Course

No course may be repeated more than twice. The highest grade received will be used in calculating the student's GPA. This does not apply to those courses that are designed to be repeated for additional credit. A request for waiver of these standards shall be made to the Dean of Academic Affairs.

College transcripts will record all attempts at classes and the grades earned in each attempt. Students should note that, while MCC will not use repeated grades in calculating GPA, colleges to which they are applying for transfer may use a different method to make such a calculation.

Financial Aid

In order to be eligible to apply for any federal, state or institutional financial aid, including student loans, a student must be making satisfactory progress and be in good academic standing according to the standards in the College catalog. The complete policy in regards to the above may be obtained from the Financial Aid Office.

Academic Standards Policy

Probation

Students may be placed on academic probation if their records reflect any of the following:

(1) Satisfactory completion of fifty percent of the attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.

(2) Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.

(3) After 12 credit hours attempted, grades of "F", "W", and/or "I" in 50 percent or more of the credits for which they are registered. (Note: "Credits attempted", means actual enrollment beyond the College's course adjustment period.)

(4) After 12 credit hours attempted, a cumulative GPA of less than 1.50; or after 30 credit hours attempted, a cumulative GPA of less than 1.60; or after 45 credit hours attempted, a cumulative GPA of less than 1.80. A 2.0 is necessary for graduation in degree programs and for certificates. (Credit hours attempted will be interpreted as all courses for which a student receives a grade. "W"s and "I"s are not considered in the computation of the GPA.)

Students will be placed on academic probation after a review of their academic record by the Dean of Students, who will notify them of his decision in writing. Stu-

dents on academic probation have the option to submit a written request, within 20 days of the notification letter, for a review by the Dean and/or his designee of their probation if they believe that there are extenuating circumstances. Extenuating circumstances are defined as bona fide and validated obligations of employment, reporting for military duty and documented medical problems.

Students placed on probation will be allowed to register for no more than 11.99 credits for the next semester.

Suspension

If a student does not meet the minimum standards for academic progress after an additional ten credits, he or she shall be suspended from taking additional credit courses for one full semester. Students wishing to re-enroll must seek reinstatement, in writing, through the Office of the Dean of Students. If reinstated, the student will be permitted to register for no more than ten credit hours and must eliminate the reason(s) for his/her probationary status by the time that the number of credits has been completed. Failure to do so will result in permanent expulsion from the College.

Fresh Start Option

Students who are re-admitted to MCC after an absence of two or more years and who have been suspended or are on probation and who have an accumulative grade point average of less than 2.0 are eligible to elect the Fresh Start Option. Application must be made within one year of being re-admitted to the College. A student re-admitting under this option will be given the equivalent of transfer credits for all courses taken at MCC with a grade of "C" or higher. The student re-admitting under this option may obtain forms from the Office of the Dean of Students, Lowe

Building, room L-287. The earlier grades and Grade Point Average will remain on the transcript, but all future calculations of GPA will only include courses taken after re-admission under the option. The Fresh Start Option may be used only once by the student and is subject to the existing residency requirement of 15 credits.

Graduation Requirements

GRADUATION IS NOT AUTOMATIC

Chair: Florence Sheils 860-512-3342

We strongly encourage you to apply early. It is the student's responsibility to meet all requirements listed below. If you have any questions, meet with your program coordinator or a counselor.

1. Follow and save the MCC College Catalog in effect when you enrolled in your program of study.
2. Matriculate in an approved program of study leading to a degree or certificate.
3. Satisfactorily complete the total credits required in the degree or certificate (degree-a minimum of 60 credits; certificate-a minimum of 15 credits).
4. Complete course requirements with a minimum cumulative GPA of 2.0*
5. Complete residency requirement of 25% of course work.
6. Satisfy all financial obligations (i.e. library fines, parking fines, etc.).
7. Ensure that official GED, high school diploma or transcript is on file.
8. Provide proof of immunizations. Students who graduated from an accredited CT high school after 1999 or who were born prior to January 1, 1957, are exempt.

9. Submit graduation application and a \$37.00 non-refundable fee to the Cashier's Office by October 1, for December completion of all academic work; or March 1, for May completion.
10. Ensure that grades for all incompletes and approved course variances are on file in the Registrar's Office. The student's program of study must be checked and verified by the graduation auditor.
11. Notify the Registrar if you are completing requirements at another college.
12. Submit official transcripts from other colleges to the Admissions Office for evaluation. All work except courses in progress must be completed by the dates listed in #9 to ensure participation. Exceptions for participation in graduation ceremonies will be subject to the approval of the Dean of Students.

** The College reserves the right not to recommend for transfer, students with a GPA lower than 2.5.*

Application for Graduation Degree and Certificate Students

Regardless of graduation completion dates, all graduates are invited to attend Commencement. Invitations, caps and gowns will be issued by the Bookstore in April. Only four invitation per graduate will be issued. If you have applied by March 1 for graduation and are short four (or fewer) credits to graduate, you may request special permission to participate in the ceremony by completing a Graduation Appeal Form. Forms are available in the Registrar's Office and the Office of the Dean of Students. Your name may not be printed in the program and your certi-

cate/degree will not be ordered until the following semester after all requirements have been met.

Students who fail to meet the graduation requirements are required to reapply and to pay a \$37.00 non-refundable graduation reapplication fee.

Applications can be found on the MCC web site at www.mcc.commnet.edu or are available in the Registrar's Office, Library, Counseling Center, Office of Transitional Programs, and the Office of the Dean of Students.

Second Degree

Students who wish to earn a second degree from MCC will be required to: complete a Declaration of Major Form for each degree at the Registrar's Office, complete a separate application for each degree, complete a minimum of 15 credits beyond the number required for the initial degree, fulfill all requirements of the second degree, and pay a second graduation fee of \$37.00 if degrees are not received simultaneously.

Transfer Students

Incoming Transfer Students

Students who wish to transfer credits to MCC for courses taken at other colleges must submit official transcripts to the Admissions Office for evaluation.

Transcripts

Requests for copies of official MCC College transcripts must be made either in person or in writing to the Registrar; requests by telephone will not be accepted. There is a \$3.00 charge for every transcript issued. Allow ten working days for processing and mailing, except at the end of the semester when up to three weeks after grades are posted may be required.

MCC Graduates

Students who plan to transfer from MCC to baccalaureate institutions should meet with a member of the counseling staff to discuss their transfer plans. Counselors can advise which MCC courses are transferable depending on the student's anticipated major and the institution of transfer.

Transfer Opportunity: Connecticut State Universities Guaranteed Admissions Agreement

It is the policy of the Boards of Trustees for the CCTC's and the Connecticut State Universities that graduates of the regional community colleges in Connecticut shall be guaranteed admission to the state university of their choice (Eastern, Central, Southern, Western CSU) and shall be treated without disadvantage, vis-a-vis native CSU students, with respect to admission to specific majors, registration for courses, applicability of grades of different levels, assignment to Junior status, and degree program requirements.

In the case of majors for which articulation agreements have been adopted, CCTC students preparing for transfer should follow the terms of the articulation agreement regarding course prerequisites, grade point averages, and other requirements stated in the agreement.

There is no guarantee that all college course credit earned at a CCTC will be accepted for transfer to a university within the CSU system. However, where there is no articulation agreement, students are guaranteed Junior status and a minimum of 60 transfer credits applied toward a baccalaureate degree at the CSU, provided that they meet the following conditions:

- Graduate from a CCTC with an associate degree.

- Maintain a GPA of 2.0 or higher.
- Enroll in a comparable university degree program, with no subsequent change of major.
- Meet course or grade requirements, as specified for some majors.
- Apply by date prescribed by each university within the CSU system, including the submission of all the required transcripts, documents, and fees.

Students are encouraged to follow the General Education Transfer Pattern specified by the CSU to maximize credit transfer (see the CCTC system web page: www.commnet.edu/co/academic/transfer/csu.htm). For more information contact the Director of the Center for Student Development.

Transfer Compact with Eastern Connecticut State University

The Transfer Compact between Manchester Community College and Eastern Connecticut State University (ECSU) is designed to provide special opportunities for students who transfer from MCC to ECSU. Specifically, the Compact is for students who will complete an associate degree in a program designed for transfer to ECSU. Participation in the Transfer Compact allows for:

1. Early identification of students interested in pursuing bachelor's degrees;
2. Joint admission with Eastern upon successful completion of Eastern's admission requirements;
3. Smooth transition between institutions;
4. The acceptance of 60 credits minimum in transfer with an earned associate degree as stated in Con-

necticut State University/Connecticut Community College formal articulation agreement;

5. Personalized academic advisement by both MCC and ECSU advisors to ensure maximum transfer of credit to satisfy bachelor degree requirements.

Whether or not students enroll in the Transfer Compact, they are encouraged to plan their studies with eventual transfer in mind. However, the Admissions and Academic Advisement staff at both institutions will work closely with the Transfer Compact students to assist in a smooth, immediate transition from the College to the University. Students involved in the Compact will have ongoing contact with academic advisors from both institutions to ensure that appropriate course work is completed and accepted upon transfer.

Joint Admission as a Benefit of Compact:

As a part of the Transfer Compact between MCC and ECSU, students enrolled at MCC in a designated transfer program are eligible to participate in the Transfer Compact program. At the beginning of their academic careers, students formally register at the College by completing a Transfer Compact Participation Form expressing interest in participating in the Compact and authorizing MCC and ECSU to share admissions information. Students participating in the Compact must submit the completed participation form and two fees: a \$20 application fee for admission payable to MCC, and a \$40 admission fee payable to ECSU. Note that the admission fees are subject to change.

After applying to participate in the Compact at MCC, students will receive conditional acceptance to ECSU. The conditional acceptance stipulates that participants

will complete an associate degree at MCC and will matriculate to ECSU within one semester of completion of the associate degree. Students participating in the Compact who wish to be considered for admission to ECSU prior to earning an associate degree at MCC must meet ECSU's requirements for admission to enroll at the University.

Awarding Transfer Credit: Students enrolling at ECSU as part of the Transfer Compact with an earned associate degree from MCC will receive no less than 60 credits in transfer. Students enrolling at ECSU prior to completing the associate degree will have their transcripts evaluated by ECSU personnel on a course-by-course basis in accordance with existing transfer credit guidelines.

Transfer Opportunity: UConn, College of Liberal Arts and Sciences

The Guaranteed Admissions Program is a transfer agreement between Manchester Community College and the University of Connecticut that guarantees admission to the University provided certain requirements are met. Incoming MCC students or students with up to 15 credits at MCC may enroll in this transfer program. A 3.0 minimum cumulative grade point average and an associate degree in a Liberal Arts transfer program are required in order to qualify under the terms of this agreement.

Upon completion of an associate degree, students may then go on to the University and major in one of the 40 majors offered by UConn's College of Liberal Arts and Sciences. To complete the application process, contact the MCC Admissions Office. Former UConn degree-seeking students are not eligible to participate in the Guaranteed Admissions Program.

College of Technology: Pathway Transfer Programs

Associate of science degree programs in engineering science, manufacturing engineering technology, and industrial technology provide the pathways within the Connecticut College of Technology transfer programs into the University of Connecticut and the Connecticut State University System Schools of Engineering and Engineering Technology.

Students may enter university engineering and technology programs through the MCC associate of science degree programs in engineering and technology, and upon successful completion of the programs, continue on at the University of Connecticut or the Connecticut State University System as third-year students with a full two years of credit towards a baccalaureate degree in engineering, engineering technology or industrial technology. MCC also provides the opportunity for students who complete the engineering and technology programs to transfer full credit to baccalaureate degree programs at other colleges and universities with which the College has transfer agreements. For more information, call Robert Fortier at 512-2623 or go to www.commnet.edu/co/academic/cot/index.html.

Academic Honors

To encourage academic excellence, MCC has established a President's List and a Dean's List.

Full-Time President's List

The President's List recognizes the exceptional scholarship of students who earn a 4.0 or "A" Grade Point Average in their courses. Full-time students who have completed at least 12 credits for the semester with no "W" or "I" grades are eligible for this honor.

Part-Time President's List

Once a part-time student has accumulated 12 credits in residence, that student may be considered for the Part-Time President's List. Part-time students who have earned a 4.0 GPA with no "W" or "I" grades in a given semester are eligible for the Part-Time President's List.

Dean's List

Students enrolled in three credits or more and who have earned a GPA of 3.4 are eligible for the Dean's List. An official withdrawal or incomplete grade for any class during the semester will make the student ineligible for semester honors. However, once a grade is assigned upon completion of the course work in accord with specific guidelines, and a new grade point average calculated, any honors for which the student is eligible may be entered on the student's academic record retroactively.

Graduation Honors

3.9 to 4.0 grade point average – Summa Cum Laude

3.7 to 3.89 grade point average – Magna Cum Laude

3.4 to 3.69 grade point average – Cum Laude

An incomplete grade for any class during the semester will make the student ineligible for honors at graduation. However, upon completion of the course work, if the student has earned the required grade point average, the appropriate level of recognition will be noted on the student's official transcript.

Academic & Service Awards

Valedictorian and Salutatorian

Graduating students who have completed at least 30 credits at MCC are eligible for consideration as valedictorian or salutatorian.

torian. Among the eligible students, the student with the highest cumulative GPA will be designated the valedictorian, and the student with the second highest cumulative GPA will be named the salutatorian. In the case of identical averages, the student with the larger number of credits will be the valedictorian. If the GPAs and the number of credits taken at MCC are the same for two students, the pair will be named co-valedictorians.

Trustees Medallion for Academic Excellence

Graduating students who have completed at least half of their requirements at MCC and earned a cumulative grade point average of 4.0 are recognized and presented with a bronze medallion at commencement.

Gold Cord

Only students who are Summa Cum Laude graduates may wear a Gold Cord.

Community Service Award

The MCC Regional Advisory Council presents an award to a member of the graduation class for outstanding service to the College community.

Phi Theta Kappa

Students who have established a grade point average of 3.75 or above and have completed 12 hours of study are extended an invitation to join Phi Theta Kappa. Phi Theta Kappa is the only internationally acclaimed honor society serving two-year colleges offering associate degree programs. Membership in Phi Theta Kappa offers students opportunities for leadership, fellowship and service, as well as providing an intellectual climate for continued academic excellence.

College Policies

College Cancellations

When the College closes or cancels classes due to inclement weather conditions or technical difficulties, please check the MCC web site at www.mcc.commnet.edu or call the MCC information line at 512-3016. Announcements may also appear on: WTIC-AM & FM; WRCH; WZMX; WFSB Channel 3; WTNH Channel 8; and WVIT Channel 30.

Directory Information Confidentiality

The College will consider the following information as directory information: name, address, dates of attendance (including date of graduation), major field of study, and student status (full-time or part-time). *Exception: information can be released to parents without student permission if the student is listed as a dependent on the parent's tax return.*

In addition, the College may release information regarding athletics, extra-curricular activities and honors. This information will be released upon request. Any student who does not want the above information released may request so in writing to the Registrar's Office during the first week of each semester.

Students with a question concerning their records are invited to contact the Registrar's Office for further information concerning the maintenance of their records.

This information is provided to comply with the Family Educational Rights and Privacy Act (FERPA) (34CFR Part 99) (Revised as of July 1, 2004).

Harassment

Manchester Community College reaffirms that it does not tolerate any form of harassment directed towards any person or group within its community: students, employees, and visitors. Everyone associated with the College is obligated to refrain from actions that could intimidate, humiliate or demean persons or groups, or that undermine their sense of security or self-esteem.

Harassment consists of abusive behavior directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual preference, age, or physical or mental disabilities. The College (a) strictly prohibits making submission to harassment, either explicitly or implicitly, a term or condition of an individual's employment, performance appraisal or evaluation of academic performance; and (b) forbids harassment that has the effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

Behaviors that denigrate others because of their race, ethnicity, ancestry, national origin, religion, gender, sexual preference, age, or physical or mental disabilities are likewise prohibited. The use of derogatory names, inappropriately directed laughter, inconsiderate jokes, anonymous notes or phone calls, and conspicuous exclusion from conversations and/or classroom discussions are examples of harassing behaviors that are prohibited.

Most importantly, all members of the Manchester Community College community are responsible for the maintenance of a positive environment in which everyone feels comfortable working and learning.

The failure of managers and supervisors at any level to remedy harassment violates this policy as seriously as the original discriminatory act.

Sexual harassment is defined as any unsolicited and unwanted sexual advances, or any other conduct of a sexual nature whereby (a) submission to these actions is made, either explicitly or implicitly, a term or condition of an individual's employment, performance appraisal or evaluation of academic performance; or (b) these actions have the effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

All forms of sexual harassment and discrimination are considered serious offenses by the College. Examples of sexual harassment are all activities that attempt to extort sexual favors, suggestive comments, public display of pornographic or suggestive calendars, posters or signs; and inappropriate touching. These actions are particularly offensive when power relationships are involved.

Any person who believes that he/she is being harassed or otherwise subjected to discrimination because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical or mental disabilities, or similar characteristics is encouraged to consult the affirmative action officer of the College (Lowe L-120, 512-3303). Places to receive support and help if you think you are being harassed are: any dean's office, the Director of Human Resources, the Office of the President, the Women's Center, the Committee on Pluralism and Diversity, or the Counseling Center.

Photos and Videotape

The Manchester Community College Office of Marketing and Public Relations often takes or commissions photos and videotapes of students, faculty and staff, and campus visitors. These images are taken in classrooms and labs, in the library and other study areas, at College events and elsewhere around campus. MCC reserves the right to use these photographs/video clips as a part of its publicity and marketing efforts. Students who enroll at MCC do so with the understanding that these images might include them and might be used in College publications, both printed and electronic, and for publicity.

Student Discipline

A. Student Conduct

MCC students may be disciplined for the following:

1. Conduct that damages or destroys College property or the property of others on College or College-related premises.
2. Conduct that constitutes a danger to the personal safety of any member of the College community, including guests.
3. Conduct that does or attempts to obstruct, or seriously impair, College-sponsored activities on or off campus.
4. Unauthorized possession of College property or the property of a member of the College community.
5. Any acts that violate Board or College rules and regulations.
6. Any acts of racism, violence, or harassment that violate Board policy on racism and acts of intolerance
7. Knowingly making false statements about a College-related matter.
8. Forging, altering, or otherwise misusing any College document or record.
9. Knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drug on the College campus or off the College campus at a College-sponsored activity.
10. Academic dishonesty.
11. Plagiarism: Plagiarism is defined by Webster's New Universal Unabridged Dictionary as the act of taking someone else's idea, writing or work, and passing it off as one's own. If you fail to give credit to the source of the material, whether directly quoted or put in your own words, this lack of credit constitutes plagiarism. Whether you take, buy, or receive material from the Internet, from a book, from another student, or from any other source, and you fail to give credit, you are stealing ideas; you are engaged in plagiarizing.

Plagiarism: 1) is a serious violation of academic standards and has serious academic consequences for the student, 2) at the discretion of the instructor, may result in failure of the submitted work or failure for the course, and 3) as an act of academic dishonesty, may result in additional disciplinary action by the College.

B. Discipline Procedures

1. Within 30 days of the alleged violation, a statement must be filed in writing with the Dean of Students. The statement must specify the student conduct in question and the conduct code violated.

2. If the dean finds the alleged conduct to be in violation, he/she will provide written notice to the student that the allegations will be investigated. The student will be informed that he/she has the right to explain their position.
3. Following the informal investigation, the dean will determine the appropriate action to be taken, including dismissal of the matter, suspension, expulsion or removal of College privileges. (*Copies of the complete discipline process and penalties are available from the Office of the Dean of Students*).

Student Rights

A. Rights of Students

It is the policy of the Board of Trustees of Community-Technical Colleges that the educational offerings of the regional community colleges be available to students without regard to the individual's race; color; religious creed; sex; age; national origin; ancestry; present or past history of mental disorder; marital status; mental, learning or physical disability, including, but not limited to, blindness; or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide educational qualification excluding persons in one of the above protected groups); political beliefs; veteran status; or sexual orientation.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action

or his/her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study, as defined by official College publications.

Community college students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and the right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership.

B. Student Grievance Procedure

1. A grievance is an allegation by a student that an agent of the College has violated Board or College policies relating to students other than assignment of grades or other academic evaluation.
2. Grievances must be submitted in writing to the Dean of Students within 30 days of the alleged violation. The written grievance shall specify the rights claimed to have been violated and state briefly the underlying facts.
3. The Dean of Students will investigate and recommend to the president a disposition of the grievance. In the case of a grievance against a dean, the grievance shall be filed with the president. (*A complete copy of this policy is available in the Office of the Dean of Students*).

C. Review of Academic Standing

1. The grade or academic decision should be discussed informally with the instructor or official responsible for the decision within 15 calendar days of the receipt of the grade.
2. If the matter is not satisfactorily resolved with the instructor, the student may appeal to the division director.
3. If the matter is not satisfactorily resolved within ten calendar days of the appeal or the instructor is not available, the student may appeal in writing to the academic dean.
4. The appeal must be filed with the academic dean within 30 days of the student's awareness of the academic decision which is being appealed.
5. The academic dean will investigate and respond to the student's appeal.
6. The decision of the academic dean may be appealed to the president by filing a written statement within ten days of the dean's decision. *(A complete copy of this process is available in the Office of the Dean of Students, Office of the Dean of Academic Affairs, and each division director's office).*

Student Records

Per College policy, no records will be given out or copied from the Registrar's Office other than official or unofficial transcripts. Students may view their records upon request.

MCC Police/Regulations

Location: Lowe Building, Room L -174

Mission: The mission of the MCC Police Department is to ensure and preserve peace and order on campus and to provide for the safety of students, faculty, staff, and visitors.

Alcoholic Beverages

The consumption of alcoholic beverages on campus is prohibited and is subject to College disciplinary action.

The only time alcoholic beverages may be served on campus is during a College-sponsored program with prior approval of the College President or his/her expressly designated agent. All State laws pertaining to the sale and consumption of alcohol will be strictly enforced.

The unlicensed sale of alcoholic beverages on campus is prohibited by State law. Therefore, no financial arrangements between the sponsor of an event and guests are permitted whenever alcohol is to be served (i.e. no admission fees can be charged, donations accepted, nor tickets sold).

Buildings

College building entrance doors are unlocked:

Monday6:30 a.m. to 10:30 p.m.

Tuesday6:30 a.m. to 10:30 p.m.

Wednesday....6:30 a.m. to 10:30 p.m.

Thursday.....6:30 a.m. to 10:30 p.m.

Friday.....6:30 a.m. to 9 p.m.

Saturday7:15 a.m. to 5 p.m.

Sunday9 a.m. to 5 p.m.

Drugs

The use, sale, or possession of any controlled substance, narcotic substance, or drug paraphernalia, as defined by C.G.S. section 21a, is prohibited by applicable state and federal laws.

Emergencies

The MCC Police should be notified immediately of any emergency or of any situation that might jeopardize the safety of persons or property on campus.

Emergency Phone Numbers

MCC Police

Emergency Number..... ext: 3111

Fire/Medical Emergency

(MCC Police not on duty).....911

MCC Police

(routine calls) ext: 3680

MCC Police (routine calls)

from outside line 512-3680

Emergency Phones

There are blue-light emergency phones located throughout the campus and red emergency phones on the walls in the Lowe Building. These phones dial directly to the MCC Police emergency number at ext. 3111. If the MCC Police are unavailable, the calls are automatically directed to the Manchester Police Department's 911.

Emergency Fire Alarm

Emergency fire alarms are located in all campus buildings.

- When an alarm is given to evacuate the building, leave the building immediately by the nearest marked exit and alert others to do the same.

- Keep calm; do not shout during any emergency.
- Do not question whether an alarm or warning is false or actual, simply evacuate.
- Do not utilize the phone system – except to sound the alarm or report the location of mobility – challenged individuals or casualties
- Do not use the elevator.
- Any individuals with limited mobility should be assisted in exiting the building or in getting to an enclosed stairwell.
- ALL enclosed stairwells at Manchester Community College may be used as Areas of Refuge as they are constructed so as to maintain integrity against fire and smoke.
- All stairwells will be checked by emergency personnel during an evacuation.
- Remain at that location until the “All Clear” or until assistance arrives.
- Do not enter or return to an evacuated building unless told to do so by emergency personnel. Do not assume that because an audible alarm has been silenced, it means you can return to an evacuated building.

Emergency Notifications

MCC Police cannot deliver messages to students except in the case of an extreme emergency. If it is an immediate emergency, the MCC Police will attempt to locate a student in class. Students should provide family and friends with their exact schedule and locations on campus so they could be readily contacted if necessary.

Gambling

Gambling and/or “games of chance” for money are strictly prohibited on campus. Violators are subject to College disciplinary action.

Lost and Found

Lost and Found is located at the MCC Police Department (L-174). Any found item should be turned in at L-124. If an item has been lost, its loss should be reported with enough descriptive information that it can be returned to its owner if found.

Other Police Services

MCC Police do not provide vehicle unlocks. The MCC Police will contact a towing service that does provide the service at a cost to the motorist.

MCC Police do not jumpstart vehicle batteries. They do provide a Power Pak for a motorist to use.

Parking Regulations

Parking is permitted in designated areas only. Regulations will be posted and strictly enforced.

State of Connecticut handicapped parking permits are required in handicapped-designated parking areas.

Parked vehicles presenting a hazard, impeding vehicular or pedestrian traffic, interfering with the operation of emergency vehicles, or in a restricted area will be tagged and towed, without notice, at the owner's expense. Owners are responsible for costs for towing, impounding, and storing their vehicles.

MCC Parking Violation Tickets may be issued for parking violations on campus.

The fines for violations are:

Improper parking	\$ 10.00
Not displaying parking permit	\$ 10.00
Parking on campus roads/sidewalks	\$ 10.00
Overnight parking	\$ 10.00
Parking in a fire lane	\$ 25.00
Parking in restricted area.....	\$ 25.00
Other	\$ 25.00
Parking in a tow zone	\$ 25.00

Payment of MCC parking fines: Fines must be paid within six days or the fine will double. Fines may be paid at the Cashier's Office, Monday-Friday, 9:30 a.m. – 4:30 p.m. or by mail: MCC, P.O. Box 1046, Great Path, Manchester, CT 06045-1046, Attn: Cashier's office, Traffic Fine.

DO NOT MAIL CASH. Make checks payable to the MCC Scholarship Fund. Students who do not pay their fines will not be allowed to register for the next semester or to graduate until the fines are paid.

Pets

With the exception of guide and assistance dogs, pets are not permitted in College buildings.

Police Reports

The Uniform Campus Crime Report is available upon request at the MCC Police Communications Office.

Smoking

MCC is a smoke-free campus. Smoking is prohibited inside all campus buildings. Smoking is permitted **ONLY** in the parking lots. Appropriate containers for disposing of smoking materials are provided in the parking lots and everyone is asked to use them.

Traffic

All State motor vehicle laws are applicable on campus property and will be strictly enforced.

Speed Limits: The speed limits on all campus roads and in parking areas are posted and are enforced.

Traffic Accidents: Any motor vehicle or pedestrian accident, no matter how minor, should be reported to the MCC Police. Failing to report an accident that causes physical injury or property damage could result in a charge of Evading Responsibility (C.G.S. 14-224(b)).

Weapons

All weapons (any weapon, whether loaded or unloaded, from which a shot may be discharged; BB gun; switchblade knife; dirk knife; gravity knife; any knife having an automatic spring release by which a blade is released from the handle with a blade over one and 1/2 inches' stiletto; billy club; blackjack; bludgeon; police baton or nightstick, metal or brass knuckles; martial arts weapon as defined in C.G.S 53a-30; and any other dangerous or deadly weapons or instruments), ammunition, explosives, and fireworks are prohibited from College property.

Any person required to carry a firearm because of employment with a local, state, or federal law enforcement agency must present a letter from the Chief of Police or Director of the authorizing agency stating such a requirement. All such letters must be addressed to: Director of Public Safety, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046.

The purpose of the MCC Police is to insure and preserve peace and order on the campus and to provide for the safety of students, faculty, staff, and visitors. All police officers have full police powers. The MCC Police shall be notified of situations that might jeopardize the safety of persons or property on campus. All motor vehicle laws will be strictly enforced.

Student Services

Admissions

Location: Lowe Building, Room L -156

Director: Peter C. Harris

Phone: 860-512-3210

Hours: Monday, Wednesday, Thursday, 8:30 a.m.- 4:30 p.m.; Tuesday, 8:30 a.m.- 7 p.m.; Friday, 8:30 a.m.-12 noon

Services: The Admissions Office provides the following services: new, transfer, readmit student applications; Tech Prep applications; assessment test exemptions; College catalogs; College tours; credits by exam; enrollment information; open house; info sessions; high school/college fairs; high school partnership program; pre-admissions advising; outreach and recruitment; transcript evaluation; and transfer to MCC. Students may apply online.

Students interesting in pursuing an Allied Health career must fill out a separate Allied Health application in addition to the MCC new student application.

Foreign students interested in applying to MCC should do so before November 7, for Spring 2006 and May 21, for Fall 2006. Academic credentials, such as high school and college transcripts, must be in English or evaluated and translated by the World Education Services, Inc. (www.wes.org) before they are presented to the Admissions office.

Students wishing to transfer course work completed at another college or university, or by CLEP or other standardized examination, must request that an official transcript of previous college work be sent to the Admissions Office at MCC.

Adults in Transition, Center for Student Development

Location: Lowe Building, Room L-125

Director: Florence Sheils,

Student Development AIT Specialist: Bess Lewis

Phone: 860-512-3344

Hours: Monday-Friday, 9 a.m.-5 p.m.

Services: Adults in Transition is a program for students who have been away from an academic environment for many years. During the student's first semester, the AIT program provides support, advising, and two special courses designed specifically to help the women and men in the program succeed in their chosen academic field.

Students who are considering resuming their education after many years are encouraged to contact the Office of Transitional Programs.

Athletics/Fitness Center

Location: Lowe Building, Room L-154b

Director: Cynthia Washburne

Phone: 860-512-3353

Services: MCC provides opportunities for intercollegiate sports participation for women in soccer and basketball, and men in soccer and baseball.

MCC is a Division III member of the National Junior College Athletic Association.

Fitness Center

Use of the Fitness Center requires membership registration. Although the Fitness Center is open year-round, hours will vary during intercession and summer session. Call 512-3353 for current Fitness Center hours and rates.

Bookstore

Location: Lowe Building, first floor.

Manager: Lynne Crider

Phone: 860-645-3140

Web: www.efollett.com

Email: 0814mgr@fhcg.follett.com

Regular Hours:* Monday and Tuesday, 9 a.m.-6 p.m.; Wednesday and Thursday, 9 a.m.-4 p.m.; Friday, 9 a.m.-noon.

Summer Hours: Monday-Thursday, 9 a.m.-4 p.m.; Friday, 9 a.m.-noon.

** Hours will be extended prior to the start of each semester. All hours subject to change. Notification will be posted at the Bookstore.*

Services: All MCC required texts and course-related materials, plus school supplies, academic-priced software, clothing, greeting cards, gift items and reference materials are available. Gift certificates are also available. Students can reserve or purchase their textbooks at the web site. They can also view the book list for the semester that lists required textbooks and estimated prices.

Policies: Cash, Visa, MasterCard, American Express, Discover, or local personal checks are accepted. All checks must be bank-imprinted with name; a valid Connecticut driver's license is required as identification. All used books are sold on a first-come, first-served basis. A cash register receipt is required for refunds. Books must be in new and original condition. All books must be returned within the first two weeks of class. The Bookstore buys books back daily (new and used). A Connecticut driver's license or MCC identification card is required to sell back books.

Bus Service/Passes

Location: The "B" and "Z" buses from Hartford and Depot Square in Manchester serve the College. There is one stop on campus on Founders Drive South, in front of the AST.

Information: Student and employee 31-day bus passes are available for purchase at the MCC Cashier's Office. For information on rates and schedule, call the Connecticut Transit Company, 860-525-9181.

Cafeteria

Manager: Timothy Stuart

Phone: 860-512-3552

Location/hours: Lowe Building Cafe: Monday-Friday, 7:30 a.m.-2 p.m., during regular semester.

Location/hours: Tower Café: Monday-Friday, 7:30 a.m.-7 p.m., during regular semester.

Cafeteria hours are subject to change.

Services: The cafeteria provides a good place to eat, meet friends, or relax between classes. Vending machines that provide beverages and snacks are available in the Lowe Building, the LRC, and the AST.

Career Services

Location: Lowe Building Rooms L-177, L-178, L-183

Director: Carl J. Ochnio

Phone: 860-512-3372

Assistant Director: Julie L. Greene

Phone: 860-512-3374

Hours: Monday-Friday, 8 a.m.-4 p.m. Open until 7 p.m. on Workshop Thursdays.

Services: Acquiring effective job search skills is a valuable part of today's educational experience. Students are encour-

aged to visit the Career Services Office for job search information, advice and support. During the academic year, the office offers weekly workshops focusing on resume development, cover letters, interviewing and job search strategies.

Students and alumni seeking full, part-time or seasonal employment can register to use the College's on-line job listings via the Career Services web page, www.mcc.commnet.edu/career.

Job seekers can sharpen their skills by viewing the office's comprehensive job search video library. Other services include career panels; full-time, part-time and summer job fairs; a community service fair; local employer information; and on-campus recruiting.

Child Development Center

Location: Lowe Building, Room L-140

Director: Gregg Brohinsky

Phone: 860-512-3272

Services: A quality pre-school program designed to stimulate and challenge the curious, creative preschooler. Children must be 3 and 4 years old by December 30. Experienced, loving professional staff.

College Learning Center, Center for Student Development

Location: Lowe Building, Room L-120

Coordinator: Sonia Mihok

Phone: 860-512-3309

Hours: Monday-Thursday, 8:30 a.m.-7 p.m.; Friday, 8:30 a.m.-4 p.m.; Saturday 10 a.m.-2 p.m.

Services: The College Learning Center (CLC) offers many opportunities for aca-

ademic support to students of all ability levels. Individual or small group tutoring, subject-related review sessions, college survival skills workshops, and videos on strategies for succeeding in college are some of the services offered to students to enhance their understanding of classroom material. CLC staff is available to collaborate with instructors on specific activities to complement or supplement classroom instruction.

- **Computer Assisted Lab:** (860-512-3303)
A variety of computers and basic training in Windows; Microsoft Word, Excel, PowerPoint, Access; and an Introduction to the Internet are available via the Technological Literacy Project or by individual appointments. The Computer Assisted Lab is located in room L-107.
- **Supplemental Instruction:** (860-512-3303)
Selected high failure rate courses are assigned a student leader who attends all classes and holds additional sessions to reinforce academic concepts and learning skills.
- **Tutorial Assistance:** (860-512-3303)
Students may make day and/or evening appointments for coursework tutoring in the CLC (Lowe Building, room L-134). Free online tutoring is available for MCC students at www.etutoring.org.

Information about all of the services offered by the College Learning Center is available at the CLC web site: www.mcc.commnet.edu/clc.htm.

Convocation

Convocation is an assembly of new students. A formal ceremony welcomes new students and marks the start of the academic year. The ceremony begins with a procession of faculty and staff in academic regalia and a formal charge is given to the entering class. New and transfer students are expected to attend scheduled convocations during the academic year. (*See New Student Orientation*)

Cooperative Education

Location: Lowe Building, Room L-177

Director: Robert Henderson

Phone: 860-512-3312

Hours: Monday-Friday, 9 a.m.-5 p.m., call for evening appointments.

Services: The Cooperative Education Program provides students with the opportunity to integrate academic study with related work experience. Positions are approved by the appropriate faculty member and the director of cooperative education. Students who secure a placement are required to enroll in the Co-op/Work Experience course that addresses work-related issues. Students earn three credits and most positions are paid.

Cooperative education enables students to bridge the gap between classroom theory and actual on-the-job training in a productive work environment. Participating students enrich their education and position themselves for entry into the job market.

Counseling Services, Center for Student Development

Location: Lowe Building, Room L-108

Director: Vonnelle Wright

Counselors: Duncan Harris,
Joseph Navarra, Michael Stefanowicz,
Nylsa Ubarri-Young

Phone: 860-512-3331

Hours: as posted.

Services: Counselors can assist you in making more satisfying decisions relating to career and academic planning and in regard to personal issues that arise from life situations and events. They can assist you in academic planning, interest clarification, changing programs, career planning, developing self-confidence, sorting out conflicts, increasing self understanding and improving personal relationships. You can work with counselors through individual appointments, workshops, and student development course offerings such as SD 111: Creating Your Own College Success, SD 101: Career Life Planning or SD 299: First Year Experience: Foundations for College Success.

Your personal development and academic progress are important to us. We want you to reach your goals and experience success. Our staff is available every day and most evenings. Call for an appointment or drop in any time on a "first-come, first-served" basis, based on counselor availability.

Planning for transfer and graduation can be difficult without the right information. If you plan to transfer be sure to consult a counselor before the end of your second semester at MCC.

Your discussions with counselors are always treated with respect and confidentiality. We want you to make good use of our services. We would enjoy having the opportunity to earn your trust and confidence.

Students with disabilities are encouraged to contact us in regard to their special needs. A variety of services are available including priority registration, readers, and special testing arrangements.

Counselors can help you to identify support programs and professional services outside the College, as well. We can help you find the appropriate community program or service to match your needs.

Financial Aid Office

Location: Lowe Building, Rooms L-131 and L-127

Director: Ivette Rivera-Dreyer

Associate Directors: Jody Bailey and Gennaro DeAngelis

Phone: 860-512-3380

Hours: Monday, Wednesday, Thursday, Friday, 8:30 a.m.-4:30 p.m.; Tuesday, 8:30 a.m.-7 p.m.

Services: Supplies information about the various forms of financial aid available to students including grants, loans, scholarships, and College work study. Processes financial aid for students who apply.

No student should defer education because of financial need without first checking with this office for the possibility of help. Since processing the application for aid takes some time, interested students should apply early. All students are required to pay fees and to purchase books. Financial aid refund checks will

be available throughout the semester. The refund process cannot begin until the course adjustment period is over for the semester.

Graduation

GRADUATION IS NOT AUTOMATIC

(see Graduation Requirements under Academic Regulations)

Health Services

Location: Lowe Building, Room L-101

Director: Kathy Franklin

Phone: 860-512-3262

Hours: as posted

Services: Emergency care with referral to MD or clinic as needed, first aid/medical referrals, health insurance/wellness information, nutrition counseling, accident reports, student insurance claim processing, counseling and referrals on health-related matters such as HIV/AIDS, STD's, eating disorders and substance abuse.

Insurance

Students are automatically covered for accidents on or off campus during events sponsored by the College. Students may also purchase an optional 24-hour accident and health insurance plan with dependent coverage. Information about the policy and applications are available in the Health Office.

Hepatitis B (HBV): The American College Health Association, U.S. Centers for Disease Control and Prevention and National Collegiate Athletic Association recommend that all college students, especially athletes, health care majors, and anyone at high risk for Hepatitis B, be vaccinated.

The virus is contagious and can be transmitted during sexual contact, contact sports, travel abroad to areas where the disease is widespread; while helping someone who is bleeding; sharing pierced earrings, razors, or needles; having your body pierced; or being tattooed with unclean instruments.

For more information about the Hepatitis B virus or the vaccine, please contact your physician, the Health Services (L-101), at (860) 512-3262, the Dean of Students Office (L-287), at (860) 512-3203, or visit the following web sites: www.acha.org and www.cdc.gov/ncidod/hip/blood/hepatitisB.htm.

International Students, Center for Student Development

Location: Lowe Building, Room L-120i

Director: Joe Mesquita

Phone: 860-512-3205

International students interested in attending MCC with an F-1 visa should contact the Director of Minority and International Student Programs for further information to ensure that the I-20 application is processed in a timely manner for service, or U.S. State Department approval. **Academic credentials, such as high school and college transcripts, must be in English or evaluated and translated by the World Education Services, Inc (www.wes.org) before they are presented to the Admissions Office.** Application packets are also available in the Admissions Office, and the Center for Student Development. International students on a visa other than F-1 may enroll for classes at MCC, but they should consult the Direc-

tor of Minority and International Student Programs and/or the U.S. Citizenship and Immigration Services (USCIS), to verify student eligibility.

Services: The Office is here to assist international students meet their academic, social and cultural needs while attending Manchester Community College. The Office provides information, programs and activities to increase international and cultural awareness for the community at large and to assist those international students seeking access, retention and graduation. The Office will assist new and continuing international students with social and academic opportunities that the College has to offer.

Library

Location: Learning Resource Center, first floor

Director: Randolph Fournier

Phone: 860- 512-3420

Hours: When classes are in session the library is open Monday-Thursday, 8 a.m.-9 p.m.; Friday, 8 a.m.-4:30 p.m.; Saturday, 10 a.m.-4 p.m.; Sunday, 12 noon-4 p.m. Check for special hours on holidays and between semesters.

Services: The Manchester Community College Library welcomes all MCC students, faculty and staff, and people from the community. As you study, read, and conduct research in the library, please remember to:

- Keep your voices down
- Turn off your cell phone ringers
- Take your cell phone calls outside of the library
- Eat your food in designated areas outside of the library

- Use computers for researching, searching the library catalog, and preparing school-related projects.

The library provides both print and electronic resources to meet students needs. Resources include a collection of over 55,000 items, approximately 500 current journal and newspaper subscriptions, Internet access and online academic databases. Many of the library services are available through the library homepage at www.mcc.commnet.edu/library. Other important resources include inter-library loan services; reserve items for specific classes; a collection of videotapes, music CDs, and DVDs; and reference librarians who are available to assist students whenever the library is open. Photocopiers, word processing computers, and quiet study areas are available.

Library cards can be issued free of charge to any MCC student, as well as any resident of Connecticut of high school age or older. A library card is required to check out books and to use many of the library's services.

Minority Student Programs, Center for Student Development

Location: Lowe Building, Room L-120i

Director: Joe Mesquita

Phone: 860-512-3205

Hours: Monday-Friday, 9 a.m.-5 p.m.

Services: The Office plans, promotes and implements diversity and multicultural programs and services for the College. The Office serves as a liaison with academic and student affairs offices to address social, cultural and academic issues and concerns that affect students and

staff. The Office is committed to minority student access, retention and graduation at the College, and will implement programs, services and activities to ensure that those needs are met. Its mission is to empower students to achieve academic excellence and social-cultural pride, and to meet the College's goals of providing a diverse environment.

New Student Orientation

Location: Lowe Building, Room L-287

Assistant to the Dean:

Kunwar Umesh Vig

Phone: 860-512-3204

Fax: 860-512-3201

Hours: Monday-Friday, 9 a.m.- 5 p.m.

Does returning to school make you nervous? Are you unsure how to find your classrooms? Are words like "syllabus" and "curriculum" confusing to you?

We know that when entering students participate in orientation programs they increase their chances of academic success. Attending orientation empowers students and helps them to integrate socially and academically into the mainstream of college life.

Therefore we invite all new students, transfer students, international students and students who are returning to school after a long absence to attend New Student Orientation. Most entering students find college life and class expectations very confusing and uncertain. Consequently, the Orientation program is designed to help ease your transition into the College; to give you basic information on how to be successful during the first year; to familiarize you with campus facilities, resources, and policies; and to equip you for the beginning of a very exciting, pro-

ductive, and positive experience. Parents, spouses, and families are also invited.

Entering students will have ample opportunity to meet and interact with other students from different backgrounds and cultures, as well as faculty/staff and administrators who are as excited as you are about your educational goals. Orientation encompasses convocation, academic advising, workshops, and a guided campus tour. Program coordinators, faculty and staff will be available to answer your questions. Orientation programs are held at the beginning of each semester.

For more information regarding the date, time, and location of the next orientation program, please visit the MCC website or call the Office of the Assistant to the Dean of Students.

Office of Transitional Programs, Center for Student Development

Location: Lowe Building, Room L-125

Coordinator: Florence Sheils

Phone: 860-512-3344

Fax: 860-512-3301

Hours: Monday-Friday, 9 a.m.-5 p.m.

Services: The OTP offers the Summer Training and Academic Retention Services (STARS) Program and the Academic Success Program (ASP) to students in developmental courses. Special support is provided in small groups and one-on-one to help students succeed in the college environment.

Registrar

Location: Lowe Building, Room L-157

Registrar: Lourdes Cruz

Phone: 860-512-3220

Fax: 860-512-3221

Hours: Monday, Wednesday, Thursday, and Friday 8:30 a.m.- 4:30 p.m.; Tuesday, 8:30 a.m.-7 p.m.; and Saturday, 9 a.m.-12 noon.

Services: The Registrar's Office maintains the following student records: academic transcripts, grade reports, measles and rubella immunization records, and withdrawals from school or classes. Registration for classes, enrollment verifications, and graduation audits are also processed through the Registrar's Office. Students may register online.

Transcripts

Requests for copies of official MCC College transcripts must be made either in person or in writing to the Registrar; requests by telephone will not be accepted. There is a \$3.00 charge for every transcript issued. Allow five-seven working days for processing and mailing, except at the end of the semester when up to three weeks after grades are posted may be required.

Cross-Registration

A cross-registration privilege exists for students who register for General Fund courses at multiple colleges within the state system of higher education. A student who has paid the maximum full-time tuition at their "home" institution is exempt from further charges at a state university, the University of Connecticut, or another

community college. A student who has paid the tuition and fees of a part-time student at their "home" institution and registers for additional courses at another college shall not exceed the amount charged for a full-time student, if the student's combined registration at both institutions would classify them as a full-time student. If you are a financial aid recipient and you are attending another higher education institution at the same time, please see the Financial Aid Officer. This exchange privilege is offered on a space-available basis only. All students interested in this special cross-registration plan should provide a copy of a paid General Fund tuition bill to the host college.

Scholarships

Many scholarships are available for current students. They are offered by local businesses and organizations, the MCC Foundation, Inc., and other colleges and universities. Scholarships are usually based on outstanding academic achievement and/or financial need. The types of scholarships available each year may vary and requirements may change. Some are available for further study at MCC and others are available to students graduating or transferring to baccalaureate colleges or universities.

If you are interested in learning more about these opportunities, you should visit or call the Counseling Center room L-133, 512-3320 or the Office of Institutional Development, room L-284, 512-2904. Additional scholarship information can be found in the Library Reference Section, on the Internet, or by calling area corporations.

Services for Students with Disabilities, Center for Student Development

Location: Lowe Building, Room L-108 (Counseling Center)

ADA Coordinator/Counselor: Joseph Navarra

Phone: 860-512-3332

Hours: Monday-Thursday, 8:30 a.m.-7 p.m.; Fridays, 8 a.m.-12 noon

Services: Support services at MCC are designed to provide access and to "even the playing field" for people with disabilities. Towards this end, we provide academic accommodations such as readers and scribes, testing accommodations, sign language interpreters, a mentoring program, priority registration, adaptive equipment, and assistance in locating and acquiring services from community agencies.

A self-advocacy support group exists for students with learning disabilities. This group provides students the opportunity to share common interests and concerns, while working on coping strategies and study skills.

Individual services are consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act. For more information, call 860-512-3332 or, for the Learning Disabilities Specialist, call 860-512-3325.

Student Activities

Location: Lowe Building, Room L-154i

Coordinator: Linda A. Thomas

Phone: 860-512-3283

Hours: Monday-Friday, 8:30 a.m.-4:30 p.m. Additional hours as posted.

Services: The Student Activities office administers the co-curricular program and offers a variety of services including leadership workshops, event planning assistance, interpretation of state regulations, monitoring the Student Activity Fee (SAF) fund, game rentals, ticket sales, lockers, room reservations, referrals and general information.

The Student Activities program provides multiple opportunities for students' personal growth and development outside the formal academic environment. Students are strongly encouraged to participate in student-sponsored events, governing committees, clubs and organizations.

Affiliation and involvement offers students many opportunities to gain hands-on leadership or journalism experience, enrich their college learning experiences, and explore personal and career interests. Club and organization officers, members, and advisors work closely with the Student Activities staff.

Student Newspaper

Location: Lowe Building, Room L-253

Phone: 860-512-3289

Hours: as posted.

Services: The student newspaper, *Live Wire*, is published four to five times during each semester. It is funded by the Student Senate and advertising revenue. The paper is produced by MCC students and focuses on MCC news, student events, clubs, and student opinions.

The staff welcomes volunteers who wish to gain leadership skills and hands-on experience in working on a small newspaper. Staff and volunteers participate in

many phases of newspaper production including writing, editing, proofreading, photography, interviewing, advertising, desktop publishing, copy layout, and ad design.

Student Records

Per College policy, no records will be given out or copied from the Registrar's Office other than official or unofficial transcripts. Students may view their records upon request.

Student Senate

Location: Lowe Building, Rooms L-154k, L-154i

President: Nancy Emonds

Phone: 860-512-3292/512-3283

Hours: as posted.

The Student Senate is an elected student government that represents students. The Executive Board of the Senate is composed of seven officers: president, vice president, social vice president, secretary, treasurer, and two executive senators. The Senate and its Executive Board are regulated by a the College governance document. As the official voice of the student body, the Senate presents student issues and concerns to the College administration, holds membership on College-wide policy-making committees, and funds/regulates student clubs/organizations, programs, student newspaper and publications. The Senate uses student activity fees and proceeds from fundraisers to pay for these expenditures. Meeting times will be posted.

Student Activities Committee: The Student Activities Committee of the Student Senate is a planning committee that plans and supports student-sponsored programs. All students are welcome and encouraged to offer programming advice and to participate in the planning of trips, dances, lectures, fundraisers, concerts, Spring Festival and various other activities. Successful events need the ideas, support and involvement of many students. Get involved! Be part of your Student Senate! Contact the Senate Office at 860-512-3283. Meeting times will be posted.

Veterans Affairs

Location: Lowe Building, Room L-131g (a part of the Financial Aid Office)

Director: Ivette Rivera-Dreyer

Phone: 860-512-3362

Hours: Monday, Wednesday, Thursday, 10 a.m.-3 p.m.; Tuesday, 10 a.m.-7 p.m.

Services: Information about veterans' benefits, eligibility for tuition waiver, and processing of veterans' forms.

Women's Center, Center for Student Development

Location: Lowe Building, Room L-125

Director: Florence Sheils

Phone: 860-512-3344

Hours: Monday-Friday, 9 a.m.-5 p.m.

Services: The Center offers programs, information and referral, resources for research, workshops, seminars, and a comfortable place to meet with others.

Clubs and Organizations

Location: Lowe Building, Room L-154i

Phone: 860-512-3283 or 512-3282

The Manchester Community College Student Senate charters and funds active clubs and organizations. The Student Activities Office will assist you with organizing or joining a club. Watch the student newspaper, calendar of events, and bulletin boards for club activities. Interested students should contact the Student Senate Office, Lowe Building, at 512-3292 or 512-3283.

- **Afro-Centric Students (a.k.a. UMO-JA):** This student organization promotes programs to enhance Afro-centric cultural diversity, awareness and experiences. Activities include social events, fundraisers, panel discussions, guest speakers and trips. Advisor: TBA.
- **Alpha Mu Gamma:** This organization recognizes achievement in the field of foreign languages. Its goal is to stimulate a desire for linguistic attainment, to encourage an interest in the study of foreign languages and to foster the understanding of other people. Advisor: Barbara Place, 860-512-2698.
- **Arts Collective:** The goal of this club is to introduce and inform any student about the arts. The Collective will use fundraisers, off-campus activities, art openings, musical events, film and theater, gallery and art news to spread the word of art. Student artworks are promoted through exhibits. Advisor: Susan Classen-Sullivan, 860-512-2693.

- **Asian American Club:** The purpose of this organization is to unite Asian American students and to educate and promote the Asian American experience through multicultural activities on campus. Advisor: TBA.
- **Association on Community Inclusion:** The purpose of this association is to promote awareness of inclusion in the community and on campus. This association, open to all MCC students, focuses on learning to foster an inclusive environment and contribute to the elimination of the most difficult barrier in the environment — the barrier of negative attitudes towards people with disabilities. Advisor: Eileen Furey, 860-512-2792.
- **Business Students Association:** The purpose of this organization is to provide a network for interaction among business students, business people, alumni, prospective students, faculty and staff. Advisor: TBA.
- **Chess Club:** The purpose of this organization is to promote and organize chess events. Advisor: Peter Poulos, 860-512-2638.
- **Criminal Justice Association:** The purpose of this association is to further the knowledge of students attending MCC in the professional field of Criminal Justice. Advisor: Donna Nicholson, 860-512-2756.
- **Dance Team:** The purpose of this organization is to promote school spirit and to serve as an avenue for students to express themselves through dance. In the past the club has participated in community service by performing at nursing homes, teaching dance to girl scouts in Hartford, and sponsoring a holiday festival for community children during the Christmas season. We have also sponsored talent shows in which MCC students have participated. Advisor: Wanda Haynes 860-512-2691
- **DARC (Organization of Substance Abuse Counselors):** The purpose of this organization is to promote awareness of substance abuse issues. Advisor: Barbara Fox, 860-512-2769.
- **Economics Association:** The purpose of this club is to promote the knowledge of economics throughout the college. Advisor: TBA.
- **Education Club:** The purpose of this organization is to promote awareness and educate the MCC community about the Early Childhood Education program. The club will seek to provide educational opportunities for underprivileged children. Advisor: TBA.
- **Environmental Coalition:** The purpose of this organization is to raise awareness of the environmental concerns facing the College, community, state, country and the planet; and to organize and implement changes to cope with problems posing a danger to the environment. Advisor: TBA.
- **Film Guild:** The purpose of this organization is to promote appreciation of the film medium as an art form. The organization also publicly recognizes and showcases films made by students of MCC. Advisor: Bob Kagan, 860-512-2687.
- **GNU Linux Users-Group Club:** The purpose of this club is to promote, educate, and support GNU/Linux users on the use, installation, and configuration of Linux. Advisor: Russell Sabadosa, 860-512-2629.
- **Hispanic Culture Club:** The purpose of this organization is to promote the awareness of Hispanic culture to the MCC community and to the community at-large and to organize social, cul-

tural, and educational events that focus on Puerto Rican, Caribbean, Central American, and South American culture. Advisor: Ivette Rivera-Dreyer, 860-512-3382.

- **LeCercle Français:** The purpose of this organization is to promote interest in the study of the French language and the French Culture. Advisor: Barbara Place, 860-512-2698.
- **Live Wire (Student Newspaper):** This College newspaper is managed and published by the students. There are eight to ten issues produced each year and membership is open to all students. Advisors: Robert Kagan; 860-512-2687 and Stephania Davis 860-512-2694. *Live Wire* phone number, 860-512-3288.
- **MCC PRIDE:** The purpose of this organization is to support and promote gay, lesbian, bisexual, transgender, questioning, intergender, and straight students on campus, organize social activities, and educate members and others on campus about GLBTQISA issues. All personal issues, including members' names and sexual orientation, discussed during meetings shall be strictly confidential. No member shall discuss personal information regarding any member, advisor, or associate with non-members or in the presence of non-members. Advisor: Florence Sheils, 860-512-3342 and Jason Scappaticci, 860-512-3224.
- **Mock Trial Club:** The purpose of this organization is to promote and support advocacy and debating skills among students. The Mock Trial club educates members and the College community in regards to oral advocacy and the benefits a student attains when they master said skills. Advisor: Donna Nicholson, 860-512-2756.
- **Multicultural Club:** The purpose of this organization is to provide an organization that welcomes membership to all students embracing inclusively people of various cultures, races, religions, origins, genders, lifestyles, and physical or mental abilities; to provide to those club members a sense of belonging within the student community; and to respectfully discover and celebrate each individual's differences while recognizing and accepting our oneness and sameness in the realm of humanity. Advisor: TBA.
- **Muslim Student Association:** The purpose of this organization is to promote friendly relations between Muslim and non-Muslim students and to further present Islam to the people of other faiths and cultures. Advisor: Fatma Antar, 860-512-2788.
- **Occupational Therapy Club:** The purpose of this organization is to promote, organize, manage, direct, assist, recognize and enhance the student body's knowledge of the profession so they may participate in the affairs of OTC. Advisor: Meg Nieman, 860-512-2717.
- **Paralegal Association:** The purpose of this organization is to provide a network for interaction between students in the paralegal program and paralegal professionals employed in their field of interest. Advisors: Sharon Serow, 860-512-2631 and Nance Kriscenski, 860-512-2626.
- **Parents Club:** The purpose of this organization is to provide Child Development Center scholarships, encourage interest, disseminate information, and promote education among the student body and public on matters of current concern regarding parenting. Advisor: Gregg Brohinsky, 860-512-3272 and Lucy Kiermaier, 860-512-3274.

- **Phi Theta Kappa Society-Alpha Upsilon Alpha Chapter:** Phi Theta Kappa is an internationally acclaimed honor society recognizing the academic achievement of associate degree students. The purpose of Alpha Upsilon Alpha chapter is to promote scholarship, develop leadership and service, and cultivate fellowship among qualified students at the College. To be eligible for an invitation to join, a student must be currently enrolled, have accumulated 12 semester hours earned at MCC, have achieved a minimum GPA of 3.75 and adhere to the College code of conduct. Advisors: Patrick Sullivan, 860-512-2669 and Elaine Wiatr, 860-512-3675.
- **Photography Club:** The purpose of this organization is to promote, support and educate club members and the College community about photographic issues. Advisor: Dan Long, 860-512-2697.
- **Professional Secretaries International:** The purpose of this organization is to develop and advance interest in the field of office administrative careers. The club also wants to encourage continuing education through association with those engaged in the secretarial profession. Advisors: Kathleen Grove, 860-512-2625 and Donna DeMarco, 860-512-2644.
- **SARGAM:** The purpose of this club is to promote harmony about South Asian cultures; interact with other colleges to raise awareness and bring closeness, to learn about various cultures, and to bring out student potential and channel their energy and talents positively. Advisor: TBA.
- **Ski Club:** The purpose of this club is to promote interest in skiing, provide ski trips for students and promote skiing competitions. Advisor: Russell Sabadosa, 860-512-2629.
- **Science and Engineering Club:** The purpose of this club is to promote a group of people interested in pursuing real-life applications of science. Advisor: Russell Sabadosa, 860-512-2629.
- **Spanish Club:** The purpose of this organization is to promote interest in the study of the Spanish language and the Latin culture. Advisor: Linda Burk, 860-512-2684.
- **Supported Education Club:** The purpose of this organization is to advance the knowledge of the hotel-motel and foodservice industry. The club will provide a catering service for on-campus functions to increase food service skills and promote networking with prominent hospitality business people. Advisor: Sandra Jenkins, 860-512-2766.
- **Upper Room Christian Fellowship Club:** The purpose of this organization is to admit persons to the society as members who shall embrace the Christian faith and subscribe to its doctrine and accept as truth its religious tenets and teachings. Advisors: Diane Hillyer, 860-512-2709 and Richard Harden, 860-512-2690.
- **V.E.T.S. (Veterans Empowering Themselves to Succeed):** The purpose of this organization is to assist veterans and their dependents to network and to serve as a liaison for the veterans' community outside the College. Advisor: Ivette Rivera-Dreyer, 860-512-3362.
- **Vox Choral Club:** The purpose of this organization is to unite in a common bond all students with an interest in music. Advisor: Deborah Simmons, 860-512-2674.

Fall 2005 MCC Job Search Workshop Schedule

Thursday	September 15	Effective Resume Writing	5-6:15 p.m.
Thursday	September 22	Job Search & Cover Letters	5-6:15 p.m.
Thursday	September 29	Interviewing Skills	5-6:15 p.m.
Tuesday	October 4	Effective Resume Writing	12 noon-1 p.m.
Thursday	October 6	Effective Resume Writing	5-6:15 p.m.
Tuesday	October 11	On-Line Job Search Tips	12 noon-1 p.m.
Thursday	October 13	Job Search & Cover Letters	5-6:15 p.m.
Tuesday	October 18	Interviewing Skills	12 noon-1 p.m.
Thursday	October 20	Interviewing Skills	5-6:15 p.m.
Thursday	October 27	Effective Resume Writing	5-6:15 p.m.
Tuesday	November 1	Effective Resume Writing	12 noon-1 p.m.
Thursday	November 3	Job Search & Cover Letters	5-6:15 p.m.
Tuesday	November 8	On-Line Job Search Tips	12 noon-1 p.m.
Thursday	November 10	Interviewing Skills	5-6:15 p.m.
Tuesday	November 15	Interviewing Skills	12 noon-1 p.m.
Thursday	November 17	Effective Resume Writing	5-6:15 p.m.
Thursday	December 1	Job Search & Cover Letters	5-6:15 p.m.

Workshops are held in the Career Services & Co-op Suite, Lowe Building, L-177 (opposite the MCC Bookstore). All workshops are free and open to the public! No advance registration required. Please contact MCC Career Services for more information or if you would like to set up an individual appointment: cochnio@mcc.commnet.edu or jgreene@mcc.commnet.edu

Spring 2006 MCC Job Search Workshop Schedule

Thursday	February 2	Effective Resume Writing	5-6:15 p.m.
Thursday	February 9	Job Search & Cover Letters	5-6:15 p.m.
Thursday	February 16	Interviewing Skills	5-6:15 p.m.
Tuesday	February 21	Effective Resume Writing	12 noon-1 p.m.
Thursday	February 23	Effective Resume Writing	5-6:15 p.m.
Tuesday	March 7	On-Line Job Search Tips	12 noon-1 p.m.
Thursday	March 2	Job Search & Cover Letters	5-6:15 p.m.
Tuesday	March 14	Interviewing Skills	12 noon-1 p.m.
Thursday	March 9	Interviewing Skills	5-6:15 p.m.
Thursday	March 16	Effective Resume Writing	5-6:15 p.m.
Tuesday	March 28	Effective Resume Writing	12 noon-1 p.m.
Thursday	March 30	Job Search & Cover Letters	5-6:15 p.m.
Tuesday	April 4	On-Line Job Search Tips	12 noon-1 p.m.
Thursday	April 6	Interviewing Skills	5-6:15 p.m.
Tuesday	April 11	Interviewing Skills	12 noon-1 p.m.
Thursday	April 20	Effective Resume Writing	5-6:15 p.m.

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Seven Steps to Better Manage Your Study Time

- Step 1. Decide that how you manage your time is important.
- Step 2. Evaluate your study needs for this term.
- Step 3. Find out how much studying you're doing now.
- Step 4. Make up a schedule based on your needs and desires.
- Step 5. Revise your schedule, if necessary.
- Step 6. Set up a special pre-exam review schedule.
- Step 7. Work at time management.

Tips for Studying from Textbooks

- 1. **SURVEY:** Try to become familiar with the organization and general content of the material you are to read. Read the title, the introductory paragraph, the boldface headings, the titles of any maps, charts, or graphs, and the last paragraph, summary, and/or end-of-chapter questions. Take no more than five minutes for this step.
- 2. **QUESTION:** Try to form questions that you can answer as you read. The easiest way to do this is to turn each boldface heading into a question. (Ask: Who? What? Where? How? Why?)
- 3. **READ:** The materials, section by section., As you read, look for the answer to the question you formed for the heading of that section.
- 4. **RECITE:** After you finish reading each section – stop. Check to see if you can answer the question for the section. If you cannot, look back and find the answer. Then check your recall again. Be sure to complete this step after you read each section.
- 5. **REVIEW:** When you have finished the whole reading assignment, go back to each heading: recall your question and try to answer it. If you can't recall the answer, be sure to look back and find the answer. Then test yourself again. The purpose of the review step is to look at the assignment as a whole and to recall its main points.

15 Steps to Lower Stress

1. Invest thirty minutes in vigorous physical exercise, three to five times per week (assuming your doctor doesn't have a problem with that). Work up a sweat.
2. Learn relaxation techniques.
3. Cut down on caffeine.
4. Eat right.
5. Meditate. Get still. Get centered.
6. Develop better time management habits.
7. Play. Have fun. Recharge.
8. Get plenty of sleep.
9. Smile more. Laugh. Use humor to lighten your emotional load.
10. Count your blessings daily. Make thankfulness a habit.
11. Say nice things when you talk to yourself.
12. Simplify.
13. Set personal goals. Give yourself a sense of purpose.
14. Forgive. Grudges are too heavy to carry around.
15. Practice optimism and positive expectancy. Hope is a muscle—develop it.

From Springfield

Take I-91 South. Take exit 35A to I-291 east, to I-384. Immediately take exit 1. Turn left onto Spencer St. Follow the **From Spencer St.** directions.

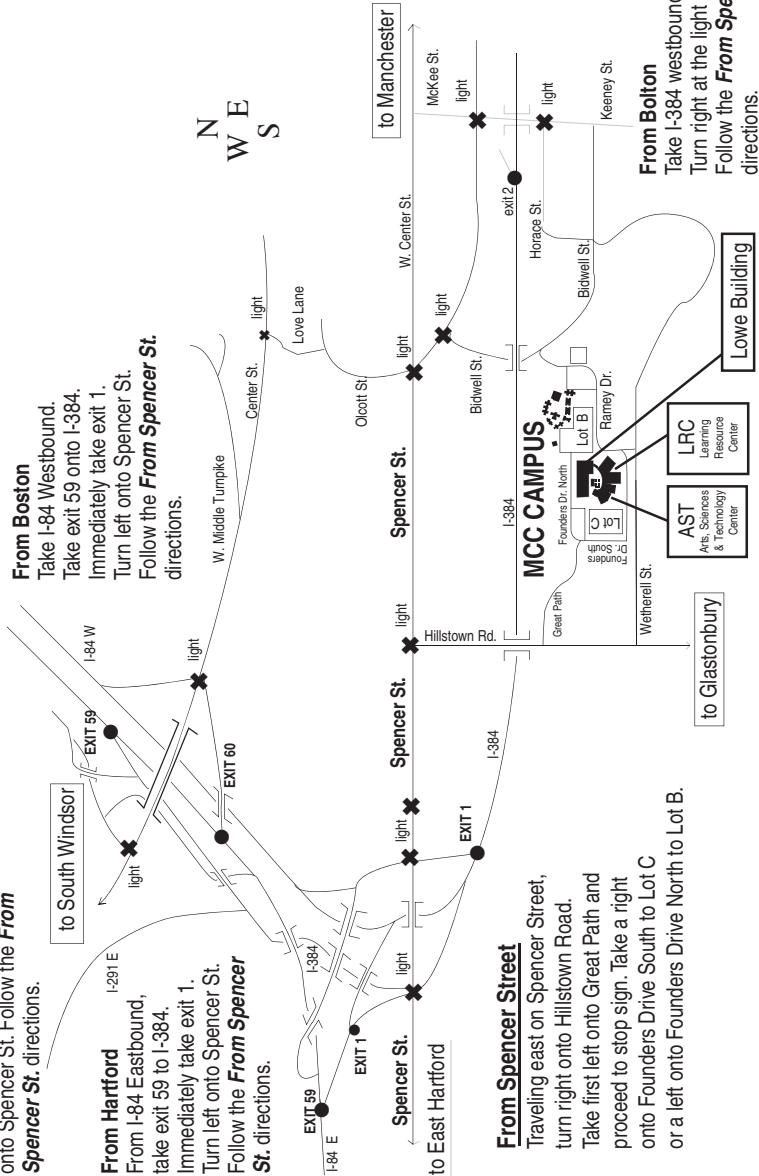
From Hartford

From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. Follow the **From Spencer St.** directions.

From Boston

Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. Follow the **From Spencer St.** directions.

N
W E
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From Spencer Street

Traveling east on Spencer Street, turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Bolton

Take I-384 westbound. Take exit 1. Turn right at the light onto Spencer St. Follow the **From Spencer St.** directions.

Directions to MCC

MCC Glossary

Academic Dismissal: When a student's grades are too low to allow him/her to return for the next semester. See College catalog for specific regulations.

Add & Drop: A phrase used to identify the process for making changes in your course schedule for the current or upcoming semester. This process is handled through the Registrar's Office through the first week of classes. Check for specifics in the Registrar's Office.

Articulation Agreements: Used to refer to joint agreements between two or more institutions of higher education regarding admissions and application of credit in transfer.

Assessment Testing: This is a required computerized test that is taken before registration. It assesses a student's ability in English and math; based upon these scores students are placed in the appropriate English and math courses. Students who do not initially seek a degree or certificate but who register for a course that would result in the accumulation of 12 or more credits must take the assessment test.

Audit: In academic terms, registering for a credit course, but requesting no grade and no credit. Students have no requirements in the course. Courses listed on a transcript as "audit" cannot be used for any degree or program requirement. Financial Aid does NOT pay for audited courses.

Banner Web: An online system to provide easy access to your personal and academic information via the internet. Students can apply and register online.

Certificate Program: A planned group of courses, with fewer requirements than a college degree program, that represents a selected body of knowledge.

CLEP: College Level Examination Program. A nationally recognized program through which students can take comprehensive tests to earn college credit. See College catalog for specifics.

Continuing Education: A division of the College that offers both credit and credit-free courses on a self-supporting basis. Credit courses include the Weekend College, Winter Intersession and Summer Session.

Credit: Units of course work earned by a passing grade that apply towards a college degree.

Credit by Exam: College credit earned by passing a comprehensive examination in place of attending a course.

Credit Evaluation: The determination of how courses from other colleges and special exams are credited and used to satisfy the requirements of an academic program.

Credit-free Courses: Courses for personal growth, interest, or job needs that do not offer college credit.

Cross-Registration: A student who has paid the maximum full-time tuition at one state college is exempt from further charges at another state college.

Cumulative Grade Point Average: (CGPA) The grade point average for all the course work completed at Manchester.

Developmental Courses: Non-credit courses designed to enhance students' skills to the level needed for success in subsequent college work.

Electives: Any courses completed for credit may be used to fulfill unspecified requirements for graduation.

ESL: English as a Second Language - students are placed into courses according to their assessment test scores.

FAFSA: This stands for Free Application for Federal Student Aid. MCC students who want to be considered for financial aid must fill out this form.

FERPA: The Family Educational Rights and Privacy Act (34CFR Part 99) (Revised as of July 1, 2004).

General Education Requirements: These comprise about one-third of any academic curriculum and include humanities, science, math, and social science courses.

Grade Point Average: (GPA) The total quality points earned, divided by the total credits attempted.

Matriculation: The process requires a student to pay an application fee, and to submit a high school transcript and/or diploma or equivalent, the appropriate immunization record, declare a major, and complete assessment tests.

Part-Time: This denotes enrollment in 1 to 11 semester hours in any given semester.

Pell Grant: This is a federal grant and a part of the financial aid award; students need to apply for this via the federal financial aid form.

Perkins Loan: One of the many loan programs that are available to students. Eligibility is determined by need that is based on the federal financial aid form.

Prerequisite: The subject/skills needed prior to enrolling in a specific course; e.g., PSY* 111, is required before taking PSY* 203.

Registration: The process of signing up for classes after appropriate academic advising and payment of tuition and fees.

SAR: An acronym for Student Aid Report in financial aid.

Satisfactory Academic Progress: For financial aid purposes, this means successfully completing 2/3 of all credits attempted.

Semester: The division of the academic year into fifteen-week units (Fall and Spring).

Semester Hours: The number of instructional hours spent in class per week; i.e., 3 semester hours = 3 hours of class time spent in class per week for the whole semester.

SIGI - PLUS: The computerized interactive career guidance system; it covers areas such as self-assessment, career search, skills inventory, goal-setting and decision making.

Class Planner

Fall 2005

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Sunday	
21	
Monday	
22	
Tuesday	
23	
Wednesday	
24	
Thursday	
25	Fall semester begins
	Convocation and New Student Orientation
	Professional Day for faculty and staff
Friday	
26	2005 Fall semester classes begin
Saturday	
27	

Sunday
28
Monday
29
Tuesday
30
Wednesday
31
Thursday
September 1
Friday
2
Saturday
3

Sunday
4
Monday
5 LABOR DAY (College closed)
Tuesday
6
Wednesday
7
Thursday
8
Friday
9 Weekend College Session 1 begins
Saturday
10

September

2005

Sunday

11

Monday

12

Tuesday

13

Wednesday

14

Thursday

15

Friday

16

Saturday

17

Sunday
18
Monday
19
Tuesday
20
Wednesday
21
Thursday
22
Friday
23
System Professional Day for faculty and staff (no classes)
Saturday
24

Sunday
25
Monday
26
Tuesday
27
Wednesday
28
Thursday
29
Friday
30
Saturday
October 1

October

2005

Sunday
2
Monday
3
Tuesday
4
Wednesday
5
Thursday
6
Friday
7
Saturday
8

Sunday
9
Monday
10COLUMBUS DAY (College closed)
Tuesday
11
Wednesday
12
Thursday
13
Friday
14
Saturday
15Weekend College Session 1 ends

Sunday
16
Monday
17
Tuesday
18
Wednesday
19
Thursday
20
Friday
21
Weekend College Session 2 begins
Saturday
22

Sunday
23
Monday
24
Tuesday
25
Wednesday
26
Thursday
27
Last day to make up incompletes
Friday
28
Saturday
29

October-November

2005

Sunday
30
Monday
31
Tuesday
November 1
Wednesday
2
Thursday
3
Friday
4
Saturday
5

Sunday	
6	
Monday	
7	Last day to drop classes without penalty
Tuesday	
8	Election Day (no classes, College offices open)
Wednesday	
9	
Thursday	
10	
Friday	
11	
Saturday	
12	

Sunday
13
Monday
14
Tuesday
15
Wednesday
16
Thursday
17
Friday
18
Saturday
19

Sunday	
20	
Monday	
21	
Tuesday	
22	
Wednesday	
23	Thanksgiving recess begins (no classes, College offices open)
Thursday	
24	THANKSGIVING DAY (College closed)
Friday	
25	No classes, College offices open
Saturday	
26	

Sunday	
27	
Monday	
28	Classes resume
Tuesday	
29	
Wednesday	
30	
Thursday	
December 1	
Friday	
2	
Saturday	
3	Weekend College Session 2 ends

Sunday
4
Monday
5
Tuesday
6
Wednesday
7
Thursday
8
Friday
9
Saturday
10

Sunday	
11	
Monday	
12	Last day of classes
Tuesday	
13	Final exams begin
Wednesday	
14	Final exams
Thursday	
15	Final exams
Friday	
16	Final exams
Saturday	
17	

Sunday	
18	
Monday	
19	Final exams end
Tuesday	
20	
Wednesday	
21	
Thursday	
22	Fall semester ends
	Final grades due (by 12 noon)
Friday	
23	
Saturday	
24	

Sunday	
25	
Monday	
26	
Tuesday	
27	Continuing Education Winter Intersession courses begin
Wednesday	
28	
Thursday	
29	
Friday	
30	
Saturday	
31	

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Sunday	
January 1	New Year's Day
Monday	
2	New Year's Day Observed (College Closed)
Tuesday	
3	
Wednesday	
4	
Thursday	
5	
Friday	
6	Weekend College Session 3 begins
Saturday	
7	

Sunday
8
Monday
9
Tuesday
10
Wednesday
11
Thursday
12
Friday
13
Saturday
14

Sunday	
15	
Monday	
16	MARTIN LUTHER KING DAY (<i>College closed</i>)
Tuesday	
17	New Student Orientation
	Professional Day for faculty and staff
Wednesday	
18	Professional Day for faculty and staff
Thursday	
19	2006 Spring semester classes begin
Friday	
20	
Saturday	
21	

Sunday
22
Monday
23
Tuesday
24
Wednesday
25
Thursday
26
Friday
27
Saturday
28

January-February

2006

Sunday
29
Monday
30
Tuesday
31
Wednesday
February 1
Thursday
2
Friday
3
Saturday
4

February

2006

Sunday
5
Monday
6
Tuesday
7
Wednesday
8
Thursday
9
Friday
10
Saturday
11
Weekend College Session 3 ends

Sunday
12
Monday
13
Tuesday
14
Wednesday
15
Thursday
16
Friday
17
Weekend College Session 4 begins
Saturday
18

February

2006

Sunday
19
Monday
20
PRESIDENTS' DAY (College closed)
Tuesday
21
Wednesday
22
Thursday
23
Friday
24
Saturday
25

Sunday
26
Monday
27
Tuesday
28
Wednesday
March 1
Thursday
2
Friday
3
Saturday
4

Sunday
5
Monday
6
Tuesday
7
Wednesday
8
Thursday
9
Friday
10
Saturday
11

Sunday
12
Monday
13
Tuesday
14
Wednesday
15
Thursday
16
Friday
17
Saturday
18

Sunday	
19	
Monday	
20	Spring recess begins (no classes, College offices open)
Tuesday	
21	
Wednesday	
22	
Thursday	
23	
Friday	
24	
Saturday	
25	Weekend College Session 4 ends

Sunday	
26	
Monday	
27	Classes resume
	Last day to make up incompletes
Tuesday	
28	
Wednesday	
29	
Thursday	
30	
Friday	
31	Weekend College Session 5 begins
Saturday	
April 1	

Sunday	
2	
Monday	
3	
Tuesday	
4	
Wednesday	
5	Last day to drop classes without penalty
Thursday	
6	
Friday	
7	
Saturday	
8	

Sunday
9
Monday
10
Tuesday
11
Wednesday
12
Thursday
13
SPRING HOLIDAY WEEKEND (No classes)
Friday
14
(College closed)
Saturday
15

Sunday

16

Monday

17

Tuesday

18

Wednesday

19

Thursday

20

Friday

21

Saturday

22

Sunday
23
Monday
24
Tuesday
25
Wednesday
26
Thursday
27
Friday
28
Saturday
29

Sunday
30
Monday
May 1
Tuesday
2
Wednesday
3
Thursday
4
Friday
5
Saturday
6

Sunday	
7	
Monday	
8	Last day of classes
Tuesday	
9	Final exams begin
Wednesday	
10	Final exams
Thursday	
11	Final exams
Friday	
12	Final exams
Saturday	
13	Weekend College Session 5 ends

May

2006

Sunday

14

Monday

15

Final exams end

Tuesday

16

Wednesday

17

Thursday

18

Final grades due (by 12 noon)

Friday

19

Saturday

20

Sunday	
21	
Monday	
22	
Tuesday	
23	
Wednesday	
24	
Thursday	
25	Commencement, Class of 2006
Friday	
26	
Saturday	
27	

Sunday
28
Monday
29
Tuesday
30
Wednesday
31 Spring semester ends
Thursday
June 1
Friday
2
Saturday
3

June

2006

Sunday
4
Monday
5
Tuesday
6
Wednesday
7
Thursday
8
Friday
9
Saturday
10

Sunday
11
Monday
12
Tuesday
13
Wednesday
14
Thursday
15
Friday
16
Saturday
17

Sunday

18

Monday

19

Tuesday

20

Wednesday

21

Thursday

22

Friday

23

Saturday

24

June-July

2006

Sunday

25

Monday

26

Tuesday

27

Wednesday

28

Thursday

29

Friday

30

Saturday

July 1

Sunday

2

Monday

3

Tuesday

4

Wednesday

5

Thursday

6

Friday

7

Saturday

8

Phone Numbers

[illegible]

[illegible]

[illegible]

Manchester Community College is committed to access and equal opportunity. Should you require special accommodations in order to participate in any of the programs offered, please contact Services for Students with Disabilities at 860-512-3320. Alternative formats of this material may be provided upon request.



Manchester Community College and the community college system of the State of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut general statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the administrative regulations. Further, the system does not discriminate against any individual on the grounds of political beliefs or veteran status. August 05/2M/PR



Founded in 1885



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