# MCC Academic Calendar 2009-2010

## FALL SEMESTER 2009

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26, 27</td>
<td>Professional days 22</td>
</tr>
<tr>
<td>August 27</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>August 31</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day (College closed)</td>
</tr>
<tr>
<td>September 11</td>
<td>College by Design Session 1, September 11-October 17</td>
</tr>
<tr>
<td>October 12</td>
<td>Columbus Day (College closed)</td>
</tr>
<tr>
<td>October 23</td>
<td>College by Design Session 2, October 23-December 5</td>
</tr>
<tr>
<td>November 3</td>
<td>Election Day (no classes)</td>
</tr>
<tr>
<td>November 4</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>November 4</td>
<td>Last day to drop classes without penalty</td>
</tr>
<tr>
<td>November 25</td>
<td>Thanksgiving recess begins (no classes)</td>
</tr>
<tr>
<td>November 26</td>
<td>Thanksgiving Day (College closed)</td>
</tr>
<tr>
<td>November 27</td>
<td>College closed</td>
</tr>
<tr>
<td>November 30</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 14</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 15</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>December 21</td>
<td>Final exams end</td>
</tr>
<tr>
<td>December 24</td>
<td>Fall semester ends</td>
</tr>
</tbody>
</table>

## WINTER INTERSESSION 2009-10

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 28</td>
<td>December 28-January 14</td>
</tr>
</tbody>
</table>

## SPRING SEMESTER 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8</td>
<td>College by Design Session 3, January 8-February 13</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Day (College closed)</td>
</tr>
<tr>
<td>January 19, 20</td>
<td>Professional days 22</td>
</tr>
<tr>
<td>January 20</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>January 21</td>
<td>Classes begin</td>
</tr>
<tr>
<td>February 15</td>
<td>President’s Day (College closed)</td>
</tr>
<tr>
<td>February 19</td>
<td>College by Design Session 4, February 19-March 27</td>
</tr>
<tr>
<td>March 15</td>
<td>Spring recess begins (no classes)</td>
</tr>
<tr>
<td>March 22</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 1</td>
<td>College closed</td>
</tr>
<tr>
<td>April 2</td>
<td>Good Friday (College closed)</td>
</tr>
<tr>
<td>April 5</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day to drop classes without penalty</td>
</tr>
<tr>
<td>April 9</td>
<td>College by Design Session 5, April 9-May 15</td>
</tr>
<tr>
<td>April 16</td>
<td>Professional Day (classes will be held)</td>
</tr>
<tr>
<td>May 10</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 11</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>May 17</td>
<td>Final exams end</td>
</tr>
<tr>
<td>May 21</td>
<td>College by Design Session 6, May 21-June 26</td>
</tr>
<tr>
<td>May 27</td>
<td>Commencement, Class of 2010</td>
</tr>
<tr>
<td>June 1</td>
<td>Spring semester ends</td>
</tr>
<tr>
<td>June 11</td>
<td>Great Path Academy Graduation, Class of 2010</td>
</tr>
</tbody>
</table>

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 860-512-3332. 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 that 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.

Aug. 09/1.5M/PR

*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. Please note: start and end dates vary for Continuing Education non-credit courses. Please check Continuing Education course catalogs.
With sincere wishes for your success, we welcome you to Manchester Community College.

This Student Handbook provides you with information about co-curricular programs that complement academic programs at Manchester Community College (MCC), as well as certain academic information. Developed by the Office of the Dean of Student Affairs, the purpose of the Student Handbook is to answer questions about the operation of MCC, student services, programs, college policies and procedures, and student rights and responsibilities.

You should familiarize yourself thoroughly with the Handbook’s contents because you are responsible for adhering to all policies and regulations of MCC.

Please contact the Office of the Dean of Student Affairs if you have any questions.

Please note: This handbook is a compilation of the latest available information about Manchester Community College. It is intended to serve as a guide to the programs, services and regulations of MCC. Any information here supersedes all other Manchester Community College student handbooks. Manchester Community College reserves the right to change its regulations, fees and announcements without notice whenever such action becomes necessary.

Student ____________________________________________

Address ____________________________________________

MCC
STUDENT HANDBOOK
2009-2010
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It’s my distinct honor to welcome you to Manchester Community College.

MCC will provide the grounding for whatever you decide to do in the future, whether that is furthering your education, taking on a new job or enhancing your opportunities at your current job.

Learning is a journey that fulfills your quest for answers about the world and it can fulfill your dreams — it is a journey that doesn’t have an end although you will surely earn your rewards with a certificate or degree if that is your goal. You are marking the beginning of the next phase in your lives. This decision is both an acknowledgement of where you’ve been — and where you will be down the road. It really is up to you where this new adventure will lead.

Many of our students enroll at MCC and then go on to transfer to such institutions as the Connecticut State Universities, the University of Connecticut and Trinity College. Other students choose to enroll in career programs and are employed at a myriad of organizations and businesses. Whatever your interests — just as important to us as your classroom studies are — our co-curricular activities, including clubs and organizations, fitness programs, arts events and community service, will provide you with a rich cultural and intellectual environment.

I ask only a few things of you — most importantly, that you keep an open mind. Meet new people, read good books, fully engage in your studies, be a good citizen of our community, participate in college life to the extent your personal responsibilities allow, and enjoy every moment. Being a student takes planning, discipline and commitment. You are a role model for others. My challenge to you is to maintain the determination to accomplish your goals.

This is your college. It is a place where you will form lasting relationships with a diverse and dedicated group of individuals who share your interest in learning. Faculty, staff and administrators at the college will help guide you along the path towards your goals. Our primary concern is to help you reach your highest potential.

Best wishes,

Gena Glickman, Ph.D.
President
From the Acting Dean of Student Affairs

On behalf of the Student Affairs Division, I would like to welcome you to Manchester Community College. The services provided by our division are designed to support students from “the parking lot to graduation”. These services include: admissions, financial aid, registration services, counseling, advising, transfer counseling, career services and placement, athletics and fitness, student activities, minority and international programs, probationary services, services for students with special needs, assessment testing, veteran services, health services, the bookstore, food services, and the child development center. These areas, and other support areas of the college, are intimately connected with your success in the classroom and attainment of the academic goals you have established for yourself.

Research has proven that students who develop a meaningful connection with an individual employed by the college they attend are more likely to be successful than those that do not. This individual may be a faculty advisor, a counselor, club advisor, librarian, office worker, etc. – basically, an individual you trust, feel comfortable talking to, and that supports your success here at MCC. With this in mind, I strongly encourage you to identify this individual early in your college career – this semester. I did this early in my college career and I found that the individual helped me avoid a number of pitfalls that could easily have been barriers my college success. Know that the faculty and staff of MCC are willing to serve in this capacity. JUST ASK!

Research also has indicated that students who are engaged in co-curricular activities, events, clubs and programs that occur outside of your classroom instruction – are more likely to be successful in college. I am aware that many of you may feel “pressed for time”: juggling your coursework, family obligations, part-time or full time work, and other commitments. I strongly encourage you to “make time” to participate in the co-curricular activities taking place at MCC. This may be going to a lecture on an issue impacting your community or attending the Student Art Show. It may be playing flag football once or twice a week in our intramural program. It may be your serving as a member of the student senate or as an MCC Ambassador. Or, perhaps as a mentee in our Brother-to-Brother or Sister-to-Sister programs or as a reporter for our school newspaper, The Live Wire, or as a DJ on our campus internet radio station, ICE.

This is your college and your college journey – take full advantage of it and experience it fully. We’ll be here for you each step of the way.

Have a great semester!

Sincerely,

G. Duncan Harris, Ed.D.
Acting Dean of Student Affairs
MCC is a place for you to learn and grow. But none of it will be possible without a focus on making your life better. My advice to you is to contact your friends and family. I urge you to ensure everyone is supportive of your college endeavors and academic success. This includes your parents, your girlfriends/boyfriends and spouses. Most important are your employers. Share with them your Fall Semester schedule so they become aware of the classes in which you’re enrolled along with their demands. Share with them that in addition to attending class there will likely be considerable and in some cases competing demands for your time. Anticipate that with every hour of class time, you will need to devote an additional hour for study, exam preparation and to complete assignments. With your family, friends and employers onboard, you will be better prepared to integrate college life with your “normal” life, and you’ll have a network of people ready to help you, knowing that you are a serious, dedicated student.

Talk! Talk to your classmates. Talk to your professors. If you have trouble with a class, don’t get down on yourself – and don’t hold back! Work with your teachers and formulate a plan. Meet with them often, share with them your goals, and seek them out as a resource. Your ultimate goal is increased knowledge, support, guidance and academic success. With the lines of communication open, you will be that much closer to it. If you need extra help, don’t worry – we have tutors available on campus at no cost to you. The means to help you achieve are within your grasp.

Besides offering multiple degree and certificate programs, Manchester Community College gives each student the opportunity to participate in student government and school committees. These groups allow students to work amongst themselves and with faculty members to make the campus and our surrounding community a better place.

Every student has the opportunity to start their own club, focusing on their specific interests. Currently we have twenty-eight clubs on campus, featuring a range of topics such as politics and outdoor adventuring. Participating in these clubs will help you learn leadership skills necessary in the world today and provide you with experiences to last a lifetime and friends to enjoy them with.

I wish you the best with us at Manchester Community College.

Sincerely,

Andrew J. King
Student Services Directory

Acting Dean of Student Affairs, Dr. G. Duncan Harris .................... 512-3203
Email: gharris@mcc.commnet.edu
Assistant to the Dean of Student Affairs, K. Umesh Vig ............... 512-3204
Email: uvig@mcc.commnet.edu
Administrative Assistant, Grace Scollo .................................. 512-3203
Email: gscollo@mcc.commnet.edu

Academic Support Center
Director, Brian Cleary ................................................................. 512-2610
Administrative Assistant, Dana Drouin ....................................... 512-2612
Accounting, John Kelly ................................................................. 512-2618
English, Donna McCormac ............................................................. 512-2619
Computer Lab Assistant, Joan Ochoa ........................................... 512-2615

Admissions
Director, Peter C. Harris ................................................................. 512-3212
Associate Director, Cynthia Zeldner ............................................. 512-3214
Secretary, Katharine Jones ............................................................... 512-3213
Web: www.mcc.commnet.edu/admissions
Fax: ................................................................................................. 512-3221

Adults in Transition, see Transitional Programs

Athletics/Fitness
Director, Cynthia Washburne ......................................................... 512-3350
Assistant Director/Fitness, Joanne Britton ...................................... 512-3359
Assistant Director/Athletics, Paul Ofrio .......................................... 512-3354
Secretary, Rosa Abarzua ................................................................. 512-3353
Web: www.mcc.commnet.edu/athletics
Fax: ................................................................................................. 512-3351

Career Services/Placement
Director, Carl J. Ochnio ................................................................. 512-3372
Senior Associate Director, Julie Greene ......................................... 512-3374
Web: www.mcc.commnet.edu/career
Fax: ................................................................................................. 512-3371

Child Development Center
Director, Gregg Brohinsky ............................................................... 512-3272
Email: gbrohinsky@mcc.commnet.edu

Counseling Center
Secretary, Vincent McCann ............................................................. 512-3331
Email: vmccann@mcc.commnet.edu
Counselor, Joseph Navarra .............................................................. 512-3332
Counselor, Ta'Shema Odoms ......................................................... 512-3307
Counselor, Wanda Reyes-Dawes .................................................... 512-3329
Counselor, Nylsa Ubarri-Young ...................................................... 512-3324
Fax: ................................................................................................. 512-3301
Student Services Directory (continued)

Financial Aid and Veterans Affairs
  Director, Ivette Rivera-Dreyer.................................512-3380
  Secretary, Donna Lee-Pitt......................................512-3383
  Secretary, Teresa Johnson.......................................512-3391
  Associate Director, Jody Bailey.................................512-3384
  Associate Director, Larissa Urquilla .........................512-3388
  Fax: ........................................................................512-3381

Health Services
  Director, Cynthia Washburne.....................................512-3350

Information Line.........................................................512-3004
Main number..................................................................512-3000

Multicultural & International Affairs
  Director, Joseph Mesquita.........................................512-3323
  Email: jmesquita@mcc.commnet.edu
  Fax: ........................................................................512-3321

Office of Student Retention Services
  Director, Florence Sheils...........................................512-3302
  Educational Assistant, Esther Cotton.........................512-3305
  Secretary, Carole Lewonzcyk....................................512-3303
  Email: clewonzcyk@mcc.commnet.edu
  Fax: ........................................................................512-3301

Registrar
  Information line..........................................................512-3220
  Registrar, Natalie Durant..........................................512-3223
  Assistant Registrar, Anita Sparrow............................512-3223
  Administrative Assistant, Shelley Craig......................512-3223
  Email: registrar@mcc.commnet.edu
  Web: http://.my.commnet.edu
  Fax: ........................................................................512-3221

Services for Students with Disabilities
  ADA Coordinator, Joseph Navarra...............................512-3332
  Learning Disabilities Specialist, Gail Hammond............512-3325

Student Activities
  Director, Kristine Vincent .........................................512-3282
  Secretary, Mary Boileau............................................512-3283
  Web: www.mcc.commnet.edu/students/life

Student Newspaper/Live Wire .....................................512-2694

Student Senate.............................................................512-3292/512-3283

Testing Center
  Test Administrator, Georgette E. Hyman......................512-3304
Student Services Directory (continued)

Transitional Programs
Director, Michael Stefanowicz ................................................. 512-3342
Student Development AIT Specialist, Bess Lewis .................. 512-3343
Student Development ASP/STARS Specialists,
  Linda Devlin ................................................................ 512-3346
  Cantrell Johnson .............................................................. 512-3345
  Student Retention Specialist, Jason Scappaticci ................. 512-3224

General Information Numbers

Academic Affairs ........................................................................ 512-2603
  Center for Business & Technologies ................................ 512-2623
  Cooperative Education ..................................................... 512-3310
  Educational Technology & Distance Learning .................. 512-2857
  Liberal Arts ....................................................................... 512-2753
  Library ............................................................................... 512-3420
  Mathematics, Science & Health Careers ......................... 512-2703
  Social Science & Hospitality ............................................. 512-2753

Administrative Affairs ................................................................. 512-3603
  Cashiers, Finance and Administrative Services .............. 512-2638
  Facilities & Planning ......................................................... 512-3660
  Human Resources ............................................................. 512-3613
  Information Technology .................................................. 512-3400
  Campus Police ................................................................. 512-3680

Bookstore .............................................................................. 645-3140

College Closing ........................................................................ 512-3004

College’s Main Numbers ......................................................... 512-3000, 3004

Continuing Education .............................................................. 512-2800

Emergency ........................................................................... 3111 or 911

Food Service ........................................................................... 512-3552

Institutional Development
  Alumni Association ............................................................ 512-2906
  Marketing & Public Relations ............................................. 512-2913
  Scholarships .................................................................... 512-2904

Campus Police ........................................................................ 512-3680

President’s Office ................................................................. 512-3100

Student Technology Help Desk .............................................. 512-3456
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 http://my.commnet.edu.

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

GPA Table Effective Fall 1998

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade point value</th>
<th>Sem hours</th>
<th>Grade point hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>C+</td>
<td>2.3</td>
<td>x 3</td>
<td>6.9</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>x 3</td>
<td>3.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>x 3</td>
<td>16.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>x 3</td>
<td>0.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>x 3</td>
<td>8.1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>16</td>
<td>34.0</td>
</tr>
</tbody>
</table>

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 Incomplete 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

An audit status allows students not wishing credit to sit in on a course. In order to register as an “Audit” student, the prospective student must meet all college and course requirements, such as being a high school graduate and meeting all prerequisite requirements. This status allows students to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers and other work critiqued, but faculty members are not required to grade an auditor’s course work. A student may not register as an “audit” student until after registration has ended and students wishing to take the course for credit have enrolled for the semester. A student may not repeat an audit in the same course. A student who wishes to change from credit to audit status must request this from the Registrar’s Office within the first four weeks of the course. Students auditing a course may not change to credit status. Full tuition and fees are charged for courses audited. Financial aid DOES NOT COVER AUDITED CLASSES.
Repeating a Course
No student can take a course more than three times (i.e. 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
Good Academic Standing
In order to be considered in good standing, a student must attain an overall GPA minimum as indicated below.

1.5 after 12 attempted hours‡
1.6 after 30 attempted hours‡
1.8 after 45 attempted hours‡

2.0 is necessary for graduation in degree and certificate programs.

‡ Attempted hours include any course that is graded.

This standard will be applied to students who are registered for courses past the add/drop period in any semester. It will be applied when the student first attempts 12 or more credits, and each semester thereafter in which he/she is registered including summer session and winter intersession.


Academic standing will be recomputed upon completion of any course in which an “I” incomplete grade is received. Students will be notified in writing of any change in academic standing at that time.

Warning
Students who have completed 11 or fewer credits, whose cumulative grade point average (CGPA) falls below 1.5, will be given a written warning.

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

(1) 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.

(2) 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.)

(3) After 12 credit hours attempted, a CGPA of less than 1.50; or after 30 credit hours attempted, a CGPA of less than
1.60; or after 45 credit hours attempted, a CGPA 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 Director of Student Retention Services, who will notify them of the decision in writing. Students on academic probation have the option to submit a written request, within 20 days of the notification letter, for a review by the Director of Student Retention Services and/or 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 after being reinstated to good academic standing, 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 Student Retention Services. If reinstated, the student will be permitted to register for no more than 11.99 credits for the next semester and must eliminate the reason(s) for his/her probationary status by the time that the number of credits has been completed.

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 a cumulative 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 Student Retention Services, Lowe Building, room L127. 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
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 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 01, 1957 are exempt.

9. Submit graduation application the Registrar’s Office by October 1, for December completion of all academic work, or April 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 degree auditor.

11. Notify the Degree Auditor in the Registrar’s Office 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 Student Affairs.

* 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 invitations per graduate will be issued. If you have applied by April 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 Student Affairs. Your name may not be printed in the program and your certificate/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.

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

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, available from the Registrar’s Office; complete a separate application for each degree; and complete a minimum of 15 credits beyond the number of credits required for the initial degree. If the requirements of the second degree are not completed in the semester of the first degree, a second graduation fee of $42 is required. If a student is requesting three (3) or more associate degrees, permission from the Dean of Academic Affairs is required.
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. Students must complete a Transfer Credit Evaluation Request form, available in the Admissions office or online in the Form Depot on the website, along with the official transcript. Submit the form to the Admissions office, indicating your program of study and identify prior college(s) whose transcript you would like to have evaluated for credit. The transcript will be evaluated by the Admissions office and acceptable credits will be posted to the student’s academic record. Transcripts will be evaluated on a rolling basis.

Transcripts
Requests for copies of official MCC transcripts must be made in person, by fax, online or in writing to the Registrar; requests by telephone will not be accepted. There is no charge for transcripts issued. Allow 10-15 business 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.

Dual Admission Program: A Transfer Compact for College Students in Connecticut
The Connecticut State University System (CSUS) and the Connecticut Community College System have formed a transfer compact which offers dual admission to students who are planning to enroll at a CSUS institution after completing an associate’s degree.

Eligibility
The Dual Admission program is designed for students who:

- Plan to earn an associate’s degree from Manchester Community College (in 5 years or less).
- Plan to pursue a bachelor’s degree at one of the four Connecticut State University System institutions, beginning within two years of completing the associate’s degree.
- Have not yet earned fifteen (15) transferrable college-level credits at Manchester Community College.

Advantages:
Guaranteed Admission – Students are guaranteed admission to the selected CSUS institution upon successful completion of their associate’s degree. Specific academic programs may have additional requirements.

Coordinated Academic Advising – Dual Admission student receive personalized academic advising from both MCC and university advisors while attending community college to ensure that appropriate coursework is completed and that credits taken at MCC will apply toward their bachelor’s degree at the university.

Library Access – Students have full library privileges at the university they have des-
ignated, even while completing their associate’s degree at MCC.

Registration Preference – After earning an associate’s degree, students are given course registration and on-campus housing options equivalent to university juniors.

Smooth Transition – Students enjoy a smooth transition because they take classes that will transfer, have met regularly with university staff while attending MCC, have become familiar with the university’s academic policies and know which upper-level classes they will need to take at the university.

For more information, please contact the admissions or counseling office. Additional information and the application is also available at www.ct.edu/dual.

Transfer Opportunity: Connecticut State Universities Guaranteed Admissions Agreement

It is the policy of the Boards of Trustees for the Connecticut Community-Technical Colleges (CCTCs) 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 CTC system web page: www.commnet.edu/services/transfers.asp). 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 Connecticut 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’s 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 fewer 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 specialize 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 Schools of Engineering and Engineering Technology.

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.

Valedictorian and Salutatorian
Graduating students who have completed at least 30 credits at MCC are eligible for consideration as valedictorian or salutatorian. Among the eligible students, the student with the highest cumulative GPA at 512-2634 or go to www.commnet.edu/services/college_of_tech.asp.
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.

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

**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.

**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.

**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.

**Special Awards**

- **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.

- **President’s Student Award**
The President’s Student Award recognizes a student who has demonstrated unusual perseverance in spite of difficulties, obstacles or challenges.

**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 512-3004. Announcements may also appear on: WTIC-AM & FM; WRCH; WZMX; WFSB Channel 3; WTNH Channel 8; and WVIT Channel 30.

**Directory Information Confidentiality**
The student’s permission is required for the release of any information other than “directory information”: name and address,
dates of attendance, full- vs. part-time student status, and date of graduation. For the purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major, are also designated as directory information. Students may request in writing that directory information concerning them not be released. (The only exception: information can be released to parents without student permission if the student is listed as a dependent on the parent’s tax return.) A complete statement about this subject is available for inspection in the office of the Dean of Student Affairs.

This information is provided to comply with the Family Educational Rights and Privacy Act (FERPA) (34CFR Part 99) (Revised as of December 09, 2008).

**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 L120, 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 video 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.

Copyright & Fair Use Policy
Manchester Community College encourages its faculty, staff and students to use multimedia and text resources to enhance teaching and learning while abiding by copyright and intellectual property law, including the U.S. Copyright Act, the Digital Millennium Copyright Act and the TEACH Act.

Student Discipline
(Policy statement on Student Conduct from the Board of Trustees for Connecticut Community-Technical Colleges)

5.2.1 Policy on Student Conduct

Section 1: Student Conduct Philosophy: Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. This Policy is intended to ensure that members of the college community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference.

This Policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and a recognition of the importance of physical safety in the college community. Compliance with the Policy provides an opportunity to develop and practice skills in leadership, group process, decision making and ethical and moral reasoning. Students who demonstrate these values and possess these skills are more likely to find success and fulfillment in their academic, professional, family and personal endeavors.

This Policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the college community and the educational process from harm.
Section 2: Application of the Student Conduct Policy: This Policy applies to student conduct on campus and on other property or facilities owned, controlled or used by the college. It also applies to student conduct on premises not owned, controlled or used by the college if the off-campus conduct impairs college-related activities or affairs of another member of the college community or creates a risk of harm to any member or members of the college community.

Conduct on or off college premises that is prohibited by federal, state or local law, codes and ordinances is also covered. Students who engage in behavior prohibited by law may be subject to civil or criminal sanctions as well as to the sanctions of this Policy.

Additionally, where a court of law has found a student to have violated the law, a college has the right to impose the sanctions of this Policy even though the conduct does not impair the college-related activities of another member of the college community and does not create a risk of harm to the college community. The decision to exercise this right will be in the sole discretion of the President or his/her designee.

For purposes of the Policy on Student Conduct, a “student” is any person who has registered for at least one (1) course, credit or non-credit, at the college. Student status continues in effect for two (2) calendar years after the conclusion of the last course in which the student was registered, unless the student has formally withdrawn from the college, graduated or been expelled.

Section 3: Expectations for Student Conduct: Consistent with the Student Conduct Philosophy set forth in Section 1 of this Policy, students are expected to:

1. Demonstrate respect for the college community by acting in accordance with published Board policies and college rules and regulations;
2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student’s academic performance, including but not limited to:
   a. cheating on an examination,
   b. collaborating with others in work to be presented, contrary to the stated rules of the course,
   c. plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed or otherwise obtained) as one’s own,
   d. stealing or having unauthorized access to examination or course materials,
   e. falsifying records or laboratory or other data,
   f. submitting, if contrary to the rules of a course, work previously presented in another course, and
   g. knowingly assisting another student in any of the above, including an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;
3. Demonstrate respect for the property of the college and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of college premises;

4. Demonstrate respect for others by:
   a. refraining from conduct that constitutes a danger to the personal health or safety of other members of the college community and guests or licensees of the college, including intentionally causing or attempting to cause injury;
   b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college-sponsored or college-authorized activities; and
   c. refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person’s pursuit of his or her customary or usual affairs;

5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement on page 27);

6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the college with regard to a college-related matter, nor forge, alter or otherwise misuse any document or record;

7. Comply with the directions of college staff members acting within the scope of their employment responsibilities;

8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others;

9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement;

10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge or without his/her expressed consent;

11. Conduct oneself in a civil and respectful manner, both within and outside the college.

Students may be sanctioned for behavior that is not in accordance with the above-stated expectations.

Section 4: Sanctions: The prior conduct record of a student shall be considered in determining the appropriate sanction for a student who has been found to have violated any part of Section 3 of this Policy.
Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the student.

A “sanction” may be any action affecting the status of an individual as a student taken by the college in response to a violation of this Policy, including but not limited to the following:

1. “Expulsion” is a permanent separation from the college that involves denial of all student privileges, including entrance to college premises;

2. “Suspension” is a temporary separation from the college that involves denial of all student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;

3. “Removal of college privileges” involves restrictions on student access to certain locations, functions and/or activities but does not preclude the student from continuing to pursue his/her academic program;

4. “Probation” is a status that indicates either (a) serious misconduct not warranting expulsion, suspension or removal of college privileges, or (b) repetition of misconduct after a warning has been imposed;

5. A “Warning” is a written notice to the student indicating that he or she has engaged in conduct that is in violation of Section 3 of this Policy and that any repetition of such conduct or other conduct that violates this Policy is likely to result in more serious sanctions;

6. “Community restitution” requires a student to perform a number of hours of service on the campus or in the community at large.

Section 5: Procedures: The following procedures shall govern the enforcement of this Policy:

1. Information that a student may have violated this Policy should be submitted to the Dean of Student Affairs or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) days of the date of a possible violation or within thirty (30) days of the date that the facts constituting a possible violation were known.

2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the college or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.

   a. “Interim restrictions” are limitations on the student’s participation in certain college functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the student from continuing to pursue his/her academic program. A student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply.
The decision of the Dean regarding interim restrictions shall be final.

b. “Interim suspension” is the temporary separation of the student from the college that involves the denial of all privileges, including entrance to college premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the student. At this meeting, the Dean shall inform the student of the information received and provide the student an opportunity to present other information for the Dean’s consideration. Based upon the information available at that time, the Dean shall determine whether the student’s continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) business days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused student, and by reviewing all relevant documents.

4. If, upon the conclusion of the Dean’s investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the possible violation and the prior conduct record of the student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Dean’s consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the student with a written explanation for the determination. The decision of the Dean shall be final.

5. If, upon the conclusion of the Dean’s investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the violation and the prior conduct record of the student, that a
sanction of suspension or expulsion is appropriate, the Dean shall provide the student with reasonable written notice of a meeting and shall inform the student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the student with a written statement that shall include the following:

a. a concise statement of the alleged facts;

b. the provision(s) of Section 3 that appear to have been violated;

c. the maximum permissible sanction; and

d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in a writing, which must be received by 5 p.m. on the following business day.

6. If the student requests a hearing, he/she is entitled to the following:

a. to be heard, within five (5) business days, or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;

b. if the Dean appoints an impartial panel, to have a student on the panel, if requested by the student;

c. to appear in person and to have a non lawyer advisor. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the student concerning the effect of the proceedings on the pending criminal matter;

d. to hear and to question the information presented;

e. to present information, to present witnesses and to make a statement in his or her behalf; and

f. to receive a written decision following the hearing.

(See Section 6 for additional procedures regarding sexual misconduct.)

7. As used herein, the term “impartial” shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.

8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the student.
9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the student’s request.

10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request and any supporting documentation submitted with the request by the student. The decision of the impartial party or the panel shall be upheld unless the President finds that:
   a. a violation of the procedures set forth herein significantly prejudiced the student; and/or
   b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
   c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.

11. Decisions under this procedure shall be made only by the college officials indicated.

Section 6: Additional Hearing Procedures for Sexual Misconduct Cases. In any hearing conducted pursuant to Section 5, paragraph 6 of this Policy and involving allegations of sexual misconduct, the accuser and the accused student shall each have the right to:

a. be accompanied by a support person during the hearing (see Section 5, paragraph 6c of this policy regarding limited right to have a lawyer present.); and

b. receive a written report from the Dean indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any.

Section 7: Miscellaneous. The written decision resulting from an administrative conference or a hearing under this Policy shall become part of the student’s educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). While student educational records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the college may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her college records as part of the employment application process. A record of having been sanctioned for conduct that violates Section 3 of the Policy may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.
Any question concerning the interpretation or application of this Policy on Student Conduct should be referred to the President or his/her designee.

Section 8: Publication of Student Conduct Policy. This Policy shall be published in college catalogs and student handbooks and should be distributed in other ways that are likely to ensure student awareness of the Policy.

Section 9: Policy Review. Five years following adoption of this Policy, and as often thereafter as the Chancellor shall deem appropriate, the Chancellor shall designate a committee to review the Policy on Student Conduct, as necessary.

Sexual Misconduct and Relationship Violence Statement

To insure that each member of the Connecticut Community College community has the opportunity to participate fully in the process of learning and understanding, the Connecticut Community Colleges strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the colleges to provide safety, privacy and support to victims of sexual misconduct and relationship violence.

Sexual Misconduct is defined as:

- Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.

- Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.

- Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage any one other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner’s consent, peeping tommy and knowingly transmitting sexually transmitted infections without a partner’s knowledge.

Definition of Consent. Consent must be informed, freely and actively given, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual activities does not imply ongoing future consent.

Stalking is defined as: Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face...
face, telephone, email, etc.), threatening or obscene gestures, surveillance or being present outside the victim’s classroom or workplace.

**Relationship Violence** is defined as:
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s pets and humiliating another person.
- Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
  - sexual flirtation, touching, advances or propositions
  - verbal abuse of a sexual nature
  - pressure to engage in sexual activity
  - graphic or suggestive comments about an individual’s dress or appearance
  - use of sexually degrading words to describe an individual
  - display of sexually suggestive objects, pictures or photographs
  - sexual jokes
  - stereotypic comments based upon gender
  - threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.

The definitions contained in this statement are in addition to any applicable provisions of state law.

**Confidentiality:** While the college will treat reports of sexual misconduct and relationship violence seriously and with sensitivity for all concerned, the college can not assure complete confidentiality in all instances with respect to such information, particularly when that information pertains to an offense or an alleged offender that may affect the safety of others on campus or is mandated to be reported.

**Time for Reporting:** Normally reports must be received by the Dean of Student Affairs or other designee of the President within thirty (30) days of the date of a possible violation or within thirty (30) days of the date the facts constituting a possible violation were known. However, the college recognizes that the decision to file a report of sexual misconduct or
relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater is the ability of the college to effectively investigate and resolve the matter fairly to all parties concerned. (Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, and February 26, 1990, and entirely replaced February 26, 2007)

Student Rights
(Policy statement on Student Rights from the Board of Trustees for Connecticut Community-Technical Colleges)

5.2.2 Policy on Student Rights
Section 1: Rights of Students
It is the policy of the Board of Trustees of Community-Technical Colleges that the educational offerings of the 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 disability, genetic information, 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. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

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 or 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 right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2: Student Grievance Procedure
1. **Definition:** A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).

2. **How to file a grievance:** A grievance is to be submitted in writing to the Dean of Student Affairs or such other college official as the President may designate (hereinafter, the Dean of Student Affairs), within thirty days of the date the grievant knew or
reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

3. **Procedure for grievance resolution:** The Dean of Student Affairs shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter:

   a. In the course of each investigation, the Dean of Student Affairs shall consult with the Dean responsible for the area of college operations in which the grievance arose.

   b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the dean of student affairs shall consult with the college’s Affirmative Action Officer during the course of the investigation.

   c. In the case of a grievance against a Dean, the grievance shall be filed with the president.

The President may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The President shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4., below.

4. **Advisory Committee:** The President may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the Deans or the President. The President may appoint and remove members of the committee. If an advisory committee is appointed, the president shall establish a reasonable time frame within which the committee must make recommendations.

**Section 3: Review of Academic Standing**

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

1. **The grade or academic decision** affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student’s awareness of the decision.

2. **If the matter is not satisfactorily adjusted** within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the Academic Dean by filing a written appeal. The appeal must be filed with the Academic Dean within thirty calendar days of the student’s awareness of the decision which is being appealed.

Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step
1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.

3. The Academic Dean or other designated official(s) shall afford review as provided below. The President may designate an official or an academic appeals committee to provide review at this step in lieu of the Academic Dean.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student’s responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the President.

4. The foregoing decision may be appealed to the President by filing a statement of appeal within ten calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the President shall be final.

5. The time frames provided herein may be modified by the President for good cause shown.

(Student Records

Student Records
(Policy statement from the Board of Trustees for Connecticut Community-Technical Colleges)

5.7 Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate college official to amend a record that they believe is inaccurate. The
student should write to the college official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The college will notify the student of the decision. If the college decides not to amend the record as requested by the student, the college will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A “school official” includes but is not limited to the following: a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Trustees who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which the student seeks or intends to enroll;
- In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
• To organizations conducting certain studies for or on behalf of the college;
• The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
• Directory information as defined in the policy of the Board of Trustees.

4. **The right to refuse to permit the college to release directory information** about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar, in writing, to room L157, Lowe Building. Once filed, this notification becomes a permanent part of the student's record until the student instructs the college, in writing, to remove it.

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by colleges to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

   **Family Policy Compliance Office**
   **U.S. Department of Education**
   **400 Maryland Avenue, SW**
   **Washington, DC 20202-4605**

   **Directory Information**
   The Board of Trustees has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

   Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the college to release directory information in accordance with paragraph 4. *(Adopted March 20, 2006)*

**Campus Police Department/ Regulations**

**Campus Police Department**
**Location:** Lowe Building, Room L174

**Mission:** The mission of the Campus Police Department is to provide a safe and secure educational environment to the College's diverse and dynamic population. This is accomplished by providing professional police service, active crime prevention, and proactive patrol with fairness, responsiveness, integrity, and respect.
Emergencies

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

To Report A Police, Fire, Or Medical Emergency, Call Campus Police

From Campus Phone: 3111
From Cell Phone: 512-3111
Blue Pole Emergency Phone: Push the Call Button

To Report To Town Of Manchester 911 Dispatch Center

From Campus Phone: 9-911
From Cell Phone: 911

Non-Emergency Calls for Assistance

Call the Campus Police Department at (860) 512-3680 (ext. 3680 from campus phones).

Notification of an Emergency on Campus

There are a variety of methods and tools available to notify the College community about an emergency on campus. These include: the fire alarm horns and public address system; the telephone emergency paging system; text messaging with myCommNet Alert; the College email system; the MCC and MCC/PD websites (www.mcc.commnet.edu and www.mcc.commnet.edu/offices/police); hard copy postings on doors and bulletin boards; bull horns and cruiser public address system; person-to-person contact by Emergency Response Team members; and various radio and television stations.

Emergency Evacuation: In the event of an obvious immediate emergency requiring evacuation (ex. Fire), the fire alarm horns will sound.

Emergency Evacuation

When an alarm or warning is given to evacuate a building

• Leave the building immediately by the nearest exit and alert others to do the same.
• Remain calm and evacuate to a safe location away from the building (e.g. nearest parking lot, another building).
• Assist others who may need help in evacuating.
• Do not use the phone system – except to sound the alarm or report the location of casualties or people with disabilities who may need assistance.
• Do not use the elevator.
• Do not enter or return to an evacuated building unless told to do so by public safety officials.

Non-Evacuation Emergencies: There are emergency situations for which evacuation is not appropriate (ex. Chemical spill, weapons incident, severe weather). Notification of a shelter-in-place emergency response may be issued using a variety of methods to provide guidance in the most prudent manner depending upon the incident type. When you receive notification to shelter-in-place, you will be advised of the reason for the notification and you may be advised of specific actions you should take.
Shelter-In-Place
When you receive notification to shelter-in-place, you will be advised of the reason for the notification and you may be advised of specific actions you should take.

In the event that the shelter-in-place is because of a fire, the goal is to seal the entry way against smoke to the extent possible and to call attention to your-self.
• Use clothing (wet, if possible), tape or any other available material to seal an entry way against smoke.
• Place something (e.g. a piece of cloth or paper) in a window or on a door that would signal rescuers your location.

In the event that the shelter-in-place is because of a hazardous material spill, the goal is to keep the room sealed to the extent possible.
• Use clothing (wet, if possible), tape or any other available material to seal your location.
• Await notification that it is safe to evacuate.

Armed Hostile Intruder
Over the past several years, there have been a number of extreme violent acts committed on high school and college campuses across the country. While this handbook cannot cover every possible situation that might occur, there are emergency procedures and guidelines which may increase one’s chances of survival in a hostile intruder situation. As in any emergency situation, your actions may need to be adapted based on the dynamics of the situation at hand.

What to do if you are exposed to the immediate threat of an armed hostile intruder:
• You must decide the best course of action for your own immediate safety.
• Be aware of your surroundings. Figure out what’s happening and what you can do to protect yourself.
• If you think you can safely escape from the threat area, then run.
• If you cannot safely escape from the threat area, then hide.
• Alert Campus Police at 512-3111 (ext 3111 from campus phone) as soon as possible and provide as much information as possible on your location, if there are injured, and any details on the situation or description of the threat and its location.

If you decide to run (evacuate):
• Leave personal items behind.
• Do not run in a straight line.
• Use cover, if possible. Try to keep objects between you and the hostile person.
• Once you have escaped and if you have direct knowledge of the intruder’s description and location, call the Campus Police Department at 512-3111 (ext. 3111 from a campus phone) or Town of Manchester 911 and give that information to the operator.

If you decide to hide (shelter-in-place):
• Secure (lock and/or barricade) your office, classroom or other place of refuge, if possible.
• Block the doorway using whatever is available (desks, chairs, table, cabinets, books)
• Keep the room dark and silent. Turn off the lights, turn off any equipment that makes noise or light (e.g. projectors, radios, computers and monitors), silence cell phones, close any window treatments.

• Stay quiet and out of sight. Locate yourself and others where there are solid walls or objects to hide behind.

• Do not leave the room until told to do so by police or emergency services personnel.

• If you can do so without placing yourself in further danger, call Campus Police at ext. 3111 or Town of Manchester 911 and tell the operator where you are and what’s happening.

If you are in an open area:
• Seek protection.

• Consider trying to escape if you know where the intruder is and you think you have an escape route available.

• If you don’t think you can escape, hide. Find the safest place available and secure it the best way you can.

• If at all possible, do not put yourself in a room with no alternate means of escape or method of securing the door.

If you are caught by the intruder or are in close proximity to the intruder, you must decide if you are going to fight back or not.

If you are not going to fight back:
• Obey all the intruder’s commands.
• Avoid eye contact with the intruder.
• Be patient.
• Avoid drastic action.

If you choose to fight back:
• Do whatever is necessary to defeat the intruder.

• If you are with others: spread out, make a plan, act as a team and take action.

What to do when the Police arrive:
• Do not expect officers to assist you immediately. Responding officers’ primary job is to locate the hostile intruder and to neutralize the threat. Medical assistance will follow once the threat is neutralized.

• Law enforcement personnel must assume everyone is a threat to their safety. When they enter your area, do not present a threat to them.

• Do not point at them or the shooter
• Do not make quick movements
• Do not run towards them or attempt to hug them
• Do not scream or yell
• Do not have anything in your hands.
• You should be quiet and compliant and do exactly as the officers say.

Remember that officers have no way of immediately knowing if you are one of the shooters.

Evacuation from the area:
• Remain in secure areas until instructed otherwise by law enforcement personnel.

• Know that evacuation may be time consuming.
• You may be escorted out of the building and you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.

• Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

Crime Alerts and Timely Warnings

In the event that a situation arises, either on or off campus, which is judged by the President, Dean of Administrative Affairs, or Director of Public Safety to constitute an ongoing or continuing threat, a campus-wide “timely warning” will be issued.

• Depending upon the situation, the media used may include: “All Points” email to faculty and staff; CT. Web Vista messages to students; the MCC and MCC/PD websites (www.mcc.commnet.edu and www.mcc.commnet.edu/offices/police); written notices on campus bulletin boards; and in-person warnings from police personnel.

• Anyone with information warranting a timely warning or campus alert should report the circumstances to the MCC/PD by calling 512-3680 or in person at L170.

Crime Prevention

Report any suspicious activities, persons, or vehicles on campus to the Campus Police Department immediately. Crime prevention is a community effort and the police would always prefer checking on something that turned out to be nothing rather than not learning about a situation that turned out to be serious. If in doubt, call the Campus Police Department non-emergency number, 512-3680.

Lost and Found

Lost and Found is located at the Campus Police Department (L174). Any found item should be turned in at L174. 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.

College Building Hours

The college buildings are normally open at the following times. (See the MCC website calendars for holidays and scheduled closings.)

Monday............6:30 a.m. to 10:30 p.m.
Tuesday............6:30 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 10 p.m.
Saturday................7:30 a.m. to 5 p.m.
Sunday....................9 a.m. to 5 p.m.

College Rules and Regulations

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).

**Drugs**
The use, sale, or possession of any controlled substance, narcotic substance, or drug paraphernalia, as defined by Section 21a of the Connecticut General Statutes, is prohibited by applicable state and federal laws.

Additionally, MCC students may be disciplined under the College’s Student Discipline Code for “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.”

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

**Smoking**
Smoking is prohibited inside all college buildings.

Smoking is permitted ONLY in the college parking lots and in specifically designated areas. Signage and appropriate containers for disposing of smoking material are provided in those designated areas.

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

All dogs brought on campus must be under control. The best way to control a dog is with a leash. Remember, dogs are personal property and the owner/handler is responsible for any damage caused by their dog. (See C.G.S. 22-364 re: Dogs Roaming At Large)

**Weapons**
All weapons (as defined by section 53-206 and 53a-3 of the Connecticut General Statutes), ammunition, explosives, incendiary devices, 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 should present a letter from the Chief of Police or Director of the authorizing agency stating such a requirement. All such letters should be addressed to: Director of Public Safety, M.S. #14, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046.

**Motor Vehicle Laws**
- All Connecticut motor vehicle laws are applicable on college property and will be enforced.
- **Speed Limit:** The speed limit on all campus roads is 25 mph.
- **Motor Vehicle Accidents:** Any motor vehicle or pedestrian accident, no matter how minor, should be reported to the Campus Police Department. Failing to report an accident that causes physical injury or property damage.
damage could result in a charge of Evading Responsibility (C.G.S. 14-224(b))

Parking Regulations

Proper Parking:
It is the responsibility of the vehicle operator to find a valid and lawful parking space.

- All parked motor vehicles must be in such a position as to be within the marked boundaries of the parking spaces and vehicles may not occupy more than one parking space.

- Vehicles may not be parked on the grass, sidewalks, walkways, or unpaved areas. (The only exception is when the Police open temporary overflow parking areas and direct vehicles into these spaces.)

Hazardous Parking:
Vehicles may not be parked in such a manner as to constitute a hazard or impede the smooth flow of traffic.

- 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 storage of their vehicles.

Handicapped Parking:
There are parking spaces designated for handicapped parking in all the campus parking lots. These spaces are clearly marked with the International Symbol of Access.

- Section 14-253 (d) of the Connecticut General Statutes prohibits the use of designated handicapped parking spaces, unless a vehicle displays a valid State Disability or Temporary Disability Parking Permit.

- Section 14-253 (c) stipulates that the permit may only be used for special parking privileges when the vehicle is being operated by, or carrying as a passenger, the handicapped person to whom such permit has been issued.

- Violation of section 14-253 is a State infraction, and will result in a $150.00 fine.

Faculty/Staff Parking:
There are parking lots and parking spaces designated for Faculty/Staff members use only. An MCC parking permit is required for these areas and students and visitors are prohibited from parking in these spaces.

Reserved Parking:
There are a number of “Reserved Parking” spaces on campus. These reserved spaces are assigned to specific individuals and are designated by blue signs with accompanying permit numbers. Only the individual assigned to the space is permitted to use that space.

MCC Parking Violation Fines:
All parking violations are subject to fines in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not displaying permit</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Improper parking</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Parking on campus roads/sidewalks</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Overnight parking</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Parking in fire lane</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Parking in restricted area</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Other</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Tow zone</td>
<td>$ 25.00</td>
</tr>
</tbody>
</table>
Payment of 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 MCC Scholarship Fund. Students who do not pay their fines will not be allowed to register or graduate for the next semester.

Penalties for Connecticut State parking and moving violations are determined according to state ordinances. Depending upon the severity of the violation, the owner/operator of the vehicle may be issued an Infraction Notice instead of an MCC parking ticket. The fines on an infraction are pre-determined by state law and are not discretionary.

Bicycles:
Bicycle operators are reminded that while riding on roads or highways, they are to keep to the right side of the roadway and that they are subject to the same traffic regulations governing the operation of vehicles (e.g. stop signs, traffic lights, and one-way street designations).

Bicycle operators on college property must ride or operate bicycles in a prudent and careful manner with reasonable regard for the safety of the operator and other persons.

Skateboards:
Skateboarding in areas with high volumes of pedestrian traffic poses a safety risk to both skateboard riders and pedestrians. Therefore, skateboarders on college property are asked not to ride in the Quad and Village areas.

Pedestrians:
Pedestrians have the right-of-way on sidewalks, parking lots, and all other areas of the campus. However, pedestrians shall grant the right of way to emergency vehicles.

Pedestrians shall be responsible to use sidewalks and marked crosswalks wherever possible and shall abide by the Connecticut General Statutes regarding use of the sidewalks and roadways.

Sexual Assault Investigation and Prevention:
Sexual assaults continue to be a great concern on college campuses throughout the U.S. It also continues to be an under-reported crime with many rapes and sexual assaults never reported to the police.

The College and its Police Department urges anyone who is the victim of such an assault to report the incident to the police. The police will vigorously investigate all reported sexual assault cases and will work closely with victims, other law enforcement agencies, and the courts.

If you are the victim of a sexual assault:
- Whether or not you choose to report the sexual assault to the police, you should seek medical attention immediately, even if you do not feel you have been seriously injured.
- A medical exam is important to check for sexually transmitted diseases.
or other infection/injuries and for pregnancy.

- Medical evidence needs to be collected with 72 hours of an assault in case you decide now or later to pursue a police complaint.

- To preserve evidence, you should not wash, bathe, douche, brush your teeth or use mouthwash, comb your hair, change your clothes, or take other action to clean up before going to the hospital.

- If you may have been given drugs to facilitate an assault ("date rape drug"), it is best to wait to urinate until you reach the hospital and a urine sample can be collected.

- If you are a sexual assault victim, the police will not reveal your name to others except as provided by law. Even court records are afforded some degree of protection. Similarly, if you choose to report your victimization to a faculty or staff member, they will not reveal your identity to the police or others without your permission. The police and staff may share some demographic data for purposes of crime statistics, but this does not include a sexual assault victim’s identity.

There are victim services available to assist a victim in dealing with a sexual assault.

- Office of Victim Services (OVS) 1-800-822-8428 (www.jud.state.ct.us/faq/crime). The Office of Victim Services, Connecticut Judicial Branch, is the state’s lead agency established to pro-vide services to victims of violent crime. OVS is located in Plainville, Connecticut.

- CONNSACS. Connecticut Sexual Assault Crisis Services, Inc. is a state-wide coalition of individual sexual assault crisis programs, which work to end sexual violence through victim assistance, community education, and public policy advocacy. It provides a statewide 24 hour, toll free Hotline. (1-888-999-5545 (English) 1-888-568-8332 (Espanol)). Its programs offer crisis intervention, short term counseling, and support groups and are available to work within the court setting to provide support, information, and referrals.

**Sex Offender Registration:** The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

In the State of Connecticut, convicted sex offenders must register with the State of Connecticut’s Department of Public Safety-Connecticut Sex Offender Registry Unit.

**Crime Statistics:**

The MCC/Police Department is responsible for collecting statistics, identifying reportable crimes, reporting crimes to the FBI and the Department of Education, and publishing statistics to the public. Under law, these statistics must be reported in the categories specified by each agency.
• FBI’s Uniform Campus Crime Report statistics include ONLY crimes occurring on the campus that are reported to the police.

• The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1990, also known as the “Clery Act” is a federal law that requires colleges and universities to disclose information about crime on and around their campuses and to provide the institution’s policies concerning campus security. MCC’s Annual Security Report, prepared to meet the requirements of this, can be accessed on the MCC website (www.mcc.commnet.edu/officers/police/reports.php). A copy of this report is available, upon request, at the Campus Police Department officer (Lowe 174)

Other Police Services:

Message for a Student: Campus Police cannot deliver messages to students except in the case of an extreme emergency. If it is an immediate emergency, the Campus 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.

Escort: Officers are available to escort faculty, staff, students, and visitors to and from campus parking areas upon request. You may call x 3680 or come to the Campus Police Department to request an escort.

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

Jumpstart: Campus Police do not jump-start vehicle batteries. They can provide a Power Pak for a motorist to use.

Student Services

Academic Support Center

Location: Lowe Building, Room L282
Director: Brian Cleary
Phone: 860-512-2612
Hours: Monday-Thursday, 8:30 a.m.-8 p.m.; Friday, 8:30 a.m.-4 p.m.; Saturday, 10 a.m.-2 p.m.

Services: The Academic Support Center (ASC) offers many opportunities for academic 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.

ASC staff is available to collaborate with instructors on specific activities to complement or supplement classroom instruction. The Academic Support Center also has a dedicated Writing Center and Math and Science Lab.

• Computer Assisted Lab
  (860-512-2610)
  A variety of computers and basic training in COBOL; Windows; Microsoft Word, Excel, PowerPoint and Access; and an Introduction to the Internet are available via the Technological Literacy Project or by individual appointments.
- **eTutoring**
  Students may register for free online tutoring assistance in writing (all subject areas), mathematics (all mathematics subjects except calculus), accounting, statistics, biology, chemistry, general science, and anatomy and physiology. Students can submit writing assignments for feedback (usually within 24 hours), receive live one-on-one help with mathematics tutors (subject to tutoring schedules), and leave questions for tutors. eTutoring is coordinated by the Connecticut Distance Learning Consortium (CTDLC), and tutors are based in academic institutions at participating institutions, including MCC. Visit the website at www.etutoring.org.

- **Tutorial Assistance:** (860-512-2610)
  Students may make day and/or evening appointments for course work tutoring in the ASC (Lowe Building, room L282). Assistance in writing with MCC English faculty and staff is also available in the Writing Center, located in L276. Students can also utilize our online eTutoring services.

Information about all of the services offered by the Academic Support Center is available at: www.mcc.commnet.edu

**Writing Center**
The Writing Center is located in room L276 in the Academic Support Center.

It is equipped with computers, tables and chairs, and assorted reference materials. Students may use the Writing Center at any time; staff is available to assist them during specific hours. The work area is a place for everyone; students, faculty and staff are welcome to write and/or talk about their writing and to meet in writers’ groups. The Writing Center does not offer tutoring, nor do staff members proofread papers. Staff members will not assist individual writers over long periods of time, but will offer feedback about writing, answer specific questions, and direct writers to appropriate resources, including other writers. If the Writing Center staff member feels that a student would benefit more from a tutoring session, then that individual will be referred to the ASC desk to make an appointment.

**Admissions**
**Location:** Lowe Building, Room L156
**Director:** Peter C. Harris
**Phone:** 860-512-3210
**Hours:** Monday, Thursday, Friday, 8:30 a.m.-4:30 p.m.; Tuesday, 8:30 a.m.-7 p.m.; Wednesday, 10:30 a.m.-4:30 p.m.

**Services:** The Admissions Office provides the following services: new, transfer, readmit student applications; College Career Pathways (formerly 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 2009 and before June 20 for Fall 2009. 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**

**Location:** Lowe Building, Room L125  
**Director:** Michael Stefanowicz  
**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 L154b  
**Director:** Cynthia Washburne  
**Phone:** 860-512-3350  
**Office Hours:** Monday-Friday, 8:30 a.m.-5 p.m.

**Athletic Services:** MCC provides opportunities for intercollegiate sports participation for women in soccer and basketball, and men in soccer and baseball. Students interested in participation in a Fall sport should contact the Athletics Office before 8/1/09 and for a Spring sport before 1/31/10. Please check www.mcc.commnet.edu/athletics/ for more details.

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

**Fitness Center**

The Fitness Center offers fee-based memberships to the cardio and weight room and to group fitness classes. Please call 512-3353 or log onto www.mcc.commnet.edu/athletics/fitness.php to access information on the facility, orientations, membership rates, monthly group fitness schedule and descriptions of class offerings. Student memberships are available year-round.

**Fitness Center Hours of Operation:**  
Monday-Friday, 11 a.m.-6 p.m.

**Bookstore**

**Location:** Lowe Building, first floor.  
**Manager:** Glenn Pippitt  
**Phone:** 860-645-3140  
**Web:** www.efollett.com  
**Email:** 0814mgr@fheg.follett.com

**Hours:** Please refer to the course schedule or website for current information. Bookstore hours fluctuate to accommodate students throughout the year.

**Services:** Required texts, course-related materials, school supplies, academic-priced software, clothing, general books, gift items and gift cards are available. Students can purchase their textbooks online and either pick them up or have them shipped.

**Policies:**

- Cash, American Express, Discover, MasterCard, Visa or personal checks are accepted.
- All checks must be bank-imprinted with name; a valid Connecticut
driver’s license and Banner ID are both required as identification. When using a parents’ check or credit card, a note and copy of their driver’s license is also required.

- All used books are sold on a first-come, first-served basis. A cash register receipt is required for refunds. All books must be returned within the first two weeks of class. The Bookstore buys books back daily (new and used). A photo identification 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 Cashier’s Office. For information on rates and schedule, call the Connecticut Transit Company, 860-525-9181.

**Career Services**

**Location:** Lowe Building Room L120
**Director:** Carl J. Ochnio
**Phone:** 860-512-3372
**Senior Associate 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 encouraged to visit Career Services 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 online 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 L140
**Director:** Gregg Brohinsky
**Phone:** 860-512-3272

**Services:** A nationally accredited quality pre-school program designed to stimulate and challenge the curious, creative preschooler. Children must be 3 and 4 years old by December 30. Professionally trained and experienced staff.

**Cooperative Education**

**Location:** Lowe Building, Room L120
**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 Exper-
ence 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**

**Location:** Lowe Building, Room L108  
**Director:** Carl Ochnio  
**Counselors:** Joseph Navarra, Ta’Shema Odoms, Wanda Reyes-Dawes, 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 assist students in academic planning, interest clarification, changing programs, career planning, developing self-confidence, sorting out conflicts, increasing self-understanding and improving personal relationships. Students can work with counselors through individual appointments, workshops and student development course offerings such as SD 101: Career Life Planning, or SD 111: First Year Experience: Foundations for College Success.

A student’s personal development and academic progress are important. It is important for all students to reach their goals and experience success. The 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. Students who plan to transfer should 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 for students with documented disabilities.

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 L177  
**Director:** Ivette Rivera-Dreyer  
**Associate Directors:** Jody Bailey and Larissa Urquilla  
**Phone:** 860-512-3380  
**Hours:** Monday, Thursday, Friday, 8:30 a.m.-4:30 p.m.; Tuesday, 8:30 a.m.-7 p.m.; Wednesday, 10:30 a.m.-4:30 p.m.

**Services:** Supplies information about the various forms of financial aid available to students including grants, loans, scholarships and work study. Process financial aid for students who apply. Advises students on transfer opportunities. Offers financial aid literacy programs. 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. The priority deadline is May 15 for Fall and October 1 for Spring. All students are required to pay fees at the time of registration. 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.

**Food Services**

**Manager:** Ian Mungo  
**Phone:** 860-512-3552  
**Location/hours:** Lowe Building Cafeteria: Monday-Thursday, 7:30 a.m.-2 p.m.; Friday, 7:30 a.m.-1 p.m.; during regular semester.  
**Location/hours:** Tower Café: Monday-Thursday, 7:30 a.m.-7 p.m.; Friday – Closed, during regular semester. Hours are subject to change.

**Services:** The cafeteria and café provide 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. Microwaves are also available in the Lowe Building Cafeteria.

**Graduation**

**GRADUATION IS NOT AUTOMATIC**

*(See Graduation Requirements under Academic Regulations)*

**Health Services**

**Location:** Great Path Academy, Room GP109  
**Director:** Cynthia Washburne  
**Phone:** 860-512-3350  
**Hours:** TBA

**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, STDs, 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 Office of Athletics and Fitness.

**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, Health Services at (860) 512-3350 or visit the following web sites: www.acha.org and www.cdc.gov/ncidod/dhqp/bp_hepatitisb.html.
**International Affairs**

**Location:** Lowe Building, Room L156b  
**Director:** Joseph Mesquita  
**Phone:** 860-512-3323  
**Hours:** Monday-Friday, 9 a.m.-5 p.m.

International students interested in attending MCC with an F-1 visa should contact the Director of Multicultural and International Affairs 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 an accredited evaluation service e.g., 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, but they should consult the Director of Multicultural and International Affairs 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:** Dr. Randolph Fournier  
**Phone:** 860-512-2880  
**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 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 59,000 items, approximately 425 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/. Students can access library resources directly through http://my.commnet.edu. Other important resources include inter-library loan services; reserve items for specific classes; a collection of 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 also 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 borrow materials from the library.

**Multicultural Affairs**

**Location:** Lowe Building, Room L156b  
**Director:** Joseph Mesquita  
**Phone:** 860-512-3323  
**Hours:** Monday-Friday, 9 a.m.-5 p.m.

**Services:** The Office of Multicultural & International Affairs 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 L287  
**Assistant to the Dean of Student Affairs:** Kunwar Umesh Vig  
**Phone:** 860-512-3204  
**Fax:** 860-512-3201  
**Hours:** Monday-Friday, 9 a.m.-5 p.m.

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.

All new students, transfer students, international students and students who are returning to school after a long absence, are invited 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 students’ transition into the college; to give them basic information on how to be successful during the first year; to familiarize students with campus facilities, resources, and policies; and to equip them for the beginning of a very exciting, productive and positive experience. Parents, spouses and families of students are also invited to attend.

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 students are about their educational goals. Orientation encompasses academic advising, workshops and a guided campus tour. Program coordinators, faculty and staff will be available to answer students’ 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 Student Affairs.
Office of Student Retention Services

Location: Lowe Building, Room L127
Director: Florence Sheils
Phone: 860-512-3302
Hours: Monday through Friday 9 a.m.-5 p.m.

Services: The Office of Student Retention Services encourages students to engage fully in their academic pursuits at MCC. The Director meets with students to recommend strategies and support services to help them succeed and move forward to meet their career goals. The Director also meets with students who have earned warning, probation and suspension status and wish to appeal and have their status reviewed for reinstatement. Connections to all areas of the college are made in our efforts to assist students.

Office of Transitional Programs

Location: Lowe Building, Room L125
Director: Michael Stefanowicz
Phone: 860-512-3342
Fax: 860-512-3301
Hours: Monday-Thursday, 9 a.m.-6 p.m. and 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. [Adults in Transition (AIT), please see page 44].

Registrar

Location: Lowe Building, Room L157
Registrar: Natalie Durant
Phone: 860-512-3223
Fax: 860-512-3221
Hours: Monday, Thursday, Friday, 8:30 a.m.-4:30 p.m.; Tuesday, 8:30 a.m.-7 p.m.; Wednesday, 10:30 a.m.-4:30 p.m.

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 at http://my.commnet.edu.

Transcripts
Requests for copies of official MCC college transcripts must be made in person, by fax, online or in writing to the Registrar; requests by telephone will not be accepted. There is no charge for transcript/s issued. Allow 10-15 business 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 and full-time schedule to the host college.

**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.

**Scholarships**

Many scholarships are available for current students. They are offered by local businesses and organizations, the MCC Foundation, 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 contact the following offices: students who are continuing at MCC should call or visit the Office of Institutional Development, room L284, 512-2904; students who are transferring to baccalaureate colleges or universities should visit or call the Counseling Center, room L233, 512-3320. Additional scholarship information can be found in the Library Reference Section, on the Internet or by calling area corporations.

**Services for Students with Disabilities**

**Location:** Lowe Building, Room L108 (Counseling Center)
**ADA Coordinator/Counselor:** Joseph Navarra
**Phone:** 860-512-3332
**Learning Disabilities Specialist:** Gail Hammond
**Phone:** 860-512-3325
**Hours:** Monday-Thursday, 9 a.m.-7 p.m.; Fridays, 9 a.m.-5 p.m.

**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.

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 L154i
**Director:** Kristine Vincent
**Phone:** 860-512-3283
**Hours:** Monday-Friday, 8:30 a.m.-5 p.m.
Additional hours as posted.

**Services:** The Student Activities office administers the co-curricular programs, oversees the Student Activity Fund and
offers a variety of involvement experiences and leadership training, and services including, but not limited to, event planning assistance, interpretation of state regulations pertaining to student clubs and organizations, game rentals, ticket sales, lockers, room reservations, referrals and general information.

The Student Activities programs provide 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.

Involvement with clubs and organizations offers students opportunities to explore personal and career interests and gain hands-on experience in leadership, government, journalism, programming, budgeting and communications. Officers, members and advisors work closely with the Student Activities staff.

**Student Newspaper**

**Location:** Lowe Building, Room L253  
**Phone:** 860-512-3289/512-3288/512-3290  
**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 journalism and leadership skills and hands-on experience while 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 Senate**

**Location:** Lowe Building, Rooms L154k, L154i  
**President:** Andrew J. King  
**Phone:** 860-512-3292/512-3283  
**Hours:** as posted.

The Student Senate is a governing body of elected and non-elected students that seeks to represent the views of the entire student body at Manchester Community College. Funds collected via the student activity fee are used by the Senate to sponsor various clubs, organizations, activities and services. As the official voice of the student body, the Senate has the power to regulate the activity fund and member organizations, and to make decisions that affect all students. Anyone may attend monthly meetings of the Senate. However, one needs a GPA of 2.5 and to have earned at least three credits at MCC to become an executive officer. The Student Senate acts as a liaison between the student body and the college administration through active collaboration with the college administration, faculty, staff and student organizations. We encourage student participation in campus governance and the college community.

The purpose of this organization is:

1. To promote and protect the rights, education and general welfare of the MCC student body.
2. To govern and administer the Student Activity Fund and its chartered clubs and organizations.
3. To support those activities contributing to student development and promote opportunities for
involvement, special interests and interaction.

4. To provide student opportunities for gaining skills and practical experience in leadership and democratic government.

5. To provide diverse programs of high quality for the MCC student body.

**Student Activities Committee:** The Student Activities Committee is responsible for the coordination, planning and implementation of diverse programs at Manchester Community College. The committee, composed entirely of students, is funded by the Student Senate through the activities fee. Any student may become a member of this committee, which sponsors dances, concerts, speakers, coffee hours, special events and travel programs each semester.

Membership on the Student Activities Committee provides a unique opportunity for the development of many leadership skills necessary for a fulfilling education. Through involvement, students develop practical leadership skills while providing a diverse co-curricular activities program in response to student needs.

**Testing Center**

**Location:** Lowe Building, Room L131  
**Test Administrator:** Georgette E. Hyman  
**Phone:** 860-512-3304  
**Hours:** Monday-Friday, 8:30 a.m.-4 p.m., call for additional hours  

**Services:** The Testing Center provides comprehensive testing services to students, staff and community members. To this end, the Center provides a wide-range of testing services such as, Assessment Testing, Disability Test Accommodations, Make-Up Test Proctoring and Distance Education Test Proctoring. Assessment Testing is performed to ensure that students have adequate preparation for college-level courses and results are used to guide students in registering for appropriate classes. Disability Test Accommodations are provided to students who have a documented physical, psychological or learning disability and have completed a consultation with one of the Disability Counselors at MCC. Make-Up Test Proctoring is available to students who have a legitimate reason to take their in-class exam outside of the classroom in the proctored environment of the Testing Center. Make-up tests must be pre-approved by the Instructor. Distance Education Test Proctoring is available to local residents seeking official and professional test proctoring for their distance education courses.

**Veterans Affairs**

**Location:** Lowe Building, Room L131g (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**

**Location:** Lowe Building, Room L125  
**Interim Director:** Michael Stefanowicz  
**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 L154j
Phone: 860-512-3283 or 512-3282

The Manchester Community College Student Senate governs charters and funds active clubs and organizations. The Student Activities Office will advise you with how to organize or join a club. Visit the website and watch the student newspaper, calendar of events and bulletin boards for club activities. Interested students should contact the Student Senate Office or club advisors, Lowe Building (L254j), at 512-3292 or 512-3283.

- **Administrative Professionals Club:** To promote awareness of administrative professionals and serve as a forum for ideas and discussions. Advisor: Carla Adams, 512-2652.

- **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. Advisors: Barbara Place, 512-2698, Linda Burk, 512-2684.

- **Black Student Union:** This organization promotes unity and harmony among students of color with all other students, staff, faculty, administration and greater community. The purpose is to enhance cultural diversity among students and to organize social and educational activities. Advisor: Lucy Hurston, 512-2791.

- **Chess Club:** The purpose of this organization is to promote and organize chess events. Beginners through advanced players are welcome. Advisor: Peter Poulos, 512-2638.

- **Computer Repair & Share:** The purpose of this organization is repair and configure donated computers for distribution to MCC students in need of services and to assist students who need help with fixing their computers. All computer services are free of charge. Donations to the club's fund for services are encouraged but not required. Advisor: Russell Sabadosa, 512-2629.

- **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 holiday season. The Dance Team has also sponsored talent shows in which MCC students have had the opportunity to show-case their talents. Advisors: Wanda Haynes, 512-2691, Katherine Jones, 512-3213.

- **DARC (Drug and Alcohol Recovery Counselors):** The purpose of this organization is to promote awareness of substance abuse issues. Advisor: Barbara Fox, 512-2769.

- **Drama Club:** The purpose of the Drama Club is to promote appreciate of drama and the theater as an art form, to unite in a common bond all students with an interest in theater and to publicly recognize and highlight drama created by students, faculty, staff and community members. They coordinate activities such as field trips, guest speakers and charitable events and produce
plays each semester. They engage students of any major in an outlet for creative expression, learning and practicing theatrical arts and community service. Advisor: Albert Kim, 512-2797.

- **Environment and Sustainability Club**: To promote issues concerning the environment and sustainability. Advisor: Jeremiah Sawma, 512-2730.

- **Habitat for Humanity/Habitat Club**: Manchester Community College has its very own national chapter of Habitat for Humanity. Habitat for Humanity International is a nonprofit, ecumenical Christian housing ministry. HFHI seeks to eliminate poverty housing and homelessness from the world and to make decent shelter a matter of conscience and action. Habitat invites people of all backgrounds, races and religions to build houses together in partnership with families in need. Advisor: Lucy Hurston, 512-2791.

- **Health and Human Rights Club**: A club that helps to promote health and human rights issues. Advisor: Andrew Paterna, 512-2708.

- **ICE Internet Radio Station**: The college has its very own radio station right here on campus! Listen to your favorite tunes, catch up on current events, and listen to the radio shows of MCC students, faculty and staff. The purpose of this organization is to service, inform, educate and entertain the students, faculty and staff. If you would like more information on how to be involved in the radio station, contact Advisor Albert Kim at (860)512-2797. Listen live at www.mcc.commnet.edu/ice.

- **Le Cercle Français**: The purpose of this organization is to promote interest in the study of the French language and culture. Advisor: Barbara Place, 512-2698.

- **Manchester Political Union**: The purpose of this organization is to promote awareness of important political issues. Activities include voter registration and mock debates. Advisor: Angelo Mesore, 512-2755.

- **Occupational Therapy Assistant Club**: The purpose of this organization is to promote, organize, manage, direct, assist, recognize and enhance the student body's knowledge of the profession, share plans and ideas, serve as a forum for discussion of relevant and current issues and to serve as a centralized source of information and materials which may be utilized by all students of membership. Advisor: Margaret Moriarty, 512-2719.

- **Outdoor Club**: The purpose of this organization shall be to promote interest in the field of outdoor pursuits. Activities include camping, hiking, orienteering, fishing, etc. Advisor: Mike Hiza, 512-2764.

- **Paralegal Association**: The purpose of this organization shall be to provide a network for interaction between students in the paralegal program and paralegal professionals employed in their field of interest. Advisor: Nance Kriscenski, 512-2642, Sharon Serow, 512-2631.

- **Phi Theta Kappa (PTK)**: Phi Theta Kappa is an internationally acclaimed honor society recognizing the academic achievement of associate degree students. The purpose of the Alpha Upsilon Alpha chapter is to promote scholarships, develop leadership and service, and cultivate fellowship among qualified students at Manchester Community.
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: Joe Fairchild, 512-2795, Patrick Sullivan, 512-2669.

**Poetry Club:** The purpose of this club shall be to promote the awareness of poetry and spoken word as art forms. Activities include poetry readings and open mic nights. Advisors: Jeanine DeRusha, 512-2670.

**Programming Club:** The purpose of this club is to help Manchester Community College students learn more about programming skills, education, and technology in different languages, as well as to help prepare MCC students for real worlds by providing a group working environment. Advisor: Richard Gnall, 512-2643.

**PRIDE Club:** The purpose of this organization is to support and promote gay, lesbian, bisexual, transgender, questioning, inter-gender, and straight students on campus; organize social activities; and educate members and others on campus about GLBTQISA issues. All personal issues discussed during meetings, including members’ names and sexual orientation, 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. Advisors: Jody Bailey, 512-3384, Jason Scappaticci, 512-3224.

**Science & Engineering Club:** The purpose of this club is to promote a group of people interested in pursuing real-life applications of science and engineering. Activities include contests and competitions, engineering projects and field trips. Advisors: Chuck Russell, 512-2629.

**Scrabble Club:** The purpose of this organization is to promote and play the game of scrabble. Advisor: David Caldwell, 512-2689.

**Spanish Club:** The purpose of this organization is to promote interest in the study of the Spanish language and Latin culture. Advisor Linda Burk, 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 catering service for on-campus functions to increase food service skills and promote networking with prominent hospitality business people. Advisor: Sandra Jenkins, 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. Advisor: Sandra Jenkins, 512-2766.

**VETS (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: Barbara Fox, 512-2769.
Steps To Start a Club or Organization

STEP 1: Find an Advisor
An Advisor must be a full-time faculty, staff or administrator.

To find one, start by asking your instructors, they may share your interest or be able to direct you to a colleague.

The advisor must complete an Advisor’s Agreement.

STEP 2: Develop a Purpose
The purpose may be to promote, organize, or support a cause, activity or interest. The purpose should state in one or two sentences the mission of the club.

STEP 3: Develop a Constitution
Have a meeting to draft a constitution. A sample constitution can be obtained from the Student Activities office.

Submit minutes from the club meeting along with the draft constitution to the Student Senate Executive Board for ratification.

STEP 4: Elect Officers
Have a meeting to elect officers.

Elect four officers: President, VP, Secretary and Treasurer

Student officers must be currently enrolled at MCC, have paid student activity fee, have a GPA of 2.5 or higher, and have earned 3 or more credits

STEP 5: Final Approval
Upon receipt of written approval, the student group will become an officially recognized student club.

Student Membership: To be a member of a club you must be currently registered for credit at MCC, have paid the student activity fee and be in good academic standing.

Complete a 30-Day Permit: During this 30-day period, the organization will initiate procedures for formal recognition and will be allowed use of campus facilities for the purpose of organizing, developing plans and goals, and recruiting members.

Request recognition: If approved by the Student Senate, the constitution/bylaws are forwarded to the Director of Student Activities and the Dean of Student Affairs for final approval.

Complete and submit an officers list: Submit the Club/Organization Officers List form to the Student Activities office L154i. You can get an Officers List form from the Student Activities office.

Privileges: Now that you are a formally recognized club you may:

• Request access to college facilities and services
• Request Student Activity Fee Funds
• Use college name/logo
• Have access to club office

Development of a new club is a sign of the vitality of student life.

Research indicates that involved students are more likely to succeed.

Meet new people; explore your interests.

Active club members gain leadership and programming skills.
Fall 2009
Job Search Workshop Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Topic</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>October 13</td>
<td>Effective Resume Writing</td>
<td>12 noon-1 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>October 15</td>
<td>Effective Resume Writing</td>
<td>6-7:15 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>October 20</td>
<td>Interviewing Skills</td>
<td>12 noon-1 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>October 22</td>
<td>Interviewing Skills</td>
<td>6-7:15 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>October 27</td>
<td>Job Search &amp; Cover Letters</td>
<td>12 noon-1 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>October 29</td>
<td>Job Search &amp; Cover Letters</td>
<td>6-7:15 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 5</td>
<td>Effective Resume Writing</td>
<td>6-7:15 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 12</td>
<td>Interviewing Skills</td>
<td>6-7:15 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 19</td>
<td>Job Search &amp; Cover Letters</td>
<td>6-7:15 p.m.</td>
</tr>
</tbody>
</table>

Workshops are held in the Learning Resource Center, LRC A108
(on the left before entering the MCC Library).

All workshops are free and open to the public.
No advance registration required.

Please contact Career Services for more information or
if you would like to set up an individual appointment:
jgreene@mcc.commnet.edu

Fall 2009 Career Service Fairs

Part-Time Job Fair
Wednesday, September 16, 2009
10 a.m.-1 p.m., Arts, Sciences and Technology Building
Free and open to the public!

Community Service Fair
Wednesday, October 7, 2009
10 a.m.-1 p.m., Arts, Sciences and Technology Building
Free and open to the public!
Spring 2010
Career Service Fairs

Summer Job Fair
Wednesday, March 3, 2010
10 a.m.-1 p.m., Arts, Sciences and Technology Building
Free and open to the public!

Regional Job Fair
Saturday, March 27, 2010
9 a.m.-1 p.m., Great Path Academy Gymnasium
Free and open to the public!
Directions to MCC
(Fall 2009)

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.

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

From Manchester
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 North to Lot B.

From South Windsor
Follow the From Spencer St. directions.

To Manchester Community College

AST
Arts, Sciences & Technology Center
LRC
Learning Resource Center

To Glastonbury

To East Hartford

To South Windsor
# MCC Academic Calendar 2009-2010

## FALL SEMESTER 2009

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26, 27</td>
<td>Professional days 2‡</td>
</tr>
<tr>
<td>August 27</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>August 31</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day (College closed)</td>
</tr>
<tr>
<td>September 11</td>
<td>College by Design Session 1, September 11-October 17</td>
</tr>
<tr>
<td>October 12</td>
<td>Columbus Day (College closed)</td>
</tr>
<tr>
<td>October 23</td>
<td>College by Design Session 2, October 23- December 5</td>
</tr>
<tr>
<td>November 3</td>
<td>Election Day (no classes⁵)</td>
</tr>
<tr>
<td>November 4</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>November 4</td>
<td>Last day to drop classes without penalty</td>
</tr>
<tr>
<td>November 25</td>
<td>Thanksgiving recess begins (no classes⁵)</td>
</tr>
<tr>
<td>November 26</td>
<td>Thanksgiving Day (College closed)</td>
</tr>
<tr>
<td>November 27</td>
<td>College closed</td>
</tr>
<tr>
<td>November 30</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 14</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 15</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>December 21</td>
<td>Final exams end</td>
</tr>
<tr>
<td>December 24</td>
<td>Fall semester ends</td>
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</tbody>
</table>

## WINTER INTERSESSION 2009-10

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 28</td>
<td>December 28-January 14</td>
</tr>
</tbody>
</table>

## SPRING SEMESTER 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January 8</td>
<td>College by Design Session 3, January 8-February 13</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Day (College closed)</td>
</tr>
<tr>
<td>January 19, 20</td>
<td>Professional days 2‡</td>
</tr>
<tr>
<td>January 20</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>January 21</td>
<td>Classes begin</td>
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<tr>
<td>February 15</td>
<td>President's Day (College closed)</td>
</tr>
<tr>
<td>February 19</td>
<td>College by Design Session 4, February 19-March 27</td>
</tr>
<tr>
<td>March 15</td>
<td>Spring recess begins (no classes⁵)</td>
</tr>
<tr>
<td>March 22</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 1</td>
<td>College closed</td>
</tr>
<tr>
<td>April 2</td>
<td>Good Friday (College closed)</td>
</tr>
<tr>
<td>April 5</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day to drop classes without penalty</td>
</tr>
<tr>
<td>April 9</td>
<td>College by Design Session 5, April 9-May 15</td>
</tr>
<tr>
<td>April 16</td>
<td>Professional Day (classes will be held)</td>
</tr>
<tr>
<td>May 10</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 11</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>May 17</td>
<td>Final exams end</td>
</tr>
<tr>
<td>May 21</td>
<td>College by Design Session 6, May 21-June 26</td>
</tr>
<tr>
<td>May 27</td>
<td>Commencement, Class of 2010</td>
</tr>
<tr>
<td>June 1</td>
<td>Spring semester ends.</td>
</tr>
<tr>
<td>June 11</td>
<td>Great Path Academy Graduation, Class of 2010</td>
</tr>
</tbody>
</table>

### Administrative offices open.  
### College services may be limited.  

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

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 860-512-3332. 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 that 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.

Aug. 09/1.5M/PR