College by Design

Accelerated Weekend and Online Courses

Flexibility to Choose the Schedule that Works for You!

2009-2010

Manchester Community College

Credit Extension Courses
Division of Continuing Education
CONTINUING EDUCATION

The College’s Continuing Education Division provides timely programs relevant to changing community needs and promotes the College as a focus of lifelong learning. Each year more than 8,000 area residents become involved in credit and credit-free courses, seminars and workshops, as well as the many cultural activities and special educational services offered through this division. The division offices are located in the Learning Resource Center.

For more information regarding Continuing Education programs call (860) 512-2800.

WELCOME TO College by Design AT MANCHESTER COMMUNITY COLLEGE!

College by Design is intended to accommodate your busy and changing schedule. The program enables you to complete course requirements by attending classes scheduled only on weekends or online during accelerated six- and 12-week sessions.

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SESSION DATES

<table>
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<tr>
<th>Session</th>
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<tbody>
<tr>
<td>1</td>
<td>September 11 – October 17, 2009</td>
</tr>
<tr>
<td>2</td>
<td>October 23 – December 5, 2009</td>
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<td>No Classes Nov. 27 &amp; 28</td>
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<td>3</td>
<td>January 8 – February 13, 2010</td>
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<td>4</td>
<td>February 19 – March 27, 2010</td>
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<td>5</td>
<td>April 9 – May 15, 2010</td>
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<td>6</td>
<td>May 21 – June 26, 2010</td>
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<td>7</td>
<td>July 9 – August 14, 2010</td>
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DRUG & ALCOHOL RECOVERY COUNSELOR

College by Design offers a series of Drug & Alcohol Recovery Counselor courses. These courses may be used towards completion of the Drug and Alcohol Recovery Counselor Associates Degree but are also of special interest to professionals practicing in the addictions or counseling fields. These courses are approved by the Connecticut Certification Board towards eventual certification and by the Connecticut Department of Public Health for eventual licensing.

Manchester Community College is committed to access and equal opportunity. Should you require special accommodations in order to participate in any of the programs offered, please contact Services for Students with Disabilities at (860) 512-3320. Alternative formats of this material may be provided upon request. MCC does not discriminate against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; mental, learning or physical disability; marital or veteran status; or prior conviction of a crime. The College reserves the right to make any necessary changes in the information listed in this publication. Spring/09, 11M, Resource: CE/VS
### GENERAL INFORMATION

#### COST
Includes: tuition of $130 per credit hour; (i.e., $390 per 3 credit course); a service fee of $68.00 (per 3 credit course); and for new students, a one-time, non-refundable application fee of $20. There is an additional $5 student activity fee for sessions 1, 2, 3, 4, and 5 only.

**Students please note this fee schedule may change for Sessions 6 and 7.**

#### College by Design PROGRAM FEATURES INCLUDE:
- New classes begin every six weeks
- Affordable tuition
- Convenient location on the MCC campus or online
- Counselors available (860) 512-3320
- Library open on Saturdays and some Sundays (860) 512-3420

#### $20 APPLICATION FEE
If you are registering to take a credit course and have never attended a Connecticut community college as a credit student, a one-time, non-refundable $20 application fee is required. If paying by check, please provide a separate check for $20 payable to “MCC” for the application fee. This must accompany the MCC Application for Admission for new students on pages 15-16.

Students may now apply online at www.mcc.commnet.edu

### Refund Policy for Credit Extension Courses
There is a minimum enrollment for all Continuing Education courses. Classes with insufficient enrollment will be cancelled. If a course is filled or cancelled, you will be notified by phone or mail before the starting date. If the College cancels a credit extension course, students will receive a full refund of all tuition and service fees. This does not include the $20 one-time application fee for new students which is non-refundable. It takes four to six weeks for payment of refunds to be made.

A student who drops from a credit extension course will receive a full refund of tuition only, provided the student officially drops on the last business day before the first class meeting or prior. If a student officially withdraws on the day of the first class meeting, there is no refund and the student will receive a “W” on their transcript (Requests must be made by Friday for courses starting Saturday-Monday). When a student drops from a credit course, the college service fee and the one-time application fee for new students are non-refundable.

**NO REFUNDS WILL BE ISSUED AFTER THE ALLOWABLE DROP PERIOD.**
**Tuition cannot be transferred to other semesters.**

### Refund Policy Appeal Procedures
**Students are required to officially drop/withdraw prior to submitting an appeal.**

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician’s certificate, administrative error by the College, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

All appeals must be submitted in writing and include student ID, contact information and appropriate documentation. Appeals must be received within 10 days of the official drop date of the course to be considered.

You may view and print a Refund Policy Appeal form at www.mcc.commnet.edu, in the “Form Depot” or you may obtain a form at the Registrar’s office.

Submit completed form to:
Refund Appeals Committee
Registrar’s Office
L-157, Lowe Building
Manchester Community College
Great Path, MS #13, P.O. Box 1046
Manchester, CT 06045-1046

**The Refund Appeals Committee meets twice per month. You will receive a written response notifying you of the outcome.**

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College by Design Catalog 2009/2010
Continuing Education (860) 512-2800
CREDIT EXTENSION FEE SCHEDULE

**RESIDENT**

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<thead>
<tr>
<th>SH</th>
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<th>Service Fee*</th>
<th>College Activity Fee**</th>
<th>Total Fees</th>
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Additional semester hours are charged accordingly.

* Nonrefundable fee
** Nonrefundable fee. Include a $5.00 student activity fee for Sessions 1, 2, 3, 4 and 5.

There is no student activity fee for College by Design Sessions 6 and 7.

Be aware that the addition of a College by Design class to a FULL-TIME GENERAL FUND LOAD WILL REQUIRE PAYMENT OF AN ADDITIONAL CREDIT FEE.

Students please note: this fee schedule may change for College by Design Sessions 6 and 7. Please contact the Registrar’s Office for current fees for Sessions 6 and 7.

**NON-RESIDENT**

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Additional semester hours are charged accordingly.

* Nonrefundable fee
** Nonrefundable fee. Include a $5.00 student activity fee for Sessions 1, 2, 3, 4 and 5.

There is no student activity fee for College by Design Sessions 6 and 7.

MCC Library Hours

Fall and Spring semesters while classes are in session

Mon.-Thurs…..8:00 a.m.-9:00 p.m.
Fri................8:00 a.m.-4:30 p.m.
Sat. ...............10:00 a.m.-4:00 p.m.
Sun. ...............12 noon-4:00 p.m.

Hours are subject to change.
Please call for holiday hours or closings.

For more information, please call the circulation desk at (860) 512-2880 or the reference desk at (860) 512-2883.

Admissions Office Hours

Lowe Building, Room L156

Monday............8:30 a.m.-4:30 p.m.
Tuesday..........8:30 a.m.-7:00 p.m.
Wednesday.......10:30 a.m.-4:30 p.m.
Thursday ........8:30 a.m.-4:30 p.m.
Friday.......... 8:30 a.m.-4:30 p.m.

For more information regarding admission to MCC, please call the Admissions Office at (860) 512-3210 or Fax: (860) 512-3221.

Cashier Hours

Lowe Building, Room L165

Monday............8:30 a.m.-4:00 p.m.
Tuesday..........8:30 a.m.-7:00 p.m.
Wednesday.......8:30 a.m.-4:00 p.m.
Thursday ........8:30 a.m.-4:00 p.m.
Friday.......... 8:30 a.m.-12 noon

For more information, please call (860) 512-3637.
## Session #1:
**September 11–October 17, 2009**

<table>
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<tr>
<th>CRN #</th>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>DAYS/TIME</th>
<th>BLDG</th>
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<tr>
<td>30983</td>
<td>✦</td>
<td>ACC* B115</td>
<td>Financial Accounting (12 weeks-through Session #2; 9/11-12/5/09)</td>
<td>4</td>
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- **Must attend both sessions 1 and 2 (12 weeks) for 4 credits for ACC* B115. Attendance for one session only (6 weeks) will result in 0 Credit.**

| 30627  |        | BIO* B115| Human Biology (12 weeks-through Session #2; 9/11-12/5/09) | 4       | Fri., 6-9:35 p.m., Sat., 9 a.m.-12:35 p.m. | LRC  | B127 |
|        |        |          |                                                       |         |                                          |      |      |

- **Must attend both sessions 1 and 2 (12 weeks) for 4 credits for BIO* B115. Attendance for one session only (6 weeks) will result in 0 Credit.**

| 31084  | ✦      | BMG* B202| Principles of Management                               | 3       | online                     |      |      |
| 31085  | ✦      | CSC* B101| Introduction to Computers                               | 3       | online                     |      |      |
| 30619  |        | DAR* B112| Group Counseling Theory and Techniques                  | 3       | Sat., 8 a.m.-4:35 p.m.     | GPA  | GP232|
| 31086  | ✦      | ENG* B101| Composition (12 weeks-through Session #2; 9/11-12/5/09) | 3       | online                     |      |      |

- **Must attend both sessions 1 and 2 (12 weeks) for 3 credits for ENG* B101. Attendance for one session only (6 weeks) will result in 0 Credit.**

| 30985  | ✦      | ENG* B110| Introduction to Literature                              | 3       | online                     |      |      |
| 30752  |        | HIS* B201| U.S. History I                                          | 3       | Fri., 6-9:35 p.m., Sat., 9 a.m.-12:35 p.m.            | AST  | C202 |
| 30622  |        | MAT* B138| Intermediate Algebra, A Modeling Approach (12 weeks-through Session #2; 9/11-12/5/09) | 3       | Sat., 9 a.m.-12:35 p.m. | AST  | D219 |

- **Must attend both sessions 1 and 2 (12 weeks) for 3 credits for MAT* B138. Attendance for one session only (6 weeks) will result in 0 Credit.**

| 30624  |        | OCE* B101| Introduction to Oceanography                            | 3       | Fri., 6-9:35 p.m., Sat., 9 a.m.-12:35 p.m.            | AST  | C107 |
| 30644  |        | PHL* B111| Ethics                                                  | 3       | Fri., 6-9:35 p.m., Sat., 9 a.m.-12:35 p.m.            | GPA  | GP126|
| 30621  |        | PSY* B111| General Psychology I                                     | 3       | Fri., 6-9:35 p.m., Sat., 9 a.m.-12:35 p.m.            | AST  | C201 |
| 30986  | ✦      | SOC* B101| Principles of Sociology                                  | 3       | online                     |      |      |

- **See page 8 for technical requirements for online courses. See course descriptions for any course specific instructions.**

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### DIRECTIONS TO MCC

**From Hartford:** From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (Eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

**From Boston:** Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (Eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

**From Bolton:** (I-384 Westbound): Take I-384 Westbound. Take exit 1. Turn right at the light onto Spencer St. (Eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

**From Springfield:** Take I-91 South. Take exit 35A to I-291 East, to I-384. Immediately take exit 1. Turn left onto Spencer St. (Eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.
### Session #2:
**October 23-December 5, 2009 (No Classes November 27 and 28)**

<table>
<thead>
<tr>
<th>CRN #</th>
<th>ONLINE</th>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>DAYS/TIME</th>
<th>BLDG</th>
<th>ROOM</th>
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<tbody>
<tr>
<td>30637</td>
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<td>COM* B173</td>
<td>Public Speaking</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>AST</td>
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<td>30620</td>
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<td>DAR* B158</td>
<td>Biology of Addiction</td>
<td>3</td>
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<td>ENG* B101</td>
<td>Composition</td>
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* See page 8 for technical requirements for online courses. See course descriptions for any course specific instructions.

### Session #3:
**January 8–February 13, 2010**

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<th>COURSE TITLE</th>
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<th>DAYS/TIME</th>
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<td>Public Health Issues Abuse and Addiction</td>
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<td>MAT* B109</td>
<td>Quantitative Literacy</td>
<td>3</td>
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<td>GPA</td>
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<td></td>
<td></td>
<td></td>
<td>(12 weeks through Sessions #4; 1/8-3/27/2010)</td>
<td></td>
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<td>GPA</td>
<td>GP232</td>
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</table>

**Must attend both sessions 3 and 4 (12 weeks) for 3 credits for MAT* B109. Attendance for one session only (6 weeks) will result in 0 Credit.**

<table>
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<tr>
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<th>ONLINE</th>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>DAYS/TIME</th>
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<tbody>
<tr>
<td>11111</td>
<td></td>
<td>SOC* B101</td>
<td>Principals of Sociology</td>
<td>3</td>
<td>online</td>
<td>GPA</td>
<td>GP232</td>
</tr>
</tbody>
</table>

* See page 8 for technical requirements for online courses. See course descriptions for any course specific instructions.

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**BUILDING CODE DESIGNATIONS**

- AST  =  Arts, Sciences and Technology Center
- Lowe  =  Lowe Building
- LRC  =  Learning Resource Center
- V1-V6  =  Village
- GPA  =  Great Path Academy
### Session #4:
**February 19–March 27, 2010**

<table>
<thead>
<tr>
<th>CRN #</th>
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<th>ROOM</th>
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<tr>
<td>11112</td>
<td></td>
<td>BES* 218</td>
<td>Entrepreneurship</td>
<td>3</td>
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<tr>
<td>11113</td>
<td></td>
<td>COM* B173</td>
<td>Public Speaking</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>AST</td>
<td>C204</td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
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<tr>
<td>11114</td>
<td></td>
<td>DAR* B111</td>
<td>Addiction Counseling I</td>
<td>3</td>
<td>Sat., 8 a.m.-4:35 p.m.</td>
<td>GPA</td>
<td>GP232</td>
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<tr>
<td>10969</td>
<td></td>
<td>EAS* B102</td>
<td>Earth Science</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>AST</td>
<td>C107</td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
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<tr>
<td>10883</td>
<td></td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>GPA</td>
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<td>Sat., 1-4:35 p.m.</td>
<td>GPA</td>
<td>GP136</td>
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<tr>
<td>11115</td>
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<td>HIS* B101</td>
<td>Western Civilization I</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>AST</td>
<td>C202</td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
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<tr>
<td>11116</td>
<td></td>
<td>MAT* B095</td>
<td>Elementary Algebra Foundations</td>
<td>0</td>
<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>AST</td>
<td>D219</td>
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<td></td>
<td>(12 weeks-through Session #5; 2/19–5/15/10)</td>
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</table>

- **In order to satisfy course requirements, students must attend both sessions 4 and 5 (12 weeks) for MAT* B095.**
- Attendance for one session only (6 weeks) will not result in successful completion.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>ONLINE</th>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<tr>
<td>11117</td>
<td></td>
<td>PHL* B101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>GPA</td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>GPA</td>
<td>GP126</td>
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<tr>
<td>11119</td>
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<td>PSY* B111</td>
<td>General Psychology I</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>AST</td>
<td>C209</td>
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<td></td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
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<tr>
<td>10973</td>
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<td>SOC* B220</td>
<td>Racial and Ethnic Diversity</td>
<td>3</td>
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</table>

- See page 8 for technical requirements for online courses. See course descriptions for any course specific instructions.

### Session #5:
**April 9–May 15, 2010**

<table>
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<tr>
<th>CRN #</th>
<th>ONLINE</th>
<th>COURSE #</th>
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<tr>
<td>11122</td>
<td></td>
<td>BES* B219</td>
<td>Management and Growth – Small Business</td>
<td>3</td>
<td>online</td>
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<tr>
<td>11102</td>
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<td>DAR* B213</td>
<td>Addiction Counseling II</td>
<td>3</td>
<td>Sat., 8 a.m.-4:35 p.m.</td>
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<td>GP232</td>
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<tr>
<td>11103</td>
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<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>AST</td>
<td>C207</td>
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<td>Sat., 1-4:35 p.m.</td>
<td>AST</td>
<td>C207</td>
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<tr>
<td>11104</td>
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<td>HIS* B102</td>
<td>Western Civilization II</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>AST</td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
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<tr>
<td>11105</td>
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<td>OCE* B101</td>
<td>Introduction to Oceanography</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>AST</td>
<td>C107</td>
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<td>PSY* B112</td>
<td>General Psychology II</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>AST</td>
<td>C209</td>
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<tr>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
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<tr>
<td>11107</td>
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<td>SOC* B101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>online</td>
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</tbody>
</table>

- See page 8 for technical requirements for online courses. See course descriptions for any course specific instructions.

### LEVEL OF STUDY

While the number of classes for each session is less than the regular fall and spring semesters, students should be aware that each course contains the same number of class hours as the regular semester. As a result, the level of study is much more intensive and demanding of time. Students should consider this in planning their time and course selection.
Session #6:
May 21–June 26, 2010

<table>
<thead>
<tr>
<th>CRN #</th>
<th>ONLINE</th>
<th>COURSE #</th>
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<th>DAYS/TIME</th>
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<tr>
<td>20162</td>
<td>✦</td>
<td>AST* 101</td>
<td>Principles of Astronomy</td>
<td>3</td>
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<td>20023</td>
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<td>ENG* B110</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>Fri., 6-9:35 p.m. Sat., 1-4:35 p.m.</td>
<td>GPA</td>
<td>GP232</td>
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<tr>
<td>20163</td>
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<td>GEO* B101</td>
<td>Introduction to Geography</td>
<td>3</td>
<td>Fri., 6-9:35 p.m. Sat., 1-4:35 p.m.</td>
<td>AST</td>
<td>E202</td>
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<tr>
<td>20164</td>
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<td>HSE* 134</td>
<td>Introduction to the Mental Health System</td>
<td>3</td>
<td>Sat., 8 a.m.-4:35 p.m.</td>
<td>GPA</td>
<td>GP215</td>
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<td>20024</td>
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<td>PHL* B111</td>
<td>Ethics</td>
<td>3</td>
<td>Fri., 6-9:35 p.m. Sat., 9 a.m.-12:35 p.m.</td>
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<td>GP126</td>
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<td>20025</td>
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<td>PSY* B111</td>
<td>General Psychology I</td>
<td>3</td>
<td>Fri., 6-9:35 p.m. Sat., 9 a.m.-12:35 p.m.</td>
<td>AST</td>
<td>C209</td>
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<tr>
<td>20166</td>
<td>✦</td>
<td>SOC* B201</td>
<td>Contemporary Social Issues</td>
<td>3</td>
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✦ See below for technical requirements for online courses. See course descriptions for any course specific instructions.

Session #7:
July 9–August 14, 2010

<table>
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<tr>
<th>CRN #</th>
<th>ONLINE</th>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<th>ROOM</th>
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<tr>
<td>20026</td>
<td>ART* B206◆</td>
<td>Film Study</td>
<td>3</td>
<td>Fri., 6-9:35 p.m. Sat., 9 a.m.-12:35 p.m.</td>
<td>V5</td>
<td>V151</td>
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<tr>
<td>20027</td>
<td>COM* B154◆</td>
<td>Film Study &amp; Appreciation</td>
<td>3</td>
<td>Fri., 6-9:35 p.m. Sat., 9 a.m.-12:35 p.m.</td>
<td>V5</td>
<td>V151</td>
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<tr>
<td>20030</td>
<td>ECN* B101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
<td>Fri., 6-9:35 p.m. Sat., 9 a.m.-12:35 p.m.</td>
<td>GPA</td>
<td>GP126</td>
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<tr>
<td>20028</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>Fri., 6-9:35 p.m. Sat., 1-4:35 p.m.</td>
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<td>C207</td>
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<tr>
<td>20029</td>
<td>PSY* B112</td>
<td>General Psychology II</td>
<td>3</td>
<td>Fri., 6-9:35 p.m. Sat., 9 a.m.-12:35 p.m.</td>
<td>AST</td>
<td>C209</td>
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<td>20165</td>
<td>SOC* B210</td>
<td>Sociology of the Family</td>
<td>3</td>
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</table>

✦ See below for technical requirements for online courses. See course descriptions for any course specific instructions.
◆ Choose either ART* B206 or COM* B154

Technical Requirements for Online and Hybrid Courses

Students will need access to a high speed Internet connection, a web browser (you can check your browser compatibility by going to http://ct-cc-blackboard-vista-student-troubleshooting.pbwiki.com/Browser+and+Java+Settings) and a word processor (Microsoft Word). Students must have an active email account and be familiar with sending and receiving email. For information about logging into online and hybrid courses and using MCC's course management system, go to: www.mcc.commnet.edu/students/resources/distanceStudentVista.php.
ACCOUNTING ONLINE

ACC* 115: Financial Accounting (online)
(Formerly ACCT 101)
Theory and practice of accounting applicable to the accumulation, external reporting, and external uses of financial accounting information. 4 credits

Technical Requirements: see page 8.

ART

ART* 206/COM* 154: Film Study
(Formerly FA 171/COMM 171: Film Study and Appreciation)
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. 3 credits

ASTRONOMY ONLINE

AST* 101: Principles of Astronomy (online)
(Formerly ASTR 110: Introduction to Astronomy)
This is an introductory descriptive astronomy course with emphasis on the earth and its motions, the moon and planets, the sun, and stars and galaxies. Observation sessions will be required. Students who have taken AST* 111 will not receive credit for this course. Prerequisite: "C" or better in MAT* 095, or eligibility for MAT* 138. 3 credits

Technical Requirements: see page 8.

BIOLOGY

BIO* 115: Human Biology
(Formerly BIO 112)
This course is an introduction to the structure and function of the human body. Various organ systems will be discussed with an emphasis on how they maintain homeostasis. The lab will include some dissection. Students who have passed a higher level human anatomy and physiology course will not receive credit for this course. Laboratory course. Prerequisite: eligibility for ENG* 101. 4 credits.

BUSINESS, ENTREPRENEURSHIP ONLINE

BES* 218: Entrepreneurship (online)
(Formerly BES* 118 Small Business Management)
This course introduces the student to the fundamentals of entrepreneurship. The students will gain the knowledge and skills necessary to research and begin a small business. Explores opportunity analysis, startup-expenses, forms of business ownership, site selection, and sources of funding. Students research and compare buying an existing business, starting a new business and franchising. Also review human resources, marketing, management, accounting and legal aspects of business. Prerequisite: eligibility for ENG* 101 or permission of the instructor. 3 credits

Technical Requirements: see page 8.

BES* 219: Management and Growth – Small Business (online)
This course builds upon the knowledge and skills needed to manage and grow a small business. It emphasizes the fundamentals of management specific to a small business owner. The course will review the financial health of the business. It will explore strategic planning and growth. Case studies will be utilized for insight into both successful and unsuccessful businesses. Prerequisite: eligibility for ENG* 101 or permission of the instructor. 3 credits

Technical Requirements: see page 8.

BUSINESS, MANAGEMENT ONLINE

BMG* 202: Principles of Management (online)
(Formerly BMG* 101: Introduction to Management)
This course is an analysis of principles, techniques and the major functions (planning, organizing, and leading) of business enterprise management. 3 credits

Students must contact Professor Douglas Dorsey at (860) 512-2630 or by email at ddorsey@mcc.commnet.edu to provide their email address as soon as they are registered. There is one required on-campus seminar.

Technical Requirements: see page 8.
COURSE DESCRIPTIONS

COMMUNICATION

COM* 154/ART* 206: Film Study and Appreciation
(Formerly COMM 171/FA 171: Film Study and Appreciation)
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. 3 credits

COM* 173: Public Speaking
(Formerly COMM 213: Effective Speaking)
This course is designed to encourage students to develop their speaking and listening skills in order to become more confident communicators. The course introduces students to communication as an interactive process and emphasizes developing effective public presentation skills. Instruction stresses organization, research, writing, delivery and audience adaptation. Prerequisite: eligibility for ENG* 093. 3 credits

COMPUTER SCIENCE ONLINE

CSC* 101: Introduction to Computers (online)
This transferable course is designed for the individual who wants to become computer literate and learn how to effectively use the PC as a tool at home, on the job, or in the classroom. The student will be exposed to computer concepts and popular software applications such as word processing, presentation software, spreadsheets, databases, and the Internet. A research paper is a course requirement. Please note: Students with no keyboarding experience should take BOT* 101 concurrently. Prerequisites: eligibility for MAT* 095 and ENG* 101. 3 credits

Technical Requirements: see page 8.

COMPUTER SYSTEMS TECHNOLOGY ONLINE

CST* 201: Introduction to MIS (online)
This course provides the background necessary for understanding the role of information systems in organizations and for using computer tools and technology in solving business problems. Topics include organization and technical foundations of information systems, theory of design of information, database, and network systems, e-commerce and supply chain systems, and information network security management. Microsoft Excel, Access and Project are used to demonstrate selected topical concepts. Prerequisite: eligibility for ENG* 101 or permission of the instructor. 3 credits

Technical Requirements: see page 8.

DRUG/ALCOHOL RECOVERY COUNSELOR

DAR* 101: Public Health Issues Abuse and Addiction
This course introduces addiction counseling by exploring areas and functions of a substance abuse counselor, an historical perspective of addiction and treatment, models of addiction, other addictions such as gambling, family issues with addiction, current and past treatment and prevention methods and an overview of drugs of abuse. It also covers unique sociological and public health issues in the field of addiction such as HIV and cultural considerations in assessment and treatment. 3 credits

DAR* 111: Addiction Counseling I
(Formerly DARC 111: Introduction to Counseling)
Provides an overview of the major historical counseling theories such as Psychoanalytic, Adlerian, Person Centered and Gestalt. Theories that are current and more evidence-based such as REBT, MET and CBT will also be covered. The foci of this course are issues pertaining to addictions. Students will also learn and begin to practice, through classroom experiences, various counseling skills and techniques. 3 credits

DAR* 112: Group Counseling Theory and Techniques
The theory of group dynamics and group leadership will be presented in a didactic and experiential setting. Students will learn about the different types of groups and the various stages of a group and how to write a progress note on clients in a group setting. They will be expected to have at least one opportunity to lead the group during the semester. They will also learn how groups can be used in treating addiction in a multicultural environment. 3 credits

DAR* 158: Biology of Addiction
Students will study the pharmacodynamics and pharmacokinetics of drugs and alcohol on various systems in the body. Students will get an understanding of the classification of drugs and will examine the short and long term consequences of alcohol and/or drug use, abuse and dependence on the body. Students will also be introduced to the process neurotransmission and how this process effects addiction. 3 credits

DAR* 213: Addiction Counseling II
Students will continue to learn, practice, and develop counseling skills such as attending, reflecting, active listening, modeling and mirroring. This course builds on the fundamental theories of counseling learned in DAR 111 and shows the relationship between theory and skills. This course will also examine the DSM and will discuss and examine co-occurring disorders in the addiction field. Students will reflect on their roles as counselors and define the qualities, knowledge, and skills essential to become a competent, ethical, and culturally aware counselor. This course combines didactic and experiential learning. Prerequisite: DAR* 111. 3 credits

EARTH SCIENCE

EAS* 102: Earth Science
(Formerly ERSC 110: Introduction to Earth Science)
This course is an introductory survey of selected topics in geology, oceanography, astronomy, and meteorology. Earthquakes, space probes, sea explorations, plate tectonics, volcanoes, climate change and severe weather are among the topics treated in depth. 3 credits

ECONOMICS

ECN* 101: Principles of Macroeconomics
(Formerly ECON 101: Macroeconomics)
This course covers determinants of the level of national economic activity, employment and prices, fiscal and monetary policy, international economics, and payment mechanisms. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. 3 credits
**ENGLISH**

**ENG* 101: Composition**  
(Formerly ENG 111: College Reading and Writing)  
This course is designed to introduce students to “the language of the academy” — that is, to the complex literacies of reading, writing, thinking, and speaking required of college students regardless of their area of specialization. ENG* 101 also introduces students to the specific requirements and standards of academic writing, including essay format, voice, and organizational strategies. Note: A grade of “C” or better in ENG* 101 is required to take ENG* 110 or ENG* 200. Prerequisite: ENG* 093 with a grade of “C” or better, or placement via assessment test. 3 credits

**ENG* 110: Introduction to Literature**  
(Formerly ENG 120)  
This course is an introduction to the thematic and formal elements of literatures of diverse cultures, with an emphasis on fiction, poetry, drama, and the essay, with the aim of developing interpretive reading and writing skills. Prerequisite: ENG* 101 with a grade of “C” or better. 3 credits

**ENG* 101: Composition (online)**  
(Formerly ENG 111: College Reading and Writing)  
This course is designed to introduce students to “the language of the academy” — that is, to the complex literacies of reading, writing, thinking, and speaking required of college students regardless of their area of specialization. ENG* 101 also introduces students to the specific requirements and standards of academic writing, including essay format, voice, and organizational strategies. Note: A grade of “C” or better in ENG* 101 is required to take ENG* 110 or ENG* 200. Prerequisite: ENG* 093 with a grade of “C” or better, or placement via assessment test. 3 credits

Technical Requirements: see page 8.

**ENG* 110: Introduction to Literature (online)**  
(Formerly ENG 120)  
This course is an introduction to the thematic and formal elements of literatures of diverse cultures, with an emphasis on fiction, poetry, drama, and the essay, with the aim of developing interpretive reading and writing skills. Prerequisite: ENG* 101 with a grade of “C” or better. 3 credits

Technical Requirements: see page 8.

**GEOGRAPHY**

**GEO* 101: Introduction to Geography**  
(Formerly GEOG 101: People and Land: Introduction to Geography)  
This course introduces some of the many topics geographers examine to explain the relationship between people and place. Topics include the physical earth, i.e. how mountains and lakes form, cultural patterns such as how languages in neighboring countries are related, population analysis, like human migration trends, and economic analysis including growth and decline of regions. Geographic factors that underlie current political, social and economic problems will also be explored. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. 3 credits

**HISTORY**

**HIS* 101: Western Civilization I**  
(Formerly HIST 101: Western Civilization Through the Reformation)  
An examination of major themes in the development of Western Civilization from the earliest historical beginnings. Topics include: Ancient Middle East, Greece and Rome, Medieval and Renaissance Europe. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. 3 credits

**HIS* 102: Western Civilization II**  
(Formerly HIST 102: Western Civilization Since the Reformation)  
This course examines the history of Western Civilization from the Protestant Reformation to the Cold War. HIS* 101 and HIS* 102 need not be taken in sequence. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. 3 credits

**HIS* 201: United States History I**  
(Formerly HIST 201)  
The course represents a social, political, and economic survey of America beginning before the arrival of Columbus and continuing to 1877 through an analysis of the transformation from Native American to Anglo-American society, from sectionalism to national unity, from westward expansion to urban development and an examination of the forces shaping American thinking and society. Other topics will feature race, ethnicity, women, and family issues. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. 3 credits

**HIS* 202: United States History II**  
(Formerly HIST 202)  
The course represents a social, political, and economic survey of the United States from 1877 to the present through an analysis of the growth of transportation, industrialization, urbanization, technology, and imperialism and an analysis of their effects in shaping American thinking and society. The discussion will also feature women’s suffrage, civil rights, and ethnic and minority issues. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. 3 credits

**ENVIRONMENTAL SCIENCE**

**EVS* 100: Introduction to Environmental Science**  
(Formerly EVSC 100)  
An introduction to the problems of physical resources management and aspects of ecological concern in our natural environment, with emphasis on our demand for energy, the consumption of our natural resources, resource pollution, climate changes, land use planning and waste management. Alternate sources of energy are explored. 3 credits

**HUMAN SERVICES**

**HSE* 134: Introduction to the Mental Health System**  
An introduction to the range of services and careers available in working with people with serious mental illness. Multi-disciplinary nature of the field will be emphasized. Topics include treatment approaches, case management, psychosocial rehabilitation, public awareness, and consumer empowerment. 3 credits
COURSE DESCRIPTIONS

MATHEMATICS

MAT* 095: Elementary Algebra Foundations
(Formally MATH 101: Mathematical Modeling II: Algebraic Concepts)
The course includes all of the basic properties and theorems of the real
number system that are required to solve linear, quadratic and selected
rational equations. Linear systems, basic graphing, integer exponents
and selected literal equations are included. A TI-83+ or TI-84+
graphing calculator is required and fully integrated into the course.
Prerequisites: "C" or better in MAT* 075 or placement by mathematics
assessment test, and eligibility for ENG* 066. No credit

MAT* 138: Intermediate Algebra:
A Modeling Approach
(Formally MATH 102: Mathematical Modeling III:
Advanced Algebraic Concepts)
A mathematical modeling course centered around the study of
functions. Polynomial functions with special attention to linear,
quadratic and power functions; rational with attention to the reciprocal
function; square root, absolute value, piecewise and exponential
functions are studied. A TI-83+ or TI-84+ graphing calculator is
required and used throughout. Prerequisites: "C" or better in MAT*
096 or MAT* 095, or placement by mathematics assessment test and
eligibility for ENG* 093. No credit if already completed MAT* 158
or any higher numbered math course. 3 credits

MATHEMATICS ONLINE

MAT* 109: Quantitative Literacy (online)
(Formerly MATH 110)
Selected topics in mathematics chosen to satisfy the General
Studies program requirement in mathematics. A course designed to
demonstrate the fundamental nature of mathematics and its applications
in modern life through an introduction to the concepts of statistics.
Topics include random sampling, design of surveys and experiments,
information from samples, confidence intervals, elementary probability,
examining numbers and data critically, graphing and data analysis,
written discussion of numerical analysis, and simulation. A TI-30
XII's or TI-83+ or TI-84+ graphing calculator is required. Applications
considered throughout. Prerequisites: "C" or better in MAT* 095 or
096 or placement by mathematics assessment test and eligibility for
ENG* 093. May not be taken for credit if credit already received for
MAT* 165. 3 credits

Technical Requirements: see page 8.

OCEANOGRAFHY

OCE* 101: Introduction to Oceanography
(Formerly OCEN 110)
An introduction to the science of the ocean with emphasis on the
geological, physical, chemical and biological aspects of oceans. Topics
include physical and chemical properties of seawater, circulation,
bathymetry, waves, tides, El Niño, and marine plant and animal
habitats. A field trip may be included. 3 credits

PHILOSOPHY

PHL* 101: Introduction to Philosophy
(Formerly PHIL 201)
Development of personal views on the fundamental issues of human
existence: the nature of reality, the nature of the human person,
knowing and thinking, freedom, basis of morality, aesthetics, the
philosophical basis of political systems, and God’s existence. 3 credits

PHL* 111: Ethics
(Formerly PHIL 203)
The fundamentals and principles of ethics: moral conscience, good and
evil, values, norms, ethical judgment, major ethical systems, punishment,
religion and ethics. Contemporary problems with case studies; in
particular, issues of environmental and bio-medical ethics. 3 credits

PSYCHOLOGY

PSY* 111: General Psychology I
The purpose of this course is to introduce students to the discipline
of psychology and to the evolving body of knowledge that has
been produced by this discipline. It surveys basic topic areas within
psychology including psychology’s history & scientific origins,
the physiological correlates of experience and behavior, human
development, learning, memory, thinking, intelligence, personality,
and motivation and emotion. Prerequisite: eligibility for ENG* 093 or
currently taking ENG* 066. 3 credits

PSY* 112: General Psychology II
(Formerly PSYC 112: Advanced General Psychology)
A study of research and measurement techniques in psychology;
sensation, perception, abnormal patterns of behavior, major therapies,
altered states of consciousness, emotion and social psychology.
Prerequisite: PSY* 111 with a grade of "C-" or better. 3 credits

PSY* 201: Life Span Development
(Formerly PSYC 124: Developmental Psychology)
A survey of physical, cognitive, social and emotional changes as they
are influenced by heredity and environment from conception to death.
Prerequisite: PSY* 111 with a grade of "C-" or better. 3 credits

PSYCHOLOGY (ONLINE)

PSY* 111: General Psychology I (online)
The purpose of this course is to introduce students to the discipline
of psychology and to the evolving body of knowledge that has
been produced by this discipline. It surveys basic topic areas within
psychology including psychology’s history & scientific origins,
the physiological correlates of experience and behavior, human
development, learning, memory, thinking, intelligence, personality,
and motivation and emotion. Prerequisite: eligibility for ENG* 093 or
currently taking ENG* 066. 3 credits

Technical Requirements: see page 8.
COURSE DESCRIPTIONS

SOCIOLoGY ONLINE

SOC* 101: Principles of Sociology (online)
(Formerly SOC 101: Introduction to Sociology)
The goal of this course is for students to gain the knowledge and ability to critically examine and understand social issues impacting their community and the world. This course introduces students to the sociological study of community and culture, deviance and crime, diversity and inequalities, and globalization and social change. Depending on the instructor, this course often includes a service-learning project in which students learn sociology while also serving their community by volunteering at nonprofit community organizations (e.g., Habitat for Humanity, Foodshare, mentoring youth, environmental projects, food pantries, homeless shelters, etc). Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. 3 credits

Technical Requirements: see page 8.

SOC* 201: Contemporary Social Issues (online)
(Formerly SOC 202: Contemporary Social Problems)
A detailed analysis of major social problems in American society. Problems including population, ecology, poverty, race and ethnic relations, urbanization, the role of the media, criminal activity, aging, health, and housing will be evaluated. Emphasis is on American society, but some international issues and situations will be examined. Community awareness and involvement will be stressed as students evaluate local issues as well. Prerequisite: SOC* 101. 3 credits

Technical Requirements: see page 8.

SOC* 210: Sociology of the Family (online)
(Formerly SOC 231: Marriages and Families)
This course will explore the complexity and diversity of the contemporary family and other intimate relationships. Topics for this course include mate selection, gender roles, sexuality, communication, power and conflict, family violence, parenthood, work/family interaction, and diverse family arrangements. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. 3 credits

Technical Requirements: see page 8.

SOC* 220: Racial & Ethnic Diversity (online)
(Formerly SOC 271: Sociology of Ethnic and Racial Minorities)
This course focuses on the interrelationship of institutionalized prejudice and discrimination and related aspects of diversity in society. The experience of various ethnic and racial minorities in the United States is investigated through the study of the origins and functions of subordination in society. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. 3 credits

Technical Requirements: see page 8.

MCC CAMPUS MAP

All buildings have ramps to provide easy access for people with disabilities. There are also designed parking spaces for people with disabilities.
Assessment Tests and Course Prerequisites

English and math assessment tests are a prerequisite for MCC students enrolling in “for credit” courses. Students matriculated at other colleges and attending MCC’s College by Design sessions are required to take assessment tests unless they have completed coursework at another institution that meets MCC prerequisites, or otherwise meet the criteria for a waiver. Students who believe they qualify for a waiver of the English and/or math assessment tests should submit the Assessment Testing Exemption Request form (below) with their registration form. Note: certain courses have specific prerequisites, i.e., PSY* 245, requires successful completion of PSY* 111 or equivalent.

For more information about the test, call the Testing Center at (860) 512-3304 or check out our website: www.mcc.commnet.edu

Assessment Testing Exemption Request

OFFICE OF ADMISSIONS
P.O. Box 1046 • Manchester, CT 06045-1046 Fax (860) 512-3221/Phone (860) 512-3210

Please complete the following form and submit it to the Office of Admissions with all necessary documentation. An admissions staff member will review your request and determine if you meet the requirements for exemption. Please be advised that if you are exempt from taking the assessment test, we strongly recommend that you see an academic advisor for assistance with course selection. Please note: This exemption does not override prerequisites.

Name ___________________________________________ Banner ID # @ ____________________________
S.S. # ___________________________ Phone # ___________________________
Mailing Address ___________________________

☐ New Student (never attended MCC) ☐ Returning Student ☐ Transfer Student

Exemption requested for: ☐ Mathematics ☐ English

Reasons for Exemption (Please check one of the following):

☐ I have achieved a score of 500 or above on the Verbal/Critical Reading portion of the SAT exam and I am eligible to take Composition (ENG* 101). (Attach a copy of the score report or high school transcript.)

☐ I have achieved a score of 500 or above on the Math portion of the SAT exam and I am eligible to take Intermediate Algebra (MAT* 138). (Attach a copy of the score report or high school transcript.) For higher level Math courses, you must take the assessment test.

☐ I have completed coursework in a college-level English and/or Math course with a grade of “C” or better at the following college/university:

(Attach a copy of the unofficial transcript.)

☐ I have taken the Accuplacer English and/or Math Assessment Test at another Connecticut community college

Name of college: ___________________________

(See testing coordinator for verification and interpretation.)

☐ I have taken the English and/or Math Assessment Test at another college and university

Name of college: ___________________________

(Test results must be given to the testing coordinator for verification and interpretation.)

☐ I am 62 or older.

I understand that exemption is granted after verification and institutional review.

Student Signature ___________________________ Date ___________________________

FOR OFFICE USE ONLY

Semester: ☐ Fall 2009 ☐ Spring 2010 ☐ Summer 2010
Exempt ☐ English and Math ☐ English Only ☐ Math Only

☐ Transcript/appropriate documentation is attached
Not Exempt: ☐ Does not meet standards ☐ Lacks documentation

Signature: ___________________________ Date: ___________________________

Copy sent to student: ☐ No ☐ Yes Date sent ___________________________ Initials ___________________________
INSTRUCTIONS: Please type or print clearly.

1. All applicants are required to pay a $20 non-refundable application fee by check or money order payable to MCC, MasterCard, Visa or Discover Card. If you have previously applied to a CT community college, the application fee is not required.

2. Please complete this form and submit with official proof of high school/GE D or college graduation and immunization.

3. MAIL TO: MCC Admissions Office, P.O. Box 1046, Manchester, CT 06045-1046

   FAX: 860-512-3221 or APPLY ONLINE: http://my.commnet.edu

   APPLICANT'S LEGAL NAME (Last) (First) (Middle)

   FORMER LAST NAME(S) SOCIAL SECURITY NUMBER (required by Federal laws)

   Mailing Address (No. and Street) (City or Town) (State) (Zip Code)

   Permanent Address (No. and Street) (Apt. #) (City or Town) (State) (Zip Code)

   Telephone (Area code) (Home) (Work) (Cell)

   Email

   Have you previously attended this college?  YES ☐ NO IF YES, WHEN?

   Have you previously attended a CT community college?  YES ☐ NO IF YES, WHERE?

   For what semester are you applying? FALL ☐ SPRING ☐ WINTER ☐ SUMMER ☐ YEAR ________________

   Citizenship Are you a United States citizen?  YES ☐ NO IF NOT, ARE YOU A PERMANENT RESIDENT (GREEN CARD HOLDER)?  YES ☐ NO

   Ethnicity/Race ☐ HISPANIC/LATINO ☐ NON-HISPANIC/NON-LATINO ☐ CHOOSE NOT TO RESPOND (NONE)

   If you checked non-Hispanic/non-Latino above, what is your race? (check all that apply):

   ☐ WHITE (10) ☐ BLACK OR AFRICAN AMERICAN (20) ☐ ASIAN (45) ☐ AMERICAN INDIAN/ALASKAN NATIVE (50)

   Native Hawaiian or other Pacific Islander (80) ☐ Other (90) ☐ CHOOSE NOT TO RESPOND (60)

   Family Educational Background Does either of your parents hold a bachelor's degree (four-year college degree) or higher?  YES ☐ NO

   Military Status Are you a United States veteran?  YES ☐ NO ARE YOU CURRENTLY ON ACTIVE MILITARY DUTY?  YES ☐ NO

   Are you currently a dependent of an active military family?  YES ☐ NO

   Connecticut Residency Are you a legal resident of Connecticut?  YES ☐ NO

   Connecticut law requires that a student be a citizen or permanent resident in Connecticut for 12 months prior to the beginning of the semester to be eligible to receive in-state tuition.

   Degree Status In which degree/certificate program are you planning to enroll? Use list of major codes on back of application.

   Please put code here

   Highest Degree Level (check only one)

   ☐ No high school diploma or GED (01) ☐ High school diploma or GED (02) ☐ Some college (06)

   Undergraduate Certificate (05) ☐ Associate Degree (07) ☐ Bachelor's degree (08)

   Master's Degree (09) ☐ Other advanced degree (10) ☐ Doctoral degree (11)

   First Professional degree (J.D., M.D., D.D.S., L.L.B.) (12) ☐ Sixth year certificate (13)

   Educational Goals (check only one)

   ☐ Certificate (credit) (CT) ☐ Transfer without an associate degree (DN) ☐ Improve English skills proficiency (ES)

   Associate Degree (DG) ☐ Job preparation/retraining course (JB) ☐ Developmental (college preparation) education (DV)

   Fulfill other college's requirement(s) (AC) ☐ Job promotion (JP) ☐ Unsure at this time (UN)

   Transfer with an associate degree (DT) ☐ Personal development course(s) (PD) ☐ Other goal (NL)

   Academic Background Do you have a high school diploma?  YES ☐ NO  Pending Graduation year (anticipated or actual) __________

   Name of high school ____________________________

   Do you have a general equivalency diploma (GED)?  YES ☐ NO Year ________ GED # ________

   Do you have an adult high school diploma?  YES ☐ NO Graduation year (anticipated or actual) ________

   Have you participated in the high school partnership program through the CT community colleges?  YES ☐ NO

   Have you participated in the tech prep program through the CT community colleges?  YES ☐ NO
# Section 1: Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>123 Main St, Anytown, USA</td>
<td>555-1234</td>
<td><a href="mailto:john.doe@example.com">john.doe@example.com</a></td>
</tr>
</tbody>
</table>

# Section 2: Educational Background

<table>
<thead>
<tr>
<th>College Name</th>
<th>State</th>
<th>Dates of Attendance</th>
<th>Graduation Date</th>
<th>Degree Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>University A</td>
<td>NY</td>
<td>2010-2014</td>
<td>2014-05-15</td>
<td>BS Computer Science</td>
</tr>
<tr>
<td>University B</td>
<td>CA</td>
<td>2015-2017</td>
<td>2017-12-31</td>
<td>MS Data Science</td>
</tr>
</tbody>
</table>

# Section 3: International Student Information

**Are you an international student that needs an I-20 form for an F-1 visa?**

Yes [ ] No [ ]

**VISA Start Date**

M M D D Y Y Y

**VISA End Date**

M M D D Y Y Y

**International Address**

____________________________________________________

**Employment Information**

(Choose appropriate box)

☐ Employed Full-Time  ☐ Employed Part-Time

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Town and State of Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anytown, USA</td>
<td>Anytown, USA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Does Your Employer Have a Tuition Reimbursement Program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

**Person to Notify in Case of Emergency**

Name [ ] Phone No. [ ]

If admitted, I pledge myself to comply in good faith with all the rules and regulations of the college. The above information is accurate and I realize that any misleading information given by me on this application may be cause for dismissal. Information is collected for reporting purposes only and will not be used in the selection process for admission.

# Section 4: Payment Information

- Check number
- MasterCard
- Visa
- Discover Card
- Money Order
- Cash

**Signature of Cardholder**

____________________________________________________

Date Signed [ ] Amount Authorized [ ]

**Name & Address of Cardholder (if different from above)**

____________________________________________________

<table>
<thead>
<tr>
<th>Code</th>
<th>Associate Degree Programs</th>
<th>Certificate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>B12BB8</td>
<td>Liberal Arts and Science, A.A.</td>
<td>Computer Network Technology</td>
</tr>
<tr>
<td>B12BB9</td>
<td>Computer Technology</td>
<td>Operating Systems Technology</td>
</tr>
<tr>
<td>B12BB8</td>
<td>Business Technology</td>
<td>Computer Programming Technology</td>
</tr>
<tr>
<td>B12BB7</td>
<td>Manufacturing Engineering</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>B12BB6</td>
<td>Marketing</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>B12BB5</td>
<td>Multimedia Studies</td>
<td>Desktop Publishing (Electronic Publishing)</td>
</tr>
<tr>
<td>B12BB4</td>
<td>Occupational Therapy Assistant</td>
<td>Disability Specialist</td>
</tr>
<tr>
<td>B12BB3</td>
<td>Paralegal</td>
<td>Entrepreneurship/Small Business</td>
</tr>
<tr>
<td>B12BB2</td>
<td>Physical Therapist Assistant</td>
<td>Food Store</td>
</tr>
<tr>
<td>B12BB1</td>
<td>Respiratory Care</td>
<td>Forensic Science</td>
</tr>
<tr>
<td>B12BB0</td>
<td>Social Service</td>
<td>Gerontology</td>
</tr>
<tr>
<td>B12BB9</td>
<td>Sport and Exercise Studies</td>
<td>Health Career Pathway</td>
</tr>
<tr>
<td>B12BB8</td>
<td>Surgical Technology</td>
<td>Hotel-Tourism</td>
</tr>
<tr>
<td>B12BB7</td>
<td>Technology Studies</td>
<td>Lean Manufacturing</td>
</tr>
<tr>
<td>B12BB6</td>
<td>Chain Management Option</td>
<td>Management of Substance Abuse</td>
</tr>
<tr>
<td>B12BB5</td>
<td>Technology &amp; Engineering</td>
<td>Treatment Facilities</td>
</tr>
<tr>
<td>B12BB4</td>
<td>Accountancy</td>
<td>Marketing</td>
</tr>
<tr>
<td>B12BB3</td>
<td>Accounting</td>
<td>Media Technology</td>
</tr>
<tr>
<td>B12BB2</td>
<td>Auditing</td>
<td>Medical Insurance Specialist</td>
</tr>
<tr>
<td>B12BB1</td>
<td>Business Management</td>
<td>Medical Transcription</td>
</tr>
<tr>
<td>B12BB0</td>
<td>Business Administration</td>
<td>Office Support Specialist</td>
</tr>
<tr>
<td>B12BB9</td>
<td>Business Administration</td>
<td>Paralegal</td>
</tr>
<tr>
<td>B12BB8</td>
<td>Business Administration, Career</td>
<td>Personal Financial Planning</td>
</tr>
<tr>
<td>B12BB7</td>
<td>Business Administration</td>
<td>Pre-School Correction</td>
</tr>
<tr>
<td>B12BB6</td>
<td>Business Administration, Legal</td>
<td>Professional Baker</td>
</tr>
<tr>
<td>B12BB5</td>
<td>Business Administration, Legal</td>
<td>Professional Cook</td>
</tr>
</tbody>
</table>

# Section 5: College by Design

<table>
<thead>
<tr>
<th>Code</th>
<th>Edition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B11BA07</td>
<td>2009-2010</td>
<td>Accountancy</td>
</tr>
<tr>
<td>B11BA05</td>
<td>2009-2010</td>
<td>Accounting Information Technology</td>
</tr>
</tbody>
</table>
What do I need to do to apply to Manchester Community College?

Step 1. Complete the application form.

Step 2. Pay the $20 application fee:
- New/Transfer Students – must submit a $20 non-refundable, one-time fee payable to MCC
- Readmit, College Career Pathways & High School Partnership Students – must submit application form, but do not have to pay the application fee.

Step 3. Submit Measles and Rubella Immunization Information:
- Students that have graduated from a Connecticut high school after 1999 are exempt from providing proof of immunization, however, students under this provision must provide proof of high school graduation by either a diploma or high school transcript with the graduation date upon it.
- All other students – Connecticut State Law requires that all students born after December 31, 1956, and enrolled in post-secondary school must provide proof of immunization before a student is permitted to register. (See www.mcc.commnet.edu or call 860-512-3233.)

Step 4. Submit Proof of High School, GED or College Completion:
- New students currently enrolled in high school should wait until they have graduated to submit an official transcript, which includes the date of graduation, or bring into the Admissions Office their diploma as proof of high school completion.
- New students not currently enrolled in high school must submit proof of high school completion by either submitting a high school transcript with the date of completion upon it or produce the actual high school diploma and present it to the Admissions Office in person. Official GED results or the actual GED certificate is considered proof of GED completion.
- New students that have graduated from college must submit proof of high school completion, GED completion or college completion. Official transcripts from a college or university with the date of graduation upon it or actual college diploma are considered proof of college completion.

All students must provide proof of immunization (unless exempt, see step 3) and high school completion to be placed in an academic program of study (matriculation). Without such proof, the student will not be able to graduate or receive financial aid.

Once I provide this information, what happens next?

Step 1. Receipt of Acceptance Letter:
- Within 14 days of receipt of application, students will receive a letter of acceptance that will include the Banner ID and Net ID and details of the next step in the admissions and registration process.

Step 2. Take the Assessment Test:
- The acceptance letter will have your Banner ID, and instructions on scheduling the assessment test and advising appointment. Appointments are necessary and seating is limited. Please go to www.mcc.commnet.edu and navigate to Admissions/Assessment to schedule a test time. Please contact the Testing Center at 860-512-3304 if you do not have internet access.
- Many students may be exempt from taking the test; please call 860-512-3229 for exemption criteria. Exemptions must be granted prior to entering the testing room.

Step 3. Meet with an Academic Advisor:
- The College strongly recommends that you make an advising appointment after your assessment test. Please call 860-512-3320 to arrange an appointment or stop by the Counseling Center, L-108.

If you are applying:
- For Financial Aid, call 512-3380 or go to room L-131. To apply, go to www.fafsa.ed.gov
- For Health Careers, contact the allied health advisor at 512-2720
- For the High School Partnership program, contact Peter Harris at 512-3210
- As an International student, contact Joe Mesquita at 512-3323 (L-120i) for F-1 student visas
- For College Career Pathways or a Transcript Evaluation, contact Cynthia Zeldner at 512-3214

We look forward to receiving your application. Thank you for making MCC your college of choice.

Peter Harris, Director of Admissions, and Cynthia Zeldner, Associate Director of Admissions
1. By Mail
Must be received at least 5 business days prior to start of requested course.
If applicable, complete the MCC Application for Admission form for new students on pages 15-16. Complete the registration form on page 19. Please complete the entire form. **Full payment must accompany each registration.** Refer to fee schedule on page 4. Send your registration and payment to:

Registration Office, MS #13
Manchester Community College
Great Path
P.O. Box 1046
Manchester, CT 06045-1046

Please mail the entire registration page!

2. In-Person
If applicable, complete the MCC Application for Admission form for new students on pages 15-16. Complete the registration form on page 19. Please complete the entire form. **Fees are payable in full at time of registration** and may be paid at the Cashiers Office in the Lowe Building, after registering for your course in the Lowe Building Registrar’s Office.

Make checks or money orders payable to "MCC."

3. By Fax: (860) 512-3221
If applicable, complete the MCC Application for Admission form for new students on pages 15-16. Complete the registration form on page 19 using Visa, MasterCard, or Discover Card only. Please complete the entire form.

### Forms of Payment

<table>
<thead>
<tr>
<th>Cash:</th>
<th>In person, during regularly scheduled Cashier hours. (See page 4.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Cards:</td>
<td>Only MasterCard, Visa or Discover Card are accepted.</td>
</tr>
<tr>
<td>Checks/Money Orders:</td>
<td>Please make all checks payable to “MCC.” If one check is used to pay for more than one student, the names and course numbers for all students involved must be listed on the check. Please include each student’s Social Security number or Banner ID on your check.</td>
</tr>
</tbody>
</table>

### Registration Hours:

<table>
<thead>
<tr>
<th>Lowe Bldg, Room L157</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday ................... 8:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Tuesday .................. 8:30 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Wednesday ............... 10:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Thursday .................. 8:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Friday ..................... 8:30 a.m.-4:30 p.m.</td>
</tr>
</tbody>
</table>

Please call for Saturday and holiday hours or closings.

For more information regarding registration, please call the Registrar’s Office at (860) 512-3220.

### Textbooks/Bookstore Hours

Textbooks and supplies can be purchased at the MCC Bookstore in the Lowe Building. The bookstore will be closed whenever the school is closed. For more information call (860) 645-3140 or visit them on the web at: www.efollett.com.

### Credit Confirmation

You will receive your course schedule print-out as a confirmation, with course location, within a week after you receive your registration form. Students who register in person will receive confirmation at that time. Your confirmation is necessary to purchase textbooks at the MCC Bookstore. Credit course locations are also printed with each semester class schedule.

### Late Registration

Late registration will be accepted on a space-available basis prior to the second class meeting and/or by permission of the instructor.

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**REGISTRATION INFORMATION**

### 4 Ways to Apply and Register for Credit Extension Courses

1. **By Mail**
   - Must be received at least 5 business days prior to start of requested course.
   - If applicable, complete the MCC Application for Admission form for new students on pages 15-16. Complete the registration form on page 19. Please complete the entire form. **Full payment must accompany each registration.** Refer to fee schedule on page 4. Send your registration and payment to:
     
     Registration Office, MS #13
     Manchester Community College
     Great Path
     P.O. Box 1046
     Manchester, CT 06045-1046
     
     Please mail the entire registration page!

2. **In-Person**
   - If applicable, complete the MCC Application for Admission form for new students on pages 15-16. Complete the registration form on page 19. Please complete the entire form. **Fees are payable in full at time of registration** and may be paid at the Cashiers Office in the Lowe Building, after registering for your course in the Lowe Building Registrar’s Office.

   **Make checks or money orders payable to "MCC."**

3. **By Fax: (860) 512-3221**
   - If applicable, complete the MCC Application for Admission form for new students on pages 15-16. Complete the registration form on page 19 using Visa, MasterCard, or Discover Card only. Please complete the entire form.

### Forms of Payment

<table>
<thead>
<tr>
<th>Cash:</th>
<th>In person, during regularly scheduled Cashier hours. (See page 4.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Cards:</td>
<td>Only MasterCard, Visa or Discover Card are accepted.</td>
</tr>
<tr>
<td>Checks/Money Orders:</td>
<td>Please make all checks payable to “MCC.” If one check is used to pay for more than one student, the names and course numbers for all students involved must be listed on the check. Please include each student’s Social Security number or Banner ID on your check.</td>
</tr>
</tbody>
</table>

### Registration Hours:

<table>
<thead>
<tr>
<th>Lowe Bldg, Room L157</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday ................... 8:30 a.m.-4:30 p.m.</td>
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Credit Extension Course Registration Form

Print clearly in ink. Register one person per form. Photocopy form as needed.

Attention Students: be sure to read the Credit Extension refund policy on page 3 before you register!

NEW STUDENTS MUST FILL OUT AN MCC APPLICATION FOR ADMISSION on Pages 15-16

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th>(last)</th>
<th>(first)</th>
<th>(middle)</th>
<th>Previous Name (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security # (for Student I.D.)</td>
<td>Banner ID#</td>
<td>Date of Birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address (number and street, city/town, state, zip)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone Number(s) (Home)</td>
<td>(Business)</td>
<td>Email address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRN#</th>
<th>COURSE TITLE</th>
<th>DAY(S)/TIME</th>
<th>START DATE</th>
<th># OF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

I hereby authorize the use of my

- MasterCard □
- Visa □
- Discover Card □

Credit Card # ____________________________
Cardholder name (print) ____________________________
Cardholder signature ____________________________
Relationship to student ____________________________
Cardholder address ____________________________

Cardholder phone __________ Exp. date (mo/yr) __________

Total Fees: ____________________________
(include any applicable lab or studio fees)

New Student Application Fee:
($20 application fee must be paid by a separate check made payable to "MCC")

Student Signature ____________________________ Date __________
I acknowledge that I have read the Credit Extension refund policies.

Office Use Only

<table>
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<tr>
<th>Regis.</th>
<th>Special</th>
<th>Receipt #</th>
<th>Date</th>
</tr>
</thead>
</table>

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