College by Design

Accelerated Weekday, Weekend and Online Courses

Flexibility to Choose the Schedule that Works for You!

2010-2011

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 on weekdays, weekends or online during accelerated six- and 12-week sessions.

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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 the Special Needs Counselor at 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/10, 11M, Resource: CE/VS

SESSION DATES

Session 1

September 10 – October 16, 2010

Session 2

October 22 – December 4, 2010

No Classes Nov. 26 & 27

Session 3

January 7 – February 12, 2011

Session 4

February 18 – March 26, 2011

Session 5

April 1 – May 14, 2011

No Classes April 22 & 23

Session 6

May 20 – June 25, 2011

Session 7

July 8 – August 13, 2011

Late Start Session I

September 13 – December 13, 2010

Final exam date December 14-20

Late Start Session II

February 3 – May 9, 2011

Final exam date May 10-16

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.
GENERAL INFORMATION

COST
Includes: tuition of $135 per credit hour; (i.e., $405 per 3 credit course); a service fee of $70.00 (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.

SPECIAL NOTE TO STUDENTS
Full payment is due upon registration.
If you do not want to take a course once you have registered for it, you must submit a drop form to the Registrar’s Office whether or not you have paid. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.

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, childcare 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. Regardless of circumstances, appeals will not be considered after this date.

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.
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.

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.-7:00 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.

Bursar’s Office
Lowe Building, Room L165
Monday............. 8:30 a.m.-7:00 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.
## Fall College by Design courses

### Session #1
**September 10–October 16, 2010**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>30984</td>
<td>✦ BMG* B204</td>
<td>Managerial Communication</td>
<td>3</td>
<td>online</td>
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<tr>
<td>31035</td>
<td>✦ CSC* B101</td>
<td>Introduction to Computers</td>
<td>3</td>
<td>online</td>
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<tr>
<td>31036</td>
<td>DAR* B112</td>
<td>Group Counseling Theory and Techniques</td>
<td>3</td>
<td>Sat.</td>
<td>8 a.m.-4:35 p.m.</td>
<td>LRC B214</td>
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<tr>
<td>30879</td>
<td>✦ ENG* B110</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30701</td>
<td>HIS* B201</td>
<td>U.S. History I</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C202</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C202</td>
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<tr>
<td>30582</td>
<td>MAT* B138</td>
<td>Intermediate Algebra, A Modeling Approach</td>
<td>3</td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST D215</td>
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*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.*

<table>
<thead>
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<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
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<th>Time</th>
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<tr>
<td>30584</td>
<td>OCE* B101</td>
<td>Introduction to Oceanography</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C107</td>
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<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C107</td>
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<tr>
<td>30604</td>
<td>PHL* B111</td>
<td>Ethics</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST D205</td>
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<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST D205</td>
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<tr>
<td>30581</td>
<td>PSY* B111</td>
<td>General Psychology I</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C201</td>
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<td></td>
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<td></td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C201</td>
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<tr>
<td>30880</td>
<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.*

### Session #2:
**October 22-December 4, 2010 (No Classes November 26 and 27)**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
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<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
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<tr>
<td>30597</td>
<td>COM* B173</td>
<td>Public Speaking</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C204</td>
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<td></td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C204</td>
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<td>30580</td>
<td>DAR* B158</td>
<td>Biology of Addiction</td>
<td>3</td>
<td>Sat.</td>
<td>8 a.m.-4:35 p.m.</td>
<td>LRC B214</td>
</tr>
<tr>
<td>30605</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C207</td>
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<td>Sat.</td>
<td>1-4:35 p.m.</td>
<td>AST C207</td>
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<tr>
<td>30801</td>
<td>EVS* B100</td>
<td>Introduction to Environmental Science</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C107</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C107</td>
</tr>
<tr>
<td>30985</td>
<td>GEO* B111</td>
<td>World Regional Geography</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST E202</td>
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<td></td>
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<td>9 a.m.-12:35 p.m.</td>
<td>AST E202</td>
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<tr>
<td>30700</td>
<td>HIS* B202</td>
<td>U.S. History II</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C202</td>
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<td></td>
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<td></td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C202</td>
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<tr>
<td>30603</td>
<td>PHL* B101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C201</td>
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<tr>
<td></td>
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<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C201</td>
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<tr>
<td>30881</td>
<td>✦ PSY* B111</td>
<td>General Psychology I</td>
<td>3</td>
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<tr>
<td>30882</td>
<td>PSY* B201</td>
<td>Life Span Development</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C203</td>
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<tr>
<td></td>
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<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C203</td>
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<tr>
<td>30962</td>
<td>✦ SOC* B101</td>
<td>Principles of Sociology</td>
<td>3</td>
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<tr>
<td>30754</td>
<td>✦ SOC* B210</td>
<td>Sociology of the Family</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.
Late Start Session I  
September 13–December 13, 2010

Morning Classes

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
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<tbody>
<tr>
<td>31159</td>
<td>COM*B173</td>
<td>Public Speaking</td>
<td>3</td>
<td>TR</td>
<td>6:30-8:05 a.m.</td>
<td>AST C203</td>
</tr>
<tr>
<td>31160</td>
<td>ENG*B101</td>
<td>Composition</td>
<td>3</td>
<td>TR</td>
<td>6:30-8:05 a.m.</td>
<td>LRC B220</td>
</tr>
<tr>
<td>31167</td>
<td>MAT*B138</td>
<td>Intermed Alg A Modeling App</td>
<td>3</td>
<td>TR</td>
<td>6:30-8:05 a.m.</td>
<td>AST D218</td>
</tr>
<tr>
<td>31162</td>
<td>PSY*B111</td>
<td>General Psychology I</td>
<td>3</td>
<td>TR</td>
<td>6:30-8:05 a.m.</td>
<td>LRC B214</td>
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Afternoon and Evening Classes

<table>
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<tr>
<th>CRN</th>
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<th>Days</th>
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<tbody>
<tr>
<td>31141</td>
<td>BBG*B101</td>
<td>Introduction to Business</td>
<td>3</td>
<td>TR</td>
<td>8:00-9:35 p.m.</td>
<td>GPA GP232</td>
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<tr>
<td>31142</td>
<td>BMG*B202</td>
<td>Principles of Management</td>
<td>3</td>
<td>MW</td>
<td>8:00-9:35 p.m.</td>
<td>GPA GP232</td>
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<tr>
<td>31144</td>
<td>CSA*B105</td>
<td>Intro Software Applications</td>
<td>3</td>
<td>MW</td>
<td>6:15-7:50 p.m.</td>
<td>GPA GP232</td>
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<tr>
<td>31145</td>
<td>ENG*B101</td>
<td>Composition</td>
<td>3</td>
<td>TR</td>
<td>8:00-9:35 p.m.</td>
<td>GPA GP142</td>
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<tr>
<td>31146</td>
<td>ENG*B101</td>
<td>Composition</td>
<td>3</td>
<td>MW</td>
<td>4:30-6:05 p.m.</td>
<td>GPA GP155</td>
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<tr>
<td>31147</td>
<td>HIS*B101</td>
<td>Western Civilization</td>
<td>3</td>
<td>MW</td>
<td>8:00-9:35 p.m.</td>
<td>GPA GP155</td>
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<tr>
<td>31148</td>
<td>MAT*B095</td>
<td>Elem Algebra Foundations</td>
<td>0</td>
<td>TR</td>
<td>6:15-7:50 p.m.</td>
<td>GPA GP155</td>
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<tr>
<td>31149</td>
<td>MAT*B138</td>
<td>Intermed Alg A Modeling App</td>
<td>3</td>
<td>MW</td>
<td>4:30-6:05 p.m.</td>
<td>GPA GP232</td>
</tr>
<tr>
<td>31150</td>
<td>MAT*B138</td>
<td>Intermed Alg A Modeling App</td>
<td>3</td>
<td>MW</td>
<td>6:15-7:50 p.m.</td>
<td>GPA GP232</td>
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<tr>
<td>31151</td>
<td>MAT*B146</td>
<td>Math for Liberal Arts</td>
<td>3</td>
<td>TR</td>
<td>4:30-6:05 p.m.</td>
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<tr>
<td>31152</td>
<td>MET*B101</td>
<td>Meteorology</td>
<td>3</td>
<td>MW</td>
<td>4:30-6:05 p.m.</td>
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<tr>
<td>31153</td>
<td>POL*B112</td>
<td>State and Local Government</td>
<td>3</td>
<td>TR</td>
<td>4:30-6:05 p.m.</td>
<td>GPA GP155</td>
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DIRECTIONS TO MCC

From Hartford: Take 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: 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 #3
**January 7–February 12, 2011**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
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<tr>
<td>11002</td>
<td>✦ CST* B201</td>
<td>Introduction to MIS</td>
<td>3</td>
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<td>10838</td>
<td>DAR* B101</td>
<td>Public Health Issues Abuse and Addiction</td>
<td>3</td>
<td>Sat.</td>
<td>8 a.m.-4:35 p.m.</td>
<td>LRC B214</td>
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<tr>
<td>11003</td>
<td>✦ ENG* B110</td>
<td>Introduction to Literature</td>
<td>3</td>
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<td>11004</td>
<td>✦ MAT* B108</td>
<td>Quantitative Literacy</td>
<td>3</td>
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- 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.

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

### Session #4
**February 18–March 26, 2011**

<table>
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<th>CRN</th>
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<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>11006</td>
<td>COM* B173</td>
<td>Public Speaking</td>
<td>3</td>
<td>Fri., Sat.</td>
<td>6-9:35 p.m.</td>
<td>AST C204</td>
</tr>
<tr>
<td>11179</td>
<td>✦ CSC* B101</td>
<td>Introduction to Computers</td>
<td>3</td>
<td>online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11180</td>
<td>DAR* B111</td>
<td>Addiction Counseling I</td>
<td>3</td>
<td>Sat.</td>
<td>8 a.m.-4:35 p.m.</td>
<td>LRC B214</td>
</tr>
<tr>
<td>10911</td>
<td>EAS* B102</td>
<td>Earth Science</td>
<td>3</td>
<td>Fri., Sat.</td>
<td>6-9:35 p.m.</td>
<td>C107</td>
</tr>
<tr>
<td>10839</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>Fri., Sat.</td>
<td>6-9:35 p.m.</td>
<td>B219</td>
</tr>
<tr>
<td>11008</td>
<td>HIS* B101</td>
<td>Western Civilization I</td>
<td>3</td>
<td>Fri., Sat.</td>
<td>6-9:35 p.m.</td>
<td>C202</td>
</tr>
<tr>
<td>11009</td>
<td>MAT* B095</td>
<td>Elementary Algebra Foundations</td>
<td>0</td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>D219</td>
</tr>
</tbody>
</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.

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

### Session #5
**April 1–May 14, 2011**

(no classes April 22 & 23)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>11694</td>
<td>CSC* B125</td>
<td>Programming Logic and Design with C++</td>
<td>3</td>
<td>Fri., Sat.</td>
<td>6-9:35 p.m.</td>
<td>AST C128</td>
</tr>
<tr>
<td>11182</td>
<td>DAR* B213</td>
<td>Addiction Counseling II</td>
<td>3</td>
<td>Sat., 8 a.m.-4:35 p.m.</td>
<td>LRC B214</td>
<td></td>
</tr>
<tr>
<td>11183</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>Fri., Sat.</td>
<td>6-9:35 p.m.</td>
<td>C207</td>
</tr>
<tr>
<td>11184</td>
<td>HIS* B102</td>
<td>Western Civilization II</td>
<td>3</td>
<td>Fri., Sat.</td>
<td>6-9:35 p.m.</td>
<td>C202</td>
</tr>
<tr>
<td>11185</td>
<td>OCE* B101</td>
<td>Introduction to Oceanography</td>
<td>3</td>
<td>Fri., Sat.</td>
<td>6-9:35 p.m.</td>
<td>C107</td>
</tr>
<tr>
<td>11186</td>
<td>PSY* B112</td>
<td>General Psychology II</td>
<td>3</td>
<td>Fri., Sat.</td>
<td>6-9:35 p.m.</td>
<td>C201</td>
</tr>
<tr>
<td>11187</td>
<td>SOC* B201</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>online</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

✦ See page 8 for technical requirements for online courses. See course descriptions for any course specific instructions.
## Late Start Session II
### February 3–May 9, 2011

Please see the MCC Spring Schedule or go to www.mcc.commnet.edu for Spring Late Start courses.

### Summer College by Design courses

#### Session #6
May 20–June 25, 2011

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>20001</td>
<td>ENG* B110</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST D205</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sat.</td>
<td>1:45 p.m.</td>
<td>AST D205</td>
</tr>
<tr>
<td>20002</td>
<td>HSE* 134</td>
<td>Introduction to the Mental Health System</td>
<td>3</td>
<td>Sat.</td>
<td>8 a.m.-4:35 p.m.</td>
<td>AST C203</td>
</tr>
<tr>
<td>20003</td>
<td>PHL* B111</td>
<td>Ethics</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C201</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C201</td>
</tr>
<tr>
<td>20004</td>
<td>PSY* B111</td>
<td>General Psychology I</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C202</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C202</td>
</tr>
<tr>
<td>20005</td>
<td>✦ SOC* B201</td>
<td>Contemporary Social Issues</td>
<td>3</td>
<td>online</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

✦ See below for technical requirements for online courses. See course descriptions for any course specific instructions.

#### Session #7
July 8–August 13, 2011

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>20006</td>
<td>ART* B206</td>
<td>Film Study</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>V5 V151</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>V5 V151</td>
</tr>
<tr>
<td>20007</td>
<td>COM* B154</td>
<td>Film Study &amp; Appreciation</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>V5 V151</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>V5 V151</td>
</tr>
<tr>
<td>20012</td>
<td>ECN* B102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C201</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C201</td>
</tr>
<tr>
<td>20009</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C207</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sat.</td>
<td>1:45 p.m.</td>
<td>AST C207</td>
</tr>
<tr>
<td>20010</td>
<td>PSY* B112</td>
<td>General Psychology II</td>
<td>3</td>
<td>Fri.</td>
<td>6-9:35 p.m.</td>
<td>AST C209</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sat.</td>
<td>9 a.m.-12:35 p.m.</td>
<td>AST C209</td>
</tr>
<tr>
<td>20011</td>
<td>✦ SOC* B210</td>
<td>Sociology of the Family</td>
<td>3</td>
<td>online</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

✦ Choose either ART* B206 or COM* B154

✦ See below for technical requirements for online courses. See course descriptions for any course specific instructions.

### 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.
COURSE DESCRIPTIONS

Common Course Numbering - The Community Colleges of Connecticut are in the process of coordinating courses on all campuses so that courses have the same numbering system at all colleges. As this process is undertaken, courses will be changing their designations and numbers until all courses can be aligned. For the most updated information on common course numbering, students are encouraged to speak with program coordinators and the Registrar’s Office.

When choosing courses, it is important to choose the type of elective or general education mode specified within your program of study. Students should seek the advice of an academic counselor or faculty member when choosing courses.

A complete list of the courses being offered is published each semester in the class schedule which is available in the Registrar’s Office. A list of current Continuing Education courses is available in the Continuing Education Office. Course offerings are subject to change.

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

BUSINESS, GENERAL

All business courses numbered 100 or higher require students to be eligible for ENG* 101

BBG* 101: Introduction to Business
(Formerly BUS 111)
This course provides a survey of major business topics such as management, marketing, accounting, finance, computer science, organizational behavior, production, and the social and economic environment of business. 3 credits

BUSINESS, MANAGEMENT

All business courses numbered 100 or higher require students to be eligible for ENG* 101

BMG* 202: Principles of Management
(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

BUSINESS, MANAGEMENT ONLINE

All business courses numbered 100 or higher require students to be eligible for ENG* 101

BMG* 204: Managerial Communication (online)
(Formerly BUS 214)
This is a practical course in oral and written managerial communication skills, covering the writing of letters, memos and reports, editing techniques, and the preparation of resumes and cover letters. Prerequisite: ENG* 101. 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.

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

CSC* 125: Programming Logic and Design with C++
This is an introductory course in structured programming concepts using C++. Topics include data types, input/output from both the console and data files, arithmetic, comparison and logical operators, selection statements, looping, functions and arrays. This course assumes students are comfortable working with simple algebraic equations. Students should also have basic file and folder management skills on a personal computer. Prerequisite: eligibility for MAT* 138 or MAT* 139 or eligibility for MAT* 186. 3 credits

COMPUTER SCIENCE ONLINE

CSC* 101: Introduction to Computers (online)
This transferable course is designed for the individual who wants to build upon their current computer skills and become more productive with technology. An overview of today’s technologies, their importance and how they converge will be discussed. Students will be exposed to specific topics including the fundamentals of the World Wide Web, networking, digital media, computer programming, productivity software, and issues of personal responsibility as they relate to technology. Prerequisites: eligibility for MAT* 095 and ENG* 101. 3 credits.

Technical Requirements: see page 8.

COMPUTER SYSTEMS APPLICATIONS

CSA* 105: Introduction to Software Applications
This hands-on introductory course is designed for the student interested in learning to use the personal computer as a productive tool. Course content includes the fundamentals of Windows, Word, Excel, Access, PowerPoint and the internet. 3 credits
**COURSE DESCRIPTIONS**

**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 a 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. Prerequisite: eligibility for ENG* 101. 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

**ECN* 102: Principles of Microeconomics**
(Formerly ECON 102: Microeconomics)
Demand and supply, principles of the market mechanisms, pricing and output determination under competitive and noncompetitive market behavior, factor productivity, prices and international economics will be taught. 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
COURSE DESCRIPTIONS

ENGLISH ONLINE

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.

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. Prerequisite: eligibility for ENG* 101. 3 credits

MATHEMATICS

MAT* 095: Elementary Algebra Foundations
(Formerly 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

(Formerly 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

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

MATHEMATICS

MAT* 095: Elementary Algebra Foundations
(Formerly 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

(Formerly 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

MAT* 146: Math for Liberal Arts
(Formerly MATH 106: Elements of Modern Mathematics)
An introduction to contemporary mathematics for students of science, social science and the liberal arts. Topics may include: sets and deductive reasoning, inductive reasoning, logic, counting techniques, social choice and decision making, management science and the nature of geometry—growth and symmetry. Applications are considered throughout. A TI-83+ or TI-84+ graphing calculator is required. Prerequisites: "C" or better in MAT* 138 or MAT* 139 or placement by mathematics assessment test, and eligibility for ENG* 093. 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
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 XIIs 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.

METEOROLOGY

MET* 101: Meteorology
(Formerly MTEO 110: Introduction to Meteorology)
An introduction to the principles of atmospheric behavior, with emphasis on atmospheric motion, general circulation, air masses and frontal systems, clouds and precipitation, and their relation to climate and weather formations. A field trip to a local weather bureau may be included. 3 credits

OCEANOGRAPHY

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. Prerequisite: eligibility for ENG* 101. 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

POLITICAL SCIENCE

POL* 112: State and Local Government
(Formerly PLSC 112)
The forms, functions, processes and problems of state and local government in the United States, with special emphasis on Connecticut state government. Prerequisite: eligibility for ENG* 093 or concurrently taking ENG* 066. 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 concurrently 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 concurrently taking ENG* 066. 3 credits

Technical Requirements: see page 8.
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.
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* 201, 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 450 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: ________________________________________________________________
   (Please 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

<table>
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<th>Fall 2010</th>
<th>Spring 2011</th>
<th>Summer 2011</th>
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<td>☐ English Only</td>
<td>☐ Math Only</td>
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<td>Not Exempt</td>
<td>☐ Does not meet standards</td>
<td>☐ Lacks documentation</td>
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Signature: ______________________________________ Date: ____________________

Copy sent to student: ☐ No ☐ Yes Date sent ____________________ Initials ____________________
### Application for Admission

**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 or Visa. 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/GED 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

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**MAILING ADDRESS**
- **(No. and Street)**
- **(Apt. #)**
- **(City or Town)**
- **(State) **
- **(Zip Code)**

**PERMANENT ADDRESS**
- **(No. and Street)**
- **(Apt. #)**
- **(City or Town)**
- **(State) **
- **(Zip Code)**

**TELEPHONE**
- **(Area code)**
- **(Area code)**
- **(Area code)**

**HOME (  )**
**WORK (  )**
**CELL (  )**

**EMAIL**

**GENDER**
- **MALE □**
- **FEMALE □**

**HAVE YOU PREVIOUSLY ATTENDED THIS COLLEGE?**
- **YES □**
- **NO □**

**HAVE YOU PREVIOUSLY ATTENDED A CT COMMUNITY COLLEGE?**
- **YES □**
- **NO □**

**FOR WHAT SEMESTER ARE YOU APPLYING?**
- **FALL □**
- **SPRING □**
- **WINTER □**
- **SUMMER □**
- **YEAR □**

**CITIZENSHIP**
- **ARE YOU A UNITED STATES CITIZEN?**
- **YES □**
- **NO □**

**ETHNICITY/RACE**
- **HISPANIC/LATINO □**
- **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER □**
- **OTHER (00) □**
- **CHOSE NOT TO RESPOND (NONE) □**

**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 □**

**CONNECTICUT RESIDENCY**
- **ARE YOU A LEGAL RESIDENT OF CONNECTICUT?**
- **YES □**
- **NO □**

**DEGREE STATUS**
**IN WHICH DEGREE/CERTIFICATE PROGRAM ARE YOU PLANNING TO ENROLL?**

**HIGHEST DEGREE LEVEL**
- **NO HIGH SCHOOL DIPLOMA OR GED (01) □**
- **HIGH SCHOOL DIPLOMA OR GED (02) □**
- **SOME COLLEGE (08) □**
- **UNDERGRADUATE CERTIFICATE (05) □**
- **ASSOCIATE DEGREE (07) □**
- **BACHELOR'S DEGREE (08) □**
- **MASTERS DEGREE (09) □**
- **OTHER ADVANCED DEGREE (10) □**
- **FIRST PROFESSIONAL DEGREE (J.D., M.D., D.D.S., L.L.B.) (12) □**
- **SIXTH YEAR CERTIFICATE (13) □**
- **TRANSFER WITH AN ASSOCIATE DEGREE (DT) □**
- **PERSONAL DEVELOPMENT COURSE(S) (PD) □**
- **OTHER GOAL (NL) □**

**EDUCATIONAL GOALS**
- **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) □**

**ACADEMIC BACKGROUND**
- **DO YOU HAVE A HIGH SCHOOL DIPLOMA?**
- **YES □**
- **NO □**
- **PENDING □**

**NAME OF HIGH SCHOOL**
- **TOWN □**
- **STATE □**

**DO YOU HAVE A GENERAL EQUVALENCY DIPLOMA (GED)?**
- **YES □**
- **NO □**

**DO YOU HAVE AN ADULT HIGH SCHOOL DIPLOMA?**
- **YES □**
- **NO □**

**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 □**
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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, L108.

If you are applying:
- For Financial Aid, call 512-3380 or go to room L131. 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 (L120i) 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
**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 Bursar’s 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.

4. **Web Registration**
   **Returning students** may register online using a MasterCard, Visa or Discover Card only. If you are a returning student and know your NetID and/or Banner ID*, **here’s how to register online:**

   **Login:**
   - Go to http://my.commnet.edu
   - Enter your NetID and PIN
   - Click on STUDENT TAB
   - Click on the “Student Self Service” channel

   **Registering:**
   - If prompted, select Manchester Community College from the list of colleges
   - Click on “Registration and Payment”
   - Click on “Register (add/drop) classes”
   - Go to Schedule Term to select the correct semester/year, then submit
   - Follow instructions in step 1 and 2**
   - Click on “View Schedule” at the bottom of the page to confirm registration
   - Follow the prompts to initiate payment

   * Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone.

   **Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online. Please call (860) 512-3220 for more information about Web registration.**

   **New NetID Users**
   - Your NetID is your Banner ID with the “@” symbol in a different position (i.e. a student with a Banner ID of @87654321, will have the following NetID: 87654321@student.commnet.edu)
   - Your initial password is made up of the following personal information:
     1. The first three characters of your birth month (with first letter capitalized)
     2. The “&” symbol
     3. The last four digits of your Social Security Number
   - Example: a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789
   - You will then be prompted to change your password

   **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 we 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.

---

Class Requirements
For credit course prerequisites see Course Descriptions, pages 9-13.

---

**Forms of Payment**
Full payment must accompany registration.

- **Cash:** In person, during regularly scheduled Bursar hours. (See page 4.)
- **Credit Cards:** Only MasterCard, Visa or Discover Card are accepted.
- **Checks/Money Orders:** 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.

---

**Registration Hours:**
Lowe Bldg, Room L157

- Monday ...................... 8:30 a.m.-7:00 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.

Please call for Saturday and holiday hours or closings.

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

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</tr>
</tbody>
</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

Regis. Special Receipt # Date

Attention Students: be sure to read the Credit Extension refund policy on page 3 before you register!
Complete course requirements by attending classes scheduled on weekdays, weekends, or online during accelerated six- and 12-week sessions.