### Academic Calendar 2011-2012

#### FALL SEMESTER 2011

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>August 25</td>
<td>Fall semester begins</td>
</tr>
<tr>
<td>Thursday, Friday</td>
<td>August 25, 26</td>
<td>Professional days ‡‡</td>
</tr>
<tr>
<td>Friday</td>
<td>August 26</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Monday</td>
<td>August 29</td>
<td>College by Design Session 1, Aug. 29-Oct. 22</td>
</tr>
<tr>
<td>Monday</td>
<td>August 29</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>Monday</td>
<td>September 5</td>
<td>Labor Day (College closed)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 13</td>
<td>College by Design Late Start, Sept. 13-Dec. 19</td>
</tr>
<tr>
<td>Monday</td>
<td>October 10</td>
<td>Columbus Day (College closed)</td>
</tr>
<tr>
<td>Monday</td>
<td>October 24</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>Monday</td>
<td>October 24</td>
<td>College by Design Session 2, Oct. 24-Dec. 19</td>
</tr>
<tr>
<td>Monday</td>
<td>November 7</td>
<td>Last day to drop classes without penalty</td>
</tr>
<tr>
<td>Tuesday</td>
<td>November 8</td>
<td>Election Day (no classes‡)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 23</td>
<td>Thanksgiving recess begins (no classes‡)</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 24</td>
<td>Thanksgiving Day (College closed)</td>
</tr>
<tr>
<td>Friday</td>
<td>November 25</td>
<td>No classes‡</td>
</tr>
<tr>
<td>Monday</td>
<td>November 28</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Monday</td>
<td>December 12</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>December 13</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>Monday</td>
<td>December 19</td>
<td>Final exams end</td>
</tr>
<tr>
<td>Monday</td>
<td>December 26</td>
<td>Fall semester ends</td>
</tr>
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#### WINTER INTERSESSION 2011-12

<table>
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<tr>
<th>Day</th>
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<th>Event</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>December 27</td>
<td>December 27-January 13</td>
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#### SPRING SEMESTER 2012

<table>
<thead>
<tr>
<th>Day</th>
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<th>Event</th>
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<tbody>
<tr>
<td>Monday</td>
<td>January 16</td>
<td>Martin Luther King Day (College closed)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 17</td>
<td>Spring semester begins</td>
</tr>
<tr>
<td>Tuesday, Wednesday</td>
<td>January 17, 18</td>
<td>Professional days ‡‡</td>
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<tr>
<td>Wednesday</td>
<td>January 18</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Thursday</td>
<td>January 19</td>
<td>Spring classes begin</td>
</tr>
<tr>
<td>Monday</td>
<td>January 23</td>
<td>College by Design Session 3, Jan. 23-March 17</td>
</tr>
<tr>
<td>Thursday</td>
<td>February 2</td>
<td>College by Design Late Start, Feb. 2-May 14</td>
</tr>
<tr>
<td>Monday</td>
<td>February 20</td>
<td>Presidents' Day (College closed)</td>
</tr>
<tr>
<td>Monday</td>
<td>March 19</td>
<td>College by Design Session 4, March 19-May 12</td>
</tr>
<tr>
<td>Monday</td>
<td>March 19</td>
<td>Spring recess begins (no classes‡)</td>
</tr>
<tr>
<td>Monday</td>
<td>March 19</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>Monday</td>
<td>March 26</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Monday</td>
<td>April 2</td>
<td>Last day to drop classes without penalty</td>
</tr>
<tr>
<td>Thursday, Friday</td>
<td>April 5, 6</td>
<td>Spring weekend (no classes‡)</td>
</tr>
<tr>
<td>Friday</td>
<td>April 6</td>
<td>Good Friday (College closed)</td>
</tr>
<tr>
<td>Monday</td>
<td>May 7</td>
<td>Last day of classes</td>
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<tr>
<td>Tuesday</td>
<td>May 8</td>
<td>Final exams begin</td>
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<tr>
<td>Monday</td>
<td>May 14</td>
<td>Final exams end</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 31</td>
<td>Commencement, Class of 2012</td>
</tr>
<tr>
<td>Friday</td>
<td>June 1</td>
<td>Spring semester ends</td>
</tr>
</tbody>
</table>

‡ Administrative offices open.

## Manchester Community College

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

July 11/2.5M/PR

Manchester Community College is committed to access and equal opportunity. Should you require special accommodations in order to participate in any of the programs offered, please contact Services for Students with Disabilities at 860-512-3332. Alternative formats of this material may be provided upon request.
With sincere wishes for your success, we welcome you to Manchester Community College.

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

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

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

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

Student

Address

MCC

STUDENT HANDBOOK

2011-2012
Table of Contents

Academic Calendar ........................................inside front cover
President’s Welcome ....................................... 3
From the Dean of Student Affairs ..................... 4
From the Dean of Academic Affairs ................. 5
From the Student Government
  Association President ................................... 6
Student Services Directory ............................. 7-9
General Information Numbers ......................... 9
Academic Regulations ..................................... 10
  Academic Honors ....................................... 17
  Academic Standing ..................................... 12
  Audit Policy ........................................... 11
  Financial Aid .......................................... 12
  Grading System ....................................... 10
  Graduation Requirements ............................ 13
  Path to Graduation .................................. 13
  Repeating a Course .................................. 11
  Special Awards ....................................... 18
  Transcripts .......................................... 14
  Transfer Students .................................... 14
College Policies .......................................... 18
  College Cancellations ................................. 18
  Copyright & Fair Use Policy ......................... 18
  Harassment ........................................... 18
  Photos & Videotape .................................. 19
  Refund Policies ...................................... 19
  Release of Directory Information .................. 31
  Sexual Misconduct and
    Relationship Violence ............................. 26
  Student Conduct ..................................... 21
  Student Records .................................... 30
  Student Rights ....................................... 28
Campus Police Regulations ............................. 31
  Armed Hostile Intruder ............................... 32
  College Building Hours .............................. 34
  Crime Alerts and Timely Warnings ................ 34
  Crime Prevention .................................... 34
  Emergencies .......................................... 31
  Emergency Evacuation ................................ 32
  Lost and Found ...................................... 34
  Notification of an Emergency on
    Campus ............................................. 32
  Shelter-In-Place ..................................... 32
College Rules and Regulations ......................... 34
  Alcoholic Beverages ................................ 34
  Bicycles .............................................. 36
  Crime Statistics ..................................... 38
  Drugs .................................................. 34
  Gambling ............................................. 35
  Motor Vehicle Laws .................................. 35
  Other Police Services ............................... 38
  Parking Regulations ................................ 35
  Pedestrians ......................................... 37
  Pets .................................................... 35
  Sexual Assault Investigation and
    Prevention ......................................... 37
  Skateboards ......................................... 36
  Smoking .............................................. 35
  Weapons .............................................. 35
Student Services ......................................... 38
  Academic Support Center ............................ 38
  Admissions .......................................... 39
  Adults in Transition ................................ 44
  Career Services ..................................... 39
  Child Development Center ........................... 40
  Cooperative Education ............................... 40
  Counseling Services ................................ 40
  Financial Aid ........................................ 41
  International Affairs ............................... 41
  Library .............................................. 42
  Registrar ............................................ 42
  Scholarships ........................................ 41
  Services for Students with Disabilities ......... 43
  Student Conduct Program ........................... 43
  Student Retention Services ......................... 44
  Testing Center ....................................... 44
  Transitional Programs ............................... 44
  Veterans Affairs .................................... 45
  Veterans O.A.S.I.S. Center ........................ 45
  Women’s Services .................................... 45
Student Life .............................................. 45
  Athletics/Fitness/Recreation ......................... 45-46
  Bookstore ............................................ 46
  Bus Service/Passes .................................. 47
  Food Services ........................................ 47
  Health Services and Insurance ..................... 47
  How to Start a Club ................................ 52
  ICE Radio ............................................ 52
  Multicultural Affairs ................................ 48
  New Student Orientation ............................. 48
  Student Activities .................................. 48
  Student Clubs ....................................... 49
  Student Newspaper—The Live Wire ................ 53
  Student Government Association .................. 53
  Job Search Workshop Schedule .................... 54-55
  Class Planner/Day Planner ......................... 56-99
  Phone Numbers ..................................... 100
President’s Welcome

It’s my distinct honor to welcome you to Manchester Community College.

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

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

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

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

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

Best wishes,

Gena Glickman, Ph.D.
President

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

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

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

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

Have a great semester!

Sincerely,

G. Duncan Harris, Ed.D.
Dean of Student Affairs
On behalf of Academic Affairs, I welcome you to Manchester Community College. You may be here part-time or full-time; you may have just graduated from high school or be returning to school for an additional credential. Your goal may be to gain skills, to transfer, or go directly to work after receiving your degree. Whatever your reason for being here, you have made an excellent choice.

We have highly trained professional faculty who have chosen to teach because they love to teach. We also offer comprehensive student support. We have a library staffed with librarians who will direct you to the resources that you need, an Academic Support Center with free tutoring, a math lab, an English writing center and ESL conversation labs. There are also many cooperative education opportunities.

MCC is committed to academic excellence. Teaching is our passion. Our faculty enjoy being with students, so you will find them helping out in the tutoring center, and active as club advisors or participating in other student activities.

Our college learning goals define the knowledge we consider essential for all MCC students:

• Intellectual and Practical Skills
• Knowledge of Human Cultures and the Physical World
• Personal and Social Responsibility
• Integrative Learning
• Self-Awareness and Life Skills

As a result of your MCC experience, we hope that you will build on your capacity to become a lifelong learner. We encourage you to actively participate in all your classes, seek advising each semester and ask questions when in doubt.

Best wishes for a successful semester!

Sincerely,

Joanne L. Russell, Ph.D.
Dean of Academic Affairs
I take great pleasure in welcoming you to Manchester Community College. We at MCC strive to provide a dynamic environment that nurtures one’s mind. Our college is a diverse and welcoming institution of higher education. Current and future students can look forward to an enriching educational experience that will help them build a sound foundation of educational values.

Our campus is home to many different curricula and programs, all of which provide their own unique focus on educational achievement and higher learning. Students can choose from fields such as business, information technology, engineering, English, humanities and social sciences to name a few. In these fields, students are provided the opportunity to refine their skills, or tackle new topics entirely.

College can sometimes be overwhelming or even intimidating for some students. MCC’s staff is aware of the challenges our students are faced with, and strives to provide the resources and services necessary for students to become comfortable on campus. Some of these helpful educational resources include our Academic Support Center, Academic Advising Center and a team of motivated counselors and advisors more than willing to assist students in any way possible.

For students seeking to become active on campus outside of the classroom, Manchester Community College is home to more than 30 different student organizations and clubs. Some of these organizations include the Manchester Political Union, Poetry Club, and the student newspaper, The Live Wire. Additionally, our college offers several Foreign Language clubs, Intramural Sports events and many other artistic, musical, recreational and social events. These organizations foster a community of togetherness and provide the opportunity for long lasting friendships amongst our close-knit and outgoing student body.

As you begin your journey into the world of academia, I would like to wish you my very best. May your educational pursuits be enlightening and beneficial.

“Education is not a preparation for life; education is life itself.” – John Dewey

Sincerely,

Alex Tettey Jr.,
President, Student Government Association
Student Services Directory

Dean of Student Affairs, Dr. G. Duncan Harris ....................... 860-512-3203
Email: gharris@mcc.commnet.edu
Assistant to the Dean of Student Affairs, K. Umesh Vig.... 860-512-3204
Email: uvig@mcc.commnet.edu
Administrative Assistant, Shelley Craig......................... 860-512-3203
Email: scraig@mcc.commnet.edu
Web: http://www.mcc.commnet.edu/offices/students.php

Academic Support Center
Director, Brian Cleary ............................................. 860-512-2612
Secretary, Marilyn Haney ......................................... 860-512-2613
Evening Administrative Assistant, Dana Drouin .......... 860-512-2614
Accounting, John Kelly ........................................... 860-512-2618
English, Donna McCormac ....................................... 860-512-2619
Computer Lab Assistant, Juan Ochoa.......................... 860-512-2615

Admissions
Director of Enrollment Management, Peter C. Harris....... 860-512-3212
Associate Director, Cynthia Zeldner.......................... 860-512-3214
Secretary, Katherine Jones-Ross ................................ 860-512-3213
Web: www.mcc.commnet.edu/admissions
Fax: ........................................................................ 860-512-3221

Adults in Transition, see Transitional Programs

Athletics/Fitness/Recreation
Director of Student Life, Cynthia Washburne............. 860-512-3350
Assistant Director/Fitness, Joanne Britton ............... 860-512-3359
Assistant Director/Athletics, Paul Ofria .................... 860-512-3354
Secretary, Rosa Abarzua ......................................... 860-512-3353
Web: www.mcc.commnet.edu/athletics
Fax: ........................................................................ 860-512-3351

Career Services
Director of Counseling & Career Services, Carl J. Ochnio. 860-512-3372
Senior Associate Director, Julie Greene...................... 860-512-3374
Web: www.mcc.commnet.edu/career
Fax: ........................................................................ 860-512-3371

Child Development Center
Director, Gregg Brohinsky ........................................ 860-512-3272
Email: gbrohinsky@mcc.commnet.edu

Counseling Services
Director of Counseling & Career Services, Carl J. Ochnio .. 860-512-3372
Secretary, Vincent McCann ...................................... 860-512-3331
Email: vmccann@mcc.commnet.edu
Counselor, Joseph Navarra ........................................ 860-512-3332
Counselor, Ta'Shema Odoms ..................................... 860-512-3307
Counselor, Wanda Reyes-Dawes ................................ 860-512-3329
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Counselor</td>
<td>Robert Turner</td>
<td>860-512-3328</td>
</tr>
<tr>
<td>Counselor</td>
<td>Nylsa Ubarri-Young</td>
<td>860-512-3324</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
<td>860-512-3301</td>
</tr>
<tr>
<td>Financial Aid and Veterans Affairs</td>
<td></td>
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</tr>
<tr>
<td>Director</td>
<td>Ivette Rivera-Dreyer</td>
<td>860-512-3380</td>
</tr>
<tr>
<td>Secretary</td>
<td>Donna Lee-Pitt</td>
<td>860-512-3383</td>
</tr>
<tr>
<td>Associate Director</td>
<td>Jody Bailey</td>
<td>860-512-3384</td>
</tr>
<tr>
<td>Associate Director</td>
<td>Larissa Urquilla</td>
<td>860-512-3388</td>
</tr>
<tr>
<td>Enrollment Management Coordinator</td>
<td>Audrey Letizia</td>
<td>860-512-3385</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td></td>
<td>860-512-3362</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
<td>860-512-3381</td>
</tr>
<tr>
<td>Health Services</td>
<td></td>
<td></td>
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<tr>
<td>TBA</td>
<td></td>
<td>860-512-3262</td>
</tr>
<tr>
<td>Information Line</td>
<td></td>
<td>860-512-3004</td>
</tr>
<tr>
<td>Main Switchboard Number</td>
<td></td>
<td>860-512-3000</td>
</tr>
<tr>
<td>International Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td>Joseph Mesquita</td>
<td>860-512-3215</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jmesquita@mcc.commnet.edu">jmesquita@mcc.commnet.edu</a></td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
<td>860-512-3321</td>
</tr>
<tr>
<td>Registrar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Line</td>
<td></td>
<td>860-512-3220</td>
</tr>
<tr>
<td>Registrar</td>
<td>Natalie Durant</td>
<td>860-512-3222</td>
</tr>
<tr>
<td>Assistant Registrar</td>
<td>Anita Sparrow</td>
<td>860-512-3230</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:registrar@mcc.commnet.edu">registrar@mcc.commnet.edu</a></td>
<td></td>
</tr>
<tr>
<td>Web</td>
<td><a href="http://my.commnet.edu">http://my.commnet.edu</a></td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
<td>860-512-3221</td>
</tr>
<tr>
<td>Services for Students with Disabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselor</td>
<td>Joseph Navarra</td>
<td>860-512-3332</td>
</tr>
<tr>
<td>Learning Disabilities Specialist</td>
<td>Gail Stanton-Hammond</td>
<td>860-512-3325</td>
</tr>
<tr>
<td>Student Activities</td>
<td></td>
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</tr>
<tr>
<td>Director</td>
<td>Trent “T.J.” Barber</td>
<td>860-512-3282</td>
</tr>
<tr>
<td>Secretary</td>
<td>Mary Boileau</td>
<td>860-512-3283</td>
</tr>
<tr>
<td>Web</td>
<td><a href="http://www.mcc.commnet.edu">www.mcc.commnet.edu</a></td>
<td>students/life</td>
</tr>
<tr>
<td>Student Government Association</td>
<td></td>
<td>860-512-3292/512-3283</td>
</tr>
<tr>
<td>Student Newspaper/The Live Wire</td>
<td></td>
<td>860-512-2694</td>
</tr>
<tr>
<td>Student Retention Services</td>
<td></td>
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</tr>
<tr>
<td>Director</td>
<td>Florence Sheils</td>
<td>860-512-3302</td>
</tr>
<tr>
<td>Educational Assistant</td>
<td>Esther Cotton</td>
<td>860-512-3305</td>
</tr>
<tr>
<td>Secretary</td>
<td>Carole Lewonczyk</td>
<td>860-512-3303</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:clewonczyk@mcc.commnet.edu">clewonczyk@mcc.commnet.edu</a></td>
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</tbody>
</table>
Student Affairs Directory (continued)

Testing Center
Placement Testing Specialist, Georgette E. Hyman.............860-512-3304

Transitional Programs
Interim Coordinator, Jason Scappaticci.........................860-512-3224
Student Development/AIT Specialist, Bess Lewis ..........860-512-3343
Student Development Specialist, Linda Devlin ..................860-512-3346
Student Retention Specialist, Nathan Ormsby...............860-512-3345
Student Retention Specialist, Maureen Donahue ...............860-512-3342

General Information Numbers

Academic Affairs........................................860-512-2603
Business, Engineering & Technology .........................860-512-2620
Cooperative Education ........................................860-512-2857
Educational Technology & Distance Learning .................860-512-3310
Liberal Arts ...............................................860-512-2880
Library .....................................................860-512-2700
Social Science & Hospitality ..................................860-512-2800

Administrative Affairs ........................................860-512-3603
Bursars, Finance and Administrative Services ...............860-512-3638
Campus Police ............................................860-512-3680
Facilities & Planning ........................................860-512-3660
Information Technology .....................................860-512-3400

Advancement and Community Engagement
MCC Alumni ............................................860-512-2904
Scholarships ..............................................860-512-2904

Bookstore ..................................................860-645-3140

Campus Police ............................................860-512-3680
College Closing ...........................................860-512-3004
College’s Main Numbers ...................................860-512-3000, 3004
Continuing Education .......................................860-512-2800

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

Food Service ..............................................860-512-3552
Marketing & Public Relations ..................................860-512-2913
President’s Office .........................................860-512-3100
Human Resources ...........................................860-512-3613

Technology Help Desk ......................................860-512-3456
Academic Regulations

Grading System

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

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

GPA Table

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade point value</th>
<th>Sem hours</th>
<th>Grade point hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>C+</td>
<td>2.3</td>
<td>3</td>
<td>6.9</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>3</td>
<td>3.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>4</td>
<td>16.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>3</td>
<td>0.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>3</td>
<td>8.1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>16</td>
<td>34.0</td>
</tr>
</tbody>
</table>

34.0 grade points ÷ 16 attempted hours = 2.125 GPA.

* Incomplete Grades (I)

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

(2) A faculty member who assigns an Incomplete shall file a report form that includes:
(a) a brief description of the requirements to be completed;
(b) the date by which the coursework must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;
(c) a statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

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

Administrative Transcript Notations

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

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

How to Compute Your GPA:
The grade point average (GPA) is computed by multiplying the point value of each grade earned by the number of semester hours of the course for which the grade is received and then dividing by the total number of hours of work attempted.
(3) All incompletes must convert to a letter grade by the end of the following semester. If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete and submit it to the Registrar by the end of the semester. If a student fails to complete or submit the required work by the specified time, or if the faculty member fails to submit a replacement grade, the Registrar shall convert the Incomplete to the letter grade specified in the report form, and that letter grade shall be entered on the student transcript.

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

**Withdrawal (W) from Courses**
Before two-thirds of the semester is completed, a student who withdraws from any course(s) must obtain a withdrawal form from the Registrar's office, and return the completed form to the Registrar's office. Grades for courses from which a student withdraws during the first two-thirds of the semester will be recorded as “W” at the end of the semester.

After two-thirds of the semester is completed, a student who wishes to withdraw from a course(s) must obtain an Instructor Approval Course Withdrawal Form from the Registrar’s, Academic offices, or online in the Form Depot. This form must be approved and signed by the instructor and returned to the Registrar’s office by the last day of finals. If the withdrawal is approved, a “W” will be recorded on the student’s transcript. If a student stops attending and fails to withdraw officially from a course, a grade of “F” may be recorded on the student’s transcript. In all cases of withdrawal, a “W” does not affect the student’s grade-point average.

Withdrawal from the College
A student who withdraws from the college must complete a withdrawal form at the Registrar’s office. Failure to officially withdraw in writing from the college may result in failing grades for uncompleted courses and might result in probation or suspension status.

Audit Policy
An audit status allows students not wishing credit to sit in on a course. In order to register as an “Audit” student, the prospective student must meet all college and course requirements, such as being a high school graduate and meeting all prerequisite requirements. This status allows students to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers and other work critiqued, but faculty members are not required to grade an auditor’s coursework. A student may not register as an “audit” student until after registration has ended and students wishing to take the course for credit have enrolled for the semester. A student may not repeat an audit in the same course. A student who wishes to change from credit to audit status must request this from the Registrar’s office within the first four weeks of the course. Students auditing a course may not change to credit status. Full tuition and fees are charged for courses audited. Financial aid DOES NOT COVER AUDITED CLASSES.

Repeating a Course
No student can take a course more than three times. The highest grade received will be used in calculating the student’s GPA. This does not apply to those courses that are designed to be repeated for additional credit. A request for waiver of these standards shall be made to the Director of Student Retention Services; call 860-512-3303 for more information.

College transcripts will record all attempts at classes and the grades earned in each attempt. Students should note that, while MCC will not use repeated grades in calculating GPA, colleges to which they are applying for transfer may use a different method to make such a calculation.
Financial Aid
In order to be eligible to apply for any federal, state or institutional financial aid, including student loans, a student must be making satisfactory progress and be in good academic standing according to the standards in the College Catalog. The complete policy in regards to the above may be obtained from the Financial Aid office.

Academic Standing
(Satisfactory Progress)
Students enrolled at the college must maintain minimum academic progress to be considered in good standing. Students should check their transcripts online on myCommNet.

Satisfactory Progress
The evaluation of Satisfactory Progress is based on the satisfactory completion of a minimum of 50% of all credits (not courses) taken at the college. Non-completion annotations include F, F#, I, W and N on courses that have been graded.

For example, if a NEW student takes four three credit courses this fall and receives grades of C, B, F and W, then the calculation will be: 12 credits – 6 credits = 50% completion rate. The student will be in good standing because they have successfully completed a minimum of 50% of total credits.

Academic Standing
The table below depicts grade point averages for the various academic standing categories. Academic standing is calculated based on cumulative GPA hours (rather than attempted hours). Grades included in the calculation of academic standing are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W, I. Academic standing will be recomputed upon completion of any course in which an “I” incomplete grade is received.

<table>
<thead>
<tr>
<th>Cumulative GPA Hours</th>
<th>Overall GPA</th>
<th>Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 – 11.99</td>
<td>0.0 – 1.49</td>
<td>Written Warning</td>
</tr>
<tr>
<td>0.5 – 11.99</td>
<td>1.5 – 4.0</td>
<td>Good Standing</td>
</tr>
<tr>
<td>12 – 30.99</td>
<td>0.0 – 1.69</td>
<td>Academic Probation</td>
</tr>
<tr>
<td>12 – 30.99</td>
<td>1.7 – 4.0</td>
<td>Good Standing</td>
</tr>
<tr>
<td>31 – 999.99</td>
<td>0.0 – 1.99</td>
<td>Academic Probation</td>
</tr>
<tr>
<td>31 – 999.99</td>
<td>2.0 – 4.0</td>
<td>Good Standing</td>
</tr>
</tbody>
</table>

Warning
Students who have completed 11 or fewer credits and whose cumulative grade point average (GPA) falls below 1.5 will be given a written warning. Students on warning are limited to taking 12 credit hours until they have achieved good standing.

Probation
Students who have completed 12-31 credit hours and whose cumulative grade point average (GPA) falls below 1.7 will be placed on probation. Students should check their transcripts online on myCommNet. Students placed on probation will not be allowed to register for more than 11.99 credit hours for the next semester and may not qualify for financial aid.

Suspension
Students who are on academic probation and who, at the close of the semester in which the student is registered, have not attained the overall GPA to move back into good standing will be placed on suspension for one semester. When reinstated, students are restricted to a maximum of 11 credits until the overall GPA is raised to the minimum.

Appeal Requests for Reinstatement
Students have the option to appeal their warning, probation and or suspension status by meeting in person with the Director of Student Retention Services in room L127, Lowe Student Services Center. Any special circumstances must be directed in person by the student to the Director of Student Retention Services.
Documentation regarding the special circumstances may be required. “Special circumstances” to be considered on an individual basis may include, but are not limited to, obligations of employment, military duty or medical problems. Appointments for the intent to request reinstatement should be made by calling the Office of Student Retention Services at 860-512-3303.

**Fresh Start Option**

Students who are re-admitted to MCC after an absence of two or more years (four academic semesters of Fall, Spring, Fall, Spring) who have been suspended or are on probation, and who have a poor academic record of less than a 2.0 grade point average, are eligible to apply for the Fresh Start Option. Application must be made within one year of being re-admitted to the college. A student re-admitting under this option will be given the equivalent of transfer credits for all courses taken at MCC with a grade of C- or higher. The earlier grades and grade point average will remain on the transcript, but all future calculations of GPA will include only courses taken after re-admission under the option. The Fresh Start Option may be used only once by the student and is subject to the existing residency requirement of 15 credits. Eligible students may apply for the Fresh Start Option by meeting in person with the Director of Student Retention Services in room L127, Lowe Student Services Center. You may call 860-512-3303 for information or an appointment.

**The Path to Graduation**

Manchester Community College values the academic and personal success of its students on their journey to graduation. Graduating with an associate degree or certificate is a huge accomplishment. It enriches the career and personal fulfillment of each student and the community celebrates with you. At MCC students are expected to set high expectations and aspirations, make early connections with advisors to decide on a clear academic plan, build effective academic and social support networks, and graduate with a degree and/or certificate.

MCC provides support and resources to encourage and motivate students to build critical-thinking skills and character, to persevere in their academic goals and personal growth, and to become effective leaders in their community. Students are encouraged to speak with their program advisors, program coordinators and/or counselors at least once each semester to plan and complete their individualized path to graduation.

At MCC we expect that our students will be successful and graduate.

**Graduation Requirements**

Graduation is not automatic.

The Board of Trustees of Community-Technical Colleges, through Manchester Community College, is authorized by the Connecticut General Assembly to confer associate in art and associate in science degrees, and award certificates, to candidates who have met all requirements.

It is the student’s responsibility to follow through EARLY and to meet all requirements listed below. If you have any questions, meet with your program coordinator or a counselor.

- Follow the catalog in effect when you declared your major. If you change your major you will be required to follow the catalog for the year in which you have made the change.
- Students that have returned to the college after a two or more years of separation must follow the program requirements at the time of re-admission to the college.
- Notify the Registrar if you are completing requirements at another college.
- Submit official transcripts from other colleges to the Admissions office for transfer of credit. This must be completed by the application deadline to insure participation.
- Matriculate (enroll in credit-bearing courses applicable to the requirements of a degree or certificate program).
- Satisfactorily complete the total credits required in the degree or certificate program.
- Complete course requirements with a minimum GPA of 2.0 or better. (The college reserves the right not to recommend transfer students with a GPA lower than 2.5.)
• Satisfy all financial obligations (library, parking fines, etc.).
• Complete residency requirement for 25% of coursework.
• File grades for all incompletes and approved course variances with the Registrar’s office.

Application for Graduation (Degrees and Certificates)
Each student who expects to graduate must submit an application for the degree or certificate earned, even if they do not plan on participating in commencement. The graduation application is available on the college website, or in the Registrar’s, Counseling, Career Services, and Assistant to the Dean of Student Affairs offices. Students who will complete all academic work by December 2011 must complete a graduation application for a degree and/or certificate by October 14, 2011. Students who will complete academic work by May 2012 must complete the application by March 14, 2012. Students who complete academic work by August 2012 must complete the application by July 1, 2012. Each student’s application will be reviewed and the student’s program of study will be checked and verified by the degree auditor. If a student did not meet their graduation requirements, their application will be carried over one semester. There will be only one Commencement ceremony, in the spring of each year. Regardless of graduation completion dates, all graduates are invited to attend Commencement.

Students who wish to earn a second degree from Manchester Community College will be required to complete a minimum of 15 credits beyond the number required for the initial degree, and fulfill all requirements of the second degree. A separate graduation application must be submitted for each additional degree. The Registrar’s office will notify students in writing of the results of the evaluation/audit. If a student is requesting more than a second degree or certificate, permission from the Dean of Academic Affairs is required.

Students who have applied by the deadline and are short four or fewer credits to graduate may request special permission to participate in the ceremony. However, the student’s name may not be printed in the program and their certificate/degree will not be ordered until the next cycle after all requirements have been met. The degree will be conferred the following August or December.

Transfer Students

Transcript Evaluation: Students wishing to transfer coursework completed at another college or university, or by CLEP (College Level Examination Program) or other standardized examination, must request that an official transcript of previous college work be sent to the Admissions office. Transcripts will be evaluated on a rolling basis. Transfer credit(s) will not be awarded until a student has completed one semester at Manchester Community College. For further information, see Transfer Policies, Course Credit for Prior Learning, and College Level Examination Program on pages 22-23 in the 2011-12 College Catalog.

It is recommended that students planning to enroll in a college transfer program of study meet with a transfer counselor (Counseling Center, L108). It is especially important for students to be informed fully about the requirements of the transfer college or university because of differences in program requirements among institutions.

Transcripts
Requests for official or unofficial transcripts can be obtained by going online to www.mcc.commmnet.edu. Select “Transcripts” from the “Current Students” pull-down menu or follow the steps below.

1. Login to myCommNet (http://my.commnet.edu)
2. Once you are in myCommNet, click on the Student tab.
3. Click into Student Self-Service, and choose Student Records.
4. Click Request Official Transcript.

No telephone requests will be accepted.
MCC Graduates
Students who plan to transfer from MCC to baccalaureate institutions should meet with a member of the counseling staff to discuss their transfer plans. Counselors can advise which MCC courses are transferable depending on the student's anticipated major and the institution of transfer.

Transfer into a Connecticut Community College: At all community colleges, degree and certificate credit shall be granted only for credit courses completed at all institutions within the Connecticut state system of higher education and at all other collegiate institutions accredited by an agency recognized by the Council for Higher Education Accreditation as either a Regional Accrediting Organization or a Specialized and Professional Accrediting Organization in accordance with the following:

1. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the board of trustees.

2. Degree and certificate credit shall be granted for credit courses completed with a letter grade of “C-minus” or better, or with a grade of “P” (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.

3. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least 25% of the minimum credit requirements for the degree or certificate through course work at the college awarding the degree or certificate.

4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty courses from a non-specially accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

Transfer from a Connecticut Community College: It is the policy of the Board of Trustees for the Connecticut State University System that graduates of the regional community colleges in Connecticut shall be accepted for admission to the state universities, provided they have received either the associate in arts degree or the associate in science degree in transfer programs, and further provided they are recommended for admission by the President of the regional community college granting the degree. Community college graduates who meet these conditions will be given credit for two years of college work and will be treated exactly like students who have completed the sophomore year at a state university and are advanced to junior standing.

Connecticut State University (CSU) Transfer Compact: Transfer compacts have been established between the Connecticut Community College system and the Connecticut State University system. The following guidelines outline conditions that must be met by students in order to participate in the program:

- Prior to completing fifteen college-level credits, students enrolled at any of the community colleges in a designated transfer program are eligible to participate in a guaranteed admissions program with a CSU system institution by completing a dual admissions form. They will be encouraged to enroll as soon as possible in their studies.

- Completion of the associate degree with a 2.0 GPA will guarantee admission to a Connecticut State University System institution.
• An associate degree holder will transfer a minimum of sixty (60) credits to the Connecticut State University, and the student will be awarded junior-level standing.

• During the dual enrollment period, community college students will be treated as continuing students in the Connecticut State University System institution for which they have been jointly admitted. These students will have access to faculty/staff advisement, library privileges and adhere to the requirements of the university catalog in effect when they first enroll in classes at the community college. Upon completion of the associate degree, registration options in the CSU institution will be granted junior-level standing. The appropriate university will communicate with them on a regular basis.

• To continue the conditions of the guaranteed admissions provision, students must earn an associate degree within five years of their enrollment in the program and enroll at the Connecticut State University institution within two years of the completion of the associate degree.

• Community college students not choosing to sign a Guaranteed Admissions Agreement will still be eligible for transfer to a Connecticut State University. If transfer occurs prior to completion of the associate degree, transcripts will be evaluated by the university personnel on a course-by-course basis in accordance with existing transfer credit guidelines.

Transfer Agreements with the University of Connecticut: MCC partners with the University of Connecticut on several transfer programs. Students interested in transferring to UConn should meet with a faculty advisor or transfer counselor early in their MCC career for questions on eligibility and program advice.

Business & Technology Pathway: If you are earning an associate degree in business at MCC, you may be eligible to enter the UConn School of Business to pursue a bachelor of science degree in Business and Technology, available at UConn branch campuses in Stamford, greater Hartford, Torrington and Waterbury. To qualify for admission to the Business and Technology program as part of the Transfer Pathway, you must: complete your associate degree in the appropriate business program; earn a minimum cumulative grade point average of 3.0; achieve a 3.0 or higher in courses being used to meet junior/senior-level major requirements; and complete and submit an application for transfer admission directly to the University of Connecticut.

Bachelor of General Studies, Bachelor of Professional Studies: MCC students who successfully complete an associate degree with a GPA of at least 2.0 are offered automatic admission into the UConn College of Continuing Studies. The course credits earned for the associate degree will be transferred toward the 120 credits needed to earn a BGS degree from UConn; Bachelor of Professional Studies program students have a choice of degrees in occupational safety and health, organizational studies or web technology.

Accounting and Business Administration Transfer Program: Students are required to earn a minimum 3.3 cumulative average and be awarded an associate degree in the Accounting and Business Transfer Program at MCC to participate under the terms of this agreement. In addition, students must meet program prerequisites with a minimum grade of “B”; and must have met UConn’s second language requirement. Former University of Connecticut degree-seeking students are not eligible for this program.

Guaranteed Admission Program (GAP): The Guaranteed Admission Program is a transfer agreement between MCC and the University of Connecticut that guarantees admission to the University provided certain requirements are met. Incoming MCC students or students with up to 15 transferable credits at MCC may enroll in this transfer program. A 3.0 minimum cumulative grade point average, (3.3 for the School of Business) and an associate degree in Liberal Arts is required in order to qualify under the terms of this agreement. Upon completion of an associate degree, students may then go on to UConn and major in one of more than 50 majors offered in the College of Liberal Arts and Sciences, College of Agriculture and Natural Resources or School of Business. To complete
the application process, contact the Admissions office. Former UConn degree-seeking students are not eligible to participate in the Guaranteed Admission Program. Note: It is recommended that students interested in transferring to the School of Business follow the Accounting and Business Administration Transfer Program, which is directly articulated for transfer to the University of Connecticut (see above).

**College of Technology: Pathway Transfer Programs:** Associate in science degree programs in Engineering Science, Manufacturing Engineering Technology and Technology Studies provide the pathways within the Connecticut College of Technology transfer programs into the University of Connecticut and the Connecticut State University System Schools of Engineering and Engineering Technology. Students may enter university engineering and technology programs through the MCC associate in science degree programs in engineering and technology and, upon successful completion of the programs, continue on at the University of Connecticut or the Connecticut State University System Schools of Engineering and Engineering Technology. Students may enter university engineering and technology programs through the MCC associate in science degree programs in engineering and technology and, upon successful completion of the programs, continue on at the University of Connecticut or the Connecticut State University System Schools of Engineering and Engineering Technology. Students may enter university engineering and technology programs through the MCC associate in science degree programs in engineering and technology and, upon successful completion of the programs, continue on at the University of Connecticut or the Connecticut State University System Schools of Engineering and Engineering Technology. 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**Academic Honors**

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

**Full-Time President’s List**
The President’s List recognizes the exceptional scholarship of students who earn a 4.0 or “A” grade point average in their courses. Full-time students who have completed at least 12 credits for the semester with no “W” or “I” grades are eligible for this honor.

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

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

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

**Valedictorian and Salutatorian**
Graduating students who have completed at least 30 credits at MCC are eligible for consideration as valedictorian or salutatorian. Among the eligible students, the student with the highest cumulative GPA will be designated the valedictorian, and the student with the second highest cumulative GPA will be named the salutatorian. In the case of identical averages, the student with the larger number of credits will be the valedictorian. If the GPAs and the number of credits taken at MCC are the same for two students, the pair will be named co-valedictorians.

**Gold Cord**
Only students who are Summa Cum Laude graduates may wear a Gold Cord.
Graduation Honors
3.9 to 4.0 grade point average – Summa Cum Laude
3.7 to 3.89 grade point average – Magna Cum Laude
3.4 to 3.69 grade point average – Cum Laude

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

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

Special Awards
Community Service Award
The MCC Regional Advisory Council presents an award to a member of the graduation class for outstanding service to the college community.

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

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

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

Harassment consists of abusive behavior directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical or mental disabilities, including learning disabilities, mental retardation, and past/present history of a mental disorder.

Behaviors that denigrate others because of their race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical or mental disabilities, including learning disabilities, mental retardation, or past/present history of a mental disorder, are prohibited. The use of derogatory names, inappropriately directed laughter, inconsiderate jokes, anonymous notes or telephone calls, and conspicuous exclusion from conversations and/or classroom discussions are examples of prohibited harassing behaviors.

Most importantly, all members of the college community are responsible for the maintenance of a positive environment in which everyone may feel comfortable working and learning. The failure of managers and supervisors at any level to remedy harassment violates this policy as seriously as the original discriminatory act.

Sexual harassment is defined as any unsolicited and unwanted sexual advance, or any other conduct of a sexual nature whereby (a) submission
to these actions is made either explicitly or implicitly a term or condition of an individual’s employment, performance appraisal, or evaluation of academic performance; or (b) these actions have the effect of interfering with an individual’s performance or create an intimidating, hostile, or offensive environment. Examples of sexual harassment may include all activities that attempt to extort sexual favors, inappropriate touching, suggestive comments, and public display of pornographic or suggestive calendars, posters, or signs. All forms of sexual harassment and discrimination are considered serious offenses by the college. Such behavior is particularly offensive when power relationships are involved.

The college strongly discourages romantic or sexual relationships between faculty and student or between supervisor and employee even when such relationships appear, or are believed to be, consensual. The lines of power and authority that exist between the parties may undermine freedom of choice. A full copy of CT Community College Policies is available at http://www.commnet.edu/emprel/policies.asp

Any person who believes that s/he is being harassed or otherwise subjected to discrimination because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical or mental disabilities, including learning disabilities, mental retardation, and past/present history of a mental disorder, or other similar characteristics, is encouraged to:

• Employees may report incidents of sexual harassment to the Dean of the area of the college in which the individual is involved, the Title IX Coordinator, Affirmative Action Officer, or another college official who has been designated by the President as a recipient of such complaints.

• Students may report incidents of sexual harassment to the Dean of Students, the Title IX Coordinator, Affirmative Action Officer, or another college official who has been designated by the President. Nothing shall prevent students from speaking to a college counselor about their concerns. However, such communication is not a substitute for filing a complaint of sexual harassment with an appropriate college designee.

At Manchester Community College, the roles of Affirmative Action Officer and Title IX Coordinator are filled by Debbie Colucci, Affirmative Action & Staff Development Coordinator (Lowe Student Services Center, L134c, 860-512-3107).

Complaints of discrimination may initially be discussed with a supervisor or any employee of the college. Deans, supervisors and employees receiving complaints must alert the Affirmative Action Officer as soon as possible as to the nature of the incident. The anonymity of complainant and accused may be maintained, upon request, during the reporting and consultation - subject to the provisions of State Law and the policies of the Board of Trustees of Community-Technical Colleges.

Each office and person involved in advising complainants on sources of assistance must avoid comments that might dissuade victims from pursuing their rights or constitute threats of reprisal. Such behavior in itself is discriminatory and is a violation of this policy.

Photos and Videotape

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

Refund Policies

Course Cancellations

If the college cancels a course, students will automatically be granted a 100% adjustment of associated charges except the application fee.
Tuition, Laboratory and Studio Fees
• If students officially drop prior to the 1st day of the semester—100% refund
• If students officially drop on the 1st day of the semester through the 14th calendar day—50% refund
• If students officially drop/withdraw on the 15th day of the semester or later—no refund

College Service, Student Activity & Clinical Fees Charges
No Refund—Students may request a full refund of the clinical fee if they drop out of an allied health program entirely or are not enrolled in any credit courses at the end of the add/drop period.

Extension Fees
Fees for Summer, Winter and College by Design sessions, and Corporate and Continuing Education credit and non-credit courses.
• If students officially drop on the last business day before the first class meeting or prior—100% refund of tuition only. Requests for refund must be made by Friday for courses starting Saturday-Monday.
• If students officially withdraw on the day of the first class meeting or later—no refund.

Other Non-Refundable Fees
• Installment Plan
• Late Payment

Note:
1) Refund policies assume that all charges have been paid in full prior to drop/withdrawal. In some cases, an account adjustment may not entitle a student to an actual refund.
2) Students are required to officially drop class(es) by the official deadline published each semester in the Enrollment Guide.
3) Deadlines for Summer, Winter and College by Design sessions are based on the start date of courses and are adjusted appropriately.
4) Refund/returns of Title IV funds are made in accordance with applicable Federal rules and regulations that take precedence over college refund policies.

Financial Aid Students
If students drop or withdraw, they may be subject to a financial aid award reduction. This can result in a student personally owing money to the college. Students should contact the Financial Aid office at 860-512-3380 before reducing their course load.

Installment Plan for Students
Students may still owe a balance on their Installment Plan even though they have reduced their course load or withdrawn. Students should contact the Bursar’s office at 860-512-3637 first to determine the effect on their balance.

All Students
Once the regular semester begins, the Registrar’s office requires the students to make all schedule changes in person. Students will not be able to reduce their course load on myCommNet.

Frequently Asked Questions
I dropped my class before it even met. Why did I receive only a partial refund?
College service and student activity fees are non-refundable. Tuition charges are 100% refundable but only if you drop your class before the first day of the semester, which may take place before the first day of your class.

I never attended my class. Do I really still owe the charges?
Yes, you do still owe the charges. Charges are based on the number of credits you register for, not the number of credits you complete. Failure to attend is not considered an official drop or withdrawal. Once you register, you are obliged to pay for all charges whether you attend the class or not.

In addition, these courses frequently result in a grade of “F”, which can lead to probation or suspension status.

My charges didn’t change even though my status changed from full-time to part-time. Why?
Reducing your course load does not entitle you to an automatic refund. Some charges are non-refundable while others are only 50% refund-
able if you officially drop the class by the published deadlines (first 14 calendar days of the semester).

**When and how do I receive my refund?**
Refunds are automatically paid by check at the end of the official add/drop period unless you direct us otherwise. Checks are processed in Hartford and mailed to your permanent mailing address on file in the Registrar’s office. Please verify your address when you drop/withdraw to assure prompt payment.

**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. Both tuition and fees cannot be transferred or applied towards the next semester.

All appeals must be submitted in writing to the Refund Appeals Committee and include Banner ID, contact information and appropriate documentation. Appeals must be received within 10 days of the official start date of the semester or session to be considered. Forms are located in the Form Depot at www.mcc.commnet.edu or can be obtained from the Registrar’s office.

The committee meets twice per month. Students will receive a written response notifying them of the outcome/s.

All refund requests must be submitted to the Refund Appeals Committee, Registrar’s office, L157, Lowe Student Services Center, MS #13, P.O. Box 1046, Manchester, CT 06045-1046.

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**Student Conduct**

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

**5.2.1 Policy on Student Conduct**

**Section 1: Student Conduct Philosophy**

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

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

This policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the college community and the educational process from harm.

**Section 2: Application of the Student Conduct Policy**

This policy applies to student conduct on campus and on other property or facilities owned, controlled or used by the college. It also applies to student conduct on premises not owned, controlled or used by the college if the off-campus conduct impairs college-related activities or affairs of another member of the college community or creates a risk of harm to any member or members of the college community.
Conduct on or off college premises that is prohibited by federal, state or local law, codes and ordinances is also covered. Students who engage in behavior prohibited by law may be subject to civil or criminal sanctions as well as to the sanctions of this policy.

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

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

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

1. Demonstrate respect for the college community by acting in accordance with published Board policies and college rules and regulations;

2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student’s academic performance, including but not limited to:
   a. cheating on an examination,
   b. collaborating with others in work to be presented, contrary to the stated rules of the course,
   c. plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed or otherwise obtained) as one’s own,
   d. stealing or having unauthorized access to examination or course materials,
   e. falsifying records or laboratory or other data,
   f. submitting, if contrary to the rules of a course, work previously presented in another course, and
   g. knowingly assisting another student in any of the above, including an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;

3. Demonstrate respect for the property of the college and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of college premises;

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

5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement on page 25);

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

7. Comply with the directions of college staff members acting within the scope of their employment responsibilities;
8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others;

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

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

11. Demonstrate good citizenship by not engaging in conduct prohibited by federal, state or other laws.

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

Students who are found to have violated any of the above-stated expectations by any means, such as electronic, computer, telephone, Internet, text, electronic storage devices or any other means of any kind whatsoever wherever it may occur or whether or not on campus may be sanctioned.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused student, and by reviewing all relevant documents. If upon the conclusion of the Dean’s investigation, the Dean determines that there is insufficient reason to believe the student has committed a violation of any part of Section 3 of this policy, the Dean shall dismiss the matter and shall so inform the student in writing.

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

5. If, upon the conclusion of the Dean’s investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this policy and, after considering both the violation and the prior conduct record of the student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the student with reasonable written notice of a meeting and shall inform the student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the student with a written statement that shall include the following:
a. a concise statement of the alleged facts;
b. the provision(s) of Section 3 that appear to have been violated;
c. the maximum permissible sanction; and
d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in a writing, which must be received by 5 p.m. on the following business day.

6. If the student requests a hearing, he/she is entitled to the following:
a. to be heard, within five (5) business days, or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
b. if the Dean appoints an impartial panel, to have a student on the panel, if requested by the student;
c. to appear in person and to have a nonlawyer advisor. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the student concerning the effect of the proceedings on the pending criminal matter;
d. to hear and to question the information presented;
e. to present information, to present witnesses and to make a statement in his or her behalf; and
f. to receive a written decision following the hearing.

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

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

8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the student.

9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he/she has reviewed and acted on the student’s request.

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

11. Decisions under this procedure shall be made only by the college officials indicated.
Section 6: Additional Hearing Procedures for Sexual Misconduct Cases

In any hearing conducted pursuant to Section 5, paragraph 6 of this policy and involving allegations of sexual misconduct, the accuser and the accused student shall each have the right to:

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

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

Section 7: Miscellaneous

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

Any question concerning the interpretation or application of this Policy on Student Conduct should be referred to the President or his/her designee.

Section 8: Publication of Student Conduct Policy

This policy shall be published in the student handbook and should be distributed in other ways that are likely to ensure student awareness of the policy.

Section 9: Policy Review

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

Sexual Misconduct and Relationship Violence Statement

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

Sexual Misconduct is defined as:

- Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.
- Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.
- Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage any one other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner’s consent, peeping tommer and knowingly transmitting sexually transmitted infections without a partner’s knowledge.
Definition of Consent
Consent must be informed, freely and actively given, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual activities does not imply ongoing future consent.

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

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

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

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

Time for Reporting
Normally reports must be received by the Dean of Student Affairs or other designee of the President within thirty (30) days of the date of a possible violation or within thirty (30) days of the date the facts constituting a possible violation were known. However, the college recognizes that the decision to file a report of sexual misconduct or relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater

Student Rights

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

5.2.2 Policy on Student Rights

Section 1: Rights of Students

It is the policy of the Board of Trustees of Community-Technical colleges that the educational offerings of the community colleges be available to students without regard to the individual’s race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46a-60(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

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

Section 2: Student Grievance Procedure

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

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

3. Procedure for grievance resolution: The dean of student affairs shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter:
   a. In the course of each investigation, the dean of student affairs shall consult with the dean responsible for the area of college operations in which the grievance arose.
   b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of
Section 3: Review of Academic Standing
A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**Campus Police Regulations**

**Campus Police**
**Location:** Lowe Student Services Center, room L174

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

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

**To Report a Police, Fire, or Medical Emergency to Campus Police**
- From Campus Phone: 3111
- From Cell Phone: 860-512-3111
- Blue Pole Emergency Phone: Push the Call Button

**To Report to Town of Manchester 911 Dispatch Center**
- From Campus Phone: 9-911
- From Cell Phone: 911

**Non-Emergency Calls for Assistance**
Call the Campus Police at 860-512-3680 (x3680 from campus phones).

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

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the college to release directory information in accordance with item 4 on this page.
Notification of an Emergency on Campus

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

Emergency Evacuation

When an alarm or warning is given to evacuate a building:

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

Non-Evacuation Emergencies: There are emergency situations for which evacuation is not appropriate (ex. chemical spill, weapons incident, severe weather). Notification of a shelter-in-place emergency response may be issued using a variety of methods to provide guidance in the most prudent manner depending upon the incident type.

Shelter-In-Place

When you receive notification to shelter-in-place, you will be advised of the reason for the notification and you may be advised of specific actions you should take.

In the event that the shelter-in-place is because of a fire, the goal is to seal the entry way against smoke to the extent possible and to call attention to yourself.

- Use clothing (wet, if possible), tape or any other available material to seal an entry way against smoke.
- Place something (e.g. a piece of cloth or paper) in a window or on a door that would signal your location to rescuers.

In the event that the shelter-in-place is because of a hazardous material spill, the goal is to keep the room sealed to the extent possible.

- Use clothing (wet, if possible), tape or any other available material to seal your location.
- Await notification that it is safe to evacuate.

Armed Hostile Intruder

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

What to do if you are exposed to the immediate threat of an armed hostile intruder:

- You must decide the best course of action for your own immediate safety.
- Be aware of your surroundings. Figure out what’s happening and what you can do to protect yourself.
- If you think you can safely escape from the threat area, then run.
- If you cannot safely escape from the threat area, then hide.
• Alert Campus Police at 860-512-3111 (x3111 from campus phone) as soon as possible and provide as much information as possible on your location, if there are injured, and any details on the situation or description of the threat and its location.

If you decide to run (evacuate):
• Leave personal items behind.
• Do not run in a straight line.
• Use cover, if possible. Try to keep objects between you and the hostile person.
• Once you have escaped and if you have direct knowledge of the intruder’s description and location, call Campus Police at 860-512-3111 (x3111 from a campus phone) or Town of Manchester 911 and give that information to the operator.

If you decide to hide (shelter-in-place):
• Secure (lock and/or barricade) your office, classroom or other place of refuge, if possible.
• Block the doorway using whatever is available (desks, chairs, table, cabinets, books).
• Keep the room dark and silent. Turn off the lights, turn off any equipment that makes noise or light (e.g. projectors, radios, computers and monitors), silence cell phones, close any window treatments.
• Stay quiet and out of sight. Locate yourself and others where there are solid walls or objects to hide behind.
• Do not leave the room until told to do so by police or emergency services personnel.
• If you can do so without placing yourself in further danger, call Campus Police at 860-512-3111 or Town of Manchester 911 and tell the operator where you are and what’s happening.

If you are in an open area:
• Seek protection.
• Consider trying to escape if you know where the intruder is and you think you have an escape route available.
• If you don’t think you can escape, hide. Find the safest place available and secure it the best way you can.

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

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

If you are not going to fight back:
• Obey all the intruder’s commands.
• Avoid eye contact with the intruder.
• Be patient.
• Avoid drastic action.
• Follow instructions and be alert.
• Wait for law enforcement to resolve the situation.

If you choose to fight back:
• Do whatever is necessary to defeat the intruder.
• If you are with others: spread out, make a plan, act as a team and take action.

What to do when the police arrive:
• Do not expect officers to assist you immediately. Responding officers’ primary job is to locate the hostile intruder and to neutralize the threat. Medical assistance will follow once the threat is neutralized.
• Law enforcement personnel must assume everyone is a threat to their safety. When they enter your area, do not present a threat to them.
• Do not point at them or the shooter.
• Do not make quick movements.
• Do not run towards them or attempt to hug them.
• Do not scream or yell.
• Do not have anything in your hands.
• You should be quiet and compliant and do exactly as the officers say.

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

Evacuation from the area:
• Remain in secure areas until instructed otherwise by law enforcement personnel.
• Know that evacuation may be time-consuming.
• You may be escorted out of the building and you may be taken to a staging or hold-
ing area for medical care, interviewing, counseling, etc.

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

**Crime Alerts and Timely Warnings**

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

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

- Anyone with information warranting a timely warning or campus alert should report the circumstances to the Campus Police by calling 860-512-3680 or in person at L170.

**Crime Prevention**

Report any suspicious activities, persons, or vehicles on campus to the Campus Police immediately. Crime prevention is a community effort and the police would always prefer checking on something that turned out to be nothing rather than not learning about a situation that turned out to be serious. If in doubt, call the Campus Police non-emergency number, 860-512-3680.

**Lost and Found**

Lost and Found is located at the Campus Police Department (L174). Any found item should be turned in. If an item has been lost, its loss should be reported with enough descriptive information that it can be returned to its owner if found.

**College Building Hours**

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

- Monday................6:30 a.m. to 10:30 p.m.
- Tuesday.................6:30 a.m. to 10:30 p.m.
- Wednesday..........6:30 a.m. to 10:30 p.m.
- Thursday.............6:30 a.m. to 10:30 p.m.
- Friday................6:30 a.m. to 10:00 p.m.
- Saturday .............7:30 a.m. to 5:00 p.m.
- Sunday ...............9:00 a.m. to 5:00 p.m.

**College Rules and Regulations**

**Alcoholic Beverages**

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

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

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

**Drugs**

The use, sale or possession of any controlled substance, narcotic substance or drug paraphernalia, as defined by Section 21a of the Connecticut General Statutes, is prohibited by applicable state and federal laws.
Additionally, MCC students may be disciplined under the college’s Student Discipline Code for “knowingly possessing, using, transmitting, selling or being under the influence of any dependency-producing drug on the college campus or off the college campus at a college-sponsored activity.”

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

**Smoking**
Smoking is not permitted within campus buildings, or on the grounds surrounding those buildings.

Smoking is permitted ONLY in the college parking lots and in specifically designated areas. Signage will alert students, faculty and staff, and campus visitors to this policy. Appropriate containers for disposing of smoking material are provided in those designated areas.

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

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

**Weapons**
All weapons (as defined by section 53-206 and 53a-3 of the Connecticut General Statutes), ammunition, explosives, incendiary devices and fireworks are prohibited from college property.

Any person required to carry a firearm because of employment with a local, state or federal law enforcement agency should present a letter from the Chief of Police or Director of the authorizing agency stating such a requirement. All such letters should be addressed to: Director of Public Safety, Manchester Community College, Great Path, M.S. #14, P.O. Box 1046, Manchester, CT 06045-1046.

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

**Parking Regulations**

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

- All parked motor vehicles must be in such a position as to be within the marked boundaries of the parking spaces and vehicles may not occupy more than one parking space.
- Vehicles may not be parked on the grass, sidewalks, walkways or unpaved areas. (The only exception is when the police open temporary overflow parking areas and direct vehicles into these spaces.)

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

- Parked vehicles presenting a hazard, impeding vehicular or pedestrian traffic, interfering with the operation of emergency vehicles, or in a restricted area will be tagged and towed, without notice, at the owner’s expense. Owners are responsible for costs for towing, impounding and storage of their vehicles.
Handicapped Parking:
There are parking spaces designated for handicapped parking in all the campus parking lots. These spaces are clearly marked with the International Symbol of Access. Vehicles with a disability permit can park in any lot.

- Section 14-253 (d) of the Connecticut General Statutes prohibits the use of designated handicapped parking spaces, unless a vehicle displays a valid State Disability or Temporary Disability Parking Permit.
- Section 14-253 (c) stipulates that the permit may only be used for special parking privileges when the vehicle is being operated by, or carrying as a passenger, the handicapped person to whom such permit has been issued.
- Violation of section 14-253 is a State infraction, and will result in a $150.00 fine.

Faculty/Staff Parking:
There are parking lots and parking spaces designated for faculty/staff members use only. An MCC parking permit is required for these areas and students and visitors are prohibited from parking in these spaces. Vehicles with a disability permit can park in any lot.

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

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

- Not displaying permit ......................... $ 10
- Improper parking ............................. $ 10
- Parking on campus roads/ sidewalks ........................................ $ 10
- Overnight parking .................................. $ 10
- Parking in fire lane ................................ $ 25
- Parking in restricted area ....................... $ 25
- Other .............................................. $ 25
- Tow zone ........................................ $ 25

Payment of Fines:
Fines must be paid within six days or the fine will double. Fines may be paid at the Bursar’s office (Monday and Tuesday, 8:30 a.m.-7 p.m.; Wednesday and Thursday, 8:30 a.m.-4 p.m.; Friday, 8:30 a.m.-12 p.m.) or by mail (MCC, P.O. Box 1046, Great Path, Manchester, CT 06045-1046, Attn: Bursar’s Office, Traffic Fine)

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

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

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

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

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

Some skateboarding activity relies on interacting with physical structures such as steps, benches and railings. This interaction can significantly damage college property. Such activity is not allowed on campus.
Pedestrians:

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

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

Sexual Assault Investigation and Prevention:

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

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

If you are the victim of a sexual assault:

- Whether or not you choose to report the sexual assault to the police, you should seek medical attention immediately, even if you do not feel you have been seriously injured.
- A medical exam is important to check for sexually transmitted diseases or other infection/injuries and for pregnancy.
- Medical evidence needs to be collected with 72 hours of an assault in case you decide now or later to pursue a police complaint.
- To preserve evidence, you should not wash, bathe, douche, brush your teeth or use mouthwash, comb your hair, change your clothes, or take other action to clean up before going to the hospital.
- If you may have been given drugs to facilitate an assault (“date rape drug”), it is best to wait to urinate until you reach the hospital and a urine sample can be collected.
- If you are a sexual assault victim, the police will not reveal your name to others except as provided by law. Even court records are afforded some degree of protection. Similarly, if you choose to report your victimization to a faculty or staff member, they will not reveal your identity to the police or others without your permission. The police and staff may share some demographic data for purposes of crime statistics, but this does not include a sexual assault victim’s identity.

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

- Office of Victim Services (OVS) – 1-800-822-8428 (www.jud.state.ct.us/faq/crime). The Office of Victim Services, Connecticut Judicial Branch, is the state’s lead agency established to provide services to victims of violent crime. OVS is located in Plainville, Connecticut.
- CONNSACS – Connecticut Sexual Assault Crisis Services, Inc. is a state-wide coalition of individual sexual assault crisis programs that work to end sexual violence through victim assistance, community education and public policy advocacy. It provides a state-wide 24-hour, toll-free hotline (1-888-999-5545, English, 1-888-568-8332, Español). Its programs offer crisis intervention, short term counseling and support groups, and are available to work within the court setting to provide support, information and referrals.

Sex Offender Registration: The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement at the start of each semester, advising the campus community that law enforcement information provided by the State concerning registered sex offenders may be obtained from the Campus Police. It also requires sex offenders already required to register in the State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation or is a student.
In the State of Connecticut, convicted sex offenders must register with the State of Connecticut's Department of Public Safety-Connecticut Sex Offender Registry Unit.

**Crime Statistics:**
The Campus Police Department is responsible for collecting statistics, identifying reportable crimes, reporting crimes to the FBI and the Department of Education, and publishing statistics to the public. Under law, these statistics must be reported in the categories specified by each agency.

- FBI's Uniform Campus Crime Report statistics include ONLY crimes occurring on the campus that are reported to the police.
- The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1990, also known as the “Clery Act” is a federal law that requires colleges and universities to disclose information about crime on and around their campuses and to provide the institution’s policies concerning campus security. MCC’s Annual Security Report, prepared to meet the requirements of this, can be accessed on the MCC website (www.mcc.commnet.edu/officers/police/reports.php). A copy of this report is available, upon request, at the Campus Police Department office (Lowe Student Services Center L174).

**Other Police Services:**

**Escort:** Officers are available to escort faculty, staff, students and visitors to and from campus parking areas upon request. You may call x3680 or come to the Campus Police Department to request an escort.

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

**Jumpstart:** Campus Police do not jumpstart vehicle batteries. They can provide a Power Pak for a motorist to use.

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

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**Student Services**

**Academic Support Center**

**Location:** Lowe Student Services Center, room L282

**Director:** Brian Cleary

**Phone:** 860-512-2610

**Hours:** Monday-Thursday, 9 a.m.-8 p.m.; Friday, 9 a.m.-4 p.m.; Saturday, 9 a.m.-2 p.m.

**Services:** The Academic Support Center (ASC) offers many opportunities for academic support to students of all ability levels. ASC staff is available to collaborate with instructors on specific activities to complement or supplement classroom instruction.

Note: All services are free to currently enrolled students.

**Tutorial Assistance:** Students may make appointments for two thirty-minute tutoring sessions per week per course. Individual or small group sessions are available days, evenings and Saturdays. Tutoring is available in most academic subjects. Tutors may be full-time faculty, professional staff or trained peers.

**eTutoring:** Students may register for free online tutoring assistance in writing (all subject areas), mathematics (all subjects up to calculus), accounting, statistics, biology, chemistry, anatomy and physiology, and information literacy and research methods. Student can submit writing assignments for feedback, receive live one-on-one help with mathematics tutors, and leave questions for tutors. eTutoring is coordinated by the Connecticut Distance Learning...
Consortium, and tutors are based at participating academic institutions, including MCC. Visit the website at www.etutoring.org.

**Writing Center:** The Writing Center is located in room L276 in the ASC. It is equipped with computers, tables, chairs and assorted reference materials. Students may use the Writing Center at any time; staff is available to assist during specific hours posted each semester. The work area is a place for everyone; students, faculty and staff are welcome to write and/or talk about their writing and to meet in writers groups. Staff members will not assist individual writers over long periods of time, but will offer feedback about writing, answer specific questions, and direct writers to appropriate resources, including other writers. Students may also be referred to an individual tutoring session for more in-depth, one-on-one support with any aspect of writing.

**Math Lab:** An alternative to an individual tutor appointment in math, the walk-in Math Lab is open to students to drop by for quick assistance on one or two math problems.

**ESL & Foreign Language Conversation Lab:** An opportunity for students to practice conversation with groups of other students. Sessions are facilitated by English, ESL and Spanish faculty members.

**Computer-Assisted Lab:** A variety of computers and basic training in Windows, Microsoft Word, Excel, PowerPoint, Access, and the Internet are available by individual appointment.

**Admissions**

**Location:** Lowe Student Services Center, room L156  
**Director:** Peter C. Harris, Director of Enrollment Management  
**Phone:** 860-512-3210  
**Hours:** Monday and Tuesday, 8:30 a.m.-7 p.m.; Wednesday, 10:30 a.m.-4:30 p.m.; Thursday and Friday, 8:30 a.m.-4:30 p.m.

**Services:** The Admissions office provides the following services: new, transfer, readmit student applications; College Career Pathways (formerly Tech Prep) applications; assessment test exemptions; college catalogs; college tours; credit by exam; enrollment information; open house; info sessions; high school/college fairs; high school partnership program; pre-admissions advising; outreach and recruitment; transcript evaluation; and transfer to MCC. Students may apply online at http://my.commnet.edu.

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

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

**Career Services**

**Location:** Lowe Student Services Center, room L120  
**Director:** Carl J. Ochnio  
**Phone:** 860-512-3372  
**Senior Associate Director:** Julie L. Greene  
**Phone:** 860-512-3374  
**Hours:** Monday-Thursday, 8:30 a.m.-4:30 p.m.; Friday, 8:30 a.m.-4 p.m.

**Services:** The Career Services office provides comprehensive programs, activities and services that assist students, alumni and community members to prepare for finding suitable employment by developing resume writing and interviewing skills, job-search strategies, and a deeper understanding of the fit between their competencies and the world of work. The office runs regularly scheduled job search skills workshops, organizes job and volunteer fairs, and coordinates alumni career panels, on-campus recruitment opportunities and various career-focused special events throughout the year.
In addition to developing and fostering positive relationships with recruiters both locally and nationally, Career Services offers an online job listing service that enables job seekers to post resumes and search full-time, part-time and volunteer positions as well as internships. Job seekers can also take advantage of online career information delivery and exploration resources (Focus 2 and Choices) designed to help users develop self-knowledge related to career choice and work performance by identifying, assessing, and understanding their competencies, interests, values and personal characteristics.

Career Services recognizes the need for career development over the life span and thus promotes a greater awareness within the institution regarding the importance of developing professional interests and competencies and exploring future career possibilities. To learn more about Career Services events and resources, and to register for the online job listing service, begin here: www.mcc.commnet.edu/students/career/students.

**Child Development Center**

**Location:** Lowe Student Services Center, room L140  
**Director:** Gregg Brohinsky  
**Phone:** 860-512-3272

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

**Cooperative Education**

**Location:** Lowe Student Services Center, room L120  
**Director:** Robert Henderson  
**Phone:** 860-512-3312  
**Hours:** Monday-Friday, 9 a.m.-5 p.m.; call for evening appointments

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

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

**Counseling Services**

**Location:** Lowe Student Services Center, room L108  
**Director:** Carl J. Ochnio  
**Counselors:** Joseph Navarra, Ta'Shema Odoms, Wanda Reyes-Dawes, Robert Turner, Nylsa Ubarri-Young  
**Phone:** 860-512-3331 or 860-512-3320  
**Hours:** Monday and Tuesday, 9 a.m.-7 p.m.; Wednesday and Thursday, 9 a.m.-5 p.m., Friday, 9 a.m.-4 p.m.;

**Services:** Counselors can assist students in making more satisfying decisions related to career and academic planning and in regard to personal issues that arise from life situations and events. They assist students with interest clarification, changing programs, career planning, developing self-confidence, sorting out conflicts, increasing self understanding and improving personal relationships. Students can work with counselors through individual appointments, workshops and new student group advising seminars.

Planning for transfer and graduation can be difficult without the right information. Students who plan to transfer should consult a counselor or their program-specific coordinator.
Counselors are also available to work with students in crisis. Students’ discussions with counselors are strictly confidential. Students with disabilities are encouraged to contact counseling services in regard to their special needs. A variety of services are available including priority registration, readers and special testing arrangements for students with documented disabilities.

Counselors can help students identify support programs and professional services outside the college, as well. Counseling services can help students find the appropriate community program or service to match their needs.

Financial Aid

Location: Lowe Student Services Center, room L177
Director: Ivette Rivera-Dreyer
Associate Directors: Jody Bailey and Larissa Urquilla
Enrollment Management Coordinator: Audrey Letizia

Phone: 860-512-3380
Hours: Monday and Tuesday, 8:30 a.m.-7 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.-12 noon

Services: Provides information about the various forms of financial aid available to students including grants, loans, VA educational benefits, scholarships and work study. Process financial aid for students who apply. Advises students on transfer opportunities. Offers financial aid literacy programs.

No student should defer education because of financial need without first checking with this office for the possibility of help. Since processing the application for aid takes some time, interested students should apply early. The priority deadline is May 15 for Fall and October 1 for Spring.

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

Students who are interested in learning more about these opportunities should contact the following offices: students who are continuing at MCC should call or visit the Office of Institutional Development and Community Engagement, room L202, 860-512-2904; students who are transferring to baccalaureate colleges or universities should visit or call the Counseling Center, room L108, 860-512-3320. Additional scholarship information can be found in the Library Reference Section, on the Internet (www.fastweb.com), or by calling area corporations.

International Affairs

Location: Lowe Student Services Center, room L156b
Director: Joseph Mesquita
Phone: 860-512-3215
Hours: Monday-Friday, 9 a.m.-5 p.m.

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

Location: Learning Resource Center, first floor
Director: Randolph Fournier
Phone: 860-512-2880
Hours: When classes are in session, the library is open Monday-Thursday, 8 a.m.-7 p.m.; Friday, 8 a.m.-3 p.m.; Saturday, 10 a.m.-2 p.m. Check for special hours on holidays and between semesters.

Services: The library welcomes all MCC students, faculty and staff and people from the community. As students study, read and conduct research in the library, they are encouraged to:

- Keep voices down
- Turn off cell phone ringers
- Take cell phone calls outside of the library
- Eat food in designated areas outside of the library
- Use computers for researching, searching the library catalog and preparing school-related projects.

The library provides both print and electronic resources to meet students’ needs. Resources include a collection of over 53,000 items, approximately 400 current journal and newspaper subscriptions, Internet access and online academic databases. Many of the library services are available through the library homepage at www.mcc.commnet.edu/library. Students can access library resources directly through http://my.commnet.edu. Other important resources include inter-library loan services; reserve items for specific classes; a collection of music CDs, audiobooks and DVDs; and reference librarians who are available to assist students whenever the library is open. Computers, printers, photocopiers and quiet study areas are also available.

Library cards can be issued free of charge to any MCC student, as well as any resident of Connecticut of high school age or older. A library card is required to borrow materials from the library.

Registrar

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

Services: The Registrar’s office maintains the following student records: academic transcripts; grade reports; measles, mumps, rubella and varicella immunization records; and withdrawals from school or classes. Registration for classes, enrollment verifications and graduation audits are also processed through the Registrar’s office. Students may register online at http://my.commnet.edu.

Cross-Registration

A cross-registration privilege exists for students who register for General Fund courses at multiple colleges within the state system of higher education. A student who has paid the maximum full-time tuition at their “home” institution is exempt from further charges at a state university, the University of Connecticut, or another community college. A student who has paid the tuition and fees of a part-time student at their “home” institution and registers for additional courses at another college shall not exceed the amount charged for a full-time student, if combined registration at both institutions would classify them as a full-time student. If a student is receiving financial aid and attending another higher education institution at the same time, please see a Financial Aid officer. This exchange privilege is offered on a space-available basis only. All students interested in this special cross-registration plan should provide a copy of a paid General Fund tuition bill and full-time schedule to the host college.
Student Records
Per college policy, no records will be given out or copied from the Registrar’s office other than official or unofficial transcripts. Students may view their records upon request.

Services for Students with Disabilities

Students with Physical and Psychological Disabilities, Counselor: Joseph Navarra
Location: Lowe Student Services Center, room L108
Phone: 860-512-3332
Learning Disabilities, Specialist: Gail Stanton-Hammond,
Location: Lowe Student Services Center, room L131
Phone: 860-512-3325
Learning Disabilities, Specialist: Joan Kantor
Phone: 860-512-3326
Location: Lowe Student Services Center, room L131
Hours: Monday and Tuesday, 9 a.m.-7 p.m.; Wednesday and Thursday, 9 a.m.-5 p.m.; Friday, 9 a.m.-4 p.m.

Services: Services for Students with Disabilities (SSD) are designed to develop strategies that will help students to succeed in college, provide access and to “even the playing field” for people with disabilities. Towards this end, SSD provide academic accommodations that include readers and scribes, testing accommodations, sign language interpreters, a mentoring program, priority registration, adaptive equipment and assistance in locating and acquiring services from community agencies.

Manchester Community College is committed to providing equal access to students with disabilities in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Student Conduct Program

Location: Lowe Student Services Center, room L287
Dean of Student Affairs: Dr. G. Duncan Harris
Phone: 860-512-3203
Student Conduct Officer: K. Umesh Vig
Phone: 860-512-3204
Hours: Monday-Friday, 9:00 a.m.-5:00 p.m.

Services: The Manchester Community College Student Conduct Program advances the mission of the college by promoting a learning environment that is conducive to educational achievement and to the integration of intellectual, social, and personal growth of our students. The Office of the Dean of Student Affairs is responsible for developing, administering, and assessing the program.

Manchester Community College (MCC) strives to make the campus community a place of study and work where students, faculty and staff are treated, and treat one another, with respect and courtesy. MCC views the student judicial process as a learning experience that can result in growth and personal understanding of one’s responsibilities and privileges within both the college community and the surrounding communities.

The Office of the Dean of Student Affairs involves students, faculty and staff in the administration of the Student Conduct Program and informs students of their rights and responsibilities as members of the community through a variety of means, including the Student Handbook. The program promotes adherence to the behavioral standards agreed upon by the campus community and provides an adjudication process that is characterized by integrity, respect, fairness, and individualized learning.

Please refer to the Student Conduct policies on page 20 and MCC’s Student Code of Conduct at http://www.mcc.commnet.edu/students/resources/student-conduct.php.
Student Retention Services

Location: Lowe Student Services Center, room L127  
Director: Florence Sheils  
Phone: 860-512-3303  
Hours: Monday through Friday, 8:30 a.m.-4:30 p.m.

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

Testing Center

Location: Lowe Student Services Center, room L131  
Placement Testing Specialist: Georgette E. Hyman  
Phone: 860-512-3304  
Hours: Monday-Friday, 8:30 a.m.-4 p.m.; call for additional hours

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

Transitional Programs

Location: Lowe Student Services Center  
Interim Coordinator: Jason Scappaticci  
Phone: 860-512-3224  
Hours: Monday-Thursday, 9 a.m.-6 p.m. and Friday 9 a.m.-5 p.m.

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

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

Students who are considering resuming their education after many years are encouraged to contact the Office of Transitional Programs.
Veterans Affairs
Location: Lowe Student Services Center, room L177 (Financial Aid office)
Director: Ivette Rivera-Dreyer
Phone: 860-512-3362
Hours: Monday and Tuesday, 8:30 a.m.-7 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.-12 noon
Services: Information about veterans' benefits, eligibility for tuition waiver and processing of veterans' forms.

Veterans O.A.S.I.S. Center
Location: Lowe Student Services Center, room L101
Coordinator: Ta'Shema Odoms
Phone: 860-512-3307
Hours: As posted
Mission: The Veterans O.A.S.I.S. (Operation Academic Support for Incoming Service Members) Center provides a dedicated, supportive space for veterans and military service men and women to network, socialize, study and share as they integrate into the college experience.
Services: Readjustment support, math tutoring, career assistance.
For G.I. Bill and Tuition Waiver information, please contact Andrew McCoy, 860-512-3362

Women's Services
Location: Lowe Student Services Center, room L108
Coordinator: Nylsa Ubarri-Young
Phone: 860-512-3324
Hours: Monday-Friday, 9 a.m.-5 p.m.
Services: Women's Services provides educational resources, seminars and workshops that address women's issues.

Student Life
Location: Lowe Student Services Center, room L154b
Director: Cynthia Washburne
Phone: 860-512-3350
Office Hours: Monday-Friday, 8:30 a.m.-5 p.m.

Athletics
Phone: 860-512-3353
Website: mcc.commnet.edu/athletics/
Services: The Athletic Department at MCC is committed to each student-athlete’s growth and development in all areas of college life and emphasizes the importance of obtaining a degree while striving for full academic and athletic potential. The Department offers athletic opportunities to a diverse group of men and women consistent with the mission of the college. Educational and athletic excellence is the cornerstone of the athletic program. The department is committed to both the letter and spirit of the rules and regulations of MCC, Region XXI and the National Junior Collegiate Athletic Association.

MCC provides opportunities for intercollegiate athletics participation for women in soccer and basketball and men in soccer and baseball. Students interested in participation in a fall sport should read the Student Athlete Handbook, download the Physical Exam Packet and contact the Athletics Office before August 1, 2011 and for a spring sport before January 31, 2012. MCC is a Division III member of the National Junior College Athletic Association (NJCAA).

Manchester Community College Sportsmanship Statement: Manchester Community College and the Office of Student Life promote good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. We recommend support for the Cougars and not against opponents. Profanity, racial or sexist comments, or other intimidating actions
directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Go Cougars!

**Fitness**

**Phone:** 860-512-3359  
**Website:** mcc.commnet.edu/athletics/fitness

**Services:** MCC has a Weight/Cardio Room equipped with free weights, selectORIZED machines, a multi-station universal, functional strength equipment and cardio machines. It is open for self-guided use to current and past students, employees and members of the community. A daily schedule of group exercise classes includes mind-body offerings and various classes in strength, functional training, dance and cardio fitness. Personal training and small group training for up to three people is available by purchasing one or several training sessions. Several special theme-based fitness competitions are sponsored each semester and are open to the campus community. Students with a valid RECpass have unlimited access to the weight/cardio room and group exercise classes. To purchase a RECpass for the fall or spring semesters, bring a copy of the student schedule bill and $25 to the Office of Student Life, L154b. The Fitness Center is open Monday through Friday from 11 a.m. to 6 p.m.

**Recreation**

**Phone:** 860-512-3359  
**Website:** mcc.commnet.edu/athletics/fitness

**Services:** MCC’s intramural program offers opportunities to a larger portion of the student body in a variety of sports conducted under the supervision of the Office of Student Life. The programs meet twice a week from 2:30 p.m. to 5 p.m. and are designed to encourage participation by students who enjoy competition but whose skills or interests are not of collegiate caliber. Sports offered include: basketball, soccer, volleyball and flag football. In intramural sports, an individual’s skill level is not as important as the players desire to participate and enjoy the experiences of good fun, sportsmanship and competition. There are opportunities for students to work in the intramural program, giving leadership and the opportunity to further develop people skills. Students with a valid RECpass have unlimited access to the sports offered each semester. To purchase a RECpass for the fall or spring semesters, bring a copy of the student schedule bill and $25 to the Office of Student Life, L154b.

Students interested in starting a sports club that is not offered by the Department of Student Life should contact the Office of Student Life for advice on how to organize a club. Please contact the assistant director of fitness for more information.

**Bookstore**

**Location:** Lowe Student Services Center, first floor  
**Manager:** Glenn Pippitt  
**Vendor:** Follett Books, Inc.  
**Phone:** 860-645-3140  
**Web:** www.mctc.bkstr.com  
**Email:** 0814mgr@fhg.follett.com

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

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

**Bookstore Refund Policy**

The last day for refunds for books purchased for classes that begin on or around August 30 is September 10.

- Students must have their receipts
- Make sure new books have not been written in, underlined or damaged.
- Shrink-wrapped ‘sets’ are returned with all enclosures.
- Students who have dropped a class may be required to provide proof.

Other book purchases may be returned for a full refund within five days from the first day of classes or two days after purchase date. Used book buying guide prices are always available if...
the return is outside of these guidelines. Please be careful before opening shrink-wrapped sets. Many contain electronic media and are only returnable if the media are defective.

**Book Buy-Backs**
Books may be sold back on any business day. Resale value given is based on need and publisher listings. Photo IDs such as driver’s license or MCC ID is required to sell back books.

The best time to sell books is during finals week in December and May. At that time the bookstore may pay up to 50 percent for needed quantities of titles adopted for the following semester.

**Bookstore Check Acceptance Policy**
- All checks must be bank-imprinted with student’s name and address. Phone and student Banner ID number must appear or be written on the check.
- A state or government photo ID must be shown (i.e. valid Connecticut driver’s license).
- All checks must be made payable to MCC Bookstore.
- A $25 fee will be charged on all returned checks.

**Credit Card Policy**
- Accepted credit cards: American Express, Discover Card, MasterCard and Visa.
- An actual credit card is required to be presented at the time of purchase. The person signing a credit card slip must be the same person named on the card.
- Credit cards are not accepted over the phone.

**Bus Service/Passes**
**Location:** The "B" and "Z" buses from Hartford and Depot Square in Manchester serve the college. There is one stop on campus on Founders Drive South, in front of the SBMCF Building.

**Information:** Student and employee 31-day bus passes are available for purchase at the Bursar’s office. For information on rates and schedule, call the Connecticut Transit Company, 860-525-9181.

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**Food Services**
**Manager:** Michael Lenski  
**Vendor:** Lessing’s Food Service Management  
**Phone:** 860-512-3552

**Location/hours:** Lowe Student Services Center Cafeteria: Monday-Thursday, 7:30 a.m.-3 p.m.; Friday, 7:30 a.m.-2 p.m.; during regular semester.  
**Location/hours:** SBMCF Building Tower Café: Monday-Thursday, 7:30 a.m.-7 p.m.; Friday, 7:30 a.m.-12 p.m.; during regular semester.

Hours are subject to change.

**Services:** The cafeteria and café provide a good place to eat, meet friends or relax between classes. Vending machines that provide beverages and snacks are available in the Lowe Student Services Center, the LRC and the SBMCF Building. Microwaves are also available in the Lowe Student Services Center Caféeteria.

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**Health Services**
**Location:** Great Path Academy, room GP109  
**Coordinator:** TBA  
**Phone:** 860-512-3353  
**Hours:** TBA

**Services:** Emergency care with referral to MD or clinic as needed.

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

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

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

**Multicultural Affairs**

**Location:** Lowe Student Services Center, room L154  
**Coordinator:** Kendrick Roundtree  
**Phone:** 860-512-3327  
**Hours:** Monday-Friday, 9 a.m.-5 p.m.

**Services:** Multicultural Affairs plans, promotes and implements diversity and multicultural programs and services for the college. The office serves as a liaison with academic and student affairs offices to address social, cultural and academic issues and concerns that affect students and staff. The office is committed to minority student access, retention and graduation at the college, and will implement programs, services and activities to ensure that those needs are met. Its mission is to empower students to achieve academic excellence and social-cultural pride and to meet the college’s goals of providing a diverse environment. Programs include celebrations of Hispanic Heritage Month, Black History Month and Cultural Diversity Day with the goal of recognizing the many contributions by Latinos and people of the African Diaspora and celebrating the many different cultures and art forms that we enjoy at MCC. The Brother-2-Brother and Sister-2-Sister mentoring programs are also part of the programming efforts.

**New Student Orientation**

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

All new students, transfer students, international students and students who are returning to school after a long absence, are invited to attend New Student Orientation. Most entering students find college life and class expectations very confusing and uncertain. Consequently, the orientation program is designed to help ease students’ transition into the college; to give them basic information on how to be successful during the first year; to familiarize students with campus facilities, resources and policies; and to equip them for the beginning of a very exciting, productive and positive experience. Parents, spouses and families of students are also invited to attend.

Entering students will have ample opportunity to meet and interact with other students from different backgrounds and cultures, as well as faculty/staff and administrators who are as excited as students are about their educational goals. Orientation encompasses academic advising, workshops and a guided campus tour. Program coordinators, faculty and staff will be available to answer students’ questions. Orientation programs are held throughout the summer and in January.

For more information regarding the dates, times and locations of the next orientation programs, please visit the MCC website or call Student Activities at 860-512-3283.

**Student Activities**

**Location:** Lowe Student Services Center, room L154c  
**Director:** Trent “T. J.” Barber  
**Phone:** 860-512-3283  
**Hours:** Monday-Friday, 8:30 a.m.-5 p.m.; additional hours as posted.

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

OSA programs provide numerous opportunities for students’ personal growth and development outside the formal academic environment. Stu-
dents are strongly encouraged to participate in student-sponsored events, governing committees and student clubs.

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

**Student Clubs**

**Location:** Lowe Student Services Center, room L154c  
**Phone:** 860-512-3283 or 860-512-3282  

The Manchester Community College Student Government Association (SGA) governs and funds active clubs. The OSA advises students on how to organize or join a club. Students can visit the website and view the student newspaper, calendar of events and bulletin boards for club activities. Interested students should contact the OSA/SGA or club advisors.

**Administrative Professionals Club:** The purpose of this organization is to promote awareness of administrative professionals and serve as a forum for ideas and discussions. Advisor: Carla Adams, 860-512-2652.

**Alpha Mu Gamma:** This organization recognizes achievement in the field of foreign languages. Its goal is to stimulate a desire for linguistic attainment, to encourage an interest in the study of foreign languages and to foster the understanding of other people. Advisors: Barbara Place, 860-512-2698, and Linda Burk, 860-512-2684.

**Arts Club:** The Arts Club is a group of people from various artistic disciplines, including those of visual, music, theater, literature, performance, ceramics, etc., that share their work and promote the arts throughout the community. Advisor: Patricia Carrigan, 860-512-2695, pcarri-gan@mcc.commnet.edu.

**Ballroom Dance Club:** The purpose of this organization is to learn the art of ballroom dance for fun and/or competition. Advisors: Florence Sheils, 860-512-3302, Audrey Letizia, 860-512-2906, and Adam Peacock, 860-512-3487.

**Black Student Union:** The purpose of this organization is to promote unity and harmony among students of color with all other students, staff, faculty, administration and the greater community. The purpose is to enhance cultural diversity among students and to organize social and educational activities. Advisors: Kendrick Roundtree, 860-512-3327, kroundtree@mcc.commnet.edu and Robert Turner, 860-512-3328, rturner@mcc.commnet.edu.

**Catholic Club:** The purpose of this organization is to act as a vehicle for social welfare activities for the community and to encourage the spiritual, intellectual and personal growth of its members, in accord with the tenets of the Roman Catholic faith. The intention is to provide corporal and spiritual works of mercy to the community. Advisor: James Gentile, 860-512-2667, jgentile@mcc.commnet.edu.

**Chess Club:** The purpose of this organization is to promote and organize chess events. Beginners through advanced players are welcome. Advisor: Peter Poulos, 860-512-2638.

**Computer Repair & Share:** The purpose of this organization is repairing and configuring donated computers for distribution to MCC students in need of services and to assist students who need help with fixing their computers. All computer services are free of charge. Donations to the club’s fund for services are encouraged but not required. Advisor: Russell Sabadosa, 860-512-2629.

**Criminal Justice Club:** The purpose of this organization is to further the knowledge of students attending MCC in the professional field of criminal justice. To sponsor activities to accomplish the above stated purpose. Advisor: Kelly Kraynak, 860-512-2726.
Dance Team: The purpose of this organization is to promote school spirit and to serve as an avenue for students to express themselves through dance. In the past, the club has participated in community service by performing at nursing homes, teaching dance to Girl Scouts in Hartford, and sponsoring a holiday festival for community children during the holiday season. The Dance Team has also sponsored talent shows in which MCC students have had the opportunity to showcase their talents. Advisor: Wanda Haynes, 860-512-2691, Katherine Jones-Ross, 860-512-3213, and Maura O'Connor, 860-512-2692.

DARC (Drug and Alcohol Recovery Counselors): The purpose of this organization is to promote awareness of substance abuse issues. Advisor: Barbara Fox, 860-512-2769.

Drama Club: The purpose of the Drama Club is to promote appreciation of drama and the theater as an art form, to unite in a common bond all students with an interest in theater, and to publicly recognize and highlight drama created by students, faculty, staff and community members. The club coordinates activities such as field trips, guest speakers and charitable events and produces plays each semester. It engages students of any major in an outlet for creative expression, learning and practicing theatrical arts and community service. Advisor: Albert Kim, 860-512-2797.

Education Club: The purpose of this organization is to a) ease the transition to a university's education program; b) build relationships with others in the education field; c) make a difference in the community, specifically with the youth; d) provide members with resume building opportunities and e) have fun. Advisors: Susan VanNess, 860-512-2683, and Paul Edelen, 860-512-2736.

Green Club: The purpose of this organization is to promote issues concerning the environment and sustainability. Advisor: Jeremiah Sawma, 860-512-2730.

Habitat for Humanity/Habitat Club: Habitat for Humanity International is a nonprofit, ecumenical Christian housing ministry. HFHI seeks to eliminate poverty housing and homelessness from the world and to make decent shelter a matter of conscience and action. The MCC Habitat club invites people of all backgrounds, races and religions to build houses together in partnership with families in need. Advisor: Lucy Hurston, 860-512-2791.

ICE Radio: The purpose of this organization is to service, inform, educate and entertain the students, faculty and staff of MCC by hosting an Internet radio station. Listen live at www.mcc.commnet.edu/ice. Advisor: Albert Kim, 860-512-2797.

Le Cercle Français: The purpose of this organization is to promote interest in the study of the French language and culture. Advisor: Barbara Place, 860-512-2698.

The Live Wire: The purpose of this organization is to publish a student publication that will keep the MCC community informed and provide a public forum for expressing its opinions. This school-sponsored publication is protected by the First Amendment to the U.S. Constitution. Advisors: Stephanie Davis, 860-512-2694, and Robert Kagan, 860-512-2687.

Manchester Political Union: The purpose of this organization is to promote awareness of important political issues. Activities include voter registration and mock debates. Advisor: Angelo Messore, 860-512-2755.

Manga Anime Gaming Club: The purpose of this organization is to provide a fun and comfortable environment for those who enjoy anime, manga and videogames. Advisors: Charles Russell, 860-512-2632, and Ed Hogan, 860-512-2672.

Muslim Student Association: The purpose of this organization is to promote friendly relations between Muslim and non-Muslim students, to further present Islam to the people of other faiths and cultures, and to encourage brotherly bonds among college students and its communi-
ty. Advisor: Fatma Antar, 860-512-2788, fantar@mcc.commnet.edu and Diana Hossain, 860-512-2678, dhossain@mcc.commnet.edu.

National Society of Black Engineers: The purpose of this organization is to increase the number of culturally responsible black engineers that excel academically, succeed professionally and positively impact the community. Advisor: Mehrdad Faezi, 860-512-2729, mfaezi@mcc.commnet.edu.

Occupational Therapy Assistant Club: The purpose of this organization is to promote, organize, manage, direct, assist, recognize and enhance the student body’s knowledge of the profession, share plans and ideas, serve as a forum for discussion of relevant and current issues and to serve as a centralized source of information and materials that may be used by all students of membership. Advisor: Margaret Moriarty, 860-512-2719.

Outdoor Club: The purpose of this organization is to promote interest in the field of outdoor pursuits. Activities include camping, hiking, orienteering, fishing, etc. Advisor: Rachel Mintell, 860-512-2728, and Jessica Zolciak, 860-512-2722.

Paralegal Association: The purpose of this organization is to provide a network for interaction between students in the paralegal program and paralegal professionals employed in their field of interest. Advisors: Nance Kriscenski, 860-512-2642, and Sharon Serow, 860-512-2631.

Phi Theta Kappa (PTK): Phi Theta Kappa is an internationally acclaimed honor society recognizing the academic achievement of associate degree students. The purpose of the Alpha Upsilon Alpha chapter is to promote scholarships, develop leadership and service and cultivate fellowship among qualified students at MCC. To be eligible for an invitation to join, a student must be currently enrolled, have accumulated 12 semester hours earned at MCC, have achieved a minimum GPA of 3.75 and adhere to the college code of conduct. Advisors: Joe Fairchild, 860-512-2795, and Patrick Sullivan, 860-512-2669.

Poetry Club: The purpose of this club is to promote the awareness of poetry and spoken word as art forms. Activities include poetry readings and open mic nights. Advisor: Jeanine DeRusha, 860-512-2670.

PRIDE Club: The purpose of this organization is to support and promote gay, lesbian, bisexual, transgender, questioning, inter-gender, and straight student allies on campus; organize social activities; and educate members and others on campus about GLBTQISA issues. All personal issues discussed during meetings, including members’ names and sexual orientation, shall be strictly confidential. No member shall discuss personal information regarding any member, advisor, or associate, with non-members or in the presence of non-members. Advisor: Jason Scappaticci, 860-512-3224.

Science & Engineering Club: The purpose of this club is to promote real-life applications of science and engineering. Activities include contests and competitions, engineering projects and field trips. Advisor: Chuck Russell, 860-512-2629.

Scrabble® Club: The purpose of this organization is to promote and play the game of Scrabble®. Advisor: David Caldwell, 860-512-2689.

Spanish Club: The purpose of this organization is to promote interest in the study of the Spanish language and Latin culture. Advisor: Linda Burk, 860-512-2684.

Students for a Sensible Drug Policy (SSDP): The MCC-SSDP is part of an international grassroots network of students who are concerned about the impact drug abuse has on our communities, but who also know that the War on Drugs is failing our generation and our society. MCC-SSDP mobilizes and empowers young people to participate in the political process, pushing for sensible policies to achieve a safer and more just future, while fighting back against counterproductive Drug War policies, particularly those that directly harm students and youth. Advisor: Angelo Messore, 860-512-2755, amessore@mcc.commnet.edu.
Upper Room Christian Fellowship Club: The purpose of this organization is to admit persons to the society as members who embrace the Christian faith and subscribe to its doctrine and accept as truth its religious tenets and teachings. Advisor: TBD, please contact our office at 860-512-3283.

VETS (Veterans Empowering Themselves to Succeed): The purpose of this organization is to assist veterans and their dependents to network and to serve as a liaison for the veterans community outside the college. Advisor: Barbara Fox, 860-512-2769.

How To Start a Club

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

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

The advisor must complete an Advisor’s Agreement.

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

STEP 3: Develop a Constitution
Have a meeting to draft a constitution. A sample constitution can be obtained from the Office of Student Activities or the Form Depot.

Submit minutes from the club meeting along with the draft constitution to the Director of Student Activities for ratification.

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

Elect four officers: President, VP, Secretary and Treasurer. Student officers must be currently enrolled at MCC, have paid a student activity fee, have a GPA of 2.0 or higher, and have earned 3 or more MCC credits.

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

STEP 6: Request Funding
If approved by the OSA, the constitution/bylaws are forwarded to the SGA for budget approval (if 10 students are members).

STEP 7: Student Membership
To be a member of a club, you must be currently registered for credit at MCC, have paid the student activity fee and be in good academic standing.

STEP 8: Privileges
Now that you are a formally recognized club you may:

• Request access to college facilities and services
• Request student activity fee funds (if a funded club)
• Use college name/logo (with approval)
• Have access to club office

STEP 9: Benefits
• Development of a new club is a sign of the vitality of student life.
• Research indicates that involved students are more likely to succeed.
• Club members meet new people; explore their interests.
• Active club members gain leadership and programming skills.

ICE Radio

Location: Lowe Student Services Center, room L148
Phone: 860-512-3295
Hours: As posted

Services: Did you know our college has its very own radio station right here on campus, located next to the Bookstore? The purpose of ICE Radio is to provide a voice for, inform, and entertain the students, faculty and staff of MCC. MCC students and members of the community can listen to their favorite tunes, catch up on current events and enjoy radio shows produced by MCC students, faculty and staff at www.mcc.
commnet.edu/ice. If you would like more information on how to be involved with ICE Radio, contact the club advisor, Assistant Professor Albert Kim in the Communication Department, via email at akim@mcc.commnet.edu or at 860-512-2797.

**Student Newspaper—The Live Wire**

**Location:** Lowe Student Services Center, room L154j  
**Phone:** 860-512-3289/512-3288/512-3290  
**Hours:** As posted  

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

The staff welcomes volunteers who wish to gain journalism and leadership skills and hands-on experience while working on a small newspaper. Staff and volunteers participate in many phases of newspaper production, including writing, editing, proofreading, photography, interviewing, advertising, desktop publishing, copy layout and ad design.

**Student Government Association**

**Location:** Lowe Student Services Center, room L154c  
**President:** Alex Tettey, Jr.  
**Phone:** 860-512-3292/512-3283  
**Hours:** As posted  

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

The purpose of this organization is:

1. To promote and protect the rights, education and general welfare of the MCC student body.
2. To govern and administer the Student Activity Fund and its student clubs.
3. To support those activities contributing to student development and promote opportunities for involvement, special interests and interaction.
4. To provide student opportunities for gaining skills and practical experience in leadership and democratic government.
5. To provide diverse programs of high quality for the MCC student body.

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

Membership on the Student Activities Committee provides a unique opportunity for the development of many leadership skills necessary for a fulfilling education. Through involvement, students develop practical leadership skills while providing a diverse co-curricular activities program in response to student needs.
Fall 2011
Job Search Skills Workshop Schedule

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<tr>
<th>Day</th>
<th>Date</th>
<th>Workshop Topic</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>September 13</td>
<td>Effective Resume Writing</td>
<td>10-11:15 a.m.</td>
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<tr>
<td>Tuesday</td>
<td>September 20</td>
<td>Interviewing Tips</td>
<td>10-11:15 a.m.</td>
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<tr>
<td>Tuesday</td>
<td>September 27</td>
<td>Job Search &amp; Cover Letters</td>
<td>10-11:15 a.m.</td>
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<td>Wednesday</td>
<td>September 28</td>
<td>Effective Resume Writing</td>
<td>12:30-1:45 p.m.</td>
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<td>Tuesday</td>
<td>October 4</td>
<td>Making Effective Career Choices</td>
<td>10-11:15 a.m.</td>
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<td>Wednesday</td>
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<td>Interviewing Tips</td>
<td>12:30-1:45 p.m.</td>
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<td>Thursday</td>
<td>October 6</td>
<td>Effective Resume Writing</td>
<td>6-7:15 p.m.</td>
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<tr>
<td>Tuesday</td>
<td>October 11</td>
<td>Effective Resume Writing</td>
<td>10-11:15 a.m.</td>
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<tr>
<td>Wednesday</td>
<td>October 12</td>
<td>Job Search &amp; Cover Letters</td>
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<td>Thursday</td>
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<td>Interviewing Tips</td>
<td>6-7:15 p.m.</td>
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<td>Tuesday</td>
<td>October 18</td>
<td>Interviewing Tips</td>
<td>10-11:15 a.m.</td>
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<tr>
<td>Wednesday</td>
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<td>Making Effective Career Choices</td>
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<td>Thursday</td>
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<td>Job Search &amp; Cover Letters</td>
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<td>Tuesday</td>
<td>October 25</td>
<td>Job Search &amp; Cover Letters</td>
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<td>Wednesday</td>
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<td>Effective Resume Writing</td>
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<td>October 27</td>
<td>Effective Resume Writing</td>
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<td>Tuesday</td>
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<td>Making Effective Career Choices</td>
<td>10-11:15 a.m.</td>
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<td>Interviewing Tips</td>
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<td>Interviewing Tips</td>
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<td>Wednesday</td>
<td>November 9</td>
<td>Job Search &amp; Cover Letters</td>
<td>12:30-1:45 p.m.</td>
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<td>Thursday</td>
<td>November 10</td>
<td>Job Search &amp; Cover Letters</td>
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<tr>
<td>Wednesday</td>
<td>November 16</td>
<td>Making Effective Career Choices</td>
<td>12:30-1:45 p.m.</td>
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Workshops are held in L107, the computer resource room across from the Career Services & Co-Op suite on the first floor of the Lowe Student Services Center.

All workshops are free and open to the public.
Please contact Career Services for more information or if you would like to set up an individual appointment:

cohnio@mcc.commnet.edu
jgreene@mcc.commnet.edu
cmcgadney@mcc.commnet.edu
Fall 2011 Career Service Fairs

Part-Time Job Fair
Wednesday, September 21, 2011
10 a.m.-1 p.m., SBM Charitable Foundation Building
Free and open to the public

Community Service Fair
Wednesday, October 12, 2011
10 a.m.-1 p.m., SBM Charitable Foundation Building
Free and open to the public

Spring 2012
Job Search Skills Workshop Schedule

The spring schedule will be available online
in late December 2011. Please go to:
http://www.mcc.commnet.edu/students/career/eventsWorkshops.php
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| Wednesday 24 | Fall semester begin  
|             | Professional Day for faculty and staff  
|             | *College services may be limited*                                       |
| Thursday 25 | Fall semester begin  
|             | Professional Day for faculty and staff  
|             | *College services may be limited*                                       |
| Friday 26  | New Student Orientation  
|             | Professional Day for faculty and staff  
<p>|             | <em>College services may be limited</em>                                       |
| Saturday 27 |                                                                         |</p>
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**September-October 2011**

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College by Design Session 1 ends

October 2011
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<td>24</td>
<td>Last day to makeup incomplete grades</td>
<td>College by Design Session 2 begins</td>
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<td>The “no classes” dates do not apply to Continuing Education classes</td>
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November-December 2011

Sunday
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Monday
28 Classes resume

Tuesday
29

Wednesday
30

Thursday
December 1

Friday
2

Saturday
3
| Sunday | 4 |
| Monday | 5 |
| Tuesday | 6 |
| Wednesday | 7 |
| Thursday | 8 |
| Friday | 9 |
| Saturday | 10 |
| Sunday  
| 11  
| Monday  
| 12  Last day of classes  
| Tuesday  
| 13  Final exams begin  
| Wednesday  
| 14  Final exams  
| Thursday  
| 15  Final exams  
| Friday  
| 16  Final exams  
| Saturday  
| 17  Final exams  

December 2011
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<td>College by Design Late Start ends</td>
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<tr>
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<td>College by Design Session 2 ends</td>
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<tr>
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| 26          | **College closed**

No classes will be held and no college services will be available

Fall semester ends

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| 27          | **Winter Intersession begins**

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- Winter Intersession ends
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<td>15 Sil</td>
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<tr>
<td>16 Sil</td>
<td><strong>MARTIN LUTHER KING DAY (college closed)</strong></td>
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<tr>
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<td>No classes will be held and no college services will be available</td>
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<tr>
<td>17 Sil</td>
<td>Professional Day for faculty and staff</td>
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<td></td>
<td><em>College services may be limited</em></td>
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<td>Spring Semester begins</td>
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<td>New Student Orientation</td>
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<td>Professional Day for faculty and staff</td>
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<td><em>College services may be limited</em></td>
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<td>Spring Classes begin</td>
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March 2012
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College by Design Session 3 ends
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<tr>
<td><strong>Monday</strong></td>
<td>College by Design Session 4 begins</td>
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</table>
| 19 | Spring recess begins (no classes, college offices open)  
The “no classes” dates do not apply to Continuing Education classes.  
Last day to makeup incomplete grades |
<p>| <strong>Tuesday</strong>&lt;br&gt;20 | |
| <strong>Wednesday</strong>&lt;br&gt;21 | |
| <strong>Thursday</strong>&lt;br&gt;22 | |
| <strong>Friday</strong>&lt;br&gt;23 | |
| <strong>Saturday</strong>&lt;br&gt;24 | |</p>
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<td>Sunday</td>
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<td>Last day to drop classes without penalty</td>
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<td>SPRING WEEKEND</td>
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<td>No classes will be held. Administrative offices will be open.</td>
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<td>6</td>
<td>GOOD FRIDAY <em>(college closed)</em></td>
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April 2012
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April-May 2012
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<td>Last day of classes</td>
<td>Final exams begin</td>
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<tr>
<td>Day</td>
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<td>Sunday</td>
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<td>Tuesday</td>
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<td>Thursday</td>
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**Phone Numbers**

<table>
<thead>
<tr>
<th>Name</th>
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<th>E-Mail</th>
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### MCC EMERGENCY NUMBERS AND MCC CAMPUS POLICE

To Report a Police, Fire, or Medical Emergency, Call Campus Police

- From campus phone: 3111
- From cell phone: 860-512-3111
- From Blue Pole Emergency Phone: Push the call button

To Report to Town of Manchester 911 Dispatch Center

- From campus phone: 9-911
- From cell phone: 911

Non-Emergency Calls for Assistance

- Call the Campus Police: 860-512-3680 x3680 from campus phones

College Closing: 860-512-3004
### FALL SEMESTER 2011

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>August 25</td>
<td>Fall semester begins</td>
</tr>
<tr>
<td>Thursday, Friday</td>
<td>August 25, 26</td>
<td>Professional days ‡ ‡</td>
</tr>
<tr>
<td>Friday</td>
<td>August 26</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Monday</td>
<td>August 29</td>
<td>College by Design Session 1, Aug. 29-Oct. 22</td>
</tr>
<tr>
<td>Monday</td>
<td>August 29</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>Monday</td>
<td>September 5</td>
<td>Labor Day (College closed)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 13</td>
<td>College by Design Late Start, Sept. 13-Dec. 19</td>
</tr>
<tr>
<td>Monday</td>
<td>October 10</td>
<td>Columbus Day (College closed)</td>
</tr>
<tr>
<td>Monday</td>
<td>October 24</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>Monday</td>
<td>October 24</td>
<td>College by Design Session 2, Oct. 24-Dec. 19</td>
</tr>
<tr>
<td>Monday</td>
<td>November 7</td>
<td>Last day to drop classes without penalty</td>
</tr>
<tr>
<td>Tuesday</td>
<td>November 8</td>
<td>Election Day (no classes†)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 23</td>
<td>Thanksgiving recess begins (no classes†)</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 24</td>
<td>Thanksgiving Day (College closed)</td>
</tr>
<tr>
<td>Friday</td>
<td>November 25</td>
<td>No classes†</td>
</tr>
<tr>
<td>Monday</td>
<td>November 28</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Monday</td>
<td>December 12</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>December 13</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>Monday</td>
<td>December 19</td>
<td>Final exams end</td>
</tr>
<tr>
<td>Monday</td>
<td>December 26</td>
<td>Fall semester ends</td>
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### WINTER INTERSESSION 2011-12

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>December 27</td>
<td>December 27-January 13</td>
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</tbody>
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### SPRING SEMESTER 2012

<table>
<thead>
<tr>
<th>Day</th>
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<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>January 16</td>
<td>Martin Luther King Day (College closed)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 17</td>
<td>Spring semester begins</td>
</tr>
<tr>
<td>Tuesday, Wednesday</td>
<td>January 17, 18</td>
<td>Professional days ‡ ‡</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 18</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Thursday</td>
<td>January 19</td>
<td>Spring classes begin</td>
</tr>
<tr>
<td>Monday</td>
<td>January 23</td>
<td>College by Design Session 3, Jan. 23-March 17</td>
</tr>
<tr>
<td>Thursday</td>
<td>February 2</td>
<td>College by Design Late Start, Feb. 2-May 14</td>
</tr>
<tr>
<td>Monday</td>
<td>February 20</td>
<td>Presidents' Day (College closed)</td>
</tr>
<tr>
<td>Monday</td>
<td>March 19</td>
<td>College by Design Session 4, March 19-May 12</td>
</tr>
<tr>
<td>Monday</td>
<td>March 19</td>
<td>Spring recess begins (no classes†)</td>
</tr>
<tr>
<td>Monday</td>
<td>March 19</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>Monday</td>
<td>March 26</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Monday</td>
<td>April 2</td>
<td>Last day to drop classes without penalty</td>
</tr>
<tr>
<td>Thursday, Friday</td>
<td>April 5, 6</td>
<td>Spring weekend (no classes†)</td>
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<tr>
<td>Friday</td>
<td>April 6</td>
<td>Good Friday (College closed)</td>
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<tr>
<td>Monday</td>
<td>May 7</td>
<td>Last day of classes</td>
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<tr>
<td>Tuesday</td>
<td>May 8</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>Monday</td>
<td>May 14</td>
<td>Final exams end</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 31</td>
<td>Commencement, Class of 2012</td>
</tr>
<tr>
<td>Friday</td>
<td>June 1</td>
<td>Spring semester ends</td>
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</table>

† Administrative offices open.
‡‡ College services may be limited.

Please note: “College Closed”: no classes will be held and no college services will be available. The “no classes” dates do not apply to Continuing Education classes. Start and end dates vary for Continuing Education non-credit courses. Please check Continuing Education course catalogs.