CREDIT EXTENSION COURSES

WINTER 2011/2012

Continuing Education
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CREDIT PROGRAMS

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When searching online for courses found in this catalog:
Select "Winter 2011" for Winter Intersession Credit
courses or select "Spring 2012" for Credit-Free courses.

Continuing Education
General Information and Catalog Requests
860-512-2800

Credit-Free Programs ........................................... 860-512-2800
Director, Ann Bonney ........................................... abonney@mcc.commnet.edu
Prog. Assoc., Stephen Campiglio ............................... scampiglio@mcc.commnet.edu
Sec. II, Jessie Bradley ........................................... jbradley@mcc.commnet.edu
Ed. Asst., Mike Jordan-Reilly ................................ mjordan-reilly@mcc.commnet.edu
Credit-Free Phone-In Registration ............................ 860-512-3232
8:30 a.m. – 4:30 p.m., Monday – Friday. Mastercard, Visa or Discover Card
Offering courses for professional development and personal enrichment

Business & Industry Services .................................. 860-512-2812
Director, Janet Alampi ........................................... jalampi@mcc.commnet.edu
Providing employers and employees with workplace programs and training

Computer Technology .......................................... 860-512-2808
Coordinator, Bruce Manning ................................... bmanning@mcc.commnet.edu
Providing state-of-the-art computer training

Allied Health Programs ......................................... 860-512-2826
Coordinator, Diane Mitchell ................................. dmitchell@mcc.commnet.edu
Preparing students for the State certification exams

Excursions in Learning .......................................... 860-512-2804
Coordinator, Carleigh Cappetta ................................ ccappetta@mcc.commnet.edu
Offering courses for high-achieving, academically motivated children

Credit Extension Courses ....................................... 860-512-2803
Dean, Melanie Haber ........................................... mhaber@mcc.commnet.edu
College by Design, Winter/Summer credit extension courses
Admin. Asst., Gloria Moeller ................................. gmoeller@mcc.commnet.edu

NEW! BUILD YOUR CREDENTIALS IN JUST ONE YEAR
Credit Certificate Programs in Accelerated Sessions

COMPUTER-AIDED DESIGN (CAD) • FITNESS SPECIALIST • WEB TECHNOLOGY

College by Design
For more information call 860-512-2800
Credit Registration Information

Minimum Enrollment
Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis. Classes with insufficient enrollment will be cancelled.

Registration Deadline
Mail-in registration must be received by the Registrar’s Office five business days prior to the start of the requested course. Students will be advised if a course is filled.

Credit Confirmation
You will receive your course schedule printout as a confirmation, with course location, within a week after we receive your registration form. Students who register in person will receive confirmation at that time. Your confirmation is necessary to purchase textbooks at the MCC Bookstore. Credit course locations are also listed in this catalog on page 5.

Level of Study
While the number of classes for each session is less than the regular fall and spring semesters, students should be aware that each course contains the same number of class hours as the regular semester. As a result, the level of study is much more intensive and demanding of time. Students should consider this in planning their time and course selection.

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

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

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

SPECIAL NOTE TO STUDENTS
Full payment is due upon registration.

If you do not want to take a course once you have registered for it, you must submit a drop form to the Registrar’s Office whether or not you have paid. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.

Forms of Payment
Full payment must accompany registration.
- Cash
- Credit Cards: Only MasterCard, Visa or Discover Card are accepted.
- Checks: Please make all checks payable to “MCC.” Please include student’s social security number or Banner ID on your check.

Class Requirements
For credit course prerequisites see Course Descriptions, pages 6-7.

Before registering, students from other institutions should check with their home institution to verify that credits from this program are transferable to their own school.

There are no refunds after the allowable drop period whether a course is transferable or not.

Financial Aid
Please check with the Financial Aid Office for current financial aid information at 860-512-3380.

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

Appeals must be submitted within 10 days from the start date of the class.

The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. All appeals must be submitted in writing and include student ID, contact information and appropriate documentation.

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician’s certificate, administrative error by the College with supporting documentation, 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.

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

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

The Refund Appeals Committee meets twice per month.
You will receive a written response notifying you of the outcome.
4 Ways to Apply and Register for Credit Extension Courses

1. By Mail
Registrations must be received at least five business days prior to the start of the requested course.
If applicable, complete the MCC Application for Admission form for new students on pages 11-12. Complete the Credit Extension Course Registration Form on page 14. Please complete the entire form. Full payment must accompany each registration. Refer to fee schedule on page 10. Send your registration and payment to:

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

Please mail in the entire registration page! Make checks or money orders payable to “MCC”

2. By Fax: 860-512-3221
If applicable, complete the MCC Application for Admission form for new students on pages 11-12. Complete the Credit Extension Course Registration Form on page 14, using Visa, MasterCard or Discover Card only. Please complete the entire form.

3. In-Person
If applicable, complete the MCC Application for Admission form for new students on pages 11-12. Complete the Credit Extension Course Registration Form on page 14, using Visa, MasterCard or Discover Card only, if paying by credit card. Please complete the entire form.

Fees are payable in full at time of registration and must be paid at the Bursar’s Office in the Lowe Building, after registering for your course. Register in the Lowe Building at the Registrar’s Office.

S$20 Application Fee
If you are registering to take a credit course and have never attended MCC or any other community college in the CCC system as a credit student, a one-time, non-refundable $20 application fee is required. This fee is non-refundable even if a class is cancelled by the College. If paying by check, please provide a separate check for $20 payable to “MCC.” This must accompany the MCC Application for Admission form for new students on pages 11-12.

4. Web Registration
Returning students may register online using a MasterCard, Visa or Discover Card only. If you are a returning student and know your NetID and/or Banner ID*, here’s how to register online:
Login:
• Go to http://my.commnet.edu
• Enter your NetID and PIN
(See “New NetID Users” information below)
• Click on STUDENT TAB
• Click on the “Student Self Service” channel

Registering:
• If prompted, select Manchester Community College from the list of colleges
• Click on “Registration and Payment”
• Click on “Register (add/drop) classes”
• Go to Schedule Term to select the correct semester/year, then submit
• Follow online instructions in step 1 and 2**
• Click on “View Schedule” at the bottom of the page to confirm registration
• Follow the prompts to initiate payment
* Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone.
** Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online. Please call 860-512-3220 for more information about Web registration.

New NetID Users
• Your NetID is your Banner ID with the “@” symbol in a different position (i.e. a student with a Banner ID of @87654321, will have the following NetID: 87654321@student.commnet.edu
• Your initial password is made up of the following personal information:
  1. The first three characters of your birth month (with first letter capitalized)
  2. The “&” symbol
  3. The last four digits of your Social Security Number

Example: a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789
• You will then be prompted to change your password

Please call 860-512-3220 for more information about Web registration.

www.mcc.commnet.edu

Admissions Office Hours
Lowell Building, Room L156
Monday ......................... 8:30 a.m. - 4:30 p.m.
Tuesday......................... 8:30 a.m. - 7:00 p.m.
Wednesday ................... 10:30 a.m. - 4:30 p.m.
Thursday ...................... 8:30 a.m. - 4:30 p.m.
Friday ......................... 8:30 a.m. - 4:30 p.m.
Hours are subject to change.
For more information regarding admission to MCC, please call the Admissions Office at 860-512-3210 or Fax: 860-512-3221.

Credit Registration Information
Winter Intersession Credit Course Schedule

Each course offers three credits. Students from other colleges should check with their college before registering to verify that credits from this program are transferable. There are no refunds after the allowable drop period. Daily attendance is a requirement.

Classes meet:  Dec. 27, 28, 29, 30 (Tues.-Fri.)  
Jan. 3, 4, 5, 6 (Tues.-Fri.)  
Jan. 9, 10, 11, 12, 13 (Mon.-Fri.)

Final Exams:  Last scheduled class period

Snow Dates:  (if needed): Saturdays, Jan. 7 and/or 14 or by instructor arrangement.
            Note: Makeup classes will start at 9 a.m.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>40001</td>
<td>▲ ART* B206</td>
<td>Film Study</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>V5 V151</td>
</tr>
<tr>
<td>40003</td>
<td>BBG* B234</td>
<td>Legal Environment of Business</td>
<td>3 Online</td>
<td>12/27-1/13</td>
<td>(see pages 6, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40004</td>
<td>▲ BMG* B202</td>
<td>Principles of Management</td>
<td>3 Online</td>
<td>12/27-1/13</td>
<td>(see pages 6, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40005</td>
<td>COM* B154</td>
<td>Film Study and Appreciation</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>V5 V151</td>
</tr>
<tr>
<td>40006</td>
<td>COM* B172</td>
<td>Interpersonal Communication</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>AST C203</td>
</tr>
<tr>
<td>40007</td>
<td>▲ CSA* B105</td>
<td>Introduction to Software Applications</td>
<td>3 Online</td>
<td>12/27-1/13</td>
<td>(see pages 6, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40008</td>
<td>CJS* B101</td>
<td>Introduction to Criminal Justice</td>
<td>3 Online</td>
<td>12/27-1/13</td>
<td>(see pages 6, 8)</td>
<td></td>
<td></td>
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<tr>
<td>40009</td>
<td>ECN* B101</td>
<td>Principles of Macroeconomics</td>
<td>3 Online</td>
<td>12/27-1/13</td>
<td>(see pages 7, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40011</td>
<td>HIS* B101</td>
<td>Western Civilization I</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>AST C202</td>
</tr>
<tr>
<td>40012</td>
<td>MUS* B101</td>
<td>Music History &amp; Appreciation</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>V2 V127</td>
</tr>
<tr>
<td>40013</td>
<td>PHL* B101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>Lowe L242</td>
</tr>
<tr>
<td>40014</td>
<td>PHL* B111</td>
<td>Ethics</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>Lowe L243</td>
</tr>
<tr>
<td>40015</td>
<td>PSY* B111</td>
<td>General Psychology I</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>Lowe L245</td>
</tr>
<tr>
<td>40016</td>
<td>PSY* B201</td>
<td>Life Span Development</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>AST C201</td>
</tr>
<tr>
<td>40017</td>
<td>▲ SOC* B101</td>
<td>Principles of Sociology</td>
<td>3 Online</td>
<td>12/27-1/13</td>
<td>(see pages 7, 8)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

▲ Choose either ART* B206 or COM* B154

❖ See page 8 for information about online courses. See course descriptions for any course-specific instructions.

Bursar's Hours
Lowe Building, Room L165

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

Hours are subject to change.
For more information, please call 860-512-3637.

MCC Library Hours

Monday-Friday: 8:30 a.m.-4:30 p.m.
Saturday: 10:00 a.m.-2:00 p.m.
Sunday: Closed

Exceptions
Friday-Monday, Dec. 23-26, 2011: CLOSED
Monday, Jan. 16, 2012: CLOSED

Hours are subject to change.
For more information, call 860-512-2880.
ART* 206/COM* 154: Film Study/Film Study and Appreciation  
(Formerly FA 171/COMM 171: Film Study and Appreciation)  
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. Prerequisite: eligibility for ENG* 101. 3 credits

BBG* 234: Legal Environment of Business (online)  
This course introduces the student to the structure of the American legal system and its impact on the operations of American business. Ethics and social responsibility are examined from many perspectives, including that of decision-makers and stakeholders. Major aspects of government regulation of business are explored, including product liability, securities regulation, employment and labor law, and intellectual property. The course also examines fiduciary duties and tort and criminal liability. Prerequisite: eligibility for ENG* 101. 3 credits

COM* 172: Interpersonal Communication  
(Formerly COMM 220)  
The focus of this course is on the theory and process of communication in both professional and personal interpersonal relationships. The course examines the theoretical and practical application of communication as it relates to family, friends, work and intimate relationships. Prerequisite: ENG* 101. 3 credits

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

COM* 154/ART* 206: Film Study and Appreciation/Film Study  
(Formerly COMM 171/FA 171: Film Study and Appreciation)  
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. Prerequisite: eligibility for ENG* 101. 3 credits

CJS* 101: Introduction to Criminal Justice (online)  
This course is a survey of the history and philosophy of American justice concepts with the emphasis on present day practical application through the efforts of the law enforcement, court, and correction segments of the criminal justice system. Prerequisite: eligibility for ENG* 093. 3 credits

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

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

Winter Intersession Classes
December 27, 2011 to January 13, 2012

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

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

MUS* 101: Music History and Appreciation I
This course is a survey of western European music from the Medieval Period through Baroque with an emphasis given to stylistic forms (i.e. plainchant, motet, opera fugue), composers (i.e. Palestrina, Corelli, Morley, Vivaldi, Bach, Handel), and the cultural/societal impact on the music. The course will also review the elemental components of music (i.e. pitch, melody, rhythm and harmony). Prerequisite: eligibility for ENG* 101. 3 credits

PSY* 111: General Psychology I
The purpose of this course is to introduce students to the discipline of psychology and to the evolving body of knowledge that has been produced by this discipline. It surveys basic topic areas within psychology including psychology’s history and scientific origins, the physiological correlates of experience and behavior, human development, learning, memory, thinking, intelligence, personality, and motivation and emotion. Prerequisite: eligibility for ENG* 101. 3 credits

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

Information about Distance Learning Courses: see page 8.
Credit Courses

Distance Learning Courses

Students must know how to use a computer and have high-speed Internet access to successfully participate in distance learning courses. MCC offers three types of distance learning courses that are listed under “Instructional Types” when you select “Course Search” on myCommNet. They are:

- **ONLN**: Fully online courses. All ONLN courses take place online through Blackboard Vista, MCC’s course management system. Instructors may also use other online tools, such as publishers’ websites or wikis.
- **OLCR**: Online courses with on-campus requirements such as tests or orientations.
- **HYBR**: Hybrid courses. In a HYBR course, students will have scheduled on-campus class meetings and online coursework and interactions. The number of on-campus meetings may vary according to instructor, so students should check their schedule carefully.

Although MCC’s online courses provide flexibility that allow students to access information and participate in course discussions anytime and anywhere via a computer and an Internet connection, these are not self-paced courses. Just as in any MCC course, students will have weekly deadlines for assignments, discussions and assessments.

The content and expectations in an online course are the same as in an on-campus course at MCC. Online courses require a great deal of reading and writing, as well as strong computer literacy and time management skills.

If you have never taken online classes, contact the Educational Technology and Distance Learning Department (ETDL) at sandbox@mcc.commnet.edu for a login to SmarterMeasure, a self-assessment that will help you decide if online learning is right for you. Students should also review the information on the ETDL website at http://www.mcc.commnet.edu/students/resources/distanceStudentVista.php. This site includes information about how to log into Blackboard Vista, where to get help, technical requirements for your computer and other resources.

**To access your online class material using Blackboard Vista:**
1. Log-in to http://my.commnet.edu using your NetID and password.
2. Click the “Blackboard Vista” link on the upper right of the window.
3. In the “My Courses” channel, click to access Blackboard Vista.
4. Select your course from the course list on the “myBlackboard” page.
5. Logoff when you have completed your work.

### WINTER INTERSESSION CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 23</td>
<td>Last day to drop a winter intersession class and receive a full refund of tuition only (classes must be dropped by 12 noon)</td>
</tr>
<tr>
<td>Dec. 27</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>Last day to use audit option or to withdraw from class without academic penalty</td>
</tr>
<tr>
<td>Jan. 13</td>
<td>Final exam and last day of class</td>
</tr>
</tbody>
</table>

Assessment Testing Information

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

**Assessment Tests and Course Prerequisites**

English and math assessment tests are a prerequisite for MCC students enrolling in “for credit” courses. Students matriculated at other colleges and attending MCC’s credit extension sessions are required to take assessment tests unless they have completed coursework at another institution that meets MCC prerequisites, or otherwise meet the criteria for a waiver. Credit extension students who believe they qualify for a waiver of the English and/or math assessment test(s) should submit the Assessment Testing Exemption Request form on page 9 with their registration form. Note: certain courses have specific prerequisites, i.e., PSY* 201, requires successful completion of PSY* 111 or equivalent.

Winter Student Testing

Students must have applied to the College prior to taking the assessment test and must bring their Banner Student ID number and Photo ID to the test. For test dates, please go to the MCC website at www.mcc.commnet.edu and look up Assessment Testing to make a test appointment or call the testing center at 860-512-3304.
Assessment Testing Exemption Request

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

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

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

Name ___________________________________________ Banner ID # @ __________________________
S.S. # ___________________________________________ Phone # ________________________________

Mailing Address
☐ New Student (never attended MCC) ☐ Returning Student ☐ Transfer Student
Exemption requested for: ☐ Mathematics ☐ English

Reasons for Exemption: (Please check one of the following):
☐ I have achieved a score of 450 or above on the Verbal/Critical Reading portion of the SAT exam and I am eligible to take Composition (ENG* 101). (Attach a copy of the score report or high school transcript.)

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

☐ I have completed coursework in a college-level English and/or Math course with a grade of “C” or better at the following college/university: ____________________________________________
(Attach a copy of the unofficial transcript.)

☐ I have taken the Accuplacer English and/or Math Assessment Test at another Connecticut Community College
Name of college: ____________________________________________
(Please see testing coordinator for verification and interpretation.)

☐ I have taken the English and/or Math Assessment Test at another College or University
Name of college: ____________________________________________
(Test results must be given to the testing coordinator for verification and interpretation.)

☐ I am 62 or older.

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

Student Signature ___________________________________________ Date ________________

FOR OFFICE USE ONLY

Semester: ☐ Winter 2011
Exempt ☐ English and Math ☐ English Only ☐ Math Only
☐ Transcript/appropriate documentation is attached
Not Exempt: ☐ Does not meet standards ☐ Lacks documentation
Signature: ___________________________________________ Date: ________________________
Copy sent to student: ☐ No ☐ Yes Date sent ________________________ Initials __________________________
Credit Registration Information

WINTER CREDIT EXTENSION FEE SCHEDULE

<table>
<thead>
<tr>
<th>RESIDENT</th>
<th>Continuing Education Credit Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH</td>
<td>Extension Credit Fee</td>
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Additional semester hours are charged accordingly.
Additional Mandatory Usage Fees for Extension Fund Courses Per Semester
Laboratory Course Fee: $78
Per registration in a designated laboratory course
Studio Course Fee: $84
Per registration in a designated studio course
SH: semester hours
All Tuition and Fees are subject to change
* Nonrefundable fee

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Per registration in a designated laboratory course
Studio Course Fee: $84
Per registration in a designated studio course
SH: semester hours
All Tuition and Fees are subject to change
* Nonrefundable fee

Bookstore Hours
(December 12, 2011 – January 14, 2012)

Required textbooks can be purchased at the MCC Bookstore located on the first floor of the Lowe Building.
The bookstore will be open Monday-Friday unless otherwise noted.

<table>
<thead>
<tr>
<th>December 12-15</th>
<th>Mon.-Thurs.</th>
<th>9:00 a.m.-6:00 p.m.</th>
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<tr>
<td>December 16</td>
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<td>9:00 a.m.-noon</td>
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<tr>
<td>December 19</td>
<td>Mon.</td>
<td>9:00 a.m.-6:00 p.m.</td>
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<tr>
<td>December 20-22</td>
<td>Tues.-Thurs.</td>
<td>9:00 a.m.-4:00 p.m.</td>
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<tr>
<td>December 23</td>
<td>Fri.</td>
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<tr>
<td>December 26</td>
<td>Mon.</td>
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<td>December 27</td>
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<td>8:30 a.m.-1:00 p.m.</td>
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<td>December 28-29</td>
<td>Wed.-Thurs.</td>
<td>9:00 a.m.-1:00 p.m.</td>
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<tr>
<td>December 30</td>
<td>Fri.</td>
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<th>January 2</th>
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<tr>
<td>January 3-5</td>
<td>Tues.-Thurs.</td>
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<td>January 6</td>
<td>Fri.</td>
<td>9:00 a.m.-noon</td>
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<tr>
<td>January 9-12</td>
<td>Mon.-Thurs.</td>
<td>9:00 a.m.-6:00 p.m.</td>
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<tr>
<td>January 13</td>
<td>Fri.</td>
<td>9:00 a.m.-4:00 p.m.</td>
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<tr>
<td>January 14</td>
<td>Sat.</td>
<td>9:00 a.m.-1:00 p.m.</td>
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Deadline to return winter rental books will be Tuesday, January 17, 2012
Website: www.mctc.bkstr.com
Phone: 860-645-3140
APPLICATION FOR ADMISSION

Applicant’s Legal Name

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Former Last Name(s)

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(Mailing Address)

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<tr>
<th>Street</th>
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<table>
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<th>State</th>
<th>Zip</th>
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Telephone

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E-mail

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<tr>
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<th>Work</th>
<th>Cell</th>
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</tbody>
</table>

Have you ever attended this college? □ Yes □ No If yes, when?

Have you previously attended a CT community college? □ Yes □ No If yes, where?

For which semester are you applying? □ Fall (Sept-Dec) □ Spring (Jan-May) □ Winter (Dec-Jan) □ Summer (Jun-Jul) Year

CITIZENSHIP

Are you a United States citizen? □ Yes □ No If no, are you a permanent resident? (green card holder) □ Yes □ No

ETHNICITY/RACE

Please provide the following ethnicity and race data. This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino? □ Yes □ No

What is your race?

Select one or more:

□ White (10) □ Black or African American (20) □ Asian (45) □ American Indian or Alaskan Native (50)
□ Native Hawaiian or Other Pacific Islander (80) □ Other (90)

FAMILY EDUCATIONAL BACKGROUND

Do either of your parents hold a bachelor’s degree (4-year college degree) or higher? □ Yes □ No

MILITARY STATUS

Are you currently on active duty with the U.S. armed forces? □ Yes □ No (ACTD)

Are you currently a member of the National Guard or Reserve? □ Yes □ No (NGRE)

Have you ever served in the U.S. armed forces? □ Yes □ No (VET1)

Are you a dependent of a member of the U.S. armed forces? □ Yes □ No (VETD)

If you answered “Yes” to any of these questions, you may be entitled to benefits and you should meet with the college’s Veterans Certifying Official (VCO).

IN-STATE TUITION

1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home. □ Yes □ No

2. Even though I answered “No” to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition. □ Yes □ No

Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.

3. □ Check here if applying under the New England Regional Student program (NEBHE).

If you answered “Yes” to question #2 or checked question #3, you must submit a “Declaration of Eligibility for In-State or NEBHE Tuition” for review and determination of eligibility.
DEGREE STATUS
In which degree/certificate program are you planning to enroll?

Please write major name and code above.

HIGHEST DEGREE LEVEL (check one only)

☐ No High School Diploma or GED (01) ☐ High School Diploma or GED (02) ☐ Some College (06)
☐ Undergraduate Certificate (05) ☐ Associate Degree (07) ☐ Bachelor’s Degree (08)
☐ Master’s Degree (09) ☐ Other Advanced Degree (10) ☐ Doctoral Degree (11)
☐ First Professional Degree (JD, MD, DDS, LLB) (12) ☐ Sixth-Year Certificate (13)

EDUCATIONAL GOALS

☐ Certificate (credit) (CT) ☐ Transfer without an associate degree (DN) ☐ Improve English skills/proficiency (ES)
☐ Associate degree (DG) ☐ Job preparation/retraining course (JB) ☐
☐ Developmental (college preparation) education (DV) ☐ Fulfill other college’s requirement (AC) ☐ Job promotion (JP)
☐ Transfer with an associate degree (DT) ☐ Personal development course(s) (PD) ☐ Unsure at this time (UN)
☐ Other goal (NL) ______

ACADEMIC BACKGROUND

Do you have a high school diploma? ☐ Yes ☐ No ☐ Pending ☐ Graduation Year ___________

Name of high school ___________________________ State _______ Country _______

Do you have a general equivalency diploma (GED)? ☐ Yes ☐ No ☐ Year _______ GED Number _______ Town/State _______

Do you have an adult high school diploma? ☐ Yes ☐ No ☐ Graduation Year _______ Town/State _______

Do you have a home school diploma? ☐ Yes ☐ No ☐ Graduation Year _______ Town/State _______

Have you participated in the High School Partnership program through the CT community colleges? ☐ Yes ☐ No

Have you participated in the College Career Pathways/Tech Prep program through the CT community colleges? ☐ Yes ☐ No

PREVIOUS COLLEGE BACKGROUND

College/University Name ___________________________ State _______ Dates of Attendance _______ Graduation Date _______ Degree Awarded _______

INTERNATIONAL STUDENT INFORMATION

Are you an international student who needs an I-20 form for an F1 Visa? ☐ Yes ☐ No

Other Visa holder (indicate type) ___________________________ Visa admission number ___________

Visa start date ___________ Visa end date ___________

International Address ___________________________

EMPLOYMENT INFORMATION

☐ Employed full-time ☐ Employed part-time ☐ Unemployed

Name of employer ___________________________ Address of employer ___________________________

Title/Position ___________________________ Does your employer have a tuition reimbursement program? ☐ Yes ☐ No

E-MAIL COMMUNICATIONS

I request the college forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from college records that are protected by FERPA.

Signature: ___________________________ Date: _____________

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS

I understand that to maintain accurate student records, including the records pertaining to my attendance at the college, and for other necessary business purposes, the college may need to release or provide access to personally identifiable information in its records pertaining to me to another college in the community college system or to the system’s administrative office. Accordingly, I hereby authorize the college to release or allow access to such information to those indicated for the purposes described.

Signature: ___________________________ Date: _____________

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the college. I realize that an misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Student Signature ___________________________ Date _____________

Parent/Guardian Signature (if under 18) ___________________________ Date _____________
## MCC Degree and Certificate Majors and Codes

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<td>B11BF15</td>
<td>Computer-Aided Design Option</td>
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<td>Electronics Technology Option</td>
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<td>Business Office Technology</td>
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Winter 2011-2012 Credit and Credit-Free Course Catalog

13
Credit Extension Course Registration Form
Print clearly in ink. Register one person per form. Photocopy form as needed.

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

NEW STUDENTS MUST FILL OUT AN MCC APPLICATION FOR ADMISSION on Pages 11-12

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

I hereby authorize the use of my credit card
MasterCard □ Visa □ Discover Card □

Credit Card # ____________________________
Cardholder name (print) ____________________
Cardholder signature ______________________
Relationship to student ____________________
Cardholder address ________________________
Cardholder phone __________________________ Exp. date (mo/yr) ________

Total Fees: ____________________________ (include any applicable lab or studio fees)
New Student Application Fee: ____________________________
($20 application fee must be paid by a separate check made payable to "MCC")

Student Signature __________________________ Date ______________
I acknowledge that I have read the Credit Extension refund policies.

Office Use Only
Regis. Special Receipt # Date

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