Register Now!
Fall credit classes begin
August 29, 2011

Visit our website at www.mcc.commnet.edu
WELCOME!

Hello and welcome to Manchester Community College. The Enrollment Guide is an important tool that you can use throughout your time here at MCC. It replaces the class schedule, which is no longer printed. Students now go online at http://my.commnet.edu for complete schedule and course information.

The Enrollment Guide serves degree and certificate-seeking students and non-degree seeking students. It contains information so that you can successfully enroll in classes, including important dates and deadlines for admissions, financial aid, testing, registration, and payment of tuition and fees. It also provides answers to many commonly-asked questions, including phone numbers for our offices and program coordinators.

For your added convenience, the Enrollment Guide now features QR Codes. These square barcodes allow mobile smart phone users with a QR barcode reader to scan the barcodes and link your phone directly to a specific web page. Staying connected to MCC just got easier. Good luck and thank you for making MCC your college of choice.

Peter C. Harris
Director of Enrollment Management

MCC IS USING QR CODES!

Staying connected to MCC just got easier. Square barcodes, like the one to the right, can be scanned by a mobile smart phone and links the cellphone directly to a specific web page or URL.

MCC makes every effort to ensure that all information provided is accurate. The information is subject to change. The online student registration system provides the most accurate listing of courses, available seats and other updates. Spring 11/7M/PR

6 steps to taking credit classes at MCC!

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Apply for admission

Fall classes begin August 29, 2011.
Apply early for the best course selection; new students are encouraged to apply by August 12, 2011.

To Apply For Admission, Follow These Easy Steps:

Supply the following documents to the Admissions office:
• Application for Admissions (Social Security Number required)
• To apply online, go to http://my.commnet.edu
• Select “Apply for Admission”
• Select “Manchester”
• Click on “First Time User Account Creation”

Go to www.mcc.commnet.edu/admissions/pdf/admissionApp.pdf for a printable application form (QR code below).

• $20 application fee
• Final high school transcript, diploma or GED
• Documentation of two doses of each vaccine for measles, mumps, rubella and varicella (MMRV) immunization. State law requires ALL students attending Connecticut colleges must provide proof of immunization. For more detailed information, visit www.mcc.commnet.edu/admissions/pdf/measlesform.pdf.

International students should contact Joseph Mesquita at 860-512-3215 for information regarding F-1 student visas. For more detailed information, visit www.mcc.commnet.edu/students/prospective/international.php.

Need Assistance in Selecting a College Major or Career Path?
Consider using Focus 2, MCC’s online career guidance tool. Explore academic majors and career fields that are compatible with your values, skills and interests. Focus 2 is an interactive career and education planning system that combines self-assessment, career exploration and decision-making into one comprehensive program.

To get started, go to www.mcc.commnet.edu/students/career/studentsExplore.php (QR code below). Follow the instructions on how to create a new account using the access code provided.

OFFICE HOURS
Admissions and Registrar
Monday and Tuesday: 8:30 a.m.-7:00 p.m.
Wednesday: 10:30 a.m.-4:30 p.m.
Thursday and Friday: 8:30 a.m.-4:30 p.m.

Financial Aid
Monday and 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.-12:00 p.m.

Special Hours for Admissions, Registrar and Financial Aid
Saturday, August 20, 2011: 9:00 a.m.-12:00 p.m.
Thursday, August 25, 2011: 1:00 p.m.-7:00 p.m.
Saturday, August 27, 2011: 9:00 a.m.-12:00 p.m.

What is myCommNet?
myCommNet is the portal that provides access to Banner online student self-service; Blackboard Vista, MCC’s course management system; and other online services.

myCommNet Admision Application Focus 2 Career Guidance
Degrees and Certificates Offered at MCC

Students should consider selecting a degree or certificate program of study when applying for admission to MCC.

Programs of study are listed in the MCC College Catalog and include in-depth program descriptions, requirements and course selections. The catalog can be found online by going to www.mcc.commnet.edu/students/resources/catalog.php. Students may also go to www.mcc.commnet.edu/academic/curriculum.php for a complete listing of all academic programs and courses offered at MCC.

ASSOCIATE DEGREES

Accounting, Career
Accounting and Business Administration, Transfer
Business Office Technology
– Administrative Assistant, Legal
– Administrative Assistant, Medical
– Administrative Assistant, Office
Business Administration, Career
– Entrepreneurship Option
Communication
– Journalism Option
Computer Engineering Technology
Computer Network Technology
Computer Programming Technology
Computer Science
Computer Technology
Criminal Justice
Culinary Arts
Disability Specialist
– Speech Language Pathology Assistant Option
Drug and Alcohol Recovery Counselor
Early Childhood Education
Engineering Science
Environmental Science
Foodservice Management
General Studies
Graphic Design
Health and Exercise Science
Hotel-Tourism Management
Liberal Arts and Science, A.A.
Liberal Arts and Science, A.S.
– Biology Sequence
– Chemistry Sequence
– Mathematics Sequence
– Physics Sequence
Management Information System
Manufacturing Engineering Technology
Marketing
Multimedia Studies
– Computer Game Design Option
Music Studies
Occupational Therapy Assistant
Paralegal
Physical Therapist Assistant
Respiratory Care
Social Service
Surgical Technology
Technology Studies
– Computer-Aided Design Option
– Electronics Technology Option
– Engineering Technology Option
– Industrial Technology Option
– Lean Manufacturing and Supply Chain Management Option
– Technology Education Option
– Technology Management Option
Therapeutic Recreation
Visual Fine Arts
– Photography Option

CERTIFICATES

Accounting
Child Development Associate
Computer–Aided Design (CAD)
Computer Maintenance Technology
Computer Network Technology
Computer Programming Technology
 Corrections
Criminal Justice
Culinary Arts
Disability Specialist
Electronic Publishing
Entrepreneurship/Small Business
Food Store
Forensic Science
Gerontology
Health Career Pathway
Hotel-Tourism
Homeland Security
Lean Manufacturing
Marketing
Media Technology
Medical Insurance Specialist
Medical Transcription
Office Support Specialist
Paralegal
Personal Financial Planning
Professional Baker
Professional Cook
Public Relations
Social Service
Speech Language Pathology Assistant
Supply Chain Management
Sustainable Energy
Taxation
Technology Management
Therapeutic Recreation
Web Technology

For learning. For life.
## Program Contacts for Academic Advising Assistance

<table>
<thead>
<tr>
<th>Program</th>
<th>Department Chair/Program Coordinator</th>
<th>Division</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/Business/Paralegal</td>
<td>Georgia Buckles</td>
<td>BET</td>
<td>860-512-2649</td>
<td>A-248</td>
</tr>
<tr>
<td>Communications/Humanities (communications, journalism, languages, music, philosophy)</td>
<td>Robert Kagan</td>
<td>LA</td>
<td>860-512-2687</td>
<td>A-213</td>
</tr>
<tr>
<td>Computer Programming and Networking</td>
<td>Richard Gnall</td>
<td>BET</td>
<td>860-512-2643</td>
<td>L218f</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Joe Fairchild</td>
<td>SSH</td>
<td>860-512-2795</td>
<td>D-232</td>
</tr>
<tr>
<td></td>
<td>Donna Nicholson</td>
<td>SSH</td>
<td>860-512-2756</td>
<td>A-244</td>
</tr>
<tr>
<td>DARC</td>
<td>Barbara Fox</td>
<td>SSH</td>
<td>860-512-2769</td>
<td>T-306</td>
</tr>
<tr>
<td>Disability Specialist</td>
<td>Eileen Furey</td>
<td>SSH</td>
<td>860-512-2792</td>
<td>T-403</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>Beth Reichert</td>
<td>SSH</td>
<td>860-512-2793</td>
<td>T-305</td>
</tr>
<tr>
<td>Economics/Geography/History/Political Science</td>
<td>Guocun Yang</td>
<td>SSH</td>
<td>860-512-2782</td>
<td>T-402</td>
</tr>
<tr>
<td>Engineering and Technology</td>
<td>Steven Moore</td>
<td>BET</td>
<td>860-512-2653</td>
<td>C-122</td>
</tr>
<tr>
<td>English</td>
<td>David Caldwell</td>
<td>LA</td>
<td>860-512-2689</td>
<td>L-218d</td>
</tr>
<tr>
<td></td>
<td>Jeanine DeRusha</td>
<td>LA</td>
<td>860-512-2670</td>
<td>L-251</td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>Diana Hossain</td>
<td>LA</td>
<td>860-512-2678</td>
<td>T-409</td>
</tr>
<tr>
<td>General Studies/Liberal Arts</td>
<td>Mike Stefanowicz</td>
<td>LA</td>
<td>860-512-2660</td>
<td>T-304</td>
</tr>
<tr>
<td></td>
<td>Counseling Center</td>
<td></td>
<td>860-512-3320</td>
<td></td>
</tr>
<tr>
<td>Hospitality</td>
<td>Jayne Pearson</td>
<td>SSH</td>
<td>860-512-2785</td>
<td>A-256</td>
</tr>
<tr>
<td>Information Management and Technology</td>
<td>Susan Barzottini</td>
<td>BET</td>
<td>860-512-2639</td>
<td>A-204</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Kate Bella</td>
<td>MSHC</td>
<td>860-512-2737</td>
<td>A-206</td>
</tr>
<tr>
<td></td>
<td>Michael Robillard</td>
<td>MSHC</td>
<td>860-512-2723</td>
<td>T-407</td>
</tr>
<tr>
<td>Multimedia and Graphic Arts</td>
<td>Ed Hogan</td>
<td>LA</td>
<td>860-512-2672</td>
<td>A-257</td>
</tr>
<tr>
<td>Music</td>
<td>Deborah Simmons</td>
<td>LA</td>
<td>860-512-2674</td>
<td>D-235</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>Martha Nieman</td>
<td>MSHC</td>
<td>860-512-2717</td>
<td>A-234</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Nance Kriscenski</td>
<td>BET</td>
<td>860-512-2642</td>
<td>A-205</td>
</tr>
<tr>
<td>Psychology/Anthropology</td>
<td>Jean Wynn</td>
<td>SSH</td>
<td>860-512-2784</td>
<td>D-222</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>Nancy LaRoche-Shovak</td>
<td>MSHC</td>
<td>860-512-2714</td>
<td>A-235</td>
</tr>
<tr>
<td>Science (astronomy, biology, chemistry, earth science, environmental science, physics)</td>
<td>C.K. Pai Sharale Walker-Golding</td>
<td>MSHC</td>
<td>860-512-2778</td>
<td>A-210</td>
</tr>
<tr>
<td>Social Service</td>
<td>Diane Freeman</td>
<td>SSH</td>
<td>860-512-2781</td>
<td>T-511</td>
</tr>
<tr>
<td>Sociology, Sign Language, Social Science</td>
<td>Tim Woods</td>
<td>SSH</td>
<td>860-512-2761</td>
<td>T-405</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>Richard Clark</td>
<td>MSHC</td>
<td>860-512-2715</td>
<td>A-230</td>
</tr>
<tr>
<td>Therapeutic Recreation/Gerontology</td>
<td>Joan Jakiela</td>
<td>MSHC</td>
<td>860-512-2705</td>
<td>A-228</td>
</tr>
<tr>
<td>Visual Fine Arts</td>
<td>Tim Kussow</td>
<td>LA</td>
<td>860-512-2679</td>
<td>D-134</td>
</tr>
</tbody>
</table>

## Division Directors

<table>
<thead>
<tr>
<th>Division</th>
<th>Director</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business, Engineering and Technology (BET)</td>
<td>Catherine Seaver</td>
<td>860-512-2620</td>
<td>A-242</td>
</tr>
<tr>
<td>Liberal Arts (LA)</td>
<td>Mike Stefanowicz</td>
<td>860-512-2660</td>
<td>T-304</td>
</tr>
<tr>
<td>Social Sciences and Hospitality (SSH)</td>
<td>Christopher Paulin</td>
<td>860-512-2750</td>
<td>T-303</td>
</tr>
</tbody>
</table>
Apply for financial aid

To Apply For Financial Aid, Follow These Easy Steps:

- Go to www.fafsa.ed.gov (QR code below).
- Enter the Title IV code for MCC: 001392.
- Submit tax returns, corrections and any other required documentation, if selected for verification, to the Financial Aid Office.
- Log on to myCommNet at http://my.commnet.edu/ to check your status and to accept your financial aid award package. This link also lets you know if you have any documents pending (QR code below).
- At the myCommNet site, complete the Title IV authorization to be able to buy your books with your financial aid, if you have extra funding after covering tuition and fees.

For more information go to www.mcc.commnet.edu/students/financial/.

Basic Eligibility Criteria

- Be a citizen or eligible non-citizen of the United States
- Have a high school diploma or GED on file at the Admissions office
- Be enrolled (matriculated) in a degree or certificate program
- Be registered with Selective Service, if a male
- Meet the financial aid application deadline of August 12, 2011, in order to be guaranteed tuition and fees deferment, if eligible

For Continuing Students

- Be in good academic standing and maintain satisfactory progress according to federal regulations and the Connecticut Community Colleges’ Satisfactory Progress Policy. This requires that students must complete 66% of the classes attempted and maintain a 2.00 GPA. The policy is available at www.commnet.edu/financialaid/. Click on “Academic Progress Policy.” (QR code)

- Students may not receive financial aid for any attempted credits that exceed 150% of their published program. For example, for a 60-credit degree program, students become ineligible when they have attempted 90 credits.

Book Purchases

Students who are financial aid recipients may be eligible to receive a book credit. Eligibility is based on the amount of financial aid awarded. In order to be included in the Bookstore’s list, students must complete the Title IV authorization through myCommNet.

Students awarded a book credit may use this credit for the purchase of books at the MCC Bookstore from Monday, August 1, 2011 through Friday, September 9, 2011.

Check with the Financial Aid Office at 860-512-3380 if you have any questions or concerns.

Please note: Students who withdraw from classes must be aware that their financial aid may be affected. Please consult with the Financial Aid Office before withdrawing.
3 Take the assessment test

To Take the ACCUPLACER Assessment Test, Follow These Easy Steps:

- Go to “Make a Test Appointment” on www.mcc.commnet.edu/students/resources/csd/assess.php
- Prepare for your ACCUPLACER test session and the optional Challenge Essay. Learn about the tests on the website.
- Bring your Banner student identification number and photo ID to the test.

Students will receive their test scores at the end of the assessment test session and will be able to schedule a new student group advising session.

Transfer students having college level mathematics and English credits might be exempted from taking tests in those subjects. Students with an SAT critical reading score of 450 or more, and/or a mathematics score of 500 or more may be exempt from taking the assessment test. Proper verification is required. For more details, contact the Admissions office at 860-512-3210.

4 Schedule a group advising seminar

New Students Must Attend a Group Advising Seminar

At this two-hour group seminar, students will have the opportunity to meet with professional staff to discuss courses, build a class schedule and learn how to navigate within the college community.

Continuing/Returning Student Advising

Students should schedule an appointment with a faculty advisor/program coordinator or call the Counseling Center at 860-512-3320. Refer to page 5 for a list of program contacts for academic advising.
Register for classes online

Fall online registration starts April 11 for students registered in the Spring 2011 semester and April 25 for all other students.

In-person, mail or fax registration: June 6 through August 27 (includes late registration dates).

To Register Online, Follow These Easy Steps:

REGISTER ONLINE

To register for your classes on myCommNet:
1. Go to http://my.commnet.edu
2. Login using your NetID and password.
3. Click on the “Student” tab.
4. Click on “Student Self-Service” channel.
5. Click on “Registration and Payment.”
6. Click on “Register (add/drop) Classes.”
7. Select term, then submit (follow instructions in step 1 and 2 on that page).
8. Click on “View Schedule” at bottom of page to confirm registration.
9. Follow prompts to initiate payment.
10. Logoff.

If you are a returning student and forgot either your NetID or password, you can reset your NetID or password online at: www.commnet.edu/netid/lookupnetid.asp or stop in the Registrar’s office, in the Lowe Student Services Center.

PRINT CLASS SCHEDULE

To print out your class schedule on myCommNet:
1. Go to http://my.commnet.edu
2. Login using your NetID and password.
3. Go to the “Student” tab.
4. Click on the “Student Self-Service” channel.
5. Click on “Registration and Payment.”
6. Click on “Student Detail Schedule.”
7. Select term, then submit.
8. View/Print your schedule.
9. Logoff.

VERIFY ENROLLMENT

To print out your Enrollment Verification on myCommNet:
1. Go to http://my.commnet.edu
2. Login using your NetID and password.
3. Go to the “Student” tab.
4. Click on the “Student Self-Service” channel.
5. Click on “Student Records.”
6. Click on “Request for Enrollment Verification.”
7. Click on “NSC Self-Service” (direct connect to National Student Clearinghouse).
8. Click on “Obtain an Enrollment Certificate.”
9. Print your certificate.
10. Logoff.

NetID Lookup
New to myCommNet?
MyCommNet gives you the ability to access information you need with a single sign-on. You will use the Student Self-Service area in myCommNet to view and update your financial aid package, student records and registration information.

After the initial login, you will be instructed to change your password.

LOGGING ON FOR THE FIRST TIME
Your NetID is your Banner ID with the “@” symbol following the numbers (i.e. 12345678@student.commnet.edu). Your initial password is made up of the following personal information:
1. First 3 characters of your birth month (with first letter capitalized)
2. The “&” symbol
3. Last 4 digits of your Social Security Number, example (Dec&4321). The password is case-sensitive.
4. You will be prompted to change your password.

Passwords Must Follow These Rules:
• Must be 8 characters long
• Contain 3 of the following 4 character types:
  - Upper case letters (A-Z)
  - Lower case letters (a-z)
  - Digits (0-9)
  - Special characters (!@#$%^)
• Must not be the same as your previous password
• Cannot contain any part of your username

To Reset Your Password:
• Go to www.commnet.edu/netid/password.aspx
• If the web reset utility is unsuccessful, contact the Registrar’s office at 860-512-3320 or the IT Help Desk at 860-512-3456.

Self Service Center
The Self Service Center is located in the Lowe Student Services Center lobby across from the Registrar’s office. Students may use this area to register online for courses, accept their financial aid awards, view their class schedule and search for courses. The Self Service Center will have an attendant available to assist in navigating the online registration process during various times of registration. The Self Service Center will be open April 11, 2011 through August 26, 2011. Hours are subject to change.

Cross Registration
Students who attend another institution of higher learning in the Connecticut State education system may also register at MCC. Additional tuition and fees will be applied unless the student shows proof of payment at his/her primary institution. Cross registration does not apply to mandatory usage fees, College By Design courses, summer credit, winter intersession credit, or any credit-free courses taught through the Continuing Education Division. Registrations completed on this basis will only be accepted on August 26, 2011, from 8:30 a.m. to 4:30 p.m., on a space-available basis. Any student registered prior to August 26, 2011, will be responsible for full payment. An admission fee of $20 will be due from first-time applicants.

Senior Citizen Registration
On Friday, August 26, 2011, from 8:30 a.m. to 4:30 p.m., students age 62 or older may register for classes on a space-available basis and have their General Fund in-state tuition, college service fees and student activity fees waived. Waivers do not apply to mandatory usage fees, College by Design courses, summer credit, winter intersession credit, or any credit-free courses taught through the Continuing Education Division.

Withdrawal Policy
During the first 14 calendar days of the semester (August 29, 2011 through September 9, 2011), courses that a student drops or for which a student receives a refund will be removed from the student’s schedule and will not appear on his/her transcript. After 14 days (September 10, 2011), a student who wishes to withdraw from any course must obtain a withdrawal form from the Registrar’s office or withdraw online by November 7, 2011. After November 7, 2011, a student who wishes to withdraw from a course(s) must obtain an Instructor Approval Course Withdrawal Form from the Registrar’s office or academic offices. A request for a withdrawal after November 7 does not guarantee an approval. This form must be approved by the instructor and returned to the Registrar’s office by December 19, 2011.

College by Design courses have different withdrawal policies.
For the most up-to-date listing of what is being offered for Fall 2011, visit myCommNet.

For more information on course descriptions and prerequisites, go to www.mcc.commnet.edu/academic/course.php.

**Accounting** ACC*
- ACC* 115: Financial Accounting
- ACC* 118: Managerial Accounting
- ACC* 121: Introduction to Accounting Software I
- ACC* 125: Accounting Computer Applications I
- ACC* 241: Federal Taxes I
- ACC* 243: Tax Planning I
- ACC* 251: Fund Accounting
- ACC* 275: Principles of Intermediate Accounting I
- ACC* 290: Cooperative Education/Work Experience

**Anthropology** ANT*
- ANT* 101: Introduction to Anthropology
- ANT* 105: Introduction to Cultural Anthropology
- ANT* 118: Health Healing & Culture

**Art** ART*
- ART* 101: Art History I
- ART* 102: Art History II
- ART* 103: Art History III
- ART* 104: Contemporary Art History
- ART* 111: Drawing I
- ART* 112: Drawing II
- ART* 113: Figure Drawing I
- ART* 114: Figure Drawing II
- ART* 121: Two-Dimensional Design
- ART* 122: Three-Dimensional Design
- ART* 131: Sculpture I
- ART* 132: Sculpture II
- ART* 141: Photography I
- ART* 151: Painting I
- ART* 152: Painting II
- ART* 155: Watercolor I
- ART* 156: Watercolor II
- ART* 161: Ceramics I
- ART* 162: Ceramics II
- ART* 167: Printmaking I
- ART* 168: Printmaking II
- ART* 185: Video/Film Making
- ART* 206: Film Study/Film Study & Appreciation
- ART* 211: Drawing III
- ART* 212: Drawing IV
- ART* 213: Figure Drawing III
- ART* 214: Figure Drawing IV
- ART* 231: Sculpture III
- ART* 232: Sculpture IV
- ART* 242: Photography III
- ART* 250: Digital Photography
- ART* 251: Painting III
- ART* 252: Painting IV
- ART* 255: Watercolor III
- ART* 256: Watercolor IV
- ART* 261: Ceramics III
- ART* 262: Ceramics IV
- ART* 267: Printmaking III
- ART* 268: Printmaking IV
- ART* 281: Digital Photography II
- ART* 283: Photojournalism
- ART* 287: Visual Fine Arts Professional Practices
- ART* 292: Cooperative Education
- ART* 298: Special Topics in Art
- ART* 298: Special Topics Sculpture

**Astronomy** AST*
- AST* 101: Principles of Astronomy
- AST* 111: Introduction to Astronomy

**Biology** BIO*
- BIO* 105: Introduction to Biology
- BIO* 111: Introduction to Nutrition
- BIO* 115: Human Biology
- BIO* 120: Immunity and Human Disease
- BIO* 121: General Biology I
- BIO* 122: General Biology II
- BIO* 173: Introduction to Ecology
- BIO* 211: Anatomy & Physiology I
- BIO* 212: Anatomy & Physiology II
- BIO* 235: Microbiology
- BIO* 260: Principles of Genetics
- BIO* 105: Introduction to Biology
- BIO* 111: Introduction to Nutrition
- BIO* 115: Human Biology
- BIO* 120: Immunity and Human Disease
- BIO* 121: General Biology I
- BIO* 122: General Biology II
- BIO* 173: Introduction to Ecology
- BIO* 211: Anatomy & Physiology I
- BIO* 212: Anatomy & Physiology II
- BIO* 235: Microbiology
- BIO* 260: Principles of Genetics

**Business, General** BBG*
- BBG* 101: Introduction to Business
- BBG* 108: Business & Consumer Finance
- BBG* 234: Legal Environment of Business
- BBG* 236: Commercial Law
- BBG* 295: Co-op Work Experience I

**Business, Entrepreneurship** BES*
- BES* 218: Entrepreneurship

**Business, Finance** BFN*
- BFN* 111: Financial Literacy
- BFN* 202: Corporate Finance

**Business, Financial Planning** BFP*
- BFP* 210: Fundamentals of Personal Financial Planning
- BFP* 250: Retirement Planning & Employee Benefits

**Business, Management** BMG*
- BMG* 202: Principles of Management
- BMG* 204: Managerial Communication
- BMG* 210: Organizational Behavior

**Business, Marketing** BMK*
- BMK* 201: Principles of Marketing
- BMK* 220: Sales

**Business Office Technology** BOT*
- BOT* 100: Computer Literacy for College Success
- BOT* 101: Basic Keyboarding
- BOT* 111: Keyboarding for Info Pro I
- BOT* 112: Keyboarding for Info Pro II
- BOT* 114: Skillbuilding I
- BOT* 122: Writing Procedures
- BOT* 137: Word Processing Applications
- BOT* 139: Grammar, Usage and Style
- BOT* 164: Office Accounting
- BOT* 171: Legal Documents
- BOT* 180: Medical Terminology
- BOT* 181: Medical Coding I
- BOT* 220: Computerized Communication
- BOT* 230: Microsoft Office Suite Applications
- BOT* 240: Machine Transcription
- BOT* 270: Legal Terminology and Transcription
- BOT* 280: Medical Transcription and Document Production
- BOT* 286: Medical Machine Transcription
- BOT* 289: Practical Pharmacology for the Medical Office
- BOT* 296: Cooperative Work Experience

**Chemistry** CHE*
- CHE* 111: Concepts of Chemistry
- CHE* 121: General Chemistry I
- CHE* 122: General Chemistry II
- CHE* 211: Organic Chemistry I

**Communication** COM*
- COM* 100: Introduction to Communication
- COM* 101: Introduction to Mass Communication
- COM* 108: Contemporary Issues in Media
- COM* 145: Sports Broadcasting
- COM* 154: Film Study and Appreciation/Film Study
- COM* 166: Video/Filmmaking
- COM* 172: Interpersonal Communication
- COM* 173: Public Speaking
- COM* 177: Broadcast Performance
CJS* 133: Police Response to Tactical/
CJS* 120: Police & the Community
CJS* 106: Introduction to Homeland Security
CJS* 105: Introduction to Law Enforcement
CJS* 102: Introduction To Corrections
CJS* 101: Introduction To Criminal Justice
CJS* 100: Perspectives in Criminal Justice

Criminal Justice  CJS*
CJS* 100: Perspectives in Criminal Justice
CJS* 101: Introduction To Criminal Justice
CJS* 102: Introduction To Corrections
CJS* 105: Introduction to Law Enforcement
CJS* 106: Introduction to Homeland Security
CJS* 120: Police & the Community
CJS* 133: Police Response to Tactical/Hostile Situations

CJS* 145: Interviewing and Interrogation
CJS* 211: Criminal Law I
CJS* 213: Evidence & Courtroom Procedure
CJS* 220: Criminal Investigation
CJS* 222: Computer Investigation Techniques
CJS* 225: Forensic Science
CJS* 243: Institutional Treatment O/T Offender
CJS* 255: Ethical Issues In Criminal Justice
CJS* 272: Social Psychology of Criminal Behavior
CJS* 289: Careers in Criminal Justice
CJS* 293: CJ Co-op Work Experience
CJS* 298: Trace Evidence

Digital Arts  DGA*
DGA* 111: Introduction to Computer Graphics
DGA* 212: Advanced Computer Graphics
DGA* 214: Advanced Computer Graphics II
DGA* 216: Advanced Computer Graphics III
DGA* 240: Web Page Design
DGA* 261: Computer Animation I
DGA* 271: 3-D Computer Modeling I
DGA* 273: 3-D Computer Modeling II
DGA* 274: Game Design with Flash
DGA* 283: Digital Video Editing
DGA* 287: Digital Short Films
DGA* 298: Independent Study in Video

Drug/Alcohol Recovery Counselor  DAR*
DAR* 101: Public Health Issues Abuse and Addiction
DAR* 105: Hollywood, Addiction and Mental Illness
DAR* 111: Addiction Counseling I
DAR* 251: Counseling Internship I
DAR* 252: Counseling Internship II

Early Childhood Education  ECE*
ECE* 101: Introduction to Early Childhood Education
ECE* 103: Creative Experiences - CDA
ECE* 103: Creative Experiences/Children
ECE* 109: Science and Math for Children
ECE* 131: Children’s Literature
ECE* 214: Observation Assessment and Participant Seminar
ECE* 222: Methods and Techniques in Early Childhood Education
ECE* 224: Advanced EC Curriculum
ECE* 231: Early Language and Literacy Development
ECE* 241: Methods and Techniques for Infants and Toddlers
ECE* 291: Student Teaching II
ECE* 295: Student Teaching Practicum

Earth Science  EAS*
EAS* 102: Earth Science
EAS* 106: Natural Disasters

Economics  ECN*
ECN* 101: Principles of Macroeconomics
ECN* 102: Principles of Microeconomics

Education  EDU*
EDU* 104: Pathways to Education

Electrical Engineering  EET*
EET* 108: AC/DC Circuit Analysis
EET* 252: Digital Electronics

Engineering Science (General)  EGR*
EGR* 101: Engineering Experience
EGR* 111: Introduction to Engineering
EGR* 112: Engineering Drawing Interpretations
EGR* 211: Engineering Statics
EGR* 212: Engineering Dynamics
EGR* 214: Engineering Thermodynamics
EGR* 221: Introduction to Electric Circuit Analysis
EGR* 230: C++ for Engineering
EGR* 240: Current Topics Sus Engineering
EGR* 241: Sustainable Electrical Systems
EGR* 242: Sustainable Building Systems

English  ENG*
ENG* 003: Foundations of Reading
ENG* 004: Reading/Writing
ENG* 004: Reading/Writing
ENG* 093: Introduction to College Reading and Writing
ENG* 101: Composition
ENG* 110: Introduction to Literature
ENG* 114: Children’s Literature
ENG* 200: Advanced Composition
ENG* 202: Technical Writing
ENG* 203: Grammar, Usage and Style
ENG* 214: Drama
ENG* 221: American Literature I
ENG* 222: American Literature II
ENG* 246: Modern Western Literature
ENG* 262: Women in Literature
ENG* 271: Film and Literature
ENG* 283: Creative Writing: Fiction
ENG* 294: English Practicum

English as a Secondary Language  ESL*
ESL* 163: ESL Structure I
ESL* 164: ESL Structure II
ESL* 165: ESL Writing & Reading I
ESL* 166: Writing & Reading VI

Environmental Science  EVS*
EVS* 100: Introduction to Environmental Science
EVS* 130: Sustainable Energy and the Environment
EVS* 131: Sustainable Energy for Your Community
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Occupational Therapy  OTA*
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OTA* 120: Neurologic Intervention in Occupational Therapy
OTA* 234: Documentation in Occupational Therapy
OTA* 242: Level II Fieldwork
OTA* 244: Clinical Seminar in Occupational Therapy

Philosophy  PHL*
PHL* 101: Introduction to Philosophy
PHL* 103: Who are We? Theories of Human Nature
PHL* 106: Great Human Ideas
PHL* 111: Ethics
PHL* 151: World Religions
PHL* 153: Buddhist Philosophy
PHL* 201: Reading Plato’s Republic

Physical Therapist Assistant  PTA*
PTA* 230: Physical Agents in Physical Therapy
PTA* 235: Kinesiology for Rehabilitation
PTA* 260: Physical Therapy Seminar
PTA* 262: PTA Internship II
PTA* 265: PTA Internship III

Physics  PHY*
PHY* 110: Introductory Physics
PHY* 121: General Physics I
PHY* 221: Calculus-Based Physics I
PHY* 222: Calculus-Based Physics II

Political Science  POL*
POL* 101: Introduction To Political Science
POL* 111: American Government
POL* 112: State & Local Government
POL* 120: Introduction to Law
POL* 212: Constitutional Law and Civil Rights

Psychology  PSY*
PSY* 107: Pathways to Personal Growth
PSY* 111: General Psychology I
PSY* 112: General Psychology II
PSY* 163: Children with Disabilities
PSY* 164: Assistive Technology for Students with Disabilities (K-12)
PSY* 174: Assistive Technology for Adults in the Workplace, Home and Community
PSY* 183: Learning Process & Disabilities
PSY* 201: Life Span Development
PSY* 203: Child Development
PSY* 210: Death & Dying
PSY* 240: Social Psychology
PSY* 243: Theories of Personality
PSY* 245: Abnormal Psychology
PSY* 247: Industrial and Organizational Psychology

Recreation & Leisure Studies  RLS*
RLS* 101: Introduction to Recreation and Leisure Services
RLS* 121: Introduction to Therapeutic Recreation Services
RLS* 223: Leisure and Aging
RLS* 295: Professional Practicum in Therapeutic Recreation

Respiratory Care  RSP*
RSP* 121: Cardiopulmonary Anatomy and Physiology
RSP* 141: Principles of Respiratory Care
RSP* 251: Respiratory Pathophysiology
RSP* 274: Diagnostic Respiratory Care
RSP* 281: Advanced Clinical Practicum

Sign Language  SGN*
SGN* 101: Sign Language I

Social Sciences  SSC*
SSC* 110: Health & Wellness Principles
SSC* 150: Transition Development
SSC* 220: Computers’ Impact on Society
SSC* 294: Cooperative Education/Work Experience
SSC* 296: Special Topics in Social Science

Sociology  SOC*
SOC* 100: Community Engagement
SOC* 101: Principles of Sociology
SOC* 201: Contemporary Social Issues
SOC* 205: Sociology in Film
SOC* 215: Women and Prisons
SOC* 241: Juvenile Delinquency

Spanish  SPA*
SPA* 108: Elementary Spanish I and II
SPA* 111: Elementary Spanish I
SPA* 112: Elementary Spanish II
SPA* 211: Intermediate Spanish I

Speech Language Pathology  SLP*
SLP* 111: Communication Development
SLP* 120: Communication Disorders and Intervention I

Student Development  SD
SD: 111: First Year Experience: Foundations for College Success

Surgical Technology  SUR*
SUR* 101: Operating Room Procedures I
SUR* 105: Medical Terminology
SUR* 221: Pathology/Pharmacology for the Surgical Technologist
SUR* 222: Clinical Experience II

Theater  THR*
THR* 101: Introduction to Theater
THR* 110: Acting I

College by Design Courses

College by Design Session 1:
August 29, 2011—October 22, 2011
BFN* 111: Financial Literacy
BIO* 120: Immunity and Human Disease
BMG* 204: Managerial Communications
CAD* 110: Introduction to CAD
CSC* 101: Introduction to Computers
CST* 150: Web Design & Development
DAR* 101: Public Health Issues Abuse and Addiction
ENG* 110: Introduction to Literature
HIS* 201: U.S. History I
HPE* 102: Human Performance and Fitness
MAT* 109: Quantitative Literacy
OCE* 101: Introduction to Oceanography
PHL* 111: Ethics
PSY* 111: General Psychology I
SOC* 101: Principles of Sociology

College by Design Session 2:
October 24, 2011—December 19, 2011
BIO* 111: Nutrition
CAD* 218: CAD 3D Mechanical
COM* 173: Public Speaking
CSC* 101: Introduction to Computers
CST* 250: Web Design & Development II
DAR* 158: Biology of Addiction
EAS* 102: Earth Science
ENG* 101: Composition
HIS* 202: U.S. History II
MAT* 138: Intermediate Algebra
PHL* 101: Introduction to Philosophy
PSY* 111: General Psychology I
PSY* 201: Life Span Development
SOC* 201: Social Issues
SOC* 110: Health and Wellness Principles

College by Design Late Start Session:
September 13, 2011—December 19, 2011
ART* 206/COM* 154: Film Study & Appreciation
BBG* 101: Introduction to Business
BMG* 202: Principles of Management
CJS* 102: Introduction to Corrections
COM* 154/ART* 206: Film Study
COM* 173: Public Speaking
ECN* 101: Principles of Macroeconomics
EGR* 111: Introduction to Engineering
ENG* 093: Introduction to College Reading and Writing
ENG* 101: Composition
HIS* 102: Western Civilization II
MAT* 138: Intermediate Algebra
MAT* 172: College Algebra
MET* 101: Introduction to Meteorology
POL* 112: State and Local Government
PSY* 111: General Psychology I
SOC* 101: Principles of Sociology
Payment Options

1. Before July 14, 2011: Students must submit the college service fee, student activity fee and all mandatory usage fees at the time of registration. Tuition must be paid no later than July 14, 2011.

2. After July 14, 2011: Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.

3. Installment Plan: Students taking six or more credit hours qualify to take part in the installment payment plan. There is a $25 non-refundable fee for participation in the plan. For more information, contact the Bursar’s office at 860-512-3637 or 860-512-3638.

Failure to pay the tuition or fees by the appropriate date may result in cancellation of registration. Students’ classes canceled for non-payment will need to re-register in-person at the Registrar’s office on a space-available basis when the student is able to pay the tuition and fees.

A $25 returned check fee will be charged to students for any check returned for insufficient funds or stop payments.

Payments may be made at the Bursar’s office, (Lowe Student Services Center, first floor) during regular office hours. Tuition can also be paid by mail or online at http://my.commnet.edu.

Acceptable payment methods for tuition are cash, check or credit card (Discover Card, MasterCard or Visa).

Refund Policy for General Fund Courses

Before registering for classes, students should read the refund policy established by the Board of Trustees for Community-Technical Colleges.

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

Definition of a General Fund course: Any credit course offered during the fall and spring semesters with the exception of College by Design courses. See page 17 for Extension Fund refund policy.

• When registering for courses, students pay a nonrefundable deposit equal to the fees for their courses. Students who decide to drop a class must notify the Registrar’s office in writing to get a refund. A full refund of tuition will be made if this is done before the first day of classes. If the student notifies the Registrar’s office during the first 14 calendar days (Aug. 29-Sept. 9) of the semester, a 50% tuition refund will be awarded.

• Students must apply for a refund. Refunds are not automatically processed. No telephone requests for refunds will be taken.

BURSAR’S OFFICE HOURS

<table>
<thead>
<tr>
<th>Regular Hours</th>
<th>Special Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday and Tuesday:</td>
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</tr>
<tr>
<td>8:30 a.m.-7:00 p.m.</td>
<td>1:00 p.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Wednesday and Thursday:</td>
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<tr>
<td>Friday:</td>
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myCommNet
## General Fund Tuition and Fees

General Fund courses are any credit course offered during the fall and spring semesters with the exception of College by Design courses. Tuition and fees for general fund courses are payable in advance in accordance with deadline dates announced each semester.

The following is a complete schedule of tuition and fees, prepared by the Board of Trustees of Community-Technical Colleges and effective Fall 2011.

### Connecticut Residents Tuition and Fees Per Semester

<table>
<thead>
<tr>
<th>Billing Hours</th>
<th>Tuition</th>
<th>College Service Fee</th>
<th>Student Activity Fee</th>
<th>Tuition &amp; Fees</th>
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<tr>
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### Non-Residents Tuition and Fees Per Semester

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<th>Student Activity Fee</th>
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</table>

‡ Non-refundable fees

Excess Credits Tuition Charge: An additional flat tuition charge of $100 per semester when total registered credits exceed 17 for the semester.

### New England Regional Student Program

MCC is a member of the New England Regional Student Program. This program provides an opportunity for students to earn an undergraduate degree in certain programs not offered at a college near their home or in their home state. Under this program, an out-of-state student will be charged the regular resident tuition plus a 50% surcharge. Below is a listing of tuition and fees per semester for this program. Go to the Admissions office for more information about this program.

### NEBHE Tuition and Fees Per Semester

<table>
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<tr>
<th>Billing Hours</th>
<th>Tuition</th>
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<th>Student Activity Fee</th>
<th>Tuition &amp; Fees</th>
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### Additional Mandatory Usage Fees Per Semester

- **Laboratory Course Fee**: $78.00 Per registration in a designated laboratory course
- **Studio Course Fee**: $84.00 Per registration in a designated studio course

‡ Clinical Program Fee-Level 1: $267.00 Per semester (fall and spring only) Level 1 health careers programs

‡ Clinical Program Fee-Level 2: $191.00 Per semester (fall and spring only) Level 2 health careers programs.

Lab and studio course fees are 100% refundable prior to the first day of classes and 50% in the add/drop period (similar to tuition). Clinical program fees are not refundable. The Excess Credits Tuition Charge is 100% refundable prior to the first day of classes and 50% in the add/drop period (similar to tuition).
College by Design Tuition and Fees

College by Design allows students to take courses in a short, concentrated time-frame on weekdays, weekends or online. Classes begin at five different times throughout the year. These classes are offered through the Continuing Education Division and run for eight to twelve weeks instead of the normal sixteen-week time frame.

**IMPORTANT:**
The addition of a College by Design course will require payment of an additional credit fee. Tuition and fees are subject to change. Additional semester hours are charged accordingly.

### College By Design In-State Tuition and Fees Per Semester

<table>
<thead>
<tr>
<th>Billing Hours</th>
<th>Tuition</th>
<th>College Service Fee</th>
<th>Student Activity Fee</th>
<th>Tuition &amp; Fees</th>
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### College By Design Out-of-State Tuition and Fees Per Semester

<table>
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<th>Billing Hours</th>
<th>Tuition</th>
<th>College Service Fee</th>
<th>Student Activity Fee</th>
<th>Tuition &amp; Fees</th>
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<tr>
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<tr>
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### Additional Mandatory Usage Fees Per Semester

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
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<tbody>
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<td>Laboratory Course Fee</td>
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<tr>
<td>Studio Course Fee</td>
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</tr>
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<td>Clinical Program Fee-Level 1</td>
<td>$267.00</td>
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<tr>
<td>Clinical Program Fee-Level 2</td>
<td>$191.00</td>
</tr>
</tbody>
</table>

† Clinical Program Fee-Level 1
Per semester (fall and spring only) Level 1 health careers programs

‡ Clinical Program Fee-Level 2
Per semester (fall and spring only) Level 2 health careers programs

Non-refundable fees

Non-refundable fees: The $5 student activity fee is charged for College by Design Sessions 1, 2, 3, and 4 only. There is no student activity fee for College by Design Sessions 5.

Refund Policy
General Information

Course Cancellations and Changes
Students will be notified by mail, email or phone of course cancellations. Courses may be cancelled due to insufficient enrollment. Faculty names and room assignments are subject to change due to required adjustments in the schedule.

Add/Drop Schedule
Add/drop period is Monday, August 29, 2011, through Tuesday, September 6, 2011. All students receiving financial aid will be required to advise the Financial Aid office of schedule changes. Students seeking to change their schedule of classes are advised to consult with their academic advisor before making changes.

Auditing Courses
Students not wishing to earn course credit may audit a course by completing an audit request form at the time of registration in the Registrar’s office, L157. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. A student wishing to change from credit to audit status must complete an audit request form within the first four weeks of the semester. Full tuition and fees are charged for courses audited. Students auditing a course may not change to credit status.

Graduation
Students who anticipate completing the requirements for an associate degree and/or a certificate must complete an application by the following deadlines:

- October 14, 2011, for December 2011 conferral
- March 14, 2012, for May 2012 conferral (ceremony for all three conferrals)
- July 1, 2012, for August 2012 conferral

Students who do not complete requirements can request re-evaluation for next conferral date/year.

Graduation applications can be obtained outside the Registrar’s office and online in MCC’s Form Depot, http://www.mcc.commnet.edu/students/form.php.

Enrollment Verification Request
The National Student Clearinghouse processes all student enrollment verifications. Log on to myCommNet with the 8-digit NetID and password, and follow the prompts. Students will be connecting directly to the National Student Clearinghouse enabling them to print out their own enrollment verification certificates. Verifications for the Fall 2011 semester will be accessible the week of September 19, 2011.
General Information (continued)

Grades/Transcripts
Semester grades will be available online approximately one week after the exam period. Students unable to access the Web may request an unofficial transcript in writing; forms are available in the Registrar’s office in L157, or on the college’s website at www.mcc.commnet.edu. Clicking “Form Depot,” under “Admissions and Registration,” then selecting “Transcript Request.” Completed forms should be returned to the Registrar’s office.

To print an unofficial transcript or view grades:
1. Go to http://my.commnet.edu
2. Login using your NetID and password.
3. Go to the “Student” tab.
4. Click on the “Student Self-Service” channel.
5. Click on “Student Records.”
6. Click on “Final Grades,” select term, click “Submit,” OR
7. Click on “Academic Transcript,” select level (MCC Credit), click “Submit.”
8. View/Print your final grades/transcript.
9. Logoff.

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 (QR code below). 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 course 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.

New Student Orientation
The first step to a successful college career is attendance and active participation in the New Student Orientation program. This comprehensive program provides students with the necessary information needed to have a smooth and successful transition to college life. The program is designed to support incoming students with:

- Meeting other new students and current student leaders
- Becoming familiar with the Student Affairs staff, along with the services available on campus
- Learning the importance of displaying civility, respecting diversity and minimizing risky behaviors

All new and transfer students (full-time and part-time and international students) are expected to attend New Student Orientation. Visit the New Student Orientation website at: www.mcc.commnet.edu/students/prospective/nso.php.
Important Dates

April 25-Aug. 27  Fall 2011 online registration for all students
June 6-Aug. 26  In-person/mail-in/fax/late registration for Fall 2011
July 14  Tuition due for Fall 2011
August 12  Financial aid application deadline
August 12  Admissions application deadline
August 26  Senior citizen registration and cross registration
           8:30 a.m.-4:30 p.m.
August 27  Last day to drop classes and receive a
           full tuition refund ‡
August 29  Fall classes begin
August 29  College by Design Session 1 begins
September 6  Add/drop period ends
September 5  Labor Day (College closed)
September 9  Last day to drop classes and receive 50%
             tuition reimbursement
September 13  Late Start Session begins
September 21  Last day to use audit option
October 10  Columbus Day (College closed)
October 14  Last day to apply for December 2011 graduation
October 24  Last day to make up incomplete grades
October 24  College by Design Session 2 begins
November 7  Last day to withdraw from classes
            without academic penalty
November 8  Election Day (no classes) ‡‡
November 23  Thanksgiving recess begins (no classes) ‡‡
November 24  Thanksgiving Day (College Closed)
November 25  No classes ‡‡
November 28  Classes resume
December 12  Last day of classes
December 13-19  Final exams

‡ Refund policies are different for College by Design courses. Please see
    Extension Fund Refund Policy on page 17.
‡‡ Administrative offices open.

“College closed” means that 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.

Important Telephone Numbers

This Enrollment Guide provides answers to many commonly-asked
questions. For more information, please use the telephone numbers
listed below:

Academic Advising ....................................................... 860-512-3320
Academic Offices
    Business, Engineering and Technology 860-512-2620
    Liberal Arts .......................................................... 860-512-2660
    Mathematics, Science and Health Careers 860-512-2700
    Social Science and Hospitality 860-512-2750
Academic Support Center ........................................... 860-512-2610
Admissions ............................................................. 860-512-3210
International Students .............................................. 860-512-3215
New Student Information ......................................... 860-512-3210
Testing Center ......................................................... 860-512-3304
Transcript Evaluation ............................................... 860-512-3214
Adults in Transition (AIT) .......................................... 860-512-3343
          860-512-3344
Athletics and Fitness .............................................. 860-512-3353
Bookstore ............................................................. 860-645-3140
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