GENERAL INFORMATION

COST

Includes: tuition of $144 per credit hour (i.e., $432 per 3-credit course); a service fee of $78.00 (per 3-credit course); and for new students, a one-time, non-refundable application fee of $20. There is an additional $5 student activity fee for Fall and Spring sessions only.

College by Design PROGRAM

FEATURES INCLUDE:

• New sessions begin throughout the year
• Affordable tuition
• Convenient location on the MCC campus or online
• Counselors available 860-512-3320
• Library open on Saturdays, 860-512-3420

$20 APPLICATION FEE

If you are registering to take a credit course and have never attended a Connecticut community college as a credit student, a one-time, non-refundable $20 application fee is required. If paying by check, please provide a separate check for $20 payable to “MCC” for the application fee. This must accompany the MCC Application for Admission for new students on pages 14-17.

Students may now apply online at http://my.commnet.edu

Refund Policy for Credit Extension Courses

There is a minimum enrollment for all credit extension 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 fees. This does not include the $20 one-time application fee for new students, which is non-refundable. It takes two to four weeks for payment of refunds to be made.

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

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

SPECIAL NOTE TO STUDENTS

Full payment is due upon registration.

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

Refund Policy Appeal Procedures

Students are required to officially drop/withdraw prior to submitting an appeal.

Appeals must be submitted within ten days from the start date of the class to be considered. The Refund Policy 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 copy at the Registrar’s office.

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

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

Four Ways to Apply and Register for Credit Extension Courses

1. **By Mail**
   *Must be received at least five business days prior to start of requested course.*
   If applicable, complete the MCC Application for Admission form for new students on pages 14-17. Complete the registration form on page 19. Please complete the entire form. **Full payment must accompany each registration.** Refer to fee schedule on page 4. Send your registration and payment to:

   **Registrar’s Office**
   Manchester Community College
   Great Path, MS #13
   P.O. Box 1046
   Manchester, CT 06045-1046

   Please mail the entire registration page!

2. **In-Person**
   If applicable, complete the MCC Application for Admission form for new students on pages 14-17. Complete the registration form on page 19. Please complete the entire form. **Fees are payable in full at time of registration** and may be paid at the Bursar’s Office in the Lowe Student Services Center, after registering for your course in the Lowe Building Registrar’s Office.

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

3. **By Fax: 860-512-3221**
   If applicable, complete the MCC Application for Admission form for new students on pages 14-17. Complete the registration form on page 19 using Discover Card, MasterCard, or Visa only. Please complete the entire form.

   "Full payment must accompany registration."

   **Forms of Payment**
   - **Cash:** In person, during regularly scheduled Bursar hours. (See page 4.)
   - **Credit Cards:** Only Discover Card, MasterCard, or Visa are accepted.
   - **Checks/Money Orders:** Please make all checks payable to "MCC."

   If one check is used to pay for more than one student, the names and course numbers for all students involved must be listed on the check. Please include each student’s Social Security number or Banner ID on your check.

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

   **Login:**
   - Go to http://my.commnet.edu
   - Login using 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 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
   - **Log off**

   * 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 number plus@student.commnet.edu
   - (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

**Class Requirements**
For credit course prerequisites, see Course Descriptions, pages 9-12.

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

**Credit Confirmation**
You will receive your course schedule print-out as a confirmation, with course location, within a week after we receive your registration form. Students who register in person will receive confirmation at that time. Your confirmation is necessary to purchase textbooks at the MCC Bookstore.

**Late Registration**
Late registration will be accepted on a space-available basis by permission of the instructor.
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 14-17

<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 I.D.)</td>
<td>Banner ID#</td>
<td>Date of Birth</td>
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<td></td>
</tr>
<tr>
<td>Home Address (number and street, city/town, state, zip)</td>
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<td></td>
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<tr>
<td>Telephone Number(s)</td>
<td>(Home)</td>
<td>(Business)</td>
<td>Email address</td>
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<th>COURSE TITLE</th>
<th>DAY(S)/TIME</th>
<th>START DATE</th>
<th># OF CREDITS</th>
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I hereby authorize the use of my
Discover Card □  MasterCard □  Visa □

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”)

☐ I acknowledge that I have read the Credit Extension refund policies on page 3.

Student Signature __________________________ Date __________

Office Use Only
Regis. Special Receipt # Date

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