College by Design

Accelerated Weekday, Weekend and Online Courses

Flexibility to Choose the Schedule that Works for You!

New!

Credit Certificate Programs in Accelerated Sessions

Computer-Aided Design (CAD) • Fitness Specialist • Web Technology

MANCHESTER COMMUNITY COLLEGE

Credit Extension Courses
Division of Continuing Education
CONTINUING EDUCATION

The College’s Continuing Education Division provides timely programs relevant to changing community needs and promotes the College as a focus of lifelong learning. Each year more than 8,000 area residents become involved in credit and credit-free courses, seminars and workshops, as well as the many cultural activities and special educational services offered through this division. The division offices are located in the Learning Resource Center.

For more information regarding Continuing Education programs call 860-512-2800.

Welcome to College by Design at Manchester Community College!

College by Design is intended to accommodate your busy and changing schedule. The program enables you to complete course requirements by attending classes scheduled on weekdays, weekends or online during accelerated eight- and 12-week sessions.

NEW FOR 2011-2012

College by Design now offers three different one-year credit certificate programs that you can complete during accelerated sessions:

• Computer-Aided Design (CAD)
• Fitness Specialist
• Web Technology

SESSION DATES for SPRING 2012

Session 1: 8 weeks
January 23 – March 17, 2012

Session 2: 12 weeks
February 2 – May 14, 2012

Session 3: 8 weeks
March 19 – May 14, 2012

For Directions and Map of MCC please go to:
www.mcc.commnet.edu/about/directions.php

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DRUG & ALCOHOL RECOVERY COUNSELOR

College by Design offers a series of Drug & Alcohol Recovery Counselor courses. These courses may be used towards completion of the Drug and Alcohol Recovery Counselor Associates Degree but are also of special interest to professionals practicing in the addictions or counseling fields. These courses are approved by the Connecticut Certification Board towards eventual certification and by the Connecticut Department of Public Health for eventual licensing.

College by Design now offers three different one-year credit certificate programs that you can complete during accelerated sessions:

• Computer-Aided Design (CAD)
• Fitness Specialist
• Web Technology

Manhattan Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action and Staff Development Coordinator (Title IX and Section 504/ADA Coordinator), Manchester Community College; Great Path – MS #2; Manchester, CT 06045; Lowe Student Services Center L-134c; 860-512-3107. Fall 11 7M, Resource: CE/VS
GENERAL INFORMATION

COST
Includes: tuition of $139 per credit hour; (i.e., $417 per 3 credit course); a service fee of $74.00 (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 Fall and Spring sessions only.

Students please note that the fee schedule may change for summer 2012.

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 and some Sundays 860-512-3420

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

Students may now apply online at www.mcc.commnet.edu

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

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

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

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

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

Appeals must be submitted within 10 days from the start date of the class to be considered. 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.
CREDIT EXTENSION FEE SCHEDULE

<table>
<thead>
<tr>
<th>SH</th>
<th>Extension Credit Fee</th>
<th>Service Fee*</th>
<th>College Activity Fee**</th>
<th>Total Fees</th>
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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

<table>
<thead>
<tr>
<th>SH</th>
<th>Extension Credit Fee</th>
<th>Service Fee*</th>
<th>College Activity Fee**</th>
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</table>

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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

** Nonrefundable fee. Include a $5.00 student activity fee for Fall and Spring sessions.

Be aware that the addition of a **College by Design** class to a FULL-TIME GENERAL FUND LOAD WILL REQUIRE PAYMENT OF AN ADDITIONAL CREDIT FEE.
Credit Certificate Programs offered through College by Design

Computer-Aided Design (CAD)

Program Design
The Computer-Aided Design (CAD) certificate program provides students with career-based training in mechanical design using computer-aided drafting/design technology. To provide the necessary technical education base, the program also includes education and training in applied technical mathematics, engineering drawing, and geometric dimensioning and tolerancing skills. Basic training in computer technology is included to prepare students for the two-dimensional, three-dimensional and solid-modeling computer-aided design technology in the program. CAD technology in the core of the certificate program is AutoCAD integrated with Solidworks® solid-modeling and rendering technology, both predominant technology leaders in CAD/solid-modeling.

All technical manufacturing and engineering design in today’s high-technology business and industry uses computer-based, computer-aided design technologies that integrate the design, engineering and manufacturing design analysis—and manufacturing of complex products and product parts, sub-assemblies, and assemblies—into a single, technically coherent process.

Curriculum
Courses are offered during evening hours in accelerated, 8-week sessions. Students who complete the Computer-Aided Design (CAD) certificate program and decide to pursue an associate in science degree may apply all of their credits towards the Connecticut College of Technology Technological Studies A.S. degree pathways program, which is an articulated technology program within Central Connecticut State University’s School of Engineering and Technology. Students should consult with an engineering/technology faculty advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

Required Courses and Schedule

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CAD* 110</td>
<td>Introduction to CAD</td>
<td>Fall 2011</td>
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<tr>
<td>CAD* 218</td>
<td>CAD 3D Mechanical AUTOCAD</td>
<td>Fall 2011</td>
<td>3</td>
</tr>
<tr>
<td>EGR* 112</td>
<td>Engineering Drawing Interpretation</td>
<td>Spring 2012</td>
<td>3</td>
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<tr>
<td>MFG* 239</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>Spring 2012</td>
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<td>CAD* 220</td>
<td>Parametric Design (Solidworks®)</td>
<td>Summer 2012</td>
<td>3</td>
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</table>

Total Credits Required: 15

Learning Outcomes
Upon successful completion of all Computer-Aided Design certificate program requirements, graduates will

1. Interpret complex engineering drawings including geometric dimensioning and tolerancing.
2. Perform competently in solving technical manufacturing and engineering mathematics problems.
3. Exhibit competency in two-dimensional, three-dimensional and solid-modeling skills as applied to complex computer-aided design technology.
4. Demonstrate an understanding of the role and function of computers and effectively use the computer to solve complex technical problems.

For additional information:
Contact Professor Mehrdad Faezi,
Business, Engineering and Technology Division,
at mfaezicommnet.edu or at 860-512-2729.

Program Design
Fitness specialists typically work for organizations, such as universities, health clubs, fitness centers, resorts, country clubs and hospitals. They work with individuals and groups to help improve clients’ fitness levels or to rehabilitate injuries. Some fitness specialists may hold personal training sessions in which they help clients reach personal fitness goals.

Before performing an exercise program, fitness specialists assess the physical condition of the participants. They lead warm-up activities, like stretching, and supervise an entire exercise program. A fitness specialist also performs administrative work, which may include leading tours of fitness facilities, registering new members, monitoring the front desk, writing articles or supervising exercise rooms.

Curriculum
Courses are offered in accelerated, 8-week sessions. Students who complete the Fitness Specialist certificate program and decide to pursue an associate in science degree may apply all of the credits towards the Health and Exercise Science A.S. degree program. Students should consult with an advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

Required Courses and Schedule

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Credits</th>
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<tr>
<td>HPE* 102</td>
<td>Human Performance &amp; Fitness</td>
<td>Fall 2011</td>
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<tr>
<td>SSC* 110</td>
<td>Health &amp; Wellness Principles</td>
<td>Fall 2011</td>
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<tr>
<td>HPE* 240</td>
<td>Principles of Fitness</td>
<td>Spring 2012</td>
<td>3</td>
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<td>HPE* 210</td>
<td>Sports Nutrition</td>
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<td>3</td>
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<tr>
<td>HPE* 116</td>
<td>Weight Training</td>
<td>Spring 2012</td>
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<tr>
<td>HPE* 242</td>
<td>Introduction to Athletic Training</td>
<td>Summer 2012</td>
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<tr>
<td>HPE* 211</td>
<td>Fitness Specialist Certification</td>
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Total Program Credits: 17

Learning Outcomes
Specifically, the Fitness Specialist Certificate Program will

1. Provide students with the knowledge and skills to obtain an entry level position as a fitness or wellness specialist.
2. Instruct students on professional appearance, conduct and effective communication.
3. Prepare students to be eligible and prepared to take a national exam in order to qualify as a Certified Personal Trainer.
4. Introduce students to the many employment opportunities available in the field of fitness.

For additional information:
Contact Dr. Andrew Paterna, Coordinator,
Health and Exercise Science Program,
at apaterna@mcc.commnet.edu or at 860-512-2708.
Credit Certificate Programs offered through College by Design

Web Technology

Program Design
The Web Technology certificate program prepares students with the programming techniques for web application development and the critical skills needed to conceive, build and maintain sophisticated web sites. Students will be provided with a comprehensive look at the administration of web content and its complexities. This certificate program also provides individuals in the current high-tech industry the opportunity to upgrade their skills in the web area for possible advancement or new career opportunities.

A typical day for a Web Associate may include the building and managing of an organization’s web site and its proper functioning on both the operations and design side. You may be required to implement new pages or features on a web page according to an organization’s specifications or add back-end or front-end applications for greater ease of use. The Web Associate may often work in a team with web developers and content creators to help produce web site content. Testing and training users on site navigation may also be included.

Curriculum
Courses are offered in an online or hybrid format in accelerated, 8-week sessions. Students who complete the Web Technology certificate program and decide to pursue an associate in science degree may apply all of the credits towards the Computer Technology A.S. degree program. Students should consult with a computer science/technology faculty advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

<table>
<thead>
<tr>
<th>Required Courses and Schedule</th>
<th>Fall 2011</th>
<th>Spring 2012</th>
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<tr>
<td>CST* 150 Web Design &amp; Development I (online)</td>
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<td>CST* 250 Web Design &amp; Development II (online)</td>
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<tr>
<td>CSC* 230 Database Concepts with Web Applications (online)</td>
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<tr>
<td>CST* 258 Fundamentals of Internet Programming (online)</td>
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<tr>
<td>CST* 205 Project Management (hybrid)</td>
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Total Credits Required: 17

Learning Outcomes
Upon successful completion of all Web Technology certificate program requirements, graduates will
1. Use the core technologies of current markup languages such as HTML, XHTML and CSS for web development and design.
2. Write code effectively and build easily navigable sites.
3. Demonstrate competency in programming languages commonly used in developing and servicing Internet web sites, both client-side and server-side.
4. Demonstrate an understanding of proper database design and its application over a distributed network.
5. Demonstrate proficiency in developing complex web sites incorporating database driven technologies.
6. Understand the role of project management, and how to set and manage client expectations, support client interaction activities, and track progress throughout the project lifecycle.

For additional information:
Contact Professor Sandra Rimetz, Business, Engineering and Technology Division, at srimetz@mcc.commnet.edu or at 860-512-2636.

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.

Technical Requirements for Online and Hybrid Courses
Students will need access to a high speed Internet connection, a web browser (you can check your browser compatibility by going to http://ct-cc-blackboard-vista-student-troubleshooting.pbwiki.com/Browser+and+Java+Settings) and a word processor (Microsoft Word). Students must have an active email account and be familiar with sending and receiving email. For information about logging into online and hybrid courses and using MCC’s course management system, go to: www.mcc.commnet.edu/students/resources/distanceStudentVista.php.
# Spring College by Design courses

## Session #1: 8 Weeks

### January 23–March 17, 2012

<table>
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<th>Subject #</th>
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<td>12070</td>
<td>✦ CSC* B230</td>
<td>Database Concepts with Web Application</td>
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<td>11359</td>
<td>CST* B114</td>
<td>Web Essentials</td>
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<td>12074</td>
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<td>Introduction to MIS</td>
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<td>11936</td>
<td>✦ SOC* B101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>online</td>
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</tr>
</tbody>
</table>

✦ See page 6 for technical requirements for online courses. See course descriptions for any course specific instructions.

## Session #2: 12 Weeks

### February 2–May 14, 2012

(No Classes April 5, 6 and 7)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>11321</td>
<td>BBG* B101</td>
<td>Introduction to Business</td>
<td>3</td>
<td>MW</td>
<td>5:15-6:50 p.m.</td>
<td>GPA GP232</td>
</tr>
<tr>
<td>11029</td>
<td>✦ BMG* B202</td>
<td>Principles of Management</td>
<td>3</td>
<td>online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12095</td>
<td>COM* B173</td>
<td>Public Speaking</td>
<td>3</td>
<td>TR</td>
<td>5:15-6:50 p.m.</td>
<td>GPA GP215</td>
</tr>
<tr>
<td>11323</td>
<td>ECN* B102</td>
<td>Principles Microeconomics</td>
<td>3</td>
<td>MW</td>
<td>5:15-6:50 p.m.</td>
<td>GPA GP215</td>
</tr>
<tr>
<td>11924</td>
<td>✦ EGR* B111</td>
<td>Introduction to Engineering</td>
<td>3</td>
<td>online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11316</td>
<td>ENG* B093</td>
<td>Introduction to College Reading &amp; Writing</td>
<td>0</td>
<td>MW</td>
<td>5:15-6:50 p.m.</td>
<td>GPA GP157</td>
</tr>
<tr>
<td>11318</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>MW</td>
<td>5:15-6:50 p.m.</td>
<td>GPA GP155</td>
</tr>
<tr>
<td>11324</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>TR</td>
<td>7:00-8:35 p.m.</td>
<td>GPA GP155</td>
</tr>
<tr>
<td>11894</td>
<td>HIS* B202</td>
<td>U.S. History II</td>
<td>3</td>
<td>TR</td>
<td>7:00-8:35 p.m.</td>
<td>GPA GP232</td>
</tr>
<tr>
<td>11947</td>
<td>MAT* B138</td>
<td>Intermediate Algebra: A Modeling Approach</td>
<td>3</td>
<td>S</td>
<td>9:00 a.m.-12:20 p.m.</td>
<td>AST D215</td>
</tr>
<tr>
<td>11946</td>
<td>MAT* B146</td>
<td>Math for the Liberal Arts</td>
<td>3</td>
<td>MW</td>
<td>3:30-5:05 p.m.</td>
<td>GPA GP215</td>
</tr>
<tr>
<td>11948</td>
<td>MET* B101</td>
<td>Meteorology</td>
<td>3</td>
<td>MW</td>
<td>7:00-8:35 p.m.</td>
<td>GPA GP155</td>
</tr>
<tr>
<td>12090</td>
<td>PHL* B101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
<td>MW</td>
<td>3:30-5:05 p.m.</td>
<td>GPA GP232</td>
</tr>
<tr>
<td>12094</td>
<td>PHL* B111</td>
<td>Ethics</td>
<td>3</td>
<td>MW</td>
<td>7:00-8:35 p.m.</td>
<td>GPA GP232</td>
</tr>
<tr>
<td>11317</td>
<td>POL* B111</td>
<td>American Government</td>
<td>3</td>
<td>TR</td>
<td>5:15-6:50 p.m.</td>
<td>GPA GP232</td>
</tr>
<tr>
<td>11314</td>
<td>PSY* B111</td>
<td>General Psychology I</td>
<td>3</td>
<td>MW</td>
<td>3:30-5:05 p.m.</td>
<td>GPA GP155</td>
</tr>
<tr>
<td>12099</td>
<td>SOC* B101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>TR</td>
<td>3:30-5:05 p.m.</td>
<td>GPA GP232</td>
</tr>
<tr>
<td>11435</td>
<td>THR* B110</td>
<td>Acting I</td>
<td>3</td>
<td>R</td>
<td>9:00 a.m.-12:20 p.m.</td>
<td>AST AUD</td>
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</table>

✦ See page 6 for technical requirements for online courses. See course descriptions for any course specific instructions.
# Session #3: 8 Weeks
March 19–May 14, 2012
(No Classes April 5, 6 and 7)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
</tr>
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<tbody>
<tr>
<td>11375</td>
<td>✦ ART* B206</td>
<td>Film Study</td>
<td>3</td>
<td>online</td>
<td>6:00-9:05 p.m.</td>
<td>AST C204</td>
</tr>
<tr>
<td>11381</td>
<td>✦ COM* B154</td>
<td>Film Study and Appreciation</td>
<td>3</td>
<td>online</td>
<td>6:00-9:05 p.m.</td>
<td>AST C204</td>
</tr>
<tr>
<td>12093</td>
<td>COM* B173</td>
<td>Public Speaking</td>
<td>3</td>
<td>F</td>
<td>6:00-9:05 p.m.</td>
<td>AST C204</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>9:00 a.m.-12:05 p.m.</td>
<td>AST C204</td>
</tr>
<tr>
<td>11358</td>
<td>✦ CST* B114</td>
<td>Web Essentials</td>
<td>2</td>
<td>online</td>
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<tr>
<td>11362</td>
<td>✦ CST* B258</td>
<td>Fundamentals of Internet Programming</td>
<td>4</td>
<td>online</td>
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<tr>
<td>11989</td>
<td>CJS* B101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
<td>F</td>
<td>6:00-9:05 p.m.</td>
<td>Lowe L242</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>9:00 a.m.-12:05 p.m.</td>
<td>Lowe L242</td>
</tr>
<tr>
<td>12097</td>
<td>DAR* B112</td>
<td>Group Counseling Theory and Techniques</td>
<td>3</td>
<td>S</td>
<td>9:00 a.m.-4:05 p.m.</td>
<td>Lowe L241</td>
</tr>
<tr>
<td>11952</td>
<td>HPE* B210</td>
<td>Sports Nutrition</td>
<td>3</td>
<td>TR</td>
<td>7:00-9:55 p.m.</td>
<td>GPA GP126</td>
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<tr>
<td>12067</td>
<td>HPE* B211</td>
<td>Fitness Specialist Certification</td>
<td>1</td>
<td>T</td>
<td>4:00-6:50 p.m.</td>
<td>GPA GP137</td>
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<tr>
<td>11933</td>
<td>HIS* B102</td>
<td>Western Civilization II</td>
<td>3</td>
<td>F</td>
<td>6:00-9:05 p.m.</td>
<td>AST C202</td>
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<td></td>
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<td>S</td>
<td>9:00 a.m.-12:05 p.m.</td>
<td>AST C202</td>
</tr>
<tr>
<td>12066</td>
<td>MAT* B138</td>
<td>Intermediate Algebra: A Modeling Approach</td>
<td>3</td>
<td>TR</td>
<td>7:00-9:55 p.m.</td>
<td>GPA GP126</td>
</tr>
<tr>
<td>11953</td>
<td>MAT* B138</td>
<td>Intermediate Algebra: A Modeling Approach</td>
<td>3</td>
<td>MW</td>
<td>4:00-6:40 p.m.</td>
<td>GPA GP126</td>
</tr>
<tr>
<td>10848</td>
<td>MFG* B239</td>
<td>Geometric Dimension and Tolerancing</td>
<td>3</td>
<td>TR</td>
<td>7:00-9:55 p.m.</td>
<td>AST C142</td>
</tr>
<tr>
<td>11955</td>
<td>OCE* B101</td>
<td>Introduction to Oceanography</td>
<td>3</td>
<td>F</td>
<td>6:00-9:05 p.m.</td>
<td>AST C107</td>
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<td>9:00 a.m.-12:05 p.m.</td>
<td>AST C107</td>
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<tr>
<td>11930</td>
<td>PSY* B112</td>
<td>General Psychology II</td>
<td>3</td>
<td>F</td>
<td>6:00-9:05 p.m.</td>
<td>AST C201</td>
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<td></td>
<td>S</td>
<td>9:00 a.m.-12:05 p.m.</td>
<td>AST C201</td>
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<tr>
<td>11937</td>
<td>✦ SOC* B220</td>
<td>Racial and Ethnic Diversity</td>
<td>3</td>
<td>online</td>
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</tr>
</tbody>
</table>

◆ Choose either ART* B206 or COM* B154
✦ See page 6 for technical requirements for online courses. See course descriptions for any course specific instructions.

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### Important Dates for College by Design Students

<table>
<thead>
<tr>
<th>Session</th>
<th>Last Day to Drop and Receive a Refund of Tuition only</th>
<th>Last Day to use an Audit Option</th>
<th>Last Day to Withdraw from Classes without Academic Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session #1</strong> 8 week January 23–March 17, 2012</td>
<td>For Monday Start Classes: Friday, January 20</td>
<td>Friday February 3</td>
<td>Friday March 2</td>
</tr>
<tr>
<td></td>
<td>For Tuesday Start Classes: Monday, January 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For Friday Start Classes: Thursday, January 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Session #2</strong> 12 week February 2–May 14, 2012</td>
<td>For Thursday Start Classes: Wednesday, February 1</td>
<td>Thursday February 16</td>
<td>Thursday March 29</td>
</tr>
<tr>
<td></td>
<td>For Saturday &amp; Monday Start Classes: Friday, February 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Session #3</strong> 8 week March 19–May 14, 2012</td>
<td>For Monday Start Classes: Friday, March 16</td>
<td>Friday March 30</td>
<td>Friday April 27</td>
</tr>
<tr>
<td></td>
<td>For Tuesday Start Classes: Monday, March 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For Friday Start Classes: Thursday, March 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For Saturday Start Classes: Friday, March 23</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

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

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

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

ART

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

BUSINESS, GENERAL

All business courses numbered 100 or higher require students to be
eligible for ENG* 101, except BBG* 101,
which requires students to be eligible for ENG* 093

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

BUSINESS, MANAGEMENT

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

BMG* 202: Principles of Management
(Formerly BMG* 101: Introduction to Management)
This course is an analysis of principles, techniques and the major
functions (planning, organizing, and leading) of business enterprise
management. 3 credits

COMMUNICATION

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

COMPUTER SCIENCE

CSC* 230: Database Concepts With Web Application
This course provides a foundation in using database management
systems. This includes framing user requirements and modeling the
data using UML, implementing the model using the MySQL relational
database management system, and using SQL statements to validate
database efficacy. Alternative database systems considered are the
hierarchical, networked, object-oriented, and XML. Prerequisite:
CSC* 125 or CSC* 124 or EGR* 230 or CSC*205 or permission of
the instructor. 3 credits

COMPUTER SYSTEMS TECHNOLOGY

CST* 114: Web Essentials
(Formerly CST 114)
This course provides students of all disciplines with the skills needed
to become a proficient and informed user on the web. Students will
learn how to navigate through current web technologies such as
Web 2.0 and cloud computing, apply advanced search techniques for
research purposes, create a basic web page using a web authoring
program, and apply these skills to the workplace or their career
disciplines. 2 credits

CST* 201: Introduction to MIS
This course provides the background necessary for understanding the
role of information systems in organizations and for using computer
tools and technology in solving business problems. Topics include
organization and technical foundations of information systems,
theory of design of information, database, and network systems,
e-commerce and supply chain systems, and information network
security management. Microsoft Excel, Access and Project are used
to demonstrate selected topical concepts. Prerequisite: eligibility for
ENG* 101. 3 credits

CST* 258: Fundamentals of Internet Programming
This course provides a foundation in using server-side web
programming to provide dynamic content on the web. This includes
how to install, configure, integrate, and utilize an Apache web
server, a MySQL relational database management system, the PHP
scripting language, and standards-based HTML web code to generate
dynamic web pages. Emerging Web 2.0 techniques will be surveyed.
Prerequisite: CST* 150 and CSC* 230. 4 credits
CJS* 101: Introduction to Criminal Justice
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

EGR* 112: Engineering Drawing Interpretations
(Formerly ENGR 101: Engineering Drawing Interpretation)
An introduction to the interpretation of engineering drawings beginning with the basics of orthographic projection. Topics include: working drawings, lines, linear and angular dimensioning, sectional views, tolerances and allowances, thread representation, arrowless and tabular dimensioning, steel specifications, auxiliary views, point-to-point and datum dimensioning conforming to ANSI Y14.5M and ISO standards. 3 credits

ENG* 093: Introduction to College Reading and Writing
(Formerly ENG 098: Preparatory College Reading and Writing III)
This course is designed for students who need to develop further their capabilities in language use—reading, writing, thinking, and speaking—to prepare them for the kinds of assignments they will be asked to complete in ENG* 101 and beyond. Students will read, discuss, think, and write about a number of topics. Note: A grade of “C” or better in ENG* 093 is required to take ENG* 101. Prerequisite: ENG 096 (pre-fall 2003) or ENG* 066 (fall 2003 and after) with a grade of “C” or better, or placement via assessment test. No credit

ENG* 101: Composition
(Formerly ENG 111: College Reading and Writing)
This course is designed to introduce students to “the language of the academy” — that is, to the complex literacies of reading, writing, thinking, and speaking required of college students regardless of their area of specialization. ENG* 101 also introduces students to the specific requirements and standards of academic writing, including essay format, voice, and organizational strategies. Note: A grade of “C” or better in ENG* 101 is required to take ENG* 110 or ENG* 200. Prerequisite: ENG* 093 with a grade of “C” or better, or placement via assessment test. 3 credits

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

EVS* 100: Introduction to Environmental Science
(Formerly EVSC 100)
An introduction to the problems of physical resources management and aspects of ecological concern in our natural environment, with emphasis on our demand for energy, the consumption of our natural resources, resource pollution, climate changes, land use planning, and waste management. Alternate sources of energy are explored. Prerequisite: eligibility for ENG* 101. 3 credits
HEALTH, PHYSICAL EDUCATION

HPE* 116: Weight Training
(Formerly HPE 115)
1 credit

HPE* 210: Sports Nutrition
This course explores concepts related to nutrition and conditioning for physically active individuals. The nutrition component of the course will include such topics as: micro and macro nutrients, dietary planning (pre/post competition meals/appropriate caloric intake), body composition and endurance/strength training, as well as designing individualized fitness programs. Prerequisite: BIO* 111. 3 credits

HPE* 211: Fitness Specialist Certification
This class will prepare students, using a variety of teaching techniques, for the Personal Trainer Certificate through the American College of Sports Medicine (ACSM). Each student will develop writing proficiency for appropriate exercise recommendations, and demonstrate safe and effective methods of exercise, and motivating individuals to begin and to continue with their healthy behaviors. 1 credit

HPE* 240: Principles of Fitness
(Formerly HPE 120)
A survey of sport/exercise/fitness physiology and its application to sport performance and fitness. Emphasis will be placed on the study of physiological changes associated with the human body as you begin training for various sports. This will include the cardiovascular system, respiratory system, endocrine system, neuromuscular physiology, bone health, and essential nutrient intake. 3 credits

HISTORY

HIS* 101: Western Civilization I
(Formerly HIST 101: Western Civilization to 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

HIS* 102: Western Civilization II
(Formerly HIST 102: Western Civilization Since the Reformation)
This course examines the history of Western Civilization from the Protestant Reformation to the Cold War. HIS* 101 and HIS* 102 need not be taken in sequence. Prerequisite: eligibility for ENG* 101. 3 credits

HIS* 202: United States History II
(Formerly HIST 202)
The course represents a social, political, and economic survey of the United States from 1877 to the present through an analysis of the growth of transportation, industrialization, urbanization, technology, and imperialism and an analysis of their effects in shaping American thinking and society. The discussion will also feature women’s suffrage, civil rights, and ethnic and minority issues. Prerequisite: eligibility for ENG* 101. 3 credits

LEGAL

LGL* 215: Environmental Law
(Formerly LEGL 215)
Provides an introduction to and a basic understanding of environmental law for the paralegal. Students will be taught basic concepts regarding both national and state environmental laws. Familiarity with legislation, legal terminology and legal requirements in the area of environmental law will be stressed. Practical application will be presented. 3 credits

MANNUFACTURING ENGINEERING

TECHNOLOGY

MFG* 239: Geometric Dimension and Tolerancing
(Formerly ENGR 102: Geometric Dimensioning and Tolerancing)
An intermediate course in the interpretation of engineering drawing beginning with the basics of dimensional tolerances and tolerance systems. Topics include: the mathematics of interpreting and specifying tolerances on dimensions, the system of geometric tolerancing, the basic nomenclature and standard symbols conforming to ANSI Y14.5M. Prerequisite: EGR* 112. 3 credits

MATHEMATICS

MAT* 109: Quantitative Literacy
(Formerly MATH 110)
Selected topics in mathematics chosen to satisfy the General Studies program requirement in mathematics. A course designed to demonstrate the fundamental nature of mathematics and its applications in modern life through an introduction to the concepts of statistics. Topics include random sampling, design of surveys and experiments, information from samples, confidence intervals, elementary probability, examining numbers and data critically, graphing and data analysis, written discussion of numerical analysis, and simulation. A TI-30 XIIs or TI-83+ or TI-84+ graphing calculator is required. Applications considered throughout. Prerequisites: “C” or better in MAT* 095 or 096 or placement by mathematics assessment test and eligibility for ENG* 093. May not be taken for credit if credit already received for MAT* 165. 3 credits

MAT* 138: Intermediate Algebra:
A Modeling Approach
(Formerly MATH 102: Mathematical Modeling III: Advanced Algebraic Concepts)
A mathematical modeling course centered around the study of functions. Polynomial functions with special attention to linear, quadratic and power functions; rational with attention to the reciprocal function; square root, absolute value, piecewise and exponential functions are studied. A TI-83+ or TI-84+ graphing calculator is required and used throughout. Prerequisites: ”C” or better in MAT* 096 or MAT* 095, or placement by mathematics assessment test and eligibility for ENG* 093. No credit if already completed MAT* 158 or any higher numbered math course. 3 credits
MAT* 146: Math for Liberal Arts  
(Formerly MATH 106: Elements of Modern Mathematics)  
An introduction to contemporary mathematics for students of science, social science and the liberal arts. Topics may include: sets and deductive reasoning, inductive reasoning, logic, counting techniques, social choice and decision making, management science and the nature of geometry—growth and symmetry. Applications are considered throughout. A TI-83+ or TI-84+ graphing calculator is required. Prerequisites: “C” or better in MAT* 138 or MAT* 139 or placement by mathematics assessment test, and eligibility for ENG* 093. 3 credits

METEOROLOGY

MET* 101: Meteorology  
(Formerly MTEO 110: Introduction to Meteorology)  
An introduction to the principles of atmospheric behavior, with emphasis on atmospheric motion, general circulation, air masses and frontal systems, clouds and precipitation, and their relation to climate and weather formations. Prerequisite: eligibility for ENG* 101. 3 credits

OCEANOGRAPHY

OCE* 101: Introduction to Oceanography  
(Formerly OCEN 110)  
An introduction to the science of the ocean with emphasis on the geological, physical, chemical and biological aspects of oceans. Topics include physical and chemical properties of seawater, circulation, bathymetry, waves, tides, El Niño, and marine plant and animal habitats. A field trip may be included. Prerequisite: eligibility for ENG* 101. 3 credits

PHILOSOPHY

PHL* 101: Introduction to Philosophy  
(Formerly PHIL 201)  
Development of personal views on the fundamental issues of human existence: the nature of reality, the nature of the human person, knowing and thinking, freedom, basis of morality, aesthetics, the philosophical basis of political systems, and God’s existence. Prerequisite: eligibility for ENG* 101. 3 credits

PHL* 111: Ethics  
(Formerly PHIL 203)  
The fundamentals and principles of ethics: moral conscience, good and evil, values, norms, ethical judgment, major ethical systems, punishment, religion and ethics. Contemporary problems with case studies, in particular, issues of environmental and bio-medical ethics. Prerequisite: eligibility for ENG* 101. 3 credits

PSYCHOLOGY

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

PSY* 112: General Psychology II  
(Formerly PSYC 112: Advanced General Psychology)  
A study of research and measurement techniques in psychology; sensation, perception, abnormal patterns of behavior, major therapies, altered states of consciousness, emotion and social psychology. Prerequisite: PSY* 111 with a grade of “C-” or better. 3 credits

SOCIOLOGY

SOC* 101: Principles of Sociology  
(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

SOC* 220: Racial & Ethnic Diversity  
(Formerly SOC 271: Sociology of Ethnic and Racial Minorities)  
This course focuses on the interrelationship of institutionalized prejudice and discrimination and related aspects of diversity in society. The experience of various ethnic and racial minorities in the United States is investigated through the study of the origins and functions of subordination in society. Prerequisite: eligibility for ENG* 101. 3 credits

THEATRE

THR* 110: Acting I  
(Formerly THEA 181)  
A first course in acting. Students will focus on relaxation and physical awareness, and on developing their imagination, concentration and characterization skills. They will be introduced to basic vocal and physical techniques. 3 credits

POLITICAL SCIENCE

POL* 111: American Government  
(Formerly PLSC 111: American National Government)  
A study of the American political system at the national level, with emphasis on political dynamics and public policy. Prerequisite: eligibility for ENG* 101. 3 credits
Assessment Tests and Course Prerequisites

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

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

Assessment Testing Exemption Request

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

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

Name ___________________________ Banner ID # @ ___________________________
S.S. # ___________________________ Phone # ___________________________
Mailing Address

☐ New Student (never attended MCC) ☐ Returning Student ☐ Transfer Student

Exemption requested for: ☐ Mathematics ☐ English

Reasons for Exemption (Please check one of the following):

☐ I have achieved a score of 450 or above on the Verbal/Critical Reading or Writing 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 credit English and/or Math course with a grade of “C” or better at the following college/university:

(Attach a copy of the unofficial transcript.)

☐ I have taken the Accuplacer English and/or Math Assessment Test at another Connecticut community college

Name of college: ___________________________

(Please see testing coordinator for verification and interpretation.)

☐ I have taken the English and/or Math Assessment Test at another college and university

Name of college: ___________________________

(Test results must be given to the testing coordinator for verification and interpretation.)

☐ I am 62 or older.

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

Student Signature ___________________________ Date ___________________________

FOR OFFICE USE ONLY

Semester: ☐ Spring 2012 ☐ Summer 2012

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 ___________________________
What do I need to do to apply to Manchester Community College?

Step 1. Complete the application form.

Step 2. Pay the $20 application fee:
- New/Transfer Students – must submit a $20 non-refundable, one-time fee payable to MCC
- Readmit, College Career Pathways & High School Partnership Students – must submit application form, but do not have to pay the application fee.

Step 3. Submit Measles, Mumps, Rubella and Varicella (Chicken Pox) Immunizations Information:

Students born after December 31, 1956: Connecticut State Law requires that all full-time (degree seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in postsecondary schools be adequately protected against measles, mumps, rubella and varicella. Students must have documentation of two (2) doses of each vaccine administered before they will be permitted to register. The first dose must be given on or after the first birthday and the second at least one (1) month later to insure adequate immunization. Further information is available in the Registrar’s Office.

Step 4. Submit Proof of High School, GED or College Completion:
- New students currently enrolled in high school should wait until they have graduated to submit an official transcript, which includes the date of graduation, or bring into the Admissions office their diploma as proof of high school completion.
- New students not currently enrolled in high school must submit proof of high school completion by either submitting a high school transcript with the date of completion upon it or produce the actual high school diploma and present it to the Admissions office in person. Official GED results or the actual GED certificate is considered proof of GED completion.
- New students that have graduated from college must submit proof of high school completion, GED completion or college completion. Official transcripts from a college or university with the date of graduation upon it or actual college diploma are considered proof of college completion.

All students must provide proof of immunization (unless exempt, see step 3) and high school completion to be placed in an academic program of study (matriculation). Without such proof, the student will not be able to graduate or receive financial aid.

Once I provide this information, what happens next?

Step 1. Receipt of Acceptance Letter:
Within 14 days of MCC’s receipt of application, students will receive a letter of acceptance that will include the Banner ID and NetID and details of the next step in the admissions and registration process.

Step 2. Take the Assessment Test:
The acceptance letter will include your Banner ID, and instructions on scheduling the assessment test and advising appointment. Appointments are necessary and seating is limited. Please go to www.mcc.commnet.edu and navigate to Admissions/Assessment to schedule a test time. Please contact the Testing Center at 860-512-3304 if you do not have internet access.

Many students may be exempt from taking the test; please call 860-512-3229 for exemption criteria. Exemptions must be approved prior to entering the testing room. If you are exempt from taking the math and English assessment test and would like to meet with an advisor for course or program information, please call the Counseling Center at 860-512-3320 to schedule an appointment.

Step 3. Meet with an Academic Advisor:
The college strongly recommends that you make an advising appointment after your assessment test. Please call 860-512-3320 to arrange an appointment or stop by the Counseling Center, room L108 in the Lowe Student Services Center.

Additional Information:
If you are applying for:
- Financial aid, call 860-512-3380 or go to Lowe Student Services Center, room L177. To apply, go to www.fafsa.ed.gov
- High School Partnership Program, contact Cynthia Zeldner at 860-512-3214
- As an international student, contact Joe Mesquita at 860-512-3215 or email jmesquita@mcc.commnet.edu, for F-1 student visas
- Transcript evaluation, contact Cynthia Zeldner at 860-512-3214
APPLICATION FOR ADMISSION

Applicant’s Legal Name

(First) (Middle) (Last)

Former Last Name(s)

(Social Security Number) (Date of Birth) (Gender: M/F)

Mailing Address

Street

City State Zip

Permanent Address

Street

City State Zip

Telephone

Home Work Cell

E-mail

(used for correspondence from the College)

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 (June-July) 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?

Use list of majors/codes on the inside front cover of application. 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)
☐ Unsure at this time (UN)
☐ Transfer with an associate degree (DT)
☐ Personal development course(s) (PD)
☐ Other goal (NL) ______

ACADEMIC BACKGROUND
Do you have a high school diploma? ☐ Yes ☐ No ☐ Pending Graduation Year ______

Name of high school ___________________________ State ______________

Name of high school ___________________________ Country ______

Do you have a general equivalency diploma (GED)? ☐ Yes ☐ No Year ______

Do you have an adult high school diploma? ☐ Yes ☐ No GED Number ______________

Do you have an adult high school diploma? ☐ Yes ☐ No Town/State ______

Do you have a home school diploma? ☐ Yes ☐ No Graduation Year ______

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 any 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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<th>CODES</th>
<th>ASSOCIATE DEGREE MAJORS</th>
<th>CODES</th>
<th>CERTIFICATE MAJORS</th>
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<td>B11BF15</td>
<td>Computer-Aided Design Option</td>
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<td>B11BA05</td>
<td>Accounting &amp; Business Administration, Transfer</td>
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<td>Business Office Technology</td>
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<td>Engineering Technology Option</td>
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<td>– Administrative Assistant, Legal</td>
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<td>– Administrative Assistant, Medical</td>
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<td>B11BF23</td>
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<td>– Entrepreneurship Option</td>
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<td>– Journalism Option</td>
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<td>Disability Specialist</td>
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<td>– Speech Language Pathology Assistant Option</td>
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<td>Drug/Alcohol Recovery Counselor</td>
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<td>Graphic Design</td>
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<td>B11BB95</td>
<td>Health and Exercise Science</td>
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<td>– Mathematics Sequence</td>
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<td>B11BB54</td>
<td>– Physics Sequence</td>
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<td>B11BB84</td>
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<td>B11BB71</td>
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<td>B12BA52</td>
<td>Multimedia Studies</td>
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<td>B12BA71</td>
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<td>B12BC16</td>
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<td>B11BB86</td>
<td>Physical Therapist Assistant</td>
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<td>B11BA51</td>
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REGISTRATION INFORMATION

4 Ways to Apply and Register for Credit Extension Courses

1. By Mail
   Must be received at least 5 business days prior to start of requested course. If applicable, complete the MCC Application for Admission form for new students on pages 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:
   Registration Office, MS #13
   Manchester Community College
   Great Path
   P.O. Box 1046
   Manchester, CT 06045-1046

   Please mail the entire registration page!

2. In-Person
   If applicable, complete the MCC Application for Admission form for new students on pages 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 Building, after registering for your course in the Lowe Building Registrar’s Office.

   Make checks or money orders payable to "MCC."

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

   Forms of Payment
   Full payment must accompany registration.
   Cash: In person, during regularly scheduled Bursar hours. (See page 4.)
   Credit Cards: Only MasterCard, Visa or Discover Card are accepted.
   Checks/Money Orders: Please make all checks payable to "MCC." If one check is used to pay for more than one student, the names and course numbers for all students involved must be listed on the check. Please include each student’s Social Security number or Banner ID on your check.

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

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

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

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

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

Registration Hours:
Lowe Bldg, Room L157

| 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. |

Please call for Saturday and holiday hours or closings.
For more information regarding registration, please call the Registrar’s Office at 860-512-3220.
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<th>CRN#</th>
<th>COURSE TITLE</th>
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</tbody>
</table>

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

Credit Card # ____________________________

Cardholder name (print) ____________________________

Cardholder signature ____________________________

Relationship to student ____________________________

Cardholder address ____________________________

_____________________________________________________

Cardholder phone ____________________  Exp. date (mo/yr) ______

Total Fees: ____________________________
(include any applicable lab or studio fees)

New Student Application Fee: ____________________________
($20 application fee must be paid by a separate check made payable to "MCC")

Student Signature ____________________________  Date ______

I acknowledge that I have read the Credit
Extension refund policies.

Office Use Only

Regis. Special Receipt # Date
Complete course requirements by attending classes scheduled on weekdays, weekends, or online during accelerated eight- and 12-week sessions.