Register Now!
Classes begin August 28
www.manchestercc.edu

6 steps to taking credit classes at MCC

www.manchestercc.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. The guide offers students step-by-step instructions, from applying for admissions to registering conveniently online. It is meant to complement the online registration system, including complete schedule and course information, which can be found at http://my.commnet.edu.

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 and registration. It also provides answers to many commonly-asked questions, including phone numbers for our offices and program coordinators. Up-to-date Fall 2013 courses and the latest tuition and fees can be found online at www.manchestercc.edu.

For your added convenience, the Enrollment Guide 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.

In a further effort to be respectful of our environment, MCC has discontinued printing its College Catalog. The catalog is available online and contains all the information that you would normally find in the printed version of the College Catalog. The catalog has information regarding policies, resources, departments, courses and descriptions. Visit our website http://catalog.mcc.commnet.edu for the new online MCC Catalog.

Thank you for making MCC your college of choice.

Peter C. Harris
Director of Enrollment Management

Important Dates: Fall 2013 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 8</td>
<td>Fall 2013 online registration for returning students</td>
</tr>
<tr>
<td>April 22</td>
<td>Fall 2013 online registration for all other students</td>
</tr>
<tr>
<td>May 6</td>
<td>In-person/mail-in/fax/late registration for Fall 2013</td>
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<tr>
<td>July 17</td>
<td>Tuition due for Fall 2013</td>
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<tr>
<td>August 14</td>
<td>Admissions application deadline</td>
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<tr>
<td>August 14</td>
<td>Financial aid application deadline</td>
</tr>
<tr>
<td>August 26</td>
<td>Professional Day (college services may be limited, office hours, 1-7 p.m.)</td>
</tr>
<tr>
<td>August 27</td>
<td>Senior citizen registration and cross registration</td>
</tr>
<tr>
<td>August 27</td>
<td>Last day to drop General Fund (15-weeks) classes and receive a full tuition refund ‡</td>
</tr>
<tr>
<td>August 28</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>August 28</td>
<td>Accelerated Session 1 (8-weeks) classes begin</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day (College closed)</td>
</tr>
<tr>
<td>September 4</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>September 10</td>
<td>Last day to drop General Fund (15-weeks) classes and receive 50% tuition reimbursement ‡</td>
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<tr>
<td>September 11</td>
<td>Accelerated Session 2 (12-weeks) begins</td>
</tr>
<tr>
<td>September 25</td>
<td>Last day to use audit option</td>
</tr>
<tr>
<td>October 15</td>
<td>December graduation application deadline</td>
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<tr>
<td>October 19</td>
<td>Accelerated Session 1 ends</td>
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<tr>
<td>October 21</td>
<td>Accelerated Session 3 (8-weeks) begins</td>
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<tr>
<td>October 30</td>
<td>Last day to make up incompletes</td>
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<tr>
<td>October 30</td>
<td>Last day to withdraw from classes without penalty ‡</td>
</tr>
<tr>
<td>November 5</td>
<td>Election Day (no classes, offices open)</td>
</tr>
<tr>
<td>November 11</td>
<td>Spring 2014 online registration begins for students registered in the Fall 2013 semester</td>
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<tr>
<td>November 25</td>
<td>Spring 2014 online registration begins for all students</td>
</tr>
<tr>
<td>November 27</td>
<td>Thanksgiving recess begins (no classes)</td>
</tr>
<tr>
<td>November 28</td>
<td>Thanksgiving Day (College closed)</td>
</tr>
<tr>
<td>November 29</td>
<td>No classes</td>
</tr>
<tr>
<td>December 10</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 11-17</td>
<td>Final exams</td>
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<tr>
<td>December 17</td>
<td>Accelerated Sessions 2 and 3 end</td>
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</table>

‡ Refund policies are different for accelerated courses. Please see Credit Extension Refund Policy on page 10.

“College closed” means that no classes will be held and no college services will be available.

The “no classes” dates may not apply to Continuing Education non-credit courses. Please check the Continuing Education course catalogs.
To Apply For Admission,
Follow These Easy Steps:

Supply the following documents to the Admissions office:
- Application for Admission (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 manchestercc.edu/apply for a printable application form.
- $20 application fee
- Final high school transcript, diploma or GED
- Documentation of two doses of each vaccine for measles, mumps, rubella and varicella (MMRV). State law requires ALL students attending Connecticut colleges must provide proof of immunization. For more detailed information, visit www.manchestercc.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.manchestercc.edu/students/prospective/international.php.

Student Email

All official communications between MCC and its students is via a college-assigned email address. You can expect to receive official college communications that pertain to all students, as well as individual communication from administrative and academic offices, faculty and staff. All new Manchester Community College students receive an Office 365 student email account. You can view your email address by logging into myCommNet (http://my.commnet.edu) and clicking on the Student tab. You can directly access your student email account by logging into http:// portal.microsoftonline.com (using your NetID and password to log in).

If you have trouble accessing your new email account, contact the Technology Help desk in the Student Services Center, L204, at helpdesk@manchestercc.edu or 860-512-3456.

Apply for admission

Apply early for the best course selection. New students are encouraged to apply by August 14, 2013. Students may apply online, in person, by mail or by fax at 860-512-3221.

Fall classes begin August 28, 2013.

What is myCommNet?

myCommNet is the portal that provides access to Banner online student self-service; Blackboard Learn, MCC’s course management system; and other online services.
Apply for financial aid

To Apply For Financial Aid, Follow These Easy Steps:

• Go to www.fafsa.gov.
• Enter the Title IV code for MCC 001392 on your application.
• Check your application status by logging onto myCommNet at http://my.commnet.edu. You can check if you are missing documentation or view your award package, if eligible.
• If selected for verification, submit tax transcripts and any other required documents to the Financial Aid office.
• On myCommNet, make sure to accept your award. If you have extra funding after covering tuition and fees, you will be able to buy your books in the campus bookstore using your financial aid.

For more information go to www.manchestercc.edu/students/financial.

Basic Eligibility Criteria
• Be a citizen or eligible non-citizen of the United States
• Have a valid Social Security Number
• 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 14, 2013 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 66.6% of the classes attempted and maintain a 2.00 GPA. The policy is available at manchestercc.edu/progress.
• 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.

Students with a book credit may use this credit for the purchase of books at the MCC Bookstore from Monday, August 5, 2013 through Wednesday, September 11, 2013. Please visit the bookstore website at www.mctc bkstr.com for updated store hours.
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 "@student.commnet.edu" 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 eight characters long
- Contain three of the following four 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

Need to Look Up Your NetID or to Reset Your Password?
- Go to www.ct.edu/netid
- If unsuccessful, contact the Registrar’s office at 860-512-3220 or the IT Help Desk at 860-512-3456.

How To Accept Your Financial Aid Award/Book Credit

ACCEPTING YOUR AWARD
After submitting your application, you will be able to track your financial aid status and award information online by using the myCommNet Student Information System at http://my.commnet.edu.

When you have been awarded, you must take the following steps to accept your financial aid award online:
2. Log in with your NetID and password.
3. Click on the “Student” tab.
4. Scroll down to “Student Self-Service” channel.
5. Click on the link to access your Student/Academic Records.
6. Click on “Financial Aid.”
7. Click on “My Award Information.”
8. Click on “Award by Aid Year.”
9. Choose appropriate academic year and submit. (i.e. For Fall 2013 and Spring 2014, the academic year is 2013/2014.)
10. Click on the “Accept Award Offer” tab.
11. Accept full amount of all awards.
12. Print a copy for your records.

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.
3 Take the assessment test

English and math assessment tests are a prerequisite for MCC students enrolling in credit courses.

Take the Accuplacer test seriously! The results of the assessment test will be used to determine proper course placement.

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

- Go to “Make a Test Appointment” on www.manchestercc.edu/students/prospective/assessment/
- Prepare for your ACCUPLACER test session and the optional Challenge Essay. The Challenge Essay is an opportunity to challenge the results of the Accuplacer test and is offered to students after completing the Accuplacer. Learn more about the tests on our website.
- Bring your Banner student identification number and photo ID to the test.

Students will receive their test scores at the end of the 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 matriculated at other colleges 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 an Assessment Testing Exemption Request form (found on the college website in the Form Depot) with their registration form. 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 Register and Attend a Group Advising Seminar

Student should go to http://www.manchestercc.edu/ui/nss/ to register for this two-hour group seminar. Students will have the opportunity to meet with professional advising staff to discuss assessment test results, review courses, build a class schedule, register and pay for courses, as well as learn how to navigate within the college community.

Continuing/Returning Student Advising

Students with fewer than 30 credits should call the Advising and Counseling Center at 860-512-3320. Students with 30+ credits should email or call their program coordinator or faculty advisor to schedule an appointment, or connect during Advising Weeks, which take place in the fall and spring semesters. Refer to page 7 for a list of faculty/program contacts for academic advising.

New Student Orientation

The first step to a successful college career is attendance and active participation in the New Student Orientation (NSO) program. This comprehensive program provides students with the necessary information needed to have a smooth and successful transition to college life. All new and transfer students (full-time and part-time and international students) are expected to attend NSO AFTER registering for classes and/or attending a New Student Group Advising Seminar. Visit the NSO website at: www.manchestercc.edu/students/prospective/nso.php.
<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>Anthropology, Psychology</td>
<td>Jean Wynn, <a href="mailto:jwynn@manchestercc.edu">jwynn@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2784</td>
<td>D221</td>
</tr>
<tr>
<td>Accounting/Business/Marketing</td>
<td>Martin Hart, <a href="mailto:mhart@manchestercc.edu">mhart@manchestercc.edu</a></td>
<td>BET</td>
<td>860-512-2625</td>
<td>A207</td>
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<tr>
<td>Communications/Humanities (communications,</td>
<td>Robert Kagan, <a href="mailto:rkagan@manchestercc.edu">rkagan@manchestercc.edu</a></td>
<td>LA</td>
<td>860-512-2687</td>
<td>A213</td>
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<tr>
<td>journalism, languages, philosophy)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Computer Programming and Networking</td>
<td>Richard Gnall, <a href="mailto:rgnall@manchestercc.edu">rgnall@manchestercc.edu</a></td>
<td>BET</td>
<td>860-512-2643</td>
<td>L218f</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Donna Nicholson, <a href="mailto:dnicholson@manchestercc.edu">dnicholson@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2756</td>
<td>A244</td>
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<tr>
<td>Dental Assistant</td>
<td>Kathleen Jeffries, <a href="mailto:kjeffries@manchestercc.edu">kjeffries@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2705</td>
<td>A228</td>
</tr>
<tr>
<td>Drug and Alcohol Recovery Counselor</td>
<td>Barbara Fox, <a href="mailto:bfox@manchestercc.edu">bfox@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2769</td>
<td>T306</td>
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<tr>
<td>Disability Specialist</td>
<td>Chris Paulin, <a href="mailto:cpaulin@manchestercc.edu">cpaulin@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2750</td>
<td>T303</td>
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<tr>
<td>Early Childhood</td>
<td>Beth Reichert, <a href="mailto:breichert@manchestercc.edu">breichert@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2793</td>
<td>T305</td>
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<tr>
<td>Engineering and Technology</td>
<td>Steven Moore, <a href="mailto:smoore@manchestercc.edu">smoore@manchestercc.edu</a></td>
<td>BET</td>
<td>860-512-2653</td>
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<tr>
<td>English</td>
<td>David Caldwell, <a href="mailto:dcaldwell@manchestercc.edu">dcaldwell@manchestercc.edu</a></td>
<td>LA</td>
<td>860-512-2689</td>
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<tr>
<td>English as a Second Language (ESL)</td>
<td>Tanya Millner-Harlee, <a href="mailto:tmillner-harlee@manchestercc.edu">tmillner-harlee@manchestercc.edu</a></td>
<td>LA</td>
<td>860-512-2671</td>
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<tr>
<td>General Studies/Liberal Arts</td>
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<td>LA</td>
<td>860-512-3320</td>
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<td>Gerontology</td>
<td>Tim Woods, <a href="mailto:twoods@manchestercc.edu">twoods@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2761</td>
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<tr>
<td>Global Studies</td>
<td>Guocan Yang, <a href="mailto:gyang@manchestercc.edu">gyang@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2782</td>
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<tr>
<td>Health and Exercise Science</td>
<td>MaryJo Archambault, <a href="mailto:marchambault@manchestercc.edu">marchambault@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2708</td>
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<tr>
<td>Health Careers</td>
<td>Nancy LaRoche-Shovak, <a href="mailto:nlaroche-shovak@manchestercc.edu">nlaroche-shovak@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2714</td>
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<tr>
<td>Hospitality Management and Culinary Arts</td>
<td>Jayne Pearson, <a href="mailto:jpearson@manchestercc.edu">jpearson@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2786</td>
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<tr>
<td>Hotel-Tourism Management</td>
<td>Carl Stafford, <a href="mailto:cstafford@manchestercc.edu">cstafford@manchestercc.edu</a></td>
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<td>Information Management and Technology</td>
<td>Carla Adams, <a href="mailto:cadams@manchestercc.edu">cadams@manchestercc.edu</a></td>
<td>BET</td>
<td>860-512-2652</td>
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<tr>
<td>Information Management and Technology</td>
<td>Susan Barzottini, <a href="mailto:sbarzottini@manchestercc.edu">sbarzottini@manchestercc.edu</a></td>
<td>BET</td>
<td>860-512-2639</td>
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<td>Mathematics</td>
<td>Paul Edelen, <a href="mailto:pedelen@manchestercc.edu">pedelen@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2736</td>
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<td>Multimedrel and Graphic Arts</td>
<td>Edward Hogan, <a href="mailto:ehogan@manchestercc.edu">ehogan@manchestercc.edu</a></td>
<td>LA</td>
<td>860-512-2672</td>
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<td>Music Studies</td>
<td>Deborah Simmons, <a href="mailto:dsimmons@manchestercc.edu">dsimmons@manchestercc.edu</a></td>
<td>LA</td>
<td>860-512-2674</td>
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<td>Occupational Therapy Assistant</td>
<td>Maggie Moriarty, <a href="mailto:mmoriarty@manchestercc.edu">mmoriarty@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2719</td>
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<tr>
<td>Paralegal</td>
<td>Mary Holland, m <a href="mailto:holland@manchestercc.edu">holland@manchestercc.edu</a></td>
<td>BET</td>
<td>860-512-2632</td>
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<tr>
<td>Pathways to Teaching Careers</td>
<td>Chris Paulin, <a href="mailto:cpaulin@manchestercc.edu">cpaulin@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2750</td>
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<tr>
<td>Polysomnography</td>
<td>Kerry McNiven, <a href="mailto:kmcinen@manchestercc.edu">kmcinen@manchestercc.edu</a></td>
<td>MSHC</td>
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<td>Respiratory Care</td>
<td>Nancy LaRoche-Shovak, <a href="mailto:nlaroche-shovak@manchestercc.edu">nlaroche-shovak@manchestercc.edu</a></td>
<td>MSHC</td>
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<td>Science (astronomy, biology, chemistry,</td>
<td>Jeremiah Sawma, <a href="mailto:jsawma@manchestercc.edu">jsawma@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2730</td>
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<td>earth science, environmental science, physics</td>
<td>Pamela McManus, <a href="mailto:pmcmans@manchestercc.edu">pmcmans@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2739</td>
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<tr>
<td>Sign Language/Social Science/Sociology</td>
<td>Lucy Hurston, <a href="mailto:lhurston@manchestercc.edu">lhurston@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2791</td>
<td>T307</td>
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<td>Social Service</td>
<td>Diane Freeman, <a href="mailto:dfreeman@manchestercc.edu">dfreeman@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2781</td>
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<td>Surgical Technology</td>
<td>Richard Clark, <a href="mailto:rclark@manchestercc.edu">rclark@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2715</td>
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<td>Therapeutic Recreation</td>
<td>MaryJo Archambault, <a href="mailto:marchambault@manchestercc.edu">marchambault@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2708</td>
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<td>Visual Fine Arts</td>
<td>Timothy Kussow, <a href="mailto:tkussow@manchestercc.edu">tkussow@manchestercc.edu</a></td>
<td>LA</td>
<td>860-512-2679</td>
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<tr>
<th>Division</th>
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<th>Phone</th>
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<tr>
<td>Business, Engineering and Technology (BET)</td>
<td>Catherine Seaver, <a href="mailto:cseaver@manchestercc.edu">cseaver@manchestercc.edu</a></td>
<td>860-512-2620</td>
<td>A242</td>
</tr>
<tr>
<td>Liberal Arts (LA)</td>
<td>Michael Stefanowicz, <a href="mailto:mstefanowicz@manchestercc.edu">mstefanowicz@manchestercc.edu</a></td>
<td>860-512-2660</td>
<td>T304</td>
</tr>
<tr>
<td>Social Sciences and Hospitality (SSH)</td>
<td>Christopher Paulin, <a href="mailto:cpaulin@manchestercc.edu">cpaulin@manchestercc.edu</a></td>
<td>860-512-2750</td>
<td>T303</td>
</tr>
<tr>
<td>Mathematics, Science and Health Careers (MSHC)</td>
<td>Marcia Jehnings, <a href="mailto:mjehnings@manchestercc.edu">mjehnings@manchestercc.edu</a></td>
<td>860-512-2700</td>
<td>A237</td>
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Register for classes online

**To Register Online,**
**Follow These Easy Steps:**

**REGISTER ONLINE**

To register for your classes on myCommNet:
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.

**PRINT CLASS SCHEDULE**

To print out your class schedule on myCommNet:
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:
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.
Pay tuition and fees

Tuition and fees are subject to change.
All students taking General Fund courses are encouraged to pay their tuition at the time of registration; the payment of all fees is due at the time of registration. Full payment (tuition and fees) for credit extension courses is due upon registration.

Please note: The addition of a credit extension class to a full-time General Fund load will require payment of an additional credit fee.

General Fund Payment Options (15-week Classes)

1. Before July 17, 2013: Students must pay 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 17, 2013.

2. After July 17, 2013: 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. Upon enrolling in the payment plan, students must pay a $25 non-refundable payment plan fee along with the first installment. NEW for Fall 2013 – The payment plan will be available online! For more information, contact the Bursar’s office at 860-512-3637 or 860-512-3638.

Failure to pay the tuition and fees OR enroll in a payment program by the appropriate date may result in cancellation of registration.
Students whose classes are canceled for non-payment will need to re-register on a space-available basis when able to pay the tuition and fees.

As always, if a student cannot afford to make a payment and/or is no longer interested in taking classes, it is their sole responsibility to drop those courses or the student may be subject to applicable charges. Please be sure to read the refund policies listed in the Form Depot on the college’s website or go to http://www.manchestercc.edu/students/form.php.

Credit Extension Payment Options (Accelerated 12- and 8-Week Classes)

Credit extension courses require full payment of tuition and fees at the time of registration. Students who do not want to take a course once they have registered for it must submit a drop form to the Registrar's Office, whether or not payment has been made. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.

Payment Information

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).
**General Fund Refund Policy (15-week Classes)**

Before registering for classes, students should read the college refund policy. **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 credit extension courses.

- 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 by filling out an Add/Drop form. 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 (August 28-September 10) 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.

**Credit Extension Refund Policy (Accelerated 12- and 8-Week Classes)**

There is a minimum enrollment for all credit extension courses. Classes with insufficient enrollments will be cancelled. If a course is filled or cancelled, students will be notified by phone or mail before the starting date.

If the college cancels a course, students receive a full refund of all tuition and service fees. This does not include the $20 one-time application fee for new students.

A student who drops a credit extension course prior to its first scheduled meeting will receive a full refund of tuition only, provided that the student officially drops the class prior to or on the last business day before the first class meeting. 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 his/her transcript.

For more detailed information visit manchestercc.edu/refund.

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**Online General Studies A.S. Degree**

Online learning at MCC provides the accessibility and flexibility you need to design an academic experience that fits your goals and needs. This flexible learning approach is central to MCC’s responsiveness to your need to balance family and work commitments while pursuing educational excellence. We offer a variety of fully online, hybrid and computer-assisted classes that enable anytime, anywhere access to course materials as well as the ability to communicate and collaborate with your instructors and classmates.

To find out more visit www.manchestercc.edu/onlinegs.

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**BURSAR’S OFFICE HOURS**

<table>
<thead>
<tr>
<th>Regular Hours</th>
<th>8:30 a.m.-4:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday, Thursday</td>
<td>8:30 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m.-12:00 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Hours</th>
<th>9:00 a.m.-12:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, August 17</td>
<td>9:00 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>Saturday, August 24</td>
<td>1:00 p.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Monday, August 26</td>
<td>1:00 p.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Tuesday, August 27</td>
<td>8:30 a.m.-7:00 p.m.</td>
</tr>
</tbody>
</table>
General Information

Add/Drop
General Fund (15-week Courses) Add/Drop Schedule:
Add/drop period is Wednesday, August 28, 2013 through Wednesday, September 4, 2013. 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.

Credit Extension (Accelerated 12- and 8-Week) Add/Drop Schedule:
Students have until the last business day before the first class meeting to drop an extension credit course; only tuition is refunded. 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.

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. Note: Financial aid does not cover audit courses.

Business Office Technology (BOT) Lab Courses
Some Business Office Technology and Accounting courses are offered through the Business Office Technology (BOT) computer lab. This unique instruction offers an individualized, flexible teaching method using digital and audio software as well as computer tutorial instruction. Assignments are due weekly with one-on-one teaching assistance available during open lab hours. You will always find the BOT lab faculty and staff friendly and supportive. Students work independently in the BOT lab (Lowe Student Services Center, room L103) or at home on a personal computer, visiting the lab at least once per week for testing. During the first few days of classes, students taking BOT classes should report to room L103 during lab hours for a course orientation, in addition to checking MCC’s course management system, Blackboard Learn, for any pertinent start-of-the-semester announcements. Questions about BOT instruction and course offerings should be directed to the BOT lab office at 860-512-2646.

Business Office Technology (BOT) Lab Hours, L103
<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11:00 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:00 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m.-1:00 p.m.</td>
</tr>
</tbody>
</table>

Commencement
Students who complete their requirements in August 2013, December 2013, or May 2014 and who have applied for graduation, will be invited to participate in the May 2014 Commencement.

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.

Cross Registration
Students who attend a four-year Connecticut state college and are registered full-time at their primary institution may register at MCC. Additional tuition and fees will be applied unless the student shows proof of full-time registration and payment at his/her primary college. Cross registration does not apply to mandatory usage fees; credit extension courses, including accelerated 12- and 8-week classes, 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 Tuesday, August 27, 2013 from 9:00 a.m. to 4:30 p.m., on a space-available basis. Any student registered prior to August 27, 2013 will be responsible for full payment. An admission fee of $20 will be due from first-time applicants.

Manchester Community College is also a member of the Hartford Consortium for Higher Education, please contact the Registrar’s Office for further details.

New Banner Code for the Lowe Student Services Center
The Lowe Student Services Center has been given a new designation in Banner: SSC with the letter L for a wing designation (i.e. LOWE L234 is now SSC L234).
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” in the “Course Search” section on myCommNet. They are:

- **ONLN**: All ONLN courses take place fully online through Blackboard Learn, 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**: In a hybrid 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@manchestercc.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.manchestercc.edu/students/resources/distanceStudentVista.php (QR code below). This site includes information about how to log into Blackboard Learn, where to get help, technical requirements for your computer and other resources.

To access your online class material using Blackboard Learn:
1. Login to myCommNet using your NetID and password.
2. Click the “Blackboard” link on the upper right of the window.
3. Select your course from the course list on the “myBlackboard” page.
4. Logoff when you have completed your work.

**Enrollment Verification Request**

The National Student Clearinghouse processes all student enrollment verifications. Log on to myCommNet with the NetID and password, and follow the prompts. Students will be connected directly to the National Student Clearinghouse, enabling them to print out their own enrollment verification certificates. Verifications for the Fall 2013 semester will be accessible the week of September 23, 2013.

**Explore Academic Majors and Career Pathways with FOCUS-2 a Career Guidance Tool**

FOCUS-2 is an online, interactive career and education planning system that combines self-assessment, career exploration and decision making into one comprehensive program. Students will be able to assess their values, skills and interests and explore career fields and major areas of study that are compatible with their assessment results. FOCUS-2 also lets students compare occupations they may be considering so that they can make a more informed occupational choice. It is said that students who use FOCUS-2 make better career decisions.

To get started using FOCUS-2, students should link to:
- http://www.machestercc.edu/students/career/studentsExplore.php
- Select “Create a new account” and use the access code: **cougars**

Please note: FOCUS-2 is most effective if students meet with a Career Services staff or Counselor to review their results. Once students have completed FOCUS-2, they can stop by the office located on the first floor of the Lowe Student Services Center, in room L120 or contact Career Services to arrange for a follow-up appointment. Students with questions on how to use FOCUS-2 should contact the Career Services office.
Services for Students with a Disability

Physical or Psychological Disability: Contact Joseph Navarra, Counselor, at 860-512-3332 or in Lowe Student Services Center, room L131. Students should schedule a meeting to review supporting documentation of the disability for determining the type of accommodations that MCC may provide.

Learning disability or ADD/ADHD: Contact Gail Stanton, Learning Disabilities Specialist, at 860-512-3325 or Joan Kantor, Counselor/Learning Disabilities Specialist, at 860-512-3326 or in Lowe Student Services Center, room L131. Students should schedule a meeting to review supporting documentation of the learning disability for determining the type of academic accommodations that MCC may provide.

Testing accommodations: Contact Georgette E. Hyman, Placement Testing Specialist, at 860-512-3304 or in Lowe Student Services Center, room L131. After completing a consultation with a counselor (Joseph Navarra, Gail Stanton or Joan Kantor), students must submit a completed Testing Adjustment Request Form, available in Lowe Student Services Center, room L131. Requests must be made at least one week in advance.

Withdrawal Policy

General Fund (15-week Courses)
During the first 14 calendar days of the semester (August 28 through September 10, 2013), 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 11, 2013), a student who wishes to withdraw from any course must obtain a withdrawal form from the Registrar's office or withdraw online by October 30. After October 30, 2013, 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 October 30 does not guarantee an approval. This form must be approved by the instructor and returned to the Registrar's office by December 17, 2013.

Credit Extension (Accelerated 12- and 8-Week Courses)
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.
This Enrollment Guide provides answers to many commonly-asked questions. For more information, please use the telephone numbers listed below:

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
- Monday, Wednesday, Thursday ...................................................... 8:30 a.m.-4:30 p.m.
- Tuesday .................................................................................................. 8:30 a.m.-7:00 p.m.
- Friday ..................................................................................................... 8:30 a.m.-2:00 p.m.

Advising and Counseling Center .................................................. 860-512-3320
- Disability Services .................................................................................. 860-512-3325

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

Bursar's Office ............................................................................. 860-512-3637

Career Services ............................................................................. 860-812-3374

Continuing Education ................................................................. 860-512-2800

For more information ................................................................. 860-512-3000

Closings due to weather ................................................................. 860-512-3004

Notice of Nondiscrimination:
Manchester 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 06040; Lowe Student Services Center L134c; 860-512-3107.

Manchester Community College is committed to access and equal opportunity. Should you have any questions regarding disability related academic adjustments and/or auxiliary aids/services, please contact Disability Services, 860-512-3387 or the Advising and Counseling Center, 860-512-3320 at least ten (10) calendar days prior to the start date of the course or program. If a timely request is not submitted, the College cannot assure requested adjustments can be provided.

Alternative formats of this material may be provided upon request.

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. March 13/10M/PR

OFFICE HOURS

Admissions and Registrar
- Monday, Wednesday, Thursday ...................................................... 8:30 a.m.-4:30 p.m.
- Tuesday .................................................................................................. 8:30 a.m.-7:00 p.m.
- Friday ..................................................................................................... 8:30 a.m.-2:00 p.m.

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

Special Hours for Admissions, Registrar and Financial Aid
- Saturday, August 17 .............................................................................. 9:00 a.m.-12:00 p.m.
- Saturday, August 24 .............................................................................. 9:00 a.m.-12:00 p.m.
- Monday, August 26 .............................................................................. 1:00 p.m.-7:00 p.m.
- Tuesday, August 27 .............................................................................. 8:30 a.m.-7:00 p.m.

Bookstore
Please visit the bookstore website for updated store hours.
www.mctc.bkstr.com
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 http://catalog.mcc.commnet.edu. To view the most up-to-date listing of available courses in the current semester, visit myCommNet.

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 Game Design
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
- Online General Studies
Graphic Design
Health and Exercise Science
Hotel-Tourism Management
Liberal Arts and Science, A.A.
Liberal Arts and Science, A.S.
Management Information System
Manufacturing Engineering Technology
Marketing
Multimedia Studies
Music Studies
Occupational Therapy Assistant
Paralegal
Pathway to Teaching Careers
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
Dental Assistant
Desktop Publishing
Disability Specialist
Entrepreneurship/Small Business
Fitness Specialist
Food Store
Forensic Science
Gerontology
Health Career Pathway
Homeland Security
Hotel-Tourism
Lean Manufacturing
Marketing
Media Technology
Medical Insurance Specialist
Medical Transcription
Office Support Specialist
Paralegal
Personal Financial Planning
Polysomnography
Professional Baker
Public Relations
Social Service
Speech Language Pathology Assistant
Supply Chain Management
Sustainable Energy
Taxation
Technology Management
Therapeutic Recreation
Web Technology
6 steps to taking credit classes at MCC

Register Now! Classes begin August 28
www.manchestercc.edu

www.manchestercc.edu

Connecticut State Colleges & Universities Board of Regents for Higher Education