Register Now!

Spring credit classes begin
January 24, 2013

Visit our website at 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, registration, and payment of tuition and fees. It also provides answers to many commonly-asked questions, including phone numbers for our offices and program coordinators.

For your added convenience, the Enrollment Guide features QR Codes. These square barcodes allow mobile smart phone users with a QR barcode reader to scan the barcodes and link your phone directly to a specific web page. Staying connected to MCC just got easier.

In a further effort to be respectful of our environment, MCC has discontinued printing its College Catalog. The 2012-2013 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: Spring 2013 Calendar

November 12  Spring 2013 online registration for returning students (registered in the Fall 2012)
November 26  Spring 2013 online registration for all other students
December 17  In-person/mail-in/fax/late registration for Spring 2013
December 18  Tuition due for Spring 2013
January 12  Admissions application deadline
January 12  Financial aid application deadline
January 21  Martin Luther King Day (College Closed)
January 22  Professional Day
January 23  Senior citizen registration and cross registration
January 23  Last day to drop General Fund (16-week) classes and receive a full tuition refund ‡
January 24  Spring classes begin
January 24  Accelerated Session 1 begins
January 30  Add/drop period ends
February 6  Last day to drop General Fund (16-week) classes and receive 50% tuition reimbursement ‡
February 7  Accelerated Session 2 begins
February 18  Presidents' Day (College Closed)
February 21  Last day to use audit option
March 15  Deadline to apply for May 2013 Graduation
March 16  Accelerated Session 1 ends
March 18  Spring recess begins (no classes, offices open)
March 25  Classes resume
March 25  Accelerated Session 3 begins
March 28  No classes, offices open
March 29  Good Friday (College closed)
April 1  Last day to make up incompletes
April 1  Last day to withdraw from classes without penalty ‡
May 13  Last day of classes
May 14-20  Final Exams
May 20  Accelerated Sessions 2 and 3 end
May 30  Commencement

‡  Refund policies are different for accelerated courses. Please see Credit Extension Refund Policy on page 16.

“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 (QR code).

- $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

Beginning January 1, 2013, all official communications between MCC and its students will be via a college-assigned email address. All new and returning Manchester Community College students will 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 (QR code) using your NetID and password to log in. Access to student emails is available now, but their use in an official, exclusive capacity will not begin until January 1.

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.
__(2) Apply for financial aid__

To Apply For Financial Aid, Follow These Easy Steps:

- Go to [www.fafsa.gov](http://www.fafsa.gov) (QR code below).
- Enter the Title IV code for MCC 001392, on your application.
- Check your application status by logging onto myCommNet at [http://my.commnet.edu](http://my.commnet.edu). You can check if there is 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, accept your award and complete the Title IV authorization. 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](http://www.manchestercc.edu/students/financial).

**Basic Eligibility Criteria**

- Be a citizen or eligible non-citizen of the United States
- Be enrolled (matriculated) in a degree or certificate program
- Be registered with Selective Service, if a male
- Meet the financial aid application deadline of January 12, 2013, in order to be guaranteed tuition and fees deferment, if eligible.

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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](http://www.manchestercc.edu/progress) (QR code).
- Students may not receive financial aid for any attempted credits that exceed 150% of their published program. For example, for a 60-credit degree program, students become ineligible when they have attempted 90 credits.

**Book Purchases**

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

To Reset Your Password:

• Go to manchestercc.edu/password
• If the web reset utility is unsuccessful, contact the Registrar’s office at 860-512-3220 or the IT Help Desk at 860-512-3456.

SELF-SERVICE CENTER

The Self-Service Center is located in the Lowe Student Services Center lobby across from the Registrar’s office. Students may use this area to register online for courses, accept their financial aid awards, view their class schedule and search for courses.
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.

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 staff to discuss assessment test results, review courses, build a class schedule and learn how to navigate within the college community.

Continuing/Returning Student Advising

Students should call or email their faculty advisor/program coordinator to schedule an appointment, or call the Advising and Counseling Center at 860-512-3320. Refer to page 7 for a list of faculty/program contacts for academic advising.
<table>
<thead>
<tr>
<th>Program Contact for Academic Advising Assistance</th>
<th>Program</th>
<th>Department Chair/Program Coordinator</th>
<th>Division</th>
<th>Phone</th>
<th>Office</th>
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</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>
<td></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, journalism, languages, philosophy)</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>
<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>
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</tr>
<tr>
<td>Criminal Justice</td>
<td>Donna Nicholson, <a href="mailto:dnicolson@manchestercc.edu">dnicolson@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>
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</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>
<td></td>
</tr>
<tr>
<td>Disability Specialist</td>
<td>(Vacant) contact Chris Paulin, <a href="mailto:cpaulin@manchestercc.edu">cpaulin@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2750</td>
<td>T303</td>
<td></td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>Global Studies</td>
<td>Guocun Yang, <a href="mailto:gyang@manchestercc.edu">gyang@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2782</td>
<td>T402</td>
<td></td>
</tr>
<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>
<td>C122</td>
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</tr>
<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>
<td>L218d</td>
<td></td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>Diana Hossain, <a href="mailto:dhossain@manchestercc.edu">dhossain@manchestercc.edu</a></td>
<td>LA</td>
<td>860-512-2678</td>
<td>T409</td>
<td></td>
</tr>
<tr>
<td>General Studies/Liberal Arts</td>
<td>Advising and Counseling Center (Liberal Arts) Michael Stefanowicz, <a href="mailto:mstefanowicz@manchestercc.edu">mstefanowicz@manchestercc.edu</a></td>
<td>LA</td>
<td>860-512-3320</td>
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</tr>
<tr>
<td>Gerontology</td>
<td>Tim Woods, <a href="mailto:twoods@manchestercc.edu">twoods@manchestercc.edu</a></td>
<td>SS</td>
<td>860-512-2761</td>
<td>T405</td>
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<tr>
<td>Global Studies</td>
<td>Guocun Yang, <a href="mailto:gyang@manchestercc.edu">gyang@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2782</td>
<td>T402</td>
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</tr>
<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>
<td>A227</td>
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</tr>
<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>
<td>A235</td>
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</tr>
<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>860-512-2714</td>
<td>A256</td>
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</tr>
<tr>
<td>Hotel-Tourism Management</td>
<td>Carl Stafford, <a href="mailto:cstafford@manchestercc.edu">cstafford@manchestercc.edu</a></td>
<td>SSH</td>
<td>860-512-2786</td>
<td>A258</td>
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</tr>
<tr>
<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>
<td>A209</td>
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</tr>
<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>
<td>A204</td>
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<tr>
<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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</tr>
<tr>
<td>Multimedia 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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<tr>
<td>Music</td>
<td>Deborah Simmons, <a href="mailto:dsimmons@manchestercc.edu">dsimmons@manchestercc.edu</a></td>
<td>LA</td>
<td>860-512-2674</td>
<td>D235</td>
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<tr>
<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, <a href="mailto:mholland@manchestercc.edu">mholland@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>
<td>T303</td>
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<tr>
<td>Polysomnography</td>
<td>Kerry McNiven, <a href="mailto:kmcniven@manchestercc.edu">kmcniven@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2716</td>
<td>A233</td>
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</tr>
<tr>
<td>Respiratory Care</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>
<td>A235</td>
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</tr>
<tr>
<td>Science (astronomy, biology, chemistry, earth science, environmental science, physics)</td>
<td>Jeremiah Sawma, <a href="mailto:jsawma@manchestercc.edu">jsawma@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2730</td>
<td>T514</td>
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<tr>
<td>Science (astronomy, biology, chemistry, earth science, environmental science, physics)</td>
<td>Pamela McManus, <a href="mailto:pmcmanus@manchestercc.edu">pmcmanus@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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<tr>
<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>
<td>T511</td>
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<tr>
<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>
<td>A230</td>
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<tr>
<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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<tr>
<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>
<th>Director</th>
<th>Phone</th>
<th>Office</th>
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<tbody>
<tr>
<td>BET</td>
<td>Catherine Seaver, <a href="mailto:cseaver@manchestercc.edu">cseaver@manchestercc.edu</a></td>
<td>860-512-2620</td>
<td>A242</td>
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<tr>
<td>LA</td>
<td>Michael Stefanowicz, <a href="mailto:mstefanowicz@manchestercc.edu">mstefanowicz@manchestercc.edu</a></td>
<td>860-512-2660</td>
<td>T304</td>
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<tr>
<td>SSH</td>
<td>Christopher Paulin, <a href="mailto:cpaulin@manchestercc.edu">cpaulin@manchestercc.edu</a></td>
<td>860-512-2750</td>
<td>T303</td>
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<tr>
<td>MSHC</td>
<td>Marcia Jehnings, <a href="mailto:mjehnings@manchestercc.edu">mjehnings@manchestercc.edu</a></td>
<td>860-512-2700</td>
<td>A237</td>
</tr>
</tbody>
</table>
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.

If you are a returning student and forgot either your NetID or password, you can reset your NetID or password online at: www.manchestercc.edu/password (QR code) or stop in the Registrar’s office, in the Lowe Student Services Center.

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.
MCC offers credit courses in 16-, 12- and 8-week formats to insure students have maximum flexibility when planning a course of study. The courses may be held days, nights, weekends or online. When registering for classes online, please note the start and end dates as indicators of whether or not it is an accelerated class. Sixteen-week (traditional semester) courses are considered General Fund courses, and follow the General Fund tuition, fees and refund policies.

For the most up-to-date listing of what is being offered for Spring 2013, visit myCommNet.

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

### GENERAL FUND

#### 16-WEEK CLASSES

**No classes on February 18: President’s Day (College Closed); March 18-March 25 (Spring recess, no classes); March 28 (no classes, offices open) and March 29 (Good Friday, College closed)**

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<thead>
<tr>
<th>Subject</th>
<th>Code</th>
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<td>Accounting</td>
<td>ACC*</td>
<td>ACC* 115: Financial Accounting</td>
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<td>ACC* 118: Managerial Accounting</td>
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<td></td>
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<td>ACC* 121: Introduction to Accounting Software I</td>
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<td></td>
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<td>ACC* 125: Accounting Computer Applications I</td>
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<td>ACC* 231: Cost Accounting I</td>
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<td></td>
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<td>ACC* 276: Principles of Intermediate Accounting II</td>
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<td>ACC* 290: Cooperative Education/Work Experience</td>
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<td>Anthropology</td>
<td>ANT*</td>
<td>ANT* 101: Introduction to Anthropology</td>
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<td>ANT* 105: Introduction to Cultural Anthropology</td>
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<td>ANT* 118: Health Healing and Culture</td>
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<td>ANT* 201: Physical Anthropology</td>
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<td>ART* 101: Art History I</td>
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<td>ART* 104: Contemporary Art History</td>
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<td>ART* 117: Botanical Drawing</td>
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<td>ART* 121: Two-Dimensional Design</td>
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<td>ART* 122: Three-Dimensional Design</td>
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<td>ART* 131: Sculpture I</td>
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<td>ART* 141: Photography I</td>
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<td>ART* 155: Watercolor I</td>
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<td>ART* 161: Ceramics I</td>
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<td>ART* 168: Printmaking II</td>
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<td>ART* 185: Video/Film Making</td>
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<td>ART* 205: History of Photography</td>
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<td>ART* 214: Figure Drawing IV</td>
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<td>ART* 231: Sculpture III</td>
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<td>ART* 242: Photography III</td>
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<td>ART* 250: Digital Photography</td>
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<td>ART* 268: Printmaking IV</td>
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<td>ART* 282: New Media-Video and Installation</td>
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<td>ART* 283: Introduction to Photojournalism</td>
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<td>ART* 292: Cooperative Education</td>
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<td>ART* 298: Special Topics in Art</td>
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<td>Astronomy</td>
<td>AST*</td>
<td>AST* 101: Principles of Astronomy</td>
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<td>AST* 111: Introduction to Astronomy</td>
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<td>Biology</td>
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<td>BIO* 105: Introduction to Biology</td>
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<td>BIO* 111: Introduction to Nutrition</td>
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<td>BIO* 115: Human Biology</td>
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<td>BIO* 120: Immunity and Human Disease</td>
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<td>BIO* 121: General Biology I</td>
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<td>BIO* 153: Survey of Botany</td>
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<td>BIO* 173: Introduction to Ecology</td>
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<td>BIO* 211: Anatomy and Physiology I</td>
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<td>BIO* 212: Anatomy and Physiology II</td>
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<td>BIO* 235: Microbiology</td>
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<td>BIO* 260: Principles of Genetics</td>
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<td>Business, Entrepreneurship</td>
<td>BES*</td>
<td>BES* 218: Entrepreneurship</td>
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<td>BES* 219: Management and Growth</td>
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<td>Business, Finance</td>
<td>BFN*</td>
<td>BFN* 111: Financial Literacy</td>
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<td>BFN* 202: Corporate Finance</td>
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<td>BFP* 230: Investment Management</td>
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<td>BFP* 265: Case Study and Analysis</td>
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</tbody>
</table>
Spring 16-Week Credit Classes  (continued)

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

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

**Business, Marketing**  BMK*
BMK* 201: Principles of Marketing
BMK* 245: Integrated Marketing Communications
BMK* 260: Relationship Marketing

**Business Office Technology**  BOT*
BOT* 101: Basic Keyboarding - AVT
BOT* 111: Keyboarding for Info Pro I
BOT* 112: Keyboarding for Info Pro II
BOT* 122: Writing Procedures
BOT* 171: Legal Documents - AVT
BOT* 180: Medical Terminology - AVT
BOT* 180: Medical Terminology
BOT* 181: Medical Coding I
BOT* 182: Medical Coding II
BOT* 220: Computerized Communication
BOT* 231: Advanced Microsoft Office Applications
BOT* 251: Administrative Procedures
BOT* 270: Legal Terminology and Transcription - AVT
BOT* 280: Medical Transcription and Document Production - AVT
BOT* 282: Medical Administrative Procedures
BOT* 286: Medical Machine Transcription - AVT
BOT* 287: Foundations/Management of Medical Insurance
BOT* 289: Practical Pharmacology-AVT
BOT* 296: Cooperative Work Experience

**Chemistry**  CHE*
CHE* 111: Concepts of Chemistry
CHE* 121: General Chemistry I
CHE* 122: General Chemistry II
CHE* 212: Organic Chemistry II

**Communication**  COM*
COM* 100: Introduction to Communication
COM* 101: Introduction to Mass Communication
COM* 108: Contemporary Issues in Media
COM* 145: Sports on Television
COM* 154: Film Study and Appreciation
COM* 166: Video Filmmaking
COM* 172: Interpersonal Communication
COM* 173 Public Speaking
COM* 177: Broadcast Performance
COM* 186: Computer Animation
COM* 201: Introduction to Public Relations
COM* 213: Electronic Publishing
COM* 221 Digital Journalism
COM* 222: Reporting and Writing News Stories
COM* 225: Introduction to Photojournalism
COM* 229: Creative Writing: Nonfiction
COM* 240: Broadcast/TV Production
COM* 286: Advance Computer Animation
COM* 295: Internship I
COM* 296: Internship II
COM* 298: Independent Study in Advanced Video/Filmmaking

**Computer-Aided Design**  CAD*
CAD* 110: Introduction to CAD
CAD* 218: CAD 3D Mechanical AUTOCAD

**Computer Science**  CSC*
CSC* 101: Introduction to Computers
CSC* 124: Programming Logic with Python
CSC* 125: Programming Logic with C++
CSC* 215: Object-Oriented Programming with C++
CSC* 226: Object-Oriented Programming with Java
CSC* 230: Database Concepts with Web Applications
CSC* 241: Data Structures and Algorithms
CSC* 286: Microprocessor Assembly Language
CSC* 295: Cooperative Education/Work Experience

**Computer Systems Applications**  CSA*
CSA* 105: Introduction to Software Applications
CSA* 135: Spreadsheet Applications

**Computer Systems Technology**  CST*
CST* 114: Web Essentials
CST* 123: Computer Operating Systems
CST* 131: Networking Theory and Application
CST* 132: Network Infrastructure
CST* 141: Computer Hardware
CST* 150: Web Design and Development I
CST* 201: Introduction to MIS
CST* 237: SysAdmin I-Client/Server
CST* 238: SysAdmin II-Client/Server
CST* 258: Internet Programming
CST* 277: Network Internet Security

**Criminal Justice**  CJS*
CJS* 101: Introduction to Criminal Justice
CJS* 102: Introduction to Corrections
CJS* 105: Introduction to Law Enforcement
CJS* 120: Police and the Community
CJS* 126: Gangs and Families
CJS* 132: Serial Sex Offenders
CJS* 137: Test Preparation for Police Candidate
CJS* 160: Introduction to Emergency Management
CJS* 211: Criminal Law I
CJS* 212: Criminal Law II
CJS* 213: Evidence and Courtroom Procedure
CJS* 220: Criminal Investigation
CJS* 225: Forensic Science
CJS* 226: Forensic Science II
CJS* 227: Forensic Photography
CJS* 240: Correctional Administration
CJS* 255: Ethical Issues in Criminal Justice
CJS* 289: Careers in Criminal Justice
CJS* 293: CJ Co-op Work Experience

**Dental Assistant DAS***
DAS* 123: Chairside Dental Assisting
DAS* 132: Dental Materials
DAS* 134: Oral Health Promotion
DAS* 135: Dental Practice Management

**Digital Arts DGA***
DGA* 109: Introduction to Computer Games
DGA* 111: Introduction to Computer Graphics
DGA* 214: Advanced Computer Graphics III
DGA* 216: Advanced Computer Graphics IV
DGA* 240: Web Design
DGA* 244: Advanced Web Design
DGA* 261: Computer Animation I
DGA* 262: Computer Animation II
DGA* 276: Animation and Rigging
DGA* 287: Digital Short Films
DGA* 298: Special Topics In Multimedia

**Drug/Alcohol Recovery Counselor DAR***
DAR* 101: Public Health Issues Abuse and Addiction
DAR* 111: Addiction Counseling I
DAR* 112: Group Counseling Theory and Techniques
DAR* 158: Biology of Addiction
DAR* 213: Addiction Counseling II
DAR* 252: Counseling Internship II

**Early Childhood Education ECE***
ECE* 101: Introduction to Early Childhood Education
ECE* 103: Creative Experiences with Children
ECE* 109: Science and Math for Children
ECE* 131: Children's Literature
ECE* 214: Observation Assessment and Participant Seminar
ECE* 222: CDA Methods and Techniques in Early Childhood Education
ECE* 222: Methods and Techniques in Early Childhood Education
ECE* 224: Advanced Early Childhood Curriculum

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

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

**Education EDU***
EDU* 104: Pathways to Teaching Careers

**Electrical Engineering Technology EET***
EET* 108: AC/DC Circuit Analysis
EET* 132: Electronics

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

**English ENG***
ENG* 003: Foundations of Reading
ENG* 066: Foundation for College Study/Reading/Writing
ENG* 093: Introduction to College Reading and Writing
ENG* 101: Composition
ENG* 110: Introduction to Literature
ENG* 114: Children's Literature
ENG* 200: Advanced Composition
ENG* 202: Technical Writing
ENG* 222: American Literature II
ENG* 232: British Literature II
ENG* 246: Modern Western Literature
ENG* 250 Studies in Ethnic Literature
ENG* 263: Women in Poetry
ENG* 280: Creative Writing: Nonfiction
ENG* 282: Creative Writing Poetry
ENG* 294: English Practicum

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

**Environmental Science EVS***
EVS* 100: Introduction to Environmental Science
EVS* 130: Sustainable Energy and the Environment
EVS* 131: Sustainable Energy for Your Community

**French FRE***
FRE* 112: Elementary French II

**Geography GEO***
GEO* 101: Introduction to Geography
GEO* 111: World Regional Geography
GEO* 204: Geography and Tourism Development

**Geology GLG***
GLG* 121: Introduction to Physical Geology

**Graphic Design GRA***
GRA* 151: Graphic Design I
GRA* 221: Illustration I
GRA* 222: Illustration II
GRA* 223: Illustration III
GRA* 224: Illustration IV
GRA* 252: Graphic Design II
GRA* 253: Graphic Design III
GRA* 254: Graphic Design IV

**Health HLT***
HLT* 103: Investigations in Health Careers
HLT* 151: Health and Wellness Promotion
HLT* 295: Allied Health Cooperative Work Experience

**Health, Physical Education HPE***
HPE* 102: Human Performance and Fitness
HPE* 116: Weight Training
HPE* 147: Self Defense 1  
HPE* 191: Basketball  
HPE* 210: Sports Nutrition  
HPE* 211: Fitness Specialist Certification  
HPE* 217: Principles and Practices of Coaching  
HPE* 240: Principles of Fitness  
HPE* 242: Introduction to Athletic Training  
HPE* 252: Introduction to Physical Education  
HPE* 257: Adapted Physical Education  

**Humanities HUM**  
HUM* 101: Introduction to Humanities  
HUM* 125: Peace and Conflict Studies  
HUM* 172: Harlem Renaissance  

**Interdisciplinary Studies IDS**  
IDS* 201: Explore: Vaccination  
IDS* 201: Explore: Heroism  
IDS* 201: Explore: Stress  

**Legal LGL**  
LGL* 102: Legal Research and Writing  
LGL* 103: Legal Ethics and Professional Responsibility  
LGL* 104: Real Estate Practice  
LGL* 208: Litigation  
LGL* 209: Probate Practice and Estate Administration  

**Manufacturing Engineering Technology MFG**  
MFG* 112: Manufacturing Materials and Processes II  
MFG* 205: Principles of CNC with Mastercam  
MFG* 230: Statistical Process Control  
MFG* 239: Geometric Dimension and Tolerancing  

**Mathematics MAT**  
MAT* 075: Prealgebra: Number Sense and Geometry  
MAT* 095: Elementary Algebra Foundations  
MAT* 109: Quantitative Literacy  
MAT* 146: Math for the Liberal Arts  
MAT* 158: Functions, Graphs and Matrices  
MAT* 165: Elementary Statistics with Computer Applications  
MAT* 172: College Algebra  
MAT* 186: Precalculus  
MAT* 230: Applied Calculus with a Modeling Approach  
MAT* 254: Calculus I  
MAT* 256: Calculus II  
MAT* 268: Calculus III: Multivariable  
MAT* 272: Linear Algebra  
MAT* 285: Differential Equations  
MAT* 287: Set Theory and Foundations  

**Meteorology MET**  
MET* 101: Meteorology  

**Music MUS**  
MUS* 101: Music History and Appreciation I  
MUS* 102: Music History and Appreciation II  
MUS* 108: Today's Music: Gospel, Ragtime, Blues, Jazz  
MUS* 111: Fundamentals of Music I  
MUS* 141: Beginning Guitar  
MUS* 148: Beginning Piano  
MUS* 151 Class Piano II  
MUS* 158: Chamber Music I  
MUS* 158: Jazz Ensemble I  
MUS* 159: Chamber Music II  
MUS* 159: Jazz Ensemble II  
MUS* 160: Beginning Voice  
MUS* 161: Chorale I  
MUS* 162: Chorale II  
MUS* 174: Vocal Ensemble: Madrigal I  
MUS* 175: Vocal Ensemble: Madrigal II  
MUS* 185: Applied Music Lessons I  
MUS* 186: Applied Music Lessons II  
MUS* 215: Music Harmony  
MUS* 217 Music Ear Training  
MUS* 218: Electronic Music Composition I  
MUS* 219: Electronic Music Composition II  
MUS* 258: Jazz Ensemble III  
MUS* 258: Chamber Music III
Accelerated Classes

Accelerated classes allow students to take courses in a short, concentrated timeframe on weekdays, weekends or online. Classes begin at five different times throughout the year. These classes run for 8 or 12 weeks instead of the normal sixteen-week timeframe. While the number of classes for each session is fewer than those in the regular fall and spring semesters, students should be aware that each course contains the same number of class hours as the 16-week 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.

Twelve- and eight-week (accelerated) courses are considered credit extension courses, and follow the credit extension tuition, fees and refund policies.

For the most up-to-date listing of what is being offered for Spring 2013, visit myCommNet.

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

Accelerated 12- and 8-Week Classes

Accelerated Session 1: January 24-March 16, 2013

No classes on February 18 (President’s Day, College closed)

CSC* 230: Database Concepts with Web Applications
CST* 201: Introduction to MIS
DAR* 111: Addiction Counseling I
EGR* 112: Engineering Drawing Specifications
HIS* 101: Western Civilization I
HPE* 102: Human Performance and Fitness
HPE* 116: Weight Training
SOC* 101: Principles of Sociology

Accelerated Session 2: February 7-May 20, 2013

No classes on February 18: President’s Day (College closed); March 18-March 25 (Spring recess, no classes); March 28 (no classes, offices open) and March 29 (Good Friday, College closed)

ART* 206: Film Study
BBG* 101: Introduction to Business
BFN* 111: Financial Literacy
BMG* 202: Principles of Management
COM* 154: Film Study and Appreciation
COM* 173: Public Speaking
ECN* 102: Principles of Microeconomics
EGR* 111: Introduction to Engineering
ENG* 101: Composition
ENG* 110: Introduction to Literature
HIS* 102: Western Civilization II
MAT* 109: Quantitative Literacy
MAT* 146: Math for the Liberal Arts
MET* 101: Meteorology
PHL* 101: Introduction to Philosophy
PHL* 111: Ethics
POL* 111: American Government
PSY* 111: General Psychology I
SOC* 220: Racial and Ethnic Diversity
THR* 110: Acting I

Accelerated Session 3: March 25-May 20, 2013

No classes on March 28 (no classes, offices open) and March 29 (Good Friday, College closed)

COM* 173: Public Speaking
CST* 114: Web Essentials
CST* 258: Internet Programming
DAR* 112: Group Counseling Theory & Techniques
EVS* 100: Introduction to Environmental Science

Drug & Alcohol Recovery Counselor

MCC now offers a series of Drug and Alcohol Recovery Counselor courses in an accelerated 8-week format. These courses may be used towards completion of the Drug and Alcohol Recovery Counselor associate 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.
Accelerated Classes
Accelerated classes allow students to take courses in a short, concentrated timeframe on weekdays, weekends or online. Classes begin at five different times throughout the year. These classes run for 8 or 12 weeks instead of the normal sixteen-week timeframe. While the number of classes for each session is fewer than those in the regular fall and spring semesters, students should be aware that each course contains the same number of class hours as the 16-week 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. Twelve- and eight-week (accelerated) courses are considered credit extension courses, and follow the credit extension tuition, fees and refund policies.

For the most up-to-date listing of what is being offered for Spring 2013, visit myCommNet.

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

Accelerated 12- and 8-Week Classes

Accelerated Session 2:
February 7-May 20, 2013
No classes on February 18: President's Day (College Closed); March 18-March 25 (Spring recess, no classes); March 28 (no classes, offices open) and March 29 (Good Friday, College closed)

BBG* 101: Introduction to Business
BFN* 111: Financial Literacy
BMG* 202: Principles of Management
COM* 173: Public Speaking
ECN* 102: Principles of Microeconomics
EGR* 111: Introduction to Engineering
ENG* 101: Composition
HIS* 202: U.S. History II
MAT* 109: Quantitative Literacy
MAT* 146: Math for the Liberal Arts
MET* 101: Meteorology
PHL* 101: Introduction to Philosophy
PHL* 111: Ethics
POL* 111: American Government
PSY* 111: General Psychology I
SOC* 220: Racial and Ethnic Diversity
THR* 110: Acting I

Accelerated Session 3:
March 25-May 20, 2013
No classes on March 28 (no classes, offices open) and March 29 (Good Friday, College closed)

ART* 206: Film Study
COM* 154: Film Study and Appreciation
COM* 173: Public Speaking
CST* 114: Web Essentials
CST* 258: Internet Programming
DAR* 112: Group Counseling Theory & Techniques
EVS* 100: Introduction to Environmental Science
HIS* 102: Western Civilization II
HLT* 151: Health and Wellness Promotion
HPE* 211: Fitness Specialist Certification
HSP* 112: Advanced Food Preparation
MFG* 239: Geometric Dimension and Tolerancing
SOC* 101: Principles of Sociology

Accelerated Certificate Programs
MCC now offers three different one-year credit certificate programs that you can complete during accelerated sessions:

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

For more information, visit the college website at www.manchestercc.edu.

Drug & Alcohol Recovery Counselor
MCC offers a series of Drug and Alcohol Recovery Counselor courses in an accelerated 8-week format. These courses may be used towards completion of the Drug and Alcohol Recovery Counselor associate 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.
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 (16-Week Classes)

1. Before December 18, 2012: 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 December 18, 2012.

2. After December 18, 2012: Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.

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

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).

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

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.
**General Fund Refund Policy (16-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 in writing to get a refund. A full refund of tuition will be made if this is done before the first day of classes. If the student notifies the Registrar's office during the first 14 calendar days (Jan. 24-Feb. 6) 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/onlinegis.

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**BURSAR’S OFFICE HOURS**

**Regular Hours**

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

**Special Hours**

- Monday, January 21 Office closed
- Tuesday, January 22 1:00 p.m.-7:00 p.m.
- Wednesday, January 23 10:30 a.m.-7:00 p.m.
- Thursday, January 24 8:30 a.m.-7:00 p.m.
# General Fund Tuition and Fees (16-Week Classes)

General Fund courses are any 16-week credit courses offered during the fall and spring semesters. Tuition and fees for General Fund courses are payable in advance in accordance with deadline dates announced each semester.

The following is a complete schedule of tuition and fees, prepared by the Board of Regents for Higher Education and effective Fall 2012.

## Connecticut Residents Tuition and Fees Per Semester

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

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

## Additional Mandatory Usage Fees Per Semester

- **Laboratory Course Fee** ........................................................... $78.00  
  Per registration in a designated laboratory course

- **Studio Course Fee** .............................................................. $85.00  
  Per registration in a designated studio course

- **Clinical Program Fee-Level 1** ........................................... $269.00  
  Per semester (fall and spring only) Level 1 health careers programs

- **Clinical Program Fee-Level 2** ........................................... $193.00  
  Per semester (fall and spring only) Level 2 health careers programs

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

### Non-refundable fees

## New England Regional Student Program

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

## NEBHE Tuition and Fees Per Semester

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### Non-refundable fees
Pay Tuition and Fees  (continued)

**Credit Extension Tuition and Fees**  
*(Accelerated 12- and 8-Week Classes)*

**Connecticut Residents Tuition and Fees Per Semester**

<table>
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<th>Billing Hours</th>
<th>Tuition</th>
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**Non-Residents Tuition and Fees Per Semester**

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</tbody>
</table>

Please note: Full-time General Fund load will require payment of an additional credit fee.

**Additional Mandatory Usage Fees Per Semester**

- **Laboratory Course Fee** .......................................................... $78.00  
  Per registration in a designated laboratory course
- **Studio Course Fee** ............................................................. $85.00  
  Per registration in a designated studio course
- Clinical Program Fee-Level 1  ........................................... $269.00  
  Per semester (fall and spring only) Level 1 health careers programs
- Clinical Program Fee-Level 2  ............................................. $193.00  
  Per semester (fall and spring only) Level 2 health careers programs

† Non-refundable fees
‡ Non-refundable fees: The $5 student activity fee is charged for Credit Extension (Accelerated 12- and 8-Week Classes) Sessions 1, 2 and 3.
Add/Drop
General Fund (16-Week Courses) Add/Drop Schedule:
Add/drop period is Thursday, January 24 through Wednesday, February 6, 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.

AVT Courses
Some Business Office Technology and Accounting courses are offered through the Audio-Visual Tutorial (AVT) 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. Students work independently in the AVT 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 class, students taking AVT 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 AVT instruction and course offerings should be directed to the AVT lab office at 860-512-2646.

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 another public institution of higher learning or whose “home” college is a member of the Hartford Consortium for Higher Education in Connecticut may also register at MCC. Additional tuition and fees will be applied unless the student shows proof of payment at his/her primary institution. Cross registration does not apply to mandatory usage fees; credit extension courses, including Credit Extension (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 Wednesday, January 23, 2013 from 10:30 a.m. to 7 p.m., on a space-available basis. Any student registered prior to January 23, 2013 will be responsible for full payment. An admission fee of $20 will be due from first-time applicants.

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: Fully online courses. All ONLN courses take place 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: Hybrid courses. In a HYBR course, students will have scheduled on-campus class meetings and online coursework and interactions. The number of on-campus meetings may vary according to instructor, so students should check their schedule carefully.

Although MCC’s online courses provide flexibility that allow students to access information and participate in course discussions anytime and anywhere via a computer and an Internet connection, these are not self-paced courses. Just as in any MCC course, students will have weekly deadlines for assignments, discussions and assessments. The content and expectations in an online course are the same as in an on-campus course at MCC. Online courses require a great deal of reading and writing, as well as strong computer literacy and time management skills.

If you have never taken online classes, contact the Educational Technology and Distance Learning Department (ETDL) at sandbox@man-
chestercc.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 2012 semester will be accessible the week of February 18, 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.mcc.commnet.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.

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

To print out an unofficial transcript or view grades:
1. Go to http://my.commnet.edu
2. Login using your NetID and password.
3. Go to the “Student” tab.
4. Click on the “Student Self-Service” channel.
5. Click on “Student Records.”
6. Click on “Final Grades,” select term, click “Submit,” OR
7. Click on “Academic Transcript,” select level (MCC Credit), click “Submit.”
8. View/Print your final grades/transcript.
9. Logoff.
Graduation
Students who anticipate completing the requirements for an associate degree and/or a certificate must complete an application by the following deadlines:

- **March 15, 2013 for May 2013 conferral**
- **July 15, 2013, for August 2013**
- **October 15, 2013 for December 2013**

Students completing their graduation requirements in August and December are invited to the May 2014 Commencement Ceremony.

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

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

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

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

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

Senior Citizen Registration
On Wednesday, January 23, 2013 from 10:30 a.m. to 4:30 p.m., students age 62 or older may register for classes on a space-available basis and have their General Fund in-state tuition, college service fees and student activity fees waived. Waivers do not apply to mandatory usage fees, Credit Extension (accelerated fall and spring, summer and winter sessions), or any credit-free courses taught through the Continuing Education Division.

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 will 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 will 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 (16-Week Courses)**
During the first 14 calendar days of the semester (January 24- through February 6, 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 (February 7, 2013), a student who wishes to withdraw from any course must obtain a withdrawal form from the Registrar’s office or withdraw online by April 1, 2013. After April 1, 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 April 1 does not guarantee an approval. This form must be approved by the instructor and returned to the Registrar’s office by May 20, 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.

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).
**Important Telephone Numbers**

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

<table>
<thead>
<tr>
<th>Academic Offices</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business, Engineering and Technology</td>
<td>860-512-2620</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>860-512-2660</td>
</tr>
<tr>
<td>Mathematics, Science and Health Careers</td>
<td>860-512-2700</td>
</tr>
<tr>
<td>Social Science and Hospitality</td>
<td>860-512-2750</td>
</tr>
<tr>
<td>Academic Support Center</td>
<td>860-512-2610</td>
</tr>
<tr>
<td>Admissions</td>
<td>860-512-3210</td>
</tr>
<tr>
<td>International Students</td>
<td>860-512-3215</td>
</tr>
<tr>
<td>New Student Information</td>
<td>860-512-3210</td>
</tr>
<tr>
<td>Testing Center</td>
<td>860-512-3304</td>
</tr>
<tr>
<td>Transcript Evaluation</td>
<td>860-512-3214</td>
</tr>
<tr>
<td>Adults in Transition (AIT)</td>
<td>860-512-3343</td>
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<tr>
<td>860-512-3344</td>
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<tr>
<td>Advising and Counseling Center</td>
<td>860-512-3320</td>
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<tr>
<td>Disability Services</td>
<td>860-512-3325</td>
</tr>
<tr>
<td>Athletics and Fitness</td>
<td>860-512-3353</td>
</tr>
<tr>
<td>Bookstore</td>
<td>860-645-3140</td>
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<tr>
<td>Bursar's Office</td>
<td>860-512-3637</td>
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<tr>
<td>Career Services</td>
<td>860-812-3374</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>860-512-2800</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>860-512-3312</td>
</tr>
<tr>
<td>Distance Learning Support</td>
<td>860-512-2857</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>860-512-3380</td>
</tr>
<tr>
<td>Library</td>
<td>860-512-2880</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>860-512-3220</td>
</tr>
<tr>
<td>Enrollment Verification</td>
<td>860-512-3237</td>
</tr>
<tr>
<td>Immunization Information</td>
<td>860-512-3225</td>
</tr>
<tr>
<td>MCC Transcripts</td>
<td>860-512-3236 Last names A-L</td>
</tr>
<tr>
<td>860-512-3237 Last names M-Z</td>
<td></td>
</tr>
<tr>
<td>Student Activities</td>
<td>860-512-3283</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>860-512-3203</td>
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<tr>
<td>860-512-3204</td>
<td></td>
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<tr>
<td>Student Retention Services</td>
<td>860-512-3303</td>
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<tr>
<td>Summer Training and Academic Retention Services (STARS)</td>
<td>860-512-3344</td>
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<tr>
<td>Veterans Affairs</td>
<td>860-512-3224</td>
</tr>
<tr>
<td>Advising/Counseling</td>
<td>860-512-3307</td>
</tr>
<tr>
<td>Tuition Waivers/Certifications</td>
<td>860-512-3362</td>
</tr>
<tr>
<td>For more information</td>
<td>860-512-3000</td>
</tr>
<tr>
<td>Closings due to weather</td>
<td>860-512-3004</td>
</tr>
</tbody>
</table>

**OFFICE HOURS**

<table>
<thead>
<tr>
<th>Admissions and Registrar</th>
<th>Monday, Thursday, and Friday: 8:30 a.m.-4:30 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuesday: 8:30 a.m.-7:00 p.m.</td>
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<tr>
<td></td>
<td>Wednesday: 10:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Financial Aid: Monday and Thursday: 8:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Tuesday: 8:30 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Wednesday: 10:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Friday: 8:30 a.m.-12:30 p.m.</td>
</tr>
</tbody>
</table>

**Special Hours for Admissions, Registrar and Financial Aid**

|                                                        | Saturday, January 12: 9:00 a.m.-12:00 p.m.            |
|                                                        | Monday, January 21: College closed                    |
|                                                        | Tuesday, January 22: 1:00 p.m.-7:00 p.m.              |
|                                                        | Wednesday, January 23: 10:30 a.m.-7:00 p.m.           |
|                                                        | Thursday, January 24: 8:30 a.m.-7:00 p.m.            |

**Bookstore**

Please visit the bookstore website for updated store hours.

www.mctc.bkstr.com

**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 L154c; 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. November 12/10M/PR
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 manchestercc.edu/catalog. Students may also go to the QR code at right for a complete listing of all academic programs and courses offered at MCC.

The college no longer produces a printed college catalog. Information about how to apply to the college and register for classes can be found in the Enrollment Guide. To view the electronic course schedule, 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
Pathway to Teaching Careers
Paralegal
Physical Therapist Assistant
Respiratory Care
Social Service
Surgical Technology
Technology Studies
  – Computer-Aided Design Option
  – Electronics Technology Option
  – Engineering Technology Option
  – Industrial Technology Option
  – Lean Manufacturing and Supply Chain Management Option
  – Technology Education Option
  – Technology Management Option
Therapeutic Recreation
Visual Fine Arts
  – Photography Option

CERTIFICATES

Accounting
Child Development Associate
Computer–Aided Design (CAD)
Computer Maintenance Technology
Computer Network Technology
Computer Programming Technology
Corrections
Criminal Justice
Culinary Arts
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
Register Now!

Spring credit classes begin
January 24, 2013

Visit our website at www.manchestercc.edu