Credit Courses

Technical Requirements for Online and Hybrid Courses

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

WINTER INTERSESSION CALENDAR

December 28, 2009—January 14, 2010

Dec. 24 .... Last day to drop a winter intersession class and receive a full refund of tuition only (classes must be dropped by 12 noon)
Dec. 28 .... Classes begin
Jan. 8 ......... Last day to use audit option or to withdraw from class without academic penalty
Jan. 14 ....... Final exam and last day of class

SPRING College by Design CALENDAR

<table>
<thead>
<tr>
<th>Session #3</th>
<th>Session #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8—February 13, 2010</td>
<td>February 19—March 27, 2010</td>
</tr>
<tr>
<td>Jan. 7 ......... Last day to drop a session #3 class and receive a full refund of tuition only (classes must be dropped by 4:00 p.m.)</td>
<td>Feb. 18 .... Last day to drop a session #4 class and receive a full refund of tuition only (classes must be dropped by 4:00 p.m.)</td>
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<tr>
<td>Jan. 8 ......... Session #3 Weekend College begins</td>
<td>Feb. 19 .... Session #4 Weekend College begins</td>
</tr>
<tr>
<td>Jan. 16 ......... Last day to use audit option for session #3 classes</td>
<td>Feb. 27 .... Last day to use audit option for session #4 classes</td>
</tr>
<tr>
<td>Jan. 30 ......... Last day to withdraw from session #3 classes without academic penalty</td>
<td>March 3 .... Last day to withdraw from session #4 classes without academic penalty</td>
</tr>
<tr>
<td>Feb. 13 ....... Final exam and last day of class for session #3</td>
<td>March 27 .... Final exam and last day of class for session #4</td>
</tr>
</tbody>
</table>

Assessment Testing Information

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

Assessment Tests and Course Prerequisites

English and math assessment tests are a prerequisite for MCC students enrolling in “for credit” courses. Students matriculated at other colleges and attending MCC’s credit extension sessions are required to take assessment tests unless they have completed coursework at another institution that meets MCC prerequisites, or otherwise meet the criteria for a waiver. Credit extension students who believe they qualify for a waiver of the English and/or math assessment test(s) should submit the Assessment Testing Exemption Request form on page 11 with their registration form. Note: certain courses have specific prerequisites, i.e., PSY* 201, requires successful completion of PSY* 111 or equivalent.

Winter and College by Design Student Testing

Students must have applied to the College prior to taking the assessment test and must bring their Banner Student ID number and Photo ID to the test. For test dates, please go to the MCC website at www.mcc.commnet.edu and look up Assessment Testing to make a test appointment or call the testing center at (860) 512-3304.

www.mcc.commnet.edu  10  Continuing Education (860) 512-2800
Assessment Testing Exemption Request

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

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

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

Name ___________________________________________ Banner ID # @ _____________________
S.S. # ___________________________________________ Phone # __________________________

Mailing Address_________________________________________________________________________

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

Exemption requested for: ☐ Mathematics ☐ English

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

☐ I have achieved a score of 500 or above on the Verbal/Critical Reading portion of the SAT exam and I am eligible to take Composition (ENG* 101). (Attach a copy of the score report or high school transcript.)

☐ I have achieved a score of 500 or above on the Math portion of the SAT exam and I am eligible to take Intermediate Algebra (MAT* 138). (Attach a copy of the score report or high school transcript.) For higher level Math courses, you must take the assessment test.

☐ I have completed coursework in a college-level English and/or Math course with a grade of “C” or better at the following college/university: ____________________________________________

(Attach a copy of the unofficial transcript.)

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

Name of college: ____________________________

(Please see testing coordinator for verification and interpretation.)

☐ I have taken the English and/or Math Assessment Test at another College or University

Name of college: ____________________________

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

☐ I am 62 or older.

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

Student Signature ___________________________________________ Date ______________________

FOR OFFICE USE ONLY

Semester: ☐ Winter 2009 ☐ Spring 2010

Exempt ☐ English and Math ☐ English Only ☐ Math Only

☐ Transcript/appropriate documentation is attached

Not Exempt: ☐ Does not meet standards ☐ Lacks documentation

Signature: ___________________________________________ Date: ______________________

Copy sent to student: ☐ No ☐ Yes Date sent ______________________ Initials _____________________