Register Today!
15, 12 and 8-week Classes
www.manchestercc.edu

6 easy steps to taking
credit classes at MCC
**WELCOME!**

Hello and welcome to Manchester Community College. The *Enrollment Guide* is an important tool that you can use during your time here at MCC. The guide offers students step-by-step instructions for 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 the myCommNet student portal: 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 2014 and Spring 2015 courses 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 their 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 an updated MCC Catalog.

Thank you for making MCC your college of choice.

Peter C. Harris
Director of Enrollment Management

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**Important Telephone Numbers**

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

**Academic Offices**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</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, Hospitality and Culinary Arts</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>860-512-3596</td>
</tr>
<tr>
<td>Transcript Evaluation</td>
<td>860-512-3214</td>
</tr>
<tr>
<td>Adults in Transition (AIT)</td>
<td>860-512-3343, 860-512-3344</td>
</tr>
<tr>
<td>Advising and Counseling Center</td>
<td>860-512-3320</td>
</tr>
<tr>
<td>Disability Services</td>
<td>860-512-3325</td>
</tr>
<tr>
<td>Bookstore</td>
<td>860-645-3140</td>
</tr>
<tr>
<td>Career Services</td>
<td>860-512-3374</td>
</tr>
<tr>
<td>Cashier’s/Bursar’s Office</td>
<td>860-512-3637</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>860-512-2800</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>860-512-3312</td>
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<tr>
<td>Distance Learning Support</td>
<td>860-512-2857</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>860-512-3380</td>
</tr>
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<td>Library</td>
<td>860-512-2880</td>
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<tr>
<td>Registrar’s Office</td>
<td>860-512-3220</td>
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<td>Enrollment Verification</td>
<td>860-512-3237</td>
</tr>
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<td>Immunization Information</td>
<td>860-512-3225</td>
</tr>
<tr>
<td>MCC Transcripts</td>
<td>860-512-3237</td>
</tr>
<tr>
<td>Student Activities</td>
<td>860-512-3283</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>860-512-3203, 860-512-3204</td>
</tr>
<tr>
<td>Student Recruitment and Retention Services</td>
<td>860-512-3303</td>
</tr>
<tr>
<td>Summer Training &amp; Academic Retention Services (STARS)</td>
<td>860-512-3344, 860-512-3224</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td></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>
</tbody>
</table>

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

**Closings due to weather** ................................. 860-512-3000

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**OFFICE HOURS**

**ADMISSIONS AND REGISTRAR**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday, Thursday</td>
<td>8:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m.-2:00 p.m.</td>
</tr>
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</table>

**FINANCIAL AID**

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

**CASHIER’S/BURSAR’S OFFICE**

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

**BOOKSTORE:** Please visit the bookstore website for updated store hours: www.mctc.bkstr.com

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Fall 2014 Semester

April 7-20  Fall online registration begins for students registered in the Spring 2014 (Priority Registration)
April 21   Fall 2014 online and in-person registration begins for all students
June 28   Super Saturday: Admissions, Financial Aid, Registrar, Advising, Cashier’s/Bursar’s offices open 9 a.m.-2 p.m.
July 15   Tuition due
July 16   First day that Installment Payment plan available online and in-person
July 19   Super Saturday: Admissions, Financial Aid, Registrar, Advising and Cashier’s/Bursar’s offices open 9 a.m.-2 p.m.
August 4   Students eligible for Book credit can begin purchasing at the bookstore (Title IV)
August 9   Super Saturday: Admissions, Financial Aid, Registrar, Advising and Cashier’s/Bursar’s offices open 9 a.m.-2 p.m.
August 16   Super Saturday: Admissions, Financial Aid, Registrar, Advising and Cashier’s/Bursar’s offices open 9 a.m.-2 p.m.
August 23   Admissions, Financial Aid, Registrar and Advising offices open 9 a.m.-12 noon
August 26   Senior citizen, cross-registration and High School Partnership Program registration
August 26   Last day to drop General Fund (15 weeks) classes and receive full tuition refund *
August 27   Fall 2014 classes begin
August 27   Fall semester Accelerated Session 1 (8 weeks) begins; last day to register
September 1   Labor Day (College closed)
September 2   Last day to add/drop courses
September 10  Last day of 50 percent Add/Drop period (14th calendar day) - General Fund (15 weeks)
September 10  Fall semester Accelerated Session 2 (12 weeks) begins; last day to register
September 11  Bookstore credit ends (Title IV)
October 15   December graduation application due
October 20   Fall semester Accelerated Session 3 (8 weeks) begins; last day to register
October 29   Last day to make up Incompletes
October 29   Last day to withdraw without penalty
November 11  Veterans Day (no classes) **
November 26  Thanksgiving Day recess begins (no classes) **
November 27  Thanksgiving Day (College closed)
November 28  (No classes, administrative offices open)
December 1   Classes resume
December 9   Last day of classes
December 11-16  Final Exams

Spring 2015 Semester Dates: December 20 and January 10

Spring 2015 Semester

October 27   Returning student advising weeks begin (Oct. 27-Dec. 5)
November 3   Returning Veterans advising week begin (Nov. 3-7)
November 3   Spring 2015 online registration begins for students registered in the Fall 2014 semester (Priority Registration)
November 10  Spring 2015 semester online and in-person registration begins for all students
December 9   Tuition due
December 20  Super Saturday: Admissions, Financial Aid, Registrar, Advising and Cashier’s/Bursar’s offices open 9 a.m.-2 p.m.
January 5   Students eligible for Book credit can begin purchasing at the bookstore (Title IV)
January 10  Super Saturday: Admissions, Financial Aid, Registrar, Advising and Cashier’s/Bursar’s offices open 9 a.m.-2 p.m.
January 17  Admissions, Financial Aid, Registrar, Advising and Cashier’s/Bursar’s offices open 9 a.m.-12 noon
January 19  Martin Luther King Day (College closed)
January 21  Senior citizen registration, cross-registration and High School Partnership Program registration
January 21  Last day to drop General Fund (15 weeks) classes and receive a full tuition refund *

January 22  Spring 2015 classes begin
January 22  Spring semester Accelerated Session 1 (8 weeks) begins; last day to register
January 28   Last day to add courses
February 5  Spring semester Accelerated Session 2 (12 weeks) begins; last day to register
February 5  Last day of 50 percent Add/Drop period (14th calendar day) - General Fund (15 weeks)
February 6  Bookstore credit ends (Title IV)
February 16  President’s Day (College closed)
March 15   May graduation application due
March 16   Spring Recess (no classes) **
March 23   Spring Recess ends, classes resume
March 23   Spring semester Accelerated Session 3 (8 weeks) begins; last day to register
April 1   Last day to make up Incompletes
April 1   Last day to withdraw from General Fund (15 weeks) classes without penalty
April 2   Spring Weekend (no classes, offices open) **
April 3   Good Friday (College closed)
May 11   Last day of classes
May 12-19  Final Exams
May 28   Commencement

* Refund policies are different for accelerated courses. Please see Credit Extension Refund Policy on page 15.
** Administrative offices open.

“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.

Super Saturdays

Can’t make it during the week to get your registration in place? Super Saturdays were created just for you! Take care of the admissions, Accuplacer testing, advising and registration needs in one day.
Admissions, Financial Aid, Registrar, Advising and Cashier’s/Bursar’s offices will be open 9 a.m.-2 p.m.

Fall 2014 Semester Dates: June 28, July 19, August 9 and August 16

Spring 2015 Semester Dates: December 20 and January 10
To Apply For Admission,
Follow These Easy Steps:

Supply the following to the Admissions office:

- Application for Admission
  - 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 to provide proof of immunization. For more detailed information, visit www.manchestercc.edu/admissions/pdf/measlesform.pdf.
- Transfer students matriculating at MCC should have official transcripts from all previous colleges forwarded to the Admissions office for evaluation. Transfer credit evaluations are necessary before advising and counseling appointments.

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.

Part-time non-degree/non-matriculated students do not need to provide proof of high school completion or immunization records, but must be able to satisfy any academic prerequisites during registration. Prerequisite requirements are outlined in the course descriptions in MCC’s college catalog.

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 onto myCommNet 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 three characters of your birth month (with first letter capitalized)
2. The “&” symbol
3. Last four digits of your Social Security Number, example (Dec&4321). The password is case-sensitive.

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 user name

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.

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. It can be accessed at http://my.commnet.edu.
**Student Email**

Student email accounts are issued to new students who have registered for classes. This email address is the ONLY email by which the college and your instructors will communicate with you.

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.

**To Access Your Student Email:**

1. Enter the Microsoft Office 365 web address: portal.microsoftonline.com
2. In the User ID field enter your NetID: eight-digit Banner ID followed by @student.commnet.edu (ex: 12345678@student.commnet.edu)
3. When you click on the Password field, an alert will prompt you that the page is “Redirecting” and “…taking you to your organizations’ sign-in page”
4. An authentication box will require you to enter your NetID and your password
5. Click the OK button

**THIS EMAIL ACCOUNT WILL BE YOURS FOR LIFE.**

You can also view your email address and log into Office 365 through the “Student Email Channel” located within the Student tab on myCommNet:

1. Enter the web address: http://my.commnet.edu or select the myCommNet link from the MCC homepage
2. Log into myCommNet using your NetID and password
3. Click on the Student tab
4. The Student Email channel will display your email account address and a link to the Office 365 Login page
5. Click on the Office 365 Login link and login using your NetID and password

**Having Trouble Accessing Your Email Account?**

The most reliable browser with which to access your email is Firefox. Contact the Technology Help Desk in the Student Services Center, L204, at 860-512-3456 or HelpDesk@manchestercc.edu if you need assistance.

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**First time attending college? Planning to attend full time? Nervous about your first semester? Join FIRST (Foundations in Retention, Success and Transition) and enter college smoothly. FIRST offers convenient schedules for students testing into ENG* 093, 096 and 101. Enjoy the benefits of a cohort-designed program, additional support and your own orientation. Ask about FIRST when you attend your New Student Advising session.**

---

**WHY MCC?**

**Samantha Sprague**

MCC has been a wonderful and rewarding college experience. I was able to graduate on time because MCC offers an assortment of class days and times enabling me to schedule my hours at work. MCC faculty and staff helped me utilize the resources available to do well in my classes. I love the fact that class sizes are smaller and you are able to have one-on-one time with your professors. In three years I was able to take all the classes needed to graduate with three degrees. With the knowledge I have learned during my time at MCC I know I will succeed in fulfilling my career choice. Take the next step and go to Manchester Community College. It is affordable and will help you achieve your educational goals.

---

**FIRST Program**

First time attending college? Planning to attend full time? Nervous about your first semester? Join FIRST (Foundations in Retention, Success and Transition) and enter college smoothly. FIRST offers convenient schedules for students testing into ENG* 093, 096 and 101. Enjoy the benefits of a cohort-designed program, additional support and your own orientation. Ask about FIRST when you attend your New Student Advising session.

**For more information, contact Lisa Sossin at lsossin@manchestercc.edu or 860-512-3334, or Souathaly Thammavong at sthammavong@manchestercc.edu, 860-512-3337.**
To Apply For Financial Aid, Follow These Easy Steps:

- Go to www.fafsa.gov, and complete the Free Application for Federal Student Aid (FAFSA).
- 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.
- If you are a continuing student, check your status for Satisfactory Progress.

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.
- Apply for financial aid by May 15, 2014 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. This requires that students must complete 66.6% of the classes attempted and maintain a 2.00 GPA for 16 or more earned credits, and a 1.5 GPA for less than 16 earned credits. 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

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. Please see Important Dates on page 3. Visit the bookstore website at www.mctc.bkstr.com for updated store hours.
Please Note:

- Students who withdraw from classes must be aware that their financial aid may be affected. Please consult with the Financial Aid office before withdrawing.
- Financial aid does not cover credit-free courses.
- Students do not always have to be full-time in order to receive aid; they must check eligibility with the Financial Aid office.
- Financial aid cannot pay for a class more than twice.
- It may take up to two weeks for the financial aid application results to be received by the Financial Aid office.
- If expecting a refund check after tuition, fees and books have been paid, please note that they are processed four to six weeks after classes start.

**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 on myCommNet.

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 2014 and Spring 2015, the academic year is 2014/2015).
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 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.

**WHY MCC?**

**Brian Nwafor**  
Student Government Association President

Over the past two years, Manchester Community College has shaped me into a young, independent man. MCC has provided me with so many opportunities to enrich my life as well as others in my community. MCC is a great institution in which to learn and work.

I like MCC because I have easy access to my professors. Any student that decides to matriculate to MCC must know that the professors, staff and administration are equally invested in helping its students pursue their respective degree or certificate. Sometimes, a student’s final grade can come down to who made the most effort in mastering the concepts presented in class. A student’s persistence in meeting with their professors shows that they take their education seriously. It could mean the difference between an “A” and an “A+.”

At MCC, there are plenty of ways to get involved. The traditional route consists of joining any of MCC’s student based clubs through the Office of Student Activities. If a student is interested in leadership or attaining public office, they can join the Student Government Association (SGA). If a student enjoys working with computers, they can join the Computer Repair and Share club. If a student is interested in community service, they can join a club such as Habitat for Humanity. A student may be interested in communications or journalism in which they can join ICE Radio or the Live Wire, MCC’s student-run newspaper. The SGA coordinates bus trips each semester to cities such as New York City. MCC also has college-governance committees which consist of faulty, staff, and students as a way of addressing the concerns and needs of the college as a whole.

MCC has allowed me to build life-long friendships with many people. The college has taught me how to be responsible for my own education. I tell my friends and colleagues that six or seven years ago, I would have never imagined myself becoming the President of any organization. I take great pride in knowing that I was able to step into a leadership position and express myself to others. I will forever be grateful to MCC for helping me develop my talents and putting me on the path to complete my undergraduate degree at a four-year institution.
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/
- Register and 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. It's required!

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 necessary documentation and 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.

Kim Marsden

After 25 years of being a stay-at-home mom, I decided to re-enter the workforce. Prior to raising my family, I had earned a masters degree in Information Technology, but my interests had long since shifted and now focused on health careers. I chose MCC because it is the only Connecticut institution offering an associate degree in Surgical Technology. I applied for admission to the selective program and was accepted. Now, I am hard at work studying science and learning proper operating room procedures and protocols in our operating room laboratory. I am looking forward to our clinicals at area hospitals. The friendly campus atmosphere at MCC helped ease my transition. Each day the connections and friendships grow. We even started a college-recognized club. I am honored to be included as one of the chosen few in the competitive Surgical Technology program at MCC.
Register for a New Student Advising Seminar

Students 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 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 in General Studies and Liberal Arts and Science degree programs should call the Advising and Counseling Center at 860-512-3320. Students with 30+ credits or in program specific majors need to contact their program coordinators. Students 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 10 for a list of faculty/program contacts for academic advising.

Register for 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 information needed for a smooth and successful transition to college life. The primary goals for NSO are to provide an opportunity for new students to prepare for academic and social success at MCC and to interact with other incoming students and student leaders.

New Student Orientation 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, part-time and international students) are expected to attend NSO AFTER registering for classes and/or attending a New Student Advising Session. Go to www.manchestercc.edu/ui/nso/ to register for an NSO session; you will receive an email confirmation from the Office of Student Activities. Registrations will only be accepted via online registration.

In addition, during your time at Manchester Community College, students are expected to participate in at least one student club and/or college governance committee.

For more information about New Student Orientation, contact T.J. Barber at tbarber@manchestercc.edu.
### Program Contacts for Academic Advising Assistance

<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>SSHCA</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>
</tr>
<tr>
<td>Communications/Humanities (communications, journalism, languages, philosophy)</td>
<td>Albert Kim, <a href="mailto:akim@manchestercc.edu">akim@manchestercc.edu</a>, Rebecca Townsend, <a href="mailto:rtownsend@manchestercc.edu">rtownsend@manchestercc.edu</a></td>
<td>LA, LA</td>
<td>860-512-2797, 860-512-2685</td>
<td>L218e, A212</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Donna Nicholson, <a href="mailto:dnicholson@manchestercc.edu">dnicholson@manchestercc.edu</a></td>
<td>SSHCA</td>
<td>860-512-2756</td>
<td>A244</td>
</tr>
<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>SSHCA</td>
<td>860-512-2769</td>
<td>T306</td>
</tr>
<tr>
<td>Disability Specialist/Speech Language Pathology Assistant</td>
<td>Mary Jo Archambault, <a href="mailto:marchambault@manchestercc.edu">marchambault@manchestercc.edu</a></td>
<td>SSHCA</td>
<td>860-512-2708</td>
<td>T227</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Beth Reichert, <a href="mailto:breichert@manchestercc.edu">breichert@manchestercc.edu</a></td>
<td>SSHCA</td>
<td>860-512-2793</td>
<td>T305</td>
</tr>
<tr>
<td>Engineering, Technology &amp; Computer Science</td>
<td>Richard Gnall, <a href="mailto:rgnall@manchestercc.edu">rgnall@manchestercc.edu</a>, Steven Moore, <a href="mailto:smoore@manchestercc.edu">smoore@manchestercc.edu</a></td>
<td>BET, BET</td>
<td>860-512-2643, 860-512-2653</td>
<td>L218f, C122</td>
</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>
</tr>
<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>
<td>L218c</td>
</tr>
<tr>
<td>General Studies</td>
<td>Kimberly Hamilton-Bobrow, <a href="mailto:khamilton-bobrow@manchestercc.edu">khamilton-bobrow@manchestercc.edu</a></td>
<td>Advising and Counseling Center</td>
<td>860-512-2676</td>
<td>T516</td>
</tr>
<tr>
<td>Health Careers</td>
<td>Nancy LaRoche-Shovak, <a href="mailto:nlaroce-shovak@manchestercc.edu">nlaroce-shovak@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2714</td>
<td>A235</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Francine Rosselli-Navarra, <a href="mailto:frosselli-navarra@manchestercc.edu">frosselli-navarra@manchestercc.edu</a>, Sharale Golding, <a href="mailto:sgolding@manchestercc.edu">sgolding@manchestercc.edu</a></td>
<td>SSHCA, MSHC</td>
<td>860-512-2711, 860-512-2739</td>
<td>D222, A222</td>
</tr>
<tr>
<td>Global Studies (Economics, Geography, History, Political Science)</td>
<td>Guocun Yang, <a href="mailto:gyang@manchestercc.edu">gyang@manchestercc.edu</a></td>
<td>SSHCA</td>
<td>860-512-2782</td>
<td>T402</td>
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<tr>
<td>Information Management and Technology</td>
<td>Carla Adams, <a href="mailto:cadams@manchestercc.edu">cadams@manchestercc.edu</a>, Susan Barzottini, <a href="mailto:sbarzottini@manchestercc.edu">sbarzottini@manchestercc.edu</a></td>
<td>BET, BET</td>
<td>860-512-2652, 860-512-2639</td>
<td>A232, A204</td>
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<td>Mathematics</td>
<td>Kate Bella, <a href="mailto:kbella@manchestercc.edu">kbella@manchestercc.edu</a>, Michael Robillard, <a href="mailto:mrobillard@manchestercc.edu">mrobillard@manchestercc.edu</a></td>
<td>MSHC, MSHC</td>
<td>860-512-2737, 860-512-2723</td>
<td>A206, T407</td>
</tr>
<tr>
<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>
<td>D235</td>
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<tr>
<td>Pathways to Teaching Careers</td>
<td>Georgia Buckles, <a href="mailto:gbuckles@manchestercc.edu">gbuckles@manchestercc.edu</a></td>
<td>BET</td>
<td>860-512-2649</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>
<td>Respiratory Care</td>
<td>Nancy LaRoche-Shovak, <a href="mailto:nlaroce-shovak@manchestercc.edu">nlaroce-shovak@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2714</td>
<td>A235</td>
</tr>
<tr>
<td>Science (astronomy, biology, chemistry, earth science, environmental science, meteorology, oceanography, physics)</td>
<td>Fatma Salman, <a href="mailto:fslaman@manchestercc.edu">fslaman@manchestercc.edu</a>, Pamela McManus, <a href="mailto:pmcmanus@manchestercc.edu">pmcmanus@manchestercc.edu</a></td>
<td>MSHC, MSHC</td>
<td>860-512-2730, 860-512-2739</td>
<td>T505, A222</td>
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<tr>
<td>Social Sciences, Hospitality and Culinary Arts</td>
<td>Mary Jo 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>Social Science</td>
<td>Diane Freeman, <a href="mailto:dfreeman@manchestercc.edu">dfreeman@manchestercc.edu</a></td>
<td>MSHC</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>Mary Jo 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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</table>

<table>
<thead>
<tr>
<th>Division</th>
<th>Director</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<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, Hospitality and Culinary Arts (SSHCA)</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>
</tr>
</tbody>
</table>
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
Graphic Design
Health and Exercise Science
Hotel-Tourism Management
Interpersonal and Organizational Communication
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
Radiologic Science
– Radiography
– Radiation Therapy
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 - Early Childhood Education
Computer-Aided Design (CAD)
Computer Maintenance Technology
Computer Network Technology
Computer Programming Technology
Corrections
Criminal Justice
Culinary Arts
Dental Assistant
Disability Specialist
Desktop Publishing
Disability Specialist
Drug and Alcohol Recovery Counselor
Early Childhood Education
Engineering Science
Environmental Science
Foodservice Management
General Studies
Graphic Design
Health and Exercise Science
Hotel-Tourism Management
Interpersonal and Organizational Communication
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

Homeland Security
Hotel-Tourism
Lean Manufacturing
Marketing
Media Technology
Medical Insurance Specialist
Medical Transcription
Office Support Specialist
Paralegal
Professional Baker
Public Relations
Social Service
Speech Language Pathology Assistant
Supply Chain Management
Sustainable Energy
Technology Management
Therapeutic Recreation
Web Technology
Register for classes online

Fall 2014 online registration starts April 7 for students registered in the Spring 2014 semester, and April 21 for all other students.
In-person, mail or fax registration for all students: April 21, 2014 (includes late registration dates).

Spring 2015 online registration starts November 3 for students registered in the Fall 2014 semester, and November 10 for all other students.
In-person, mail or fax registration for all students: November 10, 2014 (includes late registration dates).

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. Please refer to the website for updated tuition and fees rates.

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

Fall 2014 (15-week Classes):

1. Before July 15, 2014: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.
2. After July 16, 2014: 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 three 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. The payment plan will be available online and in-person on July 16, 2014. For more information, contact the Cashier’s/Bursar’s office at 860-512-3637 or 860-512-3638.

General Fund Payment Options

Spring 2015 (15-week Classes):

1. Before December 8, 2014: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.
2. After December 9, 2014: 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 three 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. The payment plan will be available online and in-person on December 9, 2014. For more information, contact the Cashier’s/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. Please see Refund Policy for Accelerated courses.

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 Cashier’s/Bursar’s office (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).
Pay Tuition and Fees (continued)

**General Fund Refund Policy**

(15-week Classes)

Before registering for classes, students should read the college refund policy.

Definition of a General Fund course: Any credit course offered during the fall and spring semesters with the exception of credit extension courses.

**Course Cancellations**

If the college cancels a course, you will automatically be granted 100% adjustment of associated charges except the application fee.

**Tuition, Laboratory and Studio Fees**

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.

- If students officially drop prior to the first day of the semester, 100% tuition only will be refunded (not fees).
- If students officially drop on the first 14 calendar days of the semester, (August 27-September 10, 2014 for the Fall semester and January 22-February 4, 2015 for the Spring semester), a 50% tuition refund will be refunded.
- If students officially drop/withdraw on the 15th day of the semester (September 11, 2014 for Fall semester and February 5, 2015 for the Spring Semester) or later -NO REFUND will be issued.

**College Service, Student Activity and Clinical Fees – No Refund**

Students may request a full refund of the clinical fee if they drop out of an allied health program entirely or are not enrolled in any credit courses at the end of the add/drop period.

No telephone requests for refunds will be taken.

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**CASHIER’S/BURSAR’S OFFICE 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.

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**Credit Extension Refund Policy**

(Accelerated 12- and 8-week Classes)

- If students officially drop on the last business day before the first class meeting or prior, 100% refund of tuition only. Requests for refund must be made by Friday for courses starting Saturday-Monday.
- If students officially withdraw on the day of the first class meeting or later – NO REFUND and the student will receive a “W” on his/her transcript.

For more detailed information visit manchestercc.edu/refund.

**Other Non-Refundable Fees**

- Installment Plan
- Late Payment

**Note:**

1. Refund policies assume that all charges have been paid in full prior to drop/withdrawal. In some cases, an account adjustment may not entitle a student to an actual refund.
2. Students are required to officially drop class(es) by the official deadline published each semester in the Enrollment Guide.
3. Deadlines for Accelerated sessions are based on the start date of courses and are adjusted appropriately.
4. Refund/returns of Title IV funds are made in accordance with applicable federal rules and regulations that take precedence over college refund policies.
General Information

Academic Support Services
The Academic Support Center (ASC), located in the Student Services Center, room L282, offers many opportunities for academic support to students of all ability levels. Individual or small group tutoring, subject-related review sessions, ESL and foreign language conversation labs, and college survival skills workshops are some of the services offered to students to enhance their understanding of classroom material. The Academic Support Center offers walk-in support for writing and mathematics in addition to individual tutoring appointments.

Computer-Assisted Lab: Basic training in Windows; Microsoft Word, Excel, PowerPoint and Access; and the Internet is available by individual appointment. Computers may be used on a walk-in basis.

eTutoring: Students may register for free online tutoring assistance in writing (all subject areas), mathematics, accounting, statistics, biology, chemistry, general science, and anatomy and physiology. Students can submit writing assignments for feedback, receive live one-on-one mathematics help (subject to tutoring schedules), and leave questions for tutors. eTutoring is coordinated by the Connecticut Distance Learning Consortium, and tutors are based in participating academic institutions, including MCC. Visit the website at www.etutoring.org.

Individual Tutorial Assistance: Students may make day, evening and Saturday appointments for coursework tutoring in the ASC. Subjects for one-to-one tutoring include English, math, science, social science, business, accounting and others. Tutors include faculty, professional staff and trained peers.

Writing Center: The Writing Center is equipped with computers and assorted reference materials. The work area is a place for everyone; students, faculty and staff are welcome to write and/or talk about their writing and to meet in writers’ groups. The Writing Center does not offer extensive one-to-one tutoring, but students may be referred to an individual English tutor appointment for more comprehensive one-on-one assistance. Writing Center staff members will offer feedback about writing, answer specific questions, and direct writers to appropriate resources, including other writers.

Information about all of the services offered by the Academic Support Center is available at: www.manchestercc.edu/academic/asc.

Add/Drop
General Fund (15-week) Add/Drop Schedule: Please see Important Dates on page 3. 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, or call the Advising and Counseling Center at 860-512-3320.

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 audited 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 (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>
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<tbody>
<tr>
<td>Monday</td>
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<td>Wednesday</td>
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<tr>
<td>Friday</td>
<td>9:00 a.m.-1:00 p.m.</td>
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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 the day before the start of the semester, on a space-available basis. See Important Dates on page 3. 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.

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 www.manchestercc.edu/blackboard (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 “My Institution” page.
4. Logoff when you have completed your work.

**Maria Reyes**

Many things came into consideration when deciding where I wanted to start building my dreams. Before coming to MCC, I did not have much direction with regards to selecting a degree. It was very hard for me to decide what I wanted to study.

Along the way I came across many people from the faculty and staff who guided me every step of the way, giving me advice and support. I am pursuing an associate degree in Health and Exercise Science and a certification for Fitness Specialist. I was able to attend MCC with two scholarships thanks to the MCC Foundation and my hard work in class. I now work in the Student Affairs division as an MCC ambassador, working in various capacities within the division.

I am very pleased with how MCC and its community have shaped me into an individual with more direction, knowledge and opportunities for my future.
General Information (continued)

Explore Academic Majors and Career Pathways with FOCUS 2

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.manchestercc.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 Career Services staff or a counselor to review their results. Once students have completed FOCUS 2, they can stop by the office located on the first floor of the 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 SSC L157. Completed forms should be returned to the Registrar’s office.

To print out an unofficial transcript or view grades:
2. Login using your NetID and password.
3. Go to the “Student” tab.
4. Click on the “Student Self-Service” channel.
5. Click “Submit.”
6. Select “Create a new account” and use the access code: cougars
7. Click “Submit.”
8. View/print your final grades/transcript.
9. Logoff.

Graduation/Commencement

Students completing their graduation requirements in August and December are invited to the next May’s commencement ceremony. For more information please visit http://www.manchestercc.edu/students/current/commencement.php

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

Graduation applications can be obtained outside the Registrar’s office and online in MCC’s Form Depot, http://www.mcc.commnet.edu/admissions/pdf/formGradApplicationandInstructions.pdf.

Services for Students with a Disability

Physical or Psychological Disability: Contact Joseph Navarra, Counselor, at 860-512-3592 or in the 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 860-512-3597, or Joan Kantor, Counselor/Learning Disabilities Specialist, at 860-512-3595, or in the 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 860-512-3596 or in the 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 the Student Services Center, room L131. Requests must be made at least one week in advance.

Veterans

Veterans are served by the staff in the Veterans OASIS in the Lowe Student Services Center, L101 and Career Services & Veterans Services office in the Lowe Student Services Center, L120. A School Certifying Official (SCO) will assist eligible veterans each semester with the required processes and procedures for receiving monthly benefits, tuition waivers and other educational benefits.

All veterans seeking monthly benefits must be matriculated into a degree or certificate program. Only courses that are directly applicable to their degree program will count towards eligibility for monthly benefits. Veterans that are transfer students must request an official transcript to be sent to the Admissions office for evaluation of prior credit.
Veterans who are eligible to receive educational benefits must complete the VONAPP located on the www.gibill.va.gov website, and submit their DD 214 to the SCO. If a member of the CT National Guard, the student must request through his/her Unit Education Officer a Notice of Basic Eligibility prior to the start of classes in order to receive benefits.

In addition, veterans are eligible for a full tuition waiver for General Fund courses if they were:

a. honorably discharged or released under honorable conditions from active service;

b. on active duty for at least 90 days during specific periods of conflict.

Tuition waivers cover only the cost of tuition for General Fund credit-bearing courses. They do not cover expenses associated with books, supplies or student fees. In addition, they do not cover credit extension fund courses such as accelerated classes, winter intersession classes or summer classes.

Students withdrawing from courses are required to notify the School Certifying Official as soon as possible. This will allow for the SCO to promptly notify the VA and avoid overpayment of benefits to the student. Veterans are responsible for satisfactory pursuit of the courses in which they register and for notifying Veterans Services of any change in status. For more information, please call 860-512-3362.

Withdrawal Policy

General Fund (15-week Courses)

During the first 14 calendar days of the semester, 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, a student who wishes to withdraw from any course must obtain a withdrawal form from the Registrar’s office. After the official withdrawal date, 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 division offices. A request for a withdrawal after the official withdrawal date does not guarantee an approval. This form must be approved by the instructor and returned to the Registrar’s office by the last day of finals. For specific dates, please see Important Dates on page 3.

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.

Policy Appeal Procedures

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

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician’s certificate, administrative error by the college, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

All appeals must be submitted in writing to the Refunds Appeals Committee and include Banner ID, contact information and appropriate documentation. Appeals must be received within ten days of the official drop date of the course to be considered. Forms are located in the Form Depot at www.manchestercc.edu or can be obtained from the Registrar’s office.

Submit to: Refund Appeals Committee, Registrar’s Office, L157, Student Services Center, Great Path, MS #13, P.O. Box 1046, Manchester, CT 06045-1046.

The committee meets twice a month. You will receive a written response notifying you of the outcome.

Notice of Non-discrimination:

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; 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 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 14/4M/PJR

This guide supports the Intellectual and Practical Skills, Personal and Social Responsibility, and Understanding of Self institutional learning goals.
Register Today!
15, 12 and 8-week Classes
www.manchestercc.edu

6 easy steps to taking credit classes at MCC