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.

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 2015 and Spring 2016 courses can be found online at http://my.commnet.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 the latest MCC Catalog.

Thank you for making MCC your college of choice.

Peter C. Harris
Director of Enrollment Management

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
- Business, Engineering and Technology ................. 860-512-2620
- Liberal Arts ........................................... 860-512-2660
- Mathematics, Science and Health Careers ............ 860-512-2700
- Social Science, Hospitality and Culinary Arts ......... 860-512-2750

Academic Support Center .................................. 860-512-2610

Admissions .................................................. 860-512-3210
- International Students ................................... 860-512-3215
- New Student Information ................................ 860-512-3210
- Testing Center ......................................... 860-512-3596
- Transcript Evaluation .................................... 860-512-3214

Adults in Transition (AIT) ................................ 860-512-3343, 860-512-3344

Advising and Counseling Center ......................... 860-512-3320
- Disability Services ....................................... 860-512-3592
- Bookstore .................................................. 860-645-3140
- Bursar’s Office .......................................... 860-512-3640
- Career Services ......................................... 860-512-3372
- Continuing Education .................................... 860-512-2800
- Cooperative Education ................................... 860-512-3312
- Distance Learning Support ............................... 860-512-2857

Financial Aid ............................................... 860-512-3380
- Library ..................................................... 860-512-2880
- Registrar’s Office ........................................ 860-512-3220
- Enrollment Verification ................................... 860-512-3223
- Immunization Information ............................... 860-512-3225

MCC Transcripts ............................................ 860-512-3237

International Students .................................... 860-512-3237

Student Affairs ............................................. 860-512-3203, 860-512-3204

Student Recruitment and Retention Services .......... 860-512-3303

Summer Training and Academic Retention Services (STARS) .................................................. 860-512-3344, 860-512-3224

Veteran’s Services
- Advising/Counseling ..................................... 860-512-3307
- Tuition Waivers/Certifications ............................ 860-512-3362

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

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

OFFICE HOURS

ADMISSIONS, FINANCIAL AID AND REGISTRAR
Monday, Wednesday, Thursday ... 8:30 a.m.-4:30 p.m.
Tuesday ........................................... 8:30 a.m.-7:00 p.m.
Friday ............................................. 8:30 a.m.-2:30 p.m.

BURSAR’S OFFICE
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.

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

* Changes to our online student information system myCommNet are scheduled for early Summer 2015. Any myCommNet web addresses listed in this publication will link to the new system.
Important Dates: 2015-2016

Fall 2015 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 30</td>
<td>Returning student advising weeks begin (March 30 – May 8)</td>
</tr>
<tr>
<td>April 6</td>
<td>Returning veterans advising week begins (April 6 – April 10)</td>
</tr>
<tr>
<td>April 6-19</td>
<td>Priority Registration (Fall 2015 online registration begins for students registered in the spring 2015)</td>
</tr>
<tr>
<td>April 20</td>
<td>Fall 2015 online registration begins for all students</td>
</tr>
<tr>
<td>May 1</td>
<td>In-person registration for Fall 2015 begins</td>
</tr>
<tr>
<td>May 15</td>
<td>Financial aid priority deadline for Fall 2015</td>
</tr>
<tr>
<td>June 27</td>
<td>Admissions, Financial Aid, Registrar, Advising, Bursar open from 9 a.m. to 2 p.m.</td>
</tr>
<tr>
<td>July 14</td>
<td>Tuition due date</td>
</tr>
<tr>
<td>July 15</td>
<td>First day that installment payment plan available online and in-person</td>
</tr>
<tr>
<td>July 18</td>
<td>Admissions, Financial Aid, Registrar, Advising, Bursar open 9 a.m. to 2 p.m.</td>
</tr>
<tr>
<td>August 8</td>
<td>Admissions, Financial Aid, Registrar, Advising, Bursar open 9 a.m. to 2 p.m.</td>
</tr>
<tr>
<td>August 22</td>
<td>Admissions, Financial Aid, Registrar, Advising, Bursar open 9 a.m. to 2 p.m.</td>
</tr>
<tr>
<td>August 28</td>
<td>Senior citizen, cross-registration, and High School Partnership Program registration</td>
</tr>
<tr>
<td>August 29</td>
<td>Last day to drop General Fund (15-week) classes and receive full tuition refund*</td>
</tr>
<tr>
<td>August 31</td>
<td>Admissions, Financial Aid, Registrar, Advising open 9 a.m. to noon</td>
</tr>
<tr>
<td>September 4</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day (college closed)</td>
</tr>
<tr>
<td>September 14</td>
<td>Last day of 50 percent drop period (14th calendar day) – General Fund (15-week) classes</td>
</tr>
<tr>
<td>September 14</td>
<td>Accelerated Session 2 (12-week) classes begin; last day to register</td>
</tr>
<tr>
<td>September 28</td>
<td>Last day to request Audit status</td>
</tr>
<tr>
<td>October 1</td>
<td>Financial aid priority deadline for Spring 2016</td>
</tr>
<tr>
<td>October 15</td>
<td>December 2015 graduation application deadline</td>
</tr>
<tr>
<td>October 15</td>
<td>Accelerated Session 3 (8-week) classes begin; last day to register</td>
</tr>
<tr>
<td>November 9</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>November 9</td>
<td>Last day to withdraw from General Fund (15-week) classes without penalty</td>
</tr>
<tr>
<td>November 25</td>
<td>No classes, administrative offices open</td>
</tr>
<tr>
<td>November 26</td>
<td>Thanksgiving Day (college closed)</td>
</tr>
<tr>
<td>November 27</td>
<td>College closed</td>
</tr>
<tr>
<td>November 30</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 8</td>
<td>Reading Day (no classes)</td>
</tr>
<tr>
<td>December 11</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 12</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>December 18</td>
<td>Final exams end</td>
</tr>
</tbody>
</table>

**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 Bursar offices will be open 9 a.m. to 2 p.m.

For Fall 2015: June 27, July 18, August 8 and August 22
For Spring 2016: December 19 and January 9

Spring 2016 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 26</td>
<td>Returning student advising weeks begin (October 26 – December 4)</td>
</tr>
<tr>
<td>November 2</td>
<td>Returning veterans advising week begins (November 2 – November 6)</td>
</tr>
<tr>
<td>November 2-8</td>
<td>Priority Registration (Spring 2016 online and in-person registration begins for students registered in Fall 2015)</td>
</tr>
<tr>
<td>November 9</td>
<td>Spring 2016 online and in-person registration begins for all students</td>
</tr>
<tr>
<td>December 8</td>
<td>Tuition due</td>
</tr>
<tr>
<td>December 9</td>
<td>First day that installment payment plan available online and in-person</td>
</tr>
<tr>
<td>December 19</td>
<td>Admissions, Financial Aid, Registrar, Advising, Bursar’s Office open from 9 a.m. to 2 p.m.</td>
</tr>
<tr>
<td>January 9</td>
<td>Admissions, Financial Aid, Registrar, Advising, Bursar’s Office open from 9 a.m. to noon</td>
</tr>
<tr>
<td>January 16</td>
<td>Admissions, Financial Aid, Registrar Advising open from 9 a.m. to noon</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Day (college closed)</td>
</tr>
<tr>
<td>January 20</td>
<td>Senior citizen, cross-registration, and High School Partnership Program registration</td>
</tr>
<tr>
<td>January 20</td>
<td>Last day to drop General Fund (15-week) classes and receive full tuition refund*</td>
</tr>
<tr>
<td>January 21</td>
<td>Spring 2016 Classes Begin</td>
</tr>
<tr>
<td>January 21</td>
<td>Accelerated Session 1 (8-week) classes begin; last day to register</td>
</tr>
<tr>
<td>January 27</td>
<td>Last day to add courses</td>
</tr>
<tr>
<td>February 4</td>
<td>Last day of 50 percent drop period (14th calendar day) – General Fund (15-week) classes</td>
</tr>
<tr>
<td>February 4</td>
<td>Accelerated Session 2 (12-week) classes begin; last day to register</td>
</tr>
<tr>
<td>February 12</td>
<td>Lincoln’s Birthday (college closed)</td>
</tr>
<tr>
<td>February 15</td>
<td>Washington Birthday Observed (college closed)</td>
</tr>
<tr>
<td>February 18</td>
<td>Last day to request audit status</td>
</tr>
<tr>
<td>March 10</td>
<td>Accelerated Session 3 (8-week) classes begin; last day to register</td>
</tr>
<tr>
<td>March 15</td>
<td>May 2016 graduation application deadline</td>
</tr>
<tr>
<td>March 21-24</td>
<td>Spring recess (no classes, administrative offices open)</td>
</tr>
<tr>
<td>March 25-27</td>
<td>College closed</td>
</tr>
<tr>
<td>March 28</td>
<td>Spring 2016 recess ends – Classes resume</td>
</tr>
<tr>
<td>March 30</td>
<td>Last day to make up incompletes</td>
</tr>
<tr>
<td>March 30</td>
<td>Last day to withdraw from General Fund (15-week) classes without penalty</td>
</tr>
<tr>
<td>May 5</td>
<td>Reading Day (no classes)</td>
</tr>
<tr>
<td>May 9</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 10</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>May 16</td>
<td>Final exams end</td>
</tr>
<tr>
<td>May 26</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

* Refund policies are different for accelerated courses. Please see Credit Extension Refund Policy on page 12.

“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.
WHY MCC?

Gordon Plouffe
Student Government Association President

MCC has been a beacon of hope for me. I applied to MCC in Summer 2011 after a long recovery from a major health issue. No longer able to work in my former career, I needed a hand up and MCC has been that hand up.

From my very first visit to MCC, I was welcomed and found every office on campus to be accessible. The faculty and staff are genuinely care about all of us as students and individuals. The Adults in Transition program was quite possibly the key to my academic success. I made lifelong friends in the AIT program and it helped me to be better prepared for my new academic life. This inviting atmosphere is paralleled in all of the other clubs and programs, as well.

As a Business Office Technology student, I am preparing for a career in the administrative portion of the health care industry. The classes are intense, but very fun. It is assuring to me that my classes are geared toward the needs of the current job market. This gives all students a competitive edge in the workforce.

Accessibility is a great advantage at a community college. The faculty and staff are very approachable and available. My professors have spent time with me outside the classroom anytime I needed further assistance. Student clubs and Student Government Association (SGA) have been very valuable in my personal and professional growth during my time here at Manchester Community College. MCC offers all the resources we need to become successful after college.

Apply for admission

Apply early for the best course selection.

New students are encouraged to apply for the fall semester by August 15 and apply for the spring semester by January 15.

Students may apply online, in person, by mail or by fax at 860-512-3221.

To Apply For Admission, Follow These Easy Steps:

Supply the following to the Admissions office:

• Application for Admission
  • To create your MCC online student information system account and apply online, see insert MCC Online Enrollment Supplement.
  • $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.

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 instructors will communicate with students.

Student email is used for 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, see insert MCC Online Enrollment Supplement.
Apply for financial aid

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 your MCC online student information system account. You can check if you are missing documentation and view your award package, if eligible.
- If selected for verification, submit tax return transcripts and any other required documents to the Financial Aid office.
- Accept your award on your MCC online student information system account, if required. 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 academic progress on your MCC online student information system account.

Basic Eligibility Criteria

- Be a citizen or eligible non-citizen of the United States.
- Have a valid Social Security Number.
- Be enrolled (matriculated) in an eligible degree or certificate program.
- Be registered with Selective Service, if a male.
- Apply for financial aid by May 15, 2015 in order to be guaranteed tuition and fees deferment, if eligible.

For Continuing Students

- Be in good academic standing and maintain satisfactory academic progress according to federal regulations. This requires that students 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 http://www.manchestercc.edu/enrollment/financial-aid/.
- 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 and the number of credits a student is registered for per semester.

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 drop or withdraw from classes must be aware that their financial aid may be affected. Please consult with the Financial Aid office before dropping or withdrawing from courses.
- Financial aid does not cover non-credit 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. Checks are mailed by the Bursar’s Office. Students can set up direct deposit at http://my.commnet.edu for the refund to be deposited directly to their personal account.

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 your MCC online student information system account. See insert MCC Online Enrollment Supplement.
### Why MCC?

**Migdalia Ventura**

MCC has been an amazing college experience. I was intimidated by the thought of going back to college, and felt that I was too old. I took advantage of the Adults in Transition Program. This program helps adults who are returning to school after years of not being in a classroom and are apprehensive about not fitting in, taking good notes, studying and doing well on tests. Also, the admissions and financial aid offices have been very supportive. I love the fact that class sizes are small, which means that you have more one-on-one attention with your professors. I am earning an associate degree in Business Office Technology, Administrative Assistant, Office Option. With the knowledge and the experience that I am developing at MCC, I am hoping to re-enter the workforce prepared to compete.

### FIRST Program

**Foundations in Retention, Success and Transition**

First time attending college? Planning to attend full time? Nervous about your first semester? Join FIRST and enter college smoothly. FIRST offers convenient full-time 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 Sounthaly Thammavong at sthammavong@manchestercc.edu, 860-512-3337.

### 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/enrollment/assessment-testing/
- 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 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.
Katelyn Taricani

At age 25 I was a single mother, stuck in a career that didn’t make me happy or financially support my family. I made the difficult decision to go back to school to pursue a career in the healthcare field. After extensive research I knew that the Respiratory Care program was right for me. I was able to complete my degree in two years and MCC had so many choices for classes that really worked with my schedule. The Respiratory Care program at MCC is competitive and I feel honored that I was accepted; it has been the best decision of my life. Being a part of this program is like having a second family and I am surrounded by so many teachers and students that truly care about my success in life. The Respiratory Care program has amazing clinical and classroom education. I have been able to visit many different healthcare facilities and I feel fully prepared to enter the workforce once I graduate. The faculty in this program and throughout the college will help you every step of the way. I did have some reservations about being so much older than the traditional college student but being at MCC was such an easy transition back in to school. Everything from applying, financial aid and registering for classes was so easy and I was never left with questions unanswered. Attending MCC has been an experience I will forever be grateful for.

WHY MCC?

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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, go to www.manchestercc.edu/programs-courses/search-for-
courses/.

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 Science
• Marketing
• Multimedia Studies
• Music Studies
• Occupational Therapy Assistant
• Paralegal
• Pathway to Teaching Careers
• 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
• Desktop Publishing
• Disability Specialist
• Electronic Health Records Specialist
• Entrepreneurship/Small Business
• Fitness Specialist
• Food Store
• Forensic Science
• Gerontology
• Health Career Pathways
• 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 2015 online registration starts April 6 for students registered in Spring 2015
and April 20 for all other students.
In-person, mail or fax registration for all students: April 21, 2015 (includes late registration dates).

Spring 2016 online registration starts November 2 for students registered in Fall 2015 and November 9 for
all other students.
In-person, mail or fax registration for all students: November 9, 2015 (includes late registration dates).

To Register Online, Print Class Schedule and Verify Enrollment

See insert MCC Online Enrollment Supplement.
<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</td>
<td>Albert Kim, <a href="mailto:akim@manchestercc.edu">akim@manchestercc.edu</a>, Rebecca Townsend, <a href="mailto:rtwonseend2@manchestercc.edu">rtwonseend2@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:dnielson@manchestercc.edu">dnielson@manchestercc.edu</a></td>
<td>SSHCA</td>
<td>860-512-2756</td>
<td>A244</td>
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<tr>
<td>Dental Assistant</td>
<td>Kathleen Jeffries, <a href="mailto:kjeffries@manchestercc.edu">kjeffries@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2705</td>
<td>A228</td>
</tr>
<tr>
<td>Drug and Alcohol Recovery Counselor</td>
<td>Barbara Fox, <a href="mailto:bfox@manchestercc.edu">bfox@manchestercc.edu</a></td>
<td>SSHCA</td>
<td>860-512-2769</td>
<td>T306</td>
</tr>
<tr>
<td>Disability Specialist/Speech Language Pathology Assistant</td>
<td>Nicole Esposito, <a href="mailto:nesposito@manchestercc.edu">nesposito@manchestercc.edu</a>; Rebecca Townsend, <a href="mailto:rtwonseend2@manchestercc.edu">rtwonseend2@manchestercc.edu</a></td>
<td>SSHCA, SSHCA</td>
<td>860-512-2763, 860-512-2793</td>
<td>T307, T305</td>
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<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>
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<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>
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<tr>
<td>English</td>
<td>James Gentile, <a href="mailto:jgentile@manchestercc.edu">jgentile@manchestercc.edu</a>, Rae Strickland, <a href="mailto:rstrickland@manchestercc.edu">rstrickland@manchestercc.edu</a></td>
<td>LA, LA</td>
<td>860-512-2667, 860-512-2677</td>
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<tr>
<td>English as a Second Language (ESL)</td>
<td>Alina Ciscel, <a href="mailto:aciscel@manchestercc.edu">aciscel@manchestercc.edu</a></td>
<td>LA</td>
<td>860-512-2678</td>
<td>T409</td>
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<tr>
<td>General Studies</td>
<td>Kimberly Hamilton-Bobrow, <a href="mailto:khamilton-bobrow@manchestercc.edu">khamilton-bobrow@manchestercc.edu</a>; Steven Torres, <a href="mailto:storres@manchestercc.edu">storres@manchestercc.edu</a></td>
<td>LA, LA</td>
<td>860-512-2676, 860-512-2696</td>
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<td>Learning Assessment</td>
<td>Kimberly Hamilton-Bobrow, <a href="mailto:khamilton-bobrow@manchestercc.edu">khamilton-bobrow@manchestercc.edu</a></td>
<td>SSHCA</td>
<td>860-512-2767</td>
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<tr>
<td>Liberal Arts</td>
<td>Francine Rosselli-Navarra, <a href="mailto:frosselli-navarra@manchestercc.edu">frosselli-navarra@manchestercc.edu</a>; Sharalee Goldberg, <a href="mailto:sgolding@manchestercc.edu">sgolding@manchestercc.edu</a></td>
<td>SSHCA, MSHC</td>
<td>860-512-2711, 860-512-2739</td>
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<td>Gerontology</td>
<td>Vacant</td>
<td>SSHCA</td>
<td>860-512-2750</td>
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<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>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>
<td>Health and Exercise Science</td>
<td>Allison Mackenzie, <a href="mailto:amackenzie@manchestercc.edu">amackenzie@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2718</td>
<td>L155a</td>
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<tr>
<td>Hospitality and Culinary Arts</td>
<td>Jayne Pearson, <a href="mailto:jpearson@manchestercc.edu">jpearson@manchestercc.edu</a></td>
<td>SSHCA</td>
<td>860-512-2762</td>
<td>A256</td>
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<tr>
<td>Hotel-Tourism Management</td>
<td>Carl Stafford, <a href="mailto:cstafford@manchestercc.edu">cstafford@manchestercc.edu</a></td>
<td>SSHCA</td>
<td>860-512-2786</td>
<td>A258</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>
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<tr>
<td>Mathematics</td>
<td>Kate Bella, <a href="mailto:kbell@manchestercc.edu">kbell@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>
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<tr>
<td>Multimedia and Graphic Arts</td>
<td>Edward Hogan, <a href="mailto:ehogan@manchestercc.edu">ehogan@manchestercc.edu</a></td>
<td>LA</td>
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<td>Music Studies</td>
<td>Deborah Simmons, <a href="mailto:dsimmons@manchestercc.edu">dsimmons@manchestercc.edu</a></td>
<td>LA</td>
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<td>Occupational Therapy Assistant</td>
<td>Maggie Moriarty, <a href="mailto:mmoriarty@manchestercc.edu">mmoriarty@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2719</td>
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<td>Paralegal</td>
<td>Mary Holland, m <a href="mailto:holland@manchestercc.edu">holland@manchestercc.edu</a></td>
<td>BET</td>
<td>860-512-2632</td>
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<td>Pathways to Teaching Careers</td>
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<td>BET</td>
<td>860-512-2620</td>
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<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>
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<tr>
<td>Radiology-Radiation Therapy</td>
<td>Nora Uricchio <a href="mailto:nuricchio@manchestercc.edu">nuricchio@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2730</td>
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<tr>
<td>Radiology-Radiography</td>
<td>Susan Morison <a href="mailto:smorison@manchestercc.edu">smorison@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2708</td>
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<td>Respiratory Care</td>
<td>Nancy LaRoche-Shovak, <a href="mailto:nlaroche-shovak@manchestercc.edu">nlaroche-shovak@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-2714</td>
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<tr>
<td>Science (astronomy, biology, chemistry, earth science, environmental science, meteorology, oceanography, physics)</td>
<td>Fatma Salman, f <a href="mailto:salman@manchestercc.edu">salman@manchestercc.edu</a>, Pamela McManus, <a href="mailto:pmcmfunas@manchestercc.edu">pmcmfunas@manchestercc.edu</a></td>
<td>MSHC, MSHC</td>
<td>860-512-2730, 860-512-2739</td>
<td>T505, A222</td>
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<td>Sociology</td>
<td>Lucy Hurston, l <a href="mailto:hurston@manchestercc.edu">hurston@manchestercc.edu</a></td>
<td>SSHCA</td>
<td>860-512-2791</td>
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<td>Social Service</td>
<td>Diane Freeman, <a href="mailto:dfreeman@manchestercc.edu">dfreeman@manchestercc.edu</a></td>
<td>SSHCA</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>Donna Ness, <a href="mailto:dness@manchestercc.edu">dness@manchestercc.edu</a></td>
<td>MSHC</td>
<td>860-512-3359</td>
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<td>Visual Fine Arts</td>
<td>Timothy Kussow, <a href="mailto:tkussow@manchestercc.edu">tkussow@manchestercc.edu</a></td>
<td>LA</td>
<td>860-512-2679</td>
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<tr>
<th>Division</th>
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<th>Office</th>
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<tr>
<td>Business, Engineering and Technology (BET)</td>
<td>Catherine Seaver, <a href="mailto:cseaver@manchestercc.edu">cseaver@manchestercc.edu</a></td>
<td>860-512-2620</td>
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<td>Liberal Arts (LA)</td>
<td>Vacant</td>
<td>860-512-2660</td>
<td>T304</td>
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<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>
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<tr>
<td>Mathematics, Science and Health Careers (MSHC)</td>
<td>Marcia Jehnings, <a href="mailto:mjehnings@manchestercc.edu">mjehnings@manchestercc.edu</a></td>
<td>860-512-2700</td>
<td>A237</td>
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</table>
Getting Started...
- Apply for admission
  - Provide high school diploma or GED
  - Declare your program of study
  - Provide proof of immunization
- Apply for financial aid
- Register for ACCUPLACER test/submit SAT scores
- Register for Cougar Class (new student orientation and advising)

By the Time You Complete 15 Credits...
- Connect with your advisor or counselor
- Learn the layout of the college
- Learn to use the Library
- Visit the Academic Support Center
- Join a student club or even start one

By the Time You Complete 30 Credits...
- Connect with your program coordinator or faculty advisor
- Explore transfer career options
- Explore community engagement

By the Time You Complete 45 Credits...
- Review your transcript with an advisor
- Connect with the Career Services office

As You Prepare to Graduate...
- Verify that you have met all program requirements
- Apply for graduation by the deadline
- Enjoy your Graduation Ceremony, You’ve Earned it!

Connect with your advisor or counselor
- Connect with your program coordinator or faculty advisor
- Explore transfer/career options
- Explore community engagement
- Discover career options and internships
- Use the FOCUS2 software to explore career possibilities

Transfer-In Student:
Students transferring from other institutions should submit an official transcript to the Admissions Office for evaluation of transfer credits.

Important Contacts & Services
- Academic Support Center: 860-512-2610
- Adults in Transition: 860-512-3344
- Admissions: 860-512-3210
- Advising and Counseling Center: 860-512-3200
- Bookstore: 860-645-3140
- Career Services & Vet. Affairs: 860-512-3372
- Cashier/Bursar’s Office: 860-512-3580
- Disability Services: 860-512-3590
- Financial Aid Office: 860-512-3380
- Library: 860-512-2883
- Mentoring & Minority Student Programs: 860-512-3208
- Office of Student Activities: 860-512-3280
- Registrar’s Office: 860-512-3220
- STARS Program: 860-512-3346
- Testing Services: 860-512-3590

Road Map Project made possible through funding from AAC&U and MetLife.
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.

Full payment (tuition and fees) for credit extension courses is due upon registration.

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

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 2015 (15-week Classes):

1. Before July 14, 2015: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.
2. After July 15, 2015: 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 15, 2015. For more information, contact the Bursar’s office at 860-512-3640.

Spring 2016 (15-week Classes):

1. Before December 7, 2015: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.
2. After December 8, 2015: 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, 2015. For more information, contact the Bursar’s office at 860-512-3640.

Credit Extension Payment Options

(Accelerated 8- and 12-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 an Add/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.

* Connecticut Tuition Waiver and National Guard Waiver do not cover credit Extension Fund 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 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).

General Fund Refund Policy (15-week Classes)

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

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.

BURSAR’S OFFICE HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday, Wednesday, Thursday</td>
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<td>Tuesday</td>
<td>8:30 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m.-12:00 p.m.</td>
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</table>
Pay Tuition and Fees (continued)

- If students officially drop prior to the first day of the semester, 100% tuition only will be refunded (not fees).
- From August 31 to September 14, 2015 for the Fall semester and January 21 to February 4, 2016 for the Spring semester, a 50% tuition refund will be refunded.
- If students officially withdraw on the 15th day of the semester (September 15, 2015 for Fall semester and February 5, 2016 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.

Credit Extension Refund Policy (Accelerated 8- and 12-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, there will be 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.
5. Students receiving financial aid must consult with the Financial Aid office before dropping or withdrawing from a class.

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 Dates: 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 8- and 12-week) Add/Drop Schedule: Students have until the last business day before the first class meeting to drop a credit extension 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 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 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 Lab Hours, SSC L103**
- **Monday**: 10:00 a.m.-5:00 p.m.
- **Tuesday**: CLOSED
- **Wednesday**: 11:00 a.m.-7:00 p.m.
- **Thursday**: 9:00 a.m.-2:00 p.m.
- **Friday**: 9:00 a.m.-1:00 p.m.

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 8- and 12-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 visit www.hartfordconsortium.org.

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 above). 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, see insert **MCC Online Enrollment Supplement**.

Explore Academic Majors and Career Pathways with FOCUS2
FOCUS2 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. FOCUS2 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 FOCUS2 make better career decisions.

To get started using FOCUS2, students should link to:
- www.manchestercc.edu/students/career/studentsExplore.php
- Select “Create a new account” and use the access code: cougars

Please note: FOCUS2 is most effective if students meet with Career Services staff or an advisor to review their results. Once students have

Using Blackboard
completed FOCUS2, 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 FOCUS2 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 room L157. Completed forms should be returned to the Registrar’s office.

To print out an unofficial transcript or view grades, see insert MCC Online Enrollment Supplement:

Graduation/Commencement
Students who anticipate completing the requirements for an associate degree and/or a certificate must complete an application by the following deadlines:

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

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, www.manchestercc.edu/admissions/pdf/formGradApplicationandInstructions.pdf.

Senior Citizen Registration
Students age 62 or older may register for classes on a space-available basis the day before the start of the semester and have their General Fund in-state tuition, college service fees and student activity fees waived. (See Important Dates on page 3.) 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 860-512-3592 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 Student Services Center, L101 and Career Services and Veterans Services office in the 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 8- and 12-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. Applicants will receive a written response of the outcome.

Ronique Binns

Many concerns crossed my mind when it was time for me to further my education after high school.

First off I had no idea what I wanted to do after high school—whether to go straight to college or to go to work. The summer after high school I was working with CREC summer program, and I was placed at the Registrar’s office at MCC to work, which is where I learned more about MCC and then decided to attend school in the fall. I was unsure of which major to pursue until I received some help and suggestions from the staff at MCC. After all the help I received I decided to become a Disability Specialist and also obtain a secondary degree in Social Services. When it came time to register and do my financial aid, I made sure I asked as many questions as possible to have a full understanding about everything, and, after everything was finalized, I received a job offer back at the Registrar’s office as a student worker, which I feel is a great job for me so far.

MCC and its staff have helped me by far the best they can, they helped me and guided me throughout every question and concern I have had. I am proud to say I am a Manchester Community College student with many goals and dreams to pursue in the future.

Notices of Non-discrimination:

Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, sexual orientation, gender identity or expression, transgender status, civil union status, national origin, ancestry, marital status, physical, intellectual and learning disabilities, present or past mental disability, veteran status, genetic information or criminal record. See below for the person who has been designated to handle inquiries regarding the non-discrimination policies.

Manchester Community College no discrimina por razones de raza, color, religión, credo, edad, género, orientación sexual, identidad o expresión de género, condición transgénero, el estado de unión civil, origen nacional, ascendencia, estado civil, físico, intelectual y problemas de aprendizaje, discapacidad mental actual o pasado, condición de veterano, información genética o antecedentes penales. La siguiente persona ha sido designada para atender las consultas relativas a las políticas de no discriminación.

Manager of Diversity, Inclusion and Staff Development (AA/EOE, Title IX and Section 504/ADA Compliance), Manchester Community College, Great Path, MS #2, Manchester, CT 06040; Student Services Center, L134c; 860-512-3107.

The college reserves the right to make any necessary changes in the information listed in this publication. 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 2015/14M/PR

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