6 easy steps to taking credit classes at MCC

Register Today!
15, 12 and 8-week Classes
www.manchestercc.edu
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. Fall 2016 and Spring 2017 courses can be found online at http://my.commnet.edu.

The College Catalog can be found online and 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 Services ..................................... 860-512-3590
- Transcript Evaluation ............................... 860-512-3214
- Advising and Counseling ............................ 860-512-3320
- Disability Services ................................... 860-512-3590
- 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
- First Year and New Student Programs ............. 860-512-3344
- Adults in Transition (AIT) .......................... 860-512-3320
- FIRSTScholars ...................................... 860-512-3347, 860-512-3337
- Summer Training and Academic Retention Services (STARS) ........................................... 860-512-3224
- 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
- Student Activities ................................... 860-512-3283
- Student Affairs ....................................... 860-512-3203, 860-512-3204
- Student Retention Services ......................... 860-512-3303
- Veteran’s Services ................................. 860-512-3203
- Advising/Counseling ................................ 860-512-3307
- Tuition Waivers/Certifications ...................... 860-512-3362

For more information ................................ 860-512-3000
Closings due to weather ............................... 860-512-3000

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 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 2016: June 18, July 16, August 6, August 20, For Spring 2017: December 17 and January 7
Important Dates: 2016-2017

Summer Session 2016

May 23
Summer 3-week and 6-week day/evening and intensive program Session 1 starts

June 6
Summer 8-week day/evening session starts

June 20
Summer 6-week day/evening session starts

July 5
Summer 6-week day/evening and intensive program Session 2 starts

Fall Semester 2016

April 5
Open House

April 18
Fall 2016 semester registration begins for all students

April 19
New Student Orientation sessions begin

May 5
Reading Day (no classes)

May 9
Last day of classes

May 15
Financial Aid priority deadline for Fall 2016

May 30
Memorial Day (college closed)

June 18
Super Saturday: Admissions, Financial Aid, Registrar, Advising, Testing and Bursars offices open 9 a.m. to 2 p.m.

July 4
Independence Day (college closed)

July 12
Tuition Due

July 13
Installment payment plan available

July 16
Super Saturday: Admissions, Financial Aid, Registrar, Advising, Testing and Bursars offices open 9 a.m. to 2 p.m.

August 1
Title IV book authorization begins

August 6
Super Saturday: Admissions, Financial Aid, Registrar, Advising, Testing and Bursars offices open 9 a.m. to 2 p.m.

August 15
Financial Aid priority awarding due date

August 20
Super Saturday: Admissions, Financial Aid, Registrar, Advising, Testing and Bursars’s office open 9 a.m. to 2 p.m.

August 25
New Student Orientation sessions end

August 26
Senior citizen, cross-registration and High School Partnership Program registration

August 27
Admissions, Financial Aid, Registrar and Advising open 9 a.m.–12 noon

August 29
Fall 2016 Classes Begin

August 29
Accelerated Session 1 (8-week) begins

September 2
Last day to add courses

September 5
Labor Day (college closed)

September 12
Last day of 50 percent drop period (14th calendar day)-General Fund (15-week) classes

September 12
Accelerated Session 2 (12-week) begins

October 17
December 2016 graduation application deadline

October 17
Accelerated Session 3 (8-week) begins

November 7
Last day to make up incompletes

November 7
Last day to withdraw from General Fund (15-week) classes without penalty

November 23
No classes, administrative offices open

November 24
Thanksgiving Day (college closed)

November 25
College closed

November 28
Classes resume

December 6
Reading day (no classes)

December 9
Friday classes held

December 10-16
Final exams

December 26
Christmas Day observed (college closed)

Winter Intersession 2016-2017

October 20
Winter 2016 online and in-person registration begins

December 27
Winter Intersession Credit Extension classes begin

January 2
New Year’s Day observed (college closed)

January 12
Winter Intersession Credit Extension classes end, final exams

Spring Semester 2017

September 1
First day for Spring 2017 online and F1 international student admissions applications

October 1
Financial Aid priority deadline for Spring 2017

Oct. 24-Dec. 2
Continuing student advising weeks

Oct. 31-Nov. 4
Continuing veterans advising week

Oct. 31-Nov. 6
Spring 2017 online registration begins for students registered in the Fall 2016 semester (continuing student priority registration)

November 7
Spring 2017 semester registration begins for all students (open registration)

November 8
New Student Orientation sessions begin

December 13
Tuition Due

December 14
Installment payment plan available

December 17
Super Saturday: Admissions, Financial Aid, Registrar, Advising, Testing and Bursars open 9 a.m. to 2 p.m.

January 2
New Year’s Day observed (college closed)

January 7
Super Saturday: Admissions, Financial Aid, Registrar, Advising, Testing and Bursars offices open 9 a.m. to 2 p.m.

January 14
Admissions, Financial Aid, Registrar and Advising open 9 a.m.–12 noon

January 16
Martin Luther King, Jr. Day (college closed)

January 18
New Student Orientation sessions end

January 18
Senior citizen, cross-registration, and High School Partnership Program registration

January 19
Spring 2017 classes begin

January 25
Last day to add courses

February 1
Last day of 50 percent drop period (14th calendar day)-General Fund (15-week) classes

February 17
Lincoln’s Birthday observed (no classes, administrative offices open)

February 20
President’s Day (college closed)

March 13-17
Spring recess (no classes, administrative offices open)

March 30
Last day to withdraw from General Fund (15-week) classes without penalty

April 14
Good Friday (college closed)

May 4
Reading day (no classes)

May 9:15
Final exams

May 25
Commencement

* Refund policies are different for accelerated courses. Please see Credit Extension Refund Policy on page 14.

“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.
To Apply For Admission, Follow These Easy Steps:

Supply the following to the Admissions office:

- Application for Admission
- $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 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/international/.

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 catalog: catalog.mcc.commnet.edu.

How To Apply For Admission Online

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.

What is myCommNet?

myCommNet is the portal that provides access to Banner student information system; Blackboard, MCC’s course management system; student email and other online services. It can be accessed at http://my.commnet.edu.

How To Log In 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 IT Help Desk at 860-512-3456.

How to Access Student Email

Student email accounts are issued to new students 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 UserID 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 Office 365/Student Email link located on myCommNet homepage:

1. Go to: http://my.commnet.edu or select the myCommNet link from the MCC homepage
2. The Office 365/Student Email link will take you to Office 365 support page
3. Click on the Office 365 Login link and login using the instructions above.

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, SSC L204; at 860-512-3456; or email HelpDesk@manchestercc.edu if you need assistance.

Thomas Allen
Engineering Science

The path to academic and professional accomplishment is rarely the same from one person to the next, and my experience is no exception. Currently employed as an administrative aide to United States Senator Richard Blumenthal, I have returned to the classroom as a nontraditional student at Manchester Community College to pursue an entirely different educational background and begin my pursuit of a bachelor’s degree in Civil Engineering.

I have always desired to play a role in solving problems and developing solutions to the challenges facing our community; what has remained unanswered until recently is the best means to become involved to affect the greatest positive change. As an aspiring professional Civil Engineer, I hope to become an advocate for insuring that our infrastructure and transportation systems – which play such vital roles in our everyday lives – are given the attention they need to meet the demands of our society. By mastering the practical applications of engineering while drawing on my experiences with government and policy, I intend to bridge the gaps of understanding between those who govern and those being governed. In that way, I hope to be party to a reformed process that embraces the practical alongside the theoretical – and thereby meet the real needs of our communities in the most effective way possible.

Manchester Community College has been an invaluable partner and resource in helping me achieve my academic and professional goals. The support and knowledge of my professors helped guide me through earlier difficulties to eventual graduation, and their efforts on my behalf have inspired me to seek out a career with which I can accomplish great changes to benefit my community.
Apply for financial aid

May 15, 2016 is the Financial Aid priority deadline for Fall 2016

October 1, 2016 is the Financial Aid priority deadline for Spring 2017

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 banner.

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, 2016 for Fall 2016 semester and by October 1, 2016 for Spring 2017 semester 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 percent of the classes attempted and maintain a 2.00 GPA for 16 or more earned credits, and a 1.5 GPA for fewer than 16 earned credits. The policy is available at http://www.manchestercc.edu/financial-aid.

• Students may not receive financial aid for any attempted credits that exceed 150 percent 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.

**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:

1. Go to http://my.commnet.edu
2. Log in with your NetID and password
3. Click on the “Banner Student & Faculty Self-Service”
4. Click on “Financial Aid”
5. Click on “Award Package”
6. Click on the “Accept Award Offer” tab
7. Accept full amount of all awards
8. Print a copy for your records using your web browser’s print function
9. Logoff

**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.

**FIRSTScholars Learning Communities**

FIRSTScholars Learning Communities (Foundations In Retention, Success and Transition) supports student success and provides a vehicle for early major exploration across the first year. Learning communities provide entry-year students with a unique opportunity to make friends and learn to leverage everything MCC has to offer in support of their personal and professional goals. With devoted faculty, small class sizes, innovative teaching methods, and dedicated academic support experts, FIRSTScholars Learning Communities participants thrive from the start. FIRSTScholars Learning Communities are open to full-time students who have not attended college elsewhere.

The following learning communities are currently accepting applications for fall enrollments:

- Graphic Design
- Criminal Justice
- Business and Entrepreneurship
- Health Careers

**INTERESTED IN JOINING?**

Contact Sou Thammavong at sthammavong@manchestercc.edu or Amanda MacTaggart at amactaggart@manchestercc.edu.
Similar to many students, I had trouble deciding on which career path I wanted to pursue. Thinking I wanted to be a high school English teacher, I earned a bachelor's degree in English. After realizing that career wasn't for me and not finding many other jobs I was qualified for, I knew I needed to further my education.

MCC’s Radiography A.S. degree program is the perfect fit for me because the program includes both the necessary academic knowledge and clinical experience to function as a competent Radiographer. The program coordinator and students all form a close bond, work together to support one another, and compare notes on our clinical experiences. We have study sessions in the MCC Library and get together for program events.

Information learned in class is put into practice during clinical assignments. Students are given the opportunity to learn through a hands-on approach. We are rotated through five different clinical sites. Essentially, our clinical rotations act as a two-year interview process. Students provide patient care while learning and manipulating imaging equipment, working side-by-side with the radiography technologists and other healthcare professionals at several hospitals.

Graduating from MCC with both a degree and clinical experience provides students with a strong foundation to achieve American Registry of Radiologic Technologists® (ARRT) certification and the necessary skills required to obtain employment in the field of Radiography. I couldn't be happier with my decision.
New Student Orientation

The first step to a successful college career is attendance and active participation in a New Student Orientation (NSO) session. 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.

Students should go to http://www.manchestercc.edu/ui/nss/ to register for NSO. During half of the session, students will have the opportunity to meet with the advising staff to discuss assessment test results; access the college catalog and learn how to retrieve course descriptions and prerequisites; see when courses are offered; build a class schedule; receive information on academic and program advisors; and register/pay for courses. The other half of NSO is spent learning about the security policies, campus community, co-curricular activities and services available to students outside of the classroom.

All new and transfer students (full-time, part-time and international students) are expected to attend NSO. 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.

Continuing/Returning Student Advising

Students with fewer than 30 credits in General Studies and Liberal Arts and Science degree programs should call the First Year and New Student Programs 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.

For more information about New Student Orientation, contact T.J. Barber at tbarber@manchestercc.edu or Jason Scappaticci at Jscappaticci@manchestercc.edu with any questions.

Viet Hoang
Accounting and Business Administration

Since I was a young child in Saigon, I have set my mind to becoming an accountant. I put my best effort into studying, aiming to enroll in a competitive accounting program in my native city. However life can be unpredictable; my life took an unexpectedly different turn. When I turned twenty, my family moved to the United States with the hope of a better future.

I could not speak much English and could not communicate with friends in class at MCC. I started to spend extra hours studying in the MCC Library. I used every chance to make new friends and to practice my English. The more I opened up to people, the more they could understand me and offer their support. Everyone has been very patient talking to me and helping me with my communication. I realized things started to turn out better when I looked at life more positively. My grades lifted; my English improved. I was surrounded by friends who helped me through tough times.

Even though it has been an intimidating struggle, after a year of living here, I can finally look back and laugh at all the negative emotions and hardships. My life is finally back on track and studying accounting and business administration at Manchester Community College will bring me one step closer to my career goal.
Register for classes online

Fall 2016 online registration starts April 4 for students registered in Spring 2016. Online, in-person, mail or fax registration for all other students begins April 18, 2016.

Spring 2017 online registration starts October 31 for students registered in Fall 2016. Online, in-person, mail or fax registration for all other students begins November 7, 2016.

How to Register Online, Print Class Schedule and Verify Enrollment

REGISTER ONLINE
To register for your classes on myCommNet:
2. Login using your NetID and password
3. Click on the “Banner Student & Faculty Self-Service”
4. Click on “Registration/Schedule”
5. Click on “Class Registration”
6. Follow the instructions for “Register For Classes” or “Drop Classes”
7. Click on “View Schedule” at bottom of page to confirm registration
8. Follow prompts to initiate payment
9. Logoff

PRINT CLASS SCHEDULE
To print out your class schedule on myCommNet:
1. Go to http://my.commnet.edu
2. Login using your NetID and password
3. Go to the “Banner Student & Faculty Self-Service”
4. Click on “Registration/Schedule”
5. Click on “Student Schedule”
6. Print your schedule using your web browser’s print function
7. Logoff

VERIFY ENROLLMENT
To print out your Enrollment Verification on myCommNet:
2. Login using your NetID and password
3. Click on the “Banner Student & Faculty Self-Service”
4. Click on “Student Records”
5. Click on “Enrollment Verification Request”
6. Click on “NSC Self-Service” (direct connect to National Student Clearinghouse)
7. Click on “Obtain an Enrollment Certificate”
8. Print your certificate
9. Logoff

How To Access Distance Learning Courses
To access your online class material using Blackboard:
1. Login to myCommNet using your NetID and password
2. Click the “Blackboard” link
3. Select your course from the “My Courses” list
4. Logoff when you have completed your work

How To Access 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:
1. Go to http://my.commnet.edu
2. Login using your NetID and password
3. Click on the “Banner Student & Faculty Self-Service”
4. Click on “Student Records”
5. Click on “Grades/Registration History”
6. Print your grade history/transcript using your web browser’s print function
7. Logoff
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/search-for-courses.

**ASSOCIATE DEGREES**

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**CERTIFICATES**

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| 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 |
MCC PATHWAY TO SUCCESS

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 New Student Orientation

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!

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
- Admissions: 860-512-3210
- Advising and Counseling: 860-512-3220
- Bookstore: 860-645-3140
- Career Services & Vet. Affairs: 860-512-3372
- Bursar’s Office: 860-512-3640
- Disability Services: 860-512-3580
- Financial Aid: 860-512-3380
- First Year & New Student Programs, FIRSTScholars: 860-512-3320
- Library: 860-512-2083
- Mentoring & Minority Student Programs: 860-512-3208
- Registration: 860-512-3280
- Testing Services: 860-512-3590

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

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.*

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**General Fund Payment Options**

**Fall 2016 (15-week Classes):**

1. Before July 12, 2016: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.

2. After July 12, 2016: 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 13, 2016. For more information, contact the Bursar’s office at 860-512-3640.

**General Fund Payment Options**

**Spring 2017 (15-week Classes):**

1. Before December 13, 2016: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.

2. After December 13, 2016: Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.

3. Installment Plan: Students taking six or more credit hours qualify to take part in the installment payment plan. Upon enrolling in the payment plan, students must pay a $25 non-refundable payment plan fee along with the first installment. The payment plan will be available online and in-person on December 14, 2016. For more information, contact the Bursar’s office at 860-512-3640.

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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 at www.manchestercc.edu/refund-policy.

**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 on page 14.

*Connecticut Tuition Waiver and National Guard Waiver do not cover Credit Extension courses.*

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**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.
Pay Tuition and Fees (continued)

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 percent 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 percent tuition only will be refunded (not fees).
- From August 29 to September 12, 2016 for the Fall semester and January 21 to February 2, 2017 for the Spring semester, a 50 percent tuition refund will be refunded.
- If students officially withdraw on the 15th day of the semester (September 13, 2016 for Fall semester and February 3, 2017 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 percent 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-policy.

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, SSC 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 Advising and Counseling at 860-512-3320.
General Information (continued)

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, SSC 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.

Course Cancellations and Changes
Courses may be cancelled due to insufficient enrollment. Students will
be notified by mail, email or phone of course cancellations. Faculty and
room assignments are subject to change due to required adjustments in
the schedule.

Cross-Registration
Students who attend a four-year Connecticut state university 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 Con-
sortium for Higher Education: 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,
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 Technolo-
gy and Distance Learning Department (ETDL) at sandbox@manchestercc.
edu. Students should also review the information on the ETDL website at
www.manchestercc.edu/blackboard. This site includes information about
how to log into Blackboard, where to get help, technical requirements for
your computer and other resources.

How To Access Distance Learning Courses
To access your online class material using Blackboard:
1. Login to myCommNet using your NetID and password
2. Click the “Blackboard” link
3. Select your course from the “My Courses” list
4. Logoff when you have completed your work
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:
1. Go to www.manchestercc.edu/focus2
2. 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 completed FOCUS2, they can stop by the office located on the first floor of the SSC L120, or contact Career Services to arrange for a follow-up appointment. Students with questions on how to use FOCUS2 should visit the Career Services office in SSC L120.

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:
1. Go to http://my.commnet.edu
2. Login using your NetID and password
3. Click on the “Banner Student & Faculty Self-Service”
4. Click on “Student Records”
5. Click on “Grades/Registration History”
6. Print your grade history/transcript using your web browser’s print function
7. Logoff

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 https://www.manchestercc.edu/commencement/.

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 at www.manchestercc.edu/wp-content/uploads/formGradApplicationandInstructions.pdf

Kyra Chambers

Graphic Design

Attending MCC has definitely taught me life lessons that every young adult needs to know as they move on in life; things that I did not learn when I first attended a university. Prioritizing and thinking critically about my life decisions are two factors that I have gotten much better at, and I’m still perfecting, all thanks to the support of my family, and the support and resources that MCC offers. I don’t know what I would do if I didn’t take the initiative to enroll at Manchester Community College.
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 SSC 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 SSC 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, Testing Coordinator, at 860-512-3596 or in SSC 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 SSC L131. Requests must be made at least one week in advance.

Veterans
Veterans are served by the staff in the Veterans OASIS in SSC L101 and Career Services and Veterans Services office in SSC 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. Form is located at www.manchester.edu/refund-policy 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.

Notice 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/EEO, Title IX and Section 504/ADA Compliance), Manchester Community College; Great Path, MS #2; Manchester, CT 06040; Student Services Center, SSC 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 2016/13M/PR
6 easy steps to taking credit classes at MCC

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