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 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 2017 and Spring 2018 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 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

Office Hours

ADMISSIONS, FINANCIAL AID AND REGISTRAR
Monday, Thursday ............................... 8:30 a.m.-4:30 p.m.
Tuesday .............................................. 8:30 a.m.-7:00 p.m.
Wednesday ......................................... 10:30 a.m.-4:30 p.m.
Friday .................................................. 8:30 a.m.-2:30 p.m.

BURSAR’S OFFICE
Monday, Wednesday, Thursday ............... 8:00 a.m.-4:00 p.m.
Tuesday .............................................. 8:00 a.m.-7:00 p.m.
Friday .................................................. 8:00 a.m.-1:00 p.m.

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

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
Liberal and Creative Arts ........................................ 860-512-2660
Science, Technology, Engineering and Mathematics ... 860-512-2700
Social Science, Business and Professional Careers ... 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

Disability Services ......................................... 860-512-3320
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 ................. 860-512-3320
Adults in Transition (AIT) ................................ 860-512-3343
FIRSTScholars ........................................ 860-512-3347, 860-512-3337
New Student Orientation .................................. 860-512-3320
Smart Start ................................................ 860-512-3325

Summer Training and Academic Retention Services
(STARS) .................................................. 860-512-3345, 860-512-3346, 860-512-3348

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
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 Counseling Services, and Bursar’s offices will be open 9 a.m. to 2 p.m.

Fall 2017: July 15, August 5, August 26
Spring 2018: December 16, January 6
Important Dates: 2017-2018

Summer Session 2017

May 22  3-week and 6-week day/ evening and intensive program
       Session 1 starts
June 5  8-week day/ evening session starts
June 19  6-week day/ evening session starts
July 3  6-week day/ evening and intensive program Session 2 starts
July 15  August 2017 graduation application due

Fall Semester 2017

April 4  Open House
April 10  Fall 2017 registration begins for continuing students
April 17  Fall 2017 registration begins for all students
May 15  Financial aid priority deadline for Fall 2017
July 18  Tuition Due
July 19  Installment payment plan available
July 15  Super Saturday: Admissions, Financial Aid, Registrar, Advising
       and Counseling Services, Testing and Bursar's offices open 9 a.m. to
       2 p.m.
August 5  Super Saturday: Admissions, Financial Aid, Registrar, Advising
       and Counseling Services, Testing and Bursar's offices open 9 a.m. to
       2 p.m.
August 14  Financial aid priority awarding due date
August 26  Super Saturday: Admissions, Financial Aid, Registrar, Advising,
       Testing and Bursar's open 9 a.m. to 2 p.m.
August 28  Senior citizen, cross-registration and High School Partnership
       Program registration
August 28  Last day to receive 100 percent refund (tuition only)
August 29  Fall 2017 classes begin
August 29  Accelerated Session 1 (8-week) begins
September 4  Labor Day (college closed)
September 5  Last day to add courses
September 11  Last day of 50 percent drop period (14th calendar day) for
       General Fund (15-week) classes
September 12  Accelerated Session 2 (12-week) begins
October 16  December 2017 graduation application due
October 16  Accelerated Session 3 (8-week) begins
October 17  Reading Day (no classes)
November 6  Last day to make up incompletes
November 6  Last day to withdraw from General Fund (15-week) classes
       without penalty
November 22  No classes, administrative offices open
November 23  Thanksgiving Day (college closed)
November 24  College closed
November 27  Classes resume
December 1  Last day to submit withdrawal paperwork with instructor
           signature
December 12-18  Final exams
December 25  Christmas Day (college closed)

Winter Intersession 2017-2018

October 19  Winter 2017 online and in-person registration begins
December 26  Winter 2017 Intersession classes begin
January 1  New Year's Day (college closed)
January 11  Winter Intersession classes end, final exams

Spring Semester 2018

October 1  Financial aid priority deadline for Spring 2018
October 2  First day for Spring 2018 online and F1 international student
       admissions applications
Oct. 23 Dec. 1  Continuing student advising weeks
Oct. 30 Nov. 3  Continuing veterans advising week
October 30  Spring 2018 online registration begins for students
       registered in the Fall 2017 semester
November 6  Spring 2018 registration begins for all students
December 6  Tuition Due
December 7  Installment payment plan available
December 16  Super Saturday: Admissions, Financial Aid, Registrar, Advising
       and Counseling Services, Testing and Bursar's offices open 9 a.m. to
       2 p.m.
January 1  New Year's Day (college closed)
January 6  Super Saturday: Admissions, Financial Aid, Registrar, Advising,
       and Counseling Services, Testing and Bursar's offices open 9 a.m. to
       2 p.m.
January 13  Admissions, Financial Aid, Registrar and Advising open
           9 a.m.-12 noon
January 15  Martin Luther King, Jr. Day (college closed)
January 16  Professional Day‡; Spring semester begins
           Last day to receive 100 percent refund (tuition only);
           senior citizen, cross-registration and High School Partnership
           Program registration
January 17  Spring 2018 classes begin
January 23  Last day to add courses
January 30  Last day of 50 percent drop period (14th calendar day) for
       General Fund (15-week) classes
February 1  Accelerated Session 2 (12-week) begins
February 15  Lincoln's Birthday observed (no classes‡)
February 19  President's Day (college closed)
March 12  Spring recess begins (no classes‡)
March 15  May graduation application deadline
March 19  Classes resume
March 27  Last day to drop General Fund (15-week) classes without penalty
           Last day to make up incompletes
March 30  Day of Reflection/Good Friday (college closed)
April 18  Reading Day (no classes‡)
May 7  Last day of classes
May 8  Final exams begin
May 14  Final exams end
May 16  Final grades due (by 4 p.m.)
May 24  Commencement

‡ College office hours may be limited.
‡‡ Administrative offices open.
* Refund policies are different for accelerated courses. Please see Credit
   Extension Refund Policy on page 19.
“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.
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.

How To Apply For Admission

Students may apply:

- Online at http://my.commnet.edu; or
- by completing an application and emailing it to Admissions at ma-admissions@manchestercc.edu; or
- by submitting it to the admissions office by mail: MCC Admissions Office MS # 12, P.O. Box 1046, Manchester, CT 06045-1046; or
- by fax 860-512-3221; or
- by coming to the Admissions office where you can obtain an application and we will process your application while you wait. The Admissions office is located in SSC L156.

Include with the application:

- $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. Contact the Registrar’s office with further questions, 860-512-3220.

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 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 at http://catalog.mcc.commnet.edu.

What is myCommNet?

myCommNet is the portal that provides access to the 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:

A Banner ID number will be assigned to you when you are admitted. 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:
   http://portal.microsoftonline.com
2. In the User ID field enter your NetID: eight-digit Banner ID followed by @student.commnet.edu (ex: 12345678@student.commnet.edu)
3. When you click on the Password field, an alert will prompt you that the page is “Redirecting” and “…taking you to your organization’s 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 the 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.

WHY MCC?

Phillip Hylton
Accounting and Business Administration
I left my home and my family in Jamaica to start my education in the United States. While my transition to life in the U.S. was not an easy one, the support of a family friend, as well as the support of donors who made my scholarships possible, made it a little smoother. MCC is a great foundation to further my education down the road. I hope to transfer to Harvard to complete my bachelor’s degree and then earn an MBA. I would love to gain experience as a marketing manager and investment banker, and start my own investment firm and lecture. It was never an option not to get a college education. I was going to get it no matter what it took.

SELF-SERVICE CENTER

The Self-Service Center is located in the Student Services Center lobby across from the Registrar’s office. Students may use this area to register online for courses, accept their financial aid awards, view their class schedule and search for courses.
To Apply For Financial Aid, Follow These Easy Steps:

- Go to 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 Banner 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 Banner 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 through myCommNet.

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, 2017 for Fall 2017 semester and by October 1, 2017 for Spring 2018 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 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” link
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 credit-free courses.
- Students do not always have to be full-time in order to receive aid; must check eligibility with the Financial Aid office.
- Financial aid cannot pay for a class taken more than twice.
- It may take up to two weeks for the FAFSA results to be received by the Financial Aid office. Please follow up.
- 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 on myCommNet 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.
WHY MCC?

Christine Grant
Engineering Science

MCC enables me to enroll part time so that I am able to work full time on my family’s farm, which not only includes management of our dairy goats, but also includes hand-crafting goat milk soap. I will be pursuing agricultural and biological engineering and, based on my experience with my family’s farm, I want to help advance agriculture to support the world’s growing population and areas where drought is a severe issue. The number one cause of crop failure and food insecurity isn’t social or economic status, but drought.

I am dedicated to all aspects of my education at MCC. I seek to improve my involvement in my community, my leadership skills and my ability to accomplish these goals. Currently, I volunteer as a tutor at the walk-in math tutoring center in the Academic Support Center. In addition, I have completed internships at Yale University Press, Brill USA, Inc., and CAES Valley Laboratory. The next step in my career plan is to secure an engineering internship through MCC, and I look forward to completing my associate degree and then transferring to a master of science or bachelor of science degree program.

3 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 manchestercc.edu/assessment-test.
- Register and prepare for your ACCUPLACER® test session and the 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 the website.
- Bring your Banner student identification number and photo ID to the test. They are required!

Students will receive their test scores at the end of the session and will be able to schedule a new student orientation session.

Transfer students having college-level mathematics and English credits might be exempt 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 (prior to March 2016), or new SAT reading score of 25 or writing score of 26, or math score of 530 may be exempt from taking the assessment test; proper verification is required. For more details, contact the Admissions office at 860-512-3210.
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 of 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 manchestercc.edu/ui/nss/ to register for orientation. 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 and pay for courses. The other half of NSO is spent learning about student life, 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.

Continuing/Returning Student Advising

Students with fewer than 30 credits in General Studies and Liberal Arts and Science degree programs should call 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 Jason Scappaticci at jscappaticci@manchestercc.edu. For more information about Cougar Class, contact T.J. Barber at tbarber@manchestercc.edu.

Shaniequa Austin
Criminal Justice and Psychology

Growing up, I’ve always learned that everyone can be the change we need in the world; one small act of kindness can cause a ripple effect of change. At Manchester Community College, they care about your education and try to help you on your career pathway. I started this school being confused as to what career path I should be on. I was a nursing student and science was not my strongest area of study. One day a member of the faculty sat me down and told me that I need to do what I’m passionate about. I was not passionate about nursing, it was just something that my family thought I should do. I made the switch to criminal justice and psychology because I realize that I want to help guide people as best I can from within the justice system. Here at MCC, they have all the resources to help guide me on my path. The faculty and staff care about your education and go the extra mile to help you with your educational process. There are so many resources and programs available to students, from internships to study abroad programs. MCC is a great school for students who are looking for a community-like environment and where you feel connected to your peers.
Register for classes online

Fall 2017 online registration starts April 3 for students registered in Spring 2017. Online, in-person, mail or fax registration for all other students begins April 10, 2017.

Spring 2018 online registration starts October 30 for students registered in Fall 2017. Online, in-person, mail or fax registration for all other students begins November 6, 2017.

How to Register Online, Print Class Schedule and Verify Enrollment

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

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

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
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
- Attend MCC Quick Tips sessions
- Practice the habits of successful students
- Attend a campus event
- Read the LiveWire newspaper

By the Time You Complete 30 Credits
- Connect with your program coordinator or faculty advisor
- Explore transfer options
- Explore community engagement
- Discover career options and co-op education
- Use the Focus2 software to explore career possibilities

By the Time You Complete 45 Credits
- Review your transcript with an advisor
- Transfer students: communicate with the prospective institution
- Career students: prepare your resume and attend Career Services workshops

As You Prepare to Graduate...
- Verify that you have met all program requirements with your advisor
- Apply for graduation by the deadline
- Register with the MCC Alumni Association

Important Contacts & Services

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<thead>
<tr>
<th>Academic Support Center</th>
<th>860-512-2610</th>
<th>Financial Aid Office</th>
<th>860-512-3380</th>
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<td>Admissions</td>
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<td>Library</td>
<td>860-512-2893</td>
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<td>Advising &amp; Counseling Services</td>
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<td>Bookstore</td>
<td>860-844-3140</td>
<td>Office of Student Activities</td>
<td>860-512-3320</td>
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<td>Career Services &amp; Veterans Affairs</td>
<td>860-512-3549</td>
<td>Registrar's Office</td>
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<td>SARC Program</td>
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<td>Testing Services</td>
<td>860-512-3304</td>
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Students transferring from other institutions should submit an official transcript to the Admissions Office for evaluation of transfer credits.

Road Map Project made possible through funding from AAC&U and MetLife.
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 manchestercc.edu/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
CSCU Pathway Transfer: Biology Studies
CSCU Pathway Transfer: Chemistry Studies
CSCU Pathway Transfer: Communication Studies
CSCU Pathway Transfer: Criminology Studies
CSCU Pathway Transfer: English Studies
CSCU Pathway Transfer: History Studies
CSCU Pathway Transfer: Mathematics Studies
CSCU Pathway Transfer: Political Studies
CSCU Pathway Transfer: Psychology Studies
CSCU Pathway Transfer: Social Work Studies
CSCU Pathway Transfer: Sociology Studies
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
Management Information System
Manufacturing Engineering Science
Marketing
Music Studies
Occupational Therapy Assistant
Paralegal
Radiologic Science
   - Radiography
   - Radiation Therapy
Respiratory Care
Social Service
Technology Studies
   - Computer-Aided Design Option
   - Electronics Technology Option
   - Engineering Technology Option
   - Industrial Technology Option
   - Lean Manufacturing Option
   - Technology Education Option
   - Technology Management Option
Therapeutic Recreation
Visual Fine Arts
   - Photography Option

CERTIFICATES

Accounting
Computer-Aided Design
Computer-Aided Manufacturing
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
Forensic Science
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
Technology Management
Therapeutic Recreation
Web Technology
START

with an associate degree from a Connecticut Community College

Accounting Studies
Biology Studies
Business Administration Studies
Chemistry Studies
Communication Studies
Computer Science Studies
Criminology Studies
Early Childhood Teaching Credential Studies
English Studies
Exercise Science Studies
Finance Studies
French Studies

History Studies
Marketing Studies
Mathematics Studies
Physics Studies
Political Science Studies
Psychology Studies
Social Work Studies*
Sociology Studies
Spanish Studies
Studio Art Studies

* CSU Social Work programs admit a fixed number of students each year.

CONNECTICUT’S

MOST AFFORDABLE BACHELOR’S DEGREE

FINISH

with a bachelor’s degree from a Connecticut State University or Charter Oak State College

Central CT State University
Eastern CT State University
Southern CT State University
Western CT State University
Charter Oak State College

Manchester Community College
TransferTicket@manchestercc.edu
manchestercc.edu/transferticket

OR VISIT
WWW.CT.EDU/TRANSFER
FOR MORE INFO
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.

General Fund Payment
Fall 2017 (15-week Classes):

Before July 18, 2017: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.

After July 18, 2017: Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.

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 July 19, 2017. For more information, contact the Bursar’s office at 860-512-3640.

General Fund Payment
Spring 2018 (15-week Classes):

Before December 6, 2017: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.

After December 6, 2017: Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.

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 7, 2017. For more information, contact the Bursar’s office at 860-512-3640.

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 manchestercc.edu/refund-policy.

Credit Extension Payment
(Accelerated 3-, 6-, 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 19.

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

BURSAR’S OFFICE HOURS

Monday, Wednesday, Thursday ............8:00 a.m.-4:00 p.m.
Tuesday ..................................................8:00 a.m.-7:00 p.m.
Friday .....................................................8:00 a.m.-1:00 p.m.
Academic Support Services
The Academic Support Center (ASC), located in the Student Services Center, SSC L282, offers many opportunities for academic assistance 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 etutoring.org.

Individual Tutoring: 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 sciences, 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: manchestercc.edu/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 Services at 860-512-3320.
Credit Extension (Accelerated 3-, 6-, 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 audited courses. 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 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 non-credit 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.

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 Technology and Distance Learning Department (ETDL) at sandbox@manchestercc.edu. Students should also review the information on the ETDL website at 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.

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 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 in 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.

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 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 manchestercc.edu/graduation.

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 non-credit courses taught through the Continuing Education Division.

Services for Students with a Disability
Physical or Psychological Disability: Contact Joseph Navarra, Coordinator of Disabilities Services, at 860-512-3592, 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, 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, Assistant Director, Disabilities Services and Testing, at 860-512-3596, SSC L131. After completing a consultation with a counselor (Joseph Navarra or Gail Stanton), 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 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.
I am currently pursuing an associate degree in communication, which includes journalism, television, radio and film. As a lifelong musician, I have always had a passion for entertainment. With the knowledge and experience I’ll gain during my time at MCC, I am confident I will be successful and happy. I have been able to commit myself to the status of full-time student, thanks to my wife, who has assumed the role of primary bread winner, and to a scholarship award from the MCC Foundation.

As a veteran who was deployed to the Persian Gulf during Operation Freedom, I can say that I have learned a lot about commitment, mental fortitude, responsibility and strength. Life is full of ups and downs, disasters and triumphs. The important lesson, which I have been able to apply to my experience at MCC, is to stay the course. Stormy seas will calm, painful moments will pass, and brighter days are ahead if you continue to do the work, and put your best foot forward.

Withdrawal and Refund Policy

General Fund Withdrawal policy (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.

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 11, 2017 for the Fall semester and January 17 to January 30, 2018 for the Spring semester, a 50 percent tuition refund will be refunded.
• If students officially withdraw on the 15th day of the semester (September 12, 2017 for Fall semester and January 31, 2018 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 Withdrawal Policy
(Accelerated 3-, 6-, 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
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.

**Credit Extension Refund Policy (Accelerated 3-, 6-, 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 on page 3 of 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.

**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 manchestercc.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; gender identity or expression; national origin; marital status; ancestry; present or past history of intellectual disability, learning disability or physical disability; veteran status; sexual orientation; genetic information or criminal record. The following person has been designated to respond to inquiries regarding the non-discrimination policies: Debra Freund, Chief Diversity Officer (Title IX and Section 504/ADA Coordinator), Manchester Community College, Great Path, MS #9, P.O. Box 1046, Manchester, CT 06045-1046. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

**Continuando con el Aviso Anti-Discriminatorio**
Manchester Community College no discrimina por motivos de raza; color; religión; credo; edad; sexo; nacionalidad; identidad de género o expresión; origen nacional; estado civil; ascendencia; historial presente o pasado de discapacidad intelectual, discapacidad de aprendizaje o discapacidad física; estatus de veterano; orientación sexual; información genética o antecedentes penales. La siguiente persona ha sido designada para responder consultas relacionadas a nuestra póliza anti-discriminatoria: Debra Freund, Directora de Diversidad (Título IX y la sección 504/ADA Coordinador) en Manchester Community College; Great Path, MS #9, P. O. Box 1046, Manchester, CT 06045-1046; SSC L277. Manchester Community College es un Afirmitativo Acción/Opportunity Employer y fuertemente anima las aplicaciones de mujeres, minorías, personas con discapacidad y veteranos.

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. November 2017/13M/PR

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**Friday for courses starting Saturday-Monday**.