Academic Calendar 2017-2018

FALL SEMESTER 2017

Friday  August 25  Fall semester begins
Friday, Monday  August 25, 28  Professional Days †
Monday  August 28  Senior citizen, cross-registration and
            High School Partnership Program registration;
            Last day to drop General Fund (15-week) classes and
            receive full tuition refund
Tuesday  August 29  Fall classes begin
Monday  September 4  Labor Day (college closed)
Monday  September 11  Last day to receive 50 percent General Fund (15-week)
          tuition refund
Tuesday  September 12  Accelerated Session 1 (8-week) classes begin
Monday  October 16  Accelerated Session 3 (8-week) classes begin
Tuesday  October 17  Reading Day (no classes ††)
Monday  November 6  Last day to make up incompletes and last day to drop
          General Fund (15-week) classes without penalty
Wednesday  November 22  Thanksgiving Recess begins (no classes ††)
Thursday-Friday  November 23-24  Thanksgiving Recess (college closed)
Tuesday  November 29  Accelerated Session 2 (12-week) classes begin

SPECIAL EVENTS

‡‡  Administrative offices open.

‡  College office hours may be limited.

†  The term “college closed” means that no classes – credit or non-credit - will be held and no college services will be available. The “no classes” dates do not apply to Continuing Education non-credit classes. Please note: start and end dates vary for accelerated credit courses and non-credit classes.

WINTER INTERSESSION 2017-18

Tuesday  December 26  Winter Intersession (3-week) classes begin
Thursday  January 11  Winter Intersession (3-week) classes end

SPRING SEMESTER 2018

Monday  January 15  Martin Luther King Day (college closed)
Tuesday  January 16  Professional Day †; Spring semester begins
            Last day to drop General Fund (15-week) classes and receive full
            tuition refund; senior citizen, cross-registration and High School
            Partnership Program registration
Wednesday  January 17  Spring classes begin
            Accelerated Session 1 (8-week) begins
Tuesday  January 30  Last day to receive 50 percent General Fund (15-week) tuition
refund
Thursday  February 1  Accelerated Session 2 (12-week) begins
Thursday  February 15  Lincoln’s Birthday observed (no classes ††)
Monday  February 19  President’s Day (college closed)
Monday  March 12  Spring recess begins (no classes ††)
Thursday  March 15  May graduation application deadline
Monday  March 19  Classes resume
            Accelerated Session 3 (8-week) begins
Tuesday  March 27  Last day to drop General Fund (15-week) classes without penalty
            Last day to make up incompletes
Friday  March 30  Day of Reflection/Good Friday (college closed)
Wednesday  April 18  Reading Day (no classes ††)
Monday  May 7  Last day of classes
Tuesday  May 8  Final exams begin
Monday  May 14  Final exams end
Wednesday  May 16  Final grades due (by 4 p.m.)
Thursday  May 24  Commencement
Monday  May 28  Memorial Day (college closed)
Friday  June 1  Spring semester ends

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, SSC L277. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans. 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. November 17/PR
Welcome to Manchester Community College

The Student Handbook is designed to orient you to the rich academic and social world of Manchester Community College. The Student Handbook is meant to be a user’s manual for the college. In the Handbook you will find information on options available to you and the resources that can help you find advice and make good choices. We believe that your Manchester Community College experience will be more enjoyable and rewarding if you take time to read through this Handbook.

The Student Handbook is developed by the Dean of Student Affairs’ office and can be your guide to academic requirements, college policies and procedures, student code of conduct, student rights and responsibilities, student services and the many co-curricular activities that take place outside the classroom. Importantly, it clarifies the standards we hold and that we expect of you in your conduct as a student of Manchester Community College.

You should familiarize yourself thoroughly with the Handbook's contents because you are responsible for adhering to all policies and regulations of MCC.

Please contact the Dean of Student Affairs' office if you have any questions.

The Path to Graduation

Manchester Community College values the academic and personal success of its students on their journey to graduation. Graduating with an associate degree or certificate is a huge accomplishment. It enriches the career and personal fulfillment of each student and the community celebrates with the students. At MCC, students are expected to set high expectations and aspirations, make early connections with advisors to decide on a clear academic plan, build effective academic and social support networks, and graduate with a degree and/or certificate.

MCC provides support and resources to encourage and motivate students to build critical-thinking skills and character, to persevere in their academic goals and personal growth, and to become effective leaders in their community. Students are encouraged to speak with their program advisors, program coordinators and/or counselors at least once each semester to plan and complete their individualized path to graduation.

At MCC, we expect that our students will be successful and graduate.

Please note: This handbook is a compilation of the latest available information about Manchester Community College. It is intended to serve as a guide to the programs, services and regulations of MCC. Any information here supersedes all previous Manchester Community College Student Handbooks. Manchester Community College reserves the right to change its regulations, fees and announcements without notice whenever such action becomes necessary.
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President’s Welcome

It is my distinct honor to welcome you to Manchester Community College.

MCC will provide the grounding for whatever you decide to do in the future, whether that is furthering your education, taking on a new job or enhancing your opportunities at your current job.

Learning is a journey that fulfills your quest for answers about the world and it can fulfill your dreams – it is a journey that doesn’t have an end, although you will surely earn your rewards with a certificate or degree. You are marking the beginning of the next phase in your lives. This decision is both an acknowledgement of where you’ve been – and where you will be down the road. It really is up to you where this new adventure will lead.

Many students enroll at MCC and then go on to transfer to such institutions as Connecticut State Universities, the University of Connecticut and Trinity College. Other students choose to enroll in career programs and are employed at a myriad of organizations and businesses. Whatever your interests – just as important to us as your classroom studies are – our co-curricular activities, including clubs and organizations, arts events and community service, will provide you with a rich cultural and intellectual environment.

I ask only a few things of you – most importantly, that you keep an open mind. Meet new people, read good books, fully engage in your studies, be a good citizen of our community, participate in college life to the extent your personal responsibilities allow, and enjoy every moment. Being a student takes planning, discipline and commitment. You are a role model for others. My challenge to you is to maintain the determination to accomplish your goals.

This is your college. It is a place where you will form lasting relationships with a diverse and dedicated group of people who share your interest in learning. Faculty, staff and administrators at the college will help guide you along the path towards your goals. Our primary concern is to help you reach your highest potential.

Best wishes,

[Signature]

Gena Glickman, Ph.D.
President
From the Dean of Student Affairs and Enrollment Management

On behalf of the Student Affairs Division, I would like to welcome you to Manchester Community College. The services provided by our division are designed to support students from "the parking lot to graduation." These services include: admissions, financial aid, registration, advising, counseling, transfer counseling, career services and placement, first year and new student programs, student activities, student conduct, international student programs, minority student and mentoring programs, recruitment and retention services, services for students with special needs, assessment testing, veterans services, commencement, the bookstore and food services. These areas, and other support areas of the college, are intimately connected with your success in the classroom and attainment of the academic goals you have established for yourself.

Research has proven that students who develop a meaningful connection with an individual employed by the college are more likely to be successful than those that do not. This individual may be a faculty advisor, counselor, club advisor, librarian, office worker, etc. – basically, an individual you trust, feel comfortable talking to, and that supports your success here at MCC. With this in mind, I strongly encourage you to identify this individual early in your college career – this semester. I did this early in my college career and I found that the individual helped me avoid a number of pitfalls that could easily have been barriers to my college success. Know that the faculty and staff of MCC are willing to serve in this capacity. JUST ASK!

Research also has indicated that students who are engaged in co-curricular activities – events, clubs and programs that occur outside of classroom instruction – are more likely to be successful in college. I am aware that many of you may feel pressed for time: juggling your coursework, family obligations, part-time or full-time work and other commitments. I strongly encourage you to make time to participate in the co-curricular activities taking place at MCC. This may be going to a lecture on an issue impacting your community or attending the Student Art Show. It may be your serving as a member of the Student Government Association or as an MCC Ambassador. Or, perhaps as a mentee in our Brother-to-Brother or Sister-to-Sister programs or as a reporter for our school newspaper, Live Wire, or as a DJ on our internet radio station, ICE Radio.

This is your college and your college journey – experience it fully. We’ll be here for you each step of the way.

Have a great year!

Sincerely,

G. Duncan Harris, Ed.D.
Dean of Student Affairs and Enrollment Management
From the Dean of Academic Affairs

Congratulations on your decision to be a student at Manchester Community College! College is a transformational experience and we know that at MCC, you will be transformed. Your knowledge, your ability to think, and your intellectual skills will be enhanced and you will have the opportunity to fulfill your dreams and become a successful college graduate. In addition, you will meet new people, share new ideas and have experiences with students and faculty that will expand your thinking and your outlook for the rest of your life. We are so happy to share in this experience with you.

Our core mission at MCC is to provide access, excellence and relevance. Take advantage of every opportunity to access new ideas and to take courses that appeal to your sense of curiosity and love of learning. Our faculty will challenge you by providing you with courses that are rigorous and maintain high standards of academic excellence. We continually strive to make our courses and programs relevant to you today and in the future. You will study the latest information and research about topics and disciplines that will reflect the best practices of teaching and learning.

This is your chance to define or redefine who you are. Make good choices, challenge yourself, be your best self, and allow the faculty and staff at MCC to support you in your own transformation. We have the utmost confidence in your success!

Sincerely,

Marcia Jehnings
Interim Dean of Academic Affairs
Student Services Directory

Dean of Student Affairs and Enrollment Management,
Dr. G. Duncan Harris ................................................................. 860-512-3203
Email: gharris@manchestercc.edu
Assistant to the Dean of Student Affairs, K. Umesh Vig .......... 860-512-3204
Email: uvig@manchestercc.edu
Administrative Assistant, Theresa Grout .............................. 860-512-3203
Email: tgrout@manchestercc.edu
Web: www.manchestercc.edu/offices/student-affairs/

Academic Support Center
Director, Brian Cleary ............................................................. 860-512-2612
Educational Assistant, Allison Waddington ............................ 860-512-2614
General Information .............................................................. 860-512-2610
English, Donna McCormac ..................................................... 860-512-2619

Admissions
Associate Director, Cynthia Zeldner ........................................ 860-512-3214
Director of International Affairs, Joseph Mesquita ............... 860-512-3215
Secretary, Katherine Jones-Ross .............................................. 860-512-3213
Enrollment Services Coordinator, Elijah Oliver ................. 860-512-3218
Email: eoliver@manchestercc.edu
Enrollment Services Coordinator, Samantha Plourd .............. 860-512-3226
Email: splourd@manchestercc.edu
Web: www.manchestercc.edu/admission/
Fax: ........................................................................................ 860-512-3221

Adults in Transition, see First Year and New Student Programs

Advising and Counseling Services
Information Line ................................................................. 860-512-3320
Counselor, Ta'Shema Odoms ................................................ 860-512-3307
Email: todems@manchestercc.edu
Counselor, Wanda Reyes-Dawes ......................................... 860-512-3329
Email: wreyes-dawes@manchestercc.edu
Counselor, Robert C. Turner, Jr .............................................. 860-512-3328
Email: rturner@manchestercc.edu
Counselor, Nylsa Ubarri-Young ............................................. 860-512-3324
Email: nubarri-young@manchestercc.edu
General Information ................................ 860-512-3303 and 860-512-3320
Fax: ........................................................................................ 860-512-3371

Bookstore
Manager, Sharon Feen ..................................................... 860-645-3140

Bursar's Office
Bursar, Eduardo Miranda ..................................................... 860-512-3645
Office Assistant, Emily Santa Lucia ..................................... 860-512-3638
Office Assistant, Patricia Veo .............................................. 860-512-3637
General Information .............................................................. 860-512-3640
Fax: ........................................................................................ 860-512-3631
Student Services Directory (continued)

Career and Veterans Services
Director, Julie Greene ............................................................ 860-512-3372
School Certifying Official, Dana O’Neal............................ 860-512-3362
School Certifying Official, Jonathan Ramos ..................... 860-512-3375
Web: www.manchestercc.edu/career
Fax: ........................................................................................ 860-512-3371

Child Development Center
Director, Gregg Brohinsky ...................................................... 860-512-3272
Email: gbrohinsky@manchestercc.edu
Head Teacher, Brittany Zavaski ............................................... 860-512-3274
Email: bzavaski@manchestercc.edu

Disability Services
Coordinator, Joseph Navarra ................................................. 860-512-3592
Email: jnavarra@manchestercc.edu
Learning Disabilities Specialist, Gail Stanton......................... 860-512-3597
Disability Specialist, Amy Anderson ....................................... 860-512-3599
Adaptive Technology Lab Assistant/KeyTrain Administrator,
Jacquelyn Dannaher ................................................................. 860-512-3594
Fax: ........................................................................................ 860-512-3591

Diversity and Inclusion
Chief Diversity Officer, Debi Freund ....................................... 860-512-3107

Educational Technology and Distance Learning
Information Line .................................................................... 860-512-2857
Director: Deborah Herman .................................................... 860-512-2872
Assistant Director: Timothy Boto ............................................ 860-512-2852
Email: sandbox@manchestercc.edu

Enrollment Management
Director, Peter C. Harris .......................................................... 860-512-3212

Financial Aid
Interim Director, Anna Robertson ........................................... 860-512-3380
Secretary, Donna Lee-Pitt ....................................................... 860-512-3383
Associate Director, Jody Bailey .............................................. 860-512-3384
Interim Associate Director, Yanidza Betancourt ................. 860-512-3385
Educational Assistant, Sara Baez ........................................... 860-512-3390
Educational Assistant, Tracey Hadden-Deptula ..................... 860-512-3387
Fax: ........................................................................................ 860-512-3381

First Year and New Student Programs
Director, Jason Scappaticci ................................................. 860-512-3224
Secretary, Rosa Abarzua ......................................................... 860-512-3331
STARS Program, Philip Burnham ...................................... 860-512-3345
STARS Program, Linda Devlin .............................................. 860-512-3346
STARS Program, Latisha Nielsen .......................................... 860-512-3348
FIRST Learning Communities, Amanda MacTaggart ........... 860-512-3334
FIRST Learning Communities, Souonthaly Thammavong ...... 860-512-3337
Adults in Transition, Bess Lewis ........................................... 860-512-3343
Women in STEM, Jessica Zolciak ....................................... 860-512-2722
Smart Start and New Student Orientation, Brenda Geitz ....... 860-512-3325
Student Services Directory (continued)

Fitness/Recreation
Program Coordinator, Allison MacKenzie............................... 860-512-3355
Fax: ........................................................................................ 860-512-3351

Food Services
Manager, Michael Lenski....................................................... 860-512-3552

Health Insurance
K. Umesh Vig ......................................................................... 860-512-3204

Information Line and Main Switchboard Number...................... 860-512-3000

International Student Programs
Director of International Affairs, Joseph Mesquita ............... 860-512-3215
Assistant to the Dean of Student Affairs, K. Umesh Vig ........ 860-512-3204

Library
Reference Desk/Information ................................................. 860-512-2883
Circulation Desk ..................................................................... 860-512-2880

Mentoring and Cultural Programs
Director, Trent “T.J.” Barber..................................................... 860-512-3282
Secretary, Donna Nicotera...................................................... 860-512-3283
Brother-2-Brother Coordinator, Keith Carter ....................... 860-512-3327
Sister-2-Sister Coordinator, TBA.............................................. 860-512-3208
Veterans-2-Veterans ............................................................... 860-512-3283

Registrar
Information Line .................................................................... 860-512-3220
Registrar, Anita Sparrow......................................................... 860-512-3222
Assistant Registrar, Gail Anne Arroyo ................................. 860-512-3230
Enrollment Services Coordinator, Benjamin Breault ............. 860-512-3229
Enrollment Services Coordinator, Mariah Thomas ............... 860-512-3216
Email: GenInfoRegistrar@manchestercc.edu
Web: http://my.commnet.edu
Fax: ........................................................................................ 860-512-3221

Scholarships
Institutional Advancement .................................................... 860-512-2903

Office of Student Activities
Director, Trent “T.J.” Barber..................................................... 860-512-3282
Secretary, Donna Nicotera...................................................... 860-512-3283
Web: www.manchestercc.edu/activities
Student Government Association ........................... 860-512-3292/512-3283

Student Newspaper/Live Wire ................................................ 860-512-2694

Student Retention Services
Information Line .................................................................... 860-512-3300
Coordinator, Sarah Perez....................................................... 860-512-3302
Secretary, Carole Lewonczyk............................................... 860-512-3303
Email: clewonczyk@manchestercc.edu

Testing Center
Assistant Director of Disability Services and
Testing, Georgette E. Hyman............................................... 860-512-3596

Veterans OASIS
Coordinator, Jonathan Ramos .............................................. 860-512-3375
**General Information Numbers**

Academic Affairs .............................................................. 860-512-2603  
Cooperative Education .................................................... 860-512-3313  
Educational Technology and Distance Learning ................. 860-512-2852  
Liberal and Creative Arts .................................................. 860-512-2660  
Library ............................................................................. 860-512-2880  
Science, Technology, Engineering and Mathematics (STEM) 860-512-2700  
Social Science, Business and Professional Careers .......... 860-512-2750  
Administrative Affairs ..................................................... 860-512-3603  
Bursar............................................................................ 860-512-3640  
Facilities Management and Planning ................................. 860-512-3660  
Information Technology .................................................. 860-512-3400  
MCC Police ..................................................................... 860-512-3680  

**College Closing** .......................................................... 860-512-3000  
Continuing Education ...................................................... 860-512-2800  
Institutional Advancement  
Alumni ........................................................................... 860-512-2909  
Scholarships ..................................................................... 860-512-2905  

**Main Number** ............................................................... 860-512-3000  
President's office .............................................................. 860-512-3100  
Human Resources ............................................................. 860-512-3613  
Marketing and Public Relations ........................................ 860-512-2913  
Technology Help Desk ...................................................... 860-512-3456  

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**MCC EMERGENCY NUMBERS AND MCC POLICE**

To Report a Police, Fire or Medical Emergency, call MCC Police  
From campus phone ......................................................... 3111  
From cell phone .............................................................. 860-512-3111  
From Blue Pole Emergency Phone .................. Push the call button

To Report to Town of Manchester 911 Dispatch Center  
From campus phone ......................................................... 9-911  
From cell phone .............................................................. 911  

For Non-Emergency Calls for Assistance, call MCC Police  
From campus phone ......................................................... 3680  
From cell phone .............................................................. 860-512-3680
Institutional Learning Goals

Across their college studies, students should prepare for 21st century challenges by gaining proficiency in the following areas:

<table>
<thead>
<tr>
<th>Learning Goal</th>
<th>Achieved Through</th>
<th>How Practiced</th>
</tr>
</thead>
</table>
| Knowledge of Human Cultures and the Physical World | • Study in the sciences and mathematics, the social sciences, the humanities, the histories, the languages and the arts  
• Participation in co-curricular programs and activities | By engagement with big questions, both contemporary and enduring               |
| Intellectual and Practical Skills                 | • Knowledge acquisition and application  
• Inquiry and analysis  
• Critical and creative thinking  
• Written communication  
• Quantitative literacy  
• Information literacy | Across the curriculum and co-curriculum, in the context of progressively more challenging problems, projects and standards for performance |
| Personal and Social Responsibility                | • Civic engagement  
• Intercultural knowledge and competence  
• Ethical reasoning and action  
• Humanitarianism | Through active involvement with diverse communities and real-world challenges   |
| Understanding of Self                             | • Intrapersonal development  
• Interpersonal competence | Through perseverance toward the accomplishment of educational and personal goals |
| Integrative Learning                              | • Synthesis and advanced accomplishment  
• Across general and specialized studies  
• Within co-curricular activities | Through the application of knowledge, skills, and responsibilities to new settings and complex problems |

Adapted from the Association of American Colleges and Universities’ Liberal Education and America’s Promise (LEAP) Essential Learning Outcomes
## College Basics

### How to Select Courses and Register

#### English and Math Placement Levels

The highest Accuplacer, SAT or ACT test result determines students’ placement in English and math courses. If students do not know their placement, they should visit the First Year and New Student Programs office, SSC L108.

<table>
<thead>
<tr>
<th>PLACEMENT LEVEL</th>
<th>ENGLISH</th>
<th>MATH</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Level</td>
<td>ENG* 101</td>
<td>MAT* 109/138 or higher</td>
</tr>
<tr>
<td></td>
<td>3 credit hours</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>College Level with Review</td>
<td>ENG* 101M</td>
<td>MAT* 139</td>
</tr>
<tr>
<td></td>
<td>3 credits + 1.5 non-credits</td>
<td>3 credits + 1 non-credit</td>
</tr>
<tr>
<td>Developmental</td>
<td>ENG* 093</td>
<td>MAT* 095</td>
</tr>
<tr>
<td></td>
<td>3 non-credit hours</td>
<td>3 non-credit hours</td>
</tr>
<tr>
<td>Developmental</td>
<td>ENG* 096</td>
<td>MAT* 096</td>
</tr>
<tr>
<td></td>
<td>6 non-credit hours</td>
<td>6 non-credit hours</td>
</tr>
<tr>
<td>Math Only</td>
<td></td>
<td>ALEKS Self-Study Online Math Review</td>
</tr>
<tr>
<td>Pre-College Level</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Explanation of Placement Levels

**College Level with Review** are college-level courses with the added advantage of providing students with a review of basic subject content. Once students successfully complete these courses, they will earn 3 credits (courses include 1 or 1.5 non-credit hours).

**Developmental** courses prepare students to succeed in college-level courses. If students place in a developmental (non-credit) course, they must complete the course with a grade of “C” or higher to qualify to advance to college level ENG* 101 or MAT* 109/138.

**ALEKS Self-Study Online Math Review** gives students the opportunity to improve their basic math skills. Students have up to 11 weeks to complete the course. Once completed, they take a final exam, which is held in the Math Lab. The final exam score determines students’ eligibility to advance to MAT* 095 or MAT* 096.
Online Catalog: Explore Your Options
The online catalog features the associate degrees and certificates offered at MCC. In the catalog, students will find course descriptions and Program of Study sheets, which provide a roadmap of the courses (and pre-requisite courses) required to complete the degree or certificate of their choice. To visit the catalog online, go to the Catalogs & Calendars link on the MCC home page and select the Academic Catalog.

Meet with an Academic Counselor and/or Faculty Advisor
Students are encouraged to meet with a counselor and/or a faculty advisor before each semester or intercession. Counselors/advisors can help students choose a program of study (major) and review their selection of courses to make sure they are taking courses aimed at achieving their goals. To find a counselor and current major, follow these easy steps:
1. Log in to myCommNet
2. Click Student Records
3. Click Advisor and Major box
4. Select the term (your advisor and current major will be listed)

Declare or Change Your Program of Study (Major)
Students are responsible for declaring their major. Students can declare a major when they are admitted to the college. Or, students can change their major at any time by filling out the “Declare a Major” form (see MCC website “Find a Form”) and submitting it to the Registrar’s office, SSC L157. Once students declare a major, they are responsible for completing the courses/credits listed on the Program of Study sheet for that academic year (i.e., 2017-2018, which would also be the sheet they would follow as long as they are continuously take courses each semester at the college).

Credit Courses with No Prerequisite
The majority of courses require students to be eligible to take ENG* 101 (the first college-level English). For the convenience of students, a list of credit courses with no prerequisite has been compiled (available at the First Year and New Student Programs office, SSC L108). A “prerequisite” is a course that students are required to take before they can take a course one level up.
Search for Courses: Build Your Schedule

Whether students attend MCC full-time (12-17 credits) or part-time (1-11 credits), they will create a weekly schedule of classes that fits their lifestyle. Creating a schedule requires knowing how many courses students want to take, if seats are available (open), and if the courses students select are being offered. Seats in a class are available on a first-come, first-serve basis. Click Search for Courses. Using the pull downs, create a search by selecting and sorting by major, semester, instruction type, course availability, and credit (indicates MCC credit courses):

By clicking the Show Courses link students can access a list of courses that are offered during the semester they selected. Column descriptions are as follows:

- **CRN**: Course Registration Number identifies the course
- **Subj, Crse**: Organized in alphabetical order by subject and course number
- **Textbook**: Class materials and textbooks
- **Cred**: Number of credit hours
- **Title**: Course title
- **Inst (Instruction Type)**: TRAD indicates that the class is held in a classroom (see key code for other instructional types)
- **Days**: Day(s) class is held: Monday (M), Tuesday (T), Wednesday (W), Thursday (R), Friday (F), and Saturday (S)
- **Time**: Start and end time for each class
- **Cap**: Number of seats available
- **Act**: Number of students registered for the class
- **Rem**: Number of seats remaining
- **Instructor Name**: Instructor teaching course
- **Date**: Start and end date of the course (accelerated classes have different dates compared to regular semester classes)
- **Location**: Where class will be held
When and Where to Register for Courses
Registration opens in April for Fall semester and October for Spring semester. Seats in a class are available on a first-come, first-serve basis, although students currently taking classes at MCC can register two weeks before the general public. There are two ways to register:

1. Register In-Person: Students can register in-person at the Registrar’s office, SSC L157. Students fill out a registration form (which is available at the Registrar’s office or on MCC’s website home page Resources and link to “Find a Form”) and submit it to the Registrar’s office.

2. Register Online: Students can register online using myCommNet. Please note that as soon as classes begin ONLY in-person registration is possible.

How to Use myCommNet
Log In and Password
To access MCC’s online student information system, myCommNet, students will need to log in and set up a password. Click the myCommNet link. On the Log In page, enter
the NetID, which is a Banner ID followed by @student.commnet.edu. The first time students log in they will need to use a temporary password, which is made up of their personal information as follows:

- First three letters of your birth month (with the first letter capitalized)
- “&” Symbol
- Last four numbers of Social Security number

Example of a temporary password: Dec&1234

Once inside myCommNet, students can access the following:

**Register for Courses**
1. Log in to myCommNet
2. Click on Banner Student & Faculty Self-Serve
3. Click on Registration/Schedule
4. Click on Class Registration
5. Follow the instructions for Register for Classes and Add/Drop Classes
6. Click on View Schedule to confirm registration and print the schedule
7. Pay for courses by following payment options or financial aid links

**Accept Financial Aid Award**
1. Log in to myCommNet
2. Click on Banner Student & Faculty Self-Serve
3. Click on Financial Aid
4. Click on Award Package
5. Click on tab Accept Award Offer
6. Accept full amount of all awards offered
7. Print a copy of page for records

**Access Grades/Transcripts**
Grades, which are listed on the students’ transcripts, are posted online. Semester grades are available approximately one week after final exams. If students do not have access to myCommNet, they can request to have an unofficial transcript mailed to them (contact the Registrar’s office, SSC L157 for details). To access grades and transcripts or to have an “official” copy of the transcript mailed or emailed to another college or an employer, follow these easy steps:

1. Log in to myCommNet
2. Click on Student Records
3. Click on Transcripts
4. Link to the action of your choice:
   - Request Official eTranscript
   - View Unofficial Transcript (Grades)
   - Request Official Paper Transcript
5. Follow instructions to request copies or to access the transcript

**Blackboard**
Blackboard is a tool that allows instructors to provide students with course content and resources that students can access online, such as chapter content and assignments, handouts, videos and PowerPoints, quizzes and tests, and grades. Blackboard is also the tool used to support fully online courses. Please note that links to students’ courses will appear in Blackboard after they have successfully registered for courses. To access Blackboard, follow these easy steps:

1. Log in to myCommNet
2. Click the Blackboard link
3. Select your course from the My Course list
4. Follow instructions on how to use Blackboard
Online Courses
MCC offers a full selection of online courses. After successfully registering for an online course, students will have access to the course material through Blackboard. Please note that online courses cannot be completed at a student’s own pace; instead, instructors distribute a course syllabus and students are required to complete coursework by the specified deadlines. Failure to complete course assignments on time will result in a failed grade. To access coursework for online courses, follow these easy steps:

1. Log in to myCommNet
2. Click the Blackboard link
3. Select your course from the My Course list
4. Follow instructions on how to use Blackboard

How to Access Your Student Email
Students enrolled at MCC will be provided with an MCC student email address and have access to the college’s student email system. Student email accounts are important because they provide access to ALL official college communication. In fact, college administrators and instructors use ONLY the MCC student email address to communicate with students.

To access the student email address provided by the college and to begin using Outlook in Microsoft Office 365:

1. Log in to myCommNet
2. Locate the student email address in the Access College Email box. Write down the student email address in a cell phone or other secure location so as to have access to it when needed

3. Click Log In to Student Email using the NetID and Password
4. When prompted in Microsoft 365 to provide a NetID and password to access Outlook, students will use the same NetID and password they use in myCommNet (see How to Use myCommNet-Log In and Password)

Troubleshooting Your Student Email and Other Tech Help
The most reliable browser to use when accessing MCC’s website or myCommNet is FireFox. If experiencing trouble, or for any other technical issues, please contact or visit the Technology Help Desk in SSC L204, call 860-512-3456, or email HelpDesk@manchestercc.edu.
Services For Students

Academic Support Center

Location: Student Services Center, L282
Director: Brian Cleary
Phone: 860-512-2610
Hours: Monday-Wednesday, 9 a.m.-7 p.m.; Thursday, 9 a.m.-5 p.m. and Friday, 9 a.m.-3 p.m.

Services: The Academic Support Center (ASC) offers many opportunities for academic support to students of all ability levels. ASC staff members are available to collaborate with instructors on specific activities to complement or supplement classroom instruction. All services at the ASC are free to currently enrolled students.

Tutorial Assistance: Students may make appointments for two 30-minute tutoring sessions per week per course. Individual or small group sessions are available days and evenings in most academic subjects. Tutors may be full-time faculty, professional staff or trained peers.

eTutoring: Students may register for free online tutoring assistance in writing (all subject areas), mathematics (all subjects up to calculus), accounting, statistics, biology, chemistry, anatomy and physiology, and information literacy and research methods. Student can submit writing assignments for feedback, receive live one-on-one help from mathematics tutors, and post questions for tutors. eTutoring is coordinated by the Connecticut Distance Learning Consortium, and tutors are based at participating academic institutions, including MCC. Visit the website at www.etutoring.org for program details.

Writing Center: The Writing Center is located in L276 in the ASC. It is equipped with computers, tables, chairs and assorted reference materials. Students may use the Writing Center at any time during open hours. Tutors are available to assist only during specific hours posted each semester. The work area is a place for writers; students, faculty and staff are welcome to write and/or talk about their writing and to meet in writers groups. Staff members will not assist individual writers over long periods of time but will offer feedback about writing, answer specific questions, and direct writers to appropriate resources, including other writers. Students may also be referred to an individual tutoring session for more in-depth, one-on-one support with any aspect of writing.

Walk-In Math Tutoring: As an alternative to an individual tutoring appointment in math, walk-in tutoring is available to students for quick assistance on one or two math problems.

ESL and Foreign Language Conversation Lab: This service provides an opportunity for students to practice conversation with groups of other students. Sessions are facilitated by English, ESL and Spanish faculty members.

Computer-Assisted Lab: The lab offers a variety of computers and individual tutoring by appointment in Windows, Word, Excel, PowerPoint, Access and the Internet.

Admissions

Location: Student Services Center, L156
Director: Peter C. Harris, Director of Enrollment Management
Associate Director: Cynthia Zeldner
Phone: 860-512-3210
Enrollment Services Coordinators: Elijah Oliver and Samanatha Plourd
Phone: 860-512-3210
Hours: Monday and Thursday, 8:30 a.m.-4:30 p.m.; Tuesday, 8:30 a.m.-7 p.m.; Wednesday, 10:30 a.m.-4:30 p.m.; and Friday, 8:30 a.m.-2:30 p.m.

Services: The Admissions office provides the following services: new, transfer and readmit student applications; assessment test exemptions; high school diplomas/GED review; college tours; credit by exam; enrollment information; open house; info sessions; high school/college fairs; High School Partnership program; pre-admis-
sions advising; outreach and recruitment; transcript evaluation; and transfer to MCC. Students may apply online at http://my.commnet.edu.

Students interested in pursuing a health career must fill out a separate health career application available in the Health Careers office, LRC A237 and in the Admissions office, SSC L157 in addition to the MCC application.

Students wishing to transfer coursework completed at another college or university, by CLEP or by another standardized examination, must request that an official transcript of previous college work be sent to the Admissions office at MCC.

**Advising and Counseling Services**

**Location:** Student Services Center, L120  
**Phone:** 860-512-3303 or 860-512-3320  
**Counselors:**  
Ta'Shema Odoms, SSC L120b, 860-512-3307  
Wanda Reyes-Dawes, SSC L120i, 860-512-3329  
Robert C. Turner, Jr., SSC L120d, 860-512-3328  
Nylsa Ubarri-Young, SSC L120c, 860-512-3324  
**Hours:** Monday, Wednesday and Thursday, 9 a.m.-5 p.m.; Tuesday, 9 a.m.-7 p.m.; and Friday, 9 a.m.-4 p.m.

**Services:** Advising and Counseling Services challenges students to think about their education in the broadest possible terms, and to take initiative in shaping that education as they prepare to engage with a diverse world. Through individual conversations, publications, online resources and programs, and with the help of an educational plan, counselors foster the personal, ethical and intellectual growth of students, helping them develop their academic and professional goals, make informed decisions, and act with increasing independence. Counselors can assist students in making more satisfying decisions related to academic planning and in regard to personal issues that arise from life situations and events. They assist students with clarifying interests, changing programs, planning a career, developing self-confidence, sorting out conflicts, increasing self-understanding and improving personal relationships. Students can work with counselors through individual appointments and Walk-Ins.

Planning for transfer and graduation can be difficult without the right information. Students who plan to transfer should consult a counselor or their program-specific coordinator.

Counselors are also available to work with students in crisis. Students’ discussions with counselors are strictly confidential. Students with disabilities are encouraged to contact Disability Services in regard to their special needs. A variety of services are available including priority registration, readers and special testing arrangements for students with documented disabilities.

Counselors can help students identify support programs and professional services outside the college, as well. Counseling services can help students find the appropriate community program or service to match their needs.

**Bookstore**

**Location:** Student Services Center, L176  
**Manager:** Sharon Feen  
**Vendor:** Follett Books, Inc.  
**Phone:** 860-645-3140  
**Web:** www.mctc.bkstr.com  
**Email:** 0814mgr@follett.com  
**Hours:** Please refer to the website for current information. Bookstore hours fluctuate to accommodate students throughout the year.

**Services:** Required texts, course-related materials, school supplies, academic-priced software, clothing, general books, gift items, snacks, specialty gift cards and bookstore gift cards are available. Students can purchase their textbooks online and can either pick their textbooks at the bookstore or have them shipped. Students who are on Financial Aid can pay for the textbooks with their Financial Aid instore and online as well.
Book Rental
Rental options are available for many titles with savings up to 80 percent off the list price.

Book Price Match
The Bookstore will match the rental or purchase price to Amazon and Barnes & Noble within seven days of purchase with the original receipt. A store gift card will be issued for the price adjustment differences. See a Bookstore associate for details.

Refund Policy
Please contact the Bookstore for return policy and return dates.
- Students must have their receipts
- Make sure new books have not been written in, underlined or damaged.
- Shrink-wrapped ‘sets’ are returned with all enclosures.
- Students who have dropped a class may be required to provide proof.

Other book purchases may be returned for a full refund within seven days from the first day of classes or two days after purchase date. Used book-buying guide prices are always available if the return is outside of these guidelines. Please be careful before opening shrink-wrapped sets. Many contain electronic media and are only returnable if the media are defective.

Book Buy-Backs
Books may be sold back on any business day. Resale value given is based on need and publisher listings. Photo IDs such as driver’s license or MCC ID is required to sell back books.

The best time to sell books is during finals week in December and May. At that time the bookstore may pay up to 50 percent for needed quantities of titles adopted for the following semester.

Check Acceptance Policy
- All checks must be bank-imprinted with student’s name and address. Phone and student Banner ID number must appear or be written on the check.
- A state or government photo ID must be shown (i.e. valid Connecticut driver’s license).
- All checks must be made payable to MCC Bookstore.
- A $25 fee will be charged on all returned checks.

Credit Card Policy
- Accepted credit cards: American Express, Discover Card, MasterCard and Visa.
- An actual credit card is required to be presented at the time of purchase. The person signing a credit card slip must be the same person named on the card.
- Credit cards are not accepted over the phone.

Bursar’s Office
Location: Student Services Center, L165
Bursar: Eduardo Miranda
Staff: Emily Santa Lucia, Patricia Veo
Phone: 860-512-3640
Hours: Monday, Wednesday, Thursday, 8:00 a.m.-4 p.m.; Tuesday, 8:00 a.m.-7 p.m.; and Friday, 8:00 a.m.-1 p.m.
Services: The Bursar’s office is the centralized billing and collection point for student accounts. The primary function of the Bursar’s office is managing all student accounts, including processing payments and installment plans, applying waivers, generating bills, coordinating collection efforts and processing refunds. Students can authorize parents, employers or anyone they choose to view their bill, make payments directly on their account, and even sign up for a Tuition Installment Plan.

Payments can be made in cash, by check or by credit card. MCC accepts American Express, Discover, MasterCard and Visa cards.

Bus Service/Passes
Location: The 85 MCC Flyer, 83 Silver Lane and 121 CTfastrak buses serve the college. There is one stop on campus, in front of the SBMCF Building Tower.
Information: Student and employee 31-day bus passes are available for purchase at the Bursar’s office. For information on rates and schedule, call the Connecticut Transit Company, 860-525-9181 or visit the website www.cttransit.com.

Career Services
Location: Student Services Center, L120
Director: Julie L. Greene
Phone: 860-512-3372
Hours: Monday-Thursday, 8:30 a.m.-4:30 p.m.; and Friday, 8:30 a.m.-4 p.m.
Services: The Career Services office provides comprehensive programs, activities and services that assist students, alumni and community members to prepare for finding suitable employment by developing resume writing and interviewing skills, job-search strategies, and a deeper understanding of the fit between their competencies and the world of work. The office runs regularly scheduled job search skills workshops, organizes job and volunteer fairs, and coordinates alumni career panels, on-campus recruitment opportunities and various career-focused special events throughout the year.

In addition to developing and fostering positive relationships with recruiters both locally and nationally, Career Services offers an online job listing service that enables job seekers to post resumes and search full-time, part-time and volunteer positions as well as internships. Job seekers can also take advantage of online career information delivery and exploration resource called Focus2 designed to help users develop self-knowledge related to career choice and work performance by identifying, assessing and understanding their competencies, interests, values and personal characteristics. Career Services also provides job seekers access to a web-based tool called InterviewStream that offers simulated job interviews and enables the practice of both verbal and non-verbal communication skills.

Career Services recognizes the need for career development over the life span, and thus promotes a greater awareness within the institution regarding the importance of developing professional interests and competencies and exploring future career possibilities.

Child Development Center
Location: Student Services Center, L140
Director: Gregg Brohinsky
Phone: 860-512-3272
Hours: Fall and Spring semesters, Monday-Thursday, 8 a.m.-4 p.m.; and Friday, 8 a.m.-12 p.m.
Services: A nationally accredited quality preschool program designed to stimulate and challenge the curious, creative preschooler. Children must be 3 and 4 by December 31. Facilitated by professionally trained and experienced staff. The program is a lab school and model center and serves as a training site for Early Childhood Education students.

Cooperative Education
Location: Student Services Center, L127
Director: Robert Henderson
Phone: 860-512-3312
Hours: Monday-Friday, 9 a.m.-5 p.m.; call for evening appointments
Services: Cooperative Education enables students to bridge the gap between classroom theory and on-the-job training in an actual work environment. Participating students enrich their education and position themselves for entry into the job market.

The Cooperative Education program helps students with co-ops and internships. The office provides assistance with resumes and cover letters, placement into internships, and enrollment into co-op classes that accompany the internship experience. Students who secure a placement are required to enroll in a three-credit Co-op/Work Experience course that addresses work-related issues. Each department determines how co-op fits into their program. In some majors an internship is a requirement, an option to another course or a program elective. Some majors, notably those designed as transfer programs, do not have an internship component.
Cougar Class

Location: Student Services Center, L155
Director: Trent “T.J.” Barber
Phone: 860-512-3282
Hours: Monday-Friday, 8:30 a.m.-5 p.m.; additional hours as posted.

When entering students participate in orientation programs, they increase their chances of academic success. Attending orientation empowers students and helps them to integrate socially and academically into the mainstream of college life.

All new students, transfer students, international students and students who are returning to school after a long absence, are required to participate in the Cougar Class. Most entering students find college life and class expectations very confusing and uncertain. Consequently, the Cougar Class is designed to help ease students’ transition into the college; to give them basic information on how to be successful during the first year; to familiarize students with campus facilities, resources and policies; and to equip them for the beginning of a very exciting, productive and positive experience. Parents, spouses and families of students are also invited to attend.

Entering students will have ample opportunity to meet and interact with other students from different backgrounds and cultures who are as excited about their educational goals. Student leaders and staff will be available to answer students’ questions. Cougar Classes are held from April through August and from November through January.

Disability Services

Location: Student Services Center, L131
Coordinator: Joseph Navarra
Phone: 860-512-3592
Learning Disabilities Specialist: Gail Stanton
Disability Specialist: Amy Anderson
Adaptive Technology Lab Assistant/KeyTrain Administrator: Jacquelyn Dannaher
Phone: 860-512-3590
Hours: Monday, Wednesday and Thursday, 9 a.m.-5 p.m.; Tuesday, 9 a.m.-7 p.m.; and Friday, 9 a.m.-4 p.m.; other hours by appointment

Services: Disability Services develops strategies that will help students to succeed in college, provides access, and “even the playing field” for people with disabilities. Towards this end, Disability Services provides academic accommodations that include readers and scribes, testing accommodations, sign language interpreters, a mentoring program, adaptive equipment, and assistance in locating and acquiring services from community agencies.

Manchester Community College is committed to providing equal access to students with disabilities in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Diversity and Inclusion

Location: Student Services Center, L277
Chief Diversity Officer/Title IX Coordinator: Debi Freund
Phone: 860-512-3107
Hours: Monday-Friday, 8 a.m.-5 p.m.

Services: The Diversity and Inclusion office coordinates the college's endeavors to develop and support a culture of respect, acceptance, civility and inclusion in a culturally diverse community. The Office conducts training on sexual harassment, diversity, and related concerns to faculty, staff and students. The office further investigates complaints of discrimination, sexual harassment (Title IX), and concerns of accommodation under the Americans with Disabilities Act.

Educational Technology and Distance Learning

Location: Learning Resource Center, A130
Director: Deborah Herman
Phone: 860-512-2872
Assistant Director: Timothy Boto
Phone: 860-512-2852
Email: sandbox@manchestercc.edu
Hours: Monday through Friday, 9 a.m.-5 p.m.

Services: Educational Technology and Distance Learning provides troubleshooting support for students who need help logging into or navigating Blackboard, MCC’s course management
system. Technical documentation and tutorials, as well as information about how to be a successful online student, are available on the ETDL website. ETDL manages the Open Computer Lab located in LRC B206 and staffs rooms LRC B207 and B218 (Macs) when classes are not scheduled in those rooms.

**Technology Support**

Students use myCommNet, the community college system portal, to access Blackboard. Students use their NetID to log onto myCommNet. Assistance with myCommNet log-ins is provided by the IT Help Desk or the Registrar’s office, not ETDL.

If a student forgets their NetID password, he/she may use the web reset utility at http://bor.cl.edu/netid/pswdmenu.asp (from a computer already logged in). If the web reset utility is unsuccessful, they may contact the Registrar’s office at 860-512-3220 (email GenInfoRegistrar@manchestercc.edu) or the Help Desk at 860-512-3456 (email HelpDesk@manchestercc.edu). Students may download a NetID reset request form at www.manchestercc.edu/form-depot/ and fax it to 860-512-3401. Students may also walk into the Registrar’s office (Student Services Center, L157) or Help Desk (Student Services Center, L204) for assistance during normal business hours.

Whenever a student calls ETDL for Blackboard assistance, he/she should have available their name and Banner ID number, the name of the course and the full CRN (for example: CSC* B101: Introduction to Computers, CRN 20059), the type of computer (Mac or PC), the browser being used (for example: Internet Explorer or Mozilla Firefox) and its version, a clear description of the problem, and the troubleshooting steps he/she may have already taken.

**Open Computer Lab**

Lab hours are posted in the labs and on the ETDL website. Hours may vary, so be sure to check the schedule. Lab monitors are available to assist students who need help logging in or using the printing system. Monitors will answer basic technical questions, but students who need more intensive computer training should seek tutoring assistance at the Academic Support Center.

Students must have a NetID to use any computer (PCs or Macs).

While students are not allowed to connect in their own laptops to the college network connections, MCC’s wireless network is available in many areas of the campus and Town of Manchester.

**Printing from a campus computer**

As part of a campus-wide effort to reduce the use of natural resources, MCC has instituted a pay-for-print system that charges $0.08 per page (black & white) to print in the Computer Labs, Library and Academic Support Center. Color printing is available in the Library for $0.25 per page.

**Financial Aid**

**Location:** Student Services Center, L177  
**Interim Director:** Anna Roberston  
**Associate Director:** Jody Bailey  
**Interim Associate Director:** Yanidza Betancourt  
**Educational Assistants:** Sara Baez and Tracey Hadden-Depta  
**Phone:** 860-512-3380  
**Hours:** Monday and Thursday, 8:30 a.m.-4:30 p.m.; Tuesday, 8:30 a.m.-7 p.m.; Wednesday, 10:30 a.m.-4:30 p.m.; and Friday, 8:30 a.m.-2:30 p.m.

**Services:** The Financial Aid office provides information about the various forms of financial aid available to students including grants, loans, scholarships and work/study. The Financial Aid office processes financial aid for students who apply and offers financial aid literacy programs.

No student should defer education because of financial need without first checking with this office for the possibility of help. Since processing the application for aid takes some time, interested students should apply early. The priority deadline is May 15 for Fall and October 1 for Spring.

**Scholarships:** The Financial Aid office distributes scholarship information to FAFSA applicants who have potential eligibility.
First Year and New Student Programs

Location: Student Services Center, SSC L108
Director: Jason Scappaticci
FIRST Scholar Learning Communities: Amanda MacTaggart, Sounthaly Thammavong
STARS Program: Philip Burnham, Linda Devlin, Latisha Nielsen
Adults in Transition: Bess Lewis
Smart Start and New Student Orientation: Brenda Geitz
Women in STEM: Jessica Zolciak
Phone: 860-512-3320
Hours: Monday-Thursday, 9 a.m. to 5 p.m., and Friday, 9 a.m. to 4:30 p.m.

Services: First Year and New Student Programs helps students succeed in college. Whether students need pre-college (also called remedial or developmental) courses to improve their basic reading, writing and math skills in order to qualify to enroll in college-level courses or they need support transitioning to college—or both—the programs are designed to help students reach their educational goals. Selecting the program that fits students’ needs depends on a variety of factors, including their lifestyle, as well as their income and academic eligibility. Most of the programs are available at no cost to eligible students. Students are encouraged to meet with one of the program specialists to determine which program is most suited to their needs.

Adults in Transition: Whether adults are interested in finishing a degree or certificate they started years ago, advancing in a current job, retraining to change careers, or increasing their earning potential, AIT services aim to guide adults through the college process. To take the first step toward reinventing their future, adults can visit or campus and meet with the Adults in Transition coordinator. Participants will also have the opportunity to enroll in a 3-credit, two-part course, which offers insights into all aspects of college.

FIRST Scholar Learning Communities: Learning communities provide students with a small-college feel in a big-college atmosphere. Each community consists of small groups of career-focused, first-time, full-time students who share common interests, such as criminal justice, business, health careers or hospitality/culinary arts. As a group, students support each other, take classes together, meet socially to get to know one another, and travel off-campus to locations related to their areas of interest. Students can join a learning community for one year and receive ongoing individualized guidance from program specialists, as well as personalized career advice from faculty advisors. To be eligible to participate, students need to be 18 to 24 years old and test into pre-college, remedial/developmental English (ENG* 093 or ENG* 096).

New Student Orientation: The first step to a successful college career at MCC is to attend the New Student Orientation (NSO). The NSO is required for all new students and this comprehensive orientation provides students with the information they need to make a smooth transition to college life. During the first part of the orientation, students will receive new student academic advising, which means students will gain an understanding of how to achieve their academic goals and how to select courses for their first semester. To help students gain confidence navigating the college system, we will teach students how to use our online tools. During the second part of the NSO known as the Cougar Class, students will learn about our college community, including academic policies, student code of conduct, co-curricular activities and why students need to get involved on campus, services offered on campus and community programs, state and federally mandated information (Title IX, Shelter in Place, etc.

To sign up for the New Student Orientation please go to https://www.manchestercc.edu/nso

Smart Start: Smart Start helps student begin on their path to college success! Free of charge to academically qualified students, Smart Start
is a non-credit program designed to improve students’ basic skills and transition students to developmental or college-level English and math courses. In one semester, students increase their reading and writing ability through classroom instruction; increase their arithmetic and algebraic problem-solving skills through an 11-week, independent-study course (ALEKS® Self-Study), and identify their career interests and the skills needed to achieve their goals. Once students complete the program, they have the opportunity to retest (test scores determine students’ placement in English and math courses).

**STARS Program:** STARS is a six-week summer program designed to prepare students for the academic year ahead. The program runs from late June to mid-August. Students attend classes Monday through Thursday, 9 a.m. to 3 p.m., and take educational trips Friday, 9 a.m. to 4 p.m. The program provides students with the opportunity to practice reading, writing and math skills; earn up to seven credits; benefit from one-on-one guidance; develop time management skills; and take educational trips. As an added advantage, once students complete the program and continue studying at MCC, they are invited to participate further in trips, tutoring sessions and skill-building seminars. To participate, students must be a recent high school graduate 18 to 24 years old, eligible for financial aid, first-generation college student, and test into a pre-college, remedial/developmental English (ENG* 093 or ENG* 096). Admitted students participate in the program at no cost.

**Women in STEM:** WiSTEM is for female students interested in sciences, technology, engineering and math (STEM). WiSTEM helps women pursue degrees and prepare them for the rigors of college-level science. The key components of the program include coordinated coursework and STEM topics, co-curricular seminars covering academic and non-cognitive skills for student success and exploration, guest speakers, visits to baccalaureate institutions and STEM workplaces, and dedicated advisors and interventions for at-risk students.

**Food Services**

**Manager:** Michael Lenski  
**Vendor:** Lessing’s Food Service Management  
**Phone:** 860-512-3552  
**Location/hours:** Cougar Cave, Student Services Center: Breakfast, Monday-Friday, 7:30 a.m.-10:15 a.m.; lunch, Monday-Thursday, 10:30 a.m.-3 p.m. and Friday, 10:30 a.m.-2 p.m. during regular semester.  
**Location/hours:** Tower Café, SBMCF Building: Breakfast, Monday-Thursday, 7:30 a.m.-10 a.m. and Friday, 7:30 a.m.-12 noon; lunch, Monday-Thursday, 10 a.m.-7:30 p.m. during regular semester.

Hours are subject to change.

**Services:** The Cougar Cave serves breakfast – eggs and omelets to order, fresh fruit bar, bagels, pastries and a wide variety of beverages – and lunch – scratch-made, “home cooking” entrées and soups, bountiful salad bar, freshly made deli sandwiches, burgers, hotdogs and pizza. In addition, Lessing’s Food Service offers a full line of catering.


**Health Insurance**

**Location:** Student Services Center, L287  
**Contact Person:** Assistant to the Dean of Student Affairs, K. Umesh Vig  
**Phone:** 860-512-3204  
**Hours:** Monday-Friday, 9 a.m.-5 p.m.

Insurance: Students are automatically covered for accidents on or off-campus during events sponsored by the college. Students may also purchase an optional 24-hour accident and health insurance plan with dependent coverage. Information about the policy and applications are available in the Dean of Student Affairs’ office.
International Student Programs

Location: Student Services Center, L156b  
Director: Joseph Mesquita  
Phone: 860-512-3215  
Hours: Monday, Wednesday and Thursday, 8:30 a.m.-4:30 p.m.; Tuesday, 8:30 a.m.-7 p.m.; and Friday, 8:30 a.m.-2 p.m.  
Contact: Assistant to the Dean of Student Affairs, K. Umesh Vig  
Location: Student Services Center, L287  
Phone: 860-512-3204  
Hours: Monday-Friday, 9 a.m.–5 p.m.; other hours by appointment

Services: International Student Programs (ISP) is committed to providing a caring and supportive atmosphere for international students through a variety of academic and student life resources. The ISP ensures MCC's compliance with U.S. immigration regulations governing visa sponsorship for international students and oversees the processing of I-20s for F-1 visas. The ISP aims to infuse international perspectives into the support services offered to students, enable individuals to represent their international background with their own story, advocate for the importance of a diverse international population in academic and social life, and stimulate conversation about international issues.

International Student Programs serves as a resource for all international students and families. ISP guides international students through a smooth transition to Manchester Community College and serves as the main contact for issues international students face during their time at MCC. ISP provides programming and services on- and off-campus that enhance the international student experience and connect international students to the vital and relevant resources needed to thrive at MCC. ISP supports and assists international students in planning for life beyond Manchester Community College.

Library

Location: Learning Resource Center, A112  
Director: Deborah Herman  
Associate Director: Paula Cook  
Phone: Reference Desk/Information, 860-512-2883; Circulation Desk, 860-512-2880  
Hours: Monday-Thursday, 8 a.m.-8 p.m.; and Friday, 8 a.m.-3 p.m. Check for special hours on holidays and between semesters.

Services: The library offers numerous amenities including five group study rooms, individual study carrels, computers, Wi-Fi, laser printing (b&w and color), scanning and photocopying. A magnification device for printed material is also available. In addition to traditional materials like books and CDs, Libguides, students may borrow equipment such as tablets, laptops and e-readers at the circulation desk. The Fireside Commons is a large, contemplative space that is a designated quiet study area and features a working fireplace. The William R. Johnson Library Garden is also available during warmer months for members of the MCC community to enjoy.

Students can seek help with research for papers or projects from one of the reference librarians. The librarians are available to assist students in formulating research strategies, searching the library's online catalog and research databases, and using library services. The "Ask-a-Librarian" reference service allows students to connect to a librarian 24/7 wherever they are. Students can request books and articles not available at MCC through the interlibrary loan service.

MCC Police

Location: Student Services Center, L170  
Contact: Lt. Michael Davis  
Phone: 860-512-3680

Services  
Escort: Officers are available to escort faculty, staff, students and visitors to and from campus parking areas upon request by calling x3680 or coming to the MCC Police office to request an escort.
**Message for a Student:** MCC Police cannot deliver messages to students except in the case of an extreme emergency. If it is an immediate emergency, MCC Police will attempt to locate a student in class. Students should provide family and friends with their exact schedule and locations on campus so they could be readily contacted if necessary.

**Jumpstart:** MCC Police do not jumpstart vehicle batteries. They can provide a Power Pak for a motorist to use.

**Vehicle Unlock:** MCC Police do not provide vehicle unlocks. The MCC Police will contact a towing service that does provide the service at a cost to the motorist.

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**Mentoring and Cultural Programs**

**Location:** Student Services Center, L155  
**Contact:** Trent “T.J.” Barber, Director of Student Activities  
**Phone:** 860-512-3282  
**Hours:** Monday-Friday, 8:30 a.m.-5 p.m.; additional hours as posted.

**Services:** Mentoring and Cultural Programs plans, promotes and implements programs designed to address issues and concerns of multiculturalism. It provides a comfortable environment for students of color by assisting them with academic and personal concerns through programs, workshops and individual sessions. Mentoring and Cultural Programs is committed to retaining students of color by offering educational and cultural programs that explore diversity and multiculturalism. The office also provides faculty and staff with information and activities related to diversity. Its goal is to empower students to take pride in themselves, their heritage and to achieve academic excellence.

Students are encouraged to participate in programs and to assist with program planning designed to produce a more culturally diverse environment. The Veteran-II-Veteran peer mentor program and the Brother-2-Brother and Sister-2-Sister mentor programs are all managed by the Mentoring and Cultural Programs. For more information contact Keith Carter, Brother-2-Brother Coordinator, by email at kcarter1@manchestercc.edu or call at 860-512-3356.

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**Registrar**

**Location:** Student Services Center, L157  
**Registrar:** Anita Sparrow  
**Phone:** 860-512-3223  
**Assistant Registrar:** Gail Anne Arroyo  
**Phone:** 860-512-3230  
**Enrollment Services Coordinators:** Benjamin Breault and Mariah Thomas  
**Phone:** 860-512-3220  
**Fax:** 860-512-3221  
**Hours:** Monday and Thursday, 8:30 a.m.-4:30 p.m.; Tuesday, 8:30 a.m.-7 p.m.; Wednesday, 10:30 a.m.-4:30 p.m.; and Friday, 8:30 a.m.-2:30 p.m.

**Services:** The Registrar’s office maintains the following student records: academic transcripts; grade reports; measles, mumps, rubella and varicella immunization records; and withdrawals from school or classes. Registration for classes, enrollment verifications and graduation audits are also processed through the Registrar’s office. Students may register online at http://my.commnet.edu.

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**Cross-Registration**

A cross-registration privilege exists for students who register for General Fund courses at multiple colleges within the state system of higher education. A student who has paid the maximum full-time tuition at their “home” institution is exempt from further charges at a state university, the University of Connecticut, or another community college. A student who has paid the tuition and fees of a part-time student at their “home” institution and registers for additional courses at another college shall not exceed the amount charged for a full-time student, if combined registration at both institutions would classify them as a full-time student. If a student is receiving financial aid and attending another higher education institution at the same time, please see a Financial Aid officer. This exchange
privilege is offered on a space-available basis only. All students interested in this special cross-registration plan should provide a copy of a paid General Fund tuition bill and full-time schedule to the host college. Cross-registration is available only on the day before the start of classes each semester, in-person at the Registrar’s office.

Manchester Community College is also a member of the Hartford Consortium for Higher Education (HCHE) http://hartfordconsortium.org/. Students must first get their home institution’s approval before registering for HCHE courses. Interested students can find a list of available courses by going to www.manchestercc.edu/enrollment/registrar/.

Scholarships

Location: Student Service Center, L202
Contact: Office of Institutional Advancement and Community Engagement
Phone: 860-512-2903
Hours: Monday-Friday, 8:30 a.m.-4:30 p.m.

Services: The MCC Foundation scholarship program awards first-year, academic achievement and financial needs scholarships. Each scholarship is awarded based on financial constraints, academic excellence, outstanding merit, service to the college and community, or a combination of these factors. Scholarship awards range from $150 to $1,500. First semester students and returning students are eligible to apply for scholarships, and both degree and certificate-track students will be considered. Scholarships may be awarded to full- or part-time students, which can be used for the spring or fall semesters. A GPA of 3.0 or better is required and progress in academics is also considered. MCC must be the student’s home school to be eligible to receive a scholarship.

Many of the MCC Foundation scholarships awarded are funded by the generosity of MCC alumni, donors and other friends of the college. All scholarship recipients are required to write a professional letter of appreciation to the donor who created the award, letting him or her know the impact the scholarship has had on their academic career. Institutional Advancement will gladly work with each scholarship recipient to ensure that the donor is properly thanked.

MCC students receiving an associate degree and transferring to a Connecticut state university, the University of Connecticut or the University of Hartford may be eligible to receive a scholarship from those institutions. Contact the Dean of Student Affairs’ office for more information.

The types of scholarships available each year may vary and requirements may change. Students who are interested in learning more about scholarships and who are continuing at MCC should call or visit the Institutional Advancement office, SSC L202, 860-512-2903; students who are transferring to baccalaureate colleges or universities should visit or call Advising and Counseling Services, SSC L108, 860-512-3320. Additional scholarship information can be found in the Library, online at www.manchestercc.edu and www.fastweb.com, or by calling area corporations.

Student Activities

Location: Student Services Center, L149
Director: Trent “T.J.” Barber
Phone: 860-512-3283
Hours: Monday-Friday, 8:30 a.m.-5 p.m.; additional hours as posted.

Services: The Office of Student Activities (OSA) administers the co-curricular programs, oversees the Student Activity Fund and offers a variety of involvement experiences, leadership training and services including, but not limited to, event planning assistance, interpretation of state regulations pertaining to student clubs, ticket sales, lockers, room reservations, referrals, student I.D.s and general information.

OSA programs provide numerous opportunities for students’ personal growth and development outside the formal academic environment. Students are strongly encouraged to participate in student-sponsored events, governing committees and student clubs.

Involvement with student clubs provides students with opportunities to explore personal and career interests and gain hands-on experience in leadership, government, journalism, programming, budgeting and communications. Officers, members and advisors work closely with the Office of OSA staff. See page 75 for a current list-
ing of student clubs and organizations offered at MCC.

**ICE Radio**
**Location:** Student Services Center, L147
**Contact:** Albert Kim, akim@manchestercc.edu, 860-512-2797
**Phone:** 860-512-3295
**Hours:** As posted

**Services:** Did you know our college has its very own radio station right here on campus, located next to the Bookstore? The purpose of ICE Radio is to provide a voice for, inform and entertain the students, faculty and staff of MCC. Listen to your favorite tunes, catch up on current events and enjoy radio shows produced by MCC students, faculty and staff at www.manchestercc.edu/ice or at 1620 AM.

**Live Wire/Student Newspaper**
**Location:** Student Services Center, L146
**Contact:** Stephania Davis, sdavis@manchestercc.edu, 860-512-2694
**Phone:** 860-512-3289/512-3288/512-3290
**Hours:** As posted

**Services:** The student newspaper, Live Wire, is published four to five times during each semester. It is funded by the Student Government Association and advertising revenue. The paper is produced by MCC students and focuses on college news, student events, club activities and student opinions.

The staff welcomes volunteers who wish to gain journalism and leadership skills and hands-on experience while working on a small newspaper. Staff and volunteers participate in many phases of newspaper production, including writing, editing, proofreading, photography, interviewing, advertising, desktop publishing, copy layout and ad design.

**Student Government Association**
**Location:** Student Services Center, L149
**President:** TBA
**Phone:** 860-512-3292/512-3283
**Hours:** As posted

The Student Government Association is a governing body of elected and non-elected students that seeks to represent the views of the entire student body at MCC. Funds collected via the student activity fee are used by the SGA to sponsor various student clubs, activities and services. As the official voice of the student body, the SGA has the power to regulate the activity fund and member organizations and to make decisions that affect all students. Anyone may attend monthly meetings of the SGA. However, one needs a GPA of 2.5 and to have earned at least three credits at MCC to become an executive officer. The SGA acts as a liaison between the student body and the college administration through active collaboration with the college administration, faculty, staff and student organizations.

The purpose of this organization is:

- To promote and protect the rights, education and general welfare of the MCC student body.
- To govern and administer the Student Activity Fund and its student clubs.
- To support those activities contributing to student development and promote opportunities for involvement, special interests and interaction.
- To provide student opportunities for gaining skills and practical experience in leadership and democratic government.
- To provide diverse programs of high quality for the MCC student body.

**Campus Activities Board:** The Campus Activities Board (CAB) is responsible for the coordination, planning and implementation of diverse programs at MCC. The committee, composed entirely of students, is funded by the SGA through the student activities fee. Any student may become a member of this committee, which sponsors dances, concerts, speakers, coffee hours, special events and travel programs each semester.

Membership on the CAB provides a unique opportunity for the development of many leadership skills necessary for a fulfilling education. Through involvement, students develop practical leadership skills while providing a diverse co-curricular activities program in response to student needs.
Student Conduct Program

Location: Student Services Center, L287
Dean of Student Affairs and Enrollment Management: Dr. G. Duncan Harris
Phone: 860-512-3203
Student Conduct Officer: K. Umesh Vig
Phone: 860-512-3204
Hours: Monday-Friday, 9 a.m.-5 p.m.

Services: The Student Conduct Program advances the mission of the college by promoting a learning environment that is conducive to educational achievement and to the integration of intellectual, social and personal growth of students. The Dean of Student Affairs’ office is responsible for developing, administering and assessing the program.

Manchester Community College strives to make the campus community a place of study and work where students, faculty and staff are treated — and treat one another — with respect and courtesy. MCC views the student judicial process as a learning experience that can result in growth and personal understanding of one’s responsibilities and privileges within both the college and the surrounding communities.

The Dean of Student Affairs’ office involves students, faculty and staff in the administration of the Student Conduct Program and informs students of their rights and responsibilities as members of the community through a variety of means, including the Student Handbook. The program promotes adherence to the behavioral standards agreed upon by the campus community and provides an adjudication process that is characterized by integrity, respect, fairness and individualized learning.

Please refer to the Student Conduct policies on page 95 and MCC’s Student Code of Conduct at www.manchestercc.edu/conduct.

Student Retention Services

Location: Student Services Center, L120h
Coordinator: Sarah Perez
Phone: 860-512-3302
Hours: Monday through Friday, 8:30 a.m.-4:30 p.m.

Services: Student Retention Services encourages students to engage fully in their academic pursuits at MCC. The coordinator meets with students to recommend strategies and support services to help them succeed and move forward to meet their career goals. The coordinator also meets with students who have earned warning, probation and suspension status and wish to appeal and have their status reviewed for reinstatement. Connections to all areas of the college are made in the effort to assist students.

Testing Center

Location: Student Services Center, L131
Assistant Director of Disability Services and Testing: Georgette E. Hyman
Phone: 860-512-3596
Hours: Monday-Friday, 8:30 a.m.-4 p.m.; call for additional hours.

Services: The Testing Center provides comprehensive testing services to students, staff and community members. The center provides a wide-range of testing services such as assessment testing, disability test accommodations, make-up test proctoring and distance education test proctoring. Assessment testing is performed to ensure that students have adequate preparation for college-level courses and results are used to guide students in registering for appropriate classes. Test accommodations are provided to students who have a documented physical, psychological or learning disability and have completed a consultation with a disability counselors at MCC. Make-up test proctoring is available to students who have a legitimate reason to take their in-class exam outside of the classroom in the proctored environment of the Testing Center. Make-up tests must be pre-approved by the
instructor. Distance education test proctoring is available to local residents seeking official and professional test proctoring for their distance education courses.

**Veterans OASIS**

**Location:** Student Services Center, L101  
**Coordinator:** Jonathan Ramos  
**Phone:** 860-512-3375  
**Hours:** Monday-Thursday, 9:00 a.m.-4:30 p.m.; and Friday, 9:00 a.m.-4 p.m.

**Mission:** The Veterans OASIS (Operation Academic Support for Incoming Service Members) provides a dedicated, supportive space for veterans and military service men and women to network, socialize, study and share as they integrate into the college experience.

**Services:** Readjustment support, tutoring, career assistance and networking.

**Veterans Services**

**Location:** Student Services Center, L120 (Career Services office) and SSC L101 (Veterans OASIS)  
**Director:** Julie L. Greene  
**Phone:** 860-512-3372  
**School Certifying Officials:** Dana O’Neal, 860-512-3362  
Jonathan Ramos, 860-512-3375  
**Hours:** Monday-Thursday, 8:30 a.m.-4:30 p.m.; and Friday, 8:30 a.m.-4 p.m.

**Services:** Information about veterans’ educational benefits (G.I. Bill), eligibility for tuition waiver and processing of veterans’ forms.

**Women’s Services**

**Location:** Student Services Center, L108  
**Coordinator:** Nylsa Ubarri-Young  
**Phone:** 860-512-3324  
**Hours:** Monday-Friday, 9 a.m.-5 p.m.

**Services:** Women’s Services provides educational resources, seminars and workshops that address women’s issues.

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**Student Clubs and Organizations**

The Student Government Association (SGA) governs and funds student clubs. The Office of Student Activities (OSA) advises students on how to organize or join a club. Students can visit the college website or read the student newspaper, Cougar Press and bulletin boards for club activities. Interested students should contact OSA/SGA or club advisors.

**Administrative Professionals Club:** The purpose of this organization is to promote awareness of administrative professionals and serve as a forum for ideas and discussions. Advisor: Carla Adams, 860-512-2652, cadams@manchestercc.edu.

**Alpha Mu Gamma:** This organization recognizes achievement in the field of foreign languages. Its goal is to stimulate a desire for linguistic attainment, to encourage an interest in the study of foreign languages, and to foster the understanding of other people. Advisor: Linda Burk, 860-512-2684, lburk@manchestercc.edu.

**Applied Business Concepts:** The purpose of this club is to apply business concepts. Advisor: Malton Edwards, 860-512-2631, medwards@manchestercc.edu.

**Arts Club:** The Arts Club is a group of people from various artistic disciplines, including those of visual, music, theater, literature, performance, ceramics, etc., that share their work and promote the arts throughout the community. Advisors: Patricia Carrigan, 860-512-2695, pcarrigan@manchestercc.edu, and Olivia Chiang, 860-512-2680, ochiang@manchestercc.edu.
Black Student Union: The purpose of this organization is to promote unity and harmony among students of color with all other students, staff, faculty, administration and the greater community. The purpose is to enhance cultural diversity among students and to organize social and educational activities. Advisors: Lucy Hurston, 860-512-2791, lhurston@manchestercc.edu, and Elijah Oliver, 860-512-3218, eoliver@manchestercc.edu.

Campus Activities Board (CAB): Responsible for planning, promoting and implementing diverse, student-sponsored programs within the best interests of the MCC student body. Advisor: T.J. Barber, 860-512-3282, tbarber@manchestercc.edu.

Computer Repair and Share: The purpose of this organization is repairing and configuring donated computers for distribution to MCC students in need of services and to assist students who need help with fixing their computers. All computer services are free of charge. Donations to the club’s fund for services are encouraged but not required. Advisor: Richard Gnall, 860-512-2643, rgnall@manchestercc.edu.

Community Club: The purpose of this organization is to admit persons to the club as members who embrace the Christian faith and subscribe to its doctrine and accept as truth its religious tenets and teachings. Advisor: Albert Kim, 860-512-2797, akim@manchestercc.edu.

Criminal Justice Club: The purpose of this organization is to further the knowledge of MCC students in the professional field of criminal justice and to sponsor activities to accomplish the above-stated purpose. Advisors: David Dubiel, 860-512-2799, ddubiel@manchestercc.edu, and Kathryn Kleis-Carbone, 860-512-2795, kkleis-carbone@manchestercc.edu.

DANCE (Drug and Alcohol Recovery Counselors) Club: The purpose of this organization is to promote awareness of substance abuse issues. Advisor: TBA.

Fashion Club: The purpose of this club is to expose students to fashion trends and designing. Advisor: TBD, contact Student Activities office at 860-512-3283.

Green Club: The purpose of this organization is to promote issues concerning the environment and sustainability. Advisor: TBD.

Habitat for Humanity/Habitat Club: The MCC Habitat club invites people of all backgrounds, races and religions to build houses together in partnership with families in need. Advisor: Kevin Skee, 860-512-3468, kskee@manchestercc.edu.

Health and Exercise Club: The purpose of the club is to provide students with opportunities to develop healthy physical habits and promote proper technique when exercising. Advisor: Allison MacKenzie, 860-512-2718, amackenzie@manchestercc.edu.

Health Careers Club: The purpose of this club is to explore medical fields and allied health professions. Advisor: Eileen Roark, 860-512-2775, eroark@manchestercc.edu.

ICE Radio: The purpose of this organization is to service, inform, educate and entertain the students, faculty and staff of MCC by hosting an Internet radio station. Listen live at www.manchestercc.edu/ice or at 1620 AM. See also page 73. Advisor: Albert Kim, 860-512-2797, akim@manchestercc.edu.

ICE TV: The purpose of this club is to expose students to broadcast television production. Advisor: Tom Vesci, 860-512-2862, tvesci@manchestercc.edu.

Le Cercle Français: The purpose of this organization is to promote interest in the study of the French language and culture. Advisor: Stephanie Bahramian, sbahramian@manchestercc.edu.
**Live Wire:** The purpose of this organization is to publish a student publication that will keep the MCC community informed and provide a public forum for expressing its opinions. This school-sponsored publication is protected by the First Amendment to the U.S. Constitution. See also page 73. Advisor: Stephanie Davis, 860-512-2694, sdc@manchestercc.edu.

**Manchester Political Union:** The purpose of this organization is to promote awareness of important political issues. Activities include voter registration and mock debates. Advisor: Angelo Messore, 860-512-2755, amessore@manchestercc.edu.

**Mathletes:** The purpose of this student club is to encourage and advocate a positive interest in math. Advisor: TBA.

**#MCCUnites:** a week of social justice programs. Advisor: T.J. Barber, 860-512-3282, tbarber@manchestercc.edu.

**Multicultural Club:** The purpose of this club is to provide an opportunity for students to meet students that speak two or more languages and celebrate different cultures. Advisor: Alina Ciscel, 860-512-3241, aciscel@manchestercc.edu.

**Music Club:** The purpose of this club is to make music in a social environment, network with other musicians and share the power of music with the greater community. Advisor: Carolina Flores, 860-512-2640, cflores@manchestercc.edu.

**Muslim Student Association:** The purpose of this organization is to promote friendly relations between Muslim and non-Muslim students, to further present Islam to the people of other faiths and cultures, and to encourage brotherly bonds among college students and their community. Advisor: Fatma Salman, 860-512-2743, fsalman@manchestercc.edu.

**National Society of Minorities in Hospitality:** The purpose of this student club is to provide professional development for minority students in the hospitality program. Advisor: William Williams, 860-512-2777, wwilliams@manchestercc.edu.

**Newman Club:** The purpose of this organization is to act as a vehicle for social welfare activities for the community and to encourage the spiritual, intellectual and personal growth of its members, in accord with the tenets of the Roman Catholic faith. The intention is to provide corporal and spiritual works of mercy to the community. Advisor: James Gentile, 860-512-2667, jgentile@manchestercc.edu.

**Outdoor Club:** The purpose of this organization is to promote interest in outdoor pursuits. Activities include camping hiking, orienteering, fishing, etc. Advisor: Kevin Skee, 860-512-3468, kskee@manchestercc.edu.

**Paralegal Association:** The purpose of this organization is to provide a network for interaction between students in the paralegal program and paralegal professionals employed in their field of interest. Advisor: Mary Holland, 860-512-2632, mholland@manchestercc.edu.

**Phi Theta Kappa:** Phi Theta Kappa is an internationally acclaimed honor society recognizing the academic achievement of associate degree students. The purpose of the Alpha Upsilon Alpha chapter is to promote scholarships, develop leadership and service, and cultivate fellowship among qualified students at MCC. To be eligible for an invitation to join, a student must be currently enrolled, have accumulated 12 semester hours earned at MCC, have achieved a minimum GPA of 3.5 and adhere to the college code of conduct. Advisor: Patrick Sullivan, 860-512-2669, psullivan@manchestercc.edu.

**Physics and Astronomy Club:** The purpose of this club is to enjoy and promote projects involving physics and astronomy. Advisors: Fatma Salman, 860-512-2743, fsalman@manchestercc.edu; Negussie Tirfessa, 860-512-2731, ntirfessa@manchestercc.edu; and Daniel Janczak, 860-512-2724, djanczak@manchestercc.edu.

**Poetry Club:** The purpose of this club is to read, write and discuss poetry in all of its forms. Advisor: Jeanine DeRusha, 860-512-2670, jderusha@manchestercc.edu.
PRIDE Club: The purpose of this organization is to support and promote gay, lesbian, bisexual, transgender, questioning, inter-gender, and straight student allies on campus; organize social activities; and educate members and others on campus about GLBTQISA issues. All personal issues discussed during meetings, including members’ names and sexual orientation, shall be strictly confidential. No member shall discuss club members, with non-members or in the presence of non-members. Advisor: Jason Scappaticci, 860-512-3224, jscappaticci@manchesterc.edu.

Radiological Sciences Club: The purpose of this student club is to support students in the radiology program or those interested in radiology as a field. Advisor: Nora Uricchio, 860-512-2730, nuricchio@manchestercc.edu.

Science and Engineering Club: The purpose of this club is to promote real-life applications of science and engineering. Activities include contests and competitions, engineering projects and field trips. Advisor: TBA.

Spanish Club: The purpose of this organization is to promote interest in the study of the Spanish language and Latin culture. Advisor: Linda Burk, 860-512-2684, lburk@manchestercc.edu.

Student Government Association (SGA): Governing body of students who serve as the voice of the MCC students. Advisor: T.J. Barber, 860-512-3282, tbarber@manchestercc.edu.

VETS (Veterans Empowering Themselves to Succeed): The purpose of this organization is to assist veterans and their dependents to network and to serve as a liaison for the veterans community outside the college. Advisor: Nicole Esposito, 860-512-2763, nesposito@manchesterc.edu.

How To Start a Club

STEP 1: Find an Advisor
An advisor must be a full-time faculty, staff member or administrator. To find one, start by asking your instructors. They may share your interest or be able to direct you to a colleague. The advisor must complete an Advisor’s Agreement.

STEP 2: Develop a Purpose
The purpose may be to promote, organize or support a cause, activity or interest. The purpose should state in one or two sentences the mission of the club.

STEP 3: Develop a Constitution
Have a meeting to draft a constitution. A sample constitution can be obtained from the Office of Student Activities or the Form Depot on the website. Submit minutes from the club meeting along with the draft constitution to the Director of Student Activities for ratification.

STEP 4: Elect Officers
Have a meeting to elect officers. Elect four officers: President, Vice President, Secretary and Treasurer. Student officers must be currently enrolled at MCC, have paid a student activity fee, have a GPA of 2.0 or higher, and have earned three or more MCC credits.

STEP 5: Final Approval
Upon receipt of written approval, the student group will become an officially recognized student club.

STEP 6: Request Funding
If approved by the Office of Student Activities, the constitution/bylaws are forwarded to the SGA for budget approval (if ten students are members).
Student Membership
To be a member of a club, a student must be currently registered for credit at MCC, have paid the student activity fee and be in good standing.

Privileges
Formally recognized clubs may:
• Request access to college facilities and services
• Request student activity fee funds (if a funded club)
• Use college name/logo (with approval)
• Have access to club office

Benefits
• Development of a new club is a sign of the vitality of student life.
• Research indicates that involved students are more likely to succeed.
• Club members meet new people; explore their interests.
• Active club members gain leadership and programming skills.

Academic Policies

Grading System
Students' grades are earned in letters that are given a numerical equivalent called points. A grade point average (GPA) is computed at the end of each semester and it is recorded on students' permanent transcripts. Students may view their final semester grades online at http://my.commnet.edu.

Any student whose GPA falls below 2.0 should see a student recruitment services advisor.

GPA Table

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>outstanding</td>
</tr>
<tr>
<td>B+</td>
<td>above average</td>
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<tr>
<td>B</td>
<td>above average</td>
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<td>B-</td>
<td>above average</td>
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<td>C+</td>
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</tr>
<tr>
<td>C-</td>
<td>average</td>
</tr>
<tr>
<td>D+</td>
<td>below average</td>
</tr>
<tr>
<td>D</td>
<td>below average</td>
</tr>
<tr>
<td>D-</td>
<td>below average</td>
</tr>
<tr>
<td>F</td>
<td>failure</td>
</tr>
</tbody>
</table>

Administrative Transcript Notations: For a detailed description of notations, please refer to the online College Catalog at http://catalog.mcc.commnet.edu.

AU     audit (no college credit earned)
I      incomplete
N      no grade
P      pass
TR     transfer
W      withdrawal

How to Compute Your GPA: Multiply the point value of each grade earned by the number of semester hours of the course for which the grade is received and then divide by the total number of hours of work attempted.
For example:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade point value</th>
<th>Sem hours</th>
<th>Grade point hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>C+</td>
<td>2.3</td>
<td>3</td>
<td>6.9</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>3</td>
<td>3.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>4</td>
<td>16.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>3</td>
<td>0.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>3</td>
<td>8.1</td>
</tr>
</tbody>
</table>

Total 16 34.0

34.0 grade points ÷ 16 attempted hours = 2.125 GPA.

Incomplete Grades (I)

An Incomplete (I) is a temporary grade assigned by the faculty member when coursework is missing and the student agrees to complete the requirements. Although a student may request an Incomplete, the faculty member is not required to honor the request. The faculty member may assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time and the student has completed most of the course requirements and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by system policy.

A faculty member who assigns an Incomplete shall file a report form that includes:

(a) a brief description of the requirements to be completed;
(b) the date by which the coursework must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;
(c) a statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

The faculty member shall keep the original signed form, with copies to the student, the faculty member, the Registrar and the academic division director.

All incompletes must convert to a letter grade by the end of the following semester. If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete and submit it to the Registrar by the end of the semester. If a student fails to complete or submit the required work by the specified time, or if the faculty member fails to submit a replacement grade, the Registrar shall convert the Incomplete to the letter grade specified in the report form, and that letter grade shall be entered on the student transcript.

Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average.

Withdrawal (W) from Courses

Before two-thirds of the semester is completed, a student who withdraws from any course(s) must obtain a withdrawal form from the Registrar’s office, or on the college’s website located in the Form Depot, and return the completed form to the Registrar’s office. Grades for courses from which a student withdraws during the first two-thirds of the semester will be recorded as “W” at the end of the semester.

After two-thirds of the semester is completed, a student who wishes to withdraw from a course(s) must obtain an Instructor Approval Course Withdrawal Form from the Registrar, academic offices, or online in the Form Depot. This form must be approved and signed by the instructor and returned to the Registrar’s office by the last day of final exams. If the withdrawal is approved, a “W” will be recorded on the student’s transcript. If a student stops attending and fails to withdraw officially from a course, a grade of “F” may be recorded on the student’s transcript. In all cases of withdrawal, a “W” does not affect the student’s grade-point average.

Very Important: Course withdrawals can negatively affect satisfactory progress for financial aid. Students thinking about withdrawing from class/classes should meet with a counselor, especially veterans and financial aid recipients.
Academic Misconduct Withdrawal Procedure: If a student receives a final grade of “F” in a course due to academic misconduct, the student may not obtain a transcript notation of “W” for that course. Instructors must report instances of academic misconduct to the Dean of Student Affairs’ office in a timely manner and be specific about all academic misconduct policies in their syllabi.

For deadline dates, please refer to the Enrollment Guide or the Registrar’s office webpage: www.manchestercc.edu/registrar.

Withdrawal from the College: A student who withdraws from the college must complete a withdrawal form at the Registrar’s office. Failure to officially withdraw in writing from the college may result in failing grades for uncompleted courses and might result in probation or suspension status.

Audit Policy

An audit status allows students not wishing credit to sit in on a course. In order to register as an “audit” student, the prospective student must meet all college and course requirements, such as being a high school graduate and meeting all prerequisite requirements. This status allows students to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers and other work critiqued, but faculty members are not required to grade an auditor’s coursework. A student may not register as an “audit” student until after registration has ended and students wishing to take the course for credit have enrolled for the semester. A student may not repeat an audit in the same course. A student who wishes to change from credit to audit status must request this from the Registrar’s office within the first four weeks of the course. Students auditing a course may not change to credit status. Full tuition and fees are charged for courses audited. Financial aid does not cover audited classes.

Repeating a Course

No student can take a course more than three times. The highest grade received will be used in calculating the student’s GPA. This does not apply to those courses that are designed to be repeated for additional credit. A request for waiver of these standards shall be made to Student Retention Services; call 860-512-3303 for more information.

College transcripts will record all attempts at classes and the grades earned in each attempt. Students should note that, while MCC will not use repeated grades in calculating GPA, colleges to which they are applying for transfer may use a different method to make such a calculation.

Academic Standing

Students enrolled at the college must maintain minimum academic progress to be considered in good standing. Students should check their transcripts online on myCommNet. There are two academic standing policies:

Satisfactory Progress

The calculation of Satisfactory Progress is based on the satisfactory completion of a minimum of 50 percent of all credits (not courses) taken at the college. Students who do not maintain a 50 percent satisfactory completion rate earn Progress Probation. Non-completion annotations include F, F#, I, W, N and UF on courses that have been graded.

For example, if a new student takes four three-credit courses in the fall and receives grades of C, B, F and W, then the calculation will be: 12 credits – 6 credits = 50 percent completion rate. The student will be in good standing because they have successfully completed a minimum of 50 percent of total credits.

\[
\text{Total cumulative credits} - \text{credits that have been graded as non-completions} = \text{50\% completion rate or Good Standing}
\]

Total cumulative credits

Students who have three consecutive semesters of Progress Probation will have a hold placed on
their account and must make an appointment with Student Retention Services at 860-512-3303 for academic counseling before registering for subsequent semesters.

Students who have four consecutive semesters of Progress Probation have earned Progress Suspension status for a minimum of one 15-week semester.

**Satisfactory Progress Suspension:** Students returning to MCC after a minimum of one 15-week semester suspension may apply for reinstatement with Student Retention Services. Appointments may be made by calling 860-512-3303. Suspension status remains on the transcript for each subsequent semester until the 50 percent balance of Satisfactory Progress is attained.

**Request for Reinstatement:** Students have the option to appeal their warning, probation and suspension status for special circumstances. Special circumstances may include, but are not limited to, obligations of employment, military duty or medical problems. Documentation may be required. Appointments to request reinstatement should be made in person by the student by calling Student Retention Services at 860-512-3303.

**Grade Point Average**

Academic standing is calculated based on cumulative GPA hours (rather than attempted hours). Grades included in the calculation of academic standing are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Academic standing will be recomputed upon completion of any course in which an Incomplete “I” grade is received.

<table>
<thead>
<tr>
<th>Cumulative GPA Hours</th>
<th>Overall GPA</th>
<th>Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11.99</td>
<td>0.0-1.49</td>
<td>Warning</td>
</tr>
<tr>
<td>0-11.99</td>
<td>1.5-4.0</td>
<td>Good Standing</td>
</tr>
<tr>
<td>12-30.99</td>
<td>0.0-1.69</td>
<td>Probation</td>
</tr>
<tr>
<td>12-30.99</td>
<td>1.7-4.0</td>
<td>Good Standing</td>
</tr>
<tr>
<td>31+</td>
<td>0.0-1.99</td>
<td>Probation</td>
</tr>
<tr>
<td>31+</td>
<td>2.0-4.0</td>
<td>Good Standing</td>
</tr>
</tbody>
</table>

**GPA Warning:** Students who have completed 11.99 or fewer credits and whose cumulative grade point average falls below 1.5 have earned GPA Warning status and are limited to 12 credit hours for the following semester.

**GPA Probation:** Students who have completed 12-30.99 credit hours and whose cumulative grade point average falls below 1.7 have earned GPA Probation status and are limited to 11.99 credit hours for the following semester.

**GPA Suspension:** Students on GPA Probation who, at the close of the semester in which they are registered, have not attained the overall GPA to move back into good standing, have earned GPA Suspension status for a minimum of one 15-week semester.

Students returning to MCC after a minimum of one 15-week semester suspension may apply for reinstatement with Student Retention Services. Appointments may be made by calling 860-512-3303.

**Fresh Start Option:** Students who are re-admitted to MCC after an absence of two or more years (four consecutive academic semesters of Fall, Spring, Fall, Spring), who have been suspended or are on probation, and who have a poor academic record with less than a 2.0 grade point average, are eligible to apply for the Fresh Start Option. Application must be made within one year of being re-admitted to the college. A student re-admitting under this option will be given the equivalent of transfer credits for all courses taken at MCC with a grade of C or higher. The earlier grades will remain on the transcript, but all future calculations of GPA will include only courses taken after re-admission under the option. The Fresh Start Option may be used only once by the student and is subject to the existing residency requirement of 15 credits. Eligible students may apply for the Fresh Start Option by meeting in person with the staff of Student Retention Services in room L127, Student Services Center. Call 860-512-3303 for information or an appointment.
Graduation Requirements

Graduation is not automatic. The Board of Regents for Higher Education for Connecticut, through Manchester Community College, is authorized by the Connecticut General Assembly to confer associate in arts and associate in science degrees and award certificates to candidates who have met all requirements.

It is the student’s responsibility to follow through EARLY and to meet all requirements listed below. If you have any questions, meet with your program coordinator or a counselor.

- Follow the College Catalog in effect when you declared your major. If you change your major you will be required to follow the catalog for the year in which you have made the change.
- Students who have returned to the college after a two or more years of separation must follow the program requirements at the time of re-admission to the college.
- Notify the Registrar if you are completing requirements at another college.
- Submit official transcripts from other colleges to the Admissions office for transfer of credit. This must be completed by the application deadline to insure participation.
- Matriculate (enroll in credit-bearing courses applicable to the requirements of a degree or certificate program).
- Satisfactorily complete the total credits required in the degree or certificate program.
- Complete course requirements with a minimum GPA of 2.0 or better.
- Satisfy all financial obligations (library, parking fines, etc.).
- Complete residency requirement for 25 percent of coursework.
- File grades for all incompletes and approved course variances with the Registrar’s office.

Application for Graduation: Each student who expects to graduate must submit an application for the degree or certificate earned, even if they do not plan on participating in Commencement. The graduation application is available on the college website, or in the Registrar’s office, Advising and Counseling Services, and Student Retention Services. Students who will complete all academic work by December must complete a graduation application for a degree and/or certificate by October 15. Students who will complete academic work by May must complete the application by March 15. Students who will complete academic work by July 15. Each student’s application will be reviewed and the student’s program of study will be checked and verified by the degree auditor. If a student did not meet their graduation requirements, their application will be carried over one semester. There will be only one Commencement ceremony, in the spring of each year. Regardless of graduation completion dates, all graduates are invited to attend Commencement.

Students who wish to earn a second degree from Manchester Community College will be required to complete a minimum of 15 credits beyond the number required for the initial degree, and fulfill all requirements of the second degree. A separate graduation application must be submitted for each additional degree. The Registrar’s office will notify students in writing of the results of the evaluation. If a student is requesting more than a second degree or certificate, permission from the Dean of Academic Affairs/Chief Academic Officer is required.

Students who have applied by the deadline and are short four or fewer credits to graduate may request special permission to participate in the Commencement ceremony. However, the student’s name may not be printed in the program and their certificate/degree will not be ordered until the next cycle after all requirements have been met. The degree will be conferred the following August or December.

Transfer Students

Transcript Evaluation: Students wishing to transfer coursework completed at another college or university, or by CLEP (College Level Examination Program) or other standardized
examination, must request that an official transcript of previous college work be sent to the Admissions office. Transcripts will be evaluated on a rolling basis. Transfer credit(s) will not be awarded until a student has completed one semester at Manchester Community College. For further information, see Transfer Policies, Course Credit for Prior Learning, and College Level Examination Program in the College Catalog at http://catalog.mcc.commnet.edu.

It is recommended that students planning to enroll in a college transfer program of study meet with a transfer counselor (Advising and Counseling Services, L108). It is especially important for students to be informed fully about the requirements of the transfer college or university because of differences in program requirements among institutions.

**Transcripts:**

1. Log in to myCommNet
2. Click on Student Records
3. Click on Transcripts
4. Link to the action of your choice:
   - Request Official eTranscript
   - View Unofficial Transcript (Grades)
   - Request Official Paper Transcript
5. Follow instructions to request copies or to access the transcript

No telephone requests will be accepted.

**MCC Graduates:** Students who plan to transfer from MCC to baccalaureate institutions should meet with a member of the Advising and Counseling Services staff or program coordinator early on to discuss their transfer plans. Counselors can advise which MCC courses are transferable depending on the student’s anticipated major and the institution of transfer.

**Transfer into a Connecticut Community College:** At all community colleges, degree and certificate credit shall be granted only for credit courses completed at all institutions within the Connecticut state system of higher education and at all other collegiate institutions accredited by an agency recognized by the Council for Higher Education Accreditation as either a Regional Accrediting Organization or a Specialized and Professional Accrediting Organization in accordance with the following:

1. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the Board of Regents.

2. Degree and certificate credit shall be granted for credit courses completed with a letter grade of C-minus or better, or with a grade of P (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.

3. Notwithstanding the number of degree or certificate credits that shall be granted in accordance with the foregoing, the student must complete at least 25 percent (5 courses at 3 credits each) of the minimum credit requirements for the degree or certificate through coursework at the college awarding the degree or certificate.

4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty courses from a non-specially accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

**Transfer from a Connecticut Community College:** It is the policy of the Board of Regents for Higher Education for Connecticut that graduates of the regional community colleges in Con-
Connecticut shall be accepted for admission to the state universities, provided they have received either the associate in art degree or the associate in science degree with a 2.0 GPA, but does not include majors with higher GPA requirements in transfer programs, and further provided they are recommended for admission by the President of the regional community college granting the degree. Community college graduates who meet these conditions will be given credit for two years of college work and will be treated exactly like students who have completed the sophomore year at a state university and are advanced to junior standing.

Connecticut State University (CSU) Transfer Compact: Transfer compacts have been established between the Connecticut community college system and the Connecticut state universities. The following guidelines outline conditions that must be met by students in order to participate in the program:

- Prior to completing fifteen college-level credits, students enrolled at any of the community colleges in a designated transfer program are eligible to participate in a guaranteed admissions program with a CSU. They will be encouraged to enroll as soon as possible in their studies.
- Completion of the associate degree with a 2.0 GPA will guarantee admission to a Connecticut state university, but does not guarantee admission to majors with higher GPA requirements.
- An associate degree holder will transfer a minimum of 60 credits to the Connecticut state university, and the student will be awarded junior-level standing.
- During the dual enrollment period, community college students will be treated as continuing students in the Connecticut state university to which they have been jointly admitted. These students will have access to faculty/staff advisement, library privileges and adhere to the requirements of the university catalog in effect when they first enroll in classes at the community college. Upon completion of the associate degree, registration options in the CSU will be granted junior-level standing. The appropriate university will communicate with them on a regular basis.
- To continue the conditions of the guaranteed admissions provision, students must earn an associate degree within five years of their enrollment in the program and enroll at a Connecticut state university within two years of the completion of the associate degree.
- Community college students not choosing to sign a Guaranteed Admissions Agreement will still be eligible for transfer to a Connecticut state university. If transfer occurs prior to completion of the associate degree, transcripts will be evaluated by the university personnel on a course-by-course basis in accordance with existing transfer credit guidelines.

Transfer Agreements with the University of Connecticut: MCC partners with the University of Connecticut on several transfer programs. Students interested in transferring to UConn should meet with a faculty advisor or transfer counselor early in their MCC career for questions on eligibility and program advice.

Accounting and Business Administration Transfer Program: Students are required to earn a minimum 3.3 cumulative average and be awarded an associate degree in the Accounting and Business Transfer Program at MCC to participate under the terms of this agreement. In addition, students must meet program prerequisites with a minimum grade of B; and must have met UConn’s second language requirement. Former University of Connecticut degree-seeking students are not eligible for this program.

Bachelor of General Studies, Bachelor of Professional Studies: MCC students who successfully complete an associate degree with a GPA of at least 2.0 are offered automatic admission into the UConn College of Continuing Studies. The course credits earned for the associate degree will be transferred toward the 120 credits needed to earn a BGS degree from UConn; Bachelor
of Professional Studies program students have a choice of degrees in occupational safety and health, organizational studies or web technology.

Business and Technology Pathway: Students earning an associate degree in Accounting and Business Administration Transfer program at MCC may be eligible to enter the UConn School of Business to pursue a bachelor of science degree in Business and Technology, available at UConn branch campuses in greater Hartford, Stamford, Torrington and Waterbury. To qualify for admission to the Business and Technology program as part of the Transfer Pathway, a student must: complete an associate degree in the appropriate business program, earn a minimum cumulative grade point average of 3.0, achieve a 3.0 or higher in courses being used to meet junior/senior-level major requirements, and complete and submit an application for transfer admission directly to the University of Connecticut.

College of Technology–Pathway Transfer Programs: Associate in science degree programs in Engineering Science, Manufacturing Engineering Technology and Technology Studies provide the pathways within the Connecticut College of Technology transfer programs into the University of Connecticut and the Connecticut State Universities, University of Hartford, Fairfield University, University of New Haven and Charter Oak State College. Students may enter university engineering and technology programs through the MCC associate in science degree programs in engineering and technology and, upon successful completion of the programs, continue on at the University of Connecticut or a Connecticut state university as third-year students with a full two years of credit towards a baccalaureate degree in engineering, engineering technology or industrial technology. MCC also provides the opportunity for students who complete the engineering and technology programs to transfer full credit to baccalaureate degree programs at other colleges and universities with which the college has transfer agreements.

Guaranteed Admission Program (GAP): The Guaranteed Admission Program is a transfer agreement between MCC and the University of Connecticut that guarantees admission to the University provided certain requirements are met. Incoming MCC students or students with up to 30 transferable credits at MCC may enroll in this transfer program. A 3.0 minimum cumulative grade point average (3.3 for the School of Business) and an associate degree in Liberal Arts is required in order to qualify under the terms of this agreement. Upon completion of an associate degree, students may then go on to UConn and major in one of more than 50 majors offered in the College of Liberal Arts and Sciences; College of Agriculture, Health and Natural Resources; or School of Business. To complete the application process, contact Advising and Counseling Services. Former UConn degree-seeking students are not eligible to participate in the Guaranteed Admission Program. Note: It is recommended that students interested in transferring to the School of Business follow the Accounting and Business Administration Transfer Program, which is directly articulated for transfer to the University of Connecticut.

Academic Honors
To encourage and recognize academic excellence, Manchester Community College has established a President’s List and a Dean’s List.

The President’s List recognizes the exceptional scholarship of students who earn a 4.0 or A grade point average in their courses. Full-time students who have completed at least 12 credits for the semester with no W or I grades are eligible for this honor.

Once a part-time student has accumulated 12 credits in residence, that student may be considered for the Part-Time President’s List. Part-time students who have earned a 4.0 GPA with no W or I grades in a given semester are eligible for the Part-Time President’s List.

Semester Honors
- Full-time students who are matriculated in a certificate or degree program and who successfully complete 12 or more credits of work in a semester with a grade point average of 3.4 or higher shall be recognized by
having their names placed on the Dean’s List.

• Part-time students who are matriculated in a certificate or degree program are also eligible for such recognition when they have completed 12 or more credits of work with a cumulative grade point average of 3.4 or higher. They may be subsequently recognized at the completion of an additional 12 or more credits of work with a cumulative grade point average of 3.4 or higher, and at successive intervals of 12 credits.

• A Withdrawal or Incomplete shall make the student ineligible for Dean’s List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

• Students who are in a probationary status are not eligible for Dean’s List recognition, even if their cumulative grade point average might otherwise make them eligible.

Phi Theta Kappa: Students who have established a GPA of 3.75 or above and have earned 12 credit hours at MCC are extended an invitation to join Phi Theta Kappa. Phi Theta Kappa is the only internationally acclaimed honor society for colleges offering associate degrees. Membership in Phi Theta Kappa offers students opportunities for leadership, fellowship, scholarship and community service, as well as providing an intellectual climate for continued academic excellence. Phi Theta Kappa members in good standing (have at least a 3.5 GPA when graduating) may wear the organization’s gold tassel, stole and blue/gold honors cord during commencement.

Graduation Honors: Students with exemplary academic performance shall be recognized at graduation with the following designations, either in Latin or English, as the college may choose:

• Summa Cum Laude/Highest Honors for students with a 3.9–4.0 grade point average
• Magna Cum Laude/High Honors for students with a 3.7–3.89 grade point average
• Cum Laude/Honors for students with a 3.4–3.69 grade point average

Students with an Incomplete may become eligible retroactively for graduation honors upon completion of the course requirements, and recognition shall appear on the transcript, provided that the student has earned the required grade point average.

Grades received for developmental courses may be used to determine eligibility for semester honors. However, they cannot be used to determine eligibility for graduation honors.

Valedictorian and Salutatorian: Graduating students who have completed at least 30 credits at Manchester Community College are eligible for consideration as valedictorian or salutatorian. Among the eligible students, the student with the highest cumulative GPA will be designated the valedictorian and the student with the second highest cumulative GPA will be named the salutatorian. In the case of identical averages, the student with the larger number of credits from MCC will be the valedictorian. If the GPAs and the number of credits taken at MCC are the same for two students, the pair will be named co-valedictorians.

The Board of Regents Medallion: The Board of Regents Medallion is awarded at each of the twelve community colleges to graduating students who have earned perfect 4.0s and who have completed at least half of their requirements at the college where the degree is being awarded. Certificate programs are not included for this award.

Special Awards

Community Service Award: The MCC Regional Advisory Council presents an award to a member of the graduation class for outstanding service to the college community.

President’s Student Award: The President’s Student Award recognizes a student who has demonstrated unusual perseverance in spite of difficulties, obstacles or challenges.
Continuing Education

Manchester Community College’s Continuing Education Division provides timely programs relevant to changing community needs and promotes MCC as a focus of lifelong learning. Continuing Education programs are self-supporting. Each year more than 8,000 area residents participate in credit and credit-free courses, seminars and workshops, as well as the many cultural activities offered through the division.

**Location:** John V. Gannon Continuing Education Center, LRC B105, B141-B147  
**Dean:** Melanie Haber  
**Information Line:** 860-512-2800

**Credit-Free Programs**

**Location:** LRC B147  
**Director:** Ann Bonney  
**Phone:** 860-512-2800

**Services:**
Manchester Community College’s credit-free programs provide timely classes and workforce development certification courses for personal enrichment and professional development. The programs provide courses for certification in allied health including phlebotomy, pharmacy technician, veterinarian assistant, certified nurse aid and EMT as well as computer technology, real estate, personal trainer and others. Personal enrichment courses, including art, dance, music, culture, history, culinary arts, languages and fitness, are also available.

MCC’s credit-free programs provide a flexible schedule of courses during the day and evening, and on weekdays and/or weekends. Course sessions meet conveniently either on campus or at off-site facilities such as fitness centers, studios, clinical sites, schools and businesses.

Courses may also incorporate field trips to museums, parks and performing art centers. A variety of online courses are offered as well.

For a complete listing of courses in the current Credit-Free Catalog, go to www.manchestercc.edu/cfcatalog.

Excursions in Learning Youth Programs

**Location:** LRC B147  
**Coordinator:** Carleigh Schultz  
**Phone:** 860-512-2804  
**Email:** cschultz@manchestercc.edu

**Services:**
Excursions in Learning is an educational enrichment program for youth. Programming is designed for inquisitive and creative minds in grades K-10 with sessions scheduled in the spring, summer and fall semesters. The longest running program is the Summer Academy for Gifted and Talented Youth in August. The mission of Excursions in Learning is to take a leadership role in gifted education and enrichment programming; to be an educational and community resource for the 15 towns in the college’s service area and beyond; and to collaborate with schools, cultural institutions and community groups in educational endeavors.

For a complete listing of courses in the current catalog, go to www.manchestercc.edu/catalogs.

Organization of Active Adults

**Information Line:** 860-512-2840  
**Liaison:** Ann Bonney  
**Phone:** 860-512-2800

**Services:**
The Organization of Active Adults (OAA) was founded in 1983 in partnership with the Continuing Education Division. It includes college personnel and members of the
community sharing a common interest in lifelong learning, travel opportunities and monthly entertainment features. Currently, more than 1,000 adults, 50 years of age and older, are members.

**Credit Extension Courses**

**Location:** LRC B147  
**Dean:** Melanie Haber  
**Phone:** 860-512-2800

MCC offers a wide range of credit extension courses during the summer and winter intersessions. Credits can be applied to a degree or certificate at MCC or transferred to another college or university. Please see the website for information on admission and registration for summer and winter sessions at www.manchestercc.edu/summer/.

NOTE: Summer and Winter intersession courses are part of MCC's credit extension program. Tuition and fees vary from those during the Fall and Spring semesters, and the refund policy is different (see the Summer or Winter Catalog).

**Business and Industry Services**

**Location:** LRC B147 and LRC B105  
**Director:** Mick Pigott  
**Phone:** 860-512-2815  
**Email:** mpigott@manchestercc.edu  
**Coordinator:** Doreen Forbes-Rogers  
**Phone:** 860-512-2817  
**Email:** dforges-rogers@manchestercc.edu

**Services:**  
Business and Industry Services (BIS) offers high-quality courses and programs that are designed to meet the needs of local businesses and organizations that require ongoing training for a skilled workforce.

BIS serves both private and public employers, providing cost-effective solutions for today’s complex business environment. Business and Industry Services provides training to companies large and small at the college's modern, well-equipped and easily accessible facilities. The college offers employers the resources and expertise to enhance the knowledge and skill of staff through training at MCC’s cutting-edge computer labs, culinary facilities, a precision machine shop, an allied health classroom, or a myriad of other settings.

BIS staff help private and public employers and individuals evaluate their business needs, identify solutions, and provide results-oriented training and educational opportunities.
College Policies

Alcoholic Beverages

The consumption of alcoholic beverages on campus is prohibited and is subject to college disciplinary action.

The only time alcoholic beverages may be served on campus is during a college-sponsored program with prior approval of the college president or his/her expressly designated agent. All state laws pertaining to the sale and consumption of alcohol will be strictly enforced.

The unlicensed sale of alcoholic beverages on campus is prohibited by state law unless the event is authorized by the college. Therefore, no financial arrangements between the sponsor of an event and guests are permitted whenever alcohol is to be served (i.e. no admission fees can be charged, donations accepted nor tickets sold).

Bicycles

Bicycle operators are reminded that while riding on roads or highways, they are to keep to the right side of the roadway and that they are subject to the same traffic regulations governing the operation of vehicles (e.g. stop signs, traffic lights and one-way street designations).

Bicycle operators on college property must ride or operate bicycles in a prudent and careful manner with reasonable regard for the safety of the operator and other persons.

Cancellations

When the college closes or cancels classes due to inclement weather conditions or technical difficulties, please check the MCC website at www.manchestercc.edu or call the MCC information line at 860-512-3000. Announcements may also appear on: WTNH Channel 8 and WVIT Channel 30.

College Building Hours

The college buildings are normally open at the following times during the Fall and Spring semesters. (See the MCC website for holidays and scheduled closings.)

Monday .................... 7:00 a.m. to 10:30 p.m.
Tuesday..................... 7:00 a.m. to 10:30 p.m.
Wednesday................. 7:00 a.m. to 10:30 p.m.
Thursday ................... 7:00 a.m. to 10:30 p.m.
Friday ....................... 7:00 a.m. to 10:00 p.m.
Saturday .................... 7:30 a.m. to 4:30 p.m.
Sunday ................................................. closed

Copyright and Fair Use Policy

Manchester Community College encourages its faculty, staff and students to use multimedia and text resources to enhance teaching and learning while abiding by copyright and intellectual property law, including the U.S. Copyright Act, the Digital Millennium Copyright Act and the TEACH Act.

Gambling

Gambling and/or "games of chance" for money are strictly prohibited on campus. Violators shall be subject to college disciplinary action.

Harassment

The College reaffirms that it does not condone any form of harassment directed towards any person or group within its community: students, employees or visitors. Everyone associated with the college is obligated to refrain from actions that could intimidate, humiliate or demean persons or groups, or that undermine their sense of security or self-esteem.

Harassment consists of abusive behavior directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, and/or physical or mental disabilities, including learning disabilities, mental retardation, and past/present history of a mental disorder.
Behaviors that denigrate others because of their race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, and/or physical or mental disabilities, including learning disabilities, mental retardation, and past/present history of a mental disorder, are prohibited. The use of derogatory names, inappropriately directed laughter, inconsiderate jokes, anonymous notes or telephone calls, and conspicuous exclusion from conversations and/or classroom discussions are examples of prohibited harassing behaviors.

Most importantly, all members of the college community are responsible for the maintenance of a positive environment in which everyone may feel comfortable working and learning. The failure of managers and supervisors at any level to remedy harassment violates this policy as seriously as the original discriminatory act.

Sexual harassment is defined as any unsolicited and unwanted sexual advance, or any other conduct of a sexual nature whereby (a) submission to these actions is made either explicitly or implicitly a term or condition of an individual's employment, performance appraisal, or evaluation of academic performance; or (b) these actions have the effect of interfering with an individual's performance or create an intimidating, hostile or offensive environment. Examples of sexual harassment may include all activities that attempt to extort sexual favors, inappropriate touching, suggestive comments, and public display of pornographic or suggestive calendars, posters or signs. All forms of sexual harassment and discrimination are considered serious offenses by the college. Such behavior is particularly offensive when power relationships are involved.

The college strongly discourages romantic or sexual relationships between faculty and student or between supervisor and employee even when such relationships appear, or are believed to be, consensual. The lines of power and authority that exist between the parties may undermine freedom of choice. Any person who believes that s/he is being harassed or otherwise subjected to discrimination because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, and/or physical or mental disabilities, including learning disabilities, mental retardation, and past/present history of a mental disorder, or other similar characteristics, is encouraged to understand the following:

- Employees may report incidents of sexual harassment to the Dean of the area of the college in which the individual is involved, the Chief Diversity Officer/Title IX Coordinator, or another college official who has been designated by the President as a recipient of such complaints.

- Students may report incidents of sexual harassment to the Dean of Student Affairs, the Chief Diversity Officer/Title IX Coordinator, or another college official who has been designated by the President. Nothing shall prevent students from speaking to a college counselor about their concerns. However, such communication is not a substitute for filing a complaint of sexual harassment with an appropriate college designee.

Complaints of discrimination may initially be discussed with a supervisor or any employee of the college. Deans, supervisors and employees receiving complaints must alert the Affirmative Action Officer as soon as possible as to the nature of the incident. The anonymity of complainant and accused may be maintained, upon request, during the reporting and consultation – subject to the provisions of State Law and the policies of the Board of Regents for Higher Education.

Each office and person involved in advising complainants on sources of assistance must avoid comments that might dissuade victims from pursuing their rights or constitute threats of reprisal. Such behavior in itself is discriminatory and is a violation of this policy.

A full copy of Connecticut Community College Policies is available at www.ct.edu/hr/policies#ccc.

Contact: Chief Diversity Officer/Title IX Coordinator: Debi Freund, at 860-512-3107 or email: dfreund@manchestercc.edu.
**Hoverboards**

Due to safety concerns about both fire and rider safety, hover boards shall not be allowed to be either charged, operated or stored on CSCU campuses. This prohibition is consistent with the CSCU Student Code of Conduct, Article I, Part D., section 12 found on page 102, which prohibits “behavior or activity which endangers the health, safety or well-being of others.” Further, the practice of prohibiting hover boards on CSCU campuses is consistent with other colleges and universities across the country.

This guidance is offered due to the concern about fire safety and collisions. Due to the abundance of reported safety issues with the devices, the U.S. Consumer Product Safety Commission is investigating the safety of hover boards. Moreover, the National Association of Fire Marshals has also issued a warning regarding fire safety due to spontaneous fires potentially linked to the battery that powers the board. Given the warnings and concerns of these organizations, CSCU has issued this prohibition.

**Library General Policies**

The Raymond F. Damato Library offers all students an environment that is conducive to research, reading and study. In order to maintain a welcoming and conducive environment, students are required to observe the following guidelines:

- Students should set their cell phone ringers to silent mode and keep their conversations to a minimum.
- Students should use computers for research assignments or to prepare school-related projects.
- Students are not allowed to consume food at computer workstations. However, students are allowed to consume food in other areas of the library provided it is not messy or pungent (i.e. “smelly”).
- Students are expected to clean the area after they have eaten, and to throw out all the wrappers, empty cups or bottles, etc.
- Students are allowed to bring in non-alcoholic beverages in closed, spill-proof travel mugs or plastic bottles with secure lids.

**Pets**

With the exception of guide, service, companion and assistance dogs, pets are not permitted in college buildings.

All dogs brought on campus must be under control. The best way to control a dog is with a leash. Remember, dogs are personal property and the owner/handler is responsible for any damage caused by their dog. (See C.G.S. 22-364 re: Dogs Roaming At Large)

**Photos and Video**

The Manchester Community College Marketing and Public Relations department often takes or commissions photos and videos of students, faculty and staff, and campus visitors. These images are taken in classrooms and labs, in the library and other study areas, at college events and elsewhere around campus. MCC reserves the right to use these photographs/video clips as a part of its publicity and marketing efforts. Students who enroll at MCC do so with the understanding that these images might include them and might be used in college publications, both printed and electronic, and for publicity.

**Refund Policies**

**Course Cancellations:** If the college cancels a course, students will automatically be granted a 100 percent adjustment of associated charges except the application fee.

**Tuition, Laboratory and Studio Fees**

- If students officially drop prior to the 1st day of the semester—100 percent refund
- If students officially drop on the 1st day of the semester through the 14th calendar day—50 percent refund
- If students officially drop/withdraw on the 15th day of the semester or later—no refund

**College Service, Student Activity and Clinical Fees Charges – 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.
Extension Fees: Fees for accelerated sessions, and Continuing Education non-credit courses.

- 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—no refund.

Other Non-Refundable Fees

- Installment Plan
- Late Payment

Note:

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

Financial Aid Students: If students drop or withdraw, they may be subject to a financial aid award reduction. This can result in a student personally owing money to the college. Students should contact the Financial Aid office at 860-512-3380 before reducing their course load.

Installment Plan for Students: Students may still owe a balance on their Installment Plan even though they have reduced their course load or withdrawn. Students should contact the Bursar’s office at 860-512-3640 first to determine the effect on their balance.

All Students: Once the regular semester begins, the Registrar’s office requires students to make all schedule changes in person. Students will not be able to reduce their course load on myCommNet.

Frequently Asked Questions

I dropped my class before it even met. Why did I receive only a partial refund?

College service and student activity fees are non-refundable. Tuition charges are 100 percent refundable but only if you drop your class before the first day of the semester, which may take place before the first day of your class.

I never attended my class. Do I really still owe the charges?

Yes, you do still owe the charges. Charges are based on the number of credits you register for, not the number of credits you complete. Failure to attend is not considered an official drop or withdrawal. Once you register, you are obliged to pay for all charges whether you attend the class or not.

In addition, these courses frequently result in a grade of F, which can lead to probation or suspension status.

My charges didn’t change even though my status changed from full-time to part-time. Why?

Reducing your course load does not entitle you to an automatic refund. Some charges are non-refundable while others are only 50 percent refundable if you officially drop the class within the first 14 calendar days of the semester.

When and how do I receive my refund?

Refunds are automatically paid by check at the end of the official add/drop period unless you direct us otherwise. Checks are processed in Hartford and mailed to your permanent mailing address on file in the Registrar’s office. Please verify your address when you withdraw to assure prompt payment.

Policy Appeal Procedures

Students are required to officially 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
c onsidered: change in employment situation,
 misinformation of start date or dates of
class, inability to transfer course, normal illness,
transportation issues, childcare issues, poor
decision or change of mind by student regarding
course selection, or dissatisfaction with course
content or instructor. Both tuition and fees
cannot be transferred or applied towards the
next semester.

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

The committee meets twice per month. Students
will receive a written response notifying them of
the outcome/s.

All refund requests must be submitted to the
Refund Appeals Committee, Registrar's office,
L157, Student Services Center, MS #13, P.O. Box
1046, Manchester, CT 06045-1046.

**Skateboards**

Skateboarding in areas with high volumes of
pedestrian traffic poses a safety risk to both
skateboard riders and pedestrians on campus.
Therefore, skateboarders on college property
are asked not to ride skateboards anywhere on
campus, especially in the Quad and Village areas
and parking lots.

Some skateboarding activity relies on interacting
with physical structures such as steps, benches
and railings. This interaction can significantly
damage college property. Such activity is not
allowed on campus.

**Smoking and Vaping Policy**

**Purpose:** The purpose of the Manchester Com-
 munity College Smoking and Vaping Policy is
to limit the potential exposure of faculty, staff,
students and visitors to the effects of second-
hand smoke/electronic nicotine vapors and to
reduce the risk of fire on campus. This policy pre-
vents the migration of tobacco smoke/electronic
nicotine vapors into air intakes, assembly areas,
building overhangs, entrances, exits, loading
docks, porches and other areas where non-smok-
ers would have to pass.

**Applicability:** This policy shall apply to the
entire college campus community including
Great Path Academy and MCC on Main. It also
applies to Manchester Community College
vehicles.

**Responsibility:** All MCC students are strongly
e ncouraged to advise anyone seen smoking/
vaping in restricted areas that the college has
designated smoking/vaping areas. Issues related
to smoking/vaping by students and visitors
will be handled by the Dean of Student Affairs’
office and the MCC Police. The Chief of MCC
Police is available to answer questions regarding
the health, fire safety, and protection of the
environment at Manchester Community College.

**Policy:** In accordance with the requirements
of the State Building Code and Fire Prevention
Code, smoking/vaping is not permitted
within campus buildings or on the grounds
surrounding those buildings except in the
college parking lots and designated smoking/
vaping areas. Signage showing designated
smoking/vaping areas is posted across campus.

**Definitions:** Smoking/vaping is the burning,
lighting or use of a tobacco product/electronic
nicotine and any other smoking/vaping device
or equipment that includes, but is not limited
to, cigarettes, cigars, electronic cigarettes
(e-cigarettes), hookahs and pipes.

**Smoking/Vaping Areas:** Smoking/vaping
is permitted ONLY in the college parking lots
and in specifically designated smoking/vaping
areas. Appropriate containers for disposing of
smoking/vaping material are provided in these
designated areas.
**Student Records**

Per college policy, no records will be given out or copied from the Registrar’s office. Students may view their records upon request.

**Tuition and Fee Charges**

MCC uses the student’s current registration schedule to calculate charges, in accordance with Board of Regents’ approved tuition and fee rate tables. All tuition and fee charges are subject to change by the BOR. While MCC reserves the right to cancel unpaid registrations, as long as the student’s name is on an official roster, their account will be charged and the student will earn a grade for the course – whether it is attended or not. If a student changes their mind about taking a course(s) after registration, they are required to officially drop it whether or not they have made payment or have attended. Students will continue to be held responsible for all charges until they officially drop the class regardless of payment status. Dropping is the only way to ensure that a student’s account will not be charged. Without exception, once a student’s registration is cancelled, the student will not be able to re-register unless there is space available in the class.

**Student Code of Conduct**

**Student Conduct**


I. Student Code of Conduct

**Preamble**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education (“BOR”) in conjunction with the Connecticut State Colleges and Universities (“CSCU”) has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR’s and CSCU’s commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR’s
and CSCU's fundamental principles and values. It is the BOR's and CSCU's responsibility to protect our students' right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

Introduction
This Student Code of Conduct (hereinafter the "Student Code" or "Code") is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

Disclaimer: This Code is neither a contract nor an offer of a contract between any BOR governed institution and any student. The provisions of this Code are subject to revision at any time.

Part A: Definitions
The following list of defined terms utilized throughout this Student Code is provided in an effort to facilitate a more thorough understanding of the Code. This list is not intended to be a complete list of all the terms referenced in the Student Code that might require interpretation or clarification. The Vice President for Student Affairs at a University, the Dean of Students at a Community College, the Provost at Charter Oak State College or their designee shall make the final decision of the interpretation of any term found in the Student Code. For purposes of interpretation and application of the Student Code only, the following terms shall have the following meanings:

1. "Accused Student" means any student accused of violating this Student Code.
2. "Advisor" means a person who accompanies an Accused Student or an alleged victim to a hearing (or a proceeding pertaining to a report of sexual violence) for the limited purpose of providing advice and guidance to the student. An advisor may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding pertaining to a report of sexual violence).
3. "Appellate Body" means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students, Charter Oak State College Provost or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.
4. "Calendar Days" means the weekdays (Mondays through Fridays) when the University or College is open.
5. "College" means either collectively or singularly any of the following institutions: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
6. "Complainant(s)" means the person(s) who initiates a complaint by alleging that a Student(s) violated the Code.
7. "CSCU" means either collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College.
Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

8. “CSCU Affiliates” means individuals and/or entities with whom or with which the College or University has a contractual relationship.

9. “CSCU Official” means any person employed by the College or University to perform assigned administrative, instructional, or professional responsibilities.

10. “CSCU Premises” means all land, buildings, facilities, and other property in the possession of, or owned, used, and/or controlled by, the University or College, either solely or in conjunction with another entity.

11. “Disciplinary Officer” or “Conduct Administrator” means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code, decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code, advise a Hearing Body, and present the case before the Hearing Body.

12. “Hearing Body” or “Hearing Panel” means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.

13. “Institution” means the University or College within CSCU.

14. “Instructor” means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.

15. “Member of the CSCU Community” means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).

16. “Policy” means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.

17. “Prohibited Conduct” means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.

18. “Reporting Party” means any person who alleges that a student has violated this Code.

19. “Student” means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part-time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.


21. “Student Organization” means an association or group of persons that have complied with the formal requirements for University or College recognition.
22. “Support Person” means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.

23. “University” means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.

24. “Shall” and “will” are used in the imperative sense.

25. “May” is used in the permissive sense.

Part B: Application, Distribution, And Administration Of The Student Code Of Conduct

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the on-line college: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to University Student Organizations. The term “student” shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization’s alleged violation of this Code.

2. Distribution of the Student Code: The Student Code shall be made readily available electronically and/or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.

3. Administration of the Student Code: A University’s and Charter Oak State College’s Provost or a Community College’s Dean of Students shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. A University’s Vice President for Student Affairs, a Community College’s Dean of Students, or Charter Oak State College’s Provost shall be the person designated by the institution President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

Part C: Scope Of Authority

A Student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to online activities, where applicable. Students who attempt to
engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

Off-campus misconduct by University students may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a Student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized University Student Organization; or (ii) a Student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the Accused Student poses a threat to the life, health or safety of any member of the CSCU or to the property of the CSCU.

Community College students conduct is subject to the Code on campus and off-campus whenever such conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to a member of the College community. Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all CSCU regulations governing student conduct and responsibilities. Students do not relinquish their rights nor do they shed their responsibilities as citizens by becoming members of the CSCU Community. However, where a court of law has found a student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the President of the impacted institution or his/her designee.

Charter Oak State College applies this Code to matriculated and non-matriculated students, including those participating in portfolio assessment, credential evaluation, testing, or contract learning. Jurisdiction shall be limited to student conduct that occurs while students are taking Charter Oak State College courses or availing themselves of Charter Oak State College services. However, if a matriculated Charter Oak State College student is found guilty of student misconduct at another institution, including but not limited to misrepresentation of records from other institutions, the student may be subject to disciplinary action at Charter Oak State College.

Part D: Prohibited Conduct

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.
   Plagiarism is defined as the submission of work by a student for academic credit as one’s own work of authorship which contains work of another author without appropriate attribution.
   Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:
   a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
b. Knowingly furnishing false information to any CSCU Official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.

5. Sexual misconduct may include engaging in one of more behaviors:
   (a) Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
      • sexual flirtation, touching, advances or propositions
      • verbal abuse of a sexual nature
      • pressure to engage in sexual activity
      • graphic or suggestive comments about an individual’s dress or appearance
      • use of sexually degrading words to describe an individual
      • display of sexually suggestive objects, pictures or photographs
      • sexual jokes
      • stereotypic comments based upon gender
      • threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.
   (b) Sexual assault shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).
   Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.
   (c) Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:
      • Prostituting another person;
      • Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
      • Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
• Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
• Engaging in non-consensual voyeurism;
• Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
• Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
• Possessing, distributing, viewing or forcing others to view illegal pornography.

6. Intimate partner violence is defined as:
• Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.
• Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
• Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
• Emotional abuse, which can include but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.

7. Violations of privacy, including, but not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner’s knowledge or permitting others to view or listen to such video or audio tapes without a partner’s knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

9. Stalking, which is defined as repeatedly contacting another person when:
   a. The contacting person knows or should know that the contact is unwanted by the other person; and
   b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.

As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.
10. Harassment, which is defined as conduct which is abusive or which interferes with a person’s pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.

12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.

13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.

15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.

16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.

17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.

19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.

20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.

21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.

22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.

23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.

25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.

26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.

27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:
   a. Unauthorized access to CSCU computer programs or files;
   b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
   c. Unauthorized use of another individual’s identification and/or password;
   d. Deliberate disruption of the operation of CSCU computer systems and networks;
   e. Use of the Institution’s computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
   f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
   g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.

28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:
   a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;
   b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;
   c. Initiation of a conduct or disciplinary proceeding knowingly without cause;
   d. Disruption or interference with the orderly conduct of a disciplinary proceeding;
   e. Attempting to discourage an individual’s proper participation in, or use of, the disciplinary system;
   f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;
   g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;
   h. Failure to comply with the sanction(s) imposed under the Student Code; and
   i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Part E: Hearing Procedures For Sexual Misconduct, Sexual Intimate Partner, And Domestic Violence and Stalking Reports

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student’s choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate.
in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);

2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;

3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; and (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of “affirmative consent” in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.

4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;

5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.

6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

Part F: Conduct And Disciplinary Records

The written decision resulting from an administrative conference or a hearing under this Code shall become part of the student’s educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). A student’s disciplinary record shall be maintained separately from any other academic or official file maintained by the Institution. Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently.

While student education records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College or University may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her education records as part of the employment application process. A record of having been sanctioned for conduct that violates Section I.D. of the Code may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

Part G: Interpretation And Revision

Questions regarding the interpretation of this Code shall be referred to the University’s and Charter Oak State College’s Provost or a Community College’s Dean of Students or their
designees for the administration of the Non-Academic Misconduct portion of the Student Code and to the University’s Vice President for Student Affairs, a Community College’s Dean of Academic Affairs or Charter Oak State College’s Provost or their designees for the administration of the Academic Misconduct portion of the Student Code.

This Code shall be reviewed and revised, if and as necessary, every five (5) years, or as directed by the President of the Board of Regents for Higher Education.

III. Conduct And Disciplinary Procedures Applicable To Community College Students

Procedures for Community College students differ from those procedures applicable to either the Universities or Charter Oak State College. This is due to the environmental, cultural and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section I.D.1 above) for Community College Students as set for in this Section III of the Code.

Part A: Disciplinary Procedures (Academic and Non-Academic Misconduct)

In regard to College Students, the following procedures shall govern the enforcement of the Code:

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.

2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.

   a. “Interim restrictions” are limitations on the Student’s participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the Student from continuing to pursue his/her academic program. A Student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.

   b. “Interim suspension” is the temporary separation of the Student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the Student. At this meeting, the Dean shall inform the Student of the information available at that time, the Dean shall determine whether the Student’s continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of
the matter, including the accused Student, and by reviewing all relevant documents. If upon the conclusion of the Dean’s investigation, the Dean determines that there is insufficient reason to believe the Student has committed a violation of any part of Section I.D. of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.

4. If upon the conclusion of the Dean’s investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean’s consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.

5. If upon the conclusion of the Dean’s investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the Student with a written statement that shall include the following:
   a. a concise statement of the alleged facts;
   b. the provision(s) of Section I.D. that appear to have been violated;
   c. the maximum permissible sanction; and
   d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in writing, which must be received by 5:00 p.m. on the following business day.

6. If the Student requests a hearing, he/she is entitled to the following:
   a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
   b. if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;
   c. to appear in person and to have an advisor who shall not attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;
   d. to hear and to question the information presented;
   e. to present information, to present witnesses, and to make a statement on his or her behalf; and
   f. to receive a written decision following the hearing.

7. As used herein, the term “impartial” shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the Student who is subject to the hearing may challenge the appointment of an impartial party or panel member on
Part B: Disciplinary Sanctions

The prior conduct record of a Student shall be considered in determining the appropriate sanction for a Student who has been found to have violated any part of Section I.D. of this Code. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the Student.

A “sanction” may be any action affecting the status of an individual as a Student taken by the College in response to a violation of this Policy, and for the purposes of this Section III of the Code include but are not limited to the following:

1. “Expulsion” is a permanent separation from the College that involves denial of all Student privileges, including entrance to College premises;
2. “Suspension” is a temporary separation from the College that involves denial of all Student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;
3. “Removal of College Privileges” involves restrictions on Student access to certain locations, functions and/or activities but does not preclude the Student from continuing to pursue his/her academic program;
4. “Probation” is a status that indicates either (a) serious misconduct not warranting expulsion, suspension, or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;
5. A “Warning” is a written notice to the Student indicating that he or she has engaged in conduct that is in violation of Section I.D. of this Code and that any repetition of such conduct or other conduct that violates this Code is likely to result in more serious sanctions;
6. “Community Restitution” requires a Student to perform a number of hours of service on the campus or in the community at large.
Sexual Misconduct Reporting, Support Services and Processes Policy

Policy statement from the Board of Regents (Approved by BOR 1/15/2015, revised 6/16/2016)

Statement of Policy
The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to ensuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college and university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution’s designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff/faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions:

Terms, Usage and Standards
Consent must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage
in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

**Report** of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

**Disclosure** is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

**Consent** must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

**Sexual misconduct** includes engaging in any of the following behaviors:

(a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has
the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

Retaliation is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation.

(b) Sexual assault shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent.

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Sexual exploitation is further defined as a crime in Connecticut State Law.

(d) Intimate partner, domestic and/or dating violence means any physical or sexual harm against an individual by a current or former spouse or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal
or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as “domestic violence” are against family or household members or persons in dating or cohabitating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
- Threat of abuse includes but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse includes but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.
- Cohabitation occurs when two individuals dwell together in the same place as if married.
- The determination of whether a “dating relationship” existed is to be based upon the following factors: the reporting victim’s statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.

(e) Stalking, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.

As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

Confidentiality

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources are defined as follows: For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual mis-
conduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University’s geographic region to victims of sexual misconduct as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible.

Mandated Reporting by College and University Employees
Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution’s designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution’s designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

Rights of Parties
Those who report any type of sexual misconduct to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct will be treated seriously and with dignity by the institution. Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus’s Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence—all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

Right to Notify Law Enforcement and Seek Protective and Other Orders
Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

(1) notify law enforcement and receive assistance from campus authorities in making the notification; and,
obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:

- standing criminal protective orders;
- protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
- temporary restraining orders or protective orders prohibiting the harassment of a witness;
- family violence protective orders.

**Options for Changing Academic, Housing, Transportation and Working Arrangements**

The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

**Support Services Contact Information**

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

**Employee Conduct Procedures**

Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee’s classification of employment.

**Student Conduct Procedures**

The Student Code of Conduct provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined here in.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

Reported victims of sexual misconduct shall have the opportunity to request that an investigation or disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary pro-
ceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student.

Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

**Dissemination of This Policy**

Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution’s website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

**Student Rights**

**5.2.2 Policy on Student Rights**

**Section 1: Rights of Students**

It is the board policy that the educational offerings of the community colleges be available to students without regard to the individual’s race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46a-60(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

Community college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.
Section 2: Student Grievance Procedure

1. **Definition:** A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).

2. **How to file a grievance:** A grievance is to be submitted in writing to the Dean of Students or such other college official as the President may designate (hereinafter, the Dean of Students), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

3. **Procedure for grievance resolution:** The Dean of Students and/or his designee shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the President a disposition of the grievance, except as provided hereinafter:
   a. In the course of each investigation, the Dean of Students shall consult with the dean responsible for the area of college operations in which the grievance arose.
   b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Students shall consult with the college’s Affirmative Action Officer during the course of the investigation.
   c. In the case of a grievance against a dean, the grievance shall be filed with the President. The President may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The President shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4.

4. **Advisory Committee:** The President may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the deans or the President. The President may appoint and remove members of the committee. If an advisory committee is appointed, the President shall establish a reasonable time frame within which the committee must make recommendations.

Section 3: Review of Academic Standing

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student’s awareness of the decision.

2. If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the academic dean by filing a written appeal. The appeal must be filed with the academic dean within thirty calendar days of the student’s awareness of the decision which is being appealed.

Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.

3. The academic dean or other designated official(s) shall afford review as provided below. The President may designate an official or an academic appeals committee to provide review at this step in lieu of the academic dean.
The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student’s responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the President.

4. The foregoing decision may be appealed to the President by filing a statement of appeal within ten calendar days of the date of the decision. Review by the President shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the President shall be final.

5. The time frames provided herein may be modified by the President for good cause shown.


Student Grievance Procedure

(Board Policy)

In order to comply with the Higher Education Opportunities Act of 2008, the Connecticut Board of Regents for Higher Education (CSCU) has oversight for investigating all written and signed student complaints against the colleges and universities in the CSCU system. Additionally, we are also providing prospective and enrolled students with contact information for filing complaints with our accrediting agency and other appropriate state agencies.

In order for the CSCU system to initiate an investigation, the following must be true:

- The student has exhausted all available grievance procedures established by the institution.
- The student did not receive a satisfactory resolution and is contacting CSCU as a last resort in the grievance process.
- The student has submitted the claim in writing. The student complaint must provide a detailed description of the claim, including dates, times, and full names of all involved, as well as the actions taken by both the student and the school to resolve the matter.
- The student has signed the complaint, electronically, or by signature, attesting to the truth and accuracy of the complaint.
- The student recognizes that CSCU will not investigate anonymous complaints. By signing the complaint, the student acknowledges that CSCU may share the information provided with the school or other relevant organizations, in order to help resolve the dispute. CSCU does not guarantee a resolution resulting from the submission or its investigation into the allegation.

Upon receiving a complaint, CSCU will initiate an investigation if the matter being disputed falls within its jurisdiction. If preliminary findings indicate an inconsistency with CSCU policy by the institution, CSCU will resolve the complaint informally through mediated discussion. All parties will be notified in writing of the outcome of the investigation. If the complaint is outside of CSCU jurisdiction, it may be directed to the accrediting body, or to another agency that is authorized to resolve the complaint, if appropriate.

The student and/or the institution may be contacted during the investigation to submit documented evidence regarding the complaint, which may include copies of enrollment documentation, contracts, syllabi, receipts, financial aid notices, promissory notes, or other relevant correspondence.
Students are reminded that they have the right to seek advice from a private attorney.

Accrediting Agency: New England Association of Schools and Colleges (NEASC) provides information for students to address public comments, complaints against affiliated institutions, and complaints against the Commission.


Student Records
(Board Policy)

5.7 Notification of Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar, Dean of Students, Dean of Academic Affairs, or head of the academic department, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate college official to amend a record that they believe is inaccurate. The student should write to the college official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The college will notify the student of the decision. If the college decides not to amend the record as requested by the student, the college will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A “school official” includes but is not limited to the following: a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Regents for Higher Education who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which the student seeks or intends to enroll;
- In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the college;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
- Directory information as defined in the board policy.

4. The right to refuse to permit the college to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Registrar in writing (room L157 in the Student Services Center). Once filed, this notification becomes a permanent part of the student’s record until the student instructs the college, in writing, to remove it.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by colleges to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Release of Directory Information

The Board has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards, major/program of study, honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age and level of education are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the college to release directory information in accordance with item 4 on this page.
Guidelines for Civility in the Classroom and on Campus

What is Civility?
Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community.

The college respects and defends the right of each member to exercise free speech and assembly; however, the rights are properly exercised only when due respect for the rights of others is assured. Therefore, at MCC, students and faculty are expected to maintain a free and respectful learning environment.

Getting along with people in the classroom is a key to college success!

Civility in the Classroom
How do I know what behavior is expected in my classroom?
Listen carefully to your instructor’s classroom guidelines. Expectations about how you should interact with others may also be published in your course syllabus.

Classroom expectations may include such issues as attendance, punctuality, respect for diversity, rules for discussion, academic integrity, respectful behavior, use of personal electronic devices or other guidelines. Eating or drinking may be allowed in some classes but is prohibited in all science and computer labs.

By stating guidelines in the course syllabus, your instructor is alerting you to the importance of respectful conduct in the classroom and assuring you that everyone’s right to learn will be protected. The guidelines also alert you to the consequences of any misconduct.

How can I get my viewpoint across if it is controversial or different from others?
Present your ideas in a respectful manner and at an appropriate time and place, in a discussion or debate; remember to focus on ideas, not on individuals. If you are unsure how to express your ideas while respecting others, discuss your concerns with your instructor, an advisor or a college counselor.

What are some behaviors I should avoid in the classrooms?
You should avoid actions that interfere with teaching or learning during a class session. Examples of behaviors to avoid are:

- Tardiness
- Leaving class prior to dismissal
- Inappropriate use of electronic devices
- Cheating or plagiarism
- Dominating discussion
- Speaking out of turn
- Overt inattentiveness or sleeping
- Poor personal hygiene
- Offensive remarks
- Verbal or physical threats

What will happen to me if I do not behave in a civil and respectful manner in my classroom?
Students are expected to follow all college policies while in the classroom. Students who violate college policies or detract from the learning environment may be directed by a faculty member to leave the class for the remainder of the class period. The faculty member may also contact MCC Police if there is a disruption. Further exclusion from the classroom may occur after a complaint is filed by the faculty member in accordance with the Student Code of Conduct (page 95).
What can happen to me if I violate the college’s rules and regulations?

Disciplinary proceedings may be brought against any student against whom a complaint for violating the college’s rules and regulations has been made. Disciplinary proceedings are fully described on pages 95-114. Student disciplinary sanctions may be imposed if a violation of the college’s rules and regulations is clearly established. Sanctions can range from a warning to expulsion.

What should I do if I have difficulty controlling my behavior or getting along with others?

MCC has many resources to help students succeed. Always discuss any classroom concerns with your instructor first. If you need help in resolving personal issues, the resources listed below are available to you:

**MCC Police**  
Location: Student Services Center, L170  
Telephone: 860-512-3680

**Dean of Student Affairs and Enrollment Management**  
Location: Student Services Center, L287  
Telephone: 860-512-3203

**Assistant to the Dean of Student Affairs**  
Location: Student Services Center, L287  
Telephone: 860-512-3204

**Advising and Counseling Services**  
Location: Student Services Center, L108  
Telephone: 860-512-3320

**Disability Services**  
Location: Student Services Center, L131  
Telephone: 860-512-3592

What are MCC’s campus expectations of civility?

- Be moderate in speaking. Loud, obscene, argumentative or threatening speech is disruptive to teaching and learning, and is offensive to others. It has no place in an academic setting.
- Resolve any disagreements in a positive, non-combative manner. Request the assistance of college authorities, if needed.
- Show respect for the comfort of others in an educational setting by observing acceptable standards for personal cleanliness and dress.
- Unless authorized by the college, do not sell items, services or solicit for money.
- Post only materials that have been approved by college authorities.
- Handle only your own possessions. If you’ve found or lost any items, please turn in to or check with the MCC Police, Student Services Center, room L170.
Campus Safety

Emergencies
The MCC Police should be notified immediately of any emergency or of any situation that might jeopardize the safety of persons or property on campus.

To Report a Police, Fire or Medical Emergency to MCC Police
From campus phone: 3111
From cell phone: 860-512-3111
From Blue Pole Emergency Phone: Push the Call Button

To Report to Town of Manchester 911 Dispatch Center
From campus phone: 9-911
From cell phone: 911

Non-Emergency Calls for Assistance
From campus phone: 3680
From cell phone: 860-512-3680

Notification of an Emergency on Campus
There are a variety of methods and tools available to notify the college community about an emergency on campus.

In the event that a situation arises, either on-campus or off-campus, which is judged by the President, Dean of Administrative Affairs, or MCC Police Lieutenant to constitute an ongoing or continuing threat, a campus-wide “timely warning” will be issued.

- Depending upon the situation, the media used may include: “Allpoints” through the college email system; Blackboard messages to students; the MCC and MCC Police websites (www.manchestercc.edu and www.manchestercc.edu/offices/police); written notices on campus bulletin boards and doors; in-person warnings from police personnel; the fire alarm horns and public address system; the telephone emergency paging system; text messaging with myCommNet Alert; bull horns and cruiser public address system, person-to-person contact by Emergency Response Team members, and various radio and television stations.
- Anyone with information warranting a timely warning or campus alert should report the circumstances to the MCC Police by calling 860-512-3680 or in person at SSC L170.

Emergency Evacuation
When an alarm or warning is given to evacuate a building:

- Leave the building immediately by the nearest exit and alert others to do the same.
- Remain calm and evacuate to a safe location away from the building (e.g. nearest parking lot, another building).
- Assist others who may need help in evacuating.
- Do not use the phone system except to sound the alarm or report the location of casualties or people with disabilities who may need assistance.
- Do not use the elevator.
- Do not enter or return to an evacuated building unless told to do so by public safety officials.

Non-Evacuation Emergencies
There are emergency situations for which evacuation is not appropriate (ex. chemical spill, weapons incident, severe weather). Notification of a shelter-in-place emergency response may be issued using a variety of methods to provide guidance in the most prudent manner depending upon the incident type.
Shelter-In-Place
When you receive notification to shelter-in-place, you will be advised of the reason for the notification and you may be advised of specific actions you should take.

In the event that the shelter-in-place is because of a fire, the goal is to seal the entryway against smoke to the extent possible and to call attention to yourself.

• Use clothing (wet, if possible), tape or any other available material to seal an entry way against smoke.
• Place something (e.g. a piece of cloth or paper) in a window or on a door that would signal your location to rescuers.

In the event that the shelter-in-place is because of a hazardous material spill, the goal is to keep the room sealed to the extent possible.

• Use clothing (wet, if possible), tape or any other available material to seal your location.
• Await notification that it is safe to evacuate.

Armed Hostile Intruder
Over the past several years, there have been a number of extreme violent acts committed on high school and college campuses across the country. While the Student Handbook cannot cover every possible situation that might occur, there are emergency procedures and guidelines that may increase one’s chances of survival in a hostile intruder situation. As in any emergency situation, your actions may need to be adapted based on the dynamics of the situation at hand.

If you are exposed to the immediate threat of an armed hostile intruder:

• You must decide the best course of action for your own immediate safety.
• Be aware of your surroundings; figure out what’s happening and what you can do to protect yourself.
• If you think you can safely escape from the threat area, run.
• If you cannot safely escape from the threat area, hide.
• Alert MCC Police at 860-512-3111 (x3111 from campus phone) as soon as possible and provide as much information as possible on your location, if there are injured, and any details on the situation or description of the threat and its location.

If you decide to run (evacuate):
Please note: decision must be made prior to police arrival on campus

• Leave personal items behind.
• Do not run in a straight line.
• Use cover, if possible. Try to keep objects between you and the hostile person.
• Once you have escaped and if you have direct knowledge of the intruder’s description and location, call MCC Police at 860-512-3111 (x3111 from a campus phone) or Town of Manchester 911 and give that information to the operator.

If you decide to hide (shelter-in-place):

• Secure (lock and/or barricade) your office, classroom or other place of refuge, if possible.
• Block the doorway using whatever is available (desks, chairs, table, cabinets, books).
• Keep the room dark and silent. Turn off the lights, turn off any equipment that makes noise or light (e.g. projectors, radios, computers and monitors), silence cell phones, and close any window treatments.
• Stay quiet and out of sight. Locate yourself and others where there are solid walls or objects to hide behind.
• Do not leave the room until told to do so by police or emergency services personnel. Leaving prior would endanger you and others sheltering in that particular area.
• If you can do so without placing yourself in further danger, call MCC Police at 860-512-3111 or Town of Manchester 911 and tell the operator where you are and what is happening.
If you are in an open area:
• Seek protection.
• Consider trying to escape if you know where the intruder is and you think you have an escape route available.
• If you don’t think you can escape, hide. Find the safest place available and secure it the best way you can.
• If at all possible, do not put yourself in a room with no alternate means of escape or method of securing the door.

If you are caught by the intruder or are in close proximity to the intruder, you must decide if you are going to fight back or not.

If you are not going to fight back:
• Obey all the intruder’s commands.
• Avoid eye contact with the intruder.
• Be patient.
• Avoid drastic action.
• Follow instructions and be alert.
• Wait for law enforcement to resolve the situation.

If you choose to fight back:
• Do whatever is necessary to defeat the intruder.
• If you are with others: spread out, make a plan, act as a team and take action.

What to do when the police arrive:
• Do not expect officers to assist you immediately. Responding officers’ primary job is to locate the hostile intruder and to neutralize the threat. Medical assistance will follow once the threat is neutralized.
• Law enforcement personnel must assume everyone is a threat to their safety. When they enter your area, do not present a threat to them:
  • Do not point at them or the shooter.
  • Do not make quick movements.
  • Do not run towards them or attempt to hug them.
  • Do not scream or yell, remain quiet and compliant and do exactly as the officers say.
  • Do not have anything in your hands.

Remember that officers have no way of immediately knowing that you are not one of the shooters.

If evacuated from the area:
• Remain in secure areas until instructed otherwise by law enforcement personnel.
• Recognize that evacuation may be time-consuming.
• Know that you may be escorted out of the building and you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.

Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

Sexual Assault Investigation and Prevention
Sexual assault continues to be a great concern on college campuses throughout the U.S. It also continues to be an under-reported crime with many rapes and sexual assaults never reported to the police.

The college and MCC Police urge anyone who is the victim of such an assault to report the incident to the police. The police will vigorously investigate all reported sexual assault cases and will work closely with victims, other law enforcement agencies and the courts.

If you are the victim of a sexual assault:
• Whether or not you choose to report the sexual assault to the police, you should seek medical attention immediately, even if you do not feel you have been seriously injured. A medical exam is important to check for sexually transmitted diseases or other infection/injuries and for pregnancy.
• Medical evidence needs to be collected within 72 hours of an assault in case you decide now or later to pursue a police complaint.
• To preserve evidence, you should not wash, bathe, douche, brush your teeth or use
mouthwash, comb your hair, change your clothes, or take other action to clean up before going to the hospital.

- If you may have been given drugs to facilitate an assault ("date rape drug"), it is best to wait to urinate until you reach the hospital and a urine sample can be collected.
- If you are a sexual assault victim, the police will not reveal your name to others except as provided by law. Even court records are afforded some degree of protection. Similarly, if you choose to report your victimization to a faculty or staff member, they will not reveal your identity to the police or others without your permission. The police and staff may share some demographic data for purposes of crime statistics, but this does not include a sexual assault victim's identity.

There are victim services available to assist a victim in dealing with a sexual assault.

**Office of Victim Services (OVS)** – 1-800-822-8428 (www.jud.ct.gov/crimevictim/). The Office of Victim Services, Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. OVS is located in Plainville.

**CONNSACS** – Connecticut Sexual Assault Crisis Services, Inc. is a state-wide coalition of individual sexual assault crisis programs that work to end sexual violence through victim assistance, community education and public policy advocacy. It provides a statewide 24-hour, toll-free hotline (1-888-999-5545, English; 1-888-568-8332, Español). Its programs offer crisis intervention, short-term counseling and support groups, and are available to work within the court setting to provide support, information and referrals.

**Sex Offender Registration:** The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement at the start of each semester, advising the campus community that law enforcement information provided by the State concerning registered sex offenders may be obtained from the MCC Police. It also requires sex offenders already required to register in the State to provide notice, to each institution of higher education in the state at which the person is employed, carries a vocation or is a student.

In the State of Connecticut, convicted sex offenders must register with the State of Connecticut's Department of Emergency Services and Public Protection Sex Offender Registry Unit.

**Crime Statistics**

The MCC Police are responsible for collecting statistics, identifying reportable crimes, reporting crimes to the FBI and the Department of Education, and publishing statistics to the public. Under law, these statistics must be reported in the categories specified by each agency.

- FBI's Uniform Campus Crime Report statistics include only crimes occurring on the campus that are reported to the police.
- The Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1990, also known as the “Clery Act”, is a federal law that requires colleges and universities to disclose information about crime on and around their campuses and to provide the institution's policies concerning campus security. MCC's Annual Security Report, prepared to meet the requirements of this, can be accessed on the MCC website (www.manchestercc.edu/annual-security-report). A copy of this report is available, upon request, from the MCC Police (Student Services Center, L174).
- Title IX Crimes

**Crime Prevention**

Report any suspicious activities, persons, or vehicles on campus to MCC Police immediately. Crime prevention is a community effort and
the police would always prefer checking on something that turned out to be nothing rather than not learning about a situation that turned out to be serious. If in doubt, call the MCC Police non-emergency number, 860-512-3680.

**Drugs**

The use, sale or possession of any controlled substance, narcotic substance or drug paraphernalia, as defined by *Section 21a of the Connecticut General Statutes*, is prohibited by applicable state and federal laws.

Additionally, MCC students may be disciplined under the Student Code of Conduct for “knowingly possessing, using, transmitting, selling or being under the influence of any dependency-producing drug on the college campus or off the college campus at a college-sponsored activity.”

**Hepatitis B (HBV)**

The American College Health Association, and U.S. Centers for Disease Control and Prevention, recommend that all college students, especially health care majors and anyone at high risk for Hepatitis B, be vaccinated.

The virus is contagious and can be transmitted during sexual contact; contact sports; travel abroad to areas where the disease is widespread; while helping someone who is bleeding; sharing pierced earrings, razors, or needles; having your body pierced; or being tattooed with unclean instruments.

**Lost and Found**

Lost and Found is located at the MCC Police department (SSC L174). Any found item should be turned in. If an item has been lost, its loss should be reported with enough descriptive information that it can be returned to its owner if found.

**Motor Vehicle Laws**

**Applicable Laws:** All Connecticut motor vehicle laws are applicable on college property and will be enforced.

**Speed Limit:** The speed limit on all campus roads is 25 mph.

**Motor Vehicle Accidents:** Any motor vehicle or pedestrian accident, no matter how minor, should be reported to MCC Police. Failing to report an accident that causes physical injury or property damage could result in a charge of Evading Responsibility (C.G.S. 14-224(b))

**Parking Policy**

**Proper Parking:**

It is the responsibility of the vehicle operator to find a valid and lawful parking space.

- All parked motor vehicles must be in such a position as to be within the marked boundaries of the parking spaces and vehicles may not occupy more than one parking space.
- Vehicles may not be parked on the grass, sidewalks, walkways or unpaved areas.

**Hazardous Parking:**

Vehicles may not be parked in such a manner as to constitute a hazard or impede the smooth flow of traffic.

Parked vehicles presenting a hazard, impeding vehicular or pedestrian traffic, interfering with the operation of emergency vehicles, or in a restricted area will be tagged and towed, without notice, at the owner’s expense. Owners are responsible for costs for towing, impounding and storage of their vehicles.

**Handicapped Parking:**

There are parking spaces designated for handicapped parking in all the campus parking lots. These spaces are clearly marked with the Interna-
tional Symbol of Access. Vehicles with a disability permit can park in any lot.

- **Section 14-253 (d) of the Connecticut General Statutes** prohibits the use of designated handicapped parking spaces, unless a vehicle displays a valid State Disability or Temporary Disability Parking Permit.

- **Section 14-253 (c)** stipulates that the permit may only be used for special parking privileges when the vehicle is being operated by, or carrying as a passenger, the handicapped person to whom such permit has been issued.

- Violation of section 14-253 is a State infraction, and will result in a $150 fine.

**Faculty/Staff Parking:**
There are parking lots and parking spaces designated for faculty/staff members’ use only. An MCC parking permit is required for these areas and students and visitors are prohibited from parking in these spaces. Vehicles with a disability permit can park in handicapped parking spaces in any lot.

**Reserved Parking:**
There are a number of “Reserved Parking” spaces on campus. These reserved spaces are assigned to specific individuals and are designated by blue signs with accompanying permit numbers. Only the individual assigned to the space is permitted to use that space.

**Parking Violation Fines:**
All parking violations are subject to fines in accordance with the following schedule:

- Not displaying permit .............................................. $10
- Improper parking ...................................................... $10
- Parking on campus roads/ sidewalks .............................................. $10
- Overnight parking ...................................................... $10
- Parking in fire lane .................................................... $25
- Parking in restricted area ............................................. $25
- Other ........................................................................... $25
- Tow zone ....................................................................... $25

**Payment of Fines:**
Fines must be paid within six days or the fine will double. Fines may be paid at the Bursar’s office (Monday and Tuesday, 8:30 a.m.-7 p.m.; Wednesday and Thursday, 8:30 a.m.-4 p.m.; and Friday, 8:30 a.m.-12 p.m.) or by mail (MCC, P.O. Box 1046, Great Path, Manchester, CT 06045-1046, Attn: Bursar’s office, Traffic Fine)

DO NOT MAIL CASH. Make checks payable to MCC Scholarship Fund. Students who do not pay their fines will not be allowed to register or graduate for the next semester.

Penalties for Connecticut state parking and moving violations are determined according to state ordinances. Depending upon the severity of the violation, the owner/operator of the vehicle may be issued an Infraction Notice instead of an MCC parking ticket. The fines on an infraction are pre-determined by state law and are not discretionary.

**Pedestrians**
Pedestrians have the right-of-way on sidewalks, parking lots and all other areas of the campus. However, pedestrians shall grant the right of way to emergency vehicles.

Pedestrians are responsible for using sidewalks and marked crosswalks wherever possible and shall abide by the Connecticut General Statutes regarding use of the sidewalks and roadways.

**Weapons**
All weapons (as defined by section 53-206 and 53a-3 of the Connecticut General Statutes), ammunition, explosives, incendiary devices and fireworks are prohibited from college property.

Any person required to carry a firearm because of employment with a local, state or federal law enforcement agency should report to MCC Police, located in the Student Services Center, room L174.
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, SSC L277. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans. The college reserves the right to make any necessary changes in the information listed in this publication.

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 está bajo el plan de Acción Afirmativa / Empleador de Igualdad de Oportunidades y alienta encarecidamente las aplicaciones de mujeres, minorías, personas con discapacidad y veteranos.

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. September 17/PR