LEVEL OF STUDY

While the number of weeks for each summer session is much shorter than the regular fall and spring semesters, students should be aware that each course contains the same number of class hours as the regular semester. As a result, the level of study is much more intensive and demanding of time. Students should consider this in planning their time and course selection.

TRANSFER OF CREDIT

Before registering, students from other institutions must check with their home institution to verify that credits from this program are transferable to their own school.

There are no refunds after the allowable drop period whether a course is transferable or not.

A signature is required to have an official transcript sent to another institution or yourself. Request forms are available in the Registrar’s office or on our website:

www.manchestercc.edu

INTERESTED IN AN INTERNSHIP OR COOPERATIVE WORK EXPERIENCE?

Summer is a great time to complete an internship or cooperative education work experience. You can get help from the Co-op office with finding a paid or unpaid placement, or use the job you have now if it’s related to your major. Co-op courses, including our online courses, are open to all students. Co-op credits will apply to the degree program of almost every student.

Plan ahead and call the Cooperative Education office at 860-512-3312 for more information.

Notice of Nondiscrimination:

Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action and Staff Development Coordinator (Title IX and Section 504/ADA Coordinator), Manchester Community College; Great Path; MS #2; Manchester, CT 06040; Student Services Center L-134c; 860-512-3107.

Manchester Community College is committed to access and equal opportunity. Should you have any questions regarding disability related academic adjustments and/or auxiliary aids/services, please contact Testing and Disability Services, 860-512-3387 or the Advising and Counseling Center, 860-512-3320 at least ten (10) calendar days prior to the start date of the course or program. If a timely request is not submitted, the College cannot assure requested adjustments can be provided.

2/17 60M, CE/ND
$20 Application Fee
If you are registering to take a credit course and have never attended MCC or another Connecticut Community College as a credit student, a one-time, non-refundable $20 application fee is required. This fee is non-refundable even if a class is cancelled by the College. If paying by check, please provide a separate check for $20 payable to "MCC" for the application fee. This must accompany the MCC Application For Admission for new students on pages 27-29.

Minimum Enrollment
Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis. Classes with insufficient enrollment will be cancelled.

Registration Deadline
Mail-in registration must be received by the Registrar’s office five business days prior to the start of the requested course. Students will be advised if a course is filled.

Late Registration
Late registration will be accepted on a space-available basis by permission of instructor only.

Credit Confirmation
You will receive your course schedule printout as a confirmation, with course location, within a week after we receive your registration form. Students who register in-person will receive confirmation at that time. Your confirmation is necessary to purchase textbooks at the MCC Bookstore. Course locations are also listed in this catalog, pages 6-14.

Class Requirements
For credit course prerequisites see Course Descriptions, pages 16-24.

Special Note
Before registering, students from other institutions must check with their home institution to verify that credits from this program are transferable to their own school. There are no refunds past the allowable drop period, whether a course is transferable or not.

Financial Aid
Summer financial aid is available for students taking classes applicable to their degree program. In order to be eligible for financial aid, a student must complete the 2016-2017 Free Application for Federal Student Aid (FAFSA) and be determined eligible for the Pell grant.

For students deemed ineligible for the Pell grant, there may be institutional financial aid available. Please check with the Financial Aid office after March 15, 2017 to determine eligibility.

Textbooks/Bookstore Hours
Textbooks and supplies can be purchased at the MCC Bookstore in the Student Services Center. The bookstore will be closed whenever the College is closed. For more information and summer session hours see below or call 860-645-3140.

Forms of Payment
Full payment must accompany registration.
• Cash
• Credit Cards: Only MasterCard, Visa and Discover Card are accepted.
• Checks: Please make all checks payable to “MCC.”

MCC BOOKSTORE 2017 SUMMER HOURS
(Located in the Student Services Center)

<table>
<thead>
<tr>
<th>May 15-May 19</th>
<th>May 30-August 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Tuesday ........................................... 9:00 a.m.-6:00 p.m.</td>
<td>Monday-Thursday ........................................... 9:00 a.m.-3:00 p.m.</td>
</tr>
<tr>
<td>Wednesday-Thursday ........................................ 9:00 a.m.-4:00 p.m.</td>
<td>Friday ......................................................... 9:00 a.m.-12 noon</td>
</tr>
<tr>
<td>Friday ......................................................... 9:00 a.m.-12 noon</td>
<td>Monday, May 29 ............................................. CLOSED</td>
</tr>
<tr>
<td>May 22-May 26</td>
<td>Tuesday, July 4 ............................................. CLOSED</td>
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<tr>
<td>Monday-Tuesday ........................................... 9:00 a.m.-6:00 p.m.</td>
<td>Extended Hours:</td>
</tr>
<tr>
<td>Wednesday-Thursday ........................................ 9:00 a.m.-4:00 p.m.</td>
<td>Monday-Tuesday, May 22-23 ................................ 9:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Friday ......................................................... 9:00 a.m.-12 noon</td>
<td>Monday-Tuesday, June 5-6 .................................... 9:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Monday, June 19 ............................................. 9:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Monday, July 3 ............................................... 9:00 a.m.-6:00 p.m.</td>
</tr>
</tbody>
</table>

Last day for summer book rental returns will be Monday, August 14, 2017.
All hours are subject to change without notification. The Bookstore will be closed whenever the College is closed for holidays.
To insure purchase of the correct textbooks, bring your course schedule printout with you when buying books.
For more information, call 860-645-3140 or visit our website at: www.efollett.com

FOR INFORMATION
Admissions ......................................................... 860-512-3210
Bursar’s ............................................................. 860-512-3637
Financial Aid .................................................. 860-512-3380
Library ............................................................. 860-512-2880
Registrar ......................................................... 860-512-3220
For Office Hours ............................................. www.manchestercc.edu/offices/hours

MCC BUILDINGS
AST ................................................................. Arts, Sciences & Technology Center
GPA ................................................................. Great Path Academy
LRC ................................................................. Learning Resource Center
SSC ................................................................. Student Services Center (formerly the Lowe Building)
VIL ................................................................. Village

For campus maps go to:
www.manchestercc.edu/about/maps-directions/
### GENERAL INFORMATION

### SUMMER CREDIT EXTENSION FEE SCHEDULES

#### RESIDENT

<table>
<thead>
<tr>
<th>SH</th>
<th>Extension Credit Fee</th>
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* Semester hours
* Nonrefundable fee

#### NON-RESIDENT

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<tr>
<td>15</td>
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<td>$672.00</td>
<td>$3,192.00</td>
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</table>

### DIRECTIONS TO MCC

www.manchestercc.edu/about/maps-directions/

#### From Hartford:
From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. See below *

#### From Boston:
Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. See below *

#### From Bolton:
(I-384 Westbound): Take I-384 Westbound. Take exit 1. Turn right at the light onto Spencer St. Eastbound. Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. See below *

#### From Springfield:
Take I-91 South. Take exit 35A to I-291 Eastbound, to I-384. Immediately take exit 1. Turn left onto Spencer St. (Eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. See below *

* Take a left onto Founders Drive North toward East Lot (formerly Lot B) or right onto Founders Drive South toward West Lot (formerly Lot C).

### Additional semester hours are charged accordingly.

**Additional Mandatory Usage Fees for Extension Fund Courses Per Semester**

**Laboratory Course Fee** ............... $91
Per registration in a designated laboratory course

**Studio Course Fee** ................. $97
Per registration in a designated studio course

All Tuition and Fees are subject to change
REFUND POLICY FOR CREDIT EXTENSION COURSES

There is a minimum enrollment for all Continuing Education courses. Classes with insufficient enrollment will be cancelled. If a course is filled or cancelled, you will be notified by phone or mail before the starting date. If the College cancels a credit extension course, students will receive a full refund of all tuition and service fees. This does not include the $20 one-time application fee for new students which is non-refundable. It takes two to four weeks for payment of refunds to be made.

A student who drops from a credit extension course will receive a full refund of tuition only, provided the student officially drops on the last business day before the first class meeting or prior. If a student officially withdraws on the day of the first class meeting or later, there is no refund and the student will receive a “W” on their transcript (Requests must be made by Friday for courses starting Saturday-Monday). When a student drops from a credit course, the college service fee and the one-time application fee for new students are non-refundable.

NO REFUNDS WILL BE ISSUED AFTER THE ALLOWABLE DROP PERIOD.
Tuition cannot be transferred to other semesters.

SPECIAL NOTE TO STUDENTS
Full payment is due upon registration.
If you do not want to take a course once you have registered for it, you must submit a drop form to the Registrar’s office whether or not you have paid. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.

REFUND POLICY APPEAL PROCEDURES

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

The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. All appeals must be submitted in writing and include student ID, contact information and appropriate documentation. Appeals must be received within the 10-day extension period.

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

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, misunderstanding of the registration process, 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.

You may view and print a Refund Policy Appeal form at www.manchestercc.edu, in the "Form Depot" or you may obtain a form at the Registrar’s office.

Submit completed form to:
Refund Appeals Committee
Manchester Community College
Registrar’s Office, MS #13
Great Path, P.O. Box 1046
Manchester, CT 06045-1046

The Refund Appeals Committee meets twice per month.
You will receive a written response notifying you of the outcome.

AUDIT POLICY

This status allows students to participate in class activities without being required to meet the examination requirements of the course. A student who wishes to change from credit to audit status must request this form from the Registrar’s office and return the completed form to the Registrar’s office within the first two weeks of a summer school course. Full tuition and fees are charged for courses audited.

Financial Aid does not cover audited classes.

WITHDRAWAL POLICY

A student who withdraws from any credit extension summer school course(s) must obtain a withdrawal form from the Registrar’s office and return the completed form to the Registrar’s office. Grades for courses from which a student withdraws during the allowable withdrawal period (see chart on page 6) will be recorded as “W” at the end of the session. After the allowable withdrawal period, a student who wishes to withdraw from a credit course must obtain an Instructor Approval Course Withdrawal Form from the Registrar’s Office or Academic Offices. A request for a withdrawal after the allowable withdrawal date does not guarantee approval. This form must be approved by the instructor and returned to the Registrar’s office before the session end date.

ASSESSMENT TESTS AND COURSE PREREQUISITES

English and math assessment tests are a prerequisite for MCC students enrolling in “for credit” courses. Students matriculated at other colleges and attending MCC’s summer session are required to take assessment tests unless they have completed coursework at another institution that meets MCC prerequisites, or otherwise meet the criteria for a waiver. Summer students who believe they qualify for a waiver of the English and/or math assessment test should submit the Assessment Testing Exemption Request form on page 25 with their registration form. Note: certain courses have specific prerequisites, i.e., PSY* 201, requires successful completion of PSY* 111 or equivalent.

For more information about the test, call the Testing Center at 860-512-3304.

SUMMER STUDENT TESTING

Students must have applied to the College prior to taking the assessment test and must bring their Banner Student I.D. number and Photo I.D. to the test. For test dates, please go to the MCC website at www.manchestercc.edu and look up Assessment Testing to make a test appointment. For more information about the test, call the Testing Center at 860-512-3304.
### Important Dates for Summer Credit Students

<table>
<thead>
<tr>
<th>Session</th>
<th>Last Day to Drop Classes and Receive a Refund of Tuition Only</th>
<th>Last Day to Use Audit Option</th>
<th>Last Day to Withdraw from Classes without Academic Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Week Morning, May 22-June 9</td>
<td>Friday, May 19</td>
<td>Friday, June 2</td>
<td>Friday, June 2</td>
</tr>
<tr>
<td>6-Week Day/Evening &amp; Intensive Program Session I: May 22-June 30</td>
<td>For Monday start classes: Friday, May 19</td>
<td>Friday, June 2</td>
<td>Friday, June 16</td>
</tr>
<tr>
<td>8-Week Day/Evening June 5-July 28</td>
<td>For Monday start classes: Friday, June 2</td>
<td>Friday, June 16</td>
<td>Friday, July 14</td>
</tr>
<tr>
<td>6-Week Day/Evening June 19-July 28</td>
<td>For Monday start classes: Friday, June 16</td>
<td>Friday, June 30</td>
<td>Friday, July 14</td>
</tr>
<tr>
<td>6-Week Day/Evening &amp; Intensive Program Session II: July 3-August 12</td>
<td>For Monday start classes: Friday, June 30</td>
<td>Friday, July 14</td>
<td>Friday, July 28</td>
</tr>
<tr>
<td>Online, By Arrangement, Work Experience &amp; Special Session Courses</td>
<td>See refund policy on page 5</td>
<td>See audit policy page 5</td>
<td>See withdrawal policy page 5</td>
</tr>
</tbody>
</table>

### SUMMER COURSE SCHEDULE

#### 3-Week Morning Session

**Classes Start:** Monday, May 22  
**Final Exams:** Last scheduled class period unless otherwise noted  
**Classes End:** Friday, June 9  
**No classes Monday, May 29 (Memorial Day)**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>20197</td>
<td>✪ ART* 206</td>
<td>Film Study</td>
<td>3</td>
<td>M,T,W,R,F</td>
<td>9:30 a.m.-12:25 p.m.</td>
<td>VIL5 V151</td>
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<td>Film Study</td>
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<tr>
<td>2009</td>
<td>✷ COM* 101</td>
<td>Introduction to Mass Communication</td>
<td>3</td>
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<td></td>
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<tr>
<td>2010</td>
<td>✷ COM* 154</td>
<td>Film Study and Appreciation</td>
<td>3</td>
<td>M,T,W,R,F</td>
<td>9:30 a.m.-12:25 p.m.</td>
<td>VIL5 V151</td>
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<tr>
<td>2011</td>
<td>✷ COM* 154</td>
<td>Film Study and Appreciation</td>
<td>3</td>
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<tr>
<td>2012</td>
<td>✷ COM* 173</td>
<td>Public Speaking</td>
<td>3</td>
<td>M,T,W,R,F</td>
<td>9:00-11:55 a.m.</td>
<td>AST C204</td>
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<td>2013</td>
<td>✷ CSA* 105</td>
<td>Introduction to Software Applications</td>
<td>3</td>
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<td>2014</td>
<td>✷ DGA* 109</td>
<td>Introduction to Games</td>
<td>3</td>
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<td>2015</td>
<td>✷ ECN* 101</td>
<td>Principles of Macroeconomics</td>
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<td>2016</td>
<td>✷ ENG* 110</td>
<td>Introduction to Literature</td>
<td>3</td>
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<td>AST D205</td>
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<td>✷ ENG* 250</td>
<td>Studies in Ethnic Literature</td>
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<td>✷ HUM* 101</td>
<td>Introduction to the Humanities</td>
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<td>2019</td>
<td>✷ MUS* 101</td>
<td>Music History &amp; Appreciation I</td>
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<td>20550</td>
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<td>Fundamentals in Music I</td>
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<td>20020</td>
<td>✷ PHL* 111</td>
<td>Ethics</td>
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<td>General Psychology I</td>
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<td>Principles of Sociology</td>
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<td>online</td>
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Choose either ART* 206 or COM* 154  
See page 10 for information about online courses  

--- Continued next page ---
### SUMMER COURSE SCHEDULE

**6-Week Day/Evening and Intensive Program: Session I**

**Classes Start:** Monday, May 22  
**No evening classes Thursday, May 25 (Commencement)**  
**No classes Monday, May 29 (Memorial Day)**  
**Classes End:** Friday, June 30  
**Final Exams:** Last scheduled class period unless otherwise noted

<table>
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<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
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<td>▲ ACC* 115</td>
<td>Financial Accounting</td>
<td>4</td>
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<td>8:30-10:30 a.m. 10:45 a.m.-1:45 p.m.</td>
<td>E202</td>
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<td>20023</td>
<td>▲ ACC* 117</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
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<td>8:30-10:30 a.m. 10:45 a.m.-1:45 p.m.</td>
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<td>20024</td>
<td>▲ BIO* 111</td>
<td>Introduction to Nutrition</td>
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<td>20025</td>
<td>▲ BBG* 101</td>
<td>Introduction to Business</td>
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<td>Legal Environment of Business</td>
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<td>General Chemistry I (lecture)</td>
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<td>COM* 172</td>
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<td>Aspects of Strength &amp; Conditioning</td>
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▼ Does not carry academic credit, however tuition and fees are the same as for a 3 credit course  
(see page 4 for schedule of fees)  
‡ Choose either BMG* 210 or PSY* 247  
■ See page 10 for information about online courses  

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Continued next page
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<th>Days</th>
<th>Time</th>
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Choose either ART* 206 or COM* 154
Studio Course
See page 10 for information about online courses
### 8-Week Day/Evening Session (continued)

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<th>CRN</th>
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<td>Functions, Graphs &amp; Matrices</td>
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**Notes:**
- ■ Hybrid: This course meets online and on campus
- ▼ Does not carry academic credit, however tuition and fees are the same as for a 3 credit course (see page 4 for schedule of fees)
- ■ See page 10 for information about online courses
## SUMMER COURSE SCHEDULE

### 6-Week Day/Evening Session

**Classes Start:** Monday, June 19  
**Final Exams:** Last scheduled class period unless otherwise noted  
**Classes End:** Friday, July 28  
**No Classes Tuesday, July 4**

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- **Choose either BMG* 210 or PSY* 247**
- **See below for information about online courses**

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### DISTANCE LEARNING COURSES

Students must know how to use a computer and have high-speed Internet access to successfully participate in distance learning courses.

Although MCC’s online courses provide flexibility that allow students to access information and participate in course discussions anytime and anywhere via a computer and an Internet connection, these are not self-paced courses. Just as in any MCC course, students will have weekly deadlines for assignments, discussions and assessments. The content and expectations in an online course are the same as in an on-campus course at MCC. Online courses require a great deal of reading and writing, as well as strong computer literacy and time management skills.

If you have never taken online classes, contact the Educational Technology and Distance Learning Department (ETDL) at sandbox@manchestercc.edu. Students should also review the information on the ETDL website at www.manchestercc.edu/blackboard. This site includes information about how to log into Blackboard Learn, where to get help, technical requirements for your computer and other resources.

**To access your online class material using Blackboard:**

1. **Login to myCommNet using your NetID and password.**
2. **Click the “Blackboard” link.**
3. **Select your course from the “My Courses” list.**
4. **Logoff when you have completed your work.**
### 6-Week Day/Evening and Intensive Program: Session II

**Classes Start:** Monday, July 3  
**Final Exams:** Last scheduled class period unless otherwise noted  
**Classes End:** Saturday, August 12  
**No Classes, Tuesday July 4**

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» Choose either ART* 206 or COM* 154  
» See page 10 for information about online courses
**SUMMER COURSE SCHEDULE**

**Online, By Arrangement, Work Experience and Special Session Courses**

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- ✪ Choose either ART* 206 or COM* 154
- ‡ Choose either BMG* 210 or PSY* 247
- ■ See page 10 for information about online courses

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<th>Building/Wing/RM</th>
</tr>
</thead>
<tbody>
<tr>
<td>20035</td>
<td>CJS* 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
<td>5/22-6/30</td>
<td>online</td>
<td></td>
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<tr>
<td>20121</td>
<td>CJS* 105</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
<td>6/19-7/28</td>
<td>online</td>
<td></td>
</tr>
<tr>
<td>20141</td>
<td>CJS* 213</td>
<td>Evidence &amp; Courtroom Procedure</td>
<td>3</td>
<td>7/3-8/12</td>
<td>online</td>
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<tr>
<td>20160</td>
<td>DAS* 201</td>
<td>Dental Assistant Clinical Practicum II</td>
<td>1</td>
<td>5/22-6/16</td>
<td>TBA</td>
<td>Clinical Site</td>
</tr>
<tr>
<td>20014</td>
<td>DGA* 109</td>
<td>Introduction to Games</td>
<td>3</td>
<td>5/22-6/9</td>
<td>online</td>
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<tr>
<td>20142</td>
<td>DAR* 101</td>
<td>Public Health Issues Abuse and Addiction</td>
<td>3</td>
<td>7/3-8/12</td>
<td>online</td>
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<tr>
<td>20015</td>
<td>ECN* 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
<td>5/22-6/9</td>
<td>online</td>
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<tr>
<td>20143</td>
<td>ECN* 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>7/3-8/12</td>
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<tr>
<td>20084</td>
<td>ENG* 101</td>
<td>Composition</td>
<td>3</td>
<td>6/5-7/28</td>
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<tr>
<td>20145</td>
<td>ENG* 101</td>
<td>Composition</td>
<td>3</td>
<td>7/3-8/12</td>
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<tr>
<td>20038</td>
<td>ENG* 110</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>5/22-6/30</td>
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<tr>
<td>20123</td>
<td>ENG* 110</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>6/19-7/28</td>
<td>online</td>
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<tr>
<td>20146</td>
<td>ENG* 110</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>7/3-8/12</td>
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<tr>
<td>20087</td>
<td>ENG* 200</td>
<td>Advanced Composition</td>
<td>3</td>
<td>6/5-7/28</td>
<td>online</td>
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<tr>
<td>20147</td>
<td>ENG* 200</td>
<td>Advanced Composition</td>
<td>3</td>
<td>7/3-8/12</td>
<td>online</td>
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<tr>
<td>20017</td>
<td>ENG* 250</td>
<td>Studies in Ethnic Literature</td>
<td>3</td>
<td>5/22-6/9</td>
<td>online</td>
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</tr>
<tr>
<td>20088</td>
<td>EVS* 100</td>
<td>Introduction to Environmental Science</td>
<td>3</td>
<td>6/5-7/28</td>
<td>online</td>
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<tr>
<td>20114</td>
<td>GEO* 111</td>
<td>World Regional Geography</td>
<td>3</td>
<td>6/5-7/28</td>
<td>online</td>
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<tr>
<td>20161</td>
<td>HLT* 090</td>
<td>Allied Health Study</td>
<td>1</td>
<td>R,F</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>LRC B214</td>
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<tr>
<td>20124</td>
<td>HLT* 151</td>
<td>Health and Wellness Promotion</td>
<td>3</td>
<td>6/19-7/28</td>
<td>online</td>
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<tr>
<td>20039</td>
<td>HPE* 210</td>
<td>Sports Nutrition</td>
<td>3</td>
<td>5/22-6/30</td>
<td>online</td>
<td></td>
</tr>
<tr>
<td>20149</td>
<td>HIS* 201</td>
<td>United States History I</td>
<td>3</td>
<td>7/3-8/12</td>
<td>online</td>
<td></td>
</tr>
<tr>
<td>20150</td>
<td>HIS* 202</td>
<td>United States History II</td>
<td>3</td>
<td>7/3-8/12</td>
<td>online</td>
<td></td>
</tr>
<tr>
<td>20169</td>
<td>HSP* 296</td>
<td>Co-op/Work Experience</td>
<td>3</td>
<td>T</td>
<td>5/23-6/13</td>
<td>9:00 a.m.-1:00 p.m.</td>
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<tr>
<td>20126</td>
<td>HSE* 134</td>
<td>Introduction to the Mental Health System</td>
<td>3</td>
<td>6/19-7/28</td>
<td>online</td>
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<tr>
<td>20018</td>
<td>HUM* 101</td>
<td>Introduction to the Humanities</td>
<td>3</td>
<td>5/22-6/9</td>
<td>online</td>
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<tr>
<td>20091</td>
<td>HUM* 101</td>
<td>Introduction to the Humanities</td>
<td>3</td>
<td>6/5-7/28</td>
<td>online</td>
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<tr>
<td>20151</td>
<td>IDS* 101</td>
<td>The First Year Experience</td>
<td>3</td>
<td>7/3-8/12</td>
<td>online</td>
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<tr>
<td>20107</td>
<td>PHY* 110</td>
<td>Introductory Physics (lab included)</td>
<td>4</td>
<td>Hybrid/T,R</td>
<td>5:00-6:45 p.m.</td>
<td>AST C101</td>
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<tr>
<td>20108</td>
<td>POL* 111</td>
<td>American Government</td>
<td>3</td>
<td>6/5-7/28</td>
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<tr>
<td>20110</td>
<td>PSY* 111</td>
<td>General Psychology I</td>
<td>3</td>
<td>6/5-7/28</td>
<td>online</td>
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</tr>
</tbody>
</table>

This course requires pre-registration approval from the Cooperative Education office located in the Student Services Center (SSC), L179. Students from all majors can enroll in this course section and receive credit specific to their subject specialty. For more information about Cooperative Education please call 860-512-3312.

See page 10 for information about online courses.
## SUMMER COURSE SCHEDULE

### Online, By Arrangement, Work Experience and Special Session Courses

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Dates</th>
<th>Time</th>
<th>Building/Wing/RM</th>
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<tr>
<td>20155</td>
<td>PSY* 111</td>
<td>General Psychology I</td>
<td>3</td>
<td>7/3-8/12</td>
<td>online</td>
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<tr>
<td>20044</td>
<td>PSY* 201</td>
<td>Life Span Development</td>
<td>3</td>
<td>5/22-6/30</td>
<td>online</td>
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<tr>
<td>20156</td>
<td>PSY* 245</td>
<td>Abnormal Psychology</td>
<td>3</td>
<td>7/3-8/12</td>
<td>online</td>
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<tr>
<td>20045</td>
<td>PSY* 247</td>
<td>Industrial and Organizational Psychology</td>
<td>3</td>
<td>5/22-6/30</td>
<td>online</td>
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<tr>
<td>20556</td>
<td>PSY* 247</td>
<td>Industrial and Organizational Psychology</td>
<td>3</td>
<td>6/19-7/28</td>
<td>online</td>
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<tr>
<td>20162</td>
<td>RDT* 117</td>
<td>Treatment Planning II</td>
<td>3</td>
<td>5/22-7/21</td>
<td>M 7:00-9:00 a.m. &amp; T 8:00-10:00 a.m. &amp; 2:00-4:00 p.m.</td>
<td></td>
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<tr>
<td>20163</td>
<td>RDT* 145</td>
<td>Radiation Therapy Equipment</td>
<td>2</td>
<td>5/22-7/21</td>
<td>M 9:00-noon &amp; T 1:00-3:00 p.m. &amp; T 10:00 am-1:00 p.m.</td>
<td></td>
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<tr>
<td>20164</td>
<td>RAD* 126</td>
<td>Radiographic Imaging II</td>
<td>2</td>
<td>5/30-7/25</td>
<td>9:00 a.m.-1:00 p.m.</td>
<td>LRC B208</td>
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<tr>
<td>20165</td>
<td>RAD* 199</td>
<td>Clinical Practices III</td>
<td>2</td>
<td>5/17-7/21</td>
<td>7:00 a.m.-4:00 p.m.</td>
<td>clinical site</td>
</tr>
<tr>
<td>20166</td>
<td>RAD* 199</td>
<td>Clinical Practices III</td>
<td>2</td>
<td>5/31-7/26</td>
<td>7:00 a.m.-4:00 p.m.</td>
<td>clinical site</td>
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<tr>
<td>20167</td>
<td>RSP* 181</td>
<td>Clinical Practicum II</td>
<td>1</td>
<td>5/30-7/21</td>
<td>7:00 a.m.-3:30 p.m.</td>
<td>clinical site</td>
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<tr>
<td>20168</td>
<td>RSP* 260</td>
<td>Advanced Principles of Ventilator Therapy</td>
<td>3</td>
<td>5/16-5/19</td>
<td>8:30 a.m.-12:30 p.m.</td>
<td>LRC B129</td>
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<td>5/22-7/17</td>
<td>8:30 a.m.-12:30 p.m.</td>
<td>LRC B129</td>
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<td>20049</td>
<td>SOC* 101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>5/22-6/9</td>
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<tr>
<td>20112</td>
<td>SOC* 101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>6/5-7/28</td>
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<td>20158</td>
<td>SOC* 101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>7/3-8/12</td>
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<td>20047</td>
<td>SOC* 210</td>
<td>Sociology of the Family</td>
<td>3</td>
<td>5/22-6/30</td>
<td>online</td>
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</tr>
</tbody>
</table>

- See page 10 for information about online courses
- † Choose either BMG* 210 or PSY* 247

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## Excursions in Learning

### YOUTH PROGRAMS

**SUMMER**

**Week-Long Programs | July & August**

July 10-28 | Grades 5-10 | One Week Programs
Technology Academy (grades 5-8)
Culinary Institute (grades 5-8)
Adventures in Leadership (grades 5-7 or 8-10)

July 31-August 11 | Grades K-8 | Two Week Program
The Summer Academy for Gifted and Talented Youth

Check out our catalog at: www.manchestercc.edu/excursions

Questions: Carleigh C. Schultz at cschultz@manchestercc.edu or 860-512-2804.
People choose MCC for many different reasons, including the Business programs. Our students have an entrepreneurial spirit that drives them to want to start great things and lead teams of people to do the same. Our programs include Business, Entrepreneurship, Office Technology, Accounting and Marketing.

**MCC can be for you, too. Enroll today.**
All accounting courses numbered 100 or higher require students to be eligible for ENG* 101 and MAI* 095 or higher.

**ACC* 115: Financial Accounting**  
(Formerly ACCT 101)  
Theory and practice of accounting applicable to the accumulation, external reporting, and external uses of financial accounting information. 4 credits

**ACC* 117: Principles of Managerial Accounting**  
Basic concepts and practice of accounting’s role in providing information to managers to assist in their planning, control and decision-making activities. Topics include cost accounting, cost behavior relationships, analyses for managerial decisions and the budget process. Prerequisite: “C-“ or better in ACC* 115. 3 credits

**ACC* 125: Accounting Computer Applications I**  
(Formerly ACCT 105)  
This course teaches students to build a company’s accounting system in QuickBooks. Students will learn to download QuickBooks data into an Excel spreadsheet and build linked statements, footnotes and graphs. Students will also learn PowerPoint and TurboTax. Prerequisite: ACC* 115. 3 credits

**ANTHROPOLOGY**

**ANT* 101: Introduction to Anthropology**  
(Formerly ANTH 101)  
This course is designed to provide a basic overview and understanding of the evolution of the human species and human culture through fossils, genetics and ethnographic insight. It seeks to explain the similarities and differences shared by all humans and that humans share with non-human primates. It explores the question at the core of all anthropological research: What does it mean to be human? Prerequisite: Eligibility for ENG* 101. 3 credits

**ART**

**STUDIO COURSES: Students enrolled in fine arts studio courses are responsible for buying any supplies required for satisfactory completion of the course. All studio courses are open to both beginning and advanced students. Advanced students may work on individual projects.**

**ART* 101: Art History I: Prehistory to the Renaissance**  
(Formerly FA 101)  
The history and appreciation of fine arts (painting, sculpture, architecture, etc.) from prehistoric through medieval eras. Outside reading and visits to galleries and museums are required. Prerequisite: Eligibility for ENG* 101. 3 credits

**ART* 102: Art History II: Renaissance to the Modern Era**  
(Formerly FA 102)  
The history and appreciation of fine arts (painting, sculpture, architecture, etc.) from the Renaissance through the 20th century. Outside reading and visits to galleries and museums are required. Prerequisite: Eligibility for ENG* 101. 3 credits

**ART* 111, ART* 112, ART* 211, ART* 212:**  
**Drawing I, Drawing II, III, IV**  
(Formerly FA 121, FA 122, FA 223, FA 224)  
This course covers the basic elements, media and processes of drawing including composition and perspective. Extensive drawing from still-life, landscape and the live model will emphasize development of students’ manual, perceptual and conceptual skills. Prerequisite: Eligibility for ENG* 096 or permission of instructor. (Note: for ART* 112, ART* 211, ART* 212, “C” or better in ART* 111). 3 credits. May be taken up to four times as ART* 111, ART* 112, ART* 211 and ART* 212, all of which run concurrently. 3 credits

**ART* 206/COM* 154: Film Study/Film Study and Appreciation**  
(Formerly FA 171/COMM 171)  
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. Prerequisite: Eligibility for ENG* 101. 3 credits

**ART* 250: Digital Photography**  
An introduction to digital photography including hardware and software, camera handling and creative controls, file formats, managing and manipulation options using Adobe Photoshop. Through demonstrations and assignments, a survey of imagery and a final portfolio, students will be introduced to the basic vocabulary, concepts, tools and expressive possibilities of digital photography. Students must own a digital camera with manual, aperture priority and/or shutter priority exposure modes. Basic computer and photographic experience preferred. Prerequisite: Eligibility for ENG* 096 or permission of the instructor. 3 credits

**ASTRONOMY**

**AST* 101: Principles of Astronomy**  
(Formerly ASTR 110)  
This is an introductory descriptive astronomy course with emphasis on the earth and its motions, the moon and planets, the sun, and stars and galaxies. Observation sessions will be required. Students who have taken AST* 111 will not receive credit for this course. Prerequisite: ”C“ or better in MAT* 095, or eligibility for MAT* 138. 3 credits

**BIOLOGY**

**BIO* 105: Introduction to Biology**  
(Formerly BIO 100)  
This course is a study of the fundamental principles of biology as they relate to current issues. It may be used to fulfill the general education natural and physical science requirement, and is recommended for students who do not need a full year of laboratory biology. No dissection is required. Prerequisite: Eligibility for ENG* 101. 4 credits

**BIO* 111: Introduction to Nutrition**  
(Formerly BIO 114)  
An introduction to the study of human nutrition with emphasis on the scientific bases of facts and controversies surrounding issues of foods and diets will be taught. Prerequisite: Eligibility for ENG* 101. Not open to students who have completed BIO* 112. 3 credits
**BIO* 115: Human Biology**  
(Formerly BIO 112)  
This course is an introduction to the structure and function of the human body. Various organ systems will be discussed with an emphasis on how they maintain homeostasis. The lab will include some dissection. Students who have passed a higher level human anatomy and physiology course will not receive credit for this course. Prerequisite: *Eligibility for ENG* 101. 4 credits  

**BIO* 120: Immunity and Human Disease**  
This course will examine diseases caused by the host–microbe imbalance of the Immune System and its effects. What happens when the system in our body designed to protect us, turns on us? What happens when this defense system is over-protective or not protective enough? Diseases of the Human Body will explore the normal functions of the Immune System and some of the problems that can result when it’s not operating effectively. Diseases such as Lupus, Type II Diabetes, Rheumatoid Arthritis and HIV/AIDS will be explored. Prerequisites: “C” or better in ENG* 101 or concurrent. 3 credits  

**BIO* 211: Anatomy and Physiology I**  
(Formerly BIO 152)  
The anatomy and physiology of the integumentary, skeletal, muscular and nervous systems are discussed and explored in appropriate laboratory investigations which include some dissection. Prerequisites: BIO* 121, or BIO* 115, or CHE* 111, and eligibility for ENG* 101. 4 credits  

**BIO* 212: Anatomy and Physiology II**  
(Formerly BIO 153)  
The anatomy and physiology of the endocrine, digestive, respiratory, cardiovascular, lymphatic, urinary and reproductive organ systems are discussed and explored in appropriate laboratory investigations which include some dissection. Prerequisite: Completion of BIO* 211 with a grade of “C” or higher. 4 credits  

**BIO* 235: Microbiology**  
(Formerly BIO 141)  
This course is designed to provide students with an introduction to microbiology. Students will learn the fundamentals of microbiology, survey the world of microbial organisms, and study the interactions between microbes, their hosts, and their effects on the environment. There will also be laboratory exercises each week that will teach the basics of handling, culturing, and identifying microbes. Prerequisites: BIO* 105, BIO* 115, BIO* 121 or BIO* 211, and CHE* 111 or higher and ENG* 101 with a grade of “C” or better in all prerequisites. 4 credits  

**BBG* 234: Legal Environment of Business**  
This course introduces the student to the structure of the American legal and regulatory systems and its impact on the operations of American business. Ethics and social responsibility are examined from many perspectives, including that of decision-makers and stakeholders. Major aspects of government regulation of business are explored, including product liability, securities regulation, employment and labor law, and intellectual property. The course also examines fiduciary duties and tort and criminal liability. Prerequisite: *Eligibility for ENG* 101. 3 credits  

**BUSINESS, MANAGEMENT**  

**BMG* 202: Principles of Management**  
(Formerly BMG* 101)  
This course is an analysis of principles, techniques and the major functions (planning, organizing, and leading) of business enterprise management. Prerequisite: Completion of ENG* 101 with “C-” or better. 3 credits  

**BMG* 204: Managerial Communication**  
(Formerly BUS 214)  
This is a practical course in oral and written managerial communication skills, covering the writing of letters, memos and reports, editing techniques, and the preparation of resumes and cover letters. Prerequisite: Completion of ENG* 101 with “C.” or better. 3 credits  

**BMG* 210: Organizational Behavior/PSY* 247: Industrial and Organizational Psychology**  
(Formerly BUS 240)  
A survey of the psychological factors that influence the individual in the work setting. Includes employee attitudes, motivation, group dynamics, decision making, leadership, assessment and training as an introduction to human resource management. Prerequisite: Completion of ENG* 101 with “C:” or better. 3 credits  

**BUSINESS, MARKETING**  

**BMK* 201: Principles of Marketing**  
(Formerly BUS 121)  
This course covers marketing methods and institutions, including analysis and interrelationship of the marketing mix. Application of basic management and marketing strategy planning methods, and performance computations related to marketing efficiency are also covered. Prerequisites: C- or higher in ENG* 101 and in ACC* 115 or permission of instructor. 3 credits  

**BUSINESS OFFICE TECHNOLOGY**  

**BOT* 180: Medical Terminology**  
(Formerly BOT 241)  
Introduction and mastery of medical terminology with understanding of word building systems. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. Emphasis on anatomy and physiology of body structure and functions, along with an understanding of signs and symptoms leading to diagnostic and acceptable treatment procedures. Prerequisites: None. 3 credits
COURSE DESCRIPTIONS

CAD (COMPUTER-AIDED DESIGN)

CAD* 110: Introduction to CAD
(Formerly CAD 101)
An introduction to the techniques of generating graphic images with computers, using AutoCAD. Topics include: overview of CAD technology, computer technology, hardware descriptions and requirements, file manipulation and management, two-dimensional geometric construction, symbol library creation, dimensioning, scaling, sectioning, plotting, detail and assembly drawing including tolerance studies. 3 credits

This course will be offered online and will be conducted entirely using Blackboard Learn. Students must have access to the latest version of AutoCAD software (a free 3-yr student version is available through Autodesk Student/Educational Support site http://www.autodesk.com/education/free-software/autocad for first-time users) on their computer or elsewhere to complete the drawings. Information will be posted on Blackboard Learn with instructions on how the class will be structured. Prerequisites: None.

CHEMISTRY

CHE* 111: Concepts of Chemistry
(Formerly CHEM 110)
A brief survey of atomic structure, chemical bonding, stoichiometry, periodicity, properties of gases, solutions, acid-base theory and an introduction to kinetics and equilibria will be taught. This is a one-semester course in general chemistry. Strongly recommended for students with no prior chemistry experience. Scientific calculator required. Prerequisite: MAT* 075 or math placement test. 4 credits

Students who have passed a higher level chemistry class will not receive credit for this course.

CHE* 121: General Chemistry I
(Formerly CHEM 111)
The principles of chemistry, including atomic structure, periodicity, stoichiometry, reactions in solution, thermo-chemistry, chemical bonding, molecular structure and geometry, and properties of gases will be taught. Due to the intensive nature of this course, students with no prior chemistry coursework within the last five years should strongly consider completing CHE* 111 before taking this course. Students who need only a 4 credit chemistry course should take CHE* 111. Scientific calculator required. Prerequisite: MAT* 095 or math placement test. 4 credits

CHE* 122: General Chemistry II
(Formerly CHEM 112)
A continuation of the principles of chemistry, including intermolecular forces, properties of liquids and solids, physical properties of solutions, chemical kinetics, general chemical equilibria, acid-base theory and equilibria, solubility equilibria, electrochemistry, and coordination compounds. Scientific calculator required. Prerequisite: CHE* 121. 4 credits

COMMUNICATIONS

COM* 100: Introduction to Communication
Communication is fundamental to human social life. In this introductory course to the discipline, students will learn about a broad range of theories and processes of communication, examining communication as a cultural practice that shapes meaning of peoples' beliefs, attitudes, values, and practices across situations. Prerequisites: Eligibility for ENG* 101. 3 credits

COM* 101: Introduction to Mass Communication
(Formerly COMM 208)
This course is a survey of the American mass media and communication. Lectures and discussions will focus on the various print and electronic mass media industries, and the impact of mass communication on our society. The course is designed as an introductory course for those students who plan to major in communication and for those who want to be informed about the development of the influence of modern mass media. Prerequisite: Eligibility for ENG* 101. 3 credits

COM* 154/ART* 206: Film Study and Appreciation/Film Study
(Formerly COMM 171/FA 171)
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. Prerequisite: Eligibility for ENG* 101. 3 credits

COM* 172: Interpersonal Communication
(Formerly COMM 220)
The focus of this course is on the theory and process of communication in both professional and personal interpersonal relationships. The course examines the theoretical and practical application of communication as it relates to family, friends, work and intimate relationships. Prerequisites: ENG* 101. 3 credits

COM* 173: Public Speaking
(Formerly COMM 213)
This course is designed to encourage students to develop their speaking and listening skills in order to become more confident communicators. The course introduces students to communication as an interactive process and emphasizes developing effective public presentation skills. Instruction stresses organization, research, writing, delivery and audience adaptation. Prerequisite: Eligibility for ENG* 101. 3 credits

COMPUTER SCIENCE

CSC* 101: Introduction to Computers
This transferable course is designed for the learner who wants to strengthen their current computer knowledge and become more proficient with technology. An overview of today’s technologies, their importance and how they converge will be discussed. Students will gain an understanding of information literacy along with specific topics including the infrastructure of the Internet, web technologies, networking, digital media, computer programming, productivity software, and issues of personal responsibility as they relate to technology. Prerequisites: Eligibility for MAT* 095 and ENG* 101. 3 credits

COMPUTER SYSTEMS APPLICATIONS

CSA* 105: Introduction to Software Applications
This hands-on introductory course is designed for students to develop practical software application skills necessary for personal productivity at home, on the job, or in the classroom. Topics will include an overview of the Windows operating system, including file management skills, in addition to word processing, spreadsheet, database and presentation tools. Online students must have access to Office 2013 or Office 365. Prerequisite: Eligibility for ENG* 093. 3 credits
CST* 205: Project Management
This course will help the student understand the role of project management, and how to manage client expectations, develop a list of key tasks, assign responsibilities, track progress and prepare progress updates. Additionally, the student will be introduced to PMBOK the Project Life Cycle Methodology process groups; initiating, planning, executing, monitoring and controlling, and closing. Project sponsorship, stakeholders, scope, time, cost, quality and risk management are topics examined during the course. A project management software tool is introduced and utilized within the scope of the class project. Each student, as part of a team, will be responsible for taking an assigned project through its entire life cycle. This course will begin to prepare the student for the Project Management Institute CAPM® Exam and for those with project management experience, the PMP® Exam. Prerequisite: Completion of ENG* 101 with a “C-” or higher. 4 credits

CO-OP 270: Work Experience
Provides students with the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings related to their program of study. In addition to site placement (150 hours for unpaid internships; 300 hours for paid placements), students participate in activities and lectures focusing on job-related interpersonal skills, such as values and preferences, time and stress management, communication skills, conflict management, corporate culture, employee orientation, performance evaluations, business ethics, leadership, and career advancement. Job search strategies are discussed and practiced. Prerequisites: 12 completed credit hours in student subject specialty and permission of the Director of Cooperative Education.

CJS* 101: Introduction to Criminal Justice
This course is a survey of the history and philosophy of American justice concepts with the emphasis on present day practical application through the efforts of the law enforcement, court, and correction segments of the criminal justice system. Prerequisite: Eligibility for ENG* 093. 3 credits

CJS* 105: Introduction to Law Enforcement
This course examines the history of law enforcement, the work of police officers, and how police organizations operate. The topics of discretion, police sub culture, corruption and the use of force will also be examined. The course will look at law enforcement as a career with various local, state and federal law enforcement agencies. Prerequisites: Eligibility for ENG* 093. 3 credits

CJS* 213: Evidence and Courtroom Procedure
The study of the major rules of evidence and the steps necessary to compile a comprehensive and complete courtroom record. Emphasis will be placed on the hearsay rule, confessions, and evidence obtained though search and seizure. Prerequisites: Successful completion of ENG* 101 with a grade of C- or better and successful completion of CJS* 101 or CJS* 105. 3 credits

CO-OPERATIVE EDUCATION/WORK EXPERIENCE

CRIMINAL JUSTICE

DAS* 201: Dental Assistant Practicum II
This clinical practicum allows the students to apply and improve upon the dental assisting skills learned in Chairside Dental Assisting, Dental Materials, and Dental Radiography. Prerequisites: Completion of DAS*132, DAS*133, and DAS*134 with a grade of “C” or higher. 2 credits

DIGITAL ARTS

DGA* 109: Introduction to Games
An introduction to the history of games, terminology, and principles of game design and development. Students will learn to analyze, design, prototype and document a variety of games. Prerequisite: Eligibility for ENG* 101. 3 credits

DRUG/ALCOHOL RECOVERY COUNSELOR

DAR* 101: Public Health Issues Abuse and Addiction
This course is designed to introduce students to various topics and issues important to understanding addictions. These topics include: history of legislation and regulation, the brain and its relationship to addictions, self help and evidence-based approaches to recovery, the client-counselor relationship, levels of treatment approaches, current medication assisted therapies, assessment and treatment approaches, assessment and treatment planning, the continuum of care, family systems as they relate to addictions, cultural considerations, ethics and confidentiality, public health issues such as prevention, HIV/AIDS and other related diseases, and co-occurring (substance use & mental health) disorders. The student will also be introduced to the eight performance domains of an addiction counselor. Prerequisites: Eligibility for ENG* 096. DARC majors must pass this course with a “C-” or better. 3 credits

EARTH SCIENCE

EAS* 106: Natural Disasters
This course provides an introduction to the causes, occurrence and consequences of natural disasters. Students will analyze the physical causes as well as the distribution and frequency of disasters such as earthquakes, volcanoes, hurricanes, floods and extraterrestrial impacts. Case studies will include local and regional examples of historical and recent disasters. The course will focus on naturally-occurring disasters, but will also consider the role of human activities in both contributing to and mitigating natural disasters. Prerequisite: Eligibility for ENG* 101. 3 credits

ECONOMICS

ECN* 101: Principles of Macroeconomics
(Formerly ECON 101)
This course focuses on the structure and functioning of the national economy. Students will learn to apply basic elements of economic analysis to macroeconomic problems. Topics covered will include the determinants of supply and demand, fiscal and monetary policy, national income accounting and Gross Domestic Product, inflation, deflation, and unemployment, taxation, economic growth, and government regulation. Students will become acquainted with the major approaches to macroeconomic theory: classical, neo-classical, Keynesian, and monetarist. Prerequisite: Eligibility for ENG* 101. 3 credits
ECN* 102: Principles of Microeconomics
(Formerly ECON 102)
Microeconomics focuses on how the free market system allocates scarce resources and serves to coordinate the activities of producers and consumers. This course will examine how firms and consumers make decisions under conditions of change and uncertainty. Students will learn economic tools and methods used to analyze decision-making. Topics covered will include scarcity and trade-offs, supply and demand analysis, elasticity of demand and supply, opportunity costs, externalities and market failure, marginal analysis, the cost structure of firms, perfect competition, monopolistic competition, oligopoly, monopoly, and comparative advantage in international trade. Prerequisite: Eligibility for ENG* 101. 3 credits

ENG* 221: American Literature I
(Formerly ENG 245)
This course examines writings from the era spanning the arrival of Columbus to the Civil War. Topics covered include Native American tales and oratories, slave folklore, and both the popular and “classic” works of writers from the Puritan period, the eighteenth century, and the American Renaissance. Prerequisite: ENG* 110 or permission of the instructor. 3 credits

ENG* 250: Studies in Ethnic Literature
This course surveys writing by authors of various ethnicities and races in American culture, including but not limited to Native Americans, European immigrants, African Americans, Hispanic Americans, and Asian Americans. This course examines how ethnic writing enables and resists assimilation, and how the literature of individual ethnicities underlies mainstream American literature and, at times, becomes part of the mainstream. The course also explores the history and sociology of immigration and multiculturalism. Prerequisite: ENG* 110 or permission of instructor. 3 credits

EGR* 230: C++ For Engineers
This course approaches the C++ programming language using structured and object-oriented programming methods to examine and solve a variety of engineering problems. The course will include the use of abstract data types in solving classical engineering problems. Prerequisites: Completion of MAT* 172 with a “C” or better, or a satisfactory score on the placement test. 3 credits

ENG* 101: Composition
(Formerly ENG 111)
Composition focuses on the study and practice of effective written communication across a variety of rhetorical situations. The course develops skills in applying language conventions, engaging with and using authoritative sources and crafting logical arguments. Note: A grade of “C” or better in ENG* 101 is required to take ENG* 110. Prerequisites: ENG* 096 (pre-fall 2003) or ENG* 066 (fall 2003 and after) with a grade of “C” or better, or placement via assessment test. 0 credits

ENG* 101: Composition
(Formerly ENG 111)
Composition focuses on the study and practice of effective written communication across a variety of rhetorical situations. The course develops skills in applying language conventions, engaging with and using authoritative sources and crafting logical arguments. Note: A grade of “C” or better in ENG* 101 is required to take ENG* 110 or ENG* 200. Prerequisite: Completion of ENG* 096 with a grade of “C” or better, or placement via assessment test. 3 credits

ENG* 110: Introduction to Literature
(Formerly ENG 120)
This course is an introduction to the thematic and formal elements of literatures of diverse cultures, with an emphasis on fiction, poetry, drama, and the essay, with the aim of developing interpretive reading and writing skills. Prerequisite: ENG* 101 with a grade of “C” or better. 3 credits

ENG* 200: Advanced Composition
(Formerly ENG 112)
This course is designed to develop and refine the advanced skills learned in ENG* 101 that are essential for both academic and professional writing. Emphasis will be on research and writing from data (outside sources). The main areas covered will be exposition, argumentation, and the research paper. Prerequisite: ENG* 101 with a grade of “C” or better. 3 credits

ENGLISH

ENG* 093: Introduction to College Reading and Writing
(Formerly ENG 098)
This course is designed for students who need to develop further their capabilities in language use-reading, writing, thinking, and speaking—to prepare them for the kinds of assignments they will be asked to complete in ENG* 101 and beyond. Students will read, discuss, think, and write about a number of topics. Note: A grade of “C” or better in ENG* 093 is required to take ENG* 101. Prerequisites: ENG* 096 (pre-fall 2003) or ENG* 066 (fall 2003 and after) with a grade of “C” or better, or a satisfactory score on the placement test. 3 credits

ENG* 101: Composition
(Formerly ENG 111)
Composition focuses on the study and practice of effective written communication across a variety of rhetorical situations. The course develops skills in applying language conventions, engaging with and using authoritative sources and crafting logical arguments. Note: A grade of “C” or better in ENG* 101 is required to take ENG* 110 or ENG* 200. Prerequisite: Completion of ENG* 096 with a grade of “C” or better, or placement via assessment test. 3 credits

ENG* 110: Introduction to Literature
(Formerly ENG 120)
This course is an introduction to the thematic and formal elements of literatures of diverse cultures, with an emphasis on fiction, poetry, drama, and the essay, with the aim of developing interpretive reading and writing skills. Prerequisite: ENG* 101 with a grade of “C” or better. 3 credits

ENG* 200: Advanced Composition
(Formerly ENG 112)
This course is designed to develop and refine the advanced skills learned in ENG* 101 that are essential for both academic and professional writing. Emphasis will be on research and writing from data (outside sources). The main areas covered will be exposition, argumentation, and the research paper. Prerequisite: ENG* 101 with a grade of “C” or better. 3 credits

ENVIRONMENTAL SCIENCE

EVS* 100: Introduction to Environmental Science
(Formerly EVSC 100)
An introduction to the problems of physical resources management and aspects of ecological concern in our natural environment, with emphasis on our demand for energy, the consumption of our natural resources, resource pollution, climate changes, land use planning, and waste management. Alternate sources of energy are explored. Prerequisite: Eligibility for ENG* 101. 3 credits

GEOGRAPHY

GEO*111: World Regional Geography
(Formerly GEOG 111)
This course provides the student with a survey of the lands, peoples, and places in the world’s major cultural regions. Students explore the interaction between the physical environment and cultural, political and economic conditions in regions such as Asia, Africa, Middle and South America and Europe. This course provides a background for understanding world events. Prerequisite: Eligibility for ENG* 101. 3 credits

HEALTH

HLT*090: Allied Health Study Skills
(Formerly AH 090)
A pass/fail study skills course for students planning to enroll, or who are currently enrolled, in an allied health program. Learn how to effectively study using various learning strategies. Required prior to beginning Allied Health Program courses. Exception granted for those who have a grade point average of 3.2 or better, or have taken ENG* 104 or equivalent study skills course. Class: 15 hours. 0 credits

HLT*151: Health and Wellness Promotion
(Formerly SSC 110)
A survey of contemporary health concepts and concerns that affect lifestyle. Students will learn to apply these concepts by assessing their own level of fitness. Topics include: disease in the United States, health models, fitness, nutrition, stress, drugs, alcohol, tobacco, alternative medicine and the concept of self care. Prerequisite: Completion of ENG* 096. 3 credits
HEALTH, PHYSICAL EDUCATION

HPE* 210: Sports Nutrition
This course explores concepts related to nutrition and conditioning for physically active individuals. The nutrition component of the course will include such topics as: micro and macro nutrients, dietary planning (pre/post competition meals/appropriate caloric intake), body composition and endurance/strength training, as well as designing individualized fitness programs. Prerequisite: BIO* 111. 3 credits

HPE* 247: Aspects of Strength and Conditioning
This course will offer the student an understanding of physiological adaptations seen with functional resistance and anaerobic exercise to improve daily function and performance-related health components (power, speed, agility, coordination, and balance). Students will be exposed to a variety of scientific principles associated with resistance training design, periodization and functional training. New training methods and equipment will also be discussed as part of the special topics component of the course. Prerequisite: HPE* 245 or permission of the instructor. 3 credits

HISTORY

HIS* 101: Western Civilization I
(Formerly HIST 101)
An examination of major themes in the development of Western Civilization from the earliest historical beginnings. Topics include: Ancient Middle East, Greece and Rome, Medieval and Renaissance Europe. Prerequisite: Eligibility for ENG* 101. 3 credits

HIS* 121: World Civilization I
(Formerly HIST 121)
Beginning with an examination of the most ancient human societies, as revealed in the archaeological record, the course goes on to study the origin, development and spread of the major civilizations in the world, their contacts, interactions and cross-fertilization down to the point at which the civilization of Western Europe begins its world-wide expansion. Prerequisite: Eligibility for ENG* 101. 3 credits

HIS* 201: United States History I
(Formerly HIST 201)
The course represents a social, political, and economic survey of America beginning before the arrival of Columbus and continuing to 1877 through an analysis of the transformation from Native American to Anglo-American society, from sectionalism to national unity, from westward expansion to urban development and an examination of the forces shaping American thinking and society. Other topics will feature race, ethnicity, women, and family issues. Prerequisite: Eligibility for ENG* 101. 3 credits

HIS* 202: United States History II
(Formerly HIST 202)
The course represents a social, political, and economic survey of the United States from 1877 to the present through an analysis of the growth of transportation, industrialization, urbanization, technology, and imperialism and an analysis of their effects in shaping American thinking and society. The discussion will also feature women’s suffrage, civil rights, and ethnic and minority issues. Prerequisite: Eligibility for ENG* 101. 3 credits

HOSPITALITY MANAGEMENT

HSP* 296: Cooperative Education/Work Experience
(Formerly HOSP 270)
This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including corporations, institutions, restaurants, hotel and conference settings. Prerequisite: 12 completed credit hours in a Hospitality Careers program. 3 credits

Please refer to the MCC College catalog for more information and general prerequisites for Cooperative Education/Work Experience.

HUMAN SERVICES

HSE* 134: Introduction to the Mental Health System
This course will review the nature, history and stigma of psychiatric illness and the various treatment modalities over time. The course will also cover classification of psychiatric diagnoses, ethics, co-occurring disorders, psychiatric rehabilitation and criminal justice involvement. Topics can include treatment approaches, case management, psychosocial rehabilitation, public awareness, and a special emphasis on social role valorization and empowerment. 3 credits

HUMANITIES

HUM* 101: Introduction to the Humanities
Through exposure to a variety of the humanities such as the arts, literature, music and dance, students should be able to understand the historical development of the humanities including: literature, music, painting, theatre and philosophy. Students should also be able to identify major movements and thinkers within the liberal arts and analyze works within the humanities, both with reference to other, similar works and as individual objects of study. Prerequisite: Eligibility for ENG* 093. 3 credits

INTERDISCIPLINARY STUDIES

IDS* 101: The First Year Experience
(Formerly SD 111)
This course provides students with the skills, knowledge and confidence necessary to succeed in college and emphasizes the role that effective choice plays. Students are encouraged to think, read, problem-solve, and write critically. Topics include both academic and organizational skills and aim to empower students through heightened self-awareness. The course fosters an understanding and appreciation for the diversity of the college community while encouraging students to become responsible and enthusiastic participants in their education. Prerequisites: None. 3 credits

MATHEMATICS

MAT* 095: Elementary Algebra Foundations
(Formerly MATH 101)
The course includes all of the basic properties and theorems of the real number system that are required to solve linear, quadratic and selected rational equations. Linear systems, basic graphing, integer exponents and selected literal equations are included. An e-book and an access code for specialized software is required on the first day of class. Prerequisites: “C” or better in MAT* 075 or placement by mathematics assessment test, and eligibility for ENG* 096. 0 credits
(Formerly MATH 102)  
A second course in mathematical modeling (whose main themes are function represented by tables, graphs and rules) and problem solving. Polynomial functions with special attention to linear and quadratic functions; power functions; square root, absolute value, piecewise and exponential functions are studied. A TI-83+ or TI-84+ graphing calculator is required and used throughout the course. Prerequisites: "C" or better in MAT* 096 or MAT* 095, or placement by mathematics assessment test and eligibility for ENG* 101. No credit if already completed MAT* 158 or any higher numbered math course. 3 credits

MAT* 158: Functions, Graphs & Matrices  
(Formerly MATH 120)  
A course in selected topics from contemporary mathematics with applications for students in business, economics, and social science. Topics include: the concepts of function and rate of change, a review of algebraic and graphical aspects of polynomial functions, a study of exponential and logarithmic functions, mathematical modeling, systems of linear equations in 2 or more variables with an emphasis on forming, solving and interpretation of matrices. A TI-83+ or TI-84+ graphing calculator is required and used throughout. Prerequisites: "C" or better in MAT* 138 or MAT* 139 or placement by mathematics assessment test, and eligibility for ENG*101. 3 credits

MAT* 165: Elementary Statistics with Computer Applications  
(Formerly MATH 111)  
An introduction to statistical theory and its applications. The use of statistics as a decision-making tool will be discussed. Topics include: data collection, organization and summarization, measures of central tendency and variation, counting techniques, introductory probability theory, discrete and continuous probability models, normal distribution theory, sampling distributions, confidence interval estimation and one sample hypothesis testing. A statistical calculator is required and will be used throughout. Applications of statistical techniques in a variety of disciplines will use the Minitab Statistical Software Package. Prerequisites: "C" or better in MAT* 138 or MAT* 139 or "C" or better in both MAT* 095 and MAT* 109 or "C" or better in MAT* 096 and MAT* 109, eligibility for ENG* 101. 4 credits

MAT* 172: College Algebra  
This course is a thorough and rigorous treatment of the algebraic skills needed to be successful in the Calculus sequence. The course will cover sets, functions, simplifying expressions, solving equations, linear functions, linear systems, polynomials, exponential functions, logarithmic functions, complex fractions, radical expressions, complex numbers and quadratic functions. Focus will be on gaining proficiency with algebraic skills. A TI-83+ or TI-84+ graphing calculator is required and used throughout the course. Prerequisites: “C” or better in MAT* 138 or MAT* 139, or placement by mathematics assessment test, and eligibility for ENG* 101. 3 credits

MAT* 186: Precalculus  
(Formerly MATH 150)  
A detailed study of relations and functions, operations on functions, and their graphs. Characteristics of various families of functions, modeling and solving application problems are the main focus of the course. In particular, exponential, logarithmic and circular functions along with polynomial, rational and selected algebraic families will be developed. This course assumes that the student has had some exposure to geometry. A TI-83+ or TI-84+ or TI-86 graphing calculator is required and will be used throughout. Prerequisites: A grade of "C" or better in MAT* 172; or "C" or better in MAT* 155; or placement by mathematics assessment test, and eligibility for ENG* 101. 4 credits

MAT* 230: Applied Calculus with a Modeling Approach  
(Formerly MATH 121)  
A course in selected topics from calculus with applications in business, economics, and social science. Students will learn the fundamental concepts of calculus and how to apply them to real-life problems. A major goal is to develop conceptual understanding (rather than algebraic manipulation) through the use of graphing calculators and through the consideration of graphical, numerical and algebraic perspectives. The major conceptual focus is on rates of change and their interpretations within a problem context. The definition of the integral, the Fundamental Theorem of Calculus, some selected applications of integration and some integration techniques are included. A TI-83+ graphing calculator is required and used throughout. Prerequisites: "C” or better in MAT* 158 and eligibility for ENG* 101. 3 credits

MAT* 254: Calculus I  
(Formerly MATH 250)  
A first course in calculus with analytic geometry for students in mathematics, science, engineering and technology. Topics include families of functions (including exponential and logarithmic) represented by table, graph and equation, modeling of actual data, the concepts of limit and continuity, the derivative and antiderivatives, the definite integral and the Fundamental Theorem of Calculus. Applications from mathematics, engineering, and economics will receive special attention. Solutions to such problems will require the use of a graphing calculator and/or a symbolic algebra system (Maple). A TI-83+ or TI-84+ or TI-86 graphing calculator is required. Prerequisites: "C” or better in MAT* 186, or placement by mathematics assessment test, and eligibility for ENG* 101. Students cannot receive credit for MAT* 254 if they have already received credit for MAT* 250. 4 credits

MAT* 256: Calculus II  
(Formerly MATH 192)  
A second course in Calculus and analytic geometry for students in mathematics, science, engineering and technology. Topics include antiderivatives, the definite integral, the Fundamental Theorem of Calculus, techniques of integration, numerical approximation, methods of integration, separable differential equations, improper integrals, sequences and series, polar coordinates and parametric equations. Applications of these topics are used throughout the course and will include problems in area, volume, arc length and exponential growth and decay. (Estimation and approximation techniques are considered throughout the course and include methods for approximating solutions to equations, methods of numerical integrations, and the use of power series to approximate functions.) Solutions of these problems will require the use of a graphing calculator and/or Maple software. A TI-83+ or TI-84+ or TI-86 graphing calculator is required. Prerequisites: Eligibility for ENG* 101 and “C” or better in MAT* 254 (formerly MAT* 250). 4 credits

MUS* 101: Music History and Appreciation I  
This course is a survey of western European music from the Medieval Period through Baroque with an emphasis given to stylistic forms (i.e. plainchant, motet, opera fugue), composers (i.e. Palestrina, Corelli, Morley, Vivaldi, Bach, Handel), and the cultural/societal impact on the music. The course will also review the elemental components of music (i.e. pitch, melody, rhythm and harmony). Prerequisite: Eligibility for ENG* 093. 3 credits
MUS* 111: Fundamentals of Music
This course is an introduction to the theory of music. Students will be introduced to skills necessary to read, write and perform music. Topics covered will include note reading, pitch, rhythm, meter, keyboard, intervals, scales, key signatures, triads, inversions and sight singing. Prerequisites: None. 3 credits

PHILOSOPHY

PHL* 101: Introduction to Philosophy
(Formerly PHIL 201)
Development of personal views on the fundamental issues of human existence: the nature of reality, the nature of the human person, knowing and thinking, freedom, basis of morality, aesthetics, the philosophical basis of political systems, and God’s existence. Prerequisite: Eligibility for ENG* 101. 3 credits

PHL* 111: Ethics
(Formerly PHIL 203)
The fundamentals and principles of ethics: moral conscience, good and evil, values, norms, ethical judgment, major ethical systems, punishment, religion and ethics. Contemporary problems with case studies; in particular, issues of environmental and bio-medical ethics. Prerequisite: Eligibility for ENG* 101. 3 credits

PHYSICS

PHY* 110: Introductory Physics
(Formerly PHYS 110)
An introductory course in the physics of motion, heat, sound, electricity, magnetism, light, optics and the theory of the atom. Intended for non-science majors. A process oriented laboratory approach emphasizing exploration and problem solving. This course is intended for students who need only one semester of physics. Students with credit for high school physics should elect PHY* 121 or PHY* 221. Scientific calculator required. Prerequisite: Completion of MAT* 095 with a “C” or higher or math placement test. Students who have taken a higher level physics course will not receive credit for this course. 4 credits

POLITICAL SCIENCE

POL* 101: Introduction to Political Science
(Formerly PLSC 101)
The study of politics through the identification of great political issues that are analyzed from historical and philosophical viewpoints. Prerequisite: Eligibility for ENG* 101. 3 credits

POL* 111: American Government
(Formerly PLSC 111)
A study of the American political system at the national level, with emphasis on political dynamics and public policy. Prerequisite: Eligibility for ENG* 101. 3 credits

PSYCHOLOGY

PSY* 111: General Psychology I
The purpose of this course is to introduce students to the discipline of psychology and to the evolving body of knowledge that has been produced by this discipline. It surveys basic topic areas within psychology including psychology’s history and scientific origins, current research and measurement techniques, the physiological correlates of experience and behavior, human development, learning, memory, intelligence, and personality. Prerequisite: Eligibility for ENG* 101. 3 credits

PSY* 201: Life Span Development
(Formerly PSYC 124)
A survey of physical, cognitive, social, and emotional changes as they are influenced by heredity and environment from conception to death. Prerequisite: PSY* 111 with a grade of “C-” or better. 3 credits

PSY* 203: Child Development
(Formerly PSYC 234)
An evaluation of current issues, theories, and research in the area of child development. This study of physical, cognitive and socioemotional development includes: genetics, development of self, language, play, learning, intelligence, personality and social interactions from conception through age twelve. Prerequisite: PSY* 111 with a grade of “C-” or better. 3 credits

PSY* 245: Abnormal Psychology
The purpose of this course is to introduce students to the phenomenon of psychopathology and to the field of abnormal psychology which attempts to understand and treat it in its many forms. The course will provide students with a basic understanding of this field and survey a number of the more common psychological disorders that have been explored within it such as clinical depression, bipolar disorder, schizophrenia, eating disorders, anxiety disorders, and personality disorders. Assessment, diagnosis, and treatment will also be addressed. Prerequisite: PSY* 111 with a grade of “C-” or better. 3 credits

PSY* 247/BMG* 210: Industrial and Organizational Psychology
(Formerly PSYC 240)
A survey of the psychological factors that influence the individual in the work setting. Includes employee attitudes, motivation, group dynamics, decision making, leadership, assessment and training as an introduction to human resource management. Prerequisite: Completion of ENG* 101 with a grade of “C-” or better. 3 credits

RADIATION THERAPY

RDT* 117: Treatment Planning II
Content is designed to establish factors that influence and govern clinical planning of patient treatment as a continuation of those topics in Treatment Planning I. This encompasses a review of treatment beams, evaluation of dose distributions, optimal treatment planning considerations, evaluation and assessment, including adaptive treatment planning. Prerequisite: RDT* 116. 3 credits

RDT* 145: Radiation Therapy Equipment
Content is designed to present treatment units used in external radiation therapy. The history of equipment development will be presented as well as an in-depth training on console operation. Prerequisites: Completion of RDT* 115 and RDT* 116. 2 credits

RADIOGaphy

RAD* 126: Radiographic Imaging II
A continuation of RAD 125, this course builds on the foundation of basic equipment and imaging methods to include specific of image production and image quality evaluation. Topics covered include image quality factors, beam restriction and filtration, image intensification and fluoroscopy, tomographic principles, and control of scatter radiation. Prerequisite: RAD* 125. 2 credits
COURSE DESCRIPTIONS

RAD* 199: Clinical Practices III
Supervised clinical experience involving the continued development of student skills for general radiography or radiation therapy practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, clinical procedures, and radiation protection. Students will continue to demonstrate proficiency on ARRT competencies. Prerequisite: RAD* 150. 1-2 credits

RESPIRATORY CARE

These courses are open only to students in the Respiratory Care Program.

RSP* 181: Clinical Practicum II
(Formerly RC 203)
Supervised clinical application of principles learned in the classroom. Students will be scheduled for various clinical rotations at health care facilities. Prerequisites: RSP* 131, RSP* 160, RSP* 180 and BIO* 212. 1 credit

RSP* 260: Advanced Principles of Ventilator Therapy
(Formerly RC 242)
A study of mechanical ventilators used in respiratory care with an in-depth explanation of function and application. Indications, hazards and complications of mechanical ventilation will be emphasized. Prerequisite: RSP* 160. 3 credits

SIGN LANGUAGE

SGN* 101: Sign Language I
(Formerly ASL 101)
American Sign Language (ASL) is the sign language most deaf people use when communicating among themselves. Students will learn grammatical features, vocabulary and conversational skills including expressive and receptive skills of ASL. In addition, students will learn the culture of the deaf community, the history of ASL and the relationship of ASL to other forms of signing. 3 credits

SGN* 102: Sign Language II
(Formerly ASL 102)
This course is a continuation of American Sign Language I. Students will learn grammatical features, vocabulary and conversational skills including expressive and receptive skills of ASL. In addition, students will learn the culture of the deaf community, the history of ASL and the relationship of ASL to other forms of signing. Prerequisite: SGN* 101. 3 credits

SOCIOLOGY

SOC* 101: Principles of Sociology
(Formerly SOC 101)
This course is designed to provide students with a basic overview and understanding of the discipline of sociology. The course focuses on the concepts, methods, theories, and levels of analysis used in the study of social interaction. The readings and lectures will examine a broad range of social issues and questions; the different theories of social behavior used to explain these questions; and the ways in which sociologists scientifically examine these theories. The goal of the course is to provide students with the ability and knowledge to critically examine and understand the social issues that impact their daily lives. Depending upon the instructor, this course often includes a service learning project in which students learn sociology while also serving their community by volunteering at non-profit community organizations (e.g. Habitat for Humanity, FoodShare, mentoring youth, environmental projects, food pantries, homeless shelters, etc.) Prerequisite: Eligibility for ENG* 101. 3 credits

SOC* 210: Sociology of the Family
(Formerly SOC 231)
This course will explore the complexity and diversity of the contemporary family and other intimate relationships. Topics for this course include mate selection, gender roles, sexuality, communication, power and conflict, family violence, parenthood, work/family interaction, and diverse family arrangements. Prerequisite: Eligibility for ENG* 101. 3 credits

SPANISH

SPA* 111: Elementary Spanish I
(Formerly SPAN 101)
An introduction to spoken and written Spanish. Emphasis is on basic grammar and developing all four language skills (reading, writing, listening and speaking) with an emphasis on Hispanic culture. No previous Spanish language experience required. Transfer college may not award credit for this course if the student has already completed two or more years of Spanish at the high school level. 4 credits

SPA* 112: Elementary Spanish II
(Formerly SPAN 102)
A second semester course in which students develop all four language skills (reading, writing, listening, and speaking) while studying grammatical structures (preterite, imperfect, object pronouns, reflexive verbs) that are more advanced than those studied in the first semester Spanish course. Hispanic culture will be studied. Classes will be conducted primarily in Spanish. Prerequisite: SPA* 111, one year of high school Spanish, or permission of instructor. Transfer college may not award credit for this course if the student has already completed two or more years of Spanish at the high school level. 4 credits
Please complete the following form and submit it to the Admissions Office with all necessary documentation. An Admissions staff member will review your request and determine if you meet the requirements for exemption. Please be advised that if you are exempt from taking the Assessment Tests, we strongly recommend that you see an academic advisor for assistance with course selection. Please note: This exemption does not override prerequisites.

Name _____________________________________________________ Banner ID # @ ___________________________
Mailing Address ______________________________________________ Phone # ___________________________

☐ New Student (never attended college) ☐ Returning Student ☐ Transfer Student

Exemption requested for: ☐ Mathematics ☐ English

Reasons for Exemption Request: (Please check all that apply). See score guidelines below:

☐ I have achieved appropriate scores on the SAT exam and I am eligible to take college-level English (see below).

☐ I have achieved appropriate scores on the Math portion of the SAT exam and I am eligible to take a college-level math course (see below).

☐ I have completed coursework in a college-level credit English and/or Math course with a grade of “C” or better at the following college/university: ____________________________

☐ I have taken the Accuplacer English and/or math assessment test at another college or university (name of college):

______________________________________________________

☐ I am age 62 or older.

Old SAT scores (taken before March 2016):

☐ Critical Reading/Writing – 450 for ENG*101
☐ Math – 500 for MAT*138
☐ Math – 550 for MAT*146 – MAT*186
☐ Math – 650 for MAT*254

New SAT scores (taken March 2016-present):

☐ Reading Test – 25 for ENG*101
☐ Writing & Language Test – 26 for ENG*101
☐ Math – 530 for MAT*138
☐ Math – 570 for MAT*146 – MAT*172
☐ Math – 620 for MAT*185 or MAT*186
☐ Math – 670 for MAT*254

I understand that exemption is granted only after verification and institutional review.

Student Signature __________________________________________ Date ________________________________

FOR OFFICE USE ONLY

Semester: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: __________________________

Exempt ☐ English and Math ☐ English Only ☐ Math Only

Signature: __________________________________________ Date: ________________________________

Copy sent to student: ☐ No ☐ Yes Date sent __________________________ Initials __________________________

GENERAL INFORMATION 860-512-2800 25 REGISTRATION INFORMATION 860-512-3220
MCC’S BUSINESS AND INDUSTRY SERVICES
Providing custom group training solutions for your business or organization

MCC’s Business & Industry Services works with you to design and deliver relevant job training and skill development courses for your company’s workforce.

WHY CHOOSE US?

• Training is customized to suit your organization’s unique needs
• Workshops are taught by highly qualified professionals
• Courses can be taught at your location, or on our campus in one of our state-of-the-art classrooms
• Rates are very competitive and cost effective
• We often partner with local, state and federal funding programs to help you realize significant cost savings for training

For more information, call Doreen Forbes-Rogers, Business & Industry Services Representative, at 860-512-2817 or email her at dforbes-rogers@manchestercc.edu

YOU KNOW WHAT YOU WANT. GO FOR IT!

Credit-Free Allied Health Courses
Prepare to Sit for State and National Licensing or Certification Exams

Starting In June
Certified Nurse Aide (CNA) Accelerated*
Emergency Medical Technician (EMT)

Starting In August
Free Information Sessions

Starting in Late September and Early October
Certified Nurse Aide (CNA)*
Emergency Medical Technician (EMT)
Pharmacy Technician*
Phlebotomist
Veterinary Assistant

Veterans may qualify for veterans’ benefits to cover the cost of these courses.
*Funding available for SNAP eligible students on a space available basis

For more information on the programs or registration, call Michelle Fuhrman at 860.512.2826

For a Credit-Free catalog, call 860.512.2800.
www.manchestercc.edu/programs-courses/catalogs/
## CONTACT INFORMATION

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<tr>
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<th>City</th>
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## ATTENDANCE & APPLYING

Have you previously attended this college?  
- [ ] Yes  
- [ ] No  
If yes, when?

Have you previously attended a CT Community College?  
- [ ] Yes  
- [ ] No  
If yes, where?

Are you transferring from another college?  
- [ ] Yes  
- [ ] No  

## FAMILY EDUCATIONAL BACKGROUND

Check the category that applies to your parent(s) or guardian(s):

- [ ] Neither attended college  
- [ ] One or both attended college but did not earn a degree  
- [ ] One or both earned an associate degree  
- [ ] One or both earned a bachelor’s degree or higher

## ETHNICITY/RACE

This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino?  
- [ ] Yes  
- [ ] No

What is your race? (Select one or more)

- [ ] White (10)  
- [ ] Black or African American (20)  
- [ ] American Indian or Alaskan Native (50)  
- [ ] Native Hawaiian or Other Pacific Islander (80)  
- [ ] Asian (45)

## CITIZENSHIP

Are you a United States citizen?  
- [ ] Yes  
- [ ] No

If no, are you a permanent resident? (green card holder)  
- [ ] Yes  
- [ ] No

## IN-STATE TUITION

Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.

1. Are you eligible for in-state tuition because you have continuously resided in Connecticut for at least one year and Connecticut is your permanent home?  
- [ ] Yes  
- [ ] No

2. If “No,” can you claim and demonstrate through documentation that you are eligible for in-state tuition?  
- [ ] Yes  
- [ ] No

3. Check here if applying under the New England Regional Student program (NEBHE).  
- [ ] NEBHE

If you answered “Yes” to question #2 or checked question #3, you must submit a “Declaration of Eligibility for In-State or NEBHE Tuition” for review and determination of eligibility.

## MILITARY STATUS

Are you currently on active duty with the U.S. Armed Forces?  
- [ ] Yes  
- [ ] No

Are you currently a member of the National Guard or Reserve?  
- [ ] Yes  
- [ ] No

Have you ever served in the U.S. Armed Forces?  
- [ ] Yes  
- [ ] No

Are you a dependent of a member of the U.S. Armed Forces?  
- [ ] Yes  
- [ ] No

If you answered “Yes” to any of these questions, you may be entitled to benefits and should meet with the college’s Veterans Certifying Official (VCO).
EDUCATIONAL GOAL

Check only one

☐ Developmental (college prep) education (DV)
☐ English skills (ESL) (ES)
☐ Certificate - undergrad credit (CT)
☐ Fulfill other college’s requirement (AC)
☐ Transfer without an associate degree (DN)
☐ Associate degree (DG)
☐ Earn associate degree, then transfer (DT)
☐ Personal development course(s) (PD)
☐ Job preparation/retraining course (JB)
☐ Job promotion (JP)
☐ Unsure at this time (UN)
☐ Goal not listed (NL)

PREVIOUS COLLEGES ATTENDED

College/University Name                      State
Dates of Attendance          Graduation Date       Degree Awarded

College/University Name                      State
Dates of Attendance          Graduation Date       Degree Awarded

INTERNATIONAL STUDENT INFORMATION

Are you an international student who needs an I-20 form for an F1 Visa?
☐ Yes ☐ No

Other Visa Holder (indicate type)                         Visa Start Date
Visa Admission Number                                    Visa End Date
International Address

ACADEMIC BACKGROUND

Do you have a high school diploma?
☐ Yes ☐ No ☐ Pending

Name of High School                      Graduation Year
City/State                          Country

Have you passed the high school equivalency exam GED, TASC, HiSET? (070997)
☐ Yes ☐ No

Other Visa Holder (indicate type)                         Visa Start Date
Have you taken courses at your high school and earned college credit? (concurrent enrollment)
Have you participated in the High School Partnership Program through the CT Community Colleges?
☐ Yes ☐ No

COMMUNICATION & CONSENT

Email Communications
I request the college forward me any initial correspondence to the email address I have provided, including personally identifiable information pertaining to me from college records protected by FERPA.

Signature

Consent for the Disclosure of Education Records
I understand that to maintain accurate student records, including the records pertaining to my attendance at the college, and for other necessary business purposes, the college may need to release or provide access to personally identifiable information in its records pertaining to me to another college in the CT Community College System or to the system’s administrative office. Accordingly, I hereby authorize the college to release or allow access to such information to those indicated for the purposes described.

Signature

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the college. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Signature                          Date

Parent/Guardian Signature (if under 18)                          Date

HIGHEST EDUCATIONAL LEVEL ACHIEVED

Check only one

☐ No high school diploma or GED (01)
☐ High school diploma or GED (02)
☐ Some college (06)
☐ Undergraduate certificate (05)
☐ Associate degree (07)
☐ Bachelor’s degree (08)
☐ Master’s degree (09)
☐ Other advanced degree (10)
☐ Doctoral degree (11)
☐ First professional degree (JD, MD, DDS, LLB) (12)
☐ Sixth-Year certificate (13)
☐ Other advanced degree

EDUCATIONAL GOAL

In which degree/certificate program do you plan to enroll? (use attached list)

Primary Major

Secondary Major (optional)

INTENDED PROGRAM OF STUDY

Primary Major

Secondary Major (optional)
Degree and Certificate Majors and Codes

CODES ASSOCIATE DEGREE MAJORS
B11BA07 Accounting, Career
B11BA05 Accounting & Business
  Administration, Transfer
  Business Office Technology
B11BA45 – Administrative Assistant, Legal
B11BA46 – Administrative Assistant, Medical
B11BA44 – Administrative Assistant, Office
B11BA67 Business Administration, Career
B11BA70 – Entrepreneurship Option
B11BA53 Communication
B11BA54 – Journalism Option
B11BC08 Computer Engineering
  Technology
B11BA55 Computer Game Design
B11BC09 Computer Network Technology
B11BC10 Computer Programming
  Technology
B11BC11 Computer Science
B11BC12 Computer Technology
B11BB03 Criminal Justice
B11BA18 Culinary Arts
B11BB06 Disability Specialist
B11BB18 – Speech-Language Pathology Assistant Option
B11BF01 Drug and Alcohol Recovery Counselor
B11BA06 Early Childhood Education
B11BA50 Engineering Science
B11BA30 Environmental Science
B11BB17 Foodservice Management
B11BB24 General Studies
B11BB27 Graphic Design
B11BB94 Health and Exercise Science
B11BA43 Hotel-Tourism Management
B12BC18 Interpersonal & Organizational Communication
B12BB68 Liberal Arts and Science, A.A.
B11BB68 Liberal Arts and Science, A.S.
B11BB84 Management Information System
B11BB71 Manufacturing Engineering Science
B11BB72 Marketing
B12BC16 Music Studies
B11BB85 Occupational Therapy Assistant
  Paralegal
B11BC73 Radiologic Science
  – Radiography
  – Radiation Therapy
B11BB88 Respiratory Care
B11BA51 Social Service
B11BF15 Technology Studies
B11BF15 – Computer-Aided Design Option
B11BF17 – Electronics Technology Option
B11BF12 – Engineering Technology Option
B11BF19 – Industrial Technology Option
B11BF20 – Lean Manufacturing Option
B11BF13 – Technology Education Option
B11BF23 – Technology Management Option
B11BC06 Therapeutic Recreation
B12BA40 Visual Fine Arts
B12BA15 – Photography Option

CODES CERTIFICATE MAJORS
B13BJ05 Accounting
B13BC11 Computer-Aided Design
B13BJ67 Computer-Aided Manufacturing
B13BK07 Computer Network Technology
B13BK09 Computer Programming Technology
B13BJ10 Corrections
B13BJ75 Criminal Justice
B13BJ77 Culinary Arts
B13BJ82 Dental Assistant
B13BJ86 Disability Specialist
B13BK37 Electronic Health Records
B13BJ83 Electronic Publishing
B13BJ30 Entrepreneurship/Small Business
B13BJ74 Fitness Specialist
B13BJ01 Food Store
B13BJ55 Forensic Science
B13BK55 Health Career Pathway
B13BJ06 Homeland Security
B13BJ02 Hotel-Tourism
B13BN13 Lean Manufacturing
B13BJ13 Marketing
B13BJ14 Media Technology
B13BK02 Medical Insurance Specialist
B13BJ50 Medical Transcription
B13BJ03 Office Support Specialist
B13BJ53 Paralegal
B13BK04 Professional Baker
B13BJ51 Public Relations
B13BJ35 Social Service
B13BJ59 Speech-Language Pathology Assistant
B13BN15 Technology Management
B13BJ39 Therapeutic Recreation
B13BJ58 Web Technology

What Do I Need to Do?

NEW STUDENTS
Never attended another college
1. Apply for admission
2. Apply and follow up with financial aid
3. Provide required documents by start of semester
   • Proof of vaccination
   • Proof of high school completion
4. Register online to take the assessment test
5. Register online to attend New Student Orientation
   * You will register for classes at New Student Orientation
6. Finalize payment

TRANSFER STUDENTS
Attended another college
1. Apply for admission
2. Apply and follow up with financial aid
3. Submit all prior college transcripts
   • Official for transfer of credits
   • Unofficial for proof of prerequisite(s)
4. Meet with an advisor
   * Transcripts must be reviewed by Admissions before meeting with an advisor (if not from Community College system)
5. Register for classes
6. Finalize payment

NON-DEGREE SEEKING STUDENTS
Taking Winter Intersession or Summer Session Classes Only
1. Apply for admission
2. Provide proof of eligibility for classes
   (unofficial transcripts, SAT, assessment results, etc.)
3. Register for classes
4. Finalize payment
CREDIT EXTENSION COURSE REGISTRATION FORM

Print clearly in ink. Register one person per form. Photocopy form as needed.

Attention Students: be sure to read the Credit Extension refund policy on page 5 before you register!

NEW STUDENTS MUST FILL OUT AN MCC APPLICATION FOR ADMISSION on pages 27-29

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th>(last)</th>
<th>(first)</th>
<th>(middle)</th>
<th>Previous Name (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security # (for Student ID)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banner ID#</td>
<td></td>
<td></td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Home Address (number and street, city/town, state, zip)</td>
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</tr>
<tr>
<td>Telephone Number(s)</td>
<td>(Home)</td>
<td>(Business)</td>
<td>(Cell)</td>
<td>Email address</td>
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<tr>
<td>CRN#</td>
<td>COURSE TITLE</td>
<td>DAY(S)/TIME</td>
<td>START DATE</td>
<td># OF CREDITS</td>
</tr>
</tbody>
</table>

I hereby authorize the use of my
MasterCard □ Visa □ Discover Card □

Credit Card # ____________________________

Cardholder name (print) ____________________________

Cardholder signature ____________________________

Relationship to student ____________________________

Cardholder address ____________________________

___________________________________________________________

Cardholder phone ____________________________ Exp. date (mo/yr) __________

Total Fees: ____________________________

(Include any applicable lab or studio fees)

New Student Application Fee: ____________________________

($20 application fee must be paid by separate check made payable to "MCC")

Student Signature ____________________________ Date ____________________________

I acknowledge that I have read the Credit Extension refund policies.

Attention Students: be sure to read the Credit Extension refund policy on page 5 before you register!

Office Use Only

Regis. Special Receipt # Date

SUMMER CREDIT CATALOG 2017

www.manchestercc.edu
4 Ways to Apply and Register for Credit Extension Courses

1. BY MAIL

Must be received at least 5 business days prior to the start of the requested course.
If applicable, complete the MCC Application for Admission form for new students on pages 27-29. Complete the registration form on page 30. Please complete the entire form. Full payment must accompany each registration. Refer to fee schedule on page 4. Send your registration and payment to:

  Registration Office, MS #13
  Manchester Community College
  Great Path
  P.O. Box 1046
  Manchester, CT 06045-1046

Please mail the entire registration page!

2. IN-PERSON

If applicable, complete the MCC Application for Admission form for new students on pages 27-29. Complete the registration form on page 30. Please complete the entire form. Fees are payable in full at time of registration and may be paid at the Bursar’s Office in the Student Services Center, after registering for your course in the SSC Building Registrar’s Office.

Make checks or money orders payable to “MCC.”

3. BY FAX: 860-512-3221

If applicable, complete the MCC Application for Admission form for new students on pages 27-29. Complete the registration form on page 30 using Visa, MasterCard, or Discover Card only. Please complete the entire form.

4. WEB REGISTRATION

Returning students may register online using a MasterCard, Visa or Discover Card only. If you are a returning student and know your NetID and/or Banner ID*, here’s how to register online:

1. Go to http://my.commnet.edu
2. Log in using your NetID and password
3. Click on “Banner Student & Faculty Self-Service”
4. Click on “Registration/Schedule”
5. Click on “Class Registration”
6. Follow instructions for “Register for Classes” or “Drop Classes”
7. Click on “View Schedule” at bottom of page to confirm registration
8. Follow prompts to initiate payment
9. Log off

* Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone.

** Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online. Please call 860-512-3220 for more information about Web registration.

NEW NETID USERS

- Your NetID is your Banner ID with the “@” symbol in a different position (i.e. a student with a Banner ID of 87654321, will have the following NetID: 87654321@student.commnet.edu)
- Your initial password is made up of the following personal information:
  1. The first three characters of your birth month (with first letter capitalized)
  2. The “&” symbol
  3. The last four digits of your Social Security Number Example: for a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct & 6789. The password is case sensitive.
  4. You will then be prompted to change your password

Please call 860-512-3220 for more information about Web registration.

**Forms of Payment**

Full payment must accompany registration.

Cash: In person, during regularly scheduled Bursar hours.

Credit Cards: Only MasterCard, Visa or Discover Card are accepted.

Checks/Money Orders: Please make all checks payable to “MCC.” If one check is used to pay for more than one student, the names and course numbers for all students involved must be listed on the check.
FINANCIAL AID IS AVAILABLE FOR SUMMER CREDIT CLASSES

See page 3

Register for summer credit courses by mail, fax, online, or in person beginning March 14, 2017.