

ENROLLMENT GUIDE



6 easy steps to taking
credit classes at MCC



MANCHESTER
COMMUNITY
COLLEGE



Welcome!

Hello and welcome to Manchester Community College. The *Enrollment Guide* is an important tool that you can use during your time here at MCC. The guide offers step-by-step instructions for applying for admissions to registering conveniently online. It is meant to complement the online registration system.

The *Enrollment Guide* serves degree and certificate-seeking students and non-degree seeking students. It contains information so that you can successfully enroll in classes, including important dates and deadlines for admissions, financial aid, testing and registration. It also provides answers to many commonly-asked questions.

Fall 2018 and Spring 2019 courses can be found online at <http://my.commnnet.edu>. The *College Catalog* can be found online and has information regarding policies, resources, departments, courses and descriptions. Visit <http://catalog.mcc.commnnet.edu> for the current edition.

Thank you for making MCC your college of choice.

Peter C. Harris
Director of Enrollment Management

Office Hours

ADMISSIONS, FINANCIAL AID AND REGISTRAR

Monday, Wednesday, Thursday.....8:30 a.m.-4:30 p.m.
Tuesday10:30 a.m.-7:00 p.m.
Friday8:30 a.m.-4:30 p.m.

BURSAR'S OFFICE

Monday, Wednesday, Thursday.....8:45 a.m.-4:45 p.m.
Tuesday8:45 a.m.-7:15 p.m.
Friday8:45 a.m.-1:45 p.m.

BOOKSTORE

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

Important Telephone Numbers

This *Enrollment Guide* provides answers to many commonly-asked questions. For more information, please use the telephone numbers below:

Academic Offices

Liberal and Creative Arts.....860-512-2660
Science, Technology, Engineering and Mathematics ...860-512-2700
Social Science, Business and Professional Careers860-512-2750

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

Admissions860-512-3210

International Students860-512-3215

New Student Information860-512-3210

Testing Services.....860-512-3590

Transcript Evaluation860-512-3214

Advising and Counseling Services.....860-512-3320

Bookstore.....860-645-3140

Bursar's Office.....860-512-3640

Career Services860-512-3372

Continuing Education860-512-2800

Cooperative Education860-512-3312

Disability Services.....860-512-3590

Distance Learning Support860-512-2857

Financial Aid860-512-3380

First Year and New Student Programs860-512-3320

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

New Student Orientation.....860-512-3320

Smart Start.....860-512-3325

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

Library.....860-512-2880

Registrar's Office860-512-3220

Enrollment Verification.....860-512-3223

Immunization Information.....860-512-3225

MCC Transcripts860-512-3223

Student Activities.....860-512-3283

Student Affairs860-512-3203, 860-512-3204

Student Retention Services860-512-3303

Veteran's Services

Advising/Counseling.....860-512-3307

Tuition Waivers/Certifications.....860-512-3362

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

Closings due to weather860-512-3000

Important Dates: 2018-2019

Summer Session

May 21	3-week and 6-week day/evening and intensive program Session 1 starts
June 4	8-week day/evening session starts
June 18	6-week day/evening session starts
July 2	6-week day/evening and intensive program Session 2 starts
July 15	August 2018 graduation application due

Fall Semester

April 3	Open House
April 2	Fall 2018 online registration begins for continuing students
April 9	Fall 2018 registration begins for all students
May 15	Financial aid priority deadline for Fall 2018
July 21	Super Saturday
August 7	Tuition Due
August 8	Installment payment plan available
August 11	Super Saturday
August 14	Financial aid priority awarding due date
August 25	Super Saturday
August 27	Fall semester begins. Professional Day. †
August 27	Senior citizen, cross-registration and High School Partnership Program registration
August 27	Last day to receive 100 percent refund (tuition only)
August 28	Fall 2018 classes begin
August 28	Accelerated Session 1* (8-week) begins
September 3	Labor Day (college closed)
September 4	Last day to add courses
September 10	Last day of 50 percent drop period (14th calendar day) for General Fund (15-week) classes
September 11	Accelerated Session 2* (12-week) begins
October 15	December 2018 graduation application due
October 16	Reading Day (no classes) ††/ †††
October 23	Accelerated Session 3* (8-week) begins
November 5	Last day to make up incompletes
November 5	Last day to withdraw from General Fund (15-week) classes without penalty
November 21	Thanksgiving Recess begins (no classes) ††
November 22-23	Thanksgiving Recess (college closed)
December 10	Last day to submit withdrawal paperwork with instructor signature
December 11-17	Final exams
December 25	Christmas Day (college closed)

Winter Intersession

October 18	Winter 2018 online and in-person registration begins
December 26	Winter 2018 classes begin
January 1	New Year's Day (college closed)
January 11	Winter classes end, final exams

Spring Semester

October 1	Financial aid priority deadline for Spring 2019
October 1	First day for Spring 2019 and F1 international student admissions online applications
Oct. 29-Dec. 7	Continuing student advising weeks

Nov. 5-Nov. 9	Continuing veterans advising week
November 5	Spring 2019 online registration begins for continuing students
November 12	Spring 2019 registration begins for all students
December 15	Super Saturday.
January 1	New Year's Day (college closed)
January 3	Tuition Due
January 4	Installment payment plan available
January 5	Super Saturday:
January 19	Super Saturday
January 21	Martin Luther King, Jr. Day (college closed)
January 22-23	Professional Days. †
January 23	Senior citizen, cross-registration, and High School Partnership Program registration
January 23	Last day to receive 100 percent refund (tuition only)
January 24	Spring 2019 classes begin
January 24	Accelerated Session 1* (8-week) begins
January 30	Last day to add courses
February 6	Last day of 50 percent drop period (14th calendar day) for General Fund (15-week) classes
February 7	Accelerated Session 2* (12-week) begins
February 14	Lincoln's Birthday observed (no classes) ††
February 18	Washington's Birthday (college closed)
March 11-17	Spring Recess (no classes) ††
March 15	May 2019 graduation application due
March 18	Accelerated Session 3* (8-week) begins
April 4	Last day to make up incompletes
April 4	Last day to withdraw from General Fund (15-week) classes without penalty
April 19	Good Friday/Day of Reflection (college closed)
May 9	Reading Day** (no classes) ††/†††
May 11	Last day of classes
May 13	Last day to submit withdrawal paperwork with instructor signature
May 13-17	Final exams
May 29	Commencement

† College office hours may be limited.

†† Administrative offices open.

††† Reading Days are to be used as study days and/or optional make-up class time at the discretion of the faculty members. No faculty member will be assigned additional duty during the scheduled reading days and no student shall be penalized for not attending any activities/classes on a reading day.

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

* Refund policies are different for accelerated courses. Please see Credit Extension Refund Policy on pages 18-19.

Super Saturdays

Can't make it during the week to get your registration in place? Super Saturdays were created just for you! Take care of admissions, Accuplacer® testing, advising and registration needs in one day. Admissions, Financial Aid, Registrar, Advising and Counseling Services, and Bursar's offices will be open 9 a.m. to 2 p.m.

Fall 2018: July 21, August 11, August 25
Spring 2019: December 15, January 5, January 19

1

Apply for admission

Apply early for the best course selection.

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

STUDENTS MAY APPLY ONLINE, IN PERSON OR BY MAIL.

How To Apply For Admission

Students may apply:

- online at <http://my.commnnet.edu>; or
- by completing an application and emailing it to Admissions at ma-admissions@manchestercc.edu; or
- by submitting it to the admissions office by mail: MCC Admissions Office MS # 12, P.O. Box 1046, Manchester, CT 06045-1046; or
- by fax to 860-512-3221; or
- by coming to the Admissions office to apply; and receive an admission confirmation. The Admissions office is located in SSC L156.

Include with the application:

- \$20 application fee
- Final high school transcript, diploma or GED
- Documentation of two doses each of vaccines for measles, mumps, rubella and varicella (MMRV). State law requires ALL students attending Connecticut colleges provide proof of immunization. Contact the Registrar's office with further questions, 860-512-3220. Please note: any documents received are considered third party documents and will not be returned to the student.

Transfer students matriculating at MCC should have official transcripts from all previous colleges forwarded to the Admissions office for evaluation. Transfer credit evaluations are necessary before advising appointments.

International students should contact Joseph Mesquita at 860-512-3215 for information regarding F-1 student visas. For more detailed information, visit manchestercc.edu/international.

Part-time non-degree/non-matriculated students do not need to provide proof of high school completion or immunization records, but must be able to satisfy any academic prerequisites during registration. Prerequisite requirements are outlined in the course descriptions in MCC's catalog at <http://catalog.mcc.commnnet.edu>.

What is myCommNet?

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

How To Log In To myCommNet

myCommNet gives you the ability to access information you need with a single sign-on. You will use the student self-service area in myCommNet to view and update your financial aid package, student records and registration information.

After the initial login, you will be instructed to change your password.

Logging onto myCommNet for the first time:

A Banner ID number will be assigned to you when you are admitted. Your NetID is your Banner ID with "@student.commnnet.edu" following the numbers (i.e. 12345678@student.commnnet.edu). Your initial password is made up of the following personal information:

1. First three characters of your birth month (with first letter capitalized)
2. The "&" symbol
3. Last four digits of your Social Security Number, example (Dec&4321). The password is case-sensitive.

You will be prompted to change your password.

Passwords must follow these rules:

- Must be eight characters long
- Contain three of the following four character types:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Digits (0-9)
 - Special characters (!@#\$%^)
- Must not be the same as your previous password
- Cannot contain any part of your user name

Need to look up your NetID or to reset your password?

- Go to www.ct.edu/netid
- If unsuccessful, contact the IT Help Desk at 860-512-3456.

How to Access Student Email

Student email accounts are issued to all students. This email address is the **ONLY** email by which the college and your instructors will communicate with you.

You can expect to receive official college communications that pertain to all students, as well as individual communication from administrative and academic offices, faculty and staff.

To access your student email:

1. Enter the Microsoft Office 365 web address:
<http://portal.microsoftonline.com>
2. In the User ID field enter your NetID: eight-digit Banner ID followed by @student.commnet.edu (ex: 12345678@student.commnet.edu)
3. When you click on the Password field, an alert will prompt you that the page is "Redirecting" and "...taking you to your organization's sign-in page"
4. An authentication box will require you to enter your NetID and your password
5. Click the OK button

THIS EMAIL ACCOUNT WILL BE YOURS FOR LIFE.

You can also view your email address and log into Office 365 through the Office 365/Student Email link located on the myCommNet homepage:

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

Having Trouble Accessing Your Email Account?

The most reliable browser with which to access your email is Firefox. Contact the Technology Help Desk in the Student Services Center, SSC L204; at 860-512-3456; or email HelpDesk@manchestercc.edu if you need assistance.



WHY MCC?

Theresa Visconti

Chemistry

I chose Manchester Community College because it was familiar to me. Now that I attend it means so much more. The programs the college provides to aid students create a feeling that the college appreciates every student that attends here. The classes are rigorous and are still intimate; my teacher knows my name and my face. When classes start it's not a time of dread but of excitement and enthusiasm.

I plan to transfer to CCSU and eventually earn my doctorate. I feel that MCC has prepared me for furthering my education. Manchester is a place for every kind of student. I am proud to go here and I'm glad with the decision I made. I can't imagine being anywhere else.

SELF-SERVICE CENTER

The *Self-Service Center* is located in the Student Services Center lobby across from the Registrar's office. Students may use this area to register online for courses, accept their financial aid awards, view their class schedule and search for courses.

2 Apply for financial aid

May 15, 2018 is the Financial aid priority deadline for Fall 2018

October 1, 2018 is the Financial aid priority deadline for Spring 2019



To Apply For Financial Aid, Follow These Easy Steps:

- Go to fafsa.gov and complete the Free Application for Federal Student Aid (FAFSA).
- Enter the Title IV code for MCC – **001392** – on your application.
- Check your application status by logging onto your MCC Banner account. You can check if you are missing documentation and view your award package, if eligible.

Manchester Community College has established a partnership with Inceptia, a nonprofit organization providing expertise in higher education access, to expedite the federal verification process. If selected for verification, submit your tax returns transcripts and any other required documents to Inceptia at <https://www.verificationgateway.org/mcc2019>. If you have any questions you may contact Inceptia directly at 1-888-374-8427 or stop by the Financial Aid office.

If you have extra funding after covering tuition and fees, you will be able to buy your books in the campus bookstore or on their website using your financial aid.

If you are a continuing student, check your status for satisfactory academic progress through myCommNet.

Basic Eligibility Criteria

- Be a citizen or eligible non-citizen of the United States.
- Have a valid Social Security Number.
- Be enrolled (matriculated) in an eligible degree or certificate program.
- Be registered with Selective Service, if a male.
- Apply for financial aid and complete all requirements by May 15, 2018 for Fall 2018 semester and by October 1, 2018 for Spring 2019 semester in order to be guaranteed tuition and fees deferment, if eligible.

Continuing students must be in good academic standing and maintain satisfactory academic progress as defined by the satisfactory progress policy for the CT community colleges. The policy is available on the Financial Aid section of the MCC website at manchestercc.edu/financial-aid.

Students may not receive financial aid for any attempted credits that exceed 150 percent of their published program. For example, for a 60-credit degree program, students become ineligible when they have attempted 90 credits.

Book Purchases

Students with a book credit may use this credit for the purchase of books at the MCC Bookstore. Please see *Important Dates* on page 3. Visit the bookstore website at www.mctc.bkstr.com for updated store hours, or to get your books online.

How To View the Financial Aid and Check Pending Requirements

After submitting your FAFSA application, you will be able to track your financial aid status and award information electronically using myCommNet at <http://my.commnet.edu>. If prompted to select the college, be sure to select MCC. If prompted to select the year, be sure to choose the appropriate academic year and "Submit" (i.e. for Fall 2018 and Spring 2019, the academic year is 2018/2019). The first time you log in you will be prompted to update/confirm your contact information. Awards will show as accepted, no further action is needed.

To View Your Financial Aid Award

1. Go to <http://my.commnet.edu>
2. Log in with your student NetID and password
3. Click on "Banner Student & Faculty Self-Service"
4. Click on "Financial Aid"
6. Click on "Award Package"

To Check Your Pending Requirements and Satisfactory Academic Progress

1. Go to <http://my.commnnet.edu>
2. Log in with your student NetID and password
3. Click on "Banner Student & Faculty Self-Service"
4. Click on "Financial Aid"
5. Click on "Eligibility Requirements"
6. View your financial aid requirements under the "Student Requirements" tab and your Satisfactory Academic Progress status under the "Academic Progress" tab. Any holds will be listed under the "Holds" tab.

Please Note:

- Students who drop or withdraw from classes must be aware that their financial aid may be affected. Please consult with the Financial Aid office before dropping or withdrawing from courses.
- Financial aid does not cover credit-free courses.
- Students do not always have to be full-time in order to receive aid; check eligibility with the Financial Aid office.
- Financial aid cannot pay for a class taken more than twice.
- It may take up to two weeks for the FAFSA results to be received by the Financial Aid office. Please follow up.
- If expecting a refund check after tuition, fees and books have been paid for, please note that they are processed four to six weeks after classes start. Checks are mailed by the Bursar's Office. Students can set up direct deposit on myCommNet for the refund to be deposited directly to their personal account.
- The original award offer is based on full time status, and then this award offer is adjusted in proportion to enrollment upon registration, prior to disbursement. Based on federal policy, a student's budget – known as the cost of attendance – is adjusted based on enrollment credits for that period after the start of the semester. Because the initial calculation and packaging of financial aid award assumes full-time enrollment, part-time enrollment can have an effect on final financial aid eligibility and package. If enrolling part time, contact the Financial Aid Office to discuss how your enrollment will affect your final award disbursement, and plan accordingly.



WHY MCC?

Joshua Lopez

Surgical Technology

MCC's newly formed partnership with Hartford Hospital offers a great pathway to a career in surgical technology. As a student, I have the opportunity to take surgical technology coursework and perform clinical rotations within the Hartford Healthcare System. The hospital operating rooms provide a dynamic, real-world learning environment essential to prepare me to become an entry-level surgical technologist and an integral member of the surgical team. First-year classes are held at MCC, and second-year classes are offered on the Hartford Hospital campus. Upon successful completion of the program's requirements, I will not only have a college degree, but I will also be eligible to sit for the National Board of Surgical Technology and Surgical Assisting Certification Exam. The MCC associate degree in surgical technology provides the opportunity to advance my healthcare career and, as a Certified Surgical Technologist, I can work anywhere in the United States!

WHY MCC?



Rosie Boyden '17
Communications

I originally came to MCC in Fall 2014 because I'd heard about it from my older sisters, who had each attended for about a year. But I am the first among us to have enrolled full-time and to complete a degree. I majored in Communication, but what I liked about the college is that the general education requirements gave me exposure to a broad range of fields, and now I am interested in a career in law enforcement. A position with the FBI is my dream job! I am confident that the communication program — including my internship in the MCC Public Relations Office, as well as the rest of my liberal arts courses — has prepared me well for when I continue my education as a justice studies student with a concentration in homeland security and terrorism at Southern New Hampshire University.

I also got a lot of great experience through the volunteer opportunities MCC offers students, such as *Evening of Fine Wines*. I volunteered for this event both years I was a student here. Even better, as part of my communication internship, I was able to live tweet at the 25th *Evening of Fine Wines*, which gave me a professional social media skill I didn't have before attending MCC.

3

Take the assessment test

English and math assessment tests are a prerequisite for MCC students enrolling in credit courses. The results of the assessment test will be used to determine proper course placement.

To Take the ACCUPLACER® Assessment Test, Follow These Easy Steps:

- Go to "Make a Test Appointment" on manchestercc.edu/assessment-test.
- Register and prepare for ACCUPLACER test session and the challenge essay. The challenge essay is an opportunity to challenge the results of the ACCUPLACER test and is offered to students after completing the ACCUPLACER. Learn more about the tests on the website.
- Bring your Banner student identification number and photo ID to the test.

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

Transfer students having college-level mathematics and English credits might be exempt from taking tests in those subjects. Students matriculated at other colleges are required to take assessment tests unless they have completed coursework at another institution that meets MCC prerequisites, or otherwise meet the criteria for a waiver.

Students who believe they qualify for a waiver of the English and/or math assessment tests should submit an Assessment Testing Exemption Request form (found on manchestercc.edu/assessment-test) with necessary documentation. Students with GED, SAT or ACT scores should consult the college website for details on exemptions. The Assessment Testing Exemption Request form must be submitted to the Admissions office.

4

Register for New Student Orientation

New Student Orientation

The first step to a successful college career is attendance and active participation in a New Student Orientation (NSO) session. This comprehensive program provides students with information needed for a smooth and successful transition to college life. The primary goals of NSO are to provide an opportunity for new students to prepare for academic and social success at MCC and to interact with other incoming students and student leaders.

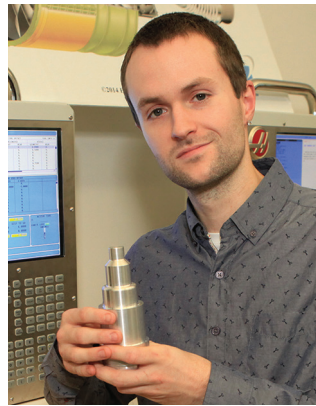
Students should go to <https://www.manchestercc.edu/nso> to register for orientation. During half of the session, students will have the opportunity to meet with the advising staff to discuss assessment test results, access the college catalog and learn how to retrieve course descriptions and prerequisites,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

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

Continuing/Returning Student Advising

Students with fewer than 30 credits in General Studies and Liberal Arts and Science degree programs should call First Year and New Student Programs at 860-512-3320. Students with 30+ credits or in program-specific majors need to contact their program coordinators. Students should email or call their program coordinator or faculty advisor to schedule an appointment, or connect during Advising Weeks, which take place in the fall and spring semesters.

For more information about New Student Orientation, contact Jason Scappaticci at jscappaticci@manchestercc.edu. For more information about Cougar Class, contact T.J. Barber at tbarber@manchestercc.edu.



WHY MCC?

Graham Waddington

Manufacturing/Engineering Technology

MCC is a great school, and I knew my mother and sister had good experiences here. The teachers are really good. They explain subjects really well and are going to prepare you for job placement. I always loved hands-on and mechanical things; I didn't like traditional classroom courses as much. In the manufacturing program, I was working with the machines within three weeks. I'll also have credits toward an associate degree in Engineering Technology, which will help me be ahead of the curve in the job market. There are a lot of colleges offering manufacturing programs, but they take longer and they don't prepare you with the same hands-on experience that MCC does.



5

Register for classes online

Fall 2018 online registration starts April 2 for students registered in Spring 2018. Online, in-person, mail or fax registration for all other students begins April 9, 2018.

Spring 2019 online registration starts November 5 for students registered in Fall 2018. Online, in-person, mail or fax registration for all other students begins November 12, 2018.

How to Register Online, Print Class Schedule and Verify Enrollment

To register for your classes on myCommNet:

1. Go to <http://my.commmnet.edu>.
2. Login using your NetID and password
3. Click on the "Banner Student & Faculty Self-Service"
4. Click on "Registration/Schedule"
5. Click on "Class Registration"
6. Select Term and Click "Submit"
7. Follow the instructions for "Register For Classes", "Drop Classes" and "Submit Changes"
8. Click on "View Schedule" at bottom of page to confirm registration
9. Follow prompts to initiate payment
10. Logoff

To print out your class schedule on myCommNet:

1. Go to <http://my.commmnet.edu>
2. Login using your NetID and password
3. Go to the "Banner Student & Faculty Self-Service"
4. Click on "Registration/Schedule"
5. Click on "Student Schedule"
6. Print your schedule using your web browser's print function
7. Logoff

To print out your Enrollment Verification on myCommNet:

1. Go to <http://my.commmnet.edu>.
2. Login using your NetID and password
3. Click on the "Banner Student & Faculty Self-Service"
4. Click on "Student Records"
5. Click on "Enrollment Verification Request"
6. Click on "NSC Self-Service" (direct connect to National Student Clearinghouse)
7. Click on "Obtain an Enrollment Certificate"
8. Print your certificate
9. Logoff

How To Access Distance Learning Courses

To access your online class material using Blackboard:

1. Login to myCommNet using your NetID and password
2. Click the "Blackboard" link
3. Select your course from the "My Courses" list
4. Logoff when you have completed your work

How To Access Grades

Semester grades will be available online approximately one week after the exam period.

To print out or view grades:

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

How To Access Transcripts

Semester grades will be available online approximately one week after the exam period.

1. Go to <http://my.commmnet.edu>
2. Login using your NetID and password
3. Click on the "Banner Student & Faculty Self-Service"
4. Click on "Student Records"
5. Click on "Transcripts"
6. Click on "Request Official Transcript"
7. Click on "Access the Transcript Ordering Site" then follow the instructions
8. Logoff

To access your unofficial transcript repeat steps 1-5

6. Click on "View Unofficial Transcript"
7. Select "Transcript Level"
8. Click on "Submit"
9. Logoff

MCC PATHWAY TO SUCCESS

Getting Started...

- ☐ Apply for admission
 - Provide high school diploma or GED
 - Declare your program of study
 - Provide proof of immunization
- ☐ Submit financial aid paperwork
- ☐ Register for Accuplacer test/ submit SAT scores
- ☐ Register for New Student Orientation

By the Time You Complete 15 Credits

- ☐ Connect with your advisor or counselor
- ☐ Learn the layout of the college
- ☐ Learn to use the library
- ☐ Visit the Academic Support Center
- ☐ Join a student club or even start one

By the Time You Complete 30 Credits

- ☐ Connect with your program coordinator or faculty advisor
- ☐ Explore transfer/ career options
- ☐ Explore community engagement

By the Time You Complete 45 Credits

- ☐ Review your transcript with an advisor
- ☐ Connect with the Career Services Office

As You Prepare to Graduate...

Verify That You Have Met All Program Requirements

Apply for Graduation by the Deadline

Enjoy Your Graduation Ceremony. You've Earned it!



See Below for more information and a listing of helpful contacts and services.

Getting Started...

- ☐ Follow the instructions in your acceptance letter
- ☐ Prepare for and attend the Accuplacer test that determines your first semester courses
- ☐ Learn to search, select, register and pay for first semester courses at the New Student Orientation
- ☐ Verify and accept financial aid award online
- ☐ Activate your student email account
- ☐ Learn about student clubs, get your student ID and learn about college life

By the Time You Complete 15 Credits...

- ☐ Connect with your advisor or counselor
- ☐ Learn the layout of the college
- ☐ Learn to use the library
- ☐ Visit the Academic Support Center
- ☐ Join a student club or even start one
- ☐ Attend MCC Quick Tips sessions
- ☐ Practice the habits of successful students
- ☐ Attend a campus event
- ☐ Read the *LiveWire* newspaper

By the Time You Complete 30 Credits...

- ☐ Connect with your program coordinator or faculty advisor
- ☐ Explore transfer options
- ☐ Explore community engagement
- ☐ Discover career options and co-op education
- ☐ Use the Focus2 software to explore career possibilities

By the Time You Complete 45 Credits...

- ☐ Review your transcript with your advisor
- ☐ Transfer students: communicate with the prospective institution
- ☐ Career students: prepare your resume and attend Career Services workshops

As You Prepare to Graduate...

- ☐ Verify that you have met all program requirements with your advisor
- ☐ Apply for graduation by the deadline
- ☐ Register with the MCC Alumni Association

Transfer-In Student:

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

Important Contacts & Services

Academic Support Center	860-512-2610	Financial Aid Office	860-512-3380
Adults in Transition	860-512-3344	Library	860-512-2883
Admissions	860-512-3210	Mentoring & Cultural Programs	860-512-3208
Advising & Counseling Services	860-512-3320	Office of Student Activities	860-512-3280
Bookstore	860-645-3140	Registrar's Office	860-512-3220
Career Services & Veterans Affairs	860-512-3374	STARS Program	860-512-3346
Bursar's Office	860-512-3640	Testing Services	860-512-3304
Disability Services	860-512-3592		



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

Degrees and Certificates Offered at MCC

Students should consider selecting a degree or certificate program of study when applying for admission to MCC.

Programs of study are listed in the MCC College Catalog and include in-depth program descriptions, requirements and course selections. The catalog can be found online by going to <http://catalog.mcc.commnet.edu>.

To view the most up-to-date listing of available courses in the current semester, go to manchestercc.edu/search-for-courses.

ASSOCIATE DEGREES

Accounting, Career
Accounting and Business Administration, Transfer
Art Studies: CSCU Pathway Transfer
Biology Studies: CSCU Pathway Transfer
Business Office Technology
 – Administrative Assistant, Medical
 – Administrative Assistant, Office
Business Administration, Career
 – Entrepreneurship Option
Business Studies: CSCU Pathway Transfer
Chemistry Studies: CSCU Pathway Transfer
Communication
 – Journalism Option
Communication Studies: CSCU Pathway Transfer:
Computer Game Design
Computer Network Technology
Computer Science Studies: CSCU Pathway
 Transfer
Criminal Justice
Criminology Studies: CSCU Pathway Transfer
Culinary Arts
Disability Specialist
 – Speech-Language Pathology
 Assistant Option
Drug and Alcohol Recovery Counselor
Early Childhood Education
Early Childhood Teacher Credential Studies:
 CSCU Pathway Transfer
Engineering Science
English Studies: CSCU Pathway Transfer
Environmental Science
Exercise Science Studies: CSCU Pathway Transfer
Foodservice Management
French Studies: CSCU Pathway Transfer

General Studies
Graphic Design
Health and Exercise Science
History Studies: CSCU Pathway Transfer
Hotel-Tourism Management
Internet Programming Technology
Interpersonal and Organizational
 Communication
Liberal Arts and Science
Management Information Systems
Manufacturing Engineering Technology
Marketing
Mathematics Studies: CSCU Pathway Transfer
Music Studies
Occupational Therapy Assistant
Paralegal
Physics Studies: CSCU Pathway Transfer
Political Studies: CSCU Pathway Transfer
Psychology Studies: CSCU Pathway Transfer
Radiologic Science
 – Radiography
 – Radiation Therapy
Respiratory Care
Social Service
Social Work Studies: CSCU Pathway Transfer:
Sociology Studies: CSCU Pathway Transfer
Spanish Studies: CSCU Pathway Transfer
Surgical Technology
Technology Studies
 – Computer-Aided Design Option
 – Engineering Technology Option
 – Industrial Technology Option
Therapeutic Recreation
Visual Fine Arts
 – Photography Option

CERTIFICATES

Accounting
Broadcast Media
Computer-Aided Design
Computer Network Technology
Corrections
Criminal Justice
Culinary Arts
Dental Assistant
Disability Specialist
Electronic Health Records Specialist
Entrepreneurship/Small Business
Fitness Specialist
Forensic Science
Health Career Pathways
Homeland Security
Hotel-Tourism
Internet Programming Technology
Lean Manufacturing
Marketing
Medical Insurance Specialist
Office Support Specialist
Paralegal
Photography
Professional Baker
Public Relations
Social Service
Speech Language Pathology Assistant
Therapeutic Recreation
Web Technology

START

with an **associate degree** from a Connecticut Community College

Art Studies
Biology Studies
Business Studies
Chemistry Studies
Communication Studies
Computer Science Studies
Criminology Studies
Early Childhood
Teacher Credential Studies
English Studies

Exercise Science Studies
French Studies
History Studies
Mathematics Studies
Physics Studies
Political Studies
Psychology Studies
Social Work Studies*
Sociology Studies
Spanish Studies



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

CONNECTICUT'S

MOST AFFORDABLE BACHELOR'S DEGREE



FINISH

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

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

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

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



6

Pay tuition and fees

Tuition and fees are subject to change.

All students taking General Fund courses are encouraged to pay their tuition at the time of registration; the payment of all fees is due at the time of registration. Please refer to the website for updated tuition and fees.

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

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

Please note: The addition of a credit extension class to a full-time General Fund load will require payment of an additional credit fee.

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

Before August 7, 2018: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.

After August 8, 2018: Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.

Installment Plan: Students taking six or more credit hours qualify to take part in the installment payment plan. Upon enrolling in the payment plan, students must pay a \$25 non-refundable payment plan fee along with the first installment. **The payment plan will be available online and in-person** on August 8, 2018. For more information, contact the Bursar's office at 860-512-3640.

General Fund Payment Spring 2019 (15-week Classes):

Before January 3, 2019: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.

After January 4, 2019: Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.

Installment Plan: Students taking six or more credit hours qualify to take part in the installment payment plan. Upon enrolling in the payment plan, students must pay a \$25 non-refundable payment plan fee along with the first installment. **The payment plan will be available online and in-person** on January 4, 2019. For more information, contact the Bursar's office at 860-512-3640.

Failure to pay the tuition and fees or enroll in a payment program by the appropriate date may result in cancellation of registration. Students whose classes are canceled for non-payment will need to re-register on a space-available basis when able to pay the tuition and fees.

As always, if a student cannot afford to make a payment and/or is no longer interested in taking classes, it is their sole responsibility to drop those courses or the student may be subject to applicable charges. Please be sure to read the refund policies at manchestercc.edu/refund-policy.

Credit Extension Payment (Accelerated 3-, 6-, 8- and 12-week Classes)

Credit extension courses require full payment of tuition and fees at the time of registration. Students who do not want to take a course once they have registered for it must submit an Add/Drop form to the Registrar's office, whether or not payment has been made. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend. Please see Refund Policy for Accelerated courses on page 18.

Seniors and veterans please note: There are no tuition waivers; Connecticut Tuition Waiver and National Guard Waiver do not cover Credit Extension courses.

Payment Information

A \$25 returned check fee will be charged to students for any check returned for insufficient funds or stop payments.

Payments may be made at the Bursar's office (Student Services Center, first floor) during regular office hours. Tuition can also be paid by mail or online at <http://my.commnnet.edu>.

Acceptable payment methods for tuition are cash, check or credit card (American Express, Discover Card, MasterCard or Visa).

BURSAR'S OFFICE HOURS

Monday, Wednesday, Thursday 8:45 a.m.-4:45 p.m.
Tuesday 8:45 a.m.-7:15 p.m.
Friday 8:45 a.m.-1:45 p.m.

General Information

Academic Support Services

The Academic Support Center (ASC), located in the Student Services Center, SSC L282, offers many opportunities for academic assistance to students of all ability levels. Individual or small group tutoring, subject-related review sessions, ESL and foreign language conversation labs, and college survival skills workshops are some of the services offered to students to enhance their understanding of classroom material. The Academic Support Center offers walk-in support for writing and mathematics in addition to individual tutoring appointments.

Computer-Assisted Lab: Basic training in Windows; Microsoft Word, Excel, PowerPoint and Access; and the Internet is available by individual appointment. Computers may be used on a walk-in basis.

eTutoring: Students may register for free online tutoring assistance in writing (all subject areas), mathematics, accounting, statistics, biology, chemistry, general science, and anatomy and physiology. Students can submit writing assignments for feedback, receive live one-on-one mathematics help (subject to tutoring schedules) and leave questions for tutors. eTutoring is coordinated by the Connecticut Distance Learning Consortium, and tutors are based in participating academic institutions, including MCC. Visit the website at etutoring.org.

Individual Tutoring: Students may make day, evening and Saturday appointments for coursework tutoring in the ASC. Subjects for one-to-one tutoring include English, math, science, social sciences, business, accounting and others. Tutors include faculty, professional staff and trained peers.

Writing Center: The Writing Center is equipped with computers and assorted reference materials. The work area is a place for everyone; students, faculty and staff are welcome to write and/or talk about their writing and to meet in writers' groups. The Writing Center does not offer extensive one-to-one tutoring, but students may be referred to an individual English tutor appointment for more comprehensive one-on-one assistance. Writing Center staff members will offer feedback about writing, answer specific questions, and direct writers to appropriate resources, including other writers.

Information about all of the services offered by the Academic Support Center is available at manchestercc.edu/asc.

Add/Drop

General Fund (15-week) Add/Drop Schedule: Please see *Important Dates* on page 3. All students receiving financial aid will be required to advise the Financial Aid office of schedule changes. Students seeking to change their schedule of classes are advised to consult with their academic advisor before making changes, or call Advising and Counseling Services at 860-512-3320.

Credit Extension (Accelerated 3-, 6-, 8- and 12-week) Add/Drop

Schedule: Students have until the last business day before the first class meeting to drop a credit extension course; only tuition is refunded. If a student officially withdraws on the day of the first class meeting, there is no refund and the student will receive a "W" on their transcript.

Auditing Courses

Students not wishing to earn course credit may audit a course by completing an audit request form at the time of registration in the Registrar's office, SSC L157. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. A student wishing to change from credit to audit status must complete an audit request form within the first four weeks of the semester. Full tuition and fees are charged for audited courses. Students auditing a course may not change to credit status. *Note: financial aid does not cover audited courses.*

Course Cancellations and Changes

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

Cross-Registration

Students who attend a Connecticut state university and are registered full-time at their primary institution may register at MCC. Additional tuition and fees will be applied unless the student shows proof of full-time registration and payment at his/her primary college. Cross-registration does not apply to mandatory usage fees; credit extension courses, including accelerated 8- and 12-week classes, summer credit, winter intersession credit; or any non-credit courses taught through the



General Information *(continued)*

Continuing Education Division. Registrations completed on this basis will only be accepted on the day before the start of the semester, on a space-available basis. See *Important Dates* on page 3. An admission fee of \$20 will be due from first-time applicants.

Manchester Community College is also a member of the Hartford Consortium for Higher Education (HCHE): <http://hartfordconsortium.org>. Students must first get their home institution's approval before registering for HCHE courses. Interested students should contact the Registrar's office for a current listing of available courses, call 860-512-3220, visit SSC L157 or go to www.manchestercc.edu/hartford-consortium-higher-education/.

Distance Learning Courses

Students must know how to use a computer and have high-speed Internet access to successfully participate in distance learning courses. MCC offers three types of distance learning courses that are listed under "Instructional Types" in the "Course Search" section on myCommNet. They are:

- **ONLN:** All OLN courses take place fully online through Blackboard, MCC's course management system. Instructors may also use other online tools, such as publishers' websites or wikis.
- **OLCR:** Online courses with on-campus requirements such as tests or orientations.
- **HYBR:** In a hybrid course, students will have scheduled on-campus class meetings and online coursework and interactions. The number of on-campus meetings may vary according to instructor, so students should check their schedule carefully.

Although MCC's online courses provide flexibility that allow students to access information and participate in course discussions anytime and anywhere via a computer and an Internet connection, these are not

self-paced courses. Just as in any MCC course, students will have weekly deadlines for assignments, discussions and assessments. The content and expectations in an online course are the same as in an on-campus course at MCC. Online courses require a great deal of reading and writing, as well as strong computer literacy and time management skills.

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

How To Access Distance Learning Courses

To access your online class material using Blackboard:

1. Login to myCommNet using your NetID and password
2. Click the "Blackboard" link
3. Select your course from the "My Courses" list
4. Logoff when you have completed your work

Explore Academic Majors and Career Pathways with FOCUS® 2

FOCUS 2 is an online, interactive career and education planning system that combines self-assessment, career exploration and decision making into one comprehensive program. Students will be able to assess their values, skills and interests and explore career fields and major areas of study that are compatible with their assessment results. FOCUS 2 also lets students compare occupations they may be considering so that they can make a more informed occupational choice. It is said that students who use FOCUS 2 make better career decisions.

To get started using FOCUS 2:

1. Go to manchestercc.edu/focus2
2. Select "Create a new account" and use the access code: **cougars**

Please note: FOCUS 2 is most effective if students meet with Career Services staff or an advisor to review their results. Once students have completed FOCUS 2, they can stop by the office located in SSC L120, or contact Career Services to arrange for a follow-up appointment. Students with questions on how to use FOCUS 2 should visit the Career Services office.

Graduation/Commencement

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

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





Students completing their graduation requirements in August and December are invited to the next May's commencement ceremony. For more information please visit manchestercc.edu/commencement.

Students who do not complete requirements can request re-evaluation for the next conferral date/year.

Graduation applications can be obtained outside the Registrar's office and online at manchestercc.edu/graduation.

Senior Citizen Registration

Students age 62 or older may register for classes on a space-available basis the day before the start of the semester and have their General Fund in-state tuition, college service fees and student activity fees waived. (See *Important Dates* on page 3.) Waivers do not apply to mandatory usage fees, credit extension (accelerated fall and spring, summer and winter sessions) or any non-credit courses taught through the Continuing Education Division.

Services for Students with a Disability

Physical or Psychological Disability: Contact Joseph Navarra, Coordinator of Disabilities Services, at 860-512-3592, SSC L131. Students should schedule a meeting to review supporting documentation of the disability for determining the type of accommodations that MCC may provide.

Learning Disability or ADD/ADHD: Contact Gail Stanton, Learning Disabilities Specialist, at 860-512-3597, SSC L131. Students should schedule a meeting to review supporting documentation of the learning disability for determining the type of academic accommodations that MCC may provide.

Testing accommodations: Contact Georgette E. Hyman, Assistant Director, Disabilities Services and Testing, at 860-512-3596, SSC L131. After completing a consultation with a counselor (Joseph Navarra or

Gail Stanton), students must submit a completed Testing Adjustment Request Form, available in SSC L131. Requests must be made at least one week in advance.

Veterans

Veterans are served by the staff in the Veterans OASIS in SSC L101 and Career Services and Veterans Services office in SSC L120. A School Certifying Official (SCO) will assist eligible veterans each semester with the required processes and procedures for receiving monthly benefits, tuition waivers and other educational benefits.

All veterans seeking monthly benefits must be matriculated into a degree or certificate program. Only courses that are directly applicable to their degree program will count towards eligibility for monthly benefits. Veterans that are transfer students must request an official transcript to be sent to the Admissions office for evaluation of prior credit.

Veterans who are eligible to receive educational benefits must complete the VONAPP located at <https://benefits.va.gov/gibill>, and submit their DD 214 to the SCO. If a member of the CT National Guard, the student must request through his/her Unit Education Officer a Notice of Basic Eligibility prior to the start of classes in order to receive benefits.

In addition, veterans are eligible for a full tuition waiver for General Fund courses if they were:

- honorably discharged or released under honorable conditions from active service;
- on active duty for at least 90 days during specific periods of conflict.

Tuition waivers cover only the cost of tuition for General Fund credit-bearing courses. They do not cover expenses associated with books, supplies or student fees. In addition, they do not cover credit extension fund courses such as accelerated classes, winter intersession classes or summer classes.

Students withdrawing from courses are required to notify the School Certifying Official as soon as possible. This will allow for the SCO to

WHY MCC?



Jason Stulpin
General Studies

I like MCC because it is a small college, so it is hard to get lost and all of the college resources are easy to find. Classes are small, so you feel like an individual instead of just another student. Teachers are kind and understanding and always willing to help. There are a plethora of classes to choose from, so you are bound to find a class you can enjoy. There are many clubs and activities you can participate in between classes such as the gym where you can exercise be it by lifting weights or running on a treadmill. Also, there is a large library that has a wide range of books to read and quiet areas to study in. With my CTTransit UPass, I can get back and forth to and from campus for free! My goal is to attend a four-year college and MCC has been a great place to start.



General Information *(continued)*

promptly notify the VA and avoid overpayment of benefits to the student. Veterans are responsible for satisfactory pursuit of the courses in which they register and for notifying Veterans Services of any change in status. For more information, please call 860-512-3362.

Withdrawal and Refund Policy

General Fund Withdrawal policy (15-week Courses)

During the first 14 calendar days of the semester, courses that a student drops or for which a student receives a refund will be removed from the student's schedule and will not appear on his/her transcript. After 14 days, a student who wishes to withdraw from any course must obtain a withdrawal form from the Registrar's office. After the official withdrawal date, a student who wishes to withdraw from a course(s) must obtain an Instructor Approval Course Withdrawal form from the Registrar's office or academic division offices. A request for a withdrawal after the official withdrawal date does not guarantee an approval. This form must be approved by the instructor and returned to the Registrar's office by the last day of classes. For specific dates, please see *Important Dates* on page 3.

General Fund Refund Policy (15-week Classes)

- If students officially drop prior to the first day of the semester, 100 percent tuition only will be refunded (not fees).
- From August 28 to September 10, 2018 for the Fall semester and January 24 to February 6, 2019 for the Spring semester, a 50 percent tuition refund will be refunded.
- If students officially withdraw on the 15th day of the semester (September 11, 2018 for Fall semester and February 7, 2019 for the Spring Semester) or later, no refund will be issued.

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

Tuition and Supplemental Material Fees: When registering for courses, students pay a nonrefundable deposit equal to the fees for their courses. Students who decide to drop a class must notify the Registrar's office by filling out an Add/Drop form.

College Service, Student Activity and Clinical Fees – No Refund.

Students may request a full refund of the clinical fee if they drop out of an allied health program entirely or are not enrolled in any credit courses at the end of the add/drop period.

No telephone requests for refunds will be taken.

Credit Extension Withdrawal Policy (Accelerated 3-, 6-, 8- and 12-week Courses)

A student who drops from a credit extension course will receive a full refund of tuition only, provided the student officially drops on the last

business day before the first class meeting or prior. If a student officially withdraws on the day of the first class meeting, there is no refund and the student will receive a "W" on their transcript (requests must be made by 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.

Credit Extension Refund Policy (Accelerated 3-, 6-, 8- and 12-week Classes)

- If students officially drop on the last business day before the first class meeting or prior, 100 percent refund of tuition only. Requests for refund must be made by Friday for courses starting Saturday-Monday.
- If students officially withdraw on the day of the first class meeting or later, there will be no refund and the student will receive a "W" on his/her transcript.

For more detailed information, visit manchestercc.edu/refund-policy.

Other Non-Refundable Fees for General Fund and Credit Extension Courses

- Installment Plan
- Late Payment

Note:

1. Refund policies assume that all charges have been paid in full prior to drop/withdrawal. In some cases, an account adjustment may not entitle a student to an actual refund.
2. Students are required to officially drop class(es) by the official deadline published each semester on page 3 of the *Enrollment Guide*.
3. Deadlines for accelerated sessions are based on the start date of courses and are adjusted appropriately.

4. Refund/returns of Title IV funds are made in accordance with applicable federal rules and regulations that take precedence over college refund policies.
5. Students receiving financial aid must consult with the Financial Aid office before dropping or withdrawing from a class.

Appeal Procedures for General Fund and Credit Extension Courses Students are required to officially drop/withdraw prior to submitting an appeal.

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

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

All appeals must be submitted in writing to the Refunds Appeals Committee and include Banner ID, contact information and appropriate documentation. Appeals must be received within ten days of the official start date of the course to be considered. Form is located at manchestercc.edu/refund-policy or can be obtained from the Registrar's office.

Submit to: Refund Appeals Committee, Registrar's Office, L157, Student Services Center, Great Path, MS #13, P.O. Box 1046, Manchester, CT 06045-1046.

The committee meets twice a month. Applicants will receive a written response of the outcome.

Notice of Non-discrimination:

Manchester Community College does not discriminate on the basis of race; color; religious creed; age; gender; gender identity or expression; national origin; marital status; ancestry; present or past history of intellectual disability, learning disability or physical disability; veteran status; sexual orientation; genetic information or criminal record. The following person has been designated to respond to inquiries regarding the non-discrimination policies: Debra Freund, Chief Diversity Officer (Title IX and Section 504/ADA Coordinator), Manchester Community College, Great Path, MS #9, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.



Continuando con el Aviso Anti-Discriminatorio

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

The college reserves the right to make any necessary changes in the information listed in this publication.

Alternative formats of this material may be provided upon request.

MCC makes every effort to ensure that all information provided is accurate. The information is subject to change. The online student registration system provides the most accurate listing of courses, available seats and other updates. April 2018/12M/PR

Photo credits: Brian Lombardo '95; John O'Neill, Kinetic Media; Chris Rakoczy, Hartford Hospital; Thomas Vesci



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