WINTERSESSION COURSES

Earn up to 4 credits per class in 3 weeks

3 easy steps to taking credit classes at MCC
Welcome!

Hello and welcome to Manchester Community College.

We know that you have many choices in deciding where to pursue your education, so we thank you for choosing MCC. We created this Winter Credit Extension Enrollment Guide as a tool to help you navigate the enrollment process for accelerated courses offered during the winter intersession.

The guide offers step-by-step instructions for enrolling in winter intersession courses, including: how to enroll in classes, important dates/deadlines, important contact information, MCC’s refund policy and answers to many commonly-asked questions.

Students from other colleges should check with their home college before registering to verify that credits from this program are transferable. There are no refunds after the allowable drop period. Daily attendance is a requirement.

MCC’s credit and non-credit course catalogs are available online at www.manchestercc.edu/catalogs. If you have questions or concerns, please do not hesitate to contact us.

We look forward to helping you navigate the enrollment process.

Thank you for making MCC your college of choice for this winter intersession.

Sincerely,
Mick Pigott, MBA
Director of Business & Industry Services and Credit Extension Courses

Office Hours

ADMISSIONS, FINANCIAL AID AND REGISTRAR
Monday, Wednesday, Thursday.............. 8:30 AM-4:30 PM
Tuesday ............................................. 10:30 AM-7:00 PM
Friday ............................................. 8:30 AM-4:30 PM

BURSAR'S OFFICE
Monday, Wednesday, Thursday.............. 9:00 AM-3:30 PM
Tuesday ............................................. 9:00 AM-7:00 PM
Friday ............................................. 9:00 AM-1:00 PM

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 Careers .... 860-512-2750

Academic Support Center .................. 860-512-2610
Admissions ........................................ 860-512-3210
International Students ............... 860-512-3212, 860-512-3230

New Student Information ............... 860-512-3210
Testing Services ......................... 860-512-3590
Transcript Evaluation ..................... 860-512-3214

Advising and Counseling Services .......... 860-512-3320
Bookstore ........................................ 860-645-3140
Bursar's Office ......................... 860-512-3640
Career Services ......................... 860-512-3372
Disability Services ......................... 860-512-3590
Distance Learning Support ............. 860-512-2857
Financial Aid ......................... 860-512-3380
Library ............................................. 860-512-2880
Registrar's Office ......................... 860-512-3220
Enrollment Verification ..................... 860-512-3223
Immunization Information ................. 860-512-3225
MCC Transcripts ......................... 860-512-3223

Student Affairs ......................... 860-512-3303
Student Retention Services .......... 860-512-3303
Veteran's Services
Advising/Counseling ..................... 860-512-3307
Tuition Waivers/Certifications ............ 860-512-3375

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

October 17  Winter 2019 online and in-person registration begins
December 26  Winter 2019 classes begin
January 1   New Year’s Day (college closed)
January 13  Winter classes end, final exams

Classes meet:
- Dec. 26, 27, 30, 31 (Thurs.-Fri. & Mon.-Tues.)
- Jan. 2, 3 (Thurs.-Fri.)
- Jan. 6, 7, 8, 9, 10 (Mon.-Fri.)
- Jan. 13 (Mon)

No Classes: Jan. 1 (Wed.)
Final Exams:  Last scheduled class period
Snow Dates if needed: Saturdays, Jan. 4, 11 and Tuesday, Jan. 14, or by instructor arrangement. Note: Makeup classes will start at the same time as the regularly scheduled class at 9:00 AM.

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SH = Semester Hours

Additional Mandatory Usage Fees for Extension Fund Courses Per Semester

| Advanced Manufacturing Lab Fee          | $120.00 |
| Supplemental Course Fee Level 1 **     | $102.50 |
| Supplemental Course Fee Level 2 **     | $205.00 |
| Material Fee ***                       | $51.00  |

All tuition and fees are subject to change.

* Non-Refundable fee
** Per course; level determined by additional contact hours
*** Per course, where applicable

All tuition and fees are subject to change.
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▶ See page 14 for information about online courses. ▲ Choose either ART* 206 or COM* 154 ▼ Choose either BMG* 210 or PSY* 247

Page 4 • • • 2019-20 WINTER
ACC* 115: Financial Accounting
(Formerly ACCT 101)
The study and interpretation of accounting information as a basis for financial statement analysis and management decision-making. Topics include the theory and practice of accounting applications as they relate to the accumulation, external reporting and external uses of financial accounting information. Prerequisites: eligibility for ENG* 101 and MAT* 095 or higher. 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. Prerequisites: eligibility for ENG* 101 and MAT* 095 or higher, and C- or better in ACC* 115. 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* 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

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

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. Not open to students who have completed BIO*112. Prerequisite: eligibility for ENG*101. 3 credits

BFN* 201: Principles of Finance
A study of the principles and techniques of financial management, covering money and capital markets, financial analysis, working capital management, long term financing, time value of money, risk, leverage, and cost of capital. Prerequisites: eligibility for ENG* 101 and completion of ACC* 117 or ACC* 118 with a C or better. 3 credits

BBG* 101: Introduction to Business
(Formerly BUS 111)
This course provides a survey of major business topics such as management, marketing, accounting, finance, computer science, organizational behavior, production, and the social and economic environment of business. Prerequisite: completion of or concurrent enrollment in ENG* 101. 3 credits

BBG* 234: Legal Environment of Business
This course introduces the student to the structure of the American legal and regulatory systems and their 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, employment and labor law, agency, and business organizations. The course also examines fiduciary duties and tort and criminal liability. Prerequisite: eligibility for ENG* 101. 3 credits

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/PSY* 247: Organizational Behavior/Industrial and Organizational Psychology
(Formerly BUS 240/PSYC 240)
The study of people and groups in organizations. Includes the study of team effectiveness, learning styles, communications, motivation, conflict, the evaluation of behavior through the use of web based applications. Orientation is toward the development of personal effectiveness in dealing with others. Prerequisite: completion of ENG* 101 with C- or better. 3 credits

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 better in ENG* 101 and in ACC* 115 or permission of instructor. 3 credits
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. BOT Lab or online instruction. Prerequisites: none. 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* 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

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. 3 credits

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* 102: Introduction to Corrections
(Formerly CJ 114)
This course introduces the field of corrections within the Criminal Justice system. Students will examine correctional processes, operational techniques for managing and changing criminal behavior, correctional programs and alternatives to confinement. History of punishment, confinement, and treatment for adult and juvenile offenders will also be examined. Prerequisite: eligibility for ENG* 093. 3 credits

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

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 major approaches to macroeconomic theory: classical, neo-classical, Keynesian, and monetarist. Prerequisite: eligibility for ENG* 101. 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* 232: British Literature II
(Formerly ENG 202)
This course examines representative figures and concerns in British literature from 1799 to the Modern Period. Prerequisite: ENG* 110 or permission of the instructor. 3 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

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* 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

**HSE* 101: Introduction to Human Services**  
(Formerly HS 101)  
Course includes history of the human service movement, introduction to current theory and knowledge related to human services, and survey of contemporary helping professions. Prerequisites: None. 3 Credits

**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

**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* 093. 3 credits

**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* 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/Organizational Behavior**  
(Formerly PSYC 240/BUS 240)  
The study of people and groups in organizations. Includes the study of team effectiveness, learning styles, communications, motivation, conflict, the evaluation of behavior through the use of web based applications. Orientation is toward the development of personal effectiveness in dealing with others. Prerequisite: completion of ENG* 101 with a grade of C- or better. 3 credits

**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 learning 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
# How to Apply

## What Do I Need to Do?

<table>
<thead>
<tr>
<th>NEW STUDENTS</th>
<th>TRANSFER STUDENTS</th>
<th>NON-DEGREE SEEKING STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Never attended another college</em></td>
<td><em>Attended another college</em></td>
<td><em>Taking Winter Intersession Classes Only</em></td>
</tr>
<tr>
<td>2. Apply and follow up with financial aid</td>
<td>2. Apply and follow up with financial aid</td>
<td>2. Provide proof of eligibility for classes (unofficial transcripts, SAT, assessment results, etc.)</td>
</tr>
</tbody>
</table>
| 3. Provide required documents by start of semester  
  • Proof of vaccination  
  • Proof of high school completion | 3. Submit all prior college transcripts  
  • Official for transfer of credits  
  • Unofficial for proof of prerequisite(s) | 3. Register for classes |
| 4. Register online to take the assessment test | 4. Meet with an advisor  
  * Transcripts must be reviewed by Admissions before meeting with an advisor (if not from Community College system) | 4. Finalize payment |
| 5. Register online to attend New Student Orientation  
  * You will register for classes at New Student Orientation | 5. Register for classes | |
| 6. Finalize payment | 6. Finalize payment | |

---

*Admission Application must be received at least five business days prior to the start of the requested course.*

*Students may apply online, in person or by mail.*
4 Ways to Register for Credit Extension Courses:
Submit an Admission Application (if applicable), a Registration Form
(https://www.manchestercc.edu/wp-content/uploads/MCC-Fillable-
Application.pdf) and full payment to enroll at least five business days
prior to the start of the requested course. Please see refund policy on page 13.

1. By Mail
Send your registration and payment to:
Registration Office, MS #13
Manchester Community College
Great Path, P.O. Box 1046
Manchester, CT 06045-1046

2. In-Person: at the Registrar
Visit the Registrar’s Window in the Student Services Center. Course
fees and tuition are due in full at the time of registration.

3. By Fax:
860-512-3221
Include credit card information for payment.

4. Online:
http://my.commnet.edu *See instructions on page 11.
Paying for Class, Books and Supplies

Credit Extension Course Payment
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 a student cannot afford to make a payment and/or is no longer interested in taking classes once registered, it is their sole responsibility to drop those courses. If a student does not drop the unwanted course before the refund deadline, they will be obligated to pay for the class whether or not they attend. To drop a course, visit http://my.commnet.edu or visit the Registrar Office in the Student Services Center. Please be sure to read the refund policies at manchestercc.edu/refund.

Failure to pay the tuition and fees or failure to enroll in a payment program by the appropriate date may result in cancellation of registration. However, it is the student's responsibility to drop the course if they don't pay for it.

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.

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

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

Financial Aid
Please check with the Financial Aid Office for current financial aid information at 860-512-3380 or visit them in SSC L177.

BURSAR’S OFFICE HOURS
Monday, Wednesday, Thursday ................................. 9:00 AM-3:30 PM
Tuesday ........................................................................... 9:00 AM-7:00 PM

Bookstore Hours
(December 16, 2019 – January 14, 2020)
Required textbooks can be purchased at the MCC Bookstore located on the first floor of the Student Services Center.

The bookstore will be open Monday-Friday unless otherwise noted.

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 16</td>
<td>Mon.</td>
<td>9:00 AM-6:00 PM</td>
</tr>
<tr>
<td>December 17</td>
<td>Tues.</td>
<td>9:00 AM-7:00 PM</td>
</tr>
<tr>
<td>December 18-19</td>
<td>Wed.-Thurs.</td>
<td>9:00 AM-4:00 PM</td>
</tr>
<tr>
<td>December 20</td>
<td>Fri.</td>
<td>9:00 AM-1:00 PM</td>
</tr>
<tr>
<td>December 23</td>
<td>Mon.</td>
<td>9:00 AM-4:00 PM</td>
</tr>
<tr>
<td>December 24</td>
<td>Tues.</td>
<td>9:00 AM-1:00 PM</td>
</tr>
<tr>
<td>December 25</td>
<td>Wed.</td>
<td>CLOSED</td>
</tr>
<tr>
<td>December 26-27</td>
<td>Thurs.-Fri.</td>
<td>9:00 AM-1:00 PM</td>
</tr>
<tr>
<td>December 30-31</td>
<td>Mon.-Tues.</td>
<td>9:00 AM-1:00 PM</td>
</tr>
<tr>
<td>January 1</td>
<td>Wed.</td>
<td>CLOSED</td>
</tr>
<tr>
<td>January 2</td>
<td>Thurs.</td>
<td>9:00 AM-4:00 PM</td>
</tr>
<tr>
<td>January 3</td>
<td>Fri.</td>
<td>9:00 AM-1:00 PM</td>
</tr>
<tr>
<td>January 6</td>
<td>Mon.</td>
<td>9:00 AM-4:00 PM</td>
</tr>
<tr>
<td>January 7</td>
<td>Tues.</td>
<td>9:00 AM-7:00 PM</td>
</tr>
<tr>
<td>January 8-9</td>
<td>Wed.-Thurs.</td>
<td>9:00 AM-4:00 PM</td>
</tr>
<tr>
<td>January 10</td>
<td>Fri.</td>
<td>9:00 AM-1:00 PM</td>
</tr>
<tr>
<td>January 13</td>
<td>Mon.</td>
<td>9:00 AM-5:00 PM</td>
</tr>
<tr>
<td>January 14</td>
<td>Tues.</td>
<td>9:00 AM-7:00 PM</td>
</tr>
</tbody>
</table>

www.mctc.bkstr.com
Phone: 860-645-3140
Accessing myCommNet

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.

You will use the student self-service area in myCommNet to view and update your financial aid package, student records and registration information. It can be accessed at http://my.commnet.edu.

How To Log In To myCommNet

Logging onto myCommNet for the first time:
A Banner ID number will be assigned to you when you are admitted. Your NetID is your Banner ID with “@student.commnet.edu” following the numbers (i.e. 12345678@student.commnet.edu).

Log In with Initial Password First:
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 then be prompted to create your own 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

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

How to Register Online, Print Class Schedule and Verify Enrollment on myCommNet

To register for your classes:
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:
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

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.

To print out your enrollment verification:
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
Credit Extension Policies

**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.

**Confirmation for Credit Courses**
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.

**Level of Study**
While the number of classes for winter intersession is less 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.

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

**Class Requirements and Prerequisites**
For credit course prerequisites see Course Descriptions, pages 5-7.

**NOTE:** If a student is concurrently registered for a prerequisite course in the fall semester and the subsequent course in winter intersession, it is the student's responsibility to drop the winter intersession course before it begins if the fall prerequisite grade is not sufficient to meet the winter course requirements.

**Transfer of Credit**
Before registering, students from other institutions should 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.

**WITHDRAWAL AND REFUND POLICIES**
It is the responsibility of each student to know and comply with the withdrawal policies and deadlines. Ignorance of policies or deadlines cannot be used as justification for a refund.

Students who register after the drop for non-payment deadline will not be dropped for non-payment. Students will incur a financial obligation to the college if payment is not received or if they do not withdraw prior to the course withdrawal/refund deadline. The student will be charged for the class even if he/she never attends class meetings.

Classes with insufficient enrollment will be cancelled. If a course is filled or cancelled, students will be notified by phone, email or mail before the starting date and receive a full refund of all tuition and service fees. 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 by the end of 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. 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.**

**Special Note**
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. The college does not automatically drop students from courses because they do not attend.

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

<table>
<thead>
<tr>
<th>Up to the end of the last business day prior to the first day of the course</th>
<th>Students may drop from courses online prior to the start of the session or visit the Registrar’s office for assistance prior to the first day of the class.</th>
<th>Courses that a student drops will be removed from the student’s schedule and will not appear on his/her transcript.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class meeting day up to 2/3 of the session</td>
<td>Students can withdraw online or obtain a withdrawal form from the Registrar’s office.</td>
<td>Grades for courses from which a student withdraws will be recorded as “W” at the end of the session.</td>
</tr>
<tr>
<td>After official withdrawal date (last 1/3 of the session)*</td>
<td>Students must obtain an Instructor Approval Course Withdrawal form from the Registrar’s office or academic division offices.*</td>
<td>Grades for courses from which a student withdraws will be recorded as “W” at the end of the session.</td>
</tr>
</tbody>
</table>

*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.

**Refund Policy**

<table>
<thead>
<tr>
<th>Up to end of the last business day* prior to the first day of the course</th>
<th>100 percent refund of tuition, and supplemental and material fees</th>
<th>No refund of college service and student activity fees**</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class meeting day or later</td>
<td>No refund of tuition, and supplemental and material fees</td>
<td>No refund of college service and student activity fees**</td>
</tr>
</tbody>
</table>

*Requests must be made by Friday for courses starting Saturday-Monday

**Student activity fees are not charged for Summer Session and Winter Interession

Additional Refund Policies for tuition and fees post to a student’s account automatically when the student registers for a course. It is the student’s responsibility to formally drop a course.

If the college cancels a course, the student will automatically be granted 100 percent adjustment of associated charges except the application fee. Tuition cannot be transferred to other semesters. Other non-refundable fees include: Application Fee, Installment Plan, and Late Payment.

Deadlines for credit extension sessions are based on the start date of courses and are adjusted appropriately.

**REFUND APPEAL POLICY**

In the event a student experiences extraordinary circumstances that necessitates their withdrawing from a course beyond the allowable drop period, a refund appeal must be submitted within 10 calendar days from the start date of the class to be considered. After the 10-day extension, no refunds will be issued regardless of the circumstances.

**Appeals will only be considered for the following:**
- severe illness or medical emergency (a doctor’s note is required)
- military transfer (a copy of the transfer orders is required)
- administrative error (documentation required to support request)

**The circumstances that will not be considered include:**
- change of employment situation
- misunderstanding of start date or dates of class and/or lack of knowledge of policies and deadlines
- misunderstanding of registration process
- inability to transfer course
- normal illness
- transportation issues
- childcare issues
- poor decision or change of mind by student regarding course selection
- dissatisfaction with course content or instructor
- conditions of chronic illness or other medical/health conditions that remain unchanged and were known to the student at the time of registration

**To Submit a Refund Appeal:**
1. Read the Refund Appeal Policy and determine if you meet the guidelines.
2. If you meet the guidelines, be sure to withdraw from course(s) prior to submitting an appeal. If you are receiving financial aid, consult with the Financial Aid office before withdrawing from class(es).
3. Complete the Refund Appeal form; provide all information requested and attach supporting documentation. Forms without documentation will not be considered.
4. Sign, date and submit the form in person to the Registrar’s Office, SSC L157, or mail to: Refund Appeals Committee, Registrar’s Office MS #13, Manchester Community College, P.O. Box 1046, Manchester, CT 06045-1046.

No telephone requests for refunds will be taken. The Refund Appeals Committee meets twice per month. A written response will notify the student of the outcome.
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.
1. Go to http://my.commnet.edu
2. Login using your NetID and password
3. Click on the “Banner Student & Faculty Self-Service”
4. Click on “Student Records”
5. Click on “Grades/Registration History”
6. Print your grade history 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.commnet.edu
2. Login using your NetID and password
3. Click on the “Banner Student & Faculty Self-Service”
4. Click on “Student Records”
5. Click on “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:
1. Repeat steps 1-5
2. Click on “View Unofficial Transcript”
3. Select “Transcript Level”
4. Click on “Submit”
9. Logoff

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.

How to log into 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 again.
5. Click the OK button.

This email account will be yours for life.
You can also view your email address and log into Office 365 through the Office 365/Student Email link located on myCommNet:
1. Go to: http://my.commnet.edu or select the myCommNet link located on the MCC homepage. The Office 365/Student Email link will take you to Office 365 support page.
2. Click on the Office 365 Login link and login using the instructions above.

NEED HELP?
Having Trouble Accessing Your Email Account?
The most reliable browser with which to access your email is Firefox. If you need help, 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.

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, accept their financial aid awards, view their class schedule and search for courses.
**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 Winter Intersession course. Full tuition and fees are charged for courses audited. Students auditing a course may not change to credit status.

**Note:** Financial Aid does not cover audited courses.

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

**Cross-Registration**
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/hche.

**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 online. Requests must be made at least one week in advance.

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

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

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

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

**No or Low Cost Textbooks**
Courses marked as “NoLo” in the Banner registration system, contain text-based materials that are no cost or low cost, and will not exceed $40. College and course participation may vary. For more information on the NoLo program, go to http://www.ct.edu/oer#nolo.
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: Debi Freund, Chief Diversity Officer (Title IX and Section 504/ADA Coordinator), Manchester Community College, Great Path, MS #9, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

The college reserves the right to make any necessary changes in the information listed in this publication, and makes every effort to ensure that all information provided is accurate.

The online student registration system provides the most accurate listing of courses, available seats and other updates. October 2019

Alternative formats of this material may be provided upon request.

Photo credits: Brian Lombardo ’95, Ann Montgomery ’96

Enroll Today!
manchestercc.edu