Enroll Today!
manchestercc.edu

3 easy steps to taking winter 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 guide to help you navigate the enrollment process for accelerated courses offered during the winter session.

This guide offers step-by-step instructions for enrolling in winter session 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. Online attendance and participation is required.

We look forward to helping you navigate the enrollment process. Thank you for making MCC your college of choice this winter.

Sincerely,

Pamela Mitchell
Associate Dean of Academic Affairs

Important Telephone Numbers

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 .............................. 860-512-3204, 860-512-3214
  New Student Information ............................ 860-512-3210
  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 .............................................. 860-512-3203

Student Retention Services ................................. 860-512-3303

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

Veteran’s Services
  Advising/Counseling .................................. 860-512-3307

For more information ................................. 860-512-2800

Need Assistance

ADMISSIONS, REGISTRAR, FINANCIAL AID AND BURSAR’S OFFICE

Admissions ........................................ ma-admissions@manchestercc.edu  
  860-512-3210
Registrar ........................................ geninfo@manchestercc.edu 
  860-512-3220
Financial Aid ........................................ finaid@manchestercc.edu 
  860-512-3380
Bursar’s Office ........................................ geninfo@manchestercc.edu  
  860-512-3640

BOOKSTORE

Please visit the bookstore website for updated store hours:
  www.manchestercc-shop.com
Important Dates

Winter Session

Monday, December 28  Winter Classes Begin
*Please note: not all classes meet at the same time.*

WINTER CLASSES MEET:
December 28, 29, 30, 31 (Monday-Thursday)
January 4, 5, 6, 7, 8 (Monday–Friday)
January 11, 12, 13 (Monday–Wednesday)

Friday, January 1, 2021  No Classes.
New Year’s Day; college closed

Wednesday, January 13,  Winter Classes End

Final Exams: Last scheduled class period

Students taking Winter Credit Extension courses:
See refund and withdrawal policies on page 14-15
See audit policy on page 17

Please Note: Deadlines for Credit Extension sessions are based on start dates for each course.

Tuition and Fees

All tuition and fees are subject to change.

### RESIDENT

<table>
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<tr>
<th>Semester Hours</th>
<th>Extension Credit Fee</th>
<th>Service Fee*</th>
<th>Total Fees</th>
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Additional semester hours are charged accordingly.

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Additional semester hours are charged accordingly.

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

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

What Do I Need to Do?

NEW STUDENTS
Never attended another college
1. Complete Application for Admission  
   Go to manchestercc.edu/enrollment
2. Send high school transcript and/or SAT scores  
   to ma-admissions@manchestercc.edu
3. Register through myCommNet  
   See instructions on page 5.
4. Finalize payment at the Bursar’s Office  
   To finalize payment, please contact the Bursar’s Office by phone or email for an appointment; 860-512-3640 or geninfobursars@manchestercc.edu

TRANSFER STUDENTS
Attended another college
1. Complete Application for Admission  
   Go to manchestercc.edu/enrollment
2. Apply and follow up with financial aid
3. Submit all prior college transcripts  
   • Official for transfer of credits  
   • Unofficial for proof of prerequisite(s)
4. Meet with an advisor (by appointment only)  
   Transcripts must be reviewed by Admissions before meeting with an advisor if not from a Connecticut community college. To request an appointment, send email to geninfocounseling@mcc.commnet.edu
5. Register for classes, see page 5
6. Finalize payment at the Bursar’s Office  
   To finalize payment, please contact the Bursar’s Office by phone or email for an appointment; 860-512-3640 or geninfobursars@manchestercc.edu

NON-DEGREE SEEKING STUDENTS
Taking winter session classes only
1. Complete Application for Admission  
   Go to manchestercc.edu/enrollment
2. Provide proof of eligibility for classes unofficial transcripts, SAT, assessment results, etc.
3. Register for classes, see page 5
4. Finalize payment at the Bursar’s Office  
   To finalize payment, please contact the Bursar’s Office by phone or email for an appointment; 860-512-3640 or geninfobursars@manchestercc.edu
Register for classes

Students may register online or by virtual appointment via phone or email. Registration must be received at least five business days prior to the start of the requested course. Full payment is due by midnight prior to sessions's first class.

How to Register Online (preferred option) for Credit Extension Courses

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

How to Print Class Schedule and Verify Enrollment on myCommNet

To print out your class schedule:
1. Go to http://my.commnet.edu
2. Login using your NetID and password
3. Go to the "Banner Student & Faculty Self-Service"
4. Click on “Registration/Schedule”
5. Click on “Student Schedule”
6. Print your schedule using your web browser’s print function
7. Logoff

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.

Please see refund policy on pages 14-15.
Credit Extension Course Payment
Credit Extension courses require full payment of tuition and fees at the time of registration.

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

Tuition can be paid by mail or online at http://my.commnet.edu. For more information, contact the Bursar’s office at 860-512-3640 to speak with someone or to schedule an appointment. Payments can also be dropped-off at the drop box located outside the Bursar’s office (Student Services Center, first floor).

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

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 contact the Registrar’s Office by email at geninforegistrar@manchestercc.edu. Please be sure to read the refund policies at manchestercc.edu/refund.

Failure to pay the tuition and fees 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.

Financial Aid
Please check with the Financial Aid office for current financial aid information at 860-512-3380 or email finaid@manchestercc.edu.

Bursar’s Office Hours
Scheduled by appointment only. To schedule an in-person appointment, call 860-512-3640 or email geninfobursars@manchestercc.edu.

Textbooks/Bookstore Hours
Textbooks and supplies can be purchased at the MCC Bookstore located on the first floor of the Student Services Center. To ensure purchase of the correct textbooks, bring your course schedule printout with you when buying books. Last day for winter book rental returns will be Tuesday, January 19, 2021.

The Bookstore will be closed whenever the college is closed. The MCC Bookstore will be tentatively open for the Winter Session on Tuesday, Wednesday and Thursday, from 9 a.m. to 2 p.m. Because of COVID-19 restrictions, it is suggested that students check for updates at www.manchestercc-shop.com (see “View Store Hours” at the bottom of the page). For more information, store hours or questions, call 860-645-3140, email 0814mgr@follett.com or visit the bookstore website: www.manchestercc-shop.com.
## Winter Credit Extension Course Schedule

### Winter Session: December 28, 2020–January 13, 2021

**Classes Start:** Monday, December 28, 2020  
**Classes End:** Wednesday, January 13, 2021  
**Final Exams:** Last scheduled class period unless otherwise noted

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Title</th>
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<td>Principles of Managerial Accounting</td>
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<td>Film Study</td>
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<td>Online</td>
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<td>40008</td>
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<td>3</td>
<td>Online</td>
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<tr>
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<td>3</td>
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<td>3</td>
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<tr>
<td>40011</td>
<td>BBG* 234</td>
<td>Legal Environment of Business</td>
<td>3</td>
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<tr>
<td>40012</td>
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<td>Principles of Management</td>
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<tr>
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<td>BMG* 204</td>
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<td>Organizational Behavior</td>
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<td>COM* 101</td>
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<tr>
<td>40018</td>
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<td>Film Study and Appreciation</td>
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<td>40019</td>
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<td>Film Study and Appreciation</td>
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<td>COM* 154</td>
<td>Film Study and Appreciation</td>
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<td>40021</td>
<td>COM* 173</td>
<td>Public Speaking</td>
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- ✪ Choose either ART* 206 or COM* 154  
- ■ Choose either BMG* 210 or PSY* 247  

* LRON: Classes meet online during scheduled timeslots. No on-campus requirements.

See page 17 for information about online courses and distance learning.
### Winter Session: December 28, 2020–January 13, 2021

**Classes Start:** Monday, December 28, 2020  
**Final Exams:** Last scheduled class period unless otherwise noted  
**Classes End:** Wednesday, January 13, 2021

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<td>Graphic Design History, Theory &amp; Practice</td>
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<td>HLT* 151</td>
<td>Health and Wellness Promotion</td>
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<td>Western Civilization I</td>
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<td>United States History I</td>
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<td>Introduction to Human Services</td>
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<td>Introduction to Mental Health Systems</td>
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<td>Industrial and Organizational Psychology</td>
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<td>Sociology of the Family</td>
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</table>

- Choose either BMG* 210 or PSY* 247

See page 17 for information about online courses and distance learning.
Course Descriptions

Accounting

**ACC* 115: Financial Accounting**
4 Credits
(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: Eligible for ENG* 101 and MAT* 095 or higher

**ACC* 117: Principles of Managerial Accounting**
3 Credits
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: Eligible for ENG* 101 and MAT* 095 or higher, and completion of ACC* 115 with a 'C-' or higher

Art

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

**ART* 206: Film Study**
3 Credits
(Formerly 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.
Prerequisites: Eligibility for ENG* 101

See also COM* 154: Film Study and Appreciation

Astronomy

**AST* 101: Principles of Astronomy**
3 Credits
(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.
Prerequisites: "C" or better in MAT* 095, or eligibility for MAT* 138

Business, Finance

**BFN* 201: Principles of Finance**
3 Credits
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

Business, General

**BBG* 101: Introduction to Business**
3 Credits
(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.

**BBG* 234: Legal Environment of Business**
3 Credits
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.
Prerequisites: Eligibility for ENG* 101

**BIO* 111: Introduction to Nutrition**
3 Credits
(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.
Prerequisites: Eligibility for ENG* 101.
### Business, Management

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

**BMG* 204: Managerial Communication**  
3 Credits  
(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.  
Prerequisites: Completion of ENG* 101 with C- or better

**BMG* 210: Organizational Behavior**  
3 Credits  
(Formerly 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.  
Prerequisites: Completion of ENG* 101 with C- or better

See also PSY* 247: Industrial and Organizational Psychology

### Business, Marketing

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

### Business Office Technology

**BOT* 180: Medical Terminology**  
3 Credits  
(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

### Communications

**COM* 101: Introduction to Mass Communication**  
3 Credits  
(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.  
Prerequisites: Eligibility for ENG* 101

See also ART* 206: Film Study

**COM* 173: Public Speaking**  
3 Credits  
(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.  
Prerequisites: Eligibility for ENG* 101

### Computer Science

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

**ECN* 101: Principles of Macroeconomics**  
3 Credits  
(Formerly ECON 101)  
This course focuses on the structure and functioning of the national economy. Students will learn to apply basic elements of economic analysis to macroeconomic problems. Topics covered will include the determinants of supply and demand, fiscal and monetary policy, national income accounting and Gross Domestic Product, inflation, deflation, and unemployment, taxation, economic growth, and government regulation. Students will become acquainted with the major approaches to macroeconomic theory: classical, neo-classical, Keynesian, and monetarist.  
Prerequisites: Eligibility for EN* 101.

**Criminal Justice**

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

**CJS* 255: Ethical Issues In Criminal Justice**  
3 Credits  
This course is designed to provide students with an understanding of the necessity of high standards of ethical and moral behavior in our justice process. Comprehensive coverage is achieved through focus on law enforcement, legal practice, sentencing, corrections, research, crime control policy and philosophical issues.  
Prerequisites: Completion of or concurrent enrollment in ENG* 101

**Graphic Design**

**GRA* 156: Graphic Design History, Theory and Practice**  
3 Credits  
Students will study Graphic Design as a component of visual language within historical context. Visual literacy, perception, type design and design practice will be examined within a survey of historical and cultural movements, noting the special relationship of design and art. From Pre-historic cave imagery to the current digital age, the achievements that laid the groundwork for the contemporary practices of graphic design will be looked at. Through online modules, video, discussion, field trips and research, students will be introduced to a historical perspective of visual communication and design.  
Prerequisites: Eligibility for ENG* 101.

**English**

**ENG* 101: Composition**  
3 Credits  
(Formerly ENG 111)  
Composition focuses on the study and practice of effective written communication across a variety of rhetorical situations. The course develops skills in applying language conventions, engaging with and using authoritative sources, and crafting logical arguments. Note: A grade of C or better in ENG* 101 is required to take ENG* 110 or ENG* 200.  
Prerequisites: Students will place into ENG* 101 by the placement process or by successfully completion of ENG* 093 or ENG* 096 with a grade of C or better.

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

**History**

**HIS* 101: Western Civilization I**  
3 Credits  
(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.  
Prerequisites: Eligibility for ENG* 101.

**HIS* 201: United States History I**  
3 Credits  
(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.  
Prerequisites: Eligibility for ENG* 101.

**Human Services**

**HSE* 101: Introduction to Human Services**  
3 Credits  
(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

**HLT* 151: Health and Wellness Promotion**  
3 Credits  
(Formerly SSC 110)  
A survey of contemporary health concepts and concerns that affect life style. 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.  
Prerequisites: Completion of ENG* 096.
HSE* 134: Introduction to the Mental Health System
3 Credits
This course will review the nature, history and stigma of psychiatric illness and the various treatment modalities over time. The course will also cover classification of psychiatric diagnoses, ethics, co-occurring disorders, psychiatric rehabilitation and criminal justice involvement. Topics can include treatment approaches, case management, psychosocial rehabilitation, public awareness, and a special emphasis on social role valorization and empowerment.
Prerequisites: None

Humanities

HUM* 101: Introduction to the Humanities
3 Credits
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.
Prerequisites: Eligibility for ENG* 093

Philosophy

PHL* 111: Ethics
3 Credits
(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.
Prerequisites: Eligibility for ENG* 101.

Psychology

PSY* 111: General Psychology I
3 Credits
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. The course 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.
Prerequisites: Eligibility for ENG* 101.

PSY* 245: Abnormal Psychology
3 Credits
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.
Prerequisites: PSY* 111 with a grade of “C-” or better.

PSY* 247: Industrial and Organizational Psychology
3 Credits
(Formerly 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.
Prerequisites: Completion of ENG* 101 with C- or better

See also BMG* 210: Organizational Behavior

Sociology

SOC* 101: Principles of Sociology
3 Credits
(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.).
Prerequisites: Eligibility for ENG* 101.

SOC* 210: Sociology of the Family
3 Credits
(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.
Prerequisites: Eligibility for ENG* 101.
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.
Credit Extension Policies

Registration Deadline
Students must register at least five days prior to the start of class. Full payment is due by midnight prior to the session’s first class.

Confirmation for Credit Courses
Students who have successfully completed the registration process will receive confirmation at that time. Course schedules can also be downloaded through myCommNet (see page 5). Your confirmation is necessary to purchase textbooks at the MCC Bookstore.

Level of Study
While the number of class meetings for winter session 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 9-12. NOTE: If a student is concurrently registered for a prerequisite course in the fall semester and the subsequent course in winter session, it is the student’s responsibility to drop the winter session course before it begins if the fall prerequisite grade is not sufficient to meet the winter course requirements. It is the student’s responsibility to drop a course for which he/she is registered.

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.

It is the student’s responsibility to drop a course for which he/she is registered.

Classes with insufficient enrollment will be cancelled. If a course is filled or cancelled, students will be notified by phone or email 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
It is the student’s responsibility to drop a course for which he/she is registered. 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 contact 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 Form Depot or by contacting 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 the 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 Session

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 ten calendar days from the start date of the class to be considered. After the ten-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 found online in the form depot. Go to https://www.manchestercc.edu/wp-content/uploads/Refund-Appeal.pdf; provide all information requested and attach supporting documentation. Forms without documentation will not be considered.
4. Sign, date and submit the form to Registrar’s Office, online or by email to geninfo@manchestercc.edu or by 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.

Additional Refund Policies

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 college service fee. Tuition cannot be transferred to other semesters.

Deadlines for Credit Extension sessions are based on the start date of courses and are adjusted appropriately (see page 3).
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, repeat steps 1-5
6. Click on “View Unofficial Transcript”
7. Select “Transcript Level”
8. 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 from 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 at 860-512-3456; or email HelpDesk@manchestercc.edu if you need assistance. On-campus assistance is scheduled by appointment only due to COVID-19 restrictions.
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 by email and return the completed form to the Registrar’s Office within the first two weeks of a Winter Session 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 email or phone of course cancellations.

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 four types of distance learning courses (ONLN, LRON, OLCR and HYBR) 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.
- LRON: Classes meet online during scheduled timeslots. No on-campus requirements.
- OLCR: Online courses with on-campus requirements such as tests or orientations.
- HYBR: 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.

Services for Students with a Disability
Physical or Psychological Disability
Contact Joseph Navarra, Disabilities Services Coordinator, 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 in the Form Depot. Go to https://www.manchestercc.edu/offices/student-affairs/disability-services/testing-adjustment-request/. Requests must be made at least one week in advance.

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.
Notice of Nondiscrimination
Manchester Community College does not discriminate on the basis of: age, ancestry, color, gender identity or expression, intellectual disability, learning disability, mental disability or history thereof, physical disability (including blindness), marital status, national origin, race, religious creed, sex (including sexual harassment and pregnancy), sexual orientation, criminal record, veteran status, retaliation for previous discrimination or coercion, genetic information and workplace hazards to reproductive systems. The following person has been designated to handle inquiries regarding the non-discrimination policies: Angelo Simoni Jr., CSCU Title IX Coordinator, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277.

Aviso Continuo Anti-Discriminatario
Manchester Community College no discrimina por motivos de: edad, ascendencia, color, identidad o expresión de género, historial de discapacidad intelectual, de aprendizaje, mental o física (incluye ceguera), estatus marital, origen nacional, raza, credo religioso, sexo (incluye acoso sexual y embarazo), orientación sexual, antecedente penal, estatus de veterano, represalias por discriminación o coerción previa, información genética, y riesgos laborales en sistemas reproductivos. La siguiente persona ha sido designada para manejar investigaciones relacionadas con la nuestra póliza anti-discriminatoria: Angelo Simoni Jr., CSCU Title IX Coordinator, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277.

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

Alternative formats of this material may be provided upon request.

MCC makes every effort to ensure that all information provided is accurate. The information is subject to change. The online student registration system provides the most accurate listing of courses, available seats and other updates. November 2020/PR

Photo credits: GettyImages stock photography

Coronavirus (COVID-19) Pandemic Disclaimer
Beginning March 2020, Connecticut along with the rest of the United States suffered the effects of the COVID-19 coronavirus pandemic. Day-to-day life as it existed before the pandemic changed drastically, and individuals and institutions adapted to new practices and behaviors. Normative actions now include wearing facial masks, maintaining social distance, and working and learning remotely. Learning about and adherence to Center for Disease Control and Prevention (CDC) guidance has become a way of life. As we plan for the next academic year, so much is uncertain, including the continuing threat of COVID-19.

The Connecticut State Colleges and Universities (CSCU) must adapt to meet this reality. Going forward, it is up to all of us – faculty, staff and students – to do our part to ensure our campus community stays as healthy and safe as possible. This is a shared responsibility, and every member of our community must adhere to national, state, and local health guidelines and requirements, and adhere to those measures Manchester Community College deems safe and appropriate for the campus. This will include social distancing, wearing masks or other facial coverings, not reporting to class or work if sick, and isolating when required.

Although Manchester Community College is readily developing a schedule of courses that include some in-class and on-ground instruction, no one knows what the future may hold. In the case of an outbreak of the coronavirus or other illness, the institutions reserve the right to adapt the format of any class to an entirely online/distance learning modality as public health conditions warrant. Such change will not result in any increase or decrease of tuition and fees. We all understand that tuition and fees are in exchange for learning, academic credit, and certain non-academic services regardless of whether taught on-ground, in a hybrid environment or entirely remotely.

Most important to CSCU and Manchester Community College is the health, safety, and welfare of every member of its community. Yet, despite campus efforts to comply with health and safety guidelines, it is not possible to guarantee a disease free environment, or to guarantee that campuses will not close and return to an online-only learning environment. These are the realities of working and learning during a pandemic. If you choose to return to campus during the pandemic, you accept that you are willing to do your part to keep the campus safe and acknowledge that you may be required to complete your course work in an evolving or remote learning environment.

The Manchester Community College community is looking forward to welcoming you back.