

High School Partnership Program Overview

Fall 2017

- Students must be in their junior or senior year of high school and have a “B” average or higher.
- The High School must have a HSPP articulation with MCC and submit an annual contract (included in this packet) signed by the principal, or superintendent of the participating school district, and the president of the College.
- Prior to each academic year, a letter from the high school principal must be on file in the Admissions Office identifying the name of the HSPP program coordinator.
- Each semester a new Student Letter of Recommendation is required for a student’s participation in the HSPP program, signed by the designated HSPP Coordinator, or designated official, of the respective high school. One form for all recommended students is acceptable.
- Applicants submit the HSPP application in this packet but do not pay the \$20 application fee. Please do not use the standard/online application.
- Students must be eligible for college-level courses determined by an assessment test. After being admitted students receive a Banner/student ID# and schedule a test at www.manchestercc.edu/students/prospective/assessment, or submit SAT scores or ACT scores to determine course eligibility. If a student has new SAT Reading score of 25 or higher, or writing and Language score of 26 or higher and/or scores of 530+ in Math, they should submit them to the Admissions Office to be exempt from testing. ACT scores of 18-21 on the math test and/or 21 or higher on the English ACT Test, or score of 47 or higher on the ACT English and Reading portions should be submitted to allow the student to register for college-level courses.
- **Students interested in registering for a Science, Technology, Engineering, or Math (STEM) course may register in-person only, on Monday August 14, 2017. HSPP students who are taking non-STEM courses may register in-person on a space available basis, on Monday, August 28, 2017. Fall classes begin Tuesday, August 29, 2017.**
- The Cashier’s Office will waive all tuition and fees—up to a maximum of two courses (8 credits) per semester, including the one-time, \$20 college application fee. **All HSPP students are responsible for tuition and fees over 8 credits, textbooks and supplies, and are ineligible for Financial Aid.**
- The courses for which tuition and fees are waived will be credit courses only, offered day and evening, Monday – Friday, supported through the General Fund (Fall, Spring & on-line courses). The HSPP does not cover pre-college (developmental) courses. Courses must be ones in which seats are available.
- The HSPP Program does not cover the cost of weekend, summer or winter intersession course(s).
- Students can take classes to broaden their education, to earn college credits, to explore career options or to build their skills.
- Student’s final grades will become a permanent part of their academic history at MCC.
- After registering for class with an Admissions staff, students are responsible for bringing the invoice/schedule to the Cashier’s Office for processing. Failure to do so may result in the classes being cancelled, or the student being charged tuition.

For more information, please contact Cynthia K. Zeldner, Associate Director of Admissions at (860)512-3214 or czeldner@manchestercc.edu.



High School Partnership Program Information for Counselors

Enclosed are the MCC Admissions and Registration materials for the fall 2017 semester; copies may be made as needed. Please submit High School Partnership paperwork in advance to facilitate instructions on testing and registering for students who are accepted into the Program. Students **cannot apply online** to the High School Partnership Program. In compliance with the Board of Regents policy please be advised that the following is required:

- Students must be academically strong, with at least a "B" over-all average, and in their junior or senior year.
- A letter of recommendation for each student, with the signature of either the high school principal or that of the HSPP Coordinator/ School Counselor should accompany the application; one letter listing the names of all participating students is acceptable.
- A completed MCC application for each applicant; the \$20 application fee is waived for HSPP students. The HSPP application may be submitted at any time.
- A current MCC/HSPP contract signed by the Superintendent or designee.

Once a student is admitted to the MCC High School Partnership Program, they receive an acceptance letter with their Banner ID # (student ID), which is used for assessment testing, course registration and transcript information. Students may register for a total of two classes (8 credits) per semester. Students must be eligible for college-level courses to participate in this Program; to determine college-level course eligibility, students schedule an Assessment Test, using their Banner #, at: www.manchestercc.edu/students/prospective/assessment. Test Exemptions are based on New SAT scores of 25 or higher in reading/ 26 in writing & language and/or 530 or above in math. An alternative method of assessment is with ACT scores of 18-21 on the ACT Math test and/ or 21 or higher on the English ACT Test, or a score of 47 or higher on the ACT English and Reading portions. Please submit test scores and a completed Exemption Request form to the Admissions office.

We recommend that a high school counselor review course recommendations and requirements with a student prior to registration. A schedule of classes and course catalog is available at www.manchestercc.edu/programs-courses. HSPP students come to the Admissions office to register with the Associate Director of Admissions, or designee. HSPP students register **IN-PERSON** only for classes, on a space-available basis. Students may register in-person for a STEM (science, technology, engineering or math) class on Monday, August 14, 2017. Students registering for any other (non-STEM) class may register in-person on Monday, August 28, 2017. Fall classes begin on Tuesday, August 29. The High School Partnership Program covers the cost of tuition; students are responsible for transportation, purchasing book(s) and materials.

Students may obtain their course grade(s)/transcripts at the end of the semester, by going to <http://my.comnet.edu>, the student portal that provides access to online student services. If a student would like to transfer an MCC course to another college, they may request a transcript online or submit a Transcript Request form to the Registrar's office. HSPP students, who enroll at MCC after graduation, receive a waiver for the \$20 application fee.

Thank you for your assistance with the High School Partnership Program. If you have any questions about the Program, or the admissions process, please contact Cynthia Zeldner at (860) 512-3214, or czeldner@mcc.comnet.edu, fax (860) 512-3221.



HIGH SCHOOL PARTNERSHIP PROGRAM CONTRACT

Manchester Community College (MCC) will agree to waive the Tuition and Fees during the spring and fall semesters of each academic year, as long as the contract is in effect, for any high school student from the _____ School System, providing the student meets the following criteria:

1. The student should normally be in the junior or senior year of high school and have a scholastic average of, at least, a "B". (Students with special education needs will be considered.)
2. The student should be recommended, in writing, by the High School Partnership Coordinator of the _____ School System, in cooperation with the high school principal.

Other operating parameters include:

1. Before the start of each year, the principal will identify, in writing to the College, the name of the counselor, teacher, or administrator, to serve as the high school coordinator for the Program.
2. The student's tuition and fees will be waived by the College for a maximum of two courses per semester. However, based on the recommendation of the HS Partnership Program Coordinator, high school seniors may enroll in additional courses with payment of tuition and fees. High School students will not be eligible for Financial Aid.
3. Normal admissions procedures will be required of the high school students, including participation in MCC's academic assessment program, which will help determine proper placement in college courses. Exceptions for assessment, based on scholastic average, will be made with the recommendation of the high school principal or his/her designee and concurrence of the College Admissions office.
4. The courses for which tuition and fees are waived will be on-campus, credit courses only, offered day and evening, supported through the General Fund. Courses must be ones in which space is available. Weekend College courses are not covered under the High School Partnership Program.
5. The _____ School System, or the student, will be responsible for the cost of books and transportation, as determined by the school system.
6. Either party may cancel this contract at any time upon written notification.

Principal/Superintendent of Schools Date Phone # email

President, Manchester Community College Date

**High School Partnership Program
Student Letter of Recommendation**

I, _____ certify that the student (s) listed below
HSPP Coordinator/Counselor
meets the qualifications for the High School Partnership Program: is a
_____ High School Junior or Senior, and has maintained a
high school cumulative grade point average of "B" or above.
This recommendation is for the fall ____ spring ____ term.

Name: (please print legibly)

SSN:

I understand that in order to accept a student into the HSPP Program that a current completed and signed contract, recommendation form, MCC HSPP Admissions Application and class registration form must be submitted for each student. I will submit an authorized, new letter of Recommendation as required each semester, to the Admissions Office.

Authorized Signature: HSPP Coordinator/Counselor (Approval) Date

Authorized Signature: Director of Admissions or Designee Date

Great Path P.O. Box 1046 Manchester, CT 06045-1046



APPLICATION for ADMISSION

CONTACT INFORMATION

Legal Last Name		Legal First Name		Middle	Previous Maiden/Last Name	
Social Security Number		(Social security number requested for purposes of financial aid, federal income tax benefits, provision of some college services, accuracy of student records and other business purposes.)			Date of Birth	
					(MM) (DD) (Year)	Gender <input type="checkbox"/> M <input type="checkbox"/> F
Email						
Mailing Address	Number & Street		Apt. #	City		State Zip
	Number & Street		Apt. #	City		State Zip
Permanent Address	Number & Street		Apt. #	City		State Zip
	Number & Street		Apt. #	City		State Zip
Phone Numbers	Cell Phone		Home Phone		Work Phone	
	() -		() -		() -	

ATTENDANCE & APPLYING

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

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

Are you transferring from another college?
 Yes No

For which semester are you applying?
 Fall (Aug-Dec)
 Spring (Jan-May)
 Winter (Dec-Jan)
 Summer (May-Aug)
 Summer continuing into fall
 Year

CITIZENSHIP

Are you a United States citizen? Yes No
 If no, are you a permanent resident? (green card holder) Yes No

IN-STATE TUITION

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

- Are you eligible for in-state tuition because you have continuously resided in Connecticut for at least one year and Connecticut is your permanent home?
 Yes No
- If "No," can you claim and demonstrate through documentation that you are eligible for in-state tuition?
 Yes No
- Check here if applying under the New England Regional Student program (NEBHE).
 NEBHE

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

FAMILY EDUCATIONAL BACKGROUND

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

Neither attended college
 One or both attended college but did not earn a degree
 One or both earned an associate degree
 One or both earned a bachelor's degree or higher

ETHNICITY/RACE

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

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

What is your race? (Select one or more)

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

MILITARY STATUS

Are you currently on active duty with the U.S. Armed Forces? (ACTD) Yes No
 Are you currently a member of the National Guard or Reserve? (NGRE) Yes No
 Have you ever served in the U.S. Armed Forces? (VET1) Yes No
 Are you a dependent of a member of the U.S. Armed Forces? (VETD) Yes No

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

Received Date _____ / _____ / _____ Student Type _____ Application Fee Paid Yes No Credit/Debit Card
 BANNER @ _____ Entered By _____ Cash _____ Check # _____
 Admit Type _____ Entered Date _____ / _____ / _____ Money Order _____ Waived _____ Exp. Date _____ / _____

EDUCATIONAL GOAL

Check only one

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

PREVIOUS COLLEGES ATTENDED

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

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

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

INTERNATIONAL STUDENT INFORMATION

Are you an international student who needs an I-20 form for an F1 Visa?

Yes No

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

COMMUNICATION & CONSENT

Email Communications

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

Consent for the Disclosure of Education Records

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

Signature

INTENDED PROGRAM OF STUDY

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

Primary Major	Code
Secondary Major (optional)	Code

HIGHEST EDUCATIONAL LEVEL ACHIEVED

Check only one

- | | |
|---|--|
| <input type="checkbox"/> No high school diploma or GED (01) | <input type="checkbox"/> Master's degree (09) |
| <input type="checkbox"/> High school diploma or GED (02) | <input type="checkbox"/> Other advanced degree (10) |
| <input type="checkbox"/> Some college (06) | <input type="checkbox"/> Doctoral degree (11) |
| <input type="checkbox"/> Undergraduate certificate (05) | <input type="checkbox"/> First professional degree (JD, MD, DDS, LLB) (12) |
| <input type="checkbox"/> Associate degree (07) | <input type="checkbox"/> Sixth-Year certificate (13) |
| <input type="checkbox"/> Bachelor's degree (08) | |

ACADEMIC BACKGROUND

Do you have a high school diploma?

Yes No Pending

Name of High School	
City/State	Country

Have you passed the high school equivalency exam GED, TASC, HiSET? (070997)

Yes No Year Town/State

Are you a home school graduate? (100001)

Yes No Grad Year Town/State

Please submit a copy of your final official high school transcript or equivalency credential.

Have you participated in the High School Partnership Program through the CT Community Colleges?

Yes No

Have you taken courses at your high school and earned college credit? (concurrent enrollment)

Yes No

Signature

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

Signature	Date
Parent/Guardian Signature (if under 18)	Date

Assessment Testing Exemption Request

Please complete the following form and **submit it to the Admissions Office with all necessary documentation**. An Admissions staff member will review your request and determine if you meet the requirements for exemption. Please be advised that if you are exempt from taking the Assessment Tests, we strongly recommend that you see an academic advisor for assistance with course selection. **Please note: This exemption does not override prerequisites.**

Name _____ Banner ID# @ _____

Mailing Address _____ Phone# _____

New Student (never attended college) Returning student Transfer student

Exemption requested for: Mathematics English

Reason for Exemption Request (Please check all that apply).

- I have achieved an appropriate score between 165-174 on the GED subtest Reasoning Through Language Arts (RLA) and/or Mathematical Reasoning (MR): _____
- I have achieved appropriate scores on the SAT exam and I am eligible to take college-level English (see below).
- I have achieved appropriate scores on the Math portion of the SAT exam and I am eligible to take a college-level math course (see below).
- I have completed coursework in a college-level credit English and/or Math course with a grade of "C-" or better at the following college/university/high school: _____
- I have taken the Accuplacer® English and/or math assessment test at another college or university (name of college): _____
- I am age 62 or older.

Old SAT scores (taken before March 2016):

New SAT scores (taken March 2016-present):

- | | |
|---|---|
| <input type="checkbox"/> Critical Reading/Writing: ≥ 450 for ENG*101 | <input type="checkbox"/> Reading Test: ≥ 25 for ENG*101 |
| <input type="checkbox"/> Math: ≥ 500 for MAT*109, 138 | <input type="checkbox"/> Writing & Language Test: ≥ 26 for ENG*101 |
| <input type="checkbox"/> Math: ≥ 530 for MAT*146, 148, 158, 165, 172 | <input type="checkbox"/> Math: ≥ 530 for MAT*109, 138 |
| <input type="checkbox"/> Math: ≥ 550 for MAT*185, 186 | <input type="checkbox"/> Math: ≥ 570 for MAT*146, 148, 158, 165, 172 |
| <input type="checkbox"/> Math: ≥ 650 for MAT*254 | <input type="checkbox"/> Math: ≥ 620 for MAT*185, MAT*186 |
| | <input type="checkbox"/> Math: ≥ 670 for MAT*254 |

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

Student Signature _____ Date _____

For office use only

Semester: Fall Winter Spring Summer Year: _____
Exempt: English and Math English only Math only

Signature _____ Date _____

Copy sent to student No Yes Date sent _____ Initials _____

