



MANCHESTER  
COMMUNITY  
COLLEGE

# APPLICATION FOR ADMISSION OR READMISSION



[www.manchestercc.edu](http://www.manchestercc.edu)

**Admissions: 860-512-3210**

**Financial Aid: 860-512-3380**  
[ma-finaid@manchestercc.edu](mailto:ma-finaid@manchestercc.edu)

**Veterans Services: 860-512-3375**  
[veterans@manchestercc.edu](mailto:veterans@manchestercc.edu)

***Mail the completed application to:***

Admissions Office, MS #12  
Manchester Community College  
P.O. Box 1046, Manchester, CT 06045-1046

## IMPORTANT DATES:

**Application:** Recommended application deadline is no later than **one month before** the semester or session begins.\*

**Financial Aid:** Priority deadline to be eligible for maximum grant aid is **May 15** for fall; **October 1** for spring.

**Registration:** Registration ends **the day before** the semester or session begins.

\* *Late applications will be accepted until the day before classes begin.*



## CHECKLIST

- ☐ Provide your Social Security number
- ☐ Provide your date of birth
- ☐ Provide preferred phone contact information
- ☐ Provide an active email address
- ☐ Sign the application

**Your MCC acceptance letter will be sent to the email address you provide on your application.**

**Banner ID @** \_\_\_\_\_

**Net ID** \_\_\_\_\_ **@student.commnet.edu**



CONNECTICUT STATE  
COLLEGES & UNIVERSITIES

BOARD OF REGENTS FOR HIGHER EDUCATION

# What Do I Need to Do?

## NEW STUDENTS

*Never attended another college*

1. Apply and follow up with financial aid
2. Provide required documents by start of semester
  - Vaccination records (MMR and varicella)
  - Proof of high school completion
3. Register online to take the assessment test
4. Register online to attend New Student Orientation.
  - You will register for classes at New Student Orientation
5. Finalize payment

## TRANSFER STUDENTS

*Attended another college*

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

## NON-DEGREE SEEKING STUDENTS

1. Apply for admission
2. Provide proof of eligibility for classes (transcripts, SATs, etc.)
3. Register for classes
4. Finalize payment

# Degree and Certificate Majors and Codes

## CODES

B11BA07  
B11BA05  
B12BG21  
B12BG01  
B11BA67  
B11BA70

B11BA46  
B11BA44  
B12BG12  
B12BG02  
B11BA53  
B11BA54  
B12BG03

B11BA55  
B11BC09  
B12BG13

B11BB03  
B12BG04  
B11BA18  
B11BB06  
B11BB18

B11BF01  
B11BA06  
B11BG14

B11BA50  
B12BG05  
B11BA30  
B12BG15

B11BB17  
B12BG16  
B11BB24  
B11BB27  
B11BB94  
B12BG06  
B11BA43  
B11BC30  
B12BC18  
B12BB68  
B11BB68  
B11BB84  
B11BB71  
B11BB72  
B12BG07  
B12BC16  
B11BB85  
B11BA47  
B12BG19

## ASSOCIATE DEGREE MAJORS

Accounting  
Accounting & Business Administration, Transfer  
Art Studies: CSCU Pathway Transfer  
Biology Studies: CSCU Pathway Transfer  
Business Administration  
– Entrepreneurship Option  
Business Office Technology  
– Administrative Assistant, Medical Option  
– Administrative Assistant, Office Option  
Business Studies: CSCU Pathway Transfer  
Chemistry Studies: CSCU Pathway Transfer  
Communication  
– Journalism Option  
Communication Studies: CSCU Pathway Transfer  
Computer Game Design  
Computer Network Technology  
Computer Science Studies: CSCU Pathway Transfer  
Criminal Justice  
Criminology Studies: CSCU Pathway Transfer  
Culinary Arts  
Disability Specialist  
– Speech-Language Pathology Assistant Option  
Drug and Alcohol Recovery Counselor  
Early Childhood Education  
Early Childhood Teacher Credential Studies: CSCU Pathway Transfer  
Engineering Science  
English Studies: CSCU Pathway Transfer  
Environmental Science  
Exercise Science Studies: CSCU Pathway Transfer  
Foodservice Management  
French Studies: CSCU Pathway Transfer  
General Studies  
Graphic Design  
Health and Exercise Science  
History Studies: CSCU Pathway Transfer  
Hotel-Tourism Management  
Internet Programming Technology  
Interpersonal & Organizational Communication  
Liberal Arts and Science, A.A.  
Liberal Arts and Science, A.S.  
Management Information Systems  
Manufacturing Engineering Technology  
Marketing  
Mathematics Studies: CSCU Pathway Transfer  
Music Studies  
Occupational Therapy Assistant  
Paralegal  
Physics Studies: CSCU Pathway Transfer

B12BG08

B12BG09  
B11BC73

B11BB88

B11BA51

B12BG10

B12BG11

B12BG20

B11BB96

B11BF15

B11BF12

B11BF19

B11BC06

B12BA40

B12BA15

## CODES

B13BJ05

Code pending

B13BK02

B13BJ03

B13BK11

B13BK07

Code pending

B13BJ10

B13BJ75

B13BJ77

B13BJ82

B13BJ86

B13BK37

B13BJ30

B13BJ55

B13BK55

B13BJ06

B13BJ02

B13BK29

B13BN13

B13BJ13

B13BJ14

B13BJ53

B13BJ31

B13BJ68

B13BK04

B13BJ51

B13BJ33

B13BJ35

B13BJ39

B13BJ58

Political Science Studies: CSCU Pathway Transfer

Psychology Studies: CSCU Pathway Transfer: Radiologic Science

– Radiation Therapy

– Radiography

Respiratory Care

Social Service

Social Work Studies: CSCU Pathway Transfer

Sociology Studies: CSCU Pathway Transfer

Spanish Studies: CSCU Pathway Transfer

Surgical Technology

Technology Studies

– Computer-Aided Design Option

– Engineering Technology Option

– Industrial Technology Option

Therapeutic Recreation

Visual Fine Arts

– Photography Option

## CERTIFICATE MAJORS

Accounting

Advance Multiaxis CNC Programming

BOT– Medical Insurance Specialist

BOT– Office Support Specialist

Computer-Aided Design (CAD)

Computer Network Technology

Coordinate Measuring Machine (CMM) Programming

Corrections

Criminal Justice

Culinary Arts

Dental Assistant

Disability Specialist

Electronic Health Records Specialist

Entrepreneurship/Small Business

Forensic Science

Health Career Pathways

Homeland Security

Hotel-Tourism

Internet Programming Technology

Lean Manufacturing

Marketing

Media Technology

Paralegal

Photography

Precision Manufacturing

Professional Baker

Public Relations

Social Media Specialist

Social Service

Therapeutic Recreation

Web Technology

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

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

The college reserves the right to make any necessary changes in the information listed in this publication. May 2019/10M/PR  
Alternative formats of this material may be provided upon request.



MANCHESTER  
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(Please print legibly in blue or black ink)

# 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			Gender		
									(MM) (DD) (Year)			<input type="checkbox"/> M <input type="checkbox"/> F		
Email														
Mailing Address		Number & Street				Apt. #		City			State		Zip	
Permanent Address		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.*

1. Are you eligible for in-state tuition because you have continuously resided in Connecticut for at least one year and Connecticut is your permanent home?

☐ Yes ☐ No

2. If "No," can you claim and demonstrate through documentation that you are eligible for in-state tuition?

☐ Yes ☐ No

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

☐ NEBHE

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

## 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? (VETI) ☐ 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

BANNER @ \_\_\_\_\_

Admit Type \_\_\_\_\_

Student Type \_\_\_\_\_

Entered By \_\_\_\_\_

Entered Date \_\_\_\_/\_\_\_\_/\_\_\_\_

FOR OFFICE USE ONLY



EDUCATIONAL GOAL

Check only one

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

PREVIOUS COLLEGES ATTENDED

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

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

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
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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

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

ACADEMIC BACKGROUND

Do you have a high school diploma?

- ☐ Yes
- ☐ No
- ☐ Pending

Name of High School	Graduation Year
City/State	Country

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

- ☐ Yes
- ☐ No
- 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
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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