



Application for Admission

What do I need to do to apply to Manchester Community College?

Step 1. Complete the application form.

Step 2. Pay the \$20 application fee:

- New/Transfer Students – must submit a \$20 non-refundable, one-time fee payable to MCC
- Readmit, College Career Pathways and High School Partnership Students – no payment necessary.

Step 3. Submit Measles, Mumps, Rubella and Varicella (Chicken Pox) Immunizations Information:

Students born after December 31, 1956: Connecticut State Law requires that all full-time (degree-seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in postsecondary schools be adequately protected against measles, mumps, rubella and varicella. Students must have documentation of two doses of each vaccine administered before they will be permitted to register. The first dose must be given on or after the first birthday and the second at least one month later to insure adequate immunization. Further information is available in the Registrar's office.

Step 4. Submit Proof of High School, GED or College Completion:

- New students currently enrolled in high school should wait until they have graduated to submit an official transcript, which includes the date of graduation, or bring into the Admissions office their diploma as proof of high school completion.
- New students not currently enrolled in high school must submit proof of high school completion by either submitting a high school transcript with the date of completion upon it or produce the actual high school diploma and present it to the Admissions office in person. Official GED results or the actual GED certificate is considered proof of GED completion.
- New students that have graduated from college must submit proof of high school completion, GED completion or college completion. Official transcripts from a college or university with the date of graduation upon it or actual college diploma are considered proof of college completion.

All students must provide proof of immunization and high school completion to be placed in an academic program of study (matriculation). Without such proof, the student will not be able to graduate or receive financial aid.

Once I provide this information, what happens next?

Step 1. Receive an Acceptance Letter:

Within 14 days of MCC's receipt of your application, you will receive an email and a letter of acceptance that will include a Banner Student ID, NetID, student email address and details of the next steps in the enrollment process.

Step 2. Take the Assessment Test:

Appointments are necessary and seating is limited. Go to www.manchestercc.edu/students/prospective/assessment to schedule a test time. Please contact the Testing Center at 860-512-3304 if you do not have internet access. Note: the testing website also includes test preparation materials and links under "Ways to Review." MCC encourages students to use these resources to your advantage for assessment and placement purposes.

Many students may be exempt from testing with ACT or SAT scores or with previous college coursework. Refer to the website above for exemption forms and criteria or call 860-512-3229 for assistance. Exemptions must be approved prior to entering testing or counseling with academic advisers. Once an exemption has been approved or transfer credits evaluated by the Admissions Office, students may meet with academic advising.

Step 3. Meet with an Academic Advisor:

MCC strongly recommends meeting with an advisor after testing or transcript evaluation. New students can go online to schedule a New Student Seminar at www.manchestercc.edu/ui/nss. The Advising and Counseling Center also offers services for returning and transfer students both by appointment and during posted walk-in hours. Contact the Advising and Counseling Center, 860-512-3320, Student Services Center, L108, for details.

Additional Information

- Financial aid: call 860-512-3380 or go to Student Services Center, room L177. To apply, go to www.fafsa.ed.gov
- High School Partnership Program: contact Cynthia Zeldner at 860-512-3214 or email czeldner@manchestercc.edu
- International students: contact Joe Mesquita at 860-512-3215 or email jmesquita@manchestercc.edu for F-1 student visas
- Transcript evaluation: contact Cynthia Zeldner at 860-512-3214 or email czeldner@manchestercc.edu

myCommNet and College Email:

All students receive a CT community college student email account and are given access to myCommNet, a student self-service portal in which you will be able to update records, review and accept financial aid awards, register for classes, and access course materials via Blackboard.

Refer to your acceptance letter, email or MCC's *Enrollment Guide* for more details and login instructions.

All official communications between MCC and its students is via this college-assigned email address. Please contact the Technology Help Desk in the Student Services Center, SSC L204, at helpdesk@manchestercc.edu or 860-512-3456 if you have any trouble accessing your email account.

Banner ID # @ _____

Admissions Office: 860.512.3210

Student email: _____@student.commnet.edu

www.manchestercc.edu

MCC Degree and Certificate Majors and Codes

CODES

B11BA07
B11BA05

B11BA45

B11BA46

B11BA44

B11BA67

B11BA70

B11BA53

B11BA54

B11BC08

B12BA71

B11BC09

B11BC10

B11BC11

B11BC12

B11BB03

B11BA18

B11BB06

B11BB18

B11BF01

B11BA06

B11BA50

B11BA30

B11BB17

B11BB24

B11BB27

B11BB94

B11BA43

B12BC18

B12BB68

B11BB68

B11BB43

B11BB45

B11BB52

B11BB54

B11BB84

B11BB71

B11BB72

B12BA52

B12BC16

B11BB85

B11BA47

B11BC73

B11BB88

B11BA51

B11BF15

B11BF15

B11BF17

B11BF12

B11BF19

B11BF20

B11BF13

B11BF23

B11BC06

B12BA40

B12BA15

ASSOCIATE DEGREE MAJORS

Accounting, Career

Accounting & Business Administration, Transfer

Business Office Technology

– Administrative Assistant, Legal

– Administrative Assistant, Medical

– Administrative Assistant, Office

Business Administration, Career

– Entrepreneurship Option

Communication

– Journalism Option

Computer Engineering Technology

Computer Game Design

Computer Network Technology

Computer Programming Technology

Computer Science

Computer Technology

Criminal Justice

Culinary Arts

Disability Specialist

– Speech-Language Pathology Assistant Option

Drug and Alcohol Recovery Counselor

Early Childhood Education

Engineering Science

Environmental Science

Foodservice Management

General Studies

Graphic Design

Health and Exercise Science

Hotel-Tourism Management

Interpersonal and Organizational Communication

Liberal Arts and Science, A.A.

Liberal Arts and Science, A.S.

– Biology Sequence

– Chemistry Sequence

– Mathematics Sequence

– Physics Sequence

Management Information System

Manufacturing Engineering Science

Marketing

Multimedia Studies

Music Studies

Occupational Therapy Assistant

Paralegal

Radiologic Science

– Radiography

– Radiation Therapy

Respiratory Care

Social Service

Technology Studies

– Computer-Aided Design Option

– Electronics Technology Option

– Engineering Technology Option

– Industrial Technology Option

– Lean Manufacturing and Supply

Chain Management Option

– Technology Education Option

– Technology Management Option

Therapeutic Recreation

Visual Fine Arts

– Photography Option

CODES

B13BJ05

B13BK03

B13BK11

B13BK10

B13BK07

B13BK09

B13BJ10

B13BJ75

B13BJ77

B13BJ82

B13BJ83

B13BJ86

B13BK37

B13BJ30

B13BJ74

B13BJ01

B13BJ55

B13BK55

B13BJ06

B13BJ02

B13BN13

B13BJ13

B13BJ14

B13BK02

B13BJ50

B13BJ03

B13BJ53

B13BJ07

B13BK04

B13BK05

B13BJ51

B13BJ35

B13BJ59

B13BN14

B13BJ60

B13BJ38

B13BN15

B13BJ39

B13BJ58

CERTIFICATE MAJORS

Accounting

Child Development Associate

Computer-Aided Design

Computer Maintenance Technology

Computer Network Technology

Computer Programming Technology

Corrections

Criminal Justice

Culinary Arts

Dental Assistant

Desktop Publishing

Disability Specialist

Electronic Health Records

Entrepreneurship/Small Business

Fitness Specialist

Food Store

Forensic Science

Health Career Pathway

Homeland Security

Hotel-Tourism

Lean Manufacturing

Marketing

Media Technology

Medical Insurance Specialist

Medical Transcription

Office Support Specialist

Paralegal

Personal Financial Planning

Professional Baker

Professional Cook

Public Relations

Social Service

Speech-Language Pathology Assistant

Supply Chain Management

Sustainable Energy

Taxation

Technology Management

Therapeutic Recreation

Web Technology

Notice of Non-discrimination: Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, sexual orientation, gender identity or expression, transgender status, civil union status, national origin, ancestry, marital status, physical, intellectual and learning disabilities, present or past mental disability, veteran status, genetic information or criminal record. See below for the person who has been designated to handle inquiries regarding the non-discrimination policies.

Manchester Community College no discrimina por razones de raza, color, religión, credo, edad, género, orientación sexual, identidad o expresión de género, condición transgénero, el estado de unión civil, origen nacional, ascendencia, estado civil, físico, intelectual y problemas de aprendizaje, discapacidad mental actual o pasado, condición de veterano, información genética o antecedentes penales. La siguiente persona ha sido designada para atender las consultas relativas a las políticas de no discriminación:

Manager of Diversity, Inclusion and Staff Development (AA/EEO, Title IX and Section 504/ADA Compliance), Manchester Community College; Great Path, MS #2; Manchester, CT 06040; Student Services Center, L277; 860-512-3107.

The college reserves the right to make any necessary changes in the information listed in this publication. July 2015/PR

Alternative formats of this material may be provided upon request.



MANCHESTER
COMMUNITY
COLLEGE

STATE OF CONNECTICUT
Board of Regents for Higher Education

APPLICATION FOR ADMISSION

INSTRUCTIONS: Please type or print clearly.

- Applicants are required to pay a \$20 non-refundable application fee by check or money order payable to MCC, Discover, MasterCard or Visa. If you have previously applied to a CT community college, the application fee is not required.
- Please complete this form and submit with official proof of high school/GED or college graduation, and immunization.
- MAIL TO:** MCC Admissions Office, MS #12, P.O. Box 1046, Manchester, CT 06045-1046.
FAX: 860-512-3221 or **APPLY ONLINE:** <http://my.comnet.edu>

For office use only		Date	
BANNER @			
Received		Entered	
Entered by			
AdmitType		StudentType	
Ability to Benefit Met	Yes	No	
Application Fee Paid	Yes	No	
Cash	Check #	Waived	
CreditCard		Deferred	

Applicant's Legal Name

(Last) (First) (Middle)

Former Last Name(s)

— /

(Social Security Number)

(Date of Birth)

(Gender: M/F)

(Social Security Number is requested for purposes of financial aid, Federal income tax benefits, the provision of some college services, accuracy of student records and other business purposes.)

Mailing Address

Street City State Zip

Permanent Address

Street City State Zip

Telephone

Home Work Cell

E-mail

Have you ever attended this college?

☐ Yes

☐ No

If yes, when? _____

Have you previously attended a CT community college?

☐ Yes

☐ No

If yes, where? _____

For which semester are you applying? ☐ Fall (Aug-Dec) ☐ Spring (Dec-May) ☐ Winter (Dec-Jan) ☐ Summer (May-Jul) Year _____

CITIZENSHIP

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

ETHNICITY/ RACE

Please provide the following ethnicity and race data. 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)

☐ Asian (45)

☐ American Indian or Alaskan Native (50)

☐ Native Hawaiian or Other Pacific Islander (80)

☐ Other (90)

☐ Black or African American (20)

FAMILY EDUCATIONAL BACKGROUND

Do either of your parents hold a bachelor's degree (4-year college degree) or higher? ☐ Yes ☐ No

MILITARY STATUS

Are you currently on active duty with the U.S. armed forces? ☐ Yes ☐ No (ACTD)

Are you currently a member of the National Guard or Reserve? ☐ Yes ☐ No (NGRE)

Have you ever served in the U.S. armed forces? ☐ Yes ☐ No (VET1)

Are you a dependent of a member of the U.S. armed forces? ☐ Yes ☐ No (VETD)

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

IN-STATE TUITION

1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home. ☐ Yes ☐ No

2. Even though I answered "No" to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition. ☐ Yes ☐ No

Out-of-state students may be eligible for a reduced tuition rate through the New England Board of Higher Education (NEBHE) program. For details, see the college catalog online.

3. ____ Check here if applying under the New England Regional Student program offered through 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.

DEGREE STATUS

In which degree/certificate program are you planning to enroll? _____
Use list of majors/codes on the inside front cover of application. Please write major name and code above.

HIGHEST DEGREE LEVEL (check one only)

- ☐ 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)

EDUCATIONAL GOALS

- ☐ Certificate (credit) (CT)
- ☐ Transfer without an associate degree (DN)
- ☐ Improve English skills/proficiency (ES)
- ☐ Associate degree (DG)
- ☐ Job preparation/retraining course (JB)
- ☐ Unsure at this time (UN)
- ☐ Developmental (college preparation) education (DV)
- ☐ Job promotion (JP)
- ☐ Other goal (NL) _____
- ☐ Fulfill other college's requirement (AC)
- ☐ Personal development course(s) (PD)
- ☐ Transfer with an associate degree (DT)

ACADEMIC BACKGROUND

Do you have a high school diploma? ☐ Yes ☐ No ☐ Pending Graduation Year _____
Name of high school _____ Town _____ State _____ Country _____
Do you have a general equivalency diploma (GED)? ☐ Yes ☐ No Year _____ GED Number _____ Town/State _____
Do you have an adult high school diploma? ☐ Yes ☐ No Graduation Year _____ Town/State _____
Do you have a home school diploma? ☐ Yes ☐ No Graduation Year _____ Town/State _____
Have you participated in the High School Partnership program through the CT community colleges? ☐ Yes ☐ No
Have you participated in the College Career Pathways/Tech Prep program through the CT community colleges? ☐ Yes ☐ No

PREVIOUS COLLEGE BACKGROUND

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 admission number _____
Visa start date _____ Visa end date _____
International Address _____

EMPLOYMENT INFORMATION

☐ Employed full-time ☐ Employed part-time ☐ Unemployed
Name of employer _____ Address of employer _____
Title/Position _____ Does your employer have a tuition reimbursement program? ☐ Yes ☐ No

EMAIL COMMUNICATIONS

I request the college forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from college records that are protected by FERPA.
Signature: _____ Date: _____

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 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: _____ Date: _____

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: _____