Fall 2013

ENROLLMENT GUIDE

6 **steps to taking credit classes at MCC**

MANCHESTER
COMMUNITY
COLLEGE

WELCOME!

Hello and welcome to Manchester Community College. The *Enrollment Guide* is an important tool that you can use throughout your time here at MCC. The guide offers students step-by-step instructions, from applying for admissions to registering conveniently online. It is meant to complement the online registration system, including complete schedule and course information, which can be found at http://my.commnet.edu.

The *Enrollment Guide* serves degree and certificate-seeking students and non-degree seeking students. It contains information so that you can successfully enroll in classes, including important dates and deadlines for admissions, financial aid, testing and registration. It also provides answers to many commonly-asked questions, including phone numbers for our offices and program coordinators. Up-to-date Fall 2013 courses and the latest tuition and fees can be found online at www.manchestercc.edu.

For your added convenience, the *Enrollment Guide* features QR Codes. These square barcodes allow mobile smart phone users with a QR barcode reader to scan the barcodes and link your phone directly to a specific web page.

In a further effort to be respectful of our environment, MCC has discontinued printing its *College Catalog.* The catalog is available online and contains all the information that you would normally find in the printed version of the *College Catalog.* The catalog has information regarding policies, resources, departments, courses and descriptions. Visit our website http://catalog.mcc.commnet.edu for the new online MCC Catalog.

Thank you for making MCC your college of choice.

Peter C. Harris
Director of Enrollment Management

Catalog

Important Dates: Fall 2013 Calendar

April 8	Fall 2013 online registration for returning students (registered in Spring 2013)
April 22	Fall 2013 online registration for all other students
May 6	In-person/mail-in/fax/late registration for Fall 2013
July 17	Tuition due for Fall 2013
August 14	Admissions application deadline
August 14	Financial aid application deadline
August 26	Professional Day (college services may be limited, office hours, 1-7 p.m.)
August 27	Senior citizen registration and cross registration 8:30 a.m.-4:30 p.m.
August 27	Last day to drop General Fund (15-weeks) classes and receive a full tuition refund ‡
August 28	**Fall classes begin**
August 28	Accelerated Session 1 (8-weeks) classes begin
September 2	Labor Day (College closed)
September 4	Last day to add courses
September 10	Last day to drop General Fund (15-weeks) classes and receive 50% tuition reimbursement ‡
September 11	Accelerated Session 2 (12-weeks) begins
September 25	Last day to use audit option
October 15	December graduation application deadline
October 19	Accelerated Session 1 ends
October 21	Accelerated Session 3 (8-weeks) begins
October 30	Last day to make up incompletes
October 30	Last day to withdraw from classes without penalty ‡
November 5	Election Day (no classes, offices open)
November 11	Spring 2014 online registration begins for students registered In the Fall 2013 semester
November 25	Spring 2014 online registration begins for all students
November 27	Thanksgiving recess begins (no classes)
November 28	Thanksgiving Day (College closed)
November 29	No classes
December 10	Last day of classes
December 11-17	Final exams
December 17	Accelerated Sessions 2 and 3 end

‡   *Refund policies are different for accelerated courses. Please see Credit Extension Refund Policy on page 10.*

"College closed" means that no classes will be held and no college services will be available.

The "no classes" dates may not apply to Continuing Education non-credit courses. Please check the Continuing Education course catalogs.

1 Apply for admission

Apply early for the best course selection.
New students are encouraged to apply by
August 14, 2013. Students may apply online,
in person, by mail or by fax at 860-512-3221.

Fall classes begin August 28, 2013.

To Apply For Admission, Follow These Easy Steps:

Supply the following documents to the Admissions office:

- Application for Admission (Social Security Number required)
  - To apply online, go to http://my.commnet.edu
  - Select "Apply for Admission"
  - Select "Manchester"
  - Click on "First Time User Account Creation"

    Go to manchestercc.edu/apply for a printable application form.
- $20 application fee
- Final high school transcript, diploma or GED
- Documentation of two doses of each vaccine for measles, mumps, rubella and varicella (MMRV). State law requires ALL students attending Connecticut colleges must provide proof of immunization. For more detailed information, visit www.manchestercc.edu/admissions/pdf/measlesform.pdf.

International students should contact Joseph Mesquita at 860-512-3215 for information regarding F-1 student visas. For more detailed information, visit www.manchestercc.edu/students/prospective/international.php.

What is myCommNet?

myCommNet is the portal that provides access to Banner online student self-service; Blackboard Learn, MCC's course management system; and other online services.

Student Email

All official communications between MCC and its students is via a college-assigned email address. 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. All new Manchester Community College students receive an Office 365 student email account. You can view your email address by logging into myCommNet (http://my.commnet.edu) and clicking on the Student tab. You can directly access your student email account by logging into http://portal.microsoftonline.com (using your NetID and password to log in).

If you have trouble accessing your new email account, contact the Technology Help desk in the Student Services Center, L204, at helpdesk@manchestercc.edu or 860-512-3456.
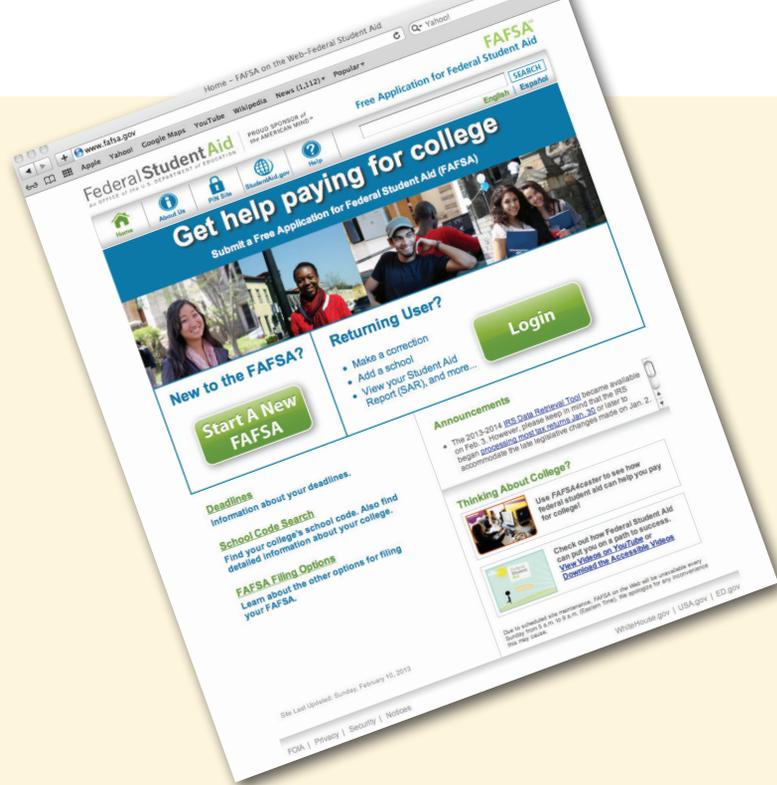
Admission Application

Student Email

Immunization Form

myCommNet

2 Apply for financial aid

To Apply For Financial Aid, Follow These Easy Steps:

- Go to www.fafsa.gov.
- Enter the Title IV code for MCC 001392 on your application
- Check your application status by logging onto myCommNet at http://my.commnet.edu. You can check if your are missing documentation or view your award package, if eligible.
- If selected for verification, submit tax transcripts and any other required documents to the Financial Aid office.
- On myCommNet, make sure to accept your award. If you have extra funding after covering tuition and fees, you will be able to buy your books in the campus bookstore using your financial aid.

For more information go to www.manchestercc.edu/students/financial.

Basic Eligibility Criteria

- Be a citizen or eligible non-citizen of the United States
- Have a valid Social Security Number
- Be enrolled (matriculated) in a degree or certificate program
- Be registered with Selective Service, if a male
- Meet the financial aid application deadline of August 14, 2013 in order to be guaranteed tuition and fees deferment, if eligible.

For Continuing Students

- Be in good academic standing and maintain satisfactory progress according to federal regulations and the Connecticut Community Colleges' Satisfactory Progress Policy. This requires that students must complete 66.6% of the classes attempted and maintain a 2.00 GPA. The policy is available at manchestercc.edu/progress.
- Students may not receive financial aid for any attempted credits that exceed 150% of their published program. For example, for a 60-credit degree program, students become ineligible when they have attempted 90 credits.

Book Purchases

Students who are financial aid recipients may be eligible to receive a book credit. Eligibility is based on the amount of financial aid awarded.

Students with a book credit may use this credit for the purchase of books at the MCC Bookstore from Monday, August 5, 2013 through Wednesday, September 11, 2013. Please visit the bookstore website at www.mctc.bkstr.com for updated store hours.

FAFSA

Academic Progress Policy

Please Note:

- *Students who withdraw from classes must be aware that their financial aid may be affected. Please consult with the Financial Aid office before withdrawing.*
- *Financial aid does not cover credit-free courses.*
- *Students do not have to be full-time in order to receive aid.*
- *Financial aid cannot pay for a class more than twice.*
- *It may take up to two weeks for the Financial Aid application results to be received by the Financial Aid office.*
- *If expecting a refund check after tuition, fees and books have been paid, please note that they are processed 4-6 weeks after classes start.*

How To Accept Your Financial Aid Award/Book Credit

ACCEPTING YOUR AWARD

After submitting your application, you will be able to track your financial aid status and award information online by using the myCommNet Student Information System at http.//my.commnet.edu.

When you have been awarded, you must take the following steps to accept your financial aid award online:

1. Go to http://my.commnet.edu.
2. Log in with your NetID and password.
3. Click on the "Student" tab.
4. Scroll down to "Student Self-Service" channel.
5. Click on the link to access your Student/Academic Records.
6. Click on "Financial Aid."
7. Click on "My Award Information."
8. Click on "Award by Aid Year."
9. Choose appropriate academic year and submit. (i.e. For Fall 2013 and Spring 2014, the academic year is 2013/2014.)
10. Click on the "Accept Award Offer" tab.
11. Accept full amount of all awards.
12. Print a copy for your records.

SELF-SERVICE CENTER

The *Self-Service Center* is located in the Lowe Student Services Center lobby across from the Registrar's office. Students may use this area to register online for courses, accept their financial aid awards, view their class schedule and search for courses.

New to myCommNet?

myCommNet gives you the ability to access information you need with a single sign-on. You will use the Student Self-Service area in myCommNet to view and update your financial aid package, student records and registration information.

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

LOGGING ON FOR THE FIRST TIME

Your NetID is your Banner ID with "@student.commnet.edu" following the numbers (i.e. 12345678@student.commnet.edu). Your initial password is made up of the following personal information:

1. First 3 characters of your birth month (with first letter capitalized)
2. The "&" symbol
3. Last 4 digits of your Social Security Number, example (Dec&4321). The password is case-sensitive.
4. You will be prompted to change your 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 username

Need to Look Up Your NetID or to Reset Your Password?

- Go to www.ct.edu/netid
- If unsuccessful, contact the Registrar's office at 860-512-3220 or the IT Help Desk at 860-512-3456.

myCommNet

NetID/Password

3 Take the assessment test

English and math assessment tests are a prerequisite for MCC students enrolling in credit courses.

Take the Accuplacer test seriously! The results of the assessment test will be used to determine proper course placement.

Test Appointment

To Take the ACCUPLACER Assessment Test, Follow These Easy Steps:

- Go to "Make a Test Appointment" on www.manchestercc.edu/students/prospective/assessment/
- Prepare for your ACCUPLACER test session and the optional Challenge Essay. The Challenge Essay is an opportunity to challenge the results of the Accuplacer test and is offered to students after completing the Accuplacer. Learn more about the tests on our website.
- Bring your Banner student identification number and photo ID to the test.

Students will receive their test scores at the end of the session and will be able to schedule a new student group advising session.

Transfer students having college level mathematics and English credits might be exempted from taking tests in those subjects. Students matriculated at other colleges are required to take assessment tests unless they have completed coursework at another institution that meets MCC prerequisites, or otherwise meet the criteria for a waiver.

Students who believe they qualify for a waiver of the English and/or math assessment tests should submit an Assessment Testing Exemption Request form (found on the college website in the Form Depot) with their registration form. Students with an SAT critical reading score of 450 or more, and/or a mathematics score of 500 or more may be exempt from taking the assessment test. Proper verification is required. For more details, contact the Admissions office at 860-512-3210.

4 Schedule a group advising seminar

New Student Orientation

Continuing/Returning Student Advising

Students with fewer than 30 credits should call the Advising and Counseling Center at 860-512-3320. Students with 30+ credits should email or call their program coordinator or faculty advisor to schedule an appointment, or connect during Advising Weeks, which take place in the fall and spring semesters. Refer to page 7 for a list of faculty/program contacts for academic advising.

New Student Orientation

The first step to a successful college career is attendance and active participation in the New Student Orientation (NSO) program. This comprehensive program provides students with the necessary information needed to have a smooth and successful transition to college life. All new and transfer students (full-time and part-time and international students) are expected to attend NSO **AFTER** registering for classes and/or attending a New Student Group Advising Seminar. Visit the NSO website at: www.manchestercc.edu/students/prospective/nso.php.

New Students Must Register and Attend a Group Advising Seminar

Student should go to http://www.manchestercc.edu/ui/nss/ to register for this two-hour group seminar. Students will have the opportunity to meet with professional advising staff to discuss assessment test results, review courses, build a class schedule, register and pay for courses, as well as learn how to navigate within the college community.

Advising Appointment

Program Contacts for Academic Advising Assistance

Program	Department Chair/Program Coordinator	Division	Phone	Office
Anthropology, Psychology	Jean Wynn, jwynn@manchestercc.edu	SSH	860-512-2784	D221
Accounting/Business/Marketing	Martin Hart, mhart@manchestercc.edu	BET	860-512-2625	A207
Communications/Humanities (communications, journalism, languages, philosophy)	Robert Kagan, rkagan@manchestercc.edu	LA	860-512-2687	A213
Computer Programming and Networking	Richard Gnall, rgnall@manchestercc.edu	BET	860-512-2643	L218f
Criminal Justice	Donna Nicholson, dnicholson@manchestercc.edu	SSH	860-512-2756	A244
Dental Assistant	Kathleen Jeffries, kjeffries@manchestercc.edu	MSHC	860-512-2705	A228
Drug and Alcohol Recovery Counselor	Barbara Fox, bfox@manchestercc.edu	SSH	860-512-2769	T306
Disability Specialist	Chris Paulin, cpaulin@manchestercc.edu	SSH	860-512-2750	T303
Early Childhood	Beth Reichert, breichert@manchestercc.edu	SSH	860-512-2793	T305
Engineering and Technology	Steven Moore, smoore@manchestercc.edu	BET	860-512-2653	C122
English	David Caldwell, dcaldwell@manchestercc.edu	LA	860-512-2689	L218d
	Tanya Millner-Harlee, tmillner-harlee@manchestercc.edu	LA	860-512-2671	L218c
English as a Second Language (ESL)	Diana Hossain, dhossain@manchestercc.edu	LA	860-512-2678	T409
General Studies/Liberal Arts	(General Studies) Advising and Counseling Center		860-512-3320	L108
	(Liberal Arts) Michael Stefanowicz, mstefanowicz@manchestercc.edu	LA	860-512-2660	T304
Gerontology	Tim Woods, twoods@manchestercc.edu	SSH	860-512-2761	T405
Global Studies	Guocun Yang, gyang@manchestercc.edu	SSH	860-512-2782	T402
Health and Exercise Science	MaryJo Archambault, marchambault@manchestercc.edu	MSHC	860-512-2708	A227
Health Careers	Nancy LaRoche-Shovak, nlaroche-shovak@manchestercc.edu	MSHC	860-512-2714	A235
Hospitality Management and Culinary Arts	Jayne Pearson, jpearson@manchestercc.edu	SSH		A256
Hotel-Tourism Management	Carl Stafford, cstafford@manchestercc.edu	SSH	860-512-2786	A258
Information Management and Technology	Carla Adams, cadams@manchestercc.edu	BET	860-512-2652	A232
	Susan Barzottini, sbarzottini@manchestercc.edu	BET	860-512-2639	A204
Mathematics	Paul Edelen, pedelen@manchestercc.edu	MSHC	860-512-2736	L219b
	Jana Sime, jsime@manchestercc.edu	MSHC	860-512-2732	T413
Multimedia and Graphic Arts	Edward Hogan, ehogan@manchestercc.edu	LA	860-512-2672	A257
Music Studies	Deborah Simmons, dsimmons@manchestercc.edu	LA	860-512-2674	D235
Occupational Therapy Assistant	Maggie Moriarty, mmoriarty@manchestercc.edu	MSHC	860-512-2719	A227
Paralegal	Mary Holland, mholland@manchestercc.edu	BET	860-512-2632	A209
Pathways to Teaching Careers	Chris Paulin, cpaulin@manchestercc.edu	SSH	860-512-2750	T303
Polysomnography	Kerry McNiven, kmcniven@manchestercc.edu	MSHC	860-512-2716	A233
Respiratory Care	Nancy LaRoche-Shovak, nlaroche-shovak@manchestercc.edu	MSHC	860-512-2714	A235
Science (astronomy, biology, chemistry, earth science, environmental science, physics)	Jeremiah Sawma, jsawma@manchestercc.edu	MSHC	860-512-2730	T514
	Pamela McManus, pmcmanus@manchestercc.edu	MSHC	860-512-2739	A222
Sign Language/Social Science/ Sociology	Lucy Hurston, lhurston@manchestercc.edu	SSH	860-512-2791	T307
Social Service	Diane Freeman, dfreeman@manchestercc.edu	SSH	860-512-2781	T511
Surgical Technology	Richard Clark, rclark@manchestercc.edu	MSHC	860-512-2715	A230
Therapeutic Recreation	MaryJo Archambault, marchambault@manchestercc.edu	MSHC	860-512-2708	A227
Visual Fine Arts	Timothy Kussow, tkussow@manchestercc.edu	LA	860-512-2679	D134

Division	Director	Phone	Office
Business, Engineering and Technology (BET)	Catherine Seaver, cseaver@manchestercc.edu	860-512-2620	A242
Liberal Arts (LA)	Michael Stefanowicz, mstefanowicz@manchestercc.edu	860-512-2660	T304
Social Sciences and Hospitality (SSH)	Christopher Paulin, cpaulin@manchestercc.edu	860-512-2750	T303
Mathematics, Science and Health Careers (MSHC)	Marcia Jehnings, mjehnings@manchestercc.edu	860-512-2700	A237

5 Register for classes online

Fall 2013 online registration starts April 8 for students registered in the Spring 2013 semester, and April 22 for all other students

In-person, mail or fax registration: May 6, 2013 through August 27, 2013 (includes late registration dates).

To Register Online, Follow These Easy Steps:

REGISTER ONLINE

To register for your classes on *myCommNet*:

1. Go to http://my.commnet.edu.
2. Login using your NetID and password.
3. Click on the "Student" tab.
4. Click on "Student Self-Service" channel.
5. Click on "Registration and Payment."
6. Click on "Register (add/drop) Classes."
7. Select term, then submit (follow instructions in step 1 and 2 on that page).
8. Click on "View Schedule" at bottom of page to confirm registration.
9. Follow prompts to initiate payment.
10. Logoff.

PRINT CLASS SCHEDULE

To print out your class schedule on *myCommNet*:

1. Go to http://my.commnet.edu.
2. Login using your NetID and password.
3. Go to the "Student" tab.
4. Click on the "Student Self-Service" channel.
5. Click on "Registration and Payment."
6. Click on "Student Detail Schedule."
7. Select term, then submit.
8. View/Print your schedule.
9. Logoff.

VERIFY ENROLLMENT

To print out your Enrollment Verification on *myCommNet*:

1. Go to http://my.commnet.edu.
2. Login using your NetID and password.
3. Go to the "Student" tab.
4. Click on the "Student Self-Service" channel.
5. Click on "Student Records."
6. Click on "Request for Enrollment Verification."
7. Click on "NSC Self-Service" (direct connect to National Student Clearinghouse).
8. Click on "Obtain an Enrollment Certificate."
9. Print your certificate.
10. Logoff.
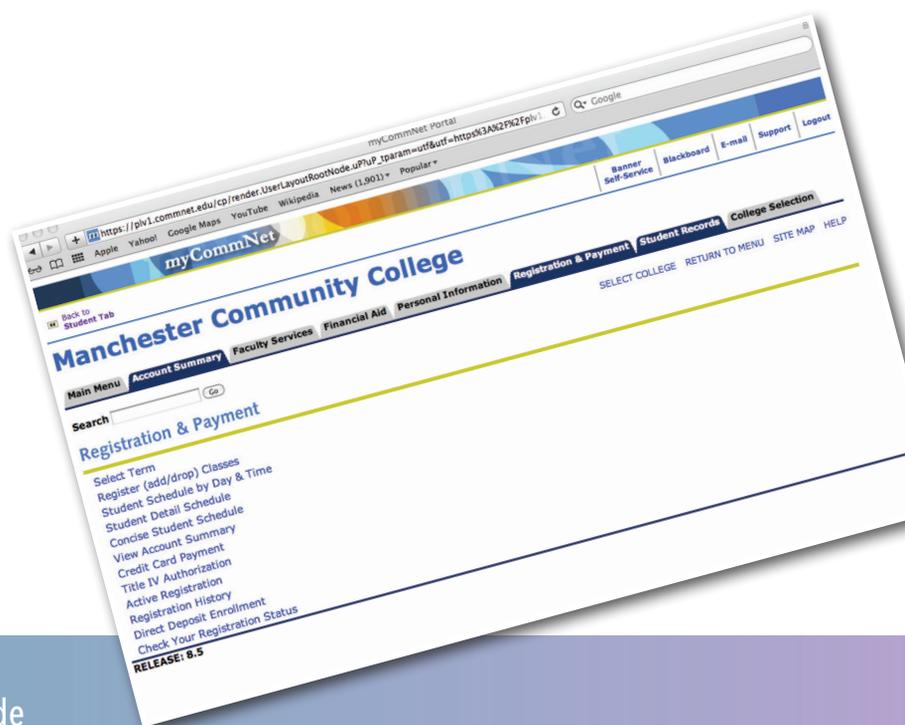
6 Pay tuition and fees

Tuition and fees are subject to change.

All students taking General Fund courses are encouraged to pay their tuition at the time of registration; the payment of all fees is due at the time of registration. Full payment (tuition and fees) for credit extension courses is due upon registration.

Please note: The addition of a credit extension class to a full-time General Fund load will require payment of an additional credit fee.

myCommNet

General Fund Payment Options (15-week Classes)

1. Before July 17, 2013: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration. Tuition must be paid no later than July 17, 2013.

2. After July 17, 2013: Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.

3. Installment Plan: Students taking six or more credit hours qualify to take part in the installment payment plan. Upon enrolling in the payment plan, students must pay a $25 non-refundable payment plan fee along with the first installment. **NEW for Fall 2013 – The payment plan will be available online!** For more information, contact the Bursar's office at 860-512-3637 or 860-512-3638.

Failure to pay the tuition and fees OR enroll in a payment program by the appropriate date may result in cancellation of registration. 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.

As always, if a student cannot afford to make a payment and/or is no longer interested in taking classes, **it is their sole responsibility to drop those courses or the student may be subject to applicable charges.** Please be sure to read the refund policies listed in the Form Depot on the college's website or go to http://www.manchestercc.edu/students/form.php.

Credit Extension Payment Options (Accelerated 12- and 8-Week Classes)

Credit extension courses require full payment of tuition and fees at the time of registration. Students who do not want to take a course once they have registered for it must submit a drop form to the Registrar's Office, whether or not payment has been made. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.

Payment Information

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

Payments may be made at the Bursar's office (Lowe Student Services Center, first floor) during regular office hours. Tuition can also be paid by mail or online at http://my.commnet.edu.

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

Pay Tuition and Fees *(continued)*

General Fund Refund Policy (15-week Classes)

Before registering for classes, students should read the college refund policy.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

Definition of a General Fund course: Any credit course offered during the fall and spring semesters with the exception of credit extension courses.

- When registering for courses, students pay a nonrefundable deposit equal to the fees for their courses. Students who decide to drop a class must notify the Registrar's office by filling out an Add/Drop form. A full refund of tuition will be made if this is done before the first day of classes. If the student notifies the Registrar's office during the first 14 calendar days (August 28-September 10) of the semester, a 50% tuition refund will be awarded.

- Students must apply for a refund. Refunds are not automatically processed. No telephone requests for refunds will be taken.

Credit Extension Refund Policy (Accelerated 12- and 8-Week Classes)

There is a minimum enrollment for all credit extension courses. Classes with insufficient enrollments will be cancelled. If a course is filled or cancelled, students will be notified by phone or mail before the starting date.

If the college cancels a course, students receive a full refund of all tuition and service fees. This does not include the $20 one-time application fee for new students.

A student who drops a credit extension course prior to its first scheduled meeting will receive a full refund of tuition only, provided that the student officially drops the class prior to or on the last business day before the first class meeting. 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 his/her transcript.

For more detailed information visit manchestercc.edu/refund.

Refund Policy

Online General Studies A.S. Degree

Online learning at MCC provides the accessibility and flexibility you need to design an academic experience that fits your goals and needs. This flexible learning approach is central to MCC's responsiveness to your need to balance family and work commitments while pursuing educational excellence. We offer a variety of fully online, hybrid and computer-assisted classes that enable anytime, anywhere access to course materials as well as the ability to communicate and collaborate with your instructors and classmates.

To find out more visit www.manchestercc.edu/onlinegs.

BURSAR'S OFFICE HOURS

Regular Hours

Monday, Wednesday, Thursday	8:30 a.m.-4:00 p.m.
Tuesday	8:30 a.m.-7:00 p.m.
Friday	8:30 a.m.-12:00 p.m.

Special Hours

Saturday, August 17	9:00 a.m.-12:00 p.m.
Saturday, August 24	9:00 a.m.-12:00 p.m.
Monday, August 26	1:00 p.m.-7:00 p.m.
Tuesday, August 27	8:30 a.m.-7:00 p.m.
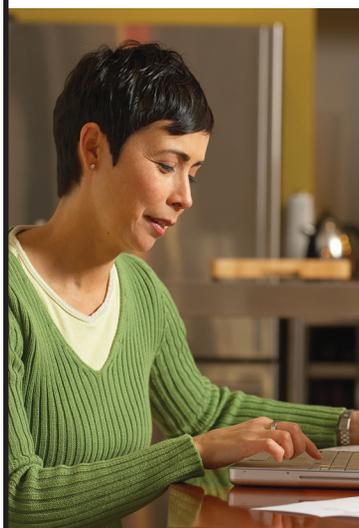
General Information

Add/Drop

General Fund (15-week Courses) Add/Drop Schedule:
Add/drop period is Wednesday, August 28, 2013 through Wednesday, September 4, 2013. All students receiving financial aid will be required to advise the Financial Aid office of schedule changes. Students seeking to change their schedule of classes are advised to consult with their academic advisor before making changes.

Credit Extension (Accelerated 12- and 8-Week) Add/Drop Schedule:
Students have until the last business day before the first class meeting to drop an extension credit course; only tuition is refunded. 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.

Auditing Courses

Students not wishing to earn course credit may audit a course by completing an audit request form at the time of registration in the Registrar's office, L157. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. A student wishing to change from credit to audit status must complete an audit request form within the first four weeks of the semester. 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 audit courses.*

Business Office Technology (BOT) Lab Courses

Some Business Office Technology and Accounting courses are offered through the Business Office Technology (BOT) computer lab. This unique instruction offers an individualized, flexible teaching method using digital and audio software as well as computer tutorial instruction. Assignments are due weekly with one-on-one teaching assistance available during open lab hours. You will always find the BOT lab faculty and staff friendly and supportive. Students work independently in the BOT lab (Lowe Student Services Center, room L103) or at home on a personal computer, visiting the lab at least once per week for testing. During the first few days of classes, students taking BOT classes should report to room L103 during lab hours for a course orientation, in addition to checking MCC's course management system, Blackboard Learn, for any pertinent start-of-the-semester announcements. Questions about BOT instruction and course offerings should be directed to the BOT lab office at 860-512-2646.

Business Office Technology (BOT) Lab Hours, L103

Day	Hours
Monday	10:00 a.m.-5:00 p.m.
Tuesday	CLOSED
Wednesday	11:00 a.m.-7:00 p.m.
Thursday	9:00 a.m-2:00 p.m.
Friday	9:00 a.m.-1:00 p.m.

Commencement

Students who complete their requirements in August 2013, December 2013, or May 2014 and who have applied for graduation, will be invited to participate in the May 2014 Commencement.

Course Cancellations and Changes

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

Cross Registration

Students who attend a four-year Connecticut state college and are registered full-time at their primary institution may register at MCC. Additional tuition and fees will be applied unless the student shows proof of full-time registration and payment at his/her primary college. Cross registration does not apply to mandatory usage fees; credit extension courses, including accelerated 12- and 8-week classes, summer credit, winter intersession credit; or any credit-free courses taught through the Continuing Education Division. Registrations completed on this basis will only be accepted on Tuesday, August 27, 2013 from 9:00 a.m. to 4:30 p.m., on a space-available basis. Any student registered prior to August 27, 2013 will be responsible for full payment. An admission fee of $20 will be due from first-time applicants.

Manchester Community College is also a member of the Hartford Consortium for Higher Education, please contact the Registrar's Office for further details.

New Banner Code for the Lowe Student Services Center

The Lowe Student Services Center has been given a new designation in Banner: SSC with the letter L for a wing designation (i.e. LOWE L234 is now SSC L234).

General Information *(continued)*

Distance Learning Courses

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

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

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

If you have never taken online classes, contact the Educational Technology and Distance Learning Department (ETDL) at sandbox@manchestercc.edu for a login to SmarterMeasure, a self-assessment that will help you decide if online learning is right for you. Students should also review the information on the ETDL website at http://www.manchestercc.edu/students/resources/distanceStudentVista.php (QR code below). This site includes information about how to log into Blackboard Learn, where to get help, technical requirements for your computer and other resources.

To access your online class material using Blackboard Learn:

1. Login to myCommNet using your NetID and password.
2. Click the "Blackboard" link on the upper right of the window.
3. Select your course from the course list on the "myBlackboard" page.
4. Logoff when you have completed your work.

Enrollment Verification Request

The National Student Clearinghouse processes all student enrollment verifications. Log on to myCommNet with the NetID and password, and follow the prompts. Students will be connected directly to the National Student Clearinghouse, enabling them to print out their own enrollment verification certificates. Verifications for the Fall 2013 semester will be accessible the week of September 23, 2013.
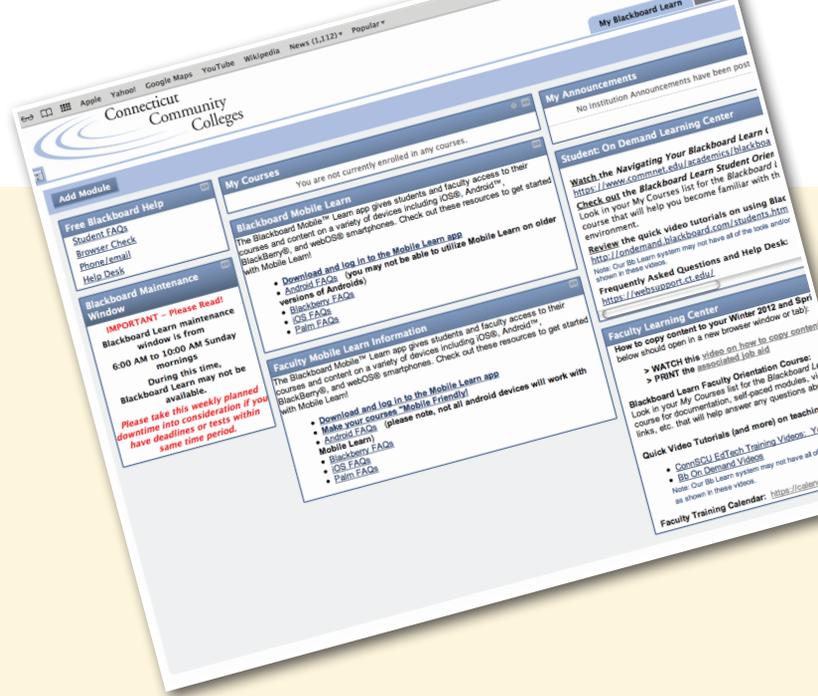
Explore Academic Majors and Career Pathways with FOCUS-2 a Career Guidance Tool

FOCUS-2 is an online, interactive career and education planning system that combines self-assessment, career exploration and decision making into one comprehensive program. Students will be able to assess their values, skills and interests and explore career fields and major areas of study that are compatible with their assessment results. FOCUS-2 also lets students compare occupations they may be considering so that they can make a more informed occupational choice. It is said that students who use FOCUS-2 make better career decisions.

To get started using FOCUS-2, students should link to:

- http://www.machestercc.edu/students/career/studentsExplore.php
- Select "Create a new account" and use the access code: ***cougars***

Please note: FOCUS-2 is most effective if students meet with a Career Services staff or Counselor to review their results. Once students have completed FOCUS-2, they can stop by the office located on the first floor of the Lowe Student Services Center, in room L120 or contact Career Services to arrange for a follow-up appointment. Students with questions on how to use FOCUS-2 should contact the Career Services office.

ETDL Website   Focus 2 Career Guidance   myCommNet

Grades/Transcripts

Semester grades will be available online approximately one week after the exam period. Students unable to access the Web may request an unofficial transcript in writing; forms are available in the Registrar's office in L157. Completed forms should be returned to the Registrar's office.

To print out an unofficial transcript or view grades:

1. Go to http://my.commnet.edu
2. Login using your NetID and password.
3. Go to the "Student" tab.
4. Click on the "Student Self-Service" channel.
5. Click on "Student Records."
6. Click on "Final Grades," select term, click "Submit," OR
7. Click on "Academic Transcript," select level (MCC Credit), click "Submit."
8. View/Print your final grades/transcript.
9. Logoff.

Graduation

Students who anticipate completing the requirements for an associate degree and/or a certificate must complete an application by the following deadlines:

March 15 for May conferral
July 15 for August conferral
October 15 for December conferral

Students completing their graduation requirements in August and December are invited to the next May commencement ceremony.

Students who do not complete requirements can request re-evaluation for next conferral date/year.

Graduation applications can be obtained outside the Registrar's office and online in MCC's Form Depot, http://www.manchestercc.edu/students/form.php.

Senior Citizen Registration

On Tuesday, August 27, 2013 from 9:00 a.m. to 4:30 p.m., students age 62 or older may register for classes on a space-available basis and have their General Fund in-state tuition, college service fees and student activity fees waived. Waivers do not apply to mandatory usage fees, Credit Extension (accelerated fall and spring, summer and winter sessions), or any credit-free courses taught through the Continuing Education Division.

Services for Students with a Disability

Physical or Psychological Disability: Contact Joseph Navarra, Counselor, at 860-512-3332 or in Lowe Student Services Center, room 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 860-512-3325 or Joan Kantor, Counselor/Learning Disabilities Specialist, at 860-512-3326 or in Lowe Student Services Center, room 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, Placement Testing Specialist, at 860-512-3304 or in Lowe Student Services Center, room L131. After completing a consultation with a counselor (Joseph Navarra, Gail Stanton or Joan Kantor), students must submit a completed Testing Adjustment Request Form, available in Lowe Student Services Center, room L131. Requests must be made at least one week in advance.

Withdrawal Policy

General Fund (15-week Courses)

During the first 14 calendar days of the semester (August 28- through September 10, 2013), courses that a student drops or for which a student receives a refund will be removed from the student's schedule and will not appear on his/her transcript. After 14 days (September 11, 2013), a student who wishes to withdraw from any course must obtain a withdrawal form from the Registrar's office or withdraw online by October 30. After October 30, 2013, a student who wishes to withdraw from a course(s) must obtain an Instructor Approval Course Withdrawal Form from the Registrar's office or academic offices. A request for a withdrawal after October 30 does not guarantee an approval. This form must be approved by the instructor and returned to the Registrar's office by December 17, 2013.

Credit Extension (Accelerated 12- and 8-Week Courses)

A student who drops from a credit extension course will receive a full refund of tuition only, provided the student officially drops on 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 (Requests must be made by Friday for courses starting Saturday-Monday). 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; tuition cannot be transferred to other semesters.

Important Telephone Numbers

This Enrollment Guide provides answers to many commonly-asked questions. For more information, please use the telephone numbers listed below:

Academic Offices
Business, Engineering and Technology 860-512-2620
Liberal Arts 860-512-2660
Mathematics, Science and Health Careers 860-512-2700
Social Science and Hospitality 860-512-2750

Academic Support Center 860-512-2610

Admissions 860-512-3210
International Students 860-512-3215
New Student Information 860-512-3210
Testing Center 860-512-3304
Transcript Evaluation 860-512-3214

Adults in Transition (AIT) 860-512-3343
860-512-3344

Advising and Counseling Center 860-512-3320
Disability Services 860-512-3325

Bookstore 860-645-3140

Bursar's Office 860-512-3637

Career Services 860-812-3374

Continuing Education 860-512-2800

Cooperative Education 860-512-3312

Distance Learning Support 860-512-2857

Financial Aid 860-512-3380

Library 860-512-2880

Registrar's Office 860-512-3220
Enrollment Verification 860-512-3237
Immunization Information 860-512-3225
MCC Transcripts   Last names A-L 860-512-3236
                         Last names M-Z 860-512-3237

Student Activities 860-512-3283

Student Affairs 860-512-3203
860-512-3204

Student Life 860-512-3353

Student Retention Services 860-512-3303

Summer Training and Academic Retention
Services (STARS) 860-512-3344
860-512-3224

Veterans Affairs
Advising/Counseling 860-512-3307
Tuition Waivers/Certifications 860-512-3362

For more information 860-512-3000

Closings due to weather 860-512-3004

OFFICE HOURS

Admissions and Registrar

Monday, Wednesday, Thursday	8:30 a.m.-4:30 p.m.
Tuesday	8:30 a.m.-7:00 p.m.
Friday	8:30 a.m.-2:00 p.m.

Financial Aid

Monday and Thursday	8:30 a.m.-4:30 p.m.
Tuesday	8:30 a.m.-7:00 p.m.
Wednesday	8:30 a.m.-4:30 p.m.
Friday	8:30 a.m.-12:30 p.m.

Special Hours for Admissions, Registrar and Financial Aid

Saturday, August 17	9:00 a.m.-12:00 p.m.
Saturday, August 24	9:00 a.m.-12:00 p.m.
Monday, August 26	1:00 p.m.-7:00 p.m.
Tuesday, August 27	8:30 a.m.-7:00 p.m.

Bookstore
Please visit the bookstore website for updated store hours.
www.mctc.bkstr.com

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 mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action and Staff Development Coordinator (Title IX and Section 504/ADA Coordinator), Manchester Community College; Great Path; MS #2; Manchester, CT 06040; Lowe Student Services Center L134c; 860-512-3107.

Manchester Community College is committed to access and equal opportunity. Should you have any questions regarding disability related academic adjustments and/or auxiliary aids/services, please contact Disability Services, 860-512-3387 or the Advising and Counseling Center, 860-512-3320 at least ten (10) calendar days prior to the start date of the course or program. If a timely request is not submitted, the College cannot assure requested adjustments can be provided.

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. March 13/10M/PR

This guide supports the Intellectual and Practical Skills, Personal and Social Responsibility, and Understanding of Self institutional learning goals.

Degrees and Certificates Offered at MCC

Students should consider selecting a degree or certificate program of study when applying for admission to MCC.

Programs of study are listed in the MCC College Catalog and include in-depth program descriptions, requirements and course selections. The catalog can be found online by going to http://catalog.mcc.commnet.edu.

To view the most up-to-date listing of available courses in the current semester, visit myCommNet.

Catalog

ASSOCIATE DEGREES

Accounting, Career
Accounting and 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
  – Online General Studies
Graphic Design
Health and Exercise Science
Hotel-Tourism Management
Liberal Arts and Science, A.A.
Liberal Arts and Science, A.S.
Management Information System
Manufacturing Engineering Technology
Marketing
Multimedia Studies
Music Studies
Occupational Therapy Assistant
Paralegal
Pathway to Teaching Careers

Physical Therapist Assistant
Respiratory Care
Social Service
Surgical Technology
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

CERTIFICATES

Accounting
Child Development Associate
Computer–Aided Design (CAD)
Computer Maintenance Technology
Computer Network Technology
Computer Programming Technology
Corrections
Criminal Justice
Culinary Arts
Dental Assistant
Desktop Publishing
Disability Specialist
Entrepreneurship/Small Business
Fitness Specialist
Food Store
Forensic Science
Gerontology
Health Career Pathway
Homeland Security
Hotel-Tourism
Lean Manufacturing
Marketing
Media Technology
Medical Insurance Specialist
Medical Transcription

Office Support Specialist
Paralegal
Personal Financial Planning
Polysomnography
Professional Baker
Public Relations
Social Service
Speech Language Pathology Assistant
Supply Chain Management
Sustainable Energy
Taxation
Technology Management
Therapeutic Recreation
Web Technology
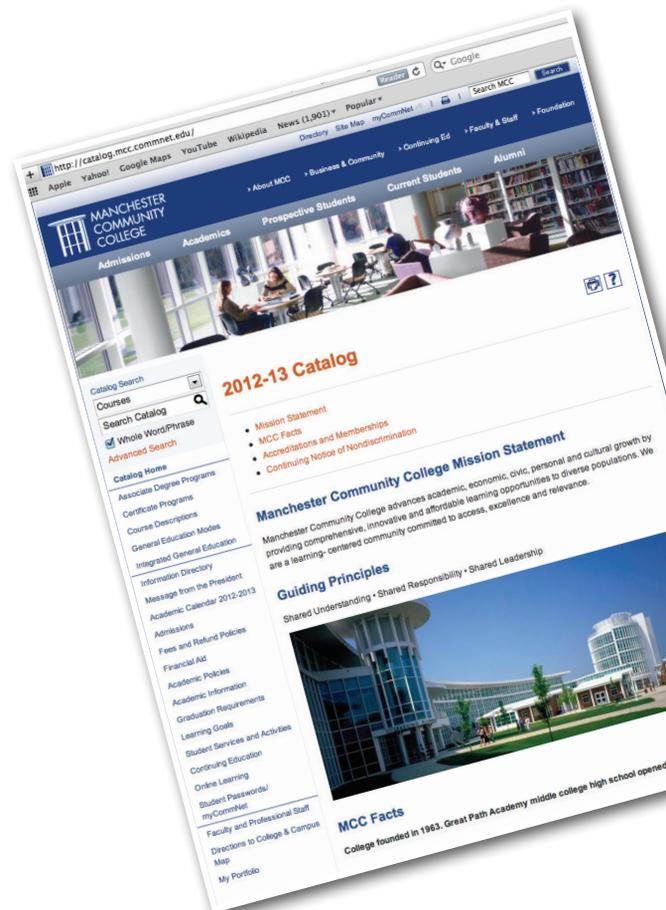
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