IT’S TIME! REGISTER EARLY: DON’T MISS OUT ON A GREAT CLASS.

CLASSES START JANUARY 22

3 CREDITS IN JUST 2 WEEKS

WINTER INTERSESSION: JANUARY 2–15

BONUS SECTION: PAGES 21–27

CONTINUING EDUCATION’S FAST-TRACK HEALTH CAREERS CATALOG

TRAIN FOR A GREAT CAREER IN LESS THAN ONE SEMESTER!

www.mxcc.edu
Welcome!

Congratulations on your decision to consider Middlesex Community College to further your education! At Middlesex Community College, you’ll get personal attention from dedicated professors in small class settings; guidance from experienced counselors and advisors who will help you clearly define and achieve your goals; programs that will help you launch or build your career in some of today’s fastest-growing fields; and, affordable tuition that saves thousands of dollars over the average cost of most other two and four-year colleges.

Middlesex offers access to cutting-edge technology and state-of-the-art educational facilities in a suburban setting located in the scenic heart of the Connecticut River Valley. Work on the latest computer systems in our computer and business laboratories in Wheaton Hall. Cater to your curiosity as you study in the bright and modern Jean Burr Smith Library facility. We have everything you need to reach your greatest potential: an outstanding faculty, small classes, support services, academic advising, career placement assistance, transfer counseling, and a variety of student activities. Come see what Middlesex Community College has for you!

MISSION STATEMENT

In all it does, Middlesex Community College strives to be the college of its community. By providing high quality, affordable, and accessible education to a diverse population, the College enhances the strengths of individuals through degree, certificate, and lifelong learning programs that lead to university transfer, career opportunities, and an enriched awareness of our shared responsibilities as global citizens.

Middlesex 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: The following person has been designated to coordinate inquiries regarding the non-discrimination policies: Dr. Adrienne Maslin; Dean of Students/Title IX and Section 504/ADA Coordinator, Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457; amaslin@mxcc.edu.

MXCC IS USING QR CODES!

Staying connected to MxCC just got easier. Square barcodes, like the one to the right, can be scanned by a mobile smart phone and links the cell phone directly to a specific web page or URL.

MxCC 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.
To Apply For Admission, Please Complete These Easy Steps:

- Complete the application for admission
  - To apply online, go to [http://my.commnet.edu](http://my.commnet.edu)
  - Select "Apply for Admission"
  - Select "Middlesex"
  - Click on "First Time User Account Creation"
  - or go to [www.mxcc.edu/Admissions](http://www.mxcc.edu/Admissions) for a printable application form
- Pay the $20 application fee
- Submit proof of high school or GED completion
- Show proof of Measles/Mumps/Rubella/Varicella Immunity. For additional information, including exemptions, contact the Office of Admissions at 860-343-5719.

Adequate Immunization:
- Measles: Two doses
- Mumps: Two doses
- Rubella (German Measles): Two doses of rubella vaccine are required, administered after the student's first birthday.
- Varicella (Chicken Pox): Two doses or provide certification from physician that student has had disease.

Prospective international students seeking information on the admissions process should visit: [www.mxcc.edu/International](http://www.mxcc.edu/International). International students seeking additional information may also contact the Office of Admissions at 860-343-5719.

WONDERING WHAT CAREER AND MAJOR

WHAT IS MYCOMMNET?

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

Visit the MxCC Admissions page. [www.mxcc.edu/admissions](http://www.mxcc.edu/admissions)

IS RIGHT FOR YOU?

Determining a career path is a different process for everyone. Some students come to MxCC with clearly defined goals, and ask for help on the best way obtain them. Others are just starting to explore options and need help determining a profession that may best meet their interests and personality. Others have a general idea but need help fine-tuning their direction. You can explore the many career and majors available at Middlesex and beyond by visiting our Career & Major Exploration web site at [http://www.mxcc.edu/CareerExplore](http://www.mxcc.edu/CareerExplore).

Once you become a student at MxCC, our counselors in the Career Development and Counseling Center can assist you in identifying and meeting your individual career goals. The center also offers academic advising to ensure that students enroll in the most appropriate classes in their chosen field.
To Apply For Financial Aid, Follow These Easy Steps:

- Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the Free Application for Federal Student Aid (FAFSA) and click the “Start Here” button.
- Enter the Title IV code for MxCC: 008038 to ensure that the FAFSA is sent to MxCC.
- Submit IRS Federal Tax Return Transcript, and any other required documentation, if requested to do so by the Financial Aid Office.
- Log on to myCommNet at [http://my.commnet.edu/](http://my.commnet.edu/) to check your status and to view your financial aid award package. This link also lets you know if you have any documents being requested.

For more information go to [http://www.mxcc.edu/financialaid](http://www.mxcc.edu/financialaid)

**BASIC ELIGIBILITY CRITERIA**

**For New Students:**
- Be a citizen or eligible non-citizen of the United States.
- Have a high school diploma or GED on file at the Admissions Office.
- Be enrolled (matriculated) in an aid eligible degree or certificate program.
- Be registered with Selective Service, if a male.
- Meet the financial aid application priority deadline of **December 1, 2013**, in order to be guaranteed application review for tuition and fees deferment, if eligible.

**For Continuing Students:**
- Be in good academic standing and maintain satisfactory progress according to federal regulations that requires completion of 67% of attempted courses and a 2.0 cumulative grade point average. The Connecticut Community Colleges Satisfactory Progress Policy is located at [www.commnet.edu/financialaid](http://www.commnet.edu/financialaid). Click on “Academic Progress Policy.”
- Have attempted fewer than 90 credits.

**BOOK PURCHASES**

Students who are financial aid recipients may have remaining aid after their tuition and fee bill is paid. Subsequently, a student may be eligible to receive a book credit at the College Bookstore.

Students awarded a book credit may use this credit for the purchase of books and necessary supplies at the MxCC Bookstore.

Check with the Financial Aid Office at (860) 343-5741 if you have any questions or concerns.

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.

Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or use the QR code to the right on your smartphone to get started with the financial aid process.

**FINANCIAL AID OFFICE HOURS**

(Founders Hall, Rm. 132)

Monday - Friday 8:30 a.m.-4:30 p.m.*

*Monday until 6 p.m. during Fall and Spring semester class periods. The office is open during evening registration.

**FOR THE MOST UP-TO-DATE COURSE AVAILABILITY, GO TO**

- [www.my.commnet.edu](http://www.my.commnet.edu) and click on “Search for Courses” in the right hand column.
- Select term, college (Middlesex CC), level (Credit), and click “Get Courses”.

---

page 4 • • • MxCC Spring 2014 Enrollment Guide
TAKE THE BASIC SKILLS ASSESSMENT

To Take the Basic Skills Assessment (BSA), Follow These Easy Steps:

After receiving your Banner ID, you should:
1) Go to www.mxcc.edu/bsa and read the Frequently Asked Questions on the “Accuplacer FAQ” page to familiarize yourself with the entire process.
2) Review: Take the sample tests and use the study sites on the “Test Preparation” page so that you are sure to do your best.
3) Schedule: Look at the dates and locations we are testing, pick one that works for you, and make an appointment on the “Schedule an Appointment” page.
4) Score: Come in well rested and prepared to do your best on assessment day!

MUST TAKE THE BSA

MxCC requires skill assessments in English and mathematics before students enroll in math, reading, or writing courses, courses with any math or English prerequisites, or enroll in an academic program.

Test exemptions are as follows:
• Students who have an associate degree or higher or higher level degree may be exempt;
• Students who have completed college level mathematics and English may be exempt;
• Part-time and non-degree students who have not accumulated 12 credit hours, unless they wish to take an English or math class, or a course that requires a math or English prerequisite.
• SAT Scores: Students who have taken the math and verbal portions of the SAT within the past four years may receive a waiver from the Basic Skills Assessment Test.
  Math: A score of 500 will place a student into MAT*137, and a score of 550 will place a student into a math course with a prerequisite of MAT*137 such as MAT*146, MAT*168 or MAT*173. However, we strongly encourage students to take the placement test since they may place into a higher-level course.
  English: A score of 450 on either the Critical Reading or Writing portions of the SAT will place a student into ENG*101.
• ACT Scores: Students who have taken the math and verbal portions of the ACT within the past four years may receive a waiver from the Basic Skills Assessment.
  Math: A score of 18 – 21 on the ACT Math test will place a student into MAT*137, and a score of 22 or higher on the ACT Math test will place a student into a math course with a prerequisite of MAT*137 such as MAT*146, MAT*168 or MAT*173. However, we strongly encourage students to take the placement test since they may place into a higher-level course.
  English: A score of 21 or higher on the ACT English portion or a score of 47 or higher on the ACT English and Reading portions will place a student into ENG*101.

If you believe that you are exempt from the placement test, please contact the Admissions Office at 860-343-5719 or the College Learning Center at 860-343-5770.

PLACEMENT TESTING AT COLLEGE LEARNING CENTER

Begins November 4, 2013

Monday-Thursday 10:00am – 4:00pm
Friday 10:00am – 3:30pm
January 11, 2014
Saturday 9:00am – 4:00pm
Tuesday-Thursday 9:00am – 6:00pm
January 24, 2014
Friday 9:00am – 4:00pm
January 27, 2014
Monday 9:00am – 6:00pm
January 28, 2014
Monday 9:00am – 4:00pm
Testing by appointment after January 28th.

MEET WITH AN ADVISOR & REGISTER

New students can walk in daily to one of our advising sites and start, continue, or complete the process of registering for Spring 2014 classes starting December 2, 2013 at the Middletown Campus and Meriden Center.

Mondays: 9 a.m. – 6:00 p.m.
Tuesdays–Thursdays: 9 a.m. – 4:00 p.m.
Fridays: 9 a.m. – 3:00 p.m.
To Register Online,
Follow These Easy Steps:

TO REGISTER FOR YOUR CLASSES ON MYCOMMNET:

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. Enter your CRNs and click “Submit Changes” or click on the “Class Search” button to find courses.
9. Click on “View Schedule” at bottom of page to confirm registration.
10. Follow prompts to initiate payment.
11. Logoff.

If you are a returning student and forgot either your NetID or password, you can reset your NetID or password online at: www.commnet.edu/netid/lookupnetid.asp or stop in the Registrar’s Office, in Founder’s Hall.

PRINT CLASS SCHEDULE
To print 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.

REGISTRATION INFORMATION FOR CONTINUING STUDENTS

Online registration starts on November 4, 2013 for continuing students only. In-person, mail or fax registration for all students starts on November 18, 2013. Mail, fax, and online registration ends on January 21, 2014.

Continuing students must see an academic advisor prior to registration. Priority Registration is November 4 – 26 on the Main Campus and at the Meriden Center. Advisors are also available throughout the semester and you should contact them directly to set up an appointment (see list on page 13).

Middletown Campus: There are appointment sign-up sheets for Priority Registration on your advisor’s door. THIS IS ONLY IN MIDDLETOWN: discuss career choices, schedule your Spring classes, and talk to your advisor about any other concerns you may have.

Meriden Center: Students can visit the Welcome Center or call 203-238-6202 to make an advising appointment.

Registration Office Hours
*Mondays: 9 a.m. – 6 p.m.
Tuesdays-Thursdays: 9 a.m. – 4:00 p.m.
Fridays: 9 a.m. – 3:00 p.m.

*The Records Office will have extended Monday Night hours until 6pm excluding December 23rd and December 30th.

Please Note: The offices will be closed on Thursday, November 28th, Friday, November 29th, Wednesday, December 25th, Wednesday, January 1st, and Monday, January 20th.
**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 the “@” symbol 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 at least 8 characters long
- Contain 3 of the following 4 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

**To Reset Your Password:**

- Go to [www.commnet.edu/netid/password.aspx](http://www.commnet.edu/netid/password.aspx)
- If the web reset utility is unsuccessful, contact the Records Office at 860-343-5724.

Visit myCommNet on your smartphone using the QR code to the left.

---

**CROSS REGISTRATION**

Students who attend another institution of higher learning through Connecticut State Colleges and Universities (all 12 community colleges, state universities, and charter oak) may also register at MxCC. Additional tuition and fees will be applied unless the student shows proof of payment at his/her primary institution. Cross registration does not apply to mandatory usage fees, summer credit, winter intersession credit, or any credit-free courses taught through the Continuing Education Division. Registrations completed on this basis will be accepted on January 21, 2014 from 2-4pm or any day thereafter, on a space-available basis. Any student registered prior to January 21, 2014 will be responsible for full payment. An admission fee of $20 will be due from first-time applicants.

**SENIOR CITIZEN REGISTRATION**

Senior Citizens may register in Middletown or Meriden on Tuesday, January 21, 2014 (2:00-4:00pm) or any day thereafter, and have their General Fund Tuition and Fees waived (proof of age required.) Tuition, general fees, and the application fee are completely waived for Connecticut residents 62 years of age or over on a space available basis. Cost of books, special fees and course travel costs are not included in the waiver. Special fees other than the application fee must still be paid. A student may audit courses if he or she does not desire to earn credit.

**WITHDRAWAL POLICY**

Prior to January 22, 2014, 100% refund of tuition will be granted. During the first 14 calendar days of the semester (January 22, 2014 through February 4, 2014), a 50% refund of tuition will be granted. In both cases, the courses will be removed from the student’s schedule and will not appear on his/her transcript. After 14 calendar days, and up to the end of the 11th week of the semester (February 5, 2014 through April 15, 2014), a student may withdraw from any course by obtaining a withdrawal form from the Registrar’s Office or from our website. No refund will be granted. Students who do not complete this process by the deadline will receive a letter grade at the end of the semester; which will include zeroes for any work not submitted. Course withdrawals may affect financial aid and veteran’s benefits, so please make this decision carefully, and with the help of your advisor.

**Online registration and online adds/drops closes on January 21, 2014.**
PAY TUITION AND FEES

Tuition and fees are subject to change. For the most up-to-date information, please visit: www.ct.edu/admission/tuition

All students are required to pay their fees at the time of registration.

Payment Options

1. Before December 11, 2013: Students must submit the college service fee, student activity fee and all mandatory usage fees at the time of registration. Tuition must be paid no later than December 11, 2013.

2. After December 11, 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. There is a $25 non-refundable fee for participation in the plan. For more information, contact the Business Office at 860-343-5729.

Failure to pay the tuition or fees by the appropriate date may result in cancellation of registration. Students whose classes are canceled for non-payment will need to re-register in-person at the Registrar’s Office on a space-available basis when the student is able to pay the tuition and fees.

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 Business Office 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).

Refund Policy for General Fund Courses

Before registering for classes, students should read the refund policy established by the Connecticut State Colleges and Universities Board of Regents for Higher Education.

Definition of a General Fund course: Any credit course offered during the fall and spring semester.

• When registering for courses, students pay a non-refundable deposit equal to the fees for their courses. Students who decide to drop a class must notify the Registrar’s office in writing to get a refund. 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 (January 22, 2014 - February 4, 2014) of the semester, a 50% tuition refund will be awarded.

• No telephone requests for refunds will be taken.

• Students must apply for a refund. Refunds are not automatically processed.

BUSINESS OFFICE HOURS
Founders Hall, Rm. 113A-B

Regular Hours
Monday 9:00 a.m.-6:00 p.m.
Tuesday - Friday 9:00 a.m.-4:30 p.m.
TUITION AND FEES PER SEMESTER

All Tuition and Fees are subject to change. For the most up-to-date information, please visit: www.ct.edu/admission/tuition

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>College Service Fee</th>
<th>Student Activities Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IN-STATE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>$140.00</td>
<td>$71.00</td>
<td>$5.00</td>
<td>$216.00</td>
</tr>
<tr>
<td>2</td>
<td>$280.00</td>
<td>$142.00</td>
<td>$5.00</td>
<td>$427.00</td>
</tr>
<tr>
<td>3</td>
<td>$420.00</td>
<td>$214.00</td>
<td>$5.00</td>
<td>$640.00</td>
</tr>
<tr>
<td>4</td>
<td>$560.00</td>
<td>$287.00</td>
<td>$5.00</td>
<td>$852.00</td>
</tr>
<tr>
<td>5</td>
<td>$700.00</td>
<td>$360.00</td>
<td>$5.00</td>
<td>$1,067.00</td>
</tr>
<tr>
<td>6</td>
<td>$840.00</td>
<td>$433.00</td>
<td>$5.00</td>
<td>$1,308.00</td>
</tr>
<tr>
<td>7</td>
<td>$980.00</td>
<td>$504.00</td>
<td>$5.00</td>
<td>$1,594.00</td>
</tr>
<tr>
<td>8</td>
<td>$1,120.00</td>
<td>$577.00</td>
<td>$5.00</td>
<td>$1,702.00</td>
</tr>
<tr>
<td>9</td>
<td>$1,260.00</td>
<td>$649.00</td>
<td>$5.00</td>
<td>$1,924.00</td>
</tr>
<tr>
<td>10</td>
<td>$1,400.00</td>
<td>$722.00</td>
<td>$5.00</td>
<td>$2,137.00</td>
</tr>
<tr>
<td>11</td>
<td>$1,540.00</td>
<td>$795.00</td>
<td>$5.00</td>
<td>$2,340.00</td>
</tr>
<tr>
<td>12+***</td>
<td>$1,680.00</td>
<td>$868.00</td>
<td>$5.00</td>
<td>$2,553.00</td>
</tr>
<tr>
<td><strong>Annual</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>$3,360.00</td>
<td>$1,260.00</td>
<td>$20.00</td>
<td>$4,600.00</td>
</tr>
</tbody>
</table>

| **OUT-OF-STATE** | | | | |
| 1 | $420.00 | $213.00 | $5.00 | $638.00 |
| 12+*** | $5,040.00 | $2,016.00 | $10.00 | $7,066.00 |

**NEBHE**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>College Service Fee</th>
<th>Student Activities Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$210.00</td>
<td>$106.50</td>
<td>$5.00</td>
<td>$321.50</td>
</tr>
<tr>
<td>12+***</td>
<td>$2,520.00</td>
<td>$1,260.00</td>
<td>$10.00</td>
<td>$3,790.00</td>
</tr>
</tbody>
</table>

**Excess Credits Tuition Charge:** An additional flat tuition charge of $100 per semester shall apply when total registered credits exceed 17 for the semester.

MANDATORY USAGE FEES

Laboratory Course Fee $82.00
Studio Course Fee $88.00
Clinical Program Fee-Level 1 $281.00
Clinical Program Fee-Level 2 $201.00

CT VETERANS TUITION WAIVERS

General Fund tuition is waived for any eligible veterans who served on active duty in time of war; who have been honorably discharged; and who are Connecticut residents upon admission to the college. Separation papers (DD-214) are required to register. For info call 860-343-5729.

CT NATIONAL GUARD WAIVERS

General Fund tuition is waived for students who are members of the Connecticut National Guard. A National Guard Certificate of Eligibility from the Guard member’s commander must be submitted in order to qualify.

ONLINE COURSE TUITION & COLLEGE SERVICES FEE

Tuition and fees are subject to change by the Board of Regents for Higher Education without prior notice and are non-refundable.

Payment: Cash, VISA, Mastercard and/or Discover, check, or money order made payable to MxCC.

These charges are no longer automatically based on the in-state rate. Instead, fees are based on student residency.

Business Office: Contact the Business Office for payment terms available. 860-343-5729.

(All tuition and fees are subject to change.)

PAYMENT OF TUITION AND FEES

Registering prior to December 11, 2013 the minimum payment required at registration is the applicable College Service Fee, Student Activity Fee and mandatory usage fees. The balance of the applicable full tuition is then due December 11, 2013.

Registering after December 11, 2013, the entire amount of tuition and fees is due at the time of registration.

In lieu of full payment at time of registration, acceptable arrangements include:

1. authorization of Financial Aid by the Financial Aid Office;
2. an initial payment for the Installment Payment Plan (three payments on January 10, February 10, March 10, 2014);
3. the applicable Tuition Fee Waiver Form (renewed each semester) presented to the cashiers.

Cash, check, VISA, Discover, and MasterCard are accepted forms of payment. An installment “Payment Plan” may be arranged with the Business Office, Founders Hall, for a fee of $25. This Payment Plan must be initiated in-person by the student.

Books and supplies are additional costs that must be paid at the time of purchase.

FINANCIAL OBLIGATION POLICY

Once fees are paid, you are officially registered and you are responsible for the remainder of the charges.*

* 1. For an in-writing withdrawal request received on the first day of classes and through the fourteenth calendar day of that semester, you are held responsible for 50% of the total tuition charges.

* 2. For a reduction in load which occurs on the first day of classes and through the fourteenth calendar day of that semester, you are held responsible for 50% of the difference of the tuition applicable to the original and revised course schedules.

* 3. Beyond the fourteenth calendar day after the first day of classes, the full amount of tuition is due regardless of your enrollment or attendance status.

All Tuition and Fees are subject to change. For the most up-to-date information, please visit: www.ct.edu/admission/tuition
GENERAL INFORMATION

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

COURSE CHANGES
Beginning on November 4, 2013 Continuing Students may add courses to or drop courses from their Spring 2014 schedule online at any time or in person Mondays 9:00am - 6:00pm; Tuesdays - Fridays 9:00am - 4:00pm in the Records Office, Founders Hall, room 153. Beginning on November 18, 2013 New and Readmit Students may add courses to or drop courses from their Spring 2014 schedule in person Mondays 9:00am - 6:00pm; Tuesdays - Fridays 9:00am - 4:00pm in the Records Office, Founders Hall, room 153. Please call in advance as office may be periodically closed, 860-343-5724.

LATE REGISTRATION ADD/DROP (1ST WEEK OF SCHOOL)-EXTENDED HOURS

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, Jan 21</td>
<td>9:00am-6:00pm</td>
<td>(Registration &amp; Add/Drop only - No Classes)</td>
</tr>
<tr>
<td>Wednesday, Jan 22</td>
<td>9:00am-6:00pm</td>
<td></td>
</tr>
<tr>
<td>Thursday, Jan 23</td>
<td>9:00am-6:00pm</td>
<td></td>
</tr>
<tr>
<td>Friday, Jan 24</td>
<td>9:00am-4:00pm</td>
<td></td>
</tr>
<tr>
<td>Monday, Jan 27</td>
<td>9:00am-6:00pm</td>
<td></td>
</tr>
<tr>
<td>Tuesday, Jan 28</td>
<td>9:00am-4:00pm</td>
<td></td>
</tr>
</tbody>
</table>

AUDITING COURSES
Students who do not desire to earn course credit may audit a course by completing an audit request form at the time of registration in the Registrar’s office. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. Full tuition and fees are charged for courses audited. Students auditing a course may not change to credit status.

GRADUATION
APRIL 15, 2014 is the deadline date to file your graduation application to ensure that your name will be included in the graduation program. Applications received after this date will still be processed for degree certification.

Graduation applications/checklists may be obtained in the Records Office, the Meriden Center, or through your advisor.

ENROLLMENT VERIFICATION REQUEST
The National Student Clearinghouse processes all student enrollment verifications. Log on to myCommNet with the 8-digit NetID number and PIN, and follow the prompts. Students will be connected directly to the National Student Clearinghouse enabling them to print their own enrollment verification certificates. Verifications for the Spring 2014 semester will be accessible the week of February 23, 2014.

GRADES/TRANSCRIPTS
Grades are no longer mailed to students directly. Semester grades will be available online. Students unable to access the Web may request an unofficial transcript in writing forms are available in the Registrar’s office, room 153, through MyCommnet at http://my.commnet.edu.

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 (MxCC Credit), click “Submit.”
8. View/Print your final grades/transcript.
9. Logoff.

NEW STUDENT ORIENTATION
The first step to a successful college career is attendance and active participation in the New Student Orientation program. This comprehensive program provides students with the necessary information for a smooth and successful transition to college life. The program is designed to support incoming students with an opportunity to:

• Meet other new students and current student leaders
• Become familiar with the Student Affairs staff, along with the services available on campus
• Transition successfully to college life

All new and transfer students (full-time, part-time, and international students) are expected to attend New Student Orientation.

JEAN BURR SMITH LIBRARY
Phone: (860) 343-5830

The Jean Burr Smith Library, located on the main floor of Chapman Hall, is open Monday – Thursday 8:00 a.m. – 8:00 p.m., Friday: 8:00 a.m. – 4:30 p.m., and Saturday: 9:00 a.m. – 2:00 p.m.*

*The library will also extend its hours during the last two weeks of classes, so students can prepare for their exams. The hours will be 7:30 a.m. – 8:00 p.m., Monday – Thursday, and 7:30 a.m. – 4:30 p.m. Friday.
BOOKSTORE
Textbooks and materials for courses may be obtained from Follett’s Bookstore, located on the first floor of Founders Hall.
Phone: 860-346-4490. Website: www.mxcc.bkstr.com

The last day for cash and credit card textbook refunds with receipt is February 1, 2014.

Standard Hours:
Mondays: 9 am - 6 pm
Tuesdays, Wednesdays and Thursdays: 9 am - 4:30 pm
Fridays: 9 am - 12 noon
Please note that hours are subject to change.

Note: During semester breaks (Dec., Jan., June, July, and August), bookstore hours are not the same as the regular semester hours. Please call the bookstore or see the website (www.mxcc.bkstr.com) for these hours.

Bookstore Hours for Walk-In Registration & Beginning of Semester

<table>
<thead>
<tr>
<th>January 2014</th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

- 9 am - noon
- 9 am - 1 pm
- 9 am - 3 pm
- 9 am - 4 pm
- 9 am - 4:30 pm
- 9 am - 6 pm
- 9 am - 7 pm

STUDENT EMAIL ACCOUNTS:
All Connecticut Community College students now have an official email address (example: name@mail.ct.edu). The “name” in the address is the first letter of your first name, followed by the first four letters of your last name, followed by a four-digit number (e.g., John Smith might have the address jsmit1234@mail.ct.edu). All college-based communications will be sent to this e-mail address. To view your college e-mail account, go to http://portal.microsoftonline.com and log in with your NetID and password. You can forward your college e-mail to your personal e-mail account.

WHAT TYPE OF STUDENT AM I?

NEW STUDENTS
The College admits new students on a rolling basis. New students are defined as those with no academic history at the College or those students that have completed only a summer or winter session course at the College. Both the Admissions Office in Middletown and the Welcome Center in Meriden work with all new students entering the College. The Admissions Office is located in Founders Hall, Room 153, and is open Monday - Friday from 8:30 am to 4:30 pm. The Welcome Center is located on the first floor of the Meriden Center and is open Monday from 9:00 am-7:00 pm, Tuesday-Thursday from 9:00 am-4:00 pm, and Friday from 9:00 am -3:00pm.

CONTINUING STUDENTS
A continuing student is defined as any student who has attended any fall or spring semester since Spring 2012.

READMIT STUDENTS
A readmit student is defined as any student whose last semester of attendance was prior to Spring 2012. Readmit students who are interested in returning to MxCC must submit a Readmit application form and follow the procedures for readmit students.

TRANSFER STUDENTS
If you have never attended MxCC, but have attended another college or university please follow the admission procedures for New Students. If you are interested in receiving transfer credit for coursework completed at another accredited academic institution, you must submit an official copy of your college transcript/s to the Admissions Office.

NON-DEGREE STUDENTS
Students who are interested in enrolling in individual courses, but are not interested in pursuing a degree or certificate program, may elect to enroll as a non-degree student. Non-degree students must complete an application form and pay the $20.00 application fee. Non-degree students may be required to take the Basic Skills Assessment in English or math and/or provide proof that prerequisites for specific courses have been met. For additional information please contact the Office of Admissions at 860-343-5719.
Degrees and Certificates Offered at MxCC

Students considering a degree or certificate program at MxCC should review the College Catalog for in-depth program descriptions, requirements, and course selections. The catalog may be found online by going to www.mxcc.edu/catalog. Students may also go to www.mxcc.edu/degrees&certificates for a complete listing of all academic programs and courses offered at MxCC.

DEGREE PROGRAMS
Accounting
Biotechnology Program/
    Forensic Science Track
Broadcast Cinema
Business Administration
Communication
Technology Studies: Computer
Engineering Technology Option
Criminal Justice
Early Childhood Education
Engineering Science
Environmental Science
Fine Arts/Fine Arts:
    Graphic Design Track
General Studies
Health Information Management
    (Pending Board of Regents Approval)
Human Services
Information Systems
Liberal Arts & Sciences
Management Information Systems
Marketing
Multimedia (Digital Arts)
Ophthalmic Design and Dispensing
Radiologic Technology
Technology Studies: Manufacturing
    Machine Technology Option
Technology Studies: Engineering
    Technology Option
Veterinary Technology

CERTIFICATE PROGRAMS
Accounting Assistant
Accounting Technician
Advertising & Sales Promotion
Broadcast Communications
Business Skills
Customer Service Management
Child Development Assoc. (CDA) Credential
Corporate Media Production
Early Childhood Education
Entrepreneurship
Health Career Pathway
Help Desk Technician
Health Information Management (pending Board of Regents approval)
Juvenile Justice
Manufacturing Machine Technology
Multimedia
Multimedia Web Design & Development
News and Sports Production
Software Developer
Substance Abuse Education
Therapeutic Recreation
Dietetic Technician
Pre-Allied Health/Transfer Requirements

CONTINUING EDUCATION
NON-CREDIT PROGRAMS
Certified Nurse Aide
CPR/Basic Life Support
Human Services Assistant
Medical Billing and Coding Certificate
Ophthalmic Medical Assisting
Patient Care Technician
Personal Trainer Certificate
Pharmacy Technician Certificate
Veterinary Assistant certificate

SYSTEMWIDE PROGRAMS
Engineering Science
Technology Studies
Engineering Technology
Technology Studies: Electric Power Technology Pathway (in collaboration with CL&P and Bismarck State College)

Obtain detailed information about all of MxCC’s degree and certificate programs using the QR code to the left or by going to www.mxcc.edu/degrees&certificates
# Programs & Advisors

<table>
<thead>
<tr>
<th>Division</th>
<th>Contact</th>
<th>Phone</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>Dr. Donna Bontatibus</td>
<td>343-5802</td>
<td>520</td>
<td><a href="mailto:dbontatibus@mxcc.edu">dbontatibus@mxcc.edu</a></td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>Prof. Judith Felton</td>
<td>343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
</tr>
<tr>
<td>Science, Health, Engineering &amp; Technology</td>
<td>Dr. Jon Morris</td>
<td>343-5782</td>
<td>209</td>
<td><a href="mailto:jmorris@mcc.commnet.edu">jmorris@mcc.commnet.edu</a></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Dr. Mary Rayappan</td>
<td>343-5791</td>
<td>310</td>
<td><a href="mailto:mrayappan@mxcc.edu">mrayappan@mxcc.edu</a></td>
</tr>
<tr>
<td>Business</td>
<td>Prof. Donna Leonowich</td>
<td>343-5762</td>
<td>313</td>
<td><a href="mailto:dleonowich@mxcc.edu">dleonowich@mxcc.edu</a></td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Coor. Diane Bordonaro RN</td>
<td>343-5716</td>
<td>104</td>
<td><a href="mailto:dbordonaro@mxcc.edu">dbordonaro@mxcc.edu</a></td>
</tr>
<tr>
<td>Therapeutic Recreation</td>
<td>Prof. Judith Felton</td>
<td>343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
</tr>
<tr>
<td>Juvenile Justice</td>
<td>Prof. Judith Felton</td>
<td>343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
</tr>
<tr>
<td>Human Services</td>
<td>Prof. Judith Felton</td>
<td>343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
</tr>
<tr>
<td>Technology Studies</td>
<td>Asst. Prof. Hubert Godin</td>
<td>343-5776</td>
<td>217</td>
<td><a href="mailto:dhgodin@mxcc.edu">dhgodin@mxcc.edu</a></td>
</tr>
<tr>
<td>Substance Abuse Education</td>
<td>Prof. Judith Felton</td>
<td>343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
</tr>
<tr>
<td>Technology Studies</td>
<td>Asst. Prof. Hubert Godin</td>
<td>343-5776</td>
<td>217</td>
<td><a href="mailto:hgodin@mxcc.edu">hgodin@mxcc.edu</a></td>
</tr>
<tr>
<td>Therapeutic Recreation</td>
<td>Prof. Judith Felton</td>
<td>343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>Dr. Steven Levy</td>
<td>343-5769</td>
<td>310</td>
<td><a href="mailto:slevy1@mxcc.edu">slevy1@mxcc.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact</th>
<th>Phone</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Prof. Nancy Kelly</td>
<td>343-5761</td>
<td>313</td>
<td><a href="mailto:nkelly@mxcc.edu">nkelly@mxcc.edu</a></td>
</tr>
<tr>
<td>Accounting Assistant</td>
<td>Prof. Nancy Kelly</td>
<td>343-5761</td>
<td>313</td>
<td><a href="mailto:nkelly@mxcc.edu">nkelly@mxcc.edu</a></td>
</tr>
<tr>
<td>Accounting Technician</td>
<td>Prof. Nancy Kelly</td>
<td>343-5761</td>
<td>313</td>
<td><a href="mailto:nkelly@mxcc.edu">nkelly@mxcc.edu</a></td>
</tr>
<tr>
<td>Advertising &amp; Sales Promotion</td>
<td>Prof. Donna Leonowich</td>
<td>343-5762</td>
<td>313</td>
<td><a href="mailto:dleonowich@mxcc.edu">dleonowich@mxcc.edu</a></td>
</tr>
<tr>
<td>Biotechnology/Forensic Sci. Track</td>
<td>Dr. Michelle Tipton</td>
<td>343-5747</td>
<td>217</td>
<td><a href="mailto:mtipton@mxcc.edu">mtipton@mxcc.edu</a></td>
</tr>
<tr>
<td>Broadcast Cinema &amp; Communications</td>
<td>Prof. John Shafer</td>
<td>343-5811</td>
<td>520</td>
<td><a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a></td>
</tr>
<tr>
<td>Business Administration</td>
<td>Prof. Donna Leonowich</td>
<td>343-5762</td>
<td>313</td>
<td><a href="mailto:dleonowich@mxcc.edu">dleonowich@mxcc.edu</a></td>
</tr>
<tr>
<td>Business Skills</td>
<td>Prof. Patricia Raymond</td>
<td>343-5772</td>
<td>313</td>
<td><a href="mailto:praymond@mxcc.edu">praymond@mxcc.edu</a></td>
</tr>
<tr>
<td>Communication</td>
<td>Prof. John Shafer</td>
<td>343-5811</td>
<td>520</td>
<td><a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a></td>
</tr>
<tr>
<td>Communications Networking</td>
<td>Prof. Donna Hylton</td>
<td>343-5774</td>
<td>313</td>
<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
</tr>
<tr>
<td>Computer Engineering Technology</td>
<td>Dr. Lin Lin</td>
<td>343-5763</td>
<td>313</td>
<td><a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a></td>
</tr>
<tr>
<td>Customer Service Management</td>
<td>Prof. Donna Leonowich</td>
<td>343-5762</td>
<td>313</td>
<td><a href="mailto:dleonowich@mxcc.edu">dleonowich@mxcc.edu</a></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Dr. Larry Jetmore</td>
<td>343-5849</td>
<td>508</td>
<td><a href="mailto:ljetmore@mxcc.edu">ljetmore@mxcc.edu</a></td>
</tr>
<tr>
<td>Dietetic Technician</td>
<td>Dr. Judy Wallace</td>
<td>343-5780</td>
<td>209</td>
<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Asst. Prof. Norma Rosado-Javier</td>
<td>343-5856</td>
<td>508</td>
<td><a href="mailto:nrosado-javier@mxcc.edu">nrosado-javier@mxcc.edu</a></td>
</tr>
<tr>
<td>Child Dev. Asso (CDA) Credential</td>
<td>Asst. Prof. Norma Rosado-Javier</td>
<td>343-5856</td>
<td>508</td>
<td><a href="mailto:nrosado-javier@mxcc.edu">nrosado-javier@mxcc.edu</a></td>
</tr>
<tr>
<td>Engineering Science</td>
<td>Dr. Lin Lin</td>
<td>343-5763</td>
<td>311</td>
<td><a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a></td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>Prof. Donna Leonowich</td>
<td>343-5762</td>
<td>313</td>
<td><a href="mailto:dleonowich@mxcc.edu">dleonowich@mxcc.edu</a></td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Asst. Prof. Christine Witkowski</td>
<td>343-5781</td>
<td>217</td>
<td><a href="mailto:cwiwitkowski@mxcc.edu">cwiwitkowski@mxcc.edu</a></td>
</tr>
<tr>
<td>Fine Arts/Graphic Design Track</td>
<td>Asst. Prof. Judith DeGraffenried</td>
<td>343-5871</td>
<td>407</td>
<td><a href="mailto:jdegraffenried@mxcc.edu">jdegraffenried@mxcc.edu</a></td>
</tr>
<tr>
<td>General Studies</td>
<td>Dr. Darryl Reome</td>
<td>343-5897</td>
<td>155</td>
<td><a href="mailto:dreome@mxcc.edu">dreome@mxcc.edu</a></td>
</tr>
<tr>
<td>Hazardous Materials/Operational and Haz. Waste Site Worker</td>
<td>Prof. Christine Witkowski</td>
<td>343-5781</td>
<td>217</td>
<td><a href="mailto:cwiwitkowski@mxcc.edu">cwiwitkowski@mxcc.edu</a></td>
</tr>
<tr>
<td>Health Career Pathway</td>
<td>Dr. Judy Wallace</td>
<td>343-5780</td>
<td>209</td>
<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
</tr>
<tr>
<td>Help Desk Technician</td>
<td>Prof. Donna Hylton</td>
<td>343-5774</td>
<td>313</td>
<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
</tr>
<tr>
<td>Human Services</td>
<td>Prof. Judith Felton</td>
<td>343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
</tr>
<tr>
<td>Information Systems</td>
<td>Prof. Donna Hylton</td>
<td>343-5774</td>
<td>313</td>
<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
</tr>
<tr>
<td>Juvenile Justice</td>
<td>Prof. Judith Felton</td>
<td>343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
</tr>
<tr>
<td>Liberal Arts - Humanities/Science</td>
<td>Dr. Darryl Reome</td>
<td>343-5897</td>
<td>155</td>
<td><a href="mailto:dreome@mxcc.edu">dreome@mxcc.edu</a></td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>Prof. Donna Leonowich</td>
<td>343-5762</td>
<td>313</td>
<td><a href="mailto:dleonowich@mxcc.edu">dleonowich@mxcc.edu</a></td>
</tr>
<tr>
<td>Manufacturing Machine Technology</td>
<td>Asst. Prof. Hubert Godin</td>
<td>343-5776</td>
<td>217</td>
<td><a href="mailto:hgodin@mxcc.edu">hgodin@mxcc.edu</a></td>
</tr>
<tr>
<td>Marketing</td>
<td>Prof. Donna Leonowich</td>
<td>343-5762</td>
<td>313</td>
<td><a href="mailto:dleonowich@mxcc.edu">dleonowich@mxcc.edu</a></td>
</tr>
<tr>
<td>Multimedia &amp; MultiWeb Design &amp; Dev.</td>
<td>Asst. Prof. Richard Eriksen</td>
<td>343-5795</td>
<td>407</td>
<td><a href="mailto:reniksen@mxcc.edu">reniksen@mxcc.edu</a></td>
</tr>
<tr>
<td>Ophthalmic Design &amp; Dispensing</td>
<td>Prof. Raymond Dennis</td>
<td>343-5845</td>
<td>625</td>
<td><a href="mailto:rdenis@mxcc.edu">rdenis@mxcc.edu</a></td>
</tr>
<tr>
<td>Pre-Allied Health/Transfer</td>
<td>Dr. Judy Wallace</td>
<td>343-5780</td>
<td>209</td>
<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>Dr. Judy Wallace</td>
<td>343-5780</td>
<td>209</td>
<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
</tr>
<tr>
<td>Software Developer</td>
<td>Prof. Donna Hylton</td>
<td>343-5774</td>
<td>313</td>
<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
</tr>
<tr>
<td>Substance Abuse Education</td>
<td>Prof. Judith Felton</td>
<td>343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
</tr>
<tr>
<td>Technology Studies</td>
<td>Asst. Prof. Hubert Godin</td>
<td>343-5776</td>
<td>217</td>
<td><a href="mailto:hgodin@mxcc.edu">hgodin@mxcc.edu</a></td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>Dr. Steven Levy</td>
<td>343-5769</td>
<td>310</td>
<td><a href="mailto:slevy1@mxcc.edu">slevy1@mxcc.edu</a></td>
</tr>
</tbody>
</table>

*All phone numbers are in area code 860 unless otherwise noted.*
The Meriden Center’s recently expanded and renovated facility is a great place to start or complete your education!

**THE MERIDEN CENTER SERVICES INCLUDE:**
- The Welcome Center- a friendly and convenient one-stop for all your enrollment needs
- A wide selection of credit and non-credit courses
- Small class size and one-one interaction with faculty
- A dynamic schedule of student activities, guest presentations, and community events
- New Learning Lab and lending library
- New Mac Lab and 2 PC Labs
- Advising, transfer, and career counseling
- A retention specialist to assist with study skills, time management, and work/life balance
- A special student membership with the Meriden YMCA offers swimming, basketball, Zumba, weight room, and more
- Assistance with childcare
- Free, convenient parking

**TAKING CLASSES AT THE MERIDEN CENTER**
New, continuing, and readmit students can apply, receive advising, register and receive assistance with financial aid through the new Welcome Center. Call 203-238-6202 for more information.

**DIRECTIONS TO THE MXCC MERIDEN CENTER**
**Westbound:** Take Exit 7 off Rt. 691. Travel towards downtown and turn right onto West Main Street. Travel 7/10 of a mile – Meriden Center is on right. Take right onto Grove Street. Take right onto Church Street for parking. See PARKING BELOW.

**Eastbound:** Take Exit 7 off Rt. 691. Take right onto Grove Street and travel towards downtown. Take left onto Church Street for parking. See PARKING BELOW. Meriden Center is in front of parking garage.

**Parking:** Daytime parking is available in the Church Street Municipal Lot (entrance on left after garage) and in the Colony Street Municipal Lot (follow Grove Street to end, turn left). Evening parking is also available in the upper level of the Church Street Parking Garage in undesignated parking spaces. Unauthorized vehicles parked in DCF or other designated spaces may be fined and/or towed at owner’s expense.

www.mxcc.edu/meriden
DISTANCE LEARNING ONLINE/HYBRID COURSES WINTER & SPRING 2014
www.mxcc.edu/distance

Distance Learning courses at MxCC are fully or partially (Hybrid) online and are designed for highly motivated students taking credit courses with a flexible schedule. Most of our fully online classes (ONLN code in MyCommNet) are asynchronous. Our distance learning online/hybrid courses follow the standard academic calendar of the college and are available online 24 hours a day, 7 days a week. Students do not have to sign on at a specific time. Just like a traditional class, you must follow the syllabus that provides information on reading, assignments, projects, exams, etc. An online faculty member is assigned to oversee each course and help students succeed. Under the guidance of a syllabus, you study on your own with the help of a textbook, instructor’s notes, and online resources. You will submit assignments or take exams online at your convenient time and location by a designated timeline. Basic computer literacy, access to the Internet with broadband connection, and specific setup of your computer are required. Most importantly, a self-motivated, self-disciplined learner is more likely to succeed in online learning. Information about online distance learning at MxCC can be found at http://www.mxcc.edu/distance.

BEFORE YOU START
Students who are interested in distance learning courses are strongly recommended to take a self-assessment test, SmarterMeasure (formerly known as READI). The test helps you find out whether you have the skills to be successful in online learning. To take the test, go to http://www.mxcc.edu/distance. Distance Learning (online or hybrid) students immediately after registration, MUST visit http://www.mxcc.edu/distance. Click on “What to Do link” (upper left) for step-by-step instruction on what you need to do prior to the beginning of a semester.

First time online students at MxCC are strongly encouraged to attend an on-campus orientation. The orientation for hybrid students will take place at the first campus meeting.

TENTATIVE SCHEDULE FOR CAMPUS ORIENTATION- WINTER SEMESTER*
*The most updated on-campus orientation schedule with location is available at http://www.mxcc.edu/distance, click “Campus Orientation” link (upper left).

Online Orientation is also available for students who are unable to attend a campus orientation at http://www.mxcc.edu/distance (Click”Online Orientation” link at upper left).

WINTER SEMESTER (1/2/14 -1/15/14)
Monday, December 30, 2013 - Room TBA
10:00 am - 11:30 am, Middletown Campus
1:00 pm – 2:30 pm, Middletown Campus

SPRING SEMESTER (1/22/14 - 5/19/14)*
Middletown Campus, Room TBA
Tuesday, January 21, 2:00 pm – 3:30 pm
Wednesday, January 22, 3:00 pm -4:30 pm
Thursday, January 23, 5:30 pm – 7:00 pm
Friday, January 24, 3:00 pm – 4:30 pm

MERIDEN CENTER
Thursday, January 23, 2:00 pm – 3:30 pm, Room# TBA

FOR FURTHER INFORMATION OR QUESTIONS ABOUT ONLINE LEARNING, CONTACT:
Distance Learning
Founders Hall - Room 131/131A
Phone: 860-343-5756
Email: mxccdistance@mxcc.edu
Web: www.mxcc.edu/distance
**ACADEMIC CALENDAR**

**Winter Intersession**
- **Thursday, January 2, 2014** – **Wednesday, January 15, 2014**: CLASSES BEGIN
- **Wednesday, January 15**: Last Day of Classes
- **Thursday, January 16**: Snow Day (if necessary)
- **Friday, January 17**: Grades Due by 9:00am

**Spring 2014**
- **Monday, January 20**: Martin Luther King Day – COLLEGE CLOSED
- **Tuesday, January 21**: Faculty Semester Begins
- **Wednesday, January 22**: CLASSES BEGIN
- **Tuesday, February 4**: Last Day to Add/Drop Courses (with Instructor Permission), Last Day for 100% Tuition Refund
- **Wednesday, February 12**: Lincoln’s Birthday – College Open, NO CLASSES
- **Monday, February 17**: Washington’s Birthday – COLLEGE CLOSED
- **Mon-Sat, March 17-22**: Spring Break – NO CLASSES
- **Thursday, April 3**: Planning & Assessment Day – NO CLASSES
- **Mon-Sat, April 7-30**: Advising & Early Online Registration for Returning Students
- **Tuesday, April 8**: Last Day to Make Up “Incompletes” from Fall 2013
- **Monday, April 15**: Last Day to Withdraw from Classes (Instructor’s Signature Required), Graduation Applications Due
- **Fri.-Sun., April 18-20**: Days of Reflection-COLLEGE CLOSED
- **Friday, April 25**: Academic Awards Night
- **Friday, May 9**: Scholarship Awards Night
- **Monday, May 12**: Last Day of Classes
- **Tues.-Mon., May 13-19**: Final Exams
- **Thursday, May 22**: Grades Due by 9:00 am
- **Monday, May 26**: Memorial Day – COLLEGE CLOSED
- **Thursday, May 29**: COMMENCEMENT
- **Friday, May 30**: Faculty Semester Ends

**IMPORTANT TELEPHONE NUMBERS**

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

- **General Information**: 860-343-5800
- **Toll-Free Number**: 1-800-818-5501
- **Academic Support Services**: 860-343-5715
- **Admissions**: 860-343-5719
- **Basic Skills Assessment**: 860-343-5770
- **Bookstore**: 860-346-4490
- **Business Office**: 860-343-5729
- **Cafeteria/Kitchen**: 860-343-6789
- **Career Development**: 860-343-5826
- **College Learning Center**: 860-343-5770
- **Continuing Education**: 860-343-5865
- **Counseling Center**: 860-343-5826
- **Distance Learning Support**: 860-343-5756
- **Dean of Academics**: 860-343-5706
- **Dean of Students**: 860-343-5759
- **Financial Aid**: 860-343-5741
- **Foundation and Alumni**: 860-343-5789
- **Library**: 860-343-5830
- **Meriden Center**: 203-238-6202
- **Meriden Learning Lab**: 203-238-5715
- **Placement Testing (Middletown)**: 860-343-5770
- **Placement Testing (Meriden)**: 203-238-6211
- **President**: 860-343-5701
- **Reading/Writing Lab**: 860-343-5808
- **Records/Registrar**: 860-343-5724
- **Retention Specialist, Meriden Center**: 203-238-6204
- **Security**: 860-343-5864
- **Student Activities**: 860-343-5748
- **Veterans Affairs**: 860-343-5720
- **Veterans Oasis Program**: 860-343-5797
**WINTERSESSION 2014 COURSES**

For days, times, and more information about courses being offered at MxCC this semester, visit [www.mxcc.edu/mycommnet](http://www.mxcc.edu/mycommnet)

Classes Meet January 2, 2014 – January 15, 2014 (January 16th Snow Date)

Day Classes: Monday, Tuesday, Wednesday, Thursday & Friday: 9:00 am – 1:00 pm

### MIDDLETOWN CAMPUS

<table>
<thead>
<tr>
<th>CRN#</th>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4006</td>
<td>^ BBG*115</td>
<td>Business Software App.</td>
<td>Patty Raymond</td>
<td>305A</td>
<td>3</td>
</tr>
<tr>
<td>4007</td>
<td>CSC*095</td>
<td>Basic Computer Skills (9-10:20)</td>
<td>Ellen Kramer</td>
<td>306</td>
<td>1</td>
</tr>
<tr>
<td>4001</td>
<td>^ ENG*102</td>
<td>Composition &amp; Literature</td>
<td>Adam Floridia</td>
<td>505</td>
<td>3</td>
</tr>
<tr>
<td>4002</td>
<td>HIS*202</td>
<td>U.S. History II</td>
<td>Victor Triay</td>
<td>509</td>
<td>3</td>
</tr>
<tr>
<td>4009</td>
<td>* ^ MAT*075SP</td>
<td>Pre-Algebra</td>
<td>Kevin Grobsky</td>
<td>406</td>
<td>3†</td>
</tr>
<tr>
<td>4010</td>
<td>* ^ MAT*095SP</td>
<td>Elementary Algebra</td>
<td>Kevin Grobsky</td>
<td>406</td>
<td>3†</td>
</tr>
<tr>
<td>4011</td>
<td>* ^ MAT*137SP</td>
<td>Intermediate Algebra</td>
<td>Kevin Grobsky</td>
<td>406</td>
<td>3</td>
</tr>
<tr>
<td>4003</td>
<td>MUS*101</td>
<td>Music Appreciation</td>
<td>Robert Nasta</td>
<td>605</td>
<td>3</td>
</tr>
<tr>
<td>4004</td>
<td>^ PHL*101</td>
<td>Introduction to Philosophy</td>
<td>Justin Good</td>
<td>521</td>
<td>3</td>
</tr>
</tbody>
</table>

### MERIDEN CLASSES

<table>
<thead>
<tr>
<th>CRN#</th>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4012</td>
<td>CSC*101</td>
<td>Introduction to Computers</td>
<td>Janet D’Onofrio</td>
<td>407</td>
<td>3</td>
</tr>
<tr>
<td>4013</td>
<td>* ^ MAT*075SP</td>
<td>Pre-Algebra</td>
<td>Diane Arce</td>
<td>404</td>
<td>3†</td>
</tr>
<tr>
<td>4015</td>
<td>* ^ MAT*095SP</td>
<td>Elementary Algebra</td>
<td>Diane Arce</td>
<td>404</td>
<td>3†</td>
</tr>
<tr>
<td>4017</td>
<td>* ^ MAT*137SP</td>
<td>Intermediate Algebra</td>
<td>Diane Arce</td>
<td>404</td>
<td>3</td>
</tr>
</tbody>
</table>

* MAT*075, MAT*095 & MAT*137 are self-paced courses. Students are combined into one course.

### ONLINE (OL) CLASSES

<table>
<thead>
<tr>
<th>CRN#</th>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4019</td>
<td>^ BBG*101</td>
<td>Introduction to Business</td>
<td>Ben Boutaugh</td>
<td>OL</td>
<td>3</td>
</tr>
<tr>
<td>4021</td>
<td>^ BMG*202</td>
<td>Principles of Management</td>
<td>Patty Raymond</td>
<td>OL</td>
<td>3</td>
</tr>
<tr>
<td>4024</td>
<td>^ BIO*111</td>
<td>Introduction to Nutrition</td>
<td>Linda Fleming</td>
<td>OL</td>
<td>3</td>
</tr>
<tr>
<td>4025</td>
<td>^ BMK*201</td>
<td>Principles of Marketing</td>
<td>Dan Viens</td>
<td>OL</td>
<td>3</td>
</tr>
<tr>
<td>4026</td>
<td>CSC*101</td>
<td>Introduction to Computers</td>
<td>Ellen Kramer</td>
<td>OL</td>
<td>3</td>
</tr>
<tr>
<td>4005</td>
<td>^ ECN*102</td>
<td>Principles of Microeconomics</td>
<td>Richard Risinit</td>
<td>OL</td>
<td>3</td>
</tr>
<tr>
<td>4027</td>
<td>EAS*106</td>
<td>Natural Disasters</td>
<td>Paul Maywood</td>
<td>OL</td>
<td>3</td>
</tr>
<tr>
<td>4014</td>
<td>HIS*102</td>
<td>Western Civilization II</td>
<td>Victor Triay</td>
<td>OL</td>
<td>3</td>
</tr>
<tr>
<td>4016</td>
<td>^ PSY*111</td>
<td>General Psychology</td>
<td>Yi Guan-Raczkowski</td>
<td>OL</td>
<td>3</td>
</tr>
<tr>
<td>4018</td>
<td>SPA*101</td>
<td>Elementary Spanish I</td>
<td>Angelo Glaviano</td>
<td>OL</td>
<td>3</td>
</tr>
<tr>
<td>4020</td>
<td>** SPA*105</td>
<td>Elem. Conversational Spanish I</td>
<td>Angelo Glaviano</td>
<td>OL</td>
<td>1</td>
</tr>
</tbody>
</table>

**Students must co-register for ^SPA*101 and ^SPA*105**

<table>
<thead>
<tr>
<th>CRN#</th>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4022</td>
<td>^ SPA*102</td>
<td>Elementary Spanish II</td>
<td>Angelo Glaviano</td>
<td>OL</td>
<td>3</td>
</tr>
<tr>
<td>4023</td>
<td>** SPA*106</td>
<td>Elem. Conversational Spanish II</td>
<td>Angelo Glaviano</td>
<td>OL</td>
<td>1</td>
</tr>
</tbody>
</table>

**Students must co-register for ^SPA*102 and ^SPA*106 5**

†- Credit does not count towards meeting degree requirements.

^ - Course has a prerequisite or requires instructor's consent. See course descriptions.

SP - Indicates that courses are self-paced.

- The cost of a 3-credit course for In-State students is $543, and a 4-credit course is $700.
- The cost of a 3-credit course for Out-of-State students is $743.50, and a 4-credit course is $918.
- December 31, 2013 is the last day for tuition refunds. All fees are non-refundable.

---

MxCC Spring 2014 Enrollment Guide • • • page 17
**Winter Intensive Learning Options**

**Noncredit Reading and Writing Intensive Winter Workshop**

This two-week workshop is designed to help students refresh skills in reading and writing. The workshop is designed to assist students with essay writing, grammar, and reading skills. The workshop will be particularly beneficial for students placing in developmental writing and reading. At the end of the workshop, students may retake a placement test to see if they can progress to another level of English. A placement test will be needed before the start of the workshop to determine eligibility.

For more information, contact Dr. Donna Bontatibus at dbontatibus@mxcc.edu.

**Session I**
- Date: January 6-10, 13-15
- Time: 9:30 a.m. - 12:30 p.m.
- Room: Snow Hall, Room 419
- Location: Middletown
- Cost: $50

**Session II**
- Date: January 27-31, February 3-5
- Time: 2:00 p.m. - 5:00 p.m.
- Room: TBA
- Location: Middletown
- Cost: $50 registration fee

**Winter Intensive Math for College Readiness**

Worried about your college placement Math score? You can put your worries to rest! Students who place into one of the development courses are eligible to enter the “Intensive Math for College Readiness” program, a unique two week course that helps students place into higher-level math courses this spring. First, step, is to take your placement test (see info on page 5) and if you initially place in a non-credit level of math, then the exam coordinator will guide you on how to take advantage of this unique opportunity. Cost $50.

For more information, contact Dr. Mary Rayappan at mrayappan@mxcc.edu.

**Session I**
- Date: January 6-17 (MTWRF)
- Time: 1:00 p.m. - 4:00 p.m.
- Room: Snow Hall, Room 419
- Location: Middletown
- Cost: $50

**Session II**
- Date: January 27- February 7 (MTWRF)
- Time: 1:00 p.m. - 4:00 p.m.
- Room: TRF (Snow 406) & MW (TBA)
- Location: Middletown
- Cost: $50

**Middlesex Community & Green Street Art Center**

MxCC will be offering a credit & noncredit class at Green Street Spring 2014

**MUS*137, History and Appreciation of Jazz**
- (3 credits) A music appreciation course that uncovers the development of Jazz from ragtime to contemporary practice.
- CRN: 1671 (credit)
- CRN: 1710 (noncredit) Visit the Admissions Office, room 153 for more information.
- Day & Time: Friday, 9:00 a.m. to 12:00 p.m.
- Start Date: Feb. 7, 2014 (late start)
- Location: Green Street Art Center (2nd floor, Performance Studio)
- Registration: Visit the Records Office, Founders Hall at MxCC

**About Green Street Arts Center**
- (51 Green Street, Middletown)
- The Green Street Arts Center and Project to Increase Mastery of Mathematics and Science are working together to bring the valuable intersections of art, math, and science to the community. These two Wesleyan University programs are creating a space to provide interdisciplinary teaching and learning opportunities for youth and educators throughout Connecticut. Learn more at www.wesleyan.edu/greenstreet.

**Parking**

Free parking is available (but limited) in two city lots – one directly in front of the PIMMS/Green Street Arts Center building and the other right across the street. There is also free street parking along Green Street and metered parking along Main Street. Avoid the adjacent apartment parking lot (to the right of Green Street if facing the building), as the city tows daily. If there are multiple people coming from your area, we highly encourage you to arrange a carpool. The Downtown Business District also offers a parking map for the area. There is also a bus stop nearby on Main Street.
LATE START CLASSES SPRING

Math
CRN:1702  MAT*137 Intermediate Algebra
M,T,W, Th 11:00 A.M. – 12:20 P.M.
Room: Snow 419
T, Th 11:00 A.M. – 12:20 P.M.
Room: Wheaton 309
Late Start 3/24

CRN:1711 MAT*095 Elementary Algebra
T, Th 3:00 P.M. – 4:40 P.M.
Room: Wheaton 309
Late Start 2/18

CRN:1712 MAT*137E Intermediate Algebra Embedded
M, T, W, Th 3:00 P.M. – 4:05 P.M.
Room: Wheaton 305A
Late Start 2/18

Humanities Division
CRN:1145 ENG*063 Introduction to the Essay
T, Th  2 P.M. – 3:40 P.M.
Room: 419
Late Start 2/18

CRN:1148 ENG*073 Academic Reading
M, W 2:50 P.M. – 4:30 P.M.
Room: 504
Late Start 2/19

CRN:1154 ENG*101 Composition
M, W 2:50 P.M. – 4:30 P.M.
Room 505
Late Start 2/19

CRN:1593 ENG*102 Literature & Composition (Meriden)
T, Th 3:30-5:10 P.M.
Room: 405
Late Start 2/18

CRN:1180 ENG*202 Technical Writing (Meriden)
M, W 2:50 p.m. – 4:30 p.m.
M—Room 405; Wed. Room: 407
Late Start 2/19

CRN:1671 MUS*137 History & Appreciation of Jazz
Friday 9:00 a.m. – 12:00 p.m.
Green Street Art Center
Late Start 2/7

NEW SHORELINE LOCATION

Westbrook High School
156 McVeagh Rd.
Westbrook, CT 06498

Coming Soon

EVENING CLASSES
LATE START CLASSES

Check in for more information @ www.mxcc.edu/shoreline
ACCOUNTING
- ACC*100 Basic Accounting
- ACC*115 Financial Accounting
- ACC*118 Managerial Accounting
- ACC*272 Intermediate Accounting II

ANTHROPOLOGY
- ANT*101 Intro to Anthropology
- ANT*205 Cultural Anthropology

ART
- ART*100 Art Appreciation
- ART*102 Art History II
- ART*109 Color Theory
- ART*111 Drawing I
- ART*112 Drawing II
- ART*121 Two-Dimensional Design
- ART*122 Three-Dimensional Design
- ART*155 Water Color I
- ART*163 Ceramic Handbuilding
- ART*215 Illustration
- ART*250 Digital Photography
- ART*254 Oil Painting II

ASTRONOMY
- AST*101 Principles of Astronomy

BIOLOGY
- BIO*105 Introduction to Biology
- BIO*110 Princ. of the Human Body
- BIO*111 Intro to Nutrition
- BIO*121 General Biology I
- BIO*122 General Biology II
- BIO*211 Anatomy & Physiology I
- BIO*212 Anatomy & Physiology II
- BIO*233 Microbiology
- BIO*260 Principles of Genetics
- BIO*296 Biotechnology Internship

BUSINESS
- BBA*101 Intro to Business
- BBA*115 Business Software Applications
- BBA*234 Legal Environment of Bus
- BBG*295 Co-op Work Experience
- BES*118 Small Business Management
- BFN*201 Principles of Finance
- BMG*202 Principles of Management
- BMG*204 Managerial Communication
- BMK*106 Principles of Selling
- BMK*213 Principles of Customer Service
- BMK*201 Principles of Marketing

COMPUTER AIDED DRAFTING
- CAD*220 Parametric Design

CHEMISTRY
- CHE*111 Concepts of Chemistry
- CHE*129 Princ. of Organic & Biochem
- CHE*121 General Chemistry I
- CHE*122 General Chemistry II
- CHE*250 Instrumental Analysis

CRIMINAL JUSTICE
- CJ*101 Intro To Criminal Justice
- CJ*151 Criminal Justice Supervision & Admin.
- CJ*211 Criminal Law I
- CJ*213 Evidence & Criminal Procedure
- CJ*220 Criminal Investigation
- CJ*225 Forensic Science
- CJ*252 Profess. Devlp, Leadership
- CJ*290 Practicum In Criminal Justice
- CJ*294 Contemp Issues In Crim Justice
- CJ*298 Portfolio Dev-Policing Officers

COMMUNICATIONS AND SPEECH
- COMM*101 Intro to Mass Communication
- COMM*111 Scriptwriting
- COMM*116 Publications Workshop I
- COMM*125 Intro to Non-Media Production
- COMM*131 Audio Production
- COMM*142 Television Production
- COMM*173 Public Speaking
- COMM*303 Media Literacy
- COMM*264 Advanced Editing Workshop
- COMM*287 Advanced Media Production
- COMM*293 Corporate Media Prod Practicum
- COMM*295 Internship I
- COMM*296 Internship II

COMPUTERS - APPLICATIONS
- CSA*135 Spreadsheet Applications

COMPUTERS - COMPUTER SCIENCE
- CSC*101 Intro to Computers
- CSC*105 Programming Logic
- CSC*220 Obj. Orient Programming Using Java
- CSC*231 Data Base Design I
- CSC*295 Coop EdWork Exp.

COMPUTERS - TECHNOLOGY
- CST*201 Introduction to MIS
- CST*231 Database Design I

DRUG & ALCOHOL RECOVERY
- DAR*158 Biology of Addiction

DIGITAL ARTS
- DGA*101 Introduction to Digital Arts
- DGA*110 Computer Graphics
- DGA*120 Digital Imaging
- DGA*125 Intro to New Media Production
- DGA*223 Digital Illustration
- DGA*242 Internet Web Design II
- DGA*250 Interactive Multimedia Production

EARTH SCIENCE
- EAS*102 Earth Science
- EAS*106 Natural Disasters

EARTH CHILDHOOD EDUCATION
- ECE*101 Intro to ECE
- ECE*103 Creative Experience/Children
- ECE*114 Infant Toddler Growth
- ECE*215 Exceptional Learner
- ECE*231, Early Language & Literacy Devel.
- ECE*295 Student Teaching Practicum

ECONOMICS
- ECN*101 Princ. of Macroeconomics
- ECN*201 Princ. of Microeconomics

ENGLISH
- ENG*003 Foundations of Reading
- ENG*051 Writing Foundations of Eng
- ENG*063 Writing: Intro to the Essay
- ENG*073 Academic Reading
- ENG*096 Read/Write Conn. Intensive
- ENG*101 Composition
- ENG*102 Literature & Composition
- ENG*110 Introduction to Literature
- ENG*200 Advanced Composition
- ENG*201 Technical Writing
- ENG*222 American Literature II
- ENG*281 Creative Writing
- ENG*282 Creative Writing Poetry
- ENG*291 Mythology

ENVIRONMENTAL SCIENCE
- EVS*100 Intro to Environmental Science
- EVS*111 Environmental Science Lab
- EVS*135 Exploring Environmental Science Environmental Engineering

ENVIRONMENTAL ENGINEERING
- ENV*292 Environmental Internship

FRESHMAN SEMINAR
- FS 100 Freshman Seminar

GEOPHYSICS
- GEO*101 Intro To Geography

GRAPHIC DESIGN
- GRA*251 Advanced Graphic Design
- GRA*296 Graphic Design Internship

HEALTH
- HLT*103 Investigations in Hlth Careers

HEALTH INFORMATION MANAGEMENT
- HIM*156 Electronic Health Records
- HIM 205 Medical Coding I

HISTORY
- HIS*102 Western Civilization II
- HIS*22 World Civilization II
- HIS*202 U.S. History II

HUMAN SERVICES
- HSE*101 Intro to Human Services
- HSE*116 Youth Advocacy in Community Orgs.
- HSE*202 Introduction to Counseling
- HSE*288 Developmental Practicum
- HSE*289 Psychiatric Practicum

MATHEMATICS
- MAT*075 PreAlgebra-Nbrr Sense, Geom
- MAT*095 Elem Algebra Foundations
- MAT*137/Intermediate Algebra
- MAT*146 Math for the Liberal Arts
- MAT*168Elem Stat & Probability
- MAT*173College Algebra w/Technology
- MAT*186Precalculus
- MAT*254Calculus I
- MAT*256Calculus II
- MAT*272Liberal Algebra

MEDICAL ASSISTING
- MED*125 Medical Terminology

MANUFACTURING
- MFG*051 Manufacturing Math I
- MFG*102Manufacturing Processes Lab
- MFG*109Intro to Master CAM
- MFG*124Blueprint Reading I
- MFG*156/256 Mchnry - CNC I
- MFG*203Precision Machining
- MFG*203Precision Machining
- MFG*256Mchnry - CNC II

MUSIC
- MUS*101 Music His & Appreciation I
- MUS*104World Music
- MUS*117Electronic Music
- MUS*137Hist & App Jazz

OPHTHALMIC DESIGN & DISPENSING
- ODD*102 Ophthalmic Dispensing I
- ODD*104 Ophthalmic Dispensing III
- ODD*112 Ophthalmic Materials III
- ODD*120 Contact Lenses I
- ODD*122 Contact Lenses III

PHILOSOPHY
- PHI*101 Intro to Philosophy
- PHI*111 Ethics
- PHI*151 World Religions
- PHI*199 Topics Sustainable Living

PHYSICS
- PHY*110 Introductory Physics
- PHY*122 General Physics II

POLITICAL SCIENCE
- POL*103 Intro to International Relations
- POL*111 American Government
- POL*12 State & Local Govt
- POL*293 Conn. Legislative Internship

PSYCHOLOGY
- PSY*111 General Psychology
- PSY*201 Life Span Development
- PSY*204 Child & Adolescent Dev
- PSY*245 Abnormal Psychology

QUALITY ASSURANCE
- QUA*14 Principles of Quality Control

RADIOGRAPHY
- RAD*101 Orient to Radiography III
- RAD*11 Patient Care II
- RAD*96 Radiographic Prog III
- RAD*213 Analysis of Radiographic Qual.
- RAD*214 Special Proc & Pathology
- RAD*222 Radiology & Protection
- RAD*295 Clinical Education III

SCIENCE
- SCI*103 Recent Discoveries Sci

SOCIOLOGY
- SOC*101Principles of Sociology
- SOC*103Social Problems
- SOC*114Sociology of Aging
- SOC*120Group Dynamics
- SOC*121Sociology of the Family
- SOC*225Death&Dying
- SOC*240Criminology
- SSC*153Women and Work

SPANISH
- SPA*101Elementary Spanish I
- SPA*102Elementary Spanish II
- SPA*105Elem Conv Spanish I
- SPA*106Elem Conv Spanish II
- SPA*202Intermediate Spanish II
- SPA*206Intermediate Conv Spanish II

THEATER
- THR*101Acting I
- THR*121Plays in Production I

THEAPEUTIC RECREATION
- RLS*221Therapeutic Rec Programming

VETERINARY TECHNOLOGY
- VET*101 Intro to Veterinary Technology
- VET*151Small Animal Vet Tech/wlab
- VET*152Large Animal Vet Tech/wlab
- VET*202Vet Anat & Phys II wlab
- VET*250Princ of Pharmacology
HEALTH CAREERS

Certified Nurse Aide (CNA)
Certified Nurse Aides play a vital role in healthcare delivery by providing routine patient care. Working under the supervision of a nurse, CNAs report vital patient information, including temperatures, pulses, and blood pressures. CNAs have direct patient contact assisting with daily activities, such as, bathing, walking, and eating. The Certified Nurse Aide training program consists of lectures, skills development, and clinical training. This program is approved by the State Department of Public Health. Note: Convicted felons may have difficulty finding employment in the healthcare industry.

**Prerequisites:** 1) High-school diploma or GED, 2) English language competency, 3) Health Form and Proof of PPD test for Tuberculosis (required before the first class), 4) Flu vaccine and 5) must be at least 18 years of age with valid identification. Artificial nails are not permitted.

**Supplies:** 1) Navy-blue nursing uniform or scrubs and white shoes, 2) watch with a sweep-second hand, 3) gait belt (Gait belts are available in the college bookstore.)

$1,200 (includes text, State of CT Certification exam fee, and CT Nurse Aide Registry Application fee). Payment Plans available.

This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.

1) Daytime Program – Middletown Campus
CRN#: 1718
Dates: 1/27 – 3/12
Days: Mondays and Wednesdays
Times: 8:00 – 11:30AM
Location: Chapman Hall, Room 606
Instructor: Jacqueline Dellacamera, R.N.
Students must also enroll in the following lab/clinical section.
Additional clinical sections will be added as necessary.

Lab/Clinical Section 1:
CRN#: 1719
Lab Dates: 1/30 – 2/6
Days: Tuesdays and Thursdays
Times: 9:00 – 2:00PM
Location: Meriden Center Room 401

Clinical Dates: 2/11 – 3/6
Days: Tuesdays and Thursdays
Times: 8:00AM – 2:00PM
Location: Wadsworth Glen
Instructor: Irene Cowen, LPN.

2) Evening Program – Middletown Campus
CRN#: 1721
Dates: 2/24 – 4/16
Days: Mondays and Wednesdays
Times: 5:00 – 7:40PM
Location: Snow Hall, Room 521
Instructor: Staff
Students must also enroll in the following lab/clinical section.
Additional clinical sections will be added as necessary.

Lab/Clinical Section 1:
CRN#: 1722
Lab Dates: 2/27, 3/6, 3/13
Days: Thursdays
Times: 4:00 – 9:20PM
Location: Meriden Center Room 401

Clinical Dates: 3/14 – 4/11
Days: Thursdays and Fridays
Times: 4:00 – 9:20 PM
Location: Wadsworth Glen
Instructor: Sandra Wade, LPN.

3) Evening Program (Shoreline) – Middletown Campus and Essex
CRN#: 1724
Dates: 2/24 – 4/16
Days: Mondays and Wednesdays
Times: 5:00 – 7:40PM
Location: Chapman Hall, Room 606
Instructor: Staff
Students must also enroll in the following lab/clinical section.

Lab/Clinical Section 1:
CRN#: 1725
Lab Dates: 3/4, 3/11, 3/18
Days: Tuesdays
Times: 4:00 – 9:20PM
Location: Essex Meadows

Clinical Dates: 3/20 – 4/17
Days: Tuesdays and Thursdays
Times: 4:00 – 9:20 PM
Location: Essex Meadows
Instructor: Jacqueline Dobruck, LPN.

more on next page >
4) Daytime Program - Meriden  
CRN#: 1726  
Dates: 4/7 – 5/14  
Days: Mondays & Wednesdays  
Times: 8:00AM – 11:30PM  
Location: Meriden Center Room 401  
Instructor: Renee Witkovic, B.S., R.N.  
Students must also enroll in the following lab/clinical section. Additional clinical sections will be added as necessary.

Lab/Clinical Section 1:  
CRN#: 1727  
Labs Dates: 4/10 – 4/17  
Days: Tuesdays & Thursdays  
Times: 9:00 AM – 2:00PM  
Location: Meriden Center Room 401  
Clinical Dates: 4/22 – 5/13  
Days: Tuesdays & Thursdays  
Times: 8:00AM – 2:00PM  
Location: Apple Rehab, Middletown  
Instructor: Josephine Loughlin, B.S.N.

5) Daytime Program - Shoreline/ Old Saybrook & Essex  
CRN#: 1729  
Dates: 3/17 – 4/28; No class 4/21  
Days: Mondays & Tuesdays  
Times: 9:00AM – 12:30PM  
Location: Old Saybrook Town Hall, Conference Room  
Instructor: Sharon Craft, B.S., R.N.  
Students must also enroll in the following lab/clinical section.

Lab/Clinical Section 1:  
CRN#: 1730  
Lab Dates: 3/20 – 3/28  
Days: Thursdays and Fridays  
Times: 8:00 – 1:00PM  
Location: Essex Meadows  
Clinical Dates: 3/29 – 4/25; No class 4/18  
Days: Thursdays & Fridays  
Times: 8:00 – 2:00 PM  
Location: Essex Meadows  
Instructor: Laurie McConnell, LPN.

Certified Nurse Aide (CNA) (continued)

Patient Care Technician Certificate

The Patient Care Technician (PCT) Certificate program is an exciting opportunity for Certified Nurse Aides to advance their skills, earn a better salary, and have more job options in a changing work environment. PCTs are valued members of many healthcare teams. They work in hospitals, rehabilitation settings, physician offices, clinics, and long-term care facilities. Upon completion of this program, students are eligible to sit for National Healthcareer Association Certified Patient Care Technician Exam (not included with program). Prerequisites: 1) Current CNA required, 2) High-school diploma or GED, and 3) English language competency. Note: Convicted felons may have difficulty finding employment in the healthcare field. This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.

The following 7 courses are included in the PCT Program:

1) Computer Fundamentals $299  
2) Advanced Nurse Aide $399  
3) Phlebotomy Skills for the PCT $399  
4) EKG and Pulse Oximetry $249  
5) Customer Service and Communication in Healthcare $49  
6) CPR or BLS $90  
7) Hospital-Based Clinical Experience (optional) $699  
Total $2,184 + Textbooks

Computer Fundamentals

PCTs document the patient care they provide in the electronic medical record. This preparatory course gives students the fundamental skills necessary to gain a basic understanding of how to use a computer. The course teaches basic keyboarding techniques, the fundamentals of the Windows environment, file management, Internet research, and email. Students with little or no hands-on experience with computers should take this basic skills course as part of their training for an entry-level position in healthcare.

$299  
CRN#: 1731  
Dates: 1/2 - 1/15  
Days: Monday through Friday  
Times: 9:00 – 10:20AM  
Location: Wheaton Hall, Room 306  
Instructor: Ellen Kramer, M.B.A.

Advanced Nurse Aide Skills

This 24-hour course is designed to build on the knowledge and skills of the CNA program. Topics covered include pre- and post-operative care, caring for patients with tracheostomies, colostomies, naso-gastric tubes, and working with medical equipment.

$399  
Evening Program – Meriden Center  
CRN#: 1732  
Dates: 3/25 - 5/20; No class 4/15  
Days: 8 Tuesdays  
Times: 5:30 – 8:30PM  
Location: Meriden Center, Room 401  
Instructor: Kathie Larke, M.S.N.
Phlebotomy Skills for the PCT
The art and science of phlebotomy is an important part of the role of many patient care technicians. This introductory course will include skin puncture techniques, special collection procedures, legal ethical issues, safety concerns, infection control, and quality assurance. Teaching methods include lecture and supervised hands-on practice in a simulated lab setting, but does not include a clinical rotation. A text is required and can be purchased at the campus bookstore for approximately $55. Please bring the CRN and course title to the college bookstore when purchasing.

$399  
Evening Program – Meriden Center  
CRN#: 1733  
Dates: 4/10 – 5/22  
Days: 7 Thursdays  
Times: 5:30 – 9:00PM  
Location: Meriden Center, Room 401  
Instructor: Kiana Colson, C.P.T.

EKG and Pulse Oximetry
Come to this course and learn the knowledge and skills to accurately obtain a 12-lead EKG and pulse oximetry measurement. Cardiac and respiratory anatomy and function, lead and sensor placement, recognition of normal vs. abnormal readings, and how to adapt to unusual patient situations will also be taught. This course includes classroom and hands-on lab experience. Note: This course does not prepare you to be an EKG technician.

$249  
Evening Program – Meriden Center  
CRN#: 1734  
Dates: 4/9 - 4/30  
Days: 4 Wednesdays  
Times: 4:00 – 7:00PM  
Location: Meriden Center, Room 401  
Instructor: Amanda Zaleski, M.S.

Customer Service and Communication in Healthcare
A career in healthcare can be as challenging as it is rewarding. This course covers the essential components of good customer service and professionalism. You will develop effective communication skills to use with your patients and their family members while upholding the legalities of HIPPA.

$49  
Evening Program – Meriden Center  
CRN#: 1735  
Dates: 3/20  
Days: 1 Thursday  
Times: 5:30 – 8:30PM  
Location: Meriden Center, Room 401  
Instructor: Maureen Skowronek R.N.

Hospital-Based Clinical Experience
This course offers Patient Care Technician students an opportunity to work as a member of the healthcare team in an acute care setting. Under the supervision of a registered nurse, students will provide hands-on care to patients in the hospital. All care will be documented electronically. Prerequisites: 1) Advanced Nurse Aide Skills, 2) Computer Fundamentals, 3) Customer Service and Communication in Healthcare 4) Health Form, including immunizations, PPD test, and Flu vaccine, and 5) Criminal background check. Enrollment is limited - apply early! Students will be required to attend a mandatory hospital orientation session.

$699 (includes $54 fee for criminal background check)  
Day Program  
CRN#: 1736  
Dates: TBD  
Days: TBD  
Times: 6:45AM – 11:45AM  
Location: Middlesex Hospital  
Instructor: Maureen Skowronek R.N.

Heartsaver Adulti/Child CPR Certification
Heartsaver Adult/Child Cardiopulmonary Resuscitation (CPR) is taught with the use of barrier devices. The relief of choking in adults and children and use of the Automated External Defibrillator are covered. This is a great course for parents, coaches and teachers. Successful completion of this course results in a 2-year American Heart Association certification.

$75  
Day Class – Middletown Campus  
CRN#: 1737  
Date: 3/5  
Day: Wednesday  
Time: 9:30 – 12:00PM  
Location: Chapman Hall, Room 808D  
Instructor: CPR and More

Evening Class – Middletown Campus  
CRN#: 1738  
Date: 4/21  
Day: Monday  
Time: 5:30PM – 8:00PM  
Location: Chapman Hall, Room 808D  
Instructor: CPR and More

For dates, times, and more info about Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo
Basic Life Support (BLS) for Health-Care Providers
A fast-paced BLS course for healthcare providers who must have a credential documenting successful completion of CPR. Learn how to recognize life-threatening emergencies, perform CPR, manage foreign-body airway obstructions, use bag-valve-masks (BVMs), and operate an automated external defibrillator (AED). Successful completion of the BLS course results in a 2-year American Heart Association certification. Class is limited to 20 students. Note: This is a required course for all pre-nursing students.

$90
Day Class – Middletown Campus
CRN#: 1739
Date: 3/26
Day: Wednesday
Time: 9:30AM – 2:00PM
Location: Chapman Hall, Room 808D
Instructor: CPR and More

Human Services Assistant Certificate
Are you looking for a fulfilling career helping others? Human Service workers support individuals with disabilities in leading self-directed lives. Develop skills, values and knowledge to effectively assist those who utilize social services. Basic knowledge about certain populations and problems encountered in human service work, ethical guidelines and essential helping skills are covered. Learn how to interact with other members of a multidisciplinary team, including professionals with advanced degrees. Health and safety in the residential-care environment is taught, including an introduction to medication administration. Certification in medication administration is not part of the course. Upon completion, students will be prepared for entry-level positions as Residential Living Assistants, Direct Behavioral Support staff and mentors. A textbook is required for this course and can be purchased for approximately $140 through our college bookstore. Please bring the CRN and course title to the college bookstore when purchasing. Prerequisite: high school diploma or GED. Eligible for WIA funding – contact CT Works at 203-238-3688.

$549
Daytime Program – Meriden Center
CRN#: 1740
Dates: 2/24 – 4/16
Days: Mondays and Wednesdays
Times: 9:30AM – 12:00PM
Location: Meriden Center, Room 403
Instructor: Donna Frechette, M.S., R.N.

Medical Billing & Coding Certificate
The Medical Billing & Coding Certificate Program is designed for those who want to begin medical billing and coding careers or prepare for a nationally-recognized certification exam. The training in this program will also provide you with the necessary skills required by employers seeking a Medical Billing or Medical Coder Specialist. Medical billers are responsible for submitting claims to insurance companies, Medicare, Medicaid, and in some instances, patients themselves on behalf of their employers or clients. Professional medical coders transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric codes. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Students who successfully complete this program will be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC) or the American Health Information Management Association (AHIMA). For more information on the national certification exams or student membership with the AAPC or AHIMA, please visit either: www.aapc.com or www.ahima.org. This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.

The following courses are required to earn this certificate:
1) Medical Insurance $699
2) Medical Terminology and Anatomy for Coders $699
3) Computer Fundamentals $299
4) Computers in the Medical Office $699
5) Medical Coding $999
Total $3,395 + textbooks

Medical Insurance - Offered Fall 2014
This course introduces students to the ever-changing environment of medical health insurance and claims processing, insurance terminology, types of insurance, and the eligibility and benefit structure of the insurance plan. Topics discussed will include the Health Insurance Portability and Accountability Act (HIPAA), Medicare, Medicaid, Managed Care, TRICARE, and Workers’ Compensation. Students will learn to generate and manage billing claim forms for the medical office and other organizations. Students will be prepared to analyze and accurately decipher complicated medical claims and oversee the entire billing and reimbursement process. If you're currently employed in medical administration or looking to enter the field, you'll benefit from this training in medical billing.

$699

For dates, times, and more info about Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo
Medical Terminology and Anatomy for Coders - Offered Fall 2014
Prepare to code accurately and effectively with detailed knowledge of medical terminology and anatomy. Medical language is very logical and organized according to body systems, anatomy, physiology, and disease processes. Students will be introduced to the systems of the body and terminology related to each system. Common medical abbreviations of tests, diseases and procedures will be introduced. Students will learn about the structure of medical words, including prefixes, suffixes, combining forms, and how to decipher medical words. This course will also help you understand the vastly increased anatomy necessary for accurate coding, including the locations of hundreds of arteries, muscles, nerves, and other anatomy.

$699

Computer Fundamentals
This preparatory course gives students the fundamental skills necessary to gain a basic understanding of how to use a computer. The course teaches basic keyboarding techniques, the fundamentals of the Windows environment, file management, Internet research, and email. Students with little or no hands-on experience with computers should take this basic skills course before taking Computers in the Medical Office.

$299
CRN#: 1731
Dates: 1/2 - 1/15
Days: Monday through Friday
Times: 9:00 – 10:20AM
Location: Wheaton Hall, Room 306
Instructor: Ellen Kramer, M.B.A.

Computers in the Medical Office - Offered Fall 2014
Students will learn to gather information and enter transactions on the current version of Medisoft Patient Billing software. Using current, realistic, medical office cases students build transferable computerized medical billing and scheduling skills. Students are encouraged to purchase a 2 GB flash drive to save their classroom assignments. A textbook is required for this course and can be purchased for approximately $160 through our college bookstore.

$699

Medical Coding
This course will introduce students to the challenging and rewarding field of Diagnostic and Procedural Medical Coding. Conventions, guidelines, and the application of ICD-9-CM (International Classification of Disease, 9th Edition, Clinical Modification), CPT®-4 (Current Procedural Terminology 4th Revision), and HCPCS Level II will be covered in great detail. ICD-10-CM will be introduced. HIPAA (Health Insurance Portability and Accountability Act) and Medicare compliance issues will also be discussed. Students will gain an appreciation of the relationship between accurate coding and financial reimbursement. A textbook bundle is required for this course and can be purchased for approximately $550 through our college bookstore. Prerequisites: Medical Terminology and Anatomy for Coders and Medical Insurance

$999

Pharmacy Technician Certificate Program
This program is offered in partnership with the Connecticut Pharmacists Association.
This comprehensive, 60-hour course prepares you for an entry-level position in a community, hospital, or long-term care setting. Topics include medical terminology specific to the pharmacy; reading and interpreting prescriptions; and defining drugs by generic and brand names. Learn dosage calculation, I.V. flow rates, drug compounding, and dose conversion. Develop your knowledge of prescription dispensing, inventory control, billing, and insurance reimbursement. This program is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam (not included in this course fee). Prerequisite: Proficiency in English, mathematics, and algebra as required for pharmaceutical calculations and directives, proof of high school diploma or GED. Note: Individuals convicted of a felony are not permitted to sit for the exam. This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.

$1049

For dates, times, and more info about Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo
Veterinary Assistant Certificate

Do you love working with animals? Are you looking for employment in the animal care industry? Veterinary Assistants and Technicians are the 4th largest career demand in Connecticut according to the Hartford Business Journal. The Veterinary Assistant Training Program is a great way to begin your career in the animal field. The Introduction to Veterinary Assisting course provides students with the opportunity to determine if this is the right career path for them. Following the Introduction course, this program dives deeper into the animal-care field focusing on the care of small animals, large animals, and exotic pets in the veterinary profession. This 20-week program, consisting of Veterinary Assisting I and II classes, involves 4 hours of weekly lectures and 4 hours of weekly clinical experience where students will complete routine tasks and specialized procedures done in the veterinary hospital. This program follows the National Association of Veterinary Technicians guidelines for Veterinary Assistant Programs and can be a stepping stone to a Veterinary Technician Certification Program or entry-level position at a veterinary facility. This program is offered in Partnership with the Connecticut Valley Veterinary Associates. This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.

Certificate Program: 86 hours theory + 72 hours clinical = 158 program hours. Earn 15.8 C.E.U.s.

**Note: Program certificate will be awarded upon completion of all requirements of Veterinary Assistant I and Veterinary Assistant II. Students must register for both Veterinary Assistant I and Veterinary Assistant II. Payment for Veterinary Assistant II is due on or before May 1, 2014.**

Introduction to Veterinary Assisting

Understand the role of the Veterinary Assistant as a member of the animal health-care team. Get a behind-the-scenes tour of a veterinary hospital and learn the basics of animal behavior. Employment opportunities for Veterinary Assistants will be covered.

$49
CRN#: 1742
Dates: 3/4, 3/5, 3/6
Days: Tuesday, Wednesday, Thursday
Times: 7:00 – 9:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Staff

Veterinary Assistant I

Students will learn to work safely with small animals during routine care and demonstrate professionalism during interactions with pet owners. Restraints, physical care, and nursing procedures will be taught in lecture. During clinical labs students will participate in the daily activities of a busy animal hospital and learn clinical skills including taking vital signs and weights, trimming nails, administering medications and reconstituting vaccines. Radiology techniques and pharmacy procedures will be covered. Textbooks are required for this course and can be purchased for approximately $100 through our college bookstore. Please bring the CRN and course title to the college bookstore when purchasing. Prerequisites: 1) Introduction to Veterinary Assisting Course (This requirement may be waived with written recommendation from Veterinary Employer or High-School Animal Science Teacher), 2) English language competency, and 3) grey scrub top and pants. 4) Must be physically fit, capable of kneeling to work with larger dogs, and able to lift 50 pounds. 5) Students must provide their own transportation to clinical sites.

$899
CRN#: 1743
Dates: 3/17 - 5/21
Days: Mondays & Wednesdays
Times: 7:00 – 9:00PM
Location: Wheaton Hall, Room 309

Students must also register for one of the following 3 clinical sections.

Clinical Section 1:
CRN#: 1744
Dates: 3/21 – 5/23; No class 4/18
Days: 9 Fridays
Times: 8:00AM – 12:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Amy Levensaler, A.A.S., C.V.T., V.T.S.

-OR-

Clinical Section 2:
CRN#: 1745
Dates: 3/21 – 5/23; No class 4/18
Days: 9 Fridays
Times: 4:00 – 8:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Michael Lavoie, B.S.

-OR-

Clinical Section 3:
CRN#: 1746
Dates: 3/22 - 5/24; No class 4/19
Days: 9 Saturdays
Times: 8:00AM – 12:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Jocelyn Otte, A.S., C.V.T.
Veterinary Assistant II

The role of the Veterinary Assistant during specialized procedures, including laboratory and surgery will be covered. Students will expand their knowledge to include veterinary care of large animals and exotic pets. During clinical sessions students will dive deeper into the daily activities of a busy animal hospital and travel to large animal care sites. Upon completion of the course, students will receive a Certificate in Veterinary Assisting. Prerequisite: Veterinary Assisting I.

$899
CRN#: 1747
Dates: 5/28 – 8/4
Days: Mondays & Wednesdays
Times: 7:00 – 9:00PM
Location: Wheaton Hall, Room 311

Students must also register for one of the following 3 clinical sections.

Clinical Section 1:
CRN#: 1748
Dates: 5/30 – 8/1; No class 7/4
Days: 9 Fridays
Times: 8:00AM – 12:00PM
Location: Peiper Memorial Veterinary Center
Instructor: Amy Levensaler, A.A.S., C.V.T., V.T.S.

-OR-

Clinical Section 2:
CRN#: 1749
Dates: 5/30 – 8/1; No class 7/4
Days: 9 Fridays
Times: 4:00 – 8:00PM
Location: Peiper Memorial Veterinary Center
Instructor: Michael Lavoie, B.S.

-OR-

Clinical Section 3:
CRN#: 1750
Dates: 5/31 – 8/2; No class 7/5
Days: 9 Saturdays
Times: 8:00AM – 12:00PM
Location: Peiper Memorial Veterinary Center
Instructor: Jocelyn Otte, A.S., C.V.T.

**Note: Seating is limited. Register early.**
**Note: Students must register for Veterinary Assistant I and Veterinary Assistant II.**
***Payment for Veterinary Assistant II is due on or before May 1, 2014.***

FREE Personal Trainer Orientation Programs - Online

Never leave your home to get the most comprehensive information on one of the hottest jobs. Fortune magazine and ABC news have targeted this industry as one to thrive in. The pay for national fitness trainers averages $34 an hour. Meet one of our veteran teachers on WEB EX. She can paint you a clear picture of what to expect in the course and what great rewards await you. This online WEB EX is a great way to enjoy the fact-finding mission while enjoying the comfort of your home. Students can log on from the comfort of their homes or even on the go. They will be able to ask questions and participate in a live chat with our instructor.

Two convenient dates and times.

Personal trainer as a super career!
Date: Thursday, 1/9
Time: 1:00 pm
Please register at https://attendee.gotowebinar.com/register/8425849326564497664

Personal training as a super career!
Date: Thursday, 2/6
Time: 5:00 pm
Please register at https://attendee.gotowebinar.com/register/5375937112021346816

Personal Trainer Certificate

Whether you are planning a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. In the current marketplace, there is high demand for personal trainers. If you are interested in pursuing a career in fitness, a personal-training education can be an excellent addition to your resume. This challenging course is taught over a 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This 62-hour program includes 16 hours of lecture/presentations, 16 hours of hands-on practical training to prepare you to actually work with clients, and a 30-hour internship. Topics include anatomy, exercise physiology, nutrition, health screening, and more. You will be required to complete a separate class in CPR/AED. (The 2½-hour “Heartsaver Adult/Child CPR Certification” course listed in this catalog fulfills this requirement.) A textbook is required for this course and can be purchased for approximately $90 through our college bookstore. Pick up your book now and get started reading before the first class! Please bring the CRN and course title to the college bookstore when purchasing. For more information call WITS (World Instructor Training Schools) at 1-888-330-9487. This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.

$735

Saturday Program – Middletown Campus
CRN#: 1751
Dates: 3/1 - 5/3; No class 4/19
Days: 9 Saturdays
Times: 9:00AM – 2:00PM
Location: Chapman Hall, Room 606
Practical Training: New England Athletic Center, Cromwell
Instructor: W.I.T.S.
PERSONAL ENRICHMENT

Jazz History and Appreciation
Do you love music? MxCC is partnering with The Green Street Arts Center to offer a music appreciation course at the community level. This course uncovers the development of Jazz from Ragtime to contemporary practice. Nathan Nokes, accomplished composer and adjunct instructor at MxCC, is teaching the course. He has previously taught at Three Rivers Community College and works as a concert coordinator for the New Music Hartford Group. He has his master's degree in music from University of Hartford.

$399
CRN#: 1710
Dates: 2/7 - 5/9; No class 3/21, 4/18
Days: 15 Fridays
Times: 9:00AM – 12:00PM
Location: Green Street Arts Center; 2nd floor Performance Studio
Instructor: Nathan Nokes, M.A.

BASIC COMPUTER SKILLS

Computer Fundamentals
This preparatory course gives students the fundamental skills necessary to gain a basic understanding of how to use a computer. The course teaches basic keyboarding techniques, the fundamentals of the Windows environment, file management, Internet research, and email. Students with little or no hands-on experience with computers should take this basic skills course before taking any other computer courses.

$299
CRN#: 1731
Dates: 1/2 - 1/15
Days: Monday through Friday
Times: 9:00 – 10:20AM
Location: Wheaton Hall, Room 306
Instructor: Ellen Kramer, M.B.A.

Electronic Health Records
This 45 hour course is designed for those working in a healthcare setting who wish to gain a fundamental knowledge of health information systems, the use of electronic health record systems and health information exchanges (HIE). This course includes rules, regulations and innovations in electronic health records, as well as hands-on exercises that use real EHR software to transform theoretical EHR concepts into practical understanding.

$399
CRN#: 1752
Dates: 1/23 – 5/8; No class 3/20
Days: 15 Thursdays
Times: 5:30PM – 8:20PM
Location: Wheaton Hall, Room 305A
Instructor: Staff

Intensive Math for College Readiness
Worried about your college placement Math score? You can put your worries to rest! Students who place into one of the development courses are eligible to enter the “Intensive Math for College Readiness” program, a unique two week course that helps students place into higher-level math courses this spring. First step, is take your placement test and if you initially place in a non-credit level of math, then the exam coordinator will guide you on how to take advantage of this unique opportunity.

$50
Session 1:
CRN#: 1708
Dates: 1/6 - 1/17
Days: Monday through Friday
Times: 1:00 – 4:00PM
Location: Snow Hall, Room 419
Instructor: Staff

Session 2:
CRN#: 1709
Dates: 1/27 - 2/7
Days: Monday through Friday
Times: 1:00 – 4:00PM
Location: MWF Snow Hall Room 413B and TThF Snow Hall Room 406
Instructor: Staff

Reading-Writing Intensive Workshops
This two-week workshop is designed to help students refresh skills in reading and writing—essay writing, grammar, and reading skills. The workshop will be particularly beneficial for students placing in developmental writing and reading. At the end of the workshop, students may retake a placement test to see if they can progress to another level of English. For those new to English courses, a placement test will be needed before the start or the workshop to determine eligibility.

$50
Session 1:
CRN#: 1706
Dates: 1/6 - 1/10, 1/13 - 1/15
Days: Monday through Friday
Times: 9:30AM – 12:30PM
Location: Snow Hall, Room 419
Instructor: Staff

Session 2:
CRN#: 1707
Dates: 1/27 – 1/31, 2/3 – 2/5
Days: Monday through Friday
Times: 1:00 – 4:00PM
Location: MWF Snow Hall Room 509 and TTh Snow Hall Room 419
Instructor: Staff
MxCC partners with EducationToGo, one of the foremost online course providers in the world to offer over 500 courses every month. All courses are instructor-facilitated and taught by many nationally known authors and professionals. Courses typically run for 6 weeks with a 2-week grace period at the end (approximately 2 months) and are available 24/7 once the course starts.

6 Start Dates:
Wednesdays, January 15, February 19, March 19, April 16, May 21, June 18 (3rd Wednesday of every month)

Most courses are $130 except Certificate programs.

Basic Requirements for these online courses include (1) fairly modern computer, (2) Windows, (3) Internet access with Microsoft Internet Explorer or Mozilla Firefox Web browser, and (4) Adobe Flash and PDF plug-ins (free downloads if not on computer). Most computer courses also require the specific version of any software that is listed under “Requirements” in the online course description. Example: For Word 2010, you need that software or Microsoft Office 2010.

Note: Mac users – check “Requirements” to see if the course is compatible before signing up. Generally, this only applies to computer courses.

Getting Started – 5 Easy Steps!

1. Visit our Online Instruction Center at www.ed2go.com/mxcc

2. Choose your course. On the left side, click on a general “Heading” for a list or in the Search field at the top, enter a keyword like “Quickbooks” or “Math.” Once you find a course, click on its course title for more information – the Syllabus (course outline), Instructor Bio, Requirements (software, etc.), and Student Reviews. READ THE “REQUIREMENTS.” Check computer compatibility.

3. Once you’ve chosen a course, click your chosen “Start Date” and follow the step-by-step directions. Create your account OR sign in as a returning student.

On the Payment page, click “Purchase Later.” This will take you to a page of payment options. We can accept your payment by:

Mail – Registration form and check or credit card payment. (Address is at bottom of form.)
Fax – Registration form and credit card information to 860-344-7488.
Walk-In – Office hours are 8 am – 4:00 pm, Monday – Friday.
Phone – 860-343-5865. Registration with credit card only. Visa, Mastercard, Discover, and debit card accepted. Your payment must be received before your course start date.

4. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your selected username and password.
For dates, times, and more info about Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo

NON–CREDIT COURSES ONLINE
Go to www.ed2go.com/mxcc

Areas of Online Courses

**Computers**
- Basic Computer Literacy
- Computer Applications
- Graphic Design
- Web Graphics & Multimedia
- Web Page Design
- Web & Computer Programming
- Database Management & Programming
- PC Troubleshooting
- Networking & Security
- Certification Prep
- Digital Photography & Digital Video

**Careers, Business, and Organizations**
- Accounting
- Grant Writing
- Non-Profit Management
- Start Your Own Business
- Personal Development
- Business Administration
- Sales & Marketing
- Law & Legal Careers
- Health Care Continuing Education
- Teaching & Classroom

**Personal Development**
- Personal Enrichment
- Languages
- Writing & Publishing
- Test Prep
- Personal Finance & Wealth Building
- Health Care, Nutrition, & Fitness
- Child Care & Parenting
- Art, History, Psychology, & Literature
- Math, Philosophy, & Science
Information for Non-Credit Students
QUESTIONS? Call the Continuing Education Office at 860-343-5865.

Frequently Asked Questions About Continuing Education Courses…

1. Do I need to submit a $20 application fee for any non-credit course?
No, there are no application fees for non-credit courses.

2. Do I need to submit proof of immunization (MMR) for these courses?
No, MMR (mumps, measles, rubella) documents are not required unless you are a CNA student and then health form, immunization records, PPD (tuberculosis testing) and flu vaccine are required.

3. Do I need to submit high-school or college transcripts for these courses?
No, transcripts are not required. You are required to be a high school graduate to take many of the Allied Health courses. (Please check the course descriptions for details.)

4. Can I register online for non-credit courses?
No, but you can register for any non-credit course by phoning the office, faxing the registration form, mailing in the registration form, or visiting our office. Online registration is not available for non-credit courses.

5. Are refunds available?
Yes, you can receive a full tuition refund when you withdraw from your course at least 3 working days before the course start date. Once the course has started, refunds are not available.

6. Do you offer payment plans?
Yes, payment plans are available for most of our non-credit programs.

7. What happens if my course gets cancelled?
Students will be notified by telephone approximately 2 – 3 business days prior to the scheduled start date. Refund checks will be mailed to the current address on file.

8. Can I receive C.E.U.s (Continuing Education Units) for my course?
Yes, C.E.U. requests must be made in writing to the Continuing Education Office. They are given on the basis of 1 seat hour = .1 C.E.U or 10 hours = 1 C.E.U. To receive C.E.U.s, 100% attendance is required in a classroom course. No partial C.E.U.s for a course will be awarded.

9. Is there an age requirement for courses?
Most workforce development courses are adult courses requiring a student to be 18 years or older. We recommend students in all other classroom courses be at least 16 years old.

Weather Cancellations For NON-CREDIT Courses Only:
Day Courses: Classes scheduled to start at a delayed opening time or later will run as scheduled. Classes scheduled to start before a delayed opening time will be postponed until the following week – your course will be extended one class session and meet at the same day/time unless you are notified differently.

Evening and Saturday Morning Courses: Classes will be postponed until the following week — your course will be extended one week, and meet at the same day/time unless you are notified differently.

Questions about Fast Track Health Careers?
Email us at: mx-cehelp@mxcc.edu