Here’s a way to reduce your college costs!

Take5

At MxCC, you can take five courses a semester for the same cost as four*. mxcc.edu/take5

SUMMER & FALL 2014
Enrollment Guide & Course Listings
Fall Semester, Summer Sessions & Continuing Education Courses

CLASSES START AUGUST 27
REGISTER EARLY: DON’T MISS OUT ON A GREAT CLASS.
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 & VISION
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.

MXCC IS USING QR CODES!
Staying connected to MxCC just got easier. Square barcodes, like the one below, 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.

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To Apply For Admission, Please Complete These Easy Steps:

• Complete the application for admission
  • To apply online, go to http://my.commnet.edu
  • Select “Apply for Admission”
  • Select “Middlesex”
  • Click on “First Time User Account Creation”
  • or go to 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. International students seeking additional information may also contact the Office of Admissions at 860-343-5719.

OFFICE HOURS

Admissions
Founders Hall, Rm. 153
860-343-5719
When spring and fall semester classes are in session
Monday* - Friday: 8:30 a.m.-4:30 p.m.*

Records/Registrar
Founders Hall, Rm. 153
860-343-5724
Monday* - Friday: 8:00 a.m.-4:30 p.m.*

Meriden Welcome Center
203-238-6202
Information and Assistance with Admissions, Academic Advising, and Registration
Monday: 9:00 a.m. - 6:00 p.m.
Tuesday-Thursday: 9:00 a.m. - 4:00 p.m.
Friday: 9:00 a.m. - 3:00 p.m.

*Monday until 6 p.m. during Fall and Spring semester class periods. The office will also be open on Monday evenings until 6pm during the month of August.

Please Note: The offices will not be open on Monday, May 29th, Friday, July 4th, and Monday, September 1st.
To Apply For Financial Aid, Follow These Easy Steps:

- Go to 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/ (see page 9 for more information) 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

FINANCIAL AID OFFICE HOURS

Founders Hall, Rm. 132
860-343-5741
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.

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 August 1, 2014, 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.ct.edu/admission/finaid. 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 or use the QR code to the right on your smartphone to get started with the financial aid process.
**TAKE THE BSA**

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

1) Go to [www.mxcc.edu/bsa](http://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!

**WHO 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 greater than 450 will place a student into MAT*137E; a score greater than 500 will place a student into MAT*137, and a score greater than 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 500 or higher on the Critical Reading of the SAT 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**

Placement Testing at the College Learning Center for the Summer and Fall semesters will begin on April 7th, 2014. To make an appointment, call 860-343-5719. Test dates and times:

- Mon-Fri, Apr 7 - Aug 22: 10 am – 3:30 pm
- Aug 25 – Sept. 3: 9 am – 6 pm
- Sat, July 12 & 26, Aug. 16 & 23: 9 am – 2 pm
- Testing by appointment after September 3

**Meriden Center** Placement Testing at the Meriden Learning Lab for the Summer and Fall semesters will begin on March 18, 2014. To make an appointment, call 203-238-6202. Test dates and times:

- Tues., March 18: 9:30-11:30, Room 407
- Fri, April 25: 9:30-11:30, Room 407
- Mon, May 5: 6:00-8:00, Room 404
- Tues, May 20: 9:30-11:30, Room 407
- Mon, June 2: 9:30-11:30, Room Mac
- Thur, June 5: 1:00-3:00, Room Mac
- Thur, July 31: 12:00-2:00, Mac
- Thur, August 7: 12:00-2:00, Room 407
- Sat, August 9: 9:00-2:00, Room TBA
- Sat, August 16: 9:00-2:00, Room TBA
- Mon, August 11: 12:00-2:00, Room 407
- Fri, August 15: 5:30-7:30, Room 407
- Mon, August 18: 5:30-7:30, Room 407
- Mon, August 25: 9:30-11:30, Room 407
- Tues, August 26: 1:00-3:00, Room 407

**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 Fall 2014 classes starting Monday, May 5, 2014 at the Middletown Campus and Meriden Center.

**Special Saturday Registration Hours:**

- Saturday August 9, Meriden Center: 9 AM-2 PM
- Saturday August 16, Middletown Campus: 9 AM-2 PM

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

*Monday until 6 p.m. during Fall and Spring semester class periods. The office will also be open on Monday evenings until 6 pm during the month of August.

MxCC Fall 2014 Enrollment Guide • • • page 5
CONTINUING STUDENTS: REGISTER ONLINE

NOTE: Continuing students ONLY may register online at myCommNet from April 7, 2014 - August 26, 2014.

To Register Online, Follow These Easy Steps:

TO REGISTER FOR YOUR CLASSES ON MYCOMMNET:

1. Go to http://my.commnet.edu
2. Login using your NetID and password.
3. Click on the “Student” tab.
4. Click on “Student Self-Service” channel.
5. Click on “Registration and Payment.”
6. Click on “Register (add/drop) Classes.”
7. Select term, then submit (follow instructions in step 1 and 2 on that page).
8. 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 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 April 7, 2014 for continuing students only. In-person, mail or fax registration for all students starts on April 21, 2014. Mail, fax, and online registration ends on August 26, 2014.

Continuing students must see an academic advisor prior to registration. Priority Registration is April 7-30 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 during the month of August. Please Note: The offices will be closed on Monday, May 29th, Friday, July 4th, and Monday, September 1st.
CROSS REGISTRATION

Students who attend another institution of higher learning through the Connecticut State Colleges and Universities (all 12 community colleges, four 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 August 26, 2014 from 2-4pm or any day thereafter, on a space-available basis. Any student registered prior to August 26, 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, August 26, 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 August 27, 2014, 100% refund of tuition will be granted. During the first 14 calendar days of the semester (August 27 - September 9), 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 (September 10 - November 11, 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.
Payment Options

1. **Before August 15, 2014:** 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 **August 15, 2014**.

2. **After August 15, 2014:** 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](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 nonrefundable 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 (**August 27, 2014 - September 9, 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.

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**BUSINESS OFFICE HOURS**

Founders Hall, Rm. 113A-B
860-343-5729

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Tuesday - Friday</td>
<td>9:00 a.m.-4:30 p.m.</td>
</tr>
</tbody>
</table>
TUITION AND FEES

At the time of publication, fall tuition rates are not available. Please visit ct.edu/admission/tuition for rates as they become available.

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 (Fall Courses)
Registering prior to August 15, 2014 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 August 15, 2014.

Registering after August 15, 2014, 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 Aug 15, Sept. 15, October 15, 2014); or
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.

SUMMER TUITION RATES

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>College Service Fee</th>
<th>Student Activity Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$446.00</td>
<td>$82.00</td>
<td>$5.00</td>
<td>$543.00</td>
</tr>
<tr>
<td>12</td>
<td>$1,824.00</td>
<td>$203.00</td>
<td>$10.00</td>
<td>$2,037.00</td>
</tr>
</tbody>
</table>

See complete tuition and fees for summer at 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 April 7 Continuing Students may add courses to or drop courses from their Fall 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 May 5, 2014 New and Readmit Students may add courses to or drop courses from their Fall 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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 26</td>
<td>9:00am-6:00pm (Registration &amp; Add/Drop only - No Classes)</td>
</tr>
<tr>
<td>Wednesday, August 27</td>
<td>9:00am-6:30pm</td>
</tr>
<tr>
<td>Thursday, August 28</td>
<td>9:00am-6:30pm</td>
</tr>
<tr>
<td>Friday, August 29</td>
<td>9:00am-4:00pm</td>
</tr>
<tr>
<td>Tuesday, September 2</td>
<td>9:00am-4:00pm</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 Fall 2014 semester will be accessible the week of September 22, 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. – 4:00 p.m., and Saturday: 10:00 a.m. – 4:00 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. – 4:00 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

Standard Hours:
Mondays: 9 am - 6 pm
Tuesdays, Wednesdays and Thursdays: 9 am - 4:30 pm
Fridays: 9am - 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.

PHOTO AND VIDEOTAPE NOTICE
The Middlesex Community College Office of Marketing and Public Relations often takes or commissions photos and videotapes of students, faculty and staff, and campus visitors. These images are taken in classrooms and labs, in the library and other study areas, at College events and elsewhere around campus. MxCC reserves the right to use these photographs/video clips as a part of its publicity and marketing efforts. Students who enroll at MxCC do so with the understanding that these images might include them and might be used in college publications, both printed and electronic, and for publicity. If you do not want your photo taken, you must contact the Marketing and Public Relations Office at ypage@mxcc.edu or 860-343-5852.

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 email account, go to http://portal.microsoftonline.com and log in with your NetID and password. For step-by-step directions on accessing your email, visit mxcc.edu/student-email.
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/academics 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
Computer Information Technology (formerly known as Information Systems; name change pending Board of Regents approval)
Criminal Justice
Early Childhood Education
Engineering Science
Environmental Science
Fine Arts/Fine Arts: Graphic Design Track
General Studies
Health Information Management
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 Associate (CDA) Credential
Corporate Media Production
Early Childhood Education
Entrepreneurship
Health Career Pathway
Help Desk Technician
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

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

WONDERING WHAT CAREER MAJOR 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.

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.

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

Obtain detailed information about all of MxCC’s degree and certificate programs by going to www.mxcc.edu/academics.
# 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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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:ljettore@mxcc.edu">ljettore@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>
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<td><a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a></td>
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<tr>
<td>Entrepreneurship</td>
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<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:cwitkowski@mxcc.edu">cwitkowski@mxcc.edu</a></td>
</tr>
<tr>
<td>Fine Arts/Graphic Design Track</td>
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<td>343-5871</td>
<td>407</td>
<td><a href="mailto:jdegraffenried@mxcc.edu">jdegraffenried@mxcc.edu</a></td>
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<tr>
<td>General Studies</td>
<td>Dr. Darryl Reome</td>
<td>343-5897</td>
<td>155</td>
<td><a href="mailto:dreeome@mxcc.edu">dreeome@mxcc.edu</a></td>
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<tr>
<td>Hazardous Materials/Operational and Haz. Waste Site Worker</td>
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<tr>
<td>Help Desk Technician</td>
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<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
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<tr>
<td>Human Services</td>
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<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
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<tr>
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<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
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<tr>
<td>Juvenile Justice</td>
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<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
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<td>Management Information Systems</td>
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<tr>
<td>Multimedia &amp; MultiWeb Design &amp; Dev.</td>
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<tr>
<td>Pre-Allied Health/Transfer</td>
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<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
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<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
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<td>Substance Abuse Education</td>
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<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
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<td>Technology Studies</td>
<td>Asst. Prof. Hubert Godin</td>
<td>343-5776</td>
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<td><a href="mailto:hgodin@mxcc.edu">hgodin@mxcc.edu</a></td>
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<td>Therapeutic Recreation</td>
<td>Prof. Judith Felton</td>
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<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
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<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>
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</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 SUMMER & FALL 2014

HTTP://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://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://mxcc.edu/distance, click on “Take a SmarterMeasure Test” link (upper left).

Distance Learning (online or hybrid) students, immediately after registration, MUST visit http://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- SUMMER AND FALL SEMESTER

Summer I Semester (5/27/14 - 7/01/14)
Middletown Campus, Room TBA
Friday, May 23rd, 10:00 am - 11:30 am
Tuesday, May 27th, 3:30 pm - 4:30 pm
Wednesday, May 28th, 5:30 pm - 7:00 pm
Thursday, May 29th, 10:00 am - 11:30 am

Meriden Campus, Room TBA
Wednesday, May 28th, 2:00 pm - 3:30 pm

Summer II Semester (7/07/14 - 8/08/14)
Middletown, Room TBA
Thursday, July 3rd, 2:00 pm - 3:00 pm
Monday, July 7th, 3:00 pm - 4:30 pm
Tuesday, July 8th, 10:00 am - 11:30 am

Fall Semester (8/27/14 - 12/16/14)
Middletown Campus, Room TBA
Tuesday, August 27th, 2:00 pm - 3:30 pm
Wednesday, August 28th, 3:00 pm - 4:30 pm
Thursday, August 29th, 5:30 pm - 7:00 pm
Friday, August 30th, 10:00 am - 11:30 am

Meriden Center, Room TBA
Thursday, August 29th, 2:00 pm - 3:30 pm

Some campus-orientation sessions listed above will be accessible online via WebEx. The most updated on-campus orientation schedule with locations and the instruction of an orientation online via WebEx is available at http://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://mxcc.edu/distance (Click “Online Orientation” link at upper left).

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: http://mxcc.edu/distance
**ACADEMIC CALENDAR**

**Summer 2014**

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<tr>
<td>Tuesday, May 27</td>
<td>Session I &amp; Session III courses begin</td>
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<tr>
<td>Thursday, May 29</td>
<td>Commencement- No Classes</td>
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<tr>
<td>Friday, June 20</td>
<td>Last day to withdraw from Session I courses</td>
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<tr>
<td>Tuesday, July 1</td>
<td>Last day of Session I courses</td>
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<tr>
<td>Friday, July 4</td>
<td>Fourth of July- No classes</td>
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<tr>
<td>Monday, July 7</td>
<td>Session II courses begin</td>
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<tr>
<td>Friday, July 18</td>
<td>Last day to withdraw from Session III courses</td>
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<td>Wednesday, July 30</td>
<td>Last day to withdraw from Session II courses</td>
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<tr>
<td>Wednesday August 6</td>
<td>Last day of Session III courses</td>
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<tr>
<td>Friday, August 8</td>
<td>Last day of Session II courses</td>
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**Fall 2014**

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<tr>
<td>Wednesday, August 27</td>
<td>SATURDAY CLASSES BEGIN</td>
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<tr>
<td>Tuesday, August 26</td>
<td>Last Day for 100% Tuition Refund</td>
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<tr>
<td>Wednesday, August 27</td>
<td>CLASSES BEGIN</td>
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<tr>
<td>Monday, September 1</td>
<td>Labor Day- COLLEGE CLOSED</td>
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<td>Friday, September 5</td>
<td>Convocation- CLASSES HELD</td>
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<tr>
<td>Monday, September 9</td>
<td>Last Day to Add/Drop Courses (with Instructor Permission)</td>
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<td>Last Day for 50% Tuition Refund</td>
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<tr>
<td>Wednesday, September 17</td>
<td>Constitution Day- CLASSES HELD</td>
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<tr>
<td>Monday, September 22</td>
<td>“LATE START” CLASSES BEGIN</td>
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<tr>
<td>Monday, October 13</td>
<td>Columbus Day- College Open, CLASSES HELD</td>
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<tr>
<td>Tuesday, October 14</td>
<td>Professional Day- NO CLASSES</td>
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<td>November 3-25</td>
<td>Advising &amp; Early Online Registration for Returning Students</td>
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<td>Tuesday, November 4</td>
<td>Last day to Make Up “Incomplete”</td>
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<tr>
<td>Tuesday, November 11</td>
<td>Veterans’ Day- College Open, CLASSES HELD</td>
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<td>November 26-30</td>
<td>Thanksgiving Recess</td>
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<td>NO CLASSES, COLLEGE OPEN 11/26</td>
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<tr>
<td></td>
<td>COLLEGE CLOSED 11/27</td>
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<tr>
<td></td>
<td>NO CLASSES, COLLEGE OPEN 11/28</td>
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<tr>
<td></td>
<td>COLLEGE CLOSED 11/29 &amp; 11/30</td>
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<tr>
<td>Tuesday, December 9</td>
<td>Last Day of Classes</td>
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<tr>
<td>Wed.-Tues, Dec. 10-16</td>
<td>Final Exams</td>
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<tr>
<td>Friday, December 19</td>
<td>Grades Due by 9:00 am</td>
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</table>

**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
- Career Development: 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
FALL 2014 COURSES

ACCOUNTING
ACC*100 Basic Accounting
ACC*115 Financial Accounting
ACC*271 Intermediate Accounting I

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

ART
ART*100 Art Appreciation
ART*101 Art History I
ART*109 Color Theory
ART*111 Drawing I
ART*116 Perspective Drawing
ART*121 Two-Dimensional Design
ART*131 Sculpture I
ART*147 Digital Cinematography
ART*163 Ceramic Handbuilding
ART*250 Digital Photography
ART*253 Oil Painting I

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*118 Ana & Physiology of the Eye
BIO*121 General Biology I
BIO*173 Introduction to Ecology
BIO*211 Anatomy & Physiology I
BIO*212 Anatomy & Physiology II
BIO*235 Microbiology
BIO*263 Molecular Genetics
BIO*298 Bio Res. Experience

BUSINESS
BBG*101 Intro to Business
BBG*115 Business Software Applications
BBG*234 Legal Environment of Bus
BBG*294 Business Internship
BBS*118 Small Business Management
BMG*202 Principles of Management
BMG*204 Managerial Communication
BMG*210 Organizational Behavior
BMG*220 Human Resources Management
BMK*103 Principles of Retailing
BMK*201 Principles of Marketing

COMPUTER AIDED DRAFTING
CAD*110 Introduction to CAD

CHEMISTRY
CHE*101 Introductory Chemistry
CHE*111 Concepts of Chemistry
CHE*112 Princ of Organic & Biochem
CHE*121 General Chemistry I

CHINESE
CH*101 Elementary Chinese I
CH*105 Elementary Conver. Chinese I

CRIMINAL JUSTICE
CS*101 Intro To Criminal Justice
CS*211 Criminal Law I
CS*213 Evidence & Criminal Procedure
CS*220 Criminal Investigation
CS*225 Forensic Science
CS*255 Ethical Issues In Crim Justice
CS*290 Practicum In Criminal Justice
CS*294 Contemp Issues In Crim Justice

COMMUNICATIONS & SPEECH
COM*101 Intro to Mass Communication
COM*104 Careers in Media
COM*111 Scriptwriting
COM*116 Publications/Workshop I
COM*120 Social Media
COM*125 Intro to New Media Production
COM*131 Audio Production
COM*142 Television Production
COM*147 Digital Cinematography

COM*153 Film Production
COM*154 Film Study & Appreciation
COM*173 Public Speaking
COM*179 Performance for Film & TV
COM*203 Media Literacy
COM*220 Journals
COM*228 Broadcast Journalism Workshop
COM*293 Corporate Media Prod Pract
COM*295 Internship I

COMPUTERS - APPLICATIONS
CSA*135 Spreadsheet Applications
CSA*140 Database Applications

COMPUTERS - COMPUTER SCIENCE
CSC*101 Intro to Computers
CSC*106 Programming Logic
CSC*115 Introduction to Programming with Alice
CSC*205 Visual Basic I

COMPUTERS - TECHNOLOGY
CST*120 Intro to Operating Systems
CST*141 Computer Hardware
CST*201 Intro to MIS
CST*228 Voice & Data Interworking
CST*270 Network Security Fund.

DRUG & ALCOHOL RECOV

COUNSELOR
ODD*121 Contact Lenses II
ODD*111 Ophthalmic Materials II
ODD*101 Intro to Ophthalmic Disp

DIGITAL ARTS
DGA*101 Introduction to Digital Arts
DGA*110 Computer Graphics
DGA*120 Digital Imaging I
DGA*125 Intro to New Media Production
DGA*182 Digital Video
DGA*231 Digital Page Design I
DGA*241 Internet Web Design I
DGA*260 Animation

EARTH SCIENCE
EAS*107 Earth Resources

ECONOMICS
ECN*101 Princ of Macroconomics
ECN*102 Princ of Microeconomics
ECN*220 International Economics

ENGLISH
ENG*063 Writing Intro to the Essay
ENG*096 Intro to College English
ENG*101 Composition
ENG*102 Literature & Composition
ENG*110 Introduction to Literature
ENG*202 Technical Writing
ENG*231 British Literature I
ENG*281 Creative Writing
ENG*285 Memoir Writing

ENVIROMENTAL SCIENCE
EV*100 Intro to Environmental Sci.
EV*135 Exploring Env. Careers

ENGINEERING
EGR*211 Engineering Statics

FRESHMAN SEMINAR
FS 100 Freshman Seminar

GEOGRAPHY
GEO*101 Intro To Geography

GEOLOGY
GLG*120 Dynamic Earth

GRAPHIC DESIGN
GRA*150 Intro to Graphic Design
GRA*296 Graphic Design Internship

HEALTH
HLT*103 Investigations in Hlth Careers
HLT*160 Intro to Public Health

HEALTH INFORMATION
HIM*102 Intro. to Health Care Systems
HIM*201 Health Info. Manage. Prin.
HIM*206 Medical Coding 2

HISTORY
HIS*101 Western Civilization I
HIS*107 History of Puerto Rico
HIS*121 World Civilization I
HIS*201 U.S. History I

HONES
Hon*101 Honors Seminar I

HUMAN SERVICES
HSE*101 Intro to Human Services
HSE*224 Social Problems of Youth
HSE*288 Developmental Practicum
HSE*289 Psychiatric Practicum
HSE*292 Introduction to Counseling

MATHMATICS
MAT*085 Pre-Algebra & Elem Algebra
MAT*095 Elem Algebra Foundations
MAT*137 Intermediate Algebra
MAT*168 Elem Stat & Probability I
MAT*173 College Algebra w/Technology
MAT*186 Precalculus
MAT*254 Calculus I
MAT*256 Calculus II
MAT*268 Calculus III; Multivariable

MEDICAL ASSISTING
MED*112 Med. Ins. & Billing
MED*125 Medical Terminology

MANUFACTURING
MFG*256 Mfg Mchnry - CNC II
MFG*203 Precision Machining Lab
MFG*202 Precision Machining
MFG*201 Mfg Mchnry - CNC

MUSIC
MUS*101 Music His & Appreciation I
MUS*104 World Music
MUS*112 Electronic Music
MUS*137 Hist. & Apprec. Jazz

OPTICIAN DESIGN & DISPENSING
OCD*101 Intro to Optician Design
OCD*103 Optician Dispensers
OCD*111 Optician Materials II
OCD*121 Contact Lenses II

PHILOSOPHY
PHL*101 Intro to Philosophy
PHL*111 Ethics
PHL*151 World Religions

PHYSICS
PHY*110 Introductory Physics
PHY*121 General Physics I
PHY*221 Calc.-Based Physics I

POLITICAL SCIENCE
POL*102 Comparative Politics
POL*111 American Government

PSYCHOLOGY
PSY*103 Intro. to Wholistic Wellness
PSY*111 General Psychology
PSY*201 Life Span Development
PSY*204 Child & Adolescent Dev
PSY*251 Behavioral Disorders of Children & Youth

QUALITY ASSURANCE
QA*114 Principles of Quality Control

RADIOGRAPHY
RAD*105 Radiographic Ana & Proc I
RAD*109 Methods of Patient Care I
RAD*171 Radiographic Clinical Pract. I
RAD*209 Methods of Patient Care II
RAD*210 Radiographic Proc V
RAD*211 Radiographic Q C
RAD*212 Radiologic Exposure III
RAD*294 Clinical Education II

RECREATION
RLS*121 Intro to Therapeutic Rec Svc

SOCIOLOGY
SOC*101 Principles of Sociology
SOC*103 Social Problems
SOC*210 Sociology of the Family
SOC*240 Criminology
SOC*241 Juvenile Delinquency
SOC*277 Social Survey Research

SPANISH
SPA*101 Elementary Spanish I
SPA*102 Elementary Spanish II
SPA*105 Elem Conv Spanish I
SPA*106 Elem Conv Spanish II
SPA*201 Intermediate Spanish I
SPA*205 Interned Conv Spanish I

THEATER
THE*110 Acting I
THE*113 Performance for Film & TV

VETERINARY TECHNOLOGY
VET*100 Introduction to Animal Care
VET*101 Intro to Veterinary Technology
VET*102 Vet Office Manage. & Comm.
VET*201 Vet Anat & Phys I
VET*205 Veterinary Lab Procedures.
VET*212 Princ. of Imaging w/ Lab
VET*230 Vet. Anesth. & Surg. Nurs. w/ Lab

FOR DAYS, TIMES & THE MOST UP-TO-DATE COURSE AVAILABILITY, GO TO
www.my.commnet.edu and click on on “Search for Courses” in the right hand column.

Select term, college (Middlesex CC), level (Credit), and click “Get Courses”.

MxCC Fall 2014 Enrollment Guide • • • page 17
SUMMER CREDIT COURSES

REGISTRATION DATES FOR SUMMER COURSES:
April 7: Online registration for continuing students begins.
April 23: In-Person Registration for new, continuing, and readmit students begins.

ADMISSIONS & REGISTRATION HOURS FOR SUMMER COURSES:
Mondays: 9 a.m. – 4:00 p.m.*
Tuesdays-Thursdays: 9 a.m. – 4:00 p.m.
Fridays: 9 a.m. – 3:00 p.m.
*Monday until 6 p.m. during Fall and Spring semester class periods. The office will also be open on Monday evenings until 6pm during the month of August.

FOR THE MOST UP-TO-DATE COURSE AVAILABILITY, GO TO
- www.my.commnet.edu and click on on “Search for Courses” in the right hand column.
- Select term, college (Middlesex CC), level (Credit), and click “Get Courses”.

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### Middlesex Community College: Class Schedule – Summer 2014

There are 3 Summer Sessions: 5 Week Session I (May 27-July 1); 5 Week Session II (July 7-August 8); 10 Week Session III (May 27-August 6)

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### 5-WEEK SUMMER SESSION II (July 7- August 8)

**Session V**

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There are 3 Summer Sessions: 5 Week Session I (May 27-July 1); 5 Week Session II (July 7-August 8); 10 Week Session III (May 27-August 6)

### 10-WEEK SUMMER SESSION III (May 27- August 6)

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<td>JUNE 7 11 &amp; AUG 7</td>
<td>5/27-8/6</td>
<td>8:30-11:30AM</td>
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<tr>
<td>2031</td>
<td>RAD* 296</td>
<td>Applied Radiography</td>
<td>Wallace</td>
<td>3</td>
<td>JUNE 7 11 &amp; AUG 7</td>
<td>5/27-8/6</td>
<td>8:30-11:30AM</td>
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<tr>
<td>2087</td>
<td>SOC* 101</td>
<td>Principles of Sociology</td>
<td>Ambenge</td>
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<td>5/27-8/6</td>
<td>ONLINE</td>
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<td>2088</td>
<td>SOC* 221</td>
<td>Social Inequality</td>
<td>Ambenge</td>
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<td>5/27-8/6</td>
<td>ONLINE</td>
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</table>

For the most up-to-date course availability, go to:

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

Note: Special dates and times are indicated where applicable.
NEW PROGRAMS AT MXCC

ADVANCED MANUFACTURING
For individuals who enjoy the satisfaction of creating parts or products using advanced precision machinery and a wide variety of materials, a career in manufacturing is waiting for you. Connecticut employers are always seeking skilled workers – and manufacturing continues to provide more than 10 percent of all job opportunities in the state. MxCC prepares students for these lucrative and challenging positions through a real-world Advanced Manufacturing program developed with the close consultation of many local manufacturers.

Students learn in our state-of-the-art, hands-on manufacturing learning labs, applying skills discussed and analyzed in the classroom. By earning an associate’s degree in technology with a manufacturing machine technology option, you will be qualified to succeed in a 21st century manufacturing environment – and will be well prepared to transfer into a four-year, bachelor’s degree in engineering or technology.

Learn more at mxcc.edu/degrees/mto/

CENTER FOR NEW MEDIA
This innovative, cutting-edge initiative at MxCC combines hands-on experience and training in state-of-the-art studios and creative facilities to teach students real skills needed in the high-growth field of new media. The center builds on our existing degree programs in broadcast-cinema, multimedia, and communications to offer fun and challenging certificate programs in new media production, news and sports production, corporate media and web design.

Classes are small, instructors are experienced, internships are exciting – and the jobs are waiting for qualified new media workers. In fact, both the Connecticut Department of Labor and the U.S. Department of Labor confirm a growing demand for and existing shortage of workers with new media skills to work in the arts, design, entertainment, sports, and media.

Learn more online at mxcc.edu/cnm

COMPUTER ENGINEERING TECHNOLOGY
Students who are drawn to math, science, computer hardware and software, and electronics are poised for a great computer engineering career. Our Technology Studies: Computer Engineering Technology degree program helps students develop skills in the building, testing, operation, and maintenance of computer systems and associated software systems. To do this, students gain background knowledge in the application of electric circuits, computer programming, software applications, computer hardware, computer networking, and engineering.

Using their science, engineering, and mathematical analysis skills, students learn to solve computer engineering technology problems using written, oral, and graphical communication abilities. Students will identify and use appropriate technical literature, concepts and techniques as required for continuing professional development. Students will be qualified to transfer to a four-year program to earn a bachelor’s degree in computer engineering technology, industrial technology, networking technology, or other related field, at which point they will be prepared to take the industry-based certification exams to become a hardware or software engineer; software developer; systems administrator; network administrator; systems analyst, or support specialist.

Learn more online at mxcc.edu/degrees/cet/

Sneak peek drawings of MxCC’s upcoming Center for New Media in Chapman Hall, to be completed for Fall 2014.
GENeRAL STUDIES
ONLINE & IN MERIDEN

For students who are having difficulty narrowing down a career path, our popular General Studies program may be the perfect solution. Each course in this associate’s degree program can be tailored to the unique needs and interests of each student. By exploring the subjects you already love and testing out areas that may be of interest, college learning becomes far more interesting and meaningful. Skills such as problem solving, public speaking and writing help our General Studies students stand out in today’s crowded workforce.

Thanks to MxCC’s flexibility and use of technology, the General Studies degree can be earned online – around your busy work and life schedule. The full General Studies degrees can also be earned entirely at our Meriden location (as well as in Middletown).

Learn more online at mxcc.edu/degrees/general-studies/

HEALTH & LIFE SCIENCES

As a participant in the federally funded Health & Life Sciences Career Initiative grant, MxCC has committed to providing affordable, targeted certifications, industry-recognized credentials, and associate degrees to prepare veterans, persons requiring retraining, those who may be dislocated, and other un/under-employed workers statewide for careers in health and life sciences.

To meet this goal, MxCC offers a broad variety of health and life science learning and training courses for students who are interested in patient care, computer science, natural resource management, and more. Courses are part of MxCC’s biotechnology, computer engineering technology, engineering science, environmental science, health career pathway, health information management, radiologic technology, therapeutic recreation, and veterinary technician degree programs. Some job-training courses or certificates can be completed in as little as one year; longer-term associate degree programs provide an affordable path for students to transfer into a four-year college.

Either way, the Health & Life Sciences Career Initiative provides individuals with affordable options for gaining the skills and knowledge necessary to find employment in growing health and life science fields.

Learn more online at mxcc.edu/hlsci

HEALTH INFORMATION MANAGEMENT

Today’s healthcare delivery system generates an incredible amount of information and data – all of which needs to be organized, maintained, managed, and analyzed in electronic form. Detail-oriented individuals drawn to this line of work require at least an associate’s degree in health information management (HIM) in order to enter and excel in this fast-growing occupation. The HIM degree program at MxCC offers students a diverse curriculum that provides an understanding of the design, collection, storage, utilization, and transmission of coded healthcare and insurance data necessary to meet professional, legal, and administrative record-keeping requirements. They also work with clinical, financial, epidemiological, administrative, and coded healthcare and insurance data. Our graduates qualify for immediate entry into the workplace, or alternatively, our program provides a fully articulated pathway to the baccalaureate program at Charter Oak State College.

Learn more online at mxcc.edu/degrees/him/

VETERINARY TECHNOLOGY

If your dream is to work with animals – at a zoo or aquarium, out in the wild, or in a lab setting – a great first step is to become a veterinary technician. MxCC’s Veterinary Technology program combines an engaging mix of classroom, laboratory, and field experience that prepares students for entry-level job opportunities (or career advancement) in veterinary offices and hospitals, biological research facilities, stables, dairies, drug and feed manufacturing companies, or within the animal production industry.

We are privileged to work closely with Pieper-Olson Veterinary Hospital (730 Randolph Road, Middletown) where students have access to specialized laboratories and equipment to gain hands-on practical experience. Additionally, students are able to refine their classroom skills by completing a mandatory supervised externship under the direction of a licensed veterinarian, certified technician, or animal research technician – typically held at an off-site veterinary hospital, private practice, or laboratory facility.

Learn more online at mxcc.edu/degrees/veterinary-technology/
LEARNING OPTIONS AT MXCC

TRANSITIONAL
YEAR
PROGRAM

Taking Developmental Classes?
Join the Transitional Year Program this Fall!
MxCC’s Transitional Year Program is now accepting students who have placed into English 096.

In this program, you will:
• Deepen Your Learning
• Take courses that feature overlapping lessons and content
• Get one to one support from tutors and a faculty mentor
• Connect with an advisor and have your own registration session
• Develop your study skills
• Connect with a community of students committed to success

Special Incentives Include:
• A free flash drive for each student
• A free dictionary for each student
• A free calculator for each student
• A free student planner for each student
• Community events and gatherings
• And more!

Interested? Contact:
Terence McNulty, Assistant Professor; English
Phone: 860-343-5889
Email: tmcnulty@mxcc.edu

or

Mensimah Shabazz, Director of Academic Initiatives
Phone: 860-343-5784
Email: mshabazz@mxcc.edu

mxcc.edu/typ

HONORS PROGRAM

The Honors Program provides students with an academically enriching Associate Degree program. Honors students receive better teacher-student ratio, faculty and peer mentoring, more independent study opportunities, and an early entrance into the Phi Theta Kappa Honor Society. Students can select their own program of study and use the Honors Program to fulfill General Education requirements. Undecided or undeclared students will enroll in the Liberal Arts and Sciences program.

Special Features:
Students in the program receive personalized academic advising to complete General Education and Honors Program Requirements within two-years. Faculty Mentors and a Personal Librarian also help students through the program and facilitate student exploration of individual academic and professional interests. Upon completion of an Associate’s Degree, Honors students will receive special designation on their transcripts and Honors courses will automatically transfer to any Connecticut State University and other private institutions.

Consistent with MxCC’s mission and educational goals, students in the Honors Program will participate in mentored community activities to enhance their academic experiences. Our staff members are dedicated to creating these innovative and enriching interdisciplinary opportunities that will positively impact our future student community leaders for a lifetime.

Students must apply into the Honors Program.

For more information about the program, please contact:

Mensimah Shabazz, Director of Academic Initiatives
Phone: 860-343-5784
Email: mshabazz@mxcc.edu

or

Eva Jones Ph.D., Instructor; English
Phone: 860-343-5854
Email: ejones2@mxcc.edu

mxcc.edu/honors
THE PLUS 50 ENCORE COMPLETION PROGRAM

If you’re one of 37 million adults ages 25 to 64 who attended college but never received a degree—or one of millions more who need a new skill for a changing job market—Plus 50 can pave the way to completion.

Through the Plus 50 Encore Completion Program, Middlesex Community College is providing programs and services that make it easier than ever for students over 50 to obtain the cutting-edge skills and credentials required to compete for jobs in the health care, education, and social services fields. Middlesex offers support and flexibility to help you reach your goals, from choosing a course of study and scheduling classes to finding transportation and applying for financial aid.

Anyone in the job market these days knows the competition is fierce—especially for people age 50 and over. It takes longer for workers over 50 to find jobs than it does for their younger counterparts, and workers of all ages with limited education credentials have higher rates of unemployment and greater difficulty than others in finding and securing employment.

Today, 40 percent of people over age 55 remain in the workforce—the highest rate since 1962. If you’re among them and you need a job or a change in careers, earning a certificate or degree in the high demand fields of health care, education, and social services will help you beat the competition.

Learn more at http://mxcc.edu/plus-50/

LEARNING OPTIONS IN MATH AND ENGLISH

Accelerated Learning Programs: Students can potentially take ENG*063 Intro to Essay and ENG*101 Composition courses in one semester.

Paired Math courses: Students can take MAT*095 Elementary Algebra and MAT*137 Intermediate Algebra courses in one semester.

Self-paced math course: The instructor along with an assistant help students to work on the developmental math courses at their own pace using an online tool.

Courses with Embedded Support: Students receive more support in Math and English with supplemental instruction.

Fast-Track Workshops for College Readiness: Noncredit Math and English workshops at the end of which the students have the potential to improve their placement.

FAST TRACK WORKSHOPS FOR SUMMER --MATH AND ENGLISH

MATH

Meriden
Session I: Day course - June 9-20 - 9:30 to 12:30 pm, (prior to Summer Session 2 start date)
Session II: Evening course - July 21-Aug 1 - 5:30 to 8:30 pm (prior to Fall semester)

Middletown
Session I: Evening course - June 16-27 - 5:30 to 8:30 pm, (prior to Summer Session 2 start date)
Session II: Day course - July 28-Aug 8 - 9:30 to 12:30 pm (prior to Fall semester)

ENGLISH- Reading-Writing

Meriden
June 9-12, 16-20 (prior to Summer Session 2 start date) (afternoon)
1 p.m.-4 p.m.
July 28-July 31, Aug. 4-7 (morning) 9:30 a.m.- 12:30 p.m.

Middletown
July 21-24, 28-31 (evening) 5- 8 p.m.
August 4-8, 11-13 (morning) 9:30 a.m.-12:30 p.m.

MxCC offers many different learning options to help students achieve success. Find out more:mxcc.edu/learning-options/
Meet your new study buddy
Persistence Plus is a mobile support service provided by MxCC that offers coaching to help you stay motivated and focused on your studies through text messages or a specially designed app.

Our program is based on the latest behavioral psychology and college completion research and our work with other college students.

What are the benefits for me?
Our results show that students using Persistence Plus earn higher GPAs and have higher passing rates than students not using the service. Students using the service have said that it makes them feel “motivated”, “focused”, and “like somebody cares”.

Our service delivers interactive and personalized mobile nudges that foster the behaviors and mindsets associated with college success.

That means we help you:
• Deal with academic challenges
• Stay motivated as a learner
• Organize your time
• Take advantage of campus services
• Improve on or adopt new academic habits

Sign Up!
If you are a student at MxCC, you can sign up by filling out the form at smallnudges.com

What should I expect?
You will receive daily nudges by text message or through our app. Some of our nudges will be questions. If you respond, we can provide you with even more personalized support. Students have reported that responding to questions have helped them change their habits or mindsets for the better.

If you have a question or a concern at different times, just send us a message by replying to a text message or tapping the pencil icon in the upper right of the app. We read every message.

If you have any questions, contact us at persistenceplusnetwork.com/contact or email us at info@persistenceplusnetwork.com. We will get back to you right away!
### New Shoreline Location

Classes at Westbrook High School are open to everyone! This is perfect for shoreline residents who are seeking an affordable education that is close to home. Shoreline residents may take a full semester of courses at Westbrook High School or just take a few courses to ease their commute. High school students that meet the prerequisites of the courses can get a head start on their college education.

**Westbrook High School**  
156 McVeagh Rd.  
Westbrook, CT 06498

### Late Start Classes - Fall 2014

Middlesex Community College offers courses called Late Start Classes that begin after the traditional first week of class. To register for the course, visit the Records Office, Founders Hall at Middlesex Community College, 100 Training Hill Rd in Middletown.

For more information, please contact the Records Office at 860-343-5724.

**Late Start Courses - Fall 2014**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>CRN</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
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<tr>
<td>ENG*101</td>
<td>COMPOSITION</td>
<td>3581</td>
<td>9/22</td>
<td>M,W</td>
<td>11:00 - 12:20</td>
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<td>Snow Hall, Room 504</td>
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<tr>
<td>ENG*102</td>
<td>LITERATURE &amp; COMPOSITION</td>
<td>3789</td>
<td>9/22</td>
<td></td>
<td>2:50 - 4:30</td>
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<td>Meriden Center, Room 501</td>
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<tr>
<td>EN 100</td>
<td>FRESHMAN SEMINAR</td>
<td>3644</td>
<td>9/23</td>
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<td>MAT*095</td>
<td>ELEMENTARY ALGEBRA FOUND.</td>
<td>3834</td>
<td>9/22</td>
<td>M,W</td>
<td>1:15 - 2:45</td>
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<td>4:20 - 5:00</td>
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<td>MAT*137</td>
<td>INTERMEDIATE ALGEBRA</td>
<td>3844</td>
<td>9/22</td>
<td>M,W</td>
<td>2:50 - 4:20</td>
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<td>3:30 - 5:00</td>
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<td>COM*173</td>
<td>PUBLIC SPEAKING</td>
<td>3885</td>
<td>9/22</td>
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<td>ENG*101</td>
<td>COMPOSITION</td>
<td>3184</td>
<td>9/22</td>
<td>M,T,W,Th</td>
<td>11:00 A.M. - 12:20 P.M.</td>
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<td>LITERATURE &amp; COMPOSITION</td>
<td>3900</td>
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<td>MAT*095</td>
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<td>3842</td>
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<td>3803</td>
<td>9/22</td>
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<td>Meriden Center, Room 501</td>
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<td>MAT*137</td>
<td>INTERMEDIATE ALGEBRA</td>
<td>3844</td>
<td>10/20</td>
<td>M,T,W,Th</td>
<td>11:30 - 3:10</td>
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<td>Snow Hall, Room 406 (MW) / Wheaton Hall, Room 309 (TTh)</td>
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<td>SPA*102</td>
<td>ELEMENTARY SPANISH II</td>
<td>3225</td>
<td>9/22</td>
<td>M,T,W,Th</td>
<td>9:30 - 10:50</td>
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<td>SPA*106</td>
<td>CONVERSATION SPANISH II</td>
<td>3226</td>
<td>9/22</td>
<td>M,T,W,Th</td>
<td>9:30 - 11:10</td>
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<tr>
<td>PSY*111</td>
<td>GENERAL PSYCHOLOGY I</td>
<td>3913</td>
<td>9/22</td>
<td>M</td>
<td>6:35 - 9:15</td>
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### Fall Courses in Westbrook

**ENG*101 COMPOSITION**  
CRN: 3581  
Start Date: 9/22  
Monday & Wednesday 11:00 am - 12:40 pm  
Snow Hall, Room 504

**ENG*102 LITERATURE & COMPOSITION**  
CRN: 3789  
Start Date: 9/22  
Monday & Wednesday 2:50 - 4:30 pm  
Room: 501

**MAT*095 ELEMENTARY ALGEBRA FOUNDATIONS**  
CRN: 3834  
Start Date: 9/22  
Mondays & Wednesdays 1:15 - 2:45 pm  
Snow Hall, Room 406 (Mon.) / Wheaton Hall, Room 311 (Wed.)

**MAT*137 INTERMEDIATE ALGEBRA**  
CRN: 3844  
Start Date: 9/22  
Mondays & Wednesdays 2:50 - 4:20 pm  
Wheaton Hall, Room 309

**SPA*102/SPA*106 ELEMENTARY SPANISH II AND CONVERSATION SPANISH II**  
CRN: 3225 and CRN: 3226  
Start Date: 9/22  
Monday & Wednesday 9:30 - 10:50 am  
Snow Hall, Room 406 (MW) / Wheaton Hall, Room 311 (TTh)
At MxCC, you can take five courses a semester for the same cost as four. mxcc.edu/take5

*Applies to fall and spring semesters only.

STATEMENT ON COMMUNITY ENGAGED LEARNING AND CIVIC ENGAGEMENT

In all it does, Middlesex Community College strives to be the college of its community. Faculty and staff work closely with students to develop collaborative partnerships with business, industry, and social service agencies in the cities and towns around us. Community Engaged Learning and Civic Engagement opportunities provide students with a chance to enhance their skills for workforce readiness, provide community partners with services and support, and help students realize that they can make a difference in the lives of others and in the community. Students who partner with community agencies through their coursework, internships, and other activities increase their networking opportunities while feeling a deeper connection with their college experience.
Continuing Education
Fast Track Health Career Training at MxCC

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. Learn the proper way to perform nurse aide procedures essential to meet the needs of patients under your care and become a CNA on the CT Nurse Aide Registry. This program is approved by the State Department of Public Health. Note: Convicted felons may have difficulty finding employment in the healthcare field and be excluded from clinical training. This program is eligible for WIA funding – contact CT Works early to inquire. $1200
CNA – various start dates, day and evening classes forming now for winter 2013 and spring 2014. For class locations, dates, and prices, go to www.mxcc.edu/ceinfo.

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.
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
and
Clinical Dates: 4/22 – 5/13
Days: Tuesdays & Thursdays
Times: 8:00AM – 2:00PM
Location: Apple Rehab, Middletown
Instructor: Josephine Loughlin, B.S.N.

For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.

UPCOMING COURSE OFFERINGS
Patient Care Technician Certificate (PCT)
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 health care 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 the National Health Career Association Certified Patient Care Technician Exam. Prerequisites: 1) Current CNA required, 2) High-school diploma or GED 3) English language competency. Note: Convicted felons may have difficulty finding employment in the healthcare field and be excluded from clinical training. This program is eligible for WIA funds – contact CT Works 203-238-3688 to inquire.

The following 7 courses are included in the PCT program:
1) Advanced Nurse Aide $399
2) Phlebotomy Skills for the PCT $399
3) ECG and Pulse Oximetry $249
4) Computer Fundamentals (optional) $199
5) Customer Service & Communication in Healthcare $49
5) CPR or BLS $90
7) Hospital Based Clinical Experience (optional) $699
Total = $2,084 + textbooks

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 – 5/2
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
Times: 6:45AM – 11:45AM
Location: Middlesex Hospital
Instructor: Maureen Skowronek, R.N.

For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.
**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 alphanumerical 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 $199
4. Computers in the Medical Office $699
5. Medical Coding $999

**Total** $3,295 + textbooks

**Human Services Assistant Program**
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 multi-disciplinary 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. Note: A textbook is 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 upon purchasing. Prerequisite: High-school diploma or GED. This program is eligible for WIA funding – contact CT Works.

Human Services Assistant – classes this spring will be held in Meriden, CT. For class locations, dates, and prices, go to www.mxcc.edu/ceinfo.

**Veterinary Assistant Certificate Program**
This program is offered in Partnership with the Connecticut Valley Veterinary Associates. Do you love working with animals? Are you looking for employment in the animal-care industry? 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 courses, involves 4 hours of weekly lectures and 4 hours of weekly clinical experience where students will complete basic tasks and specialized procedures done in the veterinary hospital. Click this link to view our primary clinical training site, Pieper Memorial Veterinary Center. This program follows the National Association of Veterinary Technicians of America (NAVTA) Guidelines for Veterinary Assistant Programs and can be stepping stone to a Veterinary Technician Certification Program or an entry-level position at a veterinary facility.

**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 and restraint. $49

**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. Prerequisite: 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. Students must provide their own transportation to clinical sites. $899

**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.

For class locations, dates, and prices, go to www.mxcc.edu/ceinfo.
**Personal Trainer Certificate Program**

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 5-week period for better retention and skill competency. The National Exam is held on the 6th week. This 60-hour program includes 15 hours of lecture/presentations, 15 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. A textbook is required for this course and can be purchased for approximately $90 through our college bookstore. 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. $735

For class locations, dates, and prices, go to www.mxcc.edu/ceinfo.

**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 the course fee). More information about the national certification exam is available online at the Pharmacy Technician Certification Board website. Prerequisite: Proficiency in English, mathematics, and algebra as required to complete pharmaceutical calculations and directives, proof of high school diploma, or GED. *Note: This is a required course for all pre-nursing students. $90

For class locations, dates, and prices, go to www.mxcc.edu/ceinfo.

**Heartsaver Adult/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 Certification from the American Heart Association. $75

For class locations, dates, and prices, go to www.mxcc.edu/ceinfo.

**Basic Life Support (BLS) for Healthcare 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 Certification from the American Heart Association. Class is limited to 20 students. $90

For class locations, dates, and prices, go to www.mxcc.edu/ceinfo.

**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 are encouraged to purchase a 2GB flash drive to save their assignments. 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. Course being offered during summer session 1, for more details go to www.mxcc.edu and click on Continuing Education. $199

For class locations, dates, and prices, go to www.mxcc.edu/ceinfo.

| Dates: | 5/31 – 6/28 |
| Days: | Saturdays |
| Times: | 9:00AM – 12:00PM |
| Location: | Wheaton Room 306 |
| Instructor: | Janet D’Onofrio |

For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 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 = 0.1 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

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CONTINUING EDUCATION

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NON–CREDIT COURSES ONLINE

Go to www.ed2go.com/mxcc

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.

4. 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.

5. 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.
CONTINUING EDUCATION

For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.

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
Upcoming Events at MxCC

For detailed information about these events, please visit mxcc.edu/events

March 20
• Experience College Day

March 24
• Social Media Lockdown
• Computer Refurbishing Workshop

March 26
• “A Portrayal of Clara Barton” with Jessa Piaia
• Book Club: The Silence of Bonaventure Arrow by Rita Leganski

March 31
• “From Bonnets to Bell Bottoms: A Century of Connecticut Fashion with Karen DePauw

April 1
• Mini-Transfer Fair

April 2
• Careers in Media Panel Discussion

April 4
• Women’s Forum
• Circus In Wonderland

April 8 & 9
• Book Discussion of Riding in Cars with Boys
  April 8 (Meriden) and April 9 (Middletown)

April 10
• Film Discussion of “Riding in Cars with Boys”

April 12
• Network Event and Information Session – Meet professionals and explore careers in HIM and IT

April 23
• Exploring CT’s Natural Wonders
• Book Club: Gone Baby Gone by Dennis Lehane

April 24
• Ecycling at MxCC

August 9
• Meriden Center Walk-In Registration 9 am-2 pm

August 16
• Middletown Campus Walk-In Registration 9 am-2 pm