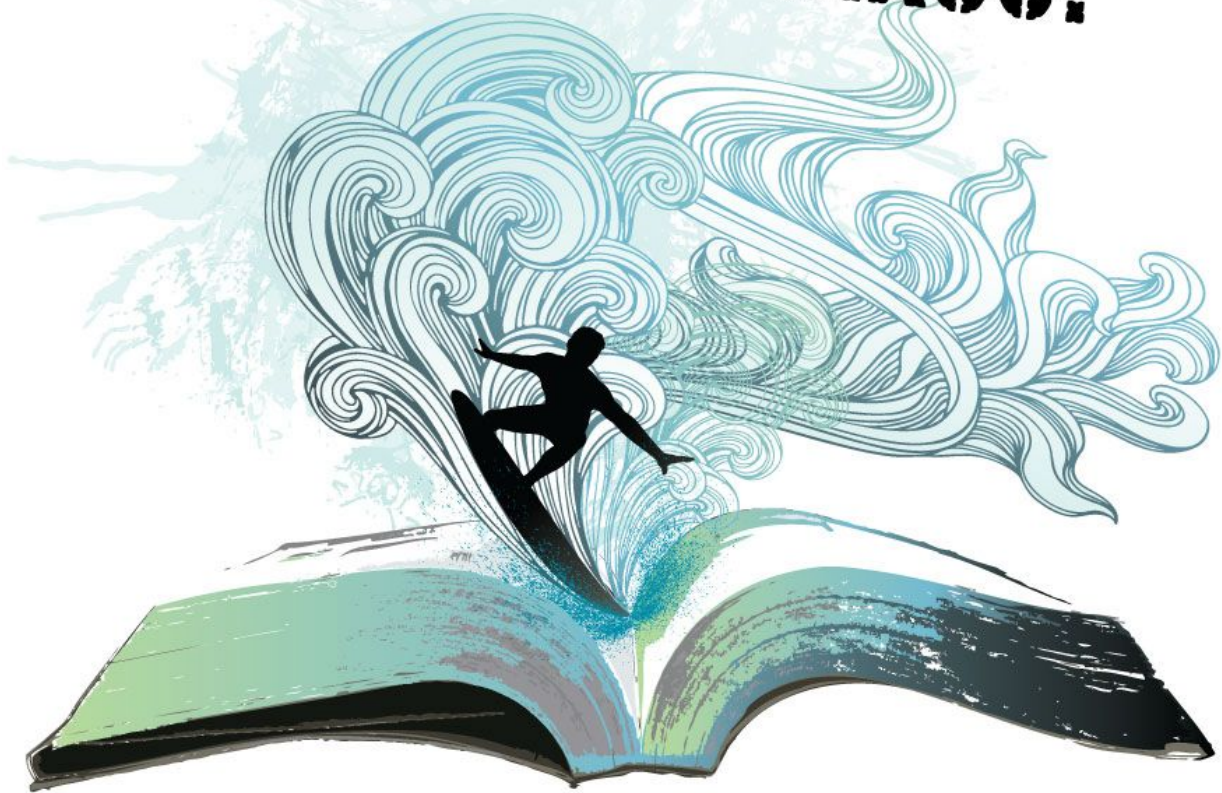


# **SPLASH INTO SUMMER LEARNING AT MXCC!**



## Summer 2017 Enrollment Guide

*Updated 3/22/17*

## 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. Prepare for a career in broadcasting or filmmaking by working in the Center for New Media's high-definition digital studios. Get an edge on your competition while learning in our computer technology, engineering, manufacturing, and business laboratories. Advance your interest in health careers or research in the Center for Health & Life Sciences. Cater to your curiosity as you study in the bright and modern Learning Commons, consisting of the Jean Burr Smith Library, Academic Success Center, and Center for Distance Learning & Educational Technology.

We have everything you need to reach your greatest potential: 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.

## Policy of Non-Discrimination

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Adrienne Maslin; Dean of Students/Title IX and Section 504/ADA Coordinator, Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457; [amaslin@mxcc.edu](mailto:amaslin@mxcc.edu).

## 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](mailto:ypage@mxcc.edu) or 860-343-5852.

*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.*

# Top Five Reasons to Attend MxCC This Summer!

1. Get ahead on next semester's coursework!
2. Catch up on the courses you need to graduate.
3. Complete the prerequisites necessary for your degree program.
4. Summer courses typically meet for a shorter period of time; between five and ten weeks.
5. Enjoy a high-quality, low cost education at the "College of Our Community"!

## Are you:

### A current MxCC student?

Welcome back! Log on to myCommnet & register online through Self Service! Additional information can be found [mxcc.edu/registration](http://mxcc.edu/registration).

### A new MxCC student?

Welcome to Middlesex! If you plan to enroll at Middlesex this summer and continue with us through the fall, please follow the five easy steps in this guide.

### A student from another college?

All transfer students are welcome at Middlesex! Whether you apply online or in-person, please remember to apply as a non-degree seeking student. You will also need a copy of your transcripts on hand when you meet with your advisor. Additional information about the application process can be found on page 6 of this guide.

# Steps to Taking Credit Courses at MxCC

1. Apply (pg. 6)
2. Submit SAT/ACT Scores or Take the BSA (pg 7)
3. Meet With an Advisor & Register (pg 8)
4. Pay Tuition & Fees (pg 12)
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# Summer Calendar

**Early Summer: Classes start the day after Memorial Day!**

**Two sessions beginning Tuesday, May 30: Five weeks and Ten weeks**

**Session I (5 weeks)**

Tuesday, May 30– Classes begin

Thursday, June 22 – Last Day to Withdraw from classes

Friday, June 30 – Last Day of Classes

**Session II (10 weeks)**

Tuesday, May 30– Classes begin

Monday, July 3 – No Classes

Tuesday, July 4 – College Closed (Independence Day)

Monday, July 24 – Last Day to Withdraw from classes

Wednesday, August 9 – Last Day of Classes

**Late Summer: Classes start the day after the Fourth of July!**

**Two sessions beginning Wednesday, July 5: Five weeks and Seven weeks**

**Session III (5 weeks)**

Wednesday, July 5 – Classes begin

Monday, July 31 – Last Day to Withdraw from classes

Tuesday, August 8 – Last Day of Classes

**Session IV (7 weeks)**

Wednesday, July 5 – Classes begin

Tuesday, August 8 – Last Day to Withdraw from classes

Friday, August 18 – Last Day of Classes

**NEW! AUGUST EXPRESS**

**3-week Online-only session beginning Monday, July 31**

**Session V (3 weeks)**

Monday, July 31 – Classes begin

Friday, August 11 – Last Day to Withdraw from classes

Friday, August 18 – Last Day of Classes

# 1. Apply for Admission

Summer semester classes begin as early as Tuesday, May 30, 2017, with five sessions starting throughout the summer.

All new students are strongly encouraged to apply and register early for the best course selection.

## To Apply For Admission, Please Complete These Easy Steps:

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

### \*Adequate Immunization:

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

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

## OFFICE HOURS

### Office of Enrollment Services

Founders Hall, Rm. 153  
(860) 343-5719

[mx-enrollmentservices@mxcc.edu](mailto:mx-enrollmentservices@mxcc.edu)

Monday\* – Friday: 8:00 a.m. – 4:30 p.m.\*

\*Monday until 6 p.m. during Fall and Spring semester class periods.

*(Please plan to come to the Office of Enrollment Services no later than one hour before the office closes for the day to ensure enough time for the advising & registration process.)*

### Meriden Welcome Center

Admissions, Financial Aid, Academic Advising, & Registration

7:30am-5:00pm, Monday & Wednesday

7:30am - 3:00pm, Tuesday, Thursday, & Friday\*

203-608-3050

***\*The Meriden Center will be closed as of May 23 while we prepare to move to our new location at O.H. Platt High School. Please visit [mxcc.edu/meriden](http://mxcc.edu/meriden) for July and August hours.***

# 2. Submit SAT/ACT Scores or Take the Accuplacer Test

*MxCC requires proof of college readiness in English and mathematics prior to enrolling in an academic program or registering for most courses. If you do not have a sufficient SAT or ACT score, MxCC provides required placement testing on campus. Learn more at [mxcc.edu/bsa](http://mxcc.edu/bsa).*

To Take the Accuplacer Placement Test, Follow These Easy Steps:

After receiving your Banner ID, you should:

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 Accuplacer Placement Test

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. For test exemptions, please visit [mxcc.edu/bsa](http://mxcc.edu/bsa)

## Schedule Your Test

Placement Testing is conducted by the Academic Success Center. Testing is available throughout the summer at the Middletown Campus. For more information or to make an appointment, visit

[mxcc.edu/bsa/appointments/](http://mxcc.edu/bsa/appointments/) or call the Academic Success Center’s main number at 860-343-5770.



# 3. Meet With an Advisor & Register

*Before registering for courses, all MxCC students are expected to meet with an advisor. This ensures that you will be taking the correct courses to meet your degree requirements. See page 10 for more info about preparing to meet with your advisor.*

## Registration Dates for Summer Courses:

Thursday, March 16: Online registration for continuing students begins.

Monday, March 20: In-Person registration for continuing, readmit & new students begins.

### Middletown Campus Registration Hours

Monday\* – Friday: 8:00 a.m. – 4:30 p.m.\*

\*Monday until 6 p.m. during Fall and Spring semester class periods.

*(Please plan to come to the Office of Enrollment Services no later than one hour before the office closes for the day to ensure enough time for the advising & registration process.)*

### Meriden Center, Welcome Center

7:30am-5:00pm, Monday & Wednesday

7:30am - 3:00pm, Tuesday, Thursday, & Friday

**The Meriden Center will be closed as of May 23, while we prepare to move to our new location at O.H. Platt High School. We will be offering a limited schedule of summer registration services in the City of Meriden.**

Please visit <http://mxcc.edu/meriden/> for July and August hours.  
203-608-3050

**New students:** Walk in daily to one of our advising sites and start, continue, or complete the process of registering at the Middletown Campus and Meriden Center.

**Continuing Students:** Continuing students must see an academic advisor prior to registration. Advisors are also available throughout the semester and you should contact them directly to set up an appointment.

## To Register Online, Follow These Easy Steps:

- Go to <http://my.commnet.edu>.
- Login using your NetID and password.
- Click on the Banner Student and Faculty Self Service link.
- If you attended more than one community college, all will appear. Please select Middlesex.
- Click on “Registration/Schedule.”
- Click on “Class Registration.”
- Select term, then submit (follow instructions on that page).
- Enter your CRNs and click “Submit Changes” or click on the “Class Search” button to find courses.
- Once you see **\*\*Web Registered\*\***, payment must be initiated.
- Click appropriate link to initiate payment.
- If you would like to print your schedule follow steps 1 - 5 above and then click Student Schedule.
- Logoff.

If you are a returning student and forgot either your NetID or password, you can reset your NetID or password online at: <http://supportcenter.ct.edu/netid> or stop by the Office of Enrollment Services, in Founder’s Hall.

**NOTE: Continuing may register online at myCommNet beginning March 16, 2017. In-person registration begins for all students (continuing, readmit and new) on March 20, 2017.**

## New to myCommnet?

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

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

## Logging on for the first time

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

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

## Passwords Must Follow These Rules:

- Must be at least 8 characters long
- Contain 3 of the following 4 character types:
  - Upper case letters (A-Z)

- Lower case letters (a-z)
- Digits (0-9)
- Special characters (!@#\$%^)
- Must not be the same as your previous password
- Cannot contain any part of your username

### To Reset Your Password:

- Go to <http://supportcenter.ct.edu/netid/pswdmenu.asp>
- If the web reset utility is unsuccessful, contact the Office of Enrollment Services at 860-343-5719.

## Prepare to meet with an Academic Advisor

When you enroll in college, we create a partnership to help you achieve your educational and career goals. This guide prompts you to be prepared to understand what the demands of college will be and what to expect as you make your transition to college. Quality academic advising allows you to accomplish those goals in a timely manner while being in control of your own educational endeavors. Taking time to consider and plan your educational experience is essential to getting off to a good start. Your readiness is critical to having a successful experience.

### Please consider the following prior to meeting with an advisor:

#### 1. Your reasons for attending college and your time availability.

The New Student Orientation site is a good place to start for familiarizing yourself with the college, its academic programs and its resources. It has a wealth of content and checklists to guide you.  
[www.mxcc.edu/nso](http://www.mxcc.edu/nso)

#### 2. How you are financing your education.

Students receiving financial aid are expected to review the Financial Aid webpage: [www.mxcc.edu/financial-aid](http://www.mxcc.edu/financial-aid) to understand the types of financial aid and how the process works including understanding the Satisfactory Academic Progress guidelines for maintaining eligibility to receive aid awards. The website also houses comprehensive financial and scholarship information which is useful for all students.

#### 3. Your comfort level and willingness to utilize computer technology.

It is the expectation of the college that you will use computer technology to submit written assignments and learn the college's online learning platforms and various course management software packages.

We encourage students to take the Smarter Measure Assessment: it is a self-diagnostic tool that assesses student's likelihood for succeeding in learning online as well as to use online tools in onground courses. [www.mxcc.edu/distance/take-a-smartermeasure-test/](http://www.mxcc.edu/distance/take-a-smartermeasure-test/)

#### 4. If you are transferring or have earned Early College Academy (ECA), College Career Pathways (CCP), or Advanced Placement credits.

To assure quality advising we need to review the OFFICIAL transcript from your previously attended institution. Your transcript should be forwarded to the Office of Enrollment Service in advance of your advising meeting for evaluation of transferrable credits. This includes any courses taken while in high school as part of the UConn Early College Experience, MxCC Early College Academy, College Career Pathways, or Community College High School Partnership programs.

During your conference with an advisor, we will work with you to identify and select courses based on your level of proficiency in reading, writing and math and those which are required by your chosen educational pathway. We will ask questions that facilitate selection of appropriate courses. The advising process should be a conversation. Ask questions to clarify information and take notes. Faculty and staff advisors are here to assist you in the decision making process; you ultimately are responsible for your education. The name and contact information of your assigned Primary Advisor will be available to you via MyCommNet within a few weeks. If you are enrolled in a degree program, the Program Coordinator will be your Primary Advisor.

#### Questions you should be prepared to discuss and answer are:

- What are your reasons for attending college?
- Are you planning to be a part-time (11 credits or fewer) or full-time (12 credits or more) student?
- Are you working? How many hours per week do you plan to work?
- How many hours per week do you devote to other obligations? (such as family, childcare etc.)
- Do you have a sense of a curriculum / program/ major/ career direction? (If not, the college has professional staff who can guide you once classes begin)
- Have you reviewed the virtual college catalog and schedule of courses to see what courses are interesting and available?
- If you are interested in taking online courses, do you have the necessary computer skills and computer access?
- How long has it been since high school? What kind of student were you in high school?
- What are your academic concerns?

# 4. Pay Tuition & Fees

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

*All students are required to pay in full at the time of registration.*

## Payment Options

1. Summer Session(s): Students must submit payment in full at the time of registration. Students are required to pay the mandatory usage fees, the student activity fee, the tuition (Ext Fee:Credit), and any additional Lab or Studio Fees listed in the table below.

Failure to pay in full, tuition and fees, at the time of registration, will result in the cancellation of the 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.

Checks Returned for any reason(s) are subject to a \$25 returned check fee, which will be charged to student's account.

Payments may be made online or at the Business Office, located in the Founder's Hall, during the regular office hours. To register and pay online, please log on to the student's account at <http://my.comnet.edu>. Acceptable payment methods for tuition and fees are cash, check or credit card (Discover Card, MasterCard, Visa, American Express, or eChecks - online only).

## Refund Policy for Extension Fee Based Credits

- 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 General Fund 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 the Tuition only, labeled "Ext Fee:Credit." will be made if this is done the day before the appropriate summer session starts.
- No telephone requests for refunds will be taken.
- Students must apply for a refund. Refunds are not automatically processed.

## Summer Course Tuition

Semester Hours	Extension Fee	College Services Fee	Student Activity Fee	Total
<b>Credits</b>	<b>In-State Rates</b>			
1	\$ 168.00	\$ 77.00	\$10.00	\$ 255.00
2	\$ 336.00	\$ 84.00	\$10.00	\$ 430.00
3	\$ 504.00	\$ 90.00	\$10.00	\$ 604.00
4	\$ 672.00	\$ 95.00	\$10.00	\$ 777.00
5	\$ 840.00	\$112.00	\$10.00	\$ 962.00
6	\$1,008.00	\$128.00	\$10.00	\$1,146.00
7	\$1,176.00	\$144.00	\$10.00	\$1,330.00
8	\$1,344.00	\$159.00	\$10.00	\$1,513.00
9	\$1,512.00	\$176.00	\$10.00	\$1,698.00
10	\$1,680.00	\$190.00	\$10.00	\$1,880.00
11	\$1,848.00	\$208.00	\$10.00	\$2,066.00
12	\$2,016.00	\$224.00	\$20.00	\$2,260.00
13	\$2,184.00	\$224.00	\$20.00	\$2,428.00
14	\$2,352.00	\$224.00	\$20.00	\$2,596.00
15	\$2,520.00	\$224.00	\$20.00	\$2,764.00

<b>Semester Hours</b>	<b>Extension Fee</b>	<b>College Services Fee</b>	<b>Student Activity Fee</b>	<b>Total</b>
<b>Credits</b>	<b>Out-of-State Rates</b>			
1	\$ 168.00	\$231.00	\$10.00	\$ 409.00
2	\$ 336.00	\$252.00	\$10.00	\$ 598.00
3	\$ 504.00	\$270.00	\$10.00	\$ 784.00
4	\$ 672.00	\$285.00	\$10.00	\$ 967.00
5	\$ 840.00	\$336.00	\$10.00	\$1,186.00
6	\$1,008.00	\$384.00	\$10.00	\$1,402.00
7	\$1,176.00	\$432.00	\$10.00	\$1,618.00
8	\$1,344.00	\$477.00	\$10.00	\$1,831.00
9	\$1,512.00	\$528.00	\$10.00	\$2,050.00
10	\$1,680.00	\$570.00	\$10.00	\$2,260.00
11	\$1,848.00	\$624.00	\$10.00	\$2,482.00
12	\$2,016.00	\$672.00	\$20.00	\$2,708.00
13	\$2,184.00	\$672.00	\$20.00	\$2,876.00
14	\$2,352.00	\$672.00	\$20.00	\$3,044.00
15	\$2,520.00	\$672.00	\$20.00	\$3,212.00

Semester Hours	Extension Fee	College Services Fee	Student Activity Fee	Total
Credits	NEBHE			
1	\$ 168.00	\$115.50	\$10.00	\$ 293.50
2	\$ 336.00	\$126.00	\$10.00	\$ 472.00
3	\$ 504.00	\$135.00	\$10.00	\$ 649.00
4	\$ 672.00	\$142.50	\$10.00	\$ 824.50
5	\$ 840.00	\$168.00	\$10.00	\$1,018.00
6	\$1,008.00	\$192.00	\$10.00	\$1,210.00
7	\$1,176.00	\$216.00	\$10.00	\$1,402.00
8	\$1,344.00	\$238.50	\$10.00	\$1,592.50
9	\$1,512.00	\$264.00	\$10.00	\$1,786.00
10	\$1,680.00	\$285.00	\$10.00	\$1,975.00
11	\$1,848.00	\$312.00	\$10.00	\$2,170.00
12	\$2,016.00	\$336.00	\$20.00	\$2,372.00
13	\$2,184.00	\$336.00	\$20.00	\$2,540.00
14	\$2,352.00	\$336.00	\$20.00	\$2,708.00
15	\$2,520.00	\$336.00	\$20.00	\$2,876.00

**Mandatory Usage Fees**

**Mandatory Usage Fees**

Lab Course Fee	\$ 91.00
Studio Course Fee	\$ 97.00
Clinical Program Fee - Level 1 - Rad Tech	\$312.00
Clinical Program Fee - Level 2 - ODD	\$223.00



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

## 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, American Express, and/or Discover, check or eCheck (online only), 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, (Extension Credit) and Fees for the Summer or Winter Session Courses

Registering for the Summer or Winter session(s) require payment in full at the time of registration. The Tuition (ExtFee:Credit), the College Service Fee, the Student Activity Fee and mandatory usage fees such as, Lab and Studio fees for select courses.

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

1. authorization of Financial Aid by the Financial Aid Office;
2. Cash, check, VISA, Discover, MasterCard, American Express, and eChecks are accepted forms of payment.
3. the applicable Tuition Fee Waiver Form (renewed each semester) presented to the cashiers.

*Note: there are no payment plans available for the Summer and Winter sessions*

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

## Financial Obligation Policy

Once registered and after paying in full you are officially registered.

# 5. Attend a 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
- Take a campus tour and become familiar with the campus support resources including myCommnet and Blackboard online platforms
- Get a sense of what MxCC expects of you
- Learn important policies, Bookstore & textbook info, and link to your college assigned email
- Be prepared for your first day and make an easy transition to college life

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

Sign Up to Attend a New Student Orientation at: [www.mxcc.edu/nso](http://www.mxcc.edu/nso). It has a wealth of information and action steps to help you get acquainted with the college.

# General Information

## Course Cancellations and Changes

MxCC does all it can to ensure that every course offered for the summer term runs as scheduled.

Unfortunately, courses may be cancelled due to insufficient enrollment or circumstances beyond the college's control. 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

Students may add courses to or drop courses from their Summer 2017 schedule in person Monday – Friday 8:00 am –4:30 pm in the Office of Enrollment Services, Founders Hall, room 153. Please call in advance as office may be periodically closed, 860-343-5719.

## 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 Office of Enrollment Services . During the summer term, the student has one week from the start of the class to submit the completed form to the Office of Enrollment Services . This status will allow students to participate in class activities without being required to meet the examination requirements of the course. Full tuition and fees are charged for audited courses. Students auditing a course may not change to credit status.

## Graduation

April 17, 2017 is the deadline date to file your graduation application for spring/summer 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 Office of Enrollment Services, the Meriden Center, or through your advisor.

## 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 Office of Enrollment Services, room 153, through MyCommnet at <http://my.commnet.edu>.

To print out an unofficial transcript or view grades, please follow the directions for registering with the exception of clicking the Student Records tab.

## 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](http://mxcc.edu/student-email).

## 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. – 6:00 p.m., Friday: 8:00 a.m. – 4:00 p.m.

## 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](http://www.mxcc.bkstr.com)

### Standard Hours:

Mondays: 9 am – 6 pm

Tues., Wed., and Thurs.: 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](http://www.mxcc.bkstr.com)) for these hours.*

## 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.

# Programs of Study

## Degree Programs

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

## Post Primary Certifications

Computed Tomography  
Mammography

## Systemwide Programs

Engineering Science  
Technology Studies  
Engineering Technology

## Certificate Programs

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

## Continuing Education Non-Credit Programs

Basic Life Support (BLS) for Healthcare Providers  
Certified Nurse Aide  
Certified Phlebotomy Technician  
Emergency Medical Technician  
Equine Husbandry  
Heartsaver Adult/Child CPR Certification  
Human Services Assistant  
Medical Billing and Coding  
Patient Care Technician (PCT)  
Personal Trainer Certificate  
Pharmacy Technician Certificate  
Student Success Series  
Veterinary Assistant Certificate

# Contact Information: Schools, Programs & Departments

Program	Contact	Phone	Room	Email
<b>College-Wide Programs</b>				
<b>Early College Academy (ECA)</b> <i>College courses in the high schools</i>	Dr. Steve Minkler	860-343-5706	107	<a href="mailto:sminkler@mxcc.edu">sminkler@mxcc.edu</a>
<b>General Studies</b> <b>Liberal Arts &amp; Sciences</b>	Mr. Jaime Flores & Dr. Lin Lin	860-343-5757 860-343-5763	508 209	<a href="mailto:jflores@mxcc.edu">jflores@mxcc.edu</a> <a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a>
<b>Honors Program</b>	Dr. Eva Jones	860-343-5854	520	<a href="mailto:ejones2@mxcc.edu">ejones2@mxcc.edu</a>
<b>Transitional Year Program</b>	Prof. Terence McNulty	860-343-5889	520	<a href="mailto:tmcnulty@mxcc.edu">tmcnulty@mxcc.edu</a>
<b>School of Allied Health, Business, and STEM (Science, Technology, Engineering &amp; Math)</b> Dr. Lin Lin, Division Director • 860-343-5763 • Room 209 • <a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a>				
<b>Accounting</b> Accounting Assistant Accounting Technician	Prof. Nancy Kelly	860-343-5761	313	<a href="mailto:nkelly@mxcc.edu">nkelly@mxcc.edu</a>
<b>Biology Studies</b>	Dr. Patrick Bryan	860-343-5880	209	<a href="mailto:pbryan@mxcc.edu">pbryan@mxcc.edu</a>
<b>Biotechnology</b>	Dr. Frank Stellabotte	860-343-5747	209	<a href="mailto:fstellabotte@mxcc.edu">fstellabotte@mxcc.edu</a>
<b>Business Administration</b> Advertising & Sales Promotion Business Skills Customer Service Management Entrepreneurship	Asst. Prof. Sue Lugli	860-343-5840	313	<a href="mailto:slugli@mxcc.edu">slugli@mxcc.edu</a>
<b>Chemistry Studies</b>	Asst. Prof. James Quinlan	860-343-5773	217	<a href="mailto:jquinlan@mxcc.edu">jquinlan@mxcc.edu</a>
<b>Computer Engineering Technology (Tech. Studies)</b>	Dr. Lin Lin	860-343-5763	209	<a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a>

<b>Computer Information Technology</b> Communications Networking Help Desk Technician Software Developer	Prof. Donna Hylton	860-343-5774	512	<a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a>
<b>Dietetic Technician Pathway</b>	Dr. Judy Wallace	860-343-5780	209	<a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a>
<b>Engineering Science Engineering Tech. Option (Tech. Studies)</b>	Dr. Lin Lin	860-343-5763	209	<a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a>
<b>Environmental Science</b>	Assoc. Prof. Christine Witkowski	860-343-5781	217	<a href="mailto:cwitkowski@mxcc.edu">cwitkowski@mxcc.edu</a>
<b>Health Career Pathway</b>	Dr. Judy Wallace	860-343-5780	209	<a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a>
<b>Health Information Management</b>	Asst. Prof. Jill Flanigan	860-343-5791	313	<a href="mailto:jflanigan@mxcc.edu">jflanigan@mxcc.edu</a>
<b>Management Information Systems</b>	Prof. Donna Hylton	860-343-5774	512	<a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a>
<b>Manufacturing Machine Technology (Tech. Studies)</b>	Ms. Carolyn Sommer	860-343-5841	131A	<a href="mailto:csommer@mxcc.edu">csommer@mxcc.edu</a>
<b>Marketing</b>	Asst. Prof. Sue Lugli	860-343-5840	313	<a href="mailto:slugli@mxcc.edu">slugli@mxcc.edu</a>
<b>Mathematics Studies</b>	Prof. Steve Krevisky	860-343-5792	310	<a href="mailto:skrevisky@mxcc.edu">skrevisky@mxcc.edu</a>
<b>Ophthalmic Design &amp; Dispensing</b> Ophthalmic Medical Assistant	Prof. Raymond Dennis	860-343-5845	625	<a href="mailto:rdennis@mxcc.edu">rdennis@mxcc.edu</a>
	Prof. Skip Rivard	860-343-5846	625	<a href="mailto:rrivard@mxcc.edu">rrivard@mxcc.edu</a>
<b>Pre-Allied Health/Transfer</b>	Dr. Judy Wallace	860-343-5780	209	<a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a>
<b>Radiologic Technology</b> Computed Tomography Mammography	Dr. Judy Wallace	860-343-5780	209	<a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a>
<b>Technology Studies</b>	Dr. Lin Lin	860-343-5763	209	<a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a>
<b>Veterinary Technology</b>	Dr. Chris Gargamelli	860-343-5842	407	<a href="mailto:cgargamelli@mxcc.edu">cgargamelli@mxcc.edu</a>



**School of Arts & Media, Humanities, and Social Sciences**  
**Mr. Jaime Flores, Division Director • 860-343-5757 • Room 508 • [jflores@mxcc.edu](mailto:jflores@mxcc.edu)**

<b>Broadcast Cinema Communication Communication Studies</b> Broadcast Communications Corporate Media Production News & Sports Production	Prof. Rich Lenoce	860-343-5796	606	<a href="mailto:rlenoce@mxcc.edu">rlenoce@mxcc.edu</a>
<b>Criminal Justice Criminology Studies</b>	Asst. Prof. Rebecca Rist-Brown	860-343-5849	508	<a href="mailto:RRistBrown@mxcc.edu">RRistBrown@mxcc.edu</a>
<b>Early Childhood Education</b> Child Dev. Assoc. (CDA) Credential	Asst. Prof. Norma Rosado-Javier	860-343-5856	508	<a href="mailto:NRosado-Javier@mxcc.edu">NRosado-Javier@mxcc.edu</a>
<b>English Studies</b>	Dr. Donna Bontatibus	860-343-5802	520	<a href="mailto:dbontatibus@mxcc.edu">dbontatibus@mxcc.edu</a>
<b>Fine Arts Fine Arts: Graphic Design Track</b>	Prof. Judith DeGraffenried	860-343-5871	407	<a href="mailto:jdegraffenried@mxcc.edu">jdegraffenried@mxcc.edu</a>
<b>History Studies</b>	Dr. Victor Triay	860-343-5746	508	<a href="mailto:vtriay@mxcc.edu">vtriay@mxcc.edu</a>
<b>Human Services Social Work Studies</b> Juvenile Justice Substance Abuse Education Therapeutic Recreation	Prof. Judith Felton Mr. Jaime Flores	860-343-5816 860-343-5757	508 508	<a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a> <a href="mailto:jflores@mxcc.edu">jflores@mxcc.edu</a>
<b>Multimedia &amp; Mult. Web Design &amp; Dev.</b>	Prof. Richard Eriksen	860-343-5795	606	<a href="mailto:reriksen@mxcc.edu">reriksen@mxcc.edu</a>
<b>Political Science Studies</b>	Mr. Jaime Flores	860-343-5757	508	<a href="mailto:jflores@mxcc.edu">jflores@mxcc.edu</a>
<b>Psychology Studies</b>	Dr. Andrea Levy	860-343-5815	508	<a href="mailto:alevy@mxcc.edu">alevy@mxcc.edu</a>
<b>Sociology Studies</b>	Dr. John Ambenge	860-343-5810	508	<a href="mailto:jambenge@mxcc.edu">jambenge@mxcc.edu</a>

**Continuing Education Non-Degree Programs**

**Ms. Diane Bordonaro, MSN, RN, Coordinator • 860-343-5716 • Room 514 • [dbordonaro@mxcc.edu](mailto:dbordonaro@mxcc.edu)**

Basic Life Support (BLS) for Healthcare Providers  
 Certified Nurse Aide  
 Certified Phlebotomy Technician  
 Emergency Medical Technician  
 Equine Husbandry  
 Heartsaver Adult/Child CPR Certification  
 Human Services Assistant

Medical Billing and Coding  
 Patient Care Technician (PCT)  
 Personal Trainer Certificate  
 Pharmacy Technician Certificate  
 Student Success Series  
 Veterinary Assistant Certificate

# Meriden Center

The Meriden Board of Education unanimously approved a proposal to relocate Middlesex Community College's Meriden Center classes to Platt High School on Coe Road at its meeting on Tuesday, March 7.

The one-year pilot program, branded as MxCC@Platt, will open in August 2017, with a variety of classes in session Monday through Thursday between 3:30 and 8:15 p.m. MxCC@Platt will also offer tutoring assistance, academic advising, student services, and online library resources in a leading-edge school that is finishing a major expansion and renovation project.

"We share an open access educational mission with the Meriden Public Schools, and we stand together in our commitment to provide all our students with the opportunity to acquire the knowledge and skills they will need to be productive citizens in the 21st Century," said MxCC President Anna Wasescha.

The partnership also provides a limited number of seats in all MxCC@Platt courses that will be free of charge to academically qualified Meriden school system employees and Platt and Maloney high school students. This will make it possible for these students to get a head start on their college careers, whether they eventually attend MxCC or not.

Following the MxCC academic calendar, MxCC@Platt will use 10 classrooms which includes computer and science labs. The Platt media center will be available for study space, tutoring, access to MxCC online learning materials, and as a place for students to check out MxCC textbooks and loanable equipment. The high school will also provide space for the MxCC@Platt coordinator's office.

Similar to previous choices, the Fall 2017 class schedule in Meriden offers more than 50 course selections, but also benefits full-time students with a more compact schedule. With registration to begin on April 10, course offerings are from the general education curriculum with a selection leading to MxCC associate degree programs in communication, computer science, digital arts, early childhood education, human services and veterinary technology. Course subjects include art, English, Freshman Seminar, history, mathematics, music appreciation, psychology and sociology.

This partnership builds on several existing relationships between Middlesex Community College and the Meriden Public Schools. MxCC has offered Meriden Middle School Saturday Academy for many years, and the long-running College Career Pathways program, recently strengthened and rebranded as Early College Academy, and the Bridge to College Program, offer concurrent enrollment classes at Maloney and Platt high schools free of charge, with 72 ECA students currently registered in 119 courses.

For more information about Middlesex Community College, visit [mxcc.edu](http://mxcc.edu). For more about Meriden Public Schools and Platt High School, visit [meridenk12.org](http://meridenk12.org).

[www.mxcc.edu/meriden](http://www.mxcc.edu/meriden)

# Distance Learning Online/Hybrid Courses

<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 need to sign on at a specific time. Just like a traditional class, you must follow the course syllabus with information on reading, assignments, projects, exams, etc. An online faculty is assigned to teach 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.** Tentative schedule is below. For the most updated orientation schedule, please visit <http://mxcc.edu/distance> (click on **Campus Orientation** link on the left panel) the day before an orientation session.

## For Summer 2017 New Online Students

### Summer Courses Starting May 30th

Middletown, Wheaton Hall 308

Tuesday, May 30, 3:00 pm – 4:30 pm

Wednesday, May 31, 12:00 pm -1:30 pm

Thursday, June 1, 10:00 am - 11:30 am

### Summer Courses Starting July 5th

Middletown, Wheaton Hall 308

Wednesday, July 5, 3:00 pm – 4:30 pm

Thursday, July 6, 10:00 am – 11:30 am

### Summer Courses Starting July 31st

Middletown, Wheaton Hall 308

Monday, July 31, 3:00 pm – 4:30 pm

Tuesday, August 1, 10:00 am – 11:30 am

All sessions are accessible online via WebEx for students who cannot travel to our campus. Please email to [mxccdistance@mxcc.comnet.edu](mailto:mxccdistance@mxcc.comnet.edu) to obtain information about how to log on.

### For further information or questions about online learning, contact:

Distance Learning

Chapman Hall - 702/703

Phone: 860-343-5756

Email: [mxccdistance@mxcc.edu](mailto:mxccdistance@mxcc.edu)