

Spring 2016 Enrollment Guide



MIDDLESEX COMMUNITY COLLEGE

The College of Our Community

Updated 12/8/15

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. Take classes in our newly expanded and renovated Meriden Center. 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.

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.

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.

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.

Steps to Taking Credit Courses at MxCC

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1. Apply

Spring semester classes begin on Thursday, January 21, 2016.

Winter Intersession begins 12/28/15

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.comnet.edu>
 - Select "Apply for Admission"
 - Select "Middlesex"
 - Click on "First Time User Account Creation"
3. or go to 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 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 or contact the Office of Admissions at 860-343-5719.

OFFICE HOURS

Admissions & Records/Registrar

Founders Hall, Rm. 153
Admissions: 860-343-5719
Records: 860-343-5724

When spring and fall semester classes are in session:

Monday* – Friday: 8:00 a.m. – 5:00 p.m.*

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

(Please plan to come to the Admissions Office 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-3:00pm, Monday -Friday*
203-608-3050

Please note that the Meriden Center will be closed November 27, 2015 and December 25, 2015-January 1, 2016

2. Get Financial Aid

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 <https://my.comnet.edu/> to check your status and to view your financial aid award package. This link also lets you know if you have any documents being requested

For more information go to <http://www.mxcc.edu/financialaid>

Basic Eligibility Criteria

New Students Must:

- 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.

Continuing Students Must:

- Be in good academic standing and maintaining 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.

OFFICE HOURS

Financial Aid Office

Middletown Campus: Founders Hall, Rm. 132

860-343-5741

Monday - Friday 8:00 am - 5:00 pm*

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

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.*

3. Submit SAT/ACT Scores or Take the BSA

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.

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

After receiving your Banner ID, you should:

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

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. For test exemptions, please visit 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, and at the Meriden Center. For more information or to make an appointment, call the Academic Success Center’s main number at 860-343-5770.

4. 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 12 for more info about preparing to meet with your advisor.

Registration for Spring 2016 & Winter Intersession is now open for all students.

Middletown Campus Registration Hours

When spring and fall semester classes are in session:

Monday* – Friday: 8:00 a.m. – 5:00 p.m.*

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

Meriden Center, Welcome Center

7:30am-3:00pm, Monday -Friday*

203-608-3050

Please note that the Meriden Center will be closed November 27, 2015 and December 25, 2015-January 1, 2016

Super Saturday Registration Hours:

January 9th from 9:00am – 2:00 pm

Middletown Campus Only

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.

Senior Citizen Registration: Senior Citizens may register on Wednesday, January 20, 2016 (2:00-4:00pm) through January 25, 2016 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 senior citizen may audit courses if he or she does not desire to earn credit.

Late Registration Add/Drop - Extended Hours:

<p>Middletown Campus</p> <ul style="list-style-type: none"> ● Tuesday, January 19 9:00am-6:00pm ● Wednesday, January 20 9:00am-6:00pm ● Thursday, January 21 9:00am-6:00pm (First day of Classes) ● Friday, January 22 9:00am-5:00pm ● Monday, January 25 9:00am-6:00pm 	<p>Meriden Center Welcome Center</p> <p>7:30am-3:00pm, Monday -Friday*</p>
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To Register Online, Follow These Easy Steps:

- Go to <http://my.comnet.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:

<https://bor.ct.edu/netid/lookupnetid.asp> or stop in the Registrar's Office, in Founder's Hall.

NOTE: Continuing students ONLY may register online at myCommNet from now until January 20, 2016.

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 bor.ct.edu/netid/password.aspx
- If the web reset utility is unsuccessful, contact the Records Office at 860-343-5724.

Prepare to meet with An 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

2. How you are financing your education.

Students receiving financial aid are expected to review the Financial Aid webpage: 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/

4. If you are transferring or have earned College Careers Pathway (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 Records Office 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, 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?

5. Pay Tuition & Fees

Tuition and fees are subject to change. For the most up-to-date information, please visit:

www.ct.edu/admission/tuition

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

Payment Options

1. Before December 21, 2015: Students must submit the college service fee, student activity fee and all mandatory usage fees at the time of registration. Tuition must be paid no later than December 21, 2015.
2. After December 21, 2015: 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.comnet.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 by January 20, 2016. If the student notifies the Registrar's office during the first 14 calendar days (January 21, 2016 – February 3, 2016) 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.

Tuition & Fees

Credit Hours	Tuition	Services Fee	Student Activity Fee	Total
Annual Full-time	\$3,600	\$432	\$20	\$4,072
12 or more**	\$1,800	\$216	\$10	\$2,036
11	\$1,650	\$201	\$10	\$1,861
10	\$1,500	\$184	\$10	\$1,694
9	\$1,350	\$170	\$10	\$1,530
8	\$1,200	\$154	\$10	\$1,364
7	\$1,050	\$139	\$10	\$1,199
6	\$900	\$124	\$10	\$1,034
5	\$750	\$108	\$10	\$868
4	\$600	\$92	\$10	\$702
3	\$450	\$87	\$10	\$547
2	\$300	\$81	\$10	\$391
1	\$150	\$74	\$10	\$234

Mandatory Usage Fees

Laboratory Course Fee	\$88 - Per course
Studio Course Fee	\$94 - Per course
Clinical Program Fee-Level 1	\$301 - Per semester
Clinical Program Fee-Level 2	\$215 - Per semester

Out of State Tuition Rates

Credit Hours	Tuition	Services Fee	Student Activity Fee	Total
Annual Full-time	\$10,800	\$1,296	\$40	\$12,136
12 or more**	\$5,400	\$648	\$20	\$6,068
11	\$4,950	\$603	\$10	\$5,563

10	\$4,500	\$552	\$10	\$5,062
9	\$4,050	\$510	\$10	\$4,570
8	\$3,600	\$462	\$10	\$4,072
7	\$3,150	\$417	\$10	\$3,577
6	\$2,700	\$372	\$10	\$3,082
5	\$2,250	\$324	\$10	\$2,584
4	\$1,800	\$276	\$10	\$2,086
3	\$1,350	\$261	\$10	\$1,621
2	\$900	\$243	\$10	\$1,153
1	\$450	\$222	\$10	\$682

NEBHE Tuition Rates

Credit Hours	Tuition	Services Fee	Student Activity Fee	Total
Annual Full-time	\$5,400	\$648	\$40	\$6,088
12 or more**	\$2,700	\$324	\$20	\$3,044
11	\$2,475	\$301.50	\$10	\$2,786.50
10	\$2,250	\$276	\$10	\$2,536
9	\$2,025	\$255	\$10	\$2,290
8	\$1,800	\$231	\$10	\$2,041
7	\$1,575	\$208.50	\$10	\$1,793.50
6	\$1,350	\$186	\$10	\$1,546
5	\$1,125	\$162	\$10	\$1,297
4	\$900	\$138	\$10	\$1,048
3	\$675	\$130.50	\$10	\$815.50
2	\$450	\$121.50	\$10	\$581.50
1	\$225	\$111	\$10	\$346

****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 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 (Spring Courses)

Registering prior to **December 21, 2015** the minimum payment required at registration is the applicable College Service Fee, Student Activity Fee and mandatory usage fees. The balance of the applicable full tuition is then due December 21, 2015.

Registering after **December 21, 2015**, 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 deposit for the Installment Payment Plan, 25% of balance due plus \$25.00 installment plan fee (with three more payments on Jan.22, Feb. 22, and Mar. 22, 2016); 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 set up online at <https://my.comnet.edu> or with the Business Office, Founders Hall.

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.

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.

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

Students may add courses to or drop courses from their Spring 2016 schedule in person Monday – Friday 9:00 am – 5:00 pm in the Records Office, Founders Hall, room 153. Please call in advance as office may be periodically closed, 860-343-5724.

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. The deadline to apply is the 4th week of the semester.

Graduation

November 13, 2015 is the deadline to file your graduation application for fall completion. April 15, 2016 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 Records Office, the Meriden Center, or through your advisor.

Enrollment Verification Request

The National Student Clearinghouse processes all student enrollment verifications. Log on to myCommNet with the 8-digit NetID number and PIN, and follow the prompts. Students will be connected directly to the National Student Clearinghouse enabling them to print their own enrollment verification certificates. Verifications for the Spring 2016 semester will be accessible the week of February 22, 2016.

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, please follow the directions for registering with the exception of clicking the Student Records tab.

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.

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.

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

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) 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
Technology Studies: Electric Power Technology Pathway

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
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
Emergency Medical Technician
Heartsaver Adult/Child CPR Certification
Human Services Assistant
Medical Billing and Coding
Patient Care Technician (PCT)
Personal Trainer Certificate
Pharmacy Technician Certificate
Veterinary Assistant Certificate

Programs & Advisors

Program	Contact	Phone	Room	Email
School of Arts & Media, Humanities, and Social Sciences	Jaime Flores	860-343-5757	508	jflores@mxcc.edu
School of Allied Health, Business, & STEM	Dr. Lin Lin	860-343-5763	313	llin@mxcc.edu
Continuing Education Coordinator	Diane Bordonaro RN	860-343-5716	104	dbordonaro@mxcc.edu
Accounting	Prof. Nancy Kelly	860-343-5761	313	nkelly@mxcc.edu
Accounting Assistant	Prof. Nancy Kelly	860-343-5761	313	nkelly@mxcc.edu
Accounting Technician	Prof. Nancy Kelly	860-343-5761	313	nkelly@mxcc.edu
Advertising & Sales Promotion	Asst. Prof. Sue Lugli	860-343-5840	313	slugli@mxcc.edu
Biotechnology	Dr. Michelle Kraczkowski	860-343-5747	217	mkraczkowski@mxcc.edu
Broadcast Cinema	Prof. Rich Lenocce	860-343-5796	606	rlenocce@mxcc.edu
Business Administration	Asst. Prof. Sue Lugli	860-343-5840	313	slugli@mxcc.edu
Business Skills	Asst. Prof. Sue Lugli	860-343-5840	313	slugli@mxcc.edu
Communication	Prof. Rich Lenocce	860-343-5796	606	rlenocce@mxcc.edu
Communications Networking	Prof. Donna Hylton	860-343-5774	313	dhylton@mxcc.edu
Computer Engineering Technology	Dr. Lin Lin	860-343-5763	313	llin@mxcc.edu
Computer Information Technology	Prof. Donna Hylton	860-343-5774	313	dhylton@mxcc.edu
Corporate Media Production	Prof. Rich Lenocce	860-343-5796	606	rlenocce@mxcc.edu
Customer Service Management	Asst. Prof. Sue Lugli	860-343-5840	313	slugli@mxcc.edu
Criminal Justice	Asst. Prof. Rebecca Rist-Brown	860-343-5849	508	RRistBrown@mxcc.edu
Dietetic Technician	Dr. Judy Wallace	860-343-5780	209	jwallace@mxcc.edu
Early Childhood Education	Asst. Prof. Norma Rosado-Javier	860-343-5856	508	NRosado-Javier@mxcc.edu

Child Dev. Asso (CDA) Credential	Asst. Prof. Norma Rosado-Javier	860-343-5856	508	NRosado-Javier@mxcc.edu
Electric Power Pathway (Tech. Studies)	Dr. Mark Busa	860-343-5779	217	mbusa@mxcc.edu
Engineering Science	Dr. Lin Lin	860-343-5763	313	llin@mxcc.edu
Engineering Tech. Option (Tech. Studies)	Dr. Lin Lin	860-343-5763	313	llin@mxcc.edu
Entrepreneurship	Asst. Prof. Sue Lugli	860-343-5840	313	slugli@mxcc.edu
Environmental Science	Assoc. Prof. Christine Witkowski	860-343-5781	217	cwitkowski@mxcc.edu
Fine Arts/Graphic Design Track	Prof. Judith DeGraffenried	860-343-5871	407	jdegraffenried@mxcc.edu
General Studies	Jaime Flores	860-343-5757	508	jflores@mxcc.edu
	Dr. Lin Lin	860-343-5763	313	llin@mxcc.edu
Health Career Pathway	Dr. Judy Wallace	860-343-5780	209	jwallace@mxcc.edu
Help Desk Technician	Prof. Donna Hylton	860-343-5774	313	dhylton@mxcc.edu
Honors Program	Dr. Eva Jones	860-343-5854	520	ejones@mxcc.edu
Human Services	Prof. Judith Felton	860-343-5816	508	jfelton@mxcc.edu
Juvenile Justice	Prof. Judith Felton	860-343-5816	508	jfelton@mxcc.edu
Liberal Arts - Humanities/Science	Jaime Flores	860-343-5757	508	jflores@mxcc.edu
	Dr. Lin Lin	860-343-5763	313	llin@mxcc.edu
Management Information Systems	Prof. Donna Hylton	860-343-5774	313	dhylton@mxcc.edu
Manufacturing Machine Technology	Assoc. Prof. Hubert Godin	860-343-5776	217	hgodin@mxcc.edu
Marketing	Asst. Prof. Sue Lugli	860-343-5840	313	slugli@mxcc.edu
Multimedia & Mult. Web Design & Dev.	Prof. Richard Eriksen	860-343-5795	407	reriksen@mxcc.edu
News and Sports Production	Prof. Rich Lenoce	860-343-5796	606	rlenoce@mxcc.edu
Ophthalmic Design & Dispensing	Prof. Raymond Dennis	860-343-5845	625	rdennis@mxcc.edu

Ophthalmic Medical Assistant	Prof. Raymond Dennis	860-343-5845	625	rdennis@mxcc.edu
Pre-Allied Health/Transfer	Dr. Judy Wallace	860-343-5780	209	jwallace@mxcc.edu
Radiologic Technology	Dr. Judy Wallace	860-343-5780	209	jwallace@mxcc.edu
Software Developer	Prof. Donna Hylton	860-343-5774	313	dhylton@mxcc.edu
Substance Abuse Education	Prof. Judith Felton	860-343-5816	508	jfelton@mxcc.edu
Therapeutic Recreation	Prof. Judith Felton	860-343-5816	508	jfelton@mxcc.edu
Transitional Year Program	Prof. Terence McNulty	860-343-5889	520	tmcnulty@mxcc.edu
Veterinary Technology	Dr. Chris Gargamelli	860-343-5842	407	cgargamelli@mxcc.edu

Meriden Center

55 West Main Street, Meriden

203-608-3050

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
- Academic Success Center offering tutoring and library services
- 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 assistance with childcare (certain qualifications apply)
- 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 203-608-3050 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). Free, evening parking is also available in the upper and lower levels 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

<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.**

For Winter 2015 Online Students

Middletown, Wheaton 308

- Monday, December 28th, 10:00 am – 11:30 am
- Monday, December 28th, 1:00 pm – 2:30 pm

Spring 2016 Online Students

Middletown, Library Computer Classroom

- Thursday, January 21, 1:00 pm – 2:30 pm
- Thursday, January 21, 5:30 pm – 7:00 pm
- Friday, January 22, 10:00 am – 11:30 am
- Friday, January 22, 12:00 pm - 1:30 pm
- Meriden Campus, Room TBA
- Friday, January 22, 2:00 pm – 3:30 pm

All sessions are accessible online via WebEx for students who cannot travel to our campus. Please email to mxccdistance@mxcc.commnet.edu to obtain information about how to log on.

For further information or questions about online learning, contact:

Distance Learning

Founders Hall - Room 131/131A

Phone: 860-343-5756

Email: mxccdistance@mxcc.edu