CLASSES START JANUARY 21

SPRING ENROLLMENT GUIDE p. 3
Classes start on January 21. Register early, don’t miss out on a great class!

WINTER INTERSESSION p. 18
Complete a three credit course in less than three weeks!
December 29 - January 15

CONTINUING EDUCATION’S FAST-TRACK
HEALTH CAREERS CATALOG p. 24
Train for a great career in less than one semester!
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 page or URL.

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: The following person has been designated to coordinate inquiries regarding the non-discrimination policies:

Dr. Adrienne Maslin; Dean of Students/Title IX and Section 504/ADA Coordinator, Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457; amaslin@mxcc.edu.

MxCC makes every effort to ensure that all information provided is accurate. The information is subject to change. The online student registration system provides the most accurate listing of courses, available seats and other updates.
To Apply For Admission, Please Complete These Easy Steps:

- Complete the application for admission
  - To apply online, go to http://my.commnet.edu
  - 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.

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

OFFICE HOURS

Middletown Campus:
Admissions
Founders Hall, Rm. 153
860-343-5719

Records/Registrar
Founders Hall, Rm. 153
860-343-5724

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

*Mondays 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 January (the college is closed on Monday, January 19th). Please note: The Admissions and Records Office will not be open late on Monday, December 22nd and December 29th.

Meriden Center:
Welcome Center
203-608-3050

Information and Assistance with Admissions, Academic Advising, and Registration

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

**Additional evening hours available. Call for details.
To Apply For Financial Aid, Follow These Easy Steps:

• Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the Free Application for Federal Student Aid (FAFSA) and click the “Start Here” button.
• Enter the Title IV code for MxCC: 008038 to ensure that the FAFSA is sent to MxCC.
• Submit IRS Federal Tax Return Transcript, and any other required documentation, if requested to do so by the Financial Aid Office.
• Log on to myCommNet at [http://my.commnet.edu/](http://my.commnet.edu/) (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](http://www.mxcc.edu/financialaid)

**Basic Eligibility Criteria**

**For New Students:**
• Be a citizen or eligible non-citizen of the United States.
• Have a high school diploma or GED on file at the Admissions Office.
• Be enrolled (matriculated) in an aid eligible degree or certificate program.
• Be registered with Selective Service, if a male.
• Meet the financial aid application priority deadline of December 1, 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](http://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](http://www.fafsa.ed.gov) or use the QR code to the right on your smartphone to get started with the financial aid process.
TAKING THE 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 call to make an appointment 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.

ACT Scores: Students who have taken the math and verbal portions of the ACT within the past four years may receive a waiver from the Basic Skills Assessment.

Math: A score of 17 – 18 on the ACT Math test will place a student into MAT*137E; a score of 19 – 21 on the ACT Math test will place a student into MAT*137, and a score of 22 or higher on the ACT Math test will place a student into a math course with a prerequisite of MAT*137 such as MAT*146, MAT*168 or MAT*173. However, we strongly encourage students to take the placement test since they may place into a higher-level course.

English: A score of 20 or higher on the ACT Reading portion or a score of 47 or higher on the ACT English and Reading portions will place a student into ENG*101.

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

MEET WITH AN ADVISOR & REGISTER

Starting Monday, December 1, 2014, new students can walk in daily at the Middletown Campus and Meriden Center start, continue, or complete the process of registering for Spring 2015. Please plan on arriving no later than one hour before the scheduled closing time of the Admissions Office in order to ensure adequate time to complete the course selection and registration process.

Middletown Campus
Mondays: 9 am – 6:00 pm*
Tuesdays-Fridays: 9 am – 5:00 pm

Meriden
Monday - Friday 8:00 am - 5:00 pm
Additional evening hours available. Call for details: 203-608-3050

Special Saturday Registration Hours:
Saturday, January 10th (Middletown Campus), 10:00am -2:00pm
Please note, there is NO snow date in case of inclement weather.

*Mondays until 6 p.m. from August 2014-May 2015. The Admissions & Registration Offices will not be open late on December 22nd and December 29th, and the college is closed on January 19th.
CONTINUING STUDENTS: REGISTER ONLINE

NOTE: Continuing students ONLY may register online at myCommNet until January 20, 2015.

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: https://bor.ct.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 November 3, 2014 for continuing students only. In-person, mail or fax registration for continuing students starts on November 17, 2014. Mail, fax, and online registration ends on January 20, 2015.

All continuing students are encouraged to see their faculty academic advisor before the end of the semester in order to select classes and make sure they are on target to graduate. Registration Counselors are available during semester breaks in Founders Hall on the Middletown campus and the Meriden Center.

Meriden Center: Students can visit the Welcome Center or call 203-608-3050 to make an appointment to register. See office hours on page 3.

Registration Office Hours
*Mondays: 9 a.m. – 6 p.m.
Tuesdays-Fridays: 9 a.m. – 5:00 p.m.

Special Saturday Registration Hours:
Saturday January 10th (Middletown Campus), 1000am -2:00pm
Please note, there is NO snow date in case of inclimate weather.

Please plan on arriving no later than one hour before the scheduled closing time of the Admissions Office in order to ensure adequate time to complete the advising and registration process.

*Mondays until 6 p.m. from August 2014-May 2015. The Admissions & Registration Offices will not be open late on December 22nd and December 29th, and the college is closed on January 19th.
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.

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

Online registration and online adds/drops closes on January 20, 2015.

WHAT IS MYCOMMNET?

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

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 January 20, 2015 from 2:00 - 4:00 pm or any day thereafter, on a space-available basis. Any student registered prior to January 20, 2015 will be responsible for full payment. An admission fee of $20 will be due from first-time applicants.

SENIOR CITIZEN REGISTRATION

Senior Citizens may register in Middletown or Meriden on Tuesday, January 20, 2015 (2:00 - 4:00 pm) or any day thereafter, and have their General Fund Tuition and Fees waived (proof of age required.) Tuition, general fees, and the application fee are completely waived for Connecticut residents 62 years of age or over on a space available basis. Cost of books, special fees and course travel costs are not included in the waiver. Special fees other than the application fee must still be paid. A student may audit courses if he or she does not desire to earn credit.

Withdrawal Policy

Prior to January 21, 2015, 100% refund of tuition will be granted. During the first 14 calendar days of the semester (January 21 - February 3), a 50% refund of tuition will be granted. In both cases, the courses will be removed from the student’s schedule and will not appear on his/her transcript. After 14 calendar days, and up to the end of the 11th week of the semester (February 4 - April 15, 2015), 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.
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 12, 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 December 12, 2014.

2. **After December 12, 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.

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 (January 21, 2015 - February 3, 2015) of the semester, a 50% tuition refund will be awarded.
- No telephone requests for refunds will be taken.

BUSINESS OFFICE HOURS

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

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

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>College Service Fee</th>
<th>Student Activities Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
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</tr>
<tr>
<td>1</td>
<td>$143.00</td>
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<td>12+***</td>
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<td>$2,894.50</td>
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</table>

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

Mandatory Usage Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Laboratory Course Fee</td>
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<tr>
<td>Per registration in a designated laboratory course</td>
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</tr>
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<td>Studio Course Fee</td>
<td>$90.00</td>
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<td>Per registration in a designated studio course</td>
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<tr>
<td>Clinical Program Fee-Level 1</td>
<td>$287.00</td>
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<tr>
<td>Per semester (Fall and Spring only) - Level 1 allied health programs</td>
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<tr>
<td>Clinical Program Fee-Level 2</td>
<td>$205.00</td>
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<tr>
<td>Per semester (Fall and Spring only) - Level 2 allied health programs</td>
<td></td>
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</table>

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.

Payment of Tuition and Fees (Fall Courses)

Registering prior to December 12, 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 December 12, 2014.

Registering after December 12, 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:

2. An initial 25% payment for the Installment Payment Plan plus a one-time $25.00 payment plan application fee (three additional 25% payments on Jan. 9, Feb. 9, March 9, 2015); 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.*

* 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.

* 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.

* 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.
GENERAL INFORMATION
FOR ALL STUDENTS

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

Middletown: Beginning on November 3, Continuing Students may add courses or drop courses from their spring 2015 schedule online at any time or in person Mondays 9:00am - 6:00pm; Tuesdays - Fridays 9:00am - 5:00pm in the Records Office, Founders Hall, room 153. Beginning on December 1, 2014, New and Readmit Students may add courses or drop courses from their spring 2015 schedule in person Mondays 9:00am - 6:00pm; Tuesdays - Fridays 9:00am - 5:00pm in the Records Office, Founders Hall, room 153. Please call in advance as office may be periodically closed, 860-343-5724.

Meriden: beginning November 3, Continuing Students may add or drop courses from their spring 2015 schedule at the Welcome Center, Monday-Friday, 8:00am - 5:00pm. Please call in advance 203-608-3050.

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, 2015 is the deadline date to file your graduation application to ensure that your name will be included in the graduation program. Applications received after this date will still be processed for degree certification.

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

ENROLLMENT VERIFICATION REQUEST
The National Student Clearinghouse processes all student enrollment verifications. Log on to myCommNet with the 8-digit NetID number and PIN, and follow the prompts. Students will be connected directly to the National Student Clearinghouse enabling them to print their own enrollment verification certificates. Verifications for the spring 2015 semester will be accessible the week of February 13, 2015.

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.

LATE REGISTRATION ADD/DROP
MIDDLETOWN:
Tuesday, January 20  9:00 am - 6:00 pm (Registration & Add/Drop only - No Classes)
Wednesday, January 21 9:00 am - 6:00 pm
Thursday, January 22 9:00 am - 6:00 pm

ADD/DROP (1ST WEEK OF SCHOOL)
Tuesday, January 20  9:00 am - 6:00 pm (Registration & Add/Drop only - No Classes)
Wednesday, January 21 9:00 am - 6:00 pm
Thursday, January 22 9:00 am - 6:00 pm
Friday, January 23 9:00 am - 5:00 pm
Monday, January 26 9:00 am - 6:00 pm
Tuesday, January 27 9:00 am - 5:00 pm

MERIDEN:
The Meriden Center will be open for Late Registration and Add/Drops on all of the above dates from 8:00 am - 5:00 pm. Additional hours may be available. Please call the 203-608-3050.
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.–5:00 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.–5:00 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-shop.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-shop.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 jsmith1234@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.

WHAT TYPE OF STUDENT AM I?

NEW STUDENTS

The College admits new students on a rolling basis. New students are defined as those with no academic history at the College or those students that have completed only a summer or winter session course at the College. Both the Admissions Office in Middletown and the Welcome Center in Meriden work with all new students entering the College.

CONTINUING STUDENTS

A continuing student is defined as any student who has attended any fall or spring semester since spring 2013.

READMIT STUDENTS

A readmit student is defined as any student whose last semester of attendance was prior to spring 2013. Readmit students who are interested in returning to MxCC must submit a Readmit application form and follow the procedures for readmit students.

TRANSFER STUDENTS

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

NON-DEGREE STUDENTS

Students who are interested in enrolling in individual courses, but are not interested in pursuing a degree or certificate program, may elect to enroll as a non-degree student. Non-degree students must complete an application form and pay the $20.00 application fee. Non-degree students may be required to take the Basic Skills Assessment in English or math and/or provide proof that prerequisites for specific courses have been met. For additional information please contact the Office of Admissions at 860-343-5719.
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
- Broadcast Cinema
- Business Administration
- Communication
- Computer Engineering Technology (Technology Studies)
- Computer Information Technology
- Criminal Justice
- Early Childhood Education
- Engineering Science
- Engineering Technology (Technology Studies)
- Environmental Science
- Fine Arts/Fine Arts:
  - Graphic Design Track
- General Studies
- Health Information Management
- Human Services
- Information Systems
- Liberal Arts & Sciences
- Management Information Systems
- Manufacturing Machine Technology (Technology Studies)
- Marketing
- Multimedia (Digital Arts)
- Ophthalmic Design and Dispensing
- Radiologic Technology
- Veterinary Technology

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

Obtain detailed information about all of MxCC’s degree and certificate programs by going to www.mxcc.edu/academics.

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

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

**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 to 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.
<table>
<thead>
<tr>
<th>Division/Program</th>
<th>Contact</th>
<th>Phone</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Arts &amp; Media, Humanities, and Social Sciences</td>
<td>Jaime Flores</td>
<td>860-343-5757</td>
<td>508</td>
<td><a href="mailto:jflores@mxcc.edu">jflores@mxcc.edu</a></td>
</tr>
<tr>
<td>School of Allied Health, Business, &amp; STEM</td>
<td>Dr. Mary Rayappan</td>
<td>860-343-5791</td>
<td>208</td>
<td><a href="mailto:mrayappan@mxcc.edu">mrayappan@mxcc.edu</a></td>
</tr>
<tr>
<td>Continuing Education Coordinator</td>
<td>Diane Bordonaro RN</td>
<td>860-343-5716</td>
<td>104</td>
<td><a href="mailto:dbordonaro@mxcc.edu">dbordonaro@mxcc.edu</a></td>
</tr>
<tr>
<td>Director of Academic Initiatives</td>
<td>Menismah Shabazz</td>
<td>860-343-5784</td>
<td>13A</td>
<td><a href="mailto:mshabazz@mxcc.edu">mshabazz@mxcc.edu</a></td>
</tr>
<tr>
<td>Accounting</td>
<td>Prof. Nancy Kelly</td>
<td>860-343-5761</td>
<td>313</td>
<td><a href="mailto:nkelly@mxcc.edu">nkelly@mxcc.edu</a></td>
</tr>
<tr>
<td>Accounting Assistant</td>
<td>Prof. Nancy Kelly</td>
<td>860-343-5761</td>
<td>313</td>
<td><a href="mailto:nkelly@mxcc.edu">nkelly@mxcc.edu</a></td>
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<tr>
<td>Accounting Technician</td>
<td>Prof. Nancy Kelly</td>
<td>860-343-5761</td>
<td>313</td>
<td><a href="mailto:nkelly@mxcc.edu">nkelly@mxcc.edu</a></td>
</tr>
<tr>
<td>Advertising &amp; Sales Promotion</td>
<td>Assoc. Prof. Ben Boutaugh</td>
<td>860-343-5760</td>
<td>313</td>
<td><a href="mailto:bboutaugh@mxcc.edu">bboutaugh@mxcc.edu</a></td>
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<tr>
<td>Biotechnology</td>
<td>Dr. Michelle Kaczekowski</td>
<td>860-343-5747</td>
<td>217</td>
<td><a href="mailto:mtipon@mxcc.edu">mtipon@mxcc.edu</a></td>
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<tr>
<td>Broadcast Cinema</td>
<td>Prof. John Shafer</td>
<td>860-343-5811</td>
<td>414</td>
<td><a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a></td>
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<tr>
<td>Business Administration</td>
<td>Assoc. Prof. Ben Boutaugh</td>
<td>860-343-5760</td>
<td>313</td>
<td><a href="mailto:bboutaugh@mxcc.edu">bboutaugh@mxcc.edu</a></td>
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<tr>
<td>Business Skills</td>
<td>Prof. Patricia Raymond</td>
<td>860-343-5772</td>
<td>313</td>
<td><a href="mailto:praymond@mxcc.edu">praymond@mxcc.edu</a></td>
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<tr>
<td>Communication</td>
<td>Prof. John Shafer</td>
<td>860-343-5811</td>
<td>414</td>
<td><a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a></td>
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<tr>
<td>Computer Information Technology</td>
<td>Prof. Donna Hylton</td>
<td>860-343-5774</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>860-343-5763</td>
<td>313</td>
<td><a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a></td>
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<td>Computer Information Technology</td>
<td>Prof. Donna Hylton</td>
<td>860-343-5774</td>
<td>313</td>
<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
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<tr>
<td>Corporate Media Production</td>
<td>Prof. John Shafer</td>
<td>860-343-5811</td>
<td>414</td>
<td><a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a></td>
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<tr>
<td>Customer Service Management</td>
<td>Assoc. Prof. Ben Boutaugh</td>
<td>860-343-5760</td>
<td>313</td>
<td><a href="mailto:bboutaugh@mxcc.edu">bboutaugh@mxcc.edu</a></td>
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<tr>
<td>Dietetic Technician</td>
<td>Dr. Judy Wallace</td>
<td>860-343-5780</td>
<td>209</td>
<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
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<tr>
<td>Electric Power Pathway (Tech. Studies)</td>
<td>Dr. Mark Busa</td>
<td>860-343-5779</td>
<td>217</td>
<td><a href="mailto:mbusa@mxcc.edu">mbusa@mxcc.edu</a></td>
</tr>
<tr>
<td>Engineering Science</td>
<td>Dr. Lin Lin</td>
<td>860-343-5763</td>
<td>311</td>
<td><a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a></td>
</tr>
<tr>
<td>Engineering Tech. Option (Tech. Studies)</td>
<td>Dr. Lin Lin</td>
<td>860-343-5763</td>
<td>313</td>
<td><a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a></td>
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<tr>
<td>Entrepreneurship</td>
<td>Assoc. Prof. Ben Boutaugh</td>
<td>860-343-5760</td>
<td>313</td>
<td><a href="mailto:bboutaugh@mxcc.edu">bboutaugh@mxcc.edu</a></td>
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<tr>
<td>Environmental Science</td>
<td>Assoc. Prof. Christine Witkowski</td>
<td>860-343-5781</td>
<td>217</td>
<td><a href="mailto:cwitkowski@mxcc.edu">cwitkowski@mxcc.edu</a></td>
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<tr>
<td>Fine Arts/Graphic Design Track</td>
<td>Prof. Judith DeGraffenried</td>
<td>860-343-5871</td>
<td>407</td>
<td><a href="mailto:jdegraffennied@mxcc.edu">jdegraffennied@mxcc.edu</a></td>
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<tr>
<td>General Studies</td>
<td>Jaime Flores</td>
<td>860-343-5757</td>
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<td><a href="mailto:jflores@mxcc.edu">jflores@mxcc.edu</a></td>
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<tr>
<td>Health Career Pathway</td>
<td>Dr. Mary Rayappan</td>
<td>860-343-5791</td>
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<td><a href="mailto:mrayappan@mxcc.edu">mrayappan@mxcc.edu</a></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>Honors Program</td>
<td>Dr. Eva Jones</td>
<td>860-343-5854</td>
<td>520</td>
<td><a href="mailto:ejeones2@mxcc.edu">ejeones2@mxcc.edu</a></td>
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<tr>
<td>Human Services</td>
<td>Prof. Judith Felton</td>
<td>860-343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
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<tr>
<td>Juvenile Justice</td>
<td>Prof. Judith Felton</td>
<td>860-343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
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<tr>
<td>Liberal Arts - Humanities/Science</td>
<td>Jaime Flores</td>
<td>860-343-5757</td>
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<td><a href="mailto:jflores@mxcc.edu">jflores@mxcc.edu</a></td>
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<td>Management Information Systems</td>
<td>Prof. Donna Hylton</td>
<td>860-343-5774</td>
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<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
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<td>Manufacturing Machine Technology</td>
<td>Assoc. Prof. Hubert Godin</td>
<td>860-343-5776</td>
<td>217</td>
<td><a href="mailto:hgodin@mxcc.edu">hgodin@mxcc.edu</a></td>
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<td>Marketing</td>
<td>Assoc. Prof. Ben Boutaugh</td>
<td>860-343-5760</td>
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<td><a href="mailto:bboutaugh@mxcc.edu">bboutaugh@mxcc.edu</a></td>
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<tr>
<td>Multimedia &amp; Mult. Web Design &amp; Dev.</td>
<td>Prof. Richard Erikson</td>
<td>860-343-5795</td>
<td>407</td>
<td><a href="mailto:reriksen@mxcc.edu">reriksen@mxcc.edu</a></td>
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<tr>
<td>News and Sports Production</td>
<td>Prof. John Shafer</td>
<td>860-343-5811</td>
<td>414</td>
<td><a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a></td>
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<tr>
<td>Ophthalmic Design &amp; Dispensing</td>
<td>Prof. Raymond Dennis</td>
<td>860-343-5845</td>
<td>625</td>
<td><a href="mailto:rdennis@mxcc.edu">rdennis@mxcc.edu</a></td>
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<tr>
<td>Ophthalmic Medical Assistant</td>
<td>Prof. Raymond Dennis</td>
<td>860-343-5845</td>
<td>625</td>
<td><a href="mailto:rdennis@mxcc.edu">rdennis@mxcc.edu</a></td>
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<td>Pre-Allied Health/Transfer</td>
<td>Dr. Judy Wallace</td>
<td>860-343-5780</td>
<td>209</td>
<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
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<td>Radiologic Technology</td>
<td>Dr. Judy Wallace</td>
<td>860-343-5780</td>
<td>209</td>
<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
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<td>Software Developer</td>
<td>Prof. Donna Hylton</td>
<td>860-343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
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<td>Substance Abuse Education</td>
<td>Prof. Judith Felton</td>
<td>860-343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
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<tr>
<td>Transitional Year Program</td>
<td>Prof. Terence McNulty</td>
<td>860-343-5889</td>
<td>520</td>
<td><a href="mailto:tmcnulty@mxcc.edu">tmcnulty@mxcc.edu</a></td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>Steven Levy, VMD</td>
<td>860-343-5769</td>
<td>310</td>
<td><a href="mailto:slevy1@mxcc.edu">slevy1@mxcc.edu</a></td>
</tr>
</tbody>
</table>
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
- Available student services include: academic, career, and transfer advising; financial aid counseling; retention services, disability services, and more
- 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 203-608-3050 for more information.

**DIRECTIONS TO THE MXCC MERIDEN CENTER**
Meriden Center
55 West Main Street, Meriden CT

**Westbound**
1. Take Exit 7 off Rt. 691.
2. Merge left at the bottom of the exit ramp.
3. Go straight through the first stop sign.
4. Take a right at the next traffic light onto West Main (you will cross over the train tracks when making the turn, stay in the middle lane).
5. Follow West Main (you will bear slight left at the first traffic light but stay in the right lane). You will pass the Meriden Center on the right, across from the courthouse.
6. Take right onto Grove Street at the next intersection.
7. See PARKING BELOW.

**Eastbound**
1. Take Exit 7 off Rt. 691.
2. At the end of the ramp, merge slightly to the left on to Columbia St.
3. Go straight through the first stop sign.
4. Follow Columbia Street to the end (traffic light) and take a right onto Colony St.
5. Follow Colony St and take a right at the second traffic light onto West Main St.
6. You will pass the Meriden Center on the right, across from the courthouse.
7. Take right onto Grove Street at the next intersection.
8. See PARKING BELOW.

**PARKING**
Free Daytime parking is available in the Church Street Municipal Lot (after taking a right onto Grove St. take your second right onto Church St., entrance on left) and in the Colony Street Municipal Lot (follow Church St. to end, turn left onto Colony St, entrance on left).

Free Evening parking is available in the lots mentioned above and is also available in the lower level of the Church Street Parking Garage in undesignated parking spaces (after 4:00pm). 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 SPRING 2015

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- SPRING SEMESTER & WINTER INTERSESSION

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

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TENTATIVE SCHEDULE FOR CAMPUS ORIENTATION- SPRING SEMESTER & WINTER INTERSESSION

For Winter 2014 New Online Students

Middletown, Wheaton 308
10:00 am – 11:30 am, Monday, December 29th
1:00 pm – 2:30 pm, Monday, December 29th*
* (For students taking Spanish online courses only)

For Spring 2015 New Online Students

Middletown, Library Computer Classroom
3:00 pm – 4:30 pm, Wednesday, January 21st
5:30 pm – 7:00 pm, Thursday, January 22nd
10:00 am – 11:30 am, Friday, January 23rd*
2:00 pm – 3:30 pm, Friday, January 23rd*

Meriden Campus, Room TBA
2:00 pm – 3:30 pm, Thursday, January 22nd

These 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.
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 ......................................................................... 860-343-5896
Cafeteria/Kitchen ...................................................................... 860-343-6789
Career Development ............................................................... 860-343-5826
College Learning Center ......................................................... 860-343-5770
Continuing Education ............................................................. 860-343-5865
Counseling Center .................................................................... 860-343-5706
Dean of Academics .................................................................... 860-343-5759
Dean of Students ........................................................................ 860-343-5701
Financial Aid .............................................................................. 860-343-5741
Foundation and Alumni ............................................................ 860-343-5789
Library ......................................................................................... 860-343-5830
Meriden Center ........................................................................... 203-608-3050
Placement Testing (Middletown) ........................................... 860-343-5770
Placement Testing (Meriden) .................................................. 203-608-3072
President ....................................................................................... 860-343-5701
Reading/Writing Lab ............................................................... 860-343-5808
Records/Registrar ................................................................. 860-343-5724
School of Allied Health, Business, STEM ......................... 860-343-5755
School of Arts & Media, Humanities, Social Sciences .... 860-343-5809
Security ...................................................................................... 860-343-5864
Student Activities ................................................................. 860-343-5748
Veterans Affairs ......................................................................... 860-343-5720
Veterans Oasis Program ....................................................... 860-343-5797

ACADEMIC CALENDAR

WINTER SESSION 2014-15

Monday, December 29  WINTER CLASSES BEGIN
Mon – Wed, Dec. 29-31  Classes Held
Thursday, January 1  New Year’s Day – COLLEGE CLOSED
Friday, January 2  Classes Held
Mon-Fri, January 5-9  Classes Held
Mon-Thur, January 12-15  Classes Held
Friday, January 16  Grades Due by 12:00 Noon

SPRING 2015

Monday, January 19  Martin Luther King Day – COLLEGE CLOSED
Tuesday, January 20  “Just In Time” Fall Registration
Wed, January 21  CLASSES BEGIN
Friday, January 23  Convocation Activities – CLASSES HELD
Tuesday, February 3  Last Day to Add/Drop Classes
Tuesday, February 10  Spring Break – NO CLASSES
Wednesday, February 11  Last Day for 100% Tuition Refund
Monday, February 16  Washington’s Birthday – COLLEGE CLOSED
Tuesday, February 17  Last Day to Make up “Incompletes” from Fall 2014
Wednesday, February 18  Last Day to Withdraw from Classes
Wednesday, April 15  GRADUATION APPLICATIONS DUE
Wednesday, April 22  Planning & Assessment Day – NO CLASSES
Friday, April 24  Academic Convivium (Research Presentations and Poster Sessions)
Thursday, May 7  Reading Day – NO CLASSES
May 8  Scholarship Awards Night
May 11  Last Day of Classes
May 12-18  Final Exams
May 20  Grades Due by 12:00 noon
May 21  Faculty Semester Ends
May 25  Memorial Day – COLLEGE CLOSED
May 28  COMMENCEMENT
### SPRING 2015 COURSES

<table>
<thead>
<tr>
<th>ACCOUNTING</th>
<th>ACC*115 Financial Accounting</th>
<th>ACC*118 Managerial Accounting</th>
<th>ACC*272 Intermediate Accounting II</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHROPOLOGY</td>
<td>ANT*101 Intro to Anthropology</td>
<td>ANT*205 Cultural Anthropology</td>
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<tr>
<td>ART</td>
<td>ART*100 Art Appreciation</td>
<td>ART*102 Art History II</td>
<td>ART*109 Color Theory</td>
</tr>
<tr>
<td>ASTRONOMY</td>
<td>AST*101 Principles of Astronomy</td>
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<tr>
<td>BIOLOGY</td>
<td>BIO*105 Introduction to Biology</td>
<td>BIO*109 Principles of Biotechnology</td>
<td>BIO*110 Princ. of the Human Body</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>CHE*111 Concepts of Chemistry</td>
<td>CHE*112 Princ of Organic &amp; Biochem</td>
<td>CHE*121 General Chemistry I</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE</td>
<td>GJS*101 Intro To Criminal Justice</td>
<td>GJS*151 Criminal Justice Supv &amp; Admin</td>
<td>GJS*211 Criminal Law I</td>
</tr>
<tr>
<td>COMMUNICATION, BROADCAST, CINEMA &amp; NEW MEDIA</td>
<td>COM*101 Intro to Mass Communication</td>
<td>COM*104 Careers in Media</td>
<td>COM*111 Scriptwriting</td>
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<tr>
<td>COMPUTERS - APPLICATIONS, SCIENCE, TECHNOLOGY</td>
<td>CSA*135 Spreadsheet Applications</td>
<td>CSA*140 Database Applications</td>
<td>CSC*105 Basic Computer Skills</td>
</tr>
<tr>
<td>DIGITAL ARTS</td>
<td>DGA*101 Introduction to Digital Arts</td>
<td>DGA*110 Computer Graphics</td>
<td>DGA*120 Digital Imaging I</td>
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<tr>
<td>EARTH SCIENCE</td>
<td>EAS*102 Earth Science</td>
<td>EAS*106 Natural Disasters</td>
<td></td>
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<tr>
<td>EARLY CHILDHOOD EDUCATION</td>
<td>ECE*101 Intro to ECE</td>
<td>ECE*103 Creative Experiences</td>
<td>ECE*141 Infant/Toddler Growth &amp; Devlp.</td>
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<tr>
<td>ECONOMICS</td>
<td>ECN*101 Princ of Macroeconomics</td>
<td>ECN*102 Princ of Microeconomics</td>
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<tr>
<td>ENGINEERING</td>
<td>EGR*111 Introduction to Engineering</td>
<td>EGR*112 Engineering Dynamics</td>
<td>EGR*221 Intro. Electric Circuit Analysis</td>
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<td>ENGLISH</td>
<td>ENG*063 Writing: Intro to the Essay</td>
<td>ENG*096 Intro. to College English</td>
<td>ENG*101 Composition</td>
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<tr>
<td>HUMAN SERVICES</td>
<td>DAR*114 Intro to Family Services</td>
<td>HSE*101 Intro to Human Services</td>
<td>HSE*116 Youth Advocacy in Cmty Orgs</td>
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<tr>
<td>IDEAS</td>
<td>MAT*085 Pre-Algebra &amp; Elem Algebra</td>
<td>MAT*095 Elem Algebra Foundations</td>
<td>MAT*137 Intermediate Algebra</td>
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<tr>
<td>MANUFACTURING</td>
<td>MFG*051 Manufacturing Math I</td>
<td>MFG*102 Manufacturing Processes</td>
<td>MFG*103 Manufacturing Processes Lab</td>
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<td>MEDICAL ASSISTING</td>
<td>MED*125 Medical Terminology</td>
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<tr>
<td>OPTOMETRY</td>
<td>OD*102 Ophthalmic Dispensing I</td>
<td>OD*104 Ophthalmic Dispensing II</td>
<td>OD*110 Ophthalmic Materials I</td>
</tr>
</tbody>
</table>

### FOR DAYS, TIMES & THE MOST UP-TO-DATE COURSE AVAILABILITY, GO TO

- my.commnet.edu and click on "Search for Courses" in the right hand column.
- Select term, college (Middlesex CC), level (Credit), and click "Get Courses".
### Winter Session Courses

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Creds.</th>
<th>Days/Times</th>
<th>Date</th>
<th>Room</th>
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<tbody>
<tr>
<td>4033</td>
<td>Business Software Applications</td>
<td>Raymond</td>
<td>3</td>
<td>12/29-01/15 Online</td>
<td>12/29-01/15</td>
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<td>4014</td>
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<td>3</td>
<td>TBA</td>
<td>12/29-01/15</td>
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</table>

### Winter 2014 Non-Credit Fast-Track Workshop Schedule

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Creds.</th>
<th>Days/Times</th>
<th>Date</th>
<th>Room</th>
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<tbody>
<tr>
<td>4030</td>
<td>Math Fast-Track Workshop</td>
<td>Cull</td>
<td>0</td>
<td>T / 9:00 AM - 12:00 PM</td>
<td>12/30</td>
<td>SNOW - 406</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M-R / 9:00 AM - 12:00 PM</td>
<td>01/05-01/08</td>
<td>SNOW - 406</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>M-F / 9:00 AM - 12:00 PM</td>
<td>01/12-01/16</td>
<td>SNOW - 406</td>
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<tr>
<td>4031</td>
<td>Math Fast-Track Workshop</td>
<td>Cull</td>
<td>0</td>
<td>T / 1:30 PM - 4:30 PM</td>
<td>12/30</td>
<td>MERIDEN-407</td>
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<tr>
<td></td>
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<td></td>
<td>M-R / 1:30 PM - 4:30 PM</td>
<td>01/05-01/08</td>
<td>MERIDEN-407</td>
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<tr>
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<td>M-F / 1:30 PM - 4:30 PM</td>
<td>01/12-01/16</td>
<td>MERIDEN-407</td>
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<tr>
<td>4028</td>
<td>English Fast-Track Workshop</td>
<td>Hostetetter</td>
<td>0</td>
<td>M-R / 9:30 AM - 12:30 PM</td>
<td>01/05-01/15</td>
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<tr>
<td>4029</td>
<td>English Fast-Track Workshop</td>
<td>Brewer</td>
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<td>M-R / 1:00 PM - 4:00 PM</td>
<td>01/05-01/15</td>
<td>SNOW - 419</td>
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</table>

* Meriden  Online
### LATE START CLASSES: SPRING 2015

(BEGINNING FEBRUARY 1 AND AFTER)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Creds</th>
<th>Days/Times</th>
<th>Date</th>
<th>Room</th>
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<tbody>
<tr>
<td>1987</td>
<td>CSC*095 Basic Computer Skills</td>
<td></td>
<td>1</td>
<td>S 9:00 AM - 12:00 PM</td>
<td>12/30-01/08</td>
<td>WHEATON - 306</td>
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<tr>
<td>1154</td>
<td>ENG*101 Composition</td>
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<td>3</td>
<td>MW 2:50 PM - 4:30 PM</td>
<td>12/30-01/08</td>
<td>SNOW - 505</td>
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<tr>
<td>1164</td>
<td>ENG*102 Literature &amp; Composition</td>
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<td>3</td>
<td>MW 2:50 PM - 4:30 PM</td>
<td>12/30-01/08</td>
<td>SNOW - 506</td>
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<tr>
<td>1593</td>
<td>ENG*102 Literature &amp; Composition</td>
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<td>TR 3:30 PM - 5:10 PM</td>
<td>12/30-01/08</td>
<td>MERIDEN - 405ME</td>
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<tr>
<td>2032</td>
<td>MAT*085 Pre &amp; Elementary Algebra</td>
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<td>6</td>
<td>MW 2:00 PM - 4:30 PM</td>
<td>12/30-01/08</td>
<td>WHEATON - 213A</td>
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<td></td>
<td>T 2:00 PM - 4:30 PM</td>
<td>12/30-01/08</td>
<td>SNOW - 406</td>
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<tr>
<td>1978</td>
<td>MAT*137 Intermediate Algebra</td>
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<td>MW 11:00 AM - 12:20 PM</td>
<td>12/30-01/08</td>
<td>WHEATON - 204</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>TR 11:00 AM - 12:20 PM</td>
<td>12/30-01/08</td>
<td>WHEATON - 213A</td>
</tr>
</tbody>
</table>

### LATE START 2/14

| CRN: 1154  | ENG*101 Composition       |            | 3     | MW 2:50 PM - 4:30 PM | 12/30-01/08 | SNOW - 505 |
| CRN: 1164  | ENG*102 Literature & Composition |        | 3     | MW 2:50 PM - 4:30 PM | 12/30-01/08 | SNOW - 506 |
| CRN: 1593  | ENG*102 Literature & Composition |        | 3     | TR 3:30 PM - 5:10 PM | 12/30-01/08 | MERIDEN - 405ME |
| CRN: 2032  | MAT*085 Pre & Elementary Algebra |       | 6     | MW 2:00 PM - 4:30 PM | 12/30-01/08 | WHEATON - 213A |
|           |                                     |            |       | T 2:00 PM - 4:30 PM | 12/30-01/08 | SNOW - 406 |
| CRN: 1978  | MAT*137 Intermediate Algebra    |            | 3     | MW 11:00 AM - 12:20 PM | 12/30-01/08 | WHEATON - 204 |
|           |                                     |            |       | TR 11:00 AM - 12:20 PM | 12/30-01/08 | WHEATON - 213A |

### LATE START 2/18

| CRN: 1593  | ENG*102 Literature & Composition |        | 3     | TR 3:30 PM - 5:10 PM | 12/30-01/08 | MERIDEN - 405ME |
| CRN: 2032  | MAT*085 Pre & Elementary Algebra |       | 6     | MW 2:00 PM - 4:30 PM | 12/30-01/08 | WHEATON - 213A |
|           |                                     |            |       | T 2:00 PM - 4:30 PM | 12/30-01/08 | SNOW - 406 |
| CRN: 1978  | MAT*137 Intermediate Algebra      |            | 3     | MW 11:00 AM - 12:20 PM | 12/30-01/08 | WHEATON - 204 |
|           |                                     |            |       | TR 11:00 AM - 12:20 PM | 12/30-01/08 | WHEATON - 213A |

### LATE START 2/19

| CRN: 1593  | ENG*102 Literature & Composition |        | 3     | TR 3:30 PM - 5:10 PM | 12/30-01/08 | MERIDEN - 405ME |
| CRN: 2032  | MAT*085 Pre & Elementary Algebra |       | 6     | MW 2:00 PM - 4:30 PM | 12/30-01/08 | WHEATON - 213A |
|           |                                     |            |       | T 2:00 PM - 4:30 PM | 12/30-01/08 | SNOW - 406 |
| CRN: 1978  | MAT*137 Intermediate Algebra      |            | 3     | MW 11:00 AM - 12:20 PM | 12/30-01/08 | WHEATON - 204 |
|           |                                     |            |       | TR 11:00 AM - 12:20 PM | 12/30-01/08 | WHEATON - 213A |

### LATE START 2/17

| CRN: 1987  | CSC*095 Basic Computer Skills     |            | 1     | S 9:00 AM - 12:00 PM | 12/30-01/08 | WHEATON - 306 |
| CRN: 1154  | ENG*101 Composition               |            | 3     | MW 2:50 PM - 4:30 PM | 12/30-01/08 | SNOW - 505 |
| CRN: 1164  | ENG*102 Literature & Composition  |            | 3     | MW 2:50 PM - 4:30 PM | 12/30-01/08 | SNOW - 506 |
| CRN: 1593  | ENG*102 Literature & Composition  |            | 3     | TR 3:30 PM - 5:10 PM | 12/30-01/08 | MERIDEN - 405ME |
| CRN: 2032  | MAT*085 Pre & Elementary Algebra  |            | 6     | MW 2:00 PM - 4:30 PM | 12/30-01/08 | WHEATON - 213A |
|           |                                     |            |       | T 2:00 PM - 4:30 PM | 12/30-01/08 | SNOW - 406 |
| CRN: 1978  | MAT*137 Intermediate Algebra      |            | 3     | MW 11:00 AM - 12:20 PM | 12/30-01/08 | WHEATON - 204 |
|           |                                     |            |       | TR 11:00 AM - 12:20 PM | 12/30-01/08 | WHEATON - 213A |

### TRANSITIONAL WORKSHOPS

Transitional workshops are FREE!

#### MATH WORKSHOPS:

**Middletown:**
- CRN: 4030
- December 30, January 5 – 8, 12 - 16*
- 9:00 to 12:00 noon
- Room: 406

**Meriden:**
- CRN: 4031
- December 30, January 5 – 8, 12 - 16*
- 1:30 to 4:30 pm
- Room: 407 Meriden

#### ENGLISH WORKSHOPS:

**Middletown:**
- CRN: 4029
- January 5 – 15* (Monday through Friday)
- 1:00 to 4:00 pm
- Room: 419

**Meriden:**
- CRN: 4028
- January 5 – 15* (Monday through Friday)
- 9:30 to 12:30 pm
- Room: 407 Meriden

*Attendance at ALL sessions is required
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 nursing procedures essential to meet the needs of patients under your care. This program is approved by the State Department of Public Health. Note: Convicted felons may have difficulty finding employment in the healthcare industry.

Prerequisites: 1) High-school diploma or GED, 2) English language competency. ESL students must take an ESL placement test. 3) Health Form signed by your physician including immunization information, PPD test for Tuberculosis and seasonal flu vaccine, 4) Must be at least 18 years of age with valid identification. 5) Artificial nails are not permitted. 6) A criminal background check may be required. Students who have a record of felonies or multiple misdemeanors may be denied access to clinical training sites.

Supplies: 1) Navy blue nursing uniform or scrubs and white shoes 2) A watch with a sweep second hand 3) Gait Belt (available in the college bookstore)

$1,299 (includes text, State of CT Certification exam fee, and CT Nurse Aide Registry application fee)

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

Payment Plan available.

### CRN COURSE OFFERINGS

<table>
<thead>
<tr>
<th>CRN COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1988 CNA Middletown Day Program</td>
<td>$1299</td>
<td>1/5 – 2/18</td>
<td>M,W</td>
<td>9:00 am - 12:30 pm</td>
<td>Chapman 606</td>
<td>Delacamera</td>
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<tr>
<td></td>
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<td>No class 1/19, 2/16</td>
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<tr>
<td>1989 Lab</td>
<td>-</td>
<td>1/8, 1/13, 1/15</td>
<td>Th,T,Th</td>
<td>9:00 am - 2:00 pm</td>
<td>Meriden Center 401</td>
<td>Staff</td>
</tr>
<tr>
<td>1989 Clinical</td>
<td>-</td>
<td>1/20 - 2/12</td>
<td>T,Th</td>
<td>8:00 am - 2:00 pm</td>
<td>Middlesex Health Care</td>
<td>Staff</td>
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<tr>
<td>1991 CNA Meriden Day Program</td>
<td>$1299</td>
<td>2/23 - 4/1</td>
<td>M,W</td>
<td>9:00 am - 12:30 pm</td>
<td>Meriden Center 401</td>
<td>Witkovic</td>
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<tr>
<td>1992 Lab</td>
<td>-</td>
<td>2/24, 2/26, 3/3</td>
<td>T,Th,T</td>
<td>8:00 am - 12:30 pm</td>
<td>Meriden Center 401</td>
<td>Cowen</td>
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<tr>
<td>1992 Clinical</td>
<td>-</td>
<td>3/5 - 3/21</td>
<td>T,Th</td>
<td>8:00 am - 2:00 pm</td>
<td>Wadsworth Glen</td>
<td>Cowen</td>
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<td>1996 CNA Middletown Evening Program</td>
<td>$1299</td>
<td>3/5 - 5/4</td>
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<td>5:00 pm - 7:40 pm</td>
<td>Chapman 606</td>
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<td>No class 4/22</td>
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<tr>
<td>1997 Lab</td>
<td>-</td>
<td>3/12, 3/13, 3/20</td>
<td>Th,F,Th</td>
<td>4:00 pm - 9:00 pm</td>
<td>Meriden Center 401</td>
<td>Wade</td>
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<tr>
<td>1997 Clinical</td>
<td>-</td>
<td>3/26 - 4/24</td>
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<td>4:00 pm - 9:20 pm</td>
<td>Wadsworth Glen</td>
<td>Wade</td>
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<td>1996 CNA Middletown/Esssex Evening Program</td>
<td>$1299</td>
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<td>1999 Lab</td>
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<td>3/10, 3/17, 3/19</td>
<td>T,Th,</td>
<td>4:00 pm - 9:00 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
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<tr>
<td>1999 Clinical</td>
<td>-</td>
<td>3/26 - 4/24</td>
<td>Th,F</td>
<td>4:00 pm - 9:20 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
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<tr>
<td>2000 CNA Shoreline Daytime Program</td>
<td>$1299</td>
<td>3/30 - 5/12</td>
<td>M,T</td>
<td>9:00 am - 12:30 pm</td>
<td>Old Saybrook Town Hall</td>
<td>Craft</td>
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<td>No class 4/6, 5/11</td>
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<tr>
<td>2003 Lab</td>
<td>-</td>
<td>Th,F,Th</td>
<td>9:00 am - 2:00 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
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<tr>
<td>2003 Clinical</td>
<td>-</td>
<td>4/16 - 5/8</td>
<td>Th,F</td>
<td>8:00 am - 2:00 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
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</tbody>
</table>
Patient Care Technician Certificate

The Patient Care Technician (PCT) Certificate program is an exciting opportunity for Certified Nurse Aides to advance their skills, earn a better salary, and have more job options in a changing work environment. PCTs are valued members of many 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 Healthcareer Association Certified Patient Care Technician Exam. This program does not prepare students to become certified phlebotomy technicians or certified EKG technicians.

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. This program is eligible for WIA funds – contact CT Works 203-238-3688 early to inquire. Payment Plan available.

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
6) CPR or BLS 90
7) Hospital Based Clinical Experience (optional) 699
Total = $2,084 + textbooks

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 American Heart Association certification.

Basic Life Support (BLS) for Health Care Providers

A fast-paced BLS course for healthcare providers who must have a credential documenting successful completion of CPR. Learn how to recognize life-threatening emergencies, perform CPR, manage foreign body airway obstructions, use bag-valve-masks (BVM’s), and operate an automated external defibrillator (AED). Successful completion of the BLS course results in a 2-year American Heart Association certification. Class is limited to 20 students. Note: This is a required course for all pre-nursing students.
For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.

Human Services Assistant Certificate

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

CRN COURSE COST DATES DAYS TIMES LOCATION INSTRUCTOR
2015 Human Services Assistant $549 2/23 – 4/15 M, W 9:30am-12:00 pm Meriden Center 102 Jones

Medical Billing & Coding Certificate

The Medical Billing & Coding Certificate Program is designed for those who want to begin medical billing and coding careers or prepare for a nationally-recognized certification exam. The training in this program will also provide you with the necessary skills required by employers seeking a Medical Billing or Medical Coder Specialist. Medical billers are responsible for submitting claims to insurance companies, Medicare, Medicaid, and in some instances, patients themselves on behalf of their employers or clients. Professional medical coders transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric codes. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Students who successfully complete this program will be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC). 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. Payment Plan available.

STUDENTS WHO PASS THE CPC EXAM ARE ELIGIBLE TO RECEIVE COLLEGE CREDIT THROUGH CHARTER OAK STATE COLLEGE!!

The following courses are required to earn this certificate:
1) Medical Insurance – offered Fall 2015 $699
2) Medical Terminology and Anatomy for Coders – offered Fall 2015 699
3) Computer Fundamentals (Optional) 199
4) Computers in the Medical Office – offered Fall 2015 699
5) Medical Coding - prerequisites required 999
Total = $3,295 + textbooks

CRN COURSE COST DATES DAYS TIMES LOCATION INSTRUCTOR
2006 Computer Fundamentals $199 2/14-3/14 S 9am-12pm Wheaton 306 D’Onofrio
3955 Medical Coding $999 2/9-5/4 M, W 6-9pm Chapman 613 Rutigliano

For detailed course descriptions please visit our website at 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 this course fee). Prerequisite: Proficiency in English, mathematics, and algebra as required for pharmaceutical calculations and directives, proof of high school diploma or GED. Note: Individuals convicted of a felony are not permitted to sit for the exam. $1049 (textbooks included) This program is eligible for WIA funds – contact CT Works 203-238-3688 to inquire. Payment Plan available.

CRN COURSE COST DATES DAYS TIMES LOCATION INSTRUCTOR
2020 Pharmacy Technician Cert. $1049 2/24 – 4/30 T, Th 7:00pm-10:00pm Chapman 613 CT Pharmacists Association

Pharmacy Technician Certification Exam Information

The Pharmacy Technician Certification Board (PTCB) offers the Pharmacy Technician Certification Exam. For more information please visit www.ptcb.org.
**Veterinary Assistant Certificate**

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 classes, involves 4 hours of weekly lectures and 4 hours of weekly clinical experience where students will complete routine tasks and specialized procedures done in the veterinary hospital. This program follows the National Association of Veterinary Technicians guidelines for Veterinary Assistant Programs and can be a stepping stone to a Veterinary Technician Certification Program or entry-level position at a veterinary facility. MxCC partners with the Connecticut Valley Veterinary Associate to offer this program.

Prerequisites: 1) English language competency 2) grey scrub top and pants. 3) Must be physically fit, capable of kneeling to work with larger dogs, and able to lift 50 pounds. 4) Students must provide their own transportation to clinical sites.

Eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.

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

**Note:** Program certificate will be awarded upon completion of all requirements of Veterinary Assistant I and Veterinary Assistant II. Students must register for both Veterinary Assistant I and Veterinary Assistant II. Payment for Veterinary Assistant II is due on or before May 1, 2015. Payment Plan available.

The following courses are required to earn this certificate:

1) Introduction to Veterinary Assisting $49
2) Veterinary Assistant I with Clinical $899
3) Veterinary Assistant II with Clinical $899

Total = $1,847 + textbooks

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**CRN COURSE** | **COST** | **DATES** | **DAYS** | **TIMES** | **LOCATION** | **INSTRUCTOR**
---|---|---|---|---|---|---
2021 Intro to Veterinary Assisting $49 | 3/2,3/3,3/4 | M,T,W | 7-9pm | Pieper Memorial Veterinary | Lavoie, Otte
2122 Veterinary Assistant I $899 | 3/9 – 5/18, No class 4/22 | M,W | 7-9pm | Wheaton 204 | Lavoie, Otte
2023 Vet. Assistant I Clinical Section 1 | - | 3/13 - 5/15, No class 4/3 | F | 8am-12pm | Pieper Memorial Veterinary | Otte
2024 Vet. Assistant I Clinical Section 2 | - | 3/13 - 5/15, No class 4/3 | F | 4pm-8pm | Pieper Memorial Veterinary | Lavoie
2025 Vet. Assistant I Clinical Section 3 | - | 3/14 - 5/16, No class 4/4 | S | 8am-12pm | Pieper Memorial Veterinary | Otte
2027 Veterinary Assistant II $899 | 5/27 – 8/3 | M,W | 7-9pm | Wheaton 204 | Lavoie, Otte
2028 Vet. Assistant II Clinical Section 1 | - | 5/29 – 7/31, No class 7/3 | F | 8am-12pm | Pieper Memorial Veterinary | Otte
2029 Vet. Assistant II Clinical Section 2 | - | 5/29 – 7/31, No class 7/3 | F | 4pm-8pm | Pieper Memorial Veterinary | Lavoie
2030 Vet. Assistant II Clinical Section 3 | - | 5/30 – 8/1, No class 7/4 | S | 8am-12pm | Pieper Memorial Veterinary | Otte

For detailed course descriptions please visit our website at www.mxcc.edu/ceinfo
CONTINUING EDUCATION

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

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

<table>
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<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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<tr>
<td>2016</td>
<td>Personal Trainer as a Super Career!</td>
<td>FREE</td>
<td>1/21</td>
<td>W</td>
<td>12:00 noon</td>
<td>Online</td>
<td>W.I.T.S.</td>
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<td>Register at <a href="http://bit.ly/1kl3zEK">http://bit.ly/1kl3zEK</a></td>
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<tr>
<td>2017</td>
<td>Personal Trainer as a Super Career!</td>
<td>FREE</td>
<td>2/11</td>
<td>W</td>
<td>4:00 pm</td>
<td>Online</td>
<td>W.I.T.S.</td>
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<td>Register at <a href="http://bit.ly/1gGnA9j">http://bit.ly/1gGnA9j</a></td>
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FREE Personal Trainer Orientation Program – at MxCC
This FREE 1-hour Personal Fitness Training Orientation is designed to provide information for anyone interested in the fitness profession or in becoming a nationally certified personal trainer. This presentation includes a brief overview of the industry and professional trends, a look at the study materials while allowing ample time for a Q & A session. Topics include personal training, group fitness, older adult fitness, youth fitness and fitness management.

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<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
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<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>2018</td>
<td>Personal Trainer Orientation</td>
<td>FREE</td>
<td>2/2</td>
<td>M</td>
<td>6:00 – 7:00pm</td>
<td>Chapman 606</td>
<td>W.I.T.S.</td>
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Personal Trainer Certificate
Whether you are planning a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. In the current marketplace, there is high demand for personal trainers. If you are interested in pursuing a career in fitness, a personal-training education can be an excellent addition to your resume. This challenging course is taught over a 9-week period for better retention and skill competency. The National Exam is held on the 9th week. This 62-hour program includes 16 hours of lecture/presentations, 16 hours of hands-on practical training to prepare you to actually work with clients, and a 30-hour internship. You will be required to complete a separate class in CPR/AED. (The 2½-hour “Heartsaver Adult/Child CPR Certification” course listed in this catalog fulfills this requirement.) A textbook is required for this course and can be purchased for approximately $90 through our college bookstore. Pick up your book now and get started reading before the first class! Please bring the CRN and course title to the college bookstore when purchasing. For more information call WITS (World Instructor Training Schools) at 1-888-330-9487. This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.

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<tr>
<th>CRN</th>
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<th>LOCATION</th>
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<tr>
<td>2019</td>
<td>Personal Trainer Certificate</td>
<td>$735</td>
<td>2/28 – 5/2</td>
<td>S</td>
<td>9:00am– 2:00pm</td>
<td>Chapman 606 &amp; New England Athletic Club</td>
<td>W.I.T.S.</td>
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</tbody>
</table>

WHOOPS!
We cancelled your class because we didn’t know you planned on attending.

Register Early!
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 “Grant Writing.” 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 “Enroll Now” and choose your “Start Date.” Then follow the step-by-step directions. Create your account OR sign in as a returning student. You’ll receive email verification.

4. On the Payment Option page, you have an option either to pay directly online using a credit card or pay later to the college. We can accept your payment by phone, mail, fax, or walk-in. Your payment must be received before your course start date.

5. When your course starts, return to the 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

Computer Application and Technology
- iPad and iPhone Programming
- Creating Mobile Apps
- Game Development
- 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
- Social Media in Business
- Non-Profit Management
- Start Your Own Business
- 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
FREQUENTLY ASKED QUESTIONS ABOUT CONTINUING EDUCATION COURSES...

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

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

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

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

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

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

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

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

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

CONTINUING EDUCATION STAFF
Office: 860-343-5865
Diane Bordonaro, R.N., Allied Health Coordinator
Patti Hard, Secretary

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