

Fall 2016 Enrollment Guide



MIDDLESEX COMMUNITY COLLEGE

The College of Our Community

Updated 4/18/16

Welcome!

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

Middlesex offers access to cutting-edge technology and state-of-the-art educational facilities in a suburban setting located in the scenic heart of the Connecticut River Valley. Prepare for a career in broadcasting or filmmaking by working in the Center for New Media's high-definition digital studios. Get an edge on your competition while learning in our computer technology, engineering, manufacturing, and business laboratories. Advance your interest in health careers or research in the Center for Health & Life Sciences. Cater to your curiosity as you study in the bright and modern Jean Burr Smith Library facility. Take classes closer to home in our newly expanded and renovated Meriden Center.

We have everything you need to reach your greatest potential: outstanding faculty, small classes, support services, academic advising, career placement assistance, transfer counseling, and a variety of student activities. Come see what Middlesex Community College has for you!

Mission & Vision

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

Policy of Non-Discrimination

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

Primary Title IX Coordinator

Dr. Adrienne Maslin; Dean of Students/Title IX and Section 504/ADA Coordinator

amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123

Secondary Title IX Coordinators

Ms. Queen Fordham, Coordinator of the Meriden Center Welcome Desk

qfordham@mxcc.edu; 203-608-3011.

Ms. Anastasia Pych, Director of Human Resources and Labor Relations

apych@mxcc.edu; 860-343-5751; Founder Hall 115

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.

Steps to Taking Credit Courses at MxCC

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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.

1. Apply

Fall semester classes begin on Monday, August 29, 2016.

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

To Apply For Admission, Please Complete These Easy Steps:

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

*Adequate Immunization:

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

Prospective **international students** seeking information on the admissions process should visit:

www.mxcc.edu/International or contact the Office of Admissions at 860-343-5719.

OFFICE HOURS

Admissions & Records/Registrar

Founders Hall, Rm. 153

Admissions: 860-343-5719

Records: 860-343-5724

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

**Monday until 6 p.m. during Fall and Spring semester class periods. Extended office hours on Mondays until 6 pm through May 16 and during the month of August.*

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

Meriden Welcome Center

Admissions, Financial Aid, Academic Advising, & Registration

Summer Hours:

7:30am-4:30pm, Monday & Wednesday

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

Friday*

203-608-3050

*The Meriden Center will be closed from May 23-July 11. Please visit mxcc.edu/meriden for July and August hours.

Fall Hours:

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

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

Friday

2. Get Financial Aid

To Apply For Financial Aid, Follow These Easy Steps:

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

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

Basic Eligibility Criteria

New Students Must:

- Be a citizen or eligible non-citizen of the United States.
- Have a high school diploma or GED on file at the Admissions Office.
- Be enrolled (matriculated) in an aid eligible degree or certificate program.
- Be registered with Selective Service, if a male.
- Meet the financial aid application priority deadline of August 1, 2014, in order to be guaranteed application review for tuition and fees deferment, if eligible.

Continuing Students Must:

- Be in good academic standing and maintaining satisfactory progress according to federal regulations that requires completion of 67% of attempted courses and a 2.0 cumulative grade point average. The Connecticut Community Colleges Satisfactory Progress Policy is located at www.ct.edu/admission/finaid. Click on "Academic Progress Policy."
- Have attempted fewer than 90 credits.

OFFICE HOURS

Financial Aid Office

Middletown Campus: Founders Hall, Rm. 132

860-343-5741

Monday - Friday 8:00 am - 4:30 pm*

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

Extended office hours on Mondays until 6 pm through May 16 and during the month of August.

Book Purchases

Students who are financial aid recipients may have remaining aid after their tuition and fee bill is paid. Subsequently, a student may be eligible to receive a book credit at the College Bookstore. Students awarded a book credit may use this credit for the purchase of books and necessary supplies at the MxCC Bookstore. Check with the Financial Aid Office at (860) 343-5741 if you have any questions or concerns. *Please Note: Students who withdraw from classes must be aware that their financial aid may be affected. Please consult with the Financial Aid Office before withdrawing.*

3. Submit SAT/ACT Scores or Take the Accuplacer Test

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

To Take the Accuplacer Placement Test, 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:** Visit <http://mxcc.edu/accuplacer>, look at the dates and locations we are testing, pick one that works for you, and make an appointment.
4. **Score:** Come in well rested and prepared to do your best on assessment day!

Who Must Take the Accuplacer Placement Test

MxCC requires skill assessments in English and mathematics before students enroll in math, reading, or writing courses, courses with any math or English prerequisites, or enroll in an academic program. For test exemptions, please visit mxcc.edu/bsa

Schedule Your Test

Placement Testing is conducted by the Academic Success Center. Testing is available throughout the summer at the Middletown Campus, and at the Meriden Center. For more information or to make an appointment, visit <http://mxcc.edu/bsa/appointments> or call (860)343-5770.

4. Meet With an Advisor & Register

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

Registration for Fall 2016

Registration for Continuing Students begins April 18, 2016

Registration for New and Readmit students begins May 2, 2016

Middletown Campus Registration Hours

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

*Monday until 6 p.m. during Fall and Spring semester class periods. Extended office hours on Mondays until 6 pm through May 16 and during the month of August.

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

Saturday Registration: August 6th, Time to be determined

Meriden Center, Welcome Center

7:30am-4:30pm, Monday & Wednesday

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

The Meriden Center will be closed from May 23-July 11th.

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

203-608-3050

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

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

Senior Citizen Registration: Senior Citizens may register on Friday, August 26, 2016 (10:00am-12:00pm) through September 2, 2016 and have their General Fund Tuition and Fees waived (proof of age required). Tuition, general fees, and the application fee are completely waived for Connecticut residents 62 years of age or over on a space available basis. Cost of books, special fees, and course travel costs are not included in the waiver. Special fees other than the application fee must still be paid. A senior citizen may audit courses if he or she does not desire to earn credit (must meet course prerequisite requirements).

Late Registration Add/Drop - Extended Hours:

<p>Middletown Campus</p> <ul style="list-style-type: none"> ● Monday, August 29 9:00am-6:00pm (1st day of school) ● Tuesday, August 30 9:00am-6:00pm ● Wednesday, August 31 9:00am-6:00pm ● Thursday, September 1 9:00am-6:00pm ● Friday, September 2 9:00am-4:00pm 	<p>Meriden Center Welcome Center</p> <p>7:30am-3:00pm, Monday -Friday*</p> <p>Hours subject to change, please check website for up-to-date hours.</p>
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To Register Online, Follow These Easy Steps:

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

- If you would like to print your schedule follow steps 1 - 5 above and then click Student Schedule.
- Logoff.

If you are a returning student and forgot either your NetID or password, you can reset your NetID or password online at: <https://bor.ct.edu/netid/lookupnetid.asp> or stop in the Registrar's Office, in Founder's Hall.

NOTE: Continuing students ONLY may register online at myCommNet from now until August 28, 2016.

New to myCommnet?

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

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

Logging on for the first time

Your NetID is your Banner ID with the "@" symbol following the numbers (i.e.

12345678@student.commnet.edu). Your initial password is made up of the following personal information:

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

Passwords Must Follow These Rules:

- Must be at least 8 characters long
- Contain 3 of the following 4 character types:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Digits (0-9)
 - Special characters (!@#\$%^)
- Must not be the same as your previous password
- Cannot contain any part of your username

To Reset Your Password:

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

Prepare to meet with An Advisor

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

Please consider the following prior to meeting with an advisor:

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

The New Student Orientation site is a good place to start for familiarizing yourself with the college, its academic programs and its resources. It has a wealth of content and checklists to guide you.

www.mxcc.edu/nso

2. How you are financing your education.

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

www.mxcc.edu/financial-aid to understand the types of financial aid and how the process works including understanding the Satisfactory Academic Progress guidelines for maintaining eligibility to receive aid awards. The website also houses comprehensive financial and scholarship information which is useful for all students.

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

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

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

4. If you are transferring or have earned College Careers Pathway (CCP) or Advanced Placement credits.

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

During your conference with an advisor, we will work with you to identify and select courses based on your level of proficiency in reading, writing and math and those which are required by your chosen educational pathway. We will ask questions that facilitate selection of appropriate courses. The advising process should be

a conversation. Ask questions to clarify information and take notes. Faculty and staff advisors are here to assist you in the decision making process; you ultimately are responsible for your education. The name and contact information of your assigned Primary Advisor will be available to you via MyCommNet within a few weeks. If you are enrolled in a degree program, the Program Coordinator will be your Primary Advisor.

Questions you should be prepared to discuss and answer are:

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

5. Pay Tuition & Fees

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

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

Payment Options

1. **Before July 12, 2016:** 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 July 12, 2016.
2. **After July 12, 2016:** Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.
3. **Installment Plan:** Students taking six or more credit hours qualify to take part in the installment payment plan. There is a \$25 non-refundable fee for participation in the plan. For more information, contact the Business Office at 860-343-5729.

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

A \$25 returned check fee will be charged to students for any check returned for insufficient funds or stop payments.

Payments may be made at the Business Office during regular office hours. Tuition can also be paid by mail or online at <http://my.comnet.edu>. Acceptable payment methods for tuition are cash, check or credit card (Discover Card, MasterCard or Visa).

Refund Policy for General Fund Courses

- Before registering for classes, students should read the refund policy established by the Connecticut State Colleges and Universities Board of Regents for Higher Education
- Definition of a General Fund course: Any credit course offered during the fall and spring semester.
- When registering for courses, students pay a nonrefundable deposit equal to the fees for their courses. Students who decide to drop a class must notify the Registrar's office in writing to get a refund. A full refund of tuition only will be made if this is done by Sunday, August 28, 2016. If the student notifies the Registrar's office during the first 14 calendar days (August 29, 2016 - Sunday, September 11, 2016) of the semester, a 50% tuition refund will be awarded.

- No telephone requests for refunds will be taken.
- Students must apply for a refund. Refunds are not automatically processed.

Tuition & Fees

Credit Hours	Tuition	Services Fee	Student Activity Fee	Total
Annual Full-time	\$3,720	\$448	\$40	\$4,208
12 or more**	\$1,860	\$224	\$20	\$2,104
11	\$1,705	\$208	\$10	\$1,923
10	\$1,550	\$190	\$10	\$1,750
9	\$1,395	\$176	\$10	\$1,581
8	\$1,240	\$159	\$10	\$1,409
7	\$1,085	\$144	\$10	\$1,239
6	\$930	\$128	\$10	\$1,068
5	\$775	\$112	\$10	\$897
4	\$620	\$95	\$10	\$725
3	\$465	\$90	\$10	\$565
2	\$310	\$84	\$10	\$404
1	\$155	\$77	\$10	\$242

Mandatory Usage Fees

Laboratory Course Fee	\$91 - Per registration
Studio Course Fee	\$97 - Per registration
Clinical Program Fee-Level 1	\$312 - Per semester
Clinical Program Fee-Level 2	\$223 - Per semester

Out of State Tuition Rates

Credit Hours	Tuition	Services Fee	Student Activity Fee	Total
Annual Full-time	\$11,160	\$1,344	\$40	\$12,544
12 or more**	\$5,580	\$672	\$20	\$6,272
11	\$5,115	\$624	\$10	\$5,749
10	\$4,650	\$570	\$10	\$5,230
9	\$4,185	\$528	\$10	\$4,723
8	\$3,720	\$477	\$10	\$4,207
7	\$3,255	\$432	\$10	\$3,697
6	\$2,790	\$384	\$10	\$3,184
5	\$2,325	\$336	\$10	\$2,671
4	\$1,860	\$285	\$10	\$2,155
3	\$1,395	\$270	\$10	\$1,675
2	\$930	\$252	\$10	\$1,192
1	\$465	\$231	\$10	\$706

NEBHE Tuition Rates

Credit Hours	Tuition	Services Fee	Student Activity Fee	Total
Annual Full-time	\$5,580	\$672	\$40	\$6,292
12 or more**	\$2,790	\$336	\$20	\$3,146
11	\$2,557.50	\$312	\$10	\$2,879.50
10	\$2,325	\$285	\$10	\$2,620
9	\$2,092.50	\$264	\$10	\$2,366.50
8	\$1,860	\$238.50	\$10	\$2,108.50
7	\$1,627.50	\$216	\$10	\$1,853.50
6	\$1,395	\$192	\$10	\$1,597

5	\$1,162.50	\$168	\$10	\$1,340.50
4	\$930	\$142.50	\$10	\$1,082.50
3	\$697.50	\$135	\$10	\$842.50
2	\$465	\$126	\$10	\$601
1	\$232.50	\$115.50	\$10	\$358

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

Online Course Tuition & College Services Fee

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

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

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

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

(All tuition and fees are subject to change.)

Payment of Tuition and Fees (Fall Courses)

Registering prior to July 12, 2016 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 July 12, 2016.

Registering after July 12, 2016, the entire amount of tuition and fees is due at the time of registration.

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

1. authorization of Financial Aid by the Financial Aid Office;
2. an initial deposit for the Installment Payment Plan, 15% of balance due plus \$25.00 installment plan fee (with four more payments on Jul. 12, Aug. 12, Sept. 12, Oct. 12); or
3. the applicable Tuition Fee Waiver Form (renewed each semester) presented to the cashiers.

Cash, check, VISA, Discover, and MasterCard are accepted forms of payment. An installment "Payment Plan" may be set up online at <https://my.comnet.edu> or with the Business Office, Founders Hall.

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

Financial Obligation Policy

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

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

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

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

CT Veterans Tuition Waivers

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

CT National Guard Waivers

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

Business Office

Location: Founders Hall, Room 132

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

**Monday until 6 p.m. during Fall and Spring semester class periods. Extended office hours on Mondays until 6 pm through May 16 and during the month of August.*

Phone: 860-343-5741

Fax: 860-344-3014

Email: MX-FinaidHelp@mxcc.commnet.edu

5. Attend a New Student Orientation

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

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

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

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

General Information

Fall Semester 2016

<u>Day</u>	<u>Date</u>	<u>Description</u>
Mon-Fri	Aug. 22-26	Last-Minute Registration, Orientation Sessions
Thursday	August 25	Faculty Semester Begins
Thursday	August 25	Orientation for New Adjunct Faculty
Monday	August 29	CLASSES BEGIN
Saturday	September 3	Saturday Classes Begin – CLASSES HELD
Monday	September 5	Labor Day – COLLEGE CLOSED
Friday	September 9	<ul style="list-style-type: none"> · Last Day to Add/Drop Courses · Last Day for 50% Tuition Refund
Monday	September 19	Constitution Day Observed – CLASSES HELD
Monday	September 19	“LATE START” CLASSES BEGIN
Saturday	September 24	Adjunct Faculty Professional Development Day
Monday	September 26	Last Day to Change from Credit to Audit Status
Monday	October 10	Columbus Day – CLASSES HELD
Mon-Fri	Oct 31-Nov 22	Priority Advising & Registration for Continuing Students
Friday	November 4	Last Day to Make Up “Incompletes” from Spring/Summer 2016
Friday	November 11	Veterans’ Day – CLASSES HELD
Friday	November 11	Last Day to Withdraw from Classes
Friday	November 11	Graduation Applications Due for December Completers
Wed-Sun	Nov. 23-27	Thanksgiving Recess – NO CLASSES Wed., 11/23 – Veterans’ Day Observed (College Open, Faculty Holiday) Thur., 11/24 – Thanksgiving Day (College Closed) Fri., 11/25 – Day After Thanksgiving (College Open, Faculty Holiday) Sat., 11/26 and 11/27 – No Classes (College Closed)
Tuesday	December 6	Reading/Make-Up Day – COLLEGE OPEN, NO REGULARLY SCHEDULED CLASSES
Thursday	December 8	Last Day of Classes

Friday	December 9	Reading/Make-Up Day – COLLEGE OPEN, NO REGULARLY SCHEDULED CLASSES
Sat-Fri	December 10-16	Final Exams
Saturday	December 17	Final Exam Make-Up Day (necessary only if college is closed due to inclement weather or emergency on a day when Final Exams are scheduled)
Tuesday	December 20	Grades due by 9:00am Faculty Semester Ends

Course Cancellations and Changes

MxCC does all it can to ensure that every course offered runs as scheduled. Unfortunately, courses may be cancelled due to insufficient enrollment or circumstances beyond the college’s control. Students will be notified by mail, email or phone of course cancellations. Faculty names and room assignments are subject to change due to required adjustments in the schedule.

Course Changes

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

Auditing Courses

Students who do not desire to earn course credit may “audit” a course by completing an Audit Request Form at the time of registration in the Registrar’s office. During the fall term, the student has four weeks from the start of the class to submit the completed form to the Records Office. This status will allow students to participate in class activities without being required to meet the examination requirements of the course. Full tuition and fees are charged for audited courses. Students auditing a course may not change to credit status.

Graduation

November 11, 2016 is the deadline to file your graduation application for fall completion. April 17, 2017 is the deadline date to file your graduation application for spring/summer to ensure that your name will be included in the graduation program. Applications received after this date will still be processed for degree certification. Graduation applications/checklists may be obtained in the Records Office, the Meriden Center, or through your advisor.

Enrollment Verification Request

The National Student Clearinghouse processes all student enrollment verifications. Log on to myCommNet with the 8-digit NetID number and PIN, and follow the prompts. Students will be connected directly to the National Student Clearinghouse enabling them to print their own enrollment verification certificates.

Verifications for the Fall 2016 semester will be accessible the week of September 28, 2016.

Grades/Transcripts

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

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

Student Email Accounts

All Connecticut Community College students now have an official email address (example: name@mail.ct.edu). The "name" in the address is the first letter of your first name, followed by the first four letters of your last name, followed by a four-digit number (e.g., John Smith might have the address jsmit1234@mail.ct.edu). All college-based communications will be sent to this e-mail address. To view your college email account, go to <http://portal.microsoftonline.com> and log in with your NetID and password. For step-by-step directions on accessing your email, visit mxcc.edu/student-email.

Jean Burr Smith Library Phone: (860) 343-5830

The Jean Burr Smith Library, located on the main floor of Chapman Hall, is open Monday – Thursday: 8:00 a.m. – 8:00 p.m., Friday: 8:00 a.m. – 4:00 p.m., and Saturday: 10:00 a.m. – 4:00 p.m.

Bookstore

Textbooks and materials for courses may be obtained from Follett's Bookstore, located on the first floor of Founders Hall.

Phone: 860- 346-4490.

Website: www.mxcc.bkstr.com

Standard Hours:

Mondays: 9 am – 6 pm

Tues., Wed., and Thurs.: 9 am – 4:30 pm

Fridays: 9am – 12 noon

Please note that hours are subject to change

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

Wondering what Career Major is Right For You?

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

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.

Career Development & Counseling Center

Middletown Campus: Founders Hall, Rm. 121

860-343-5826

Monday - Friday 8:00 am - 4:30 pm*

**Monday until 6 p.m. during Fall and Spring semester class periods. Extended office hours on Mondays until 6 pm through May 16 and during the month of August.*

Programs of Study

Degree Programs

Accounting
*Biology Studies
Biotechnology
Broadcast Cinema
Business Administration
*Chemistry Studies
Communication
*Communication Studies
Computer Engineering Technology Option
(Technology Studies)
Computer Information Technology
Criminal Justice
*Criminology Studies
Early Childhood Education
Engineering Science
Engineering Technology Option (Technology
Studies)
*English Studies
Environmental Science
Fine Arts/Fine Arts: Graphic Design Track
General Studies
Health Information Management
*History Studies
Human Services
Liberal Arts & Sciences
Management Information Systems
Manufacturing Machine Technology Option
(Technology Studies)
Marketing
*Mathematics Studies
Multimedia (Digital Arts)
Ophthalmic Design and Dispensing
*Political Science Studies
*Psychology Studies
Radiologic Technology
*Social Work Studies
*Sociology Studies
Technology Studies:
Technology Studies: Electric Power Technology
Pathway
Veterinary Technology

**CSCU Pathway Transfer Degree Programs*
For more information, see <http://www.ct.ed/transfer>

Post Primary Certifications

Computed Tomography
Mammography

Certificate Programs

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

Continuing Education Programs

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

Contact Information

Schools, Programs & Departments

Program	Contact	Phone	Room	Email
College-Wide Programs				
Early College Academy (ECA) <i>College courses in the high schools</i>	Dr. Steve Minkler	860-343-5706	107	sminkler@mxcc.edu
General Studies Liberal Arts & Sciences	Mr. Jaime Flores & Dr. Lin Lin	860-343-5757 860-343-5763	508 313	jflores@mxcc.edu llin@mxcc.edu
Honors Program	Dr. Eva Jones	860-343-5854	520	ejones2@mxcc.edu
Transitional Year Program	Prof. Terence McNulty	860-343-5889	520	tmcnulty@mxcc.edu
School of Allied Health, Business, and STEM (Science, Technology, Engineering & Math) Dr. Lin Lin, Division Director • 860-343-5763 • Room 209 • llin@mxcc.edu				
Accounting Accounting Assistant Accounting Technician	Prof. Nancy Kelly	860-343-5761	313	nkelly@mxcc.edu
Biology Studies	Dr. Patrick Bryan	860-343-5880	209	pbryan@mxcc.edu
Biotechnology	Dr. Michelle Kraczkowski	860-343-5747	217	mkraczkowski@mxcc.edu
Business Administration Advertising & Sales Promotion Business Skills Customer Service Management Entrepreneurship	Asst. Prof. Sue Lugli	860-343-5840	313	slugli@mxcc.edu
Chemistry Studies	Asst. Prof. James Quinlan	860-343-5773	217	jquinlan@mxcc.edu
Computer Engineering Technology (Tech. Studies)	Dr. Lin Lin	860-343-5763	209	llin@mxcc.edu
Computer Information Technology	Prof. Donna Hylton	860-343-5774	512	dhylton@mxcc.edu

Communications Networking Help Desk Technician Software Developer				
Dietetic Technician Pathway	Dr. Judy Wallace	860-343-5780	209	jwallace@mxcc.edu
Electric Power Pathway (Tech. Studies)	Dr. Mark Busa	860-343-5779	217	mbusa@mxcc.edu
Engineering Science Engineering Tech. Option (Tech. Studies)	Dr. Lin Lin	860-343-5763	209	llin@mxcc.edu
Environmental Science	Assoc. Prof. Christine Witkowski	860-343-5781	217	cwitkowski@mxcc.edu
Health Career Pathway	Dr. Judy Wallace	860-343-5780	209	jwallace@mxcc.edu
Health Information Management	Prof. Donna Hylton	860-343-5774	313	dhylton@mxcc.edu
Management Information Systems	Prof. Donna Hylton	860-343-5774	313	dhylton@mxcc.edu
Manufacturing Machine Technology (Tech. Studies)	Ms. Carolyn Sommer	860-343-5841	131A	csommer@mxcc.edu
Marketing	Asst. Prof. Sue Lugli	860-343-5840	313	slugli@mxcc.edu
Mathematics Studies	Prof. Steve Krevisky	860-343-5792	310	skrevisky@mxcc.edu
Ophthalmic Design & Dispensing Ophthalmic Medical Assistant	Prof. Raymond Dennis	860-343-5845	625	rdennis@mxcc.edu
Pre-Allied Health/Transfer	Dr. Judy Wallace	860-343-5780	209	jwallace@mxcc.edu
Radiologic Technology Computed Tomography Mammography	Dr. Judy Wallace	860-343-5780	209	jwallace@mxcc.edu
Technology Studies	Dr. Lin Lin	860-343-5763	209	llin@mxcc.edu
Veterinary Technology	Dr. Chris Gargamelli	860-343-5842	407	cgargamelli@mxcc.edu

School of Arts & Media, Humanities, and Social Sciences
Mr. Jaime Flores, Division Director • 860-343-5757 • Room 508 • jflores@mxcc.edu

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

Continuing Education Non-Degree Programs

Ms. Diane Bordonaro, MSN, RN, Coordinator • 860-343-5716 • Room 514 • dbordonaro@mxcc.edu

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

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

Meriden Center

55 West Main Street, Meriden

203-608-3050

The Meriden Center's recently expanded and renovated facility is a great place to start your college career!

The Meriden Center Services include:

- The Welcome Center- a friendly and convenient one-stop for all your enrollment needs
- A wide selection of credit and non-credit courses
- Small class size and one-on-one interaction with faculty
- A dynamic schedule of student activities, guest presentations, and community events
- Academic Success Center offering tutoring and library services
- Mac Lab and 2 PC Labs
- Advising, transfer, and career counseling
- A retention specialist to assist with study skills, time management, and work/life balance
- A special student membership with the Meriden YMCA offers swimming, basketball, Zumba, weight room, and assistance with childcare (certain qualifications apply)
- Free, convenient parking

Taking Classes at the Meriden Center

New, continuing, and readmit students can apply, receive advising, register and receive assistance with financial aid through the new Welcome Center. Call 203-608-3050 for more information.

Directions to the MxCC Meriden Center

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

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

Parking: Daytime parking is available in the Church Street Municipal Lot (entrance on left after garage). Free, evening parking is also available in the upper and lower levels of the Church Street Parking Garage in undesignated parking spaces. Unauthorized vehicles parked in DCF or other designated spaces may be fined and/or towed at owner's expense.

www.mxcc.edu/meriden

Distance Learning Online/Hybrid Courses

<http://mxcc.edu/distance>

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

BEFORE YOU START

Students who are interested in distance learning courses are strongly recommended to take a self-assessment test, SmarterMeasure (formerly known as READI). The test helps you find out whether you have the skills to be successful in online learning. To take the test, go to <http://mxcc.edu/distance>, click on "Take a SmarterMeasure Test" link (upper left).

Distance Learning (online or hybrid) students, immediately after registration, MUST visit <http://mxcc.edu/distance>. Click on "What to Do link" (upper left) for step-by-step instruction on what you need to do prior to the beginning of a semester. **First time online students at MxCC are strongly encouraged to attend an on-campus orientation. Tentative schedule** is below. For the most updated orientation schedule, please visit <http://mxcc.edu/distance> (click on **Campus Orientation** link on the left panel) the day before an orientaiton session.

For Summer 2016 New Online Students

Summer Courses Starting May 23rd

Middletown, Wheaton Hall 308

Monday, May 23, 3:00 pm – 4:30 pm

Tuesday, May 24, 10:00 am – 11:30 am

Wednesday, May 25, 12:00 pm -1:30 pm

Summer Courses Starting June 13th

Middletown, Wheaton Hall 308

Monday, June 13, 3:00 pm – 4:30 pm

Tuesday, June 14, 10:00 am – 11:30 am

Summer Courses Starting June 29th

Middletown, Wheaton Hall 308

Wednesday, June 29, 3:00 pm – 4:30 pm

Thursday, June 30, 10:00 am – 11:30 am

For Fall 2016 New Online Students

Middletown, Library Computer Classroom

Monday, August 29, 3:00 pm – 4:30 pm

Tuesday, August 30, 5:00 pm – 7:00 pm

Wednesday, August 31, 10:00 am – 11:30 am

Meriden Center Room TBA

Tuesday, August 30, 2:00 pm – 3:30 pm

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

For further information or questions about online learning, contact:

Distance Learning

Founders Hall - Room 131/131A

Phone: 860-343-5756

Email: mxccdistance@mxcc.commnet.edu