

# Summer 2018 Enrollment Guide

*Update 4/3/18*

## Welcome!

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

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

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

## Mission & Vision

Students are the center of Middlesex Community College.

By creating meaningful relationships with our diverse population of students and by providing high quality, affordable, and accessible educational experiences, Middlesex Community College helps students achieve their individual goals and become productive, engaged global citizens.

## Policy of Non-Discrimination

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

## Photo and Videotape Notice

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

*MxCC makes every effort to ensure that all information provided is accurate. The information is subject to change. The online student registration system provides the most accurate listing of courses, available seats and other updates.*

# Top Five Reasons to Attend MxCC This Summer!

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

## Are you:

### A current MxCC student?

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

### A new MxCC student?

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

### A student from another college?

All transfer students are welcome at Middlesex! Whether you apply online or in-person, please remember to apply as a non-degree seeking student. You will also need a copy of your transcripts on hand when you meet with your advisor. Additional information about the application process can be found on page 5 of this guide.

# Steps to Taking Credit Courses at MxCC

1. Apply for admission and financial aid (pg. 5)
2. Submit SAT/ACT/GED Scores or Take the BSA (pg 7)
3. Meet With an Advisor & Register (pg 8)
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# Summer Calendar

## **Session I (5 weeks)**

Tuesday, May 29– Classes begin

Thursday, June 21 – Last Day to withdraw from classes

Friday, June 29 – Last Day for On-Campus classes

Tuesday, July 3 – Online classes end

## **Session II (5 weeks)**

Thursday, July 5– Classes begin

Monday, July 30 – Last Day to withdraw from classes

Tuesday, August 7 - Last Day for On-Campus classes

Thursday, August 9 – Online classes end

## **Session III (7 weeks)**

Monday, June 18 – Classes begin

Wednesday, July 4 - College Closed

Monday, July 23 – Last Day to withdraw from classes

Wednesday, August 1 – Last Day for On-Campus classes

Monday, August 6 – Online classes end

## **Session IV (10 weeks - Internships Only)**

Tuesday, May 29– Classes begin

Wednesday, July 4 - College Closed

Monday, June 23 – Last Day to withdraw from classes

Monday, July 6 – Classes end

# 1. Apply for Admission & Financial Aid

Summer semester classes begin as early as **Tuesday, May 29, 2018**, with four sessions starting throughout the summer.

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

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| <p><b>To Apply For Admission, Please Complete These Easy Steps:</b></p> <ol style="list-style-type: none"><li>1. Complete the application for admission</li><li>2. To apply online, go to <a href="http://my.commnet.edu">http://my.commnet.edu</a><ul style="list-style-type: none"><li>o Select “Apply for Admission”</li><li>o Select “Middlesex”</li><li>o Click on “First Time User Account Creation”</li></ul></li><li>3. or go to <a href="http://www.mxcc.edu/Admissions">www.mxcc.edu/Admissions</a> for a printable application form</li><li>4. Pay the \$20 application fee</li><li>5. Submit proof of high school or GED completion</li><li>6. Show proof of Measles/Mumps/Rubella/Varicella Immunity*. For additional information, including exemptions, contact the Enrollment Services Office at 860-343-5719.</li></ol> <p><b>*Adequate Immunization:</b></p> <ul style="list-style-type: none"><li>● Measles: Two doses</li><li>● Mumps: Two doses</li><li>● Rubella (German Measles): Two doses of rubella vaccine are required, administered after the student’s first birthday.</li><li>● Varicella (Chicken Pox): Two doses or provide certification from physician that student has had disease.</li></ul> <p>Prospective <b>international students</b> seeking information on the admissions process should visit: <a href="http://www.mxcc.edu/International">www.mxcc.edu/International</a> or contact the Enrollment Services Office at 860-343-5719.</p> | <p><b>OFFICE HOURS</b></p> <p><b>Enrollment Services</b><br/>Founders Hall, Rm. 153<br/>(860) 343-5719<br/><a href="mailto:mx-enrollmentservices@mxcc.edu">mx-enrollmentservices@mxcc.edu</a></p> <p>Monday* – Friday: 8:00 a.m. – 4:30 p.m.*<br/>*Monday until 6 p.m. during Fall and Spring semester class periods.</p> <p><i>(Please plan to come to the Enrollment Services Office no later than one hour before the office closes for the day to ensure enough time for the advising &amp; registration process.)</i></p> |
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## Pay For Your Summer Courses with Year Round Pell!

Effective for Summer 2018, the U.S. Department of Education will now provide up to 150% of your maximum Pell Grant award to enable you to graduate earlier! If you were full time during both the fall and spring semesters, you are now eligible to receive a Pell Grant as long as you register for at least six credits during the summer. With careful planning, Pell Grant recipients can take advantage of this new regulation and finish their degree faster than they may have done otherwise.

To be eligible, students must:

- Be otherwise eligible to receive Pell Grant funds for the period.
- Be making satisfactory academic progress.
- Meet the credit requirements each semester as determined by the Financial Aid Office (contact the office for details)
- Must complete a Summer Application (available in the Financial Aid Office).

# 2. Submit SAT/ACT/GED 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, ACT, or GED score, MxCC provides required placement testing on campus. Learn more at [mxcc.edu/bsa](http://mxcc.edu/bsa).*

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

After receiving your Banner ID, you should:

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

## Who Must Take the Accuplacer Placement Test

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

## Schedule Your Test

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

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



# 3. Meet With an Advisor & Register

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

## Registration Dates for Summer Courses:

### Middletown Campus Registration Hours

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

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

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

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

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

### To Register Online, Follow These Easy Steps:

(Continuing Students Only)

- 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: <http://supportcenter.ct.edu/netid> or stop by the Enrollment Services Office in Founders Hall.

## 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.commnnet.edu). Your initial password is made up of the following personal information:

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

## Passwords Must Follow These Rules:

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

## To Reset Your Password:

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

## Prepare to meet with an Academic Advisor

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# 4. Pay Tuition & Fees

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

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

## Payment Options

1. Summer Session(s): Students must submit payment in full at the time of registration. Students are required to pay the mandatory usage fees, the student activity fee, the tuition (Ext Fee:Credit), and any additional Lab, Studio, and Material Fees - (e.g. Supplemental Course Fees, 1 through 3) or Program Fees is enrolled in such program. Fees are listed in the table below.
2. Failure to pay in full, tuition and fees, at the time of registration, will result in the cancellation of the registration. Students whose classes are canceled for non-payment will need to re-register in-person at the Office of Enrollment Services on a space-available basis when the student is able to pay the tuition and fees.
3. Checks Returned for any reason(s) are subject to a \$25 returned check fee, which will be charged to student's account.
4. Payments may be made online or at the Business Office, located in the Founders Hall, during the regular office hours. To register and pay online, please log on to the student's account at <http://my.comnet.edu>. Acceptable payment methods for tuition and fees are cash, check or credit card (Discover Card, MasterCard, Visa, American Express, or eChecks - online only).

## Refund Policy for Extension Fee Based Credits

- When registering for summer courses students must pay in full or enroll in the available summer payment plan.
- Students who decide to drop a class must notify the Office of Enrollment Services, in writing, the day before the appropriate summer session starts. A full refund of the Tuition only, labeled "Ext Fee:Credit." will be made if the student deregister for the class the day before the appropriate summer session starts.
- The student will not be eligible for a refund if the request to withdraw from the class occurs on, or after the day the appropriate summer session starts.

## Summer 2018 Course Tuition and Fees Rates

### In-State Rates

| Semester<br>Hours Credits | Extension<br>Fee  | College<br>Services Fee | Student<br>Activity Fee | Total             |
|---------------------------|-------------------|-------------------------|-------------------------|-------------------|
| 1                         | \$172.00          | \$79.00                 | \$10.00                 | \$261.00          |
| 2                         | \$344.00          | \$86.00                 | \$10.00                 | \$440.00          |
| <b>3</b>                  | <b>\$516.00</b>   | <b>\$92.00</b>          | <b>\$10.00</b>          | <b>\$618.00</b>   |
| 4                         | \$688.00          | \$97.00                 | \$10.00                 | \$795.00          |
| 5                         | \$860.00          | \$115.00                | \$10.00                 | \$985.00          |
| <b>6</b>                  | <b>\$1,032.00</b> | <b>\$131.00</b>         | <b>\$10.00</b>          | <b>\$1,173.00</b> |
| 7                         | \$1,204.00        | \$148.00                | \$10.00                 | \$1,362.00        |
| 8                         | \$1,376.00        | \$163.00                | \$10.00                 | \$1,549.00        |
| <b>9</b>                  | <b>\$1,548.00</b> | <b>\$180.00</b>         | <b>\$10.00</b>          | <b>\$1,738.00</b> |
| 10                        | \$1,720.00        | \$195.00                | \$10.00                 | \$1,925.00        |
| 11                        | \$1,892.00        | \$213.00                | \$10.00                 | \$2,115.00        |
| <b>12</b>                 | <b>\$2,064.00</b> | <b>\$230.00</b>         | <b>\$20.00</b>          | <b>\$2,314.00</b> |
| 13                        | \$2,236.00        | \$230.00                | \$20.00                 | \$2,486.00        |
| 14                        | \$2,408.00        | \$230.00                | \$20.00                 | \$2,658.00        |
| <b>15</b>                 | <b>\$2,580.00</b> | <b>\$230.00</b>         | <b>\$20.00</b>          | <b>\$2,830.00</b> |

| Mandatory Usage Fees                            | Per Term | Max Per Term |
|---|----------|--------------|
| Clinical Program Fee - Level 1 - Rad Tech       | \$475.00 |              |
| Clinical Program Fee - Level 2 - ODD - VET Tech | \$350.00 |              |
| Advanced Manufacturing Fee*                     | \$475.00 |              |
| Supplemental Course Fee Level 1 **              | \$100.00 |              |
| Supplemental Course Fee Level 2 **              | \$200.00 | \$600.00     |
| Supplemental Course Fee Level 3 **              | \$300.00 |              |
| Material Fee ***                                | \$50.00  |              |

\*\*Excess Credits Tuition Charge - An additional flat tuition charge of \$100 per semester shall app

## Out-of-State Rates

| Semester Hours Credit | Extension Fee     | College Services Fee | Student Activity Fee | Total             |
|-----------------------|-------------------|----------------------|----------------------|-------------------|
| 1                     | \$172.00          | \$237.00             | \$10.00              | \$419.00          |
| 2                     | \$344.00          | \$258.00             | \$10.00              | \$612.00          |
| <b>3</b>              | <b>\$516.00</b>   | <b>\$276.00</b>      | <b>\$10.00</b>       | <b>\$802.00</b>   |
| 4                     | \$688.00          | \$291.00             | \$10.00              | \$989.00          |
| 5                     | \$860.00          | \$345.00             | \$10.00              | \$1,215.00        |
| <b>6</b>              | <b>\$1,032.00</b> | <b>\$393.00</b>      | <b>\$10.00</b>       | <b>\$1,435.00</b> |
| 7                     | \$1,204.00        | \$444.00             | \$10.00              | \$1,658.00        |
| 8                     | \$1,376.00        | \$489.00             | \$10.00              | \$1,875.00        |
| <b>9</b>              | <b>\$1,548.00</b> | <b>\$540.00</b>      | <b>\$10.00</b>       | <b>\$2,098.00</b> |
| 10                    | \$1,720.00        | \$585.00             | \$10.00              | \$2,315.00        |
| 11                    | \$1,892.00        | \$639.00             | \$10.00              | \$2,541.00        |
| <b>12</b>             | <b>\$2,064.00</b> | <b>\$690.00</b>      | <b>\$20.00</b>       | <b>\$2,774.00</b> |
| 13                    | \$2,236.00        | \$690.00             | \$20.00              | \$2,946.00        |
| 14                    | \$2,408.00        | \$690.00             | \$20.00              | \$3,118.00        |
| <b>15</b>             | <b>\$2,580.00</b> | <b>\$690.00</b>      | <b>\$20.00</b>       | <b>\$3,290.00</b> |

| Mandatory Usage Fees                            | Per Term | Max Per Term |
|---|----------|--------------|
| Clinical Program Fee - Level 1 - Rad Tech       | \$475.00 |              |
| Clinical Program Fee - Level 2 - ODD - VET Tech | \$350.00 |              |
| Advanced Manufacturing Fee*                     | \$475.00 |              |
| Supplemental Course Fee Level 1 **              | \$100.00 |              |
| Supplemental Course Fee Level 2 **              | \$200.00 | \$600.00     |
| Supplemental Course Fee Level 3 **              | \$300.00 |              |
| Material Fee ***                                | \$50.00  |              |

\*\*Excess Credits Tuition Charge - An additional flat tuition charge of \$100 per semester shall app

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| Semester<br>Hours Credits | Extension<br>Fee  | College<br>Services Fee | Student<br>Activity Fee | Total             |
|---------------------------|-------------------|-------------------------|-------------------------|-------------------|
| 1                         | \$172.00          | \$118.50                | \$10.00                 | \$300.50          |
| 2                         | \$344.00          | \$129.00                | \$10.00                 | \$483.00          |
| <b>3</b>                  | <b>\$516.00</b>   | <b>\$138.00</b>         | <b>\$10.00</b>          | <b>\$664.00</b>   |
| 4                         | \$688.00          | \$145.50                | \$10.00                 | \$843.50          |
| 5                         | \$860.00          | \$172.50                | \$10.00                 | \$1,042.50        |
| <b>6</b>                  | <b>\$1,032.00</b> | <b>\$196.50</b>         | <b>\$10.00</b>          | <b>\$1,238.50</b> |
| 7                         | \$1,204.00        | \$222.00                | \$10.00                 | \$1,436.00        |
| 8                         | \$1,376.00        | \$244.50                | \$10.00                 | \$1,630.50        |
| <b>9</b>                  | <b>\$1,548.00</b> | <b>\$270.00</b>         | <b>\$10.00</b>          | <b>\$1,828.00</b> |
| 10                        | \$1,720.00        | \$292.00                | \$10.00                 | \$2,022.00        |
| 11                        | \$1,892.00        | \$319.50                | \$10.00                 | \$2,221.50        |
| <b>12</b>                 | <b>\$2,064.00</b> | <b>\$345.00</b>         | <b>\$20.00</b>          | <b>\$2,429.00</b> |
| 13                        | \$2,236.00        | \$345.00                | \$20.00                 | \$2,601.00        |
| 14                        | \$2,408.00        | \$345.00                | \$20.00                 | \$2,773.00        |
| <b>15</b>                 | <b>\$2,580.00</b> | <b>\$345.00</b>         | <b>\$20.00</b>          | <b>\$2,945.00</b> |

| Mandatory Usage Fees                            | Per Term | Max Per Term |
|---|----------|--------------|
| Clinical Program Fee - Level 1 - Rad Tech       | \$475.00 |              |
| Clinical Program Fee - Level 2 - ODD - VET Tech | \$350.00 |              |
| Advanced Manufacturing Fee*                     | \$475.00 |              |
| Supplemental Course Fee Level 1 **              | \$100.00 |              |
| Supplemental Course Fee Level 2 **              | \$200.00 | \$600.00     |
| Supplemental Course Fee Level 3 **              | \$300.00 |              |
| Material Fee ***                                | \$50.00  |              |

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



## Online Course Tuition & College Services Fee

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

**Payment:** Cash, VISA, Mastercard, American Express, and/or Discover, check or eCheck (online only), or money order made payable to MxCC.

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

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

(All tuition and fees are subject to change.)

## Payment of Tuition, (Extension Credit) and Fees for the Summer or Winter Session Courses

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

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

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

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

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

## Financial Obligation Policy

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

# General Information

## Course Cancellations and Changes

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

Unfortunately, courses may be cancelled due to insufficient enrollment or circumstances beyond the college's control. Students will be notified by mail, email or phone of course cancellations. Faculty names and room assignments are subject to change due to required adjustments in the schedule.

## Course Changes

Students may add courses to or drop courses from their Summer 2018 schedule in person Monday – Friday 8:00 am –4:30 pm in the Enrollment Services Office, Founders Hall room 153. Please call in advance as office may be periodically closed, 860-343-5719.

## Auditing Courses

Students who do not desire to earn course credit may “audit” a course by completing an Audit Request Form at the time of registration in the Enrollment Services Office . During the summer term, the student has one week from the start of the class to submit the completed form to the Enrollment Services 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

**April 16, 2018** 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 Enrollment Services Office or through your advisor.

## Grades/Transcripts

Grades are no longer mailed to students directly. Semester grades will be available online. Students unable to access the Web may request an unofficial transcript in writing; forms are available in the Enrollment Services 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](http://mxcc.edu/student-email).

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

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

## Bookstore

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

Phone: 860- 346-4490.

Website: [www.mxcc.bkstr.com](http://www.mxcc.bkstr.com)

### Standard Hours:

Mondays: 9 am – 6 pm

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

Fridays: 9am – 12:30 pm

*Please note that hours are subject to change*

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

## Wondering what Career Major is Right For You?

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

Once you become a student at MxCC, our counselors in the Career Development and Counseling Center can assist you in identifying and meeting your individual career goals. The center also offers academic advising to ensure that students enroll in the most appropriate classes in their chosen field.

# Programs of Study

## Degree Programs

Accounting  
\*Art Studies  
\*Biology Studies  
Biotechnology  
Business Administration  
\*Business Studies  
\*Chemistry Studies  
\*Communication Studies  
Computer Engineering Technology Option  
(Technology Studies)  
Computer Information Technology  
\*Computer Science Studies  
Criminal Justice  
\*Criminology Studies  
Digital Media Production  
Early Childhood Education  
\*Early Childhood Teacher Credential  
Engineering Science  
\*English Studies  
Environmental Science  
Fine Arts/Fine Arts: Graphic Design Track General  
Studies  
\*French Studies  
General Studies  
Health Information Management  
\*History Studies  
Human Services  
Liberal Arts & Sciences  
Management Information Systems  
Manufacturing Engineering Technology Option  
(Technology Studies)  
Manufacturing Machine Technology Option  
(Technology Studies)  
Marketing  
\*Mathematics Studies  
Ophthalmic Design and Dispensing  
\*Physics Studies  
\*Political Science Studies  
\*Psychology Studies  
Radiologic Technology  
\*Social Work Studies  
\*Sociology Studies  
\*Spanish Studies  
Technology Studies  
\*Theater Studies  
Veterinary Technology  
*\*CSCU Pathway "Transfer Ticket" Degree Programs*  
*For more information, see [www.ct.ed/transfer](http://www.ct.ed/transfer)*

## Post Primary Certifications

Computed Tomography  
Mammography

## Certificate Programs

Accounting Assistant  
Accounting Technician  
Advertising & Sales Promotion  
Audio & Music Production  
Biotechnology  
Broadcast Communications  
Business Skills  
Child Development Assoc. (CDA) Credential  
Communications Networking  
Corporate Media Production  
Customer Service Management  
Early Childhood Education  
Entrepreneurship  
Film & Video Production  
Health Career Pathways  
Health Information Management  
Help Desk Technician  
Juvenile Justice  
Manufacturing Machine Technology  
Multimedia  
Multimedia Web Design & Development  
News & Sports Production  
Nutrition & Dietetics Pathway  
Ophthalmic Medical Assisting  
Software Developer  
Substance Abuse Education  
Therapeutic Recreation

## Continuing Education Non-Credit Programs

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

# Contact Information: Schools, Programs & Departments

| Program   | Contact                   | Phone        | Room | Email  |
|---|---------------------------|--------------|------|--|
| <b>College-Wide Programs</b>  |                           |              |      |  |
| <b>College Career Pathways</b><br><i>College courses in the high schools</i>  | Ms. Carolyn Innocenzi     | 860-343-5841 | 141  | <a href="mailto:cinnocenzi@mxcc.edu">cinnocenzi@mxcc.edu</a>       |
| <b>General Studies</b><br><b>Liberal Arts &amp; Sciences</b>  | Ms. Sara Brinckerhoff     | 860-343-5883 | 209  | <a href="mailto:sbrinckerhoff@mxcc.edu">sbrinckerhoff@mxcc.edu</a> |
|   | Dr. David England         | 860-343-5887 | 107  | <a href="mailto:dengland@mxcc.edu">dengland@mxcc.edu</a>           |
| <b>Honors Program</b>   | Dr. Eva Jones             | 860-343-5854 | 520  | <a href="mailto:ejones2@mxcc.edu">ejones2@mxcc.edu</a>             |
| <b>Transitional Year Program</b>  | Prof. Terence McNulty     | 860-343-5889 | 520  | <a href="mailto:tmcnulty@mxcc.edu">tmcnulty@mxcc.edu</a>           |
| <b>School of Allied Health, Business, and STEM<br/>(Science, Technology, Engineering &amp; Math)</b><br>Ms. Sara Brinckerhoff, Division Director • 860-343-5883 • Room 209 • <a href="mailto:sbrinckerhoff@mxcc.edu">sbrinckerhoff@mxcc.edu</a> |                           |              |      |  |
| <b>Accounting</b><br>Accounting Assistant<br>Accounting Technician  | Assoc. Prof. Sue Lugli    | 860-343-5840 | 313  | <a href="mailto:slugli@mxcc.edu">slugli@mxcc.edu</a>               |
| <b>Biology Studies</b><br><b>Biotechnology</b>  | Dr. Frank Stellabotte     | 860-343-5747 | 209  | <a href="mailto:fstellabotte@mxcc.edu">fstellabotte@mxcc.edu</a>   |
| <b>Business Administration</b><br><b>Business Studies</b><br>Advertising & Sales Promotion<br>Business Skills<br>Customer Service Management<br>Entrepreneurship  | Assoc. Prof. Sue Lugli    | 860-343-5840 | 313  | <a href="mailto:slugli@mxcc.edu">slugli@mxcc.edu</a>               |
| <b>Chemistry Studies</b>  | Asst. Prof. James Quinlan | 860-343-5773 | 217  | <a href="mailto:jquinlan@mxcc.edu">jquinlan@mxcc.edu</a>           |

|   |                           |              |      |  |
|---|---------------------------|--------------|------|--|
| <b>Computer Engineering Technology (Tech. Studies)</b><br>Computer Science Studies                                | Dr. Lin Lin               | 860-343-5763 | 209  | <a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a>                   |
| <b>Computer Information Technology</b><br>Communications Networking<br>Help Desk Technician<br>Software Developer | Prof. Donna Hylton        | 860-343-5774 | 512  | <a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a>             |
| <b>Dietetic Technician Pathway</b>  | Dr. Judy Wallace          | 860-343-5780 | 209  | <a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a>           |
| <b>Engineering Science</b><br>Engineering Tech. Option (Tech. Studies)  | Dr. Lin Lin               | 860-343-5763 | 209  | <a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a>                   |
| <b>Environmental Science</b>  | Prof. Christine Witkowski | 860-343-5781 | 217  | <a href="mailto:cwitkowski@mxcc.edu">cwitkowski@mxcc.edu</a>       |
| <b>Health Career Pathway</b>  | Dr. Judy Wallace          | 860-343-5780 | 209  | <a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a>           |
| <b>Health Information Management</b>  | Asst. Prof. Jill Flanigan | 860-343-5791 | 313  | <a href="mailto:jflanigan@mxcc.edu">jflanigan@mxcc.edu</a>         |
| <b>Management Information Systems</b>   | Prof. Donna Hylton        | 860-343-5774 | 512  | <a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a>             |
| <b>Manufacturing Machine Technology (Tech. Studies)</b>   | Ms. Shelley Figueroa      | 860-343-5841 | 131A | <a href="mailto:rfigueroa@mxcc.edu">rfigueroa@mxcc.edu</a>         |
| <b>Marketing</b>  | Assoc. Prof. Sue Lugli    | 860-343-5840 | 313  | <a href="mailto:slugli@mxcc.edu">slugli@mxcc.edu</a>               |
| <b>Mathematics Studies</b>  | Prof. Steve Krevisky      | 860-343-5792 | 310  | <a href="mailto:skrevisky@mxcc.edu">skrevisky@mxcc.edu</a>         |
| <b>Ophthalmic Design &amp; Dispensing</b><br>Ophthalmic Medical Assistant   | Ms. Sara Brinckerhoff     | 860-343-5883 | 209  | <a href="mailto:sbrinckerhoff@mxcc.edu">sbrinckerhoff@mxcc.edu</a> |
| <b>Physics Studies</b>  | Dr. Mark Busa             | 860-343-5779 |      | <a href="mailto:mbusa@mxcc.edu">mbusa@mxcc.edu</a>                 |
| <b>Pre-Allied Health/Transfer</b>   | Dr. Judy Wallace          | 860-343-5780 | 209  | <a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a>           |
| <b>Radiologic Technology</b><br>Computed Tomography<br>Mammography  | Dr. Judy Wallace          | 860-343-5780 | 209  | <a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a>           |
| <b>Technology Studies</b>   | Dr. Lin Lin               | 860-343-5763 | 209  | <a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a>                   |

|   |                                 |              |     |  |
|---|---------------------------------|--------------|-----|--|
| Veterinary Technology   | Dr. Chris Gargamelli            | 860-343-5842 | 407 | <a href="mailto:cgargamelli@mxcc.edu">cgargamelli@mxcc.edu</a>       |
| <b>School of Arts &amp; Media, Humanities, and Social Sciences</b>  |                                 |              |     |  |
| Dr. David England, Interim Division Director • 860-343-5887 • Room 107 • <a href="mailto:dengland@mxcc.edu">dengland@mxcc.edu</a>                                     |                                 |              |     |  |
| Art Studies<br>Fine Arts<br>Fine Arts: Graphic Design Track   | Prof. Judith DeGraffenried      | 860-343-5871 | 407 | <a href="mailto:jdegraffenried@mxcc.edu">jdegraffenried@mxcc.edu</a> |
| Communication Studies   | Prof. John Shafer               | 860-343-5811 | 606 | <a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a>               |
| Criminal Justice<br>Criminology Studies   | Assoc. Prof. Rebecca Rist-Brown | 860-343-5849 | 508 | <a href="mailto:RRistBrown@mxcc.edu">RRistBrown@mxcc.edu</a>         |
| Digital Media Production<br>Audio & Music Production<br>Broadcast Communications<br>Corporate Media Production<br>Film & Video Production<br>News & Sports Production | Prof. Rich Lenoce               | 860-343-5796 | 606 | <a href="mailto:rlenoce@mxcc.edu">rlenoce@mxcc.edu</a>               |
| Early Childhood Education<br>Early Childhood Teacher<br>Credential<br>Child Dev. Assoc. (CDA)<br>Credential   | Asst. Prof. Norma Rosado-Javier | 860-343-5856 | 508 | <a href="mailto:NRosado-Javier@mxcc.edu">NRosado-Javier@mxcc.edu</a> |
| English Studies   | Dr. Donna Bontatibus            | 860-343-5802 | 520 | <a href="mailto:dbontatibus@mxcc.edu">dbontatibus@mxcc.edu</a>       |
| French Studies  | Prof. Angelo Glaviano           | 860-343-5807 | 520 | <a href="mailto:aglaviano@mxcc.edu">aglaviano@mxcc.edu</a>           |
| History Studies   | Dr. Victor Triay                | 860-343-5746 | 508 | <a href="mailto:vtriay@mxcc.edu">vtriay@mxcc.edu</a>                 |
| Human Services<br>Social Work Studies<br>Juvenile Justice<br>Substance Abuse Education<br>Therapeutic Recreation  | Dr. Jennifer Hernandez          | 860-343-5816 | 508 | <a href="mailto:jhernandez@mxcc.edu">jhernandez@mxcc.edu</a>         |
| Multimedia & Mult. Web Design<br>& Dev.   | Prof. Richard Eriksen           | 860-343-5795 | 606 | <a href="mailto:reriksen@mxcc.edu">reriksen@mxcc.edu</a>             |
| Political Science Studies   | Prof. Tad Lincoln               | 860-343-5817 | 508 | <a href="mailto:tlincoln@mxcc.edu">tlincoln@mxcc.edu</a>             |
| Psychology Studies  | Dr. Andrea Levy                 | 860-343-5815 | 508 | <a href="mailto:alevy@mxcc.edu">alevy@mxcc.edu</a>                   |



|                          |                       |              |     |  |
|--------------------------|-----------------------|--------------|-----|--|
| <b>Sociology Studies</b> | Dr. John Ambenge      | 860-343-5810 | 508 | <a href="mailto:jambenge@mxcc.edu">jambenge@mxcc.edu</a>   |
| <b>Spanish Studies</b>   | Prof. Angelo Glaviano | 860-343-5807 | 520 | <a href="mailto:aglaviano@mxcc.edu">aglaviano@mxcc.edu</a> |
| <b>Theater Studies</b>   | Prof. John Shafer     | 860-343-5811 | 606 | <a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a>     |

### Continuing Education Non-Degree Programs

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

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

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

# 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 readings, 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 a broadband connection, and a 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 instructions 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. A tentative schedule is below.** Before coming to an orientation session, students are advised to check the most updated schedule posted at <http://mxcc.edu/distance> (click on **Campus Orientation** link on the left panel).

### For Summer 2018 New Online Students

### **Summer Courses Starting on May 29th**

Middletown, Wheaton Hall 306

Tuesday, May 29 , 3:00 pm – 4:30 pm

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

Thursday, May 31, 10:00 am - 11:30 am

### **Summer Courses Starting on June 18th**

Middletown, Wheaton Hall 306

Monday June 18, 3:00 pm – 4:30 pm

### **Summer Courses Starting on July 5th**

Middletown, Wheaton Hall 306

Thursday, July 5, 1:00 pm - 2:30 pm

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

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

Distance Learning

Chapman Hall - 702/703

Phone: 860-343-5756

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