COMMUNITY COLLEGE CAN BE YOUR PLAN “A”

MIDDLESEX COMMUNITY COLLEGE

What’s Inside:
FALL & SUMMER 2015 Enrollment Guide & Course Listings
Continuing Education Courses

Updated August 17, 2015

Classes in Middletown, Meriden, Shoreline, and Online

MXCC.EDU
Community College Can Be Your Plan “A”

Many students treat community college as their backup plan – a place to go if their first choice doesn’t work out, or if finances get in the way. The truth is, community colleges like Middlesex are for ALL students. We’re the Plan “A” for college students whose career interests match one of our 50 degree and certificate programs, who want a challenging honors program, who may need an extra boost from intensive college-readiness courses, who want to transfer to a university to pursue a bachelor’s degree, who are looking for job-ready training programs through our continuing education division, and who want to explore their options because they still aren’t sure what their future holds.

And yes, we’re a college for students whose original Plan “A” didn’t work out.

Middlesex Community College is a place for you to reach your goals with a skill set already in place, for less money, and with connections to professionals in the field.

An associate degree at Middlesex Community College should be your Plan “A.” Here are 8 reasons why:

1. THE PROFESSORS
Our faculty have PhDs, MBAs, law degrees, and years of experience working in their fields. You’ll learn from veterinarians, police officers, scientists, Emmy-award winners, opticians, accountants, published authors, and computer programmers, to name a few. They are all professionals who love to teach, share their expertise, keep you up on the latest trends, and make connections for you after graduation.

2. THE COST
Our low cost leaves more money in your pocket. Our flexible schedule, with courses in Middletown, Meriden, the shoreline, and online, allows you to work or take care of your family.

3. A HIGHER CHANCE OF SUCCESS
At MxCC, you will have access to numerous services designed help you succeed. These include academic advising, disability support, career/transfer counseling, financial aid, and our Learning Commons (Jean Burr Smith Library, Academic Success Center, and Distance Learning). You’ll also find many ways to get involved through college clubs, student government, and community-based service learning projects.

GREAT COURSES, LOW COST, BRIGHT FUTURES
4. A PLAN FOR THE UNEXPECTED
When you’re 18 and right out of high school, you might think you have the next four to eight years to focus on your college education and career. For many of us, financial issues, relationships, and other life events interrupt our plans. The likelihood of completing an associate degree is greater because it takes less time and money — even when life gets in the way. You can always keep climbing for that next degree, but you’ll have an education and a degree that you can use along the way.

5. COMMUNITY CONNECTIONS
Going to college teaches you what to know, and who to know. MxCC has a deep commitment to civic engagement and partnerships with local businesses, nonprofits, and industries. In fact, companies look for recent community college graduates — especially in technical jobs — because they know you received hands-on, practical training that is designed to meet their needs. If you aren’t sure how to get your foot in the door, a community college with a relevant degree program will help tremendously.

6. SMALLER CLASS SIZES
MxCC’s average class size is 20 students. We don’t have huge lecture halls with 150 seats. You get one-on-one attention from faculty who know your name.

7. BETTER PREPARATION FOR MORE EDUCATION
Did you know that students who complete an associate degree do better at a four-year university? Community college gives you two years to explore, mature, and learn important study habits. There’s also a better chance that after two years, you will know more concretely what it is you want to study and therefore be more motivated to succeed at the bachelor’s degree level.

8. MORE MARKETABILITY IN THE FIELD
Imagine two applicants for the same position in the news department of a TV station. All other strengths being equal, one has a bachelor’s degree in Communications. The other has an associate degree in Broadcast Cinema from MxCC (with lots of hand-on work in our Center for New Media and in an industry-based internship), and a bachelor’s degree in Communications. Who are you more likely to hire, even though the years of education are the same?

So there you have it, 8 reasons why Middlesex Community College should be your plan A!
Ready to find out what we have to offer and how to enroll?
WELL, READ ON!
WELCOME!
Congratulations on your decision to consider Middlesex Community College to further your education! At Middlesex Community College, you’ll get personal attention from dedicated professors in small class settings; guidance from experienced counselors and advisors who will help you clearly define and achieve your goals; programs that will help you launch or build your career in some of today’s fastest-growing fields; and, affordable tuition that saves thousands of dollars over the average cost of most other two and four-year colleges.

Middlesex offers access to cutting-edge technology and state-of-the-art educational facilities in a suburban setting located in the scenic heart of the Connecticut River Valley. Work on the latest computer systems in our computer and business laboratories in Wheaton Hall. Cater to your curiosity as you study in the bright and modern Jean Burr Smith Library facility. Take classes in our newly expanded and renovated Meriden Center. We have everything you need to reach your greatest potential: an outstanding faculty, small classes, support services, academic advising, career placement assistance, transfer counseling, and a variety of student activities. Come see what Middlesex Community College has for you!

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

5 STEPS TO TAKING CREDIT CLASSES AT MXCC!

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QUICK NUMBERS

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<tr>
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See more important numbers on page 16.

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.

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.

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 FOR ADMISSION

Fall semester classes begin on Monday, August 31, 2015.
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:

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

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

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

Prospective international students seeking information on the admissions process should visit www.mxcc.edu/International or contact the Office of Admissions at 860-343-5719.

OFFICE HOURS

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

When spring and fall semester classes are in session
Monday* - Friday: 8:00 a.m. - 5:00 p.m.*

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

Meriden Welcome Center
Admissions, Financial Aid, Academic Advising, & Registration
203-608-3050

Summer Hours (July 6-August 13)
Monday-Thursday 8:30am-12:00pm
Financial Aid counseling available in Middletown only

Fall Hours (beginning August 17)
Monday-Friday 8:00am-5:00pm
Evening hours and appointments are available. Contact the Meriden Welcome Center for details.

Visit the MxCC Admissions page.
www.mxcc.edu/admissions
To Apply For Financial Aid, Follow These Easy Steps:

- Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the Free Application for Federal Student Aid (FAFSA) and click the “Start Here” button.
- Enter the Title IV code for MxCC: 008038 to ensure that the FAFSA is sent to MxCC.
- Submit IRS Federal Tax Return Transcript, and any other required documentation, if requested to do so by the Financial Aid Office.
  - Log on to myCommNet at [http://my.commnet.edu/](http://my.commnet.edu) (see page 9 for more information) to check your status and to view your financial aid award package. This link also lets you know if you have any documents being requested.

**FINANCIAL AID OFFICE HOURS**

Middletown Campus: Founders Hall, Rm. 132
860-343-5741

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

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

**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](http://www.ct.edu/admission/finaid). Click on “Academic Progress Policy.”
- Have attempted fewer than 90 credits.

**Book Purchases**

Students who are financial aid recipients may have remaining aid after their tuition and fee bill is paid. Subsequently, a student may be eligible to receive a book credit at the College Bookstore.

Students awarded a book credit may use this credit for the purchase of books and necessary supplies at the MxCC Bookstore.

Check with the Financial Aid Office at (860) 343-5741 if you have any questions or concerns.

*Please Note: Students who withdraw from classes must be aware that their financial aid may be affected. Please consult with the Financial Aid Office before withdrawing.*
3. **SUBMIT SAT/ACT SCORES OR TAKE THE BSA**

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

Learn more at mxcc.edu/bsa

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

*After receiving your Banner ID, you should:*

1) Go to www.mxcc.edu/bsa and read the Frequently Asked Questions on the “Accuplacer FAQ” page to familiarize yourself with the entire process.

2) **Review:** Take the sample tests and use the study sites on the “Test Preparation” page so that you are sure to do your best.

3) **Schedule:** Look at the dates and locations we are testing, pick one that works for you, and make an appointment on the “Schedule an Appointment” page.

4) **Score:** Come in well rested and prepared to do your best on assessment day!

**WHO MUST TAKE THE BSA**

MxCC requires skill assessments in English and mathematics before students enroll in math, reading, or writing courses, courses with any math or English prerequisites, or enroll in an academic program.

For test exemptions, please visit mxcc.edu/bsa

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 next page for more info about preparing to meet with your advisor.

**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 (see list on page 25).

**MIDDLETOWN CAMPUS REGISTRATION HOURS**

Monday*-Friday: 9 a.m. – 5:00 p.m.  
*Extended Monday Night hours until 6pm during August.

**SPECIAL SATURDAY REGISTRATION HOURS:**

Saturday August 8, Middletown Campus: 10 AM-2 PM  
Saturday August 22, Middletown Campus: 10 AM-2 PM

**MERIDEN CENTER, WELCOME CENTER**

Summer Hours (July 6-August 13)

Monday-Thursday 8:30am-12:00pm  
Financial Aid counseling available in Middletown only

Fall Hours (beginning August 17)

Monday-Friday 8:00am-5:00pm  
Evening hours and appointments are available. Contact the Meriden Welcome Center for details.
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 Comunity 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.)

• 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?
TO REGISTER ONLINE, FOLLOW THESE EASY STEPS:
* Changes to our online student information system myCommNet are scheduled for July 6, 2015. Any myCommNet web addresses listed in this publication will link to the new system. Revised instructions will be made available at mxcc.edu/regonline.

TO REGISTER FOR YOUR CLASSES ON MYCOMMNET:
2. Login using your NetID and password.
3. Click on the “Student” tab.
4. Click on “Student Self-Service” channel.
5. Click on “Registration and Payment.”
6. Click on “Register (add/drop) Classes.”
7. Select term, then submit (follow instructions in step 1 and 2 on that page).
8. Enter your CRNs and click “Submit Changes” or click on the “Class Search” button to find courses.
9. Click on “View Schedule” at bottom of page to confirm registration.
10. Follow prompts to initiate payment.
11. Logoff.

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

PRINT CLASS SCHEDULE
To print your class schedule on myCommNet:
1. Go to http://my.commnet.edu
2. Login using your NetID and password.
3. Go to the “Student” tab.
4. Click on the “Student Self-Service” channel.
5. Click on “Registration and Payment.”
6. Click on “Student Detail Schedule.”
7. Select term, then submit.
8. View/Print your schedule.
9. Logoff.

VERIFY ENROLLMENT
To print your Enrollment Verification on myCommNet:
1. Go to http://my.commnet.edu
2. Login using your NetID and password.
3. Go to the “Student” tab.
4. Click on the “Student Self-Service” channel.
5. Click on “Student Records.”
6. Click on “Request for Enrollment Verification.”
7. Click on “NSC Self-Service” (direct connect to National Student Clearinghouse).
8. Click on “Obtain an Enrollment Certificate.”
9. Print your certificate.
10. Logoff.

NOTE: Continuing students ONLY may register online at myCommNet from now until August 30, 2015.

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

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.
## CREDIT COURSE SCHEDULE

For an up-to-the-minutelisting of the college's credit courses:

- Go online to [my.commnet.edu](http://my.commnet.edu)
- Click **Search for Course Offerings** in the righthand column

On the next page:
- Under **Term**, select **Fall Term 2015**
- Under **College**, select **Middlesex CC**
- Next to **Course Level**, click the **Credit** button
- Click **Get Courses**

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<th>CRN</th>
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<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
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pages 10-18 have been replaced with this page
CROSS REGISTRATION
Students who attend another institution of higher learning through the Connecticut State Colleges and Universities (all 12 community colleges, four state universities, and Charter Oak) may also register at MxCC. Additional tuition and fees will be applied unless the student shows proof of payment at his/her primary institution. Cross registration does not apply to mandatory usage fees, summer credit, winter intersession credit, or any credit-free courses taught through the Continuing Education Division. Registrations completed on this basis will be accepted on August 28, 2015 from 2-4pm or any day thereafter, on a space-available basis. Any student registered prior to August 28, 2015 will be responsible for full payment. An admission fee of $20 will be due from first-time applicants.

SENIOR CITIZEN REGISTRATION
Senior Citizens may register in Middletown or Meriden on Friday, August 28, 2015 (2:00-4:00pm) or any day thereafter; and have their General Fund Tuition and Fees waived (proof of age required.) Tuition, general fees, and the application fee are completely waived for Connecticut residents 62 years of age or over on a space available basis. Cost of books, special fees and course travel costs are not included in the waiver. Special fees other than the application fee must still be paid. A student may audit courses if he or she does not desire to earn credit.

WITHDRAWAL POLICY
Prior to August 31, 2015, 100% refund of tuition will be granted. During the first 14 calendar days of the semester (August 31 - September 14), a 50% refund of tuition will be granted. In both cases, the courses will be removed from the student’s schedule and will not appear on his/her transcript. After 14 calendar days, and up to the end of the 11th week of the semester (September 15 - November 13, 2015), a student may withdraw from any course by obtaining a withdrawal form from the Registrar’s Office or from our website. No refund will be granted. Students who do not complete this process by the deadline will receive a letter grade at the end of the semester, which will include zeroes for any work not submitted. Course withdrawals may affect financial aid and veteran’s benefits, so please make this decision carefully, and with the help of your advisor.
Payment Options

1. Before July 10, 2015: Students must submit the college service fee, student activity fee and all mandatory usage fees at the time of registration. Tuition must be paid no later than July 10, 2015.

2. After July 10, 2015: Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.

3. Installment Plan: Students taking six or more credit hours qualify to take part in the installment payment plan. There is a $25 non-refundable fee for participation in the plan. For more information, contact the Business Office at 860-343-5729.

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

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

Payments may be made at the Business Office during regular office hours. Tuition can also be paid by mail or online at http://my.commnet.edu.

Acceptable payment methods for tuition are cash, check or credit card (Discover Card, MasterCard or Visa).

Refund Policy for General Fund Courses

Before registering for classes, students should read the refund policy established by the Connecticut State Colleges and Universities Board of Regents for Higher Education.

Definition of a General Fund course: Any credit course offered during the fall and spring semester.

• When registering for courses, students pay a nonrefundable deposit equal to the fees for their courses. Students who decide to drop a class must notify the Registrar’s office in writing to get a refund. A full refund of tuition will be made if this is done by August 28, 2015. If the student notifies the Registrar’s office during the first 14 calendar days (August 31, 2015 - September 14, 2015) 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.

BUSINESS OFFICE HOURS

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

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

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| Out-of-State |         |                     |                       |       |
| 1       | $450.00 | $222.00             | $10.00                | $682.00 |
| 12+***  | $5,400.00 | $648.00           | $10.00                | $6,068.00 |

| NEBHE |         |                     |                       |       |
| 1       | $225.00 | $111.00             | $10.00                | $346.00 |
| 12+***  | $2,700.00 | $324.00           | $10.00                | $3,044.00 |

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

Mandatory Usage Fees

<p>| | |</p>
<table>
<thead>
<tr>
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<tr>
<td>Laboratory Course Fee</td>
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<td>Studio Course Fee</td>
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<td>Clinical Program Fee-Level 2</td>
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</table>

CT Veterans Tuition Waivers

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

CT National Guard Waivers

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

Online Course Tuition & College Services Fee

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

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

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

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

(All tuition and fees are subject to change.)

Payment of Tuition and Fees (Fall Courses)

Registering prior to July 10, 2015 the minimum payment required at registration is the applicable College Service Fee, Student Activity Fee and mandatory usage fees. The balance of the applicable full tuition is then due July 10, 2015.

Registering after July 10, 2015, the entire amount of tuition and fees is due at the time of registration.

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

1. authorization of Financial Aid by the Financial Aid Office;
2. an initial payment for the Installment Payment Plan (three payments on Aug 14, Sept. 14, October 14, 2015); or
3. the applicable Tuition Fee Waiver Form (renewed each semester) presented to the cashier.

Cash, check, VISA, Discover, and MasterCard are accepted forms of payment. An installment “Payment Plan” may be arranged with the Business Office, Founders Hall, for a fee of $25. This Payment Plan must be initiated in-person by the student.

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

Financial Obligation Policy

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

*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.
GENERAL INFORMATION

COURSE CANCELLATIONS AND CHANGES
Courses may be cancelled due to insufficient enrollment. Students will be notified by mail, email or phone of course cancellations. Faculty names and room assignments are subject to change due to required adjustments in the schedule.

COURSE CHANGES
Students may add courses to or drop courses from their Fall 2015 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.

LATE REGISTRATION ADD/DROP
(1ST WEEK OF SCHOOL)-Extended Hours
Middletown Campus
Monday, August 31 9:00am-6:00pm
Tuesday, September 1 9:00am-6:00pm
Wednesday, September 2 9:00am-6:00pm
Thursday, September 3 9:00am-6:00pm
Friday, September 4 9:00am-5:00pm

Meriden Center, Welcome Center
Monday, August 31 -Friday, September 4th, 8:00am -5:00pm*
* Additional evening hours and appointments are available. Please contact the Meriden Welcome Center for more information.

AUDITING COURSES
Students who do not desire to earn course credit may audit a course by completing an audit request form at the time of registration in the Registrar's office. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. Full tuition and fees are charged for courses audited. Students auditing a course may not change to credit status. The deadline to apply is the 4th week of the semester.

GRADUATION
April 15, 2016 is the deadline date to file your graduation application to ensure that your name will be included in the graduation program. Applications received after this date will still be processed for degree certification. Graduation applications/checklists may be obtained in the Records Office, the Meriden Center, or through your advisor.

ENROLLMENT VERIFICATION REQUEST
The National Student Clearinghouse processes all student enrollment verifications. Log on to myCommNet with the 8-digit NetID number and PIN, and follow the prompts. Students will be connected directly to the National Student Clearinghouse enabling them to print their own enrollment verification certificates. Verifications for the Fall 2015 semester will be accessible the week of September 28, 2015.

GRADES/TRANSCRIPTS
Grades are no longer mailed to students directly. Semester grades will be available online. Students unable to access the Web may request an unofficial transcript in writing; forms are available in the Registrar’s office, room 153, through MyCommnet at http://my.commnet.edu.
To print out an unofficial transcript or view grades:
1. Go to http://my.commnet.edu
2. Login using your NetID and password.
3. Go to the “Student” tab.
4. Click on the “Student Self-Service” channel.
5. Click on “Student Records.”
6. Click on “Final Grades,” select term, click “Submit,” OR
7. Click on “Academic Transcript,” select level (MxCC Credit), click “Submit.”
8. View/Print your final grades/transcript.
9. Logoff.

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

- Meet other new students and current student leaders
- Become familiar with the Student Affairs staff, along with the services available on campus
- Transition successfully to college life

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

JEAN BURR SMITH LIBRARY
Phone: (860) 343-5830
The Jean Burr Smith Library, located on the main floor of Chapman Hall, is open Monday – Thursday: 8:00 a.m. – 8:00 p.m., Friday: 8:00 a.m. – 4:00 p.m., and Saturday: 10:00 a.m. – 4:00 p.m.*
*The library will also extend its hours during the last two weeks of classes, so students can prepare for their exams. The hours will be 7:30 a.m. – 8:00 p.m., Monday – Thursday, and 7:30 a.m. – 4:00 p.m. Friday.

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.
Students considering a degree or certificate program at MxCC should review the College Catalog for in-depth program descriptions, requirements, and course selections. The catalog may be found online by going to www.mxcc.edu/catalog. Students may also go to mxcc.edu/academics for a complete listing of all academic programs and courses offered at MxCC.

**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.bookstr.com

**Standard Hours:**
Mondays: 9 am - 6 pm
Tues., Wed., and Thurs.: 9 am - 4:30 pm
Fridays: 9 am - 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.bookstr.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.
IMPORTANT DATES AND TELEPHONE NUMBERS

ACADEMIC CALENDAR

**Fall 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue-Fri, Aug. 25-28</td>
<td>Last-Minute Registration, Orientation Sessions</td>
</tr>
<tr>
<td>Thursday, August 27</td>
<td>Adjunct Faculty Professional Development Event</td>
</tr>
<tr>
<td>Monday, August 31</td>
<td>CLASSES BEGIN</td>
</tr>
<tr>
<td>Saturday, September 5</td>
<td>Saturday Classes Begin – CLASSES HELD</td>
</tr>
<tr>
<td>Monday, September 7</td>
<td>Labor Day – NO CLASSES</td>
</tr>
<tr>
<td>Monday, September 14</td>
<td>Last Day to Add/Drop Courses</td>
</tr>
<tr>
<td></td>
<td>Last Day for 50% Tuition Refund</td>
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<tr>
<td>Thursday, September 17</td>
<td>Constitution Day – CLASSES HELD</td>
</tr>
<tr>
<td>Monday, September 21</td>
<td>“LATE START” CLASSES BEGIN</td>
</tr>
<tr>
<td>Monday, September 28</td>
<td>Last date to change from credit to audit status</td>
</tr>
<tr>
<td>Monday, October 12</td>
<td>Columbus Day – CLASSES HELD</td>
</tr>
<tr>
<td>Mon-Fri, November 2-24</td>
<td>Priority Advising &amp; Registration for Continuing Students</td>
</tr>
<tr>
<td>Friday, November 6</td>
<td>Last Day to Make Up “Incompletes” from Spring/Summer 2015</td>
</tr>
<tr>
<td>Wednesday, November 11</td>
<td>Veterans’ Day – CLASSES HELD</td>
</tr>
<tr>
<td>Friday, November 13</td>
<td>Graduation Applications Due for December Completers</td>
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<tr>
<td>Wed-Sun, Nov 25-29</td>
<td>Thanksgiving Recess – NO CLASSES</td>
</tr>
<tr>
<td>Wed., 11/25</td>
<td>Veterans’ Day Observed (College Open, Faculty Holiday)</td>
</tr>
<tr>
<td>Thur., 11/26</td>
<td>Thanksgiving Day (College Closed)</td>
</tr>
<tr>
<td>Fri., 11/27</td>
<td>Day After Thanksgiving (College Open, Faculty Holiday)</td>
</tr>
<tr>
<td>Sat., 11/28 and 11/29</td>
<td>No Classes (College Closed)</td>
</tr>
<tr>
<td>Tuesday December 8</td>
<td>Reading/Make-Up Day – NO REGULARLY SCHEDULED CLASSES</td>
</tr>
<tr>
<td>Friday, December 11</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Sat-Fri, December 12-18</td>
<td>Final Exams: All classes meet but on special schedule</td>
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<tr>
<td>Saturday, December 19</td>
<td>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)</td>
</tr>
<tr>
<td>Tuesday, December 22</td>
<td>Grades due by 9:00am</td>
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<td></td>
<td>Semester Ends</td>
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</table>

IMPORTANT TELEPHONE NUMBERS

This Enrollment Guide provides answers to many commonly asked questions. For more information, please use the telephone numbers listed below:

- General Information .......................................................... 860-343-5800
- Toll-Free Number .................................................................. 1-800-818-5501
- Academic Success Center Middletown .................................. 860-343-5770
- Academic Success Center Meriden ....................................... 203-608-3072
- Admissions ........................................................................... 860-343-5719
- Bookstore ............................................................................ 860-346-4490
- Business Office .................................................................... 860-343-5729
- Cafeteria/Kitchen .................................................................. 860-343-6789
- Career Development ............................................................. 860-343-5826
- Continuing Education ......................................................... 860-343-5865
- Counseling Center ............................................................... 860-343-5826
- Distance Learning Support .................................................. 860-343-5756
- Dean of Academics .................................................................. 860-343-5866
- Dean of Students .................................................................... 860-343-5764
- Financial Aid ........................................................................ 860-343-5741
- Foundation and Alumni ......................................................... 860-343-5789
- Library .................................................................................. 860-343-5830
- Meriden Center ...................................................................... 203-238-6202
- Placement Testing (Middletown) .......................................... 860-343-5770
- Placement Testing (Meriden) .................................................. 203-238-6211
- President .............................................................................. 860-343-5701
- Reading/Writing Lab ............................................................... 860-343-5808
- Records/Registrar .................................................................. 860-343-5724
- Security ................................................................................ 860-343-5864
- Student Activities ................................................................. 860-343-5748
- Veterans Affairs .................................................................... 860-343-5720
- Veterans Oasis Program ....................................................... 860-343-5797
<table>
<thead>
<tr>
<th>Division/Program</th>
<th>Contact</th>
<th>Phone</th>
<th>Room</th>
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</tr>
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<tbody>
<tr>
<td>School of Arts &amp; Media,</td>
<td>Jaime Flores</td>
<td>860-343-5757</td>
<td>508</td>
<td><a href="mailto:jflores@mxcc.edu">jflores@mxcc.edu</a></td>
</tr>
<tr>
<td>Humanities, and Social Sciences</td>
<td>Dr. Mary Rayappan</td>
<td>860-343-5791</td>
<td>208</td>
<td><a href="mailto:mrayappan@mxcc.edu">mrayappan@mxcc.edu</a></td>
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<tr>
<td>Continuing Education Coordinator</td>
<td>Diane Bordonaro RN</td>
<td>860-343-5716</td>
<td>104</td>
<td><a href="mailto:dbordonaro@mxcc.edu">dbordonaro@mxcc.edu</a></td>
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<tr>
<td>Director of Academic Initiatives</td>
<td>Menismah Shabazz</td>
<td>860-343-5784</td>
<td>131A</td>
<td><a href="mailto:mshabazz@mxcc.edu">mshabazz@mxcc.edu</a></td>
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<tr>
<td>Accounting</td>
<td>Prof. Nancy Kelly</td>
<td>860-343-5761</td>
<td>313</td>
<td><a href="mailto:nkelly@mxcc.edu">nkelly@mxcc.edu</a></td>
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<tr>
<td>Accounting Assistant</td>
<td>Prof. Nancy Kelly</td>
<td>860-343-5761</td>
<td>313</td>
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<tr>
<td>Accounting Technician</td>
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<td>860-343-5761</td>
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<tr>
<td>Advertising &amp; Sales Promotion</td>
<td>Asst. Prof. Sue Lugli</td>
<td>860-343-5840</td>
<td>313</td>
<td><a href="mailto:slugli@mxcc.edu">slugli@mxcc.edu</a></td>
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<tr>
<td>Biotechnology</td>
<td>Dr. Michelle Kraczkowski</td>
<td>860-343-5747</td>
<td>217</td>
<td><a href="mailto:mtipton@mxcc.edu">mtipton@mxcc.edu</a></td>
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<tr>
<td>Broadcast Cinema</td>
<td>Prof. John Shafer</td>
<td>860-343-5811</td>
<td>414</td>
<td><a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a></td>
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<tr>
<td>Business Administration</td>
<td>Asst. Prof. Sue Lugli</td>
<td>860-343-5840</td>
<td>313</td>
<td><a href="mailto:slugli@mxcc.edu">slugli@mxcc.edu</a></td>
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<tr>
<td>Business Skills</td>
<td>Asst. Prof. Sue Lugli</td>
<td>860-343-5840</td>
<td>313</td>
<td><a href="mailto:slugli@mxcc.edu">slugli@mxcc.edu</a></td>
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<tr>
<td>Communication</td>
<td>Prof. John Shafer</td>
<td>860-343-5811</td>
<td>414</td>
<td><a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a></td>
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<tr>
<td>Communications Networking</td>
<td>Prof. Donna Hylton</td>
<td>860-343-5774</td>
<td>313</td>
<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
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<tr>
<td>Computer Engineering Technology</td>
<td>Dr. Lin Lin</td>
<td>860-343-5763</td>
<td>313</td>
<td><a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a></td>
</tr>
<tr>
<td>Computer Information Technology</td>
<td>Prof. Donna Hylton</td>
<td>860-343-5774</td>
<td>313</td>
<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
</tr>
<tr>
<td>Corporate Media Production</td>
<td>Prof. John Shafer</td>
<td>860-343-5811</td>
<td>414</td>
<td><a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a></td>
</tr>
<tr>
<td>Customer Service Management</td>
<td>Asst. Prof. Sue Lugli</td>
<td>860-343-5840</td>
<td>313</td>
<td><a href="mailto:slugli@mxcc.edu">slugli@mxcc.edu</a></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Asst. Prof. Rebecca Rist-Brown</td>
<td>860-343-5849</td>
<td>508</td>
<td><a href="mailto:rristbrown@mxcc.edu">rristbrown@mxcc.edu</a></td>
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<tr>
<td>Dietetic Technician</td>
<td>Dr. Judy Wallace</td>
<td>860-343-5780</td>
<td>209</td>
<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Asst. Prof. Norma Rosado-Javier</td>
<td>860-343-5856</td>
<td>508</td>
<td><a href="mailto:nrosado-javier@mxcc.edu">nrosado-javier@mxcc.edu</a></td>
</tr>
<tr>
<td>Child Dev. Asso (CDA) Credential</td>
<td>Asst. Prof. Norma Rosado-Javier</td>
<td>860-343-5856</td>
<td>508</td>
<td><a href="mailto:nrosado-javier@mxcc.edu">nrosado-javier@mxcc.edu</a></td>
</tr>
<tr>
<td>Electric Power Pathway (Tech. Studies)</td>
<td>Dr. Mark Busa</td>
<td>860-343-5779</td>
<td>217</td>
<td><a href="mailto:mbusa@mxcc.edu">mbusa@mxcc.edu</a></td>
</tr>
<tr>
<td>Engineering Science</td>
<td>Dr. Lin Lin</td>
<td>860-343-5763</td>
<td>311</td>
<td><a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a></td>
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<tr>
<td>Engineering Tech. Option (Tech. Studies)</td>
<td>Dr. Lin Lin</td>
<td>860-343-5763</td>
<td>313</td>
<td><a href="mailto:llin@mxcc.edu">llin@mxcc.edu</a></td>
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<tr>
<td>Entrepreneurship</td>
<td>Asst. Prof. Sue Lugli</td>
<td>860-343-5840</td>
<td>313</td>
<td><a href="mailto:slugli@mxcc.edu">slugli@mxcc.edu</a></td>
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<tr>
<td>Environmental Science</td>
<td>Assoc. Prof. Christine Witkowski</td>
<td>860-343-5781</td>
<td>217</td>
<td><a href="mailto:cwitkowski@mxcc.edu">cwitkowski@mxcc.edu</a></td>
</tr>
<tr>
<td>Fine Arts/Graphic Design Track</td>
<td>Prof. Judith DeGraffenried</td>
<td>860-343-5871</td>
<td>407</td>
<td><a href="mailto:jdegraffennied@mxcc.edu">jdegraffennied@mxcc.edu</a></td>
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<tr>
<td>General Studies</td>
<td>Jaime Flores</td>
<td>860-343-5757</td>
<td>508</td>
<td><a href="mailto:jflores@mxcc.edu">jflores@mxcc.edu</a></td>
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<tr>
<td></td>
<td>Dr. Mary Rayappan</td>
<td>860-343-5791</td>
<td>208</td>
<td><a href="mailto:mrayappan@mxcc.edu">mrayappan@mxcc.edu</a></td>
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<td>Health Career Pathway</td>
<td>Dr. Judy Wallace</td>
<td>860-343-5780</td>
<td>209</td>
<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
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<tr>
<td>Help Desk Technician</td>
<td>Prof. Donna Hylton</td>
<td>860-343-5774</td>
<td>313</td>
<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
</tr>
<tr>
<td>Honors Program</td>
<td>Dr. Eva Jones</td>
<td>860-343-5854</td>
<td>520</td>
<td><a href="mailto:ejones2@mxcc.edu">ejones2@mxcc.edu</a></td>
</tr>
<tr>
<td>Human Services</td>
<td>Prof. Judith Felton</td>
<td>860-343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
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<tr>
<td>Juvenile Justice</td>
<td>Prof. Judith Felton</td>
<td>860-343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
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<tr>
<td>Liberal Arts - Humanities/Science</td>
<td>Jaime Flores</td>
<td>860-343-5757</td>
<td>508</td>
<td><a href="mailto:jflores@mxcc.edu">jflores@mxcc.edu</a></td>
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<td></td>
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<td>860-343-5791</td>
<td>208</td>
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<tr>
<td>Management Information Systems</td>
<td>Prof. Donna Hylton</td>
<td>860-343-5774</td>
<td>313</td>
<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
</tr>
<tr>
<td>Manufacturing Machine Technology</td>
<td>Assoc. Prof. Hubert Godin</td>
<td>860-343-5776</td>
<td>217</td>
<td><a href="mailto:hgodin@mxcc.edu">hgodin@mxcc.edu</a></td>
</tr>
<tr>
<td>Marketing</td>
<td>Asst. Prof. Sue Lugli</td>
<td>860-343-5840</td>
<td>313</td>
<td><a href="mailto:slugli@mxcc.edu">slugli@mxcc.edu</a></td>
</tr>
<tr>
<td>Multimedia &amp; Mlt. Web Design &amp; Dev.</td>
<td>Prof. Richard Eriksen</td>
<td>860-343-5795</td>
<td>407</td>
<td><a href="mailto:reriksen@mxcc.edu">reriksen@mxcc.edu</a></td>
</tr>
<tr>
<td>News and Sports Production</td>
<td>Prof. John Shafer</td>
<td>860-343-5811</td>
<td>414</td>
<td><a href="mailto:jshafer@mxcc.edu">jshafer@mxcc.edu</a></td>
</tr>
<tr>
<td>Ophthalmic Design &amp; Dispensing</td>
<td>Prof. Raymond Dennis</td>
<td>860-343-5845</td>
<td>625</td>
<td><a href="mailto:rdennis@mxcc.edu">rdennis@mxcc.edu</a></td>
</tr>
<tr>
<td>Ophthalmic Medical Assistant</td>
<td>Prof. Raymond Dennis</td>
<td>860-343-5845</td>
<td>625</td>
<td><a href="mailto:rdennis@mxcc.edu">rdennis@mxcc.edu</a></td>
</tr>
<tr>
<td>Pre-Allied Health/Transfer</td>
<td>Dr. Judy Wallace</td>
<td>860-343-5780</td>
<td>209</td>
<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
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<tr>
<td>Radiologic Technology</td>
<td>Dr. Judy Wallace</td>
<td>860-343-5780</td>
<td>209</td>
<td><a href="mailto:jwallace@mxcc.edu">jwallace@mxcc.edu</a></td>
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<tr>
<td>Software Developer</td>
<td>Prof. Donna Hylton</td>
<td>860-343-5774</td>
<td>313</td>
<td><a href="mailto:dhylton@mxcc.edu">dhylton@mxcc.edu</a></td>
</tr>
<tr>
<td>Substance Abuse Education</td>
<td>Prof. Judith Felton</td>
<td>860-343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
</tr>
<tr>
<td>Therapeutic Recreation</td>
<td>Prof. Judith Felton</td>
<td>860-343-5816</td>
<td>508</td>
<td><a href="mailto:jfelton@mxcc.edu">jfelton@mxcc.edu</a></td>
</tr>
<tr>
<td>Transitional Year Program</td>
<td>Prof. Terence McNulty</td>
<td>860-343-5889</td>
<td>520</td>
<td><a href="mailto:tmcnulty@mxcc.edu">tmcnulty@mxcc.edu</a></td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>Amy Lawton, CVT</td>
<td>860-343-5710</td>
<td>104</td>
<td><a href="mailto:alawton@mxcc.edu">alawton@mxcc.edu</a></td>
</tr>
</tbody>
</table>
The Meriden Center’s recently expanded and renovated facility is a great place to start or complete your education!

**THE MERIDEN CENTER SERVICES INCLUDE:**

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

**TAKING CLASSES AT THE MERIDEN CENTER**

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

**DIRECTIONS TO THE MXCC MERIDEN CENTER**

**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 SUMMER & FALL 2015

HTTP://MXCC.EDU/DISTANCE

Distance Learning courses at MxCC are fully or partially (Hybrid) online and are designed for highly motivated students taking credit courses with a flexible schedule. Most of our fully online classes (ONLN code in MyCommNet) are asynchronous. Our distance learning online/hybrid courses follow the standard academic calendar of the college and are available online 24 hours a day, 7 days a week. Students do not 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. The orientation for hybrid students will take place at the first campus meeting.

TENTATIVE SCHEDULE FOR CAMPUS ORIENTATION- SUMMER AND FALL SEMESTER

<table>
<thead>
<tr>
<th>Summer I Semester (5/26/15 - 6/30/15)</th>
<th>Summer II Semester (7/6/15 - 8/7/15)</th>
<th>Summer III Semester (5/26/15 - 8/05/15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middletown Campus, Room TBA</td>
<td>Middletown Campus, Room TBA</td>
<td>Middletown Campus, Room TBA</td>
</tr>
<tr>
<td>Tuesday, May 26th, 3:30 pm - 4:30 pm</td>
<td>Monday, July 6th, 3:00 pm - 4:30 pm</td>
<td>Tuesday, May 27th, 2:00 pm - 3:30 pm</td>
</tr>
<tr>
<td>Wednesday, May 27th, 2:00 pm - 3:30 pm</td>
<td>Tuesday, July 7th, 10:00 am - 11:30 am</td>
<td>Wednesday, May 27th, 5:30 pm - 7:00 pm</td>
</tr>
<tr>
<td>Thursday, May 28th, 10:00 am - 11:30 am</td>
<td></td>
<td>Thursday, May 28th, 10:00 am - 11:30 am</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer IV Semester (6/15/15 - 8/4/15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middletown Campus, Room TBA</td>
</tr>
<tr>
<td>Monday, June 15th, 3:00 pm - 4:30 pm</td>
</tr>
<tr>
<td>Tuesday, June 16th, 10:00 am - 11:30 am</td>
</tr>
</tbody>
</table>

Fall Semester

Middletown Campus, Room TBA

Monday, August 31, 3:00 pm - 4:30 pm
Tuesday, September 1, 5:30 pm – 7:00 pm
Wednesday, September 2, 10:00 am - 11:30 am
Thursday, September 3, 3:00 pm - 4:30 pm

Meriden Center, Room TBA

Tuesday, September 1, 2:00 pm – 3:30 pm

All campus-orientation sessions listed above will be accessible online via WebEx. The most updated on-campus orientation schedule with locations and the instruction of an orientation online via WebEx is available at http://mxcc.edu/distance, click “Campus Orientation” link (upper left). Online Orientation is also available for students who are unable to attend a campus orientation at http://mxcc.edu/distance (Click “Online Orientation” link at upper left).

FOR FURTHER INFORMATION OR QUESTIONS ABOUT ONLINE LEARNING, CONTACT:

Distance Learning
Founders Hall - Room 131/131A
Phone: 860-343-5756
Email: mxccdistance@mxcc.edu
Web: http://mxcc.edu/distance
LEARNING OPTIONS AT MXCC

TRANSITIONAL YEAR PROGRAM

Taking Developmental Classes?
Join the Transitional Year Program this Fall! MxCC’s Transitional Year Program is now accepting students who have placed into English 096.

In this program, you will:
• Deepen Your Learning
• Take courses that feature overlapping lessons and content
• Get one to one support from tutors and a faculty mentor
• Connect with an advisor and have your own registration session
• Develop your study skills
• Connect with a community of students committed to success

Special Incentives Include:
• A free flash drive for each student
• A free dictionary for each student
• A free calculator for each student
• A free student planner for each student
• Community events and gatherings
• And more!

Interested? Contact:
Terence McNulty, Assistant Professor, English
Phone: 860-343-5889
Email: tmcnulty@mxcc.edu

or

Mensagem Shabazz, Director of Academic Initiatives
Phone: 860-343-5784
Email: mshabazz@mxcc.edu

mxcc.edu/typ

HONORS PROGRAM

The Honors Program provides students with an academically enriching Associate Degree program. Honors students receive better teacher-student ratio, faculty and peer mentoring, more independent study opportunities, and an early entrance into the Phi Theta Kappa Honor Society. Students can select their own program of study and use the Honors Program to fulfill General Education requirements. Undecided or undeclared students will enroll in the Liberal Arts and Sciences program.

Special Features:
Students in the program receive personalized academic advising to complete General Education and Honors Program Requirements within two-years. Faculty Mentors and a Personal Librarian also help students through the program and facilitate student exploration of individual academic and professional interests. Upon completion of an Associate’s Degree, Honors students will receive special designation on their transcripts and Honors courses will automatically transfer to any Connecticut State University and other private institutions.

Consistent with MxCC’s mission and educational goals, students in the Honors Program will participate in mentored community activities to enhance their academic experiences. Our staff members are dedicated to creating these innovative and enriching interdisciplinary opportunities that will positively impact our future student community leaders for a lifetime.

Students must apply into the Honors Program.

For more information about the program, please contact:

Mensagem Shabazz, Director of Academic Initiatives
Phone: 860-343-5784
Email: mshabazz@mxcc.edu

or

Eva Jones Ph.D., Instructor, English
Phone: 860-343-5854
Email: ejones2@mxcc.edu

mxcc.edu/honors
THE PLUS 50 ENCORE COMPLETION PROGRAM

If you’re one of 37 million adults ages 25 to 64 who attended college but never received a degree—or one of millions more who need a new skill for a changing job market—Plus 50 can pave the way to completion.

Through the Plus 50 Encore Completion Program, Middlesex Community College is providing programs and services that make it easier than ever for students over 50 to obtain the cutting-edge skills and credentials required to compete for jobs in the health care, education, and social services fields. Middlesex offers support and flexibility to help you reach your goals, from choosing a course of study and scheduling classes to finding transportation and applying for financial aid.

Anyone in the job market these days knows the competition is fierce—especially for people age 50 and over. It takes longer for workers over 50 to find jobs than it does for their younger counterparts, and workers of all ages with limited education credentials have higher rates of unemployment and greater difficulty than others in finding and securing employment.

Today, 40 percent of people over age 55 remain in the workforce—the highest rate since 1962. If you’re among them and you need a job or a change in careers, earning a certificate or degree in the high demand fields of health care, education, and social services will help you beat the competition.

Learn more at http://mxcc.edu/plus-50/

SUMMER 2015 FAST TRACK: ENGLISH & MATH WORKSHOPS

**English**
These noncredit workshops are designed to help students refresh their skills in reading and writing, including essay writing, grammar, and reading skills. The workshops are particularly beneficial for students placing in courses below ENG*101.

At the end of the workshop, students will retake the placement test to see if they can progress to another level of English. A placement test is required before the start of the workshop to determine eligibility.

**EDUC1003:**
CRN: 2135 (Middletown Campus)  
June 15-18 and 22-25  
5 p.m. to 8 p.m., Room: Snow 419  
CRN: 2138 (Middletown Campus)  
July 6-9 and 13-16  
9 a.m. to 12 p.m., Room: Wheaton 305A  
CRN: 2139 (Middletown Campus)  
July 20-23 and 27-30  
5 p.m. to 8 p.m., Room: Snow 419  
CRN: 2140 (Meriden Center)  
August 3-6 and 10-13  
9 a.m. to 12 p.m., Meriden: Room 404  
CRN: 2141 (Middletown Campus)  
August 17-20 and 24-27  
9 a.m. to 12 p.m., Room: Snow 419  
CRN: 2170 (Meriden Center)  
July 20-23 and 27-30  
9 a.m. to 12 p.m., Meriden: Room 404

**Math**
Students who didn’t place into college-level math (MAT*137 or above) or do well in MAT*085 can take a Fast Track Math Workshop (non-credit) to see if you can raise your math course placement on the Accuplacer test.

Topics ranging from arithmetic to elementary algebra. Students will be given the opportunity to re-take the Accuplacer placement test at the end of the workshop.

**EDUC1002:**
CRN # 2162 (Middletown Campus)  
June 15 – 19, 22 – 26  
5:30 p.m. – 8:30 p.m.  
CRN # 2157 (Meriden Center)  
July 6 – 9, 13 – 16, 20, 21  
9:00 a.m. – 12:00 p.m.  
CRN # 2159 (Middletown Campus)  
Aug 5, 6, 10 – 13, 17 – 20  
9:00 a.m. – 12:00 p.m.  
CRN # 2160 (Middletown Campus)  
Aug 5, 6, 10 – 13, 17 – 20  
1:00 p.m. – 4:00 p.m.

**Cost:** Free

**HOW TO REGISTER:**
Online: mxcc.edu/ce  
In Person: Admissions Office, Founders Hall  
By Phone: 860-343-5865

Learn more about these free workshops at mxcc.edu/learning-options/fast-track
THERE’S STILL TIME FOR A SUMMER COURSE!

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 pre-requisites necessary for your degree program.
4. Summer courses typically meet for a shorter period of time; between five and ten weeks.
5. Enjoy a high-quality, low cost education at the “College of Our Community”!

LEARN MORE: MXCC.EDU/SUMMER

SUMMER TUITION RATES

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
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<tr>
<td></td>
<td>ACCOUNTING</td>
<td></td>
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<tr>
<td>2022</td>
<td>ACC*118</td>
<td>Managerial Accounting</td>
<td>3</td>
<td>TR</td>
<td>9:00am-12:45pm</td>
<td>Shafer</td>
<td>7/6-8/7</td>
<td>WHEATON 205</td>
</tr>
<tr>
<td>2028</td>
<td>BIO*121</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
<td>TR</td>
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<td>Lugli</td>
<td>7/6-8/7</td>
<td>WHEATON 206</td>
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<tr>
<td>2023</td>
<td>BIO*110</td>
<td>Princ. of Human Body</td>
<td>3</td>
<td>TR</td>
<td>9:00am-12:45pm</td>
<td>Lugli</td>
<td>7/6-8/7</td>
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<td>2024</td>
<td>BIO*111</td>
<td>Intro to Nutrition</td>
<td>3</td>
<td>TR</td>
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<td>Lugli</td>
<td>7/6-8/7</td>
<td>WHEATON 206</td>
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<tr>
<td>2029</td>
<td>BIO*212</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
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<td>Lugli</td>
<td>7/6-8/7</td>
<td>WHEATON 206</td>
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</table>

FOR THE MOST UP-TO-DATE COURSE AVAILABILITY, GO TO

my.commnet.edu and click on on “Search for Courses”in the right hand column.

Select term, college (Middlesex CC), level (Credit), and click “Get Courses”.

KEY: Online Course (see page 11)

See complete tuition and fees for summer at ct.edu/admission/tuition.

SUMMARY:

- **Accounting**: ACC*118 Managerial Accounting (WHEATON 205)
- **Biology**: BIO*121 Anatomy & Physiology II (WHEATON 206)
- **Business**: BMK*216 Internet Marketing (WHEATON 213B)
- **Chemistry**: CHE*122 General Chemistry II (WHEATON 205)
- **Communication and Speech**: COM*153 Film Production (CHAP 629)
- **Art**: ART*111 Drawing I (SNOW 409)
- **Digital Photography**: ART*250 Digital Photography (SNOW 413A)
- **Managerial Accounting**: ACC*118 (ONLINE)
- **Intro to Nutrition**: BIO*111 (ONLINE)
- **Anatomy & Physiology II**: BIO*212 (WHEATON 206)
- **Microbiology**: BIO*235 (WHEATON 206)
- **Business Software Apps**: BBG*115 (ONLINE)
- **Principles of Marketing**: BMK*201 (ONLINE)
- **Internet Marketing**: BMK*216 (ONLINE)
- **General Chemistry II**: CHE*122 (WHEATON 205)
- **Film Production**: COM*153 (CHAP 629)
- **Public Speaking**: COM*173 (SNOW 505)
<table>
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<tr>
<th>CRN</th>
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<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
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<tbody>
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<td>2129</td>
<td>COM*264</td>
<td>Advanced Editing Work</td>
<td>3</td>
<td>MWF</td>
<td>9:00 - 11:30am</td>
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<td>7/6-8/7</td>
<td>CHAP 612</td>
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<tr>
<td>2130</td>
<td>COM*294</td>
<td>Media Arts Workshop</td>
<td>3</td>
<td>MWF</td>
<td>12:00 - 3:00pm</td>
<td>Shafer</td>
<td>7/6-8/7</td>
<td>CHAP 605</td>
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<tr>
<td>2117</td>
<td>CJ5*211</td>
<td>Criminal Law I</td>
<td>3</td>
<td>MW</td>
<td>6:00 - 8:30pm</td>
<td>D'Angelo</td>
<td>6/15-8/4</td>
<td>SNOW 521</td>
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<tr>
<td>2051</td>
<td>DGA*110</td>
<td>Computer Graphics</td>
<td>3</td>
<td>MWF</td>
<td>9:00 - 11:30am</td>
<td>Staff</td>
<td>7/6-8/7</td>
<td>CHAP 610</td>
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<tr>
<td>2052</td>
<td>DGA*241</td>
<td>Internet Web Design I</td>
<td>3</td>
<td>MWF</td>
<td>12:00 - 2:30pm</td>
<td>Staff</td>
<td>7/6-8/7</td>
<td>CHAP 610</td>
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<tr>
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<td>DGA*257</td>
<td>Motion Graphics &amp; Effects</td>
<td>3</td>
<td>MTWR</td>
<td>5:30 - 7:25pm</td>
<td>Staff</td>
<td>7/6-8/7</td>
<td>CHAP 610</td>
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<tr>
<td>2007</td>
<td>ECE*176</td>
<td>Health Safety &amp; Nutrition</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>Rosado-Javier</td>
<td>7/6-8/7</td>
<td>ONLINE</td>
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<tr>
<td>2008</td>
<td>ECE*215</td>
<td>The Exceptional Learner</td>
<td>3</td>
<td>-</td>
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<td>Rosado-Javier</td>
<td>6/15-8/4</td>
<td>ONLINE</td>
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<tr>
<td>2010</td>
<td>ECN*101</td>
<td>Princ. of Macroeconomics</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>Maslin</td>
<td>7/6-8/7</td>
<td>ONLINE</td>
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<tr>
<td>2013</td>
<td>ECN*102</td>
<td>Princ. of Microeconomics</td>
<td>3</td>
<td>-</td>
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<td>Abou-Saad</td>
<td>7/6-8/7</td>
<td>ONLINE</td>
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<tr>
<td>2014</td>
<td>ENG*063</td>
<td>Intro to Essay-ALP I (w/2017)</td>
<td>3</td>
<td>TR</td>
<td>12:00 - 2:30pm</td>
<td>Floridaia</td>
<td>6/15-8/4</td>
<td>SNOW 413A</td>
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<td>2017</td>
<td>ENG*101</td>
<td>Comp.-ALP I (W/2014)</td>
<td>3</td>
<td>TR</td>
<td>9:00 - 11:30am</td>
<td>Floridaia</td>
<td>6/15-8/4</td>
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<td>2018</td>
<td>ENG*101</td>
<td>Composition</td>
<td>3</td>
<td>TR</td>
<td>9:00 - 11:30am</td>
<td>Floridaia</td>
<td>6/15-8/4</td>
<td>SNOW 504</td>
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<tr>
<td>2039</td>
<td>ENG*102</td>
<td>Literature &amp; Composition</td>
<td>3</td>
<td>MTWR</td>
<td>5:30 - 7:25 pm</td>
<td>Floridaia</td>
<td>7/06-8/7</td>
<td>SNOW 507</td>
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<tr>
<td>2038</td>
<td>ENG*102</td>
<td>Literature &amp; Composition</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>Jones</td>
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<td>ONLINE</td>
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<tr>
<td>2041</td>
<td>ENG*281</td>
<td>Creative Writing</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>McNulty</td>
<td>6/15-8/4</td>
<td>ONLINE</td>
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<tr>
<td>2056</td>
<td>HIS*102</td>
<td>Western Civilization II</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>Triay</td>
<td>7/06-8/7</td>
<td>ONLINE</td>
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<tr>
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<td>Triay</td>
<td>7/06-8/7</td>
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<tr>
<td>2060</td>
<td>HIS*202</td>
<td>U.S. History II</td>
<td>3</td>
<td>-</td>
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<tr>
<td>2077</td>
<td>MAT*085</td>
<td>Pre-Alg &amp; Elem Algebra</td>
<td>6</td>
<td>MTWR</td>
<td>5:30 - 8:00 pm</td>
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<td>6/15-8/4</td>
<td>SNOW 406</td>
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<td>3</td>
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<td>Math for the Liberal Arts</td>
<td>3</td>
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<td>5:30 - 7:25 pm</td>
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<td>7/06-8/7</td>
<td>WHEATON 205</td>
</tr>
<tr>
<td>2102</td>
<td>ODD*109</td>
<td>Optical Bus. Management</td>
<td>3</td>
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<td>8:30 -11:45 am</td>
<td>Staff</td>
<td>06/17-06/17</td>
<td>CHAP 613</td>
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<td>2103</td>
<td>ODD*130</td>
<td>Low Vision</td>
<td>1</td>
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<td>CHAP 613</td>
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<td>3</td>
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<td>3</td>
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<td>PSY*251</td>
<td>Behav Disor of Children &amp; Youth</td>
<td>3</td>
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<tr>
<td>2090</td>
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<td>SOC*103</td>
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<td>3</td>
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</table>

CRNs 2109 & 2110 must be taken together

CRNs 2113 & 2114 must be taken together
Continuing Education

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

SUMMER & FALL COURSE OFFERINGS

Health Careers

Certified Nurse Aide (CNA) – Accelerated Summer Classes
Certified Nurse Aides play a vital role in healthcare delivery by providing routine patient care. Working under the supervision of a nurse, CNAs report vital patient information including temperatures, pulses, and blood pressures. CNAs have direct patient contact assisting with daily activities, such as, bathing, walking, and eating.

The Certified Nurse Aide training program consists of lectures, skills development, and clinical training. Learn the proper way to perform nursing procedures essential to meet the needs of patients under your care. This program is approved by the State Department of Public Health. Note: Convicted felons may have difficulty finding employment in the healthcare industry.

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

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

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

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

Summer 2015 CNA Classes

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2142</td>
<td>CNA Program</td>
<td>$1299</td>
<td>6/29 – 7/31</td>
<td>M,W,F</td>
<td>5:00 pm-8:30 pm</td>
<td>Snow 514</td>
<td>Dobruck</td>
</tr>
<tr>
<td>2143</td>
<td>Lab</td>
<td>-</td>
<td>7/2, 7/7</td>
<td>T,Th,F</td>
<td>4:00 pm-9:00 pm</td>
<td>Meriden Center 401</td>
<td>Lewis</td>
</tr>
<tr>
<td>2143</td>
<td>Clinical</td>
<td>-</td>
<td>7/9 – 7/30</td>
<td>T,Th,F</td>
<td>4:00 pm-9:20 pm</td>
<td>Apple Rehab</td>
<td>Lewis</td>
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<tr>
<td>2144</td>
<td>CNA Program</td>
<td>$1299</td>
<td>6/29 – 7/31</td>
<td>M,W,F</td>
<td>5:00 pm-8:30 pm</td>
<td>Snow 514</td>
<td>Dobruck</td>
</tr>
<tr>
<td>2144</td>
<td>Lab</td>
<td>-</td>
<td>7/2, 7/7</td>
<td>T,Th,F</td>
<td>4:00 pm-9:00 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
</tr>
<tr>
<td>2144</td>
<td>Clinical</td>
<td>-</td>
<td>7/9 – 7/30</td>
<td>T,Th,F</td>
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<td>Essex Meadows</td>
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<tr>
<td>2146</td>
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<td>-</td>
<td>7/14, 7/16, 7/21</td>
<td>T,Th,T</td>
<td>8:00 am-1:20 pm</td>
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<tr>
<td>2146</td>
<td>Clinical</td>
<td>-</td>
<td>7/23 – 8/9</td>
<td>T,Th,F</td>
<td>8:00 am -2:15 pm</td>
<td>Wadsworth Glen</td>
<td>Cowen</td>
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</table>

WHOOPS!

We cancelled your class because we didn’t know you planned on attending. Register Early!
Fall 2015 CNA Classes

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
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<tbody>
<tr>
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<td>9/9 – 11/2</td>
<td>M,W</td>
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<tr>
<td>3455</td>
<td>Lab</td>
<td>-</td>
<td>9/10, 9/17, 9/24</td>
<td>Th</td>
<td>4:00pm-9:00 pm</td>
<td>Meriden Center 401</td>
<td>Wade</td>
</tr>
<tr>
<td>3456</td>
<td>Clinical</td>
<td>-</td>
<td>9/25 – 10/30</td>
<td>Th, F</td>
<td>4:00pm-9:20 pm</td>
<td>Wadsworth Glen</td>
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<table>
<thead>
<tr>
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<td>3456</td>
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<table>
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<th>COURSE</th>
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<tbody>
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<td>McConnell</td>
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<tr>
<td>3460</td>
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<td>-</td>
<td>10/16 – 11/13</td>
<td>Th, F</td>
<td>8:00 am-2:00 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
</tr>
</tbody>
</table>

Pharmacy Technician Certificate Program – Offered Fall 2015
This program is offered in partnership with the Connecticut Pharmacists Association.
This comprehensive, 60-hour course prepares you for an entry-level position in a community, hospital or long-term care setting. Topics include medical terminology specific to the pharmacy; reading and interpreting prescriptions; and defining drugs by generic and brand names. Learn dosage calculation, I.V. flow rates, drug compounding, and dose conversion. Develop your knowledge of prescription dispensing, inventory control, billing, and insurance reimbursement. This program is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam (not included in this course fee).

Prerequisite: Proficiency in English, mathematics, and algebra as required for pharmaceutical calculations and directives, proof of high school diploma or GED. Note: Individuals convicted of a felony are not permitted to sit for the exam.

Cost: $1049 (textbooks included) This program is eligible for WIA funds – contact CT Works 203-238-3688 to inquire. Payment Plan available.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
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<td>Pharm Tech Cert.</td>
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<td>6:00pm-9:00 pm</td>
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<td>CT Pharmacists Association</td>
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Pharmacy Technician Certification Exam Information
The Pharmacy Technician Certification Board (PTCB) offers the Pharmacy Technician Certification Exam. For more information please visit www.ptcb.org.

Students who complete the Pharmacy Technician Program are eligible to receive 4 college credits through Charter Oak State College.
Continuing Education Courses – Summer & Fall 2015

Patient Care Technician Certificate – Offered Fall 2015
The Patient Care Technician (PCT) Certificate program is an exciting opportunity for Certified Nurse Aides to advance their skills, earn a better salary, and have more job options in a changing work environment. PCTs are valued members of many health care teams. They work in hospitals, rehabilitation settings, physician offices, clinics, and long-term care facilities. Upon completion of this program, students are eligible to sit for the National Healthcareer Association Certified Patient Care Technician Exam. This program does not prepare students to become certified phlebotomy technicians or certified EKG technicians. Prerequisites: 1) Current CNA required, 2) High-school diploma or GED 3) English language competency. Note: Convicted felons may have difficulty finding employment in the healthcare field. This program is eligible for WIA funds — contact CT Works 203-238-3688 early to inquire. Payment Plan available.

The following 7 courses are included in the PCT program:
1) Advanced Nurse Aide $399
2) Phlebotomy Skills for the PCT 399
3) ECG and Pulse Oximetry 249
4) Computer Fundamentals (optional) 199
5) Customer Service & Communication in Healthcare 49
5) CPR or BLS 90
7) Hospital Based Clinical Experience (optional) 699
Total = $2,084 + textbooks

Summer 2015 PCT Courses – Get Started Early!
Computer Fundamentals
This preparatory course gives students the fundamental skills necessary to gain a basic understand of how to use a computer. The course teaches keyboarding techniques, the fundamental of the Windows environment, file management, Internet research and email. Students with little or no hands-on experience with computers should take this basic skills course before enrolling in the PCT program.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
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<td>Wheaton 306</td>
<td>D’Onofrio</td>
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Heartsaver Adult/Child CPR Certification
Heartsaver Adult/Child Cardiopulmonary Resuscitation (CPR) is taught with the use of barrier devices. The relief of choking in adults and children and use of the Automated External Defibrillator are covered. This is a great course for parents, coaches and teachers. Successful completion of this course results in a 2-year American Heart Association certification.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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<td>CPR Daytime Program</td>
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<td>7/8</td>
<td>W</td>
<td>9:30-12:00 pm</td>
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<td>CPR and More</td>
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<tr>
<td>3474</td>
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<td>$75</td>
<td>11/4</td>
<td>W</td>
<td>9:30-12:00 pm</td>
<td>Snow 515</td>
<td>CPR and More</td>
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</table>

Basic Life Support (BLS) for Health Care Providers
A fast-paced BLS course for healthcare providers who must have a credential documenting successful completion of CPR. Learn how to recognize life-threatening emergencies, perform CPR, manage foreign body airway obstructions, use bag-valve-masks (BVM’s), and operate an automated external defibrillator (AED). Successful completion of the BLS course results in a 2-year American Heart Association certification. Class is limited to 20 students. Note: This is a required course for all pre-nursing students.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
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<td>CPR and More</td>
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<tr>
<td>3473</td>
<td>BLS</td>
<td>$95</td>
<td>10/21</td>
<td>W</td>
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<td>CPR and More</td>
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Program Offered Fall 2015

<table>
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<th>COST</th>
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<th>TIMES</th>
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<tr>
<td>3468</td>
<td>Advanced Nurse Aide</td>
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<td>9/30 – 11/18</td>
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<td>Larke</td>
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<td>3469</td>
<td>Phlebotomy Skills for PCT</td>
<td>$399</td>
<td>10/6 – 11/24</td>
<td>T</td>
<td>6:00 pm-9:00 pm</td>
<td>Meriden 401</td>
<td>Colson</td>
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<tr>
<td>3470</td>
<td>ECG &amp; Pulse Oximetry</td>
<td>$249</td>
<td>10/5 – 11/26</td>
<td>M</td>
<td>5:30 pm-8:30 pm</td>
<td>Meriden 401</td>
<td>Dellacamera</td>
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<tr>
<td>3467</td>
<td>Computer Fundamentals</td>
<td>$199</td>
<td>9/26 – 10/24</td>
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<td>9am-12pm</td>
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<tr>
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<td>Customer Service</td>
<td>$49</td>
<td>11/2</td>
<td>T</td>
<td>5:30-8:30pm</td>
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<td>Skowronek</td>
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<tr>
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<td>Hospital Clinical Exp.</td>
<td>$699</td>
<td>11/30 – 12/15</td>
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<td>Skowronek</td>
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<tr>
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<td>12/9</td>
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<td>Chapman 808D</td>
<td>CPR and More</td>
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</tbody>
</table>

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

Medical Billing & Coding Certificate – Offered Fall 2015

The Medical Billing & Coding Certificate Program is designed for those who want to begin medical billing and coding careers or prepare for a nationally-recognized certification exam. The training in this program will also provide you with the necessary skills required by employers seeking a Medical Billing or Medical Coder Specialist. Medical billers are responsible for submitting claims to insurance companies, Medicare, Medicaid, and in some instances, patients themselves on behalf of their employers or clients. Professional medical coders transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric codes. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Students who successfully complete this program will be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC). For more information on the national certification exams or student membership with the AAPC or AHIMA, please visit either: www.aapc.com or www.ahima.org. This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire. Payment Plan available. Students who pass the CPC exam are eligible to receive college credit through Charter Oak State College!!

The following courses are required to earn this certificate:
1) Medical Insurance – offered Fall 2015 $699
2) Medical Terminology and Anatomy for Coders – offered Fall 2015 699
3) Computer Fundamentals (Optional) 199
4) Computers in the Medical Office – offered Fall 2015 699
5) Medical Coding - offered Spring 2016 999

Total = $3,295 + textbooks

Computer Fundamentals

Offered Summer 2015 – Get Started Early!
This preparatory course gives students the fundamental skills necessary to gain a basic understand of how to use a computer. The course teaches keyboarding techniques, the fundamental of the Windows environment, file management, Internet research and email. Students with little or no hands-on experience with computers should take this basic skills course before enrolling in Computers in the Medical Office.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2152</td>
<td>Computer Fundamentals</td>
<td>$199</td>
<td>6/15 – 6/19</td>
<td>M-W</td>
<td>5:00 -8:00 pm</td>
<td>Wheaton 306</td>
<td>D’Onofrio</td>
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</table>

Medical Billing and Coding – Starting Fall 2015

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>3477</td>
<td>Medical Insurance</td>
<td>$699</td>
<td>8/31 – 12/14; No class 9/7</td>
<td>M</td>
<td>6 – 9 pm</td>
<td>Wheaton 204</td>
<td>Rutigliano</td>
</tr>
<tr>
<td>3478</td>
<td>Medical Terminology &amp; Anatomy</td>
<td>$699</td>
<td>9/2 – 12/16; No class 11/25</td>
<td>W</td>
<td>6 – 9 pm</td>
<td>Wheaton 204</td>
<td>Staff</td>
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<tr>
<td>3467</td>
<td>Computer Fundamentals</td>
<td>$199</td>
<td>9/26 – 10/24</td>
<td>S</td>
<td>9 am - 12 pm</td>
<td>Wheaton 305A</td>
<td>D’Onofrio</td>
</tr>
<tr>
<td>3476</td>
<td>Computers in Medical Office</td>
<td>$699</td>
<td>10/29 – 12/25; No class 11/26, 12/24, 12/31</td>
<td>Th</td>
<td>6 – 9 pm</td>
<td>Wheaton 305A</td>
<td>Acevedo</td>
</tr>
<tr>
<td>3479</td>
<td>Medical Coding</td>
<td>$999</td>
<td>2/8 -3/2; No class 2/15</td>
<td>M,W</td>
<td>6 – 9 pm</td>
<td>Wheaton 204</td>
<td>Acevedo</td>
</tr>
</tbody>
</table>

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

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

Veterinary Assistant Certificate – Offered Fall 2015
Do you love working with animals? Are you looking for employment in the animal care industry? The Veterinary Assistant Training Program is a great way to begin your career in the animal field. The Introduction to Veterinary Assisting course provides students with the opportunity to determine if this is the right career path for them. Following the Introduction course, this program dives deeper into the animal care field focusing on the care of small animals, large animals, and exotic pets in the veterinary profession. This 20 week program, consisting of Veterinary Assisting I and II classes, involves 4 hours of weekly lectures and 4 hours of weekly clinical experience where students will complete routine tasks and specialized procedures done in the veterinary hospital. This program follows the National Association of Veterinary Technicians guidelines for Veterinary Assistant Programs and can be a stepping stone to a Veterinary Technician Certification Program or entry level position at a veterinary facility. MxCC partners with the Connecticut Valley Veterinary Associate to offer this program. The following courses are required to earn this certificate:

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

Total = $1,847 + textbooks

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>3485</td>
<td>Intro to Vet. Assisting</td>
<td>$49</td>
<td>8/31, 9/1, 9/2</td>
<td>M,T,W</td>
<td>7-9pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Lavoie, Otte</td>
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<tr>
<td>3487</td>
<td>Veterinary Assistant I</td>
<td>$899</td>
<td>9/14 – 11/18</td>
<td>M,W</td>
<td>7-9pm</td>
<td>Snow 514</td>
<td>Lavoie, Otte</td>
</tr>
<tr>
<td>3488</td>
<td>Clinical Section 1</td>
<td>-</td>
<td>9/18 – 11/13</td>
<td>F</td>
<td>8am-12pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Otte</td>
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<tr>
<td>3489</td>
<td>Clinical Section 2</td>
<td>-</td>
<td>9/18 – 11/13</td>
<td>F</td>
<td>4pm-8pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Lavoie</td>
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<tr>
<td>3490</td>
<td>Clinical Section 3</td>
<td>-</td>
<td>9/19 – 11/14</td>
<td>S</td>
<td>8am-12pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Otte</td>
</tr>
<tr>
<td>3491</td>
<td>Veterinary Assistant II</td>
<td>$899</td>
<td>11/30 – 2/22;</td>
<td>M,W</td>
<td>7-9pm</td>
<td>Snow 514</td>
<td>Lavoie, Otte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No class 12/23 – 12/30, 1/8, 2/15</td>
<td></td>
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<tr>
<td>3492</td>
<td>Clinical Section 1</td>
<td>-</td>
<td>12/4 – 12/12;</td>
<td>F</td>
<td>8am-12pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Otte</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>No class 12/25 11/1</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>3493</td>
<td>Clinical Section 2</td>
<td>-</td>
<td>12/4 – 12/12;</td>
<td>F</td>
<td>4pm-8pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Lavoie</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No class 12/25 11/1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3494</td>
<td>Clinical Section 3</td>
<td>-</td>
<td>12/5 – 12/13;</td>
<td>S</td>
<td>8am-12pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Otte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No class 12/26 1/2</td>
<td></td>
<td></td>
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</tbody>
</table>

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

Introduction to Veterinary Assisting for High School Students - Summer and Fall 2015
This course is open to students ages 14 – 17 who wish to explore veterinary careers. Learn about exciting careers in veterinary medicine and find out what Veterinary Assistants and Veterinary Technicians do on the job. Get a behind the scenes tour of a veterinary hospital and learn the basics of animal behavior. Employment opportunities for Veterinary Assistants and Veterinary Technicians will be covered.

<table>
<thead>
<tr>
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<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>2156</td>
<td>Intro to Vet. Ass. for High School</td>
<td>$49</td>
<td>7/6, 7/17, 7/19</td>
<td>M,T,Th</td>
<td>7-9pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Lavoie, Otte</td>
</tr>
<tr>
<td>3486</td>
<td>Intro to Vet. Ass. for High School</td>
<td>$49</td>
<td>10/20, 10/27, 11/3</td>
<td>T</td>
<td>7-9pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Lavoie, Otte</td>
</tr>
</tbody>
</table>

Personal Trainer Certificate
Whether you are planning a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. In the current marketplace, there is high demand for personal trainers. If you are interested in pursuing a career in fitness, a personal-training education can be an excellent addition to your resume. This 60-hour program includes 15 hours of lecture/presentations, 15 hours of hands-on practical training to prepare you to actually work with clients, and a 30-hour internship. Topics include anatomy, exercise physiology, nutrition, health screening, and more. You will be required to complete a separate class in CPR/AED. A textbook is required for this course and can be purchased for approximately $80 through our college bookstore. Please bring the CRN and course title to the college bookstore when purchasing. For more information call WITS (World Instructor Training Schools) at 1-888-330-9487. This program is eligible for WIA funding – contact CT Works at 203-238-3688.

Summer 2015 – Accelerated 6 Week Program

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2155</td>
<td>Personal Trainer Cert.</td>
<td>$735</td>
<td>6/6 – 7/18 No class 7/4</td>
<td>S</td>
<td>9:00am– 4:00pm</td>
<td>Snow 514 &amp; NE Athletic Club</td>
<td>W.I.T.S.</td>
</tr>
</tbody>
</table>

Fall 2015 – 9 Week Program

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>3483</td>
<td>Personal Trainer Cert.</td>
<td>$735</td>
<td>9/26 – 11/21</td>
<td>S</td>
<td>9:00am– 2:00pm</td>
<td>Snow 514 &amp; NE Athletic Club</td>
<td>W.I.T.S.</td>
</tr>
</tbody>
</table>
FREQUENTLY ASKED QUESTIONS ABOUT CONTINUING EDUCATION COURSES...

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

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

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

4. Can I register online for non-credit courses?  
   Yes, students can register online for continuing education courses that do not require a clinical rotation. Please visit our website, www.mxcc.edu/ce and look for online registration information.

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

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

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

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

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

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

NON–CREDIT COURSES ONLINE

Go to www.ed2go.com/mxcc

- Over 350 2-month courses offered every month.
- Available 24/7.
- Most courses are $130.
- 8 Start Dates: Wednesdays, May 15, June 19, July 17, August 21, September 17, October 15, November 19, December 17.
- Go directly to: www.ed2go.com/mxcc
- MxCC partners with EducationToGo, one of the foremost online course providers in the world. All courses are instructor-facilitated and taught by many nationally-known authors and professionals. Basic requirements for these online courses include (1) modern computer; (2) modern Windows, (3) Internet access with Microsoft Internet Explorer or Mozilla Firefox Web browser; and (4) Adobe Flash and PDF plug-ins (free downloads). Most computer courses also require the specific version of any software that is listed under “Requirements” in the online course description. Example: For Word 2010, you need that software or Microsoft Office 2010. Note: Mac users – check “Requirements” to see if the course is compatible before signing up. Generally, this only applies to computer courses.

Getting Started – 5 Easy Steps!

1. Visit our Online Instruction Center at ed2go.com/mxcc
2. Choose your course. On the left side, click on a general heading for a list or in the Search field at the top, enter a keyword like “Quickbooks” or “Grant Writing.” Once you find a course, click on its course title for more information – the Syllabus (course outline), Instructor Bio, Requirements (software, etc.), and Student Reviews. READ THE “REQUIREMENTS.” Check computer compatibility.
3. Once you’ve chosen a course, click “Enroll Now” and choose your “Start Date.” Then follow the step-by-step directions. Create your account OR sign in as a returning student. You’ll receive email verification.
4. On the Payment page, click “Purchase Later.” This will take you to a page of payment options. You must pay directly through our office, but not online. We can accept your payment by phone, mail, fax, or walk-in. Your payment must be received before your course start date.
5. When your course starts, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your selected username and password.

Areas of Online Courses

Computers, Computer Application, and Technology
- iPad and iPhone Programming
- Creating Mobile Apps
- Game Development
- Basic Computer Literacy
- Computer Applications
- Graphic Design
- Web Graphics & Multimedia
- Web Page Design
- Web & Computer Programming
- Database Management & Programming
- PC Troubleshooting, Networking, & Security
- Certification Prep
- Digital Photography & Digital Video

Careers, Business, and Organizations
- Accounting
- Grant Writing
- Social Media in Business
- Non-Profit Management
- Start Your Own Business
- Business Administration
- Sales & Marketing
- Law & Legal Careers
- Health Care Continuing Education
- Teaching & Classroom

Personal Development
- Personal Enrichment
- Languages
- Writing & Publishing
- Test Prep
- Personal Finance & Wealth Building
- Health Care, Nutrition, & Fitness
- Child Care & Parenting
- Art, History, Psychology, & Literature
- Math, Philosophy, & Science
FEATURED PROGRAM

MANUFACTURING MACHINE TECHNOLOGY

If you enjoy creating parts or products using advanced precision machinery and a wide variety of materials, a career in manufacturing is waiting for you.

Connecticut employers are always seeking skilled workers – and manufacturing provides more than 10 percent of all job opportunities in the state. Jobs include:

- CNC machinist
- Tool & die maker (apprenticeship necessary)
- CNC programmer
- Technician
- Supervisor
- Inspector

MxCC prepares students for these types of challenging positions through a real-world Manufacturing Machine Technology program – developed with the close consultation of many local manufacturers (who are part of MxCC's Advisory Committee).

We want to be your “partner” as you realize your potential in the manufacturing field. Your hard work can earn:

- A certificate and qualifications to enter the workforce in as little as one year (earning potential exceeds $30,000 per year)
- An associate’s degree that combines technical skills with general studies
- Credits that are transferable to a bachelor’s or master’s degree program in engineering, technology, industrial management, or related field
- Advancement in this high-paying field

At MxCC, students learn basics in machining and machine theory in our lab using equipment found in a manufacturing environment. Students learn by getting valuable experience that employers want on manual and Computer Numerical Control (CNC) machines. Students enjoy the learning experience because they work with their hands rather than just learning by rote.

Students use current industry software in our classroom and develop teamwork skills with other students.

Our innovative classes include:

- Blueprint Reading including Geometric Dimensioning and Tolerancing
- Programming
- Computer Controlled Machinery
- Computer Aided Drafting
- Manufacturing Math and Statistics
- Lean Manufacturing
- Manual Machining

Contact

Mr. Hubert M Godin
Program Coordinator
Phone: 860-343-5776
Email: hgodin@mxcc.edu

Carolyn Sommer
Internship & Employment Coordinator
Phone: 860-343-5749
Email: csommer@mxcc.edu
We’re thrilled to announce that the Meriden Center and Manufacturing programs will be staying open!

Register now for summer & fall!

Find out more about the Meriden Center on page 26 of this guide and the Manufacturing program on page 39.

MxCC.edu