MIDDLESEX COMMUNITY COLLEGE
APPLICATION CHECKLIST

• Find the student type that best describes you, then follow the easy steps to enroll at MxCC.
• In order to complete your application file and register for courses, you must submit all required documents.
• You can also apply online at mxcc.edu/future-students.

NEW → First time enrolling at Middlesex Community College

☐ APPLICATION
Complete and sign the MxCC Application and submit with $20 Application Fee.

☐ TRANSCRIPTS
Proof of high school or GED completion. Students who have a college or university degree may submit proof of their degree completion in lieu of a high school diploma.

☐ MMRV
Show proof of two doses of Measles/Mumps/Rubella/Varicella Immunization.

Adequate Immunization:
• Measles, Mumps, Rubella: Two doses administered at least one month apart.
• Varicella (Chicken Pox): Two doses or provide certification from physician that student has had disease.

Students born in the United States before 1980 are exempt from the Varicella requirement.

A student’s health and that of the campus community depend upon compliance with this legislation. For additional information, including exemptions, please visit: mxcc.edu/immunization.

☐ BASIC SKILLS ASSESSMENT
To schedule an appointment, please visit mxcc.edu/BSA or call the College Learning Center at 860-343-5770. This assessment information is important to ensure a student’s success in college, and, in conjunction with an academic advisor, will further assist in defining the appropriate level of coursework for students.

☐ FINANCIAL AID.
Students interested in applying for financial aid should complete the online Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov. The federal school code for Middlesex is 008038. For more information, please call the Office of Financial Aid Services at 860-343-5741 or visit mxcc.edu/financial-aid.

NON-DEGREE SEEKING → Student looking to earn college credits but not wishing to complete a degree at MxCC.

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RE-ADMIT → Haven’t attended MxCC in two or more years

☐ APPLICATION
Complete and sign the MxCC Application.

☐ ADDITIONAL RECORDS
Submit any outstanding records required for registration including:
• Proof of high school or GED completion.
• MMRV immunization records.
• Basic Skills Assessment results or completed math and English courses.
APPLICATION FOR ADMISSION
(Please print legibly in blue or black ink.)

APPLICANTS LEGAL NAME
(Last)    (First)     (Middle)
FORMER LAST NAME(S)
SOCIAL SECURITY NUMBER
BIRTH DATE
MAILING ADDRESS  (No. and Street)   (Apt. #)   (City or Town)    (State)  (Zip Code)
PERMANENT ADDRESS  (No. and Street)   (Apt. #)   (City or Town)    (State)  (Zip Code)
HOME TELEPHONE   (Area code)
WORK TELEPHONE   (Area code)
CELL   (Area code)
EMAIL
GENDER:  MALE  FEMALE

Have you ever attended this college?  Yes  No  If yes, when?

Have you previously attended a CT Community College?  Yes  No  If yes, where?

For which semester are you applying?  Fall (Sept-Dec)  Spring (Jan-May)  Winter (Dec-Jan)  Summer (Jun-Jul)  Year

CITIZENSHIP
Are you a United States citizen?  Yes  No  If no, are you a Permanent Resident? (Green Card holder)  Yes  No

ETHNICITY/ RACE
Please provide the following ethnicity and race data. This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino?  Yes  No

What is your race?  Select one or more:  White(10)  Black or African American(20)  Asian(45)  Other(90)  American Indian or Alaskan Native(50)  Native Hawaiian or Other Pacific Islander(80)

FAMILY EDUCATIONAL BACKGROUND
Do either of your parents hold a Bachelor’s Degree (4-year College Degree) or higher?  Yes  No

MILITARY STATUS
Are you currently on active duty with the U.S. armed forces?  Yes  No (ACTD)
Are you currently a member of the National Guard or Reserve?  Yes  No (NGRE)
Have you ever served in the U.S. armed forces?  Yes  No (VET1)
Are you a dependent of a member of the U.S. armed forces?  Yes  No (VETD)

IN-STATE TUITION
1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home.  Yes  No
2. Even though I answered “No” to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition.  Yes  No
3. Check here if applying under the New England Regional Student program (NEBHE). Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.

If you answered “Yes” to question #2 or checked question #3, you must submit a “Declaration of Eligibility for In-State or NEBHE Tuition” for review and determination of eligibility.
DEGREE STATUS
In which Degree/Certificate program are you planning to enroll?
Use list of majors/codes on back of application.
Please write major name and code above.

HIGHEST DEGREE LEVEL (check only one)
- No High School Diploma or GED (01)
- Undergraduate Certificate (05)
- Master’s Degree (09)
- First Professional Degree (JD, MD, DDS, LLB) (12)
- High School Diploma or GED (02)
- Associate’s Degree (07)
- Other Advanced Degree (10)
- Sixth-Year Certificate (13)
- Bachelor’s Degree (08)
- Doctoral Degree (11)
- Some College (06)

EDUCATIONAL GOALS
- Certificate (credit) (CT)
- Transfer with an Associate’s Degree (DT)
- Transfer without an Associate’s Degree (DN)
- Improve English Skills/Proficiency (ES)
- Associate’s Degree (DG)
- Job Preparation/Retraining Course (JB)
- Fulfill other college’s requirement (AC)
- Job Promotion (JP)
- Unsure at this time (UN)
- Personal Development Course(s) (PD)
- Other Goal (NL)

ACADEMIC BACKGROUND
Do you have a High School Diploma?  Yes  No  Pending  Graduation Year ______________________________
Name of High School ___________________________ Town ___________________________ State ______ Country ______
Do you have a General Equivalency Diploma (GED)? Yes  No Year ______ Town/State ________________
Do you have an Adult High School Diploma? Yes  No Graduation Year ________________ Town/State ________________
Do you have a Home School Diploma? Yes  No Graduation Year ________________ Town/State ________________

PREVIOUS COLLEGE BACKGROUND
College/University Name ___________________________ State ______ Dates of Attendance ________________ Graduation Date ________________ Degree Awarded ________________

INTERNATIONAL STUDENT INFORMATION
Are you an International Student who needs an I-20 form for an F1 Visa? Yes  No
Other Visa Holder (indicate type) ___________________________ Visa Admission Number ___________________________
Visa Start Date ___________________________ Visa End Date ___________________________
International Address ________________________________________________________________

EMPLOYMENT INFORMATION
Employed Full Time  Yes  No  Employed Part-time  Yes  No  Unemployed  Yes  No
Name of Employer ___________________________ Address of Employer ___________________________
Title/Position ___________________________ Does your Employer have a Tuition Reimbursement Program? Yes  No

E-MAIL COMMUNICATIONS
I request the College forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from College records that are protected by FERPA.
Initial: ________________

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS
I understand that to maintain accurate student records, including the records pertaining to my attendance at the College, and for other necessary business purposes, the College may need to release or provide access to personally identifiable information in its records pertaining to me to another College in the CT Community College System or to the System’s administrative office. Accordingly, I hereby authorize the College to release or allow access to such information to those indicated for the purposes described.
Initial: ________________

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the College. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Student Signature ___________________________ Date ____________________________
Parent/Guardian Signature (if under 18) ___________________________ Date ____________________________
Indicate the Degree or Certificate in which you plan to enroll.
Please check only one choice of an associate degree or certificate program.

☑ I would like more information on the MxCC Honors Program

SELECTIVE ADMISSION*:
☑ Radiologic Technology (FA76)
☑ Veterinary Technology (FA06)

*Admission into the Radiologic Technology and Veterinary Technology programs are selective. Students applying for admission in the Radiologic Technology or Veterinary Technology programs will be accepted into the General Studies program until the formal selection process is complete. For additional information, please contact the Office of Admissions at 860-343-5719.

DEGREE PROGRAMS
☑ Accounting (FA03)
☑ Biotechnology Program (FA02)
☑ Broadcast Cinema (FA91)
☑ Business Administration (FA67)
☑ Communication (FA90)
☑ Computer Information Technology (FA26)
☑ Criminal Justice (FA45)
☑ Early Childhood Education (FA46)
☑ Engineering Science (FA07)
☑ Environmental Science (FA09)
☑ Fine Arts (FA12)
☑ General Studies (FA20)
☑ Graphic Design (FA11)
☑ Health Information Management (FA60)
☑ Human Services (FA24)
☑ Liberal Arts & Sciences: Humanities Track (FA31)
☑ Liberal Arts & Sciences: Science Track (FA31)
☑ Management Information Systems (FA18)
☑ Marketing (FA35)
☑ Multimedia (FA83)
☑ Ophthalmic Design and Dispensing (FA73)
☑ Technology Studies: Computer Engineering Technology (FF16)
☑ Technology Studies: Manufacturing Machine Technology (FF22)

CERTIFICATE PROGRAMS
☑ Accounting Assistant (FJ38)
☑ Accounting Technician (FJ37)
☑ Advertising & Sales Promotion (FJ14)
☑ Broadcast Communications (FJ34)
☑ Business Skills (FJ51)
☑ Communications Networking (FJ49)
☑ Corporate Media Production (FJ06)
☑ Customer Service Management (FJ03)
☑ Early Childhood Education (FJ43)
☑ Entrepreneurship (FJ18)
☑ Health Career Pathway (FK55)
☑ Health Information Management (FJ08)
☑ Help Desk Technician (FJ04)
☑ Juvenile Justice (FJ41)
☑ Manufacturing Machine Technology (FJ52)
☑ Multimedia (FJ29)
☑ Multimedia Web Design & Development (FJ36)
☑ News & Sports Production (FJ05)
☑ Ophthalmic Medical Assisting (FJ07)
☑ Software Developer (FJ50)
☑ Substance Abuse Education (FJ02)
☑ Therapeutic Recreation (FJ27)

OTHER
☑ Child Development Associate (CDA) Credential (FJ43)
☑ Dietetic Technician- for students planning to transfer to Gateway Community College (FA23)
☑ Pre-Allied Health/Transfer Requirements- for students planning to transfer to a college or diploma school of nursing (FA20)

FULL TIME/PART TIME
☑ I intend to be a FULL TIME student at MxCC (12 credits and above per semester).
☑ I intend to be a PART TIME student at MxCC.

NON-DEGREE
☑ I do not wish to be a degree student at this time.

HOW DID YOU LEARN ABOUT MXCC?
☑ High school visit
☑ Radio
☑ Newspaper ad
☑ Family/Friend
☑ High school counselor
☑ Other

To help us process your application as quickly and efficiently as possible, please check the following before you send us your application. Have you...
☑ paid the application fee?
☑ recorded your correct Social Security number and birthdate?
☑ signed the application?
☑ provided an active email address?

MxCC does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, marital status, sexual orientation, physical disability, mental disability (or history thereof) or criminal record in its educational and employment practices. Political beliefs and veteran status are also part of the nondiscrimination coverage in the Board of Trustees' Policy on Student Rights. Further, racism and sexual harassment are prohibited. Inquiries regarding this policy should be directed to the Director of Human Resources (860-343-5751) or the Dean of Students (860-343-5759) at: MxCC, 100 Training Hill Road, Middletown, CT 06457.

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