

Fall 2019 Enrollment Guide

Updated 3/20/19

Welcome!

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

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

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

Mission & Vision

In all it does, Middlesex Community College strives to be the college of its community. By providing high quality, affordable, and accessible education to a diverse population, the College enhances the strengths of

individuals through degree, certificate, and lifelong learning programs that lead to university transfer, career opportunities, and an enriched awareness of our shared responsibilities as global citizens.

Policy of Non-Discrimination

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

Primary Title IX Coordinator

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

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

Secondary Title IX Coordinator

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

apych@mxcc.edu 860-343-5751; Founders Hall 116

Photo and Videotape Notice

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

Steps to Taking Credit Courses at MxCC

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MxCC makes every effort to ensure that all information provided is accurate. The information is subject to change.

The online student registration system provides the most accurate listing of courses, available seats and other updates.

1. Apply

Fall semester classes begin on Tuesday, August 27, 2019

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

To Apply For Admission, Please Complete These Easy Steps:

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

*Adequate Immunization:

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

Prospective **international students** seeking information on the admissions process should visit: www.mxcc.edu/future-students/international/ or contact the Office of Enrollment Services at 860-343-5719.

OFFICE HOURS Enrollment Services

Founders Hall, Rm. 153
860-343-5719

Monday* – Friday: 8:00 a.m. – 4:30 p.m.*
**Monday until 6 p.m. during Fall and Spring semester class periods.*

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

Meriden

MxCC@Platt
2:30 p.m. to 8:15 p.m.
Monday – Thursday
203-235-0774

2. Get Financial Aid

To Apply For Financial Aid For The Fall Semester, Follow These Easy Steps:

- Go to www.fafsa.ed.gov to complete the 2019-2020 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.
- If selected for verification, submit IRS Federal Tax Return Transcript and any other required documentation to our third party servicer, Inceptia. Inceptia will reach out to all students selected for verification via the email address reported on your FAFSA.
- Log on to myCommNet at <https://my.commmnet.edu/> to check your status and to view your financial aid award package. This link also notifies you of any missing documentation,

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

Basic Eligibility Criteria

New Students Must:

- Be a citizen or eligible non-citizen of the United States.
- Have a high school diploma or GED on file at the Office of Enrollment Services..
- Be enrolled (matriculated) in an aid eligible degree or certificate program.
- Be registered with Selective Service, if a male.
- Not be in default of a federal student loan or owe repayment to a federal aid grant program.
- Meet the financial aid application priority deadline of August 1, 2019, 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 as published by the college’s financial aid office. Please familiarize yourself with the policy.
- Have attempted no more than 90 credits.

OFFICE HOURS

Financial Aid Office

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. Extended office hours on select days during special registration dates and during the month of August.*

Book Purchases

Students who are financial aid recipients may have remaining aid after their tuition and fee bill is paid. Subsequently, a student may be eligible to receive a book credit at the College Bookstore. Students awarded a book credit may use this credit for the purchase of books and necessary supplies at the MxCC Bookstore. The dates for purchasing books and supplies using financial aid are published each term on the College’s Bookstore website.

Attendance in Classes/Withdrawal

Students who do not attend or withdraw from classes (officially or unofficially) must be aware that their financial aid may likely be affected. Attendance is required. Please consult with the Financial Aid Office if you plan to withdraw or will not attend classes that you have registered for.

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

MxCC requires proof of college readiness in English and mathematics prior to enrolling in an academic program or registering for most courses. MxCC provides required placement testing on campus at no cost. Learn more at <https://mxcc.edu/take-accuplacer/>.

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

Upon acceptance, after receiving your Banner ID, you should:

1. Go to <https://mxcc.edu/take-accuplacer/> 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 to ensure you do your best..
3. **Schedule:** Visit <http://mxcc.edu/accuplacer>, review at the dates and locations of testing, select one that works for you, and make an appointment.
4. **Score:** Come in well rested and prepared to do your best on assessment day!

Who Must Take the Accuplacer Placement Test

MxCC requires skill assessments in English and mathematics before students enroll in math, reading, or writing courses, courses with any math or English prerequisites, or enroll in an academic program. Students with certain SAT/ACT/GED scores may be exempt from taking the placement test. To learn what SAT/ACT/GED scores are needed, visit <https://mxcc.edu/take-accuplacer/>

Schedule Your Test

Placement Testing is conducted by the Academic Success Center. Testing is available throughout the summer and winter intersession at the Middletown campus and at MxCC@Platt. For more information or to make an appointment, visit www.mxcc.edu/accuplacer.

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 take the correct courses to meet your degree requirements. See page 9 for more information about how to prepare to meet with your advisor.

Registration for Fall 2019

Fall Classes begin August 27.

Continuing students may register starting Monday, March 25.

New and readmit students may register in-person starting Monday, April 8.

Middletown Campus Registration Hours

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

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

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

Open Registration/Late Evening

April 8: 9 am-5:30 pm

May 20: 9 am-5:30 pm

July 15: 9 am-5:30 pm

August 8: 9 am-5:30 pm

August 12: 9 am-5:30 pm

August 20: 9 am-5:30 pm

Super Saturday

August 3: 9am-1:30 pm

August 17: 9 am-1:30 pm

MxCC@PLATT Registration & Accuplacer

Continuing Student Registration Only:

April 17: 3 pm-6:30 pm

April 25: 3 pm-6:30 pm

All Student Registration:

May 16: 3 pm-6:30 pm

August 1: 3pm-6:30 pm

August 14: 3pm-6:30 pm

August 22: 3pm-6:30 pm

August 26: 3pm-6:30 pm

New students: Sign-up for an appointment (<https://mxcc.edu/appointments/academic-advising/>) or walk in daily to our Middletown Campus advising site and start, continue, or complete the process of registering.

Continuing Students: Continuing students should see their academic advisor prior to registration. You should contact them directly to set up an appointment (<http://mxcc.edu/foh/>). You can find your assign advisor by logging into <http://my.commnet.edu> and selecting the Degree Works link.

Senior Citizen Registration: Senior Citizens may register on 8/26/19 from 10am-12pm or any day thereafter during the 1st week of school and have their General Fund Tuition and Fees waived (proof of age required). Tuition, general fees, and the application fee are completely waived for Connecticut residents 62 years of age or over on a space available basis. Cost of books, special fees, and course travel costs are not included in the waiver. Special fees other than the application fee must still be paid. A senior citizen may audit courses if he or she does not desire to earn credit (must meet course prerequisite requirements).

Late Registration Add/Drop - Extended Hours:

Middletown Campus

- Monday, August 19 9:00am-6:00pm
- Wednesday, August 21 9:00am-6:00pm
- Monday, August 26 9:00am-6:00pm
- Tuesday, August 27 9:00am-6:00pm (1st day of school)
- Wednesday, August 28 9:00am-6:00pm
- Thursday, August 29 9:00am-6:00pm

To Register Online, Follow These Easy Steps:

- Go to <http://my.commmnet.edu>.
- Login using your NetID and password.
- Click on the Banner Student and Faculty Self Service link.
- If you attended more than one community college, all will appear. Please select Middlesex.
- Click on “Registration/Schedule.”
- Click on “Class Registration.”
- Select term, then submit (follow instructions on that page).
- Enter your CRNs and click “Submit Changes” or click on the “Class Search” button to find courses.
- Once you see **Web Registered**, payment must be initiated.
- Click appropriate link to initiate payment.
- If you would like to print your schedule follow steps 1 - 5 above and then click Student Schedule.
- Logoff.

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

*NOTE: Continuing students ONLY may register online at myCommNet from now until **August 26, 2019**.*

New to myCommnet?

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

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

Logging on for the first time

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

12345678@student.commmnet.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 Office of Enrollment Services at 860-343-5719.

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 Early College Academy (ECA), College Career Pathways (CCP), UConn Early College Experience, 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 Office of Enrollment Services in advance of your advising meeting for evaluation of transferable credits. This includes any courses taken while in high school as part of the UConn Early College Experience, MxCC Early College Academy, College Career Pathways, or Community College High School Partnership programs.

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

Questions you should be prepared to discuss and answer are:

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

5. Pay Tuition & Fees

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

All students are required to pay their fees at the time of registration. Fees are non-refundable.

Payment Options

1. Students must submit the college service fee, student activity fee, transportation fee and all mandatory usage fees at the time of registration. Tuition must be paid no later than August 7th, 2019.
2. After **August 7th, 2019**: Students must pay their bill in full at the time of registration or sign up for an installment plan..
3. **Installment Plans**: Students taking credit hour courses qualify to take part in the installment payment plan. There is a 10% down-payment, as well as, a \$25 one time 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 registration is cancelled for non-payment will need to re-register in-person at the Office of Enrollment Services on a space-available basis when the student is able to pay the tuition and fees.

A \$25 returned check fee will be charged by MxCC to students for any check returned for insufficient funds or stop payments. Your banking institution may also assess a fee.

Payments may be made at the Business Office during regular office hours. Tuition can also be paid by mail or online at <http://my.comnet.edu>. Acceptable payment methods for tuition are cash, check, eChecks (online only), and all major credit cards.

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. If you drop/withdraw from courses, these fees will not be refunded.

- A full refund of 100% of **tuition only** will be made if the student withdraws from classes before the first day of class. To withdraw from classes the student must notify the Office of Enrollment Services. **Fees are nonrefundable.**
- A 50% refund of **tuition only** will be made if the student withdraws from classes during the first 14 days after the start of class. To withdraw from classes the student must notify the Office of Enrollment Services. **Fees are nonrefundable.**
- For late start classes, a 50% refund of **tuition only** will be made if the student notifies the Office of Enrollment Services within the following time periods and telephone request will not be taken:
 - 5 week courses = 3 days after the start of class
 - 7 week courses = 4 days after the start of class
 - 10 week courses = 6 days after the start of class
 - **Fees are nonrefundable.**

Online Course Tuition & College Services Fee

Payment: Cash, check, all major credit cards, and eChecks (online only) are accepted forms of payment. 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 the bill due date of August 7th, 2019, the minimum payment required at registration is the applicable College Service Fee, Student Activity Fee, Transportation Fee, and mandatory usage fees. The balance of the applicable full tuition is then due August 7th, 2019.

Registering after August 7th, 2019, 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. enrollment in the Installment Payment Plan, which requires a 10% down-payment of the balance due, plus \$25.00 installment plan fee. The plan encompasses five payment; Nov. 8th and Dec. 10th, 2018 and Jan. 8th, Feb. 8th, and Mar. 8th, 2019 or
3. applicable Tuition Fee Waiver Form (renewed each semester) presented to the cashiers.

Cash, check, all major credit cards, and eChecks (online only) are accepted forms of payment. An installment Payment Plan may be set up online, via your student account, at <https://my.commnet.edu>, or in the Business Office in Founders Hall.

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

Financial Obligation Policy

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

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

*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. Fees are nonrefundable.

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

CT Veterans Tuition Waivers

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

CT National Guard Waivers

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

Financial Aid Office

Location: Founders Hall, Room 132

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

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

Phone: 860-343-5741

Fax: 860-344-3014

Email: MX-FinaidHelp@mxcc.commnet.edu

6. Attend a New Student Orientation

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

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

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

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

General Information

Fall Semester 2019 Academic Calendar

	Full-Semester Courses (16 weeks)	Late-Start Courses (12 weeks)	MAP Accelerated Program – All Online (5 weeks per session)
Classes Begin	Tuesday, August 27	Monday, September 23	Session A: Tuesday, August 27 Session B: Sunday, September 29 Session C: Sunday, November 3
Last Day to Add/Drop Last Day for 50% Tuition Refund	Monday, September 9	Monday, September 30	Session A: Friday, August 30 Session B: Tuesday, October 1 Session C: Tuesday, November 5
Last Day to Change from Credit to Audit Status	Monday, September 23	Monday, October 21	Must be declared at time of registration
Reading Day – No Classes, College Open	Tuesday, October 22	Tuesday, October 22	Not applicable
Last Day to Withdraw from Class	Monday, November 11	Monday, November 25	Session A: Friday, September 20 Session B: Friday, October 25 Session C: Friday, December 6

Thanksgiving Recess – No Classes	Wednesday, November 27 through Sunday, December 1 <i>(College Open November 27 and 29; College Closed Nov. 28, Nov. 30, and Dec. 1)</i>		
Last Day of Classes	Saturday, December 7	Session A: Sunday, September 29 Session B: Sunday, November 3 Session C: Sunday, December 15	
Final Exam/Final Class Periods Special Schedule (Required time in class syllabus)	Monday, December 9 through Saturday, December 14 <i>Make-Up Day (only in case of inclement weather or emergency closing): Monday, December 16</i>	Not applicable	
Final Exams End	Saturday, December 14	Not applicable	
Final Grades Due	Wednesday, December 18 at 5:00pm	Session A: Wednesday, October 2 Session B: Wednesday, November 6 Session C: Wednesday, December 18	
Labor Day – College Closed	Monday, September 2	Veterans Day – Classes Held	Monday, November 11
Constitution Day – Classes Held	Monday, September 18	Graduation Applications Due for December Completers	Friday, December 13
Columbus Day – Classes Held	Monday, October 14	Faculty Semester Ends	Sunday, December 22

Course Cancellations and Changes

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

Course Changes

Students may add courses or drop courses from their Fall 2019 schedule in person Monday – Friday 8:00 am – 4:30 pm in the Office of Enrollment Services in Founders Hall, room 153. Please call in advance as the office may be periodically closed, 860-343-5719.

Auditing Courses

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

Graduation

November 11, 2018 is the deadline to file your graduation application for fall completion. April 15, 2019 is the deadline date to file your graduation application for spring/summer to ensure that your name will be included in the graduation program. Applications received after this date will still be processed for degree certification. However, your name will not appear in the graduation program. Graduation applications/checklists may be obtained in the Office of Enrollment Services 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 2019 semester will be accessible the week of February 25, 2019.

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 Office of Enrollment Services, room 153, through MyCommnet at <http://my.commnet.edu>.

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

Student Email Accounts

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

Jean Burr Smith Library

Phone: 860-343-5830

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

Bookstore

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

Phone: 860- 346-4490.

Website: www.mxcc.bkstr.com

Standard Hours:

Mondays: 9 am – 6 pm

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

Fridays: 9am – 12:30 pm

Please note that hours are subject to change

Note: During semester breaks (Dec., Jan., June, July, and August), bookstore hours are not the same as the regular semester hours. Please call the bookstore or see the website (www.mxcc.bkstr.com) 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 to obtain them. Others are just starting to explore options and need help determining a profession that may best meet their interests and personality. Others have a general idea but need help fine-tuning their direction. You can explore the many career and majors available at Middlesex and beyond by visiting our Career & Major Exploration web site at <http://mxcc.edu/cdcc/>.

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

Career Development & Counseling Center

Middletown Campus: Founders Hall, Rm. 121

860-343-5826

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

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

Programs of Study

Advisors/Contact Information Schools, Programs & Departments

Program Name	Credential	Contact
<u>Accounting Degree</u>	Associate Degree	<u>Assoc. Prof. Sue Lugli</u>
<u>Accounting Assistant Certificate</u>	Credit Certificate	<u>Assoc. Prof. Sue Lugli</u>
<u>Accounting Technician Certificate</u>	Credit Certificate	<u>Assoc. Prof. Sue Lugli</u>
<u>Advertising & Sales Promotion Certificate</u>	Credit Certificate	<u>Assoc. Prof. Sue Lugli</u>
<u>Art Studies Degree</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Prof. Judith de Graffenried</u>
<u>Audio & Music Production Certificate</u>	Credit Certificate	<u>Prof. Rich Lenoce</u>
<u>Biology Studies Degree</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Dr. Frank Stellabotte</u>
<u>Biotechnology Certificate</u>	Credit Certificate	<u>Dr. Frank Stellabotte</u>
<u>Biotechnology Degree</u>	Associate Degree	<u>Dr. Frank Stellabotte</u>
<u>Broadcast Communications Certificate</u>	Credit Certificate	<u>Prof. Rich Lenoce</u>

<u>Business Administration Degree</u>	Associate Degree	<u>Assoc. Prof. Sue Lugli</u>
<u>Business Skills Certificate</u>	Credit Certificate	<u>Assoc. Prof. Sue Lugli</u>
<u>Business Studies Degree</u> <i>CSCU Transfer Ticket</i>	Associate Degree	<u>Assoc. Prof. Sue Lugli</u>
<u>Chemistry Studies Degree</u> <i>CSCU Transfer Ticket</i>	Associate Degree	<u>Asst. Prof. James Quinlan</u>
<u>Child Development Associate Credential</u>	Credit Certificate	<u>Asst. Prof. Norma Rosado-Javier</u>
<u>Communication Studies Degree</u> <i>CSCU Transfer Ticket</i>	Associate Degree	<u>Prof. John Shafer</u>
<u>Communications Networking Certificate</u>	Credit Certificate	<u>Prof. Donna Hylton</u>
<u>Computed Tomography Post-Primary Certification</u>	Post-Primary Certification in Radiology [Selective Admission]	<u>Dr. Judy Wallace</u>
<u>Computer Engineering Technology Degree</u>	Associate Degree	<u>Dr. Lin Lin</u>
<u>Computer Information Technology Degree</u>	Associate Degree	<u>Prof. Donna Hylton</u>
<u>Computer Science Studies Degree</u> <i>CSCU Transfer Ticket</i>	Associate Degree	<u>Dr. Lin Lin</u>
<u>Corporate Media Production Certificate</u>	Credit Certificate	<u>Prof. Rich Lenoce</u>
<u>Criminal Justice Degree</u> <i>Learn more about this program</i>	Associate Degree	<u>Assoc. Prof. Rebecca Rist-Brown</u>

<u>Criminology Studies Degree</u> <i>CSCU Transfer Ticket</i>	Associate Degree	<u>Assoc. Prof. Rebecca Rist-Brown</u>
<u>Customer Service Management Certificate</u>	Credit Certificate	<u>Assoc. Prof. Sue Lugli</u>
<u>Digital Media Production Degree</u>	Associate Degree	<u>Prof. Rich Lenoce</u>
<u>Early Childhood Education Certificate</u>	Credit Certificate	<u>Asst. Prof. Norma Rosado-Javier</u>
<u>Early Childhood Education Degree</u>	Associate Degree	<u>Asst. Prof. Norma Rosado-Javier</u>
<u>Early Childhood Teacher Credential</u> <i>CSCU Transfer Ticket</i>	Associate Degree	<u>Asst. Prof. Norma Rosado-Javier</u>
<u>Engineering Science Degree</u>	Associate Degree	<u>Dr. Lin Lin</u>
<u>English Studies Degree</u> <i>CSCU Transfer Ticket</i>	Associate Degree	<u>Prof. Christine Ruggiero</u>
<u>Entrepreneurship Certificate</u>	Credit Certificate	<u>Assoc. Prof. Sue Lugli</u>
<u>Environmental Science Degree</u>	Associate Degree	<u>Prof. Christine Witkowski</u>
<u>Film & Video Production Certificate</u>	Credit Certificate	<u>Prof. Rich Lenoce</u>
<u>Fine Arts Degree</u>	Associate Degree	<u>Prof. Judith de Graffenried</u>
<u>Fine Arts: Graphic Design Degree</u>	Associate Degree	<u>Prof. Judith de Graffenried</u>
<u>French Studies Degree</u> <i>CSCU Transfer Ticket</i>	Associate Degree	<u>Prof. Angelo Glaviano</u>

<u>General Studies Degree</u>	Associate Degree	
<u>Health Career Pathways</u>	Credit Certificate	<u>Dr. Judy Wallace</u>
<u>Health Information Management Certificate</u>	Credit Certificate	<u>Jill Flanigan, MLS, MS, RHIT</u>
<u>Health Information Management Degree</u>	Associate Degree	<u>Jill Flanigan, MLS, MS, RHIT</u>
<u>Help Desk Technician Certificate</u>	Credit Certificate	<u>Prof. Donna Hylton</u>
<u>History Studies Degree</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Dr. Victor Triay</u>
<u>Human Services Degree</u>	Associate Degree	<u>Dr. Jennifer Hernandez</u>
<u>Italian Studies Degree</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Prof. Angelo Glaviano</u>
<u>Juvenile Justice Certificate</u>	Credit Certificate	<u>Dr. Jennifer Hernandez</u>
<u>Liberal Arts & Sciences Degree</u>	Associate Degree	
<u>Magnetic Resonance Imaging (MRI)</u>	Post-Primary Certification	<u>Dr. Judy Wallace</u>
<u>Mammography Post-Primary Certification</u>	Post-Primary Certification in Radiology [Selective Admission]	<u>Dr. Judy Wallace</u>
<u>Management Information Systems Degree</u>	Associate Degree	<u>Prof. Donna Hylton</u>
<u>Manufacturing Engineering Technology Degree</u>	Associate Degree	<u>Assoc. Prof. Hubert Godin</u>
<u>Manufacturing Machine Technology Certificate</u>	Credit Certificate	<u>Assoc. Prof. Hubert Godin</u>

<u>Manufacturing Machine Technology Degree</u>	Associate Degree	<u>Assoc. Prof. Hubert Godin</u>
<u>Marketing Degree</u>	Associate Degree	<u>Assoc. Prof. Sue Lugli</u>
<u>Mathematics Studies Degree</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Prof. Steve Krevisky</u>
<u>Multimedia Design Certificate</u>	Credit Certificate	<u>Prof. Rich Lenoce</u>
<u>News & Sports Production Certificate</u>	Credit Certificate	<u>Prof. Rich Lenoce</u>
<u>Nutrition & Dietetics Pathway</u>	Credit Course Advising Pathway	<u>Dr. Judy Wallace</u>
<u>Ophthalmic Design & Dispensing Degree</u>	Associate Degree	<u>Dr. Aarlan Aceto</u>
<u>Ophthalmic Medical Assisting Certificate</u>	Credit Certificate	<u>Dr. Aarlan Aceto</u>
<u>Physics Studies Degree</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Dr. Mark Busa</u>
<u>Political Science Studies Degree</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Prof. Tad Lincoln</u>
<u>Psychology Studies Degree</u> <u>Program Requirements</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Dr. Andrea Levy</u>
<u>Radiologic Technology Degree</u> [Selective Admission Program]	Associate Degree	<u>Dr. Judy Wallace</u>
<u>Social Work Studies Degree</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Dr. Jennifer Hernandez</u>

<u>Sociology Studies Degree</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Dr. John Ambenge</u>
<u>Software Developer</u>	Credit Certificate	<u>Prof. Donna Hylton</u>
<u>Spanish Studies Degree</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Prof. Angelo Glaviano</u>
<u>Substance Abuse Education</u>	Credit Certificate	<u>Dr. Jennifer Hernandez</u>
<u>Technology Studies Degree</u>	Associate Degree	<u>Dr. Lin Lin</u>
<u>Theatre Studies Degree</u> <u>CSCU Transfer Ticket</u>	Associate Degree	<u>Prof. John Shafer</u>
<u>Therapeutic Recreation Certificate</u>	Credit Certificate	<u>Dr. Jennifer Hernandez</u>
<u>Veterinary Technology</u> [Selective Admission Program]	Associate Degree	<u>Dr. Chris Gargamelli</u>
<u>Web Design & Development</u>	Credit Certificate	<u>Prof. Rick Eriksen</u>

MxCC @Platt

MxCC@Platt is open from

2:30 p.m. to 8:15 p.m.

Monday – Thursday

203-235-0774

Carolyn Innocenzi, Evening Coordinator & Administrator, cinnocenzi@mxcc.edu

mxcc.edu/meriden

The leaders of Middlesex Community College and the Meriden Public School System have collaborated to keep quality and affordable higher education growing in Meriden by offering college classes at Platt High School. MxCC@Platt offers courses in subjects ranging from core courses in English and math to art, communication, computer science, digital arts, early childhood education, history, human services, music, science, and sociology as well as student support services and access to the MxCC [Magic Food Bus](#).

Distance Learning Online/Hybrid Courses

<http://mxcc.edu/distance>

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

BEFORE YOU START

Students who are interested in distance learning courses are strongly recommended to take a self-assessment test, SmarterMeasure. The test helps you know 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).

Immediately after registration, Distance Learning (online or hybrid) students 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. A tentative schedule** is below. Before coming to an orientation session, students are advised to check the most updated schedule posted at <http://mxcc.edu/distance> (click on **Campus Orientation** link on the left panel).

For Fall 2019 New Online Students

Middletown, Library Computer Classroom, Chapman 710

Tuesday, August 27, 2:00 pm – 3:30 pm

Wednesday, August 28, 5:30 pm – 7:00 pm

Thursday, August 29, 3:00 pm – 4:30 pm

Friday, August 30, 12:30 pm – 1:30 pm - Webex only - contact mxccdistance@mxcc.commnet.edu for access information.

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

For further information or questions about online learning, contact:

Distance Learning

Chapman 701B/C

Phone: 860-343-5756

Email: mxccdistance@mxcc.commnet.edu