

High School Counselor Enrollment Guide

Application and Registration Process 2020-2021

A. Application Process:

1. Current high school students, fill out this application.
2. <https://ct.elluciancrmrecruit.com/Apply/Account/Create?f=9fe39ed3-d874-466c-8e47-9a7d2dd7e39a&o=412f322b-83ac-4cbe-b037-5af245f9d9bf>
 - o **Select the appropriate application type**
 - CCP (select schools only)
 - High School Partnership (select schools only)
 - Free Seats Program (Platt High School and Middletown High Schools Only)
 - High School Other (all other high schools not associated with the above programs.)
3. Student "refreshes" main dashboard page after application is submitted
4. Student clicks on the forms and inputs appropriate email addresses for references (parent/ counselor)
5. Parents and counselors receive an email and simply hit "confirm" or "verify"
6. We then receive the approval back, student gets admitted

WebEx meetings can be scheduled to discuss the application process with counselors.

B. High School New Student Orientation

1. Once the student completes the application, they are asked to click on the **High School New Student Orientation** link
 - a. <https://forms.office.com/Pages/ResponsePage.aspx?id=ePidZ3onakmsjdmeWGBt2fCiRx8afI9PvS-O5qM9AAZUQk1SWIIGTUgxWEs3R0E1OFZYRjNUM1ZRwiQIQCNOPWcu>
2. Once orientation is completed:
 - a. proceed to section C – *Verification of English and Math Eligibility*

C. Verification of English and Math Eligibility

1. Student sends official SAT / ACT scores to MxCC Admission's Office
 - a. via College Board website or via a picture uploaded to Application Dashboard
2. Or student can also submit an official high school transcript
 - a. via Naviance or email to Mx-EnrollmentServices@mxcc.comnet.edu

*****Verified High School GPA for English only accepted for High School Seniors *****

*All other students without eligible SAT/ACT Scores
will need to complete the **Challenge Essay** – proceed to section D – Challenge Essay*

ENG 101 and MAT 137 Eligibility https://mxcc.edu/take-accuplacer/				
Eligibility for:				GED
ENG*101	480 or higher	Reading 21+ or English/Reading Combined 47+	3.0 or higher High School Seniors <u>Only</u>	165
ENG* 101 E	450 to 479	Use another measure	2.85 to 2.99 High School Seniors <u>Only</u>	Use another measure
MAT* 137	540-570 Plus, eligible for ENG-101 or ENG 101E	19-21	2.70 to 2.99 Plus, successful completion of Algebra 1 and eligible for ENG-101/E	165+

D. Challenge Essay

- a. Students that don't meet the above criteria can take the **(virtual) Challenge Essay**.
 - i. A list of students needing the challenge essay can be sent to Samantha Plourd (splourd@mxcc.commnet.edu)
 - ii. The **Testing Center** will send communication to students using the **email** listed in the **MxCC Application Dashboard**
 - iii. Students will need to access their [MyCommNet](#) Account
 - 1. Log in using 8-digit Banner ID [#@student.commnet.edu](#) and password created during orientation
 - a. Example : [01234567@student.commnet.edu](#)
 - 2. Once in [MyCommNet](#) click on **Blackboard**
 - a. (far-right column, second box)
 - 3. Option for Challenge Essay will be listed as one of the “courses”
 - iv. Once a Challenge Essay is submitted, a faculty member will review and “grade” the essay.
 The “grading” process can take between 2 and 3 days

E. MxCC Safe Learning Options

*The college offers the following learning options for credit courses.
 Students may choose to attend classes online, in-person, or both.*

MxCC Class Formats	
<i>To learn more about class formats click here: https://mxcc.edu/safe-learning-options/</i>	
<p>ONLINE <i>Fully online with no on-campus meeting times</i></p>	<p>Online (ONLN) courses are offered fully online, with no on-campus meeting times. Students are required to have access to a computer and to WiFi to successfully participate and earn credit in these courses.</p>
<p>LEARNING REMOTE ONLINE TEACHING (LRON) <i>Fully online, but LIVE with an instructor during the scheduled days and times</i></p>	<p>Learning Remote Online Teaching (LRON) are online courses that meet at a specific time. Students registered for these courses will learn material online LIVE with an instructor during the scheduled days/times. Students are expected to attend class remotely via video conference. The classes will run similarly to on-campus courses with exams given remotely during class time. Students are required to have access to a computer and WiFi to successfully participate and earn credit in this course.</p>
<p>HYBRID <i>Meetings alternate between online and on-campus</i></p>	<p>Hybrid (HYBR) courses require on-campus meetings and online learning. The lecture portion of this course will be instructed online with a requirement to meet in person on designated days by your instructor. Students are required to have access to a computer and to WiFi to successfully participate and earn credit in these courses. Log on to your course and find out the specific on-campus requirements.</p>

<p>OLCR <i>Online with occasionally scheduled on-campus meetings</i></p>	<p>OLCR courses meet online with an on-ground, campus requirement as designated by the instructor. Students are required to have access to a computer and to WiFi to successfully participate and earn credit in these courses. Log on to your course and find out the specific on-campus requirements.</p>
<p>ON GROUND <i>Meets on campus during scheduled days and times</i></p>	<p>On-ground courses meets on campus on the scheduled days/times listed. Look for the classroom number to know which building and room these class meets in.</p>

F. Free Access to Microsoft Office Suite and One Drive

All students at the college have access to Microsoft office Suite (Word, Excel, and PowerPoint) and One Drive to save their work. **They can download a free copy of Microsoft Office on their computers by following these steps.**

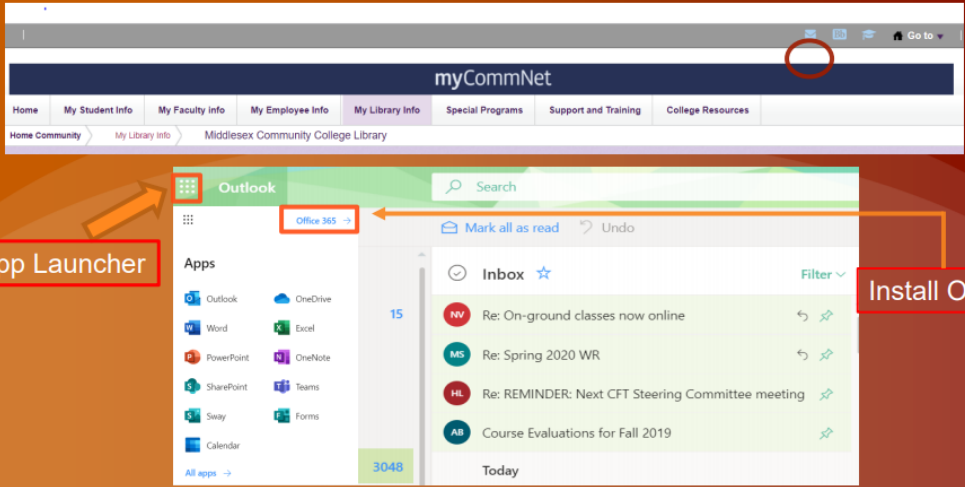
https://mxcc.edu/wp-content/uploads/2020/08/Student_Technology_Resources.pdf

- Go to My.CommNet.edu
 - Enter 8-digit banner ID number @student.commnet.edu and password created during New Student Orientation
 - Example: 01234567@student.commnet.edu
- Once logged in, click on the email icon in the top right corner above the myCommNet title bar
- In the top left-corner of the email there are 9 dots, click this to open Office 365 options
- Follow the directions to Install Office by clicking on “Office 365”

See graphic below for more information

Office 365 – Email, MS Teams, One-Drive

- My.commnet.edu – click on the “mail” icon at the upper right panel.
- Direct access – portal.office.com



The screenshot shows the myCommNet portal interface. At the top right, there is a navigation bar with a 'mail' icon circled in red. Below this is a menu with options like 'Home', 'My Student Info', 'My Faculty Info', 'My Employee Info', 'My Library Info', 'Special Programs', 'Support and Training', and 'College Resources'. The main content area shows the Outlook app launcher with various Microsoft Office apps listed. A red box highlights the 'Office 365' option in the app launcher, with an arrow pointing to it from a red box labeled 'Install Office' on the right. Another red box labeled 'App Launcher' points to the Outlook app icon.

G. Registering for Courses

1. Once a student completes the application and we can verify their eligibility for ENG and MAT they can then register.
2. It is recommended High School students take between 1 and 2 courses during the semester.
3. **To register for courses**, students will need to complete the following form
 - a. <https://mxcc.edu/wp-content/uploads/2020/04/registration-form-3-27-20-3-1.pdf>
4. Registration form can be emailed to **Samantha Plourd, Interim Director of Enrollment Services** (SPlourd@mxcc.comnet.edu)
5. **Deadline for high school** registration is preferably **before January 1st**. Classes begin January 22.

H. Check Schedule (please reference New Student Orientation)

1. Log into My.CommNet.edu
 - a. Use 8 digit banner ID@student.comnet.edu
 - i. **01234567@student.comnet.edu** + password created during orientation
2. Once logged in, click on **Banner Self-Service** (far-right column, top box)
 - a. Click on **Registration and Schedule** (top row, center box)
 - b. Then click on **Student Schedule** link within the box
 - c. Term/Year (ex. Spring 2021) then **submit**

I. Check Textbooks and Software Requirements

1. Once in the student schedule, click on **Textbook Info** to see course requirements.
See example below:

CRN	Course	Title	Inst Methd	Credit	Textbook	Start Date	End Date	Days	Time	Location	Instructor
31678	COM* B173 16	Public Speaking	LRON	3.000	textbook info	Aug 26, 2020	Dec 15, 2020	M	7:00 pm - 9:50 pm	Virtual Building DLRNG	Wilson

J. Check LRON Platform

- a. LRON courses require a virtual meeting component. These meetings can be taught either via TEAMS, WebEx, or Blackboard Collaborate
- b. To check which platform a course uses, see our **course search instructions** below
 - i. Click on <https://mxcc.edu/course-search/>
 - ii. Go to the bottom-right of the page and click on **BOTH, CREDIT, NO**
 1. Then click on **SHOW COURSES**
 - iii. Find your **CRN number** from the above courses on this page and click on it.
 - iv. The description will then list the platform for the course.

COURSE SELECTION

A maximum of ten subjects may be selected simultaneously. To select more than one subject, hold the Ctrl (Windows) or Command (Mac) key when clicking on a subject. Note: An asterisk (*) following a subject name — e.g., Travel* — indicates that the selected courses will be non-credit.

By Major/Study Area

- All
- Accounting
- Admin. Office Procedures *
- American Sign Language
- Anthropology
- Arabic
- Architecture
- Art
- Astronomy
- Automotive
- Biology
- Biomedical Engineering
- Boating *
- Business *
- Business and Industry
- Business Office Technology
- Business, Entrepreneurship
- Business, Finance
- Business, General
- Business, Management

By Course Title (optional)

Instruction Type

- All
- CLIN – Clinical
- COOP – Cooperative Learning
- HYBR – Online and Classroom
- INDE – Independent Study
- INTN – Internship
- LRON – Live/Remote & Online Component
- OLCR – Online with Campus Requirement
- ONLN – Fully Online



OPTIONS

Select a College

Middlesex Community College ▾

Select a Semester

- 2021 Spring
- 2020 Winter
- 2020 Fall

Select Day(s) (No selection will return all days)

- Mon Tue Wed Thu Fri Sat Sun

Start Time (No selection will return all times)

Hour: Minute: am/pm:

End Time (No selection will return all times)

Hour: Minute: am/pm:

Availability

- Open Closed Both

Course Level

- Credit Non-Credit Both

No Cost/Low Cost Course Materials (NoLo) only

- Yes No

Show Courses

Middlesex Community College - Spring 2021

Accounting

Sts	CRN	Subj	Crse	Sec	Textbook	NoLo	Cred	Title	Inst Methd	Day(s)	Time	Cap	Act	Rem
A	1033	ACC*	F113	01	textbook info		3.00	Principles of Financial Acctg	LRON	TR	09:30 am-10:45 am	25	1	24

Class Schedule Listing

Home > Class Schedule Listing

Spring 2021
Nov 09, 2020

The Registration dates below are for Web Registration only.

Sections Found

Principles of Financial Acctg - 1033 - ACC* F113 - 01

Platform: Collaborate Students registered for this course will learn the material online LIVE with an instructor during the scheduled days/times. Students are expected to attend class remotely via video conference. The class will run similarly to an on-campus course with exams given remotely during class time. Students are required to have access to a computer and WiFi to successfully participate and earn credit in this course.

Associated Term: Spring 2021

Registration Dates: Oct 12, 2020 to Jan 21, 2021

Levels: MxCC Credit

Attributes: Open Elective

On-Line Campus
Lecture Schedule Type
Live/Remote & Online Component Instructional Method
3.000 Credits

Scheduled Meeting Times

K. Check Blackboard

1. Blackboard will open 1 week before the start of the semester
2. Most professors will put a syllabus in Blackboard before the course starts.
3. MxCC Distance Learning Office provides Blackboard Training for future and current students. *Register for an Blackboard training* by clicking the follow link: <https://mxcc.edu/distance/campus-orientation/>
4. Additional Blackboard support can be found below:
 - a. <https://mxcc.edu/ttfs>
 - b. <https://mxcc.edu/distance/technical-help/>
 - c. <https://mxcc.edu/distance2/orientation/>

CONTACT:

Please feel free to reach out to **MxCC Enrollment Services** with any questions.

Please indicate in your email the program you are working with (CCP, High School Partnership, Free Seats, or High School Other) so it can be directed to the appropriate area.

Phone: 860-343-5719/ 866-526-6008 (toll-free)

Fax: 860-344-3055

Email: Mx-EnrollmentServices@mxcc.commnet.edu