Fall 2018 Enrollment Guide

Updated 6/7/18

Welcome!

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

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

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 28, 2018

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/Admissions 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/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. Extended office hours on Mondays until 6 pm through May 15 and beginning on August 21, 2017.

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
The MxCC Meriden Center at 55 West Main St. closed its doors on May 24, 2017.

MxCC@Platt will open on August 15, 2017
2:30 p.m. to 8:15 p.m.
Monday – Thursday
860-343-5719

Registration dates at Platt over the summer are still being determined and will be published on our website when available.

2. Get Financial Aid

To Apply For Financial Aid, Follow These Easy Steps:

- Go to 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 https://my.commnet.edu/ to check your status and to view your financial aid award package. This link also notifies you of 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.
- Meet the financial aid application priority deadline of August 1, 2017, 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.
- Have attempted fewer than 90 credits.

OFFICE HOURS

Financial Aid Office

Middletown Campus: Founders Hall, Rm. 132

860-343-5741

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.

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.

Withdrawing From Classes

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/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 **mxcc.edu/bsa**.*

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

Upon acceptance, 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 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 mxcc.edu/bsa

Schedule Your Test

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

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 10 for more information about how to prepare to meet with your advisor.

Registration for Fall 2018

Fall Classes begin August 29th.
Continuing students may register online or in-person. New and readmit students may register in-person.

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. Extended office hours on Mondays until 6 pm through May 15 and during the month of August.

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.

Saturday Registration: August 5th, Time to be determined.

New students: Walk in daily to our Middletown Campus advising site and start, continue, or complete the process of registering.

Continuing Students: Continuing students must see an academic advisor prior to registration. You should contact them directly to set up an appointment.

Senior Citizen Registration: Senior Citizens may register on 8/27/18 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 28** 9:00am-6:00pm ● **Tuesday, August 29** 9:00am-6:00pm (1st day of school) ● **Wednesday, August 30** 9:00am-6:00pm ● **Thursday, August 31** 9:00am-6:00pm ● **Friday, September 1** 9:00am-4:00pm	

To Register Online, Follow These Easy Steps:
- Go to http://my.commnet.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 27, 2018**.*

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.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 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. **Before July 12, 2018:** 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 **July 12, 2018**.

2. **On or After July 12, 2018:** Students must pay tuition, college service fee, student activity fee, transportation 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 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 canceled for non-payment will need to re-register in-person at the Office of Enrollment Services on a space-available basis when the student is able to pay the tuition and fees.

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.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. 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 by** Monday, August 28, 2018. 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 August 29, 2018 - Monday, September 11, 2018 period. 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 Enrolment Services within** the first 14 calendar days from the time the class starts. *Fees are nonrefundable.*
- **No telephone requests for refunds will be taken.**

Tuition & Fees -- In-State Rates

Credit Hours	Tuition	Services Fee	Student Activity Fee	Transportation Fee	Total
1	$163.00	$81.00	$10.00	$20.00	$274.00
2	$326.00	$88.00	$10.00	$20.00	$444.00
3	**$489.00**	**$94.00**	**$10.00**	**$20.00**	**$613.00**
4	$652.00	$99.00	$10.00	$20.00	$781.00
5	$815.00	$118.00	$10.00	$20.00	$963.00
6	**$978.00**	**$134.00**	**$10.00**	**$20.00**	**$1,142.00**
7	$1,141.00	$152.00	$10.00	$20.00	$1,323.00
8	$1,304.00	$167.00	$10.00	$20.00	$1,501.00
9	**$1,467.00**	**$185.00**	**$10.00**	**$20.00**	**$1,682.00**
10	$1,630.00	$200.00	$10.00	$20.00	$1,860.00
11	$1,793.00	$218.00	$10.00	$20.00	$2,041.00
12	**$1,956.00**	**$236.00**	**$20.00**	**$20.00**	**$2,232.00**
Annual Full-Time	**$3,912.00**	**$472.00**	**$40.00**	**$40.00**	**$4,464.00**

Mandatory Usage Fees	Per Term	Max Per Term
Clinical Program Fee - Level 1 - RAD TECH	$487.00	
Clinical Program Fee - Level 2 - ODD & VET TECH	$359.00	
Advanced Manufacturing Fee*	$120.00	
Supplemental Course Fee Level 1 **	$103.00	$410.00
Supplemental Course Fee Level 2 **	$205.00	
Material Fee ***	$51.00	$102.00

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

Tuition & Fees -- Out-of-State Rates

Credit Hours	Tuition	Services Fee	Student Activity Fee	Transportation Fee	Total
1	$489.00	$243.00	$10.00	$20.00	$762.00
2	$978.00	$264.00	$10.00	$20.00	$1,272.00
3	**$1,467.00**	**$282.00**	**$10.00**	**$20.00**	**$1,779.00**
4	$1,956.00	$297.00	$10.00	$20.00	$2,283.00
5	$2,445.00	$354.00	$10.00	$20.00	$2,829.00
6	**$2,934.00**	**$402.00**	**$10.00**	**$20.00**	**$3,366.00**
7	$3,423.00	$456.00	$10.00	$20.00	$3,909.00
8	$3,912.00	$501.00	$10.00	$20.00	$4,443.00
9	**$4,401.00**	**$555.00**	**$10.00**	**$20.00**	**$4,986.00**
10	$4,890.00	$600.00	$10.00	$20.00	$5,520.00
11	$5,379.00	$654.00	$10.00	$20.00	$6,063.00
12	**$5,868.00**	**$708.00**	**$20.00**	**$20.00**	**$6,616.00**
Annual Full-Time	**$11,736.00**	**$1,416.00**	**$40.00**	**$40.00**	**$13,232.00**

Mandatory Usage Fees	Per Term	Max Per Term
Clinical Program Fee - Level 1 - RAD TECH	$487.00	
Clinical Program Fee - Level 2 - ODD & VET TECH	$359.00	
Advanced Manufacturing Fee*	$120.00	
Supplemental Course Fee Level 1 **	$103.00	$410.00
Supplemental Course Fee Level 2 **	$205.00	
Material Fee ***	$51.00	$102.00

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

Tuition & Fees -- NEBHE Rates

Credit Hours	Tuition	Services Fee	Student Activity Fee	Transportation Fee	Total
1	$244.50	$121.50	$30.00	$20.00	$416.00
2	$489.00	$132.00	$30.00	$20.00	$671.00
3	$733.50	$141.00	$30.00	$20.00	$924.50
4	$978.00	$148.50	$30.00	$20.00	$1,176.50
5	$1,222.50	$177.00	$30.00	$20.00	$1,449.50
6	$1,467.00	$201.00	$30.00	$20.00	$1,718.00
7	$1,711.50	$228.00	$30.00	$20.00	$1,989.50
8	$1,956.00	$250.50	$30.00	$20.00	$2,256.50
9	$2,200.50	$277.50	$30.00	$20.00	$2,528.00
10	$2,445.00	$300.00	$30.00	$20.00	$2,795.00
11	$2,689.50	$327.00	$30.00	$20.00	$3,066.50
12	$2,934.00	$354.00	$40.00	$20.00	$3,348.00
Annual Full-Time	$5,868.00	$708.00	$80.00	$40.00	$6,696.00

Mandatory Usage Fees	Per Term	Max Per Term
Clinical Program Fee - Level 1 - RAD TECH	$487.00	
Clinical Program Fee - Level 2 - ODD & VET TECH	$359.00	
Advanced Manufacturing Fee*	$120.00	
Supplemental Course Fee Level 1 **	$103.00	$410.00
Supplemental Course Fee Level 2 **	$205.00	
Material Fee ***	$51.00	$102.00

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

Online Course Tuition & College Services Fee

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 13, 2017, 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 July 13, 2017.

Registering after on or after July 13, 2017, 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 deposit for the Installment Payment Plan, 10% of balance due plus $25.00 installment plan fee (with four more payments on Jul. 12, Aug. 12, Sept. 12, Oct. 12); or
3. the applicable Tuition Fee Waiver Form (renewed each semester) presented to the cashiers.

Cash, check, VISA, Discover, and MasterCard are accepted forms of payment. An installment "Payment Plan" may be set up online at https://my.commnet.edu or with the Business Office, 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. Extended office hours on Mondays until 6 pm through May 16 and beginning August 21.

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 2017 Academic Calendar

Friday, August 25	Faculty Semester Begins
Monday, August 28	Orientation for New Adjunct Faculty
Tuesday, August 29	CLASSES BEGIN
Saturday, September 2	Saturday Classes Begin – CLASSES HELD
Monday, September 4	Labor Day – COLLEGE CLOSED
Monday, September 11	- Last Day to Add/Drop Courses - Last Day for 50% Tuition Refund (Fees are nonrefundable)
Monday, September 18	- Constitution Day Observed – CLASSES HELD "LATE START" CLASSES BEGIN
Monday, September 25	Last Day to Change from Credit to Audit Status
Monday, October 9	Columbus Day – CLASSES HELD
Tuesday, October 17	Reading Day – COLLEGE OPEN, NO REGULARLY SCHEDULED CLASSES
October 30 – November 21	Priority Advising & Registration for Continuing Students
Friday, November 3	Last Day to Make Up "Incompletes" from Spring/Summer 2017
Friday, November 10	- Veterans' Day Observed – CLASSES HELD - Last Day to Withdraw from Classes - Graduation Applications Due for December Completers
Wed-Sun, Nov. 22-26	Thanksgiving Recess – NO CLASSES - Wed., 11/22 – Veterans' Day Observed (Faculty Holiday) - Thur., 11/23 – Thanksgiving Day (College Closed) - Fri., 11/24 – Day After Thanksgiving (Faculty Holiday) - Sat., 11/25 and 11/26 – No Classes (College Closed)
Monday, December 11	Last Day of Classes
Tue-Mon, December 12-18	Final Exams/Final Class Periods
Tuesday, December 19	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)
Thursday, December 21	Grades due by 9:00am
Saturday, December 23	Faculty Semester Ends

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 2017 schedule in person Monday – Friday 9:00 am – 5:00 pm in the Office of Enrollment Services in Founders Hall, room 153. Please call in advance as office may be periodically closed, 860-343-5719.

Auditing Courses

Students who do not desire to earn course credit may "audit" a course by completing an Audit Request Form at the time of registration in the 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 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 2017 semester will be accessible the week of September 24, 2018.

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 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.

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 the last four Saturdays of 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

Degree Programs

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

Post Primary Certifications

Computed Tomography
Mammography

Certificate Programs

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

Continuing Education Non-Credit Programs

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

Advisors/Contact Information
Schools, Programs & Departments

Accounting	Associate Degree	Business	Assoc. Prof. Sue Lugli
Accounting Assistant	Credit Certificate	Business	Assoc. Prof. Sue Lugli
Accounting Technician	Credit Certificate	Business	Assoc. Prof. Sue Lugli
Advertising & Sales Promotion	Credit Certificate	Business	Assoc. Prof. Sue Lugli
Art Studies ***CSCU Transfer Ticket***	Associate Degree	Arts & Media	Prof. Judith de Graffenried
Audio & Music Production	Center for New Media Credit Certificate	Arts & Media	Prof. Rich Lenoce
Biology Studies *CSCU Transfer Ticket*	Associate Degree	STEM	Dr. Frank Stellabotte
Biotechnology	Associate Degree	STEM	Dr. Frank Stellabotte
Biotechnology	Credit Certificate	STEM	Dr. Frank Stellabotte
Broadcast Communications	Credit Certificate	Arts & Media	Prof. Rich Lenoce
Business Administration	Associate Degree	Business	Assoc. Prof. Sue Lugli
Business Skills	Credit Certificate	Business	Assoc. Prof. Sue Lugli
Business Studies ***CSCU Transfer Ticket***	Associate Degree	Business	Assoc. Prof. Sue Lugli
Certified Nurse Aide	Non-Credit Certificate	Allied Health	Diane Bordonaro, MSN, RN
Chemistry Studies ***CSCU Transfer Ticket***	Associate Degree	STEM	Asst. Prof. James Quinlan

Child Development Associate	Credit Certificate	Social Sciences	Asst. Prof. Norma Rosado-Javier
Communication Studies *CSCU Transfer Ticket*	Associate Degree	Arts & Media	Prof. John Shafer
Communications Networking	Credit Certificate	STEM	Prof. Donna Hylton
Computed Tomography	Post-Primary Certification in Radiology [Selective Admission]	Allied Health	Dr. Judy Wallace
Computer Engineering Technology **Option from Technology Studies Degree**	Associate Degree	STEM	Dr. Lin Lin
Computer Information Technology	Associate Degree	STEM	Prof. Donna Hylton
Computer Science Studies *CSCU Transfer Ticket*	Associate Degree	STEM	Dr. Lin Lin
Corporate Media Production	Center for New Media Credit Certificate	Arts & Media	Prof. Rich Lenoce
Criminal Justice *Learn more about this program*	Associate Degree	Social Sciences	Assoc. Prof. Rebecca Rist-Brown
Criminology Studies *CSCU Transfer Ticket* *Learn more about this program*	Associate Degree	Social Sciences	Assoc. Prof. Rebecca Rist-Brown
Customer Service Management	Credit Certificate	Business	Assoc. Prof. Sue Lugli
Digital Media Production *Students MUST also enroll in a Center for New Media Credit Certificate*	Associate Degree	Arts & Media	Prof. Rich Lenoce
Early Childhood Education	Credit Certificate	Social Sciences	Asst. Prof. Norma Rosado-Javier
Early Childhood Education *Accredited by the National Association for the Education of Young Children*	Associate Degree	Social Sciences	Asst. Prof. Norma Rosado-Javier
Early Childhood Teacher Credential	Associate Degree	Social Sciences	Asst. Prof. Norma Rosado-Javier

CSCU Transfer Ticket			
Emergency Medical Technician	Non-Credit Certificate	Allied Health	Diane Bordonaro, MSN, RN
Engineering Science	Associate Degree	STEM	Dr. Lin Lin
English Studies *CSCU Transfer Ticket*	Associate Degree	Humanities	Dr. Donna Bontatibus
Entrepreneurship	Credit Certificate	Business	Assoc. Prof. Sue Lugli
Environmental Science	Associate Degree	STEM	Prof. Christine Witkowski
Film & Video Production	Center for New Media Credit Certificate	Arts & Media	Prof. Rich Lenoce
Fine Arts	Associate Degree	Arts & Media	Prof. Judith de Graffenried
Fine Arts: Graphic Design	Associate Degree	Arts & Media	Prof. Judith de Graffenried
French Studies *CSCU Transfer Ticket*	Associate Degree	Humanities	Prof. Angelo Glaviano
General Studies	Associate Degree	College-Wide	
Health Career Pathways	Credit Certificate	Allied Health	Dr. Judy Wallace
Health Information Management	Associate Degree	Allied Health	Jill Flanigan, MLS, MS, RHIT
Health Information Management	Credit Certificate	Allied Health	Jill Flanigan, MLS, MS, RHIT

Continuing Education Non-Degree Programs
**Ms. Diane Bordonaro, MSN, RN, Coordinator ● 860-343-5716 ● Room 514 ●
dbordonaro@mxcc.edu**

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

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

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

*Open House dates at MxCC@Platt will be on Aug. 2nd from 9 a.m.to 2 p.m., Aug. 9th from 10 a.m. to 8 p.m.,
Aug. 22nd from 1 p.m. to 8 p.m. and Aug. 27th from 2:30 p.m. to 7 p.m.*

Distance Learning Online/Hybrid Courses

http://mxcc.edu/distance

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

BEFORE YOU START

Students who are interested in distance learning courses are strongly recommended to take a self-assessment test, SmarterMeasure (formerly known as READI). The test helps you find out whether you

have the skills to be successful in online learning. To take the test, go to http://mxcc.edu/distance, click on "Take a SmarterMeasure Test" link (upper left).

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 http://mxcc.edu/distance (click on **Campus Orientation** link on the left panel).

For Fall 2018 New Online Students

Middletown, Library Computer Classroom

Tuesday, August 28, 2:00 pm – 3:30 pm

Wednesday, August 29, 5:30 pm – 7:00 pm

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

Friday, August 31, 10:00 am – 11:30 am

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 702/703

Phone: 860-343-5756

Email: mxccdistance@mxcc.commnet.edu