



Banner ID # @ _____

NetID # _____

What do I need to do to apply to Manchester Community College?

Step 1. Complete the application form.

Step 2. Pay the \$20 application fee:

- New/Transfer Students – must submit a \$20 non-refundable, one-time fee payable to MCC
- Readmit, College Career Pathways & High School Partnership Students – no payment necessary.

Step 3. Submit Measles, Mumps, Rubella and Varicella (Chicken Pox) Immunizations Information:

Students born after December 31, 1956: Connecticut State Law requires that all full-time (degree seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in postsecondary schools be adequately protected against measles, mumps, rubella and varicella. Students must have documentation of two (2) doses of each vaccine administered before they will be permitted to register. The first dose must be given on or after the first birthday and the second at least one (1) month later to insure adequate immunization. Further information is available in the Registrar's office.

Step 4. Submit Proof of High School, GED or College Completion:

- New students currently enrolled in high school should wait until they have graduated to submit an official transcript, which includes the date of graduation, or bring into the Admissions office their diploma as proof of high school completion.
- New students not currently enrolled in high school must submit proof of high school completion by either submitting a high school transcript with the date of completion upon it or produce the actual high school diploma and present it to the Admissions office in person. Official GED results or the actual GED certificate is considered proof of GED completion.
- New students that have graduated from college must submit proof of high school completion, GED completion or college completion. Official transcripts from a college or university with the date of graduation upon it or actual college diploma are considered proof of college completion.

All students must provide proof of immunization and high school completion to be placed in an academic program of study (matriculation). Without such proof, the student will not be able to graduate or receive financial aid.

Once I provide this information, what happens next?

Step 1. Receive an Acceptance Letter:

Within 14 days of MCC's receipt of application, you will receive an email and a letter of acceptance that will include a Banner Student ID and NetID and details of the next steps in the enrollment process.

Step 2. Take the Assessment Test:

The acceptance letter will include your Banner ID, and instructions on scheduling the assessment test and advising appointment. Appointments are necessary and seating is limited. Please go to www.mcc.commnet.edu and navigate to Admissions/Assessment to schedule a test time. Please contact the Testing Center at 860-512-3304 if you do not have internet access.

Many students may be exempt from taking the test; please call 860-512-3229 for exemption criteria. Exemptions must be approved prior to entering the testing room. If you are exempt from taking the math and English assessment test and would like to meet with an advisor for course or program information, please call the Counseling Center at 860-512-3320 to schedule an appointment.

Step 3. Meet with an Academic Advisor:

The college strongly recommends that you meet with an advisor after your assessment test or after you submitted your SAT scores. Please go online to www.mcc.commnet.edu/ui/nss or call the Counseling Center at 860-512-3320 to schedule an appointment. The Counseling Center is located in room L108 in the Lowe Student Services Center.

Additional Information

- Financial aid: call 860-512-3380 or go to Lowe Student Services Center, room L177. To apply, go to www.fafsa.ed.gov
- High School Partnership Program: contact Cynthia Zeldner at 860-512-3214
- International students: contact Joe Mesquita at 860-512-3215 or email jmesquita@mcc.commnet.edu for F-1 student visas
- Transcript evaluation: contact Cynthia Zeldner at 860-512-3214

MCC Degree and Certificate Majors and Codes

CODES

B11BA07	Accounting, Career
B11BA05	Accounting & Business Administration, Transfer Business Office Technology
B11BA45	– Administrative Assistant, Legal
B11BA46	– Administrative Assistant, Medical
B11BA44	– Administrative Assistant, Office
B11BA67	Business Administration, Career
B11BA70	– Entrepreneurship Option
B11BA53	Communication
B11BA54	– Journalism Option
B11BC08	Computer Engineering Technology
B11BC09	Computer Network Technology
B11BC10	Computer Programming Technology
B11BC11	Computer Science
B11BC12	Computer Technology
B11BB03	Criminal Justice
B11BA18	Culinary Arts
B11BB06	Disability Specialist
B11BB18	– Speech Language Pathology Assistant Option
B11BF01	Drug/Alcohol Recovery Counselor
B11BA06	Early Childhood Education
B11BA50	Engineering Science
B11BA30	Environmental Science
B11BB17	Foodservice Management
B11BB24	General Studies
B11BB27	Graphic Design
B11BB95	Health and Exercise Science
B11BA43	Hotel-Tourism Management
B12BB68	Liberal Arts and Science, A.A.
B11BB68	Liberal Arts and Science, A.S.
B11BB43	– Biology Sequence
B11BB45	– Chemistry Sequence
B11BB52	– Mathematics Sequence
B11BB54	– Physics Sequence
B11BB84	Management Information System
B11BB71	Manufacturing Engineering Science
B11BB72	Marketing
B12BA52	Multimedia Studies
B12BA71	– Computer Game Design Option
B12BC16	Music Studies
B11BB85	Occupational Therapy Assistant
B11BA47	Paralegal
B11BB86	Physical Therapist Assistant
B11BB88	Respiratory Care
B11BA51	Social Service
B11BB96	Surgical Technology
B11BF15	Technology Studies
B11BF15	– Computer-Aided Design Option
B11BF17	– Electronics Technology Option
B11BF12	– Engineering Technology Option
B11BF19	– Industrial Technology Option
B11BF20	– Lean Manufacturing & Supply Chain Management Option
B11BF13	– Technology Education Option
B11BF23	– Technology Management Option,

B11BC06	Therapeutic Recreation
B12BA40	Visual Fine Arts
B12BA15	– Photography Option

CODES

B13BJ05	Accounting
B13BK03	Child Development Associate
B13BK11	Computer–Aided Design
B13BK10	Computer Maintenance Technology
B13BK07	Computer Network Technology
B13BK09	Computer Programming Technology
B13BJ10	Corrections
B13BJ75	Criminal Justice
B13BJ77	Culinary Arts
B13BJ82	Dental Assistant
B13BJ83	Desktop Publishing
B13BJ86	Disability Specialist
B13BJ30	Entrepreneurship/Small Business
B13BJ74	Fitness Specialist
B13BJ01	Food Store
B13BJ55	Forensic Science
B13BJ08	Gerontology
B13BK55	Health Career Pathway
B13BJ06	Homeland Security
B13BJ02	Hotel-Tourism
B13BN13	Lean Manufacturing
B13BJ13	Marketing
B13BJ14	Media Technology
B13BK02	Medical Insurance Specialist
B13BJ50	Medical Transcription
B13BJ03	Office Support Specialist
B13BJ53	Paralegal
B13BJ07	Personal Financial Planning
B13BJ87	Polysomnography
B13BK04	Professional Baker
B13BK05	Professional Cook
B13BJ51	Public Relations
B13BJ35	Social Service
B13BJ59	Speech Language Pathology Assistant
B13BN14	Supply Chain Management
B13BJ60	Sustainable Energy
B13BJ38	Taxation
B13BN15	Technology Management
B13BJ39	Therapeutic Recreation
B13BJ58	Web Technology

CERTIFICATE MAJORS

Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action and Staff Development Coordinator (Title IX and Section 504/ADA Coordinator), Manchester Community College; Great Path MS #2; Manchester, CT 06040; Lowe Student Services Center L-134c; 860-512-3107.



MANCHESTER
COMMUNITY
COLLEGE

Application For Admission

INSTRUCTIONS: Please type or print clearly.

1. Applicants are required to pay a \$20 **non-refundable** application fee by check or money order payable to MCC, MasterCard or Visa. If you have previously applied to a CT community college, the application fee is not required.
2. Please complete this form and submit with official proof of high school/GED or college graduation, and immunization.
3. **MAIL TO:** MCC Admissions Office, MS #12, P.O. Box 1046, Manchester, CT 06045-1046
FAX: 860-512-3221 or **APPLY ONLINE:** <http://my.commnet.edu>

For office use only	Date _____
BANNER @ _____	
Received _____	Entered _____
Entered by _____	
Admit Type _____	Student Type _____
Ability to Benefit Met _____	Yes _____ No _____
Application Fee Paid _____	Yes _____ No _____
Cash _____	Check # _____ Waived _____
Credit Card _____	Deferred _____

APPLICATION FOR ADMISSION

Applicant's Legal Name _____
 (Last) (First) (Middle)

Former Last Name(s) _____
 (Social Security Number) (Date of Birth) (Gender: M/F)

(Social Security Number is requested for purposes of financial aid, Federal income tax benefits, the provision of some college services, accuracy of student records and other business purposes.)

Mailing Address _____
 Street City State Zip

Permanent Address _____
 Street City State Zip

Telephone _____
 Home Work Cell

E-mail _____
 (used for correspondence from the College)

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

Have you previously attended a CT community college? Yes No If yes, where? _____

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

CITIZENSHIP

Are you a United States citizen? Yes No If no, are you a permanent resident? (green card holder) Yes No

ETHNICITY/ RACE

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

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

What is your race? Select one or more:

- White (10) Black or African American (20) Asian (45) American Indian or Alaskan Native (50)
 Native Hawaiian or Other Pacific Islander (80) Other (90)

FAMILY EDUCATIONAL BACKGROUND

Do either of your parents hold a bachelor's degree (4-year college degree) or higher? Yes No

MILITARY STATUS

Are you currently on active duty with the U.S. armed forces? Yes No (ACTD)

Are you currently a member of the National Guard or Reserve? Yes No (NGRE)

Have you ever served in the U.S. armed forces? Yes No (VET1)

Are you a dependent of a member of the U.S. armed forces? Yes No (VETD)

If you answered "Yes" to any of these questions, you may be entitled to benefits and you should meet with the college's Veterans Certifying Official (VCO).

IN-STATE TUITION

1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home. _____ Yes _____ No

2. Even though I answered "No" to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition. _____ Yes _____ No

Out-of-state students may be eligible for a reduced tuition rate through the New England Board of Higher Education (NEBHE) program. For details, see the college catalog or website.

3. _____ Check here if applying under the New England Regional Student program offered through NEBHE.

If you answered "Yes" to question #2 or checked question #3, you must submit a "Declaration of Eligibility for In-State or NEBHE Tuition" for review and determination of eligibility.

DEGREE STATUS

In which degree/certificate program are you planning to enroll? _____
Use list of majors/codes on the inside front cover of application. Please write major name and code above.

HIGHEST DEGREE LEVEL (check one only)

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

EDUCATIONAL GOALS

- Certificate (credit) (CT)
- Associate degree (DG)
- Developmental (college preparation) education (DV)
- Fulfill other college's requirement (AC)
- Transfer with an associate degree (DT)
- Transfer without an associate degree (DN)
- Job preparation/retraining course (JB)
- Job promotion (JP)
- Personal development course(s) (PD)
- Improve English skills/proficiency (ES)
- Unsure at this time (UN)
- Other goal (NL) _____

ACADEMIC BACKGROUND

Do you have a high school diploma? Yes No Pending Graduation Year _____
 Name of high school _____ Town _____ State _____ Country _____
 Do you have a general equivalency diploma (GED)? Yes No Year _____ GED Number _____ Town/State _____
 Do you have an adult high school diploma? Yes No Graduation Year _____ Town/State _____
 Do you have a home school diploma? Yes No Graduation Year _____ Town/State _____
 Have you participated in the High School Partnership program through the CT community colleges? Yes No
 Have you participated in the College Career Pathways/Tech Prep program through the CT community colleges? Yes No

PREVIOUS COLLEGE BACKGROUND

College/University Name	State	Dates of Attendance	Graduation Date	Degree Awarded

INTERNATIONAL STUDENT INFORMATION

Are you an international student who needs an I-20 form for an F1 Visa? Yes No
 Other Visa holder (indicate type) _____ Visa admission number _____
 Visa start date _____ Visa end date _____
 International Address _____

EMPLOYMENT INFORMATION

Employed full-time Employed part-time Unemployed
 Name of employer _____ Address of employer _____
 Title/Position _____ Does your employer have a tuition reimbursement program? Yes No

E-MAIL COMMUNICATIONS

I request the college forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from college records that are protected by FERPA.

Signature: _____ Date: _____

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS

I understand that to maintain accurate student records, including the records pertaining to my attendance at the college, and for other necessary business purposes, the college may need to release or provide access to personally identifiable information in its records pertaining to me to another college in the community college system or to the system's administrative office. Accordingly, I hereby authorize the college to release or allow access to such information to those indicated for the purposes described.

Signature: _____ Date: _____

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

Student Signature _____ Date _____

Parent/Guardian Signature (if under 18) _____ Date _____