The College .............................................................................................................................................................4-6
Academic Calendar .............................................................................................................................................. 7-10
Admissions and Registration
When & How to Apply, Acceptance, Campus Interviews & Tours ................................................................11-15
Financial Aid/Information
Tuition and Fees, Residency, Refunds, Scholarships, Estimated Expenses .............................................................16-30
Academic Information
2+2 Programs.....................................................................................................................................................31-33
Alternative Learning Options ...........................................................................................................................34-38
Educational Opportunity Program ....................................................................................................................39
MCC/SUNY General Education Requirements ................................................................................................40-44
Academic Programs...........................................................................................................................................45-128
Course Descriptions .........................................................................................................................................129-221
Course Abbreviations.........................................................................................................................................129
Regulations and Policies
Academic Policies, Code of Conduct, Parking Rules..........................................................................................222-246
Trustees and College Personnel ....................................................................................................................247-274

Statement on Non-Discrimination
Monroe Community College does not discriminate on the basis of age, race, creed, color, sex, sexual orientation, national origin, disability, veteran status, gender identity, pregnancy, religion, predisposing genetic characteristics, marital status, or domestic violence victim status in admissions, employment, and treatment of students and employees or in any aspect of the business of the College.

Inquiries regarding the application of Title IX should be directed to:
Susan Baker
Monroe Community College
1000 East Henrietta Road
Rochester, NY 14623
(585)292-2124 or sbaker@monroecc.edu

Inquiries regarding other laws, regulations and policies prohibiting discrimination should be directed to:
Melissa Fingar
Monroe Community College
1000 East Henrietta Road
Rochester, NY 14623
(585)292-2117 or mfinger@monroecc.edu

The Monroe Community College Catalog/Student Handbook does not constitute a contract between the College and its students on either a collective or individual basis. The College may find it necessary to make changes in the curriculum, administration, policies, tuition and fees or any other phase of College activity, and reserves the right to make such changes or to delete any program or course described in this Catalog.

For a list of the latest catalog updates/corrections: www.monroecc.edu/go/catalog
COLLEGE TERMS

The first time you open a college catalog or read any college publication, you’ll find terms that may be unfamiliar to you. The following common college terms are ones that you’ll need to know as an MCC student.

2+2 Transfer Degree Programs
A way to get your associate’s degree at MCC with guaranteed admission to a participating four-year college as a junior. The 2+2 Program is intended for first-time, full-time MCC students who already know which participating four-year college they want to attend. You complete one application to MCC and pay one application fee. If you meet the entrance requirements, you’re concurrently admitted to MCC and the 2+2 college you’ve chosen.

Advisement Key
A six-digit alternate PIN number used to “unlock” online registration access for students required to meet with an academic advisor.

Articulation Agreements
Agreements signed between MCC and participating four-year colleges and universities outlining the requirements for transferring to parallel programs at those institutions. Articulation Agreements ensure that after you graduate from MCC, you can transfer with junior status and complete most baccalaureate degree programs in two years. Each participating college has its own admission and course requirements.

Audit
To take a course without receiving a grade or credit. You also don’t have to take the exams. Any student may audit a course with permission from the instructor, assuming seats are available. You must fill out the appropriate audit form and return it to the Registration and Records Office by the end of the course add period (typically the first week of the course in a full-term section). Full tuition is required and the course appears on your transcript with a grade of “AU.”

Blended/Hybrid Courses
See Hybrid/Blended Courses entry.

CAPP Compliance (Degree Audit)
A report that indicates your progress toward completing a particular certificate or degree program. It details what you have completed and courses you still need to fulfill curriculum requirements.

Career Programs
Programs for students who plan to enter the job market immediately after graduating from MCC. These lead to an A.A.S. degree (Associate in Applied Science degree).

Certificate Programs
Programs for students who want to gain a high degree of specialization through a short program of instruction. While required credit hours vary, most certificates are approximately 30 college credits.

Certificate of Residence
While you are attending MCC, you must file a “Certificate of Residence” once each academic year (September-August). See instructions on page 26 to certify you’ve been a legal resident of New York state for the past year and a resident of Monroe County for the past six months. The Certificate of Residence is submitted to the Student Accounts Office.

Course Information Sheet
Each faculty member provides the enrolled students with information about that particular course during the first week of class. This document includes course learning outcomes, class policies, and grading information. This is sometimes referenced at MCC as a syllabus.

Credit by Examination
Earn up to 36 semester hours of credit toward your degree by taking different types of examinations, which include department, CLEP and DANTES exams. The cost for Credit by Examination is equal to the rate for one credit hour.

Credit Hours
Each course at MCC carries a certain number of credit hours. These credit hours are listed in the course description section of this catalog. You need a specific number of credit hours in the appropriate courses to earn a degree or certificate. The number of credit hours a student is registered for is also used to determine full-time status and financial aid eligibility.

Cumulative Grade-Point Average
Also known as your GPA. This is the overall average from the grades and grade points you receive and the credits you earn in all the courses you take. Grade points range from 4.00 for an “A” to 0.00 for an “F.” You must have at least a 2.00 (a “C” average) to graduate from MCC.
Curriculum
A curriculum is a program of courses approved for a specific degree or certificate. To earn a degree or certificate in a specific program, you must complete the curriculum for that program.

Dean’s List
To make the Dean’s List, you must be a full-time or part-time student who is matriculated in a program and has earned a grade point average of 3.5 or higher with no grades of “I” or “F” for the semester. Full-time students must complete 12 credit hours for the semester; part-time students must complete 6 credit hours.

The Dean’s List letter and a media release form will be emailed to recipients approximately four weeks after the semester has ended. The designation of Dean’s List will appear on the student’s academic transcript.

For further information, you may contact the Registration & Records Office at: registration@monroecc.edu or call 585.292.2300.

Drop for Non-Payment of Tuition
If you do not pay your tuition bill by the due date, your classes may be cancelled. If that occurs, you may be able to re-register but your original classes may not be available. In addition, you will be charged a Re-registration Fee of $25.00. Contact Student Accounts for more information.

Distance Learning
See Online Courses entry.

Drop-Add
Scheduled times when you can drop a course you’re registered for and/or add a new one.

Electives
Many programs include electives, which are credit courses of the student’s choice that can be applied toward the requirements of the degree or certificate.

Email (electronic mail)
MCC considers your MCC e-mail system (Microsoft Windows Live) an official means of communication. MCC will use the system to conduct and notify students of college-related business and important general information. All students receive an email address to access from a home computer or the on-campus computer labs. Using your campus email address, faculty can send you electronic messages and you can send messages to classmates, faculty, and staff, as well as to any external email address. To set up your email account, visit MCC’s web site, www.monroecc.edu.

Email is the primary method of communication with the College. Read your email regularly.

EOP (Educational Opportunity Program)
A state-funded program to help students who are educationally and economically disadvantaged. Contact the Admissions Office for more information: 585.292.2200.

24 Credit Equivalency Diploma (G.E.D.) Program
If you don’t have a high school diploma, you can earn a New York State High School Equivalency Diploma by successfully completing 24 credit hours of courses in specific areas.

Full-Time Student
A student who is enrolled for 12 or more credit hours in a Fall or Spring semester.

Green Slip
After the drop-add period has ended, only the course instructor can allow a student into their course. The term refers to a green colored piece of paper given to students which in turn was given to the Registration office as proof the student was allowed in the class. Instructors can now electronically update their class roster to “green slip” a student into the class.

Honors Sections (HON)
Honors sections of MCC courses include the same material covered in regular sections of a course, but in greater depth, with opportunities for students to pursue individual interests. For new students, eligibility is based on prior academic records, courses taken, grades, class standing and/or letters of recommendation. For continuing MCC students, eligibility is based on completion of at least 12 credit hours, with a minimum grade-point average of 3.25 and/or recommendation by a professor. Students who meet this requirement will automatically be sent an honors application prior to class registration.

Hybrid/Blended Courses
Courses that are taught partly online and partly on campus. The on-campus component may occur weekly or as little as once or twice a semester.

Independent Study
An opportunity to work independently under the guidance of a faculty sponsor. Designed for students who want to extend their education beyond the standard course structure of classroom activity. Not intended as a substitute for an existing course.

Intent to Graduate
If you are a candidate for a degree or certificate, you must complete and submit an “Intent to Graduate” application prior to your final semester of study. Forms and deadline dates can be obtained online or from Advisement and Graduation Services, Bldg. 1-231.

Internet Courses
See Online Courses entry.

Intersession
An abbreviated session offered in January that lets you complete a credit-bearing course between Fall and Spring semesters.
Learning Centers
On-site centers where you can get help from faculty tutors, videos, and interactive software. There are special learning centers for accounting, computer graphics, computer-related curricula, computing information systems, dental hygiene, economics, languages, transitional studies, mathematics, writing, nursing, psychology, natural sciences and physics.

Learning Community Courses (LC)
A Learning Community is a group of students who take two or more courses together in the same semester. The courses are coordinated by two or more faculty who work closely together under a common educational theme. Course content and assignments are linked to connect the courses and increase students’ learning.

Master Class Schedule
The list of courses being taught during the semester. The master schedule is printed in the current semester class schedule, displayed in various campus locations, and posted on MCC’s web site (www.monroecc.edu.)

Matriculated Student
A student who has applied for and been formally accepted as a candidate for a degree in a specific curriculum. You must be matriculated in a degree program before you are eligible for a degree or certificate from the College. You must also be a matriculated student to receive financial aid.

Non-Matriculated Student
A student who is taking courses without applying for candidacy for a degree.

Online Courses
Internet or online courses let you attend classes any time, any place. Each semester, MCC offers over 100 online courses through the SUNY Learning Network. In an online course the instructor and students are connected to each other through an Internet-based network. Students receive instruction, compose and submit assignments, ask questions of the instructor and other students, discuss issues, and actively participate in the class from their homes, offices or the nearest campus computer lab.

Orientation
Designed to help new students become part of the College community. There are two types: College Orientation and Academic Orientation.
College Orientation introduces you to campus life, helps you make connections with other members of the community, and teaches you about College facilities, services and resources. It also includes the SUNY photo ID process. Academic Orientation describes a specific program of study and its requirements.

Part-Time Student
A student who is taking fewer than 12 credit hours in a Fall or Spring semester.

Priority Registration
A three-week registration period when students who have more than one cumulative semester of college credits can register for classes before anyone else. Open registration for all other students, including new, re-admitted, transfer, and second-degree students follows.

Program Change
If you want to change your program (curriculum), you must apply for a program change through the Counseling, International and Veteran Services Office on the Brighton Campus or the Student Services Office on the Damon City Campus.

Registration
The process of selecting and signing up for courses you want to take for the semester.

Service Learning Courses (SV)
Students enrolled in service learning sections of courses combine civic engagement with academic coursework in a way that benefits both the student and the community. Service projects can range from 5 to 135 hours and can be an option or requirement. Students who complete 200 hours of service learning will receive a special diploma distinction upon graduation from MCC.

Student Number
Your student number is your permanent, official college identification number.
Summer Session

There are two Summer Sessions offered each year. Summer credit courses are offered days and evenings at both MCC campuses (Brighton and Damon City Campus) as well as online and at satellite sites. Enrollment is open to any student who has satisfied course prerequisites.

SUNY (State University of New York)

SUNY is a system of 64 public campuses (colleges and universities) across New York state. MCC is a unit of the SUNY system and one of 30 community colleges.

Open SUNY

Open SUNY is a SUNY-wide collaboration that offers world-wide online-enabled learning opportunities. All credits earned are fully transferable. MCC currently offers more than 100 classes and 40 degree programs through Open SUNY.

Sustainability Courses (GR)

Sustainability is grounded on the conviction that societies should develop ways to meet their present needs without compromising the ability of future generations to provide for their own needs. Sustainability is a field of concern and inquiry that overlaps a vast array of MCC disciplines. Courses at MCC that deal with sustainability are designated “GR” on the Class Schedule, and can be used to fulfill requirements toward the Sustainability Certificate.

Syllabus

See Course Information Sheet entry.

Transcript

An official record of the courses you’ve taken and the grades you’ve received. Official transcripts will not be issued if there is a balance due on your account.

Transfer Programs

Designed for students who plan to transfer to a four-year college or university and earn a bachelor’s degree after they complete their first two years of study at MCC. Transfer programs lead to an A.A. (Associate in Arts) or A.S. (Associate in Science) degree.

Wait List

Many high-demand courses have electronic wait lists available. Wait lists are activated when a course’s maximum enrollment has been reached and the course is closed. As seats become available, wait listed students are moved into the course.

Students should be aware that common scheduling errors cannot be resolved when wait listing a course. For example:
- Don’t register and wait list for different sections of the same course. Once you are placed in a section, you will be dropped from the wait lists of all other sections.
- Don’t register and wait list for courses that have a time conflict.
- Don’t wait list for a course if it will exceed the number of credits you are permitted to take in a specific semester.

Students are not charged tuition while wait listing courses. When a seat becomes available and the student moves into the course, tuition charges are generated.

Syllabus

See Course Information Sheet entry.

Writing-Intensive Courses (WR)

Courses that emphasize learning the course content through both formal and informal writing assignments. Writing-intensive courses may be in any discipline. These courses are indicated by a “WR” on the master schedule.

Withdrawal from Courses

After the drop/add period and up to approximately 80% of the course has been completed, you can withdraw from individual courses via the web or by completing a "Withdrawal" form. NO REFUND is given. After the deadline (which is published each term for full-term courses), you cannot withdraw from individual courses. You may, however, withdraw completely from the College prior to final exams. If you withdraw completely, you will have to reapply for admission to register for future terms.
Mission
Monroe Community College is a dynamic learning community where access, excellence, and leadership are the College’s hallmarks. Our mission is to educate and prepare diverse learners to achieve scholarly, professional, and individual success within a local and global context. The College serves as a catalyst for innovation, economic development, lifelong learning, and civic engagement.

Philosophy and Purpose
Monroe Community College is a teaching institution, a college that has developed in response to community needs. Providing the best possible educational opportunities to all students is the first priority of the College. MCC offers a wide variety of unique opportunities in preparation for further study, career education, student support, developmental education, non-traditional education and part-time study.

Accreditation
Monroe Community College is accredited by the Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104, (267) 284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

Curricula are registered and approved by the New York State Department of Education. The College is authorized to award the Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees, as well as certificates, as established by the Board of Regents of the University of the State of New York. All curricula are approved by the New York State Department of Education for the training of veterans and other eligible persons under Public Law 634 (Children of Deceased Veterans), Public Law 894 (Disabled Veterans), Public Law 89-358 (Veterans Administration Readjustment Benefits of 1966) and Public Law 93-508 (Vietnam Era Veterans’ Readjustment Act of 1974). See specific individual accredited programs listed under Programs of Study.
The Brighton Campus consists of 12 interconnected academic buildings, a child care center, residence halls and an expansive physical fitness facility.

Regular college business hours are:
Mon. – Fri. 8:45 am – 4:45 pm. The Brighton Campus is closed from midnight – 6 am. Please note: Hours may vary during breaks and summer.

Building 1: Peter A. Spina Administration Building:
- Administrative offices
- Admissions
  Hours of Operation
  Mon. – Fri. 8 am – 4:45 pm
- Advisement & Graduation Services
  Hours of Operation
  Mon. – Fri. 9 am – 4:30 pm
- Information Desk
- Java’s Coffee Bar, first floor
  Hours of Operation
  Mon.-Thurs., 7:30 am – 8:30 pm. Friday, 7:30 am – 4 pm
- Public Safety Dispatch Center

Building 2: The LeRoy V. Good Library:
- Numerous collaborative and individual study rooms
- A library instruction classroom
- Veteran Resource Center
- Special collection include the Holocaust, Genocide and Human Rights Resource Center and the College Archives

Building 3: R. Thomas Flynn Campus Center
- Bookstore
- Campus Center Service Desk
  Hours of Operation
  Mon.-Thur. 9 am-5 pm & Fri. 9 am- 4 pm
- Career and Transfer Center
- Counseling Center & Veteran Services
- EOP Program Office
- Gilman Lounge, ground floor
  Hours of Operation
  Mon.-Thurs., 7:30 am – 2 pm. Closed Friday
- Global Education & International Services Office
- Health Services Office
- Information and Services Desk
- MarketPlace, main dining area, 2nd floor
  Hours of Operation
  Mon.-Thurs., 7:30 am-6 pm & Fri., 7:30 am-3 pm
- Peer Assistance Resource Center
- Photo ID office
- Services for Students with Disabilities Office
- Student Clubs/Organizations offices
- Warshof Conference Center

Building 4: Communications/Theater
- Faculty offices and classrooms
- Theatre

Building 6: Registration/Financial Aid
- Classrooms & faculty offices
- Financial Aid
- Human Resources & Organizational Development
- Registration & Records
- Student Accounts

Building 7: Sciences Building
- Classrooms
- Dental Hygiene Clinic
- Labs for anatomy, biology, chemistry, general science, microbiology, physics, physiology
- Public Safety Office

Building 8: Samuel J. Stabins Physical Education Complex
- Classrooms
- Dance Studio
- Exercise/Weight rooms
- Human Performance labs
- Gym
- Locker rooms
- PAC Center
- Pool
- Racquetball Courts
- Outside features include: baseball, softball, soccer and lacrosse fields; disc golf course, fitness and nature trails, tennis courts, a quarter-mile track and an obstacle course

Services to students include: borrowing material, interlibrary loan, leisure reading/media collection, printing/photocopying, research coaching/consultations, research & course guides.
Hours are listed on the library web page: www.monroecc.edu/go/library

Building 9: Gleason Hall of Science & Technology
- Classrooms
- Labs for computer, civil, drafting, electronic, engineering, health information, industrial instrumentation, mechanical, optical, radiologic
- Louis S. and Molly B. Wolk Center for Excellence in Nursing

Building 10: Samuel J. Stabins Physical Education Complex
- Classrooms & coaches/faculty offices
- Dance Studio
- Exercise/Weight rooms
- Human Performance labs
- Gym
- Locker rooms
- PAC Center
- Pool
- Racquetball Courts
- Outside features include: baseball, softball, soccer and lacrosse fields; disc golf course, fitness and nature trails, tennis courts, a quarter-mile track and an obstacle course
Building 11: Learning Centers
- Classrooms & faculty offices
- Electronic classrooms
- Learning center
- Learning labs: accounting, math, psychology, transitional studies, writing
- Geology labs

Building 12: Fine Arts
- Art studios
- Classrooms & faculty offices
- Mercer Gallery
  Hours of Operation
  Mon., Wed., Fri. 10 am- 5 pm and Thurs. 10 am–7 pm
- Music rooms
- Sorelle Expresso Bar Café
  Hours of Operation
  Mon.-Fri., 7 am–2:30 pm

Building 22: Richard M. Guon Child Care Center

Alice Holloway Young Commons — Residence Halls
- Alexander Hall
- Canal Hall
- Tribune Hall
- Pioneer Hall

Economic & Workforce Development Center
1057 East Henrietta Rd., Rochester, NY 14623
585.292.3770
- Training rooms for non-credit/corporate courses

Building 23: Applied Technologies Center
2485 West Henrietta Rd., Rochester, NY 14623
585.292.3700
55,000 square-foot high tech facility
- HVAC Labs:
  - Stand-alone energy audit building
  - Off the grid Solar Thermal Training dwelling
  - Siemens Energy Management lab
- Precision Machining Labs:
  - Metrology Measurement & Inspection Lab
  - New Metrology Lab
  - 3 optical comparators
  - 3 coordinate measurement machines
  - 2 fully-equipped manual machining labs
  - CNC, Computer Numerical Control, Machining Lab with 7 CNC machines & 12 simulators
- Automotive Lab:
  - Toyota Training lab
  - General Motors Training lab
- faculty offices
- Classrooms & faculty offices
- Computer lab
- Automotive lab

Public Safety Training Facility
1190 Scottsville Rd., Rochester, NY 14624
585.753.3800
- Aircraft simulator & burn buildings
- Crime scene, TEAM/Tac & firing range simulator
- Classrooms & faculty offices

Damon City Campus
228 East Main Street
Rochester, New York 14604
585.262.1600

McC’s downtown campus is located on the corner of Main Street and Clinton Avenue in the heart of Rochester.

Regular college business hours are:
Mon. – Thurs. 7 am – 10 pm, Fri. 7 am – 5 pm, Sat. 8 am– 4 pm and closed on Sunday. Please note: Hours may vary during breaks and summer.

Fourth Floor
- ATM Machine
- Center for Advising, Career & Transfer
- Bookstore
- Classrooms & faculty offices
- Fitness Center
- Food/beverage service
- Integrated Learning Center/Tutoring Center
- Learning Commons: computer resource center, library, student technology help desk

Fifth Floor
- Campus Life Office
- Classrooms & faculty offices
- Fax, copy machine
- Registration & Financial Services
- Student Services Center
**Academic Calendar 2015 - 2016**

**Fall Semester 2015 (September 8 - December 23, 2015)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>LABOR DAY – COLLEGE CLOSED</td>
</tr>
<tr>
<td>September 7*</td>
<td>Monday</td>
<td>Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Preceding Business Day is Friday, September 4)*</td>
</tr>
<tr>
<td>September 8</td>
<td>Tuesday</td>
<td>CLASSES BEGIN – Late Registration Fee Required</td>
</tr>
<tr>
<td>September 14</td>
<td>Monday</td>
<td>Last Day for 75% Refund of Tuition and Fees</td>
</tr>
<tr>
<td>September 14</td>
<td>Monday</td>
<td>Last Day to Add a Course without Instructor/Departmental Approval (Green Slip)</td>
</tr>
<tr>
<td>September 21</td>
<td>Monday</td>
<td>Last Day for 50% Refund of Tuition and Fees</td>
</tr>
<tr>
<td>September 28</td>
<td>Monday</td>
<td>Last Day for 25% Refund of Tuition and Fees</td>
</tr>
<tr>
<td>September 28</td>
<td>Monday</td>
<td>Last Day Students May Drop Course(s)</td>
</tr>
<tr>
<td>September 29</td>
<td>Tuesday</td>
<td>Course Withdrawal Period Begins</td>
</tr>
<tr>
<td>November 11</td>
<td>Wednesday</td>
<td>VETERANS DAY-COLLEGE CLOSED</td>
</tr>
<tr>
<td>November 25</td>
<td>Wednesday</td>
<td>Last Day for Students to Withdraw from an Individual Course with a Grade of “W”</td>
</tr>
<tr>
<td>November 25</td>
<td>Wednesday</td>
<td>Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance</td>
</tr>
<tr>
<td>November 25</td>
<td>Wednesday</td>
<td>Evening Classes Do Not Meet (classes beginning 5:00 p.m. or later)</td>
</tr>
<tr>
<td>November 26-29</td>
<td>Thurs.-Sun.</td>
<td>THANKSGIVING RECESS – COLLEGE CLOSED – NO CLASSES</td>
</tr>
<tr>
<td>November 30</td>
<td>Monday</td>
<td>CLASSES RESUME</td>
</tr>
<tr>
<td>December 18</td>
<td>Friday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 18</td>
<td>Friday</td>
<td>Last Day for Students to Process a Complete Withdrawal from the College with a Grade of “W”</td>
</tr>
<tr>
<td>December 19-23</td>
<td>Sat.-Wed.</td>
<td>FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES</td>
</tr>
<tr>
<td>December 28</td>
<td>Monday</td>
<td>Final Grades Due by 12:00 noon – ALL COURSES</td>
</tr>
<tr>
<td>December 25-January 3</td>
<td>Fri.-Sun.</td>
<td>COLLEGE CLOSED</td>
</tr>
</tbody>
</table>

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In-person transactions must be completed by the preceding business day.

**NOTE:** All students who wish to receive a degree from Monroe Community College must file an “Intent to Graduate Application” upon registering for their last semester.

**NOTE:** Deadlines are different for varied length courses. Please refer to www.monroecc.edu (Withdrawal, Varied Length).
Intersession 2016 (January 4 - January 22, 2016)

January 1  Friday  NEW YEAR’S DAY – COLLEGE CLOSED
January 3*  Sunday  Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees
               (Preceding Business Day is Thursday, December 24)*
January 4  Monday  CLASSES BEGIN – Late Registration Fee Required
January 5  Tuesday  Last Day for 90% Refund of Tuition and Fees
January 6  Wednesday  No Refund of Tuition and Fees
January 6  Wednesday  Last Day Students May Drop Course(s)
January 7  Thursday  Course Withdrawal Period Begins
January 14  Thursday  Last Day for Students to Withdraw From an Individual Course with a Grade of “W”
January 14  Thursday  Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance
January 18*  Monday  MARTIN LUTHER KING, JR. DAY – COLLEGE CLOSED
January 22  Friday  Last Day of Classes
January 25  Monday  Final Grades Due by 12:00 noon – ALL COURSES

Spring Semester 2016 (January 25 - May 26, 2016)

January 24*  Sunday  Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees
               (Preceding Business Day is Friday, January 22)*
January 25  Monday  CLASSES BEGIN - Late Registration Fee Required
January 29  Friday  Last Day to Add a Course without Instructor/Departmental Approval (Green Slip)
January 29  Friday  Last Day for 75% Refund of Tuition and Fees
February 5  Friday  Last Day for 50% Refund of Tuition and Fees
February 13*  Saturday  Last Day Student May Drop Course(s) and for 25% Refund of Tuition and Fees
February 13  Saturday  WINTER RECESS BEGINS AT CLOSE OF SATURDAY CLASSES
February 14  Sunday  Course Withdrawal Period Begins
February 14-21**  Sun-Sun  WINTER RECESS – NO CLASSES**
February 22  Monday  CLASSES RESUME
March 26  Saturday  SPRING RECESS BEGINS AT CLOSE OF SATURDAY CLASSES
March 27 - April 3**  Sun-Sun  SPRING RECESS - NO CLASSES**
April 4  Monday  CLASSES RESUME
April 30  Friday  Last Day for a Student to Withdraw From an Individual Course With a Grade of “W”
April 30  Friday  Last Day for Faculty to Recommend Course Withdrawals for Non-attendance
May 20  Friday  Last Day of Classes
May 20  Friday  Last Day for a Student to Process a Complete Withdrawal from the College with a Grade of “W”
May 21-26  Sat - Thurs  FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
May 30  Monday  MEMORIAL DAY - COLLEGE CLOSED
May 31  Tuesday  Final Grades Due by 12:00 noon - ALL COURSES
TBA  COMMENCEMENT

*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In-person transactions must be completed by the preceding business day.

**Dates adjusted to match Monroe County Public School Calendars.

***Dates are during Winter Recess

NOTE: All students who wish to receive a degree from Monroe Community College must file an “Intent to Graduate Application” upon registering for their last semester.

NOTE: Deadlines are different for varied length courses. Please refer to www.monroecc.edu (Withdrawal, Varied Length).
### Summer Session 2016

#### Session I

**First 5-Week Day Session (May 31 – July 1, 2016)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
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</tr>
</thead>
<tbody>
<tr>
<td>May 30</td>
<td>Monday</td>
<td>MEMORIAL DAY – COLLEGE CLOSED</td>
</tr>
<tr>
<td>May 30*</td>
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</tr>
<tr>
<td>May 31</td>
<td>Tuesday</td>
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<tr>
<td>June 2</td>
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</tr>
<tr>
<td>June 6</td>
<td>Monday</td>
<td>Last Day Students May Drop Course(s)</td>
</tr>
<tr>
<td>June 7</td>
<td>Tuesday</td>
<td>Course Withdrawal Period Begins</td>
</tr>
<tr>
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<td>Monday</td>
<td>Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of “W”</td>
</tr>
<tr>
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<td>Monday</td>
<td>Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-Attendance</td>
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</tr>
<tr>
<td>July 5</td>
<td>Tuesday</td>
<td>Final Grades Due by 12:00 noon – ALL COURSES</td>
</tr>
</tbody>
</table>

#### Session I

**First 6-Week Evening Session (May 31 – July 8, 2016)**

<table>
<thead>
<tr>
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<td>Friday</td>
<td>Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-Attendance</td>
</tr>
<tr>
<td>July 4</td>
<td>Monday</td>
<td>INDEPENDENCE DAY OBSERVED – COLLEGE CLOSED</td>
</tr>
<tr>
<td>July 8</td>
<td>Friday</td>
<td>Last Day of Classes for this session</td>
</tr>
<tr>
<td>July 11</td>
<td>Monday</td>
<td>Final Grades Due by 12:00 noon – ALL COURSES</td>
</tr>
</tbody>
</table>

#### Session II

**Second 5-Week Day Session (July 11 – August 12, 2016)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10*</td>
<td>Sunday</td>
<td>Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, July 8)*</td>
</tr>
<tr>
<td>July 11</td>
<td>Monday</td>
<td>CLASSES BEGIN – Late Registration Fee Required</td>
</tr>
<tr>
<td>July 12</td>
<td>Tuesday</td>
<td>Last Day for 90% Refund of Tuition and Fees</td>
</tr>
<tr>
<td>July 13</td>
<td>Wednesday</td>
<td>No Refund of Tuition and Fees</td>
</tr>
<tr>
<td>July 16*</td>
<td>Saturday</td>
<td>Last Day Students May Drop Course(s) via the Web (Preceding Business Day is Friday, July 15)*</td>
</tr>
<tr>
<td>July 17</td>
<td>Sunday</td>
<td>Course Withdrawal Period Begins</td>
</tr>
<tr>
<td>August 6*</td>
<td>Saturday</td>
<td>Last Day for Students to Withdraw from Individual Courses in this Session via the Web with a Grade of “W” (Preceding Business Day is Friday, August 5)*</td>
</tr>
<tr>
<td>August 6*</td>
<td>Saturday</td>
<td>Last Day for Faculty to Recommend Course Withdrawals from this Session via the Web for Non-Attendance via the Web (Preceding Business Day is Friday, August 5)*</td>
</tr>
<tr>
<td>August 12</td>
<td>Friday</td>
<td>Last Day of Classes for this session</td>
</tr>
<tr>
<td>August 15</td>
<td>Monday</td>
<td>Final Grades Due by 12:00 noon – ALL COURSES</td>
</tr>
</tbody>
</table>

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*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In-person transactions must be completed by the preceding business day.

**NOTE:** All students who wish to receive a degree from Monroe Community College must file an “Intent to Graduate Application” upon registering for their last semester.

**NOTE:** Deadlines are different for varied length courses. Please refer to www.monroecc.edu (Withdrawal, Varied Length).
Session II
Second 6-Week Evening Session (July 11 - August 19, 2016)

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</tr>
<tr>
<td>July 19</td>
<td>Tuesday</td>
<td>Last Day Students May Drop Course(s)</td>
</tr>
<tr>
<td>July 20</td>
<td>Wednesday</td>
<td>Course Withdrawal Period Begins</td>
</tr>
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<td>August 12</td>
<td>Friday</td>
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</tr>
<tr>
<td>August 19</td>
<td>Friday</td>
<td>Last Day of Classes for this session</td>
</tr>
<tr>
<td>August 22</td>
<td>Monday</td>
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*Weekend and holiday (Labor Day, Martin Luther King, Jr. Day, etc.) deadlines refer to transactions submitted via the Web. In-person transactions must be completed by the preceding business day.

NOTE: All students who wish to receive a degree from Monroe Community College must file an “Intent to Graduate Application” upon registering for their last semester.

NOTE: Deadlines are different for varied length courses. Please refer to www.monroecc.edu (Withdrawal, Varied Length).
Admissions

Applying to the College
(Matriculation)

Students interested in pursuing a degree or certificate at MCC apply to a particular program through the Admissions Office and must meet all entrance requirements for that program.

It is recommended that you submit a complete application and transcript(s) to ensure time for processing before the registration deadline.*

*AApplication to Dental Assisting/Hygiene, Nursing, Surgical Technology, Clinical Laboratory Technician/Medical Laboratory Technician and Radiologic Technology have earlier application deadlines. Many other programs fill to capacity prior to these recommended deadlines.

Admission Categories

A. HIGH SCHOOL GRADUATES

Students who will earn or have earned a local or Regents high school diploma.

B. EARLY ADMISSION

Recognizing that certain high-achieving high school students may benefit by beginning college earlier than their scheduled college entry date, MCC offers an Early Admission Program for qualified high school students. The student is admitted to a specific degree program on a full-time basis at MCC before completing formal course work for the high school diploma. Successful completion of the freshman year at MCC and prior agreement with the student’s high school entitles the student to their high school diploma.

Students may apply for early admission to all programs except Dental Assisting, Dental Hygiene, Nursing, Surgical Technology, Clinical Laboratory Technician/Medical Laboratory Technician and Radiologic Technology.

Please note: early admission students are not eligible to receive federal Title IV Financial Aid.

Requirements for Early Admission

- Applicants for early admission must demonstrate strong academic preparation through the eleventh grade and meet the admission requirements for the particular program.
- Applicants must be recommended by their high school counselor and must complete an interview with an MCC admissions counselor.
- An early admission contract must be signed by the student and the high school counselor, and be submitted to the MCC Admissions Office.
- Before acceptance, all early admission candidates must take the MCC placement test and receive a score that is at the college level.
- Deadline for Fall is August 1 and for Spring is December 1

C. HONORS INSTITUTE ADMISSION

High achieving students who meet the following criteria are automatically accepted into MCC’s Honors Institute and are invited to enroll in specialized Honors coursework with the opportunity to earn an Honors Advanced Studies Certificate or an Honors Advanced Studies Certificate with Thesis:

- 87% or better high school GPA
- top 10-15% of high school class
- 550 Math or Verbal SAT

D. STUDENTS WHO HAVE EARNED A HIGH SCHOOL EQUIVALENCY DIPLOMA (GED/TASC)

E. TRANSFER STUDENTS AND ADVANCED STANDING CREDIT

A candidate for admission who has completed previous college coursework is required to follow the regular application procedure. The candidate must also request that the registrar of the college(s) previously attended send an official transcript of his or her academic record to the MCC’s Admissions Office. Transfer credit is awarded from colleges and universities that are recognized by an appropriate accrediting agency, such as Middle States Association of Colleges and Schools or the American Council of Education (ACE).

F. READMITTED STUDENT

A student who has previously attended MCC but has stopped out for more than one semester or is returning to a different program must reapply. Students who stopped out for one semester and are returning to the same program don’t need to reapply.

G. SECOND DEGREE CANDIDATES

A student wishing to pursue a second degree at MCC must reapply for admission.

H. HOME-SCHOoled STUDENTS

Monroe Community College welcomes home schooled students who wish to enroll at the College. There are two categories of enrollment for home-schooled students: matriculated (formally accepted to the College and working toward a degree) and non-matriculated (not formally accepted to the College).

For home-schooled students to become officially matriculated, MCC must follow the New York State Department of Education regulations. According to the regulations of the Commissioner of Education, section 100.10, “Students instructed at home are not awarded a high school diploma. A high school diploma may only be awarded to a student enrolled in a registered secondary school who has completed all program requirements set by the Regents, the school or the district.”

Home-schooled students who intend to matriculate into the college must meet one of the following criteria:
1. Have passed the General Education Development (GED) exam or Test Assessing Secondary Competition (TASC) or
2. Provide a letter from their school district superintendent verifying they have completed the equivalent of a 4-year high school course of study or
3. Be at least 17 years old and able to provide documentation of a home-schooled program such as home-schooled transcript and individual home instruction plans (IHIP).

Please note: Home-schooled students matriculating under criterion 3 may not be eligible to receive federal Title IV financial aid.

Home-schooled students wishing to begin their studies as non-matriculated are encouraged to meet with an admissions counselor prior to registering for classes and to complete placement testing to ensure proper course selection. Previously earned credits as a non-matriculated student may be applicable toward a degree or certificate, once the student is matriculated.

All home-schooled students are strongly encouraged to meet with an admissions counselor prior to enrolling at MCC to be advised on the policies for home-schooled students. Policies are subject to change.

I. CORRESPONDENCE HIGH SCHOOL DIPLOMAS

Students from other states possessing non-traditional high school diplomas, such as correspondence schools, must provide proof that the Department of Education from the state the student lives in recognizes this diploma as indication of high school graduation.

Note: New York state doesn’t recognize correspondence school diplomas as completion of high school for New York state residents.

J. COMPETITIVE ADMISSIONS PROGRAMS

Clinical Laboratory Technician/Medical Laboratory Technician, Nursing, Dental Assisting, Dental Hygiene and Radiologic Technology and Surgical Technology are competitive admissions programs. Please contact the Admissions Office regarding current program criteria and/or geographic limitations. Visit www.monroecc.edu/go/healthrelated for more information.

Admitted students who do not register within a provided deadline will be dropped.

K. INTERNATIONAL STUDENTS

Any student seeking an F-1 student visa must apply to the College via SUNY Application for Admission (www.suny.edu/applysuny/). Applicants must demonstrate graduation / completion from high school and satisfactory academic achievement in any previous college work (if applicable).

Application Procedures for International Students

1. Download the International Student Application Instructions at www.monroecc.edu.

2. Meet program of study requirements as outlined in this catalog. Programs of study that are available to International Students are listed in the International Student Application Instructions. International students are not eligible for English for Speakers of Other Languages (ESOL) program.

3. All applicants from countries where English is not the primary language or the language of education must submit the results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing Service (IELTS). Minimum score for consideration is 55 on the Internet-based TOEFL and minimum score band is 5.0 for IELTS.

4. Submit translated official high school and college transcripts. International students seeking transfer credit should have their foreign credentials evaluated by World Education Services (WES) at: info@wes.org, 1.800.937.3899.

5. Submit documented evidence of adequate financing to cover cost of tuition, fees, books, room, board and other living expenses. Complete the SUNY FSA-4 form (International Student Financial Statement) to accompany your evidence of financial support. Financial aid is not available to international students.

6. International students who hold an F-1 or J-1 visa are required to have accident and illness insurance. It is necessary to purchase health insurance to receive care when you are sick or injured. The health insurance requirement can be met through the purchase of the student health insurance plan available through the college. Further information about the plan is available online at A J Flood website: http://www.ajfusa.com/ajfusa/help_college_students_user.php?id=59

The cost of the insurance is added to your student bill. Insurance is also available for dependents of students.

Students who submit proof of alternate comparable U.S. insurance coverage may be eligible for a waiver to decline the college health plan. Requests for a waiver from the college health insurance should be submitted in writing to the Health Services Department, Building 3, Room 165, within 30 days of the start of the semester. Please include a copy of the insurance identification card and verification of the benefits. The alternate insurance must include comprehensive benefits for doctor and dentist visits, diagnostic tests, medications, emergency care and hospitalization.

Application Deadline for International Students

Applicants for January admission must complete admissions procedures by November 15. Applicants for September admission must complete admissions procedures by June 1. Final evaluation will take place when all admissions credentials have been submitted. Accepted students will be issued an I-20.

L. ADMISSION OF EX-OFFENDERS

SUNY policy requires applicants for admission to report whether they have been convicted of a felony or have been dismissed from an institution of higher education for disciplinary reasons. Applications for prospective students who respond affirmatively to the felony/dismissal question are required to take the steps to release their criminal record to MCC (through the Department of Criminal Justice Services). Until a positive recommendation is received from the Campus Safety Review Committee, the application for admissions will not be reviewed.

The College may deny admission to an applicant based on prior criminal convictions where such admission would involve an unreasonable risk to safety/welfare of the college community. The College will consider an application for admission from an ex-offender if it is received at least 35 days prior to the start of the semester.
NON-DIPLOMA HIGH SCHOOL EXITING CREDENTIALS

New York State offers two credentials, the Career Development and Occupational Studies Commencement Credential and Skills and Achievement Commencement Credential. If a student receives one of these credentials, and it is not accompanied by a regular diploma, the student is not eligible for matriculation at MCC using this credential. Formerly, the state offered IEP diplomas, which also were not an indicator of successful completion of high school study and these students were/are not eligible for matriculation using this credential alone.

Registering for Courses for Personal Enrichment (Non-Matriculated)

A non-matriculated student is one who is taking courses to satisfy personal needs and interests without applying for candidacy for a degree or certificate. Students attending non-matriculated are not eligible to receive financial aid.

The College reserves the right to require placement testing and/or a personal interview for anyone wishing to register for classes. Non-matriculated students required to take placement testing must score at a satisfactory level according to Monroe Community College in order to register. MCC will deny registration privileges to any student who does not comply with this procedure.

Application Process (Matriculation)

A matriculated student is one who has applied for and been accepted into a degree or certificate program.

You must be admitted into a degree program ("matriculated") to be eligible to receive financial aid, receive a degree or register for more than 11 credits in a semester.

Students cannot be matriculated at more than one college at the same time.

When to Apply

Applications are accepted on a rolling basis. Typically, an early application helps assure qualified applicants of acceptance to their program of choice.

Certain programs such as Automotive Technology, Culinary Arts and many health degree programs are high-demand programs. These programs fill early in the application year. Applicants to these programs are encouraged to apply as soon as possible. Applications for Clinical Laboratory Technician, Dental Assisting, Dental Hygiene and Radiologic Technology, and Surgical Technology must be submitted by January 31. Applications for Nursing must be submitted by January 31 for the Fall semester and October 31 for the Spring semester.

Choosing a program

If the career you want to pursue is not listed, contact the Admissions Office or Career and Transfer Center for advisement. MCC can also provide the appropriate academic foundation to transfer to bachelor’s degree programs in most pre-professional fields. If you are undecided about a program, you can choose the Undeclared option. This allows you time to explore different career options and discuss opportunities with appropriate College faculty.

Conditional Acceptance

An applicant may be accepted conditionally. This means that the student must satisfy certain requirements before or during the first semester. Examples of conditional acceptance include:

- Submission of transcripts.
- Completion of entrance requirements during the summer or first semester.
- A minimum grade-point average for the first semester of enrollment.
- Limited credit hours during the first semester of enrollment.

Failure to satisfy admission conditions can forfeit your matriculation or result in academic suspension.

Why apply?

- Lock in degree requirements
- Apply for financial aid
- Receive advisement information for your program
- Preferential registration
- Develop closer ties to department faculty
- Attain full-time status

www.monroecc.edu/go/admissions
Student Medical Requirements

All college applicants are required to submit the MCC Health History form. This form must be completed and returned to Health Services, Building 3 – Room 165, prior to the beginning of classes.

All students enrolled in Health Career Programs or participating on athletic teams are required to submit a health history and physical examination (available on the Health Services website under Forms) completed by their healthcare provider to Health Services for review prior to the start of their program or sport. The Health Career Programs include: Nursing, Radiologic Technology, EMT, Dental Assisting & Hygiene, Health Information Technology (second semester), Surgical Technology, and Clinical Medical Laboratory Technician. Students enrolled in Medical Career programs or planning to participate in sports teams have additional immunization requirements: current tetanus immunization (within 10 years), Hepatitis B vaccine or waiver and tuberculosis testing (PPD) completed yearly and proof of varicella disease or two varicella vaccinations for all medical programs.

Student Immunization Requirements

Immunization requirements must be submitted prior to the start of classes. Students who fail to meet the NYS requirements will be withdrawn from classes after 30 days.

New York State Public Health Law requires all post-secondary students attending colleges and universities to demonstrate proof of immunity, immunization or history of disease to measles, mumps, and rubella. This law applies to students born on January 1, 1957 or later and taking six or more credit hours. A student’s health care provider records, health department records, military records and/or high school immunization records must be submitted to Health Services for proof of NYS compliance requirements. Student account holds will be placed 30 days following the start of classes for those who fail to meet the NYS requirement.

1. MEASLES, MUMPS, RUBELLA

Students must submit medical documentation of having received two measles vaccinations, one mumps vaccination and one rubella vaccination. All the vaccines must be live vaccine and must be given on or after your first birthday.

2. MENINGITIS

NYS Public Health Law 2167 requires all students regardless of age or number of credit hours to submit: Medical record documenting meningitis immunization in the past 10 years.

OR

Signed waiver form which reflects the student is informed of the risks of meningitis and chooses to refuse the vaccination. Waiver forms are available online through the Health Services webpage www.monroecc.edu/go/health or can be obtained at the Health Services Office and the Damon City Campus Student Services Office. The Monroe County Health Department provides clinics to receive the meningitis vaccination throughout the year. The meningitis vaccination may also be available through your primary care provider.
Currently Enrolled Students
Students may pre-register for classes for the next term during the priority registration period. Priority registration is held at the beginning of the registration cycle to allow current students to pre-register for courses before new and returning students are permitted to register. Therefore, current students are given the chance to register before all other students based on the number of credit hours they have earned. Students with more credit can register before students with fewer credits hours. Non-matriculated students are permitted to register after matriculated student priority registration closes.

Fall priority registration traditionally begins in March and spring priority registration begins in October. Open registration begins after the three-week priority registration closes. You may view the exact dates of priority registration at www.monroecc.edu.

Students may register in one of the following ways:

- Online at www.monroecc.edu
- In person at the Registration & Records Office on the Brighton Campus or at the Student Services office at the Damon City campus
- By mail
- By fax at 585-292-3850

Registrations are processed on a first come, first served basis. Contact the Registration & Records office for more information at 585-292-2300 or via e-mail at Registration@monroecc.edu.

Interrupted Attendance ("Stopping Out")
You **MUST** re-apply through the Admissions Office if:

- You stopped out for more than one semester and want to be matriculated.
- You stopped out one semester but want to change your major.
- You did a complete withdrawal and want to return the next semester in a different major.
- You did a complete withdrawal, missed the following semester, and want to return in a new program.

You do **NOT** need to re-apply through the Admissions Office if:

- You wish to attend as a non-matriculated (not eligible for Financial Aid) and take fewer than 12 credit hours.
- You stopped out one semester and are returning to the same program.
- You did a complete withdrawal and want to return the next semester in the same major.
- You did a complete withdrawal, missed the following semester and want to be matriculated in the same program.

**Note:** Students in high demand and 2+2 programs cannot be matriculated back into their program after stopping out or withdrawing.

Cross Registration
Monroe Community College participates in two cross-registration programs. These programs allow full-time, matriculated students (minimum of 12 credit hours) to take classes tuition free at any one of the 63 SUNY schools across the state or any regional college/university participating in the Rochester Area College (RAC) program. Students may register for up to two courses on a space-available basis. The MCC student’s tuition bull must be paid in full prior to registration and students will be responsible for course and college fees. Cross registration applies to spring and fall terms only.

Transcripts
A student may request an official transcript by:

- Request transcripts online at www.monroecc.edu
- Download a request form from the MCC website at www.monroecc.edu
- Complete a transcript application form available at the Registration & Records office at the Brighton campus or the Student Services office at the Damon City Campus
- Write a letter to the Registration & Records Office stating your name, M number or last 4 digits of your SSN, date of birth and location where you would like us to mail the official academic transcript. This letter must be signed by the student making the request. Send correspondence to: Registration & Records, Monroe Community College, 1000 East Henrietta Road, Rochester, NY 14623.

If a student has an outstanding debt to the college, transcripts will not be released until full payment is made.

To learn more about the cross registration program, visit our web site at www.monroecc.edu/go.registration and click on the “Cross Registration” link. You may also contact the Registration & Records office for more information at 292-2300 or via e-mail at Registration@monroecc.edu.