

# ADMISSIONS CHECKLIST

*Please use as a guide while applying to the college.*

Please note all requirements for admission **must be received** by the Office of Admissions prior **to the drop/add deadline of the semester** for which the student intends to enroll. Incomplete applications may be transferred to the following semester. Students with incomplete applications may register for classes as non-matriculating students. Non-matriculating students are not eligible for federal financial aid.

- 1. Complete an Admissions Application and submit it with a \$20.00 non-refundable fee made payable to MCC or complete an online application.
- 2. Request an official copy of your high school transcript or G.E.D. scores be sent to the Office of Admissions. If home-schooled, please speak to an admissions counselor. **Please note:** High School Seniors admitted to Manchester Community College must request that their final transcripts indicating successful completion of all requirements for high school graduation be forwarded to the college. Please ask your high school to include your current name *(if different from high school)* on the transcript as this will allow us to process your application more quickly.
- 3. For program specific admission requirements. **Please see reverse side.**
- 4. If you want to be considered for Financial Aid, complete the Free Application for Federal Student Aid. You may file at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) *(See separate instructions for more information).*
- 5. If you have earned prior college credit, please forward an official college transcript to the Office of Admissions for a transfer credit evaluation. *(Ask your college to include your current name on the transcript as this will allow us to process your application more quickly).*
- 6. Plan to take the Accuplacer course placement assessment through the Center for Academic Placement and Support (CAPS), (603) 206-8140. A \$30 non-refundable fee is required to take Accuplacer. *(Test approx. 2 hrs.) (Fee subject to change).*
- 7. Once accepted to a program, you must submit a \$100 non-refundable deposit. This deposit is required in order to register for courses and is applied towards your tuition charges.
- 8. Register for classes through your advisor.
- 9. Attend New Student Orientation *(date and time will be mailed)* and begin classes! Familiarize yourself with MCC by reviewing our online orientation at [www.mccnh.edu/admissions/orientation](http://www.mccnh.edu/admissions/orientation).



**MANCHESTER COMMUNITY COLLEGE**

1066 Front Street, Manchester, NH

(603) 206-8000

[www.mccnh.edu](http://www.mccnh.edu)

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## Program Specific Admission Requirements

If you are applying to one of the following programs of study, please complete the following:

- **Automotive Technology:** Schedule an informational session with Marc Bellerose or his designee at (603) 206-8024, or at mbellerose@ccsnh.edu. (Note: you will be required to provide a copy of your driving record from the DMV before a decision can be made about your application.)
- **Early Childhood Education and Liberal Arts/Education:** Applicants are required to attend an information session for these programs. Dates are available at [www.mccnh.edu/admissions](http://www.mccnh.edu/admissions)
- **Electrical Technology:** Schedule an informational session with Mark McGrath at (603) 206-8104, or at ckennedy@ccsnh.edu.
- **Health Information Management:** Complete the Accuplacer Course Placement Assessment (*waived if transfer credit in Math, English, and Computer Applications awarded*). Following the Accuplacer, contact Jacqueline Poirier, College Counselor, jpoirier@ccsnh.edu, or at (603) 206-8102 to discuss Accuplacer course placement results. Then schedule an informational session with the program coordinator at (603) 206-8077.
- **Medical Assisting:** Schedule an informational session with Cindy Feldhousen at (603) 206-8021, or at cfeldhousen@ccsnh.edu.
- **Nursing Program:** Request a Nursing Information Packet, and attend a Nursing Information Session. Dates are available at [www.mccnh.edu/admissions](http://www.mccnh.edu/admissions).

## Non-Discrimination Policy

Manchester Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and Manchester Community College and refers to, but is not limited to, the provisions of the following laws:

1. Title VI and VII of the Civil Rights Act of 1964
2. The Age Discrimination Act of 1967 (ADEA)
3. Title IX of the Education Amendment of 1972
4. Section 504 of the Rehabilitation Act of 1973
5. The Americans with Disabilities Act of 1990 (ADA)
6. Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
7. NH Law Against Discrimination (RSA 354-A)

Inquiries regarding discrimination may be directed to Larissa Baía, Manchester Community College at (603) 206-8000, to Sara A. Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, J.W. McCormack Post Office and Courthouse, Room 701, 01-0061, Boston, MA, 02109-4557, (617) 223-9662, FAX: (617) 223-9669, TDD: (617) 223-9695, or Email: [OCR\\_Boston@ed.gov](mailto:OCR_Boston@ed.gov); the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767, FAX: (603) 271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, (617) 565-3200 or 1-800-669-4000, FAX: (617) 565-3196, TTY: (617) 565-3204 or 1-800-669-6820.



# MANCHESTER COMMUNITY COLLEGE

1066 Front Street, Manchester, NH

(603) 206-8000

[www.mccnh.edu](http://www.mccnh.edu)

# MANCHESTER COMMUNITY COLLEGE

## Application for Admission

Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Male

Female

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

### GENERAL INFORMATION

First

Last

Middle

List other names on schools records \_\_\_\_\_

Street Address

City

State

Zip Code

Mailing Address (if different from above)

Preferred Email Address \_\_\_\_\_

( )

Home Phone

( )

Work Phone

( )

Cell Phone

Is English your native language?  Yes  No If No, what is your native language? \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No If No, are you a U.S. permanent resident?  Yes  No

If you are not a legal resident, what is your current visa status? \_\_\_\_\_

\* Question is optional. It is used for statistical and counseling purposes.

\* Ethnicity:  White, Non-Hispanic  Black, Non-Hispanic  Asian  American Indian Alaskan  Hispanic

Non-Resident  Other \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

First

Last

Middle

( )

Home Phone

( )

Work Phone

( )

Cell Phone

Relationship to applicant \_\_\_\_\_

### HIGH SCHOOL LAST ATTENDED

School Name

City

State

Zip Code

Date Of Graduation

or

Year of G.E.D. Awarded

### COLLEGES PREVIOUSLY ATTENDED

Dates Attended

Degree

Transfer Credit

School Name

City

State

School Name

City

State

School Name

City

State

APPLICATION CONTINUES ON BACK OF SHEET.

Questions? Visit [www.mccnh.edu](http://www.mccnh.edu) or call (603) 206-8000.

## ACADEMIC PROGRAMS

Applying For: \_\_\_\_\_  
(see attached list of majors)  Day  Evening  Full-time  Part-time  Online

Associate Degree  Professional Certificate  Certificate

What semester do you wish to begin your studies?  Fall  Spring  Summer Year \_\_\_\_\_

Are you applying for academic amnesty? (see college catalog)  Yes  No

Student Type:  1st Time  Previous MCC  Transfer  Running Start

## PLEASE INDICATE BELOW IF A MEMBER OF YOUR FAMILY IS ATTENDING OR HAS ATTENDED THIS INSTITUTION

\_\_\_\_\_

First Last Relationship

How did you first learn about MCC?  College Fair / Recruiter  HS Guidance Counselor  Current Student  Family

Open House / Campus Visit  Area Resident  Other \_\_\_\_\_

## VETERANS

Are you eligible for Veteran's Education Benefits?  Yes  No

Are you eligible for National Guard Education Assistance Programs?  Yes  No

Are you applying for Survivors' and Dependents' of Veterans Education Assistance?  Yes  No

## FINANCIAL AID SERVICES

I am interested in receiving information about Financial Aid.  Yes  No

## RESIDENCE INFORMATION

### NEW HAMPSHIRE RESIDENCY:

\_\_\_\_\_

Month and Year Moved to New Hampshire

or

I have always lived in New Hampshire

## NEW ENGLAND REGIONAL STUDENTS PROGRAM (NERSP)

The New England Regional Student Program enables a resident of a New England state to enroll in a public college or university in the six state region at reduced rates for certain degree programs if:

The program is not available in the home state public institutions, and/or

The out-of-state public institution is nearer to the student's residence than the in-state institution that offers a similar program.

### NEW ENGLAND STUDENT WHO WISHES TO BE CONSIDERED FOR NE REGIONAL

I am a resident of:

\_\_\_\_\_

Town or City

\_\_\_\_\_

State

\_\_\_\_\_

Academic Major

## TO BE SIGNED BY ALL APPLICANTS

The information provided by the applicant on this admission application form shall be held confidential to the extent determined by Federal Law and College policy. Manchester Community College reserves the right to deny admission to any applicant who, in the judgment of the College officials, does not qualify for admission. The College also reserves the right to require withdrawal of any student who does not satisfy the ideals of citizenship, character or scholarship.

In accordance with the terms and conditions set forth in its publications, and if accepted to abide by the rules and regulations set forth in the publications and in the Student Handbook, I also agree that the College have permission to use any College sponsored pictures in which any likeness appears.

I certify that I have read and agree with the above, and that all information provided herein is true and complete.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent (if student is under 18 years)

\_\_\_\_\_

Date