



Middlesex is a public college with an open admission policy. Scholastic Aptitude Test (SAT) scores are not required. Applicants are required to have a high school diploma or a high school equivalency diploma (GED). Students graduating from Massachusetts public high schools as of 2003 or later must certify that they have earned a high school diploma and met MCAS requirements.

In some cases, knowledge based on life experience, maturity and demonstrated ability to benefit from further education may be an adequate basis for acceptance. For prospective students who have not earned a high school diploma or GED credential, MCC offers an approved Ability to Benefit testing program. Students who achieve the minimum required scores may be considered for admission. Please contact the Admissions Office at 1-800-818-3434 for more information.

Some major programs of study have additional admission prerequisites that must be satisfied in order to be considered for admission, and admission to these major programs of study may be competitive due to the limited number of openings. Non-Massachusetts residents are admitted on a space-available basis.

To create a supportive learning environment, students are admitted to Middlesex Community College with the understanding that they possess sufficient academic skills to meet the requirements of their courses and programs, and the personal capacity to adhere to the standards for student conduct published in the Student Handbook and available on

the college website at www.middlesex.mass.edu.

Students may meet with an academic counselor to explore options, discuss transfer credit, inquire about admission with non-traditional credentials, or to learn more about Middlesex Community College. To speak with an academic counselor or to schedule an appointment in Bedford or in Lowell, log on to www.middlesex.mass.edu or call 1-800-818-3434.

Campus Tours

A monthly schedule of campus tours is available on the MCC website: www.middlesex.mass.edu. Tours are available during the day, in the evening and on weekends. Please call 1-800-818-3434 for further information.

Getting Started @ MCC - Easy Enrollment Steps

How to Apply for Admission

1. Review the admission requirements for your major program. (See the section on Programs of Study, page 5.)
2. Complete and submit your Application for Admission online at www.middlesex.mass.edu, or call 1-800-818-3434 for an application.
 - If mailing your application, send it to:
Middlesex Community College
Enrollment Communications & Support
33 Kearney Square
Lowell MA 01852-1987
 - If you have not yet earned your high school diploma at the time you submit your application, you must certify that you have earned your high school diploma or GED credential prior to the start of classes.
 - To request transfer credit for course credits from other colleges, forward official transcript(s) with your application or have them sent later.
 - If you have been home schooled, you must send a copy of your certificate of completion of a home-study program that has been recognized by your school district, and fulfill all MCC admission requirements.





3. After you've been admitted to Middlesex, we'll be sending you:
 - New Student Acceptance Confirmation Card
 - Immunization Form
 - Disability Support Services Form
 - Placement Testing Exemption Request Form
 - Financial Aid Application

If you are not planning to enroll in a specific major program of study, you can register for evening and weekend courses by mail, phone, fax, in person or via the Web. For a Semester Schedule with course descriptions, class meeting times and places, visit our online enrollment link at www.middlesex.mass.edu or call 1-800-818-3434.

Building Your Class Schedule

First, Take the College Placement Test

After you have been admitted to the college, you must take the college placement test. You may schedule your test by going to www.middlesex.mass.edu or by calling 1-800-818-3434. If you have successfully completed a college-level English or math course from another college or have taken MCC placement testing at an earlier date, you may qualify for an exemption from all or part of the test.

Day Students: Meet with an Academic Counselor

Admitted students enrolling in day classes should make an appointment to attend a Getting Started Advising and Registration session by going to www.middlesex.mass.edu or by calling 1-800-818-3434.

Evening & Weekend Students: Now You're Ready to Register for Classes

There are five easy ways to register for evening/weekend classes:

1. **Web** – Log on to www.middlesex.mass.edu and click on MiddleNet, our online enrollment link.
2. **Phone-in** – Call 1-800-818-3434 from 8:30 a.m. to 8:30 p.m. Monday through Thursday; 8:30 a.m. to 5 p.m. Friday. (From out of state call 978-656-3370.)
3. **Fax-in** – 24 hours, seven days a week. Send your completed registration form to us by dialing 978-656-3443.
4. **Mail-in** – Mail your completed registration form to: MCC Enrollment Communications & Support, 33 Kearney Square, Lowell, MA 01852-1987.

5. **Walk-in**

Bedford: Enrollment Center, Student Information Center, Room 118.
Lowell: City Building, Student Information Center, ground floor.

Regular semester walk-in hours are 8:30 a.m. to 9:30 p.m. Monday through Thursday; 8:30 a.m. to 5 p.m. Friday; and 8:30 a.m. to noon most Saturdays. (Call 1-800-818-3434 to confirm Saturday walk-in hours.)

Taking Care of Business

To pay your tuition and fees:

- Complete your Financial Aid application.
- Sign up for the Middlesex Community College payment plan. For more information contact the college Bursar's Office in Bedford (781-280-3650) or Lowell (978-656-3242.)
- Pay by check, or pay online using Discover, MasterCard or Visa at www.middlesex.mass.edu – click on the MiddleNet icon.

To take care of your health insurance:

- If you register for nine or more credits, you will be charged for health insurance. This fee may be waived if you are covered under another health insurance plan.
Note: Insurance requirements may vary for students admitted to Health programs.
- If you are planning to be covered under your parents' health insurance, be sure to check their student enrollment requirements.

Let us know if you:

- Need to withdraw from a class.
- Change your major program of study.
- Change your address or phone number.

Starting Classes

Most successful MCC students:

- Attend every class meeting.
- Buy their books during the first week of classes.



Changes to your schedule:

- Occasionally a course is cancelled due to low enrollment. To register for another class, log on to www.middlesex.mass.edu or call us at 1-800-818-3434.
- To make changes to your schedule, complete the Add/Drop process at www.middlesex.mass.edu, call 1-800-818-3434, or visit a Student Information Center before the end of the first week of classes.

Programs with Additional Admission Requirements

- Applicants to the following major programs of study must meet additional admission requirements, which are detailed in the section on academic Programs of Study (pages 6-88).
 - Alcohol/Substance Abuse Counseling
 - Biotechnology Technician Programs
 - Direct Support in Human Services
 - Energy Utility Technician
 - Health Programs:
 - Breast Sonography
 - Dental Assisting
 - Dental Hygiene
 - Dental Laboratory Technology
 - Diagnostic Medical Sonography
 - Medical Assisting
 - Nursing
 - Radiologic Technology
 - Vascular Technology
 - Paralegal Studies Certificate
 - Radio Frequency Identification (RFID) Certificate
- Application materials and forms for these major programs of study are available at the Student Information Center in Bedford and Lowell. They are also available at www.middlesex.mass.edu or call 1-800-818-3434 to request them by mail.

International Student Admissions

Applicants who are not United States citizens or not permanent residents of the U.S. and are interested in obtaining a student visa (F-1) must complete an International Student Application, available from the International Students and Multicultural Center, or the Student Information Centers. Further required information includes: statements of financial support, scores on Test of English as a Foreign Language (TOEFL) of 500 (written) or 173 (computerized) or 61 (Web-based), and a physician's certificate of health, including immunizations which comply with Massachusetts state law. For more information, please call MCC's International Students and Multicultural Center at 978-656-3258 or visit the college website and select the Admission link at www.middlesex.mass.edu.

College Placement Testing

Before enrolling for classes, entering students must take computerized placement tests (CPT) in reading and mathematics, and write a short essay. The test results provide a baseline for assessing your skill levels in the areas of knowledge necessary for college coursework and enable an academic counselor to advise you in selecting appropriate courses. The Accuplacer Computerized Test is used by all of the colleges in the Massachusetts state higher education system. There is no time limit for taking the mathematics and reading tests, and students have up to one hour to write a short essay; most students need to plan on two to three hours to complete all the sections. You can view sample questions and get more details at the Accuplacer website: <http://cpts.accuplacer.com/docs/StudentGuide.html> via the Internet, using a computer at home or at any public library.

Please visit www.middlesex.mass.edu or call 1-800-818-3434 to schedule your testing appointment as soon as you are admitted to Middlesex.

Immunizations Records

Massachusetts General Law (Chapter 76, Section 15C) requires that, in order to attend classes at any public institution or private college in Massachusetts, full-time students (those taking 12 or more credit hours), regardless of date of birth, and all students in Health Careers programs (both part-time and full-time) must provide proof of immunization against measles, mumps, rubella, three doses of Hepatitis B vaccine, and tetanus-diphtheria (tetanus-diphtheria received within the last 10 years).



Students who do not complete these requirements will not receive end-of-semester grades, or be allowed to register for the following semester, or have transcripts sent to other colleges until these records are submitted. Contact the Health Service Office for additional information: 781-280-3765 (Bedford campus) or 978-656-3235 (Lowell campus).

Health Insurance

Chapter 23 of the General Laws of Massachusetts requires that all students enrolled in nine or more credit hours participate in the College Student Medical and Accident Insurance Plan. The requirement may be waived for students who already have comparable health insurance by completing a waiver form and submitting proof of the existing coverage to the Middlesex Community College Bursar's Office.

Students who are enrolled in fewer than nine credits are not eligible to participate in the Student Medical and Accident Insurance Plan. However, students who are enrolled part time (fewer than nine credits) can go to www.mahealthconnector.org or call 1-877-623-6765 for additional information about Commonwealth Choice or Commonwealth Care insurance plans, which are offered through the state of Massachusetts.

For further information, contact the Bursar's Office in Bedford (781-280-3645) or Lowell (978-656-3291) or the MCC Health Service Office in Bedford (781-280-3765) or Lowell (978-656-3235).

Readmission to the College

Students who wish to be readmitted to Middlesex and were not enrolled within the last year, must submit a new application. Please visit the Student Information Center, the college website (www.middlesex.mass.edu) or call 1-800-818-3434 to reactivate an admission application. Readmitted students will be treated as new students and sent new-student admission information.

Please note: Middlesex retains educational records for a maximum of five years after a student was last enrolled at the college.

Internal Transfer

- Currently enrolled students considering applying to degree or certificate major programs of study with additional admission requirements should thoroughly review prerequisites and other conditions before applying for admission.

- Admission to some major programs of study may be competitive, due to the limited number of openings for new students.
- Currently enrolled students must meet the stated eligibility standards for acceptance into major programs of study with specified admission prerequisites and conditions.
- The following major programs of study have additional admission prerequisites. Most begin only in the fall semester. For full details, please refer to the catalog page listed below:

Alcohol/Substance Abuse Counseling	.65
Biotechnology Technician	.10 and 66
Direct Support in Human Services	.74
Energy Utility Technology Certificate	.76
Health Programs:	
Breast Sonography	.67
Dental Assisting	.19 and 72
Dental Hygiene	.21
Dental Laboratory Technology	.23
Diagnostic Medical Sonography	.25
Medical Assisting	.50 and 79
Nursing	.51
Radiologic Technology	.61
Vascular Technology	.86
Paralegal Studies	.81
Radio Frequency Identification (RFID)	.60 and 82

Application materials are available in the Student Information Centers at the Bedford and Lowell campuses. The application is also available at www.middlesex.mass.edu, or to request a copy call 1-800-818-3434.

Once You Are Admitted...

Academic Planning

Matriculated students (those who have applied and been admitted to the college) who attend day classes are assigned an academic advisor. Academic advising is a valuable service, since all students are responsible for fulfilling the precise requirements of their academic major program of study.

Each semester, students must meet with their academic advisor to plan their course selections for the following semester. Before registering for classes, students are responsible for making and keeping appointments with academic advisors to ensure they select courses with appropriate content and credit.



Many students who only attend classes in the evening or weekends are not assigned advisors. However, unassigned students are strongly urged to consult academic counselors for advising at their campus Academic Planning Center.

The Academic Planning Centers in Bedford and Lowell are staffed with academic counselors to assist all students with academic decision making. They will help students and prospective students with admission information, as well as information about educational options, registration, transfer credit, graduation, veterans educational benefits and transfer to other institutions, including Joint Admissions.

Agency Clients

Clients of agencies such as Massachusetts Rehabilitation Commission or the state's Commission for the Blind are assisted by MCC's Office of Disability Support Services. Please call 781-280-3630 for more information.

Veterans, Dependents of Veterans, and Reservists

Middlesex Community College major programs of study are approved for the receipt of veterans' educational benefits. You may obtain an application form for educational benefits at the Student Information Centers.

Massachusetts veterans may also qualify for the waiver of their tuition costs and should contact the Bursar's Office for additional information on program requirements.

Student Information Centers

If you need to register for classes, change your schedule, verify your enrollment, request a transcript, or just need general assistance, visit the staff in the Student Information Centers. In Bedford, the Student Information Center is located in the Enrollment Center (Building 9), Room 118; call 781-280-3605. In Lowell, the Student Information Center is located in the City Building, ground floor; 978-656-3213.

Criminal Offender Record Information and Sex Offender Registry Information Checks

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. If a student is allowed to enroll or participate in such a program despite having certain criminal convictions or pending criminal actions, this is no guarantee that a future employer would also disregard such criminal record. For more information regarding the College's CORI/SORI check process, please contact MCC's Human Resources Department at 781-280-3532.



College-Level Skill Development

College-level learning ability is key to academic success. At Middlesex, we have specialists in reading, writing, math and other subject areas available to help students adjust to college-level coursework. It is strongly recommended that students take advantage of the academic advising and planning services that are available through the Academic Planning Centers and Student Information Centers on both campuses. Courses in a college major program of study are planned according to stages of learning, which lead students to an understanding of the content, theory and application of the material. Each stage is built on a sequence of courses (often increasingly difficult) that contribute to the student's satisfactory completion of the program. These stages must follow an orderly sequence for a major program of study to be valid in its purpose and outcomes.

MCC Opportunities

High School Students

Dual Enrollment - High school juniors and seniors who meet specific criteria may be eligible to take courses at Middlesex Community College if the same course is not available at their high school. To qualify, students must have a high school grade average of at least a "B." The student must also have the high school's approval and a recommendation from the guidance counselor, as well as written approval from a parent or guardian. To maintain eligibility for the Dual Enrollment Program, students must earn at least a "B" in their college courses. For further information, contact the Academic Planning Center in Bedford at 781-280-3614 or in Lowell at 978-656-3221.

Youth Learners - Students who have not graduated from high school and are not eligible for the Dual Enrollment Program may be eligible to enroll in a class at Middlesex Community College. Such cases are decided pending review by an admission committee and on a space-available basis. For further information, contact the Student Recruitment Office at 978-656-3207.

Tech Prep - Students attending participating technical, vocational and comprehensive high schools have opportunities to enhance their high school, college and workplace experiences through on- and off-campus activities. Transfer articulation agreements provide a smooth transition from high school to college. For further information, contact the Academic Planning Center in Bedford at 781-280-3614 or in Lowell at 978-656-3221.

Summer Sprint Preparatory Program

The Summer Sprint Program provides the needed preparation in college reading, basic writing, basic math, algebra and study skills while building competence and confidence. Students are invited to register in the Summer Sprint Program if their placement tests show they would need and benefit from developmental courses at the college. Students who successfully finish their courses can register for the next level of college courses in their major program of study, starting with the fall semester. This advances the Summer Sprint students beyond students entering college in September. Summer Sprint students have consistently achieved high rates of staying in college and performing well. For further information, call 978-656-3222.

Lowell Connections Program

University of Massachusetts Lowell and Middlesex Community College have collaborated in designing a program for students who apply to UMASS Lowell but do not meet admission requirements. The Lowell Connections program enables students to gain the required academic standing through customized advising, academic planning and selected coursework at Middlesex. Students who successfully complete their Lowell Connections course of study are guaranteed admission to UMASS Lowell and are prepared to enter specialized baccalaureate programs, such as engineering, computer science, music or management. For further information, call 978-656-3264.

Northeast Consortium of Colleges and Universities in Massachusetts (NECCUM)

Full-time day students at any of the NECCUM member schools may cross-register in courses not offered at the college or university where they are enrolled, under the conditions stated in the NECCUM brochure, available at the Middlesex Student Information Centers. NECCUM member institutions: Endicott College, Gordon College, Marian Court College, Merrimack College, Middlesex Community College, Montserrat College of Art, North Shore Community College, Northern Essex Community College, Salem State College and the University of Massachusetts Lowell.

Reserve Officer Training Corps (AFROTC)

Students may enroll in Air Force Reserve Officer Training Corps (AFROTC) courses at UMASS Lowell through the Northeast Consortium of Colleges and Universities in Massachusetts (NECCUM). The AFROTC program qualifies men and women for a commission as a second lieutenant in the United States Air Force. Associate degree and bachelor's degree programs, as well as scholarships, are available. Details regarding AFROTC may be obtained from MCC's Academic Planning Centers in Bedford or Lowell, by calling AFROTC Det. 345, UMASS Lowell at 978-934-2252, or e-mailing afrotc345@uml.edu.

Additional information is also provided at the national website: www.afrotc.com, or the detachment website: www.uml.edu/Dept/AFROTC/.