# Table of Contents

## Winter Intersession

Winter Intersession Courses ........................................................................................................... 2

Online Learning ................................................................................................................................. 3

Academic Calendar Winter Intersession 2014 .................................................................................. 4

Tuition & Fees ................................................................................................................................... 5

How To Register ............................................................................................................................... 6

Course Registration Form .................................................................................................................. 7

Application for Admission ............................................................................................................... 8-11

General Information ......................................................................................................................... 12-16

---

## Find the Course Schedule Online

- Go to: http://my.commnet.edu
- Select: Search for Courses under Other Public Resources
- Select Term: Winter 2014
- Select College: Capital CC
- Select Subject: All or Specific Course Subject
- Select Level: Credit
- Select: Open or Closed Courses or All
## Winter Intersession Courses

<table>
<thead>
<tr>
<th>Sub.</th>
<th>Sec.</th>
<th>CRN</th>
<th>Title</th>
<th>Credit</th>
<th>Days</th>
<th>Times</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART*</td>
<td>100</td>
<td>4001</td>
<td>Art Appreciation</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Kessler-Quinones</td>
</tr>
<tr>
<td>CSA*</td>
<td>105</td>
<td>4002</td>
<td>Intro to Software Applications</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Ligon</td>
</tr>
<tr>
<td>ECE*</td>
<td>101</td>
<td>4003</td>
<td>Intro to ECE</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Guillory Bryant</td>
</tr>
<tr>
<td>HIS*</td>
<td>102</td>
<td>4006</td>
<td>Western Civilization II</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Maxfield</td>
</tr>
<tr>
<td>HIS*</td>
<td>201</td>
<td>4004</td>
<td>U.S. History I</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Lawson</td>
</tr>
<tr>
<td>HIS*</td>
<td>202</td>
<td>4005</td>
<td>U.S. History II</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Ballinger</td>
</tr>
<tr>
<td>HSE*</td>
<td>101</td>
<td>4007</td>
<td>Introduction to Human Services</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Staff</td>
</tr>
<tr>
<td>ITA*</td>
<td>101</td>
<td>4023</td>
<td>Elementary Italian I</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Glaviano</td>
</tr>
<tr>
<td>MAT*</td>
<td>137</td>
<td>4008</td>
<td>Intermediate Algebra</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Freeman</td>
</tr>
<tr>
<td>MAT*</td>
<td>167</td>
<td>4009</td>
<td>Principles of Statistics</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Konjusha</td>
</tr>
<tr>
<td>MUS*</td>
<td>101</td>
<td>4010</td>
<td>Music History &amp; Appreciation I</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Hernandez</td>
</tr>
<tr>
<td>PHL*</td>
<td>101</td>
<td>4012</td>
<td>Intro to Philosophy</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Bogle-Assegai</td>
</tr>
<tr>
<td>PHL*</td>
<td>111</td>
<td>4013</td>
<td>Ethics</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Bogle-Assegai</td>
</tr>
<tr>
<td>POL*</td>
<td>111</td>
<td>4014</td>
<td>American Government</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Towler</td>
</tr>
<tr>
<td>PSY*</td>
<td>111</td>
<td>4015</td>
<td>General Psychology</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Fagbemi</td>
</tr>
<tr>
<td>PSY*</td>
<td>201</td>
<td>4016</td>
<td>Life Span Development</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Martinez</td>
</tr>
<tr>
<td>PSY*</td>
<td>204</td>
<td>4017</td>
<td>Child &amp; Adolescent</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Fagbemi</td>
</tr>
<tr>
<td>PSY*</td>
<td>210</td>
<td>4018</td>
<td>Death &amp; Dying</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Staff</td>
</tr>
<tr>
<td>PSY*</td>
<td>245</td>
<td>4019</td>
<td>Abnormal Psychology I</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>White</td>
</tr>
<tr>
<td>SOC*</td>
<td>101</td>
<td>4020</td>
<td>Principles of Sociology</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Ricardo</td>
</tr>
<tr>
<td>SOC*</td>
<td>217</td>
<td>4021</td>
<td>Intro to Gerontology</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Ricardo</td>
</tr>
<tr>
<td>SPA*</td>
<td>101</td>
<td>4022</td>
<td>Elementary Spanish I</td>
<td>3.0</td>
<td>Online</td>
<td>Online</td>
<td>Glaviano</td>
</tr>
</tbody>
</table>

For course descriptions view the online college catalog at [www.capitalcc.edu](http://www.capitalcc.edu).
Online Learning

All Online Learning courses, and many on-campus courses, use Blackboard Learn, a powerful internet classroom management platform. Blackboard Learn provides a rich, multimedia experience by combining text, graphics, computer documents, and audio/video in an easy-to-learn web-based environment. Faculty and students use Blackboard Learn’s communication and learning tools, such as course e-mail, discussion boards, chat rooms, electronic testing, and gradebook functions.

**Online Learning Support**

**Technical Support**  
Academic Media Technology, (860) 906-5030, Room 1031, ca-media@capitalcc.edu  
ConnSCU Support Center, (860) 493-0221

**Academic Support**  
Counseling Services, (860) 906-5040

**Login to myCommNet/Blackboard Learn**

Follow the instructions below to access Blackboard Learn using the myCommNet portal.

Go to http://www.capitalcc.edu.

Click on the myCommNet button (or go directly to: http://my.commnet.edu).

Enter your NetID (12345678@student.commnet.edu) & password (same ID & Password used to log on to the college computers).

Click Login.

Click on the Blackboard link, a new browser window will open. Pop-ups must be enabled for *.commnet.edu and *.ct.edu (Note: some courses do not use Blackboard).

Click on the title of the course you wish to enter.

Click on My Blackboard Learn tab to view your course list and/or to select another course to enter.

Use the log out buttons (do not use the red X to close the window) for Blackboard Learn and the myCommNet portal.

*Computer specifications can change with any Blackboard Learn update or browser upgrade.  
Please refer to this web page www.capitalcc.edu/DL for the latest specifications.*

For the latest course information, computer specifications, illustrated tutorials, directions for logging into Blackboard Learn, and a complete list of contact information, visit the College Online Learning website at www.capitalcc.edu/dl.

Linux Operating System is NOT supported by Blackboard Learn. Google Chrome, AOL, Safari 4 and lower, and Firefox 89.x and lower, are not supported for use with Blackboard Learn.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, October 27, 2014</td>
<td>Registration Begins</td>
</tr>
<tr>
<td>Thursday, December 25, 2014</td>
<td>College Closed - Christmas</td>
</tr>
<tr>
<td>Monday, December 29, 2014</td>
<td>Classes Begin&lt;br&gt; Last Day to Add a Class&lt;br&gt; Withdrawal Period Begins</td>
</tr>
<tr>
<td>Thursday, January 1, 2015</td>
<td>College Closed - New Year’s Day</td>
</tr>
<tr>
<td>Friday, January 2, 2015</td>
<td>Last Day to Switch to/from Audit Status</td>
</tr>
<tr>
<td>Tuesday, January 13, 2015</td>
<td>Last Day to Withdraw</td>
</tr>
<tr>
<td>Friday, January 16, 2015</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Tuesday, January 20, 2015</td>
<td>Final Grades Due in myCommNet</td>
</tr>
</tbody>
</table>

Note: During the withdrawal period, students may withdraw from a course through myCommNet.
Tuition & Fees

Costs for Credit Extension Fund Courses

<table>
<thead>
<tr>
<th>Connecticut State Residents</th>
<th>Semester Hours</th>
<th>Tuition</th>
<th>Service</th>
<th>Fee Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>$465</td>
<td>$84</td>
<td>$549</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>$930</td>
<td>$119</td>
<td>$1,049</td>
</tr>
</tbody>
</table>

Out of State Non-Residents
Contact Business Office at (860) 906-5061

Application Fee
New students, full or part-time, must complete an admission application and pay a one-time, non-refundable, application fee of $20.

Definition of Full-Time Student: Students enrolled in credit courses carrying 12 semester hours or more in total will be classified as full-time students.

The application fee is transferable to any of the other Connecticut Community Colleges within 60 days after the beginning of the academic term.

Additional Fees
- Laboratory Fee (per course) $84
- Studio Fee (per course) $90
- Clinical Program Level I (per semester) $287
- Clinical Program Level II (per semester) $205
- Program Enrollment Fee - (special student) $20
- Replacement of Lost ID Card $1
- Academic Evaluation Fee $15
- Portfolio Assessment Fee $100
- Installment Payment Plan Fee $25
- Late Payment Fee $15
- Returned Check Fee $25
- Replacement of Parking Pass $15
- Proctoring Fee $35

Other Costs (Books & Supplies)
The estimated cost of books and supplies is $400-$1,000 per year, the lower estimate for part-time students, the higher for full-time. The cost of books and supplies may also vary depending upon the program of study.

Payment Policy
Make payments at the College on the day you register. Payment may be made by cash, check, MasterCard, Visa, or Discover card. Check or money order should be made payable to CCC. Students owing the College money, library books or fines will not be allowed to register until all debts are settled. Registration is not final until payment is made in full or other satisfactory payment arrangements have been made. Any student paying with a check, which is not honored by a banking institution, will be obligated to pay a returned check fee of $25. The student will be given 10 calendar days to make restitution with cash or a bank money order or the student will be deregistered and not permitted to return to class.

Refund Policy
School of Workforce & Continuing Education Extension Fund Credit and Equivalent Non-Credit Developmental Courses
When the College cancels a course, the student has the option of transferring into another course within the same semester, or requesting a refund. Refunds are issued within 4 to 6 weeks. When a student drops a course by the last regular business day of the College before the first meeting of the course, a full refund will be processed, except for the fees and non-refundable $20 application fee for credit courses. To drop a course, contact the office of the School of Workforce & Continuing Education at (860) 906-5130.

Full or partial refunds are NOT issued after the last regular business day of the College before the first meeting of the course. A student may officially withdraw from a credit course any time after the first scheduled class, but before the end of the last day of class. The final examination day is not considered as a class day. Refunds are not issued to students who withdraw. To initiate the withdrawal process, or for more information, contact the Counseling Office, at (860) 906-5040.

PLEASE NOTE: If you register for a course, you are responsible for payment whether or not you attend.

Do not assume you will be deregistered for a course if you do not pay. Tuition cannot be transferred to other semesters.

Refund appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician’s certificate, administrative error by the College, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

All Appeals must be submitted in writing and include student ID, contact information, and appropriate documentation.

Refund Appeals will only be considered during the term when the course was scheduled. Appeals submitted after the official last day of the class will not be considered. Submit appeal documentation to Capital Community College School of Workforce & Continuing Education, Room 316, 950 Main St., Hartford, CT 06103.

SPECIAL NOTE TO STUDENTS: Full payment is due upon registration. If you do not want to take a course once you have registered for it, you must submit a drop form to the Registrar’s Office whether or not you have paid. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.

TUTION AND FEES ARE SUBJECT TO CHANGE
How To Register

How To Register For Extension Fund Credit Winter Intersession Courses

1. Submit an Application for Admission
   • Visit the Admission Office to learn how to submit an application or see the form on pages 8-11.
   • Visiting students can apply as non-degree students with no additional documentation needed.
   Non-degree students are not eligible for financial aid.
   • Once you have been admitted to CCC, you will be e-mailed a Student ID number and will be eligible to register for courses.

2. Set up your myCommnet Account & Register for Classes
   • Go to myCommNet: http://my.commnet.edu.
   • Your NetID is your 8-digit student ID number followed by @ccc.commnet.edu
   • If you have never logged into myCommNet before, your password is:
     • 1st three characters of birth month (with first letter capitalized)
     • Ampersand character (&)
     • Last 4 digits of Social Security Number
     • You will be forced to change your password and set a security question the first time you logon.
   • Visit the Registrar’s Office for myCommNet course schedule & registration instructions.
   • If the course you wish to register for has a pre-requisite, you must provide evidence of having met the requirement to the Counseling Office before your registration will be permitted. If needed, submit a Pre-Requisite Waiver Request along with unofficial transcripts to the Counseling Office.
   • Once registered, print your “Student Detail Schedule.”

3. Make Payment Arrangements the Same Day You Register
   • Registrations without payment are subject to cancellation.
   • Credit card payments can be made by logging into myCommNet.

4. Get Your Student ID Card & Textbooks
   • Bring your “Student Detail Schedule” with you!
   • The ID Office is in Room 714 and the College Bookstore is located in Room 705.

5. Get Your Morgan Street Garage Parking Card
   • Representatives from the Morgan Street Garage will be in the college lobby before the semester begins.
   Visit the garage office all other times. Bring your student detail schedule, driver’s license and license plate number with you.

Returning Students: Register Online for Winter 2014

• Go to: http://my.commnet.edu
• Enter: NetID (ex: 12345678@student.commnet.edu) & Password, (same ID & Password used on college computers)
• Click: Login
• Click on the Student Tab
• Click on the Student Self-Service Channel link
• If prompted, Select: Capital Community College
• Select: Registration and Payment
• Select Term: Winter 2014 and click Submit

• Select: Register (add/drop) Classes
• Enter CRN: (4 digits) for each course section in boxes and click Submit Changes
• Verify registration was successful. Registration status displays **Web Registered**
• Follow link at bottom of registration screen to make payment with a credit card (MasterCard/Visa/Discover) or verify your financial aid award.
Course Registration Form

Register for Extension Fund Credit and Credit Equivalent Courses
Online: Visit the 'Prospective Students' section at www.ccc.commnet.edu.
By mail or In-Person: Registrar’s Office, second floor, Capital Community College, 950 Main St., Hartford, CT 06103.

Today’s Date ___________________ Social Security Number ___________________ Date of Birth (required) ___________________

Last Name ___________________ First Name ___________________ Middle Initial ___________________

Home Address ___________________ E-Mail Address ___________________

City ___________________ State ___________________ Zip ___________________ County of Residence ___________________

Home Phone ( ), Business Phone ( ), Cell Phone ( ),

☐ Male ☐ Female ☐ Yes, I certify that I am a legal resident of Connecticut and have met the 12-month residency requirement
☐ No, I am not a legal resident of Connecticut.

State of legal residence: ___________________

Are you a U.S. citizen? ☐ Yes ☐ No
If no, are you a permanent resident (green card holder)? ☐ Yes ☐ No

<table>
<thead>
<tr>
<th>Sec &amp; CRN</th>
<th>Course Title</th>
<th>Credit/CEU’s</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How Did You Hear About Us?

☐ Newspaper (specify) ☐ Internet (specify) ☐ Other ___________________

Signature (required) ___________________

For Office Use Only: Rec’d by ___________________ Processor ___________________ Date ___________________ ☐ Phone ☐ Mail ☐ Walk-In ☐ FAX

PAYMENT ☐ VISA ☐ MasterCard ☐ (Make checks payable to Capital Community College or CCC, NO CASH BY MAIL, please.)

Charge to my: ☐ CCB

Credit Card Number ___________________ CCB# ___________________

Card Holder’s Name ___________________ Credit Card Expiration Date ___________________

Card Holder’s Billing Address (required) ___________________

Card Holder’s Signature ___________________
Application for Admission

The application process differs, depending on whether you are a new student, transfer student, or returning student. Choose the box below that best describes you, and follow the steps outlined in that box. If you have questions regarding the admission process, please call (860) 906-5140.

PLEASE NOTE: Communication from the Admission Office will be via e-mail for most applicants. Please include an active e-mail address that is checked regularly.

NEW STUDENT

First-time college student or currently enrolled at another college
1. Complete this Application for Admission and submit it with the $20 application fee. (If you are or have been a High School Partnership or College Career Pathways student, this fee is waived.)
2. Submit proof of high school completion or GED completion (diploma/transcript with graduation date).
3. After receipt of your application, information will be sent about taking the computerized Math and English Placement Test required for all students prior to enrollment.
4. Submit immunization records. Please go to the Admission home page at www.ccc.commnet.edu for information on immunization requirements.

TRANSFER STUDENT

Have attended a college other than CCC prior to enrollment at CCC
1. Complete this Application for Admission and submit it with the $20 application fee. (If you applied to another CT Community College, this fee is waived.)
2. Submit proof of high school completion or GED completion (diploma/transcript with graduation date).
3. Submit official transcripts of previous course work. (If you are applying for a degree or certificate program and are requesting an official transfer evaluation, an official copy must be requested and sent to Enrollment Services from each previous college you attended. You must also file a Request for Transfer Credit Evaluation, available in the Enrollment Services Office.)

RETURNING STUDENT

Haven’t been back to CCC in two or more years...
1. Complete this Application for Admission. The $20 application fee is waived.
2. Include the date of previous attendance on the application form.
3. Verify that Enrollment Services has all the records needed for you to register including:
   • Proof of high school or GED completion
   • Immunization records
APPLICATION FOR ADMISSION

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

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

Mailing Address
Street City State Zip 

Permanent Address
Street City State Zip 

Telephone
Home Work Cell 

E-mail

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

Have you previously attended a CT Community College? ☐ Yes ☐ No If yes, where? 

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

CITIZENSHIP
Are you a United States citizen? ☐ Yes ☐ No If no, are you a Permanent Resident? (Green Card holder) ☐ Yes ☐ No 

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

Do you consider yourself to be Hispanic/Latino? ☐ Yes ☐ No 
What is your race? Select one or more: 
☐ White (10) ☐ Black or African American (20) ☐ Asian (45) ☐ American Indian or Alaskan Native (50) 
☐ Native Hawaiian or Other Pacific Islander (80) ☐ Other (90) 

FAMILY EDUCATIONAL BACKGROUND
Do either of your parents hold a Bachelor’s Degree (4-year College Degree) or higher? ☐ Yes ☐ No 

MILITARY STATUS
Are you currently on active duty with the U.S. armed forces? (ACTD) ☐ Yes ☐ No 
Are you currently a member of the National Guard or Reserve? (NGRE) ☐ Yes ☐ No 
Have you ever served in the U.S. armed forces? (VET1) ☐ Yes ☐ No 
Are you a dependent of a member of the U.S. armed forces? (VETD) ☐ Yes ☐ No 
If you answered “Yes” to any of these questions you may be entitled to benefits and you should meet with the College’s Veterans Certifying Official (VCO). 

IN-STATE TUITION
1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home. ☐ Yes ☐ No 
2. Even though I answered “No” to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition. ☐ Yes ☐ No 
Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website. 
3. ___ Check here if applying under the New England Regional Student program (NEBHE). 

If you answered “Yes” to question #2 or checked question #3, you must submit a “Declaration of Eligibility for In-State or NEBHE Tuition” for review and determination of eligibility.
**DEGREE STATUS**
In which Degree/Certificate program are you planning to enroll? Please write major name and code above.

Refer to the list of majors/codes on back of application.

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

**EDUCATIONAL GOALS**
- [ ] Transfer without an Associate Degree (DN)
- [ ] Associate Degree (DG)
- [ ] Job Preparation/Retraining Course (JB)
- [ ] Developmental (College Preparation) Education (DV)
- [ ] Transfer with an Associate Degree (DT)
- [ ] Personal Development Course(s) (PD)
- [ ] Other Goal (NL) _______________

**ACADEMIC BACKGROUND**
Do you have a High School Diploma?  [ ] Yes  [ ] No  [ ] Pending  Graduation Year ____________

Name of High School _____________________________  Town  _______________________  State _____  Country  _________

Do you have a General Equivalency Diploma (GED)?  [ ] Yes  [ ] No  Year __________  GED  ________  Town/State ________________

Do you have an Adult High School Diploma?  [ ] Yes  [ ] No  Graduation Year ____________  Town/State ________________

Do you have a Home School Diploma?  [ ] Yes  [ ] No  Graduation Year ____________  Town/State ________________

Have you participated in the High School Partnership Program through the CT Community Colleges?  [ ] Yes  [ ] No

Have you participated in the College Career Pathways/Tech Prep Program through the CT Community Colleges?  [ ] Yes  [ ] No

**PREVIOUS COLLEGE BACKGROUND**
<table>
<thead>
<tr>
<th>College/University Name</th>
<th>State</th>
<th>Dates of Attendance</th>
<th>Graduation Date</th>
<th>Degree Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>______</td>
<td>____________________</td>
<td>____________</td>
<td>_______</td>
</tr>
<tr>
<td>________________________</td>
<td>______</td>
<td>____________________</td>
<td>____________</td>
<td>_______</td>
</tr>
<tr>
<td>________________________</td>
<td>______</td>
<td>____________________</td>
<td>____________</td>
<td>_______</td>
</tr>
</tbody>
</table>

**INTERNATIONAL STUDENT INFORMATION**
Are you an International Student who needs an I-20 form for an F1 Visa?  [ ] Yes  [ ] No

Other Visa Holder (indicate type) ___________________________________  Visa Admission Number _____________________

Visa Start Date  ____________________  Visa End Date  _______________________

International Address _________________________________________________________________________________________

**EMPLOYMENT INFORMATION**
- [ ] Employed Full Time
- [ ] Employed Part-time
- [ ] Unemployed

Name of Employer ________________________________  Address of Employer ______________________________________

Title/Position ________________________________  Does your Employer have a Tuition Reimbursement Program?  [ ] Yes  [ ] No

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

Signature _____________________________________________________________________ Date  _______________________

**CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS**
I understand that to maintain accurate student records, including the records pertaining to my attendance at the College, and for other necessary business purposes, the College may need to release or provide access to personally identifiable information in its records pertaining to me to another College in the Community College System or to the System’s administrative office. Accordingly, I hereby authorize the College to release or allow access to such information to those indicated for the purposes described.

Signature _____________________________________________________________________ Date  _______________________

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

Student Signature _____________________________________________________________________ Date  _______________________

Winter 2014 | (860) 906-5130 | www.capitalcc.edu
DEGREE & CERTIFICATE PROGRAM AT CAPITAL COMMUNITY COLLEGE

- Enter on the application the Program Name and Code of the Degree or Certificate you wish to pursue.
- If you are not planning to pursue an Associate Degree or Certificate program at this time, enter “Non-degree/non-matriculated” (GZ99).
- If you are undecided about your choice, please use the code for General Studies (GA23).

### DEGREES

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>GB74</td>
</tr>
<tr>
<td>Architectural Engineering Technology</td>
<td>GA22</td>
</tr>
<tr>
<td>BOT: Computer Applications Specialist</td>
<td>GA14</td>
</tr>
<tr>
<td>Communication Media</td>
<td>GA05</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>GA95</td>
</tr>
<tr>
<td>CIS: Network Administrator Assistant</td>
<td>GB86</td>
</tr>
<tr>
<td>CIS: Web Publishing</td>
<td>GB87</td>
</tr>
<tr>
<td>Computer Support Specialist: Hardware Support</td>
<td>GA01</td>
</tr>
<tr>
<td>Computer Support Specialist: Hardware Support</td>
<td>GA02</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>GA06</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>GB76</td>
</tr>
<tr>
<td>Fire Science and Emergency Medical Services</td>
<td>GA15</td>
</tr>
<tr>
<td>Fire Science and EMS: Emergency Management</td>
<td>GA45</td>
</tr>
<tr>
<td>General Studies</td>
<td>GA23</td>
</tr>
<tr>
<td>Insurance and Financial Services</td>
<td>GA08</td>
</tr>
<tr>
<td>Liberal Arts and Sciences – Requires completion of or placement into ENG 101 (English Composition). A Capital counselor will determine your eligibility</td>
<td>GB36</td>
</tr>
<tr>
<td>Management</td>
<td>GB37</td>
</tr>
<tr>
<td>Management: Entrepreneurship Option</td>
<td>GB38</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>GB78</td>
</tr>
<tr>
<td>Medical Assisting: Medical Insurance Option</td>
<td>GB93</td>
</tr>
<tr>
<td>Music Industry</td>
<td>GA90</td>
</tr>
<tr>
<td>Social Services</td>
<td>GB70</td>
</tr>
<tr>
<td>Social Services: Community Change Studies Option</td>
<td>GB98</td>
</tr>
<tr>
<td>Social Services: Gerontology Option</td>
<td>GB96</td>
</tr>
<tr>
<td>Social Services: Library Technical Assistant Option</td>
<td>GB82</td>
</tr>
<tr>
<td>Social Services: Mental Health Option</td>
<td>GB83</td>
</tr>
</tbody>
</table>

### CERTIFICATES

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting: Advanced</td>
<td>GJ06</td>
</tr>
<tr>
<td>Accounting: Basic</td>
<td>GJ05</td>
</tr>
<tr>
<td>Business Office Technology: Computer Applications Specialist</td>
<td>GJ07</td>
</tr>
<tr>
<td>Business Office Technology: Computer Applications Specialist Accelerated</td>
<td>GJ07</td>
</tr>
<tr>
<td>Business Office Technology: Health Claims Processing</td>
<td>GJ48</td>
</tr>
<tr>
<td>Computer and Information Systems: Network Administrator Assistant</td>
<td>GJ45</td>
</tr>
<tr>
<td>Computer and Information Systems: Web Publishing</td>
<td>GJ46</td>
</tr>
<tr>
<td>Computer Hardware Support Specialist</td>
<td>GJ09</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>GJ67</td>
</tr>
<tr>
<td>Computer Programming, Accelerated</td>
<td>GJ01</td>
</tr>
<tr>
<td>Computer Software Support Specialist</td>
<td>GJ10</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>GJ89</td>
</tr>
<tr>
<td>Emergency Management Response</td>
<td>GJ40</td>
</tr>
<tr>
<td>Emergency Medical Services–Instructor</td>
<td>GK44</td>
</tr>
<tr>
<td>Fire Science and EMS: Emergency Management</td>
<td>GJ40</td>
</tr>
<tr>
<td>Gerontology</td>
<td>GJ20</td>
</tr>
<tr>
<td>Health Careers Pathway</td>
<td>GK55</td>
</tr>
<tr>
<td>Labor Studies</td>
<td>GK14</td>
</tr>
<tr>
<td>Library Technical Assistant</td>
<td>GK41</td>
</tr>
<tr>
<td>Management</td>
<td>GJ38</td>
</tr>
<tr>
<td>Management: Entrepreneurship</td>
<td>GJ04</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>GJ20</td>
</tr>
<tr>
<td>Mental Health Assistant</td>
<td>GK42</td>
</tr>
<tr>
<td>Social Service Aide</td>
<td>GK34</td>
</tr>
<tr>
<td>Studio Art: Printmaking</td>
<td>GK35</td>
</tr>
<tr>
<td>Visual Communication</td>
<td>GK47</td>
</tr>
</tbody>
</table>

### CONNECTICUT COMMUNITY-TECHNICAL COLLEGE SYSTEM

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Information Systems (Online)</td>
<td>GA95</td>
</tr>
<tr>
<td>Computer Support Specialist (Online)</td>
<td>GA01</td>
</tr>
</tbody>
</table>

### COLLEGE OF TECHNOLOGY

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Science</td>
<td>GB17</td>
</tr>
<tr>
<td>Technology Studies and Pathway to Industrial Technology at CCSU</td>
<td>GF11</td>
</tr>
<tr>
<td>Technology Studies: Engineering Technology Option</td>
<td>GF12</td>
</tr>
<tr>
<td>Technology Studies: Technology and Engineering Education Option</td>
<td>GF13</td>
</tr>
<tr>
<td>Technology Studies: Wastewater Option</td>
<td>GF04</td>
</tr>
</tbody>
</table>

### SELECTIVE ADMISSION PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing – Special Application Required</td>
<td>GB73</td>
</tr>
<tr>
<td>Applications Accepted: November 1 – February 1</td>
<td>GB73</td>
</tr>
<tr>
<td>Paramedic Studies Degree</td>
<td>GB73</td>
</tr>
<tr>
<td>Paramedic Certificate</td>
<td>GJ97</td>
</tr>
<tr>
<td>Paramedic Studies: Emergency Medical Services – Instructor Option</td>
<td>GB85</td>
</tr>
<tr>
<td>Paramedic Studies: Emergency Management Response Option</td>
<td>GB95</td>
</tr>
<tr>
<td>Deadlines: June 1 &amp; November 1</td>
<td>GB95</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>GB59</td>
</tr>
<tr>
<td>Deadline: October 15</td>
<td>GB59</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>GB60</td>
</tr>
<tr>
<td>Deadline: June 1</td>
<td>GB60</td>
</tr>
</tbody>
</table>

Please consult the Capital Community College Catalog for selective admission requirements and criteria. Go to www.ccc.commnet.edu, click on College Catalog under Quicklinks.
General Information

Transfer of Credit
Before Registering: Students from other institutions must check with their home institution to verify that credits from this program are transferable to their own school.

**Refunds will not be available after the allowable drop period whether a course is transferable or not.**
A signature is required to have an official transcript sent to another institution or yourself. Request forms are available in the Registrar’s office on our website: www.ccc.commet.edu.

Level of Study
While the number of weeks for each winter session is much shorter than the regular fall and spring semesters, students should be aware that each course contains the same number of class hours as the regular semester. As a result, the level of study is much more intensive and demanding of time. Students should consider this in planning their time and course selection.

$20 Application Fee
If you are registering to take a credit course and have never attended CCC or another Connecticut Community College as a credit student, a one-time, non-refundable $20 application fee is required. This fee is non-refundable even if a class is cancelled by the College. If paying by check, please provide a separate check for $20 payable to “CCC” for the application fee.

Minimum Enrollment
Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis. Classes with insufficient enrollment will be cancelled.

Registration Deadline
Mail-in registration must be received by the Registrar’s office five business days prior to the start of the requested course. Students will be advised if a course is filled.

Veterans
The federal government offers a wide variety of services to veterans through the Department of Veterans Affairs. The College is approved for training of veterans’ education benefits by the Board of Regents of the Connecticut Colleges & Universities System. Please contact Margaret Abraham, Veterans Coordinator, at (860) 906-5044, Room 208, for more information.
Late Registration
Late registration will be accepted on a space-available basis by permission of instructor only.

Credit Confirmation
You will receive your course schedule printout as a confirmation, with course location, within a week after we receive your registration form. Students who register in-person will receive confirmation at that time. Your confirmation is necessary to purchase textbooks at the CCC Bookstore.

Class Requirements
For credit course prerequisites see Course Descriptions in the online catalog at www.capitalcc.edu.
• It is the responsibility of the student to meet any required prerequisites before registering.
• For online courses it is the student’s responsibility to meet the required software and hardware requirements.

Financial Aid
For information regarding financial aid, email ca-FinAidHelp@ccc.commnet.edu or call (860) 906-5090.

Textbooks/Bookstore Hours
Textbooks and supplies can be purchased at the CCC Bookstore on the 7th Floor of Capital Community College. The bookstore is closed when the College is closed. For more information and winter session hours call (860) 525-5956.

Forms of Payment
Full payment must accompany registration:
• Cash
• Credit Cards: Only MasterCard, Visa and Discover Card are accepted.
• Checks: Please make all checks payable to “CCC”

CCC Library
http://ccc.commnet.libguides.com/library
(860) 906-5020

eFollett Bookstore
http://cctc.bkstr.com/
Phone: (860) 525-5956
Fax: (860) 728-0427
Email: cctc@bkstr.com or 0825mgr@follett.com
Location: 7th Floor
General Placement Testing

English and math assessment tests are a prerequisite for CCC students enrolling in “for credit” courses. Students matriculated at other colleges and attending CCC’s winter session are required to take assessment tests unless they have completed coursework at another institution that meets CCC prerequisites.

- **Can I be exempt from the test?**
  Yes, you can be exempt from the test if you meet one of the following requirements:
  1. Completion of a college english composition or college mathematics course with a grade of “C” or better. (A copy of a college transcript/grade report is required.)
  2. Achieving a score of 450 or above on the verbal/critical reading portion of the SAT exam and/or a score of 500 or above on the math portion of the SAT exam.
  3. You are 62 years old or older.

- **How do I prepare for the test?**
  To prepare for the test, visit the Academic Success Center on the 4th floor of the College, or call (860) 906-5200. Go to this link for a practice test: http://www.ccc.commnet.edu/docs/accuplacer.pdf.

- **How do I schedule time to take the test?**
  The test is on a first come, first serve basis. Students must come to Room 220 and are highly encouraged to arrive 30 minutes early for the “Welcome” workshop before the test start time.

- **What should I bring when I come to take the test?**
  A photo ID (e.g. driver’s license or school ID).
  Your 8 digit Banner ID Number
  A writing utensil (pen/pencil)
  Scrap paper will be provided. NO CALCULATORS are allowed.

For More Information, Visit The Placement Testing Center, Room 220 on Floor 2.

Special Needs

Students who have special needs or are disabled must self-identify and provide documentation of their specific disability to a counselor. This must be done at least 60 days prior to the start of the course. This will allow the College to make an effort to accommodate special needs students. Please call the Student Disability Coordinator at (860) 906-5042 for additional assistance.

Nondiscriminatory Policy

The Community-Technical College System of the State of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, genetic information, mental retardation, sexual orientation, learning disability or physical disability, including, but not limited to, blindness, or prior conviction of crime, unless the provisions of Section 46a-60 (b), 46a-80 (b) or 46a-81 (b) of the Connecticut General Statutes are controlling, or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60 (8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood that these exceptions are to be applied pursuant to Section 46a-68-33 of the administrative regulations. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status. Inquiries regarding this policy should be directed to Henry Burgos at (860) 906-5007.

Statement of Change

The text of this document does not constitute a contract. The college reserves the right to make changes in the information presented.
General Information

Emergency Closing
In the event of severe weather, power failure, or any other extreme or unusual circumstances, the College provides the following television and radio stations with closing/delayed opening information:

- WFSB-TV - Channel 3
- WVIT NBC30
- WTIC (1080 AM & 96.5 FM)
- WRCH (100.5 FM)
- WZMX (93.7 FM)
- WDRC (1360 AM & 102.9 FM)

The College’s main phone number (860-906-5000) and website (www.ccc.commnet.edu) will also have official emergency information.

Except under rapidly changing conditions, information on the status of day classes will be available by 6 a.m. and for night classes by 3:30 p.m.

Important Phone Numbers

Emergency / Public Safety.................................................................................860-906-5075
or................................................................................................................860-906-5000
Main College Number........................................................................................860-906-5000
Toll-Free Number.............................................................................................1- 800-894-6126
Academic Media Technology........................................................................860-906-5030
Academic Advising.............................................................................................860-906-5040
Academic Success Center / Tutoring..............................................................860-906-5200
Admissions / Enrollment Services / Registrar................................................860-906-5140
Athletics .................................................................................................................860-906-6425
Bookstore...............................................................................................................860-525-5956
Career Center .......................................................................................................860-906-5108
Cashier / Bursar’s Office......................................................................................860-906-5061
Continuing Education.........................................................................................860-906-5130
Counseling.............................................................................................................860-906-5040
Disabilities Counselor.........................................................................................860-906-5042
Early Childhood Lab School..............................................................................860-906-5237
English-as-a-Second Language (ESL).............................................................860-906-5203
Financial Aid........................................................................................................860-906-5090
Human Resources .................................................................................................860-906-5001
Library......................................................................................................................860-906-5020
New Students / Welcome Center....................................................................860-906-5077
Nursing / Health Careers....................................................................................860-906-5150
Placement Testing...............................................................................................860-906-5089
Student Services................................................................................................860-906-5086
Transcript Requests............................................................................................860-906-5140
Veterans Drop In Center....................................................................................860-906-5044
General Information

Parking for Capital Students - P1 on map on right

In the Morgan Street Garage, located at 155 Morgan Street, directly behind the college (the building with green glass windows). The garage is run by the Hartford Parking Authority. Handicap-access is available.

**From Interstate 91 North or South**
Take Exit 32-B (Trumbull St.). At bottom of ramp, turn left onto Market St. Take third left onto Talcott St., then first left into garage entrance.

**From Interstate 84 East (from West Hartford, Farmington, etc.)**
Take Exit 50 (Main St.). At third traffic light, turn right onto Market St. Take first left onto Talcott St., then first left into Garage entrance.

**From Interstate 84 West (from E. Hartford, Manchester, Route 2)**
Take Exit 50 (Main St.). At bottom of ramp, turn left onto Market St. Take second left onto Talcott St., then first left into Garage entrance.

Parking for College Guests and Visitors - P2 on map on right

Columbus Boulevard Lot. If you are visiting the College, free secure parking is available at the College’s Columbus Boulevard lot. Please note that if you park in the Morgan Street Garage without a College-authorized access card, it will be at your own expense. The Columbus Boulevard lot is located on a one-way street between Morgan and Talcott Streets.

**From Points North and South**
91 North to Exit 32-B (Trumbull Street). Ramp ends at traffic light, turn left onto Market Street. At the second traffic light turn left onto Morgan Street and then a right onto Columbus Boulevard. The lot entrance will be on the left.

**From Points East**
84 West to Exit 50 (Main Street). At the bottom of ramp, turn left onto Market Street, go to 1st traffic light and take a left onto Morgan Street and a right onto Columbus Boulevard. The lot entrance will be on the left.

**From Points West**
84 East to Exit 50 (Main Street). After 4th traffic light go right onto Columbus Boulevard and the lot entrance will be on the left.

Parking for Credit-Free Students

Park at the Morgan Street Garage and pull a ticket. Bring the ticket to class for validation.

Parking Access Card

All registered students are eligible for a free parking access card for the Morgan Street Garage. Students need to obtain an application from the Morgan Street Garage located on the corner of Market and Talcott Streets. Please refer to the student handbook for further information on parking regulations. You may obtain a handbook from the Welcome Center or the Office of the Dean of Student Services.

Motorcycle Policy

The Hartford Parking Authority DOES NOT PERMIT motorcycles to be housed at the Morgan Street Garage. Motorcycles ARE PERMITTED to be parked in the Columbus Boulevard lot.

Validation Procedure

In the event your parking access card does not work, pull a ticket and bring it with your parking access card to the main lobby in the College at 950 Main Street for validation.