Classes Begin
Wednesday, September 3

To find the Course Schedule online, see page 2
Certificate and Degree programs in Health & Life Sciences (HL-SCI)

Capital is pleased to offer a newly revised and developed curriculum funded by the Health & Life Sciences Career Initiative

New and revised programs offered this fall!

- New! Biotechnology
- New! Health Information Management (HIM)
- Gerontology
- Health Science
- Medical Assisting
- Paramedic Studies
- Nursing

As a student enrolled in one of the programs, you...

➤ will receive assistance in securing an internship and employment;
➤ may be able to earn college credit for work skills and on-the-job training.

For more information contact:
Vernon Leftridge
HL-SCI Recruiter and Placement Coordinator
860-906-5000 x6411
vlefridge@capitalcc.edu
Career Center, Room 209

This project is funded in whole by the Connecticut Health & Life Sciences Career Initiative (HL-SCI), a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the U.S. Department of Labor. HL-SCI is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.
<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Health and Life Sciences Programs</td>
</tr>
<tr>
<td>3</td>
<td>Where to Look</td>
</tr>
<tr>
<td>4</td>
<td>Fall 2014 Calendar, Numbers to Call, Finding the Course List Online</td>
</tr>
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<td>5</td>
<td>Programs Offered at Capital</td>
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<td>6</td>
<td>Workshops to Prepare for College Placement Test</td>
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<td>7</td>
<td>Costs – Tuition and Fees and Payment Policy</td>
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<td>8</td>
<td>Tuition &amp; Fee Installment Plan, Refund Policy, Admission &amp; Registration</td>
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<td>9</td>
<td>Register Online for Fall Semester</td>
</tr>
<tr>
<td>10</td>
<td>Immunization Information, Students with Diagnosed Disabilities, Veteran Students, Senior Citizen Students, Placement Testing for All New Students, Financial Aid, Emergency Closings, Tax Credits, CCC Bookstore Online and On Campus, Getting Here and Parking, New Student Orientation for Fall 2014, Online Learning, Guide to Grammar and Writing, Statway, College Central Network Job Board (CCN), Enroll in a Course at Another College, Veterans’ Drop-In Center, Dream Big — Introduction to Theatre, Learn Chinese, Por Qué Capital Community College?, The Mission of Capital Community College, NEW Courses in Fall 2014, Hartford Heritage Learning Community, The Academic Success Center (ASC), Developmental Coursework Sequence, Construction Management Degree</td>
</tr>
</tbody>
</table>
Fall 2014 Calendar

Friday, August 29  
Semester Begins

Wednesday, September 3  
Last Day for a Full-Tuition Refund

Wednesday, September 3  
Classes Begin

Thursday, September 4  
First Day for Partial-Tuition Refund

Tuesday, September 9  
Last Day to Add a Class

Tuesday, September 16  
Last Day to Drop a Class  
Last Day for Partial Tuition Refund

Wednesday, September 17  
Withdrawal Period Begins

Tuesday, September 30  
Last Day to Change to/from Audit Status

Monday, October 13  
Columbus Day – College Open, Classes Held

Monday, November 3—Friday, November 7  
Academic Advising Week

Tuesday, November 11  
Last Day to Resolve Incompletes from Previous Semester

Tuesday, November 11  
Veteran's Day – College Open, Classes Held

Monday, November 24  
Last Day to Withdraw

Wednesday, November 26  
Veteran's Day Observed– College Open, No Classes

Thursday, November 27  
Thanksgiving Recess Begins – 7:00 am

Monday, December 1  
Thanksgiving Recess Ends – 7:00 am

Saturday, December 13  
Last Day of Classes

Monday, December 15  
Final Exams Start

Saturday, December 20  
Final Exams End

Monday, December 22  
Final Exam Make-Up Day*

Tuesday, December 23  
Final Grades Due – 9:00 am

Wednesday, December 24  
Semester Ends

* For college being closed earlier in semester, e.g., weather

Finding the Course Schedule Online

1. Go to:  http://my.commnet.edu
2. Select: Search for Courses under Other Public Resources
3. Select Term:  Fall 2014
4. Select College:  Capital CC
5. Select: Open or Closed courses, or All
6. Select Level:  Credit
7. Select Subject:  All or specific course subject
8. Click:  Get Courses

Fall 2014 Classes Begin on Wednesday, September 3!
Programs Offered at Capital

DEGREES

Associate in Arts
Liberal Arts and Sciences

Associate in Science
Accounting
Architectural Engineering Technology
Biology
Communication Media
Computer and Information Systems (CIS)
Computer and Information Systems: Network Administrator Assistant Option
Computer and Information Systems: Web Publishing Option
Computer Support Specialist
Computer Support Specialist: Hardware Support Option
Construction Management
Criminal Justice
Early Childhood Education
Fire Science and EMS
Fire Science and EMS: Emergency Management Response Option
General Studies
Health Information Management
Insurance and Financial Services
Management
Management: Entrepreneurship Option
Medical Assisting
Medical Assisting: Insurance Option
Music Industry
Nursing (Selective Admission) †
Paramedic Studies (Selective Admission) †
Paramedic Studies: Emergency Management Response Option (Selective Admission) †
Paramedic Studies: Emergency Medical Services – Instructor Option (Selective Admission) †
Paramedic Studies: Fire Science Option (Selective Admission) †
Radiologic Technology (Selective Admission) †
Social Services
Social Services: Community Change Studies Option
Social Services: Gerontology Option
Social Services: Library Technical Assistant Option
Social Services: Mental Health Option

Associate in Applied Science
Construction Management

CERTIFICATES

Accounting: Basic
Accounting: Advanced
Computer and Information Systems: Network Administrator Assistant
Computer and Information Systems: Web Publishing
Computer Hardware Support Specialist
Computer Software Support Specialist
Computer Programming
Early Childhood Education
Emergency Medical Services—Instructor
Emergency Medical Technician—Emergency Management Response
Emergency Medical Technician—Paramedic
Fire Science and EMS: Emergency Management Response
Gerontology
Health Science
Labor Studies
Library Technical Assistant
Management
Management – Entrepreneurship
Medical Assisting
Mental Health Assistant
Social Services Aide
Visual Communication

† Call 860-906-5140 for details on Selective Admission Programs
Programs Offered at Capital

Continued from page 3

ONLINE DEGREES
Computer and Information Systems: Web Publishing Option
Computer Support Specialist

ONLINE CERTIFICATES
Computer and Information Systems: Web Publishing Option
Computer Software Support Specialist
Gerontology

COLLEGE OF TECHNOLOGY DEGREES
College of Technology: Technology Studies and Pathway to Industrial Technology at CCSU
College of Technology: Technology Studies – Engineering Technology Option
Physical Therapist Assistant

College of Technology Degree and Cross-College Certificate programs are available at Capital and any of the Connecticut community colleges.

Through the College of Technology, individuals can begin studies at Capital Community College and transfer directly to the School of Engineering at University of Connecticut, the School of Technology at Central Connecticut State University, or Charter Oak College. For more information, contact Karen Woszyna-Birch at 860-244-7608.

Take workshops that will help you prepare for the college placement test...

Accelerate your path to college level courses.

The Academic Success Center (ASC) offers workshops and instructional software to help you prepare for the college placement test.* Our skilled tutors will help you:
• Review your math and English skills
• Preview sample questions from the placement test

Workshops are free and open to all prospective students who have completed a college application. For more information, please call 860-906-5200, or just stop by the ASC on the 4th floor.

* Test preparation does not apply to the ESL Placement Test.
Costs For Credit-Bearing General Fund Courses
Tuition & fee schedules subject to change
All students are required to pay their fees at the time of registration

CONNECTICUT STATE RESIDENTS

<table>
<thead>
<tr>
<th>SEM. HRS.</th>
<th>TUITION</th>
<th>SERVICE FEE</th>
<th>ACTIVITY FEE</th>
<th>TOTAL</th>
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<td>1</td>
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<td>$23.00</td>
<td>$1,946.00</td>
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OUT-OF-STATE NON-RESIDENTS (sample only)

<table>
<thead>
<tr>
<th>SEM. HRS.</th>
<th>TUITION</th>
<th>SERVICE FEE</th>
<th>ACTIVITY FEE</th>
<th>TOTAL</th>
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<td>FULL-TIME STUDENTS 12+*</td>
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<td>$5,792.00</td>
</tr>
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</table>

* An additional flat tuition charge of $100.00 per semester shall apply when total registered credits exceed 17 for the semester.

NOTE: Online Learning Students are exempt from the Activity Fee.

Costs for School of Workforce & Continuing Education
Credit-Extension Fund Courses

CONNECTICUT STATE RESIDENTS

<table>
<thead>
<tr>
<th>SEM. HRS.</th>
<th>TUITION</th>
<th>SERVICE FEE</th>
<th>ACTIVITY FEE</th>
<th>TOTAL</th>
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<td>$117.00</td>
<td>$18.00</td>
<td>$1,047.00</td>
</tr>
</tbody>
</table>

OUT-OF-STATE STATE NON-RESIDENTS
Contact Business Office at 860-906-5061

NOTE: The Activity Fee is not charged for Winter Intersession and Off-Campus courses.

Application Fee
New students, full or part-time, must complete an admissions application and pay a one-time, non-refundable, application fee of $20.00.

Definition of Full Time Student: Students enrolled in Credit courses and/or School Of Workforce & Continuing Education 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 $84.00
- Studio fee per course $90.00

Laboratory and studio fees are refundable similar to tuition, 100% before the first day of classes, and 50% during the add/drop period.

- Clinical Program Level I per semester $287.00
- Clinical Program Level II per semester $205.00
- Program Enrollment Fee – special student $20.00
- Replacement of lost ID card $1.00
- Academic Evaluation Fee $15.00
- Portfolio Assessment Fee $100.00
- Installment Payment Plan Fee $25.00
- Late Payment Fee $15.00
- Returned Check Fee $25.00
- Replacement of Parking Pass $15.00
- Proctoring Fee $35.00

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.

TUITION AND FEES ARE SUBJECT TO CHANGE

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 or 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 ten 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.
Tuition & Fee Installment Plan Agreement

Beginning July 23, 2014, students must either Pay in Full or enter into a Payment Plan Agreement. To utilize the installment plan students must be registered for six or more credits, or for an Extension Course costing a total of at least $850. The initial payment will include all fees, twenty-five dollar ($25) installment plan fee, and one-third of student’s total tuition or Extension Course Fee. See schedule below.

<table>
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<tr>
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</thead>
<tbody>
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<tr>
<td><strong>12</strong></td>
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<td><strong>$572.00</strong></td>
<td><strong>$572.00</strong></td>
<td><strong>$1,971.00</strong></td>
</tr>
</tbody>
</table>

* First Payment includes the $25 payment plan fee, and will increase to include Mandatory Usage Fees if applicable.

** An additional flat tuition charge of $100.00 per semester shall apply over 17 credits.

Refund Policy

General Fund (CREDIT COURSES) — If the College cancels a course, you are entitled to a full refund of all tuition and fees. If you drop a course, the fees are non-refundable. 100 percent of the tuition paid is refundable if the course is dropped by September 3, 2014. A partial refund of tuition may be granted if the course is dropped by September 16, 2014. After September 16, 2014 there is no refund of tuition. Forms are available at the Enrollment Services Office, Room 207. To be considered for an exception to this policy due to extenuating circumstances, a written request, accompanied by supporting documents, can be made to the Dean of Student Services.

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 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. See above paragraph.

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

Students who advance register and pay fees only at that time may opt for the tuition installment plan, if they request so by the final tuition payment date, July 23, 2014. These students will be required to pay one-third tuition at that time and the $25 plan charge.

First semester international students will not be eligible for this plan. Continuing international students will be eligible after the successful completion of their first semester. The Foreign Student Advisor must approve all International students for eligibility.

Refunds of tuition will be contingent based upon the appropriate College Refund Policy. Fees for General Fund courses are not refundable. The Business Office will try to send payment reminders to students.

If students need to be deregistered, the Business Office will provide the Registrar with a list of names and in seven days they will either resolve the matter or de-register the student.

Failure to meet the full payment of this plan on or before the dates indicated may make the student subject to any or all of the following: cancellation of registration, denial of transcript and/or Certificate services and denial of registration for additional courses at Capital Community College. Additionally, the College will forward this matter to a collection agency. Once a student has been deregistered from the College, full payment will be required for reinstatement.

Credit-Free Courses — The College reserves the right to cancel courses with insufficient enrollment. If a course you have registered for is cancelled, you will be notified by phone and have the option of receiving a full refund of fees or applying your course fee to another credit-free course in the same semester. Refunds take at least 4 to 6 weeks. No refunds are issued for credit-free courses unless you withdraw 3 business days before the first class meeting, in writing or in person, to the Office of School Of Workforce & Continuing Education, 3rd Floor, 950 Main Street, Hartford, CT 06103.
Admission & Registration Fall 2014

New Students
1. Submit an admissions application along with a $20 non-refundable application fee to the Enrollment Services Office. Indicate a degree or certificate program.†
2. Submit evidence of high school or GED completion: a final transcript showing graduation date, copy of a diploma, or a copy of a GED certificate.
3. If you have taken the SAT, please submit official scores. Scores sent directly from The College Board or included on the high school transcript are acceptable. SAT scores are NOT required for admission but may be used for placement into math and English courses.
4. Submit documentation of immunization for measles, mumps, rubella and varicella (chicken pox) unless exempt (see page 8). Students will not be allowed to register without proof of immunization.
5. Take the placement test (see page 9) unless exempt.
6. After you have taken the placement test, sign up for a New Student Information & Registration Session.
7. Meet with an Advisor or Counselor at the New Student Information & Registration Session

† Applicants who are not receiving financial aid and are paying for their own courses may choose a non-degree option (#Z999 on the program line of the application) and need not submit the documents required in #2, #3 and #4.

NOTE: Non-degree students are not eligible for financial aid, veteran’s benefits or transfer credit.

Returning Students
1. See a counselor in room 208 or your faculty advisor to select your courses.
2. Register for courses. If you have not attended CCC for several semesters, contact the Enrollment Services Office at 860-906-5140 to see if your file is complete.

Reminders
1. Applying for financial aid is an additional and separate procedure from applying for admission to the College and, because processing takes 6-8 weeks, should be completed as soon as possible before the semester begins. In addition, applicants must have an official acceptance date from the Enrollment Services Office to be eligible for Financial Aid (see page 10).
2. Students transferring from other regionally accredited institutions of higher education must have official transcripts mailed directly from the other college to the Enrollment Services Office, CCC, 950 Main Street, Hartford, CT 06103. Students must then complete a transfer evaluation request form in CCC’s Enrollment Services Office, Rm 207.
3. Tuition and fees must be paid in full at the time of registration unless the student has:
   a. received an award letter from the CCC Financial Aid Office; or
   b. written agency/company authorization; or
   c. utilized the Installment Plan Option (see page 6).
4. Students who wish to apply online must:
   a. Pay $20.00 (non-refundable) application fee by credit card online;
   b. Have a valid e-mail address;
   c. Go to www.ccc.commnet.edu

Fall 2014 – Registration Schedule

Currently Enrolled Capital Students:
Web Registration Begins – Monday, March 31, 9:00 am.
Walk-In Registration Begins – Monday, April 21, 9:00 am.
ALL continuing degree-seeking students should consult with a counselor or faculty advisor before course registration.

New Capital Students:
Walk-In & Web Registration Begins – Monday, April 21, 9:00 am.
ALL new degree-seeking students should consult with a counselor or faculty advisor before course registration.

Standard Registration Hours:
Monday, Wednesday, & Thursday: 9 am – 5 pm
Tuesday: 9 am – 6 pm; Friday: 9 am – 3 pm

Extended Registration & Add/Drop Hours:
NOTE: Monday, September 1: Labor Day – College Closed
Tuesday, September 2: 9am – 6pm*
Wednesday, September 3: 8am – 6pm*
Thursday, September 4: 8am – 6pm*
Monday, September 8: 9am – 6pm*
Tuesday, September 9: 9am – 6pm*

* Students who wish to meet with a college counselor should sign-in at the Counseling Office no later than 5pm to ensure that there will be sufficient advising time.

Fall 2014 classes begin Wednesday, September 3
Register ONLINE For Fall 2014

Online Registration for Fall 2014 began on March 31, 2014 at 9:00 am for current Capital students.

- Go to: [http://my.commnet.edu](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: Fall 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.

For login assistance, click the NetID and Password help links at [http://my.commnet.edu](http://my.commnet.edu).

NOTE: Students who register before July 23, 2014 must pay all fees at the time of registration. Full tuition payment is required by July 23, 2014. Students who register on or after July 23, 2014 must pay all tuition and fees at the time of registration. Students who do NOT make payment of tuition and fees in accordance with the payment policy may be subject to removal from their classes (de-registered).

Immunization Information

FOR CREDIT STUDENTS

If you were born after December 31, 1956, Connecticut State Law requires that all full-time (degree-seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in post-secondary schools be adequately protected against measles, mumps, rubella and varicella* (chicken pox).

* Students born in the continental United State prior to January 1, 1980 are not required to submit varicella (chicken pox) immunization information.

Students must present official documentation of immunity before they can be accepted into a degree or certificate program.

For more information contact Enrollment Services Office, 860-906-5140.

Students with a Diagnosed Disability

Students with a diagnosed disability must self-disclose and provide appropriate documentation to the Learning Disabilities Specialist 30 days prior to the beginning of the semester (for Spring 2013 – January 22). Students requiring reasonable accommodations should make a request every semester. Contact the Counseling Office at 860-906-5040.

Veteran Students

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 Connecticut Department of Higher Education. See page 16 for information on the Veterans Drop-In Center. For more information, contact Margaret Abraham, Veterans Counselor, 860-906-5044, Rm 208.

Senior Citizen Students

Tuition and some fees, including the registration fee, are waived for persons 62 years of age or older. Special fees and tuition for Extension Programs and Courses (School Of Workforce & Continuing Education) are not waived. Senior citizens currently enrolled will receive registration information in the mail. Seniors new to Capital must fill out an application at the 2nd floor Welcome and Advising Center and then contact Marilyn Goodman at 860-906-5123 to complete the process.
Placement Testing For All New Students

All new students must take a computerized Accuplacer Placement Test prior to registering for classes. The results are used to place students into appropriate classes.

Which Test Should I Take?

General Placement Test — OR — English-As-A-Second Language (ESL) Test

➡ Is it your first time going to college?
➡ Are you a returning or transfer student who has not taken Math and/or English?

If you have answered yes to either of these questions, then the General Placement Test is for you!

How Do I Prepare For The Test?
To prepare for the test, visit or call the Academic Success Center in Room 409, 860.906.5200.

Also, you can pick up a ‘New Student Placement Test Preparation Booklet’ in the Placement Testing Center, Room 220.

What Should I Bring?
1. Your student banner ID number
2. A picture ID
3. A pen and pencil

Scratch paper will be provided; NO CALCULATORS are allowed.

Appointments are not required for the test. Please arrive at least 30 minutes before the test. Space is limited; entrance is on a first-served basis on the days and times below:

General Placement Testing Schedule for Summer / Fall 2014
April 7 – August 28
Mondays, Wednesdays & Thursdays 10:00 am
Tuesday 4:00 pm

For more information on test exceptions, or retakes, please visit or contact the Placement Testing Center at 860.906.5089, Room 220.

If you need reasonable testing accommodations, please contact the Counseling Office at 860-906-5040.

NO TESTING ON THE FOLLOWING DAYS
Commencement - May 22, 2014
Memorial Day - May 26, 2014
June 30 - July 4, 2014

No General Placement Testing will be administered on ESL Testing days (see dates above).

IMPORTANT:
Testing times and days above may change. Please be sure to check online at www.capitalcc.edu/placementtesting.htm for most current information.

English-As-A-Second Language (ESL) Test

➡ This test is specifically designed for non-native English speakers who do not have English Language proficiency.

For more information, please contact:
Karlene Ball
ESL Program Administrator
860-906-5203
Room 406

ESL Testing for Summer / Fall 2014
10:00 am OR 4:00 pm
Wednesday, May 21
Thursday, June 5
Wednesday, June 11
Wednesday, August 6
Wednesday, August 21

No TESTING ON THE FOLLOWING DAYS
Commencement - May 22, 2014
Memorial Day - May 26, 2014
June 30 - July 4, 2014

No General Placement Testing will be administered on ESL Testing days (see dates above).
Financial Aid

The College offers a comprehensive financial aid program to assist students in meeting the cost of attending college. Through scholarships, grants, loans, and on-campus employment opportunities, the College provides financial support to help with educational expenses. The College participates in each of the federally-supported financial aid programs: Pell Grant, Supplemental Educational Opportunity Grant, Federal Work-Study, Stafford, and PLUS Loan Programs. The College also administers State of CT grant programs. Special scholarships from corporations and individuals are also available.

To become a candidate for financial aid, the student must complete a Free Application for Federal Student Aid (FAFSA). To be eligible, the student must be formally accepted to CCC by the Enrollment Services Office and enrolled in a degree or eligible certificate program; a citizen or permanent resident; maintaining satisfactory academic progress; pursuing a first undergraduate degree; in compliance with draft registration requirements; free from default of any previous student loans or refund obligation to any federal aid program; and determined to have financial need. Financial Aid is awarded on a first come basis; therefore, applicants are encouraged to apply as early as possible. **The priority deadline date for all students is December 1, 2014.** Please note that late financial aid applicants are expected to be prepared to pay tuition, fees and book expenses at the time of registration. For more information, contact the Financial Aid Office at 860-906-5090, or email CA-FinAidHelp@ccc.commnet.edu.

Tax Credits Available

Parents sending children to college, or adults continuing their education, may take advantage of the HOPE Scholarship tax credit or the Lifetime Learning tax credit. A HOPE tax credit of up to $1,500 can be claimed for two years for each individual enrolled at least half-time in higher education at an eligible educational institution, who has not yet completed his or her first two years of study. The credit is 100% of the first $1,000 of payments for qualified tuition and fees, and 50% of the second $1,000. The Lifetime Learning tax credit is available for vocational, college, graduate and professional students, for adults who want to upgrade their job skills or acquire new ones or pursue another course of study, and even for a student taking one course as long as it is job-related.

Tax filers can claim a Lifetime Learning credit up to $1,000 - 20% of the first $5,000 paid in qualified tuition and fees on or after July 1. A taxpayer can claim only one Lifetime Learning credit per tax year for the aggregate amount of qualified tuition and fees for those students in the family for whom no HOPE credit is claimed. There is no limit, however, on the number of years a taxpayer may claim the Lifetime Learning tax credit. To take advantage of the two credits, taxpayers must submit IRS form 8863 with their federal tax return. For more information, call the IRS Help line at 1-800-829-1040, read IRS publication 970, or visit the Treasury Department’s website: http://www.irs.ustreas.gov.

Emergency Closings

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 NBC 30
- WTIC (1080 AM & 96.5 FM)
- WRCH (100.5 FM)
- WZMX (93.7 FM)
- Fox 61 TV
- ctnow.com
- courant.com

The College’s main phone number (860-906-5000), website (www.capitalcc.edu) and facebook page 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.
Getting Here & Parking

Parking for Capital students is in the Morgan Street Garage, located at 155 Morgan Street, directly behind the college (the building with green glass windows). Handicapped access is available.

Directions to the Morgan Street Parking Garage
(P1 on map at right)

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.

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.

Parking for College Guests and Visitors
Columbus Boulevard Lot (No longer available)

The Columbus Street parking lot is no longer available for use. All staff, students, faculty, guests, and visitors must use the Morgan Street Garage. Parking tickets will be validated at the lobby desk.

Motorcycle Policy
Motorcycle parking is available at the Morgan Street Garage in a designated area on Connector Road — adjacent to the main entrance. To register your motorcycle please go to the main lobby of the garage.

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.

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 at www.capitalcc.edu/docs/studenthandbook.pdf

The U-Pass for Bus Service
All eligible CCC credit students receive a University Pass, or U-Pass, a semester-long bus pass that gives Capital students unlimited access to CTTransit local bus service. Pick up your U-Pass from Enrollment Services.
Fall 2014 New Student Orientation

All New Students are Expected to Attend!

Wednesday, August 27, 2014
Centinel Hill Hall — 11th Floor Auditorium
Morning Session: 10:30 am – 1:30 pm
Registration begins at 10:00 am
OR
Evening Session: 4:30 pm – 7:30 pm
Registration begins at 4:00 pm

New Student Information and Registration Sessions
will begin May 28 and run
through August 25 in Room 218

New Student Information and Registration Sessions
at the Welcome and Advising Center will be
offered on the following days and times:

Mondays, Wednesdays & Thursdays
1pm – 3pm

Friday sessions are available on:

June 6 10am – 12noon and 2pm – 4pm
July 25 10am – 12noon and 2pm – 4pm
August 8 10am – 12noon and 2pm – 4pm

For more information call or visit the Welcome and Advising Center
on the 2nd floor — 860-906-5077
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, 860-723-0221, https://websupport.ct.edu/

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 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 the My Institution 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, 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 14 and lower, are not supported for use with Blackboard Learn.
To sign up or find out more:

- Speak to Mike Kriscenski or Sabrina Adams-Roberts in the Counseling Center, 2nd floor, or
- E-mail Diane Mathis at dmathis@capitalcc.edu
CCN – College Central Network – the Online Job Board

Students and employers alike are making growing use of Capital Community College’s online job board, College Central Network, commonly referred to as CCN. Available 24/7, all that is required is registering online and uploading your resume. After that you have access to jobs not only locally, but all over the country and the world!

For area employers seeking local workers, CCN provides the ability to post job openings, pull up student resumes that match the desired criteria and contact the potential employee directly.

To access CCN go to Capital’s website www.capitalcc.edu, click on College Departments under the Main Menu on the left>Student Services>Career Development and scroll down to College Central Network.

Capital’s job developer can help you get started creating a resume and a profile, as well as answering any questions you may have about the process.

Call 860-906-5108 or e-mail ldomenitz@capitalcc.edu to make an appointment in the Career Center – Room 209 on 2nd floor.

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Enroll in a course at another college…

… and receive full credit. Explore Cross-Registration! In general, full-time undergraduates pay no extra charges. Participating campuses:

- Central Connecticut State University
- Hartford Seminary
- University of Saint Joseph
- Trinity College
- University of Connecticut
- University of Hartford

For more information and a list of available courses, pick up a copy of the Consortium Cross-Registration brochure in the Registrar’s Office, Room 207, or call 860-906-5140, or visit www.hartfordconsortium.org and click on Register Now.

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Veterans Drop-In Center

The drop-in center is a place for veterans to meet each other, to gather information about VA programs and benefits and to receive peer support while attending Capital.

Stop by Room 712 and meet other veterans and enjoy a cup of coffee.

Questions:
Call Margaret Abraham at 860-906-5044 or call the Vets Center at 860-906-5088.
Perform!
See Theatre!
Gain Confidence!
Fulfill your Arts Requirement!

**NEW!**

**THR 101 Introduction to Theatre (CRN 3426)**

Tuesdays 5:30-8:12 pm

Students will focus on the fundamentals of acting: imagination, creative interpretation, characterization, script analysis, improvisation, voice and movement. No previous acting experience required. Prerequisites: ENG073 or eligibility for ENG101.

*Taught by Jennifer Roberts, Director of Education at Hartford Stage*
Learn to speak Chinese and understand Chinese culture!

New Course Offering — Fall 2014
Elementary Chinese 101

Speaking Chinese gives business professionals a competitive advantage in their careers!

Monday & Wednesday
5:35 PM – 6:56 PM

For more information contact Jenny Wang at 860-906-5106 or jwang@capitalcc.edu
¿Por qué Capital Community College?

Ubicado en el centro de Hartford, Capital Community College es su opción para mejorar su vida o para comenzar su carrera universitaria. Capital ofrece más de 40 certificados y título universitario de dos años ( Associates Degree).

¿Cómo empezar?

**USTED NECESITA:**

1. Presentar una solicitud de admisión con una cuota de $20 (no reembolsable)
2. Presentar evidencia de haber terminado la escuela secundaria
3. Presentar evidencia de vacunación
   Ofrecemos —
   • Profesores altamente calificados
   • Servicios adicionales: laboratorio y asistencia personalizada para su aprendizaje
   • Ayuda financiera para los estudiantes que califiquen

Llénameos para obtener mayor información:

Programa de inglés como segundo idioma/ESL Program:
Karlene Ball . . . . . . . 860-906-5203

Admisiones/Admissions:
Helena Carrasquillo . . 860-906-5204

Ayuda Financiera/Financial Aid:
José Velez . . . . . . . . . . 860-906-5097
THE MISSION OF CAPITAL COMMUNITY COLLEGE

…is to provide access to higher education to the diverse residents of the greater Hartford region. The College, an integral part of Hartford’s cultural and economic district, does this by:

- Preparing individuals for transfer education and careers through associate and certificate programs in academic and technical disciplines and workforce training;
- Maintaining programs and support services that enable students to develop academic and professional skills that equip them for ongoing challenges and opportunities;
- Fostering a student-centered environment committed to learning and teaching, the collegial process, cultural enrichment, and the respectful and vigorous dialogue which nourishes active participation and service to the community.

ABOUT THIS BOOK — While every effort has been made to ensure the accuracy of the information provided in this Enrollment Guide, Capital Community College reserves the right to make changes at any time without prior notice. The College provides this information solely for the convenience of the student and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred. The Enrollment Guide cannot be considered as an agreement or contract between individual students and the College or its administration.

Nondiscriminatory Policy

The Board of Regents for Higher Education 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(b) 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 Board of Regents 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.
New Courses in 2014!

MED 222 Phlebotomy
Lecture – CRN 3861
Fridays 4:00 pm – 6:42 pm
Lab – CRN 3862
Mondays 5:30 pm – 8:12 pm
Taught by Bharat Bhushan

This course prepares students for entry level competencies as phlebotomists in the health care setting. Students will develop skills in phlebotomy procedures (blood drawing) along with collection and processing of blood specimens. This course includes Lecture and Lab. Prerequisites: MED 125 (formerly BOT 180) and BIO 115 or EMT 116 or BIO 201 or permission from Medical Assisting Program Director.

2039 CHI 101 Elementary Chinese I
Monday/Wednesday, 5:35 pm – 6:36 pm
Taught by Jenny Wang

Introduces students to the essentials of Modern Standard Mandarin Chinese. The course will focus on developing communicative competence in listening, speaking, reading and writing skills at the elementary level as well as an understanding of Chinese culture and society.
Take a Hartford Heritage Learning Community (HHLC) and explore the city!

What is it? Each HHLC combines several courses under a theme that you will explore with the same classmates and professors.

Is it extra work? No! Your professors will collaborate on assignments and work closely with the students, so learning is easier.

Will it help me? Yes! Extra support, including personalized advising, will be provided through a one-credit IDS College Seminar course, where you will learn how to apply college success strategies to your courses.

Still not sure? In a Hartford Heritage course, you won’t sit in the classroom all semester. Depending on the theme of your HHLC, you might attend plays or concerts and visit historic landmarks, community organizations, museums, state government events, other college campuses, or the homes of famous authors.

More info at: [www.capitalcc.edu/hhp](http://www.capitalcc.edu/hhp)

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**Fall 2014 Hartford Heritage Learning Communities**

**Liberty and Justice for All—A Hartford Heritage Learning Community**

Professors John Christie and Jeffrey Partridge

3854 ENG 102  **Literature and Composition**  TR  10:05-11:26

3851 HUM 195*  **Humanities Seminar**  TR  11:40-1:01

*HUM 195 fulfills a requirement for Humanities, Liberal Arts, or Free Electives

**Synopsis –**

Liberty and justice are central to American democracy. Why? What makes these ideals so important to our humanity, and have they been realized for all people throughout American history? This learning community will explore these questions and more as we consider the history and philosophy of liberty and justice, especially as tensions between the ideal and reality are presented in stories, poems, drama, and memoir. This LC will include special programming at the Harriet Beecher Stowe Center, Mark Twain House, and other Hartford sites.
The Academic Success Center (ASC)

Having trouble with any of your courses? Would you like to improve your grades?
Learn how to study, take tests, make the most of your classes, and manage your time more effectively — all in a welcoming environment!

Three drop-in centers are open weekdays, evenings, and Saturdays
Math Center, Rm 412 • Writing Center, Rm 409 • Computer Center, Rm 423

Visit us on the fourth floor or call 860-906-5200

Also available:
➤ Tutoring by Appointment
➤ Academic Coaching
➤ Disability Services
➤ Online Tutoring
➤ Placement Test Preparation
Developmental Coursework Sequences

Placement into developmental courses is based on Placement Test scores. In some cases, high school transcripts may be considered. See below the various pathways from developmental to credit courses.

**Pathways to College Level English**

- **ENG*095**
  Essentials of College Writing
  6 semester hours

- **ENG*073**
  Academic Reading
  3 semester hours

- **ENG*101**
  Composition
  3 credit hours

- **ENG*043**
  Writing: Paragraph to Essay
  3 semester hours

- **ENG*073**
  Academic Reading
  3 semester hours

- **ENG*101**
  Composition
  3 credit hours

**Pathways to College Level Math**

- **MAT*095**
  Elementary Algebra
  3 semester hours

- **MAT*137**
  Intermediate Algebra
  3 credit hours

- **MAT*092**
  Statway I
  4 semester hours

- **MAT*122**
  Statway I
  4 credit hours

- **MAT*085**
  Elementary Algebra and Pre-algebra
  6 semester hours

- **MAT*137**
  Intermediate Algebra
  3 credit hours

- **MAT*139**
  Introductory Algebra and Intermediate Algebra Combined
  5 semester hours/3 credits

For more information, please contact:
Ray Hughes, Division Director of Developmental and General Studies
860-906-5012 | Room 1013
NOW ENROLLING
Construction Management Degree
Learn to plan, coordinate, budget and supervise construction projects from early planning stages to completion of project!

Choose from two different degree tracks:

**Associates Degree in Construction Management**

**TRANSFER DEGREE**

Designed as Transfer degree into CCSU’s undergraduate Construction Management Degree Program. Emphasis is on transfer of credits into undergraduate Construction Management Degree.

**Associate in Applied Science Degree in Construction Management**

**TERMINAL DEGREE**

Prepares you for immediate employment in entry level position in Construction Management, with emphasis on skills required for immediate use. Also for individuals already in the construction field seeking advancement.

Graduates of both A.S. and A.A.S. Construction Management programs will:

- Learn to use latest software for bidding, project coordination and execution
- Acquire project and business management skills such as administrative procedures, and resource management
- Understand and apply basic surveying
- Study construction systems and processes, equipment and materials
- Learn to draw using Computer-aided drafting programs

Contact the Program Coordinator, Ira M. Hessmer, for more information by e-mail: ihessmer@capitalcc.edu