The Capital Bulletin is published every Monday of the academic year providing news about college activities and services. If you would like to submit an item to be printed in the Capital Bulletin, please send it to the Office of the Dean of Student Services, Room 212 by the Wednesday prior to publication.

Upcoming Events

**WELCOME BACK STUDENTS, FACULTY & STAFF**
FROM THE OFFICE OF THE DEAN OF STUDENT SERVICES

- **Tuesday, January 22**
  - Classes Begin - Last Day for a Full Tuition Refund.

- **Wednesday, January 23**
  - First Day for Partial Tuition Refund.

- **Tuesday, January 29**
  - Last Day to Add a Class.

- **Tuesday, February 5**
  - Last Day to Drop a Class.

- **Wednesday, February 6**
  - Last Day for Partial Tuition Refund.

- **Withdrawal Period Begins**

UPA$$ – RIDE THE BUS FREE!
The U-Pass is a free bus pass for CCC students, valid for unlimited trips throughout the semester on all CT Transit local buses. Pick up a bus pass at the Bursar’s Office, 2nd floor.

STUDENTS WITH A DIAGNOSED DISABILITY
CCC is committed to increasing access and full participation of students with disabilities in ALL of its academic programs and services.

**Students with a diagnosed disability should:**
- Meet with the Learning Disabilities Specialist at least thirty (30) days prior to the beginning of each semester.
- Self-identify & provide documentation of your specific disability.
- Be able to identify learning styles to be successful academically.

For more information contact: Glaisma Pérez-Silva @ (860)906-5042 or Room 221.

ACADEMIC SUCCESS CENTER (TUTORING) 4th Floor
Free tutoring is available to assist students in several subject areas: English, Mathematics, Accounting, Anatomy and Physiology, Biology, Chemistry, etc. (Rooms 409, 412, 423)

Free online tutoring is available to all CCC students in Writing, Math, Statistics, Accounting, Anatomy & Physiology, Biology, Chemistry, and Research Methods at [www.etutoring.org](http://www.etutoring.org).

STUDENT HEALTH INSURANCE
All enrolled students are automatically covered under school time only Accident Insurance Plan. For a fee, students have the option to subscribe to the optional 24-hour Accident & Sickness Insurance Plan to enroll dependents under the plan. Procedures and applications can be obtained from the Office of the Dean of Student Services in Room 212.

NEED A JOB OR CAREER ADVICE?
Visit the Career Center on the 2nd floor, room 209. Get help with writing your resume, interview preparation and anything job-related. Don’t have a resume? Stop by to make an appointment to meet with us, or call us at: (860)906-5107 – we can help!

Student Questions: Consult the Student Handbook @ [http://www.ccc.commnet.edu/docs/studentHandbook.pdf](http://www.ccc.commnet.edu/docs/studentHandbook.pdf)
PHI THETA KAPPA
The Phi Theta Kappa Honor Society Chapter at Capital is looking for students who have earned a G.P.A of 3.5 and above and have completed 12 hours of course work leading to an associate degree. For more information contact PTK Advisor Mike Ligon mligon@capitalcc.edu or phone 860 906-5178.

MARKET THURSDAYS
Students who are interested in vending at the college may submit a completed “Student Vendor Request Form” for approval by the Dean of Student Services. Forms are available in Room 212.

INCLIMENT WEATHER CLOSING PROCEDURES
Please review the College website for procedures explaining announcements for school closing related to inclement weather at www.capitalcc.edu/weather.htm

PHOTO I.D. ’S
Photo I.D.’s are available to students in Room 714. Hours for the Spring 2013 semester will be posted on the door.

STUDENT WORK STUDY/STUDENT LABOR PAYCHECKS
Students may pick up their paychecks in the Human Resources Office, Room 214, every other Thursday from 3pm – 4pm.

BURSAR’S OFFICE PAYMENT DROP BOX
Students who want to make a payment after normal business hours should use the Bursar’s Office new Drop Box for CHECK AND CREDIT CARD PAYMENTS ONLY. NO CASH, PLEASE.
It is located in the corner to the right of the Bursar’s Office window, Room 217.

ALL COLLEGE FEES ARE DUE AT THE TIME OF REGISTRATION.

OPEN COMPUTER LABS
The following rooms are available for OPEN LAB usage: Rooms 611, 612, 614, 615, 619 & 620 - Rooms 602 & 618 are available specifically for AUTOCAD users. Please check the schedule posted outside of each room for Pre-Scheduled Classes.

General Lab Hours are: Monday – Thursday 8am – 9pm, Friday 8am – 4pm, and Saturday 8am – 3pm.
Room 218: Monday-Friday 8am – 3pm.
Lab Assistance can be found at the 6th floor Center Isle: Student PC Lab support.

MYCOMMNET & Blackboard Learn
Your single stop for all college information, with direct access to Blackboard Learn, Banner Self-Service, System Announcements and Library Databases.

For Technical Assistance
Student Password Reset:
IT (860) 906-5252 or Registrar’s Office (860) 906-5140
Student/Faculty Self-Service
Registrar’s Office (860) 906-5140 or ca-registrar@capitalcc.edu
Library Databases:
(860) 906-5020 or ca-library@capitalcc.edu
Blackboard Learn:
Academic Media Technology (860) 906-5030 or ca-media@capitalcc.edu
Blackboard Learn After Hours Assistance Contact:
Contact the ConnSCU Online Support Center,
Hours: M-Th 8am- 8pm; Fri 8am-5pm; Sun 1pm-9pm
Phone: 860-493-0221
Web: https://websupport.ct.edu

STUDENT CENTER - ROOM 709
All students are encouraged to visit the Student Center to relax, and are welcome to use the Cable TV and audio equipment

ACADEMIC MEDIA TECHNOLOGY
(860) 906-5030, Room 1031
Monday - Thursday 8AM - 7 PM
Friday 8AM – 4:30PM

ACADEMIC SUCCESS CENTER (TUTORING) (860)906-5200 4th Floor
Math Center-Rm. 412
Mon- Thurs. 9:00 am - 8:00 pm
Fri. & Sat. 10:00 am - 2:00 pm
Writing Center -Rm. 409
Mon.–Wed. 10:00 am - 6:00 pm
Thurs. 10:00 am - 2:00 pm
Fri. & Sat. 10:00 am - 12:00 pm

Computer Center - Rm. 423
Mon.-Thurs. 9:30 am - 7:00 pm
Fri. & Sat. 10:00 am - 2:00 pm

Appointment Tutoring Please call (860) 906-5200 or stop by ASC Reception Desk on 4th floor to make an appointment.

BOOKSTORE HOURS, (860) 525-5956, 7th Floor
Monday
9AM - 6PM
Tuesday, Wednesday & Thursday
9AM - 4PM
Friday
9AM - 1PM

BURSAR, (860) 906-5061, Room 217
Monday, Wednesday & Thursday
9AM - 5PM
Tuesday
9AM - 6PM
Friday
9AM - 3PM

CAREER SERVICES, (860) 906-5107, Room 209
Monday - Thursday
9AM – 5PM
Friday
9AM – 3PM

COMPUTER RESOURCE CENTER, 6th Floor
Monday - Thursday
8:30 AM - 9:30 PM
Friday
8:30 AM - 4PM
Saturday
8:30 AM - 3PM

COUNSELING CENTER, (860) 906-5040, Room 208
Monday, Wednesday, Thursday
9AM – 5PM
Tuesday
9AM – 6PM
Friday
9AM – 3PM

ENROLLMENT SERVICES, (860) 906-5140, Room. 207
Mon., Wed., & Thurs.
9AM - 5PM
Tuesday
9AM - 6PM
Friday
9AM - 3PM

FINANCIAL AID, (860) 906-5090, Room 216
Mon., Wed., & Thurs.
9AM - 5PM
Tuesday
9AM - 6PM
Friday
9AM - 3PM

LESSINGS FOOD SERVICE, (860) 906-5126, 7th Floor
Monday – Thursday 7:30AM-2:00PM, Kiosk 8:00AM-6:00PM
Fridays 7:30AM-1:00PM Kiosk 8:00AM-1:00PM

LIBRARY, (860) 906-5027, 5th Floor
Monday - Thursday
8:30 AM - 8PM
Friday
8:30 AM - 4:30 PM
Saturday
10AM - 2PM

PLACEMENT TESTING, (860) 906-5089, Room 220
Monday – Wednesday
10AM (General)
Tuesday
4PM (General)
Thursday
12NOON (General)

STUDENT ACTIVITIES, (860) 906-5087, Room 707
Monday - Friday
9AM – 5PM

STUDENT SENATE OFFICE, (860) 906-5000 x6422, Room 704
Monday - Friday
9AM – 5PM

WELCOME CENTER, (860) 906-5077, Room 201
Monday - Thursday
8:30 AM – 5PM
Friday
8:30 AM – 4:30 PM
Saturday
9AM – 12PM