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

**Monday, October 21**
Nutmeg State Federal Credit Union will be here with banking information, 9 am – 2 pm, 7th Floor.

**Tuesday, October 22**
Sam’s Club will be here with membership information, 10am- 3pm, Main Lobby.

**Wednesday, October 23**
Springfield College transfer representative will be here, 10am-1pm, Main Lobby.

**Wednesday, October 23 (cont.)**
The International Club is sponsoring a Halloween Bake Sale, 10am-3pm, 7th floor & Main Lobby.

**Thursday, October 24**
Bridgeport University transfer representative will be here, 10am-1pm, Main Lobby.

**Friday, October 25**
Halloween Bash, hosted by M.A.L.E.S, Black Student Union & International Club, 9pm-1am, Auditorium, 11th floor.

Tip: “Education is not preparation for life; education is life itself.” John Dewey

**Capital Salutes and Honors Our Veterans**
for their service and dedication to our nation.

Don’t miss out on an opportunity to meet with Monica Cox, Regional Step Up For Vets Coordinator.

Thursday, October 31, 2013
Main Lobby, 1st Floor
Time: 10am – 1pm

**YOU SERVED YOUR COUNTRY, NOW SERVE YOUR FUTURE.**

**ATTENTION STUDENTS FALL GRADUATION 2013**
**APPLICATION DEADLINE:**
If you believe you have enough credits to earn a degree or certificate this December, and your final cumulative grade point average is 2.0 or higher, please complete a graduation application. You must see your faculty advisor or see your counselor (no appt. necessary).

A completed and signed graduation Audit must be on file in the Registrar’s Office by **Friday, November 29, 2013.**

**WEATHER CLOSING**
Information on inclement weather closings will be displayed on the College’s web site, Facebook page and the following television and radio stations and their websites.

**Television**
*WFSB – Channel 3
*WVIT – Channel 30
*FOX 61 TV-Channel 61, ctnow.com & courant.com

**Radio**
*WTIC – 1080 AM & 96.5 FM
*WZMX – 93.7 FM
*WRCH – 100.5 FM

If you have any questions you may contact the Office of the Dean of Administration (860) 906-5051.

**MARK YOUR CALENDARS!!!**

**Lunch, Learn & Life Skills Workshop**
Tuesday, October 22, 2013
Room 307
11:30 am – 1:00 pm

The Pathway We Travelled: Get the inside scoop from Traveler’s employees on conquering the corporate world!

**GUARANTEED ADMISSION UNIVERSITY OF ST. JOSEPH AGREEMENT**
Students that are interested in studying beyond an Associate’s are now able to enroll in the University of St. Joseph’s weekend program for Adult Learners which gives guaranteed admission into their baccalaureate programs: Accounting, Management, Social Work, or Psychology. For more information contact: Transfer Admission Counselor @ (860) 231-5308

**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.

**Student Questions: Consult the Student Handbook @**
http://capitalcc.edu/publications.htm
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 at 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.

INCLEMENT 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 Fall 2013 semester will be posted on the door.

STUDENT WORK STUDY/STUDENT LABOR PAYCHECKS
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.

ACADEMIC MEDIA TECHNOLOGY
(860) 906-5030, Room 1031
Monday - Thursday 8AM - 7PM
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 - Friday 7AM - 11PM
Saturday 8AM - 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 7:45AM-6:00PM,
Fridays 7:45AM-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

WELCOME CENTER, (860) 906-5077, Room 201
Monday, Wednesday, Thursday & Friday 8:30 AM - 5PM
Tuesday 8:30 AM - 6 PM
Saturday 9AM - 12PM

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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
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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 -Friday 7am–11pm & 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

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