SPOTLIGHT WELCOME MESSAGE
Greetings from Student Services! We warmly welcome back our returning students and enthusiastically greet our new students to the College. It is our pleasure to serve you, and we are delighted that you have made Capital your choice to further your education. As a new student we are confident that you will enjoy your experience at Capital and expect great achievements from you. We also look forward to being your partner as you pursue higher education. Our door is always open, so please don’t hesitate to ask for help from any member of the Student Services staff. Have a great semester!

Best wishes,
Doris B. Arrington
Dean of Student Services

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
* WTWI – 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.

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.

UPASS – 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.

PARKING
All new and continuing students may park in Morgan Street Garage with a Proximity Access Card. To get your FREE card you must go to the garage office and provide:
* A copy of your Detailed Class Schedule
* Your Driver’s License
* Your License Plate #

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.

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.

Get Your Copy
Please Stop by the Office of the Dean of Student Services for a copy of the Student Handbook, Room 212.
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 miligon@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 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 – 9pm, 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