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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Tuesday, March 4</strong></td>
<td>University of Saint Joseph transfer representative will be here, 10am-1 pm, Main Lobby.</td>
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<tr>
<td><strong>Wednesday, March 5</strong></td>
<td>Legal Shield Outreach Associate will be here with legal resources &amp; information, 10am-2pm, 7th Floor.</td>
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<tr>
<td><strong>Thursday, March 6</strong></td>
<td>Santander Bank representative will be here with banking information, 9am—3pm, 7th Floor.</td>
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### Tip

“The aim of education is the knowledge not of facts but of values.” William Ralph Inge.

### Spotlight on Student Senate Convocation & Spirit Week

**Spirit Week**

**March 4th**

- "Let's Talk" Open Forum
- Week-Wide Scavenger Hunt
- Game Day

**March 5th**

- B.U.S. 11th Floor Auditorium

**March 6th**

- Student Convocation
- "Speed Writing" with Travelers Executives, 12-2pm, 2nd Floor Atrium

Come meet the CCC Student Senate, learn about Student Organizations. **Thurs, March 6, 12-1:30pm, 11th floor Auditorium.**

For more information about Spirit Week, contact Derrick Curry, Director of Student Activities, (860)906-5087, Room 707.

### LUNCH, LEARN, LIFE SKILLS SERIES

A workshop series to help students succeed in college and career.

- **Monday, March 3**
  Career Info Session- Resume Review and Cover Letter Writing
  3-4pm, Room 619.
- **Tuesday, March 4**
  Career Info Session- Resume Review and Cover Letter Writing
  2-3pm, Room 619.
- **Thursday, March 6**
  Resume “Speed Writing” with Travelers Executives,
  12-2 pm, 2nd Floor Atrium.

**For more information contact: Karen Schlossberg @ (860) 906-5107.**

### ATTENTION STUDENTS: SPRING GRADUATION 2014 APPLICATION DEADLINE:

If you believe you have enough credits to earn a degree or certificate this May, 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 appointment necessary).

A completed and signed graduation Audit must be on file in the Registrar’s Office by **Friday, April 25th.**

### FINANCIAL AID WORKSHOPS

Learn how to apply for financial aid by attending one of our workshops in Room 218 – 2nd floor:

- **Friday, March 14, 2014**, 9:30-11:00 am & 1:30-3:00 pm
- **Friday, March 21, 2014**, 9:30-11:00 am & 1:30-3:00 pm
- **Friday, March 28, 2014**, 9:30-11:00 am & 1:30-3:00 pm

**Items you will need to bring with you:**

- A current e-mail address.
- The federal pin number-assigned to you by U.S. Dept. of Education. To get the Federal Pin, go to: [www.pin.ed.gov](http://www.pin.ed.gov)
- Any 2013 income information.

### 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.
PHI THETA KAPPA
The Phi Theta Kappa Honor Society Chapter at Capital is looking for students who have earned a GPA 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 Spring 2014 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 –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.

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

ACADEMIC SUCCESS CENTER (TUTING) (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 10AM (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, Wednesday, Thursday & Friday 8:30 AM - 5PM
Tuesday 8:30 AM - 6 PM
Saturday 9AM - 12PM

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