**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 like it 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

**Career Information Session:**
A one hour session that provides important Career Information.

“**How to Build a Resume**”
Monday, September 8, 2014
11 a.m.
Room 209

**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.

**Tip:** “The whole object of education is...to develop the mind. The mind should be a thing that works. Sherwood Anderson.”

**Upcoming Events**

- **Tuesday, September 9**
  Last Day to Add a Class.

- **Thursday, September 11**
  Central CT State University transfer representative will be here, 11am-3:30pm. Students must sign up in the Counseling Office.

- **University of Saint Joseph** transfer representative will be here 10am-1pm & 4-6 pm, Main Lobby.

- **Tuesday, September 16**
  Last Day To Drop a Class.
  Last Day for Partial-Tuition Refund.

- **Wednesday, September 17**
  Withdrawal Period Begins.

**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 #

**Effective Immediately**
The Columbus Boulevard Lot is closed to CCC parkers. Students, staff, faculty and visitors must now use the Morgan Street Garage. The college will validate parking cards for CCC parkers at the lobby desk.

**Student Questions:** Consult the Student Handbook @

[http://capitalcc.edu/publications.htm](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.

IN CLEMENT 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 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.

MY COMMNET & 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 - 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

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