



# CAPITAL BULLETIN

Monday, January 16, 2017

Doris B. Arrington, Dean of Student Services  
1-800-894-6126 (In Connecticut only)

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, January 16

DR. MARTIN LUTHER KING'S BIRTHDAY,  
COLLEGE CLOSED

### Tuesday, January 17

NEW STUDENT ORIENTATION

### Wednesday, January 18

LAST DAY FOR FULL TUITION REFUND

### Thursday, January 19

CLASSES BEGIN

FIRST DAY OF PARTIAL TUITION REFUND

### Wednesday, January 25

LAST DAY TO ADD A CLASS

Tip: "Waking up this morning, I smile. Twenty-four brand new hours are before me. I vow to live fully in each moment and to look at all beings with eyes of compassion." *Thich Nhat Hanh.*"



## 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 Service

## **BOOKS FOR VETS**

The CCC Veteran's Club will be collecting all current college textbooks for our Books for Vets lending library. Please consider donating textbooks to the Veterans OASIS, Room 424.



## WEATHER CLOSING

Information on inclement weather closings will be displayed:

### On the Web

The Capital Community College  
Homepage and Facebook page

- WTIC.com
- 965TIC.com
- WRCH.com
- NBCCONNECTICUT.com
- FOXCT.com
- CTNOW.com

### On Televisio

- 
- & FOX 61

### On the Radio

- WTIC - 1080 AM & 96.5 FM
- WZMX - 93.7 FM
- WRCH - 100.5

## The American Gastroenterological Association

### **AGA Investing in the Future Student Research Fellowship**

This fellowship provides 10 awards at \$5,000 for underrepresented minority undergraduate and medical school students to perform 8 to 10 weeks of research related to digestive diseases or nutrition. Highly qualified students will travel out of state to work with top investigators in the fields of gastroenterology and hematology. The award amount includes housing, travel and a stipend.

**Application Deadline: Feb. 3, 2017**

**Start Date: April 1, 2017**

**Total Award Amount: \$5,000**

**Term: 1 year**

The application with all supporting documents must be combined and submitted as one PDF file, titled by the applicant's last name and first initial. PDF applications are to be emailed to [awards@gastro.org](mailto:awards@gastro.org). Please direct all questions to the AGA via email at [awards@gastro.org](mailto:awards@gastro.org).

## **UPASS – RIDE THE BUS FREE!**

The U-Pass is a **free** bus pass for CCC **credit** students, valid for unlimited trips throughout the semester on all CT Transit and CT Fast Trak local buses. Pick up a bus pass at the Bursar's Office, 2nd floor.



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

<http://www.capitalcc.edu/weather-cancellation-information/>

### **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](mailto: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](http://www.capitalcc.edu/weather.htm)

### **PHOTO I.D.'S**

Photo I.D.'s are available to students in Room 714. Hours for the spring 2017 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 7:30am–9:30pm & Saturday 8am–3pm

**Room 218:** Monday-Friday 8am – 3pm.

Lab Assistance can be found at the 6<sup>th</sup> 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](mailto:ca-registrar@capitalcc.edu)

*Library Databases:*

(860) 906-5020 or [ca-library@capitalcc.edu](mailto:ca-library@capitalcc.edu)

*Blackboard Learn:*

Academic Media Technology (860) 906-5030 or

[ca-media@ccc.commmnet.edu](mailto:ca-media@ccc.commmnet.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: 860-723-0221

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

8:30AM - 5PM

Friday

8:30AM – 4:30PM

### **ACADEMIC SUCCESS CENTER (TUTORING) (860)906-5200 4<sup>th</sup> 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 4<sup>th</sup> floor to make an appointment.

### **BOOKSTORE HOURS, (860) 525-5956, 7<sup>th</sup> 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, 6<sup>th</sup> 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, 7<sup>th</sup> Floor**

Monday – Thursday 7:45AM-6:00PM,

Fridays 7:45AM-1:00PM

### **LIBRARY, (860) 906-5027, 5<sup>th</sup> Floor**

Monday - Thursday 9AM - 8PM

Friday 9AM - 4:30 PM

Saturday 10AM - 2PM

### **PLACEMENT TESTING, (860) 906-5089, Room 220**

Monday, Wednesday 10AM (General)

Tuesday 5PM (General)

Thursday 10AM or 2PM (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 8:30 AM - 5PM

Tuesday 8:30 AM - 6 PM

Friday 8:30 AM -4PM