



# CAPITAL BULLETIN

Monday, April 10, 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, April 10

**Community Renewal Team (CRT)** will be here providing information about their services, 11AM-2PM, 7<sup>th</sup> Floor.

### Tuesday, April 11

**Financial Aid & Registration Consortium Agreement Workshop**, 1PM-2PM, Room 211.

### Wednesday, April 12

**Jerry** will be here selling art, jewelry and accessories, 8AM-5PM, Main Lobby.

### Friday, April 14

**GOOD FRIDAY, COLLEGE CLOSED.**

**Tip:** "Take the challenge of your life. Reach out to your goals. There is no limit to what you can achieve." Lailah Gifty Akita."



## CCC STUDENT SERVICES PRESENT:

### Financial Aid Workshop



**April 22<sup>nd</sup>**  
**10AM-12PM**  
**Room 218**

### Advising Week



**April 10<sup>th</sup> -13<sup>th</sup>**

**Students: Make sure to meet with your advisors!**

### Insurance Apprenticeship Program "Earning While Learning"

#### WHAT ARE THE BENEFITS?

- Paid employment
- Free career training
- Nationally recognized certificate
  - College credit
- Earn industry credentials
- Coaching & mentoring

For an application or more info:  
Room: 314E / Phone: 860.906.5234 / Email:  
jthomas@capitalcc.edu


## CONNTAC SCHOLARSHIP OPPORTUNITY

**PURPOSE OF SCHOLARSHIP:** The Board of Directors of the Connecticut Talent Assistance Cooperative established the CONNTAC, Inc. Scholarship award to recognize participants who have overcome obstacles in order to pursue an Associate's or Bachelor's degree. In order to accurately reflect the mission of CONNTAC, Inc. scholarships will be awarded **ONLY** to low-income individuals whose parents (mother or father) have **NOT** earned a Bachelor's degree.


Attach completed PDF Application into an email to be sent to

[scholarship@conntacinc.org](mailto:scholarship@conntacinc.org)

**APPLICATION DUE DATE:** Post marked no later than **Monday May 15<sup>th</sup>, 2017**. No exceptions for late applicants.




AND PRESENT



**THE ABSOLUTE BRIGHTNESS OF LEONARD PELKEY**

WRITTEN AND PERFORMED BY JAMES LECESNE



**1) SEE THE PLAY— at Hartford Stage.**

Thu March 30 7:30 pm	Fri March 31 8 pm	Sun April 2 7:30 pm	Tues April 4 7:30 pm
Wed April 5 7:30 pm	Thurs April 6 7:30 pm	Sat April 8 2:00 pm	Wed April 12 7:30 pm
Thurs April 13 7:30 pm	Tues April 18 7:30 pm	Sat April 22 2 pm	

**Special price for CCC students, faculty and staff— \$5**

Show your Capital ID to buy up to two tickets at this price. First come, first served; buy early!

**2) A CONVERSATION WITH ACTOR AND PLAYWRIGHT JAMES LECESNE** — Tuesday, April 18 at 12 noon in the Community Room (2nd floor) at CCC.

**PURCHASE TICKETS** from Hartford Stage Box Office at 50 Church Street, or call 860-527-5151.  
More info on ONE PLAY: Amy Lemire at [alemire@capitalcc.edu](mailto:alemire@capitalcc.edu) or 860-906-5185

The One Play program is subsidized by the Beatrice Fox Beardsch Foundation Fund at the Hartford Foundation for Public Giving, as recommended by Beatrice Koopman. Additional program funding is provided by the Capital Community College Foundation.

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

<http://www.capitalcc.edu/2016/08/12/student-handbook-2016-2017/>

### **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**

Tutors will help in most subjects. Call or stop by to make appointments, which are available weekday mornings, weekday evenings and Saturdays.

Hours for drop-in centers when no appointments are needed:

- 12:00pm to 5:30pm on Mondays, Tuesdays, Wednesdays and Thursdays.

- 10:00am to 2:00pm on Fridays and Saturdays

Three drop-in centers where signing in via Tutortrac is necessary.

- Math Center: Room 412
- Writing Center: Room 409
- Computer Center: Room 423

**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

### **CONTINUING EDUCATION, (860) 906-5130, Room 316**

Short-term career training and 1-day skill building courses. CE is also home to the Career Advancement Program for credit students and the FIRST Center (financial services for CCC students).

Monday-Friday 9AM-4:30PM

### **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