



CAPITAL BULLETIN

Monday, May 1, 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

Tuesday, May 2

Sam's Club will be here with membership information, 10AM-2PM, **Main Lobby**.

Thursday, May 4

READING DAY- COLLEGE OPEN, NO CLASSES.

Wednesday, May 5

Organ Donation Awareness Project will be here to provide information and recruit members, 2PM-5PM, **7th Floor**.

Monday, May 8

LAST DAY OF CLASSES.

Tuesday, May 9

FINAL EXAMS BEGIN.

Monday, May 15

FINAL EXAMS END.

Tip: **This is the final bulletin for the semester. Best wishes for a prosperous summer!**



FALL 2017 REGISTRATION SCHEDULE



New & Continuing Capital Students:

*All continuing degree-seeking students should consult with a counselor or faculty advisor **before** course registration*

*All new degree-seeking students must consult with a counselor or faculty advisor **before** course registration*

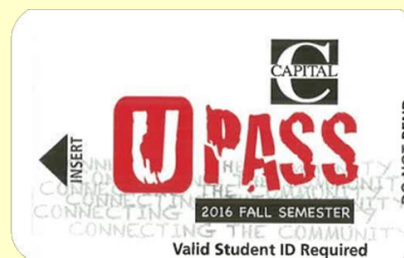
Registration Hours:

- Monday, Wednesday, & Thursday:
- 8:30am – 5pm
- Tuesday: 8:30am – 6pm[^]
- Friday: 8:30am – 3pm[^]

[^]Summer hours may be subject to change. Confirm by calling the college at 860-906-5000

Fall 2017 Classes Begin on Tuesday, August 29

THE U-PASS



The U-Pass is a special transportation pass for Capital Community College students that is valid for unlimited trips during the semester on all [CT Transit](#) local buses and CT fastrak buses. The U-Pass gives you transportation freedom with no out-of-pocket expense. All eligible credit students will receive a U-PASS after payment of tuition or other approved financial arrangements have been completed.

Summer 2017 - Registration Schedule

ALL STUDENTS:

Web Registration Began: Monday, April 3

Walk-In Registration Began: Monday, April 17



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 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 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 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@ccc.commmnet.edu

Blackboard Learn After Hours Assistance Contact:

Contact the ConnSCU Online Support Center,

Hours: 24/7/365

Phone: 860-723-0221

Web: <http://cscu.edusupportcenter.com>

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 4th 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 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

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, 7th Floor

Monday – Thursday 7:45AM-6:00PM, , Fridays 7:45AM-1:00PM

LIBRARY, (860) 906-5027, 5th 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