



# CAPITAL BULLETIN

Monday, December 5, 2016

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, December 5

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

### Tuesday, December 6

READING DAY-COLLEGE OPEN, NO CLASSES.

Listen to **89.9FM**, *Mink in the Morning Show*, from **7:30am-8:00am** to hear our very own

*Marsha Guillory Bryant*, Coordinator of Early Childhood

### Thursday, December 8

**LAST DAY OF CLASSES.**

### Friday, December 9

READING DAY- COLLEGE OPEN, NO CLASSES.

### Saturday, December 10

**FINAL EXAMS BEGIN.**

**Tip:** "Never be limited by other people's limited imaginations. Dr. Mae Jemison."

## The Office of Student Services Presents



**DEAN'S TEA**

WEDNESDAY,  
Dec. 7, 2016

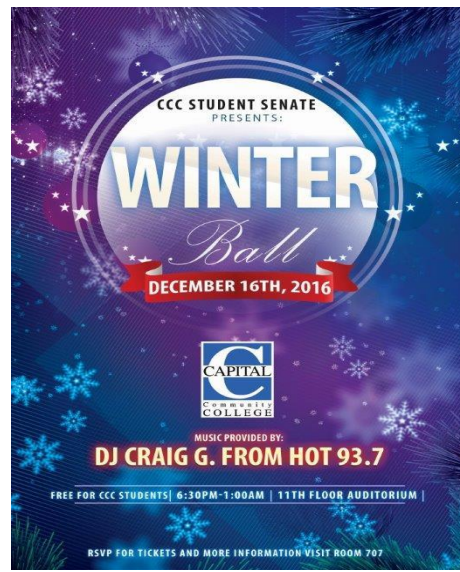
10:30-11:30 AM  
&  
4:30-5:30 PM

**2ND FLOOR ATRIUM**

Sponsored by  
The Office of The Dean  
of Student Services

## 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.

CCC STUDENT SENATE  
PRESENTS:

**WINTER Ball**

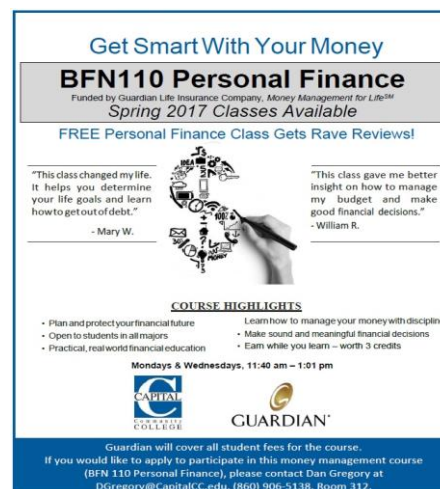
DECEMBER 16TH, 2016



MUSIC PROVIDED BY:  
**DJ CRAIG G. FROM HOT 93.7**

FREE FOR CCC STUDENTS | 6:30PM-1:00AM | 11TH FLOOR AUDITORIUM |

RSVP FOR TICKETS AND MORE INFORMATION VISIT ROOM 707



Get Smart With Your Money

**BFN110 Personal Finance**

Funded by Guardian Life Insurance Company, *Money Management for Life™*

Spring 2017 Classes Available

FREE Personal Finance Class Gets Rave Reviews!



"This class changed my life. It helps you determine your life goals and learn how to get out of debt."  
- Mary W.

"This class gave me better insight on how to manage my budget and make good financial decisions."  
- William R.

**COURSE HIGHLIGHTS**

- Plan and protect your financial future
- Open to students in all majors
- Practical, real world financial education
- Learn how to manage your money with discipline
- Make sound and meaningful financial decisions
- Earn while you learn - worth 3 credits

Mondays & Wednesdays, 11:40 am - 1:01 pm

Guardian will cover all student fees for the course. If you would like to apply to participate in this money management course (BFN 110 Personal Finance), please contact Dan Gregory at DGregory@CapitalCC.edu, (860) 906-5138, Room 312.

Student Questions: Consult the Student Handbook @

<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](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 Fall 2016 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.commnnet.edu](mailto:ca-media@ccc.commnnet.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

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