



# CAPITAL BULLETIN

Monday, November 14, 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, November 14

**University of Bridgeport** transfer representative will be here with information. 3pm-6pm, **7<sup>th</sup> Floor.**

**Hartford Public Library** will be here with information on the library's free citizenship services, **DACA.** 11am-2pm, **7<sup>th</sup> Floor.**

### Tuesday, November 15

**Albertus Magnus College** transfer representative will be here with information. 4pm-7pm, **Main Lobby.**

### Thursday, November 17

**American International College** transfer representative will be here with information. 10am-2pm, **7<sup>th</sup> Floor.**

### Friday, November 18

**Parliamentary Procedure 101; Effective Meeting Management,** facilitated by Director Curry, 1pm, **Room 708.**

### Monday, November 21

**LAST DAY TO WITHDRAW.**

**Tip:** "Awesome leaders help their people to grow, rise, succeed, thrive and prosper. Ricardo Housham."



## COMPASSION PROJECT II INFORMATION SESSION



Tuesday, November 15<sup>TH</sup>  
2:30 pm in the 2<sup>nd</sup> Floor Community Room

Open to anyone interested in participating in CCC's Compassion Project II.

If you are unfamiliar with the project, please see our 10 minute video on youtube

(if you cannot access link below, go to CCC website, scroll down to youtube; click on first video)

<https://www.youtube.com/channel/UCg9WV4rP96cUQX78v7R2Kw>



## YOGA NIGHT

Yoga classes with Sacred Rivers Yoga

**FALL FITNESS SERIES**  
Thursday, October 27<sup>th</sup>  
Thursday, November 3<sup>rd</sup>  
Thursday, November 10<sup>th</sup>  
Thursday, November 17<sup>th</sup>  
Thursday, December 1<sup>st</sup>

All classes will be in Room 711 from 7pm-8pm

For more information please contact Nikia Bryant at [nbryant@capitalcc.edu](mailto:nbryant@capitalcc.edu)



## CARDIO

Provided By Focus Family Fitness

Dates of Cardio Sessions:

Wednesday, October 26<sup>th</sup>  
Wednesday, November 2<sup>nd</sup>  
Wednesday, November 9<sup>th</sup>  
Wednesday, November 16<sup>th</sup>  
Monday, November 21<sup>st</sup>  
Wednesday, November 30<sup>th</sup>  
Monday, December 5<sup>th</sup>



All classes will be in Room 711 at 7pm

BROUGHT TO YOU BY

The Office of Student Activities

**FREE FOR ALL**

For more information please contact Nikia Bryant at [nbryant@capitalcc.edu](mailto:nbryant@capitalcc.edu)

## SIX BY TWAIN: Short Stories by Mark Twain

Adapted for the Stage by David Carkeet

Wednesday, November 30, 2016  
7:00 p.m.

Great Opportunity for Students, Staff, and Faculty  
– Dramatic Readings and Birthday Cake at the  
Mark Twain House!

CCC students, staff, and faculty can use the **promo code CCC** to get free tickets online or call 860-280-3156.

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.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: 860-493-0221

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