



CAPITAL BULLETIN

Monday, September 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, September 5

LABOR DAY - COLLEGE CLOSED.

Tuesday, September 6

LAST DAY TO ADD A CLASS.

Friday, September 9

LAST DAY TO DROP A CLASS IN PERSON/ON CAMPUS.

Friday, September 9 (cont.)

LAST DAY FOR PARTIAL TUITION REFUND IN PERSON/ON CAMPUS.

Sunday, September 11

LAST DAY TO DROP A CLASS THROUGH THE WEB (MyCommnet).

Monday, September 12

WITHDRAWAL PERIOD BEGINS.

Tip: "The point is not to pay back kindness but to pass it on, *Julia Alvarez*."



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 enjoy your Capital experience. We 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.

Love Who You Become!

Best wishes,

Doris B. Arrington

Dean of Student Services

NEED A JOB OR CAREER ADVICE?

Visit the Career Center on the 2nd floor, Room 209.

Get help with writing your resume, interview preparation and anything job-related. Don't have a resume? Stop by to make an appointment to meet with us, or call us at: (860)906-5107 - we can help!

Health Tip 101

*Walk up or down two
For a healthier you!*



Student Email



Policy Statement

Beginning Fall 2016, all official college email communication will be sent to students' Office 365 Student Email address.

You will not receive a reply to your email unless it comes from your Office 365 Student Email address.



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 Trask local buses. Pick up a bus pass at the Bursar's Office, 2nd floor.

FREE TICKETS!!!!

RELIGION IN AMERICA 2016, a conversation on the changing culture, politics and our lives, **Thursday, September 29, 2016**, at the Bushnell Theater, 8 pm. Please come to the Student Services Office in Room 212.



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 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 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 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.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 4th 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 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

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 8:30 AM - 8PM

Friday 8:30 AM - 4:30 PM

Saturday 10AM - 2PM

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

Monday, Wednesday 10AM (General)

Tuesday 4PM (General)

Thursday 10AM (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 & Friday 8:30 AM - 5PM

Tuesday 8:30 AM - 6 PM

Saturday 9AM - 12PM