Access and Excellence

CAPITAL
Community
COLLEGE

950 Main Street, Hartford, CT 06103
TEL (860) 906-5000

www.ccc.commnet.edu

A Member of the Connecticut Community-Technical College System – An Equal Opportunity Employer

Dear Paramedic Program Applicant:

Thank you for your interest in the Paramedic Program offered at Capital Community College. The program has much to offer students. It has been in existence since 1986, has been Nationally Accreditated through CoAEMSP, (The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions), and offers a 16-month certificate track or a two year Associates Degree, all of which earn college credits.

Our program graduates have a high success rate on the National Registry boards and job placement. The faculty is well respected health care clinicians with clinical expertise and a strong commitment to meeting the learning needs of their students. The program has strong liaison relationships with area hospitals and pre-hospital emergency care providers which provide rich clinical experiences that allow for the application of theory learned into patient care.

Enclosed is information that will assist you in your pursuit of admission into the paramedic program. Also, you may go to the college website: http://www.capitalcc.edu. There you may access the college catalog for additional information.

Students with disabilities (learning or otherwise) who may require accommodations should contact the Disabilities Coordinator, Helena Carrasquillo, 860-906-5204 or 860-906-5040 in the Counseling Department in Room 208, before the beginning of **each** semester. The students must voluntarily disclose and provide documentation of their disability to the Disabilities' Coordinator in order for accommodations to be provided by instructors. If applicable, the Disabilities' Coordinator will supply the student with written notification of accommodations. It is the student's responsibility to give this notification to his/her instructor. The student should notify the Program Coordinator that he/she has filed for accommodations prior to the start of classes. It is also the student's responsibility to discuss what the needed accommodations are with the program coordinator and respective course faculty.

If I can be of further assistance, feel free to call me at (860) 906-5153 or or email at: dtauber@capitalcc.edu. Additionally, Marian Beland, my assistant, can be contacted at (860) 906-5210 or mbeland@capitalcc.edu.

Sincerely,

Daniel Tauber, M.Ed, CCEMTP, NCEE, EMS-I
Professor and Paramedic Program Coordinator
Department of Health Careers & Public Safety

Enclosures

STEPS TO APPLY TO THE PARAMEDIC PROGRAM

Step One: **Apply to the college:**

1. Go to the college Web page @ http://www.capitalcc.edu.

   Click on **Admission & Financial Aid** then **Admissions** (Note: to review Paramedic information select **Special Admissions Groups)**. Then select the appropriate item:

   - New Student,

   - Transfer Student or

   - Re-admit Student and follow instructions

2. Submit a college application with either program ID code:
   a. Paramedic Studies Associate Degree: GB73 or
   b. EMT-Paramedic Certificate: GJ97

   (If you have applied on-line in the past, you **must** complete a paper application and write **RE-APPLY** on top of application.)

3. Every application will be processed by the college and assigned a Banner ID number.

4. Take the Math and English placement exams as part of the college application process **unless** you have completed college level Math and English classes and hand in a college transcript with this information. (Go to http://www.capitalcc.edu, click on **Student Services** then **Placement Testing** for information.

Step Two: Submit required documentation for the Paramedic program application.

1. Submit all pre-requisites for admission into the Paramedic Program to Enrollment Services (Room 207):
   Admissions' requirements are:
   - A college application
   - A copy of your high school diploma or an original sealed transcript and
   - Immunizations (MMR and proof of chicken pox or lab results)
   - If you want any college credits transferred, you must have an original college transcript sent to Admissions and also complete a **Request for Transfer Credit Evaluation** form. This will be evaluated after you are accepted into the Paramedic program.

2. Submit all Paramedic pre-requisites to Marian Beland, Room 1008,
mbeland@capitalcc.edu or fax to: Attn: Marian 860-906-5148
Paramedic program requirements include:
- Copies of current EMT and CPR cards
- Two written recommendation letters dated and signed from two health care professionals
- Validation of EMT experience by a letter documenting experience with a minimum of 50 patient care calls as an EMT on an ambulance
- You must take a Paramedic entrance exam. When you are ready to take the entrance exam, follow these directions:
  1. Go to https://www.fisdap.net.
  2. Click the "Create an Account" button.
  3. Enter the product code "**CCC478-TUZF**" into the field and follow the prompts to purchase an account.
  4. Once the account is created and paid for, sign up with Marian Beland at mbeland@capitalcc.edu to schedule exam at the college

General Information:

- It is advisable to begin the application process early.
- The Day Fall program begins end of August and classes are held Mondays and Wednesdays 8:15-11:15 a.m. Paramedic class; 12-2 p.m. Anatomy & Physiology.
  The Evening Spring program begins in mid-January and classes are held Tuesdays and Thursdays 6:30-9:30 p.m. Paramedic class; 5-6 p.m. Anatomy & Physiology.
- Be sure to supply a valid e-mail address as communication during the application process will be done via e-mail. Once you become a student, we will communicate through your student email only.
- Look into and apply for financial aid early. Instructions are found on College Website: http://www.capitalcc.edu then Select **Admissions & Financial Aid** then **Financial Aid.**
- If you are eligible for veteran benefits, you must contact the veteran counselor: Margaret Abraham @ 860-906-5044.
- The class fills quickly; it is advisable not to procrastinate with the application process.

Contacts:

Daniel Tauber, Program Coordinator
860-906-5153 or dtauber@capitalcc.edu

Marian Beland, Health Careers' Assistant
860-906-5210 or mbeland@capitalcc.edu

CAPITAL COMMUNITY COLLEGE
AND
SAINT FRANCIS HOSPITAL
PARAMEDIC PROGRAM

Paramedic Program

PARAMEDIC DEGREE

First Semester (16 Credits)

EMT*	111	Paramedic I	8
EMT*	116	Anatomy & Physiology for Emergency Care I	2
MAT*	137	Intermediate Algebra	3
ENG*	101	Composition	3

Second Semester (16 Credits)

EMT*	112	Paramedic II	8
EMT*	117	Anatomy & Physiology for Emergency Care II	2
ENG*	102	Composition & Literature	3
		Humanities Elective†	3

Third Semester (10 credits)

EMT*	115	Paramedic III	7
PSY*	111	General Psychology I	3

Fourth Semester (14 credits)

EMT *	211	Paramedic IV	7
BMG*	202	Principles of Management	3
BIO*	235	Microbiology or	
CHE*	111	Concepts of Chemistry	4

Fifth Semester (12 Credits)

SOC*	101	Principles of Sociology	3
BBG*	210	Business Communication	3
BMG*	220	Human Resources Management	3
		Humanities Elective†	3

Total Credits: 68

PARAMEDIC CERTIFICATE

First Semester (10 credits)

EMT*	111	Paramedic I	8
EMT*	116	Anatomy & Physiology for Emergency Care I	2

Second Semester (10 credits)

EMT*	112	Paramedic II	8
EMT*	117	Anatomy & Physiology for Emergency Care II	2

Third Semester (7 credits)

EMT*	115	Paramedic III	7

Fourth Semester (7 credits)

EMT*	211	Paramedic IV	7

Total Credits: 34

† Humanities elective is any course in Art, Music, Philosophy or Modern Language, and any 200-level course in literature, Humanities, or English that is defined as a literature course in the catalog description.

PREREQUISITES:

- Copy of HS diploma/or equivalency
- State Certification as an Emergency Medical Technician with current certification
- Written recommendations from two health professionals
- Completion of CCC EMT examination with a minimum score of 80
- Completion of CCC placement tests.
- Final acceptance contingent upon documentation of immunization and health verification
- Current CPR certification
- Validation of 50-75 patient care calls as an EMT on an ambulance

Fall Day program:
Mondays and Wednesdays

Spring Evening program:
Tuesdays and Thursdays

*Anatomy & Physiology is taken concurrently with the Paramedic Program. Day (Fall), and evening (Spring) courses are available (please indicate such on your application).

For more information, please contact **Daniel Tauber, Program Coordinator, EMS Education at 860.906.5153** or e-mail at: dtauber@capitalcc.edu.

Stand out from the pack

The Paramedic Education Program at Capital has been in existence since 1986 and holds national accreditation through The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals. Program graduates have high success rates on the National Registry certification boards and have been placed in jobs throughout the region, state, and country.

Faculty are well-respected health care clinicians with experience in all phases of emergency medicine. They are committed to learning as a lifetime process and developing skills for your practice long after graduation.

The Program has strong relationships with area hospitals and pre-hospital emergency services which provides students with opportunities to apply theory learned in the classroom to clinical settings.

The Paramedic Program at Capital provides working students with the flexibility they need through offering:

- Day or evening sections
- Clinical experiences on various days or evenings
- Certificate or degree programs

Capital Community College is partnered with St. Francis Hospital & Medical Center in Hartford to provide students in our paramedic program with distinctive clinical expertise, educational resources, and professional development opportunities.

CURRICULUM

DEGREE in Paramedic Studies

First semester		CREDITS
EMT* 116	Anatomy & Physiology for Emergency Care I	2
EMT* 111	EMT — Paramedic I	8
MAT* 137	Intermediate Algebra	3
ENG* 101	Composition	3

Second Semester		
EMT* 112	EMT — Paramedic II	8
ENG* 102	Composition and Literature	3
EMT* 117	Anatomy & Physiology for Emergency Care II	2
__ __	Humanities Elective	3

Summer Semester		
EMT* 115	EMT — Paramedic III	7
PSY* 111	General Psychology I	3

Third Semester		
BMG* 202	Principles of Management	3
BIO* 235	Microbiology OR	4
CHE* 111	Concepts of Chemistry	4
EMT* 211	EMT — Paramedic IV	7

Fourth Semester		
BMG* 220	Human Resources Management	3
__ __	Humanities Elective	3
BBG* 210	Business Communication	3
SOC* 101	Principles of Sociology	3

Paramedic Studies CERTIFICATE

Semester One
EMT* 116 Anatomy & Physiology for Emergency Care I
EMT* 111 EMT — Paramedic I

Semester Two
EMT* 112 EMT — Paramedic II
EMT* 117 Anatomy & Physiology for Emergency Care II

Semester Three
EMT* 115 EMT — Paramedic III

Semester Four
EMT* 211 EMT — Paramedic Internship

TOTAL CREDITS FOR CERTIFICATE   34

Prepare for a rewarding career helping lives on the line...

THE PARAMEDIC EDUCATION PROGRAM

CAPITAL Community COLLEGE

THE PARAMEDIC EDUCATION PROGRAM

The minute you become a Capital student you can take advantage of services designed to help you meet your educational goals. The advantages of being a paramedic student at CCC include:

- Affordable Tuition
- Financial Aid Programs
- Access to exceptional resources and clinical experiences at St. Francis Hospital, Capital's partner
- Veterans Benefits
- Academic, Career and Personal Counseling
- Job Placement
- Tutoring in all subjects
- Leadership Development and Student Activities
- Continuing Education Programs
- Transfer opportunities to four year colleges & universities

Come to Capital Community College … Where downtown is your campus!

Our award-winning campus is neighbor to dozens of cultural and historical institutions that enrich your learning experience. Inside Capital, you will find high-tech classrooms and labs, the magnificent Arthur C. Banks Library, and video communications equipment unparalleled in the state. Plus, a supportive faculty and staff dedicated to helping you succeed!

Your first stop at Capital:
The Welcome Center
Visit us on the 2nd floor
or call us at
(860) 906-5077

950 Main Street • Hartford, CT 06103
www.capitalcc.edu

...Through Capital's Paramedic Program!

Employment of EMS Professionals is expected to grow faster than the average for all occupations through 2020.

Opportunities will be greatest for those who have a college education and advanced certifications.

CAPITAL COMMUNITY COLLEGE
The Paramedic Education Program
950 Main Street
Hartford, CT 06103
phone: 860-906-5153
email: dtauber@capitalcc.edu

CAPITAL COMMUNITY COLLEGE
Application for Admission

Enrollment Services
950 Main Street
Hartford, CT 06103

P: 860-906-5140 • F: 860-906-5129
E: ca-admissions@capitalcc.edu
www.capitalcc.edu

The application process differs depending on whether you are a new student, transfer student, returning student or non-degree student. Choose the box below that best describes you and follow the steps outlined in that box.

PLEASE NOTE: Communication from the Admissions Office will be through the e-mail address you provide in this application. This will include your acceptance letter and next steps for registration.

NEW STUDENT:
First-time college student

1. Complete this **Application for Admission.**

2. Submit **proof of high school or GED completion or college degree completion.** An official transcript or diploma with graduation date is acceptable.

3. Submit **immunization** records. Please go to the Admissions home page at www.capitalcc.edu for more information on immunization requirements.

RETURNING STUDENT:
Haven't attended Capital in two or more years

1. Complete this **Application for Admission.**

2. Verify that Admissions has your **proof of high school or GED completion or college degree completion.**

3. Verify that Admissions has your **immunization records.**

NOTE: A $20.00 non-refundable application fee is required, except for applicants who have previously attended a CT Community College.

TRANSFER STUDENT:
Have attended a college or university other than Capital

1. Complete this **Application for Admission.**

2. Submit **proof of high school or GED completion or college degree completion.** An official transcript or diploma with graduation date is acceptable.

3. Submit **immunization** records. See #3 under "New Student".

4. Submit **official college transcripts** along with a *Transfer Credit Evaluation Form* available at the Enrollment Services Office.

NON-DEGREE STUDENT:
Taking a college course but not completing a degree at Capital

1. Complete this **Application for Admission.**

2. If you wish to take a course that has a pre-requisite, you will need to fill out the *Pre-requisite Waiver Form* and submit it along with your college transcript to the Counseling Office. Please go to the Counseling home page at www.capitalcc.edu for more information.

Capital Community College

(Please print legibly in blue or black ink)

APPLICATION for ADMISSION

CONTACT INFORMATION

Legal Last Name	Legal First Name	Middle	Previous Maiden/Last Name

Social Security Number	(Social security number requested for purposes of financial aid, federal income tax benefits, provision of some college services, accuracy of student records and other business purposes.)	Date of Birth	Gender
			M F

Email

	Number & Street	Apt. #	City	State	Zip
Mailing Address					
Permanent Address	Number & Street	Apt. #	City	State	Zip
Phone Numbers	Cell Phone	Home Phone	Work Phone		

ATTENDANCE & APPLYING

Have you previously attended this college?

Yes   No   If yes, when?

Have you previously attended a CT Community College?

Yes   No   If yes, where?

Are you transferring from another college?

Yes   No

For which semester are you applying?

Fall (Aug-Dec)
Spring (Jan-May)
Winter (Dec-Jan)
Summer (May- Aug)

Summer continuing into fall

Year

FAMILY EDUCATIONAL BACKGROUND

Check the category that applies to your parent(s) or guardian(s):

- Neither attended college
- One or both attended college but did not earn a degree
- One or both earned an associate degree
- One or both earned a bachelor's degree or higher

ETHNICITY/RACE

This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino?

Yes   No

What is your race? (Select one or more)

White (10)	American Indian or Alaskan Native (50)
Black or African American (20)	Native Hawaiian or Other Pacific Islander (80)
Asian (45)	

CITIZENSHIP

Are you a United States citizen?   If no, are you a permanent resident? (green card holder)

Yes   No   Yes   No

IN-STATE TUITION

Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.

1. Are you eligible for in-state tuition because you have continuously resided in Connecticut for at least one year <u>and</u> Connecticut is your permanent home?
   Yes   No

2. If "No," can you claim and demonstrate through documentation that you are eligible for in-state tuition?
   Yes   No

3. Check here if applying under the New England Regional Student program (NEBHE).
   NEBHE

If you answered "Yes" to question #2 or checked question #3, you must submit a "Declaration of Eligibility for In-State or NEBHE Tuition" for review and determination of eligibility.

MILITARY STATUS

Are you currently on active duty with the U.S. Armed Forces? (ACTD)	Yes	No
Are you currently a member of the National Guard or Reserve? (NGRE)	Yes	No
Have you ever served in the U.S. Armed Forces? (VETI)	Yes	No
Are you a dependent of a member of the U.S. Armed Forces? (VETD)	Yes	No

If you answered "Yes" to any of these questions, you may be entitled to benefits and should meet with the college's Veterans Certifying Official (VCO).

EDUCATIONAL GOAL

Check only one

- Developmental (college prep) education (DV)
- English skills (ESL) (ES)
- Certificate - undergrad credit (CT)
- Fulfill other college's requirement (AC)
- Transfer without an associate degree (ON)
- Associate degree (DG)

- Earn associate degree, then transfer (DT)
- Personal development course(s) (PD)
- Job preparation/retraining course (JB)
- Job promotion (JP)
- Unsure at this time (UN)
- Goal not listed (NL)

PREVIOUS COLLEGES ATTENDED

College/University Name   State

Dates of Attendance   Graduation Date   Degree Awarded

College/University Name   State

Dates of Attendance   Graduation Date   Degree Awarded

College/University Name   State

Dates of Attendance   Graduation Date   Degree Awarded

INTERNATIONAL STUDENT INFORMATION

Are you an international student who needs an I-20 form for an F1 Visa?
- Yes
- No

Other Visa Holder (indicate type)   Visa Start Date

Visa Admission Number   Visa End Date

International Address

COMMUNICATION & CONSENT

Email Communications
I request the college forward me any initial correspondence to the email address I have provided, including personally identifiable information pertaining to me from college records protected by FERPA.

Consent for the Disclosure of Education Records
I understand that to maintain accurate student records, including the records pertaining to my attendance at the college, and for other necessary business purposes, the college may need to release or provide access to personally identifiable information in its records pertaining to me to another college in the CT Community College System or to the system's administrative office. Accordingly, I hereby authorize the college to release or allow access to such information to those indicated for the purposes described.

Signature

INTENDED PROGRAM OF STUDY

In which degree/certificate program do you plan to enroll? *(use attached list)*

Primary Major   Code

Secondary Major *(optional)*   Code

HIGHEST EDUCATIONAL LEVEL ACHIEVED

Check only one

- No high school diploma or GED (01)
- High school diploma or GED (02)
- Some college (06)
- Undergraduate certificate (05)
- Associate degree (07)
- Bachelor's degree (08)

- Master's degree (09)
- Other advanced degree (10)
- Doctoral degree (11)
- First professional degree (JD, MD, DDS, LLB) (12)
- Sixth-Year certificate (13)

ACADEMIC BACKGROUND

Do you have a high school diploma?
- Yes
- No
- Pending

Name of High School

City/State   Country

Have you passed the high school equivalency exam GED, TASC, HiSET? (070997)
- Yes
- No
- Year
- Town/State

Are you a home school graduate? (100001)
- Yes
- No
- Grad Year
- Town/State

Please submit a copy of your final official high school transcript or equivalency credential.

Have you participated in the High School Partnership Program through the CT Community Colleges?
- Yes
- No

Have you taken courses at your high school and earned college credit? (concurrent enrollment)
- Yes
- No

Signature

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the college. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Signature   Date

Parent/Guardian Signature (if under 18)   Date

Associate Degree & Certificate Programs

ASSOCIATE DEGREE PROGRAMS

Accounting	GB74
Architectural Engineering Technology	GA22
Biotechnology	GA07
Communication Media	GA05
Computer & Information Systems (CIS)	GA95
CIS: Mobile Application Developer	GA98
CIS: Web Publishing	GB87
Computer Networking	GA99
Computer Networking: Cyber Security Option	GB01
Computer Support Specialist	GA01
Computer Support Specialist: Hard Sup. Opt.	GA02
Construction Management: AS Degree	GA52
Construction Management: AAS Degree	GA53
Criminal Justice	GA06
Early Childhood Education	GB76
General Studies	GB23
Health Information Management	GA60
Liberal Arts & Sciences	GB36
Management	GB37
Management: Entrepreneurship Option	GB38
Medical Assisting	GB78
Music Industry	GA90
Social Services	GB70
Social Services: Comm. Change Stud. Option	GB98
Social Services: Family & Child Studies	GB99
Social Services Gerontology Option	GB96
Social Services: Mental Health Option	GB83
Theater Arts	GA46

CERTIFICATE PROGRAMS

Accounting: Basic	GJ05
Accounting: Advanced	GJ06
Cisco Certified Networking Associate	GJ96
CIS: Web Publishing	GK46
Computer Hardware Support Specialist	GJ09
Computer Networking	GJ99
Computer Software Support Specialist	GJ10
Computer Programming	GJ67
Construction Management	GJ17
Cyber Security	GJ98
Early Childhood Education	GJ89
EMS: Instructor	GK44
Gerontology	GJ20
Health Information Management	GJ11
Health Science	GK10
Management	GJ38
Management: Entrepreneurship	GJ04
Mental Health Assistant	GK42
Mobile Application Developer	GJ12
Social Service Aide	GK34
Visual Communication	GK47

CSCU TRANSFER TICKET ASSOCIATE DEGREES

CSCU Pathway Transfer: Art Studies	GG21
CSCU Pathway Transfer: Biology Studies	GG01
CSCU Pathway Transfer: Business Studies	GG12
CSCU Pathway Transfer: Chemistry Studies	GG02
CSCU Pathway Transfer: Communication Stu.	GG03
CSCU Pathway Transfer: Computer Science St.	GG13
CSCU Pathway Transfer: Criminology Studies	GG04
CSCU Pathway Transfer: ECE TC Studies	GG14
CSCU Pathway Transfer: English Studies	GG05
CSCU Pathway Transfer: History Studies	GG06
CSCU Pathway Transfer: Mathematics Studies	GG07
CSCU Pathway Transfer: Physics Studies	GG19
CSCU Pathway Transfer: Political Science Stu.	GG08
CSCU Pathway Transfer: Psychology Studies	GG09
CSCU Pathway Transfer: Social Work Studies	GG10
CSCU Pathway Transfer: Sociology Studies	GG11
CSCU Pathway Transfer: Spanish Studies	GG20
CSCU Pathway Transfer: Theatre Studies	GG22

COLLEGE OF TECHNOLOGY

Technology Studies (AS)	GF11
Technology Stud.: Engin Tech Opti (AS)	GF12

Updated 8/2018

CAPITAL COMMUNITY COLLEGE

CAPITAL

Community COLLEGE

STATE IMMUNIZATION POLICY

BANNER ID#   @ | | | | | | | | | |
If unknown, leave blank

Enrollment Services • 950 Main Street • Hartford, CT 06103 • Phone 860-906-5140 • Fax 860-906-5119

Students must comply and return this completed document to the Admissions Office PRIOR to registration.

If you were born after December 31, 1956, Connecticut State Law requires that all full-time (degree seeking and nondegree/non-matriculating) and part-time matriculating students enrolled in postsecondary schools be adequately protected against measles, mumps and rubella. In addition, beginning on August 1, 2010 all full-time and matriculating students, except those born in the continental United States prior to January 1, 1980, must provide proof of immunization against varicella (chicken pox). Students must have two (2) doses of each vaccine administered at least one (1) month apart to insure adequate immunization.

If you are not exempt, please complete one of the options below and attach the necessary documentation.

Name of Student _____ SS# _____-_____-_____ Date of Birth ____/____/____

Address _____ _____ _____ _____
  Street   Town   State   Zip

OPTION 1: RECORD OF IMMUNIZATION This section must be completed by either a physician or someone operating under the direction of a physician (ex. School nurse, physician's assistant, or nurse practitioner).			OPTION 2: LAB EVIDENCE OF IMMUNITY OR CONFIRMED CASE OF DISEASE Test results (Titer) for lab evidence must be attached to this form or document that you have already had the disease(s). If you cannot document a confirmed case of the disease(s), then you must submit immunity results from a medical laboratory.		
Vaccination Type	1st Dose	2nd Dose	Date of Test	Result of Test	Date of Disease
Measles	mo/day/yr	mo/day/yr	mo/day/yr		
Mumps	mo/day/yr	mo/day/yr	mo/day/yr		
Rubella	mo/day/yr	mo/day/yr	mo/day/yr		

OR

MMR	mo/day/yr	mo/day/yr	mo/day/yr	

AND

Varicella (Born after 1/1/1980)	mo/day/yr	mo/day/yr	mo/day/yr	

OPTION 1 & 2: This must be completed by your physician. I hereby certify that this student has received the immunization(s) or has laboratory evidence of immunity as indicated.

_____   _____
Signature of physician or authorized person   Date
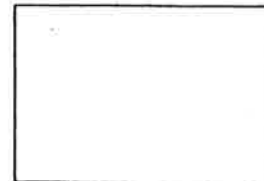
Physician's stamp or DEA number

OPTION 3 & 4: Medical or Religious exemptions on the reverse side

7/10

IMMUNIZATION WAIVERS

OPTION 3: MEDICAL EXEMPTION

Students with medical exemptions shall be permitted to attend college except in the case of a vaccine-preventable disease outbreak in the college. All susceptible students will be excluded from college based on public health officials' determination that the college is a primary site for disease exposure, transmission and spread into the community. Students excluded from college for this reason will not be able to return to school until:

1. the danger of the outbreak has passed as determined by public health officials
2. the student becomes ill with the disease and completely recovers, or
3. the student is immunized.

For example, for measles, the complete incubation period is 18 days from the onset of symptoms for the last case in the community. Outbreaks like measles may last for several months.

According to State statutes, (Connecticut General Statues Sections 19a-7f and 10-204a) no student may be admitted to school without proof of immunization or a statement of exemption. Students seeking an exemption on the basis that a given immunization is medically contraindicated should attach a statement to the form signed by their physician stating that in the physician's opinion, such immunization is medically contraindicated and why it is contraindicated (ex. hypersensitivity to a vaccine component, demonstrated reaction to vaccine etc.) In addition, the student should complete the following statement and return it to the CCC Admissions Office.

I am submitting the enclosed documentation from a physician that immunization is medically contraindicated. Therefore, I am exempt from receiving the required immunization as specified by the physician, and shall be permitted to attend college except in the case of a vaccine-preventable disease outbreak in the school.

_____   _____
Student Name   Student Signature

OPTION 4: RELIGIOUS EXEMPTION

Students with religious exemptions shall be permitted to attend college except in the case of a vaccine-preventable disease outbreak in the college. All susceptible students will be excluded from college based on public health officials' determination that the college is a primary site for disease exposure, transmission and spread into the community. Students excluded from college for this reason will not be able to return to school until:

1. the danger of the outbreak has passed as determined by public health officials
2. the student becomes ill with the disease and completely recovers, or
3. the student is immunized.

For example, for measles, the complete incubation period is 18 days from the onset of symptoms for the last case in the community. Outbreaks like measles may last for several months.

According to State statutes, (Connecticut General Statues Sections 19a-7f and 10-204a) no student may be admitted to school without proof of immunization or a statement of exemption. Students seeking an exemption on the basis that immunizations would be contrary to their religious beliefs should complete the following statement and return it to the CCC Admissions Office.

I hereby assert that immunizations would be contrary to my religious beliefs. Therefore, I am exempt from receiving the required immunization under Section 10-201a of the Connecticut General Statutes and shall be permitted to attend college except in the case of a vaccine-preventable disease outbreak in the school.

_____   _____
Student Name   Student Signature

Request for Transfer Credit Evaluation

Enrollment Services
950 Main Street
Hartford, CT 06103
Phone: 860-906-5123
Fax: 860-906-5119

Date: _____   Student Banner ID#: _____

Last Name: _____   First Name: _____

Maiden or Former Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____   Work/Cell Number: _____

Email Address: _____

- ❖ Contact each of your previous colleges and have official transcripts sent **before** completing this form.
- ❖ Transfer credits are awarded to satisfy requirements of your program of study and in accordance with college policy. Please refer to the current college catalog for more information.
- ❖ When the evaluation is complete, you can log on to myCommNet, at http://my.commnet.edu, and view your Academic Transcript. Any transfer credit awarded by Capital will display at the top of your transcript.
- ❖ What is your Current Program of Study? **You must be fully accepted into your program**
  Degree Type (select one):   ○ Associate Degree   ○ Certificate

Program : _____

**Prospective allied health program applicants do not need to have an evaluation done before applying to the program. Evaluations are automatically completed once accepted into those programs.

List each of your previous colleges that will be sending transcripts:

College _____ State/Country_____

College _____ State/Country_____

College _____ State/Country_____

Updated 10/2014

FALL 2018 TUITION & FEES
Installment Payment Plan for all Charges

IN STATE TUITION AND FEES

Credit Level	In State Tuition	College Service Fee	Student Activity Fee	Transportation Fee	CASH PRICE TOTAL	Installment Plan Payment Fee	Installment Plan Payments *** On or After 1st pmt August 6, 2018 or after	2nd pmt 18-Sep	3rd pmt 9-Oct
1	163.00	81.00	10.00	20.00	274.00				
2	326.00	88.00	10.00	20.00	444.00				
3	489.00	94.00	10.00	20.00	613.00				
4	652.00	99.00	10.00	20.00	781.00				
5	815.00	118.00	10.00	20.00	963.00				
6	978.00	134.00	10.00	20.00	1,142.00	25.00	481.80	342.60	342.60
7	1,141.00	152.00	10.00	20.00	1,323.00	25.00	554.20	396.90	396.90
8	1,304.00	167.00	10.00	20.00	1,501.00	25.00	625.40	450.30	450.30
9	1,467.00	185.00	10.00	20.00	1,682.00	25.00	697.80	504.60	504.60
10	1,630.00	200.00	10.00	20.00	1,860.00	25.00	769.00	558.00	558.00
11	1,793.00	218.00	10.00	20.00	2,041.00	25.00	841.40	612.30	612.30
12	1,956.00	236.00	20.00	20.00	2,232.00	25.00	917.80	669.60	669.60

OUT OF STATE TUITION AND FEES

Credit Level	Out State Tuition	College Service Fee	Student Activity Fee	Transportation Fee	CASH PRICE TOTAL	Installment Plan Payment Fee	Installment Plan Payments *** On or After 1st pmt August 6, 2018 or after	2nd pmt 18-Sep	3rd pmt 9-Oct
1	489.00	243.00	10.00	20.00	762.00				
2	978.00	264.00	10.00	20.00	1,272.00				
3	1,467.00	282.00	10.00	20.00	1,779.00				
4	1,956.00	297.00	10.00	20.00	2,283.00				
5	2,445.00	354.00	10.00	20.00	2,829.00				
6	2,934.00	402.00	10.00	20.00	3,366.00	25.00	1,371.40	1,009.80	1,009.80
7	3,423.00	456.00	10.00	20.00	3,909.00	25.00	1,588.60	1,172.70	1,172.70
8	3,912.00	501.00	10.00	20.00	4,443.00	25.00	1,802.20	1,332.90	1,332.90
9	4,401.00	555.00	10.00	20.00	4,986.00	25.00	2,019.40	1,495.80	1,495.80
10	4,890.00	600.00	10.00	20.00	5,520.00	25.00	2,233.00	1,656.00	1,656.00
11	5,379.00	654.00	10.00	20.00	6,063.00	25.00	2,450.20	1,818.90	1,818.90
12	5,868.00	708.00	20.00	20.00	6,616.00	25.00	2,671.40	1,984.80	1,984.80

*   An additional **flat tuition charge of $100** per semester shall apply **over 17 credits**

**   **FEES ONLY** for Pre-Registration Purposes, **from 04/09/2018 to 08/06/18**

Beginning August 6, 2018, students MUST either **Pay in Full, OR enter an Installment Payment Plan**

***   **Payment Plans will increase to include Mandatory Usage Fees, if applicable**

ADDITIONAL MANDATORY USAGE FEES

Program Fees:

Clinical Prgm Fee - Level 1*	$	487.00	Per Semester - Level 1 Allied Health Program OR Nursing
Nursing Prgm-Lrnng Spprt&Assess	$	82.00	Per Semester

(these 2 Program Fees are NON-Refundable.)

Nursing Prgm-NCLEX Prep Prgm	$	180.00	Last Semester of Nursing ONLY (Program Fee refundable)

Course Fees:

Supplemental Course Fee Level 1**	$	102.50	Per course
Supplemental Course Fee Level 2**	$	205.00	Per course
Material Fee ***	$	51.00	Per course

(Course Fees are 100% refundable prior to the 1st day of class & 50% during the Add/Drop period.)

Capital Community College

Your Guide to Financial Aid

Office of Student Financial Aid

950 Main Street
Hartford, CT 06103
Phone: 860.906.5090
Fax: 860.906.5092
Email: CA–FinAidHelp@capitalcc.edu

Once you have been awarded Financial Aid, your award can be viewed on myCommNet by following the steps listed below.

1. Log into myCommNet

2. Access Banner Student Self-Service (icon)
   If you have records at multiple schools, select your current school

3. Click "Financial Aid"

4. Select the "Award Package" menu

   Choose the current award/academic year.

5. The "General Information" tab displays first. Review all information on this page.

6. Click the "Award Overview" tab to review your financial aid award

   Note that only aid with an "Accepted" status may eventually pay to your account

   Click the Terms and Conditions"link to review the conditions of payment of your financial aid

7. If you are a Work Study recipient, Click the "Accept Award Offer" tab

   Follow the instructions to accept/decline aid as needed. Please contact the Financial Aid Office if you have questions.

8. Log out of myCommNet when you are finished

Checking Student Requirements

Students should first check to determine if there are any unsatisfied requirements that must be submitted to the college in order to determine your financial aid eligibility. This can be done by following the steps below.

1. Log into myCommNet

2. Access Banner Student Self-Service (icon)
   If you have records at multiple schools, select your current school

3. Click "Financial Aid"

4. Click "Financial Aid Status"

   Choose the current award/academic year.

5. Review all of the information on this page.

6. If you see the words **"Unsatisfied Student Requirements"** in blue, click that link.

   There you will see details of what documentation or actions are still required for your aid application to be complete.

7. Log out of myCommNet when you are finished

To inform you of your application status, we will periodically email you at your *student email address*. If there are no unsatisfied requirements listed, you may proceed to viewing your Financial Aid Award information.

Satisfactory Academic Progress

You must be meeting the financial aid Satisfactory Academic Progress requirements to receive your award. The policy is available at http://my.commnet.edu and in the College Handbook. Every semester you will receive an email advising you to check your status at http://my.commnet.edu by selecting the Financial Aid "Eligibility Requirements" menu followed by the "Academic Progress" tab.

Your Financial Aid Award

When we complete our review of your financial aid application we will notify you at your Capital Community College *student college email address* and direct you to the myCommNet student information system. By using myCommNet, you can review and adjust your Financial Aid Award, complete award requirements, and email the financial aid office with your questions and concerns.

We will assume that you want to accept any grants (free money) that you are eligible for, but there may be additional awards like work study, that you have the option to accept or decline. **Awards are based on full time** enrollment. **If you enroll for less than 12 credits your award will adjust according to your official enrollment status.**

The Financial Aid Office at Capital Community College

The Financial Aid Office at Capital Community College is committed to providing financial assistance to students who lack the financial resources necessary to meet the cost of attendance. We encourage all students and their families to apply in a timely manner. It is the student's responsibility to complete the application on time. Incomplete applications will not be reviewed. Students and their families should be aware that they are applying for federal, state, and college funds. **Due to the limitation of funds, please be aware that if you enroll for less than six credits you may not be eligible for any aid.** Students are also expected to be familiar with the general provisions of financial aid. To help you understand this process, Financial Aid Workshops are held throughout the year. Information on financial aid programs, regulations, and procedures are found in the College catalog. Late applications will be awarded on a funds available basis.

Priority Timetable

While we accept applications all year, in order to ensure priority consideration, your results from the FAFSA and any other required documentation must be received in the Financial Aid Office at Capital Community College by:

July 1—Fall & Spring Semesters

December 1—Spring Semester Only

Late applicants are encouraged to apply.

Applying for Financial Aid

1. Your E-mail Address

It is essential that you possess an email address in order to participate fully in the financial aid process. You will need to provide either your personal or *student college email address* when applying for your FSA ID. New students will be assigned a *student college email address* once they've been fully admitted to the college.

2. Creating a Federal Student Aid ID

It is important that you apply for a Federal Student Aid ID (FSA ID). A FSA ID gives you access to the Free Application for Federal Student Aid website and can serve as your legal signature when completing the FAFSA. **To create an FSA ID, go to the federal government's FSA ID website (https://fsaid.ed.gov).** Should you have questions or concerns regarding applying for a FSA ID, please contact the Federal Student Aid Hotline at 1(800) 433-3243.

If your parent is required to sign your FAFSA application, they may also obtain a FSA ID at the website indicated previously. Please note, parents must have access to their own personal email address in order to create an FSA ID. The student's email address cannot be used when creating a parental FSA ID.

3. FAFSA on the Web

To apply for financial aid you must complete the Free Application for Federal Student Aid (FAFSA) at https://fafsa.ed.gov

You will need:

- Your (and your spouse's, if you are married) Federal Income Tax Return from the prior year.

- Your parent(s)' Federal Income Tax Return from the prior year.

- Your Social Security card and driver's license

- Your alien registration card (if you are not a U.S. citizen)

- W2 forms or other records of income earned

- Records of untaxed income received such as child support, untaxed social security benefits, SNAP, disability, worker's compensation veterans benefits, military or clergy allowances

- Current bank statements and records of stocks, bonds, and other investments

- Business or farm records, if applicable

- **Capital's School Code: 007635**

One of the features that you will notice when completing your FAFSA application, is that students and parents will have the option of using the IRS link to transmit federal income tax data directly to the FAFSA application. The use of the **IRS Data Retrieval** feature can significantly expedite the processing of your financial aid award and may save students time by reducing the need to submit additional paperwork. We encourage all applicants to make use of this important feature.

Your Financial Aid Status

You will know when your application for Federal Student Aid has been processed by the U.S. Department of Education when you receive an email from them at the address you provided on the FAFSA (3-5 business days). This will be followed by an email sent by the Financial Aid Office to your *student college email address* confirming the college's receipt of your FAFSA results.

Now you can track your financial aid status and award information on the internet by using the CT Community College secure online portal available to you at http://my.commnet.edu. To use this system, you need to know your student Net ID number and Password. **This is different from the Federal Student Aid ID (FSA ID) and password you created when applying for financial aid.** When you were admitted to Capital Community College, you were provided with your Net ID and *student college email.* If you haven't already done so, please activate these accounts in order to proceed. If you don't remember your Net ID student number or Password, you may utilize the **Net ID Lookup** or **Reset Your Password** links on the http://my.commnet.edu login screen.

Once you have logged into the CT Community College Online Portal (http://my.commnet.edu), you will be able to check your financial aid status by clicking on the **Banner Self Service** link located under the **Access Banner Self Service** menu. This will take you directly to the Banner Self Service homepage.

HOW TO APPLY FOR FINANCIAL AID/FSA ID

1. Create a Federal Student Aid ID at www.fsaid.ed.gov and complete an online application at www.fafsa.ed.gov. If you have any questions or need assistance with the application call **1-800-433-3243.**

<div align="center">Or</div>

2. **Register online** at http://www.capitalcc.edu/student-services/financial-aid/ to attend an on-campus workshop.

3. You **must bring** the following:

☐ All ⌐ income information (Federal Income Taxes, W-2's and any other pertinent income information).

☐ If you are under the age of 24, not married, not a U.S. Veteran or don't have children you will need to provide your parents information.

☐ Eligible non-citizens must bring their Permanent Resident Card.

On-Campus Workshops:

Workshops are being held in **room 218,** 2nd floor by **appointment** only:
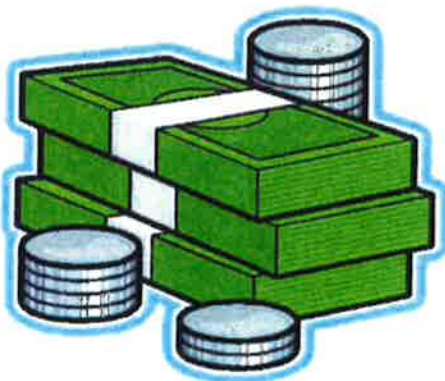
All workshops will begin promptly and you must be registered to attend!

FSA ID – Instructions

Contact the Federal Department of Education at **1-800-557-7394**.

FAFSA site www.fafsa.ed.gov

Page one select the following:

- Enter your (the students') FSA ID
- Create an FSA ID the system will take you to a new screen to create a log in

Page two

- **Email** – We recommend you using the college's email to avoid emails sent to Junk and Spam folders. Later during the FSA ID creation process, you will be sent a code, you **must have access** to the email provided (and remember the password).
- **Confirm your email**
- **Create an Username** - The username must be from 6 to 30 characters long. You can use any combination of numbers and / or uppercase and lowercase letters. _____
- **Create a Password** (**Must have**: numbers, upper letters, lowercase letters, special characters, and must be between 8-30 characters). _____
- **Confirm Password – Must be the same as above**
- **Select ● I am 13 years of age or older.**
- **Click Continue**

Page Three – Enter personal information

- **Enter your social security number**
- **Enter your date of birth MM / DD / Full year YYYY**
- **Enter: First Name, Middle Initial, and Last Name**
- **Click Continue**

Page Four – This step will link your old Pin number to your newly FSA ID

- **Enter your Social Security**
- **Date of Birth**
- **First Name, Middle Initial and Last Name**
- **In the upper right corner, write down your current PIN number.**
- **Click Verify**
- **If you forgot your pin, you can select "Forgot my PIN" this will prompt the challenge question. If answered correctly, the data will be matched.**
- **If you forgot your PIN number and the challenge question, you would have to click-Continue without PIN. The disadvantage is, you would have to wait 2-3 days for the information to be validated before you could use the FSA ID.**

ACCUPLACER® Placement Test

What is the ACCUPLACER Placement Test?

- ➤ computer-adaptive *(the test adjusts to how you respond to previous questions)*
- ➤ multiple-choice format, except for the WritePlacer (written essay)
- ➤ untimed *(test completion: 1-3hours on average)*
- ➤ **ENGLISH and MATH**

Why does Capital use the ACCUPLACER Placement Test?

Capital uses the ACCUPLACER® Placement Test to provide students with useful information about their academic skills in Math, Reading, and Writing. The results of this test, in conjunction with their academic background, goals, and interests, are used by academic advisors and counselors to determine a student's Math and English course selection. You cannot "pass" or "fail" the placement test, but it is very important you prepare and do your very best.

How can a student be exempt from the ACCUPLACER Placement Test?

Exemption will be granted to students if they have met **one** of the following requirements.

- ➤ Took the **SATs** or **ACTs** within the **last 3years** and have met Capital's score requirements below:

  OLD SATs (prior to March 2016): Reading/ Writing→ 450+, MATH→550+

  NEW SATs (March 2016 & future): Critical Reading→25+, MATH→570+

  ACTs: ENGLISH→22 OR ENGLISH Combined→47, MATH→18 – 21

- ➤ Attained a "C" or better in previous college credit-level English and/or Math courses.

- ➤ Matriculating student who has an Associate's degree or higher.

- ➤ Took an ACCUPLACER Placement test at a previous institution within the **last 3 years.**

*Students **must** submit appropriate documentation (college transcripts, SAT/ACT, or ACCUPLACER score reports) to the Placement Testing Center to ensure they have met requirements for test exemption.*

How can a student prepare for the test?

- Capital's Placement Testing Center webpage
- ACCUPLACER Study App
- Collegeboard ACCUPLACER Sample Questions
- YouTube videos
- Online test prep websites
- Khan Academy (MATH)

Frequently Asked Questions

1. *How can I take the Placement Test?* Please visit the Placement Testing Center's webpage to make a test appointment. Testing schedules vary by semester.

2. *Do I have to pay for the test?* No. Once you have completed Capital's enrollment process you will be given an 8-digit Banner Student ID number which will allow you to take the test.

3. *What should I bring on the day of the test?* Students are required to bring a **valid picture ID** (driver's license/permit, passport, permanent resident card, Capital Community College ID), **writing utensil** and their **8-digit BANNER Student ID Number**. High school students are allowed to test with their school ID.

4. *How soon can I receive my scores?* Immediately after testing.

5. *Can I take my English and Math tests on separate days?* **ABSOLUTELY!** You are highly encouraged to schedule your tests on separate days to decrease testing exhaustion and anxiety.

6. *I used to get help in high school with tests and I have an IEP due to my disability. Will I receive the same accommodations/academic adjustments for the Placement test?*

   If you have a documented disability and require academic adjustments, please contact: Helena Carrasquillo (Disabilities Coordinator) at (860) 906-5204 or hcarrasquillo@capitalcc.edu.

   To obtain adjustments, you must schedule an appointment with Helena and provide documentation which describes your disability and supports your need to receive adjustments. This should be done **2 weeks** prior to your test appointment. Academic adjustments for testing will only be provided to students who have completed this process.

7. *What happens if I do not do well in the test?* You cannot "pass" or "fail" the Placement Test. If you do not place into English or Math courses you will be required to complete an intensive tutoring program through the Center for Academic Transitions. Once you have completed tutoring, you will be granted the opportunity to retake the test.

Roxanne Plummer
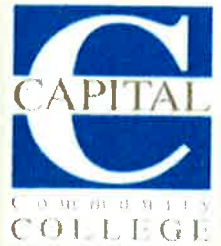**Coordinator/ Placement Testing Specialist**
Room 220, Second Floor
rplummer@capitalcc.edu
860-906-5089
http://www.capitalcc.edu/student-services/placement-testing/

ACCUPLACER® Placement Test

Testing Tips

CAPITAL
COMMUNITY
COLLEGE

✓ **REVIEW, REVIEW, REVIEW!!**

  ○ *Please visit the Placement Testing Center's webpage to review testing material and prepare for the test.*

✓ Give yourself enough time to take the test. Schedule the test on a day when you will not be rushed.

✓ If you do not like sitting for a long time, please schedule your English and Math tests on separate days to decrease test anxiety and fatigue.

✓ Review Test Center policies before coming to test so you are aware of testing protocols.

✓ Please ensure you are well rested and have eaten a balanced meal.

✓ **ARRIVE EARLY** and walk with a **Photo ID, Capital BANNER Student ID Number** and a **writing utensil.**

✓ **Take a deep breath. RELAX!**

✓ **Read instructions and questions carefully.**

✓ **Take your time.**

Welcome and Advising Center
Steps To Becoming A Capital Student
Inquire - Apply - Succeed

CAPITAL Community COLLEGE

You Are Here

Welcome and Advising → Receive and Review Welcome Packet (i.e., college application, new student checklist); Complete Application

Admissions → Submit Completed Application (with $20 Fee, Immunization Records, HS Diploma, Transcript, etc.) → Visit www.capitalcc.edu/congratulations for Acceptance and Enrollment Steps

Financial Aid → Apply for Financial Aid at www.fafsa.ed.gov College Code: 007635 → Check College Email for Updates Go to myCommNet to check award information

Placement Testing → Register for Placement Test under Student Services on www.capitalcc.edu

New Student Registration Session → Sign up to Register for Courses with an Advisor by clicking Placement Testing under Student Services

Counseling Services → Meet with a Counselor to discuss academic, personal, and social needs

New Student Orientation → Attendance is required of all New Students; Meet Faculty/Staff; Learn about the College and College Resources

Contact Us!

Address: 950 Main Street, 2nd Floor Hartford, CT 06103

Email: CA-WelcomeCenter@capitalcc.edu

Phone: (860) 906-5077

College Website: www.capitalcc.edu

Office Hours:

Monday, Wednesday, Thursday
8:30 a.m. - 5:00 p.m.

Tuesday
8:30 a.m. - 6:00 p.m.
(Spring and Fall Semesters Only)

Friday - 8:30 a.m. - 4:00 p.m.

(Degrees and Certificates listed on back)

Associate Degree & Certificate Programs

ASSOCIATE DEGREE PROGRAMS

Accounting	GB74
Architectural Engineering Technology	GA22
Biotechnology	GA07
Communication Media	GA05
Computer & Information Systems (CIS)	GA95
CIS: Mobile Application Developer	GA98
CIS: Web Publishing	GB87
Computer Networking	GA99
Computer Networking: Cyber Security Option	GB01
Computer Support Specialist	GA01
Computer Support Specialist: Hard Sup. Opt.	GA02
Construction Management: AS Degree	GA52
Construction Management: AAS Degree	GA53
Criminal Justice	GA06
Early Childhood Education	GB76
General Studies	GB23
Health Information Management	GA60
Liberal Arts & Sciences	GB36
Management	GB37
Management: Entrepreneurship Option	GB38
Medical Assisting	GB78
Music Industry	GA90
Social Services	GB70
Social Services: Comm. Change Stud. Option	GB98
Social Services: Family & Child Studies	GB99
Social Services Gerontology Option	GB96
Social Services: Mental Health Option	GB83
Theater Arts	GA46

CERTIFICATE PROGRAMS

Accounting: Basic	GJ05
Accounting: Advanced	GJ06
Cisco Certified Networking Associate	GJ96
CIS: Web Publishing	GK46
Computer Hardware Support Specialist	GJ09
Computer Networking	GJ99
Computer Software Support Specialist	GJ10
Computer Programming	GJ67
Construction Management	GJ17
Cyber Security	GJ98
Early Childhood Education	GJ89
EMS: Instructor	GK44
Gerontology	GJ20
Health Information Management	GJ11
Health Science	GK10
Management	GJ38
Management: Entrepreneurship	GJ04
Mental Health Assistant	GK42
Mobile Application Developer	GJ12
Social Service Aide	GK34
Visual Communication	GK47

CSCU TRANSFER TICKET ASSOCIATE DEGREES

CSCU Pathway Transfer: Art Studies	GG21
CSCU Pathway Transfer: Biology Studies	GG01
CSCU Pathway Transfer: Business Studies	GG12
CSCU Pathway Transfer: Chemistry Studies	GG02
CSCU Pathway Transfer: Communication Stu.	GG03
CSCU Pathway Transfer: Computer Science St.	GG13
CSCU Pathway Transfer: Criminology Studies	GG04
CSCU Pathway Transfer: ECE TC Studies	GG14
CSCU Pathway Transfer: English Studies	GG05
CSCU Pathway Transfer: History Studies	GG06
CSCU Pathway Transfer: Mathematics Studies	GG07
CSCU Pathway Transfer: Physics Studies	GG19
CSCU Pathway Transfer: Political Science Stu.	GG08
CSCU Pathway Transfer: Psychology Studies	GG09
CSCU Pathway Transfer: Social Work Studies	GG10
CSCU Pathway Transfer: Sociology Studies	GG11
CSCU Pathway Transfer: Spanish Studies	GG20
CSCU Pathway Transfer: Theatre Studies	GG22

COLLEGE OF TECHNOLOGY

Technology Studies (AS)	GF11
Technology Stud.: Engin Tech Opti (AS)	GF12

Updated 8/2018

Campus Guide
950 Main Street
Hartford, CT 06103

1st Floor: General Information

Main Street Entrance

Information Desk

Public Safety

The Conrad L. Mallet Art Gallery

2nd Floor: Student Services

Admissions & Enrollment Services	Rm 207
Career Development	Rm 209
Dean of Administration	Rm 208
Dean of Student Services	Rm 212
Financial Aid	Rm 216
Business Office	Rm 217
Human Resources	Rm 214
Placement Testing	Rm 219
Community Room	Rm 206
Welcome and Advising Center	Rm 201

3rd Floor: Continuing Education

Continuing Education Offices	Rm 305, 316
Dean of Continuing Education	Rm 311

4th Floor: Academic Success

ESL Program Office	Rm 406, 407
ESL Tutoring	Rm 405
Academic Success Center	Rm 406
Writing Center	Rm 409
Math Center	Rm 412
Computer Center	Rm 423
Veteran's OASIS Center	Rm 424

5th Floor: Arthur C. Banks Library

Group Study Rooms	5th Floor
Quiet Study Area	5th Floor
Copy Machine Service	5th Floor

6th Floor: Information Technology

Architectural Drafting Lab	6th Floor
CAD Lab	Rm 618
IT Department	Rm 601

7th Floor: Student Activities

Bookstore	Rm 705
Cafeteria	7th Floor
Campus Ministry Office	Rm 713
Game Room	Rm 711
Mailroom	Rm 701
Photo ID Station	Rm 714
Student Activities	Rm 707
Student Clubs and Organizations	Rm 706
Athletics	Rm 715

8th Floor: Nursing

Center for Nursing and Allied Health Labs	Rm 820
Health Careers Lab	Rm 821, 822
Nursing Labs	Rm 826, 828, 831

9th Floor: Science

Analytical Chemistry Lab	Rm 919
Anatomy & Physiology Lab	Rm 901, 928
Biology Lab	Rm 912
Chemistry Lab	Rm 926
Microbiology Lab	Rm 920
Organic Chemistry Lab	Rm 925
Physics Lab	Rm 903

10th Floor: Media Services

Academic Department Chair Offices	10th Floor
Dean of Academic Affairs	Rm 1026A
Media Services Department	Rm 1031
TV Studio	Rm 1027
Photography Lab & Classroom	Rm 1009

11th Floor: Arts & Music

Auditorium	Rm 1126A
Alumni Association Office	Rm 1110
Ceramics Studio	Rm 1125
Drawing and Paint Studio	Rm 1129
Degnan Hall	Rm 1126
President's Office	11th Floor
Music Technology Studio	Rm 1127

Talcott Street Level: ECE/ Preschool

Laboratory School	Rm TS06
ECE Resource Room	Rm TS03

Need More Information?
Contact the Welcome and Advising Center!
Visit Us on the 2nd Floor!
Phone: 860-906-5077 **Email:** CA-WelcomeCenter@capitalcc.edu

Student Support Services

Capital Community College is a higher education institution that provides learning opportunities to every student including students with disabilities. The college is fully committed to providing and promoting equal opportunities in all programs and services.

The Office of Student Support Services for Academic Success at Capital Community College provides academic adjustments to qualified students with disabilities. Students can seek ongoing services, support, and advising throughout the academic year.

Students are encouraged to make an appointment to receive services.

How do I receive services?

Each academic adjustment plan is unique and based on your needs as well as your documentation.

Follow the checklist below for best results:

√ Disclose your disability/disabilities to the Disabilities Services Coordinator and fill out a disclosure form.

√ At least 30 days prior to the start of classes, provide proper disability documentation to the coordinator from an appropriate provider.

At least 30 days prior to every semester:

√ Meet with the coordinator to discuss options for academic adjustments and to register for courses.

√ Attend classes and pick up your academic adjustment letters to give to your professors after the first week of classes.

√ Utilizes academic adjustments and campus resources

√ Maintain open communication with the coordinator to promote student success.

NOTE: This process may take 30 days. Accommodations are not automatic and are not retroactive. You should plan ahead to ensure best outcomes

Sample Adjustments

For Testing

√ Extended time for testing

√ Testing in a quiet location

√ Enlarged print

For the Classroom

√ Sign language interpreter*

√ Note taker or access to lecture notes

√ Enlarged type or alternative format of classroom materials

√ Assistive technology

Assistive Technology

√ Kurzweil – software presents textbooks visually and auditorily

√ Dragon – software with speech-to-text abilities

NOT provided by the college

× Learning disability evaluation

× Classroom aids or personal care assistants

× Retroactive academic adjustments

Support Services for Academic Success

Steps to getting services for Students with Disabilities

Notice of Nondiscrimination

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator (Primary) and Affirmative Action Officer, Room 305B, 950 Main Street, Hartford, CT 06103 Tel. (860) 906-5133 E-mail: rkelley@capitalcc.edu or Doris Arrington, Title IX and Section 504/ADA Coordinator (Secondary) and Dean of Students, Room 212, 950 Main Street, Hartford, CT 06103 Tel. (860) 906-5086 E-mail: darrington@capitalcc.edu

Disclaimer

* Due to the high demand for interpreters for students with hearing impairments, students requesting interpreting services are strongly encouraged to register at least thirty (30) days in advance of class to better ensure that an interpreter is located & available. A failure to do so may limit the College's ability to meet a student's needs.

FOR MORE INFORMATION:

WWW.CAPITALCC.EDU/DISABILITY

Helena Carrasquillo, M.S., MFT
Capital Community College
Counseling Center
950 Main Street
Room 208A
Hartford, CT 06103
Phone: (860) 906-5204
Fax: (860) 906-5049

@ Capital, we believe in the ABILITIES!

**Capital Community College -
Counseling Department
950 Main Street
Suite 208
Hartford, CT 06103**

(860) 906-5040

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HC 1/2015

Map & Directions

Capital Community College is conveniently located near the intersection of Routes 91 and 84. Parking is available for students, guests, and visitors at the **Morgan Street Garage.**

Parking for Capital Students
- Morgan Street Parking Garage

Parking for Capital students is in the Morgan Street Garage, located at 155 Morgan Street, directly behind the college (the building with green glass windows). Handicap-access is available.

From Interstate 91 North or South

Take Exit 32-B (Trumbull St.). At bottom of ramp, turn left onto Market St. Take third left onto Talcott St., then first left into Garage entrance.

From Interstate 84 East (from West Hartford, Farmington, etc.)

Take Exit 50 (Main St.). At third traffic light, turn right onto Market St. Take first left onto Talcott St., then first left into Garage entrance.

From Interstate 84 West (from E. Hartford, Manchester, Route 2)

Take Exit 50 (Main St.). At bottom of ramp, turn left onto Market St. Take second left onto Talcott St., then first left into Garage entrance.

Columbus Boulevard Lot

The Columbus Boulevard Lot is no longer available for parking. All students, staff, faculty, and visitors must park in the Morgan Street Garage and present a ticket for validation at the front desk in the lobby.

To Enter the College

The entrance to Capital is located diagonally across the intersection of Market and Talcott Streets. Please use the pedestrian signal lights to cross this intersection!

Go through the revolving door and take the escalator two flights up to the Main Street level. Walk through the mall to Capital's Main lobby. From there, you can take the elevator to your destination.