

# GET AHEAD OVER WINTER BREAK



## Winter 2019

Credit Courses

**L.E.A.D Center** | **School of Workforce & Continuing Education**



**#DestinationCapital**

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## ***Find the Course Schedule Online***

- Go to: <http://my.commnet.edu>
- Select: Search for Courses Offerings under Other Resources
- Select Term: Winter 2019
- Select College: Capital CC
- Select Subject: All or Specific Course Subject
- Select Level: Credit
- Select: Open or Closed Courses or All
- Click on "Get Courses" button

# Winter Session Courses

Sub.	Crse.	CRN	Title	Cr.	Days	Times	Instructor
ART*	100	4001	Art Appreciation	3	Online	OL	Kessler-Quinones, L
BIO*	100	4017	Basic Biology	3	Online	OL	Yiamouyiannis, C
BMG*	202	4031	Principles of Management	3	Online	OL	La Guardia, N
COM*	101	4032	Intro. to Mass Communications	3	Online	OL	Thomasen, J
CSA*	105	4030	Intro. to Software Applications	3	Online	OL	Ligon, M
CST8	201	4018	Intro. to MIS	3	Online	OL	Freeman, S
ECN*	101	4033	Principles of Macroeconomics	3	Online	OL	Towler, W
HIS*	102	4019	Western Civilization	3	Online	OL	Maxfield, M
HIS*	201	4002	U.S. History I	3	Online	OL	Lawson, M
IDS	105	4036	College Success	3	MTWRF	10a-12:30p	Staff
MAT*	137	4003	Intermediate Algebra	3	Online	OL	Proulx, M
MAT*	137	4028	Intermediate Algebra	3	MTWRF	10a-12:30p	Freemen, A
MAT*	167	4004	Principles of Statistics	3	Online	OL	Freeman, A
MAT*	167	4016	Principles of Statistics	3	Online	OL	Martinez Jr.,R
MAT*	172	4014	College Algebra	3	Online	OL	Konjusha, B
MAT*	172	4029	College Algebra	3	MTWRF	10a-12:30p	Konjusha, B
MUS*	101	4015	Music History & Appreciation	3	Online	OL	Hummel, J
PHL*	101	4005	Intro to Philosophy	3	MTWRF	10a-12:30p	Mardon, L
PHL*	111	4006	Ethics	3	Online	OL	Bogle-Assegai, F
POL*	111	4020	American Government	3	MTWRF	10a-12:30p	Towler, W
PSY*	111	4034	General Psychology I	3	MTWRF	10a-12:30p	Martinez, L
PSY*	111	4007	General Psychology I	3	Online	OL	Fagbemi, S
PSY*	201	4008	Life Span Development	3	Online	OL	Martinez, L
PSY*	204	4009	Child & Adolescent Development	3	Online	OL	Fagbemi, S
PSY*	245	4035	Abnormal Psychology	3	Online	OL	White, M
SOC*	101	4010	Principles of Sociology	3	Online	OL	Ricardo, J
SPA*	101	4011	Elementary Spanish I	3	Online	OL	Rojas, S

For course descriptions, view the online college catalog at [capitalcc.edu](http://capitalcc.edu).

# Online Learning - Getting Started

All online learning courses use Blackboard Learn, a powerful Internet classroom management platform. Blackboard Learn provides a rich, multimedia experience by combining text, graphics, computer documents, and audio/video in an easy-to-learn web-based environment. Faculty and students use Blackboard Learn's communication and learning tools, such as course e-mail, discussion boards, chat rooms, electronic testing, and grade book functions.

## Online Learning Support

### Technical Support

CSCU Support Center, 860-723-0221, [websupport.ct.edu](http://websupport.ct.edu)

Marie-Rose Farrell, 860-906-5033, Library Room 518, [ca-onlinelearning@capitalcc.edu](mailto:ca-onlinelearning@capitalcc.edu)

### Academic Support

Counseling Services, 860-906-5040

## Login to myCommNet/Blackboard Learn

Follow the instructions below to access Blackboard Learn using the [myCommNet](#) portal.

- Go to: [capitalcc.edu](http://capitalcc.edu).
- Click on the myCommNet button (or go directly to: [my.commmnet.edu](http://my.commmnet.edu)).
- Enter your NetID (12345678@student.commmnet.edu) & password (same ID & Password used to log on to the college computers).
- Click Login
- Click on the Blackboard link, a new browser window will open. Pop-ups must be enabled for \*.commnet.edu and \*.ct.edu
- Click on the title of the course you wish to enter
- Click on My Blackboard Learn tab to view your course list and/or to select another course to enter
- Use the log out buttons (do not use the red X to close the window) for Blackboard Learn and the myCommNet portal.

## Computer Specifications

Operating Systems: Windows 8 or newer or Mac OS 10.12 . x or newer

Browsers: Firefox\* 57 or higher, Google Chrome\* 63 or higher, Microsoft Edge\* 42 or higher, Safari\* 12 or higher (Mac only), or JRE versions 7 & 8.

\*Although mobile app versions of these browsers aren't supported at this time, users may have success using them. Students should download the *Blackboard Student* app provided for free through iTunes, Google Play and Microsoft app stores.

Software: Courses may require some or all of the software listed below (Windows/Mac)

- |                    |                          |
|--------------------|--------------------------|
| • Adobe Reader*    | • Apple QuickTime*       |
| • Adobe Flash*     | • Windows Media Player*  |
| • Adobe Shockwave* | • Microsoft Silverlight* |

\*free download available

**NOTE:** Some courses require Windows-only software.

Linux Operating System is NOT supported by Blackboard Learn.

Internet Explorer, AOL, Safari 11 and lower, and Firefox 56 and lower, Chrome 62 and lower, are NOT supported for use with Blackboard Learn. Google Chrome 42+, Firefox 52+, and Microsoft Edge do NOT support NPAPI-type plug-ins including Java plug-ins and many media browser plug-ins. Blackboard doesn't support these browsers for use with the Virtual Classroom and Lightweight Chat tools, the multiple-file upload interface, or embedded media that require NPAPI plug-ins for viewing.



# Academic Calendar Winter Intersession 2019

Monday, October 28, 2019	Registration via myCommNet begins
Monday, November 4, 2019	Registration in person begins
Monday, December 23, 2019	Last day to drop a class with 100% tuition refund, in person/on campus
Wednesday, December 25, 2019	College Closed - Holiday
Wednesday, December 25, 2019	Last day to drop a class with 100% tuition refund via myCommNet
Thursday, December 26, 2019	Classes begin
Thursday, December 26, 2019	Last Day to add a class
Thursday, December 26, 2019	Withdrawal period begins ( <b>Students can only withdraw from classes in person/on campus</b> )
Wednesday, January 1, 2020	College Closed – Happy New Year!
Friday, January 3, 2020	Last day to switch to/from audit status
Thursday, January 9, 2020	Last day to withdraw
Friday, January 17, 2020	Last day of classes
Thursday, January 21, 2020	Final grades due in myCommNet

**Note:** During the withdrawal period, students may not withdraw from a course through myCommNet. Students can only withdraw from class in person/on campus. If you cannot come in please email the Registrar's Office at [ca-registrar@capitalcc.edu](mailto:ca-registrar@capitalcc.edu). The Registrar's Office will respond with your options.



# Tuition & Fees

## Costs for Credit Extension Fund Courses

Connecticut State Residents			
Semester Hours	Tuition	Service	Fee Total
3	\$540	\$101	\$641
6	\$1,080	\$142	\$1,222

### Out of State Non-Residents

Contact Business Office at (860) 906-5061

### Application Fee

New students must complete an admission application and pay a one-time, non-refundable, application fee of \$20.

### Other Costs (Books & Supplies)

The estimated cost of books and supplies is \$400-\$1,000 per year, the lower estimate for part-time students, the higher for full time. The cost of books and supplies may also vary depending upon the program of study.

## Payment Policy

Make payments at the College or online on the day you register. Payment in person may be made by cash, check, MasterCard, Visa, or Discover card. Check or money order should be made payable to CCC. Payment online may be made by MasterCard, Visa, American Express or DiscoverCard. Students owing the College money, library books or fines will not be allowed to register until all debts are settled. Any student paying with a check which is not honored by a banking institution will be obligated to pay a returned check fee of \$25. The student will be given 10 calendar days to make restitution with cash or a bank money order or the student will be deregistered and not permitted to return to class.

**SPECIAL NOTE TO STUDENTS:** Full payment is due upon registration. It is the responsibility of the student to verify financial aid funding. If you do not want to take a course once you have registered for it, you must submit a drop form to the Registrar's Office or drop online through your myCommNet account whether or not you have paid. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.

## Refund Policy

**Cancelled Credit Courses:** When the College cancels a Winter 2019 Intersession course, the student has the option of transferring into another course within the same semester, or requesting a refund. Refunds are issued within 4 to 6 weeks. When a student drops a course by **DECEMBER 23, 2019**, a full refund will be processed except for the non-refundable \$20 application fee. Refer to the Academic Calendar on Page 4. Courses may be dropped by logging into your myCommNet account or in person at the Registrar's Office, Room 207.

**Full or partial refunds are NOT issued after the last regular business day of the College before the first day of the winter intersession semester, or by DECEMBER 23, 2019. Refer to the Academic Calendar on page 4.** A student may officially withdraw from a credit course any time after the first scheduled class, but before the end of the business day on January 9, 2020. The final examination day is not considered a class day. To initiate the withdrawal process, or for more information, contact the Counseling Office at (860) 906-5040.

**PLEASE NOTE: If you register for a course, you are responsible for payment whether or not you attend.** Do not assume you will be de-registered for a course if you do not pay. Tuition cannot be transferred to other semesters.

**Refund appeals may only be considered for the following extraordinary circumstances:** severe illness documented by a physician's certificate, administrative error by the College, or military transfer documented by a copy of transfer orders. The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, poor decision or change of mind by student regarding course selection, lack of technology for online course, or dissatisfaction with course content or instructor. All Appeals must be submitted in writing and include student ID, contact information, and appropriate documentation. **Refund Appeals will only be considered during the term when the course was scheduled. Appeals submitted after the official last day of the class will not be considered.** Submit appeal documentation to Capital Community College School of Workforce & Continuing Education, Room 316, 950 Main St., Hartford, CT 06103.

TUITION AND FEES ARE SUBJECT TO CHANGE

# How To Register

## *New Students*

### 1. Submit an Application for Admission

2. Visit the Admissions Office to learn how to submit an application or visit [capitalcc.edu](http://capitalcc.edu) to apply online.
3. Visiting students can apply as non-degree students with no additional documentation needed.
  - Non-degree students are not eligible for financial aid.
  - Once you have been admitted to CCC, you will be e-mailed a Student ID number and will be eligible to register.

### 2. Set up your myCommnet Account & Register for Classes

3. Go to myCommNet: [my.commmnet.edu](http://my.commmnet.edu).
4. Your NetID is your 8-digit student ID number followed by @student.commmnet.edu
5. If you have never logged into myCommNet before, your password is:
  - 1st three characters of birth month (with first letter capitalized)
  - Ampersand character (&)
  - Last 4 digits of Social Security Number
  - Example: Jan&1234
  - You will be forced to change your password and set a security question the first time you logon.
  - Visit the Registrar's Office for myCommNet course schedule & registration instructions.
  - If the course you wish to register for has a pre-requisite, you must provide evidence of having met the requirement to the Counseling Office before your registration will be permitted. If needed, submit a Pre-requisite Waiver Request form along with unofficial transcripts to the Counseling Office.
  - Once registered, print your "Student Detail Schedule."

### 3. Make Payment Arrangements the Same Day You Register

- Registrations without payment MAY be subject to cancellation.
- Credit card payments can be made by logging into myCommNet.

### 4. Get Your Student ID Card & Textbooks

- Bring your "Student Detail Schedule" with you!
- The ID Office is in Room 714 and the College Bookstore is located in Room 705.

## *Returning Students*

- Go to: **my.commmnet.edu**
- Enter: **NetID** (ex: 12345678@student.commmnet.edu) & **Password**, (same ID & Password used on college computers)
- Click: **Login**
- Click on the **Student Self-Service Channel** link
- If prompted, Select: **Capital Community College**
- Select: **Registration/Schedule**
- Click **Term Selection**
- Select Term: **Winter 2019** and click Submit
- Select: **Register (add/drop) Classes**
- Enter **CRN**: (4 digits) for each course section in boxes and click '**Submit Changes**'
- **Verify** registration was successful. Registration status displays **\*\*Web Registered\*\***
- Follow link at bottom of registration screen to make payment with a credit card (MasterCard/Visa/Discover/American Express) or verify your financial aid award.

# General Information

## Transfer of Credit

Before Registering: Students from other institutions must check with their home institution to verify that credits from this program are transferable to their own school.

**Refunds will not be available after the allowable drop period whether a course is transferable or not.**

## Level of Study

While the number of weeks for each winter session is much shorter than the regular fall and spring semesters, students should be aware that each course contains the same number of class hours as the regular semester. As a result, the level of study is much more intensive and demanding of time. Students should consider this in planning their time and course selection.

## \$20 Application Fee

If you are registering to take a credit course and have never attended CCC or another Connecticut Community College as a credit student, a one-time, non-refundable \$20 application fee is required. This fee is non-refundable even if a class is cancelled by the College. If paying by check, please provide a separate check for \$20 payable to "CCC" for the application fee.

## Minimum Enrollment

Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis. Classes with insufficient enrollment will be cancelled.

## Veterans

The federal government offers a wide variety of services to veterans through the Department of Veterans Affairs. The College is approved for training of veterans' education benefits by the Board of Regents of the Connecticut Colleges & Universities System. Please contact Margaret Abraham, Veterans Coordinator, at (860) 906-5044, Room 208, for more information.

## Late Registration

Late registration will be accepted on a space-available basis by permission of instructor only.

## Credit Confirmation

Kagi [^TVST Wfa bQ] f kag dU ag dWUZ Wg Wtk aYY[ Y a` fa kag d\_ k5a\_ \_ @VTSU ag` fa` UWW [eVWV Efg VWfei Za dV [eVW] bVda` i [^VWV WVa` X d Sfa` SffZSff [ V kag dU` X d Sfa` is necessary to purchase textbooks at the Follet Bookstore at Capital.

## Textbooks/Bookstore Hours

Textbooks and supplies can be purchased at the Follett Bookstore at Capital on the 7th Floor of the College. The bookstore is closed when the College is closed. For more information and winter session hours call (860) 525-5956.

## Class Requirements

For credit course prerequisites see Course Descriptions in the online catalog at [capitalcc.edu/course-descriptions](http://capitalcc.edu/course-descriptions)

- It is the responsibility of the student to meet any required prerequisites before registering.
- For online courses, it is the student's responsibility to meet the required software and hardware specifications.

## CCC Library

[capital.libguides.com/library](http://capital.libguides.com/library)

(860) 906-5020



# General Information

## *Parking for Capital Students - P on map on right*

In the Morgan Street Garage, located at 155 Morgan Street, directly behind the college (the building with green glass windows). The garage is run by the Hartford Parking Authority. 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.



## *Parking Access Card*

All registered students are eligible for a free parking access card for the Morgan Street Garage. Students need to obtain an application from the Morgan Street Garage located on the corner of Market and Talcott Streets. Please refer to the student handbook for further information on parking regulations. You may obtain a handbook from the Welcome Center or the Office of the Dean of Student Services.

## *Motorcycle Policy*

Motorcycle parking is available at the Morgan Street Garage in a designated area on Connector Road, adjacent to the main entrance. To register your motorcycle, please go to the main lobby of the garage.

## *Validation Procedure*

In the event your parking access card does not work, pull a ticket and bring it with your parking access card to the main lobby in the College at 950 Main Street for validation.



# General Information

## *General Placement Testing*

English and math assessment tests are a prerequisite for CCC students enrolling in “for credit” courses. Students matriculated at other colleges and attending CCC’s winter session are required to take assessment tests unless they have completed coursework at another institution that meets CCC prerequisites.

- **Can I be exempt from the test?**

Yes, you can be exempt from the test if you meet one of the following requirements:

1. You have completed college -level English and/or Math coursework with a “C” or better. (A copy of a college transcript/grade report is required.)
2. You have taken an ACCUPLACER Placement Test at another institution within the last 3 years.
3. You are 62 years or older pursuing a non-degree program, auditing a course, or registering for courses that do not require math and/or English as a prerequisite.
4. You have met the SAT score requirement:  
SAT taken before March 1, 2016: Reading 450+, Writing 450+, Math 550+  
SAT taken after March 1, 2016 (NEW SATs): Reading 25+, Writing & Language 26+, Math 570+

- **How do I schedule time to take the test?**

To schedule a test, visit the Placement Testing webpage on the College website at:  
[www.CapitalCC.edu/student-services/placement-testing/](http://www.CapitalCC.edu/student-services/placement-testing/)

- **What should I bring when I come to take the test?**

A photo ID (e.g. driver’s license or school ID)  
Your 8 digit Banner ID Number  
A writing utensil (pen/pencil)  
Scrap paper will be provided. NO CALCULATORS are allowed.

For More Information, Visit The Placement Testing Center, Room 220 on Floor 2 or visit [www.capitalcc.edu](http://www.capitalcc.edu).

## *Students with Special Needs Statement*

Capital Community College is committed to providing access and full participation to students with special needs in all areas of its academic programs and services. Students with special needs should:

- Meet with the Learning Disabilities Services Coordinator at least thirty (30) days prior to the beginning of each semester. Please contact Helena Carrasquillo in Room 208A, by phone at (860) 906-5204 or by email at [hcarrasquillo@capitalcc.edu](mailto:hcarrasquillo@capitalcc.edu). Special Needs students must self-identify and provide documentation of their specific disability.
- Be able to identify **reasonable** accommodation to be successful academically.

## *Nondiscrimination Policy*

In compliance with the Board of Regents for Higher Education's policies, the College will not discriminate against any person on the grounds 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, veteran status, sexual orientation, genetic information or criminal record. Further, the Board of Regents will not discriminate against any person on the grounds of political beliefs. At Capital Community College, the following individuals have been designated to handle inquiries regarding the nondiscrimination policies; Josephine Agnello-Veley, Director, HR & Labor Relations, Equal Employment Opportunity Officer/Title IX Coordinator (860) 906-5002.

## *Statement of Change*

The text of this document does not constitute a contract. The college reserves the right to make changes in the information presented.

# General Information

## *Emergency Closing*

In the event of severe weather, power failure, or any other extreme or unusual circumstances, the College provides the following television and radio stations with closing/delayed opening information:

- WFSB-TV - Channel 3
- WVIT NBC30
- WTIC (1080 AM & 96.5 FM)
- WRCH (100.5 FM)
- WZMX (93.7 FM)
- WDRC (1360 AM & 102.9 FM)

The College's main phone number (860-906-5000) and website ([ccc.commnet.edu](http://ccc.commnet.edu)) will also have official emergency information.

Except under rapidly changing conditions, information on the status of day classes will be available by 6 a.m. and for night classes by 3:30 p.m.

## *Important Phone Numbers*

Emergency / Public Safety.....	860-906-5075
or.....	** on any Capital Community College phone
Main College Number.....	860-906-5000
Toll-Free Number.....	1- 800-894-6126
Academic Media Technology.....	860-906-5030
Academic Advising.....	860-906-5040
Academic Success Center / Tutoring.....	860-906-5200
Admissions / Enrollment Services / Registrar.....	860-906-5140
Bookstore.....	860-525-5956
Cashier / Bursar's Office.....	860-906-5061
Counseling.....	860-906-5040
Disabilities Counselor.....	860-906-5204
English-as-a-Second Language (ESL).....	860-906-5203
Enrollment Services.....	860-906-5140
Financial Aid.....	860-906-5090
L.E.A.D. Center .....	860-906-5330
Library.....	860-906-5020
New Students / Welcome Center.....	860-906-5077
Nursing / Health Careers.....	860-906-5150
Placement Testing.....	860-906-5089
School of Workforce and Continuing Education.....	860-906-5130
Student Services.....	860-906-5086
Transcript Requests.....	860-906-5140
Veterans Oasis.....	860-906-5044