



Dear Student,

Let's Get You Registered for FALL 2020!

Congratulations on completing your first semester at Capital Community College! Academic Advising is here to assist you in getting you through your second semester. Below, are a few steps to complete prior to attending a First Year Registration Session (FYR) either online or on-campus. If you have not signed up for a FYR session, please make an appointment at www.timecenter.com/advisingandcounselingdepartment/

- Review Financial Aid account
- Review your midterm grades in myCommNet. <http://www.capitalcc.edu/wp-content/uploads/2018/04/myCommNet-Bookmarks-4-12-18.pdf>
- Make sure you have logged into myCommNet, check your College email, and practice running and reviewing your DEGREEWORKS Degree Evaluation in myCommNet. [.http://www.capitalcc.edu/wp-content/uploads/2016/04/Degree_Eval_under_DegreeWorks_for_Students_with_Catalog_Term_Fall_2016_and_forward_7-7-17.pdf](http://www.capitalcc.edu/wp-content/uploads/2016/04/Degree_Eval_under_DegreeWorks_for_Students_with_Catalog_Term_Fall_2016_and_forward_7-7-17.pdf)
- Review Course Schedule for the upcoming semester. **View Class Schedule** <http://www.capitalcc.edu/wp-content/uploads/2018/04/myCommNet-Bookmarks-4-12-18.pdf>
- If you are interested in changing your major, please complete a 'Change of Major' form and submit it to the Registrar's Office. https://www.capitalcc.edu/wp-content/uploads/2019/05/Major_Change_Form_5-3-19.pdf
- Below are the steps to access Microsoft Teams for online registration.

The Academic Advising Team is looking forward to working with you!

Tyesha Wood, Director of Academic Advising

Susan Perreira, RISE Coordinator, Academic Advisor

Roxanne Plummer, Academic Advisor

Krystal Rodriguez, Academic Advisor, (Hartford Promise)

Khadijah Richardson, Advising and Counseling Assistant

Email: Ca-Advising@capitalcc.edu **Phone:** 860-906-5040

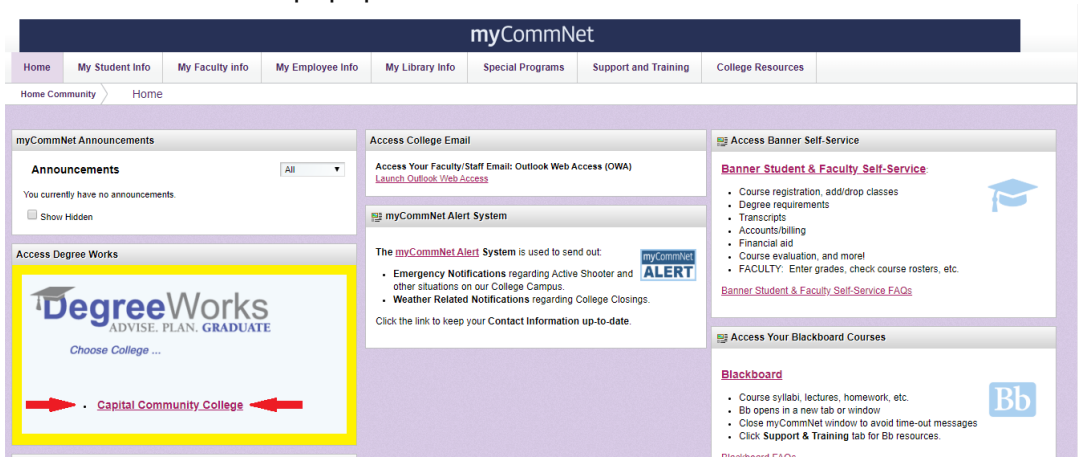
DEGREEWORKS Overview

What is Degree Works?

- A web-based tool for students to monitor their academic progress toward degree completion.
- Allows students and their Faculty Advisors or Professional Counselors to plan future academic coursework by viewing courses remaining.

How to Run Your DEGREEWORKS Degree Evaluation

1. Log into **myCommnet** and click **Capital Community College** in the **DEGREEWORKS** block. Please turn off popup blocker.



2. Your degree evaluation should pop-up automatically. If you receive an error and you are redirected to the Banner Self Service page, click the **HOME** tab on the **top left** and re-click Capital Community College in the **DEGREEWORKS** box.

AS in General Studies	Catalog Term	Spring 2017	Credits Required: 60	Credits Applied: 62
60-61 Credits Required				
Minimum 2.0 Overall GPA met				
Composition	ENG* 6101	Composition	A	3
College Success or Free Elective	CSA* 6105	Info to Software Applications	B-	3
Computer Elective	ENG* 6102	Literature & Composition	B+	3
Literature and Composition	WRI* 6101	Written Collection 1	B	3
History Elective	WRI* 6235	Writing	A-	4
Science Elective	PSY* 6201	Life Span Development	B+	3
Social Science Electives	SOA* 6101	Principles of Sociology	A-	3
Mathematics Elective	MAT* 6167	Principles of Statistics	B+	3

Example:

1. Print Class Schedule

- Login to my.comnet.edu
- Click Banner Student Self-Service
- Select Registration/Schedule
- Select the Term & Click Student Schedule

2. Textbooks

- Obtain textbooks which are available for purchase in the Bookstore on the 7th Floor (24 hours after registering for courses if using Financial Aid)
- ❖ Bring a copy of your Student Schedule

3. Transportation

- ❖ Bus Passes are available at the Business Office on the 2nd Floor
 - ➔ Students must present a student ID
 - ➔ Financial Aid, Payment plan, or payment in full is required to receive your U-Pass
- ❖ To receive a Parking card, Students will need to provide the Morgan Street Parking Garage with the following items (Laz Parking Pass Application, Student ID, Student Schedule, Driver's License & vehicle license plate number.)

4. Contact Your Faculty Advisor or Program Coordinator

- ❖ Send an email to your Faculty Advisor or Program Coordinator
- ❖ Contact information is located on the back

Academic Department Chairs and Program Coordinators



Business and Technology

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Interim Department Chair
Seth Freeman
Business and Tech. Professor,
Computer Info
Room 1011
sfreeman@capitalcc.edu
(860) 906-5249 | <input type="checkbox"/> Accounting
Gerald Murphy
Program Coordinator
Room 1029
gmurphy@capitalcc.edu
(860) 906-5170 | <input type="checkbox"/> Management
Nancy La Guardia
Program Coordinator,
Room 1030
nlaguardia@capitalcc.edu
(860) 906-5174 | <input type="checkbox"/> Computer Info. Systems
Michael Ligon
Program Coordinator
Room 610
mligon@capitalcc.edu
(860) 906-5178 |
| <input type="checkbox"/> Architectural Engineering
Ira Hessmer
Program Coordinator
Room 608
ihessmer@capitalcc.edu
(860) 906-5182 | <input type="checkbox"/> Construction Management
Basia Dellaripa
Program Coordinator
Room 1115
bdellaripa@capitalcc.edu
(860) 906-5175 | <input type="checkbox"/> Computer Networking/Cybersecurity
Saad Elhadad
Program Coordinator
Room 1116
selhadad@capitalcc.edu
(860) 906-5135 | |

Health Careers

- | | | |
|---|--|--|
| <input type="checkbox"/> Department Chair
Daniel Tauber
Director Paramedic Program
Room 1009
dtauber@capitalcc.edu
(860) 906-5153 | <input type="checkbox"/> Radiologic Technology
Paul Creech, Esq.
Program Coordinator
Room 320
pcreech@capitalcc.edu
(860) 906-5155 | <input type="checkbox"/> Medical Assisting
Devi Mathur
Program Coordinator
Room 824
dmathur@capitalcc.edu
(860) 906-5167 |
|---|--|--|

Humanities & Art

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Department Chair
Dr. Jeffrey Partridge
Room 1033
jpartridge@capitalcc.edu
(860) 906-5191 | <input type="checkbox"/> Music Industry
Joshua Hummel
Program Coordinator
Room 1119
jhummel@capitalcc.edu
(860) 906-5039 | <input type="checkbox"/> Theatre Arts
Kevin Lamkins
Program Coordinator,
Room 1019
klamkins@capitalcc.edu
(860) 906-5213 | <input type="checkbox"/> Liberal Arts & Sciences
John Christie
Program Coordinator
Room 1117
jchristie@capitalcc.edu
(860) 906-5190 |
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Science & Mathematics

- | | |
|--|---|
| <input type="checkbox"/> Department Chair
Michael Proulx
Room 1010
mproulx@capitalcc.edu
(860) 906-5211 | <input type="checkbox"/> Biotechnology
Dr. Cleo Rolle
Program Coordinator
Room 905
crolle@capitalcc.edu
(860) 906-5128 |
|--|---|

Social & Behavioral Sciences

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Department Chair
Dr. Lilliam Martinez
Room 1001
Lmartinez@capitalcc.edu
(860) 906-5235 | <input type="checkbox"/> Communication Media
Jennifer Thomassen
Program Coordinator
Room 1007
jthomassen@capitalcc.edu
Phone: (860) 906-5016 | <input type="checkbox"/> Criminal Justice
Arthur Kureczka
Program Coordinator
Room 1109
akureczka@capitalcc.edu
(860) 906-5178 | <input type="checkbox"/> Early Childhood Education
Dr. Marsha Bryant
Program Coordinator
Room TS01D
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(860) 906-5236 |
| <input type="checkbox"/> Social Services
Josiah Ricardo
Program Coordinator
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(860) 906-5233 | <input type="checkbox"/> Social Services
Michelle White
Room 1110
mwhite@capitalcc.edu
860-906-5104 | | |

Making the Most of Your Academic Advising Meeting

- ✓ Get to know your faculty advisor (*name, office location, phone number and email address*)
- ✓ Initiate contact and understand their role as your faculty advisor.
- ✓ Set a goal for the meeting and what you would like to accomplish.
- ✓ Do your research and come prepared..(*with questions, idea of courses you would like to take for the semester etc.*)
- ✓ Bring your Degree Works degree evaluation to every advising meeting.
- ✓ Create a plan of study with your advisor.
- ✓ Follow through and take responsibility for your courses.
- ✓ Stay in touch with faculty advisor!

ACCESSING MICROSOFT TEAMS (ONLINE REGISTRATION ONLY)

PURPOSE OF MICROSOFT TEAMS

- COMMUNICATE WITH YOUR ACADEMIC ADVISOR
- REGISTER FOR COURSES WITH YOUR ADVISOR
- COMMUNICATE WITH FACULTY, STAFF AND STUDENTS

FOLLOW THE STEPS BELOW TO ACCESS MICROSOFT TEAMS

- LOGIN to www.capitalcc.edu
- CLICK MyCommnet enter your BANNER ID NUMBER (EX: 01234567@student.comnet.edu)

- ACCESS your college email



- CLICK dotted box on the top left AND CLICK on Teams



- Make a new chat
- Scroll down to where it says Type a new message and click on the Call icon on tool bar.



Type the Faculty, Student or Staff name.



FOLLOW STEPS TO ACCESS VIDEO CALLS

- Press Start Meeting----- **FIRST TIME USER** it will ask you to Sign in Zoom. Allowing Zoom authorize access to your outlook. Then you will be able to continue to make your chat.
- Topic of meeting
- Send meeting
- Meeting ID #
- Join meeting