

NEW STUDENT ORIENTATION WELCOME



#DESTINATIONCAPITAL



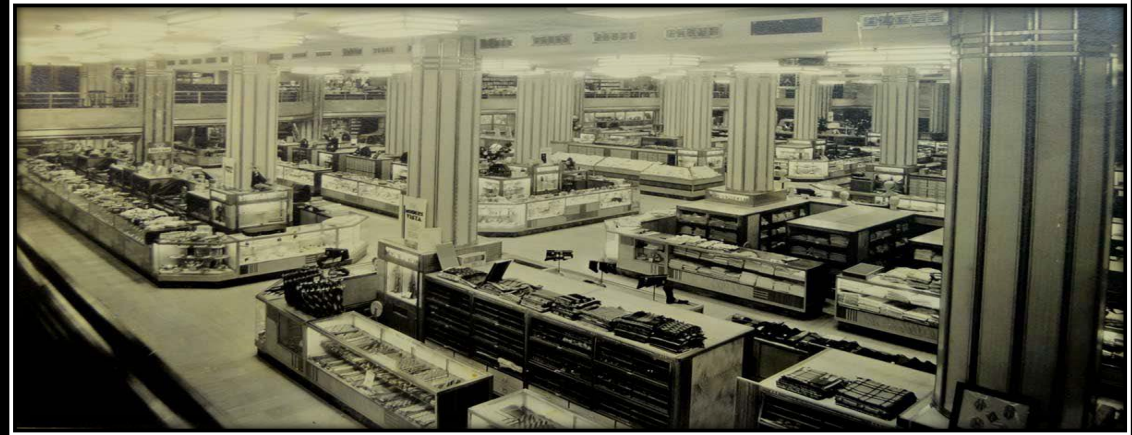
Who are our students?

- Avg. 3,300 or more students enrolled each semester
- 74% come from Greater Hartford area
- Over 35 countries represented
- CCC is a federally designated Hispanic Serving Institution (HSI).
- Capital is one of the most ethnically diverse campuses in New England; the student body includes 38% African American, 30% Hispanic, 22% Caucasian, 5% Asian and 5% others.
- 71% are female and 80% attend on a part time basis
- Average age is 29



HISTORY OF CAPITAL COMMUNITY COLLEGE

- 1946 - Hartford State Technical College was founded (Flatbush Ave.)
- 1967 - Greater Hartford Community College was founded (Sequassen Street)
- 1992 – The two Hartford schools then merged to become Capital Community Technical College (Woodland Street)
- 2000 – Became Capital Community College
- 2002 – Moved from Woodland Street location to current location in downtown Hartford (formerly G. Fox & Co. Department Store)



Downtown Hartford is our Campus!





CCC RESOURCES TOOLKIT



SOCIAL MEDIA



Follow your school's social media pages on each of these platforms for updates and upcoming events.



Instagram

@capitalcc_ct



twitter

@capitalcc_ct



@capitalcc_ct

SOCIAL MEDIA

CCC HASHTAGS

#DESTINATIONCAPITAL

#THECAPITALWAY

PARKING GARAGE LOCATION



Community
COLLEGE

**155 Morgan St S,
Hartford, CT 06103**

Tel:
(860) 524-0505

Web:
www.republicparking.com

ACQUIRING A PARKING PASS

1. To acquire a parking pass, you must first complete an application. You can access an application at 3 locations: Directly inside the Morgan Street Parking Garage, the second floor in Admissions, or you can download it from the New Student Orientation Page located on the capitalcc.edu website.

2. Once you've completed the application, here are the additional items you'll need to obtain your parking pass:

1. **Copy of Official Class Schedule**
2. **Valid Driver's License**
3. **License Plate Number**

3. Provide completed application and the additional documents to the Morgan Street Parking Garage attendants for your parking pass .



C o m m u n i t y
C O L L E G E

155 Morgan St S,
Hartford, CT 06103

Tel:
(860) 524-0505

Web:
www.republicparking.com

Visiting the School



All students must enter from the rear of the school which is the Market Street Entrance

*Students are required to make appointments using the **red** appointment link on the capitalcc.edu website (example provided below). If a student is on campus with a scheduled appointment, staff may contact any of the additional departments to safely accommodate a "walk-over" with the student to that department.



Admissions, Bursar, Financial Aid, Registrar, Advising, Counseling and Photo ID hours of operation:

Monday 9:30am – 2:30pm
Tuesday 12:00pm – 5:00pm
Wednesday 9:30am – 2:30pm
Thursday 12:00pm – 5:00pm
Friday - Closed



Select Language ▼

MYCOMMNET

LIBRARY

HARTFORD HERITAGE

SEARCH

Staff Email ■ Student Email



About

Academics

Admissions & Financial Aid

Student Services

Continuing Education

VISIT

APPLY

FOUNDATION

Please visit the capitalcc.edu website, and click on this page for additional resources, both academic and non-academic.

Online Student Resources

Click here to learn more...



SCHOOL ID

Schedule an Appointment with
Jacqueline Bedward

jbedward@ccc.commnet.edu

860-906-5278

- **Print your schedule**
- **Report to the ID room on the 2nd Floor
Rm. 205**



CAPITAL
COMMUNITY COLLEGE

U-PASS



- To receive your U-Pass, you must first acquire your ID, print your schedule and schedule an appointment with the Bursars office. Once this is complete, you can pick-up your U-Pass on the second floor at the Bursars office.
- To board a bus or train, you must show a valid Capital Community College student ID.
- Your U-Pass provides **UNLIMITED** trips during the semester on all CTtransit local buses, CTFastrak and rail (excluding Amtrak).



COVID-19 UPDATES

COVID-19 SAFETY PRECAUTIONS

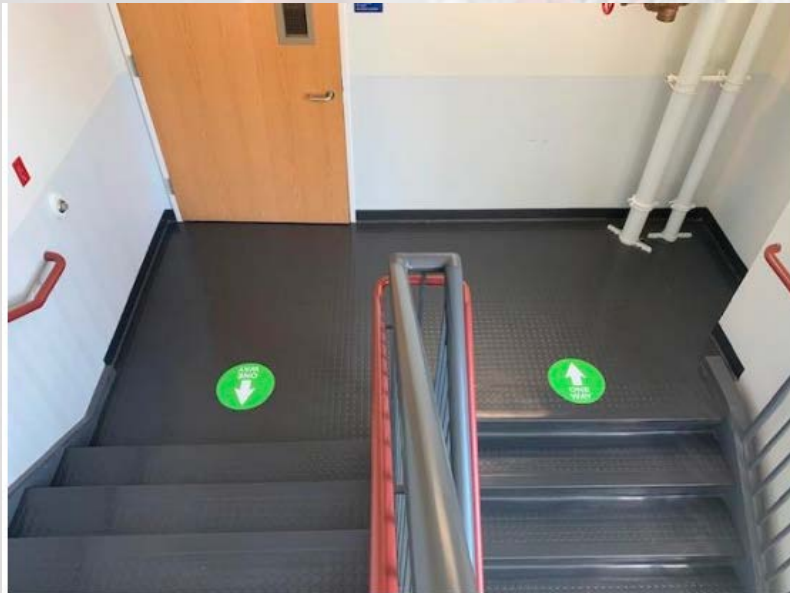
Visits to the school are by appointment only. Visits are also for specific assigned classes or school business that requires in person activity.

Appointment Times:

- Monday 9:30am – 2:30pm
- Tuesday 12:00pm – 5:00pm
- Wednesday 9:30am – 2:30pm
- Thursday 12:00pm – 5:00pm
- Friday - Closed

- Schedules have been modified for Fall 2020; on ground classes have been reduced. **CHECK YOUR SCHEDULE!**
- Classrooms will have caps; seating will be limited; all seats are spaced at least 6 feet apart (examples on the next slide).
- Elevators will be capped at 3 riders at a time.
- Increased sanitation and cleaning is provided daily.
- **Masks will be required on campus at all times.**

COVID-19 UPDATES



Have you lost your health insurance coverage?

If you **lost your health insurance** due to any of these reasons you may qualify for a **Special Enrollment Period** right now.

- Losing coverage through your spouse or parent
- Losing coverage due to job change/loss
- Losing coverage through your employer
- Rolling off COBRA coverage
- Recently moved to CT

Questions? All Help is Free

AccessHealthCT.com

855-805-4325 Monday – Friday, 8:00am – 4:00pm

access health **CT** 

SCHOOL TOUR

TALCOLTT STREET LEVEL

Early Childhood Education Program



CAPITAL
COMMUNITY COLLEGE

1st Floor

Public Safety

- Emergency phone lines anywhere in the building is ** (star, star).
- Emergency intercoms are located throughout the college directly under the blue lights. Push the button on the red boxes throughout the building to contact the emergency dispatcher directly.
- Sign up for Emergency Alert – snow delays/closings, lockdowns on myCommnet.
- Receive a Police escort to the parking garage.
- For emergencies in the Morgan Street Parking Garage, the Hartford Parking Authority can be contacted by pushing a button on any emergency call box located throughout the Morgan Street Garage.



2nd Floor

- Admissions
- Advising & Counseling
- Bursar & Business Offices
- Disability Services
- Financial Aid
- Registrar
- Student ID's
- Student Affairs Office
- Campus Operations Office



Jason Scappaticci
Associate Dean of Student Affairs



Eddie Miranda
Associate Dean of Campus Operations



3rd Floor

L.E.A.D. CENTER

Workforce and Continuing Education

- Career-training accelerated certificates to help you enter or change career fields

F.I.R.S.T. CENTER

- Financial literacy center
- Apprenticeships and Internships
- Career and Talent Development Office

EQUITY, DIVERSITY & INCLUSION CENTER

- Supporting non-academic barriers to success



4th Floor

ACADEMIC SUCCESS CENTER

- Drop-In Tutoring or by appointment
- ASC Computer Lab
- Group Tutoring
- E-Tutoring

ESL DEPT.

VETERANS OASIS CENTER

- Gathering place for veterans to meet each other and receive peer support



A Place to Learn, Connect and Succeed

5th Floor

LIBRARY

- Text: 860-735-3662
- Email: CA-LibraryResearchHelp@ccc.commnet.edu
- Group Study Rooms
- Quiet Study Areas
- Computers
- Blackboard Support
- Printing (300-page allowance each semester)
- Anatomy and Physiology Models
- Magazines, Newspapers, and Books!



6th Floor

INFORMATION TECHNOLOGY

- Architectural Engineering Technology
- Computer Sciences: Networking, Cybersecurity
- Open Computer Labs



7th Floor

Cafeteria/Vending

Bookstore

Capital Cares Food Pantry

Career Closet

Game Room

Prayer/Meditation Room

Gender Neutral Bathroom

Student Activities



8th Floor

HEALTH CAREERS

Nursing Labs

Paramedic Training Room

Medical Assisting Lab

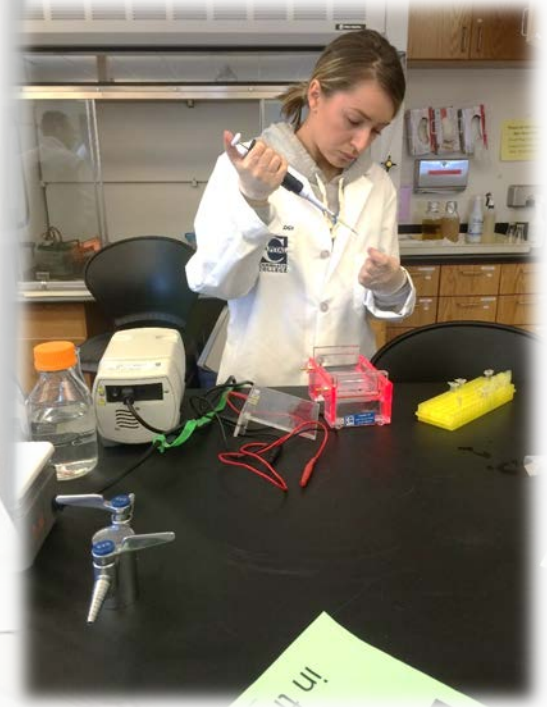
Radiology Lab



9th Floor

SCIENCE

- Analytical Chemistry Lab
- Anatomy & Physiology Lab
- Biology Lab
- Chemistry Lab
- Microbiology Lab
- Organic Chemistry Lab
- Physics Lab



10th Floor

MEDIA SERVICES

- Information Media Technology
- Photography Lab
- TV Studio

IT HELP DESK

- Password Resets
- Issues with OneDrive, Office365, etc.



10th Floor

DEPARTMENT CHAIRS



Dr. Jeffery Partridge
Chair, Humanities



Daniel Tauber,
Chair, Health Careers



Seth Freeman
Chair, Business & Technology



Dr. Miah LaPierre-Dreger,
Dean of Academic and Student Affairs



Dr. Lilliam Martinez
Chair, Social & Behavioral Sciences



Michael Proulx
Chair, Science & Mathematics

11th Floor

- Alumni Association Office
- Degnan Hall
- Drawing & Painting Studio
- Music Technology Studio
- Piano Room
- Theater Arts Production



11th Floor

- Centinel Hill Hall (Auditorium) and Degnan Hall (Large lecture hall)
- CEO's Office



Dr. G. Duncan Harris, CEO



CCC RULES & POLICIES

Student Handbook

Become familiar with the Handbook!

It can be found on the College website capitalcc.edu. Access your handbook by using your search feature within the website and type “Handbook,” and it will appear below. This document includes important College policies and procedures, such as:

- **Academic Policies**
- **Appeals (grades, financial aid, etc.)**
- **Student Code of Conduct**
- **Disability Services**
- **Find out where you can get help**



STUDENT HANDBOOK 2020 - 2021



WHAT IS TITLE IX?

No sex discrimination. No sexual assault. *Period.*



CAMPUS CONTACTS

Jason Scappaticci, Assoc. Dean of Student Services, Title IX Coordinator..... 860-906-5085

James Griffin, Master Sergeant Public Safety..... 860-906-5076

Sabrina Adams-Roberts, Counselor..... 860-906-5043

"NOT ANYMORE" Training

Not Anymore is a mandatory student online training on sexual assault prevention that features numerous true student testimonials. All CCC students will be sent an email by the Dean of Student Affairs with a link to the mandatory training.

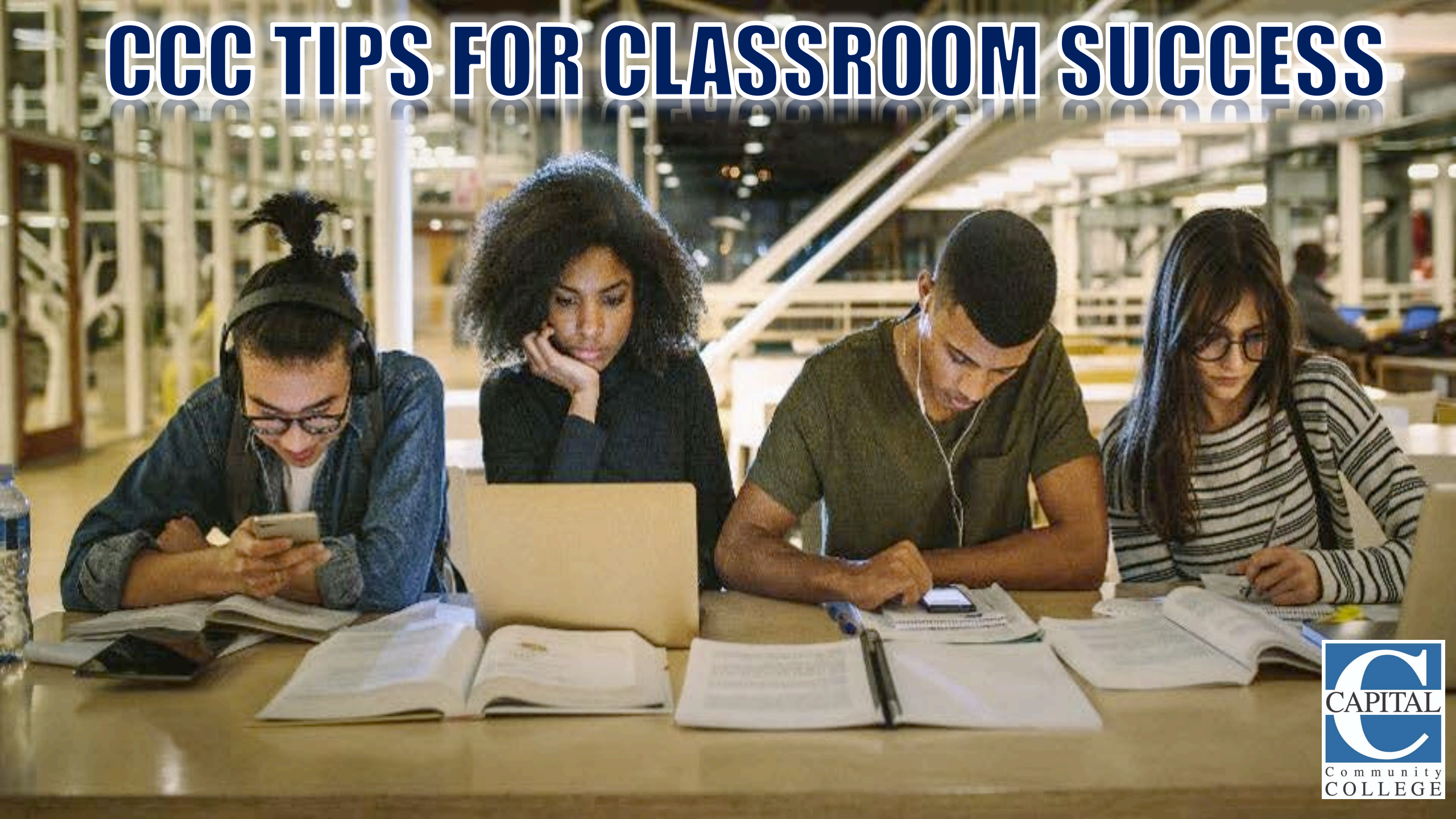


CLASSROOM BEHAVIOR

- Disruptive behavior in the classroom will not be tolerated. This includes:
 - **Coming late or leaving early**
 - **Cell phone use**
 - **Multiple unexcused absences**
- Please respect other students, your professor, and even yourself by honoring in-class learning time.
- No plagiarism and all forms of cheating. These are a violation of the student code of conduct and are subject to an automatic failure and disciplinary probation.



CCC TIPS FOR CLASSROOM SUCCESS



PLEASE REVIEW YOUR SCHOOL CALENDAR

You can locate your school calendar on the Registrars homepage.

OFFICIAL CALENDAR

ACADEMIC CALENDAR



FALL 2020

Tuesday, August 25	Last Day for a Full Tuition Refund.
Wednesday, August 26	Classes Begin
Wednesday, August 26	First Day for Partial Tuition Refund. Fees are non-refundable.
Tuesday, September 1	Last Day to Add a Class
Monday, September 7	Labor Day – College Closed, No Classes
Tuesday, September 8	Last Day to Drop a Class
Tuesday, September 8	Last Day for Partial Tuition Refund. Fees are non-refundable.
Wednesday, September 9	Withdrawal Period Begins
Tuesday, September 22	Last Day to Change to/from Audit Status
Monday, October 12	Columbus Day – College Open, Classes Held
Tuesday, October 20	Reading Day – No Classes
Monday, October 19 – Monday, October 26	Mid Term Grades Due
Mon, October 26 – Thursday, November 19	Academic Advising Weeks

Tuesday, November 3	Last Day to Resolve Incompletes from Previous Semester
Wednesday, November 11	Veteran's Day – College Open, Classes Held
Tuesday, November 17	Last day to Withdraw
Wednesday, November 25	College Open, No Classes
Thursday, November 26 – Sun., November 29	Thanksgiving Recess – No Classes
Monday, November 30	Thanksgiving Recess Ends – Classes Resume
Monday, December 7	Last Day of Classes
Tuesday, December 8	Reading Day – No Classes
Wednesday, December 9	Final Exams Start
Tuesday, December 15	Final Exams End
Wednesday, December 16	Final Exam Make-Up Day** **For college being closed earlier in semester, e.g., weather
Thursday, December 17	Final Grades Due
Wednesday, December 23	Semester Ends

myCommNet Announcements

Announcements All

Subject	Preview	Hide
 		

Delivery Date: April 27, 2020


☐ Show Hidden

Access Degree Works




ADVISE. PLAN. GRADUATE

Choose College ...

 CRT/CR/NCE Grading Option for Spring 2020 Courses


CRT/CR/NCE Grading Option for Spring 2020 Courses

[Click here to access the CRT/CR/NCE Grading Option page.](#)


 Direct Deposit Enrollment


The direct deposit enrollment applies to all Connecticut Community Colleges where you are registered. The enrollment page reflects the college with the most recent registration activity.

[Sign up for Direct Deposit, Modify or Cancel](#)

 Voter Registration


[Register online to vote through the Connecticut Secretary of State](#)



 Access College Email

Access Your Faculty/Staff Email: Outlook Web Access (OWA)


[Launch Outlook Web Access](#)

 myCommNet Alert System


The [myCommNet Alert](#) System is used to send out:

- Emergency Notifications regarding Active Shooter and other situations on our College Campus.
- Weather Related Notifications regarding College Closings.

Click the link to keep your **Contact Information up-to-date**.




Manchester Community College Symplicity

 Access Banner Self-Service

[Banner Student & Faculty Self-Service:](#)

- Course registration, add/drop classes
- Degree requirements
- Transcripts
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- FACULTY: Enter grades, check course rosters, etc.


[Banner Student & Faculty Self-Service FAQs](#)

 Access Your Blackboard Courses

[Blackboard](#)

- Course syllabi, lectures, homework, etc.
- Bb opens in a new tab or window
- Close myCommNet window to avoid time-out messages
- Click **Support & Training** tab for Bb resources.


[Blackboard FAQs](#)



Textbook Search


Capital CC Textbook Search

[Search Capital's Bookstore](#) for textbooks and other materials required or recommended for your courses.



Manchester CC Textbook Search

[Search Manchester's Bookstore](#) for textbooks and other materials required or recommended for your courses.



Tunxis CC Textbook Search

ACCESSING YOUR E-MAIL

⋮

Search

New message

🗑️ Delete 📁 Archive 🕒 Junk 🧹 Sweep 📁 Move to 🏷️ Categorize ⌚ Snooze ↶ Undo ⋮

⌵ Favorites

➤ Sent Items

✎ Drafts

Add favorite

⌵ Folders

⌵ Inbox 1

⌵ FALL 2020

English

Math

🕒 Junk Email

✎ Drafts

➤ Sent Items

➤ Deleted Items 2

📁 Archive

📄 Notes

Conversation History

New folder

⌵ Groups

New group

💎 Upgrade to Microsoft 365 with premium Outlook features

⌵ Inbox ☆ Filter

○ Randall Ward

> Math Assignments

No preview is available.

11:55 AM

RW Randall Ward

> English Test

No preview is available.

11:50 AM

July

MO Microsoft OneDrive

Get started with OneDrive

Go to your OneDrive | View it online Welcome to your OneDrive OneDrive is you...

7/7/2020

Math Assignments

RW Randall Ward

Thu 8/27/2020 11:55 AM

To: You

FOR STUDENTS

REQUIRED FOR ACCESS TO ONLINE COURSE MATERIALS

Register online at <http://www.pearsonmylabs.com>

MyMathLab®

STUDENT ACCESS KIT

For use with an online course set up by your instructor
Instructor Course ID required

Note: Once opened, this student access kit cannot be returned for a refund. The student access code inside is valid for one-time use when accessing your course materials for the first time.

Reply Forward

Settings

Search Outlook settings

Theme

View all

Dark mode

Focused Inbox

Desktop notifications

Display density

Full Medium Compact

Conversation view

Newest messages on top

Newest messages on bottom

Off

Reading pane

Show on the right

Show on the bottom

Hide

View all Outlook settings

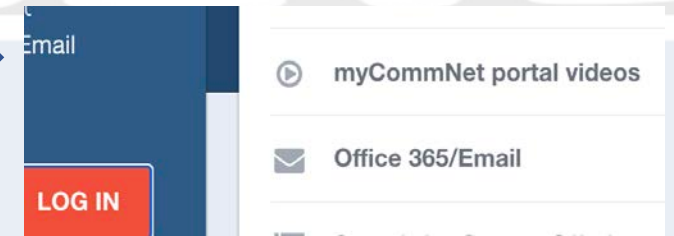
ACCESSING YOUR E-MAIL cont.

You can access your E-mail 4 different ways:

1. The school's website capitalcc.edu →



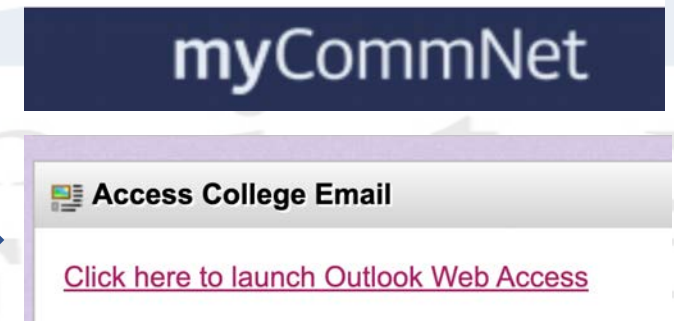
2. Your myCommnet login page →



3. An E-mail icon after you've logged into myCommnet →



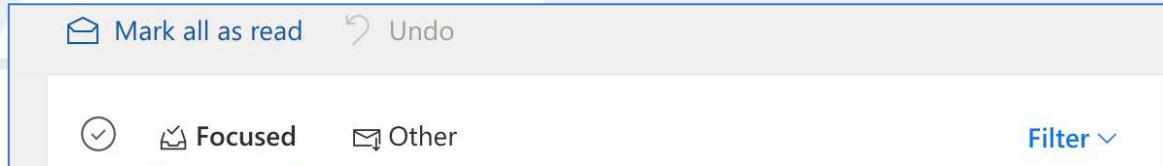
4. Towards the center of your myCommnet home page once you've logged in →



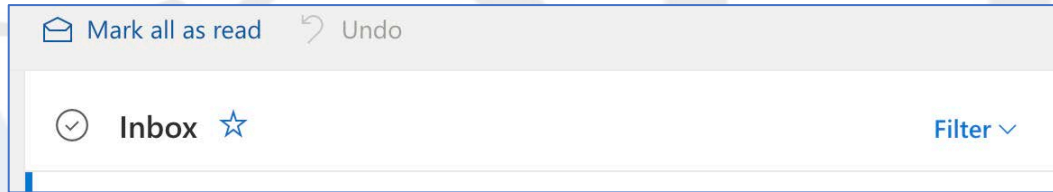
E-MAIL TIPS

1. Once you're in your E-mail, you may want to change your settings from "focused" to "inbox". Examples below.

FOCUSED

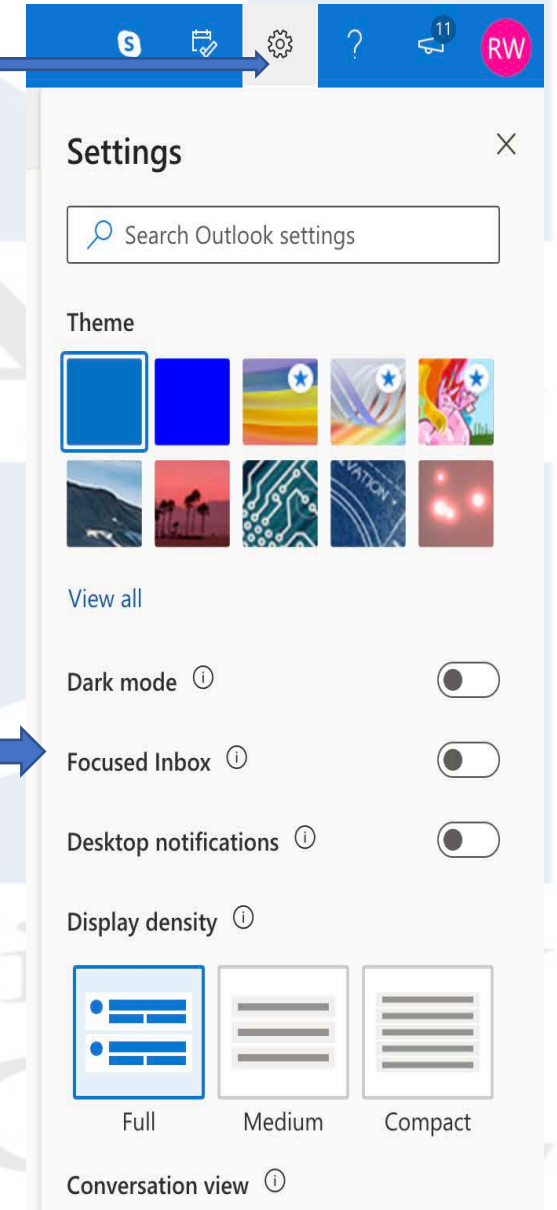


INBOX



2. You can change it by using this option:

***This will help you stay organized by keeping your emails in one "Inbox" as opposed to using two, "Focused and Other."**



E-MAIL TIPS cont.

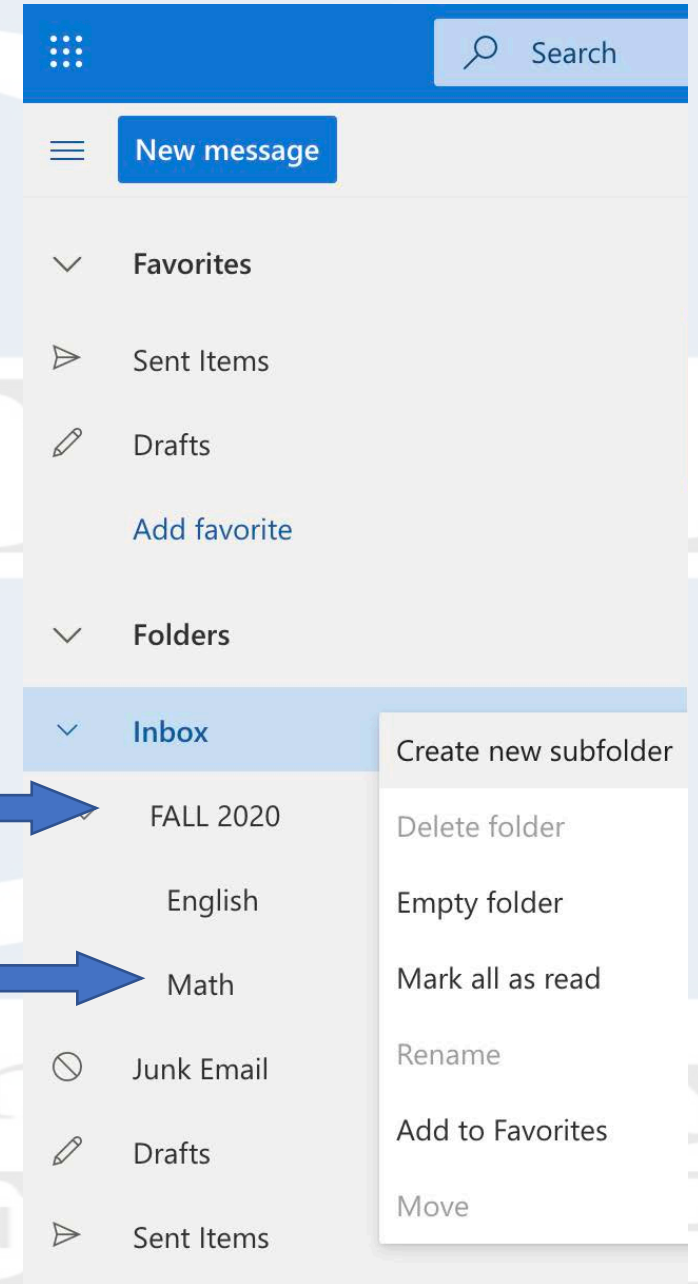
CREATING SUBFOLDERS IN YOUR E-MAIL

This is an important feature that will allow you to stay organized throughout the semester.

STEPS TO CREATING SUBFOLDERS IN YOUR EMAIL

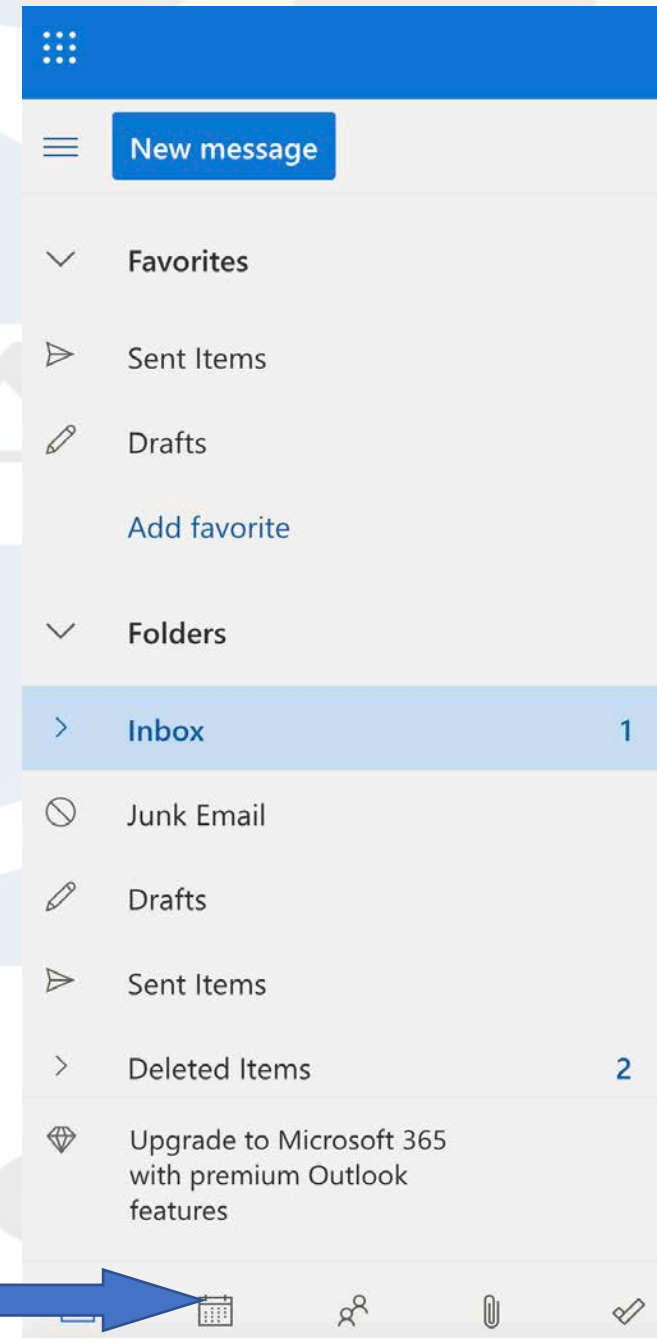
1. Right click on Inbox and proceed to create your FALL 2020 folder (see example)
2. Create subfolders within your FALL 2020 folder for your classes, for example, Math, English etc. (see example)
3. Once you've created your folders for the semester, now you can move your E-mails to the designated folders as you receive them.

KEEP IN MIND TO CHECK YOUR EMAILS AND FOLDERS DAILY!



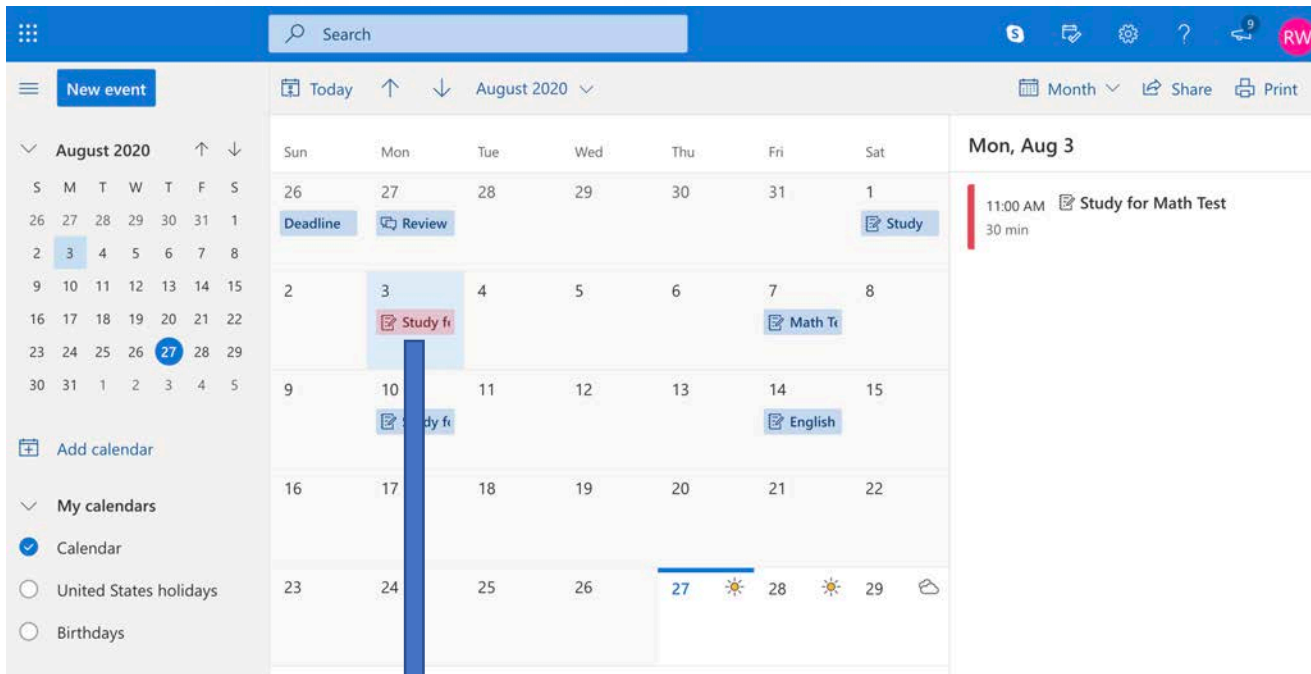
CALENDAR – (LOCATED IN YOUR EMAIL)

**1. Here is the icon to
access your calendar
in your E-mail.**

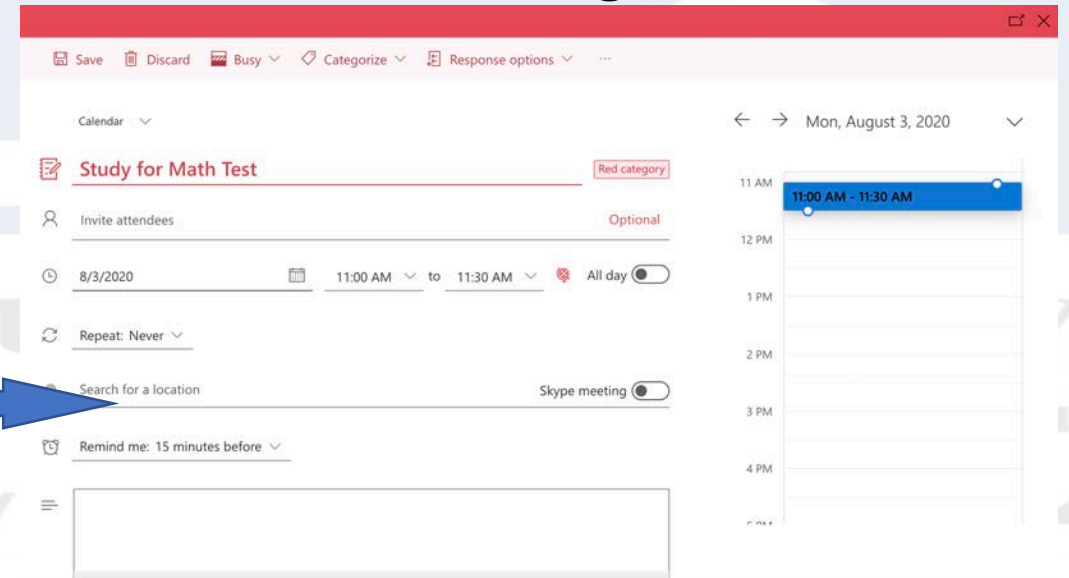


CALENDAR – (LOCATED IN YOUR EMAIL) cont.

1. Make sure to use your calendar regularly to stay organized.



2. Double click any date to schedule reminders to study for tests, submit assignments etc.



BLACKBOARD

myCommNet



FOR ONLINE CLASSES! Blackboard is a tool that allows faculty to add the syllabus, course content, assignments and resources for students to access online.

1. To access your Blackboard account, login into myCommnet.
2. On the myCommNet landing page, click this link to access your Blackboard account.
3. For help with Blackboard visit:

<https://www.capitalcc.edu/academics/online-learning/>

Access Banner Self-Service

[Banner Student & Faculty Self-Service](#)

- Course registration, add/drop classes
- Degree requirements
- Transcripts
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- FACULTY: Enter grades, check course rosters, etc.

[Banner Student & Faculty Self-Service FAQs](#)

Access Your Blackboard Courses

[Blackboard](#)

- Course syllabi, lectures, homework, etc.
- Bb opens in a new tab or window
- Close myCommNet window to avoid time-out messages
- Click Support & Training tab for Bb resources.

[Blackboard FAQs](#)

[Access Your Blackboard Courses](#)

Text:

Blackboard

- Course syllabi, lectures, homework, etc.
- Bb opens in a new tab or window
- Close myCommNet window to avoid time-out messages
- Click **Support & Training** tab for Bb resources.

recommended for your courses.

Tunxis CC Textbook Search

BLACKBOARD cont.



1. If you're using a PC or a Mac, once you've entered your Blackboard account, you should see a screen like this below.

Faculty

Have you checked your courses after copying?

- Watch: [Blackboard Troubleshooting Tips: Course Copies and More!](#)
- Print: [Steps to Preparing Your Blackboard Course for a New Semester Job Aid](#)

Forgot how to do something in Blackboard, Collaborate, WebEx, Kaltura? Check out the: [Course_Design_and_Delivery_Competencies: Course Design and Delivery Competencies \(self-paced course\)](#)

Scroll to "[Courses where you are a student](#)" in your course list

- Open the course and select [Self-Paced Content](#) from the course menu
- Scroll the page for the folder that includes information on the topic you are interested in

Blackboard Student Mobile



Download the BB Student app. Search on "Connecticut Community Colleges" (not your specific college).



Guidelines for Technology Use

Important New Technology Guidelines:

[Connecticut State College \(CSC\) Personal Technology Guidelines](#)

Course List

Courses where you are: Student

[CaCC_Contingency: COVID-19 Response Resources](#)

Instructor: M.Farrell Capital's Tech Support; Miah LaPierre-Dreger; Ryan Pierson; Francine Skalicky;

[Course_Design_and_Delivery_Competencies: Course Design and Delivery Competencies \(self-paced course\)](#)

Instructor: Tobl Krutt; Francine Skalicky;

[Demo_Course_with_Folders: Best Practices Demonstration Course for Faculty](#)

Instructor: Tobl Krutt; Irena Markova; Francine Skalicky;

[FAC-OR-118: Blackboard Learn Faculty Resource Center \(not currently available\)](#)

Instructor: Tobl Krutt; Joe Priester; Francine Skalicky;

[OR-120307: Essential Blackboard Skills for Students](#)

Instructor: M.Farrell Capital's Tech Support;

[SkillsforRemoteAttendance: Essential Skills for Attending Courses Remotely/Online](#)

Instructor: M.Farrell Capital's Tech Support;

IMPORTANT FACULTY UPDATES

[Need help with Blackboard??](#)

Check out the:

[Course Design and Delivery Competencies \(self-paced course\)](#) - scroll in your course list until you see courses where you are a student

Check out the new:

[Faculty Professional Development website!](#)

Peer Mentoring times may still be available

Blackboard Instructor Mobile



Download the BB Instructor App -see how your course looks to students in mobile. Search on "Connecticut Community Colleges" instead of your specific college.

Apple Google Microsoft

2. Click the blue coded link under "[Course List](#)" that corresponds with the class/s you've registered for. For example, ENG*095/101.

Course List

Courses where you are: Student

[CaCC_Contingency: COVID-19 Response Resources](#)

Instructor: M.Farrell Capital's Tech Support; Miah LaPierre-Dreger; Ryan Pierson; Francine Skalicky;

[Course_Design_and_Delivery_Competencies: Course Design and Delivery Competencies \(self-paced course\)](#)

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Instructor: M.Farrell Capital's Tech Support;

[SkillsforRemoteAttendance: Essential Skills for Attending Courses Remotely/Online](#)

Instructor: M.Farrell Capital's Tech Support;

BLACKBOARD cont.

3. Now that you've selected one of your classes from your "Course List," you should see a screen that looks like this below.

OR-120307 (Essential Blackboard Skills for Students)

Announcements

Finding your Syllabus in an Online Course

Computer Skills for Blackboard

Navigating Blackboard

Accessibility within Blackboard

Troubleshooting Accessing Blackboard Content

Attending an Online Class Session

Sending Email or Messages

Announcements

Helpful Videos for attending courses Online

Posted on: Tuesday, August 4, 2020 9:34:44 AM EDT

Students,

*This course contains video resources for the major tasks **you may be expected to do** in and out of Blackboard coming weeks.*

Please use the topic areas to the left to narrow your search for video tutorials.

Review each link.

4. Please review and check each item for your class, **especially your announcements and syllabus!**

Here is where you'll access information for the class, such as, assignments, homework etc., **but always check your E-mails for updates as well!**

BLACKBOARD ON TABLETS AND CELL PHONES

1. You can download the Blackboard application to a tablet or from your AppStore or Google Play. The icon will look like this



Blackboard

2. Once you're ready to login, you'll be prompted to type your school.

Do not type in Capital Community College.

Type: "Connecticut Community Colleges System" (see example)

Last, login with your school credentials.

Blackboard®

Connecticut|

Central Connecticut State University

Connecticut Community Colleges System

Eastern Connecticut State University SaaS

Southern Connecticut State University

Blackboard®

Connecticut Community Colleges System



This school requires that you log in through their website. Tap the web login button to continue.

Web Login

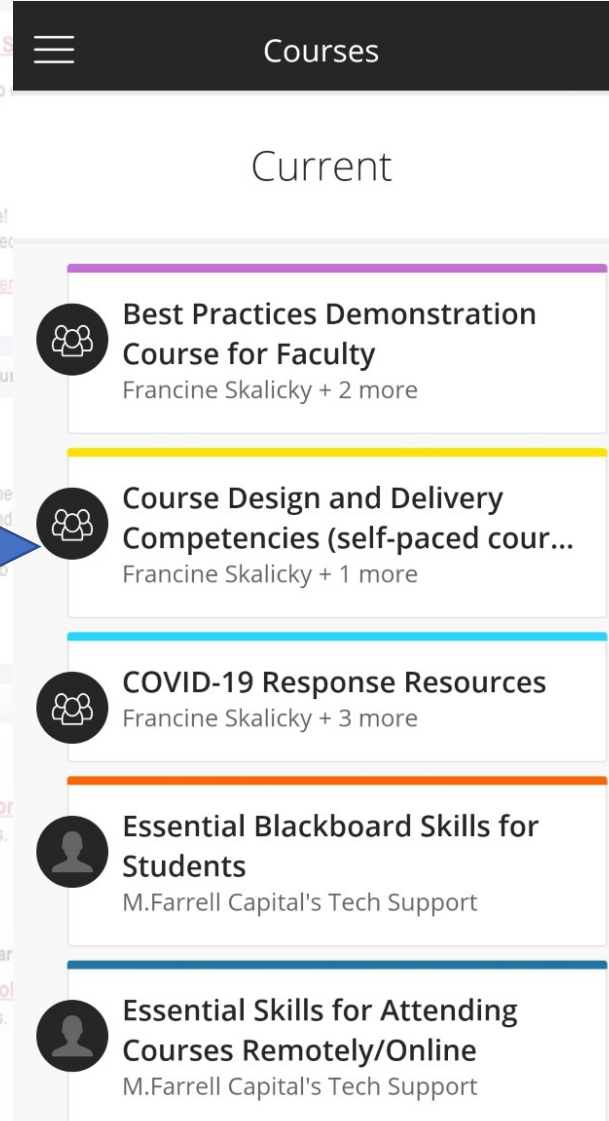
BLACKBOARD ON TABLETS AND CELL PHONES cont.

3. Now that you've logged in, you should see a screen that looks like this.

4. Use the 3 stripes in the upper left corner to access your courses.






5. Now that you've fully accessed your courses, you should see a screen that looks like this.

These options will allow you to access resources, your syllabus, along with all other tasks and assignments.



Courses

Current

-  **Best Practices Demonstration Course for Faculty**
Francine Skalicky + 2 more
-  **Course Design and Delivery Competencies (self-paced cour...**
Francine Skalicky + 1 more
-  **COVID-19 Response Resources**
Francine Skalicky + 3 more
-  **Essential Blackboard Skills for Students**
M.Farrell Capital's Tech Support
-  **Essential Skills for Attending Courses Remotely/Online**
M.Farrell Capital's Tech Support

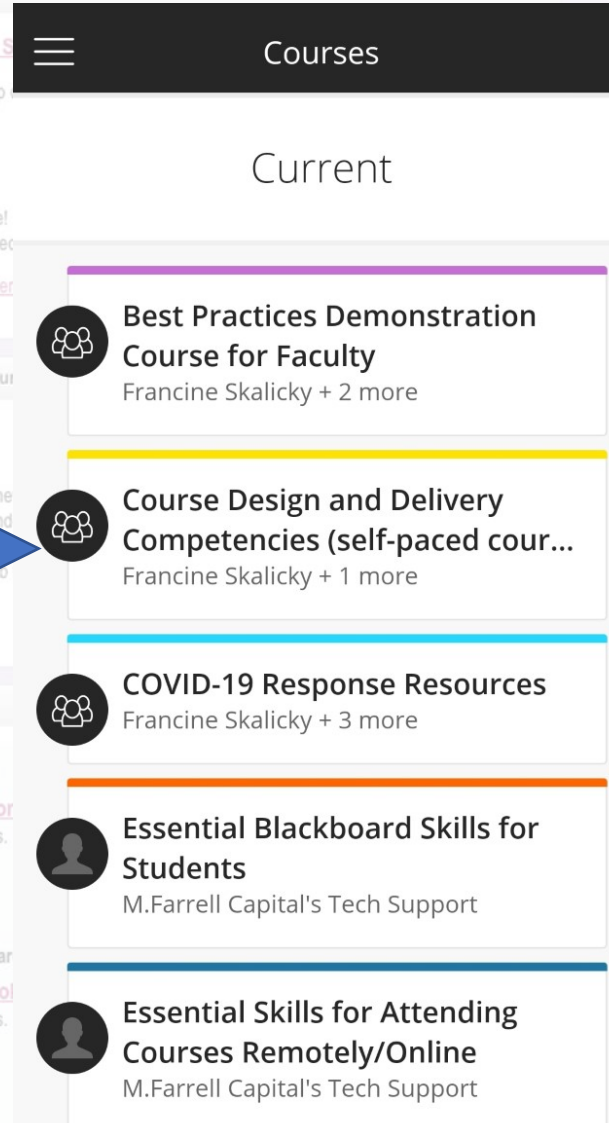
BLACKBOARD ON TABLETS AND CELL PHONES cont.

3. Now that you've logged in, you should see a screen that looks like this.

4. Use the 3 stripes in the upper left corner to access your courses.






5. Now that you've fully accessed your courses, you should see a screen that looks like this.

These options will allow you to access resources, your syllabus, along with all other tasks and assignments.



Courses

Current

-  **Best Practices Demonstration Course for Faculty**
Francine Skalicky + 2 more
-  **Course Design and Delivery Competencies (self-paced cour...**
Francine Skalicky + 1 more
-  **COVID-19 Response Resources**
Francine Skalicky + 3 more
-  **Essential Blackboard Skills for Students**
M.Farrell Capital's Tech Support
-  **Essential Skills for Attending Courses Remotely/Online**
M.Farrell Capital's Tech Support

WHAT TYPE OF CLASSES DO I HAVE?

Visit Capital Community College's website capitalcc.edu, and in the search box, type **FALL 2020 FAQ**. This page provides you with all the latest updates as it relates to what types of classes/Instructional Methods you have on your schedule. Please review the legends below and familiarize yourself with each one that's on your schedule. ***Pay close attention to the "Days Legend" as well, for example, if you see TR on your schedule, that means you have class on Tuesday's and Thursdays. The "Sts Legend" determines the status of your class; please check your schedule.**

Days Legend: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday.

Sts Legend: A = Active, C = Cancelled, H = Hold, P = Pending Cancellation, R = Rescheduled, CL = Closed

Instructional Method (Inst Methd)legend:

CLIN = Clinical

COOP= Cooperative Learning

HYBR = Online and Classroom

INDE = Independent Study

INTN = Internship

LRON = Live/Remote & Online Component

OLCR = Online with Campus Requirement

ONLN = Fully Online

TRAD = Classroom

1. Whenever you have an **HYBR** on your schedule, this typically means half of your class is online with an **LRON** legend on your schedule. *
LRON is like Zoom/Facetime/Webex 2. The other half of your **HYBR** class is on campus.

1. Whenever you have **TRAD** on your schedule, this means it is on campus. If you have a **TRAD** class, review your schedule and locate **GMAIN** and the **Rm. Number**.

CT COMMUNITY COLLEGES SAFE LEARNING OPTIONS FOR FALL 2020

WHAT TYPE OF CLASS DO
I HAVE?



Online
anytime
(ONLN)
*Fully online
with no
on-campus
meeting times*

LRON
Online on
a schedule
*Fully online,
but LIVE with an
instructor during
the scheduled days and
times*



**REGARDLESS OF THE
TYPE OF CLASS YOU TAKE,
ALL STUDENTS HAVE ACCESS TO
THE SAME SUPPORT, BOTH ONLINE
AND ON GROUND:**

- Basic Needs Support
- Career & Pathway Advising
- Career & Employment Services
- Counseling & Ability Services
- Supplemental Instruction
 - Student Life
 - Tutoring

Hybrid

(HYBR)

*Meetings
alternate
between
online and
on-campus*



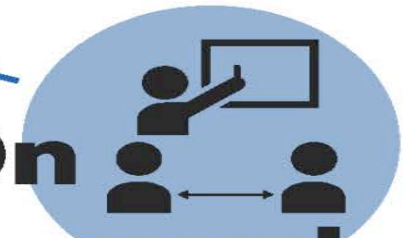
OLCR

*Online with
occasionally
scheduled
on-campus
meetings*



**On
Ground**

*Meets on campus during
scheduled days and times*



ACADEMIC SUCCESS CENTER



Tech Tips (Visit the Academic Success Center Online):

- ASC Computer Tutors are available to answer your technology questions and help you manage your online learning needs.

Topics include:

- Blackboard - Webex - MS Teams - MyCommnet -
- College Email - One Drive - Computer & Internet Access Issues
- All tech questions welcome!

Attend a live session:

- Mondays 11-12pm
- Tuesdays 3-4pm
- Wednesdays 7-8pm
- Thursdays 4-5pm
- Fridays 2-3pm



Review Your Syllabus

- This is where your professor details the expectations of the course and explains what you need to do to succeed including the schedule for all assignments, reading, quizzes, and exams.
- Includes a description or explanation of assignments that will be due, as well as the point value of each.
- Lists instructor contact information and office hours
- Indicates your professor's standards for attendance, classroom behavior, and late assignments.
- Keep your syllabus! It is your road map for the course, so you will want to refer to it often throughout the semester.

GET YOUR TEXTBOOKS

- It's very important to have your textbook or text materials.
- Start reading before the semester even starts and stay on top of rereading throughout the semester.
- Capital offers many courses that have **no-cost or low-cost** (under \$40!) textbook resources labeled **#NoLo** in the class schedule.
- Some of these courses use online resources and the option to download text for free.
- Textbook information and #NoLo classes can be found in the class schedule.

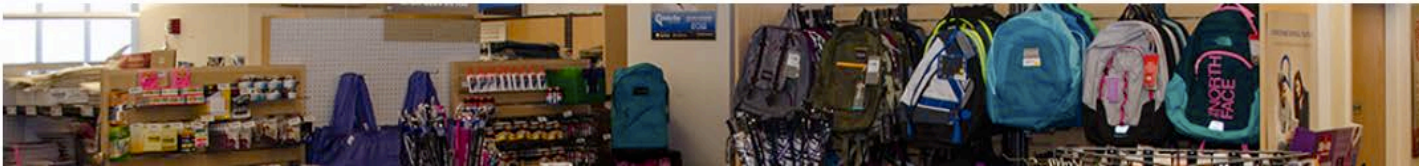


PURCHASING YOUR TEXTBOOKS - STEP BY STEP



STEP 1. Go to the Bookstore on the Capital Community College's website capitalcc.edu. Hover over the Admissions & Financial Aid title and find Bookstore in the drop-down menu or type Bookstore in the search box.

CAPITAL COMMUNITY COLLEGE BOOKSTORE



STEP 2. Click the tab for “Purchase Online.”

PURCHASE ONLINE

To purchase textbooks, computer s

[Purchase Online](#)

PURCHASING YOUR TEXTBOOKS - STEP BY STEP



STEP 3. Select your term, Fall 2020. Have your schedule near you and insert the information for your courses in the boxes below.

Get Your Textbooks

Make your selections below to find your textbooks.

Term
Fall 2020

Shop by Course

Shop by Course ID

1	<input type="text" value="Department ENG*"/>	<input type="text" value="Course C095"/>	<input type="text" value="Section 3181"/>	Delete
2	<input type="text" value="Select Department"/>	<input type="text" value="Select Course"/>	<input type="text" value="Select Section"/>	
3	<input type="text" value="Add Another Course"/>	<input type="text"/>	<input type="text"/>	

FIND MATERIALS FOR 1 COURSE(S) →

PURCHASING YOUR TEXTBOOKS - STEP BY STEP



STEP 4. Your books will be displayed, and you'll choose from the options listed, which are usually rent, new, or digital. Click "Add Item To Bag."

My Course Materials

1 Required

Print List

Fall 2020

1 ENG* / G095 / 3181 Instructor Alexandra Carey
Required Materials (1)

[Hide Course](#)



① REQUIRED

**Norton Field Guide to Writing
with Readings & Handbook**
\$90.75

Edition: 5th

ISBN: 9780393655803

Buy

☒ New

\$90.75

☐ Digital [Requirements](#)

\$60.00

1 of 1 Required Items Selected

ADD 1 ITEM TO BAG →

PURCHASING YOUR TEXTBOOKS - STEP BY STEP



STEP 5. Your books will be displayed, and you'll choose from the options listed which are usually rent, new, or digital. Once you've selected, click "Add item to bag."

My Course Materials

1 Required

Print List

Fall 2020

1 ENG* / G095 / 3181 Instructor Alexandra Carey
Required Materials (1)

[Hide Course](#)



1 REQUIRED

**Norton Field Guide to Writing
with Readings & Handbook**
\$90.75

Edition: 5th

ISBN: 9780393655803

Buy

☒ New

\$90.75

☐ Digital [Requirements](#)

\$60.00

1 of 1 Required Items Selected

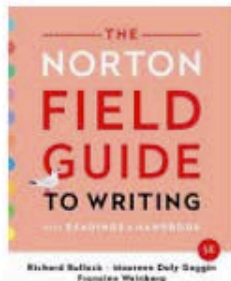
ADD 1 ITEM TO BAG →

PURCHASING YOUR TEXTBOOKS - STEP BY STEP



STEP 6. Your book has now been added to your checkout bag. Click “View Bag & Checkout.”

1 Item has been added to your bag from your course list



Norton Field Guide to Writing with Readings & Handbook

\$90.75

ENG* / G095 / 3181 Instructor Alexandra Carey

Selection: Buy New

Your Bag (1): \$90.75

[CONTINUE SHOPPING](#)

[VIEW BAG & CHECKOUT →](#)

Financial Aid/Scholarship is Accepted.

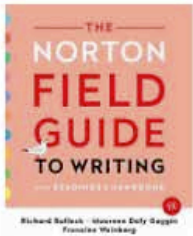
See checkout for details.

PURCHASING YOUR TEXTBOOKS - STEP BY STEP



STEP 7. Click the “Checkout” box.

My Bag ⁽¹⁾



Norton Field Guide to Writing with Readings & Handbook

\$90.75

All > Fall 2020 > ENG* > G095 > 3181

Selection: Buy New

Edition: 5th

ISBN: 9780393655803

[Edit](#) > [Remove](#) > [Save For Later](#) >

Order Summary

Original Price \$90.75

Promo Code (Discount) ~~-\$9.08~~

Subtotal \$81.67

CHECKOUT →

Financial Aid/Scholarship is Accepted.

See checkout for details.

WE ACCEPT



No interest if paid in full within 6 months (on orders \$99+) with PayPal

Credit. [See Terms](#)

PURCHASING YOUR TEXTBOOKS - STEP BY STEP



STEP 8. Click “Create Account” option and use the same credentials you would use to log into myCommnet.

[Back to Bag](#)

Sign In optional

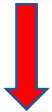
Sign into your account for faster checkout.

[Forgot Password?](#)

SIGN IN →

[Create Account](#)

[Continue As Guest](#)



Order Summary

Subtotal (1 Item)

\$90.75

Promo Code (Discount)

~~\$-9.08~~

Total

\$81.67

PURCHASING YOUR TEXTBOOKS - STEP BY STEP



STEP 9. After you've created your account, the address that you've used should appear. Click "Proceed To Payment Method"

1 Delivery Method

☒ Ship to an Address

Randall Ward (Default)

950 MAIN ST

HARTFORD CT , 06103-1234 US

[Edit Shipping Address](#)

[Add New Shipping Address](#)

Standard \$7.50

4-7 days. Delays due to COVID possible.

Need it sooner? [Change Shipping](#)

☐ Is this a gift?

☐ Any special instructions?

PROCEED TO PAYMENT METHOD

PURCHASING YOUR TEXTBOOKS - STEP BY STEP

STEP 10. Click a *square* option for your payment method of choice. If you're using **Financial Aid**, make sure you put the @ symbol in front of your Banner ID number and it will link to your account. Click "Place Order" and your order will be processed. Books take 5-7 days for delivery, however if necessary, acquire the digital version. Communicate with your professors if you do not have the book that is in currently in route.

2 Payment Method

☒ Financial Aid/Scholarship

☐ Gift Card

☐ Credit / Debit Card
 




PayPal Credit: No Interest if paid in full in 6 months on purchases of \$99+. Subject to credit approval.

BOOKSTORE DISCOUNT



HELLO!

Sign up and get

30% OFF

one apparel, gift, or supply item**

USE THIS LINK IN YOUR BROWSER:

dayone.shop/0825

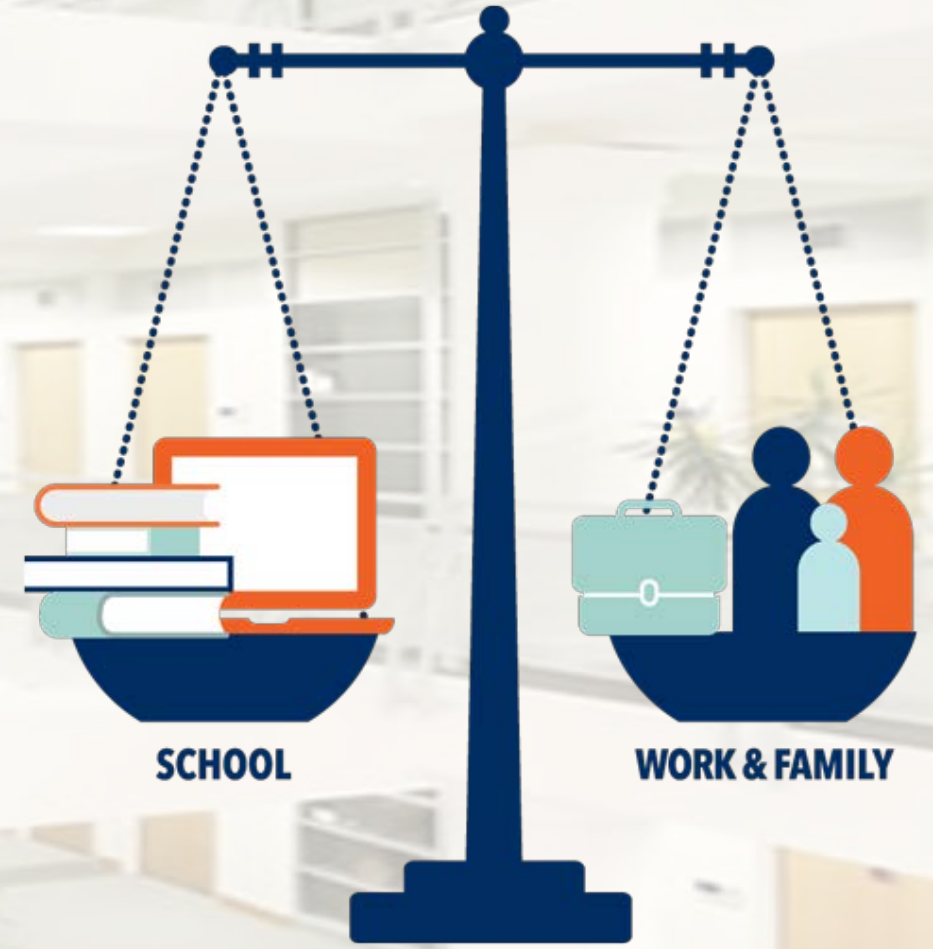


Be Prepared for the First Day!

- Have a genuine thirst to learn!
- Check your emails for class and online instructions.
- Show up, be on time, and be present!
- Check your classroom number the night before
- Make sure your class wasn't cancelled and that you're still enrolled.
- Be prepared – notebook/laptop, writing utensils and textbook.
- If you can't be at the first class, contact your professor as soon as you can.
- Plan extra time for elevators (once back on campus).

BALANCING SCHOOL, WORK & LIFE

- A general rule-of-thumb is that you should study 2 hours outside of class for every hour you spend in class.
- When making your class schedule, make sure to take into account work and family.
- Time spent outside of the classroom is just as important as time spent in class.
- One excellent strategy for staying on top of that time is to form a study group.
- Study in a place that is conducive to studying, e.g. Library, Academic Success Center, or any quiet space.



ACADEMIC SUCCESS CENTER

- Weekly online workshops are just one click away!
- Live sessions! No appointment necessary.
- ASC 101: Chat with an ASC Staff member about what to expect when you join an online tutoring session.
- Live sessions are held: Tuesdays 1-2pm, Wednesdays 5-6pm, and Saturdays 1-2pm
- In your email search box, type “The ASC Offers Tech Support & Summer Tutoring”



A Place to Learn, Connect and Succeed



CCC STUDENT LIFE

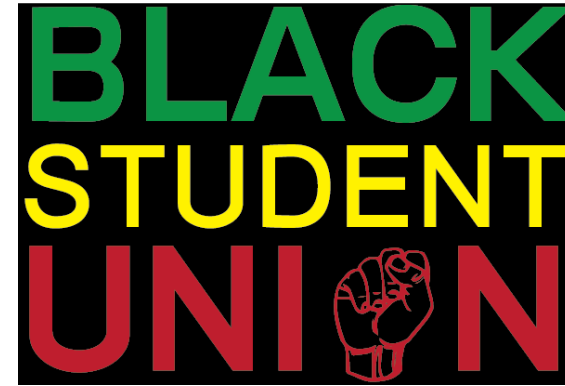


How To Get Involved on Campus

- Attend club meetings! An email will be sent to your school E-mail with our upcoming clubs meeting times.
- Become an active Club/SGA member
- Invent your own club with our help!
- If you have questions about joining or starting a student organization, please contact Randall Ward, Director of Student Activities at rward@capitalcc.edu



CLUBS



PRIDE



THE SENIOR AMBASSADORS CLUB

**CCC
CYBER
COMMAND
(C5)**



HARTFORD HERITAGE PROJECT



- The Hartford Heritage Project (HHP) makes Hartford's rich and diverse cultural institutions, landmarks, and neighborhoods an extension of our classroom.
- Place Based Courses: Mark Twain House, Wadsworth Atheneum, The Bushnell, The Old State House
- Free entry to Wadsworth Atheneum, Old State House, Harriet Beecher Stowe Center, Mark Twain House
- Discounted tickets to Hartford Stage, TheaterWorks, SeaTea Improv, Hartford Symphony Orchestra, and HartBeat Ensemble

theaterworks

Connecticut
Science Center





CAPITAL
COMMUNITY COLLEGE

4 Cont
Countries

Retailers (NZ)

+ 3000 shops

+ Airport → Tech labs

+ On Line

“There is no elevator to success.
You have to take the stairs.”

-Zig Ziglar

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COMMUNITY COLLEGE

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