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!

Connecticut Science Center

Capital Community College

Hartford Stage

the Y

Spotlight on the Arts
Follow your school's social media pages on each of these platforms for updates and upcoming events.
SOCIAL MEDIA

CCC HASHTAGS

#DESTINATIONCAPITAL

#THECAPITALWAY
PARKING GARAGE LOCATION

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

COVID-19 UPDATES

- 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.
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
SCHOOL TOUR

TALCOTT STREET LEVEL

Early Childhood Education Program
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, lock-downs 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
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
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.
Dr. Miah LaPierre-Dreger,
Dean of Academic and Student Affairs

Daniel Tauber,
Chair, Health Careers

Seth Freeman
Chair, Business & Technology

Dr. Jeffery Partridge
Chair, Humanities

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
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
WHAT IS TITLE IX?
No sex discrimination. No sexual assault. Period.

It’s federal law.
It’s not just about sports.
The law says no sex-based discrimination.
Not just rape — it’s harassment, stalking, threats, too.
People of any sex, gender, identity or expression are protected.
Because equal rights are for all.

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
ACCESSING YOUR E-MAIL
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
1. Once you’re in your E-mail, you may want to change your settings from “focused” to “inbox”. Examples below.

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

2. Click the blue coded link under "Course List" that corresponds with the class/s you’ve registered for. For example, ENG*095/101.
3. Now that you’ve selected one of your classes from your “Course List,” you should see a screen that looks like this below.

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

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.
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.
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.
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 Method)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

Hybrid
- 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

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
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](http://capitalcc.edu). Hover over the Admissions & Financial Aid title and find Bookstore in the drop-down menu or type Bookstore in the search box.

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

**PURCHASE ONLINE**

To purchase textbooks, computer s...
STEP 3. Select your term, Fall 2020. Have your schedule near you and insert the information for your courses in the boxes below.
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.”
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

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

1 of 1 Required Items Selected
ADD 1 ITEM TO BAG →
STEP 6. Your book has now been added to your checkout bag. Click “View Bag & Checkout.”
PURCHASING YOUR TEXTBOOKS - STEP BY STEP

STEP 7. Click the “Checkout” box.
STEP 8. Click “Create Account” option and use the same credentials you would use to log into myCommnet.
STEP 9. After you’ve created your account, the address that you’ve used should appear. Click “Proceed To Payment Method”
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.
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).
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 quite 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”
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
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
“There is no elevator to success. You have to take the stairs.”

-Zig Ziglar
FOLLOW US ON SOCIAL MEDIA

facebook.com/CapitalCommunityCollege
linkedin.com/school/capitalcc
instagram.com/capitalcc_ct
twitter.com/capitalcc_ct

capitalcc.edu 1-860-906-5000