

FALL 2017 INFORMATION BROCHURE



Northwestern Connecticut
Community College
Park Place East • Winsted, CT 06098
www.nwcc.edu



CONNECTICUT STATE
COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION

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TELEPHONE DIRECTORY

Admissions and Testing	738-6330
Bookstore	379-6226
Business Office (Cashier)	738-6415
Career Information.....	738-6306
Center for Student Development	738-6420
Center for Workforce Development.....	738-6444
Computer Laboratory.....	738-6367
Counseling	738-6420
Faculty Secretary	738-6379
Financial Aid.....	738-6326
High School Partnership Program	738-6330
Library.....	738-6480
Placement Testing	738-6330
Registration/Records Phone.....	738-6314
Registrar's Office Fax	738-6413
School Closing Information.....	738-6464
Student Activities	738-6343

Fall 2017 Academic Calendar

(August 25, 2017 through December 23, 2017)

Winter Session

Winter Session will be scheduled from January 3, 2018 through January 16, 2018

August

DAY	DATE	DESCRIPTION
Tuesday	August 22	New Student Orientation (Evening)
Thursday	August 24	New Student Orientation (Daytime)
Fri & Mon	August 25 & 28	Professional Staff Activities
Monday	August 28	Last Day for 100% Tuition Refund
Tuesday	August 29	CLASSES BEGIN

September

DAY	DATE	DESCRIPTION
Monday	September 4	Labor Day – COLLEGE CLOSED
Monday	September 11	Last Day to Add/Drop Courses and Last Day for 50% Tuition Refund
Monday	September 18	Constitution Day Observed – Classes in Session
Monday	September 25	Last Day to change to AUDIT status

October

DAY	DATE	DESCRIPTION
Tuesday	October 17	Reading Day* - No Classes

November

DAY	DATE	DESCRIPTION
Monday	November 6	Last Day to Make-up Incompletes
Monday	November 13	Last Day to Withdraw from Classes
Friday	November 17	JANUARY GRADUATION APPLICATIONS DUE
Wed-Sun	Nov 22-26	Thanksgiving Recess – No Classes

December

DAY	DATE	DESCRIPTION
Monday	December 11	Last Day of Classes
Tue-Mon	December 12-18	Final Exams
Thursday	December 21	Grades due by 12:00 pm



The mission of Northwestern Connecticut Community College is to inspire learning through accessible, high quality education. Northwestern is devoted to enriching lives by meeting individual and community needs in a supportive environment, while facilitating and providing access to lifelong learning opportunities.

ADMISSIONS AND REGISTRATION CHECKLIST

New or Transfer Students

- ___ Complete the **Application for Admission** and submit it with the **\$20 application fee**.*
- ___ Submit **proof of high school completion or GED completion** (if currently in high school submit final high school transcript after graduation).
- ___ Submit **proof of immunization records** (see page 5 for immunization policy).
- ___ Contact the Admissions Office to schedule a date to take the **Placement Test** at 860-738-6330. If transferring from another college, submit official college transcripts to determine if placement testing can be waived.
- ___ If applicable, apply for **Financial Aid** (see page 6 for financial aid information).
- ___ Meet with a counselor in the Center for Student Development to **register for classes** as soon as the above requirements have been completed.



Non-Degree Seeking Students (Not eligible for Financial Aid, cannot be Full-time Student)

- ___ Complete the **Application for Admission** and submit it with the **\$20 application fee**.*
- ___ Include unofficial college transcripts (to show that course prerequisites are met) or call 860-738-6330 to schedule a placement test.
- ___ Complete **course registration form**.
- ___ Submit all documents to the Admissions Office. (Fax: 860-738-6437)

Re-Admitted Students (Have not attended NCCC in two or more years)

- ___ Submit **Readmission Application** available online and in the Admissions Office.*
- ___ Call the Admissions Office to verify that we have all required documents at 860-738-6330.
- ___ If applicable, apply for **Financial Aid** (see page 6 for financial aid information).
- ___ Meet with a counselor in the Center for Student Development to **register for classes** as soon as the above requirements have been completed.

* For more information regarding the admission process and for a link to apply online go to:

<http://www.nwcc.edu>, click on Future Students or call the Admissions Office at 860-738-6330.

NEW STUDENTS: DON'T MISS ORIENTATION

(Evening) Tuesday, August 22, 2017 Founders Hall 4:45 p.m. – 8:00 p.m. or

(Daytime) Thursday, August 24, 2017 Founders Hall 8:45 a.m. – 12:00 p.m.

Orientation provides new students with an opportunity to become familiar with the NCCC college community. Tour the campus (Dress comfortably – this is a walking tour.) • Meet informally with Faculty to ask questions and discuss concerns • Interact with other new & returning students • Learn about campus events, clubs and organizations.

You will receive a complete packet of information including the Student Guide to Online Services, student ID and library card information, medical insurance information, and listings of various student services and schedules. Watch the mail for a complete schedule of events.

Refreshments will be served!

IMMUNIZATION POLICY

The State of Connecticut General Statutes requires each full-time or matriculating student to provide proof of adequate immunization before permitting such student to enroll at college. You must provide documentation of the following immunizations to the Admissions Office, Green Woods Hall, for verification: Measles, Mumps, Rubella, and Varicella. For more information regarding the admission process and for a link to apply online go to: <http://www.nwcc.edu>, click on Future Students or call the Admissions Office at 860-738-6330.

Admissions Office is located in Green Woods Hall Rm 219.

NCCC ID

Photo IDs can be obtained in the Library located in the Learning Resource Center. You will need a copy of your registration form/bill/receipt and a photo ID, such as a driver's license.

NCCC BOOKSTORE HOURS

The NCCC Bookstore is located in Green Woods Hall.

FALL 2017 HOURS

Monday -Thursday 9:00 a.m. - 4:00 p.m.

Friday..... 9:00 a.m.- noon

Extended hours will be posted at the beginning of the semester.



STUDENT FINANCIAL AID

NORTHWESTERN POLICIES

NCCC is committed to helping those students who have financial need to be able to attend college. Therefore, the College urges all students who plan to enroll in either a degree or eligible certificate program to apply for financial aid. **Students must complete the admissions process and become matriculated in order to receive notification of their financial aid eligibility.**

PRIORITY APPLICATION DEADLINES

Since campus-based financial aid programs have very limited funds available, it is highly recommended that aid applicants observe the dates for filing a complete and accurate application. Note the important dates:

	New Students	Continuing Students & Readmitted Students	Suggested FAFSA filing Date
To attend Fall & Spring Semesters	Jul 1	Jun 1	April 15
To attend Summer Session	N/A	May 1*	April 15
To attend Spring Semester Only	Dec 1	Dec 1	Nov 1

*Paper summer enrollment form required. Contact Financial Aid Office before above date.

FINANCIAL AID APPLICATION PROCESS

Step 1 – The FSA ID replaced the Federal Student Aid PIN. If you already have a PIN, you will be able to enter it and link it to your FSA ID. If you have not already done so, you can create one when logging in to fafsa.ed.gov. You will need FSA ID in order to sign FAFSA. If you are dependent on your parent(s), one of your parents will also need to apply for a FSA ID.

Step 2 – File a carefully completed **Free Application for Federal Student Aid** by going to the U.S. Dept. of Education website at: www.fafsa.ed.gov. Use the PIN(s) assigned to you (and your parents, if applicable) to sign your FAFSA and have your data sent to NCCC (code number 001398). Remember that the FAFSA is used to apply for all financial aid programs at the college. File early to avoid losing out on some great financial aid opportunities.

Step 3 - Monitor your financial aid application status by following the instructions on the next page of this Course Schedule. Note the terms and conditions of any aid offered to you. Be certain to understand the academic progress requirements to receive aid in future academic terms.

AWARD NOTIFICATION

After receiving your FAFSA data and the need analysis from the U.S. Dept. of Education, the Financial Aid Office will construct a “financial aid package” consisting of available grant aid from the Federal, State, and College sources to award you aid to help cover your direct educational expenses - tuition, fees, books and supplies – that normally are out-of-pocket expenses. Any charges not covered by any financial aid remain the responsibility of the student aid applicant. Note that individual eligibility may vary and result in different amounts being awarded from different programs. To receive official notification of any financial aid offered to you, practice and follow Step 3 previously noted.

DISBURSEMENT OF FINANCIAL AID

Financial aid awarded to you will disburse to your tuition account if you have authorized it to do so. The Cashier's Office maintains all student tuition accounts and reconciles any advances to you to charge your books. Any funds leftover results in a tuition “credit balance” which would then result in a refund being sent to you.

ACADEMIC ELIGIBILITY FOR FINANCIAL AID

Recipients of financial aid under Title IV programs or other financial aid programs directly administered or certified by the College must maintain satisfactory academic progress towards the completion of a certificate or degree program. Satisfactory Academic Progress (SAP) is determined by measuring the cumulative academic history in reviewing the Cumulative Grade Point Average (GPA) and the Cumulative Pace of earning credit required in a student's program of study. Additionally, students may receive financial aid only for attempting credits which do not exceed 150% of the published length of a student's educational program at the College. For example, a student enrolled in a 60 credit degree program may receive financial assistance for a maximum of 90 attempted credits. Similarly, a student reenrolled in a 30 credit certificate program may receive aid for a maximum of 45 attempted credits.

Standards for Students Seeking Certificate-Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace-%
0 – 11.99	0 – 0	0.00%
12 +	2 – 00	67.00%

Standards for Students Seeking Degrees-Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace-%
0 – 11.99	0.00	0.00%
12 – 30.99	1.70	50.00%
31 – 49.99	2.00	50.00%
50 – 59.99	2.00	60.00%
60 +	2.00	67.00%

PAYMENT OF TUITION AND FEES

Refer to the tuition and fee chart and payment due dates. **Payment of tuition and fees may be deferred for students who have applied for financial aid on-time and who have been officially notified of their awards by the NCCC Financial Aid Office. Estimates from other sources are merely estimates, not awards. Students who have only partial eligibility for financial aid are expected to pay any remaining balance due on their tuition account or purchase of books.**

NOTE: Financial aid covers only courses which earn academic credit and fulfill degree or eligible certificate requirements. Financial aid does not cover courses which are being audited, which do not fulfill requirements in an approved program of study, or for attempting a course that you have already completed more than once. You must also meet the academic progress requirements to continue to receive aid in future academic terms. More detailed information about academic progress requirements is listed on the Financial Aid Webpages and the college catalog.

FOLLETT BOOK STORE PURCHASES

Students who have a "credit balance" on their tuition account as reflected by a minus (-) symbol showing in "balance due" may use the credit balance to buy/rent books in the Book Store. **This may be done 3 weeks before classes begin and through to the end of the add/drop period.**

ELIGIBLE ACADEMIC PROGRAMS

All degree programs are eligible for financial participation. However, certificate programs of study are only eligible if they are at least 16 credits in length and prepare graduates for direct entry into jobs. Therefore, certificate programs which do not lead to immediate gainful employment are not approved by the U.S. Dept. of Education. Students seeking a second Associate Degree must request a curriculum evaluation to determine those courses required in the new program of study before a financial aid decision can be made. Students who have already earned a baccalaureate degree are not eligible for a Federal Pell Grant, a Governor's Scholarship or any NCCC need-based grant. All financial aid awards are conditioned upon meeting all financial and academic requirements. Awards are cancelled for non-attendance.

In order to monitor your financial aid application status, you must use the myCommNet portal to access your financial aid records in BANNER SELF-SERVICE. If you are a new student entering NCCC for the very first time, note that you must have a valid college I.D. number in order to view your financial and academic records.

* HOW TO LOG IN TO myCommNet FOR THE VERY FIRST TIME

- Enter your NetID. This is your 8-digit college ID number followed by @student.commnet.edu
EXAMPLE 12345678@student.commnet.edu
- Enter your password. Your initial password is made up of the following
 1. The 1st 3 letters of your birth month (the 1st letter is capitalized)
 2. The "&" symbol
 3. The last 4 digits of your Social Security Number
EXAMPLE: Jun&6789
- You will then be prompted to change your password the first time you log in.

TO MONITOR YOUR FINANCIAL AID APPLICATION STATUS

All students must complete a Free Application for Federal Student Aid (FAFSA) for each academic year and must also complete the admission application process before notification of any financial aid. Allow at least two weeks processing time before you begin to monitor your status. In the interim, you will receive an email from the Federal Processor of your FAFSA releasing the FAFSA data to the College. The CSCU will then send you an email when the data is received. **WAIT at least 2 weeks** to receive a postal letter with further instructions. **Then use the myCommNet portal to access Banner Self-Service and your financial aid status** to see whether there are other documents or forms required to verify your FAFSA data. Access Banner Self-Service, click "Financial Aid", click "Eligibility Requirements". Choose the award/academic year, then review all of the information to determine your status.

CONTACT INFORMATION

The Financial Aid Office is located on
the second floor of
Green Woods Hall, Rm 224
Office Hours are 8:00 a.m. – 5:00 p.m.
Monday through Friday.
Email

NW-Finaid@nwcc.commnet.edu

**Financial Aid Information Sessions and
Application Workshops are offered
every week.**

**Use the myCommNet portal to check your
financial aid status.**

COURSE OVERLOADS

Any full-time NCCC student who wishes to register for more than 18 credits per semester must obtain the written permission of the Dean of Academic & Student Affairs **prior to registering**. FH 103, (860) 738-6320.

CROSS REGISTRATION

with other CONNECTICUT PUBLIC COLLEGES & UNIVERSITIES

FULL-TIME NCCC STUDENTS who have registered and paid for the semester may elect to register for a class at another Connecticut Community College, one of the public universities, or the University of Connecticut FREE OF CHARGE ON A SPACE AVAILABLE BASIS AS LONG AS THE COURSE IS NOT OFFERED AT NCCC.

CROSS REGISTRATION with other CONNECTICUT COMMUNITY COLLEGES

PART-TIME NCCC STUDENTS who have paid the tuition and fees of a part-time student at their “home” institution and register for additional courses at a “host” institution shall not exceed the amount charged for a full-time student, if the student’s combined registration at the “home” and “host” institutions would classify them as a full-time student. Copies of the student’s tuition and fee receipt from the “home” institution should be accepted by the “host” institution, and the “host” institution should charge the difference between the full-time charges for tuition and fees and amount paid the “home” institution.

OTHER STUDENTS (from the Community Colleges of CT, public universities, or the University of CT) may register at NCCC in the same manner AS LONG AS THE COURSE IS NOT OFFERED AT THE HOME INSTITUTION.

Be sure to carry proof of registration and payment for the semester requested.

TRANSCRIPTS

There is no charge for official or unofficial transcripts. Official transcripts can be printed and mailed by our office or they can be sent electronically. See instructions below on how to complete the option you prefer. Students can print their unofficial transcripts by logging into mycommnet and going to Banner Self Service.

Request through myCommNet: eTranscripts(electronic) or Printed (and mailed) Transcripts

- Login to myCommNet.
- Click on Banner Self-Service box or click on the graduation cap icon in the top right corner.
- Click on Student Records Button.
- Click on Transcripts
 - For eTranscript-select Official eTranscript.
 - For Paper Transcript-select Official Paper Transcript
- If you have forgotten your NetID and/or password, use the online self-help tools (<http://supportcenter.ct.edu/netid/index.asp>)

Submit Transcript Request Form-Printed (and mailed) Transcripts

- Submit a Transcript Request Form which is available in the Registrar’s Office and on our website-www.nwcc.edu > Current Students > How to Get a Transcript.
- The Official Transcript will be processed and mailed within 7-10 days. We cannot process them while you wait.

FALL 2017 REGISTRATION DATES

Walk-In, Mail, Fax & Online Registration for All Students:

Now - August 28, 2017

Walk-In Registration Only:

August 29 - September 4, 2017

Late Registration:

Sept 5 -11, 2017

Late registration requires written permission of the instructor and is subject to a \$5 late fee.

Walk-In Registration Hours:

Normal office hours are Monday through Friday 8:30 a.m. - 4:30 p.m.

Open Saturday, August 5, 2017

9:00 a.m. - 2:00 p.m.

REGISTER ONLINE AT myCommNet.edu

To Register:

- Enter NetID and Password
- Click-the Banner Self-Service icon (top right side of screen) or click in the "Banner Self-Service" box on the main menu.
- Click "Class Registration" Box
- Select Term
- Enter CRN numbers in the boxes provided-click Submit
- Review the screen after submitting to confirm that the registration was successful
- Click on the Credit Card Icons to to make a payment.

To Drop a Class:

- Find the class you want to Drop on your list of classes
- In the "Action" box next to the class you want to Drop, select Drop/Delete Web"
- Click Submit

NOTE:

Payment is required at the time of registration. If payment is not made, you will be dropped from your class(es).

COURSE/COLLEGE WITHDRAWALS & DROP POLICY

DROP POLICY

Students wishing to DROP courses must complete the Add/Drop form and submit it to the Registrar's Office (Green Woods Hall, Rm 215) by one of the following dates:

- Full tuition is refunded if an Add/Drop form is received in the Registrar's Office or done online by 4:30 p.m. Friday, August 28 2017.
- 50% tuition is refunded if an Add/Drop form is received in the Registrar's Office between August 29-September 11, 2017.

ADD/DROP POLICY

Students may add and drop courses until 4:30 p.m. on Monday, Sept. 11. Instructor permission is required to register beginning Sept. 5, 2017. **No ADD /DROPS will be allowed after Sept. 11, 2017.**

WITHDRAWAL POLICIES

The last date to withdraw with a grade of "W" for full semester courses is November 13, 2017 at 4:30 p.m. Consult the College Catalog for additional information. NO REFUNDS are granted during the withdrawal period.

NOTE: Fees are not refunded except in case of course cancellation.

TUITION & FEES PAYMENT POLICIES

- All FEES (including College Service Fee, Student Activity Fee, Clinical Program Fees, Supplemental Fees, Material Fees, and Extension Fees) are due and must be paid at the time of registration.
- TUITION may be deferred through Monday, August 7, 2017.
- TUITION is due in full Tuesday, August 8, 2017.
- Payments by credit card (MC, VISA, DISCOVER, AM EXP), debit card w/Visa or MC logo may be made at **any time** on myCommNet.edu.
- Payments by credit card (MC, VISA, DISCOVER, AM EXP), debit card, check, money order or cash (exact change), may be made in person in the Cashier's Office (Green Woods Hall, Room 206) between 8:00 a.m. – 4:30 p.m., Monday - Friday.

FINANCIAL AID RECIPIENTS

- **Payment of tuition and fees may be deferred for students who have applied for financial aid on-time and have been officially notified of their awards. Students who have only partial eligibility for financial aid are expected to pay any remaining balance due by the tuition due date.**

VETERANS

- Connecticut veterans of all wars may be eligible for a tuition waiver. Veterans' waivers are issued by the Veterans' Counselor, Samantha Palombizio in Green Woods Hall, and must be presented at the time of registration. Please call 860-738-6306 for information.

SENIOR CITIZENS

- Connecticut residents who are 62 years of age or older may be eligible for a tuition waiver provided there is space available in the course on the first day of classes. Registrations will be held and then processed in the order in which they are received during the first week of classes.
- Tuition, College Service Fees, Student Activity Fees and Application Fees may be waived. Lab Fees and Studio fees will not be waived and must be paid at the time of registration.
- To be assured a seat in a class, senior citizens have the option of registering with full payment during the normal registration period.

REFUND POLICIES

- **Course Cancellations:** If the College cancels a course, you will automatically be granted a 100% adjustment of associated charges except the application fee.
- **Supplemental and Material Fees:** If you officially drop prior to the 1st day of the semester you will receive a 100% refund of associated tuition, laboratory and studio fees. If you officially drop on the 1st day of the semester through the 14th calendar day of the semester you will receive a 50% refund of your tuition, laboratory and studio fees. If you withdraw on the 15th day of the semester or later – **NO REFUND**.
- **College Service, Student Activity and Clinical Fees:** Not refundable.
- **Extension Fees (fees for Summer Sessions):** If you officially drop on the last business day before the first class meeting or prior – 100% refund of associated extension fee. Requests must be made by 4:30 p.m. Friday for courses starting Saturday – Monday. If you officially withdraw on the day of the first class meeting or later – **NO REFUND**.
- **Fees for non-credit courses:** If you are unable to attend a non-credit course you must withdraw at least five working days before the first scheduled class meeting in order to receive a refund. Some courses have limited refund policies. Contact the Center for Workforce Development for details.

INSTALLMENT PAYMENT PLANS

Students who are currently in good financial standing at the College and who have not previously defaulted on an Installment Payment Plan Agreement may be eligible to defer their payments as follows:

- Payment of all fees + \$25.00 Installment Payment Plan Fee - due at registration.
- Installment Payment #1 – 1/3 Tuition – due August 8, 2017.
- Installment Payment #2 – 1/3 Tuition – due September 8, 2017.
- Installment Payment #3 – 1/3 Tuition – due October 10, 2017.

Note: A \$15 late payment fee will be assessed on each installment not paid by the due date. Only students who have signed the Installment Payment Plan Agreement with the Cashier's Office may take advantage of these installment payment options.

Installment Payment Plans are only available through September 8, 2017.

Tuition & Common Fees - GENERAL CREDIT COURSES

**PLEASE GO TO
WWW.CT.EDU/ADMISSION/TUITION
FOR UPDATED SCHEDULE OF
FALL 2017 COMMUNITY
COLLEGE TUITION & FEES.**



ASSOCIATE DEGREE PROGRAMS & CERTIFICATE PROGRAMS

A.A.- Associate in Arts Degree
A.S.- Associate in Science Degree
C - Certificate

Fine Arts

Fine Art (A.S.)
Graphic Communication Design Option
Digital Media Option
Photography Option
Fine Arts (C)
Digital Publishing (C)
Graphic Design (C)
Photography (C)

Business & Management Administration

Business & Management Administration (A.S.)
Marketing and Sales Option (A.S.)
Marketing and Sales (C)

Computer Science and Educational Technology Programs

Computer Systems Technology (A.S.)
Computer Business Applications (C)
Computer Help Desk (C)
Computer Programming (C)
Computer Servicing Technician (C)
Webmaster/Internet Design (C)

Engineering Technology

Engineering Science (A.S.)
Technology Studies (A.S.)
Engineering Technology Option
Industrial Technology Option
Manufacturing Technology Option

Environmental Science

Environmental Science (A.S.)
Natural Resources Option

General Studies (A.S.)

General Studies Online Option

Health and Human Services Careers

Allied Health Science (C)
Health Information Management (A.S.)
Health Information & Reimbursement Specialist (C)
Human Services (A.S.)
Human Services (C)
Medical Assistant (A.S.)
Medical Assisting (C)
Nursing (A.S.)
Therapeutic Recreation (A.S.)
Therapeutic Recreation (C)

Liberal Arts and Sciences (A.A.)

Liberal Arts and Sciences (A.S.)

Biology, English, Forensic Science, History,
Psychology

Teaching Careers Transfer Pathway

Art, Early Childhood, Elementary, Secondary,
Paraprofessional

Social Sciences

Child Development Associate Preparation (C)
Criminal Justice (A.S.)
Deaf Studies (A.A.)
Deaf Studies (C)
Early Childhood Education (A.S.)
Home Child Care (C)
Interpreter Preparation Program: ASL/English (A.S.)

Veterinary Technology

Veterinary Technology (A.S.)

CLASSES WITH SPECIAL START AND END DATES

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg	Rm
1202	ART 187 01	Museum Treasures: The Cloisters Special dates for this class Field trip	Collamore, Tracy	1.0 T	01:00P 04:00P	FH	AUD
3339	COL 100 03	CF: Nursing Math Special dates for this class	Wiggins, Crystal	1.0 MW	01:15P 02:15P	FH	207
3412	COL 100 04	CF: Career Explorations Special dates for this class	Gusky, Sharon	1.0	ONLINE		
3025	CSA 105 01	IntroSftwreApps-FastTrack8week Special dates for this class	STAFF	3.0	ONLINE		
3398	CST 151 02	Web Construction Special dates for this class	Gow, Michael	3.0	ONLINE		
3399	CST 154 02	Web Coding & Development Special dates for this class	Gow, Michael	4.0	ONLINE		
3020	GRA 151 01	Graphic Design I Special dates for this class	Kline, Deborah	3.0 TR	08:25A 11:36A	GW	314
3414	HPE 108 01	Strength and Tone 9/6 – 11/8/17 Special dates for this class 9/6 – 11/8/17	Thibault, Laura	1.0 W	01:15P 02:30P	GW	128
3167	HPE 108 51	Strength & Tone 9/11-11/13/17 Special dates for this class 9/11 – 11/13/17	Thibault, Laura	1.0 M	05:00P 06:15P	GW	128
3393	HPE 108 52	Strength and Tone 9/5-11/7/17 Special dates for this class 9/5 – 11/7/17	Thibault, Laura	1.0 T	05:00P 06:15P	GW	128
3415	HPE 108 53	Strength and Tone 9/7-11/9/17 Special dates for this class 9/7 – 11/9/17	Thibault, Laura	1.0 R	05:00P 06:15P	GW	128
3416	HPE 261 01	Yoga-Get Started 8/31–10/12/17 Special dates for this class 8/31 – 10/12/17 at Yoga at the Mill Studio 312, 100 Whiting Street	Young, Janice	1.0 R	02:50P 04:37P	WMILL	
3200	HPE 261 02	Yoga-Move Up 10/24-12/5/17 Special dates for this class 10/24 – 12/5/17 at Yoga at the Mill Studio 312, 100 Whiting Street	Young, Janice	1.0 T	02:50P 04:37P	WMILL	
3007	HPE 261 61	Yoga-Get Started 8/29-10/10/17 Special dates for this class 8/29 – 10/10/17 at Yoga at the Mill Studio 312, 100 Whiting Street	Young, Janice	1.0 T	06:35P 08:22P	WMILL	
3417	HPE 261 62	Yoga-Move Up 10/19-12/7/17 Special dates for this class 10/19 – 12/7/17 at Yoga at the Mill Studio 312, 100 Whiting Street	Young, Janice	1.0 R	06:35P 08:22P	WMILL	
3403	HPE 283 51	Outdoor Climbing 9/15-9/24/17 Special date for on-ground class 9/15/17 Special dates for climbing classes and locations Saturday, 9/16/17 9:00 a.m.-2:45 p.m. Sunday, 9/17/17 9:00 a.m.-2:45 p.m. Sunday, 9/24/17 9:00 a.m.-2:45 p.m., Rain date, site TBA	Bettigole, Melissa	1.0 F	05:00P 08:00P	GW	128
3212	MFG 102 51	Manufacturing Processes Special dates for this class	Pomerleau, Lawrence	3.0 M	05:00P 06:21P ONLINE	OWTS	
3213	MFG 103 21	Manufacturing Processes Lab Special dates for this class	Pomerleau, Lawrence	1.0 W	06:35P 08:35P	OWTS	
3422	MFG 148 51	Soldering and Electronics Special dates for this class	Zayas, Elvis	3.0 TW	05:00P 08:00P	CASB	101
3250	MFG 202 51	Precision Machining Special dates for this class	STAFF	3.0 M	05:00P 06:21P	OWTS	
3251	MFG 203 21	Precision Machining Lab Special dates for this class	STAFF	1.0 W	06:35P 08:35P	OWTS	
3242	MED 250L 21	Principles of Pharmacology Lab Special dates for this class	Gallo, Jennifer	1.0 R	07:00P 08:00P	JHSC	
3062	MUS 298 01	Special Topics: Between Berlioz & Debussy Special dates for this class	Engel, Jeffrey	1.0 T	01:00P 04:00P	FH	AUD

3124	NUR 202	61	Pharm Intermed Needs	Vincent, Jaclyn	1.0	ONLINE	
			Class will meet on campus on:		M	08:15P 09:15P	FH 306
			9/11, 10/2, 11/13, 12/11/17				
3060	RLS 121	01	Intro to Therapeutic Rec	Shea, Cynthia	3.0	ONLINE	
			Special dates for this class	8/29 – 10/21/17			with campus requirement
3121	RLS 122	01	Proc & Tech in Therapeutic Rec	Shea, Cynthia	3.0	ONLINE	
			Special dates for this class	10/22 – 12/18/17			with campus requirement

CLASSES BEING OFFERED AT OFF CAMPUS LOCATIONS

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
3416	HPE 261 01	Yoga-Get Started 8/31–10/12/17	Young, Janice	1.0 R	02:50P 04:37P	WMILL
		Special dates for this class 8/31 – 10/12/17 at Yoga at the Mill Studio 312, 100 Whiting Street				
3200	HPE 261 02	Yoga-Move Up 10/24-12/5/17	Young, Janice	1.0 T	02:50P 04:37P	WMILL
		Special dates for this class 10/24 – 12/5/17 at Yoga at the Mill Studio 312, 100 Whiting Street				
3007	HPE 261 61	Yoga-Get Started 8/29-10/10/17	Young, Janice	1.0 T	06:35P 08:22P	WMILL
		Special dates for this class 8/29 – 10/10/17 at Yoga at the Mill Studio 312, 100 Whiting Street				
3417	HPE 261 62	Yoga-Move Up 10/19-12/7/17	Young, Janice	1.0 R	06:35P 08:22P	WMILL
		Special dates for this class 10/19 – 12/7/17 at Yoga at the Mill Studio 312, 100 Whiting Street				
3403	HPE 283 51	Outdoor Climbing 9/15-9/24/17	Bettigole, Melissa	1.0 F	05:00P 08:00P	GW 128
		Special date for on-ground class 9/15/17				
		Special dates for climbing classes and locations		SU	08:30A 04:00P	OC climbs
		Saturday, 9/16/17 9:00 a.m.-2:45 p.m.				
		Sunday, 9/17/17 9:00 a.m.-2:45 p.m.				
		Sunday, 9/24/17 9:00 a.m.-2:45 p.m., Rain date, site TBA				
3404	INT 213 51	Interpreting I Consecutive	Bement, Sarah	4.0 M	05:00P 09:00P	ASD
			Brown, M Yvonne			
3392	INT 214 51	Sign to Voice	Bement, Sarah	3.0 W	05:00P 08:00P	ASD
			Brown, M Yvonne			
3212	MFG 102 51	Manufacturing Processes	Pomerleau, Lawrence	3.0 M	05:00P 06:21P	OWTS
		Special dates for this class	8/29 – 10/16/17		ONLINE	
3213	MFG 103 21	Manufacturing Processes Lab	Pomerleau, Lawrence	1.0 W	06:35P 08:35P	OWTS
		Special dates for this class	8/30 – 10/18/17			
3250	MFG 202 51	Precision Machining	STAFF	3.0 M	05:00P 06:21P	OWTS
		Special dates for this class	10/23 – 12/11/17		ONLINE	
3251	MFG 203 21	Precision Machining Lab	STAFF	1.0 W	06:35P 08:35P	OWTS
		Special dates for this class	10/25 – 12/13/17			
3251	MFG 205 51	Principles of CNC w/MasterCam	Pomerleau, Lawrence	3.0 W	05:00P 06:21P	OWTS
					ONLINE	
3123	NUR 201 01	Nsg Care Indiv & Fam I	Rose, Dorothy	9.0 M	04:00P 08:00P	FH 306
		Off campus clinical sites assigned by faculty				
3060	RLS 121 01	Intro to Therapeutic Rec	Shea, Cynthia	3.0	ONLINE	
		Special dates for this class	8/29 – 10/21/17			with campus requirement
3121	RLS 122 01	Proc & Tech in Therapeutic Rec	Shea, Cynthia	3.0	ONLINE	
		Special dates for this class	10/22 – 12/18/17			with campus requirement

FALL 2017 SPECIAL INFORMATION

ART 187 Museum Treasures: Medieval Art and Architecture: The Cloisters

The Cloisters, located in a scenic park on a hilltop in Northern Manhattan, is an idyllic museum of European Medieval art and architecture commissioned by John D. Rockefeller Jr. Discover the treasures of the Middle Ages by exploring the artistic traditions of painting, sculpture, architecture, and illuminated manuscripts. Explore the abbeys and artifacts assembled at this site in the early 20th century, and the Rockefeller's philanthropic work to create an homage to European art in the heart of Manhattan.

The tradition of Medieval Art has its roots in the growth of Christianity after the Fall of Rome in the 1st century C.E. Its art and architecture developed from a desire to create a new, symbolic style that matched the new, monotheistic religions. By exploring the traditions of art that preceded it (Ancient Roman Art) and followed (the Renaissance), we will uncover the intentions and unlock the meaning behind the art of the Middle Ages which spanned 1,000 years. Examining the history of the Rockefeller family and their strong ties to establishing extensive art collections for the public, we will explore the history of the European ruins themselves and how they were saved from ruin and restored to their former glory by one of the most influential families of American history.

Lecture Dates: Tuesdays, August 29, September 5, 12, 19, 2017. From 1:00-4:00 in Founders Hall Auditorium.
Field Trip: Tuesday, September 26, 2017

The bus will be leaving from Commuter Parking Lot on Route 44 between Ledgebrook Plaza and Lombard Ford for the next several semesters while the new Joyner Learning Center is being built. Field trip required for credit students.

There will be a non-refundable charge for transportation and museum entrance. All monies must be paid by the second class meeting. The course is subsidized by the NCC Foundation.

COL100: NURSING MATH

TEAS Test Prep & First Year Nursing Calculations – 1 credit (6 week course)

Designed for pre-nursing students who plan to take the TEAS Test and for current nursing students who are learning and practicing nursing calculations. Topics include: Operations with decimals, proportions, percentages, unit conversions, dosage calculations, and drip rates.

HPE 108 Strength and Tone

This class is suitable for both men and women of all fitness levels.

There are four sessions of this course.

Session I, Mondays 9/11 – 11/13/17

Session II, Tuesdays 9/5 – 11/7/17

Session III, Wednesdays 9/6 – 11/8/17

Session IV, Thursdays 9/7 – 11/9/17

Push yourself to the limit in this dynamic body conditioning class taught by an AFAA certified group exercise instructor and Personal Trainer. Consecutive high energy cardiovascular and strength training intervals using a variety of weights and training tools will help participants decrease fat and burn calories while increasing muscle strength and endurance in a pressure free environment. If necessary, modifications to exercises will be shown to suit individual needs and abilities. The instructor will carefully monitor all students for proper form and will make the necessary corrections to avoid any stress or injuries.

Students must supply their own mat, hand weights (between 5 & 10 lbs.), resistance tubing and a 65 cm stability ball. This class may be taken only for a Pass/Fail grade, or on an Audit (non-grade) basis.

HPE 261-61 Yoga - Get Started

This class meets on Tuesdays 8/29 – 10/10/17

This course is located at YOGAAT THE MILL STUDIO 312, 100 WHITING ST. Step by step, learn the basics and the true meaning of yoga with short lectures. You will come away with the knowledge, practice of breathwork, postures with proper alignment, and meditation. "On or off the mat you will be able to practice". Essential oils are used for relaxation. Any allergies, please let the instructor know.

HPE 261-63 Yoga - Get Started

This class meets on Thursdays 8/31 – 10/12/17

This course is located at YOGA AT THE MILL STUDIO 312, 100 WHITING ST. Step by step, learn the basics and the true meaning of yoga with short lectures. You will come away with the knowledge, practice of breathwork, postures with proper alignment, and meditation. "On or off the mat you will be able to practice". Essential oils are used for relaxation. Any allergies, please let the instructor know.

HPE 261-62 Yoga - Move-Up

This class meets on Tuesdays 10/24 – 12/5/17

This course is located at YOGA AT THE MILL STUDIO 312, 100 WHITING STREET. Short lecture on practicing longer holds with proper alignment with deep breathwork, focusing your attention on balance and flow series of Sun Salutations and Warrior Series. Learning Inversions and Balances in a safe environment. Please advise instructor of any health issues or allergies. Essential oils are used for relaxation.

HPE 261-64 Yoga - Move-Up

This class meets on Thursdays 10/19 – 12/7/17

This course is located at YOGA AT THE MILL STUDIO 312, 100 WHITING STREET. Short lecture on practicing longer holds with proper alignment with deep breathwork, focusing your attention on balance and flow series of Sun Salutations and Warrior Series. Learning Inversions and Balances in a safe environment. Please advise instructor of any health issues or allergies. Essential oils are used for relaxation.

HPE 283-51 Outdoor Climbing

Friday, 9/15/17 5:00-7:00 p.m. GW 128

Saturday, 9/16/17 9:00 a.m.- 2:45 p.m.

Sunday, 9/17/17 9:00 a.m.- 2:45 p.m.

Sunday, 9/24/17 9:00 a.m.- 2:45 p.m., Rain date

MAT 190 Calculus for Business and Social Science

3 credits

Designed for students who plan to major in social, behavioral, or managerial sciences. Topics include: function review, limits and continuity, techniques of differentiation and integration, together with applications of the derivative and definite integral. Logarithmic and exponential functions are also examined for their applications. Prerequisite: MAT 137 with a grade of "C" or higher or equivalent.

***Students transferring to UConn need to talk to their NWCC advisor, as UConn is very course specific as to the courses they will transfer in that will be applied toward their program of study.*

***This course is not a substitute for MAT 254*

MUS 298 Special Topics: French Orchestral Music between Berlioz and Debussy

Hector Berlioz (1803-1869) and Claude Debussy (1862-1918), who were among France's most innovative composers, bookended 19th century French music. Berlioz was the first to concentrate on symphonic music since the opening of 'L'Academie Royale de Musique' in 1671, which offered performances of only opera and ballet. He would be followed by a generation of composers, extending from St. Saens to Dukas, who wrote quality orchestral music still very popular today.

This course will explore the French symphonic repertoire from the 1850s until the advent of Debussy and will detail the life and times of its composers.

To obtain credit, student attendance is mandatory at all five sessions. For seniors this is a lecture series rather than a college course. Seniors must register, but admissions are FREE.

Lecture dates: Tuesdays, **October 3, 10, 17, 24, 31, 2017** from 1:00 – 4:00 p.m. in Founders Hall Auditorium. The course is subsidized by the NCC Foundation and Regional Advisory Committee.

ACADEMIC SUCCESS CENTER

MATH BOOT CAMP

This is a 6-week intensive boot camp designed to provide students with the opportunity to refresh forgotten skills, learn new ones, and become more confident in mathematics. This program is for ANY student who has taken the ACCUPLACER and would like the opportunity to improve. A web-based assessment and learning system, ALEKS Prep (Assessment and Learning in Knowledge Spaces), will be used. Students will meet on-campus twice/week during the assigned time and are expected to complete an additional 6 hours/week on homework. On the last day of class, students will be given a second chance to take the ACCUPLACER test.

Math tutoring will be available before and during this class.

CRN 1203: Monday/Wednesday, March 27-May 3, 5:00-6:21pm, room FX112

\$60 Registration fee.

**This is a non-credit program that does not fulfill degree requirements. This program does not qualify for financial aid.*



The mission of the Academic Success Center is to create access to college programs and support students in reaching their academic goals.

TEAM SUCCESS SCHOLARS

Team Success Scholars is a strongly knit cohort of community college students that is designed to help students achieve their post-secondary educational and career goals. Benefits include mentoring, career guidance, academic tutoring, study coaching, stipends, paid internships, and financial assistance with transportation, tuition, and textbooks. The goal of Team Success Scholars is designed to give students the "grit to succeed", empowering students for academic achievement, personal growth, and professional success. This program is funded by the Northwest Regional Workforce Investment Board. For more information call Susan Dichter at 860-738-6335 or Mary Lou Tanner at 860-738-6348.

WRITERS WORKSHOP

This 6-week workshop is your opportunity to improve your skills and attend college. This low cost, summer developmental course will cover English grammar, reading comprehension, sentence skills, writing, and test preparation. Students will be expected to complete an additional 6 hours/week on homework. On the last day of class, students will be given a second chance to take the ACCUPLACER test.

CRN 1202: Monday/Wednesday, March 27-May 8, 5:00-6:21pm, room FH206

\$60 Registration fee.

To register, please visit the Registrar's Office in Greenwoods Hall Monday-Friday 8:30am-4:00pm.

**This is a non-credit program that does not fulfill degree requirements. This program does not qualify for financial aid.*

POLICY ON STUDENT RIGHTS

(Adopted by the Board of Trustees of Technical-Community Colleges, Section 5.2.2. Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, February 26, 1990, March 16, 1998, and November 15, 1999; technical amendment May 1, 2002 in compliance with Public Acts 98-180 and 01-28.)

Section 1: Rights of Students

It is the policy of Northwestern Connecticut Community College that its educational offerings be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46a-60(8) of the Connecticut General Statutes. Further, the college will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

Community college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2 : Student Grievance Procedure

1. *Definition:* A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).
2. *How to file a grievance:* A grievance is to be submitted in writing to Dr. Patricia Bouffard, Dean of Academic and Student Affairs, Founders Hall, Room 103, 860-738-6320, within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. *Procedure for grievance resolution:* The Dean shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter:
 - a. In the course of each investigation, the Dean shall consult with the dean responsible for the area of college operations in which the grievance arose.
 - b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Academic and Student Affairs shall consult with Wendy Bovia, Affirmative Action Officer, 46 Park Place East, (860) 738-6325.
 - c. In the case of a grievance against a dean, the grievance shall be filed with the president.

The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4., below.

4. *Advisory Committee:* The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the deans or the president. The president may appoint and remove members of the committee. If an advisory committee is appointed, the president shall establish a reasonable time frame within which the committee must make recommendations.

Section 3: Academic appeals by students

The Academic Appeal process provides a way for students to appeal academic disputes with an instructor. The steps of the appeal process must be followed in order and in a timely manner. The details concerning the timeline and process are described below.

If the Division Director, Academic Policy Committee or Dean of Academic and Student Affairs finds that the disputed action involving the instructor conflicts with federal or state laws/regulations, College, or department policy, and/or with the faculty member's own policy stated in the syllabus and /or course overview, then a decision should be made in the student's favor.

However, if the instructor's decision was made in accordance with federal or state laws/regulations, College, or department policy, and/or with the faculty member's own policy stated in the syllabus and /or course overview, then a decision should be made in favor of the instructor's decision.

In cases where the dispute is determined to be based upon a faculty member's professional judgment, such as the evaluation of test(s), quiz(es), project(s), or performance in a class, then the student is entitled to a timely appeals process and have the Division Director, Academic Policy Committee, and/or Dean of Academic and Student Affairs and/or the College President, make a judgment concerning the dispute.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons and to provide additional information with each appeal level.

Timing of Appeals

Academic Appeals by a student must be initiated no later than fifteen calendar days after of the posting of the student's final grade. The student can obtain the Appeal Packet from the office of the Dean of Academic and Student Affairs. Each successive step in the appeals process must be initiated within four calendar weeks of completion of the prior step.

Conflict of Interest

If there is an apparent conflict of interest involving a Committee member, that member shall not participate in the recommendation process.

Electronic Evidence

The admission of electronic evidence of any type will be determined by the Committee on an individual case basis.

Confidentiality

Under the Family Educational Rights & Privacy Act of 1974, as amended, a student's education record may not be disclosed without the written permission of the student. The materials from this process will not be disclosed and will remain in the possession of the office of the Dean of Academic and Student Affairs.

At any time a student may seek the assistance of others in preparing a request for review of academic standing. However, consistent with the student's responsibility and the developmental mission of the College, in all meetings and communications with faculty and others pursuant to this Policy, a student may neither be accompanied by an advisor, advocate or attorney nor will the College communicate with an advisor, advocate or attorney for the student.

Forms available in the Dean of Academic & Student Affairs Office, FH103.

High School Partnership Program

The High School Partnership Program is a special program designed to enable qualified high school juniors and seniors to take up to two courses (eight credits) of general fund college work each semester on a space available basis. There is no charge for the courses, however, students are responsible for buying their own books and providing their own transportation. A transcript of the student's work will be maintained at Northwestern. For further information about this program, including a list of participating high schools, contact the Admissions Dept. at 860-738-6330. A student may also contact his or her high school principal or high school partnership program coordinator.

NCCC Library

The Library is located in the Learning Resource Center adjacent to Founders Hall. The library maintains a collection of 35,000 print books, 143,000 ebooks, nearly 100 periodical subscriptions and an extensive collection of compact discs, books on CD and DVDs. The Library shelves limited course reserve materials at the Front Desk. The Library offers five group study rooms, each equipped with C-PODS (computers with large television screen monitors and multiple keyboards). Groups of students are invited to use these spaces for academic purposes. They are available on a first come, first served basis. There are numerous computer resources available, including computers and WiFi. The Library also provides access to copy, print and scan stations. For access to online resources, including the library catalog, electronic databases and streaming videos, see the wide array of Research Guides found on the Library's webpage.

The Library is open Monday through Friday during the semester. The Library maintains day and evening hours during the fall and spring semesters.

- Monday - Tuesday: 8:30 A.M. – 8:00 P.M.
- Wednesday - Friday: 8:30 A.M. – 4:30 P.M.

When classes are not in session, the Library's hours are 8:30 a.m. – 4:30 p.m. For assistance or for more information, please call the Library at (860) 738-6480 or email the Library at nw-librequests@nwcc.commnet.edu.

Job & Career Information

Career Services is located in the Center for Student Development on the second floor of Green Woods Hall. Students can visit the Job Opportunities page on the NCCC website to view job descriptions posted by local employers. Career Services offers free career assessments, resume assistance, and other career related services to all students and alumni. NCCC Career Counselor, Samantha Palombizio is available to answer questions about specific majors at NCCC. Call Samantha at 860.738.6303, email at spalombizio@nwcc.edu or visit the Career Services page on the NCCC website.

Academic Success Center Offers Tutoring & More

The Academic Success Center is located on the 3rd floor of Founders Hall. The Success Center provides tutoring services and workshops in study skills, writing, math and science. The center is open four days a week and four evenings. Tutoring is available on a drop-in basis and is free of charge. Tutors are faculty and staff volunteers, peer tutors and professional tutors—those who have earned degrees in the areas they are tutoring.

For more information about the Academic Success Center and its hours, please call Laura McCarthy at 860-738-6351.

COUNSELORS

Counselors are available weekdays 8:30 a.m. - 4:30 p.m. Call 860-738-6420 or go to the Center for Student Development page on the college website at: www.nwcc.edu

Walk-in schedule
Mon-Thurs 8:30 a.m.-3:30 p.m.

By appointment
Mon-Fri. 8:30 a.m.-3:30 p.m.

Evening Hours*

**Evening hours coverage may change, please check the college website for the latest hours.*

DISABILITIES/ACCESSIBILITY SERVICES

Students have rights and responsibilities under the Americans with Disabilities Act.

Students have the right to choose to identify themselves as having disabilities, to participate in the decisions about their academic adjustments (accommodations), and to have records released only with their written consent.

Students have the responsibility to provide documentation of their disabilities, to request academic adjustments in a timely manner, and to follow through with identified accommodations.

Students with disabilities who want to request academic adjustments need to see Daneen M. Huddart, the Learning Disabilities Specialist. Appropriate documentation must be sent to Ms. Huddart to ensure that academic adjustments are determined and in place for the first week of classes. After the documentation is reviewed, Ms. Huddart will work with students individually to identify appropriate academic accommodations.

Give documentation to Daneen M. Huddart in person or mail to:

Daneen M. Huddart
Learning Disabilities Specialist
Northwestern Connecticut Community College
Green Woods Hall, Rm 207
Winsted, CT 06098

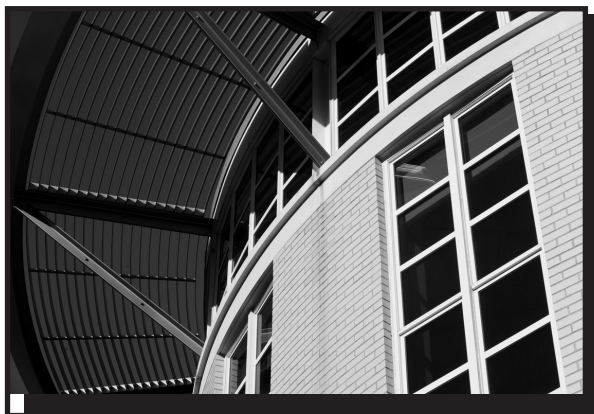
More information about documentation requirements and academic adjustments is available on the website: www.nwcc.edu. Click on Current Students > Center for Student Development > Student with Disabilities. You may also contact Daneen M. Huddart. Phone: (860) 738-6315, E-mail dhuddart@nwcc.edu.

INFORMATION FOR STUDENTS WITH DISABILITIES

Northwestern Connecticut Community College complies with the **Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973** by providing appropriate accommodations for students with disabilities to level the playing field for their success.

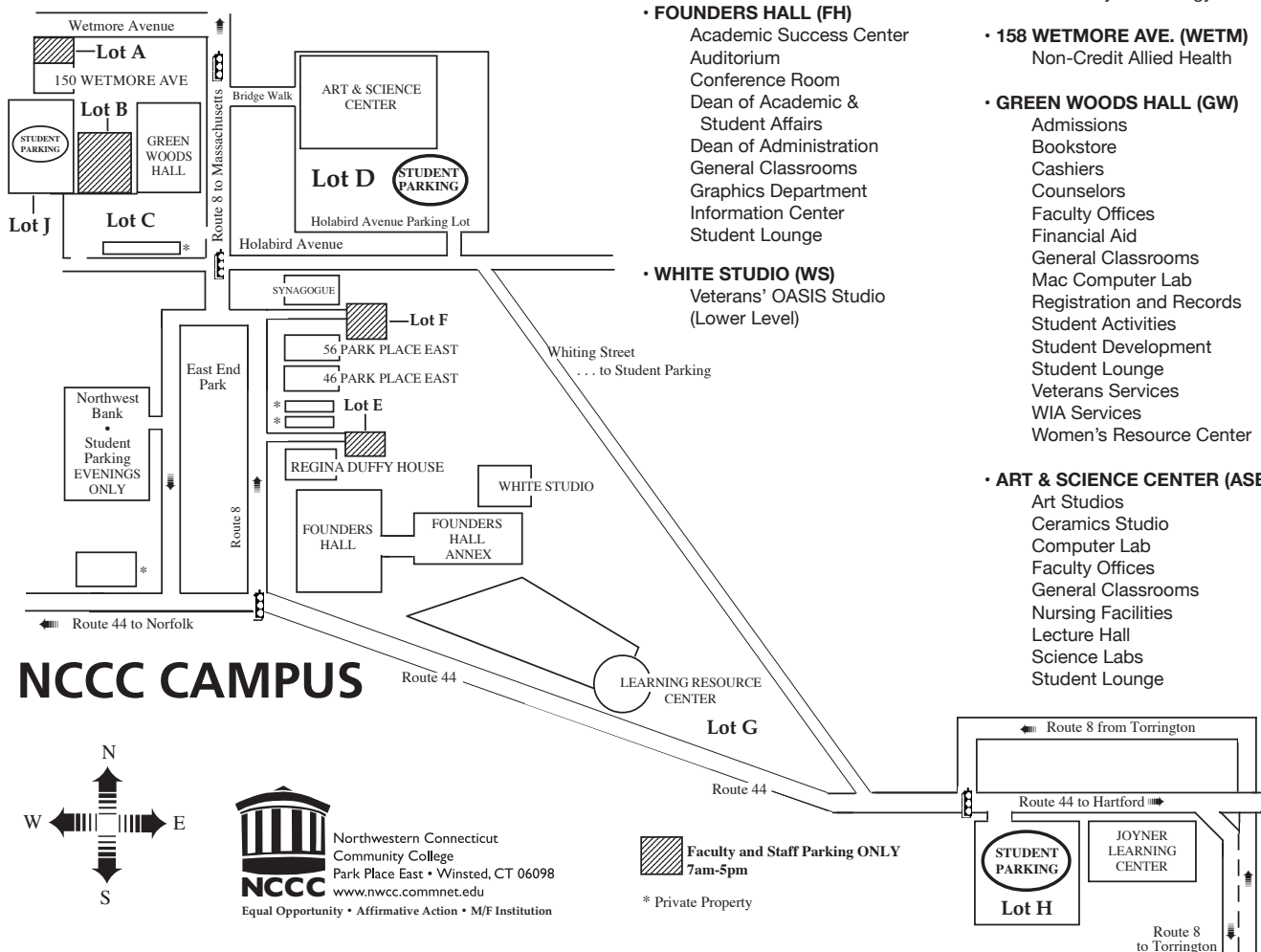
Any person having inquiries concerning Northwestern Connecticut Community College's compliance with Section 504 and the ADA is directed to contact **Dr. Ruth Gonzalez, Director of Student Development, Green Woods Hall, Rm 207. (860) 738-6315.**

Dr. Ruth Gonzalez has been designated by the College to coordinate the institution's efforts to comply with regulations.



NCCC CAMPUS MAP

NCCC CAMPUS MAP



- **REGINA M. DUFFY HOUSE**
President
Institutional Research
Marketing, Public Relations
- **46 PARK PLACE EAST (English Building)**
Business Office
Human Resources
Payroll Office
- **56 PARK PLACE EAST (Goulet Building)**
Center for Workforce Development
Entrepreneurial Center of Northwestern Connecticut
State Office of Rural Health
- **FOUNDERS HALL (FH)**
Academic Success Center
Auditorium
Conference Room
Dean of Academic & Student Affairs
Dean of Administration
General Classrooms
Graphics Department
Information Center
Student Lounge
- **WHITE STUDIO (WS)**
Veterans' OASIS Studio (Lower Level)
- **FOUNDERS HALL ANNEX (FX)**
Collegiate Education for Deaf and Hard of Hearing
Computer Center
Computer Classrooms
Faculty Offices (2nd and 3rd floors)
- **LEARNING RESOURCE CENTER (LRC)**
Library
Shirley Draper Conference Center
Library Lab
- **JOYNER HEALTH & SCIENCE CENTER (JHSC)**
Faculty Offices
General Classrooms
Medical Assisting
Veterinary Technology
- **158 WETMORE AVE. (WETM)**
Non-Credit Allied Health
- **GREEN WOODS HALL (GW)**
Admissions
Bookstore
Cashiers
Counselors
Faculty Offices
Financial Aid
General Classrooms
Mac Computer Lab
Registration and Records
Student Activities
Student Development
Student Lounge
Veterans Services
WIA Services
Women's Resource Center
- **ART & SCIENCE CENTER (ASB)**
Art Studios
Ceramics Studio
Computer Lab
Faculty Offices
General Classrooms
Nursing Facilities
Lecture Hall
Science Labs
Student Lounge

Building Codes:

- ASB - Art and Science Center
- FH - Founders Hall
- FX - Founders Hall Annex
- GW - Green Woods Hall
- JHSC - Joyner Health Science Center
- LRC - Learning Resource Center
- WETM - Wetmore Ave. Building
- WS - White Studio Veterans' OASIS Center

Off-Campus Codes:

- ASD - American School for the Deaf
- REG 7 - NW Region 7 School, Winsted
- TORHS - Torrington High School, Torrington
- WAMOG - Wamogo Regional High School, Litchfield
- WINYM - YMCA, Winsted



REGISTRATION FORM

Office of the Registrar • (860)738-6314 • Fax (860) 738-6413

Northwestern Connecticut Community College

Park Place East, Winsted, CT 06098

Semester Registering for: Fall 20____ Spring 20____ Summer 20____

Student ID @_____ Soc. Security No. _____ - _____ - _____ Date of Birth _____

Name _____

Last *First* *Maiden / Middle Name*

Is this a new address: Yes ☐ No ☐

Mailing Address _____ Home phone _____
Number and street

City, state, zip

Work phone _____

Email Address (*Required*) _____ Cell phone _____

Ethnicity: ☐ Hispanic/Latino
☐ Non-Hispanic/Latino
☐ Choose Not to Respond

What is your race? Choose one or more:

☐ White (10)
☐ Black or African American (20)
☐ Asian (45)
☐ American Indian or Alaska Native (50)
☐ Native Hawaiian or Other Pacific Islander (80)
☐ Other (90)
☐ Choose Not to Respond (60)

Circle One: New Continuing Reentered
High School Graduation Year _____ or G.E.D. Year _____
Name of High School _____
Highest Degree Earned _____
College Attended _____

Gender: Male Female

Residency: ☒ CT Resident ☐ Out-of-State

Citizenship: _____ U.S. Citizen _____ Non-U.S. Citizen

[illegible]

Advisor's or Counselor's signature _____ **Date** _____

PAYMENT BY: ☐ Visa ☐ MasterCard ☐ Discover ☐ Debit Card ☐ Cash ☐ Check # _____

Card Number _____ Expiration Date _____ Amount \$ _____

Cardholder's Signature _____ 3-digit Security Code _____
(on back of card)

Student Signature _____ **Date** _____

Registrar's Approval	Date	Waivers Applied	Total Credits
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Course offerings are subject to change. For up-to-date information go to www.nwcc.edu



Northwestern Connecticut Community College
Park Place East • Winsted, Connecticut 06098
(860) 738-6300
<http://www.nwcc.edu>

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Organization
U.S Postage
PAID
Winsted, CT
Permit No. 90



4

ways to be part of our learning community

- 1 Register by Fax: (860) 738-6413
- 2 Walk-in during normal business hours
- 3 Mail your registration & payment to us at:
NCCC (Attn. Registrar) Green Woods Hall, Rm 215, Winsted, CT 06098
- 4 Log on to our website at: www.nwcc.edu (*returning students*)