

SPRING 2018 INFORMATION BROCHURE



Class of 2017 Graduates at the Warner Theatre.



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	738-6356
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.....	738-6321 or 738-6405
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

Spring 2018 Academic Calendar

(January 16, 2018 through June 1, 2018)

Winter Session

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

January

DAY	DATE	DESCRIPTION
Thursday	January 11	New Student Orientation (Evening)
Monday	January 15	Martin Luther King Day – COLLEGE CLOSED
Tuesday	January 16	Last Day for 100% Tuition Refund Professional Staff Activities New Student Orientation (Snow Date)
Wednesday	January 17	CLASSES BEGIN
Tuesday	January 30	Last Day to Add/Drop Courses and Last Day for 50% Tuition Refund

February

DAY	DATE	DESCRIPTION
Tuesday	February 13	Last Day to Change to AUDIT status
Fri-Mon	Feb 16-19	Lincoln's & Washington's Birthdays Observed - No Classes

March

DAY	DATE	DESCRIPTION
Mon-Sun	March 12-18	Spring Break – No Classes
Tuesday	March 27	Last Day to Make-Up Incompletes
Thursday	March 29	MAY GRADUATION APPLICATIONS DUE
Fri-Sun	March 30-Apr 1	Good Friday/Easter – COLLEGE CLOSED

April

DAY	DATE	DESCRIPTION
Tuesday	April 3	Last Day to Withdraw from Classes

May

DAY	DATE	DESCRIPTION
Saturday	May 5	Last Day of Classes
Mon-Sun	May 7-13	Final Exams
Wednesday	May 16	Grades Due by 9:00 am
Wednesday	May 23	Awards Convocation
Thursday	May 24	COMMENCEMENT
Monday	May 28	Memorial Day – COLLEGE CLOSED



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).
- ___ Check your email to schedule a **Placement Test**. If transferring from another college, submit official college transcripts to determine if placement testing can be waived. Call 860-738-6330 with any questions.
- ___ 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 Office of Admissions. (Fax: 860-738-6437)

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

- ___ Submit **Readmission Application** available online and in the Office of Admissions.*
- ___ Call the Office of Admissions 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) Thursday, January 11, 2018 Founders Hall 5:15 p.m. – 8:00 p.m.

(Snow Date) Tuesday, January 16, 2018

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 Office of Admissions, Greenwoods 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 Office of Admissions at 860-738-6330.

Office of Admissions is located in Greenwoods 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 Greenwoods Hall.

SPRING 2018 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 a FSA ID in order to sign your 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 FAFSA (**Free Application for Federal Student Aid**) by going to the U.S. Dept. of Education website at: www.fafsa.ed.gov. Use the FSA ID(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 enrolled 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	0.00	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 with a passing grade 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 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, Roberta B. Willis 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 aid 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 releasing your 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
Greenwoods Hall, Rm 224
Office Hours are 8:30 a.m. – 4:30 p.m.
Monday through Friday.
Email

NW-Finaid@nwcc.commnet.edu

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

**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.

SPRING 2018 REGISTRATION DATES

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

November 14, 2017 - January 16, 2018

Walk-In Registration Only:

January 17 - 23, 2018

Late Registration:

January 24 - 30, 2018

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.

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, January 16, 2018.
- 50% tuition is refunded if an Add/Drop form is received in the Registrar's Office between January 17-January 30, 2018.

ADD/DROP POLICY

Students may add and drop courses until 4:30 p.m. on Tuesday, January 30, 2018. Instructor permission is required to register beginning January 24, 2018. **No ADD/DROPS will be allowed after January 30, 2018.**

WITHDRAWAL POLICIES

The last date to withdraw with a grade of "W" for full semester courses is April 3, 2018 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

- College Service Fee & Student Activity Fee are due and must be paid at the time of registration.
- TUITION, Supplemental, Program & Material Fees, may be deferred through Friday, December 22, 2017.
- TUITION is due in full Tuesday, December 26, 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 (Greenwoods 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 Greenwoods 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, supplemental and material 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, supplemental and material 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 may be eligible to defer their payments as follows:

- Payment of college service, student activity fees + \$25.00 Installment Payment Plan Fee - due at registration.
- Installment Payment #1 – 1/4 Balance – due December 26, 2017.
- Installment Payment #2 – 1/4 Balance – due January 26, 2018.
- Installment Payment #3 – 1/4 Balance – due February 26, 2018.
- Installment Payment #4 – 1/4 Balance – due March 26, 2018.

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.

Tuition & Common Fees - GENERAL CREDIT COURSES

**PLEASE GO TO
WWW.CT.EDU/ADMISSION/TUITION
FOR UPDATED SCHEDULE OF
SPRING 2018 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.)

TAP Transfer Degrees/Pathways:

Art Studies

Biology Studies

Business Studies

Chemistry Studies

Communication Studies

Computer Science Studies

Criminology Studies

Early Childhood Teaching Careers Studies

English Studies

History Studies

Mathematics Studies

Physics Studies

Political Science Studies

Psychology Studies

Social Work Studies

Sociology Studies

EARLY SPRING 2018 CLASSES

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
1428	COL 100 01	College Forum: Medical Math Special dates for this class	Wiggins, Crystal 01/03 – 01/16/18	1.0	ONLINE	
1354	CSA 105 03	Intro to Software Apps-4weeks Special dates for this class	King, Beverly 01/03 – 01/31/18	3.0	ONLINE	
1355	THR 111 01	Introduction to Acting Special dates for this class	Ober, Leslie 01/03 – 01/16/18	2.0 MTWRF	09:00A 12:00P	WARNR
1356	THR 111L 21	Introduction to Acting Lab Special dates for this class	Ober, Leslie 01/03 – 01/16/18	1.0 MTWRF	12:01P 01:30P	WARNR

CLASSES WITH SPECIAL START AND END DATES

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
1133	ART 187 01	Museum Treasures: TBD Tentative TENTATIVE Field trip	Collamore, Tracy Special dates for this class 4/6/18	1.0 F	01:00P 04:00P	FH AUD
1428	COL 100 01	College Forum: Medical Math Special dates for this class	Wiggins, Crystal 01/03 – 01/16/18	1.0	ONLINE	
1360	COL 100 51	CF: Career Explorations Special dates for this class	Hunter, Karen 01/17 – 03/07/18	1.0 W	05:00P 06:30P	FH 107
1447	COL 100 52	CF: Career Explorations Special dates for this class	Hunter, Karen 03/21 – 05/09/18	1.0 W	05:00P 06:30P	FH 107
1101	COM 173 03	Public Speaking Special dates for this class	Chalmers, Maureen 02/02 – 05/13/18	3.0 F	09:00A 12:30P	FH 207
1058	CSA 105 02	Intro Software Apps-Late Start Special dates for this class	Cosgrove, Janet 01/31 – 05/13/18	3.0	ONLINE	
1354	CSA 105 03	Intro to Software Apps-4weeks Special dates for this class	King, Beverly 01/03 – 01/31/18	3.0	ONLINE	
1465	CST 151 02	Web Construction Special dates for this class	Gow, Michael 01/17 – 03/11/18	3.0	ONLINE	
1467	CST 154 02	Web Coding & Development Special dates for this class	Gow, Michael 03/19 – 05/13/18	3.0	ONLINE	
1337	ENG 101 61	Composition Special dates for this class	Galenski-Girardin, Joanne 02/01 – 05/13/18	3.0 R	06:35P 09:40P	FH 101
1018	ENG 102 03	Literature & Composition Special dates for this class	Mead, Judith 02/02 – 05/13/18	3.0 F	09:00A 12:30P	FH 107
1155	HPE 108 51	Strength and Tone 1/17-2/21/18 Special dates for this class	Thibault, Laura 01/17 – 02/21/18	1.0 MW	05:00P 06:15P	GW 128
1309	HPE 108 52	Strength and Tone 1/18-3/1/18 Special dates for this class	Thibault, Laura 01/18 – 03/01/18	1.0 TR	05:00P 06:15P	GW 128
1438	HPE 108 53	Strength and Tone 2/26-4/4/18 Special dates for this class	Thibault, Laura 02/26 – 04/04/18	1.0 MW	05:00P 06:15P	GW 128
1439	HPE 108 54	Strength and Tone 3/6-4/12/18 Special dates for this class	Thibault, Laura 03/06 – 04/12/18	1.0 TR	05:00P 06:15P	GW 128
1011	HPE 261 61	Yoga 1/23-2/22/18 Special dates for this class	Young, Janice 01/23 – 02/22/18 at Yoga at the Mill Studio 312, 100 Whiting Street	1.0 TR	06:35P 07:50P	WMILL
1163	HPE 261 62	Yoga 3/20-4/19/18 Special dates for this class	Young, Janice 03/20 – 04/19/18 at Yoga at the Mill Studio 312, 100 Whiting Street	1.0 TR	06:35P 07:50P	WMILL
1081	HPE 281 61	Indoor Climbing 1/24-2/28/18 Special dates for this class	Whitten, Christa 01/24 – 02/28/18	1.0 T	06:35P 08:40P	GW 128
1331	MFG 148 51	Soldering and Electronics Special dates for this class	Zayas, Elvis 03/20 – 05/08/18	3.0 TW	05:00P 08:00P	ASB 101

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
1192	MFG 156 51	Mfg Mchnry - CNC I	Pomerleau, Lawrence	2.0 W	05:00P 07:00P	OWTS
		Special dates for this class	01/17 – 03/07/18		ONLINE	
1216	MFG 258 51	MFG Mchry - CNC Operations	Pomerleau, Lawrence	3.0 W	05:00P 08:00P	OWTS
		Special dates for this class	03/21 – 05/09/18		ONLINE	
1052	MUS 298 01	Spec Top: Classical Musicians	Engel, Jeffrey	1.0 T	01:00P 04:00P	FH AUD
		Special dates for this class	04/03 – 05/01/18			
1031	RLS 215 01	Rec Leadership & Supervision	Shea, Cynthia	3.0	ONLINE	with campus requirement
		Special dates for this class	03/19 – 05/13/18			
1097	RLS 221 01	Therapeutic Rec Programming	Shea, Cynthia	3.0	ONLINE	with campus requirement
		Special dates for this class	01/17 – 03/11/18			
1355	THR 111 01	Introduction to Acting	Ober, Leslie	2.0 MTWRF	09:00A 12:00P	WARNR
		Special dates for this class	01/03 – 01/16/18			
1356	THR 111L 21	Introduction to Acting Lab	Ober, Leslie	1.0 MTWRF	12:01P 01:30P	WARNR
		Special dates for this class	01/03 – 01/16/18			

CLASSES BEING OFFERED AT OFF CAMPUS LOCATIONS

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
1102	AST 111 21	Intro to Astronomy Lab	Hayes, Guy	0.0 T	06:35P 08:35P	REG7
1083	AST 111 51	Intro to Astronomy	Hayes, Guy	4.0 TR	05:00P 06:21P	REG 7
1011	HPE 261 61	Yoga 1/23-2/22/18	Young, Janice	1.0 TR	06:35P 07:50P	WMILL
		Special dates for this class	01/23 – 02/22/18 at Yoga at the Mill Studio 312, 100 Whiting Street			
1163	HPE 261 62	Yoga 3/20-4/19/18	Young, Janice	1.0 TR	06:35P 07:50P	WMILL
		Special dates for this class	03/20 – 04/19/18 at Yoga at the Mill Studio 312, 100 Whiting Street			
1440	INT 202 61	Interpreting II Simultaneous	Bement, Sarah	4.0 MW	07:00P 09:00P	ASD
			Brown, M. Yvonne			
1183	INT 242 51	Practicum & Sem in Interpreting	Bement, Sarah	4.0 MW	05:30P 06:30P	ASD
			Brown, M. Yvonne			
1192	MFG 156 51	Mfg Mchnry - CNC I	Pomerleau, Lawrence	2.0 W	05:00P 07:00P	OWTS
		Special dates for this class	01/17 – 03/07/18		ONLINE	
1216	MFG 258 51	MFG Mchry - CNC Operations	Pomerleau, Lawrence	3.0 W	05:00P 08:00P	OWTS
		Special dates for this class	03/21 – 05/09/18		ONLINE	
1107	NUR 101 01	Intro to Nursing Practice	Roberson, Michelle	8.0 M	03:00P 07:00P	JHSC 144
			Vincent, Jaclyn	T	01:00P 07:00P	ASB 117,118
		Off campus clinical sites assigned by faculty		W	09:00A 03:00P	ASB 117,118
1122	NUR 203 01	Nsg Care Indiv & Fam II	Rose, Dorothy Pam	8.0 T	03:00P 06:00P	ASB 205
			Cry, Joanna			
		Off campus clinical sites assigned by faculty				
1355	THR 111 01	Introduction to Acting	Ober, Leslie	2.0 MTWRF	09:00A 12:00P	WARNR
		Special dates for this class	01/03 – 01/16/18			
1356	THR 111L 21	Introduction to Acting Lab	Ober, Leslie	1.0 MTWRF	12:01P 01:30P	WARNR
		Special dates for this class	01/03 – 01/16/18			

SPRING 2018 SPECIAL INFORMATION

ART 138 Non-majors Digital Photography

This course, for non-majors explores the development of skills using practical applications of basic photographic principles. Topics include; content and composition of images, digital cameras and their multitude of functions, the use of image manipulation software, print finishing for online or print presentations, the history of photography and the creative aspects of genres in photography. Students will produce an e-portfolio, write research papers as well as produce images. Prerequisite: No previous art experience necessary. Eligibility for ENG* 096 or better.

ART 187 Museum Treasures: 19th Century Landscapes at the Met

The Metropolitan Museum of Art presents over 5,000 years of art spanning all cultures and time periods. Since the Museum opened its doors to the public in its current location in Central Park in 1880, its footprint has expanded to cover more than two million square feet. Today, art comes alive in the Museum's galleries and through its exhibitions and events, revealing both new ideas and unexpected connections across time and cultures.

Two special exhibitions, as well as portions of the permanent collection, focus on 19th century landscapes. Thomas Cole's *Atlantic Crossing* highlights his American landscapes and compares them with his English contemporaries. *Public Gardens/Private Spaces* looks at the botanical gardens throughout France and how artists translated these spaces in their paintings. Throughout the class, we will explore the artists and artwork of the 19th century in America, England, and France. Comparing artistic styles, inspiration, and location of subject, we will translate the meaning of landscape paintings and decode the messages within.

Lecture Dates: Fridays, March 2, 9, 16, 23, 2018, 1:00-4:00 in Founders Hall Auditorium.

Field Trip: Friday, April 6, 2018, Metropolitan Museum of Art, New York.

The bus will be leaving from Commuter Parking Lot on Route 44 between Ledgebrook Plaza and Lombard Ford. 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.

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 III, Monday/Wednesday 2/26 – 4/4/18

Session IV, Tuesday/Thursday 3/6 – 4/12/18

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

Session I, Tuesday/Thursday 1/23 – 2/22/18

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

Session II, Tuesday/Thursday 3/22 – 4/24/18

This course is being moved back to campus in the multipurpose room in Green Woods Hall, room 128. 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.

MUS 298 Special Topics: Classical Musicians with Stars on the Hollywood Walk of Fame

The over 2500 stars on the Hollywood Walk of Fame fall into five categories: live theatre; live performance; motion pictures; radio; recordings and television. Less than sixty classical musicians have received this honor and some of them are crossovers from pop culture.

Jeffrey Engel will reveal some of the more surprising names and present recordings of their performances.

To obtain credit, student attendance is mandatory at all five sessions.

Lecture dates: April 3, 19, 17, 24 and May 1, 2018.

The course is subsidized by the NCCF / RAC.

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 1175: Monday/Wednesday, March 27-May 3, 5:00-6:21pm, room FX010

\$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 1174: Monday/Wednesday, March 26 - May 2, 5:00-6:21pm, room FX010

\$60 Registration fee.

To register, please visit the Registrar's Office in Greenwood 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, more than 60 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 - Wednesday: 8:30 A.M. – 8:00 P.M.
- Thursday - 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.

Evening Hours*

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

DISABILITY/ACCESSIBILITY SERVICES

Students with disabilities who feel they may require specific accommodations are encouraged to contact Daneen M. Huddart, M.A., Learning Disabilities Specialist, in 211 Greenwoods Hall, 860-738-6318.

Students with documented disabilities are eligible to receive reasonable academic adjustments/accommodations. The process for obtaining a reasonable adjustment/accommodation is an interactive one that begins with the student's disclosure of his/her disability and accommodation(s) request to the Learning Disabilities Specialist. Students have the responsibility of providing the College with the appropriate documentation from a qualified physician or clinician who has diagnosed his/her disability. Submitted documentation becomes part of a confidential file and is used in supporting the appropriateness of requested accommodations.

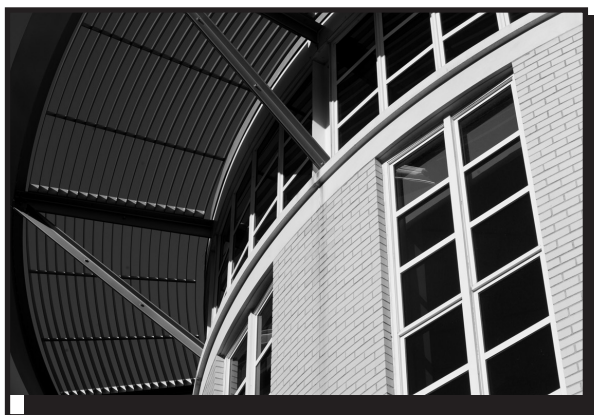
To schedule an appointment, please contact Daneen M. Huddart, Phone (860) 738-6315 or e-mail dhuddart@nwcc.edu. Appointments should be made 4 weeks before the start of each semester. Returning students also need to meet with Daneen to go over their new classes each semester.

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.



Course offerings are subject to change. For up-to-date information go to www.nwcc.edu



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 _____

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

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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*) Greenwoods Hall, Rm 215, Winsted, CT 06098
- 4 Log on to our website at: www.nwcc.edu (*returning students*)