

Mission Statement

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



Northwestern Connecticut Community College

Spring 2020



Parent & Family Guide

Suggestions to Support Academic Success

Emphasize the Value of Education

Behind almost every successful college student is a family that values education and that recognizes its importance to the quality of young people's lives. Remind them that their education matters as much to you as it does to them. Encourage them to make college a priority. If possible, enrolling as a full-time student is best. Students who go full-time can immerse fully in the experience, complete requirements more quickly, and potentially go on to earn a bachelor's degree more quickly if that's what they want to do.

Remember that College is Different from High School

For many college students, adjusting to the pace and expectations of college can be a challenge. If your loved one seems concerned about making this transition, you might suggest an appointment with our Center for Student Development.

Encourage students to make their own decisions, learn from their failures, and enjoy their successes.

As parents and family members, it is natural to want to advocate and "fix" problems as they arise in the student's life. The college years are a crucial time for students to develop the ability to overcome obstacles, work with others from diverse backgrounds, and build grit. When a student does face an obstacle, be supportive by encouraging them to seek out the resources, meet with the professor, make an appointment with their academic advisor, apply for financial aid, or seek out tutoring. A student's ability to recognize and take actions to succeed will only help them as they transition into their career.

Encourage Career Exploration

Northwestern Connecticut Community College believes career exploration to be an important part of every student's education. It encourages students to be open to a variety of career possibilities, to investigate areas of interest, and to participate, when possible, in career-related internships. Similar encouragement from you would also be very helpful and encourage them to visit our Career Center.

Encourage Involvement in Campus Activities

Campus activities—cultural events, lectures, and clubs are an important part of students' college experience. They complement students' classroom education and offer participants opportunities to learn about themselves, others, and the world at large. Encourage them to become involved in or start a Student Club or Organization. Contact Student Activities at 860-738-6344 or awetmore@nwcc.edu.

SPRING 2020 ACADEMIC CALENDAR

JANUARY 2020

Jan. 15 – New Student Orientation (snow date Jan. 16)
 Jan. 20 – Martin Luther King Day – COLLEGE CLOSED
 Jan. 21 – Last Day for 100% Tuition Refund and Professional Staff Activities
 Jan. 22 – CLASSES BEGIN

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020

Feb. 4 – Last Day to Add/Drop and Last Day for 50% Refund
 Feb. 14-17 – President's Recess – NO CLASSES
 Feb. 17 – President's Holiday – COLLEGE CLOSED
 Feb. 18 – Last Day to Change to AUDIT Status

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020

Mar. 16-22 – Spring Break – NO CLASSES
 Mar. 30 – May Graduation Application Deadline
 Mar. 31 – Last Day to Make-up Incompletes

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020

Apr. 7 – Last Day to WITHDRAW from Classes
 Apr. 10-12 – Good Friday/Easter – COLLEGE CLOSED

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020

May 7 – Reading Day – NO CLASSES
 May 8 – Last Day of Classes
 May 11-17 – Final Exams
 May 19 – Grades Due by 9:00 am
 May 25 – Memorial Day – COLLEGE CLOSED
 May 28 – COMMENCEMENT

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Ten Questions to Ask Community College Students

One of the tips for parents and family members is to ask students “questions about their experiences at college. Even if they fail to provide satisfactory answers, the fact that you asked the question may plant a seed in their mind that the subject of the inquiry is important. The following are examples of questions that parents and family members who want to “support their loved one in community college may consider asking:

#1 Are you going to class?

#2 How many hours of studying have you built into your schedule?

#3 Are you reviewing the material in each class weekly?

#4 Are you balancing study time with fun time?

#5 Do you know when the last day to withdraw from a class is?

#6 Are you starting your assignments early?

#7 Have you seen your advisor and registered for next semester?

#8 Have you gone to your professors’ office hours?

#9 Are you going to need any tutoring?



Financial Aid

The first step to apply for financial aid is to complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov. The application is free. To ensure that NCCC receives the FAFSA, be sure to add our school code 001398. In most cases, students who are under age 24 are considered dependent students, and must include parents’ information, even if they do not live with parents. You must complete a new FAFSA every year!

Parents and student must have a FSA ID to sign the FAFSA. Please apply for a FSA ID at www.fsaaid.ed.gov (Opens new window). **Keep use this same FSA ID to sign the FAFSA every year.**

For Undocumented Students please complete an AACTUS Application. AACTUS is an aid application for any undocumented students.

Please visit nwcc.edu/financial-aid/aactus/

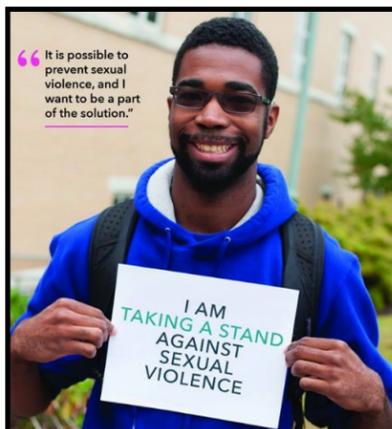
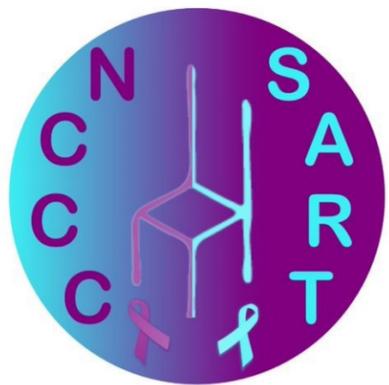
Contact Information

The Financial Aid Office is located on the second floor of
Greenwoods Hall, Room 224

Monday through Friday : Office Hours are 8:30am—4:30pm

Email NW-Finaid@nwcc.commnet.edu

Financial Aid Information Sessions and
Application Workshop are offered every Friday.



Sexual Assault and Intimate Partner Violence Resource Team: (SART) NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff. Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team – Sexual Assault and Intimate Partner Violence Resource Team – to meet the victim’s needs. All services are free and confidential. SART is a campus and community based team that is fully trained to provide trauma-informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The CARE Team assists students who have been identified by student/staff/faculty as experiencing psychological and/or emotional concerns. This interdepartmental team connects students with the appropriate services and monitors their progress in an effort to ensure their general well-being, academic success and progress, and in order to maintain a healthier and safer college. The mission of the CARE Team is to: Assist in protecting the health, safety, and welfare of the students and members of the college community from student behaviors which are concerning, while balancing the educational needs of the student and the academic mission of the college.

Anyone can contact the SART & CARE Teams by contacting Dr. Ruth Gonzalez at 860-738-6315 or rgonzalez@nwcc.edu



How do students receive an accommodation in college?

NCCC is committed to the full participation of all students in its programs. Students with disabilities who feel they may require specific accommodations are encouraged to contact the Learning Disabilities Specialist in the Center for Student Development, Room 211, located in Greenwood Hall-119 Main Street, Winsted, CT. Unlike high school, students must self-advocate and produce documentation for consideration of an accommodation.

My student has questions about their bill, who do they contact?

Be sure to contact the Cashier’s Office. Only the student can discuss billing with the cashier. Be sure to get acquainted with the college’s Refund Policy. A FERPA Release must be on file in the Cashiers Office before any information can be release! A payment plan can be made online only. A student can make a payment:

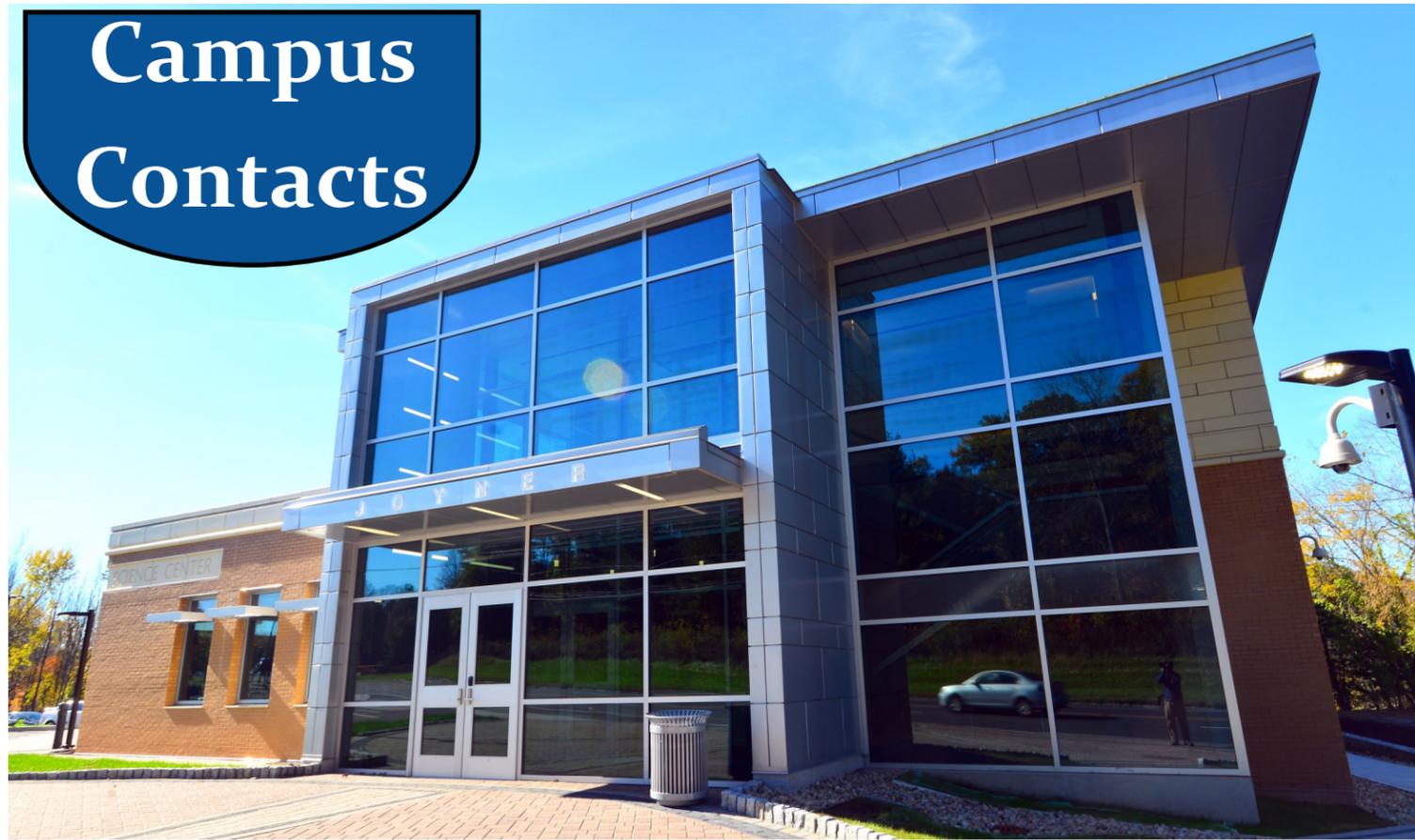
- In-person, Cashier’s Office – Room 206, 8:30 am – 4:00 pm Monday thru Thursday, closed Friday.
 - By mail, Cashier’s Office, Northwestern Connecticut Community College, 4 Park Place, Winsted, CT 06098
- Online, Login into your student account and pay with a credit card at myCommNet.
- By phone, Call the Cashier’s Office, Monday – Thursday, 8:30 am – 4:00 pm by calling 860.738.6415

What if my loved one has an extenuating circumstance and missed class for a period of time?

There are times that a student gets sick or other extenuating circumstances that causes them to miss several classes. If that happens, we recommend the following:

- Have the student meet with the professor to see if the work can be made up and can complete the class this term.
- If it is not possible to complete the class this term, have the student check with the professor if they qualify for an incomplete. If an incomplete is not feasible, have the student contact the Dean of Academic & Student Affairs via their college email to set up an appointment about a possible course waiver.

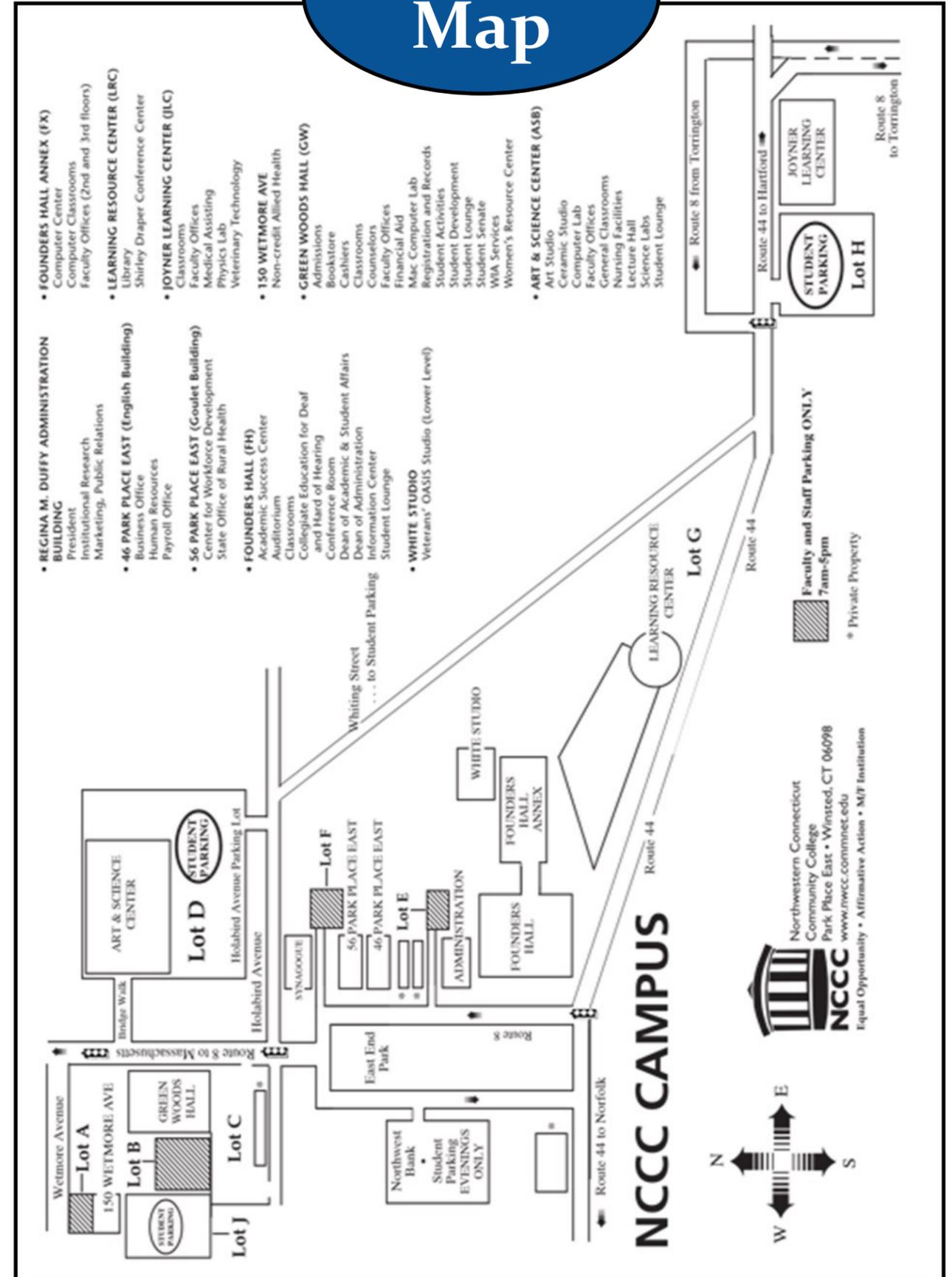
Campus Contacts



Phone Directory- (860)-

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	738-6461
Library.....	738-6480
Placement Testing	738-6330
Registration/Records Phone.....	738-6314
Student Activities	738-6343

Campus Map





Get Connected

-  **Facebook**
@nwccc
-  **Instagram**
@NCCC_CT

Follow campus life

Campus Voice

The Campus Voice is a monthly campus Newsletter that provides a look at what happened the previous month, what is coming up and important information. It can be found online at:

<https://www.nwcc.edu/the-campus-voice/>

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds from the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Schools must have written permission from the student in order to release any information from a student's education record to the parent, including financial aid information.

Students may use the [FERPA Release Form](#) if they would like to give permission for the college to release certain information to a parent. A sample form can be found in this packet and printable forms found online.



FERPA CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS

Student Name: _____ Student's ID: @_____

I hereby authorize Northwestern Connecticut Community College and its employees to release the following: *(Please initial next to all that apply)*

- Tuition & Payment information
- Disciplinary information
- Other *(Please list specific information to be released)*
- Financial Aid information
- Academic information

to the following individual(s) and/or organization(s):

Name of individual(s) and/or organization(s)

Address of individual(s) and/or organization(s)

Disclosure is made for the following purpose(s): *(Please initial next to all that apply)*

- Payment of my tuition/fee bill
- Accessing and/or discussing my financial aid
- Supporting my academic progress
- Coordinating academic and/or support services
- Release of grades or academic history
- Other *(please specify)*

I acknowledge and authorize that photocopies and facsimiles of the original of this Consent for the Disclosure of Education Records, including my signature, shall be as valid as the original.

I understand that this authorization may be cancelled by me at any time by giving written notice to the Registrar's Office.

Signature of Student: _____ Date: _____

Witness/Staff Signature: _____ Date: _____

This document, when completed by the student, authorizes, but does not require, the College to disclose personally identifiable information pertaining to the student that is maintained in College records. The College reserves its right under federal law to decline to disclose such information, when in the exercise of the College's judgment, it determines it is appropriate not to disclose such information.

DON'T FORGET TO ENCOURAGE YOUR STUDENT TO SIGN UP FOR MYCOMMNET ALERTS!