SPRING 2020
INFORMATION BROCHURE
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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 ............................. 738-6444
- Student Activities ............................................. 738-6343

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For up-to-date information go to www.nwcc.edu
# SPRING 2020 ACADEMIC CALENDAR

## January

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>Jan. 15 –</td>
<td>New Student Orientation <em>(snow date Jan. 16)</em></td>
</tr>
<tr>
<td>Monday</td>
<td>Jan. 20 –</td>
<td>Martin Luther King Day – <strong>COLLEGE CLOSED</strong></td>
</tr>
<tr>
<td>Tuesday</td>
<td>Jan. 21 –</td>
<td>Last Day for 100% Tuition Refund and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Professional Staff Activities</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Jan. 22 –</td>
<td><strong>CLASSES BEGIN</strong></td>
</tr>
</tbody>
</table>

## February

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Feb. 4 –</td>
<td>Last Day to Add/Drop and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day for 50% Refund</td>
</tr>
<tr>
<td>Friday-Monday</td>
<td>Feb. 14-17 –</td>
<td>President’s Recess – <strong>NO CLASSES</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>Feb. 17 –</td>
<td>President’s Holiday – <strong>COLLEGE CLOSED</strong></td>
</tr>
<tr>
<td>Tuesday</td>
<td>Feb. 18 –</td>
<td>Last Day to Change to AUDIT Status</td>
</tr>
</tbody>
</table>

## March

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Sunday</td>
<td>Mar. 16-22 –</td>
<td>Spring Break – <strong>NO CLASSES</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>Mar. 30 –</td>
<td>May Graduation Application Deadline</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Mar. 31 –</td>
<td>Last Day to Make-up Incompletes</td>
</tr>
</tbody>
</table>

## April

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Apr. 7 –</td>
<td>Last Day to WITHDRAW from Classes</td>
</tr>
<tr>
<td>Friday-Sunday</td>
<td>Apr. 10-12 –</td>
<td>Good Friday/Easter – <strong>COLLEGE CLOSED</strong></td>
</tr>
</tbody>
</table>

## May

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>May 7 –</td>
<td>Reading Day – <strong>NO CLASSES</strong></td>
</tr>
<tr>
<td>Friday</td>
<td>May 8 –</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Monday-Sunday</td>
<td>May 11-17 –</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 19 –</td>
<td>Grades Due by 9:00 am</td>
</tr>
<tr>
<td>Monday</td>
<td>May 25 –</td>
<td>Memorial Day – <strong>COLLEGE CLOSED</strong></td>
</tr>
<tr>
<td>Thursday</td>
<td>May 28 –</td>
<td><strong>COMMENCEMENT</strong></td>
</tr>
</tbody>
</table>

For up-to-date information go to www.nwcc.edu
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 and submit the Application for Admission.

___ 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 and submit the Application for Admission.

___ 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 at www.nwcc.edu/registration

___ 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 at www.nwcc.edu/admissions/readmission

___ 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 admissions process and for a link to apply online, go to: [http://www.nwcc.edu/admissions/](http://www.nwcc.edu/admissions/) or call the Office of Admissions at 860-738-6330.
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: www.nwcc.edu/admissions/ or call the Office of Admissions at 860-738-6330.

Office of Admissions is located in Greenwoods Hall, Rm 219.

NEW STUDENTS: DO NOT MISS ORIENTATION
Wednesday, January 15, 2020  Founders Hall Auditorium  5:00 p.m. – 7:30 p.m.  
(Check-in/Registration begins at 4:30 p.m.)

Register online at http://bit.ly/new-orientation

• Provides new students with an opportunity to become familiar with the NCCC college community
• Sets the expectations of students at NCCC
• Meet with Faculty + Students from their respective academic programs
• Interact with other new & returning students
• Receive important campus safety information

You will receive a complete packet of information, including the Student Guide to Online Services, Student ID and library card information, and listings of various student services and schedules.

NCCC ID
Photo IDs can be obtained in the Library located in the Learning Resource Center. You will need a photo ID, such as a driver’s license.

NCCC BOOKSTORE HOURS
The NCCC Bookstore is located in Greenwoods Hall.

SPRING 2020 HOURS
Monday - Thursday ............................9:00 a.m. - 4:00 p.m.
Friday ..................................................9:00 a.m. - 1:00 p.m.

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:

<table>
<thead>
<tr>
<th>New Students</th>
<th>Continuing Students &amp; Readmitted Students</th>
<th>Suggested FAFSA filing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>To attend Fall &amp; Spring Semesters</td>
<td>Jul 1</td>
<td>Jun 1</td>
</tr>
<tr>
<td>To attend Summer Session</td>
<td>N/A</td>
<td>May 1</td>
</tr>
<tr>
<td>To attend Spring Semester Only</td>
<td>Dec 1</td>
<td>Dec 1</td>
</tr>
</tbody>
</table>

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](http://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 (school code 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 NCCC receives your FAFSA 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, 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. If your aid exceeds your charges, the remaining funds will be refunded 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.

<table>
<thead>
<tr>
<th>Standards for Certificate seeking students-Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
<th>Minimum Completion-Pace-%</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 11.99</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>12 +</td>
<td>2.00</td>
<td>67.00%</td>
</tr>
<tr>
<td>Standards for Degree seeking students-Credits Attempted</td>
<td>Minimum Cumulative GPA</td>
<td>Minimum Completion-Pace-%</td>
</tr>
<tr>
<td>0 – 11.99</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>12–30. 99</td>
<td>1.70</td>
<td>50.00%</td>
</tr>
<tr>
<td>31 – 49.99</td>
<td>2.00</td>
<td>50.00%</td>
</tr>
<tr>
<td>50 – 59.99</td>
<td>2.00</td>
<td>60.00%</td>
</tr>
<tr>
<td>60 +</td>
<td>2.00</td>
<td>67.00%</td>
</tr>
</tbody>
</table>

For up-to-date information go to [www.nwcc.edu](http://www.nwcc.edu)
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 aid 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 EXEMPLE 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 meantime, 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” and 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 860-738-6326
Financial Aid Information Sessions and Application Workshops are offered every Friday.
Use the myCommNet portal to check your financial aid status.

For up-to-date information go to www.nwcc.edu
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
  - Request official transcript
  - Click “Access the Transcript Ordering Site”
- If you have forgotten your NetID and/or password, use the online self-help tools (http://supportcenter.ct.edu/netid/index.asp)

For up-to-date information go to www.nwcc.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 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. Tuesday, January 21, 2020.
• 50% tuition* is refunded if an Add/Drop form is received in the Registrar’s Office between Jan. 22 - Feb. 4, 2020.

ADD/DROP POLICY
Students may add and drop courses until 4:30 p.m. on Tuesday, Feb. 4, 2020. Instructor permission is required to register beginning Jan. 29, 2020. No ADD/DROPS will be allowed after Feb. 4, 2020.

WITHDRAWAL POLICIES
The last date to withdraw with a grade of “W” for full semester courses is April 7, 2020 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.
• TUITION is due in full January 2, 2020.
• 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 8:30 a.m. – 4:00 p.m., Monday - Thursday.

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, supple-
  mental 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.
• Summer Semester: 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 payment by enrolling
in the Installment Payment Agreement on mycommnet. Installment payment agreements are only available online. To enroll, students will be required to pay a 25% deposit and a
$25 installment payment plan fee.
PLEASE GO TO
WWW.CT.EDU/ADMISSION/TUITION
FOR UPDATED SCHEDULE OF
SPRING 2020 COMMUNITY
COLLEGE TUITION & FEES.
ASSOCIATE DEGREE PROGRAMS & CERTIFICATE PROGRAMS

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

ARTS & HUMANITIES

CSCU Pathway Transfer Degree: Art Studies, AA
Art Education Transfer Pathway: Liberal Arts & Science, AS
Fine Arts, AS
Fine Arts: Digital Media Option, AS
Fine Arts: Graphic Communication Design Option, AS
Digital Publishing, Certificate
Fine Arts, Certificate
Graphic Design, Certificate
CSCU Pathway Transfer Degree: Communication Studies, AA
CSCU Pathway Transfer Degree: English Studies, AA
English Transfer Pathway: Liberal Arts & Science, AA
Liberal Arts & Science, AA/AS
CSCU Pathway Transfer Degree: Spanish Studies

BUSINESS

Business and Management Administration, AS
Business and Management Administration: Marketing & Sales Option, AS
Business and Management, Certificate
Computer Business Applications, Certificate
Marketing & Sales, Certificate
CSCU Pathway Transfer Degree: Business Studies, AA
CSCU Pathway Transfer Degree: Computer Science, AA

HEALTH & VETERINARY SCIENCES

Allied Health, Certificate
Health Information Management, AS
Health Information & Reimbursement Specialist, Certificate
Medical Assistant, AS
Medical Assisting, Certificate
Nursing R.N., AS
Veterinary Technology, AS

PUBLIC SERVICES, SOCIAL & BEHAVIORAL SCIENCES

Criminal Justice, AS
CSCU Pathway Transfer Degree: Criminology Studies, AA
Forensic Science Transfer Pathway: General Studies, AS
Early Childhood Education, AS
Educational Paraprofessional, Certificate
Home Child Care, Certificate
CSCU Pathway Transfer Degree: Early Childhood Teacher Credential Studies, AS
Early Childhood Education Teaching Careers Transfer Pathway: Early Childhood Education, AS
Elementary Education Teaching Careers Transfer Pathway: General Studies, AS
Secondary Education Teaching Careers Transfer Pathway: Liberal Arts & Science, AS
CSCU Pathway Transfer Degree: History Studies, AA
History Transfer Pathway: Liberal Arts & Science, AA
Interpreter Training Program ASL/English, AS
Deaf Studies, Certificate
CSCU Pathway Transfer Degree: Political Science Studies, AA
Psychology Transfer Pathway: Liberal Arts & Science, AA
Psychology Transfer Pathway: Liberal Arts & Science, AA
CSCU Pathway Transfer Degree: Social Work Studies, AA
Human Services, Certificate
CSCU Pathway Transfer Degree: Sociology Studies, AA
Therapeutic Recreation, AS
Therapeutic Recreation, Certificate

SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS

CSCU Pathway Transfer Degree: Biology Studies, AA
Biology Transfer Pathway: Liberal Arts & Science, AS
CSCU Pathway Transfer Degree: Chemistry Studies, AA
Computer Systems Technology, AS
Computer Programming, Certificate
Webmaster & Internet Design, Certificate
Data Science, A.S.
Data Science, Certificate
Engineering Science, AS
CSCU Pathway Transfer Degree: Mathematics Studies
Natural Resources
CSCU Pathway Transfer Degree: Physics Studies, AA
Technology Studies: Electrical Power Pathway, AS
Technology Studies: Engineering Technology Option, AS
Technology Studies: Industrial Technology Option, AS
Technology Studies: Manufacturing Option, AS
Computer Numeric Control (CNC), Certificate
Manufacturing Design, Certificate
Manufacturing Processes, Certificate

UNDECIDED

General Studies

For up-to-date information go to www.nwcc.edu
### EARLY SPRING CLASSES

<table>
<thead>
<tr>
<th>CRN</th>
<th>Sec. Name &amp; No.</th>
<th>Title</th>
<th>Days</th>
<th>Hours</th>
<th>Bldg Rm</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>1106</td>
<td>ART* 187 01</td>
<td>Museum Treasures: Medical Math</td>
<td>F</td>
<td>1:00-4:00 pm</td>
<td>FH AUD</td>
<td>Sheri Schwartz</td>
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<td></td>
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<td>4/17 – 4/24/20</td>
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<td>Field Trip 5/1/20</td>
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<tr>
<td>1410</td>
<td>COL 100 01</td>
<td>College Forum: Medical Math</td>
<td>ONLINE</td>
<td></td>
<td></td>
<td>Crystal Wiggins</td>
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<td>ONLINE</td>
<td>1/2 – 1/21/20</td>
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<tr>
<td>1005</td>
<td>CSA* 105 01</td>
<td>Intro to Software Applications</td>
<td>ONLINE</td>
<td></td>
<td></td>
<td>Beverly King</td>
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<td>1/2 – 1/30/20</td>
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<tr>
<td>1403</td>
<td>ENG* 102 02</td>
<td>Literature &amp; Composition</td>
<td>ONLINE</td>
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<td>April Parsons</td>
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<tr>
<td>1503</td>
<td>PHL* 101 03</td>
<td>Intro to Philosophy</td>
<td>T</td>
<td>10:00 am – 12:00 pm</td>
<td>FH 306 &amp; ONLINE</td>
<td>Jay Whitaker</td>
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<td>1/2 – 1/21/20</td>
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<tr>
<td>1409</td>
<td>PSY* 260 02</td>
<td>Psych of the Exceptional Child</td>
<td>ONLINE</td>
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<td>Sarah Bement</td>
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<tr>
<td>1275</td>
<td>THR* 111 01</td>
<td>Introduction to Acting</td>
<td>MTWRF</td>
<td>9:00 am – 12:00 pm</td>
<td>Warner Theater</td>
<td>Leslie Ober</td>
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<tr>
<td>1276</td>
<td>THR* 111L 21</td>
<td>Introduction to Acting Lab</td>
<td>MTWRF</td>
<td>12:01-1:30 pm</td>
<td>Warner Theater</td>
<td>Leslie Ober</td>
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### CLASSES WITH SPECIAL START AND END DATES

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<th>CRN</th>
<th>Sec. Name &amp; No.</th>
<th>Title</th>
<th>Days</th>
<th>Hours</th>
<th>Bldg Rm</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>1168</td>
<td>ENG* 102 62</td>
<td>Literature &amp; Composition</td>
<td>R</td>
<td>6:35-9:45 pm</td>
<td>FX 010</td>
<td>Joanne Galenski-</td>
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<td>1/30 – 5/17/20</td>
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<td>Girardin</td>
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<tr>
<td>1007</td>
<td>HPE* 261 61</td>
<td>Yoga</td>
<td>2/4 – 2/27/20</td>
<td>6:35-8:09 pm</td>
<td>WMILL</td>
<td>Janice Young</td>
</tr>
<tr>
<td>1130</td>
<td>HPE* 261 62</td>
<td>Yoga</td>
<td>3/3 – 4/2/20</td>
<td>6:35-8:09 pm</td>
<td>WMILL</td>
<td>Janice Young</td>
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<tr>
<td>1345</td>
<td>HIM* 155 01</td>
<td>Fund of Clinical Inf &amp; EMR</td>
<td>ONLINE</td>
<td></td>
<td></td>
<td>Rebecca Zielinski</td>
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<td>ONLINE</td>
<td>1/22 – 3/13/20</td>
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<tr>
<td>1389</td>
<td>HIM* 155 51</td>
<td>Fund of Clinical Inf &amp; EMR</td>
<td>T</td>
<td>5:00-6:21 pm</td>
<td>JHSC 216 &amp; ONLINE</td>
<td>Rebecca Zielinski</td>
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<td>ONLINE</td>
<td>1/22 – 3/13/20</td>
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<tr>
<td>1484</td>
<td>MED* 111 01</td>
<td>Administrative Medical Assisting</td>
<td>ONLINE</td>
<td></td>
<td></td>
<td>Rebecca Zielinski</td>
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<td>1/22 – 3/13/20</td>
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<tr>
<td>1485</td>
<td>MED* 111 02</td>
<td>Administrative Medical Assisting</td>
<td>T</td>
<td>4:15-5:21 pm</td>
<td>JHSC 216 &amp; ONLINE</td>
<td>Rebecca Zielinski</td>
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<td>ONLINE</td>
<td>1/22 – 3/13/20</td>
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For up-to-date information go to www.nwcc.edu
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<th>Bldg Rm</th>
<th>Faculty</th>
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<tr>
<td>1408</td>
<td>MFG* 205 51</td>
<td>Principles of CNC w/MasterCam</td>
<td>W</td>
<td>5:00-8:00 pm</td>
<td>OWTS &amp; ONLINE</td>
<td>Lawrence Pomeleau</td>
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<td>3/23-5/17/20</td>
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<tr>
<td>1171</td>
<td>MFG* 258 51</td>
<td>MFG Mchry – CNC Operations</td>
<td>W</td>
<td>5:00-8:00 pm</td>
<td>OWTS &amp; ONLINE</td>
<td>Lawrence Pomerleau</td>
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<tr>
<td>1043</td>
<td>MUS* 298 01</td>
<td>Special Topics: Classical Musicians II</td>
<td>T</td>
<td>1:00-4:00 pm</td>
<td>FH AUD</td>
<td>Jeffrey Engel</td>
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<td>3/31-4/21/20</td>
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<td>4/28 make up day or final exam</td>
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<td>1503</td>
<td>PHL* 101 03</td>
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<td>10:00 am – 12:00 pm</td>
<td>FH 306 &amp; ONLINE</td>
<td>Jay Whitaker</td>
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For up-to-date information go to www.nwcc.edu
ART 187 Museum Treasures: MFA Boston - Women and Freud

The four-part lecture series focuses on three exhibitions at the Museum of Fine Arts Boston. Women Take the Floor celebrates female artists on the centennial of the suffrage movement. This show includes 200 works by female artists over the last 100 years. Lucian Freud: The Self-Portraits is the main attraction. It is a collection of self-portraits by twentieth-century British artist (and grandson of Sigmund Freud), Lucian Freud. It has been organized by the Royal Academy of Arts, London. This exhibit is Freud’s first in Boston and the first anywhere of the artist’s self-portrait oeuvre, which spans from 1940 through the twenty-first century. This exhibition runs concurrently with Personal Space: Self-Portraits on Paper, which displays sixty contemporary self-portrait drawings and prints by artists known for self-portraiture. Artists emphasized are Kathe Kollwitz, Jim Dine, Robert Rauschenberg, Kiki Smith, and some local Boston artists, including Boston University Professor Emeritus John Wilson (1922-2015). The fifth class is a field trip to see the shows at the Museum of Fine Arts Boston which has three restaurants and is a world-class museum known for its ancient collections and Impressionism paintings.

Lecture Dates: Fridays, March 27, April 3, 17, 24, 2020. (Skip April 10th, Good Friday – College Closed.) 1:00-4:00 in Founders Hall Auditorium.

Field Trip: Friday, April 24, 2020

The bus will be leaving from Commuter Parking Lot on Route 44 between Ledgebrook Plaza and Lombard Ford at 7:30 a.m. 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 NCCF / RAC.

BIO 260 Principles of Genetics

Principles of Genetics is designed to provide college level biology students with a deeper understanding of DNA and patterns of heredity. This course covers the fundamentals of Mendelian, classical, molecular and population genetics with an emphasis on human genetics. This is an online course and does not have a laboratory component. This course is open to students who have completed BIO 121 or BIO 127.

BIO 263 Molecular Genetics with Lab

Molecular Genetics is designed to provide college level biology students with a deeper understanding of DNA and patterns of heredity and of the tools and techniques used to study them. The course covers the basic theory and application of classical and molecular genetics with an emphasis on human genetics. The laboratory will introduce modern molecular biology techniques such as DNA isolation, restriction enzyme analysis, agarose gel electrophoresis, recombinant DNA techniques, PCR analysis and CRISPR. Students will work with the Howard Hughes Medical Center's SEA PHAGES program giving them the opportunity to participate in authentic research involving the gene annotation of bacteriophages. The class meets twice a week in person and requires students to complete weekly online assignments. This course meets a 200's level lab science course requirement in the TAP Biology program and can serve as the second required science course for Liberal Arts and Sciences students who have already completed General Biology. This course is open to students who have completed BIO 121 or BIO 127.

DTS 220 Intro to Machine Learning

This course focuses on machine learning as an integral tool for data science, including how to use data to automatically understand the world, make complex decisions, and even predict the future. A programming language will be used. Pre-requisite: DTS 201.

ENG 174 News Literacy

An introduction to the history and nature of news media’s role in our society, and an examination of how news organizations function. Practice in analyzing news stories and organizations, individually and over time. Three (3) credit hours. Pre-requisite/Co-requisite: ENG 101 or 101W with a C or better. Text/Course Materials: No book is required for this course, but all students must subscribe to The New York Times, The Wall Street Journal or The Washington Post. You will be expected to follow each day’s news, also by watching and listening on TV, radio and/or the internet. Other readings and viewings will be assigned on the course website or in class.
HPE 261-61 Yoga
Session I, Tuesday/Thursday   2/4 – 2/27/20
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  3/3 – 4/2/20
Skip 3/17 & 3/19 – spring break
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 261-61 Yoga
Session III, Tuesday/Thursday  4/7 – 4/30/20
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.

MUS 298 Special Topics: A Celebration of Women Composers – Finally Breaking Through the Male-Dominated World of Classical Music

There have always been women composers. As far back as the seventh century BC, Sappho, the Greek lyric poetess, played her own accompaniments on the barbiton and the pektis. Throughout the twelfth century there were female troubadours and during the sixteenth, madrigal composers. Francesca Caccini (1587-1638) is thought to be the first woman to write an opera and Elisabeth-Claude Jacquet de la Guerre (1663-1729), the author of an early ballet. It is not until the end of the nineteenth century, however, that significantly more women begin to enjoy public performances of their music and become professional composers. Perhaps you’ve heard of Amy Beach, Augusta Holmes and Dame Ethel Smyth?

Jeffrey Engel will highlight the lives and the music of several distinguished female composers who attained recognition and success during the last decades of the nineteenth and the early ones in the twentieth centuries.

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

Lecture dates: March 31, April 7, 14, 21. **April 28 is a makeup day or final exam for credit students.** 1:00-4:00 p.m. in FH Auditorium.

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, EdReady by NROC, 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: Tuesday/Thursday, 3/24-5/4, 5:00 - 6:21 pm, room FX112

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

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**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 Jessica DePonte at 860-738-6348.

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**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: Monday/Wednesday, 3/23-4/27 5:00 - 6:21pm, room FX206

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.*

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The mission of the Academic Success Center is to create access to college programs and support students in reaching their academic goals.
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 online and 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. For further information about this program, visit www.nwcc.edu/admissions/high-school or contact the Office of Admissions at 860-738-6330. A student may also contact his or her high school guidance counselor.

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. 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. - 3:30 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.

For up-to-date information go to www.nwcc.edu
STUDENT 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.
REGISTRATION FORM
Office of the Registrar • Green Woods Hall Room 215
Park Place East, Winsted, CT 06098
Phone (860) 738-6314 • Fax (860) 738-6413

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

Student ID No. @______________________ OR Social Security No. _______-______-________ (REQUIRED) (Not required if Student ID provided)

Name ___________________________________________________________________________________

Last First Maiden / Middle Name

Is this a new address:  Yes □ No □

Mailing Address ___________________________________________________________ Daytime Phone___________________

Number and street

City, state, zip

Date of Birth________________

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Advisor/Counselor signature_________________________________________________ Date________________

Student signature___________________________________________________________ Date________________

PAYMENT BY:  □ Debit/Credit Card  □ Cash  □ Check #__________ Amount $__________________

Card Number _______________________________________________________________________________

Expiration Date____________ Billing Zip Code____________ Security Code_________

Signature________________________________________________________________________________(on back of card)

FEES ARE NON-REFUNDABLE

Registrar’s Approval _____________ Date __________ Waivers Applied _______ Total Credits ______

For up-to-date information go to www.nwcc.edu
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)