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Spring 2020 Academic Calendar

JANUARY 2020
Jan. 15 – New Student Orientation (snow date Jan. 18)
Jan. 20 – Martin Luther King Day—COLLEGE CLOSED
Jan. 21 – Last Day for 100% Tuition Refund and Professional Staff Activities
Jan. 22 – CLASSES BEGIN

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

MARCH 2020
Mar. 16-22 – Spring Break – NO CLASSES
Mar. 30 – May Graduation Application Deadline
Mar. 31 – Last Day to Make-up Incompletes

APRIL 2020
Apr. 7 – Last Day to WITHDRAW from Classes
Apr. 10-12 – Good Friday/Easter – COLLEGE CLOSED

MAY 2020
May 7 – Reading Day – NO CLASSES
May 8 – Last Day of Classes
May 11-17 – Final Exams
May 19 – Graduation Date by 9:00 am
May 25 – Memorial Day – COLLEGE CLOSED
May 28 – COMMENCEMENT

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.
Basic Need Security:
NCCC has several resources to support students who may have difficulty with living expenses including; accessing sufficient food to eat every day, and/or having a safe and stable place to live. We recognize that personal life challenges can negatively affect classroom performance so we have available several assistance options. For students who may have food insecurities, we offer Food for Thought, NCCC’s student food pantry, which is located in Founders Hall Annex 3rd floor. The hours are posted on our Food for Thought website, located under the Student Services tab of the NCCC homepage. There is also a once per month community Mobile Food Pantry available to students.

The NCCC Student Emergency Fund is another option that can help students financially to manage crisis situations. To apply for student emergency funding, please contact Ruth Gonzalez, Director of Student Services at rgonzalez@nwcc.edu to fill out an application. If you need assistance with finding a safe and stable place to live or are struggling with an addiction, please contact our Center for Student Development (CSD) for a list of community resources. CSD is located on the second floor of Greenwoods Hall.

STUDENT ACTIVITIES OFFICE:
Located on the lower level of Green Woods Hall (GW 110). This office promotes student-sponsored educational, cultural, social and recreational programs through clubs and the Student Senate. Information regarding student events as well as inquiries about clubs and organizations can be obtained here. The Student Senate works closely with this office in the budgeting of the Student Activity Fund.

STUDENT CLUBS
NCCC has a variety of clubs and activities to meet the diverse needs and interests of our student population. All clubs welcome new members. Below you will find a list of the clubs that are currently active and the advisor’s contact information. More information about these clubs and other activities is available in the NCCC Student Handbook or you may contact the Student Activities Office at 860-738-6344.

- American Association of University Women of NCCC
- Criminal Justice Association
- Christian Student Association (The Outlet)
- Dungeons & Dragons Club
- Early Childhood Education Association
- Heart of Autism Club
- History Association
- Hula Hoop Club
- Writers Club
- LGBT+ Club
- METS (Math, Engineering, Technology, Science)
- NCCC Student Nurse Association
- Northwestern Deaf Club
- Northwestern Book Nerds Club
- Northwestern Business Club
- Outdoor Adventure Club
- Phi Theta Kappa / Alpha Nu Epsilon
- Spanish Club
- Student Senate
- Veterans & Allies Club
- Writers Club
NCCC ID Cards
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. Monday-Thursday 9:00am–4pm. Friday 9:00am–Noon. Extended hours will be posted at the beginning of the semester.

Wi-Fi
How to connect to the Wi-Fi:
• Choose the Wi-Fi Network labeled: ConnSCU
• Enter your full NETID (ie: 01234567@student.commnet.edu) and current password,
• Hit OK or Join
• Accept or Trust the certificate, and you’re connected!

Currently, the computer center supports Wi-Fi for the following types of devices:
• Chromebooks • Windows 8 computers • Windows 10 computers • Apple IOS devices (iPhone, iPad, iPod Touch) with IOS version 4 and up • Most Android devices • Most Kindle devices

If you have trouble connecting with these devices, please call the Helpdesk at 860-738-6367 or visit Founders Annex room 111 and speak to a technician there.
Course Cancellations
If the College cancels a course, you will automatically be granted a 100% adjustment of associated charges.

Fall and Spring Semester Tuition, Supplemental and Materials Fees
If you officially drop your course(s) prior to the 1st day of the semester you will receive a 100% refund of your tuition, supplemental and materials fees associated with the course(s) dropped.

If you officially drop your course(s) 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 materials fees associated with the course(s) dropped. If you officially drop your course(s) on the 15th calendar day of the semester or later NO REFUND shall be granted. College Services Fees, Student Activity Fees, Clinical Program Fees and other Special Fees Not refundable. Summer Semester- If you officially drop on the last business day before the first class meeting or prior, you will receive 100% refund of associated extension fee. Requests must be made by 4:30 p.m. before the session begins. If you officially drop or withdraw once the session begins, no refund shall be granted.

College Services Fees, Student Activity Fees, Clinical Program Fees and other Special Fees: Non-refundable.

Extension Credit and Non-Credit
If you officially drop on the last business day before the first class meeting or prior, you will receive 100% refund of associated extension fee. Requests must be made by 4:30 p.m. before the session begins. If you officially drop or withdraw once the session begins, no refund shall be granted.
Center for Student Development

Northwestern has joined more than 1,000 colleges and universities across the state and the nation to declare a tobacco and vape-free environment on campus. This means that smoking and tobacco use will be prohibited in all facilities and outdoor areas of campus, without exception. Applicable 24 hours a day, seven days a week, the policy will apply to all students, faculty and staff, along with outside contractors, volunteers, visitors and members of the general public.

Register your cell phone to receive text messages regarding critical emergency situations. myCommNet Alert is a notification system that delivers critical information to students, faculty and staff through text messaging over cell phones. Text messages will be sent in the event of an emergency which may include campus-related health or safety situations and weather-related class cancellations. You will not receive spam through the myCommNet Alert system.

To Schedule an appointment, please contact Daneen M. Huddart, 860-738-6315 or 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

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Daneen Huddart, Disabilities Counselor. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is dhuddart@nwcc.edu.

STAY INFORMED!

Smoking, Vaping & Tobacco Use

Northwestern has joined more than 1,000 colleges and universities across the state and the nation to declare a tobacco and vape-free environment on campus. This means that smoking and tobacco use will be prohibited in all facilities and outdoor areas of campus, without exception. Applicable 24 hours a day, seven days a week, the policy will apply to all students, faculty and staff, along with outside contractors, volunteers, visitors and members of the general public.

Register your cell phone to receive text messages regarding critical emergency situations. myCommNet Alert is a notification system that delivers critical information to students, faculty and staff through text messaging over cell phones. Text messages will be sent in the event of an emergency which may include campus-related health or safety situations and weather-related class cancellations. You will not receive spam through the myCommNet Alert system.

Enrollment in myCommNet Alert is free, voluntary, and easy to do. Just login to my.commnet.edu and click on the ALERT button. If you encounter any problems logging in to myCommNet, please contact the Computer Center Helpdesk at (860) 738-6367.

Things this office will help you with:

• Academic Advisement
• Career Counseling
• Learning Disabilities/ Accommodations
• Veterans/National Guard Benefits
• Adding/Dropping a Course
• Job Search Counseling
• Transfer Planning
• Withdrawal from Class or College
Northwestern Connecticut Community College offers students an Academic Success Center. Located on the third floor of Founders Hall on NCCC’s campus, the Center provides free tutoring and other forms of academic support to NCCC students in areas like study skills, testing strategies, time management, note taking and more.

NCCC’s Academic Success Center also helps students assess their academic strengths and challenges through mentoring, as well as, online tutorials in various academic disciplines. NCCC helps students recognize their personal learning style so that they may achieve success in the classroom. Our services are extended to all students regardless of academic ability.

Additionally, NCCC’s Academic Success Center is home to a mentoring program funded by the Northwest Regional Workforce Investment Board, Team Success Scholars. Contact Laura McCarthy at 860-738-6351 for more information.

Tips for College Success

- Attend all of your classes and stay for their entirety.
- Stay focused during class – yes, that means putting away those phones and devices!
- Don’t be afraid to ask questions and seek help when you need it.
- Stay organized to help you plan your time and meet your deadlines.
- Be prepared with proper textbooks and other tools.
- Turn in assignments on time.
- Get involved on campus – students who are engaged get better grades and graduate sooner!

NCCC Libary

The Library maintain a collection of 35,000 print books, 143,000 ebooks, more than 60 periodical subscriptions and an extensive collection of CD’s & DVD’s. There are numerous computer resources available, including computers and Wi-Fi. The Library also provides access to copy, print and scan stations. For access to online resources, including the library catalog, electronic database and streaming videos, see the wide array of Research Guides found on the Library’s website.

The Library is open Monday-Friday.  
Monday-Wednesday: 8:30am to 8:00pm  
Thursday-Friday: 8:30am to 4:30pm

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 Palumbo is available to answer questions about specific majors at NCCC. Call Samantha at 860-738-6307, email at polombiz@cc.commnet.edu, or visit the Career Services page on the NCCC website.

Tips for College Success

- Attend all of your classes and stay for their entirety.
- Stay focused during class – yes, that means putting away those phones and devices!
- Don’t be afraid to ask questions and seek help when you need it.
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- Turn in assignments on time.
- Get involved on campus – students who are engaged get better grades and graduate sooner!

NCCC Student Network Login Procedures

New NetID Users

Your NetID is your 8-digit student ID number followed by @student.commnet.edu

Example: 12345678@student.commnet.edu

Your initial password is made up of the following:

The 1st 3 letters of your birth month (the 1st letter is capitalized)

The "&" symbol

The last 4 digits of your Social Security Number

Example: Jon&6789

You will be prompted to change your password the first time you login. Please follow the guidelines given on how to create a Strong password and set up your security questions.

Policy requires all users to have a Strong password. Strong passwords follow these rules:

Passwords must be at least eight (8) characters long.
Passwords must contain characters from at least three (3) of the following four (4) classes: upper case letters (A, B, C, ... Z), lower case letters (a, b, c, ... z), numbers (0, 1, 2, ... 9) or special characters such as punctuation symbols

Passwords may not contain your username or any part of your full name.

Password Resets

If you have trouble with your password, click on "Forget Your Password" link directly below the login. If you are still having trouble you can come to the Registrar’s Office and complete a password reset form or you can call the Computer Center Helpdesk at 860-738-6367.

When your password is reset you will be given a randomly generated temporary password. When you log in, you will be prompted to create a unique password.

Security Questions and email

When you log in you will be prompted to answer security questions and provide an email address. It is recommended that you complete this step. If you lock yourself out of myCommNet at night or on the weekend, you will be able to reset your password using one of these methods.

Student Email

All college correspondence will be sent to your college email account. However, you may forward those messages to a personal account (see instructions below).

Logging In

Click the Email Icon (on the top right of the screen) or click in the "Access your student email box" on the main page.

You will be prompted to login a 2nd time. Use the same credentials you used to login to myCommNet.

Forwarding Email

You can forward the email from this account to your personal account. In the upper right corner of the Outlook page, click on Options, See all Options, Forward Email. Add an email address where you want to forward your email and uncheck "Keep a copy of forwarded message"

Go back to My Mail, read/forward/delete your messages, then Sign Out.

Forwarding Email

You can forward the email from this account to your personal account. In the upper right corner of the Outlook page, click on Options, See all Options, Forward Email. Add an email address where you want to forward your email and uncheck "Keep a copy of forwarded message"

Go back to My Mail, read/forward/delete your messages, then Sign Out.
**SART & CARE TEAMS**

**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 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

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**STUDENT GUIDE TO ONLINE SERVICES**

**Banner Self Service**

- Click – [top right side of screen] or click in the "Banner Self Service" box on the main menu.

After clicking Banner Self Service icon or the Ink on myComNet
- If you have ever attended more than one CT Community College, you will need to select the Community College whose records you wish to view.
- You will see a list of Menu Buttons with brief descriptions listed under each one. Clicking the button will reveal the menu for and some buttons a submenu.

Following is a brief description of what is available by clicking each Menu Button in Banner Self Service.

**Student Records - Menu Button**
- Check Grades
- Check Advisor & Major
- Request Enrollment Verification
- Request Transcript

**Requesting an Official Transcript**
- Click the "Transcripts" box
- eTranscripts and Paper Transcripts can be requested through myComNet
- Note: There is a 7-10 day turnaround time for Printed Official Transcripts.

**Registration / Schedule - Menu Button**
- Class Registration
- Access Student Schedule
- Complete a Student Degree Evaluation

**Registering for classes:**
- 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 icon to make a payment

**Dropping 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
Households Receiving SNAP benefits may be eligible to get help paying for:

- Tuition
- Textbooks
- Uniforms
- Testing fees
- Technology
- Supplies
- Transportation
- Childcare and MORE...

Apply in the Goulet building at NCCC or by contacting Erin Kennedy SNAP Scholarship Coordinator:
860.738.6419 or E.Kennedy@NWCC.EDU

The following programs are eligible for additional assistance:

- Computer Science Studies
- Veterinary Technology
- Manufacturing & CNC Machining
- Manufacturing & Soldering
- Early Childhood Education
- Human Services
- Medical Assisting
- Nursing
- Computer Systems Technology
- Health Information and Reimbursement Specialist
STUDENT CAMPUS EMPLOYMENT:

The College receives grant, loan and work-study funds from the State of Connecticut and the U.S. Department of Education to award to eligible students. Any student seeking a degree or eligible credit certificate program from the College is encouraged to apply. To apply for financial aid from NCCC you must complete the Free Application for Federal Student Aid (FAFSA). You will need to visit FAFSA on the Web at www.fafsa.ed.gov for the application.

While there are various eligibility requirements for the grant, loan and work study programs, all matriculated students will be considered for a grant award to assist with the direct costs of college (tuition, fees, textbooks and supplies). These grant awards may equal up to $5,815 for eligible full time students attending the fall and spring semesters or an amount determined by the student’s demonstrated financial need, if that is less.

Note that all campus administered grants require bona fide residency in the state of Connecticut for twelve (12) months prior to attending NCCC.

The Financial Aid Office is a resource center for information regarding student financial aid programs, scholarships, and campus jobs. The office is located in GW 224. We are also on the Web at: http://www.nwcc.edu or e-mail at: NW-FinAid@nwcc.edu.

A number of employment opportunities are available to students. Students are employed by the college to work part time throughout the school year. All job applicants must apply for financial aid. Campus jobs are limited to financial aid recipients. Positions are available in college offices, the Library, Labs (science, computer, veterinary technology, graphics, photography) and Campus Maintenance.

AREA DINING OPTIONS

While there are no current on campus dining options, there are several restaurants and eateries within walking distance or a short drive of campus.

<table>
<thead>
<tr>
<th>Restaurant Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rowley’s Grill and Tap</td>
<td>19 Rowley St. Winsted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>McGrane’s On The Green</td>
<td>37 Park Pl. Winsted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noli’s Restaurant</td>
<td>183 Main St. Winsted</td>
<td>Ocean Garden Chinese</td>
<td>141 Main St. Winsted</td>
</tr>
<tr>
<td>Dunkin’</td>
<td>3 Main Street. Winsted</td>
<td>McDonald’s Restaurant</td>
<td>15 S. Main St. Winsted</td>
</tr>
<tr>
<td>ABC Pizza</td>
<td>228 Main St. Winsted</td>
<td>Mama Pho</td>
<td>242 Main St. Winsted</td>
</tr>
<tr>
<td>Padre’s Mexican Cuisine</td>
<td>362 Main St. Winsted</td>
<td>Monaco</td>
<td>380 Main St. Winsted</td>
</tr>
<tr>
<td>China Star Restaurant</td>
<td>440 Main St. Winsted</td>
<td>Kent Pizza</td>
<td>536 Main St. Winsted</td>
</tr>
<tr>
<td>Winsted Diner</td>
<td>496 Main St. Winsted</td>
<td>Noujaim’s Food &amp; Catering</td>
<td>436 Main St. Winsted</td>
</tr>
<tr>
<td>Mario’s Tuscany Grill</td>
<td>560 Main St. Winsted</td>
<td>Sophia’s Pizza</td>
<td>3373, 200 New Hartford</td>
</tr>
<tr>
<td>Zach and Lou’s BBQ</td>
<td>2936 Winsted Rd. Torrington</td>
<td>Marino’s Restaurant</td>
<td>12 Pinewoods Rd. Torrington</td>
</tr>
</tbody>
</table>