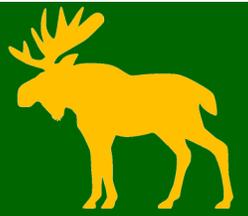


Northwestern Connecticut  
Community College



Spring 2020

Parent  
&  
Family

Guide

# 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.



## Get Connected



Facebook

@nwccc



Instagram

@NCCC\_CT



# Campus Contacts



## Phone Directory- (860)-

<b>Bookstore .....</b>	<b>379-6226</b>
<b>Business Office (Cashier) .....</b>	<b>738-6415</b>
<b>Career Information.....</b>	<b>738-6306</b>
<b>Center for Student Development .....</b>	<b>738-6420</b>
<b>Center for Workforce Development.....</b>	<b>738-6444</b>
<b>Computer Laboratory.....</b>	<b>738-6367</b>
<b>Counseling .....</b>	<b>738-6420</b>
<b>Faculty Secretary .....</b>	<b>738-6379</b>
<b>Financial Aid .....</b>	<b>738-6461</b>
<b>Library.....</b>	<b>738-6480</b>
<b>Placement Testing .....</b>	<b>738-6330</b>
<b>Registration/Records Phone.....</b>	<b>738-6314</b>
<b>Student Activities .....</b>	<b>738-6343</b>

# 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. This form must be completed online.



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/>

*Northwestern CT Community College  
Student Life & Activities*

# STAY CONNECTED!

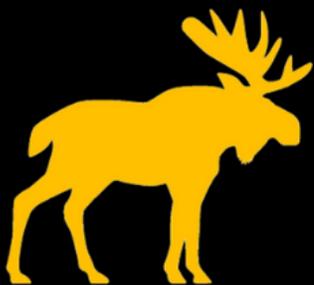
**Facebook:** @NCCCActivities

**Twitter:** @NCCCActivities

**Instagram:** ncccactivities

**TikTok:** ncccactivities

**Youtube:** NCCC Activities



---

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

**-Emergency Notifications** regarding Active Shooter and other situations on our College Campus.

**-Weather Related Notifications** regarding College Closings.



# FAQ'S

## **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, Daneen Huddart at 860.738.6318. 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:

- 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 at 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 contact 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.



Northwestern Connecticut Community College



CARE TEAM

Life can be challenging, let us help.

**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](mailto:rgonzalez@nwcc.edu)**

# 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 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](mailto:awetmore@nwcc.edu).

# 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 spoken to your advisor and registered for next semester?*

*#8 Have you attended your professors’ office hours?*

*#9 Are you going to need any tutoring?*

*#10 Have you formed a study group?*

# Spring 2021 ACADEMIC CALENDAR

## JANUARY

**Monday, Jan. 18 – Martin Luther King Day – COLLEGE CLOSED**

**Tuesday, Jan. 19 – New Student Orientation (*snow date Jan. 20*)**

**Thursday, Jan. 21 – Last Day for 100% Tuition Refund and Professional Staff Activities**

**Friday, Jan. 22 – CLASSES BEGIN**

## FEBRUARY

**Thursday, Feb. 4 – Last Day to Add/Drop and Last Day for 50% Refund**

**Fri.-Mon., Feb. 12-15 – President's Recess – NO CLASSES**

**Monday, Feb. 15 – President's Holiday – COLLEGE CLOSED**

**Thursday, Feb. 18 – Last Day to Change to AUDIT Status**

## MARCH

**Mon.-Sun., Mar. 15-21 – Spring Break – NO CLASSES**

**Wednesday, Mar. 31 – May Graduation Application Deadline**

## APRIL

**Thursday, April 1 – Last Day to Make-up Incompletes**

**Friday, April 2 – Day of Reflection – NO CLASSES**

**Fri.-Sun., Apr. 2-4 – Good Friday/Easter – COLLEGE CLOSED**

**Tuesday, Apr. 8 – Last Day to WITHDRAW from Classes**

## MAY

**Monday, May 10 – Last Day of Classes**

**Tues.-Mon., May 11-17 – Final Exams**

**Thursday, May 20 – Grades Due by 9:00 am**

**Thursday, May 27 – COMMENCEMENT**

**Monday, May 31 – Memorial Day – COLLEGE CLOSED**



# 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](http://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

## **Contact Information**

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

Email [NW-Finaid@nwcc.commnet.edu](mailto:NW-Finaid@nwcc.commnet.edu)



The Ancell School of Business (ASB) at Western Connecticut State University (WCSU) will begin offering classes leading to the Bachelors of Business Administration degree, on the campus of Northwestern Connecticut Community College, starting in fall 2020. This initiative will afford WCSU Business students who reside in Northwestern's catchment area an opportunity to attend their classes at NCCC without having to commute to Danbury. To learn more, contact the admissions office at [admissions@nwcc.edu](mailto:admissions@nwcc.edu).



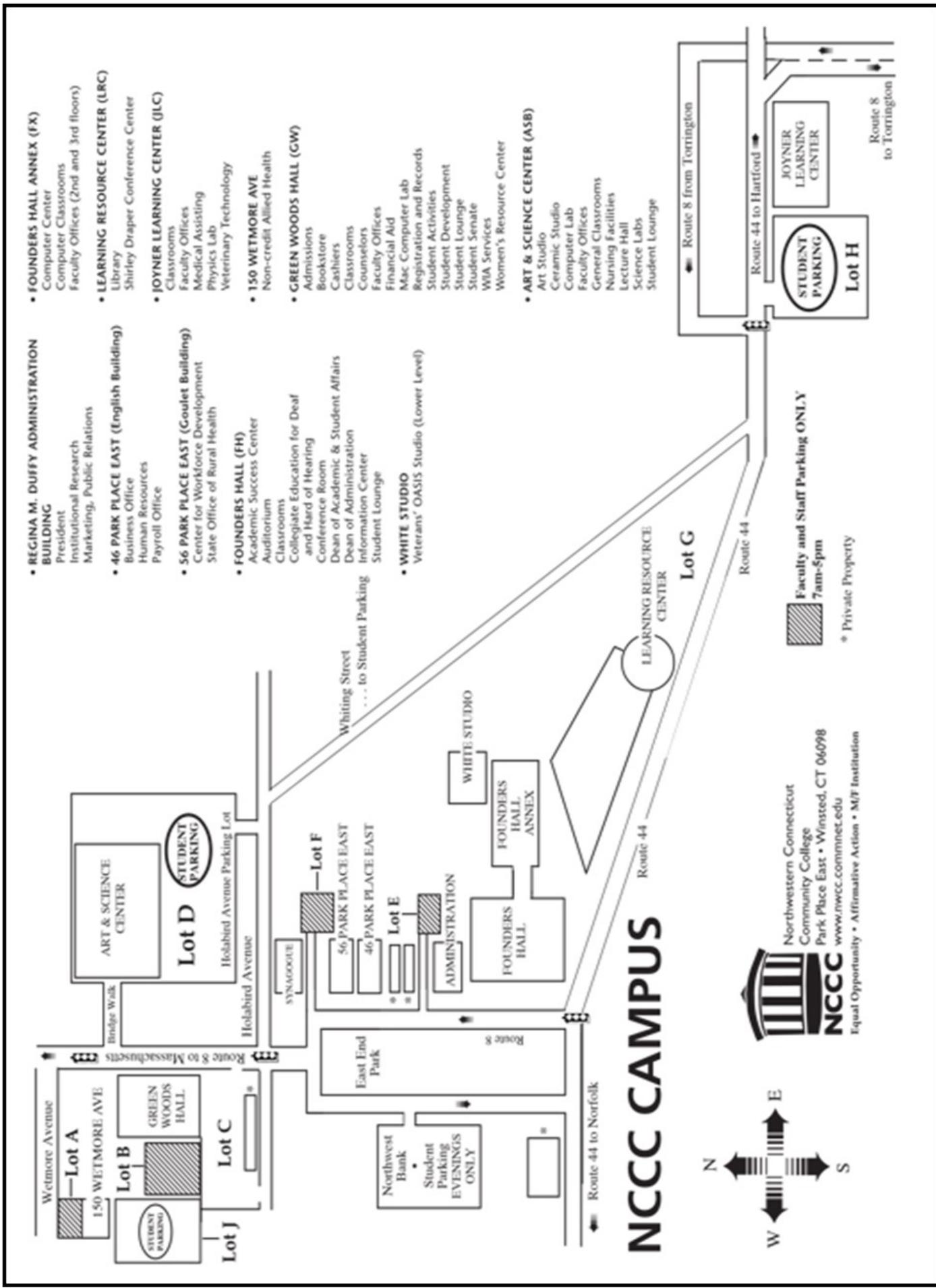
**DON'T FORGET TO ENCOURAGE YOUR STUDENT TO SIGN UP FOR MYCOMMNET ALERTS!**

**-Emergency Notifications** regarding Active Shooter and other situations on our College Campus.

**-Weather Related Notifications** regarding College Closings.

- **FOUNDERS HALL ANNEX (FX)**  
Computer Center  
Computer Classrooms  
Faculty Offices (2nd and 3rd floors)
- **LEARNING RESOURCE CENTER (LRC)**  
Library  
Shirley Draper Conference Center
- **JOYNER LEARNING CENTER (JLC)**  
Classrooms  
Faculty Offices  
Medical Assisting  
Physics Lab  
Veterinary Technology
- **150 WETMORE AVE**  
Non-credit Allied Health
- **GREEN WOODS HALL (GW)**  
Admissions  
Bookstore  
Cashiers  
Classrooms  
Counselors  
Faculty Offices  
Financial Aid  
Mac Computer Lab  
Registration and Records  
Student Activities  
Student Development  
Student Lounge  
Student Senate  
WIA Services  
Women's Resource Center
- **ART & SCIENCE CENTER (ASB)**  
Art Studio  
Ceramic Studio  
Computer Lab  
Faculty Offices  
General Classrooms  
Nursing Facilities  
Lecture Hall  
Science Labs  
Student Lounge

- **REGINA M. DUFFY ADMINISTRATION BUILDING**  
President  
Institutional Research  
Marketing, Public Relations
- **46 PARK PLACE EAST (English Building)**  
Business Office  
Human Resources  
Payroll Office
- **56 PARK PLACE EAST (Goulet Building)**  
Center for Workforce Development  
State Office of Rural Health
- **FOUNDERS HALL (FH)**  
Academic Success Center  
Auditorium  
Classrooms  
Collegiate Education for Deaf and Hard of Hearing  
Conference Room  
Dean of Academic & Student Affairs  
Dean of Administration  
Information Center  
Student Lounge
- **WHITE STUDIO**  
Veterans' Oasis Studio (Lower Level)



# NCCC CAMPUS



Northwestern Connecticut  
Community College  
Park Place East • Winsted, CT 06098  
www.nwcc.comnet.edu  
Equal Opportunity • Affirmative Action • M/F Institution

Faculty and Staff Parking ONLY  
7am-5pm  
\* Private Property

Route 8  
to Torrington

Route 44 to Hartford

Route 44

Route 44

Route 44 to Norfolk

ART & SCIENCE CENTER  
STUDENT PARKING  
Lot D  
Holabird Avenue Parking Lot

Lot F  
56 PARK PLACE EAST  
46 PARK PLACE EAST  
Lot E

WHITE STUDIO  
FOUNDERS HALL ANNEX  
FOUNDERS HALL  
ADMINISTRATION

LEARNING RESOURCE CENTER  
Lot G

JOYNER LEARNING CENTER  
STUDENT PARKING  
Lot H

Whiting Street  
... to Student Parking

Bridge Walk

Route 8 to Massachusetts

Synagogue

Northwest Bank  
Student Parking  
EVENINGS ONLY

East End Park

Route 8

Route 44 to Norfolk