Syllabus
Supplement
For Students

Academic Affairs Office

FOR EMERGENCIES DIAL  **

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<thead>
<tr>
<th>Lafayette Hall Security</th>
<th>LH A105</th>
<th>203-332-5025</th>
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<tr>
<td>Beacon Hall Security</td>
<td>BH 110</td>
<td>203-332-5040</td>
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</table>

All offices are closed when the College is closed and on holidays. HCC reserves the right to make changes, corrections, deletions and or additions as needed.
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<th>Department Locations</th>
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<td>Beacon Hall 317</td>
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<td>Lafayette Hall L111</td>
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Security:  At any time in an emergency, contact Security

** - Direct connection to Security from any on campus phone

<table>
<thead>
<tr>
<th>Location</th>
<th>Office</th>
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<tr>
<td>Lafayette Hall</td>
<td>LH A105</td>
<td>203-332-5025</td>
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<tr>
<td>Beacon Hall</td>
<td>BH 110</td>
<td>203-332-5040</td>
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The Security office is a law enforcement/public safety agency responsible for the enforcement of campus rules and regulations and local, state and federal laws.

All HCC Police Officers are trained at the Connecticut Police Academy and derive their powers of arrest from the Commissioner of Public Safety. The department also consists of state Building and Grounds Patrol Officers and well trained contract security associates.

The mission of the Department of Public Safety at HCC is to provide the campus community with proactive, professional security services. As an integral link in the learning environment, the Department of Public Safety responds to the changing needs of the college by creating a safe learning and working environment for students, Administrators, faculty and staff.

Emergency Lock Down: For safety reasons, if the college must go into lockdown, please follow all directions from faculty, staff and/or security. I.E.: lock the door using the push locks on the inside of the door for quick locking, shut off lights, turn cell phones and other electronic devices to silent, stay away from doors and windows. These are just a few of the procedures that should be followed in a “lock down” emergency. For other procedures and any questions regarding Lock Down, please direct them to the Housatonic Security officers.

Evacuation of the Building(s): Please note the evacuation signs for the classroom posted near the door. All faculty, students and staff must leave the building immediately by the most direct route when the alarm is sounded, the strobe lights go off or when instructed, follow all directions from faculty, security and/or Administrators and staff. Please take your books and coats. Students must move across the street either on Lafayette Boulevard, State Street or Broad Street. Do not stand on the walkway from BH to the garage or LH to the garage. Move away from the buildings. The College community (Students, faculty, and staff) will be allowed to return to the building only when directed by the campus security staff.

Emergencies, Weather Delays, and Cancellations: Cancellations: With the potential for emergencies and inclement weather, late openings, early dismissals and closings are a possibility. Occasionally, classes have to be cancelled because of extreme weather conditions or other emergencies.

You can find out about delays or closings by the following.

- Check HCC website (www.housatonic.edu) - late openings, early dismissals and closings will be posted on the top of our home page.
Receive alerts sent as an email, call or text messages via MyCommNet
Call 203-332-5000 and select #3 for the weather/emergency advisories.
Listen to local radio station and/or check their websites including: WICC-AM 660, WEZN-FM 99.9, WELI-AM 960; and/or WBEF-FM 107.9
Watch local television stations and/or check their website (WTNH Channel 8 & WSFB Channel 3).

As weather cancellations, late openings, early dismissals and closings impact your course time, please discuss with your teachers what you can do during these times off:
- Ask about ways students can study at home when there are late starts, early dismissals or closings
- Ask about additional times for students to review
- Ask about setting up student group review sessions
- Ask about setting up tutoring or tutoring groups through the Academic Support Center (ASC)
- Ask other students for their numbers and set up your own study groups
- Look at your syllabus to see what will be due when the College is open
- Reread chapters and go over questions again
- If your class has software built-in, access it from home

It is best to assume that there will be classes unless you hear a specific announcement that the College is closed or delayed. Decisions are made as soon as possible. The announcements for day classes are usually made by 6:15am and for evening classes are usually made by 3pm; for Saturday classes decisions are usually made by 7am.

Offsite campus: Jonathan Law High School (JLHS): Class cancellations at JLHS are based on weather conditions and can originate from:
- Cancellation of classes at HCC. When classes are cancelled by the college, they are also cancelled at the offsite campus, JLHS.
- If Milford Public School System decides to cancel classes, due to weather conditions (either having an early dismissal or being closed completely, HCC will not have classes that evening at the offsite campus, JLHS. This means that even if classes are still being held at the main campus in Bridgeport, HCC classes being held at JLHS will be cancelled at the offsite campus, JLHS. For detailed information, refer to the college’s website. Please be advised that local radio and TV stations do not currently allow us to put separate messages for the main campus and the offsite campus, JLHS.

Accessibility Services: Accessibility Services are provided by Marilyn Wehr, who is responsible for coordination of Section 504/Title II compliance with respect to students. An individual with a disability is a person who has a physical, learning, or psychological/psychiatric disability that substantially limits a “major life activity” or has a record of such impairment or is regarded as having such impairment. While Accessibility Services are available to students at any time, new students are encouraged to register with the Accessibility Services Office immediately after acceptance by the College and are available to students during their enrollment at the College. Students who require services may make an appointment by calling 203-332-5018 or emailing mwehr@housatonic.edu. If the student has an accommodation plan through the Accessibility Services Office.

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Services Office, it is the student’s responsibility to provide the instructor with a copy of the accommodation plan at the beginning of the semester, or as soon as the student acquires it. We welcome students with disabilities and the opportunity to make their college experience a successful one.

**Student E-Mail Accounts:** We have established e-mail accounts for students. Communication from Housatonic and your professors with you will be through your student e-mail account. Please check your e-mail regularly.

**Blackboard and Educational Technology:** The Educational Technology department gives training sessions on Blackboard to students and faculty. For technical support, students should first call the Connecticut Community Colleges 24-hour Online Help Desk at 860-723-0221, which provides support for Blackboard, myCommNet, Banner Self Service, Office 365, password resets, wireless connection issues, WebEx, and library support resources. If an issue is not resolved during that call, students are then directed to the appropriate person/department on campus.

**Student Transcript and Degree Requirements:** Please check your Banner unofficial transcript and/or Degree Works to make sure you are taking the required classes. Advisors are available in the Advising/Student Success Office in LH L112 and you are required to see them.

**Student Roster:** All students must be listed on the class roster.

**Student Syllabus:** All teachers must hand out a student syllabus. This syllabus has important information such as classroom policies, description of course, what book(s) are being used, topics to be covered, grading policy, when presentations, papers, projects, homework/assignments are due, dates of quizzes, tests, mid-terms and finals are. Please see your instructor if you have any questions regarding the student syllabus.

**Cell Phones and other electronic devices:** are to be used in class only for class related activities at the discretion of the instructor. Students who ignore this policy may be asked to leave class or face grade penalties. When there are extenuating circumstances that require students to be available by phone, text or pager, the students should inform the instructor prior to class, so that together they can arrive at an agreement concerning the device. Please see the student syllabus for more information.

**Student Information, Rights and Responsibilities:** Student Information, which is incorporated into the most recent Housatonic Academic Catalog, lists student rights, responsibilities and expectations for classroom behavior. Note, as an example, cell phones, tablets and other electronic devices must be turned off or muted before class begins. Students who ignore this policy may be asked to leave class or face grade penalties. The college’s catalog is also available on the college’s website (www.housatonic.edu).

**Student Code of Conduct:** The following list of behaviors is intended to represent the types of acts that constitute violations of the BOR/CSCU Student Code of Conduct: Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating. Plagiarism is defined as the submission of work by a student.

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for academic credit as one’s own work of authorship which contains work of another author without appropriate attribution. Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

**Academic Dishonesty:** All students are expected to do their own work on assignments, laboratory exercises, quizzes, tests, examinations and any other academic work. Cheating and/or plagiarizing in any form is viewed by the faculty, the students and the administration as a most serious offense. See The Board of Regents Student Code of Conduct, Part D in Appendix I.

Academic dishonesty can result in your receiving an “F” grade on the paper or exam in question and/or an “F” grade in the course. “F” penalties are invoked by faculty members. Academic dishonesty can result in suspension from college or expulsion from college. The last two penalties can only be invoked through the Academic Dean.

Your instructor will explain exactly what is meant by academic dishonesty and plagiarism and what the penalties are at the beginning of the semester. If you have any question on these issues, consult with the instructor prior to undertaking the action or submitting the paper.

**Anti–Plagiarism Software:** Anti-plagiarism detection software products assist faculty and students in preventing and detecting plagiarism. Professors may utilize such software in order to check the originality of the academic work students submit in a course by comparing submitted papers to those contained in its database consisting of submitted papers and other sources. Anti-plagiarism detection software returns an “originality report” for each submission. The report is limited in scope to merely identifying passages that are not original to the author of the submitted work and which may include correctly cited quotations and information. Professors and students must carefully review such reports. No adverse action may be taken by a professor with respect to a student solely on the basis of an originality report which indicates the potential for plagiarism.

You may be asked to submit your academic papers and other creative work containing personally identifiable information for originality reporting. By doing so, your work along with personally identifiable information will be retained in the product database and may be subsequently reported out containing your personally identifiable information not only to your professor, but also to professors of other universities and colleges within Connecticut State Colleges and Universities (CSCU) as part of subsequent originality reports.

You may decline to submit your work for originality reporting. If so, you must be provided an alternative method in which to submit your work. However, your professor, after removing your
personally identifying information, may nonetheless submit limited portions of your academic work for originality reporting.

Students must pay their bills to the college on time and in full. Students who do not do so are in financial default and will not earn credit for coursework done while in default. Failure to maintain good financial standing does not oblige the college to grant credit for a course, regardless of the student’s work or attendance in a course.

**Bookstore (Follett)** is located on the first floor in BH 137. In addition to carrying required course materials for students, the bookstore carries HCC apparel and gifts, general supplies, art and lab supplies, trade and reference books, graphing calculators, computer peripherals, backpacks, headphones, audio accessories, gift cards, and personal care items.

Bookstore services include: a price match program on textbooks, rental and digital options for textbooks, 10% off new textbooks, a buyback program where students can sell their textbooks back to the store at the end of the semester, extended return dates for the fall and spring semesters, graduation cap and gown pick up, and a full service online campus shop that offers free pickup. Stop in at the bookstore for more details about their special programs.

The online campus shop for course materials, apparel, gifts, and additional bookstore information, can be found at [http://www.bkstr.com/housatonicstore/home](http://www.bkstr.com/housatonicstore/home).

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<tr>
<th>Day</th>
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<tr>
<td>Monday</td>
<td>9am – 5:30pm</td>
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<td>Tuesday - Thursday</td>
<td>9am – 4pm</td>
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<tr>
<td>Friday</td>
<td>9am – 12pm</td>
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During the first two weeks of classes, the bookstore has extended hours. The bookstore is closed when the college is closed and on holidays. For current hours, please check with the bookstore, [http://www.bkstr.com/housatonicstore/home or call 203-335-2949](http://www.bkstr.com/housatonicstore/home or call 203-335-2949).

**Cafeteria:** HCC has two cafeterias: The main cafeteria in LH and the other in BH. The main cafeteria has breakfast items, daily specials, soups, sandwiches, salads, coffee, tea, cold beverages, etc. The BH cafeteria has the same as LH Cafeteria except for the daily specials. The cafeteria is open during Fall and Spring semesters and is closed for the Summer semesters, semester breaks and when the college is closed. Please see the cafeteria for their current hours and daily specials.

**Horizons Publication:** The Horizons is the Housatonic student newspaper. All articles are written by students. If you would like to be part of the team, please stop in the Horizon’s Office BH 233.

**Sexual Assault and Intimate Partner Violence Policy:** Housatonic Community College 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 be a victim of these crimes. However, if it occurs, the Center for Family Justice has a 24-hour Domestic Violence hotline: 888-774-2900; and a 24-hour Sexual Assault hotline: 888-999-5545. Housatonic Community College is in the process of creating a SART Team - Sexual Assault and Intimate Partner Violence Resource Team – in an effort to continue to serve our students.

Any incidents can be reported to:
   Public Safety in either LH A105 or BH 110
   Mrs. Theresa Eisenbach, HR Director and Title IX Coordinator (Faculty & Staff), LH L218, 203-332-5013
   Ms. Kim McGinnis, Dean of Students and Title IX Coordinator (Students), LH A110a, 203-332-5183

For further information on Academic Dishonesty, Prohibited Conduct, Cell Phone Use, Sexual Assault and Intimate Partner Violence, please refer to the Student Code of Conduct section in the Housatonic Community College catalog/website.

**Continuing Education (CE)** is located in BH 116 and offers fast track, high quality, low cost, non-credit programs taught by experienced instructors. CE offers enrichment courses each semester, including professional training for career development, certification and licensure programs, and recreational classes for personal enjoyment.

**Student Financial Obligations**: A student in good financial standing with the college is one who has no outstanding financial obligations. In order to earn credit in a course, the student is expected to be in good financial standing with the college.
The Library is located in LH B114. The Library is open six days a week during Fall and Spring semesters and helps serve students, faculty and staff and strives for maximum access. To obtain a Library card, come to the Library with a photo ID. Below is additional information you may find useful:

**Library Hours (when classes are in session):**

- **Fall and Spring:**
  - Monday through Thursday: 8:30am – 9pm
  - Friday: 8:30am – 4pm
  - Saturday: 8:30am – 2:30pm
  - Sunday: Closed

- **Summer:**
  - Monday through Thursday: 8:30am – 7:30pm
  - Friday: 8:30am – 4pm
  - Saturday and Sunday: Closed

- **When Classes are not in session:**
  - Monday – Friday: 8:30am – 4pm
  - Saturday and Sunday: Closed

The Library is closed when the college is closed and on holidays. Library hours may change as needed. For current hours, please check the hours posted at the Library.

**Library Webpage:** [www.housatonic.edu/student-services/library](http://www.housatonic.edu/student-services/library).

**Reference** service is provided during all hours of Library operation.

**Library Databases and e-services:** E-services such as e-books, streaming films, citation generators and databases covering many subject areas are available in the Library. The databases offer mostly full-text articles. Most of these databases can be accessed from off-campus via myCommNet. Some samples of these databases are:

- **Academic Search Premier:** General Interest/Comprehensive.
- **Business & Company Resource Center:** Comprehensive Business and Industry information.
- **Opposing Viewpoints:** Pro and con articles on current events topics.
- **Health and Wellness Resource Center:** Health/Medical/Psychological, a large database with periodical articles and excerpts from reference books and pamphlets.
- **Ebook Central:** Access to 45,000 Ebooks
- **Ethnic Newswatch:** Indexes smaller publications representing different national, ethnic, & racial groups.
- **Films on Demand:** A collection of 24,000 streaming films for use in the classroom or on blackboard.
**Library Computers:** The Library provides computer services to HCC students, faculty, and staff. The computers are intended primarily for academic/research use and have Microsoft office as well as internet connection.

**Periodicals:** The Library carries over 100 magazines and journals. Please stop in, sit down, and enjoy reading the latest issues.

**Newspapers:** Hardcopies of newspapers are available in the library with some digital subscriptions available for no cost to students.

**Library Databases:** Currently, the Library has databases covering many subject areas available. These databases offer mostly full-text articles. Most of these databases, a partial list is noted below, can be accessed from off-campus via myCommNet.

**InfoTrac OneFile / Academic Search Premier:** General Interest/Comprehensive.

**Business & Company Resource Center:** Comprehensive Business and Industry information.

**ABI/Inform Global:** Worldwide Business & Management information.

**Opposing Viewpoints:** Pro and con articles on current event topics.

**Health and Wellness Resource Center:** Health/Medical/Psychological, a large database with periodical articles and excerpts from reference books and pamphlets.

**Ethnic Newswatch:** Indexes smaller publications representing different national, ethnic, & racial groups.

**Library Computers:** The Library is one of the areas providing computer services to HCC students. Computers are intended primarily for academic/research use. Access is provided for the following areas:

**Libguides:** Guides to aid in research. Find them on the Library’s webpage and in your professor’s Blackboard page.

**Catalog:** For locating any books or DVDs found in the collection.

**Databases:** For accessing full-text magazine, newspaper articles and other proprietary information via online periodical indexes.

**Internet:** For access to the Internet for purposes of research.
Please visit the Library and introduce yourself. Ask questions. We will be happy to assist you in researching your topics. If you have any further questions or concerns, please contact the Reference Desk at 203-332-5071.

**Academic Support Center (ASC)** is located in LH L152. ASC provides students with a variety of services designed to enhance their academic and personal experiences at HCC, including the Tutoring Center, Testing Services, and the Writing Center. Some of the specific services offered include:

- **One-on-One Tutoring** in English, chemistry, biology, accounting and computer science is available. An appointment is required. Students may receive one hour per week per subject of one-on-one tutoring.

- **Drop-In Math** offers math tutoring for all students at any level of math. Students may come without an appointment and stay as long as they want. Drop-In Math is available Monday through Thursday 10am - 7pm and Fridays from 10am - 3pm.

- **E-Tutoring** is free of charge for HCC students. Students log in to [www.etutoring.org](http://www.etutoring.org) and choose the Northeast E-tutoring Consortium to then click on Housatonic. Directions for logging in can be found on the HCC E-tutoring homepage. E-tutoring is available 24/7 and provides live tutoring for most subjects. All paper submissions are uploaded and returned within 24-48 hours (usually).

- **Study Groups** meet regularly. No appointment is needed. Stop by or call the ASC to check group meeting times.

  Accounting 113  Math  
  BIO 105 – Doc Hour  BIO 211 & 212  
  BIO 211 – A&P  Physics 221  
  Mega Chem – Chemistry 111

- **Computers and printers** are available for student use.

- **Laptops, science models and textbooks** are available for use in the ASC.

  Monday  9am – 7pm  
  Friday  9am – 3pm  
  Saturday  Closed  
  Sunday  Closed

The Academic Support Center is closed when the college is closed. Hours and tutoring hours may occasionally change. Please see the Center for current hours.
**Advising and Student Success** is located in LH L112. The Advising and Student Success Center is dedicated to encouraging, assisting, and supporting all students, through their decision-making and critical thinking, to achieve their maximum academic, career, and personal development. The college provides a number of services that are geared towards helping students meet these objectives. The Advising and Student Success Center assists students in navigating Housatonic and enabling them to achieve success.

**Our Purpose:** Successful students are those who plan. Planning requires that students understand the requirements of their specific program of study, know what their short and long-term goals are, and are aware of campus resources. The Advising and Student Success Center along with faculty advisors, are available to all students to help them succeed in their academic work.

**Launch:** Each semester, new students will schedule a mandatory Launch Group Advising session. During the advising session, students will:

- Learn how to navigate the college website
- Learn about degree and certificate programs offered
- Identify career options
- Build schedules from course offerings based upon placement test, AP, or SAT scores
- Learn how to register for classes online
- Learn about Degree Works to check academic progress and program requirements
- Learn important terminology such as prerequisite, co-requisite, parallel, Satisfactory Academic Progress, and cumulative GPA
- Identify faculty advisors and understand the importance of creating a working relationship with them
- Identify campus resources and departments such as advising, career services, Center for Academic Progress (CAP), College Level Examination Program (CLEP), TEAS testing, Counselling, Family Economic Security Program (FESP), financial aid, HCC Foundation, and tutorial services.

**Degree Works:** Degree Works is an advising tool available to students, faculty, and advisors. The application can be accessed via myCommNet login. Degree Works provides access to a student's academic history and applies that academic history towards the degree program the student is enrolled in. Students can also view "What-If" audits to see their academic history applied to a different degree.

Each semester new students meet with an academic advisor in the Academic Advisement Center. An advisor discusses with new students their placement test results, which classes to register for in their first semester, the requirements of their chosen major, instructions on how to use the college catalog including specific terminologies, how to build a schedule from the college website, how to complete the registration form, the assignment of a faculty advisor, how to contact a faculty advisor, and when to prepare for the next registration period.

Continuing students are encouraged to see their faculty advisors early in the registration period. For the winter and spring semesters, early advisement/registration begins in November. For the summer and fall semesters, early advisement/registration begins in April. Continuing students are encouraged to contact

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their faculty advisor, set an appointment and meet with their faculty advisor prior to registration. Faculty advisors are not available during the summer months or during holiday intersession. Summer months include June, July, and August. Holiday intersession includes spring break and winter intersession. Continuing students who have not seen their faculty advisor early in the advisement/registration period will need to seek advising in LH A108.

The Academic Advising and faculty advisors are available for all students to help them succeed in their academic work.

If you experience an academic problem, come to the Advising Center and discuss your options with an advisor. Advisors are available to discuss a variety of academic issues such as: academic probation, academic suspension, and graduation requirements.

If your career plans change and you are thinking of changing your academic program, change of program forms are available in the Advising Center. They are also available on the HCC website. Also, if you have not attended for two years and your GPA is below 2.0, you can request the Fresh Start Option.

**Counseling and Wellness Center:** is dedicated to encouraging and assisting all students to achieve their maximum academic, career and personal development. The goal is to promote health education and wellness for our entire campus community, and to assist students in reaching their college and career goals.

- Counselors are available to assist students with mental health issues such as anxiety, depression, stress management, and more via short-term counseling and referral to community services.
- Counselors also promote several wellness initiatives each semester, including stress management, substance abuse assessment, & suicide prevention, information on family planning and safe sex practices & current health education brochures, pamphlets & internet references on health related issues.
- Counselors also develop programs related to student wellness in collaboration with other departments and outside agencies. The themes include prevention of alcohol and drug abuse, depression, mindful eating, exercise, nutrition, sleep and resources to stay healthy among many others.

**Some of the services include:**
- establishing or clarifying educational and career goals
- supporting students as they transition from high school to college
- exploring academic or personal barriers to succeed
- addressing behavioral issues and crisis prevention
- engaging and teaching coping skills to students
- providing short-term personal counseling support
- helping students make effective academic and personal decisions
- assisting students on academic suspension or probation
- assessing needs and providing accommodations for students with disabilities through the Accessibility Services Office
Counselors are available to all students on a walk-in basis and by appointment:

Hernan Yepes, Director of Student Services  
203-332-5017  
LH L309  
HYepes@housatonic.edu  

Rebecca Rodriguez, Counselor  
203-332-5225  
LH L209  
RRodriguez@housatonic.edu  

Indira Reddy, Counselor  
203-332-5039  
LH L207  
IRReddy@housatonic.edu  

Linda Wolfson, Counselor  
203-332-5181  
LH L311  
LWolfson@housatonic.edu  

Marilyn Wehr, Counselor/Coordinator of Accessibility Services  
203-332-5018  
LH L115  
MWehr@housatonic.edu  

Career Services and Internships is located in LH L145. The career services staff assists students in developing their academic and professional goals.

The services we offer include:

- Career Counseling
- Major, Career and Labor Market Information
- On-Campus Job Postings
- Off-Campus Job, Internship and Volunteer Postings
- Career Related Workshops and Presentations
- Résumé and Cover Letter Review
- Interest Assessments
- Interview Techniques and Mock Interviews
- Job Search Strategies
- E-Portfolio Assistance
- On-Campus Recruitment and Networking Events

Call 203-332-8568  
Visit us in LH L145 for more information
www.housatonic.edu/student-services/career-services

Optimus Health is located in LH A113 and is available to help students enroll in health care.

www.housatonic.edu  
Jpelaggi@housatonic.edu
**Computers Labs:** are located in LH A230 and A232 and BH 111 and BH 114. The computer labs are available to current HCC students. Computer Lab hours may change as needed. Please see current hours posted at the computer labs.

Hours:

Lafayette Hall A230 and A232
- Monday, Friday & Saturday: 8:30am – 4pm
- Tuesday – Thursday: 8:30am – 9pm
- Sunday: Closed

Beacon Hall 111 and 114
- Monday – Thursday: 8am – 9pm
- Friday: 8am – 4pm
- Saturday & Sunday: Closed
Computer Use Policy: NETID

The Net ID password will allow student access at any Connecticut Community College.

COMPUTERS WILL NOT BE AVAILABLE WITHOUT YOUR Net ID!

Net ID: The Net ID is composed of the following two items
1. Your Banner ID (without the @ sign).
2. Domain = @STUDENT.COMMNET.EDU

What is my initial NetID password? The initial password for all new NetIDs will be based on a combination of personal information (birth date and social security number). Specifically, the following three items will make up the initial password:

1. 1st three characters of birth month (with first letter capitalized)
2. Ampersand character - &
3. Last 4 digits of Social Security Number

You will be required to change your password the first time you log on.

What if I forgot my NetID password? Refer to the Reset NetID Password page for self-service utilities or to find appropriate support contacts for resetting your NetID password.

How do I set or change my Security Question? Your Security Question must be set up in advance using myCommNet. New users who log into myCommNet will be prompted to select a Security Question & Answer.

What is my Security Email Address and how do I set or change it? Your Security Email Address is a personal address that you specify as the email location at which you want to receive helpful information if you ever forget your NetID password. The first time you log in to myCommNet, you are prompted to provide this address. If you have already specified a Security Email Address and wish to change it, use the Change Security Email Address utility.

When you set or change this address, a confirmation message will be sent via email. In that message, you will be asked to click a link to confirm.

What should I do if I have missing or incorrect identity information? CCC students: If you are unable to use the Reset Forgotten Password utilities because you have missing or incorrect identity information (Social Security Number, Date of Birth), please contact the Lab Assistant or a Student Worker. A web utility has been created to allow users to reset lost or forgotten Net ID Passwords. Go to one of the kiosks in the college lobbies or to the Computer Center to access this utility.

What are the requirements for a NetID password? The following requirements must be followed when selecting a NetID password (follow any applicable CSCU Policy or Standard):

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Academic Dean’s Office
• Password must be at least eight characters.
• Password must be complex and difficult to guess. A password must contain characters from three of the four categories:

1. Uppercase characters (A through Z)
2. Lowercase characters (a through z)
3. Numeric digits (0 through 9)
4. Special characters (for example: !, $, #)
   • Password must not contain all or part of the user's NetID account name.
   • Password must differ from previous passwords.
   • Password is forced to change every 90 days, but users have the ability to change them sooner.

The following are a few suggestions for creating a secure NetID password:
• Randomly pick alternating uppercase and lowercase vowels and consonants. Add in a digit or two; (e.g., eBiC92oD)
• Combine three and four character words with at least one digit between them. This will create passwords that can be easily remembered but difficult to crack (e.g., Egg123Salad).
• Randomly pick a book, poem, or song. Select a phrase from the work and use the first character of each word in the phrase as your password. Add in at least one digit, or change some of the existing letters to digits or special characters. For example, the phrase "Four score and seven years ago our forefathers..." might become this password: 4s&7yaof

If the password you select does not meet the requirements specified above, you will get the following error message and be asked to try again:

Your password must be at least 8 characters; cannot repeat any of your previous 24 passwords; must contain capitals, numerals or punctuation; and cannot contain your account or full name. Please type a different password. Type a password which meets these requirements in both text boxes.

If you have any questions, please click here to contact the Online Help Desk.

What services can I access with my NetID? The NetID will be used to access a variety of Community College services over time. Services that will be immediately accessible using your NetID include:
• PC workstations throughout the Community College system
• Office 365
• WebEx
• Windows File Shares
• Access to the following services via myCommNet:
  o Blackboard Learn
  o Banner Self-Service (Students, Faculty, Finance)
  o Library Electronic Information Databases
If the password you select does not meet the requirements specified above, you will get an error message and be asked to try again. Your password must be at least 8 characters; cannot repeat any of your previous 24 passwords; must contain capitals, numerals or punctuation; and cannot contain your account or full name. Please type a different password. Type a password which meets these requirements in both text boxes.
# MyCommNet Alert

**Housatonic Community College** will use an update service to provide emergency alerts via **myCommNet Alert**. This system enables **HCC** to deliver critical information to our campus about emergencies and weather-related closings and delays, through multiple contact methods, including email and phone calls, in addition to text messaging to students, staff, and faculty.

Text message costs will follow your calling plan’s terms for text messages. In some cases, a message may result in two or more SMS / Texts being received.

**Step 1:** Begin by logging into the myCommNet portal for the community colleges.

**You will see the myCommNet Alert module right on the Home page.** During the period when this system is being launched initially, both students and employees will be presented with the update form automatically, but you can always go back and update it. Both students and employees will be prompted periodically to check and confirm their contact information.

**Step 2:** To access the update form, click the **Banner Self Service** button.

**Step 3:** You will see the list of colleges with which you are affiliated. You need to choose the first college in the list. You do not need to update your contact information separately for each one.

**Step 4:** Click the **“Personal Information** link or the **Personal Information** tab.”

**Step 5:** Click the **“Emergency Notification Contact Data Collection”** link.

You will be on the **myCommNet Alert Update Page.** When you visit this form, it is in “UPDATE” mode by default. The first time you are presented with this form, you will see the default information that is on record in Banner for you with the college.

**Step 6:** Enter any additional contact information in the lower part of the form. Once you have updated your information, click the “Submit” button at the bottom of the form.

If your information is correct, simply click "Submit" at the bottom of the form.

Students will see an "Opt Out” radio button. If you click this and “Submit,” you will not receive any emergency messages, including weather-closing messages. Employees (including staff, as well as full-time faculty and adjuncts) will not see an "Opt Out” button.

Students can update their home address or home phone in Banner Self-Service by going to “Personal Information,” “Update Address (es) and Phone(s).” Employees cannot update their home address, home phone number, or primary email address. To do that, please contact your local HR director.

A short step-by-step video is available online for those who may want help.

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**Jpelaggi@housatonic.edu**
## Important Dates – Fall 2018

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<td>August 28, Tuesday</td>
<td>Weekday Classes Begin</td>
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<td>Labor Day Weekend – College Closed</td>
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<td>September 3, Monday</td>
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<td>September 4, Tuesday</td>
<td>Last day for enrolled students to add open course without special permission</td>
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<td>Instructor Signature Required regardless of open or closed</td>
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<td>Weekend Classes Begin</td>
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<td>September 11, Tuesday</td>
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<td>Dean of Student’s signature needed to add course(s)</td>
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<td>September 24, Monday</td>
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<td>October 8, Monday</td>
<td>Columbus Day – Classes in Session – College Open</td>
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<td>October 19, Friday</td>
<td>Mid-term grades entered by faculty</td>
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<td>November 2, Friday</td>
<td>Last Day to Complete “I” Grades from Spring/Summer 2017</td>
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<td>November 12, Monday</td>
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PART D: PROHIBITED CONDUCT – Student Code of Conduct

The following list of behaviors is intended to represent the types of acts that constitute violations of the BOR/CSCU Student Code of Conduct.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating. Plagiarism is defined as the submission of work by a student for academic credit as one’s own work of authorship which contains work of another author without appropriate attribution. Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:
   a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
   b. Knowingly furnishing false information to any CSCU Official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.

5. Sexual misconduct may include engaging in one of more behaviors:
   a) Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
      - sexual flirtation, touching, advances or propositions
      - verbal abuse of a sexual nature
      - pressure to engage in sexual activity
graphic or suggestive comments about an individual’s dress or appearance
use of sexually degrading words to describe an individual
display of sexually suggestive objects, pictures or photographs
sexual jokes
stereotypic comments based upon gender
threats, demands or suggestions that retention of one’s educational status is contingent upon
toleration of or acquiescence in sexual advances.

(b) **Sexual assault** shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

-Prostituting another person;
-Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
-Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
-Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
-Engaging in non-consensual voyeurism;
-Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
-Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
-Possessing, distributing, viewing or forcing others to view illegal pornography.
6. Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.

7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner’s knowledge or permitting others to view or listen to such video or audio tapes without a partner’s knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

9. Stalking, which is defined as repeatedly contacting another person when:

a. The contacting person knows or should know that the contact is unwanted by the other person; and

b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.
As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, online community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person’s pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.

12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.

13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.

15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.

16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.

17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.

19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A
dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.

20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.

21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.

22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.

23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.

25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.

26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.

27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:
   a. Unauthorized access to CSCU computer programs or files;
   b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
   c. Unauthorized use of another individual’s identification and/or password;
   d. Deliberate disruption of the operation of CSCU computer systems and networks;
   e. Use of the Institution’s computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and

g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.

28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:

a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;

b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;

c. Initiation of a conduct or disciplinary proceeding knowingly without cause;

d. Disruption or interference with the orderly conduct of a disciplinary proceeding;

e. Attempting to discourage an individual’s proper participation in, or use of, the disciplinary system;

f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;

g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;

h. Failure to comply with the sanction(s) imposed under the Student Code; and

i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
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