



HOUSATONIC
COMMUNITY COLLEGE

Syllabus Supplement For Students

Fall 2019 and Spring 2020

Security – **Emergency** Situations

Dial ** in an emergency situation (anytime)

Security Office Locations & Phone

Security in Lafayette Hall - Room A127, 203-332-5025 (x25025)

Security in Beacon Hall - Room 110, 203-332-5040 (x25040)

Academic Affairs

Beacon Hall, Room 274

All offices are closed when the college is closed. This includes Holidays.

HCC reserves the right to make changes, corrections, deletions and or additions to this booklet, as needed

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Welcome New and Returning Students

Welcome HCC Students,

As we celebrate the start of the Fall 2019 and Spring 2020 semesters at Housatonic Community College (HCC), we want to take this moment to welcome those of you who are first-time HCC students and also to welcome back all of our returning students. I hope that you have the opportunity over the next few weeks to explore the campus and to participate in some of the upcoming events.

Meet with an Academic Advisor (Lafayette Hall, Room L112): The Advisor can show you how to navigate DegreeWorks, how to register for classes, determine the courses you need to graduate, and explain the steps needed to change your major. **Visit with a Career Counselor (Lafayette Hall, Room B145):** Take the Career Inventory to determine the best careers based on your interests and strengths; learn how to create a resume, cover letter, and practice interview skills. **Schedule a Meeting with your Class Professors:** Building a relationship with your professor is one of the best ways to gain support to help you succeed in your college studies. They can provide you with suggestions and are there to offer support throughout your college experience. **Find Student Activities and Join a Student Organization (Beacon Hall, Room 317):** Ask for a list of Student Clubs, information about Honor Societies on campus, join the college's Student Senate, and partake in campus trips and events.

HCC is your college — and we welcome you to our HCC family. Everything we do begins and ends with student success in mind. We love to see our students grow and doing well in college, focusing on your academic studies. Then to top it off, there's nothing more exciting than witnessing your excitement when graduating from college and doing well in your careers. Many of you come here from different backgrounds, and personal challenges. Many of you have dreams and goals to graduate, get a good job, and provide for yourself and your families. College can truly change your lives, and all of us here at the college are committed to making your experience here valuable and memorable.

The HCC website has a multitude of information for you. Explore and get to know HCC's website: <http://www.housatonic.edu/>

- HCC Faculty & Staff Directory: <http://www.housatonic.edu/faculty-staff/get-started>
- HCC Advising & Student Success Center: <http://www.housatonic.edu/student-services/advising-and-student-success-center>
- HCC Programs (Degree and Certificates): <http://www.housatonic.edu/degrees-and-certificates>
- HCC Academic Calendar: <http://www.housatonic.edu/academic-calendar>
- HCC Registration Dates: <http://www.housatonic.edu/registration-dates>
- When HCC is Closed: <http://www.housatonic.edu/college-closed>
- HCC Student Conduct Policies: <http://www.housatonic.edu/student-life/student-conduct>
- HCC Student Services Area: <http://www.housatonic.edu/student-services>

Department Locations

Academic Affairs	Beacon Hall, Room 274
Academic Program Departments:	
▪ Behavioral & Social Science	Beacon Hall, Room 262
▪ Business	Beacon Hall, Room 335
▪ First Year Studies	Beacon Hall, Room 217
▪ Humanities	Beacon Hall, Room 228
▪ Math/Sciences	Lafayette Hall, Room 267
▪ Professional Studies Institute:	
✚ Early Childhood Education	Beacon Hall, Room 246
✚ Criminal Justice	Beacon Hall, Room 244
✚ Human Services	Beacon Hall, Room 242
Academic Support/Tutoring	Lafayette Hall, Room B152
Accessibility Services	Lafayette Hall, Room L115
Admissions	Lafayette Hall, Room L111E
Advising/Student Success	Lafayette Hall, Room L112
Behavioral & Social Sciences	Beacon Hall, Room 262
Bookstore (Follett)	Beacon Hall, Room 137
Business	
Business Office/Bursar	Lafayette Hall, Room L123B
Center for Academic Progress (CAP)	Lafayette Hall, Room B151 (English)
Center for Academic Progress (CAP)	Lafayette Hall, Room B146 (Math)
Career Services & Internships	Lafayette Hall, Room B145
Computer Labs (<i>for students</i>)	Beacon Hall, Rooms 111 and 114
	Lafayette Hall, Rooms A230 and A232
Continuing Education	Beacon Hall, Room A231
Counseling and Wellness (Reception)	Lafayette Hall, Room L309
Dean of Academics	Beacon Hall, Room 278 Suite
Dean of Administration & Institutional Effectiveness	Lafayette Hall, Room A211L
Dean of Student Services	Lafayette Hall, Room L118
Early Childhood Lab School	Lafayette Hall, Room B159 Suite
Education Technology	Beacon Hall, Rooms 270 & 268
Financial Aid	Lafayette Hall, Room L111A
Foundation/Scholarships	Beacon Hall, Rooms 279 & 281
Library	Lafayette Hall, Room B114
Placement Testing	Lafayette Hall, Room L103
President's Reception Area	Lafayette Hall, Room A211
Professional Studies Institute (Early Childhood)	Beacon Hall, Room 246
Professional Studies Institute (Criminal Justice)	Beacon Hall, Room 244
Professional Studies Institute (Human Services)	Beacon Hall, Room 242
Public Safety/Security for Beacon Hall	Beacon Hall, Room 110
Public Safety/Security for Lafayette Hall	Lafayette Hall, Room A105
Regional President	Beacon Hall, Room 285
Registrar	Lafayette Hall, Room L113C

Student Life (Student Activities)
Student Services Dept.
Veterans Office (Support, benefits)
Welcome Center
Writing Center

Beacon Hall, Room 317
Lafayette Hall, Room L118
Lafayette Hall, Room B137
Lafayette Hall, Room L111K
Lafayette Hall, Room B152D

Campus Navigation

Finding classrooms and offices on campus:

LH - Lafayette Hall	BH - Beacon Hall
<p>All room numbers in Lafayette Hall are preceded by a letter (A, B, C) indicating the wing of the building. Floor locations are indicated by the numeral 1 for the first floor and 2 for the second. For example: C232 is located on the second floor in the “C” wing. Note: Offices in Lafayette Hall may change throughout the year as many offices have been relocated to Beacon Hall.</p> <ul style="list-style-type: none"> • LH 1st Floor Map (Map currently under construction) (Offices 100-199, A, B, or C) • LH 2nd Floor Map (Office 200-299, A, B, or C) 	<p>Room numbers in Beacon Hall are indicated simply by a number. The first number of the room indicates the floor it is on. For example: 317 is located on the third floor.</p> <ul style="list-style-type: none"> • BH First Floor Map (Offices 100-199) • BH 2nd Floor Map (Offices 200-299) • BH 3rd Floor Map (Offices 300-399)
<p>New Extension</p> <ul style="list-style-type: none"> • LH New Extension 2nd Floor Map (Offices L201-211) • LH New Extension 3rd Floor Map (Offices L305-315) • LH New Extension 4th Floor Map (Offices L401-417) 	

Emergency Services/Dept. of Public Safety (Security)

The HCC **Dept. of Public** has both security and police officers. 1) **Security Officers** are part of a law enforcement/public safety agency responsible for the enforcement of campus rules and regulations and local, state and federal laws; 2) **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 Dept. of Public Safety**: 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 and staff.

Call Security for an **Emergency**: At any time in an emergency, contact the Dept. of Public Safety (Security). **Dial **** on any campus phone to connect with Security for an immediate (emergency) response.

Call Security for **Non-emergency**: **Lafayette Hall**, Room A105, 203-332-5025
(Campus Phone: x25025)

Beacon Hall, Room 110, 203-332-5040
(Campus Phone: x25040)

Emergency Lockdown

Lockdown is very important to follow! The College may 'lockdown' for safety reasons:

1. **“Lock Down”** is announced over the college’s intercom system.
2. **Strobe Lights** may also flash to alert people
3. **Alert Emails and Text Messages** will be sent to the HCC Community. (Only to those signed up to receive these alerts)
4. **Follow Emergency Procedures:**
 - Lock the door
 - Shut off lights
 - SILENT Cell Phones (*take note that phones on vibrate may still be heard*)
 - 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 Community College Security Officers.

Evacuation of the Building

Everyone must leave the building immediately by the most direct route when the alarm is sounded, the strobe lights go off, and/or an announcement is made.

Evacuation Route: Evacuation route signs are placed inside the classrooms, near the door.

Personal Belongings go with YOU: Take your personal belongings and instruct your students to take their personal belongings as well. Of course use your best judgment. Only if it is safe to do so!

Cannot use the stairs: There are designated areas marked in Beacon Hall and Lafayette Hall: In Beacon Hall, they are clearly marked on the second and third floors. There is a blue light intercom in the area. In Lafayette Hall, it is the landing of the stairwells and there is a dedicated intercom available.

Move Away from ALL Campus Buildings (including the Courtyard):

Move your class across the street on Lafayette Boulevard, State Street, or Broad Street.

Do not stand on the walkway from BH to the garage

Do not stand on walkway from LH to the garage

Do not remain in the garage

Do not stand in the Courtyard

Returning to the Building: Only when directed to by the campus security staff. Security will let you know.

College Closing, Delay and Early Dismissal

With the potential for emergencies and inclement weather delayed starts, early dismissals and closings are a possibility. Occasionally, classes have to be cancelled because of extreme weather conditions or other emergencies. Below are different options for you to find out about delays and/or closings:

- **HCC website:** www.housatonic.edu; closings or delays will be posted on the top of our home page.
- **MyCommnet Alerts:** Sign up to receive alerts for closings or delays. Alerts may be sent via email, phone call, and/or text message.
- **Call 203-332-5000 and select #3** for the weather/emergency advisories.
- **Listen to local radio stations** or check the radio station's website: WICC-AM 660, WEZN-FM 99.9, WELI-AM 960, and/or WEBE-FM 107.9.
- **Watch your local television news stations** and/or check their website - WTNH Channel 8, Channel 12 and WSFB Channel 3.

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

Jonathan Law High School– Off Site Campus

Class cancellations

- 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 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).

Ways to Stay Engaged during Course Cancellations

Discuss with your professors what you can do during these times off:

- Ask your professor ways you can study at home when there are late starts, early dismissals or closings
- Ask your professor about ways to help you review the course material.
- Ask your professor about setting up group review sessions.
- Ask your professor about how to set up tutoring or tutoring groups through the Academic Support Center (ASC).
- Ask your classmates for their phone numbers, emails, and set up your own study groups.
- Look at your syllabus to see what will be due when you return to class.
- Re-read the chapters and go over the chapter review questions again
- If your class has software built-in, access it from home.

Ways to Alleviate Stress during Course Cancellations

- Study at home when there are cancellations, delays, or closings.
- Review your notes and make index cards to study for a test.
- Chat with your classmates on Blackboard, and review for a test together.
- Review your class syllabus to stay up-to-date, and mark your calendar with action steps.
- Re-read your chapters and review the chapters' questions again.
- If the class has software built-in, access your schoolwork from home.
- Review your course's Blackboard PowerPoint slides and/or lecture videos.

Accessibility Services (Disability Support)

The college welcomes students with disabilities and therefore, offers these students an opportunity to help make their college experience a successful one. 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*. Accessibility Services are available to students at any time during their enrollment with the college.

Location: Lafayette Hall, Room L115

Appointment: Students who require services may make an appointment by calling 203-332-5018 or email Marilyn Wehr at mwehr@housatonic.edu

Accessibility Services Staff:

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

Accommodation Plan: The student will receive an Accommodation Plan through the Accessibility Services Office for accommodations.

Informing your Professor First Day of Class: The student is encouraged to inform their professor about their accommodation needs, and to provide the professor with a copy of their Accommodation Plan from the Accessibility Office. It's also in the student's best interest, to schedule an appointment with their professor early in the semester, to talk about their needs in a confidential, one on one setting.

Welcome Desk

The Welcome Desk staff are there to offer assistance for general campus questions. They are there to help day and evening.

Location: Lafayette Hall, Room L111

Hours: Monday and Tuesday, 8:00 am – 5:00 pm; Wednesday, 8:00 am – 6:00 pm;
Thursday and Friday, 8:00 am – 5:00 pm

Main Phone Number: 203-332-5000

Student Services Center

A one-stop for students navigating the college's enrollment process. They help students with questions regarding the following area processes:

- Admissions
- Registering for classes
- Financial Aid
- Reset passwords for MyCommnet

Location: Lafayette Hall, Room L113

Hours: Monday – Friday ... 8:00 am – 5:00 pm

Academic Support Center (ASC)

The ASC provides HCC students with a variety of services designed to enhance their academic studies: Tutoring, Testing Services, and Writing Center. Please encourage students to come to the ASC and utilize their services.

Location: Lafayette Hall, Room B152.

Hours: The ASC and tutoring hours may be subject to change. Please visit the ASC for current hours.

Services:

- **One-on-One Tutoring:** English, chemistry, biology, accounting and computer science is available. *Appointments are required.* Students may receive one hour per week per subject with one-on-one tutoring.
- **Drop-In Math:** Math tutoring for any level of Math. No appointment is necessary. Students may drop-in and stay as long as they want Monday through Thursday 10am - 7pm and Fridays from 10am - 3pm.
- **E-Tutoring:** Free for HCC students. Steps to Log-in and sign up for E-Tutoring: www.etutoring.org. (Make sure to choose E-tutoring and select Housatonic Community College.) E-tutoring is available 24/7 for most subjects. All paper submissions are uploaded and returned within 24-48 hours.
- : Available for student use.
- **Laptops, Science Models and Textbooks:** Available for student use in the ASC.
- **Study Groups:** Students and a Tutor meet together regularly. *No appointment is needed.* Stop by or call the ASC to check group meeting times.

Advising and Student Success Center

The Advising and Student Success Center is dedicated to encouraging, assisting, and supporting all students, through their decision-making, and plans of action, to achieve their maximum academic, career, and personal development. A number of services are offered to help students meet their academic objectives: Navigating Housatonic Community College services and how to find resources available to them. In addition, collaboration with Faculty Advisors have been useful to help students succeed in their academic work.

Location: Lafayette Hall, Room L112.

Hours: Walk-ins are welcome during regular business hours.

Advising and Student Success Staff:

Jeanine Gibson, Acting Director of Advising and Student Retention	203-332-5263
Carmen Medina, Advisor and Achievement Coach	203-332-8553
Tracy Chavis, Academic Advisor	203-332-5215
Terry Walden, Academic Advisor	203-332-5176
Randy Sanders, Academic Advisor	203-332-5006
Daniella Squizzato, Acting Director of Student Success Initiatives	203-332-8564
Widelyne Dorelus, Career Development Coordinator	203-332-5066
Vanessa Estime, Achievement Coach	203-332-8566
Susan Ratanavong, Success Coach	203-332-5212
Marnie Parrett, Project Coordinator (Retention & Completion Data)	203-332-8510
Loretta Lloyd –Ebron, SNAP Grant Coordinator	203-332-5145

Launch Sessions

Webpage: <http://www.housatonic.edu/admissions-financial-aid/register-for-launch?highlight=WyJhZHZpc2luZyIsImNlbnRlciIsImNlbnRlcidzIiwYWR2aXNpbmVudGVyII0=>

Location: Lafayette Hall, Room A237

Hours: Subject to change every semester. Please contact the Advising Center.

‘New’ students are required to sign up and attend a Group Launch Advising Session. During the advising session, the following information is provided to our students:

- 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 DegreeWorks 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,

counseling, Family Economic Security Program (FESP), financial aid, HCC Foundation, and tutorial services

DegreeWorks

Website: <http://www.housatonic.edu/student-services/advising-and-student-success-center#degreeworks>

An advising tool for students, faculty, and advisors:

- Log-in MyCommNet first, then select DegreeWorks.
- Type in your student Banner ID# and hit enter.

DegreeWorks shows student their chosen degree or certificate program, and how their completed courses count in that program of study, and the courses they still need to complete to finish their program to graduate. "What-If" audits are available also. This method allows to select a different program of study (degree or certificate) to see how the completed courses apply toward that program instead. This method is helpful when a student is considering changing their major.

Career Services and Internships

Assists students in developing their academic, career, and professional employment goals. For more information, call 203-332-8568 or visit our website: www.housatonic.edu/student-services/career-services

Location: Lafayette Hall, Room B145.

Hours: 8 am – 3:30 pm

Career Services Staff:

Anisha Thomas, Director of Career Services, AThomas@housatonic.edu

Patricia McDonnell, Secretary, PMcdonnell@housatonic.edu

Services:

- 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

Counseling and Wellness Center

Counselors are available to encourage and assist 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:

- Assist students with mental health issues such as anxiety, depression, stress management, and more via short-term counseling and referral to community services.
- Promote wellness events each semester, such as stress management, substance abuse assessment, and suicide prevention, information on family planning and safe sex practices and current health education brochures, pamphlets and internet references on health related issues.
- Develop programs related to student wellness, which often involves collaboration with other internal departments and outside agencies. Some examples: Prevention of alcohol and drug abuse, depression, mindful eating, exercise, nutrition, sleep and resources to stay healthy among many others.

Location: Lafayette Hall, Room A231 (Reception)

Hours: Faculty are welcome to drop-in anytime. Counselors' hours may vary.

Appointments: Faculty are welcome to contact the Counselor directly to schedule an appointment.

Counseling Staff and Offices:

Counseling and Wellness Reception Area, Lafayette Hall, Room A231

Counseling and Wellness events, peer groups, activities, Lafayette Hall, Room A227

Lisa Slade, Director of Counseling and Wellness, Lafayette Hall, Room B203

Marilyn Albrecht, Counselor/Title IX Investigator, Lafayette Hall, Room B209

Indira Reddy, Counselor, Lafayette Hall, Room B207

Linda Wolfson, Counselor, Lafayette Hall, Room B205

Services:

- Determining and planning educational and career goals
- Transitioning from high school to college
- Overcoming academic and/or personal barriers to college success
- Addressing student behavioral issues and crisis prevention
- Sharing and teaching new coping skills
- Personal counseling support (short-term)
- Making 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

Library

The Library exists to serve students, faculty, and staff and strives for maximum access. The Library is open six days a week during Fall and Spring semesters, has at least one professional librarian available at all times, and offers online off-campus access to our databases. To access the Library databases, if you are off-campus, use the Library webpage on MyCommNet.edu.

Library Webpage: www.housatonic.edu/student-services/library.

Location: Lafayette Hall, Room B114

Library Hours: *Take Note: Library hours may change. Check the hours posted at the Library or call 203-332-5070.*

When classes ARE in session

Fall and Spring:	Monday through Thursday	8:30am – 9pm
	Friday	8:30am – 4pm
	Saturday	8:30am – 2:30pm
Summer:	Monday through Thursday	8:30am – 7:30pm
	Friday	8:30am – 4pm
	Saturday	Closed

Library Hours: When Classes are NOT in session

Monday – Friday	8:30am – 4pm
Saturday	Closed

Reference service is provided during all hours of Library operation.

Library Instruction: Provides two distinctive areas of library instruction

- The first instruction session is designed to familiarize students with library services and resources.
- The second type of session is upon request of the instructor and related to his/her assignment. The instructional librarians will contact each instructor teaching English 101 and English 094.
- Please feel free to contact Peter Everett at 203-332-5074, peverett@housatonic.edu

Class Visits to the Library: If you wish to bring your class to the Library, please make the request at least three (3) days in advance by contacting the Library. You can call the library with shorter notice, but there may be another class already scheduled. Please note the Library hours. If your class meets at a time when the Library is unavailable, contact the Library and we will try to accommodate you. We will be happy to work with you and can serve students more effectively if you are able to plan ahead.

Library Reserve Collections: Maintained behind the Circulation Desk. We encourage you to use Reserve for books, articles, videos, etc. when a substantial number of students need to read, view, or listen to material for a class. Use of the Reserve collection is an effective way of sharing limited resources amongst a large group. Materials placed on Reserve can be either items from the Library's collection or your own material(s). In the Reserve section is a collection of current textbooks being used at the college.

Library Assignments: If you are giving a homework assignment that requires all of your students to use the Library, please send us the syllabus or assignment ahead of time. That allows the Library to prepare in advance. You may also want to consider putting some material(s) on Reserve. Keep in mind that the Library won't have copies of the same title for every student.

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.

- **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
- **e-Book Central:** Access to 45,000 e-Books
- **Ethnic News Watch:** 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.
- **Libguides:** Mini-websites may be created by Library services for your class instruction or even create assignment serves as a portal to carefully selected research sources for your students. The e-Guide introduces students to the specific library and website resources that are useful to the subject area or assignment. These e-Guides can accommodate various media, such as film clips, widgets, and/or audio resources. *Libguides* can be embedded into Blackboard and accessed by computer or electronic devices. To do this, faculty must provide the information to the Librarian, who then creates the Guide. For further information, contact Library Services at 203-332-5070.

Individual Library Tour: An in-depth look at any particular aspect of Library collections or services. Please visit the Library and introduce yourself. If you have any further questions or concerns, please contact Library Services at 203-332-5070.

Accessibility Services (Disability Support)

We welcome students with disabilities and therefore, the college offers them an opportunity to help make their college experience a successful one. 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*. Accessibility Services are available to students at any time during their enrollment with the college.

Location: Lafayette Hall, Room L115

Appointment: Students who require services may make an appointment by calling 203-332-5018 or email Marilyn Wehr at mwehr@housatonic.edu

Accommodation Plan: The student has an Accommodation Plan through the Accessibility Services Office for accommodations.

Inform Your Professor First Day of Class:

A suggestion to faculty would be to inform students that they are welcome and encouraged to schedule an appointment with you (the professor) early in the semester, to talk about their needs in a confidential, one on one setting.

Childcare

The Early Childhood (ECE) Lab School

The ECE Lab School offers childcare for HCC students, on a first come first served basis. Students who wish to have their children in this program, must apply first. There may be a waiting list, so do this as early as possible. Children must be three years of age by December 31 of the calendar year in which they enter the School. The School is open Monday through Friday from 7:30 a.m. to 5:30 p.m., 50 weeks a year. An application for the child must be submitted for review and acceptance decision. The Program serves children with disabilities and from diverse racial, ethnic, economic and ability backgrounds.

Applications: Available in the Early Childhood Lab School

Location: Lafayette Hall, Room B137

Director of the Early Childhood Lab School: 203-332-5030.

Veterans (HCC Students)

Veteran HCC students are eligible for Veterans Administration (VA) education benefits. These students must complete and submit an HCC Admission Application and must enroll in a degree or certificate program. In addition, these students must contact the College Veterans (VA) Representative.

Reservists and members of the National Guard are eligible for the Montgomery GI Bill (Chapter 1606) must contact the College VA representative and supply the Notice of Basic Eligibility (NOBE) form in order to file for benefits. Connecticut tuition waiver may apply to some veterans.

New students must have their military and civilian education evaluated by the College. Since Veterans Administration benefits cover only courses which do not replicate previously gained credit, students receiving VA benefits are advised to submit their separation (DD214) and/or educational transcripts for an evaluation of Military Learning and/or transfer credits.

Continued eligibility for benefits is contingent upon the student complying with College regulations and conformance with program of study requirements. Only courses required for degree or certificate completion are covered by VA benefit programs. Additional courses selected by the student become the financial responsibility of the student.

Please contact the VA Representative for help and support, as well as answer VA related questions.

VA Representative Main Phone Number: 203-332-5087

Transfer Students

Transfer students are students who transferred to HCC from another college or university. HCC will accept transfer courses with a grade of C-minus or better to be applied towards an HCC degree or certificate program. Transfer credits are accepted based on if the courses are college-level and can be applied toward your chosen program. Students must request an official transcript from every college/university they attended and completed courses. The official transcripts should be sent to HCC's Admissions Department. Your transcripts will need to

be officially evaluated and accepted for credit. This will happen when the college receives your official transcripts.

Webpage for detailed information:

<http://www.housatonic.edu/degrees-and-certificates/transfer-options>

Location: Admissions Office, Lafayette Hall, Room 111

HCC College Transcript

Students attending HCC may print their own *unofficial* transcript via MyCommNet, OR they may request an *official transcript* be sent to another college or university.

Webpage for detailed information:

<http://www.housatonic.edu/student-services/registrar/transcript-information>

e-transcripts available here:

https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=FH93tzOjYMHvXod5

Location: Registrar's office, Lafayette Hall, Room 111

DegreeWorks (Know Your Program's Course Requirements)

Students can access their program's course requirements via DegreeWorks. Just enter your student ID Number, select Housatonic Community College, and you can check to see the courses required for your program, the courses you've completed and the courses you still need to take to graduate. If you need assistance, seek help from an Academic Advisor, located in Lafayette Hall, Room L112.

Class Roster

Every professor receives a class roster, which lists all of the students' names who are enrolled in the course. Every student attending the class should be on the class roster. If you are attending a class and your name is NOT on the class roster, you need to *immediately* visit the Registrar's Office, Lafayette Hall, Room L113. *Faculty are allowed to ask students to leave class.*

Students in Good Financial Standing

Students in 'good financial standing' are those who have no outstanding financial obligations. In order to earn credit in a course, students are expected to be in good financial standing with the college.

Syllabus

All professors are required to provide their students with a course syllabus. This syllabus has important information for you, the student. It will provide information such as classroom policies, description of the course, what textbook(s) are being used, the topics to be covered, the grading policy, any required presentations, papers, projects, homework/assignments, and when they are due. It will also provide dates of quizzes, tests, mid-terms and when finals are scheduled. Please see your professor if you have any questions regarding the student syllabus.

Cell Phones & Electronic devices (ipads, tablets, lap tops)

Cell phones, tablets and other electronic devices must be turned off or muted before class begins. Each professor may set their own student cell phone & electronic policy. Electronic devices are to be used in class only for class related activities at the discretion of the Professor. When there are extenuating circumstances that require students to be available by phone, text or pager, students should inform the instructor prior to class, so that together they can arrive at an agreement concerning the device. Please see your course syllabus for more information. Please ask your professor if you have any questions.

Code of Students' Rights, Responsibilities and Conduct

The mission of Housatonic Community College is to empower all individuals to develop to their full potential as lifelong learners, through a collaborative, learner-centered, technology-rich and stimulating educational environment. As a knowledgeable and dedicated faculty and staff, we inspire students to contribute responsibly to our dynamic regional and global society. This Code of Student Rights, Responsibilities, and Conduct outlines the provisions and expectations related to how students may participate responsibly in the College community. The Code of Student Rights, Responsibilities, and Conduct (hereafter "The Code") governs the conduct, policies, and procedures for students and takes precedence over all other procedures. We are committed to safeguarding the diverse learning environment of Housatonic Community College by upholding its standards for student conduct and reserve the right to determine the time, place, and use of its facilities and grounds.

Webpage for detailed information:

[http://www.housatonic.edu/images/Departments/Student-Life/HCC Code of Student Rights Responsibilities and Conduct.pdf](http://www.housatonic.edu/images/Departments/Student-Life/HCC%20Code%20of%20Student%20Rights%20Responsibilities%20and%20Conduct.pdf)

Student Code of Conduct

HCC Student Conduct and Civility Policies:

<http://housatonic.edu/student-life/student-conduct>

[http://www.housatonic.edu/images/Departments/Student-Life/HCC Code of Student Rights Responsibilities and Conduct.pdf](http://www.housatonic.edu/images/Departments/Student-Life/HCC%20Code%20of%20Student%20Rights%20Responsibilities%20and%20Conduct.pdf)

<http://housatonic.edu/student-life/student-conduct/student-conduct-process>

<http://housatonic.edu/student-life/student-conduct/student-conduct-form>

Report (any) Student related Incidents to:

- Public Safety, Lafayette Hall, Room A127 or Beacon Hall, Room 110
- Dean of Student Affairs, Dr. Kim McGinnis, Lafayette Hall, Room L118, 203-332-5183
- Title IX Coordinator, Ms. Marilyn Albrecht, Lafayette Hall, Room B209, 203-332-8521

Some examples of behaviors that violate the Student Code of Conduct. Such behaviors may lead to disciplinary action:

- **Academic misconduct**

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.

- **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.

- **Theft of property or services, or damage to, defacement or destruction** of, or tampering with, real or personal property
- Unauthorized or improper possession, use, removal, **tampering or disabling of fire and/or safety equipment and warning devices**
- **Use, possession or distribution of firearms**, ammunition for firearms, other weapons or dangerous instruments
- **Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs**

- **Stalking**
- **Conduct that is disorderly, lewd or indecent behavior**

Webpage for detailed information:

[http://www.housatonic.edu/images/Departments/Student-Life/HCC Code of Student Rights Responsibilities and Conduct.pdf](http://www.housatonic.edu/images/Departments/Student-Life/HCC%20Code%20of%20Student%20Rights%20Responsibilities%20and%20Conduct.pdf)

Student Conduct Subject to Disciplinary Action

The College will take disciplinary action against a student or student organization when it is required by law to do so, or when the nature of the conduct:

- Impairs College-related activities or affairs of another member of the College community
- Creates a risk of harm to a member or members of the College community

Webpage for detailed information:

[http://www.housatonic.edu/images/Departments/Student-Life/HCC Code of Student Rights Responsibilities and Conduct.pdf](http://www.housatonic.edu/images/Departments/Student-Life/HCC%20Code%20of%20Student%20Rights%20Responsibilities%20and%20Conduct.pdf)

Title IX (Federal Law - Protects Students)

Title IX of the Education Amendments of 1972 is a federal law that protects all students attending or accessing services at an educational institution that receives federal funding. It allows all students to attend school in an environment free of harassment, gender based violence and discrimination. Violations of your rights under Title IX would be sexual assault, sexual harassment, sex discrimination or gender discrimination.

Here at Housatonic Community College we take our responsibility to address and protect these rights very seriously. If you would like to report a Title IX violation or if you would like more information please do not hesitate to contact any of the college's Title IX Coordinators listed below:

Dean of Students Kim M. McGinnis
 Title IX Coordinator for Students
 Office: Lafayette Hall, Room L118
 Phone: 203-332-5183
 Email: kmcginnis@housatonic.edu

Theresa Eisenbach
 Director of Human Resources
 Title IX Coordinator for Faculty and Staff
 Office: Lafayette Hall A204a
 Phone: 203-332-5013
 Email: teisenbach@housatonic.edu

Marilyn Albrecht, M.S.W.
 Counselor | Title IX Investigator | Gender Equity Coordinator
 Office: Lafayette Hall L112
 Phone: 203-332-8521
 Email: malbrecht@housatonic.edu

Domestic Violence & Sexual Assault

Domestic Violence

Can happen to anyone...it knows no gender, class, religion, education or economic status. Knowledge and understanding about domestic violence are important and effective tools students can call upon to help a victim stay safe. Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. It can be by a person with whom the victim shares a child in common or they have no children in common, by a person who is cohabitating with the victim, in an intimate relationship with the victim, or married. It can be any other person against an adult or youth victim.

Domestic Violence 24 Hour Hotline:

Call the Center for Family Justice: 1-888-774-2900

Visit the Center for Family Justice Website: <https://www.justice.gov/ovw/domestic-violence>

Domestic Violence Emergency:

1. Visit www.TheHotline.org
2. Call 1-800-799-SAFE

Immediate Danger: Call 911

National Center for Victims of Crime: 1-855-4-VICTIM

Resource Material: Visit the Women's Center, Beacon Hall, Room 371

Sexual Assault

A form of sex discrimination. It is illegal under both state and federal law. Sexual harassment is prohibited by the CSCU Non-Discrimination Policy. In accordance with the Board policy sexual harassment may be described as: Any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual Assault 24 Hour Hotline: 1-888-999-5545

National Center for Victims of Crime: 1-855-4-VICTIM

Resource Material: Visit the Women's Center, Beacon Hall, Room 371

SART Team

HCC 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.

Reporting Domestic Violence and/or Sexual Assault:

Please do not hesitate to contact any of the college's Title IX Coordinators listed below:

Kim M. McGinnis, Dean of Students & Title IX Coordinator for Students

Office: Lafayette Hall, Room L118

Phone: 203-332-5183

Email: kmcginnis@housatonic.edu

Marilyn Albrecht, M.S.W., Counselor, Title IX Investigator & Gender Equity Coordinator
Office: Lafayette Hall L112
Phone: 203-332-8521
Email: malbrecht@housatonic.edu

Campus Book Store

Follett Bookstore provides goods and services to the HCC community. In addition to required course materials for students, the bookstore carries: general supplies, art supplies, lab supplies, trade and reference books, computer peripherals, gift cards, apparel, book bags, calculators, and more. Dell, HP, and Mac laptops are also available to order through the bookstore with no cost for shipping.

Location: Beacon Hall, Room 137 (first floor).

Hours: During the first two weeks of classes, the bookstore has extended hours. Students should check [the bookstore web site](#), the bulletin board outside the bookstore, or call 203-335-2949 for current hours of operation.

Phone: 203-335-2949

Website: <http://www.housatonic.edu/student-services/bookstore>

Your Class Textbooks: Bring your class schedule with you when you visit the book store, and they will help with finding the books and materials required for your classes. Students may choose new or used books, as well as have the option to rent books, or go digital. Students can save up to 50% through the rental program and up to 75% with digital content.

Students Unable to Afford Purchasing Textbooks: Visit the Dean of Students, Lafayette Hall, Room L118. The Dean of Students may be able to offer *Book Scholarships and/or Emergency Fund Scholarships (transportation, utilities, class field trips, class materials, etc.)*. *These are based on financial need.*

Price Match Program offers students 10% off new textbooks. **The Buyback Program** offers students to sell their textbooks back to the bookstore at the end of the semester.

Order Books Online: Students can order their textbooks online, and then come in and pick them up. They also offer online orders for course materials, apparel, and more.

Store Hours: Visit the Bookstore's website. During the first two weeks of classes, the bookstore has extended hours. The bookstore is closed when the college is closed and on holidays.

The Bookstore's Website: <http://www.bkstr.com/housatonicstore/home>.

The Bookstore's Phone Number: 203-335-2949

Campus Cafeterias

Two Cafeterias:

- Main Cafeteria, Lafayette Hall, Room L174 (first floor)
The main cafeteria has breakfast items, daily specials, soups, sandwiches and salads, coffee, tea, hot coffee and cold beverages, etc.
- Café, Beacon Hall, Room 142 (first Floor)
The BH Cafe has the same as LH Cafeteria except for the daily specials.

Hours: Both cafeterias are open during the fall and spring semesters and both are closed in the summer. The cafeterias are also closed if the college is closed during inclement weather closing and holidays. Hours of operation vary, please see the cafeteria for current hours.

Continuing Education (CE)

Location: Beacon Hall, Room 116

A Non Credit program that offers fast track, high quality, low cost, courses, workshops, and trainings 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. A link to view the course offerings: <http://www.housatonic.edu/continuing-professional-education/programs-courses>

Horizons - Student Newspaper

Horizons: Is the HCC Student Newspaper, written and proofed by students. ALL students interested in joining this group, may visit the Horizons Publication Office, Beacon Hall, Room 233. Horizons will be sent to your email.

Reading Days

Reading days are to be used as *student study days*. There will be no classes, and faculty are not required to be on campus. Students will not be required to attend college activities and/or classes on reading days. A link to view scheduled Reading Days: <http://www.housatonic.edu/degrees-and-certificates/academic-calendar>

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.

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.

Faculty Advisors

Students are assigned a Primary Faculty Advisor to meet with regularly for the remainder of their college stay up until they graduate. Your faculty advisor is important because they are familiar with your chosen degree or certificate program, and they can also provide some information about jobs, salary, and degree requirements in that career field.

Students are encouraged to meet with their faculty advisor early in the registration period. The time you receive your mid-term grades, is the time you should be meeting with your Advisor to plan your classes and register for next semester. Many faculty advisors are not on campus during the summer or winter intersession. During this time, students may meet with an Advisor in Lafayette Hall, Room L112.

Struggling in My Classes

If you experience an academic problems or difficulty, your first step is to talk with your professors, or other faculty and staff. If you still need support and guidance, meet with your faculty advisor, or visit the Academic Advising Center in Lafayette Hall, Room L112. We can't help you if you don't let us know your difficulties. So, please take a moment with any of these people to discuss your options and possible plan of action. HCC faculty and staff are a wealth of knowledge and are there to offer you the support and help you need. If they are unable to help, they will refer you to someone who can.

Change My Major

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.

Men's Center

The Men's Center offers workshops and presentations on a variety of subjects. But, most importantly, the HCC Men's Center provides a safe place for caring and support. The Center also has a lending library consisting of books, tapes, CDs and DVDs on men's issues.

Location: Beacon Hall, Room 325

Hours: Monday through Thursday, 9 am – 5 pm; Friday, 9 am – 4 pm. (Hours may change)

Website: <http://www.housatonic.edu/student-services/student-support/men-s-center>

Men's Center Advisor: Terry Walden, 203 – 332-5176; twalden@housatonic.edu

Men's Center Faculty: Eddie Rose, 203-332-5117; erose@housatonic.edu; Saulo Colon, 203-332-5113, scolon@housatonic.edu

Men's Center Coordinator: Carlton Gill, 203-332-8561, cgill@housatonic.edu

Women's Center

The Women's Center offers workshops and presentations on a variety of subjects. We have biweekly lunch time workshops, The Food for Thought Series, as well as larger presentations throughout the year, such as our annual lecture on women's health and our spring essay contest. But, most importantly, the HCC Women's

Center provides a safe place for caring and support. The Center also has a lending library consisting of books, tapes, CDs and DVDs on women's issues.

Location: Beacon Hall, Room 371

Hours: Monday & Wednesday, 9 am – 5 pm; Tuesdays & Thursday, 9 am – 6pm. (Hours may change)

Website: <http://www.housatonic.edu/student-services/student-support/men-s-center>

Main Phone Number: 203-332-5268

Women's Center Coordinator: Linda Wolfson, 203 – 332-5181; Lwolfson@housatonic.edu

Student Clubs & Honor Societies

Students who are active in clubs, societies, and events, actually do better in school. This is because you have common interests, form new friendships, have fun together, and offer each other support.

Website: <http://www.housatonic.edu/student-life/student-clubs>

Fitness Center (Gym)

The Fitness Center's Mission is to provide a safe and clean workout environment for HCC students, faculty and staff. On occasion, we offer Zumba, Kickboxing, Salsa, Hip Hop and other classes.

Apply to use the Fitness Center

Contact the Student Life Office at 203-332-5094 OR visit our office located in Beacon Hall, Room 317.

In order to use the Fitness Center, you must be currently registered as an HCC credit student, you must complete the application forms, watch a DVD, and have a valid [HCC photo ID](#).

Cost: Free - No cost to HCC students

Location of Gym: Beacon Hall, Room 117

Website: <http://www.housatonic.edu/student-life/fitness-center>

Healthcare (for students in need)

Optimus Health: This healthcare available to students in need of help with enrolling in health care.

Location: Ask Student Services, Lafayette Hall, Room L118.

UPASS

The college and the Department of Transportation have partnered to offer students a UPASS to take public transportations on rail or bus, for FREE! Students must have a valid student ID to show along with their pass when using the transportation systems. Students can use the unlimited semester pass to travel within the state on rail or bus including CTtransit and CTfastrak, but excluding Amtrak.

The pass available to both full and part time credit undergraduate students at the colleges and universities taking at least one class per semester on campus. Each student is charged \$20 per semester for the pass. The DOT has set this special rate for our students only; normal cost to the public is \$63 per month. The transportation fee is considered an institutional charge so financial aid may be applied. If you lose the UPASS, There is a \$75 fee for a replacement UPASS.

The Department of Transportation will deliver the passes to each school by August 1 and December 15 for distribution prior to the start of the term. There will be enough passes for all students but students are not

obligated to pick up or use the card. Each school will keep a log of all passes disseminated with the student name and pass number to be submitted with their transfer of funds to System Office.

Website for detailed information: <http://www.housatonic.edu/student-services/u-pass>

More information and how to get a UPASS: Visit the Bursar's Office, Lafayette Hall, Room L123; OR call the Bursar's Office at 203-332-5008.

Computer Labs & Printers

There are four Computer Lab rooms with printers located in LH A230, LH A232, BH 111 and BH 114. These rooms are for staff and/or students' use.

Computer Lab Hours: *Current (up-to-date) hours are posted at the computer lab rooms.*

Monday, Friday & Saturday	8:30am – 4pm
Tuesday – Thursday	8:30am – 9pm
Sunday	Closed

Copy Machines

There is a copy machine in Library for students' use. Every student has a limited number of copies allowed. You will need to bring your HCC Student ID. *Please ask the Library staff for assistance.*

Location: Library, Lafayette Hall, Room B144.

IT Policies

The following CCC Policies are still in effect until a CSCU policy or standard supersedes it:

https://supportcenter.ct.edu/ccc_policies.asp

NetID (for students)

The NetID (Username) will allow students to access computers at any Connecticut Community College. **COMPUTERS WILL NOT BE AVAILABLE WITHOUT YOUR Net ID!**

Net ID: The NetID is composed of the following two items

1. Your **Student Banner ID Number** (without the @ sign), with **@student.commnet.edu**.
2. **For Example:** 00123456@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). For example: **Dec**
2. Ampersand character symbol **&**
3. Last 4 digits of Social Security Number. For example: **2400**
4. **For Example:** Dec&2400

Log-In to Computer for First Time

1. First follow directions under NETID (for students)
2. Enter your NetID (Username)
3. Enter your NetID (Password)
4. The first time you log on, you will be prompted to change this temporary password to a more permanent personal password.

Create a NetID Personal Password

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

- 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.

Online Help Desk (IT staff support for students)

If you have questions or need assistance please don't hesitate to seek support from the Online Help Desk Staff. [click here](#) to contact the Online Help Desk.

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.

Security Email (what is this?)

Your Security Email Address is a personal email of yours, where your security password will be sent to your attention. This occurs when you want your password sent to your attention. The first time you log in to myCommNet, you will be asked to provide your security email address. You may also be prompted to provide security questions and answers.

Change My Security Email

If you have already specified a Security Email Address and wish to change it, use the [Change Security Email Address](#) utility. When you change this email, a confirmation message will be sent via email. In that message, you will be asked to click a link to confirm.

Reset 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. 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). In this case, please visit on of Computer Labs for students, and ask the Computer Lab Assistant or Student Worker, for assistance. If they are not available, seek support from the Online Help Desk Staff. [click here](#) to contact the Online Help Desk.

Computer Services Students Can Access with Their 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, MS Office 365, MyCommNet, DegreeWorks, Blackboard, and the Library Database.

HCC's Emergency Alert System

This system enables **HCC** to deliver critical information to our campus community (students, faculty and staff) about emergencies and weather-related closings and delays. Alerts are sent through multiple contact methods: email, phone calls, and text.

Students must sign up on the HCC website to receive these alerts. *If you are attending more than one of the CSCU Community Colleges, you'll need to set up alerts for each college separately.*

Step 1: HCC website: www.housatonic.edu

Step 2: Click the [MyCommNet](#) tab (tab is located on right side of the HCC Home Page)

Step 3: Log-in to **MyCommNet** (using your NetID Username and Password)

Step 4: Select **Housatonic Community College**.

Step 5: Click the **“Personal Information** link or the **Personal Information** tab.”

Take Note: Students (at any time) can update their personal address and/or phone number.

Step 6: Click **Emergency Alert** Notification

Take Note: If you receive an Alert Update Page, this is the college prompting you to check your contact information in the college's system. Change any of the information that needs to be updated, then click submit. If no changes need to be made, simply click submit. Once you do this, you'll move forward to the Alert Notification form to sign up to receive alerts

Step 7: Sign up for Alerts

Take Note: The "Opt Out" option is if you do not wish to have alerts sent to you at all. You will not receive any emergency messages. This includes weather-delays and closings.

Email (HCC Student Email)

Students are provided with an HCC Student Email Account. Your college e-mail is especially important to communicate with your professors. Your professors, faculty, staff, and other college departments will communicate with you through your HCC e-mail account. So, it's very important to check your college e-mail regularly. Many faculty and staff will communicate with you only using your college email.

A link to the webpage about Student Email: <http://www.housatonic.edu/catalog-copy/115-catalog-academic-support-student-services/444-student-email-accounts?highlight=WyJzdHVkZW50Iiwic3R1ZGVudCdzliwiJ3N0dWRlbnQiLCJzdHVkZW50J3NyZWdp3RyYXRpb24iLCJzdHVkZW50JyIsImVtYWlsIiwic3R1ZGVudCBibWFpbCJd>

MS Office 365 Suite

The Connecticut Community Colleges (CCC) has a partnership with Microsoft to offer Office 365, a suite of online services. Students are provided with the latest version of the full Office productivity suite, including Word, Excel, PowerPoint, OneNote, and more available for offline and online use. Office 365 is a subscription-based service to use Microsoft's popular Office tools including Word, Excel, Outlook, OneDrive and Skype.

A link to information about MS Office 365 Suite:

<http://www.housatonic.edu/current-students/student-email-office-365?highlight=WyJzdHVkZW50Iiwic3R1ZGVudCdzliwiJ3N0dWRlbnQiLCJzdHVkZW50J3NyZWdp3RyYXRpb24iLCJzdHVkZW50JyIsImVtYWlsIiwic3R1ZGVudCBibWFpbCJd>

Blackboard - Educational Technology

Blackboard Training (Students): The Educational Technology Dept. provides training sessions for Blackboard.

'Student' Technical Support: Students should first call 203-332-5206, if office does not answer, students can call the Connecticut Community Colleges Online Help Desk at 860-723-0221. The Online Help desk provides support for Blackboard, MyCommNet, Banner Self Service, Office 365, password resets, wireless connection issues, WebEx, and Library Support Resources.

Media Services

The Media Services department provides support to students in the use of educational technology. The Media Services department provides media support. This includes media equipment technical assistance, as well as providing advice when putting together media materials.

- Duplicate CDs or DVDs
- Create your own presentation (video)
- Learn how to use the college's media audio-visual equipment.

Contact Media Services: mediaservices@hcc.commnet.edu or call 203-332-5180

Calendar (Important Dates – Fall 2019 and Spring 2020)

Holidays

<http://www.housatonic.edu/holidays>

Registration Dates

<http://www.housatonic.edu/registration-dates>

College is Closed Dates

<http://www.housatonic.edu/college-closed>

Student Activities Calendar

(see [here for Student Activities Calendar](#) )

System Office Common Calendar

<http://www.ct.edu/files/pdfs/calendar-2019-fall.pdf>

<http://www.ct.edu/files/pdfs/calendar-2020-spring.pdf>

• August 2019



Fall Classes Begin

On August 27, 2019

Categories: [Academics](#)



1st 8 Week Accelerated Session Begins

On August 27, 2019

Categories: [Academics](#)

- **September 2019**



- **Labor Day - NO CLASSES**

On September 02, 2019

- **October 2019**



- **Reading Day**

On October 22, 2019

At 900 Lafayette Boulevard, Bridgeport, CT 06604 Categories: Registration, Academics Tags: Registration, Academics

- **November 2019**



- **Veterans Day - College Open**

On November 11, 2019

At 900 Lafayette Boulevard, Bridgeport, CT 06604 Categories: Registration, Academics Tags: Registration, Academics



- **College Open - No Classes**

On November 27, 2019



- **Thanksgiving Recess - NO CLASSES**

From November 27, 2019 until December 01, 2019

At 900 Lafayette Boulevard, Bridgeport, CT 06604 Categories: Holidays, Registration, Academics

- December 2019



Final Exam Week

From December 09, 2019 until December 14, 2019

At 900 Lafayette Boulevard, Bridgeport, CT 06604 Categories: Registration, Academics

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