Mission & Vision and Strategic Planning Statements

Mission

Housatonic Community College, through a collaborative, learner-centered, technology-rich, and stimulating educational environment, empowers all individuals to develop to their full potential as lifelong learners. As a knowledgeable and dedicated faculty and staff, we inspire students to contribute responsibly to our dynamic regional and global society.

Vision

Housatonic Community College, empowered by resources and public support, will be a regional leader in higher education, workforce development, and community engagement with cutting-edge programs in science, technology, engineering, arts, mathematics, and other disciplines that address the ever-changing needs of students, employers, and society.

Strategic Plan

Priority 1: Strategic Success
Students are the center of the college. Their needs must be identified and met through new and improved programming and excellent customer service from entry to exit.

Areas of Focus
1. Create new programs at HCC with pathways to associate and bachelor degrees as well as direct entrance into the workplace.
2. Develop new student services not currently provided.
3. Communicate with students through a variety of channels.
4. Create multiple pathways to enter, progress through, and go beyond HCC.
5. Enhance credit programs with new credit courses.
6. Establish a retention office staffed with retention specialists.

Priority 2: Educational Excellence
Housatonic Community College's institutional excellence depends on adhering to rigorous standards and continually assessing best practices in all areas of the college.

Areas of Focus
1. Develop college wide initiatives to address student preparedness.
2. Develop services to meet academic, career, and personal needs of students.
3. Create educational excellence throughout the campus.
4. Provide opportunities for faculty/staff to further develop levels of excellence while being mindful of the need for balance between work and release time.
5. Improve and maintain facilities to support educational excellence.

Priority 3: Enrollment
Streamline enrollment by simplifying the process, alleviating student confusion and anxiety; highlight HCC as a welcoming place where advisement fosters retention and matches student needs to academic and non-academic program options.

Areas of Focus
1. Base an advising model on best practices.
2. Base a customer service model on best practices.
3. Conduct an assessment of internal/external needs for new programs.
4. Base a retention model on best practices.
5. Examine trends to connect programs and careers.
6. Develop a multi-faceted and integrated communication approach.
7. Promote recruitment through a variety of external groups.

**Priority 4: Programs**

Develop a comprehensive, sustainable plan in which the needs of students and the workplace match the demands and where pathways for cutting-edge non-credit and credit programs flow to careers/employment/transfer.

**Areas of Focus**

1. Develop programs based on community needs and sustainability.
2. Develop and expand new and existing partnerships and programs including linkage between non-credit programs that feed into credit programs.
4. Develop and expand existing and new partnerships.
5. Adjust faculty/staff workload to accommodate program development.

**The HCC Strategic Plan:** [http://www.housatonic.edu/about-us/strategic-plan](http://www.housatonic.edu/about-us/strategic-plan)

**NECHE Accreditation**

Housatonic is accredited by the Connecticut Board of Regents for Higher Education and by the New England Commission on Higher Education (NECHE), a national, non-governmental organization whose affiliated institutions include elementary schools through institutions offering post-graduate instruction. Accreditation by the New England Association indicates that an institution meets or exceeds criteria for quality, institutional integrity, and continuity. The college is authorized to award the Associate in Arts and Associate in Science degrees. Please visit the NECHE website for information: [https://www.neche.org/](https://www.neche.org/)
Welcome New and Returning Faculty

Dear Colleagues,

It is our wish for you to have a happy and successful semester. We are all on the same team, and are here to offer you support in any way we can, to ensure the college experience for our students fosters growth in learning, knowledge, asking questions, and experiencing college life to its fullest.

New students will be attending college for the first time. They will be arriving filled with nervousness, learning how to navigate the campus buildings, forming new friendships, and building relationships with their professors. Returning students will be coming back with excitement to see their friends and professors again. Many will be rested, eager to get their books and study again.

Faculty, are an important part of our students’ college experience. You are often their first interaction and support. Your personal interest in their educational success, offers our students the opportunity to grow, to believe in themselves, and achieve goals they may have dreamed of, but never believed they’d ever reach. We are deeply grateful to each of you for your contributions and extraordinary dedication to our students.

We look forward to getting to know you and assisting you. We offer you this Faculty Resource Information Booklet (a general version with no semester dates). As an effort to provide the support you’ll need for your teaching and classroom experience.

Please visit the HCC website for information: [http://www.housatonic.edu/](http://www.housatonic.edu/)

- HCC Faculty and Staff (Directory, Resources, Center for Teaching, and more): [http://www.housatonic.edu/faculty-staff/faculty-and-staff-homepage](http://www.housatonic.edu/faculty-staff/faculty-and-staff-homepage)
- HCC Programs (Degree and Certificates): [http://www.housatonic.edu/degrees-and-certificates](http://www.housatonic.edu/degrees-and-certificates)
- HCC Academic Calendar: [http://www.housatonic.edu/academic-calendar](http://www.housatonic.edu/academic-calendar)
- CSCU Common Calendar & Campus Calendars: [http://www.ct.edu/academics/calendar](http://www.ct.edu/academics/calendar)
- HCC Registration Dates: [http://www.housatonic.edu/registration-dates](http://www.housatonic.edu/registration-dates)
- When the HCC is Closed: [http://www.housatonic.edu/college-closed](http://www.housatonic.edu/college-closed)
- HCC Student Services Area: [http://www.housatonic.edu/student-services](http://www.housatonic.edu/student-services)
## Coronavirus (COVID-19) Pandemic Disclaimer

Beginning March 2020, Connecticut along with the rest of the United States suffered the effects of the COVID-19 coronavirus pandemic. Day-to-day life as it existed before the pandemic changed drastically, and individuals and institutions adapted to new practices and behaviors. Normative actions now include wearing facial masks, maintaining social distance, and working and learning remotely. Learning about and adherence to Center for Disease Control and Prevention (CDC) guidance has become a way of life. As we plan for the next academic year, so much is uncertain, including the continuing threat of COVID-19.

The Connecticut State Colleges and Universities (CSCU) must adapt to meet this reality. Going forward, it is up to all of us - faculty, staff and students - to do our part to ensure our campus community stays as healthy and safe as possible. This is a shared responsibility, and every member of our community must adhere to national, state, and local health guidelines and requirements, and adhere to those measures Housatonic Community College deems safe and appropriate for the campus. This will include social distancing, wearing masks or other facial coverings, not reporting to class or work if sick, and isolating when required.

Although Housatonic Community College is readily developing a schedule of courses that include some in-class and on-ground instruction, no one knows what the future may hold. In the case of an outbreak of the coronavirus or other illness, the institutions reserve the right to adapt the format of any class to an entirely online/distance learning modality as public health conditions warrant. Such change will not result in any increase or decrease of tuition and fees. We all understand that tuition and fees are in exchange for learning, academic credit, and certain nonacademic services regardless of whether taught on-ground, in a hybrid environment or entirely remotely.

Most important to CSCU and Housatonic Community College is the health, safety and welfare of every member of its community. Yet, despite campus efforts to comply with health and safety guidelines, it is not possible to guarantee a disease-free environment, or to guarantee that campuses will not close and return to an online-only learning environment. These are the realities of working and learning during a pandemic. If you choose to return to campus during the pandemic, you accept that you are willing to do your part to keep the campus safe and acknowledge that you may be required to complete your course work in an evolving or remote learning environment.

The Housatonic Community College community is looking forward to welcoming you back.

### COVID-19 Mask & Social Distancing Guidelines • Effective for the 2020-2021 AY or until rescinded

The COVID-19 Mask & Social Distancing Guidelines are in effect to foster a safe learning environment during the coronavirus (COVID-19) pandemic. Although the Connecticut State Colleges and Universities (CSCU) cannot guarantee a disease-free environment, it is important for everyone to understand that we are in this together and it is required that everyone do their part to protect the health and personal well-being of others within our communities. Therefore, the following rules are in effect:

1. **Masks and Face Coverings.**
   All students MUST follow the College/CDC/State guidelines. Students must wear masks or face coverings on campus, covering their mouth and nose to enter and while present in
any indoor facility including academic, administrative, and food service areas. All traditional in-person/on-ground classes will be off-limits to students who refuse to wear masks or face coverings. Students are permitted to remove their mask or face covering to eat and drink. Students who do not want to wear a mask or face covering may only register for online classes. If a student is not able to wear a mask or face covering due to a documented disability or medical reason, the student must seek an accommodation from Disability/Accessibility Office prior to arriving on campus.

2. **Social Distancing Requirement.**
   Students must adhere to College/CDC social distancing guidelines at all times on campus, whether indoors or outdoors.

3. **Vaccinations.**
   Beginning with the fall 2021 semester all students who are returning to campus for in-person classes and/or activities are required to be fully vaccinated against the COVID-19 coronavirus. This requirement is still recommended, but not required, for students who are only taking online courses. If you have not already done so, please be sure to become vaccinated as soon as possible. There are multiple vaccine clinics being held on a regular basis both on-campus and in community health centers across the state. The vaccines that are currently authorized in the United States are proven safe, highly effective, and vaccination is critical to resuming normal operations at our campuses this fall. The pandemic is not entirely over, and the threat of more infectious and severe variants continues to plague our communities. Vaccination does not guarantee immunity, but it does lessen the severity of infection and eliminate the life-threatening aspect of the coronaviruses. Becoming vaccinated is the best, and most responsible way to protect yourself, your families, and others with whom you come in contact. For information locations for free vaccine providers, visit the Connecticut Vaccine Portal to find a FREE vaccine provider near you (ct.gov) For details on the BOR requirement, please visit the CSCU website's Vaccine Requirement FAQs (ct.edu) You may request a medical or non-medical exemption to this requirement by following the instructions at the links below:
   - Medical exemptions (require a doctor's authorization):

Finally, as part of the new requirement all registered students will be asked to complete a self-attestation form prior to the start of the fall semester indicating one of the following:

   a) You are fully vaccinated.
   b) You have applied for a medical exemption.
   c) You have applied for a non-medical exemption for consideration.
   d) You will be taking online classes only and will not be coming to the physical campus.

4. **Enforcement.**
   All faculty and staff share equal responsibility in enforcing these rules both in and out of the classroom. Should a student fail to comply and not wear a mask or face covering, or keep it on, after receiving a warning/directive to put it on (and they are not exempt due to
receiving an accommodation from the institution), they will be referred to the Office of Student Conduct/Student Affairs for a disciplinary violation.

Students who fail to comply with the above rules are subject to immediate removal from the campus and the disciplinary procedures stated in the CSCU Student Code of Conduct.

Possible sanctions for disciplinary violations range from a warning to expulsion from the institution. This may also include deactivation of ID’s.
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Map (Campus)

Campus Navigation:
www.housatonic.edu/maps

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<tr>
<th>Lafayette Hall</th>
<th>Beacon Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>All room numbers in Lafayette Hall are preceded by a letter (A, B, C or L) indicating the wing of the building. Floor locations are indicated by the numeral 1 for the first floor, 2 for the second, 3 for the third (in the new Lafayette extension) and 4 for the forth floor (Lafayette extension). For example: C276 is located on the second floor in the “C” wing.</td>
<td>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.</td>
</tr>
</tbody>
</table>
| • LH 1st Floor Map  
• LH 2nd Floor Map | • BH First Floor Map (Offices 100-199)  
• BH 2nd Floor Map (Offices 200-299)  
• BH 3rd Floor Map (Offices 300-399) |

Unisex Bathrooms: Beacon Hall, Rooms T18 (1st floor) & T36 (third floor), by the elevators.
Emergency Services/Dept. of Public Safety (Security)

The HCC Dept. of Public Safety 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 your classroom or office phone to connect with Security for an immediate (emergency) response.

Call Security for Non-emergency: Lafayette Hall, Room A105, 203-332-5025, (x25025)
Beacon Hall, Room 110, 203-332-5040, (x25040)

Critical Incident Response Team (CIRT)

Members of the Department of Public Safety participate in the CIRT. This team provides policies, procedures and training to ensure the college is working to prevent critical incidents and to remediate any incidents that may arise.

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:
   o Lock the door
   o Shut off lights
   o SILENCE Cell Phones (take note that phones on vibrate may still be heard)
   o 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](http://www.housatonic.edu); closings or delays will be posted on the top of our home page.
- **MyCommNet Alerts:** Alerts for college delays, closing, and emergencies, may be sent to your attention via email, phone call, and/or text message. Sign up to receive alerts: [https://ssb-prod.ec.commnet.edu/luminis/login.html](https://ssb-prod.ec.commnet.edu/luminis/login.html)
- **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 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).

Notify Your Students about school closings and early dismissals: Students will need to monitor announcements from the Milford Public School System for their closings and early dismissals.

Questions? Send an email to the Retention Associate for JLHS: Debbie Kuchmas at dkuchmas@housatonic.edu.

Ideas to Help Students Stay Active During Course Cancellations

- Do a research project.
- Complete an At-Home assignment or quiz.
- Read a chapter and answer questions.
- Watch videos and animations.
- Design a flowchart.
- Write a reflective or creative paper.
- Everyone in the class meets on the Discussion Board through Blackboard. Think of a topic in their readings for discussion.
- Create a Word document with Practice Test questions for their final exam.
- Work on their class assignments and/or projects.
- Study when there are cancellations, delays, or closings.
- Review their notes and make index cards to study for a test.
- Meet with their classmates on Blackboard to review for a test together.
- Review their class syllabus to stay up-to-date, mark their calendar with action steps.
- Re-read their chapters and go over questions again.
- If the class has software built-in, the students can access schoolwork from home.
- Refer students to the Blackboard PowerPoint slides and/or lecture videos.
## Professional and Administrative Support for Faculty

### Behavioral & Social Science

<table>
<thead>
<tr>
<th><strong>Chairperson:</strong></th>
<th>Tonya Rondinone</th>
<th>Anthropology, Geography, Psychology, History, Political, Science, Sociology, Criminal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone:</strong></td>
<td>(203)332-5174</td>
<td><strong>Support Staff:</strong> Cynthia A. Gabris</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:trondinone@housatonic.edu">trondinone@housatonic.edu</a></td>
<td>Justice, Early Childhood Inclusive Education, Human Services</td>
</tr>
<tr>
<td></td>
<td><strong>Office:</strong> BH257</td>
<td><strong>Email:</strong> <a href="mailto:cgabris@housatonic.edu">cgabris@housatonic.edu</a></td>
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<tr>
<td></td>
<td><strong>Email:</strong> <a href="mailto:cgabris@housatonic.edu">cgabris@housatonic.edu</a></td>
<td><strong>Office:</strong> BH262</td>
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### Business Administration

<table>
<thead>
<tr>
<th><strong>Chairperson:</strong></th>
<th>Ed Becker</th>
<th>Accounting, Business Administration, Computer Science, Economics,</th>
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<tbody>
<tr>
<td><strong>Phone:</strong></td>
<td>(203)332-5138</td>
<td><strong>Support Staff:</strong> Cindy Lidman</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ebecker@housatonic.edu">ebecker@housatonic.edu</a></td>
<td>Computer Information Systems, Business Office Technology, Business Administration Online</td>
</tr>
<tr>
<td></td>
<td><strong>Office:</strong> BH345</td>
<td><strong>Email:</strong> <a href="mailto:clidman@housatonic.edu">clidman@housatonic.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Email:</strong> <a href="mailto:clidman@housatonic.edu">clidman@housatonic.edu</a></td>
<td><strong>Office:</strong> BH335</td>
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### First Year Studies

<table>
<thead>
<tr>
<th><strong>Chairperson:</strong></th>
<th>Rebecca Samberg</th>
<th>Freshman Seminar, First Year Studies English, English as a Second Language, First Year Studies Mathematics, First Year Studies, Reading/Writing, Supplemental Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone:</strong></td>
<td>(203)332-5153</td>
<td><strong>Support Staff:</strong> China R. Byrd (Temporary)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:rsamberg@housatonic.edu">rsamberg@housatonic.edu</a></td>
<td><strong>Email:</strong> <a href="mailto:cbyrd@housatonic.edu">cbyrd@housatonic.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Office:</strong> BH215e</td>
<td><strong>Office:</strong> BH277</td>
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### Humanities

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<thead>
<tr>
<th><strong>Chairperson:</strong></th>
<th>Steve Mark</th>
<th>Art, Communications , Foreign Language, Music, Graphic Design, English, Journalism, Philosophy, Theater</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone:</strong></td>
<td>(203)332-5065</td>
<td><strong>Support Staff:</strong> Patria Spignolio</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:smark@hcc.commnet.edu">smark@hcc.commnet.edu</a></td>
<td><strong>Email:</strong> <a href="mailto:pspignolio@housatonic.edu">pspignolio@housatonic.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Office:</strong> BH230</td>
<td><strong>Office:</strong> BH228</td>
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### Math/Science

<table>
<thead>
<tr>
<th><strong>Chairperson:</strong></th>
<th>Michael LaBarbera</th>
<th>Biology, Engineering Science, Mathematics, Physics, Chemistry, Allied Health, Other Sciences, Advanced Manufacturing Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone:</strong></td>
<td>(203)332-5131</td>
<td><strong>Support Staff:</strong> Rosalee Creighton-Fuller</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mlabarbera@hcc.commnet.edu">mlabarbera@hcc.commnet.edu</a></td>
<td><strong>Email:</strong> <a href="mailto:rcreighton-fuller@housatonic.edu">rcreighton-fuller@housatonic.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Office:</strong> LHB258</td>
<td><strong>Office:</strong> LHC267</td>
</tr>
</tbody>
</table>
Part-Time Faculty Workrooms
Certain rooms have been set aside for part-time faculty to work and meet with students. See your appointed department chairs/department support person for the most recently updated workrooms. Designated areas:

- Academic Affairs: Beacon Hall, Room 276
- Behavioral and Social Sciences: Beacon Hall, Room 255
- Business: Beacon Hall, Room 352
- First Year Studies: Beacon Hall, Room 276
- Humanities: Beacon Hall, Room 231
- Math/Science: Lafayette Hall, Room C275

Resources
ADDITIONAL RESOURCES FOUND AT LINK BELOW OR SCAN QR CODE:
https://www.housatonic.edu/resources-and-offices

Classrooms
Your Assigned Classroom/s: Your assigned classroom is assigned to you for the duration of the semester.

Changing Your Classroom/s: Do not move your class into another classroom without prior approval. To seek another classroom, contact your department support person.

Problems with Your Classroom/s: Contact your department support person for assistance.

Reserving Classrooms: Classrooms can be booked for meetings, workshops, extra test day, etc. HCC has a self-serve Events Management System (EMS).

1. Log in to the system: https://ems.commnet.edu/VirtualEMS/Login.aspx. Your NetID and Password are your college log in credentials.
2. Under “reservations” choose the HO Academic Affairs Room Request Form. To be clear, these reservation requests are for internal non-course bookings only, such as meetings, information sessions, or extra classroom sessions. Credit course classrooms are scheduled by the office of Academic Affairs. Please be aware of the classroom seat counts, the college CANNOT exceed these limits due to fire code regulations. Please plan accordingly. Also, if seats in a classroom are rearranged, they must be returned to the original setup before the event concludes. To book the Events Center or the Courtyard, choose the HO Events Facility Request Form. The Office of the Dean of Administration will respond to those requests.
3. Choose the event date by clicking on the calendar icon.
4. Choose the start time and end time by clicking on the time picker clock icons. For a recurring event, click on the recurrence button and follow the directions.
5. Choose the Facility by clicking on the drop-down list arrow: Beacon Hall or Lafayette Hall.
6. Enter the number of people who will be in attendance.
7. Click on “Find Space” to show all rooms in the building. They are displayed with the room number and type of room, scroll down to display more rooms. For a special room such as a computer classroom or conference room, click on the feature in the availability filters box. To select a room that is available, click on the green + to the left of a room number that does not have a blue block during the event times. Event start and end times chosen are viewed inside the room/time grid within red borders for easy room selection.
8. Once you choose a room that is available, it will prompt a summary on the top of the screen with the request date, start and end times, building/room, and setup count. You can now continue to the last page by clicking on the “continue” button on the bottom of the screen.

9. Enter the event name. Choose the event type from the drop down box, such as lecture or meeting.
10. The group that you are identified with based on your log in credentials will be displayed. Choose your name under the 1st contact drop down box. Your phone number and e-mail address will automatically populate.
11. Under “other information” clarify whether dignitaries and/or press will be attending your event from the drop down box.
12. Click “submit”.
13. You will receive a confirmation of your event via campus e-mail.

**Computer Labs & Printers**

**General Use Computer labs for all registered students, faculty and staff:** These labs are equipped with state-of-the-art computers and laser printers. A variety of software is installed to assist students taking computer science, office technology, and general study courses. Internet access is available for academic purposes only and is limited to one hour at a time. Students should bring their own headphones when audio is required.

**Computer & Printer Use Policy:** The Board of Trustees Acceptable Use Policy governs the use of State owned computers, peripheral equipment as well as the State provided infrastructure and internet connectivity. The computer lab equipment may not be used for personal or commercial purposes. A copy of the Computer Lab Operating Guide is available for students. Failure to follow the rules included in this Guide may result in a loss of computer privileges.

**Computer Lab Rooms:** Beacon Hall, Rooms 111 and 114. **Hours:** The current hours are posted at the computer lab rooms, and on the HCC website: [http://www.housatonic.edu/student-services/technology-support/computer-labs](http://www.housatonic.edu/student-services/technology-support/computer-labs)

**Copy Centers (Campus)**

**One Copy Center in each campus building:**

1. Lafayette Hall: Room A129
2. Beacon Hall: Room 146

**Log in to the copier:** Enter your Banner ID number (without the @ symbol) and select Log On.

**Hours:** Please visit the Copy Centers for their current hours. If the copier is needed outside of these hours, please ask Security to access the copy room.

**Mail Box & Keys**

**Part-time Instructors:**
Please see your department support person regarding mail, packages and keys.

**Check and clear out your mailbox regularly:** Avoid missing important information and documents.
Fulltime Instructors:
Mailbox: Contact Thomas Wiencko to check the available mailboxes and assign one for you.
  Location: Lafayette Hall, Room A129
  Hours: 8:00 am – 4:00 pm
  Phone: 203-335-5026
  Email: twiencko@housatonic.edu

Keys: The Security Office (in the building where your mailbox is located) will provide you with keys for your mailbox, office and faculty/staff restroom.

Bulk mail/packages: If bulk mail or packages do not fit in your mailbox, they will be placed on the shelves in the Copy Room in the building where your mailbox is located. A courtesy slip will be placed in your mailbox to notify you there are packages waiting for pick-up.

Check and clear out your mailbox regularly: Avoid missing important information and/or important documents.

IT Policies
IT Policies include the following: Security for Mobile Computing and Storage Device, Remote Access, Password, Data Storage and Retention, Security Incident Response, and Vulnerability Management. There are separate IT policies for CCC and CSU. These policies are still in effect until a CSCU policy or standard supersedes it:

CCC IT Policy:
https://supportcenter.ct.edu/ccc_policies.asp

Acceptable and Responsible Use Policy:
http://www.ct.edu/files/it/BOR_IT-001.pdf

Phones (HCC) – Making Calls

Internal calls: Please add 2 in front of the extension number. For example: if the extension is 5234, you’ll need to dial 25234.

Local outside calls: Please add 8 before the phone number. Please obtain students contact information at the beginning of the semester.

Long Distance outside calls: See your department Chair for their approval for an access code.

E-MAIL (HCC)

New Faculty: An email account will be created for you. You will need to be ‘on campus’ and use your computer at the college in order to access your email the first time. You may now change your password to a more personalized password of your own. Now, you are able to access your e-mail from home.

Returning Faculty/Taught at HCC Last Semester: Your same e-mail account will continue.

Returning Faculty/Did NOT Teach at HCC Last Semester: Your email account will need to be re-activated. This will be automatic once your faculty contract is signed by all parties and processed.

All faculty: Communication with faculty will be via HCC e-mail only. It is your responsibility to check your HCC e-mail regularly. It is best to check your email every no more than every 24 hours, you may also set up your HCC email to forward to your personal email.
Provide Email in Class Syllabi: Please be sure to include your HCC e-mail address in your class syllabi.

Below are a variety of ways to communicate faculty to faculty, faculty to staff, faculty to students:

- Email
- Teams
- WebEx
- Blackboard Collaborate

If you need additional support contact Media Services, Educational Technology or IT
Steps to Access Your HCC Email from Campus

**Step #1: Type in your User Name & Password**

1. Turn on your computer, Control Alt Delete, and click OK.
2. Type in your USER NAME (Banner ID Number@housatonic.edu)
   
   For example: 03210800@housatonic.edu. Do NOT use the @ symbol before your banner ID number.
3. Type your PASSWORD (see password section below)
4. Click ‘Log On’

**Your Password (HCC Email)**

**Returning Faculty:** If your password has expired or if you have forgotten it, please contact the IT Department or you can re-set your own password.

**Reset your own password:** [https://supportcenter.ct.edu/NetID/pswdmenu.asp](https://supportcenter.ct.edu/NetID/pswdmenu.asp)

A temporary password will be sent to your HCC email. Log in with the temporary password first. You’ll then be prompted to change your password to a more personalized password.

**New Faculty:** Your initial password will be a temporary password, with a combination of personal information (see below). Log in with this password first, and then you’ll be prompted to change your password to a more personal password.

1. 1st three characters of birth month with first letter CAPITALIZED Ampersand character (&) Last 4 digits of your Social Security Number
   
   An Example: A user with a birth date of 10/24/79 and SSN of 123-45-6789, the initial password would be: Oct&6789
2. Password has expired: When you log-in for the first time, you will need to create a new secure password. A secure personal password contains uppercase and lowercase letters, numbers and/or characters. Your password must be composed of at least three of these four items. It must contain eight (8) characters and cannot include any part of your log-in name.
3. Write down your new password for future reference. Save passwords in your cell phone or hide it in a secret place.

**Step #2: Accessing your Email (HCC & Home)**

From your computer desktop click on Internet Explorer and type [www.mail.commnet.edu](http://www.mail.commnet.edu) in the address box and hit enter or click on “go.” You can also go to the HCC webpage ([www.housatonic.edu](http://www.housatonic.edu)) and click the MYCOMMNET tab on the right side.

**Step #3: Log In to MyCommNet**

- Click the orange box “LOG IN”.
- Type in your NetID: Your HCC e-mail address which is your banner ID number @housatonic.edu. For example: 03210800@hcc.commnet.edu. (Do not use the @ sign before your banner number.)
- Type in your NetID Password: This is your new personalized password
- Click the blue box “Sign In.”

**Step #4 (Last Step): Log Out**

After you have completed your session, always “log out”. DO NOT SHUT DOWN THE COMPUTER! This is for security purposes.
How to Change your Password (HCC Email)

- www.mail.commnet.edu
- Type in your e-mail address and password.
- Select options
- Scroll down and select Change Password
- A Change Password box will appear prompting you to enter your old password, type a new password, and type the new password again to confirm it.

Remember your Password (HCC Email)

Keep your password in a safe place where only you know and can access it. If you cannot locate your password, then you will need to have IT reset your password.

Password Expiration Date (HCC Email)

All passwords expire in 90 days and must be reset. Faculty and Staff using Outlook Web Access (OWA) are notified via a message from OWA, when their password is expiring. The message appears in the upper right corner of the OWA window. Once your password expires, you will not be able to logon and must contact the IT department to reset your password.

Password Expired (HCC Email)

If your password expires, you will not be able to log on. IT will need to reset your password: https://supportcenter.ct.edu/NetID/pswdmenu.asp. Next, you’ll need to log in from on campus before you can log in from off-campus.

Network ID (Username)

A Network ID (NetID) is a Windows Active Directory account that is uniquely assigned to each Connecticut Community College (CCC) student, faculty and staff. It serves as your (NetID: Username) login for CCC computers and network services using the CCC Login Portal.

NetID Login Support: http://supportcenter.ct.edu/Service/LoginPortal.asp
NetID FAQs: https://supportcenter.ct.edu/NetID/netid-faq.asp
NetID (Username):

- Your NetID (Username) = Your Banner ID # (without the "@") and @hcc.commnet.edu
- For example: 00123456@hcc.commnet.edu

Look up your NetID: https://supportcenter.ct.edu/NetID/lookupnetid.asp

Part-time faculty NetID (Username): Your NetID is for a limited time only. The timeframe is according to the agreed upon course assignment start and end dates, stated in your Part-time Lecturer (PTL) Contract.

Requirements when creating your NetID password:

- Password must be complex, difficult to guess, and contain characters from three of the four categories below:
  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.
• Every 90 days, you will be prompted to change your password.
• You cannot reuse any of your previous passwords.
• 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., Egg#123Salad).
• Randomly pick a book, poem, song, verse, pet’s nick name, or phrase. Add in at least one digit, some letters capitalized, some letters not capitalized, with numbers and special characters. For example, the phrase "Four score and seven years ago our forefathers..." might become this password: 4s&7yaof. You can use the date your pet first came to your home with its name, and color. For example: A cat named Annie, grey with white specks.050210Annie@GWS.

If the password you select does not meet the requirements, you’ll get an error message and be asked to try again.

**NetID IT Support:** Call the IT Help Desk at x25031.

Refer Students to the Syllabus Supplement for their Net ID:
This explains how students get their Net ID and what their initial password will be. Students should test their Net ID and reset their default password (if needed) in the Computer Lab. This avoids wasting classroom time assisting students logging on. Student’s Net ID is as follows: BannerID@student.commnet.edu

**Forgot NetID password:**
Refer to the Reset Net ID Password page for self-service

**Set and/or Change my Net ID Security Questions and Answers:**
Security Questions must be set up in advance. New faculty will be prompted to do this when logging in to MyCommNet.

**Your Security Email Address:** Your Security Email Address is your personal email address that you specify as being the primary email location at which you want to receive helpful information (password) if you ever forget your Net ID password. The first time you log in to MyCommNet, you are prompted to provide this address.

**How to Change your Security Email Address:** Use the Change Security Email Address.

**Missing or Incorrect Identity Information:** 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 to access this.

**Services I Can 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: Blackboard Learn, Banner Self-Service (Students, Faculty, Finance and Library Electronic Information Databases
Blackboard - Educational Technology

**Blackboard Training:** The College’s Educational Technology Dept. provides training sessions for faculty, staff, and students. Visit the website for support: [https://www.housatonic.edu/student-services/educational-technology/blackboard-support-for-faculty](https://www.housatonic.edu/student-services/educational-technology/blackboard-support-for-faculty)

**Faculty & Staff Blackboard Support:** Email hc-edtech@housatonic.edu or call 860-723-0221. Faculty and staff can also review FAQs on the website: [https://www.housatonic.edu/student-services/educational-technology/blackboard-support-for-faculty](https://www.housatonic.edu/student-services/educational-technology/blackboard-support-for-faculty)

**Student Blackboard Support:** Students should first call 203-332-5206, if office does not answer, students can call the CSCU 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. Students can also review FAQs on the website: [https://www.housatonic.edu/student-services/educational-technology/blackboard-support-for-students](https://www.housatonic.edu/student-services/educational-technology/blackboard-support-for-students)

**Blackboard Online Help Desk:** The CSCU Online Help Desk is available 24 hours. Call 860-723-0221 or visit the Blackboard Online Help Desk at [http://www.ct.edu/it/support#support](http://www.ct.edu/it/support#support). This support includes assistance with using Blackboard, technical issues, and password resets.

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**Media Services**

The Media Services staff maintain and administer the college’s integrated media-rich classrooms and provide media support to faculty, staff, and students. Support is provided in regards to educational technology within teaching and learning. The support provided includes media equipment technical assistance and advice when putting together instructional media materials. Below are some support examples:

- **One-on-One training how to use the Hitachi Star Board on the instructor’s desk.** Here’s a Hitachi Star Board [video tutorial](https://www.youtube.com/watch?v=example) and howtousethecollege’smediaaudio-visualequipment.
- **Assistance with making duplicate CDs or DVDs.**
- **Assistance with creating a presentation (video).**

**Media Services Office Hours:**
Mon. - Thurs.: 9:00 am to 7:30 pm  
Fri.: 9:00 am to 4:00 pm  
Sat.: 9:00 am to 1:00 pm  
Sun.: CLOSED

**Contact Media Services:** mediaservices@hcc.commnet.edu or call x25180  
**Location:** Beacon Hall, Room 267
Center for Teaching (CFT)

Mission: To create opportunities for educators to become effective teachers, strong leaders, and dedicated professionals. Our initiative is to promote teaching that supports diverse learning situations, encourages leadership, advances the mission of the community college, and nurtures the talents that make each educator unique.

Website: [http://www.housatonic.edu/faculty-staff/faculty-and-staff-homepage](http://www.housatonic.edu/faculty-staff/faculty-and-staff-homepage)

Location: Beacon Hall, Room 272

Contact: Laura Turiano at LTuriano@housatonic.edu

The Center: Is a valuable resource offering programs throughout the year. Prior to each semester notification will be sent to all faculty (fulltime & part-time) with dates, times, and topics.

CFT offers the following to all faculty:

- Free on-campus workshops, presentations, and discussion groups on a range of topics about teaching and learning.
- A Blackboard Learn site with resources available for faculty. This includes on-demand professional development opportunities, faculty discussion, and the opportunity to exchange information and resources about teaching and learning.
- Confidential one-on-one assistance for faculty. This may involve referrals to other campus departments and resources.
- Access to other teaching and learning resources.

System-wide workshops & Seminars

Faculty Absence - Cancelling Class

1. **First Priority:** Communicate with your students, as soon as possible. Every effort should be made through all available means: Blackboard (required), email, and MyCommNet. Faculty absences should include course assignments to students via Blackboard and in your email to: HC_facultyabsent@housatonic.edu

2. **Second Priority:** Notify Administration via Email: HC_facultyabsent@housatonic.edu and cc your Department Chair and Support Staff. Include the Course Information: CRN#, Course Title, Date of the class being cancelled, Start time of the class, and Building and Room. This prompts your department support person to post a class cancellation sign on the classroom door, as soon as possible. Weekend instructors should email HC_facultyabsent@housatonic.edu and call security to have signs posted.

3. **Third Priority:** Make up missed classroom instructional time. Federal law governs the credit hours and NECHE (New England Commission of Higher Education formerly NEASC) accreditation standards, and mandates missed instructional time to be fulfilled. This includes when faculty misses a class session. Ways to make up instructional time: make-up assignments, online work, adding time to class, make-up days, utilizing the Reading days, etc.
Office Hours (Posting)

Full-time Faculty:

Posting Office Hours:

Office Doors, Blackboard and HCC Website Directory: Per contractual obligations faculty must every semester (per contract requirements). The deadline to comply with obligations is two weeks after the semester begins. Please visit the website for ‘How to Update Office Hours’: http://www.housatonic.edu/faculty-staff/how-to-update-office-hours-video

Questions regarding HCC website posting: Contact Evie Gard at EGard@gwcc.commnet.edu or Richard Hubbard RHubbard@housatonic.edu.

Cell Phones & Electronic Devices in the Classroom

Each faculty may set their own student cell phone & electronic policy. It is important to make sure your class policy is simple, clear, and your students understand it.

Example of a ‘Classroom Cell Phone Policy: I ask that students set their phones to silent or vibrate for every class. If you must take a phone call, please step outside so you do not disturb the rest of the class. When returning to class, please try your best to do so quietly. Electronic devices are to be used in class for class-related activities only, at the discretion of the instructor. When there are extenuating circumstances, the student should inform the instructor prior to class to ask if the device may be turned on and used, this class period.

Student’s Name Does Not Appear on Your Class Roster

If a student’s name does not appear on your class roster, send the student to the Registrar’s office immediately.

Office Location: Lafayette Hall, Room L113

Syllabus

The syllabus provides a written record of what will be taught in a course during the semester. Each course syllabus should be in MS Word, and should reflect the text book, topics, readings, projects, assignments, quizzes, test, etc.

The Master Course Outline (MCO)

Each academic department has their own Master Course Outline (MCO), which can be found on the college website:

Student Handbook

A separate document called ‘Student Handbook’ is required to be added to your students’ syllabus, and to post it in your course’s Blackboard. This is useful for students to refer to during the semester. Please ask your department’s support person how to locate this document and current policies.

Electronic Copy of Course Syllabus—due two weeks after course begins. Faculty who do not submit course syllabi, and by the due date, will be in violation of the college’s faculty contract. Email an electronic copy of your syllabi to Department Chair and your department’s support person. The department chairs will review all syllabi, every semester. Syllabi will be saved.
How to Name your Electronic Syllabus Document:
LastNameFirstInitial_SYLLABUS_CRN_COURSE#_COURSE NAME_Semester
An Example: UnderwoodC_Syllabus_3004_Bio101_IntoToBiology_Fall19

Syllabus Preparation - Template

The following is an outline to help you prepare your course syllabi:

COURSE OUTLINE/SYLLABUS: A course outline/syllabus should contain (at a minimum) the following information:
- College Name, Address, City, State, Zip, Phone Number
- College Website (www.housatonic.edu)
- Course Subject, CRN Number, Course Title (ENG E101- Composition)
- Instructor’s First and Last name.
- Instructor’s HCC Email Address.
- Semester Office Hours: when, where and how you may be reached
- Classroom Location, Days, and Times.
- Course Description as written in the official department course description and outline.
- Master course outline (including both general education and specific course objectives) as listed in the official departmental course description and outline
- Name and author of text required with ISBN number and any supplies needed

COURSE OUTLINE:
- Topics to be covered based upon the course abstract
- Calendar of the course session-by-session to indicate the approximate pace at which the course material will be covered. Dates of projects, text assignments, exams, quizzes, and etc.

GRADING POLICY: This is your evaluation of the students’ performance.
- How grade is computed - exams. quizzes, papers/presentations, final exam, and etc.
- Make up policy
- Incomplete grades (optional)
- Statement regarding academic honesty/dishonesty and the effect of negative behavior on course grade

CLASSROOM POLICIES: The following are additional (optional) policies that can be added to your syllabus:
- Attendance Policy: Regarding not attending class, late assignments, etc., it should be included in the course syllabus. Be sure to make particular note if attendance or lack thereof affects the course grade
- Blackboard Policy: Reading assignments, homework assignments, PowerPoint slides, videos, chat with instructor and peers, online quizzes and exams
- Student Conduct Policies
- Bringing children into classroom (please note this is against college policies).
- Plagiarism, cheating on tests, quizzes, exams (please note that faculty may reference the college’s Student Conduct Policies)
- Food, drink and animals in classroom
- Cell phones and other electronic devices use in classroom.
- Student behavior expectations (i.e., leave room to take important phone calls, inform the instructor

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when you’ll be late or absent, etc.)

**Course Roster**

You will receive a printed roster for each class at the beginning of the semester only. It is important to check your roster online throughout the semester to make sure students who are attending class are still registered. A student could potentially be on your first roster and then be dropped for non-payment or other reasons. Maintaining frequent class roster checks during the semester can help avert potential problems down the road. *It is critically important NOT to allow students to continue to come to class when they are not on your roster. If students are not on the roster, they are not registered. Please send them to the Registrar’s Office.*

**To get an updated roster:** Log onto MyCommNet to get updated rosters.

**Grades**

**Automatic Test Correcting System**

Scantron machines are used to aid faculty with correcting and analyzing student test results. These machines are located in *Beacon Hall, Room 276 and Lafayette Hall, Room B152*. If you need Scranton test sheets, please see your department support person.

**Entering Mid-term and Final Grades**

*Grades entered into Banner Self-Service move automatically to Blackboard. As a result, grades entered in Blackboard do not move automatically to Banner Self-Service. Therefore, faculty MUST enter mid-term and final grades into Banner Self-Service.*

**Course Grades**

*Faculty who do not submit their students’ mid-term and final grades (accurately recorded) by the due date will be in violation of the college’s faculty contract.*

- **Entering Mid-term & Final Grades in Banner:** All grades must be entered in Banner by the deadline dates. See below for ‘How to Enter Grades in Banner’.

- **Deadlines for Entering Mid-term Grades and Final Grades are strictly enforced:** The deadline dates are provided by the Registrar’s Office, Lafayette Hall, room L113.

  *Faculty must adhere to the mid-term/final grade due dates established by the Registrar’s Office. Entering Mid-term grades are important for students to be able to register early for the next semester!*

- **Technical Support:** involving log-in and password help. Call 203-332-5031 or 203-332-5034.

- **Registrar Support:** Jim Connolly, JConnolly@housatonic.edu

**How to Enter Grades in Banner**

1.  [http://mycommnet.edu](http://mycommnet.edu)
2.  Log in to *MyCommNet*
3.  Click on Banner Self-Service (on the upper right side). If you have records at multiple colleges, you will first be prompted to select your current college.
4.  **Main Menu** appears
5.  Click Faculty/Advisor Services
6. **Select the Term** (semester) *Click drop down arrow to get a list of terms.*
7. **Click Submit.** 60 minute time limit to submit your students’ grades.
8. **Click on Grading Students.**
10. **Select Midterm or Final grades.** If you are not seeing the sub-menu make sure to use the scroll bar on the right hand side of the web page. Mid-term grades: U = Unsatisfactory; S = Satisfactory; First Year Seminar courses only: M = Maintaining progress

**Use Drop-Down Menu to Select Grades:** If you are not seeing the grading area, make sure to use the scroll bar on the right hand side of the page.

**More than 25 students in your class:** Go to the next page to finish entering grades.

**If you are not seeing the grading area:** Make sure to use the scroll bar on the right hand side of the page.

**After you have entered all your grades:** You should see a message on the top of the page that says “0 students to be graded.” If the message does not display “0” make sure all of your students have a grade.

### Incomplete (I) Grades

If there are exceptional circumstances, a student whose work in a course is incomplete at the time of grading may request a grade of “I” from the course instructor. The instructor will complete an Incomplete Grade Form which lists what the student must do to complete the course requirements and a default grade if the student fails to do so. If the work for the course and the procedures for changing a grade are not completed within 10 weeks of the following regular semesters (fall or spring), the “I” automatically converts to the default grade provided by the faculty member. (Grades of “I” received at the end of the spring semester would automatically revert to the default grade at the end of the fall semester.)

The student is responsible for meeting with the instructor to make arrangements to complete course work.

If an extension of time beyond one semester is needed, a written request must be filed in the office of the Academic Dean prior to the end of the 10-week period. Extensions will be at the discretion of the instructor and the Academic Dean.

### Failed (F) Grade

The online grading process requires additional information whenever a grade of “F” is assigned. To record a failing grade, the instructor is asked to select the following code:

- **F:** This grade is reserved for students who were enrolled in the course, completed assignments and/or course activities throughout the term sufficient to make a normal evaluation of academic performance possible. However, the student failed to meet course objectives.
A student is considered to have participated in a course if ANY of the following scenarios apply:

- The student submitted an academic assignment.
- The student submitted an exam.
- There is a documented record of the student participating in an interactive tutorial or computer-assisted instruction.
- There is a documented posting by the student showing the student’s participation in an online study group that was assigned as part of the course.
- There is a documented posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters.
- There exists an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Withdrawal from the College or Dropping a Course

Faculty are encouraged to announce these policies to their students during the first two weeks of class. Students who do not officially drop courses or withdraw from the college or fail to complete courses satisfactorily may be subject to probation, suspension or dismissal.

If a student wishes to withdraw from the college or drop a course, the student must complete and submit an Add/Drop form to the Registrar’s Office.

Suggested Steps for the Student:

Meet with either a GPA Advisor in the Advising Center (LH-L112) or their Faculty Advisor, and adhere to the Advisor’s guidance and instructions.
1. Obtain an Add/Drop form, visit the Registrar’s Office or print the form from the college’s website at http://www.housatonic.edu/admissions-financial-aid/registration.
2. Complete the Add/Drop form and submit the form to the Registrar’s Office.
3. Students who cannot appear in person to withdraw from the college are referred to contact an Advisor via email or phone. Students may withdraw online. No phone-in withdrawals allowed.
4. During Fall and Spring semesters, for all students who withdraw from the college or drop a course prior to, or during, the first two weeks of class of the semester, the course will not appear on the student’s transcript. Courses withdrawn from or dropped prior to the start of Summer or Winter sessions will not appear on the student’s transcript.
5. Students who drop a course or withdraw from the college after the first two weeks of class, and before the 12 week period, are entitled to receive a grade of “W” in each course from which they have officially dropped or withdrawn.
6. Students who seek to drop a class or withdraw from the college after the 12 week period, yet before the last week of classes, may be considered for extenuating circumstances. Students may visit the Academic Dean’s Office (Beacon Hall, 274) for assistance with submitting a written appeal form to request Change of Grade consideration. Students must provide as much supportive documentation as possible to support their extenuating circumstances. All documentation provided will be reviewed by an Appeal Committee where appeals will be evaluated on a case-by-case basis. Students will be notified via email regarding the results of their Grade Change request.

Final Exam (Document) & Final Grades (Report)

Deadline: 2 weeks after last day of the classes.

Send an Email to Your Department’s Support Person with the Following Attachments:

1. One (1) electronic document of your course’s final exam.
2. One (1) electronic document for each course. A list of your students’ names and final grades, accurately recorded.

How to Name your Final Exam - Electronic Document:
Professor’s Lastname FirstInitial (capitalized) _FinalExam_CRN#_Subject and Number)_CourseTitle (Abbreviate)_Semester(Abbreviate) and year.
Example: BearT_FinalExam_3004_BIO101_IntroToBio_Fall18

Final Exams Schedule

http://www.housatonic.edu/finalexams
Academic Engagement

Grading, Notations and Academic Engagement Policy
Instructions for Faculty

In spring 2020, the BOR approved a new Grading, Notations and Academic Engagement policy that requires faculty to capture student engagement (or lack of engagement) prior to census each semester beginning in fall 2020. This policy shall be used to meet the standards of determining Title IV eligibility for financial aid students, resulting in a more accurate reporting of student enrollment at census.

Academic Engagement:
CT Community College students are expected to actively engage in learning. The Grading, Notations and Academic Engagement policy requires that students who do NOT begin participation within the first two weeks of the start of each class must be dropped from the class(es) in which there is no evidence of active participation.

Examples of academic engagement includes, but is not limited to, the following:

• Attending asynchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
• Submitting an academic assignment.
• Taking an assessment or an exam.
• Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
• Participating in a study group, group project, or an online discussion that is assigned by the institution.
• Interacting with an instructor about academic matters.

The determination of academic engagement must be made by the institution in accordance with any state and/or accrediting agency requirements. A student’s self-certification alone is not sufficient documentation of academic engagement; it must be supported by institutional documentation of the student’s attendance in the activity.

(for additional information on using Blackboard Tools to identify academic engagement, click here)

Academic engagement does not include:

• Logging into an online class without active participation – logging into Blackboard or other publisher systems alone doesn’t count as active participation
• Participating in academic counseling or advising
• Participating in a student-organized study group.

The Role of Faculty

• CT Community College Faculty/Instructors will determine whether academic engagement has occurred.

• To report whether your students have academically engaged in your class please use the following two notations:
  
  o H – the student meets the criteria required and engaged in class. You have documentation recording the student’s engagement.
  
  o NP - the student did not engage and is not participating in class activities as listed in the criteria above.

Blackboard Tools to identify Student Activity in a Course

There are several different tools in Blackboard that can be used to determine whether a student has been actively engaged in a Blackboard Course. These tools should be used when determining whether a student should receive a “NP” code at the beginning of the semester. For instructions on how to note engagement, please click here.
From the left side Course Menu, scroll to the lower half of the menu - titled Course Management. *Remember only faculty see the Course Management menu, students do not.*

Choose the Evaluation menu item and then Course Reports.

![Course Management Menu](image)

**Evaluation - Course Reports**

There are many different Course Reports that can be run to determine student activity in a course. One report – *Course Activity Overview* - can provide a summary of all student activity in a course for a specific timeframe. Scroll through all the reports available to determine which one to be most helpful. All reports can be run for a specific timeframe.
Evaluate - Performance Dashboard

Next, choose the Performance Dashboard menu item under Evaluation. The Performance Dashboard allows faculty to check on a student’s:

- Last Course Access date
- Number of Replies on the Discussion Board
- Grades a student may have received

Grade Center

If you are using the Blackboard Grade Center, you can also view the Last Access date to the course by a student(s).

**Academic Standard Grades**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Rev. 12.22.21
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>90 - 92.99%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89.99%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86.99%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82.99%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79.99%</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76.99%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72.99%</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69.99%</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63 - 66.99%</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60 - 62.99%</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
<td>0</td>
</tr>
</tbody>
</table>

Incomplete: I

<table>
<thead>
<tr>
<th>Administrative Marks (Entered by Registrar’s Office)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit</td>
</tr>
<tr>
<td>Withdrawal</td>
</tr>
<tr>
<td>First Years Studies course</td>
</tr>
<tr>
<td>Unsatisfactory Progress (Mid-Term)</td>
</tr>
<tr>
<td>Maintaining Progress</td>
</tr>
</tbody>
</table>

# following grade indicates the grade was earned in a pre-100 level course

<table>
<thead>
<tr>
<th>Mid-Term Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory progress</td>
</tr>
<tr>
<td>Unsatisfactory progress</td>
</tr>
</tbody>
</table>

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**Policy on Grading, Notations and Academic Engagement**

**Spring 2022: FAQ’s**

**Q:** What is the policy on Grading, Notations, and Academic Engagement?

**A:** All students are expected to actively engage in learning. The “academic engagement” portion of the current Grading, Notations, and Academic Engagement policy requires that all twelve Connecticut State Community Colleges drop students from classes when there is no evidence of active participation.

Rev. 12.22.21
There are deadlines for each class by which students must demonstrate they have begun their coursework. For semester-long (15-week) classes, students have two (2) weeks, or 14 calendar days to demonstrate active participation. Instructors shall determine which students have met the engagement requirement and report this information to the Registrar’s Office through use of our student information system (Banner Self-Service). The Registrar’s Office will be responsible for dropping students for whom there was no evidence of active participation by the designated deadline.

The policy can be found here in its entirety.

Q: Why do the CT community colleges have this policy?

A: The purpose of this policy is to identify students who have enrolled in coursework but have not demonstrated academic engagement in their courses. This practice will help the colleges report official college enrollment and meet the regulatory standard of compliance. Additionally, this practice will provide for both graduation and retention rates to be more reflective of our true student population.

Q: What are the federal guidelines for this policy?

A: To maintain eligibility to participate in federal financial aid programs, Connecticut State Community Colleges must validate the academic engagement of each student in each registered course. This validation must be completed by the predetermined census date of each traditional semester, as well as during periods of enrollment shorter than the traditional 15-week semester (i.e. summer terms).

Institutions are required to document the academic engagement, otherwise known as “academic attendance” or an “academically-related activity,” of a student in order to determine their eligibility to receive financial aid under Title IV. A student’s certification of attendance that is not supported by institutional documentation is not acceptable under federal regulations. The procedures used to designate adequate attendance should be applied uniformly to all students across an institution, including non-financial aid students.

Q: What does “academic engagement” mean?

A: Academic engagement is the active learning of the specific subject matter and/or skills integral to each class. CT Community College Faculty/Instructors will determine whether students’ academic activities meet the standard of academic engagement.
Examples of academic engagement includes, but is not limited to, the following:

- Attending asynchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an assessment or an exam.
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
- Participating in a study group, group project, or an online discussion that is assigned by the institution.
- Interacting with an instructor about academic matters.

The determination of academic engagement must be made by the institution in accordance with any state and/or accrediting agency requirements. A student’s self-certification alone is not sufficient documentation of academic engagement; it must be supported by institutional documentation of the student’s attendance in the activity.

Q: What doesn’t meet the requirements of academic engagement?

A: Not all student activities involve learning subject matter and fulfilling course requirements. The definition of academic engagement does not include activities where a student may be present, but not academically engaged, such as:

- Living in institutional housing.
- Participating in the school’s meal plan.
- Logging into an online class or tutorial without any further participation.
- Participating in academic counseling or advising; or
- Participating in a student-organized study group.

Q: What happens if instructors do not have evidence of student engagement by the deadline?

A: Instructors must report the engagement of each student on the class roster by the established deadlines. A notation of “H” indicates active engagement. A notation of “NP” indicates “NeverParticipated.”

Students without evidence of active participation are then dropped from each class where instructors have indicated lack of engagement via the “NP” notation. All tuition and fees will be dropped from the applicable courses, but a $50 late drop fee will be assessed for each course with the “NP” notation. These courses will not display on student transcripts.

Students who are dropped from class(es) are not permitted to attend those courses or access the learning management system for the applicable course(s).

Rev. 12.22.21
Q: What if some classes haven’t begun by the deadline or begin just before the typical semester deadline for reporting academic engagement?
**A:** Some courses begin significantly later than the first week of a semester. The evaluation of academic engagement must still occur for those classes. Late-start classes will have alternative deadlines, giving students ample time to demonstrate active participation in those courses.

**Q:** What does this mean for financial aid?

**A:** An institution may disburse Title IV funds to students only if they have demonstrated attendance in their coursework. If the student does not begin attendance (even in the case of a non-attendance taking institution), a school is required to return all funds for which the student may have been erroneously disbursed within 30 days.

For students who erroneously reported as engaged but are later determined to have not engaged, the Registrar at each college shall be responsible for communicating this change in enrollment status to the lead financial aid official at their institution. Failure to make this communication may result in the over-awarding of federal and/or state financial aid funds, which represents a significant compliance risk and threat to the continued participation in these financial aid programs.

**Q:** How will being dropped from a course(s) affect a student’s financial aid for the semester?

**A:** Students that are dropped from course(s) due to the assignment of the NP are not eligible to receive financial aid of any kind for the affected course(s). Dropped classes also affect enrollment reporting and may impact the date at which students enter repayment on any previously borrowed student loans.

**Q:** How will being dropped from a course(s) impact a student’s Veterans educational benefits?

**A:** Students that are dropped from course(s) cannot receive Veterans educational benefits for the dropped course(s). The Veterans Certifying Official can only sign off on courses that you are actively engaged and enrolled in. A previous certification will be adjusted to reflect active academic engagement.
Students’ Work & Projects – End of Semester

Please do not place students’ work/projects in the hallways or outside of faculty offices. This is a potential FERPA Violation.

Suggested Process:

Students should place a document on their work which includes the course information, the semester, their full name Student ID number.

Students may then place their work in a manilla envelope. Students must write their Faculty’s Name on the outside of the envelope.

Options for students dropping off the manilla envelope:

1. Students may drop off the manilla envelope directly to the faculty member; and then the faculty member delivers the envelope/s to their department’s support person. The faculty member may also contact their department support person and have the support person come pick up the envelope/s. Please contact your department’s support person regarding pick-up.

OR

2. Students may drop off the envelope directly to the department’s support person.

‘Previous Semester’ Work & Projects: Please follow suggested process provided above. Plus, contact your department’s support person to notify them about work being from previous semester and if needed, arrange pickup.

Academic Honors

Website: http://www.housatonic.edu/degrees-and-certificates/academic-honors

Dean’s List

Full-time students who are matriculated in a certificate or degree program and who have successfully completed 12 or more credits of work in qualifying semester with a GPA of 3.4 or higher. Part-time students who are matriculated in a certificate or degree program who have completed 12 or more credits with a cumulative GPA of 3.4 or higher. Subsequent recognition of the completion of an additional 12 or more credits with a cumulative GPA of 3.4 or higher, and at successive intervals of 12 credits may be achieved.

Students in a probationary status are NOT eligible for Dean’s List recognition, even if their cumulative GPA might otherwise make them eligible.
Campus Book Store

Follett Bookstore at Housatonic Community College provides goods and services to the HCC community. In addition to textbooks and course materials for students, the bookstore carries: General supplies, art supplies, lab supplies, trade and reference books, computer peripherals, gift cards, apparel, and gifts. 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

Textbook and Other Course Materials: The bookstore is available to help faculty consider their options, from a traditional textbook, custom textbook, bundled textbooks and other course materials. Prior to selecting best textbooks always speak with your department chairperson or coordinator. Faculty who are looking to explore Open Educational Resource (OER) or No Cost Low Cost (NOLO) textbook and materials should contact OER Coordinator Jennifer Nohai-Seaman at jnohai-seaman@housatonic.edu
If a Student is Unable to Afford Purchasing Textbooks: Refer to the Dean of Students, Lafayette Hall, Room L118. The Dean of Students may be able to offer Book Scholarships and/or Emergency Fund Scholarships based on financial need (transportation, utilities, class field trips, class materials, etc.).

Campus Cafeterias

The Cafeteria is located in Lafayette Hall, Room L174 (first floor)  
The cafeteria has breakfast items, daily specials, soups, sandwiches and salads, coffee, tea, hot coffee and cold beverages, etc.

Hours: The cafeteria is open the fall and spring semesters, closed in the summer, and closed if the college closes for inclement weather and holidays. Hours of operation vary, please see the cafeteria for current hours.

Continuing & Professional Education

Location: Beacon Hall, Room 116

Non-Credit programs 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](http://www.housatonic.edu/continuing-professional-education/programs-courses)

Faculty have the opportunity to take non-credit courses and have them paid by their Union. Contact CE for information: [HC-ContinuingEd@housatonic.edu](mailto:HC-ContinuingEd@housatonic.edu)

Horizons - Student Magazine

*Horizons is the HCC student magazine and news web site, written, designed, and produced by students.* Students may receive credit for their work on *Horizons* by registering for the Publications Workshop courses: COM 116 (Publications Workshop I) & COM 216 (Publications Workshops II). *Horizons* offers insights into the news, issues, and interests of our diverse community online throughout the academic year at [housatonichorizons.com](http://www.housatonichorizons.com). Twice a year, Horizons also produces a full-color print magazine, free to the HCC community, that focuses on longer-form features and showcases some of HCC students’ best work. The magazine is also made available online in a “flippable” magazine format that students can view via the web or download.

Location: All Students interested in becoming involved with *Horizons* should contact the advisor, Professor Steve Mark, at [smark@housatonic.edu](mailto:smark@housatonic.edu), or in Beacon 230.
Reading Days

Reading days are to be used as student study days. No faculty member will be assigned additional duties during the scheduled reading days and no student shall be penalized for not attending any activities and/or classes on a reading day. General meetings should not be conducted during reading days. A link to view scheduled Reading Days: http://www.housatonic.edu/degrees-and-certificates/academic-calendar

Family Rights Educational Privacy Act (FERPA) Policy

Affords students certain rights with respect to their education records. These rights are included in Appendix: Confidentiality of Student Records/Directory Information

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access.
2. The right to request amendment of an education record that the student believes is inaccurate.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA.

Student Conduct and Civility Policies

HCC Student Conduct and Civility Policies:
http://housatonic.edu/student-life/student-conduct
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, Deputy Title IX Coordinator Dr. Kim McGinnis, Lafayette Hall, Room L118, 203-332-5183
- Human Resource Specialist, Ms. Kara Turman, Lafayette Hall, Room LHA218, 203-332-5977
- CSCU Title IX Coordinator, Mr. Angelo Simoni, System Office, 860-723-0165
Student Support Services

Student Services Center (SSC)/Welcome Center (One-Stop)

The (SSC) is designed to provide a one-stop format for students navigating the enrollment process at HCC. Students needing assistance with general admissions, registration or financial aid questions or are ready to register may stop by the Student Services Center (SSC).

Have a question and not sure who to ask? Ask the SSC Team!

Location: Lafayette Hall Atrium/Lobby
Phone: 203-332-5196.
Email: hc-ssc@housatonic.edu
Hours: Monday through Friday, 8:00 am to 5:00 pm
Services:

- General enrollment questions
- Mycommnet password reset assistance
- Register for classes
- Add/drop or withdrawing from courses
- Assist students with updating student contact information
- Process change of major forms
- Complete online requests for transcript requests, and enrollment verification documentation
- Complete application for graduation
- Setting up a payment plan through Mycommnet

Academic Support Center (ASC)

The ASC provides HCC students with a variety of services designed to enhance their academic studies: Center for Academic Progress (CAP) focuses on math and English, serving students before enrollment and while enrolled in Intensive courses; STEAM Center of Excellence provides content tutoring for math, sciences and more; Writing Center provides tutoring in reading and writing assignments for any course. Please encourage students to call, email, or visit in-person or online.

Location: Lafayette Hall, Room B152.
Phone: 203-332-5019
Email: HC-TutoringCenter@housatonic.edu
Website: https://www.housatonic.edu/academics/academic-support-center
Hours: The ASC is open 9:00am-7:00pm Monday – Thursday and 9:00am-4:00pm Friday. Hours vary by semester.
Services:

- Subjects Tutored: Math, Biology, Chemistry, Accounting, CSA, ESL, and Writing for all courses (varies by semester)
- On campus Tutoring: Student meets with a tutor in the ASC for a traditional, in-person session. Appointments are encouraged; walk-ins can see next available tutor.
- Online Tutoring: Student meets with a tutor online; student and tutor can use video, audio, and text chat as well as share screens. Appointments are encouraged; walk-ins can see next available tutor.
- **ASC Computers and Printers:** Available for students during tutoring sessions. Students needing a computer but not tutoring should be directed to campus labs or the library.
- **Science Models, Microscopes, and Calculators:** Available for student use in the STEAM Center.

**Advising and Student Success Center**

The Advising and Student Success Center is made up of a team of dedicated Guided Pathways Professional Academic Advisors who are committed to creating a learning environment outside of the classroom. Guided Pathways Advising is a dynamic student-centered, holistic approach grounded in student development and learning. Guided Pathways Advisors align advising practices with the diverse and unique needs of each individual student in their caseload. GPAs advise, advocate, mentor, support, and coach their caseload to reach their individual goals.

**Location:** Lafayette Hall, Room L112.
**Hours:** 8:30 am – 4:30pm

**Advising and Student Success Staff**

Jeanine Gibson, Campus Advising Lead
Daniela Squizzato, GPA II
Claudine Tolbert, GPA II
Chrystie Cruz, GPA II
Carmen Medina, GPA I
April Uhl, GPA I
Carlton Gill, GPA I
Lydia Pizarro Quesada, GPA I
Emily Petrizzi, GPA I
Alyssa Santiago, GPA I
Terry Walden, GPA I
Karen Khon, GPA I
Verniece Still, GPA I
Susan Ratanavong, GPA I
Alexander LaTouche, GPA I
Will Smith, GPA I
Susan DeOliveira, GPA I
Marc Mercuriano, GPA I
Dawn Olson, Secretary
Launch Sessions
Webpage: [http://www.housatonic.edu/admissions-financial-aid/register-for-launch?highlight=WyJhZHpc2luZyIsImNlbnRlcjIsImNlbnRlcjdzIiwiYWR2aXNpbnRgYW1IY19wViI=](http://www.housatonic.edu/admissions-financial-aid/register-for-launch?highlight=WyJhZHpc2luZyIsImNlbnRlcjIsImNlbnRlcjdzIiwiYWR2aXNpbnRgYW1IY19wViI=)

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, corequisite, 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


An advising tool for students, faculty, and advisors:

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

DegreeWorks is an advising tool embedded in mycommnet and accessible to faculty, staff and students at Housatonic. DegreeWorks shows students’ chosen degree or certificate program, how their completed courses count towards that particular program of study and it also displays the courses still needed to complete in order to graduate.

The "What-If" tool is available to temporarily select a different program of study (degree or certificate) to see how completed courses apply towards other programs of interest. This method is helpful when a student is considering changing their major.
HCC Student Alerts (Early Alert)
Student Alert is designed to identify struggling students early in the semester and provide outreach and intervention. As part of the new Guided Pathways (GP) Advising program, HCC will be keeping alerts open all semester. Faculty may submit student alerts at any point in the semester to identify students facing challenges or barriers that are impacting their studies.

Some examples of why you might submit an alert:

- Excessive absences and/or tardiness
- Student needs tutoring or other academic supports
- Student is missing assignments
- Student has received low test or quiz scores
- Student needs general resources
- Student is showing improvement and should be recognized

How to Submit an Student Alert

1. Before submitting an Student Alert, the instructor’s should first meet with the student in a confidential setting to talk more about the concerns, and offer support & resources to help the student make improvements.

2. If the student is still not showing improvement, and the instructor believes the student may benefit from additional support, the instructor may complete and submit an Online Student Alert form: [http://housatonic.edu/student-services/academic-advising#early-alert](http://housatonic.edu/student-services/academic-advising#early-alert). Make sure to submit the form via the ‘Submit a Student Alert’ tab.

3. Contact the Director of Advising and Student Retention, Jeanine Gibson, [Jgibson@housatonic.edu](mailto:Jgibson@housatonic.edu)

Office of Career Services and Internships
Assists students with the following services:

- Reviewing resumes/cover letters and other career related documents for students
- Assistance with deciding a major and reviewing results of Focus 2
- Responding to student questions regarding their job search, interview prep and general career advising inquiries
Location: Lafayette Hall, Room B145  
Phone: 203-332-8568  
Website: [www.housatonic.edu/student-services/career-services](http://www.housatonic.edu/student-services/career-services)  
Hours: 8:00 am – 5:00pm

Career Services Staff  
Anisha Thomas, Director of Career Services, [AThomas@housatonic.edu](mailto:AThomas@housatonic.edu)  
Patricia McDonnell, Secretary, [PMcdonnell@housatonic.edu](mailto:PMcdonnell@housatonic.edu)

Career 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 offer support and encouragement for 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, to assist students in reaching their college and career goals:

- Counsels students with mental health issues and wellness: Stress management, depression, anxiety, exercise, nutrition, sleep deprivation and healthy mindfulness.
- Offers students wellness events for stress management, substance abuse assessment, suicide prevention, family planning, safe sex practices.
- Provides students with resources regarding health education (brochures, pamphlets and internet references) on health-related issues.
- Develops programs related to student wellness, which often involves collaboration with other internal departments and outside agencies. Some examples: Prevention of alcohol and drug abuse, opioid epidemic, mental health awareness, ‘Fresh Check Day’, domestic violence, etc.
- Students and staff may also seek assistance for free mental health and medical care by visiting TimelyMd. More information can be found here [https://www.ct.edu/newsroom/cscu_announces_expanded_mental_health_options_for_community_college_student](https://www.ct.edu/newsroom/cscu_announces_expanded_mental_health_options_for_community_college_student)

**Location:** Lafayette Hall, Room A242 (Reception)  
**Phone:** 203-332-5285  
**Email:** HC-Counseling@housatonic.edu  
**Hours:** 9:00 am – 5:00pm. Individual counselor hours may vary.  
**Appointments:** Please email Jessica Quesada at jquesada@housatonic.edu, Administrative Assistant, A242 to schedule appointment or you can call or email us.

**Counseling Staff**  
Lisa Slade, Director of Counseling and Wellness, Lafayette Hall, Room B229  
Jessica Quesada, Administrative Assistant, Lafayette Hall, A242  
Lindsey Norton, Counselor, Lafayette Hall, Room A108

**Counseling Services**

- Provide short-term confidential counseling services  
- Crisis intervention  
- Community resource referrals  
- Educational workshops and programming  
- Faculty and staff consultation services  
- Assisting students on academic suspension or probation  
- Assessing needs and providing accommodations for students with disabilities through the Accessibility Services Office

**Library**

The Housatonic Library provides resources and services in support of the academic programs at the College. To the extent possible, it also serves the personal and non-curricular intellectual needs of faculty, staff, and students. Our operations and services are embedded in student success and advancement at HCC.
The Library is usually open six days a week during fall and spring semesters, and has at least one professional librarian available at all times. We offer on ground and online access to journal articles, videos, and books.

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

**Location:** Lafayette Hall, Room B144

Library hours may change. Please check the hours posted at the Library or call 203-332-5070.

- Monday–Tuesday 8:30 am – 9:00 pm
- Wednesday-Thursday 8:30 am – 5:00 pm
- Friday-Saturday 8:30 am – 12:30 pm

**Interim Director of Library Services:** Curleen Elliott, celliott@housatonic.edu, 203-332-5179

**Library Instruction Services:**

- Student orientation to library services, spaces and resources.
- Upon the instructor’s request, instruction related to research assignment for students.
- Instructors teaching ENG 101 and ENG 094 will be contacted by the librarians.

**Library Classroom Visits:** If you wish to bring your class to the Library, please make the request before the date needed. Please note the Library hours. If your class meets when the Library is closed, they will try to accommodate you. Please contact Peter Everett 203-332-5074 peverett@housatonic.edu for more information.

**Library Reserve Collections:** This collection is maintained behind the Circulation Desk. The Library encourage you to place material on reserve 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 items from the library’s collection, or your own material(s). Most textbooks used for classes at Housatonic are also a part of the Reserve Collection. Please contact Mark Gore, 203-332-5069 mgore@housatonic.edu for more information.

**Research Assignments:** If your research assignment requires your students to use the library, please send us the syllabus or assignment ahead of time. This gives us time to prepare, and add assignment specific material if needed. Keep in mind that the library won’t have multiple copies of the same title for every student.

**e-Resources:** e-Resources such as eBooks, streaming videos, and databases covering many subject areas are available in the Library and can be accessed from off-campus. Any problems with connection, please contact Qiming Han 203-332-5073 Qhan@housatonic.edu for help.

**Some of our databases include:**

- 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 periodicals, articles, and excerpts from reference books and pamphlets

**Housatonic Search:** Housatonic Search is our library discovery system. It is used to find print books, everything included above, and more.

The Library has computers available for HCC students, faculty, and staff usage. The computers are intended primarily for academic/research use, and have Microsoft Office available.

We also create LibGuides to serve faculty needs. These are online study guides containing carefully selected research sources. They accommodate various media, such as film clips, widgets, and/or audio resource. For further information, contact Curleen Elliott 203-332-5179 celliott@housatonic.edu.

Contact us during hours of operation. [https://hcc-commnet.libguides.com/contactus](https://hcc-commnet.libguides.com/contactus)

We have several ways for you to interact with us:

- **Libchat** - Chat with us
- **Text** - Get answers from the library by texting 475-256-5663
- **Online Library Consultation** - Have a more complex question? Set up a consultation in person or on Microsoft Teams
- **Library FAQ** - Frequently Asked Questions at the Library

You can also visit us on our social media pages [www.facebook.com/hcclibrary](http://www.facebook.com/hcclibrary) & [www.instagram.com/hcclibrary](http://www.instagram.com/hcclibrary)

**Library ‘Individual’ Tours:** 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.

**Accessibilities 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

**Accessibility (Disability) Services Staff**

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

Rev. 12.22.21
Accessibility (Disability) Accommodation Plan
The Accessibility Services Office provides the student with a plan for accommodations.

Faculty Inform Students First Day of Class:
Since accessibility (disability) disclosure is up to the student to share this information. Therefore, it is suggested to faculty to generally inform students the first day of class 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.
**Human Resources (HR) & Payroll Office**

**Direct Deposit**
This option avoids delay in receiving your check funds vs. snail mail to your mailing address. Human Resources provides the Direct Deposit form. It takes approximately two pay cycles to process your Direct deposit form, and for your check funds to start being automatically deposited into your account.

**Human Resource and Payroll Staff**
Human Resources Specialist ,KaraTurman  
Kturman@housatonic.edu  
(203)332-5977  
Payroll Officer 1, Kathy Provitz-Rosado,  
kprovitz-rosado@housatonic.edu  
(203)332-5204

**Location:** Lafayette Hall, Room A218 Suite  
**Website:**  [http://www.housatonic.edu/about-us/human-resources-department/human-resources-and-payroll-staff](http://www.housatonic.edu/about-us/human-resources-department/human-resources-and-payroll-staff)

**Violence in the Workplace Prevention Policy (State of Connecticut)**

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. The Board of Regents for Higher Education fully supports this policy and recognized the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

**Prohibited Conduct for Weapons and Cause for Injury or Death:**
- No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

**Prohibited Conduct for Either Verbal or Physical that is Abusive, Threatening, Intimidating or Demeaning:**
- Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace should immediately report the incident or statement to his/her supervisor or manager, Huma Resources, or the Board of Regents for Higher Education.
- Any manager or supervisor who received a report of violent, threatening, harassing, or intimidating behavior shall immediately contact Human Resources to evaluate, investigate and take appropriate action.

**CSCU Board of Regents – Human Resource Policies**
Visit the website:  [www.ct.edu/hr/policies](http://www.ct.edu/hr/policies)

**Policies**
- Satisfactory Academic Progress
- Code of Conduct
- FERPA
- Faculty Consulting & Research
- Ethics Statement
• IT Security
• Electronic Communication
Crisis Support – Resources

- In Connecticut, crisis hotline: 2-1-1
- National Suicide Prevention Lifeline: 1-800-273-TALK/1-800-273-8255
- The Trevor Project (crisis intervention & suicide prevention for LGBTQ young people 13-24) 1-866-488-7386
- Crisis services for children and youth through Mobile Crisis Intervention Services (DCF). Point of entry 2-1-1.
- ACTION line (DMHAS) for adults in distress who are 18 years of age or older. Available 24/7, 365 days a year. Call 1-800-HOPE-135 (1-800-467-3135) or 2-1-1
- Emergency 9-1-1
- Crisis text line: Text to CT at 741741
- State of Connecticut Suicide Prevention website: www.preventsuicidect.org