HCC

PLANNER & STUDENT HANDBOOK
2022-2023

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Welcome New and Returning Students

Welcome HCC Scholars,

As we celebrate the start of a new academic year at HCC, we want to welcome new and returning scholars. HCC hopes you will have the opportunity to explore the campus resources and participate in the exciting upcoming events. Website: http://www.housatonic.edu. HCC has resources to help you have a successful semester.

Guided Pathway Advisor (GP Advisor). The GP Advisors will advise, advocate, mentor, support, and coach students to reach their individual goals. To schedule an appointment, please click on the link here: GUIDED PATHWAY ADVISOR LINK

Academic Calendar: https://www.housatonic.edu/calendar/academic-calendar

Academic Programs: https://catalog.housatonic.edu/content.php?catoid=35&navoid=22045

- **Tutoring.** Tutoring is available in the ASC. You can schedule a tutoring session with a tutor on campus in-person, online or via Etutoring. To schedule an appointment, stop by Lafayette Hall B152 or email HC-TutoringCenter@housatonic.edu

- **Student Life, student activities and student organization.** Ask about student activities, Student Clubs, Honor Societies, campus trips and events. Join the college's Student Senate. Stop in the Student Life Office, **Beacon Hall 317 for more information. Webpage: https://housatonic.edu/student-life**

- **Student Conduct Policies**: http://www.housatonic.edu/student-life/student-conduct

- **Counseling and Wellness - health and wellbeing is critical.** Mental health and wellness play a huge role in student's ability to be successful and reach their academic goals. The Counseling and Wellness Center offer free, confidential, short-term mental health counseling and coaching services for enrolled students. The center offers wellness workshops and programs, referrals to off-campus services to empower students to make informed decisions about their health and support their well-being. To schedule an appointment, stop by Lafayette Hall A242, email HC-Counseling@housatonic.edu or call 203-332-5285

- **Timely care - telehealth for Students:** A telehealth program for students that provides access to free, 24/7/365 medical and mental virtual health care from anywhere is available through phone or video visits. https://housatonic.edu/counseling-wellness-center/timelycare or https://timely.md/schools/index.html?school=ctstate&

- **Faculty Advisors/Faculty.** Reaching out to your professor(s) is one of the best ways to gain support to help you succeed in your college studies. Your professor can provide you with assistance, guidance and offer support throughout your college experience.

- **Faculty & Staff Directory:** http://www.housatonic.edu/facutly-staff/get-started

The HCC community is committed to making your experience valuable and memorable. We look forward to seeing you on campus and believe in your success. It is a great day to be at Housatonic!

Department Locations

Academic Affairs	Beacon Hall, Room 274

Academic Program Departments:

- Behavioral & Social Science ... Beacon Hall, Room 262
- Business ... Beacon Hall, Room 335
- First Year Studies ... Beacon Hall, Room 217
- Humanities ... Beacon Hall, Room 228
- Math/Sciences ... Lafayette Hall, Room 267

Academic Support/Tutoring	Lafayette Hall, Room B152
Accessibility Services	Lafayette Hall, Room L115
Admissions	Lafayette Hall, Room L111E
Advising/Student Success	Lafayette Hall, Room L112
Associate Dean of Campus Operations	Lafayette Hall, Room 210
Bookstore (Follett)	Beacon Hall, Room 137
Business Office/Bursar	Lafayette Hall, Room L123B
Career Services & Internships	Lafayette Hall, Room B145
Center for Academic Progress (CAP) English	Lafayette Hall, Room B151
Center for Academic Progress (CAP) Math	Lafayette Hall, Room B146
CEO Reception Area	Lafayette Hall, Room A211
Computer Labs *(for students)*	Beacon Hall, Rooms 111 & 114
	Lafayette Hall, Rooms A230 & A232
Continuing Education	Beacon Hall, Room A231
Counseling and Wellness (Reception)	Lafayette Hall, Room L309
Dean of Academics	Beacon Hall, Room 278 Suite
Dean of Student Services	Lafayette Hall, Room L118
Early Childhood Lab School	Lafayette Hall, Room B159
Education Technology	Beacon Hall, Rooms 270 & 268
Financial Aid	Lafayette Hall, Room L111A
Foundation/Scholarships	Beacon Hall, Rooms 279 & 281
HCC Food Pantry	Lafayette Hall L207
Library	Lafayette Hall, Room B114
Placement Testing	Lafayette Hall, Room L103
Public Safety/Security - Beacon Hall	Beacon Hall, Room 110
Public Safety/Security for Lafayette Hall	Lafayette Hall, Room A127
Registrar Office	Lafayette Hall, Room L113C
Student Life (Student Activities)	Beacon Hall, Room 317
Student Services Department	Lafayette Hall, Room L118
Veterans Office (Support, benefits)	Lafayette Hall, Room B137
Welcome Center	Lafayette Hall, Room L111
Workforce Development & CE	Beacon Hall, Room A231
Writing Center	Lafayette Hall, Room B152

Campus Navigation

Finding classrooms and offices on campus:

LH - Lafayette Hall	BH - Beacon Hall
All room numbers in Lafayette Hall are preceded by a letter (A, B, C) indicating the wing of the building. Floor locations are indicated by the numeral 1 for the first floor and 2 for the second. For example: C232 is located on the second floor in the "C" wing. Note: Offices in Lafayette Hall may change throughout the year as many offices have been relocated to Beacon Hall. • LH 1st Floor Map (Map currently under construction) (Offices 100-199, A, B, or C) • • LH 2nd Floor Map (Office 200-299, A, B, or C) _____ **New Extension** • LH New Extension 2nd Floor Map (Offices L201-211) • LH New Extension 3rd Floor Map (Offices L305-315) • LH New Extension 4th Floor Map (Offices L401-417)	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. • BH First Floor Map (Offices 100-199) • BH 2nd Floor Map (Offices 200-299) • BH 3rd Floor Map (Offices 300-390)

Emergency Services/Dept. of Public Safety (Security)
Website: <https://www.housatonic.edu/about-us/safety-security>

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

Call Security for an **Emergency**:	At any time in an emergency, contact the Dept. of Public Safety (Security). **Dial **** on any campus phone to connect with Security for an immediate (emergency) response.
Call Security for **Non-emergency**:	**Lafayette Hall**, Room A105, 203-332-5025 **Beacon Hall**, Room 110, 203-332-5040

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)

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: If it is safe to do so, please be sure to take all of your personal belongings with you. Please also be sure to use your best judgment.

Cannot use the stairs: There are designated areas of rescue 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 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: Campus security staff will direct you to re-enter when the building is cleared.

College Closing, Delay and Early Dismissal

With the potential for emergencies and inclement weather delayed starts, early dismissals and closings are a possibility. Occasionally, classes have to be cancelled because of extreme weather conditions or other emergencies. Below are different options for you to find out about delays and/or closings:
- **HCC website: www.housatonic.edu**; closings or delays will be posted on the top of our home page.
- **MyCommnet Alerts:** Sign up to receive alerts for closings or delays. Alerts may be sent via email, phone call, and/or text message.
- **Call 203-332-5000 and select #3** for the weather/emergency advisories.
- **Listen to local radio stations** or check the radio station's website: WICC-AM 660, WEZN-FM 99.9, WELI-AM 960, and/or WEBE-FM 107.9.
- **Watch your local television news stations** and/or check their website - WTNH Channel 8, Channel 12 and WSFB Channel 3.

It is best to assume that there will be classes unless you hear a specific announcement that the College is closed or delayed.

Jonathan Law High School (JLHS) – 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 Jonathan Law High School. 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. For detailed information, refer to the college's website. Please be advised that local radio and TV stations do not currently allow us to put separate messages for the main campus and the offsite campus (JLHS).

Ways to Stay Engaged during Course Cancellations

Discuss with your professors what you can do during these times off:
- Ask your professor ways you can study at home when there are late starts, early dismissals or closings

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

Ways to Alleviate Stress during Course Cancellations

- Study at home when there are cancellations, delays, or closings.
- Review your notes and make index cards to study for a test.
- Chat with your classmates on Blackboard, and review for a test together.

- Review your class syllabus to stay up-to-date, and mark your calendar with action steps.
- Re-read your chapters and review the chapters questions again.
- If the class has software built-in, access your schoolwork from home.
- Review your course's Blackboard PowerPoint slides and/or lecture videos.

Accessibility Services (Disability Support)
Website: https://www.housatonic.edu/disability-support

Students with Disabilities (including short-term impairments): Students with documented disability and in need of accommodations or academic adjustments for classes should contact the Office of Accessibility Services at mwehr@housatonic.edu or 203-332-5018. To avoid any delay in receipt of accommodations or academic adjustments, you should contact the Office of Accessibility Services as soon as possible. In response to your request, the Office of Accessibility Services may ask you to provide supporting medical documentation, diagnostic test results or professional prescriptions to evaluate your request for the accommodations or academic adjustments. The Office of Accessibility Services may also obtain its own professional determination of whether specific requested accommodations or academic adjustments are necessary. Please note that accommodations or academic adjustments cannot be provided until approved and an accommodation letter from the Office of Accessibility Services has been received by faculty and student.

Location: Lafayette Hall, Room L115

Appointment: Students who require services may make an appointment by calling 203-332-5018 or email Marilyn Wehr at mwehr@housatonic.edu
Accessibility Services Staff:
Marilyn Wehr, Counselor/Coordinator of Accessibility Services, Lafayette Hall, Room L115
203-332-5018, MWehr@housatonic.edu
Office Hours: 8:30 to 4:30

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

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

Welcome Desk

Website: https://www.housatonic.edu/student-services-center

The Welcome Desk staff are there to offer assistance for general campus questions.

Location: Lafayette Hall, Room L111   **Main Phone Number:** 203-332-5000
Hours: 8:00am to 4:30pm   **E-Mail::** hc-scc@housatonic.edu

Student Services Center

Website; https://www.housatonic.edu/student-services-center

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

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

Location: Lafayette Hall, Room L113   **Main Phone Number:** 203-332-5000
Hours: 8:30am to 4:30pm   **E-Mail:** hc-scc@housatonic.edu

Academic Support Center (ASC)

Website: https://www.housatonic.edu/academic-support/tutoring-study-groups

The mission of the ASC is to provide a full-service tutoring experience that cultivates student success. By fostering a supportive environment, the ASC strives to inspire students at every level of preparedness to advance, to excel, and to reach their fullest potential.

Tutoring is available to students at no cost for most classes at HCC. Students can schedule 1 hour per week for each class they are currently enrolled in. Appointments are best, but students also can walk in for tutoring and get the next available tutor. To schedule an appointment, or for any questions, contact:

- Web: https://housatonic.accudemia.net/login

- Phone: 203-332-5019

- Email: HC-TutoringCenter@housatonic.edu

Location: Lafayette Hall, Room B152

Hours: Monday – Thursday 9:00am-7:00pm; Friday 9:00am-4:00pm

Tutoring Services:

- **On campus:** meet with a tutor in the ASC for a traditional, in-person session.
- **Online:** meet with a tutor online; you and your tutor can use video, audio, and text chat as well as share screens.
- **Etutoring:** submit an assignment for tutoring; a tutor will review your submission and email you feedback
- **Laptops, Science Models and Textbooks:** available for student use in the ASC.

Tutoring Centers: There are three areas within the ASC that each serve specific subjects and courses

- **Center for Academic Progress (CAP)** provides tutoring and support for English and math intensive classes and refresher programs.
- **STEAM Center of Excellence (STEAM)** provides tutoring for Science, Technology, Engineering, Arts, and Math including most math and science courses as well as business, accounting, ESL, and computer science.
- **Writing Center (WC)** provides tutoring for writing and reading in all courses except intensive English.

Guided Pathway Advising and Student Success Center

Website: https://www.housatonic.edu/academics/advising-and-student-success-center

Guided Pathway Advising and Student Success Center guides and supports students with academic planning, encouraging them to choose courses in alignment with their degree/certificate and graduate on time. Advisors empower students to obtain the relevant information and services they need to make independent, responsible decisions consistent with their interests, abilities, values and goals. When Academic advising is successful, students learn to take control of their own educational journey."

Advising is by appointment only! Students may request to make an appointment with an advisor by completing the Remote Advising Form online: https://housatonic.edu/academics/advising-and-student-success-center

Questions email Dawn Olson, dolson@hcc.commnet.edu

New Student Advising

Webpage: https://www.housatonic.edu/academics/advising-and-student-success-center

> **Location:** Online – By Appointment Only
> 'New' students (students who have never attended a college or university before)
> are required to complete the Online New Student Orientation. The orientation covers the following information:
> - navigating the college website
> - Available resources like getting student IDs, UPASS cards, and access to computer loans
> - degree and certificate programs offered
> - Career options
> - Schedule building
> - Online registration
> - DegreeWorks (online advising tool)
> - Important college terminology
> - 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), tutorial services, media services, HCC Foundation, financial aid, and more!

Continuing Student Advising:

Continuing students should make every effort to contact their GPA in their programs to discuss suggested courses for the upcoming semesters. Building a relationship with Professors is one of the main keys to success while in college.

Continuing students should:
- Take a look at their DegreeWorks Evaluation. Access Degreeworks by signing into my.commnet.edu. Look to the lower left side of the page and click on the Housatonic Community College hyperlink.
- Under the circumstance that students are unsuccessful with connecting with their faculty advisor, they can schedule an advising appointment through the online Request for Remote Advising Form.

DegreeWorks

Website: https://www.housatonic.edu/academics/degree-work

An advising tool for students, faculty, and advisors:
· Log-in MyCommNet first, then select DegreeWorks.
· Type in your student Banner ID# and hit enter.

DegreeWorks is an advising tool that shows students who their advisor is, their Academic Standing, and their chosen degree or certificate program. It also shows how completed courses are counted towards their program of study, as well as the course requirements they still need to fulfill in order to finish their program and graduate.

"What-If" audits in DegreeWorks allow a student to select a different program of study (degree or certificate) and see how the completed courses apply toward another program. This method is helpful when a student is considering changing their major.

Career Services and Internships

Website: https://www.housatonic.edu/career-services

Assists students in developing their academic, career, and professional employment goals.
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

Location: Lafayette Hall, Room B145

Career Services Staff:
Anisha Thomas, Director of Career Services, AThomas@housatonic.edu - 203-332-5983
Patricia McDonnell, Secretary, PMcdonnell@housatonic.edu - 203-332-8568

Counseling and Wellness Center

Website: https://www.housatonic.edu/counseling-wellness-center

Counselors are available to encourage and assist all students to achieve their maximum academic, career and personal development. The goal is to promote health education and wellness for our entire campus community, and to assist students in reaching their college and career goals:

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

Services:
- Determining and planning educational and career goals
- Transitioning from high school to college
- Overcoming academic and/or personal barriers to college success
- Addressing student behavioral issues and crisis prevention
- Sharing and teaching new coping skills
- Personal counseling support (short-term)
- Making effective academic and personal decisions
- Assisting students on academic suspension or probation
- Assessing needs and providing accommodations for students with disabilities through the Accessibility Services Office
- TimelyCare - Free telehealth program for students that provides access to free, 24/7/365 medical and mental virtual health care form anywhere in the United States

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Location: Lafayette Hall, Room A231 (Reception)
E-mail: HC-Counseling@housatonic.edu

Library

Website: https://www.housatonic.edu/academics/library

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

Location: Lafayette Hall, Room B114
Library Hours: Monday – Thursday: 8:30am – 7:00pm; Friday: 8:30am – 12:30pm
Director: Curleen Elliott – celliott@hcc.commnet.edu | 203-332-5179

Need Help? Click here to text us, search FAQs, or by live chat

Reference service is provided during all hours of Library operation.

Library Instruction: Provides two distinctive areas of library instruction
- The first instruction session is designed to familiarize students with library services and resources.
- The second type of session is upon request of the instructor and related to his/her assignment. The instructional librarians will contact each instructor teaching English 101 and English 094.

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

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

internet connection.

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

  LibGuides Index: https://hcc-commnet.libanswers.com/

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

Early Childhood Lab School
Website: https://www.housatonic.edu/campus-resources/childcare

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

Applications: Available in the Early Childhood Lab School
Location: Lafayette Hall, Room B137
Director of the Early Childhood Lab School: 203-332-5030.

Veterans (HCC Students)
Website: https://www.housatonic.edu/veterans-center

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

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

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

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

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

VA Representative Main Phone Number: 203-332-5087 | email: ho-vetrep@hcc.commnet.edu

Transfer Students

Website: https://www.housatonic.edu/academics/transferring

Transfer students are students who transferred to HCC from another college or university. HCC will accept transfer courses with a grade of C-minus or better to be applied towards an HCC degree or certificate program. Transfer credits are accepted based on if the courses are college-level and can be applied toward your chosen program. Students must request an official transcript from every college/university they attended and completed courses. The official transcripts should be emailed to transfer@housatonic.edu. Your transcripts will need to be officially evaluated and accepted for credit. This will happen when the college receives your official transcripts.

For questions, email HC-Transfer@housatonic.edu

HCC College Transcript
Website: https://www.housatonic.edu/transcript-information

Students attending HCC may print their own *unofficial* transcript via MyCommNet, or they may request an *official transcript* be sent to another college or university; this request can be done electronically or by visiting the Registrar's Office.

Location: Registrar's office, Lafayette Hall, Room L111

Email – HO-regstudentservice@hcc.commnet.edu

FERPA & VIRTUAL LEARNING

WHAT IS FERPA?

FERPA (**F**amily **E**ducational **R**ights and **P**rivacy **A**ct, as amended), also known as the Buckley Amendment, was passed by Congress in 1974. It grants three specific rights to a post- secondary student:

- To inspect and review the education records that the institution is keeping on the student within 45 days of a request.
- To seek amendment to the student's education records and in certain cases append a statement to the record.
- To control the disclosure of a student's educational records to others except when the student provides consent, or as required or permitted by CSCU BOR policy or by law.

Unlike at the primary and secondary level, these rights belong to the post-secondary student, and not to the student's parents or legal guardians, regardless of the student's age. Moreover, the rights continue to exist after the student's graduation and expire only upon either the destruction of the relevant records or the student's death. If students feel their rights have been violated, they have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education, however, FERPA does not create personal rights that an individual may enforce.

FERPA & VIRTUAL LEARNING - FAQs

What constitutes an "education record" under FERPA?

Under FERPA, "**education records**" are, with certain exceptions, those records, files, documents and other materials that are:

- Directly related to a student; and

- Maintained by an educational agency or institution or by a party acting on behalf of the educational agency or institution, and are not specifically excluded under the six categories of exceptions set out in 20 USC 1232g(a)(4)(B).

What is "Personally Identifiable Information" under FERPA?

"**Personally identifiable information**" or "**PII**" refers to any data element contained in an education record that, if disclosed alone or together with another data element, would allow a reasonable person to reasonably identify the eligible student who is the education record's subject. FERPA prohibits disclosure without prior consent of education records and PII from an education record. PII includes, but is not limited to:

a. The student's name;
b. The name of the student's parent or other family members;
c. The address of the student or student's family;

d. A personal identifier, such as the student's social security number, student number, or biometric record;

e. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;

f. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the institution's community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

g. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

Note: CSCU institutions have increasingly been collecting contextual or transactional data as part of their operations, often referred to as "metadata" or "aggregated data." Metadata or aggregated data refer to information that provides meaning and context to other data being collected; for example, information about how long a particular student took to perform an online task has more meaning if the user knows the date and time when the student completed the activity, how many attempts the student made, and how long the student's mouse hovered over an item (potentially indicating indecision). Metadata or aggregated data that have been stripped of all direct and indirect identifiers are not considered protected information under FERPA because they are not PII.

Do classroom recordings constitute FERPA education records?

- Maybe. Video, photo or audio recordings of virtual classes qualify as "education records" **only** if they directly relate to a student **and** are maintained by an educational agency or institution or by a party acting on their behalf. FERPA's non-disclosure provisions may still apply to class recordings even if they do not qualify as "education records," if the recording contains PII from student education records:

  o If the video recording made by the institution directly relates to a student or contains student PII, disclosure of the recording outside the class requires written consent from all affected students, or a de-identification or redaction of all relevant student PII prior to disclosure. If the video or audio recording only identifies the faculty member, and does not directly relate to any student or contain student PII, the recording is not a FERPA education record, but is the intellectual property of CSCU or Housatonic Community College.

  o A recording of a virtual class should not generally be considered an education record for a specific student and should not be maintained in a specific student's records. If, however, the recording is maintained in a specific student's record (perhaps, for example, as a record of misconduct engaged by the student during the virtual class), then it must be treated as a FERPA education record.

For more information regarding recordings under FERPA, see U.S. Department of Education's FAQs.

I'm a faculty member working from home and would like to have a conference with a student and my spouse is at home in the same room. Is it alright if I conduct the conference?

Yes, as long as the faculty:

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- Does not disclose PII from the student's education record in hearing of the faculty's spouse during the conversation; or
- Moves away from the spouse to discuss PII from the student's education records so that the spouse does not overhear the discussion; or
- Obtains prior consent in writing (electronic) from the eligible student for the potential disclosure of PII from the student's education records to the faculty's spouse.

What is "Directory Information" and how does it apply in a virtual classroom?

FERPA identifies a limited number of data elements contained in students' education records that may be designated as "directory information," which is the sort of information that would not generally be considered harmful or an invasion of privacy if disclosed. Educational agencies or institutions may disclose directory information after publishing a FERPA policy detailing what information constitutes directory information. See BOR FERPA Notice and Directory Information Policy for the types of information CSCU BOR has designated as directory information.

The directory information exception permits certain PII from education records which an educational agency or institution has designated as directory information to be disclosed during classroom instruction to students who are enrolled in and attending a class, including a virtual class.
- The directory information exception may not be used by the student to opt out of disclosures of a student's name, identifier, or institutional email address in a class in which the student is enrolled. 34 CFR §99.37(c).

Can non-students observe or participate in a virtual class?

- Just like on-ground classes, non-students should not attend virtual classes. As a best practice, CSCU institutions should discourage non-students from observing virtual classrooms in the event that PII from a student's education record is, in fact, disclosed in such virtual classrooms.

- However, there are scenarios where it is important to have a non-student participate or observe the class. The two most common examples are guest speakers who are experts in a topic or prospective students that would like to experience the classroom environment. When a non-student will be present in the virtual classroom, please give the following guidance to that guest:

  o Do not ask anyone for any personally identifiable information (PII) during the virtual class; and

  o The guest is not allowed to record or disseminate the class content, including to other platforms or websites such as YouTube, Course Hero, Facebook, Twitter, etc.

Who owns the intellectual property rights of the class recordings?

- Generally, faculty and students retain ownership rights in their scholarly work, unless an exception or a contractual agreement applies. However, CSCU owns the copyright in the recordings the institution makes of faculty courses and presentations. Although CSCU owns the class recordings, it generally does not own the faculty member's scholarly work content contained within the recording,

unless an exception applies.

If I am recording my classes, what should I put in my syllabi?

- Please insert the following language in the class syllabi:
"Class sessions may be recorded and uploaded to Blackboard and shall be used for the purpose of completing course assignments only. Unless prior permission is obtained or reasonable accommodation granted, students are not permitted to record classes.
Students participating in the virtual classroom should refrain from sharing personally identifiable information from education records. Additionally, U.S. Copyright Law, Connecticut State law, or relevant collective bargaining agreements protect the intellectual property of the faculty member, CSCU or Housatonic Community College, which may include, but is not limited to: lectures, demonstrations, or performances. Any redistribution of recordings without the faculty's or the institution's prior approval constitutes academic misconduct and may result in disciplinary sanctions. CSCU or Housatonic Community College reserves the right to delete the class recordings pursuant to CT State law retention requirements after the period of instruction is over."

- Also announce at the beginning of each recording that the class session will be recorded and uploaded to Blackboard.

Can faculty record classes and post the recording of the virtual classes on Blackboard for students enrolled in the class who are unable to attend?

- Yes, as long as the faculty member is careful not to disclose student PII (unless the faculty obtained prior student consent) from student education records, FERPA does not prohibit faculty or the institution from making a recording of the virtual class available to students enrolled in the class. The recording should only be shared through a platform that is accessible to the student class members.

Can the faculty show or share recordings from last year's class in the current class?

- If the recording contains information directly related to specific students or contains student PII, this situation must be treated as if the video or audio recordings were being shown to or shared with a third-party audience, which requires the affected students to sign FERPA consents, or if the students' consent is not feasible or granted, to de-identify or redact any student PII prior to disclosure.

- Additionally, if recorded lectures or lessons are disseminated to a third-party audience, faculty intending to disseminate the recording(s) need to ensure appropriate copyright permissions or licenses are secured.

May students record virtual classes?

- No, not without the consent of the faculty member or the institution's Dean of Academic & Student

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Affairs, or designee. Students who would like to record classes as a reasonable accommodation should be referred to the institution's Office of Student Accessibility/Disability Services.

May students share the class recordings outside of the student's course instruction?

- No, a student has no right to use the institution's recordings outside of the purpose of completing the course requirements. Generally, CSCU owns class recordings and the student needs prior written permission from the faculty or the Dean of Academic & Student Affairs, or designee to share the class recording outside of the student's course instruction. Faculty are encouraged to put students on notice in their syllabi that classroom recordings are owned by the institution and course content is owned by the faculty.

Does FERPA require institutions to maintain or store video or audio recordings of classes?

- No, FERPA does not obligate educational agencies or institutions to maintain or store these types of records, and CSCU or Housatonic Community College may delete the video or audio recordings after the period of instruction is over. Likewise, FERPA does not require educational agencies or institutions to notify a student prior to destruction of the students' education records. However, CT State record retention regulations for higher education institutions may apply. There is no video or audio recording category for higher education institutions within the CT State record retention regulations, but for other CT State agencies, the video recording retention requirements are recording date + 30 days. Faculty may state in the course syllabi that CSCU or Housatonic Community College reserves the right to delete class video or audio recordings pursuant to CT State law retention requirements after the period of instruction is over.

What if a student objects to being recorded?

- If a student objects to being recorded in a virtual classroom, an acceptable compromise is for the faculty member to de-identify or redact the student's image or portion of the student's class participation.

What if a student declines to sign a FERPA consent?

- Students cannot be compelled to give consent, but faculty may redact the student out of the recording or de-identify the student even if the student refuses to consent.

If I require students to show their face during a LRON course so I can make sure they are participating or not cheating during an exam, what do I do if a student refuses to turn on their camera?

- If it is for a legitimate academic purpose, faculty can ask students to have their cameras turned on. However, there may be scenarios where a student may receive an accommodation from this requirement. For example, the student is a domestic abuse survivor, under the care of Department of Children and Families (DCF), has severe anxiety, or other circumstances warranting a reasonable accommodation or exception. If a student wishes to receive an accommodation from having their

camera turned on, refer them to the College's Office of Student Accessibility/Disability Services. If a student cannot afford a webcam, refer to the College's point of contact for the Student Emergency Fund.

Class Roster

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

Students in Good Financial Standing

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

Syllabus

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

Cell Phones & Electronic Devices (iPad, tablets, laptops)

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

Code of Students' Rights, Responsibilities and Conduct

Student Code of Conduct

Website: https://www.housatonic.edu/images/Departments/Student-life/HCC_Code_of_Student_Rights_Responsibilities_and_Conduct.pdf

The mission of Housatonic Community College is to empower all individuals to develop to their full potential as

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

Report (any) Student related Incidents to:
- Public Safety, Lafayette Hall, Room A127 or Beacon Hall, Room 110
- Robin L. Avant, Interim Dean of Students ravant@hcc.comment.edu | Beacon Hall BH278, 203-332.5061

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

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

  Academic dishonesty can result in your receiving an "F" grade on the paper or exam in question and/or an "F" grade in the course. "F" penalties are invoked by faculty members. Academic dishonesty can result in suspension from college or expulsion from college. The last two penalties can only be invoked through the Academic Dean. Your instructor will explain exactly what is meant by academic dishonesty and plagiarism and what the penalties are at the beginning of the semester. If you have any question on these issues, consult with the instructor prior to undertaking the action or submitting the paper.

- **Anti–Plagiarism Software**
  Anti-plagiarism detection software products assist faculty and students in preventing and detecting plagiarism. Professors may utilize such software in order to check the originality of the academic work students submit in a course by comparing submitted papers to those contained in its database consisting of submitted papers and other sources. Anti-plagiarism detection

software returns an "originality report" for each submission. The report is limited in scope to merely identifying passages that are not original to the author of the submitted work and which may include correctly cited quotations and information. Professors and students must carefully review such reports. No adverse action may be taken by a professor with respect to a student solely on the basis of an originality report which indicates the potential for plagiarism.

You may be asked to submit your academic papers and other creative work containing personally identifiable information for originality reporting. By doing so, your work along with personally identifiable information will be retained in the product database and may be subsequently reported out containing your personally identifiable information not only to your professor, but also to professors of other universities and colleges within Connecticut State Colleges and Universities (CSCU) as part of subsequent originality reports. You may decline to submit your work for originality reporting. If so, you must be provided an alternative method in which to submit your work. However, your professor, after removing your personally identifying information, may nonetheless submit limited portions of your academic work for originality reporting. Students must pay their bills to the college on time and in full. Students who do not do so are in financial default and will not earn credit for coursework done while in default. Failure to maintain good financial standing does not oblige the college to grant credit for a course, regardless of the student's work or attendance in a course.

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

Webpage for detailed information:
http://www.housatonic.edu/images/Departments/Student-Life/HCC_Code_of_Student_Rights_Responsibilities_and_Conduct.pdf

Student Conduct Subject to Disciplinary Action

The College will take disciplinary action against a student or student organization when it is required by law to do so, or when the nature of the conduct:
- Impairs College-related activities or affairs of another member of the College community
- Creates a risk of harm to a member or members of the College community

Webpage for detailed information:
http://www.housatonic.edu/images/Departments/Student-Life/HCC_Code_of_Student_Rights_Responsibilities_and_Conduct.pdf

<p style="text-align:center">Title IX (Federal Law - Protects Students)
Website: https://www.housatonic.edu/title-ix-information</p>

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

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

<p style="text-align:center">CSCU Title IX Coordinator</p>

<p style="text-align:center">Mr. Angelo Simoni</p>

<p style="text-align:center">Executive Director of Student Relations and Compliance, CSCU Data</p>

<p style="text-align:center">ASimoni@commnet.edu | 860-723-0165</p>

<p style="text-align:center">Deputy Title IX Coordinator</p>

<p style="text-align:center">Robin Avant</p>

<p style="text-align:center">Interim Dean of Student Affairs</p>

<p style="text-align:center">ravant@hcc.commnet.edu | 203-332-5061 | Room BH278A</p>

<p style="text-align:center">Domestic Violence & Sexual Assault</p>

Domestic Violence

Can happen to anyone….it knows no gender, class, religion, education or economic status. Knowledge and understanding about domestic violence are important and effective tools students can call upon to help a victim stay safe. Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. It can be by a person with whom the victim shares a child in common or have no children in common, or by a person who is cohabitating with the victim; in an intimate relationship with the victim, or a spouse. A victim of domestic violence can be any adult or youth, age and gender does not exclude a person from being a victim.

Domestic Violence 24 Hour Hotline:
Call the Center for Family Justice: 1-888-774-2900
Visit the Center for Family Justice Website: **https://www.justice.gov/ovw/domestic-violence**

Domestic Violence Emergency:
1. Visit **www.TheHotline.org**

2. Call 1-800-799-SAFE

Immediate Danger: Call 911

National Center for Victims of Crime: 1-855-4-VICTIM
Resource Material: Visit the Women's Center, Beacon Hall, Room 371

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

Sexual Assault and Intimate Partner Violence Policy: Housatonic Community College is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, this includes student, faculty or staff; whether on ground or virtual.

Sexual assault and intimate partner violence is an affront to our national conscience and one we cannot ignore. It is our hope that no one within our campus community will be a victim of these crimes. However, if it occurs, the Center for Family Justice has a 24-hour Domestic Violence hotline: 888-774-2900; and a 24-hour Sexual Assault hotline: 888-999-5545. Housatonic Community College is in the process of creating a SART Team - Sexual Assault and Intimate Partner Violence Resource Team – in an effort to continue to serve our students.

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

- ➢ **National Center for Victims of Crime:** 1-855-4-VICTIM
- ➢ **Resource Material:** Visit the Women's Center, Beacon Hall, Room 371

SART Team
HCC is in the process of creating a SART Team - Sexual Assault and Intimate Partner Violence Resource Team – in an effort to continue to serve our students.

Reporting Domestic Violence and/or Sexual Assault:
Please do not hesitate to contact any of the college's Title IX Coordinators listed below:

<div align="center">

CSCU Title IX Coordinator

Mr. Angelo Simoni

Executive Director of Student Relations and Compliance, CSCU Data

ASimoni@commnet.edu | 860-723-0165

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Deputy Title IX Coordinator

Robin Avant
Interim Dean of Student Affairs

ravant@hcc.commnet.edu | 203-332-5061 | Room BH278A

Crisis Support – Resources

➢ In Connecticut, crisis hotline: 2-1-1
➢ National Suicide Prevention Lifeline 988: 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

Campus Book Store

Website: https://www.bkstr.com/housatonicccstore/home

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

Location: Beacon Hall, Room 137 (first floor).
Hours: During the first two weeks of classes, the bookstore has extended hours. Students should check the bookstore website, the bulletin board outside the bookstore, or call 203-332-8587 for current hours of operation.
Phone: 203-332-8587
Email: 0819mgr@follett.com

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

Students Unable to Afford Purchasing Textbooks: Apply for Student Emergency Funds (books, transportation, class materials, utilities, etc.) https://www.housatonic.edu/paying-for-hcc/student-emergency-funds

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

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

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

Campu Cafeterias

Campus Cafeteria

- Main Cafeteria, Lafayette Hall, Room L174 (first floor)
  The main cafeteria has breakfast items, daily specials, soups, sandwiches, salads, coffee, tea, and cold beverages, etc.

Hours: The cafeteria is open during the fall and spring semesters and is closed during semester breaks, inclement weather closing and holidays. Hours of operation vary, please see the cafeteria for current hours.

Workforce Development
Website: https://www.housatonic.edu/academics/continuing-professional-education

Location: Beacon Hall, Room 116
Email: HC-ContinuingEd@housatonic.edu

Non Credit program that offer fast track, high quality, low cost courses, workshops, and trainings taught by experienced instructors. CE offers enrichment courses each semester, including professional training for career development, certification and licensure programs, and recreational classes for personal enjoyment. A link to view the course offerings: **http://www.housatonic.edu/continuing-professional-education/programs-courses**

Horizons - Student Newspaper
Website: https://www.housatonic.edu/horizons

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

Reading Days

Reading days are to be used as student study days. There will be no classes and faculty are not required to be on campus. Students will not be required to attend college activities and/or classes on reading days. A link to view scheduled Reading Days: https://www.ct.edu/academics/calendar

Student Financial Obligations: A student in good financial standing with the college is one who has no outstanding financial obligations. In order to earn credit in a course, the student is expected to be in good financial standing with the college.

Faculty Advisors

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

degree requirements in that career field.

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

Not sure who your faculty advisor is?
1. Sign into my.CommNet.edu with your banner ID.
2. Click on the DegreeWorks box in the lower left corner your Faculty Advisor's name will be in the upper right-hand corner of your DegreeWorks worksheet. Use the Faculty/ Staff directory on the HCC website to find office hours, locations, phone numbers and/or email addresses.

Struggling in My Classes

If any academic issues or difficulty arise, your first step is to speak with your professor or other faculty and staff. If you still need support or guidance, meet with your Guided Pathway Advisor, counseling, faculty advisor, or email Dawn Olson at dolson@housatonic.edu to schedule an appointment with your Guided Pathway Advisor.   HCC Faculty and staff are a wealth of knowledge and are there to offer you the support and help you need. If they are unable to help, they will refer you to someone who can.

Change My Major

If your career plans change and you are thinking of changing your academic program, use the following link to get a "Declaration of Major form". https://www.housatonic.edu/fillable-forms Email completed form to HO-regstudentservices@hcc.comment.edu Also keep in mind, if you have not attended HCC for two years and your GPA is below 2.0, you can request the Fresh Start Option.

Men's Center

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

Location: Beacon Hall, Room 325
Hours: Monday through Thursday, 9 am – 5 pm; Friday, 9 am – 4 pm. (Hours may change) Website: https://www.housatonic.edu/mens-center

Men's Center Coordinator: Alexandros Valiantis | 203-332.5178 | avaliantis@housatonic.edu

Women's Center

Website: https://www.housatonic.edu/womens-center

What is the Women's Center?

It is a safe place that serves *all* members of the college community by providing programing and student support. We advocate for an equitable campus culture and community for all students, faculty, and staff. Our purpose is to promote the respect, dignity, and acceptance of all people regardless of gender, race, and age.

Women's Center Coordinator: Katrina Camerato, kcamerato@housatonic.edu
Main Phone Number: 203-332-5268
Location: Beacon Hall, Room 371

What Services Do We Provide?

Educational programs for the college community with a particular focus on gender equality.
Counseling and referral services for sexual harassment, domestic violence, and other issues.
Access to our robust lending library consisting of books and DVD's with a gender focus.
A caring and supportive place to connect with someone. All are welcome, come on in!

HCC Food Pantry

Website: https://housatonic.edu/food-pantry
Program is open to all students .... no proof of need is required.
Coordinator, Sue Franco | 203.332.5184 | hc-foodpantry@hcc.commnet.edu

Student Clubs & Honor Societies
Website: http://www.housatonic.edu/student-life/student-clubs

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

Fitness Center (Gym)

Website: https://www.housatonic.edu/student-life/fitness-center

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

Apply to use the Fitness Center
Contact the Student Life Office at 203-332-5094 or visit our office located in Beacon Hall, Room 317.
In order to use the Fitness Center, you must be currently registered as an HCC credit student, you must

complete the application forms, watch a DVD, and have a valid HCC photo ID.
Cost: Free - No cost to HCC students
Location of Gym: Beacon Hall, Room 117

Healthcare

Website: https://housatonic.edu/timelycare

Timelycare – No cost telehealth program for all students.

Connecticut State Community Colleges offers 27/7 medical and mental telehealth for students.
Access Timelycare --- go to timelycare.com/ctstate to register with their .edu email address. Students can then have visits from any web-enabled device – smartphone, laptop, or desktop. TimelyCare is available from anywhere in the United States.

UPASS

Website: https://www.housatonic.edu/u-pass

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

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

The Department of Transportation will deliver the passes to each school by August 1 and December 15 for distribution by the Business Office prior to the start of the term. There will be enough passes for all students but students are not obligated to pick up or use the card. Each school will keep a log of all passes disseminated with the student name and pass number to be submitted with their transfer of funds to System Office.

More information and how to get a UPASS: Visit the Bursar's Office, Lafayette Hall, Room L123; OR call the Bursar's Office at 203-332-5260 to schedule an appointment

Computer Labs & Printers

There are four Computer Lab rooms with printers located in Beacon Hall 111 and 114. These rooms are for staff and/or students' use.
Computer Lab Hours: *Current (up-to-date) hours are posted at the computer lab rooms.*

Copy Machines

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

Location: Library, Lafayette Hall, Room B144.

IT Policies

The following CCC Policies are still in effect until a CSCU policy or standard supersedes it: https://supportcenter.ct.edu/ccc_policies.asp

IT Support

Website: https://www.housatonic.edu/it-help

If you need any IT support, your first step is to go to the Services Portal GO TO SERVICE PORTAL

NetID (for students)

Website: https://www.housatonic.edu/mycommnet-and-netid

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

Net ID: The NetID is composed of the following two items
1. Your **Student Banner ID Number** (without the @ sign), with **@student.commnet.edu**.
2. **For Example:** 00123456@student.commnet.edu

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

1. 1st three characters of birth month (with first letter capitalized). For example: **Dec**
2. Ampersand character symbol **&**
3. Last 4 digits of Social Security Number. For example: **2400**
4. **For Example:** Dec&2400

Log-In to Computer for First Time

1. First follow directions under NETID (for students)
2. Enter your NetID (Username)
3. Enter your NetID (Password)

4. The first time you log on, you will be prompted to change this temporary password to a more permanent personal password.

Create a NetID Personal Password

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

- Password must be at least eight characters.
- Password must be complex and difficult to guess. A password must contain characters from three of the four categories:

1. Uppercase characters (A through Z)
2. Lowercase characters (a through z)

Numeric digits (0 through 9)

3. Special characters (for example: !, $, #)

- Password must not contain all or part of the user's NetID account name.
- Password must differ from previous passwords.
- Password is forced to change every 90 days, but users have the ability to change them sooner.

The following are a few suggestions for creating a secure NetID password:

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

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

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

Help Desk (IT staff support for students)
If you have questions or need assistance, please don't hesitate to seek support from the Online Help Desk Staff – https://housatonic.edu/it-help.   Call 203-332-5031, after hours call 860-723-0221

Forgot My NetID Password
Refer to the Reset NetID Password page for self-service utilities or to find appropriate support contacts for resetting your NetID password.

Security Email (what is this?)
Your Security Email Address is a personal email of yours, where your security password will be sent to your

attention. This occurs when you want your password sent to your attention. The first time you log in to MyCommnet, you will be asked to provide your security email address. You may also be prompted to provide security questions and answers.

Change My Security Email

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

Reset My NetID Password

Refer to the Reset NetID Password page for self-service utilities or to find appropriate support contacts for resetting your NetID password. If you are unable to use the Reset Forgotten Password utilities because you have missing or incorrect identity information (Social Security Number, Date of Birth). In this case, please visit one of Computer Labs for students, and ask the Computer Lab Assistant or Student Worker, for assistance. If they are not available, seek support from the Online Help Desk Staff. Call 203-332-5031 or after hours call 860-723-0221 to contact the Online Help Desk.

Computer Services Students Can Access with Their NetID

The NetID will be used to access a variety of Community College services over time. Services that will be immediately accessible using your NetID include: PC workstations throughout the Community College system, MS Office 365, MyCommNet, DegreeWorks, Blackboard, and the Library Database.

HCC's Emergency Alert System

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

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

Step 1: HCC website: www.housatonic.edu
Step 2: Click the MyCommNet tab (tab is located on right side of the HCC Home Page)
Step 3: Log-in to **MyCommNet** (using your NetID Username and Password)
Step 4: **Select** Housatonic Community College**.**
Step 5: Click the **"Personal Information** link or the **Personal Information** tab**."**
Take Note: Students (at any time) can update their personal address and/or phone number.
Step 6: Click **Emergency Alert** Notification
Take Note: If you receive an Alert Update Page, this is the college prompting you to check your contact information in the college's system. Change any of the information that needs to be updated, then click submit. If no changes need to be made, simply click submit. Once you do this, you'll move forward to the Alert Notification form to sign up to receive alerts
Step 7: Sign up for Alerts
Take Note: The "Opt Out" option is if you do not wish to have alerts sent to you at all. You will not

receive any emergency messages. This includes weather-delays and closings.

Email (HCC Student Email)

Website: https://www.housatonic.edu/emailpolicy

Students are provided with an HCC Student Email account. Your professors, faculty, staff, and other college departments will communicate with your through your HCC email account. Please understand the importance of checking your email regularly.

MS Office 365 Suite

Website: https://www.housatonic.edu/current-students/student-email-office-365?highlight=WyJzdHVkZW50Iiwic3R1ZGVudCdzIiwiJ3N0dWRlbnQiLCJzdHVkZW50J3NyZWdpc3RyYXRpb24iLCJzdHVkZW50JyIsImVtYWlsIiwic3R1ZGVudCBlbWFpbCJd

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

Blackboard - Educational Technology

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

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

Media Services

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

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

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

Click Here for the Media Services Lending Program Info

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Calendars

CSCU – Common Calendar – Website: https://www.ct.edu/academics/calendar#common