

Norwalk Community College

STUDENT HANDBOOK





Norwalk Community College Executive Council

From left, Dean of Institutional Advancement Barbara Drotman, Dean of Institutional Effectiveness Vanessa Morest, Ph.D., Dean of Academic Affairs Pamela Edington, Ph.D., NCC President David L. Levinson, Ph.D., Dean of Students Marilyn Hodge, M.D., Dean of Administration Rose Ellis

NCC CELEBRATES DIVERSITY

Dedicated and different
Individuals
Vowing to pursue
Educational opportunities
Recognizing and respecting
Students and faculty
Initiating encouragement
Towards
Years of future education
and success

Mary Craig, Class of 2008



President's Welcome

On behalf of our staff, faculty, alumni and Foundation, I want to welcome you to Norwalk Community College (NCC).

In the words of the Greek philosopher Socrates, “an unexamined life is not worth living.” You are entering an institution replete with many caring individuals who are here to guide your intellectual journeys. While many of you are juggling often competing demands of being a student, parent, worker, and family member, please take the time to revel in our nurturing atmosphere.

Besides equipping yourself with the training and knowledge you need to get ahead, please explore an unknown field of study, get involved in one of our many student clubs and activities, engage in an internship, and take advantage of the incredible resources that are at your disposal.

I look forward to seeing you excel in what I hope will be a lifelong relationship with the college.

David L. Levinson, Ph.D.

President



Dean of Students' Welcome

Welcome to Norwalk Community College. You are about to embark on one of the most significant and exciting chapters in your life. This Student Handbook provides valuable information that will help you successfully navigate your way through the NCC college experience, keep you organized and focused.

We are committed to providing you with support, encouragement, guidance and mentoring as you pursue your educational goals and overcome those challenges along the way.

Many of you are the first in your family to attend college, as I was. We know firsthand what it means to you and all of those in your life who are anticipating that you will also fulfill some of their unrealized dreams.

Be assured, we will be here for you and with you every step of the way. As you realize your dreams, please remember how important it is to bring someone else along.

“Each One, Teach One, Reach Back, Lift As You Climb”

Marilyn Riley Hodge, Ed.D.

Dean of Students



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REFERENCE GUIDE

REGARDING	SEE	LOCATION	PHONE
Absences – Yours	Your Instructor	Classroom/Office	
Academic Calendar	NCC Catalog or Schedule of Classes		
Academic Matters	Academic Affairs Office	W106	857-7309
Academic Standing	Records Office	E102	857-7035
Academic Support Programs	Student Support Services Program	W209	857-7190
Accidents/Theft Claim	Security /East Campus Information Desk		857-7223
Activities/Calendar	Student Activities Office	W111	857-7251
Activity Authorization	Student Activities Office	W111	857-7251
Admission	Admissions Office	E106	857-7060
Advising	Advisor/Counseling Center	Faculty Office/E104	857-7033
Affirmative Action	Affirmative Action Officer	W113	857-3338
Alumni Association	Institutional Advancement Office	E216	857-7325
ATM Locations	East Campus Cafeteria West Campus Cafeteria		
Audio Visual Services	Media Services Coordinator	E313	857-7212
Books and Supplies	Bookstore	First Floor East Campus	857-7239
Cafeteria		West Campus	857-6855
Cashier	Business Office	E103	857-7046
Change of Name/Address	Records Office	E102	857-7035
Change of Program	Records/Counseling Ctr	E102/E104	857-7035
Child Care	Child Development Ctr	First Floor East Campus	857-7352
CLEP	Counseling Center	E104	857-7033
Clubs	Student Activities Office	W111	857-7251
Computer Access	Computer Lab	W132	857-5151
Cooperative Education	Coop Ed Office	W117	857-7303
Counseling, Career	UBS Student Success Center	E107	857-7234
Counseling	Counseling Center	E104	857-7033
Credit for Life Experience	UBS Student Success Center	E107	857-7032
Curriculum Changes	Records Office	E102	857-7035
Dean's List	Dean of Students	E215	857-7027
Disabilities Services	Coordinator	W209I	857-7192
Discipline	Dean of Students	E215	857-7027
Discrimination	Dean of Students	E215	857-7027
Dropping a Course	Records Office	E102	857-7035

REGARDING	SEE	LOCATION	PHONE
Emergency	Security Desk	Campus Security East & West Campus	857-7223
Employment/Off Campus	UBS Student Success Center	E107	857-7234
Employment/On Campus	Financial Aid Services Office	E105	857-7023
English as a Second Language	ESL Office	E206	857-7176
Exam Schedule	Records Office/Instructor	E102/Faculty Office	857-7035
Extended Studies	Extended Studies/Workforce Education Office	W102	857-7080
Faculty Office Locations	Information Desk	East/West Campus Lobby	857-7350
Dean of Academic Affairs		W106	857-7309
Faculty Office Hours	Instructor	Faculty Office	
Financial Aid Services	Financial Aid Office	E105	857-7023
Fitness Center	Office	West Campus Gym	857-7182
Grades and Records	Records Office	E102	857-7035
Graduation Evaluation/Requirements	Records Office/ Counseling Center	E102/E104	857-7035/ 857-7033
Grievances	Dean of Students	E215	857-7027
I.D. Cards	Circulation Desk	Library	857-7200
Insurance – Accident/Health	Business Office	E103	857-7046
International Student Information			
International Student Advisor		E202	857-7289
Jobs	UBS Student Success Center	E107	857-7234
Learning Communities	Arlette Werner	E317	857-7118
	Janie Burkhardt	E206	857-7180
Learning Disabilities	Coordinator	W209	857-7192
Library Card	Circulation Desk Library	First Floor East Campus	857-7200
Lost and Found	Security	East Campus Information Desk	857-7223
Non-Credit Courses	Extended Studies	W102	857-7080
Parking Regulations	Director of Campus Safety & Security	East Campus Security	857-7219
Personal Problems	Counseling Center	E104	857-7033
Photocopiers	Library	East Campus	
	Cafeteria	West Campus	
Physical Activities	Office	West Campus Gym	857-7182
Placement Testing	Testing Center	E211	857-7070

Public Relations	Public Relations Office	E320	857-6883
Refunds	Records Office	E102	857-7035
Registration Process	Records Office	E102	857-7035
Scheduling - Rooms:			
	Events and Campus Relations Office	E214	857-7286
Scheduling - Student Events:			
	Student Activities Office	W111	857-7251
Scholarship Information			
	Financial Aid Services Office	E105	857-7023
Security	Information Desk	East Campus Lobby	857-7223
Service Learning	Courtney Anstett	W106	857-3369
Snack Bar	East Campus Cafeteria	East Campus 2nd Floor	857-3314
Student Senate	Student Activities Office	W111	857-7251
Telephones (public)	1st floor Lobby & Outside Rear	East Campus	
	1st floor outside Cafeteria	West Campus	
Transcripts	Records Office	E102	857-7035
Transfers (in from other colleges)			
	Counseling Center	E104	857-7033
Transfers (to other colleges)			
	Counseling Center	E104	857-7033
Tutoring	Tutoring Center	W110	857-7205
Veterans Information	Records Office	E102	857-7006
Weekend College Coordinator			
	Information Desk	East Campus Lobby	857-6859
Withdrawal from Courses and/or College			
	Records Office	E102	857-7035
Work Study Program	Financial Aid Services Office	E105	857-7023
Writing	Writing Center	W112	857-3374

DIVISION	STAFF	LOCATION	PHONE
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Dean of Students Office

Dean of Students	Marilyn Hodge	E215	857-7341
Secretary II	Jennifer Weekes-Osinowo	E215	857-7027

Admissions

Director of Enrollment Management	Kim Csapo-Ebert	E106	857-6823
Associate Director of Admissions	Bill Chagnon	E106	857-7090
Associate Director of Admissions/Testing	Suzanne Solensky	E211	857-3318
Associate Director of Admissions	Curtis Antrum	E106	857-7250
Assistant Director of Admissions	Matthew Longcore	E106	857-7265
Office Assistant	Kimi Muro	E106	857-7269
Secretary I	Louisa Jones	E106	857-7301
Enrollment Management Assistant	Ilene Boyer	E211	857-3319
Clerk-Typist	Karine Henriquez	E106	857-7306

Business Office

Director of Finance and Administration	Carrie McGee-Yurof	E103	857-7040
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Counseling Center

Director of Counseling	Debbie Allen	E104	857-7031
Counselor	Charlie Kruzshak	E104	857-7015
Counselor	Orlando Soto	E104	857-7030
Counselor	Carolyn Thomas	E104	857-7092
Secretary I	Helga Gonzalez	E104	857-7044

UBS Student Success Center

Counselor	Emma Derisi	E107	857-7014
Counselor	Cathy Pinelli Miller	E107	857-3342
Director of Placement	Patrick Boland	E107	857-7032

Financial Aid Services

Director of Student Life	Norma McNerney	E105	857-6824
Associate Director of Financial Aid	Marina Rivera	E105	857-7019
Financial Aid Counselor	Al Thomas	E105	857-7150
Financial Aid and Customer Service Assistant	Ava Wilson	E105	857-7020

Financial Aid Services Assistant	Rebecca Savvaides	E105	857-3311
Financial Aid and Customer Service Assistant	Beryl Brown	E105	857-7023

International Student Services

International Student Counselor	Dennis Bogusky	E202	857-7289
International Student Services Assistant	Justyna Zacharczuk-Davis	E202	857-7282

Records Office

Registrar	Danita Brown	E102	857-7004
Associate Registrar	Debbie Kidd	E102	857-7214
Assistant Registrar / Veterans Affairs	Chris DeCew	E102	857-7006
Assistant Registrar	Priscilla Jefferson	E102	857-7005
Assistant Registrar	Steve Mendes	E102	857-7011
Registration Services Assistant	Gayle Costabile	E102	857-7308
Head Clerk	Barbara Lukacsy	E102	857-7010
Office Assistant	Wendy Longo	E102	857-7008

Student Activities

Main Number			857-7251
Director	Michelle Brinck	W111	857-7132
Program Assistant	Maureen Miksad	W111	857-7249





Services for You

Academic Advising

Since college work represents an enormous investment on part of the student and on the part of the college, all course selections must be reviewed and approved by faculty advisors/counselors prior to registration. Careful advising ensures that students take appropriate courses to meet their needs, and the college maintains high academic standards.

Advisors are assigned to students according to curriculum and program area. During times when faculty advisors are not on campus, counselors are available by appointment for program Advisement and registration. A student is required to have written approval by a faculty member or counselor before he/she can register. A student who wishes to change his/her program of study may do so by going to the Records Office, Room E102, and filing a Change of Program form.

Career Center

The Career Center is located in the Student Success Center and offers career counseling and employment services. The professionals in the Career Center provide comprehensive assistance with career and life planning. Through exploration of personality style, interests, abilities and values, students are assisted in exploring career options and developing their career goals.

Information is available on different careers and majors, and a career resource library is located in the Baker Library. Free vocational testing and success workshops are also offered.

Child Care

The Norwalk Community College Child Development Laboratory School offers quality care and education for children, ages six months to five years of age. Following the college calendar for the fall and spring semesters, the facility offers half day or full day care to NCC students, NCC staff, and community residents. The school is a laboratory school for the Early Childhood Education Program, and offers a developmentally appropriate program which is individualized to meet the needs of each child.

Cooperative Education Work Experience

Cooperative Education places students in part-time or full-time semester-long work experiences, most of which are paid. Students earn credit while earning wages and gain degree-related experience before graduation. To qualify, students must attain sophomore standing in an academic program with a GPA of at least 2.0, complete English 101, and complete any prerequisites set by that program.

Counseling Center

Norwalk Community College encourages the student to achieve his/her maximum personal development and potential. To facilitate this objective professional staff of counselors are available to assist students in making realistic choices. Students are frequently faced with questions or concerns about academic performance, life goals and relationships with others.

If you are experiencing personal difficulties, academic challenges, or with life in general, call or drop in to make an appointment to see a counselor. Your personal development and academic progress is important to us. The Center is located in Room E 104, (203) 857-7033. Services that are not provided by the NCC counseling staff may be referred to a local agency.

The following services are available: academic advising, bilingual counseling, graduation audit, personal counseling and transfer counseling. Your discussions with counselors are always treated with respect and confidentiality.

Cultural and Social Programming

The diversity of the NCC student population is recognized through campus-wide social gatherings, cultural diversity festivals, guest speakers, field trips and more. For more information about Student Activities Programs and Services, contact Michelle Brinck, Director of Student Activities, at (203) 857-7132. The office is located in Room W111.

Everett I.L. Baker Library

Serves the students, faculty, and staff of Norwalk Community College, as well as the community at large, and is a gateway to information for knowledge seekers. In our support of the College's mission and academic curricula, the Library strives to provide a broad range of services in a welcoming environment for our diverse population of users. Additionally, the Library is dedicated to achieving the educational objectives of the College by promoting innovative technologies and extending instructional venues that encourage success in the retrieval and critical analysis of information sources.

On the main floor, students can find the reference collection, journals and newspapers, microfilm/fiche, audio and video tapes, music CDs, DVDs, as well as the Check-Out and Information Areas, the online catalog, computer workstations for the visually disabled, and the Local Area Network of public access computers. Students may access the Baker Library web site, connect to a variety of subscription databases, search the Internet, or look up the library's book and media collection of over 65,000 items.

Students seeking assistance may consult a Reference Librarian at the Information Desk. The library also provides library instruction classes either through regular courses or as open workshops to help students understand the complex skills needed to perform research in an electronic environment.

A mini computer lab for word processing, a media viewing/listening room, a group study room, a new library instruction classroom and an open computer lab is also available on the main floor.

Fairfield County Women's Center

The Fairfield County Women's center is a comfortable and confidential place where women of the college and the community can discover a whole new world of ideas and activities that is important in their lives. Free mini workshops on diverse practical matters including career development, sexuality, financial success and leadership skills are offered. FCWC provides a meeting space for the Breast Cancer Survival Group and WomanSage; a group dedicated to educating and empowering women in midlife as well as monthly programs on domestic violence and sexual assault. FCWC also offers mentoring programs through work/study and service learning, and is always eager for volunteers to join as well.

fairfieldcountywomanscenter@hotmail.com

Website: www.ncc.commnet.edu/dept/fcwc/

High School Partnership Students

High school juniors and seniors with a "B" average, attending participating schools, may be eligible for this free program. Students must be recommended by their high school principal or designee to take a college level credit courses. Students who are recommended by their high school principal, or their designee, will take a placement test to determine eligibility for college level courses.

Honors in Liberal Arts A.A. Transfer Program

The Honors Program offers outstanding students the opportunity to pursue a challenging and rigorous education program. Students who qualify for the program will be engaged in a comprehensive core curriculum and honors seminars.

Students eligible for the Honors Program are high school graduates who have completed college preparatory courses with a 3.5 average; students currently enrolled at NCC who have successfully completed 6 credits in Liberal Arts courses with a 3.5 GPA; and following an evaluation by the Honors Advisor, other qualified students recommended by high school teachers, principals and counselors. Interested students should meet with the Honors Advisor for information regarding the Honors Program.

Leadership Development

The Student Activities Office offers ongoing leadership education through weekend retreats and on-campus advisement. Leadership training programs are open to all students. Students also have an opportunity to serve as a student member on the NCC Board of Trustees.



L.E.A.P. Program: Leadership Development, Educational Transfer, Advising and Preparation.

The mission of the Norwalk Community College L.E.A.P. Program is to help students of high scholastic standing transfer to selective four-year colleges and universities to complete a bachelor's degree.

L.E.A.P. is a comprehensive advising and support initiative. Through the L.E.A.P. Program, NCC students will receive mentoring and guidance as they embark on the pathway to furthering their higher education.

The L.E.A.P. Program provides opportunities to serve the community in ways that are critical to the mission of NCC, including the recruitment, retention, and graduation of outstanding students.

The L.E.A.P. Program has four main components: Leadership Development, Educational Transfer, Advising, Preparation.

Services provided in the L.E.A.P. Program include: Transfer counseling, Assistance with essay preparation, Personal interview techniques, Leadership development workshops.

Guidelines for eligibility for the L.E.A.P. Transfer Scholarships:

- Students must have a cumulative grade point average of 3.5 or above
- Students must have demonstrated financial need as determined by the FAFSA

- ✦ Students must be United States citizens or permanent residents
- ✦ Students must have filed for graduation at NCC
- ✦ Students must have been admitted to a four-year college

For more information about the L.E.A.P. Program and Transfer Scholarships please contact: mlongcore@ncc.commnet.edu

International Students

International students may attend and pursue a degree at the college. Students whose first language is not English must take the ESL placement test prior to registering for classes to determine their English level. Students who do not place into ENG101 must take the appropriate ESL courses first. The TOEFL exam is not required for admission.

Applicants should contact the International Student Office at (203)857-6875 (Room E202) in advance of the semester in which attendance at the college is intended in order to complete visa and admissions requirements. Required forms include admissions application, detailed high school transcripts accompanied by a certified English translation, letters of residency and support in addition to appropriate visa paperwork. Admissions can be for the fall, spring, or summer semesters. Tuition and fees are based on the out-of-state rates, which can be found in the financial information section of the College catalog. Completion of visa and registration requirements cannot be guaranteed. Applications should be submitted by July 15 for the fall semester and December 1 for the spring semester. Students must have an approved visa or visa status prior to attending classes.

Math Lab

The Math Lab is a specialized support facility designed exclusively for NCC developmental math students. It provides faculty-led assistance to help promote the success of students in their math courses. The Math lab, located in Room West 209, offers many services to our students, such as tutoring by NCC full and part-time math faculty, faculty assistance with worksheets on every math topic covered in our developmental math courses, and supervised retesting for the improvement of exam scores. Workshops are offered on most of the topics covered in the math courses, and computer software is available on various math topics.

The Math lab is free and no appointment is necessary to receive any of these services. Students should not hesitate to come to West 209 for help in order to improve their skills in math.

For more information, call (203) 857-7173.

Media Services

Equipment to aid students and instructors with their classroom presentations are requested from the Media Services department which is located in

the East Campus Room 313.

A qualified media specialist is on hand to answer any questions and assist users in their production efforts. Audiovisual Request forms can be found online, or in the Baker Library and Faculty Services offices on the East and West campuses.

NCC Alumni Association

Norwalk Community College is now developing a new Alumni Network to foster relationships between the college and its alumni through programs, events, mentoring and career networking.

If you are an NCC, NCTC or NSTC alumni, please contact us so that we can include you on our information list as we plan and build a new and exciting Alumni Network. Send us your name, address, e-mail address, year of graduation and college major.

Contact Barbara E. Drotman, Dean of Institutional Advancement email: bdrotman@ncc.commnet.edu OR Martha Wallace, Coordinator of Advancement Services, email: Mwallace@ncc.commnet.edu

Services for Students with Disabilities

NCC is accessible to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. Students with disabilities that have been diagnosed and documented by a qualified professional may be eligible for services, depending upon documentation provided by the student. The documentation should be recent (preferably no more than three years old), specifically name the diagnosed disability, identify diagnostic testing mechanisms and procedures, and relate the testing results to the effect of the disability on learning and functioning in an educational environment.

Services are determined on a case-by-case basis. Due to the high demand for services and the nature of certain disabilities, students are advised to contact the Disability Services Coordinator and provide documentation well in advance of the beginning of the semester. At least six weeks is recommended. While every effort will be made to arrange accommodations in a timely fashion, failure to provide sufficient advance notice may impede delivery service. For an appointment students may call (203) 857-7192, email fapfel@ncc.commnet.edu, or come to Room W209i on the West Campus. Students who have questions or concerns related to the Americans with Disabilities Act are advised to contact Dr. F. Apfel, Coordinator of Services for Students with Disabilities, as well.

In addition to the services available to all NCC credit division students, which include: Academic Advisement, Career Counseling, Educational

Counseling, Personal Counseling (limited), Referrals to Outside Agencies, Study Skills Workshops, Tutoring, the following services may be available for students with disabilities, based on documentation and within the parameters outlined by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990: Adaptive Technology, Accommodations/Academic Adjustments, Interpreters, Self-Advocacy Counseling, Readers.

Servicios Para Los Estudiantes Hispanos

NCC ofrece cursos de ingles como segundo idioma destinados, a facilitar y desarrollar destrezas basicas en el idioma ingles. Tambien se ofrecen cursos de literature, cultura y civilizacion, enseñados en espanol. Ademas ofrecemos un Certificado en Ingles como Segunda Lengua. El colegio tiene disponible para los estudiantes servicios de orientacion en el Departamento de

Orientacion, (203) 857-7033. Para mas informacion, favor de comunicarse con Charles Kruzshak, (203) 857-7015 o Orlando Soto, (203) 857-7030.

Student Employment Services

The goal of the student Employment Services is to bring students and companies together. Year-round employment assistance for students and alumni is available in the Student Success Center. There is no placement fee for the potential employee or the employer.

Special services include: pre-employment skills-resume writing, utilizing your resources/networking and interviewing techniques; a job-bank database; arranging interviews between employers and students; providing credentials and reference services; career fairs where business and industry representatives meet students, instructors, and alumni. Current labor market information depicting the current trends in employment, labor supply and training needs in the southwestern Fairfield County area.

For further information, call (203) 857-7032 or visit room E110.

Student Support Services Program

The Student Support Services Program (TRIO) is funded by the U.S. Department of Education. The program is designed to promote the success and retention of non-traditional students who can benefit from academic support. Participants must demonstrate a commitment to transferring to a four-year college or earning an associates degree within a three-year period after acceptance into the program. Students increase the opportunities for success when they choose to participate in the Student Support Services Program, and they are expected to utilize some aspect of program services throughout their time at NCC. Our program staff is committed to helping students make their college experience productive, fulfilling and enjoyable.

The Student Support Services Program offers the following services to participants: Counseling, Academic Advising, Tutoring, Study Skills Workshops, Professional Development Seminars,

Free summer courses for College Credit, Scholarships and more.

In order to be eligible for services, the U.S. Department of Education requires that a program participant meet the federal income requirement, come from a family in which neither parent has a four-year college degree, or have a physical or learning disability.

For more information please contact Elva Edwards, Program Director, at (203) 857-7190 or come to Room W209 on the West Campus.

Transfer Assistance

Counselors, located in the Counseling Center, Room E 104, are experienced in assisting students with their transfer process to four-year institutions. For a review of transfer options, you are welcome to use the transfer catalog library in the Counseling Center.

Also available is an NCC Transfer Guide and Directory of Transfer Colleges within commuting distance. Students may also use available computer programs to help in the transfer process.

The counseling services personnel can help you with all aspects of transferring. A college fair is held each year for transfer information to four-year institutions. Resources in the Counseling Center will provide you with information on colleges relevant to cost, college description and scholarship information for hundreds of colleges. Each institution determines the amount and availability of scholarships.

NCC also has special scholarships for transferring students. The application deadline for these scholarships varies. The transfer-to four-year-colleges bulletin board located outside the Counseling Center provides updated transfer information.

UBS Student Success Center

The UBS Student Success Center, funded through a grant from UBS and Nellie Mae Educational Foundation seeks to improve the success of community college students, particularly those who have been underserved in higher education.

The Student Success Center provides an array of student services and guidance to help every student achieve their dreams. Individual and group activities center on the following areas: Career and Life Planning; Academic Success; Personal Enrichment; Pre-employment Skills; and Leadership Development.

New and continuing students can schedule individual appointments for

advising and/or counseling, and take advantage of the many success workshops offered. Check the NCC website frequently for announcements, activities, workshop schedules and other services offered.

Services for Veterans of the United States Armed Forces

We are pleased and proud to provide you with all of the support needed to be a successful college student. NCC students who are veterans of the United States Armed Forces can receive assistance with processing VA educational eligibility documents from our Veterans Coordinator, located in the Records Office. Academic and personal counseling is available through our VA counselor located in the Counseling Center. Career exploration, job readiness skills, employment assistance, and transitional counseling are provided by the UBS Success Center.

NCC is approved to provide veterans, eligible spouses and dependents with benefits through the GI Bill. Veterans may qualify for additional educational benefits as well. For further information regarding these benefits, see our Veterans Coordinator located in the Records Office. Additional financial assistance through NCC's Financial Aid Office, Room E103, may be available as well.

The admissions application fee may be waived depending on financial eligibility. For information visit the CONNTAC-EOC Office in room W117 or call (203) 857-7109.

Some veterans may be eligible for college credit from previous military training. In order to have college credits evaluated and transferred from another institution or from military training to NCC contact the Counseling Center, Room E104, (203) 857-7033.

Servicemembers Opportunity College

NCC has been designated as an Institutional member of the Servicemembers Opportunity Colleges (SOC), a group of more than 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world.

As an SOC member, NCC recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experiences.

SOC has been developed jointly by educational representation of each of the Armed Services, the Office of Secretary of Defense, and a consortium of leading national higher education associations. It is sponsored by the American Association of the State Colleges and Universities (AACSU) and the American Association of Community and Junior Colleges (AACJC).

Veterans and Reservists

Veterans and students eligible for VA educational benefits must complete NCC's application procedures for degree or certificate students. In addition, they must contact the VA Coordinator in the Records Office, Room 102, to apply for educational and/or tuition waiver benefits.

Wellness Center

The NCC Wellness Center is a state-of-the-art fitness facility that is committed to improving the general well-being of all patrons. We encourage safe and effective exercise in an effort to improve one's quality of life.

Services

The Wellness Center offers a variety of services to all patrons. These services include equipment orientation, fitness assessments, exercise prescription, body composition, and much more.

Registration

The Wellness Center is free for all NCC faculty, staff, students, and Life-time Learners. There are two-easy steps for registration:

1. NCC ID Cards

All patrons must present a valid NCC identification card upon entry of the facility. ID cards are available at the Baker Library on the East Campus during hours of operation.

2. Physical Activity Readiness Questionnaire (PAR-Q)

All first time members will be asked to complete a medical questionnaire for our records. It is asked that this form is completely and honestly filled out. These forms will be filed and kept confidential.

Writing Center

At the Writing Center, located in Room W112 on the West Campus, all NCC students can receive help with a wide variety of writing tasks, including understanding writing assignments, brainstorming, drafting, outlining, critical reading/thinking, researching, documentation, revision and editing. The tutors in the Writing Center will help students understand their writing process and help them reach their goals of becoming stronger, more confident writers. Computers, textbook, and other resources are available for student use.

Students may make appointments at the Writing Center or simply walk in. Appointments cannot be taken over the phone. For more information, call (203)857-3373 or see the college website.

Norwalk Community College is committed to providing you with all the support services needed to be successful.

Academic
Expectations & Info





ACADEMIC EXPECTATIONS AND INFORMATION

Academic Expectations

You enrolled at Norwalk Community College because you wanted a college education to help you meet personal and career goals. In order for us to provide you and fellow students with an atmosphere conducive to learning, the college expects certain things from you. These include both expectations about your performance in the classroom and expectations about your conduct while at the college.

Absence

If you are unable to attend class, you should make every effort to contact your instructor. If you have to miss classes for an extended period and are unable to contact your instructor, you may call the Counseling Center (857-7033) and request to have a Student Absence Report sent to each of your instructors.

Attending Classes

You should know that students who attend classes regularly are more successful than those who do not. When you enroll in college, you accept the responsibility to take full advantage of your educational opportunity by regular attendance at classes and laboratories. At Norwalk Community College attending class is required for successful completion of the course. Missing scheduled classes will, in most cases, have an increasingly negative effect on a student's grade. Being absent for more than 20% of scheduled classes may result in a grade of F for the course. Students must consult the syllabus for each course to determine the attendance policy for that course.

Study Guidelines

You should expect and be willing to do out-of-class work to the extent necessary for successfully passing all of the classes you are taking.

A rule of thumb to follow: plan at least two hours for out of class study time for each hour you spend in class. This means if you are taking 12 credits, for example, you need to have roughly 24 hours available for preparation and homework! You are cautioned not to work more hours than the demands of your program of study will allow. More students withdraw from courses because of conflicts with jobs than for any other reason!

Students are urged to consult with the Director of Financial Aid for part-time employment on campus or to apply for financial aid to reduce the number of off-campus work hours.

A course requiring three hours of class time may not seem demanding at time of registration. However, assignments are given regularly for outside reading and class preparation, library research, preparation of reports and pa-

pers, class presentations and testing. Course work demands increase as mid-term and final examinations approach. Therefore, students are advised to plan their time accordingly, stay current with all course outline requirements, and start work on reports and examinations as early in the semester as possible.

Suggestions:

- ♦ Advising: Meet with your advisor to discuss which courses to take.
- ♦ Ability: Enroll in classes that are in keeping with your level of skills.
- ♦ Achievement: Take a course load you can reasonably expect to master, given your personal circumstances and work schedule.

Classroom Behavior

All students are entitled to an atmosphere which permits and encourages learning. You are expected to behave in the classroom in a manner that will not interfere with the rights and learning of other students.

While in class, the faculty and other students expect that you will treat them respectfully and politely even if classroom discussions become heated. If you violate accepted behavior standards, you may be subject to disciplinary action.

Using Computers and Computer Software

Using computers can be a very important part of your education. The NCC computer laboratories are available for your use. The college and the Board of Governors for Higher Education have endorsed uniform policies regarding computer use and computer software ownership, conversion, creation, and copying. Under these policies you cannot use the facilities to create or to use software for any illegal activity. You cannot use any illegally obtained or illegally copied software. You cannot duplicate software unless duplication is directly connected with a course and is under the direct supervision of a faculty member. Willful violation of any of the Board of Governors' policies may result in disciplinary action. These policies are listed below.

Academic Honesty/Dishonesty

Students of Norwalk Community College are expected to do their own work on assignments, laboratory exercises, quizzes, examinations, and any other academic work. Academic dishonesty ultimately injures the individual and depreciates the value of grades received by other students. Cheating in any form is viewed by the faculty, the students, and the administration as a most serious offense.

Definition of Academic Dishonesty

Academic dishonesty includes but is not limited to:

1. Cheating on examinations and/or quizzes.

2. Collaborating with others in work to be presented if contrary to the stated rules of the course.
3. Plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own work.
4. Stealing or unauthorized access to examinations or course materials.
5. Falsifying records, laboratory or other data.
6. Submitting, if contrary to the rules of a course, work previously presented in another course.
7. Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Due Process Protection

Academic honesty violations are considered disciplinary misconduct and hence are covered by the same due process protections afforded students in other misconduct situations of a disciplinary nature. When the issue involves the determination of questions of fact (whether the student passed or failed course requirements), it is characterized as disciplinary and appropriate due process protections are afforded.

The college incorporates incidents of academic dishonesty into its existing due process disciplinary procedures. Therefore, the discipline procedures as described will be followed in any case of academic dishonesty.

If a faculty member has reason to believe that the academic dishonesty policy has been violated, this may be reflected in the student's grade. The student should be informed of this violation prior to the grade change. The student shall have the opportunity to appeal this grade to the Academic Dean.

Penalties for Academic Dishonesty

It is recommended that on the first instance of academic dishonesty, following a discussion with the student, the faculty member shall give the student an F on the paper or examination in question. This action must result in a final grade for the course at least one letter grade lower than it otherwise would have been. The Dean of Students shall be informed of the incident in writing.

A second instance of academic dishonesty (either in the same course or in another course) will result in an automatic F in the course in which the second infraction occurred. The student will be dropped from the course and be barred from further class participation. Again, the Dean of Students shall

be advised in writing by the faculty member. It is incumbent on the Dean to meet with the student involved and apprise the student of the consequences of a second offense.

A third instance of academic dishonesty on the part of a student shall be grounds for dismissal from the college. As before, the faculty member involved will advise the Dean of Students, and the case will be referred to the Student Conduct Committee. Flagrant violations of ethical conduct, such as illegally obtaining, circulating and/or selling examinations or previously written term papers, will be reviewed by the Student Conduct Committee. This group is empowered to recommend dismissal from the college in such a case, even if it is the student's first violation.

Expectations of Student Conduct

Alcohol and Drug Use

Norwalk Community College's standards of conduct are in compliance with Public Law 101-226, the Drug Free Schools and Communities Act Amendments of 1989. The Standards of Conduct prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the college campus or at college activities.

Any person knowingly and unlawfully possessing, using, transmitting, selling or being under the influence of any dependency-producing drugs or alcohol on campus or at any college-sponsored activity or event may be subject to disciplinary action. A complete policy on drugs and alcohol can be found below.

Discipline of Students

If you violate the rules of the college, you will be subject to disciplinary procedures. These procedures have been adopted by the Board of Trustees of Regional Community Colleges. The complete guidelines for the disciplinary procedures, including your rights of appeal, are given above.

Gambling

Gambling of any type on the college campus or at a college sponsored activity, function, or event subjects you to disciplinary action.

Academic Information

The following information touches only on selected academic topics. The NCC catalog contains academic data, general information, and statements of policy currently in effect at the college. You should become familiar with this Student Handbook and the college catalog. Each student is governed by these rules, regulations and requirements.

The college offers four types of programs:

- Associate in Applied Science
- Associate in Arts
- Associate in Science
- Certificates

Although NCC is a two-year college, many students attend part-time and take longer than two years to complete degree programs. Each student, with the help of an advisor or counselor, should plan an academic program that is in keeping with the demands of his or her personal life. Today's student must take many things into account such as work, family obligations and the academic preparation that will be necessary, in planning each semester's schedule. Students are encouraged to apply for Financial Aid and NCC scholarship opportunities.

Basic skills testing are part of the admissions process and help to guide the student into appropriate course selections. Classes in reading, basic writing, basic math, and study skills provide important preparation for courses in your major.

Catalog

The NCC catalog contains academic data, general information, and statements of policy currently in effect at the college. The conditions and requirements contained in the catalog at the date of matriculation into a degree program apply until you graduate. A student who has not registered for two or more semesters must apply for readmission. The catalog at the time of readmission govern you academic status and your graduation requirements.

Class Cancellation

Class are canceled only as a result of extreme weather conditions or other emergencies. The college notifies tour local radio/TV stations to announce cancellations.

All of these stations customarily broadcast notices of school and college closing. It should be pointed out, however, that announcements of the closing of "Norwalk schools" refer only to the elementary and high schools unless the

college is mentioned. In general, it is best to assume that there will be classes unless a specific announcement is made that Norwalk Community College is closed.

Delay/cancellation information may also be obtained by calling NCC's main number, (203)857-7000.

Course Outline (Syllabus)

During the first week of classes, each instructor will distribute a course syllabus to all students. The syllabus should contain course objectives; course requirements and schedule of assignments; methods of evaluation; attendance requirements; and instructor's name, office location, phone number, email address and office hours.

Faculty Absence

Faculty is expected to notify the College Information Desk when they are unable to meet with their classes. This office has the responsibility of posting absence notices outside the classroom. In the event of a notice is not posted, and faculty are not there at the appointed time, students are expected to wait 20 minutes before leaving the classroom.

Faculty Office Hours

At the beginning of the semester, each of your instructors will provide you with information about his or her office hours, office location, and office phone.

If you want to see a faculty member, it is best to make and keep a specific appointment. You can, however, stop by the faculty member's office during his or her listed hours.

All faculty members post their office hours. While they try to adhere to this schedule, there may be times when they are not available during posted office hours. For that reason, an appointment is advisable.

Fresh Start Option

A student returning after an absence of two years or more may request to return without the handicap of a poor prior academic record (below 2.0). Further information is available in the Records Office.

How to Earn Credit ... without taking a course

The college will grant credit based on successful completion of certain non-traditional experiences. Included are the CLEP program, Credit for Life Experience portfolio and Credit Examination. Students should apply at least one year prior to expected date of graduation. Refer to the NCC catalog for additional information.

Posting Policy

The college maintains bulletin boards to be used to inform students and faculty of upcoming events, college policies and academic opportunities. They are available for use by academic departments, college offices, and student clubs and organizations. Outside individuals or organizations may not post notices at the college without authorization from the Dean of Students Office. No posting is permitted except on bulletin boards and only thumb tacks may be used to affix materials to bulletin boards.

Problems Related to Classes

Problems occasionally arise over grading, attendance, course content or other related matters. When these problems arise, speak first to the instructor of the class in which the problem has occurred. If a solution is not reached, consult the department chairperson. If the problem is still not satisfactorily resolved, make an appointment to discuss it with the Academic Dean. Students should also refer to the Grievances Section in this handbook.

Student Records

The right of a student to access his or her own student records is protected by the Family Education Rights and Privacy Act of 1974 as amended (FERPA). This was designed to protect the privacy of student's educational records, the rights of students to inspect and review their educational records, to provide guidelines for the correction of inaccurate or misleading data, except grades, and to permit students to control disclosure of the education records with certain exceptions.

Information referred to as directory information – student name and address, dates of attendance, degrees, certificates and awards received, and student status concerning full-time or part-time course loads – will be released by the Records Office upon written request.

Students may request the directory information be suppressed (except as detailed in the above exclusions) from public distribution. Upon written request, the Registrar's Office will flag the student's record for confidentiality for the semester in progress. Requests must be renewed each semester if desired. Confidentiality requests should be made in writing at the time of registration to ensure the desired level of privacy.

These guidelines apply to students presently enrolled, former students and alumni but not to applicants seeking admission to the college.

Release of Information

The college will not release any information, except "Directory Information", unless authorized by the student, or in response to a court order or lawfully issued subpoena.

Directory Information

The college has designed the following as Directory Information:

A.) Name and address; B.) Status i.e., full-time or part-time course load; C.) Dates of attendance; D.) Degrees, certificates and awards received

Students may limit the release of Directory Information by completing the F.E.R.P.A opt-out form in the Records Office.

Access Rights of Persons or Agencies Other than Students

A. Except for those exceptions stated below, no one has access to education records without the written consents of the student concerned. The expectations to the requirement are as follows:

1. School Officials determined by the appropriate record keeper to have legitimate educational interests in seeing the records in question.
2. Authorized federal officials auditing federally supported educational programs and state officials to whom information from student records is required by statutes to be disclosed.
3. Persons processing a student's financial aid application.
4. Organizations conducting studies on behalf of educational agencies in connection with predictive tests, student aid programs, and the improvement of instruction provided that the identity of the student must not be revealed to other than representatives of such organizations.
5. Recognized accrediting organizations carrying out their accrediting functions.
6. Parents of a student less than 18 years of age who is dependent upon parents for federal income tax purposes.
7. In emergency appropriate persons, as determined by the keeper of the records, if the knowledge of information from the student's record is necessary to protect the health or safety of the student or other persons.

It should be noted that government investigation agencies, including law enforcement agencies, have no inherent legal right to access student files and records. When information beyond Directory Information is requested, it normally will be released only on written authorization from the student. If such authorization is not given, the information is released only on court order subpoena. If a subpoena is served, the student whose record is being subpoenaed is notified and the subpoena is referred to the legal counsel of the Board of Trustees.

B. Each office which maintains education records maintains a record for each student which lists all individuals (except those officials described

above in agencies or organizations which have requested or obtained access to the student's education records).

Procedures to Follow to Access a Record

- A. A request by a student or agency to inspect a record shall be made in writing to the college office which maintains the record.
- B. The administrator responsible for the record will inform the student when the requested record will be made available.
- C. Every office will tell students who has access to their records and why.
- D. Students are obligated to identify themselves properly before being shown their records.
- E. Students are obligated not to interfere with the operation of the office in which the records are maintained.
- F. Students are obligated to examine the records during reasonable hours at the place the record is maintained.
- G. The examination of the records shall be supervised.
- H. Students can access midterm and final grades and request official transcripts on the web through online students' accounts at <http://my.comnet.edu>.

Reviewing Records

The student's academic record is maintained in perpetuity by the institution. Other records are not permanent any maybe expunged at the discretion of the custodian of the record according to set policy.

Challenges to the Content of Records

After reviewing a record, a student has a right to challenge the contents of the record as being inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. A student may not challenge the correctness of a grade which has been assigned to his/her performance in a course but may challenge the accuracy of the recording of the grade.

- A. Upon deciding that some aspect of his or her record is inappropriate the student shall so inform the designated person, in writing, in the office where his or her record is maintained and shall attempt to resolve the problem through informal discussions with the person or the supervisor of that office.
- B. If no agreement is reached through informal discussions, the student may submit, in writing, to the Dean of Students a request for a hearing in order to challenge the contents of the record.
- C. Hearings will:

1. Take place within ten working days following receipt of the request.
2. Be conducted and a decision rendered by the Dean of Students or designate.
3. Afford the student a full and fair opportunity to present evidence relevant to the issue.
4. Result in a decision which shall be rendered in writing within five days after the conclusion of the hearing.

Students also have the right to file complaints with FERPA Office of the Department of Education, Washington, D.C. 20202 regarding alleged violations of the Act.

Verifications of Attendance

Official verifications of attendance are now being done by the student through the National Student Clearinghouse. Below are directions on how to access your verification through the web:

Self-Service Verifications of Enrollment

Go to: <http://my.comnet.edu> or click on the myCommnetNet link on the NCC home page.

Enter: your Net ID and your password.

Click on: the “Student” tab

Click on: the hyperlink in the “student Self-service” area

Select: Student Records

Select: Request for Enrollment Verification

Click on: NCS Self-Service-to access to National Student Clearinghouse self-service site

Select: Current enrollment or all enrollment

Click on: Obtain an Official Enrollment Certificate to print and mail to a health insurer or company.

Your Enrollment Verification Certificate will appear.

Transfer In

In order to transfer credits from another college to Norwalk Community College, you must first fill out a transcript evaluation request form located in the Counseling Center, Room E104. If you are a current student (have completed one semester) at Norwalk Community College, have your college send official transcript(s) to the Records Office E102. If you are a new student (have not completed one semester), have your college send official transcript(s) to the Admissions Office, Room E106. If you have any questions regarding the transfer of credit, contact the transfer-in counselor.

Transfer Out

NCC is especially proud of its programs for which credits are transferable to four-year institutions both in and out of Connecticut. Transfer agreements, called Articulation Agreements, exist with a number of state and private universities. Information on these agreements and course equivalency lists has been organized into a Transfer/Articulation Notebook which is available in the Counseling Center, the Library, Student Support Services, and the Career Center.

Registration

Adding a Course

1. Decide which course you wish to add.
2. Fill out the Add/Drop Form using the correct course numbers. Obtain an advisor's signature.
3. Take the completed Add/Drop Form to the Records Office.
4. Go to the Business office for financial validation of the add/drop.

Auditing Courses

If you wish to take a credit course for no credit, you must pay the regular tuition and fees. Within four weeks of the start of classes during a regular semester, complete a Request to Audit Form and have it signed by the instructor. You must return the signed audit form to the Records Office within the allocated time period.

As an audit student you will receive no credit and no grade. You cannot change your status to a credit basis. You may, however, in a later semester, take for credit any courses you have previously audited.

Courses you have taken for audit will show on your transcript as AU. You may not petition to receive credit for a course you audited. Request to Audit Forms are available from the Records Office.

Changing Your Class Schedule

To add or drop a course, or change to another section of the same course, you must complete the Add/Drop process. If you do not complete this process, you will receive an F grade for dropped courses, and improperly added courses may not earn academic credit.

If you drop courses before the first day of the semester, you will receive a full refund of the tuition for the dropped course(s). Fees are not refundable. You do need permission of an advisor to make course section changes.

Changing Your Degree Program

If you wish to change enrollment from one degree program to another, you should obtain a Change of Major Form from the Records Office. Discuss your change of program with a faculty advisor or counselor. The change of major form should then be returned to the Records Office.

Dropping a Course or Withdrawing from College

If you wish to drop a course or withdraw from the college, you should follow the official procedure outlined below. Students, who simply stop attending classes, rather than officially dropping a course or withdrawing from the college, will receive an F grade for that course. You should speak to an advisor or counselor before deciding to drop a course or to withdraw from the college.

The following steps must be completed:

1. Obtain and complete an Add/Drop Form. No drop or withdrawal requests can be accepted by telephone. You may use myCommNet student self service account to withdraw on line.
2. If you withdraw from the college or drop a course prior to or during the first two weeks in a standard semester, you are entitled to be removed from the official class roster. The course will not appear on your transcript.
3. If you drop a course or withdraw from the college after the second week from the start of classes during the fall or spring semester, you are entitled to receive a grade of W. Before dropping a course, it is recommended that you discuss the matter with your instructor, faculty advisor or counselor. Please refer to the academic calendar for deadline dates.

Refunds:

See page 14 of the college catalog for refund policy.

Early Registration

This gives you an opportunity to have the best selection of courses available without the long lines that occur during late registration. A deposit will reserve your classes with full payment required at a later date. On line registration is advisable, and recommended.

Grading System

Academic Honors

NCC recognizes academic excellence. The Dean's list: if you, as a full-time student, earn a GPA of 3.40 or higher for a semester, you will be placed on the Dean's list. If you attend part-time, you must have earned a 3.40 GPA. No grade lower than C is acceptable, nor are grades of W, AU, I, N, or M.

Explanation of Grading System

A credit is a unit of academic achievement which is awarded upon the successful completion of a course.

A semester hour is a measure of time usually corresponding to 55 minutes of lecture once per week for an entire semester.

Grades are an indication of the standard of academic work performed and/or the status of the student in relation to a course and/or college. The academic grading system including basic grades of student performance are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, and five grades of student status: I, M, W, N, AU. Refer to the college catalog for a complete explanation of the academic grading system.

Appeal of the Assigned Grade

A student may seek review of the assignment of a grade or other decisions affecting academic status in accordance with the following procedure:

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.
2. If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the academic dean by filing a written appeal. The appeal must be filed with the academic dean within thirty calendar days of the student's awareness of the decision which is being appealed.

Transcripts

Your academic history at the college is called a transcript, and it will contain all the courses you have taken and the grades you earned. Your transcript is considered a confidential document and is kept on file in the Record Office. If you wish to have official copies of your transcript sent to other schools or employers. You must submit your request on the web using your myCommNet account.

How to Access your Student Records on the web

Please see pages 30-32 of the college catalog.

Graduation

Please see page 34 of the college catalog.

Extended Studies and Workforce Education

Seminars, satellite programs, credit and non-credit courses are offered at convenient times and locations. Refer to the fall, spring, or summer class schedules for information about these programs.

NCC is authorized to enroll non-immigrant alien students holding appropriate visas. It is essential that students submit completed applications and documents at least one semester in advance of the semester in which attendance at the college is planned. Contact the counselor to obtain information about your visa status, academic, admissions procedures, and tuition for international students.

Learning Communities: A Key to Success

Are you coming to college to learn new and exciting things, prepare for a rewarding career and meet new and exciting people? That's why NCC has initiated paired courses, where two faculty members link their courses and teach the same group of students. For example, you could be part of an ENG 101/Psych 111 or ENG 084/ Intro to Criminal Justice learning community and earn transferable credits; you'll benefit from smaller classes, stronger relationships with faculty and staff, coordinated assignments, and easier access to support services such as tutoring, guidance, and mentoring.

Educational experts have proven that students involved in learning community courses experience more success in college, develop more meaningful relationships, and generally have more fun. Consider this exciting possibility when you register!!

For more information e-mail Jburkhardt@ncc.commnet.edu or Awerner@ncc.commnet.edu.

Non-Credit Students

Non-credit students are those taking extended studies courses, which carry no credit, and are not applicable to a degree or certificate program. An application for admission to the college is not required for non-credit students. For information about courses, please call Extended Studies at (203)857-7080. All non-English speaking students who are interested in learning English must complete and submit an application for admission, and take the English as a Second Language placement test.

Service-Learning

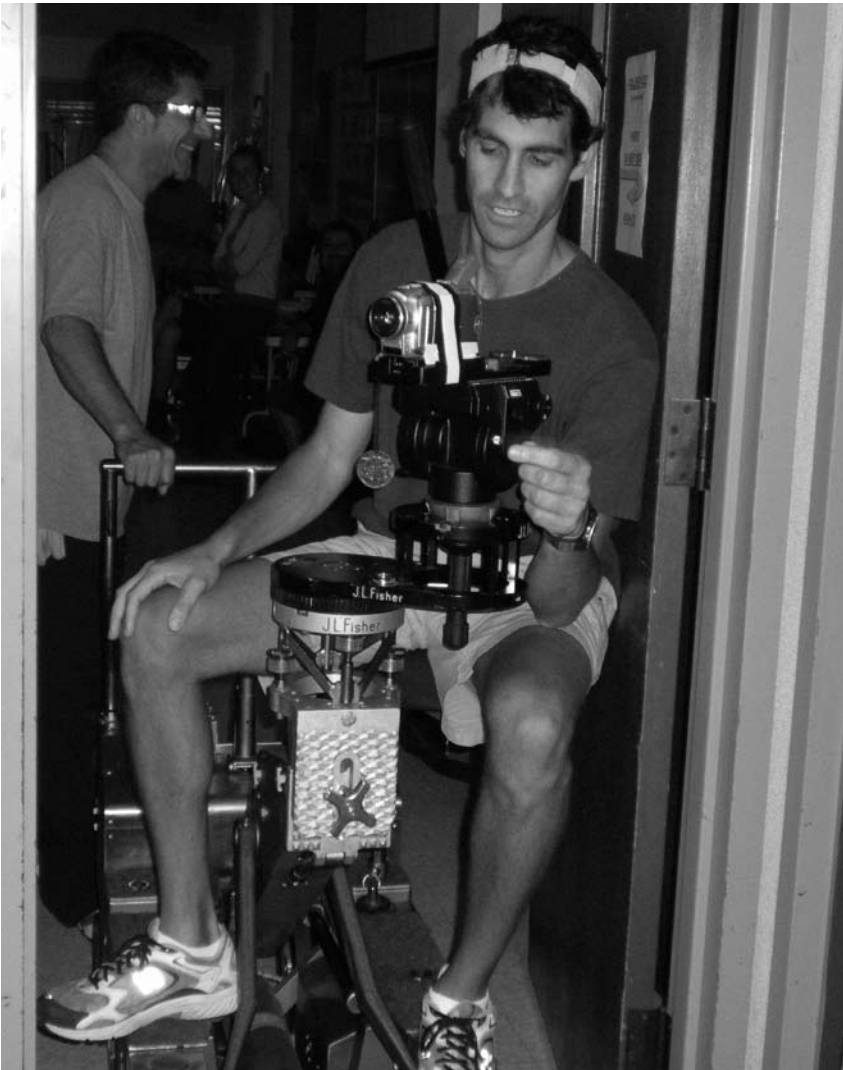
What is Service-Learning?

Service-Learning is a form of experimental education in which students engage in activities that address human and community needs together with structured opportunities intentionally designed to promote student learning and development. Service-Learning includes the key concepts of reflection and reciprocity.

Service-Learning is a process that links academic learning and community participation. The goals of Service-learning are generally to:

- ✦ Facilitate the development of effective community participants;

- ✦ Teach academic content in an applied, experiential and reflective manner, and
- ✦ Contribute to the community in ways that build on community identified assets and strengths and address community needs.



ADVISOR DIRECTORY

MAJOR/DEPT.	ADVISOR	ROOM	PHONE/EMAIL
Accounting	D. Stephens	W 207	x7357 dstephens@ncc.commnet.edu
Architectural Engineering Technology	J. Bigosinski	W 233	x7159 jbigosinski@ncc.commnet.edu
Archaeology	E. Wiegand	W 236	x7377 ewiegand@ncc.commnet.edu
Art	J. Fucigna	E 114	x3323 jfucigna@ncc.commnet.edu
Business Administration	L. Barone (A-M)	W 207	x7333 LBarone@ncc.commnet.edu
Business Office Technologies	S. Dashefsky	W 207	x7229 hdashefsky@ncc.commnet.edu
CDA	K. Coppola	E 122	x7119 kcoppola@ncc.commnet.edu
Communication Arts (Journalism, TV, Media Studies)	L. Soderlind	W 106	x7279 lsoderlind@ncc.commnet.edu
Computer Security	P. Cassidy	W250	x7336 pcassidy@ncc.commnet.edu
Computer Systems Technology Information Technology	T. Duffy	W 250	x6892 tduffy@ncc.commnet.edu
Construction Technology	J. Bigosinski	W 233	x7159 jbigosinski@ncc.commnet.edu
Criminal Justice	A. Seaborn	W 207	8x7096 aseabom@ncc.commnet.edu
Culinary Arts and Hospitality Management	J. Trombetta (acting)	W 127	x3393 jtrombetta@ncc.commnet.edu
Design for the Web	J. Alvord (acting)	W 106	x6890 jalvord@ncc.commnet.edu
Developmental Studies	E. DelVecchio	W 209	x7258 edelvecchio@ncc.commnet.edu
Early Childhood Education	Joan Parris	E 116	x3381 jparris@ncc.commnet.edu
Pathway to Engineering	J. Karnowski	W 009	x3378 jkarnowski@ncc.commnet.edu
English as a Second Language(credit division) (non-credit division)	C. Machado (credit)	E 206	x7176 cmachado@ncc.commnet.edu
	D. Daych (non-credit)	W 102	x6881 ddaych@ncc.commnet.edu
Exercise Science	P. Gallo	Fitness Ctr.	x7194 pgallo@ncc.commnet.edu
Finance & Banking	R. Bealer	W 207	x7177 rbealer@ncc.commnet.edu

MAJOR/DEPT.	ADVISOR	ROOM	PHONE/EMAIL
Fire Technology & Administration	D. Stephens	W 207	x7357 dperry@ncc.commnet.edu
Foreign Language Sequence	A. Dam	E 226	x7362 adam@ncc.commnet.edu
General Studies	Counseling Center	E 104	8x7033 counseling@ncc.commnet.edu
Gerontology	C. Harker	W 106	x7013 charker@ncc.commnet.edu
Graphic Design	J. Alvord	W.106	x6890 jalvord@ncc.commnet.edu
High School Partnership	W. Chagnon	E 106	x7090 wchagnon@ncc.commnet.edu
Honors Program	C. Milton	E221	x7224 cmilton@ncc.commnet.edu
Hospitality Management and Culinary Arts	T. Connolly	W 127	x7355 tconnolly@ncc.commnet.edu
Human Services	C. Harker	W 106	x7013 charker@ncc.commnet.edu
Information Systems Degree Program	C. Hornung	W 250	x6891 chornung@ncc.commnet.edu
Information Technology	T. Duffy	W 250	x6892 tduffy@ncc.commnet.edu
Internet Commerce	T. Duffy	W 250	x6892 tduffy@ncc.commnet.edu
Information Technology- Networking	T. Duffy	W 250	x6892 tduffy@ncc.commnet.edu
Interior Design	J. Bigosinski	W 233	x7159 jbigosinski@ncc.commnet.edu
Legal Assistant	T. Jackson	W 207	x7152 tjackson@ncc.commnet.edu
Liberal Arts & Sciences			
Transfer	M. Adelman	E 222	x7340 madelman@ncc.commnet.edu
	M. F. Carmell	E 317	x7343 mcammell@ncc.commnet.edu
	A. Dam	E 226	x7362 adam@ncc.commnet.edu
	C. Milton	E 221	x7224 cmilton@ncc.commnet.edu
	M. Barber	W 238	x7275 mbarber@ncc.commnet.edu
Liberal Arts Math/Science Option			
	R. Anastasio	E 320	x7348 ranastasio@ncc.commnet.edu
	L. Racine	W 234	x7285 lracine@ncc.commnet.edu
	M. Seman	W 106	x7169 mseman@ncc.commnet.edu
Management	T. Scott	W 207	x7358 tscott@ncc.commnet.edu
Marketing	S. Steiz	W 207	x7331 ssteiz@ncc.commnet.edu
Medical Office Management			
	L. Perlstein	E 307	x6852 lperstein@ncc.commnet.edu
	S. Jenkins	E 304	x7086 sjenkins@ncc.commnet.edu

MAJOR/DEPT.	ADVISOR	ROOM	PHONE/EMAIL
Medical Assistant	L. Perlstein	E 307	x6852 lperlstein@ncc.commnet.edu
	S. Jenkins	E 304	x7086 sjenkins@ncc.commnet.edu
Mental Health Certificate	C. Harker	W 106	x7013 charker@ncc.commnet.edu
Non-Degree Counseling Center		E 104	x7033 counseling@ncc.commnet.edu
Nursing/Pre-Nursing	M. Schuler	E 306	x7123 mschulen@ncc.commnet.edu
	S. Jenkins	E 304	x7086 sjenkins@ncc.commnet.edu
	M. Tessier	E302	x7391 mtessier@ncc.commnet.edu
Paramedic Program	M. Schuler	E 306	x7123 mschuler@ncc.commnet.edu
Physical Therapist Assistant Program	J. Bresnick	PTA office	x7198 jbresnick@ncc.commnet.edu
	N. Satta	PTA office	x7199 nsatta@ncc.commnet.edu
Pre-Law	T. Jackson	W 207	x7152 tjackson@ncc.commnet.edu
Recreation & Leisure Studies	C. Harker	W 106	x7013 charker@ncc.commnet.edu
Relational Database Development Certificate	T. Duffy	W 250	x6892 tduffy@ncc.commnet.edu
Respiratory Care/Pre-Respiratory Care	S. Jenkins	Nwk.Hospital	852-2479
		E 304	x7096 sjenkins@ncc.commnet.edu
Women's Studies	M. Garson	E 307	x6917 mgarson@ncc.commnet.edu
	L. Peterson	W204c	x7294 lpeterson@ncc.commnet.edu



General Info



GENERAL INFORMATION

Bookstore

The Bookstore carries required textbooks, reference books, supplies, electronics, drafting equipment, clothing, and gift items. For your convenience the bookstore accepts Visa or MasterCard, and personal checks in the exact amount of the purchase. Students may sell back their used books during the final exam week of each semester.

Textbooks: Please bring your registration form with you when purchasing textbooks. Different sections of the same course often use different textbooks. The course number alone is not sufficient to guarantee that you receive the correct book for your class. The item number and the section number are also necessary.

Refund Policy: All returns must be accompanied by the original receipt. Books and materials must be in the same condition as when purchased (unmarked, unsoiled, and unopened, if shrink-wrapped).

Refunds will be given within one week of purchase date or two weeks from the first day of the fall and spring semesters. During the summer sessions, refunds will be given within one week of purchase or one week from the first day of classes.

Bus Service

Norwalk Bus: WHEELS Routes 11, 12, and 13 stop in front of the West Campus at 181 Richards Avenue Bus routes on U.S. 1 bring students to the corner of Richards Avenue, within one-half-mile walking distance.

Cafeteria

Location: West Campus and the East Campus Cafe

Telephone: (203) 857-6885

Hours: Monday - Thursday, 8:00am - 8:00pm; Friday, 8:00am - 1:00pm, Saturday 8:00 - 1:00pm (Summer: Monday - Thursday: 8:00am - 2:00pm, Friday 8:00am - 1:00pm)

Food Prohibited: Food and drinks are prohibited in the library, atrium, theater, computer labs, and West Campus lobby except with special permission from the facilities Coordinator (E214) or the Student Activities Director (E101).

Change of Name and/or Address:

It is important that the college have your correct address and your correct name at all times. Therefore, you are required to report any change of name or address to the Records Office immediately.

Weather Related Class Cancellations

NCC's main number (203) 857-7000 will have a recording. NCC's Website will have the delayed or closing information on the main web page.

TV stations that will be notified are: WTNH channel 8, WFSB channel 3, and Cablevision channel 12.

Radio stations that will be notified are: WEBE 108 FM, WICC 600 AM, and WINS 1010 AM.





**Student
Activities**



STUDENT ACTIVITIES

Student Activities Office

The student activities program should be viewed as an integral part of the total educational experience of students. The objective is a program of co-curricular activities designed to meet individual and diverse needs by providing opportunities for educational, cultural, recreational, social and political enrichment.

Student organizations and clubs serve group needs and interests. Clubs change as the special needs of the college community develop and grow. Working in conjunction with a faculty advisor and the Director of Student Activities, student leaders have the responsibility to develop and implement the programs in which their organizations are involved. Participation in organizations and activities is open to all students enrolled at the college. For further information, visit the Student Activities Office.

Clubs

Norwalk Community College encourages the development of special interest clubs, social functions, and organizations.

Faculty advisors are vital to the success of the student organizations. They work closely with club members to assist them in realizing their goals. Their support, advice, and knowledge are critical to the leadership experiences of the students at the college.

Recognized Clubs and Organizations

<i>Name of Club</i>	<i>Advisor</i>	<i>Tel. Extension</i>
Accounting	Tony Romeo & Desiree Stephens	7271 & 7357
African Culture	Al Thomas	7150
Archaeology	Ernie Wiegand	7377
Art	Joe Fucigna	3323
Biology	Stephanie Brown	3357
Chemistry	Jonathan McMenamin-Balano	7351
Criminal Justice	Althea Seaborne	7096
Drama	TBD	7370
Early Childhood (CDC)	Margaret Dana-Conway	7116
Euro	Estelle Dattolo	7356
Engineering	Joe Karnowski	3378
Film & TV	Stoney Duren	6888

French	Robert Lamothe	7371
Gaming	Steven Cohen	7367
Gay-Straight Alliance	Joe Karnowski	3378
Hasta	Marie-Ange Nicolas	7108
Hay Motivo	Orlando Soto & Marina Rivera	7030 & 7019
Hosteurs	Tom Connolly	7355
Legal Assistant Society	Tom Jackson	7152
Literature	Gary Carlson	7349
Medical Assistant Society	Lauren Perlstein	6852
Multi-Cultural	Lisa Morgan & Debra Simons	6821 & 7128
Nursing	Sheila Jenkins	7086
Philosophy	Ed Grippe	7170
Phi Theta Kappa	Steve Glazer	3326
Psychology	William Grodman	7295
Respiratory Care	Maria Grayson	852-2479
Soccer	Curtis Antrum	7250
Speech	Susan Seidell	7102
Student Senate	Michelle Brinck	7132
The Student World Assembly	Mary F. Carmell & Robert Emigh	7343 & 3358
“The Voice” Student Newspaper	Lori Soderlind	7279

For further information about joining or starting a student club, student club guidelines, rules and responsibilities of the officers and faculty advisors, parliamentary procedures etc., please contact the Student Activities Office.

Responsibilities of All Clubs Sponsored by the Student Government

All clubs are expected to function in an effective manner, hold regular meetings and strive to achieve the state objectives of the organization.

The following guidelines are provided to structure and guide clubs:

1. Copies of the constitution are to be made available to any interested person.

2. Faculty advisors are to be kept completely informed of the club's activities.
3. All activities of the club must be approved by the faculty advisor.
4. All requests for funds must be approved by the faculty advisor.

All social functions, meetings and similar activities, both on and off campus, must be coordinated with the Student Activities Office; this provides the necessary structure for the coordination of events and also enables the student body to be informed about upcoming events.

All clubs and organizations will be responsible for reporting their sponsored activities to the Student Activities Office two weeks in advance of establishing a final date.

Student Government

Location Room W111 Telephone: (203)857-7251

The Student Government is the official governing board of the student body and is responsible to represent students in matters of student interest and to allocate and distribute Student Activities Funds. Working in conjunction with the Director of Student Activities, the Student Government has the responsibility to work on behalf of clubs, organizations, and the general student body by interpreting and responding to the needs and interests of the college community. They meet once a week and the meetings are open to all.

Cultural Events and Off-Campus Trips

The Student Activities Office and many of the student organizations sponsor trips to a variety of educational and fun-filled sites. Recent trips have included New York City, Broadway plays, softball games, and a visit to the Supreme Court in Washington, D.C. Check Room W111 for an updated list of events. All student organizations selling tickets to events must adhere to the ticket policy of the college which is available in the Student Activities Office. The diversity of our college community is celebrated by a variety of programs throughout the year. Recent programs included a multicultural festival, film series, noted speakers and musical performances.

Election of Student Members to Board of Trustees

A. During September, the student government at each community college shall elect a prescribed number of representatives to a Student Electoral Assembly, in accordance with B, below. Such representatives may be full-time or part-time currently enrolled students but need not be members of the student government.

B. Representation in the Student Electoral Assembly shall be based upon each college's combined fund credit headcount enrollment. Each college shall have two representatives, one student enrolled in a techni-

cal program and one student enrolled in a non-technical program, for the first two thousand enrolled credit students or less and shall have one additional representative for each one thousand students in excess of two thousand.

C. The college presidents shall notify the executive director by October 1 each year of the students who have been elected from each college to the student electoral assembly and shall certify the program in which each such student is enrolled.

D. During October of each year, the executive director or his or her designee shall convene the Student Electoral Assembly for the purpose of electing a community college student member of the board of trustees of community colleges to serve for a two-year term and student members and alternate student members of the standing committee of the board of governors, each to serve for a one-year term.

1. The assembly shall elect a presiding officer and a secretary and may elect such other officers as it deems necessary.
2. The assembly shall conduct its affairs in accordance with the following:
 - a. A majority of the membership of the assembly shall constitute a quorum for the transaction of business.
 - b. A majority of the members present and voting shall be necessary to elect student members of the board of trustees and the standing committee of the board of governors.
 - c. To be eligible for election to the board of trustees, an individual must be enrolled for at least six credits at a community college as follows: in odd numbered years such individual must be enrolled in a technical program, and in even-numbered years such individual must be enrolled in a non-technical program.
3. In cases of emergency, you are in charge; and the college relies on your judgment.
4. Attend all club events.
5. Assist club members with financial aspects of club.

Organization of a Club

Starting a Club

- ♦ The Director of Student Activities should be consulted to make certain that a group with the same interests or purposes as the proposed group does not exist on campus. The Office of Student Activities may also know of other students or faculty who have similar interests and would be interested in forming this organization. A faculty sponsor who will

eventually act as an advisor is required.

- An open meeting should be held. Select the date and time carefully and then publicize it widely to let as many people know about the meeting as possible.
- Plan the open meeting carefully and know exactly what things are to be covered during the course of the meeting. Begin with a brief explanation of why the meeting was called and the items that need to be discussed. Collect the names, addresses and phone numbers of all those who attend the open meeting.
- Make personal contact with students who have been suggested as people who might be interested in the club. When a list of 10-15 people who have expressed an interest and a willingness to work has been compiled, start.
- An organization should write a constitution for submission to the Director of Student Activities for Student Government approval. This gives the organization the right to request from the Student Government an allocation from the Student Activity Fee Account.
- Budgets must be presented to the Student Government Treasurer for review by the Finance Committee of the Student Government. (See the Student Activities Director for guidelines on writing a constitution.)

Solicitation, Fundraising and Raffles

Any club or organization that plans to hold a raffle or solicit donations from off-campus sources must register this activity with the Director of Student Activities. The Director will advise the club if certain procedures must be followed, such as notifying the Better Business Bureau or obtaining a state police permit to hold a raffle. Solicitation is not permitted on college property except by recognized student clubs or with written permission of the Dean of Students.

Leadership Weekend Conference

The NCC Leadership Weekend Conference is a free annual event designed for students, faculty, and staff to create a stronger sense of community through fellowship while exploring how to unlock unlimited potential in all of us. The conference consists of workshops designed to allow students to learn leadership skills that will assist them both on campus; as well as in their everyday lives. Any student is invited to attend by recommendation from a faculty member or a counselor. Forms are available in the fall semester prior to the deadline in the Student Activities Office. Please keep in mind, that although this conference is open to all students; there is limited space available so be sure to sign up early.

Leadership Weekend





Financial Aid
Scholarships



FINANCIAL AID SERVICES

If you feel you have the ability to attend NCC but lack the finances, don't hesitate to contact the Financial Aid Office. Financial aid at NCC consists of grant, scholarship, loan or paid employment that helps a student meet education-related expenses. The funds awarded at the college are provided by federal and state programs. Grants are regarded as "gift" assistance and do not have to be repaid. Loans are available at low interest rates and can be repaid over an extended period after the student leaves the institution.

Where aid is offered in the form of a job, the student is paid an hourly rate for work actually performed. Student employees are paid biweekly.

To be considered for financial aid, the applicant must file the Free Application for Federal Student Aid (FAFSA) online. This form serves as a dual purpose application allowing the student to apply for all sources of financial assistance awarded by the college as well as the Federal Pell Grant. To apply for financial aid please follow the single steps laid out in the financial aid brochure. This brochure can be picked up in the Financial Aid Office, Room E105. You can also find these instructions online at www.ncc.commnet.edu. Financial aid is located under current or perspective students.

When you apply for aid at Norwalk Community College, you should become familiar with all the necessary rules, requirements, obligations, and deadlines. Here are a few points you should keep in mind.

1. You must reapply every year. Financial aid does not automatically continue from one year to the next.
2. At NCC, federal programs have limits in the total amount of aid you can receive or the number of years you can receive it.
3. To receive financial aid at NCC, you must:
 - a. Be accepted in a one-year certificate program (18 or more credits) or a two-year degree program.
 - b. Demonstrate financial need.
 - c. Be a U.S. citizen or eligible non-citizen.
 - d. Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant.
 - e. Not be in default on a Federal Stafford Perkins loan.
 - f. Be making satisfactory progress toward the completion of your course of study (see definition of satisfactory progress under "eligibility").
 - g. Register with the Selective Service if you are a male between the age of 18 and 26.
4. It is your responsibility to make sure all documents necessary to sup-

port information on student aid reports are turned in (i.e., tax returns, proof of AFDC, Social Security, etc.).

Eligibility for Aid

In order to be eligible for federal, state or institutional financial assistance from Norwalk Community College, a student must be in “academic good standing” and be making “satisfactory academic progress,” to be determined at the end of each semester in accordance with the standards defined below. Students who do not meet these minimum standards will be placed on probation. If you do not achieve the minimum standards the next semester, you will be placed on Financial Aid suspension. You will be notified in writing of this decision and will be given the ability to appeal. Students who have not completed a minimum of two-thirds of all the credit hours attempted at NCC will be ineligible to receive financial aid. They will have to find some other means of paying for their classes until they have attained an overall completion rate of two-thirds of their credit hours. At that time, they will once again be eligible to apply for financial assistance.

It is important to be aware that in determining progress towards a degree or certificate, the college is required to evaluate the student’s entire academic performance at NCC, not merely the progress he or she achieved while receiving the benefit of student financial aid.

Academic Good Standing

This means maintaining a grade point average that is above that which would place an individual on academic probation as defined in the college catalog.

Satisfactory Academic Progress for Financial Aid Purposes

This means that students must successfully complete two thirds of all credits attempted during their entire time at NCC, whether or not they have received the benefit of financial aid. Grades of W, I, N, M, and F are not considered successful completion. In addition the grade point average (GPA) must be a 2.0 or higher.

Examples of Cumulative Satisfactory Academic Progress:

Credits Attempted/Registered	Minimum Which Must be Completed	Minimum GPA
15 credits	10 credits	2.0
12 credits	8 credits	2.0
9 credits	6 credits	2.0
6-8 credits	6-8 credits	2.0

Duration of Eligibility for Financial Aid

Based on the successful completion of two-thirds of all credits attempted each semester, a student pursuing a 60 credit degree program would have the time limits listed below for receiving financial aid.

Time Limits

Status	Credits attempted	67% of credits completed	Maximum years of eligibility
Full-time	24	16	4
3/4-time	18	12	5
½-time	12	8	7.5

First Degree or Certificate Program

Normally, institutional financial assistance will be limited to an individual's first degree or certificate program. Request for an additional degree or certificate will depend on the availability of funds after the needs of those in their first degree or certificate program are met. Transfer credits will be counted towards the first degree concept and will limit eligibility for aid.

Courses Not Eligible for Financial Aid

Financial aid cannot be used to pay for audited courses. Financial aid cannot be used to pay for noncredit extended studies courses or other courses not counted towards a student's degree or certificate. Students classified as special non-degree students are not eligible for financial aid. Students must be enrolled in a degree-granting or certificate program that is at least 18 credits in duration to be eligible for financial aid.

Types of Financial Aid Available

By filling out the Free Application for Federal Student Aid (FAFSA), you will be considered for all federal and state financial assistance programs. See the NCC catalog for a complete list of the types of financial aid on page 16-17.

Financial Aid Refund Policy

For all financial aid recipients who withdraw before completing the enrollment period for which they were charged the college will calculate whether a refund of federal aid is necessary. In NCC is unable to determine your exact withdrawal date, we will use 50% completion.

Once the amount of the refund that must be returned to the Student Financial Aid programs has been determined, that amount will be distributed among the programs in the following manner that is prescribed by law.

Federal Family Education Loan Programs

1. FFEL Programs (Federal Family Education Loans)
2. Federal Pell Grant Program
3. FSEOG Program (Federal Supplemental Educational Opportunity Grant)
4. CAP Grant Program (CT Aid to Public Colleges and Universities)
5. Connecticut State Tuition Waiver Programs

TUITION FEES AND REFUNDS

Tuition and Fees

Tuition and fees are approved by the Board of Trustees for Community Colleges for each academic year. The class schedule, published each semester, lists the current tuition and fee charges. The fees include applicable student activity and college services fees.

Your college education at NCC is supported by the State of Connecticut. This permits the college to have low tuition and fee charges. Tuition and fees for General Fund courses vary from those charged for Extended Studies and Workforce Education, summer school and other Extension Fund courses. Extended Studies and Workforce Education courses and summer school courses are offered through the Extension Fund.

Full payment of tuition and fees is usually required at the time of registration. Payments can be made by cash, check, MasterCard or Visa credit card. The college's Deposit Program allows you to register early for classes and to pay only the fees due; the full tuition is due later. The fees are nonrefundable. Please refer to the schedule of classes for specifics. Full-time students who are not receiving Financial Aid may also be eligible for our payment plan. Please see the Business Office for more information.

Refunds

In order to offer a complete program of studies, it is necessary for the college to contract and incur certain costs. Even if a student withdraws, college service, student activity and application fees are non-refundable.

All requests for refunds must be made in writing to the Records Office. Refunds for charge card transactions are processed in the same manner as cash or check transactions.

Refunds for Extension Fund and Summer Session Courses

No refund of tuition or fees will be granted for withdrawal from Extension Fund courses, including summer session courses, on or after the first day of classes.

Refunds for General Fund Courses

For Notice of Withdrawal received prior to the first day of the semester, a refund of 100 percent of tuition will be granted. Deposits and fees are not refunded. For notice of Withdrawal received on the first day of the semester and through the fourteenth calendar day of that semester, a refund of 50 percent of tuition will be granted. Fees are not refunded.

For a reduction in load which occurs on the first day of that semester and through the fourteenth calendar day of that semester, 50 percent of the difference of the tuition applicable to the original and revised course schedule will be refunded. The difference in the amount of fees is not refunded.

No refund of tuition will be granted for either full- or Part-time students beyond the fourteenth calendar day after the first day of the semester.

NCC FOUNDATION SCHOLARSHIPS

Each year the Financial Aid Office awards a number of scholarships which are given to the college from the NCC Foundation. Selection is made in the spring semester for the following academic year. For a complete list of these scholarships please see page 63.

TRANSFER SCHOLARSHIPS

Students interested in applying for Transfer scholarships not administered by Norwalk Community College should write directly to the Admissions Office at the intended transfer institutions for application form, general information and deadline for submission.

It is recommended that students inquire at least six months prior to graduation. We encourage you to come to the Financial Aid Office for information regarding additional transfer scholarships.

The deadline for applying for NCC administered transfer scholarships is April 1. For a complete list of transfer scholarships please see the NCC Catalog page 22.

Norwalk Scholarship Programs

Continuing Students

The following pages provide a listing of Scholarships available to Continuing Norwalk Community College Students. To apply for these scholarships a student:

- Must have completed 12 credits and have no more than 58 credits
- Must have a 2.8 overall GPA
- Must submit a completed application, transcript and essay to the Financial Aid Office by May 15

- ✦ Incomplete or late applications will not be considered
- ✦ Only a Faculty member who the student had in class may sign the scholarship application
- ✦ Students who meet the eligibility criteria will automatically be sent an application the end of March
- ✦ Students who are awarded a scholarship will be notified electronically and by mail.

The list of scholarships for returning students is as follows

Graduates from NCC who go on to four-year institutions

Students who graduate from NCC and go on to four year institutions are eligible to apply for awards that are announced at graduation. To apply for these scholarships a student:

- ✦ Must complete the application which is given out in the Records office when you apply for graduation
- ✦ Must submit a completed application to the Financial Aid Office by April 1

This application is used to award the following Scholarships

In addition to the graduate scholarships NCC has just initiated the Leadership Development Educational Transfer Advising Preparation (L.E.A.P.). To apply for this scholarship a student

- ✦ Must Graduate from NCC
- ✦ Must Display financial need as determined by the FAFSA
- ✦ Must be a US citizen or permanent resident
- ✦ Must Maintain a 3.5 GPA or more while at NCC
- ✦ Must be accepted into a four-year college with a financial aid package
- ✦ Must submit a completed application, transcript, Student Essay, three letters of Recommendation, Admissions letter from the four year institution along with a financial aid award letter.

The Scholarship Program

For continuing Norwalk Community College Students, the Norwalk Community College Foundation (NCCF) was created to support the mission of the College by raising resources to fund scholarships, faculty development and program enhancement. Each year NCCF awards scholarships to students to assist them continuing their education and to reward outstanding academic performance. This support comes from a variety of individuals, corporations and foundations. The Norwalk Community College Foundation wishes to thank all those donors who have helped to make the 2008-2009 NCCF Scholarship Program possible.

Eligibility Criteria:

1. Must have completed 12 credits and have no more than 58 credits.
 2. Must have a 2.8 GPA or above.
 3. Must submit a completed application, transcript and essay to the Financial Aid Office by May 16.
- Applications are available beginning the first week in March from the Financial Aid office.
 - Incomplete or late applications will not be considered.
 - Scholarship recipients will be notified by mail.

The following is a listing of scholarships available to continuing Norwalk Community College students.

NCC Foundation Scholarships

The Access to Education Scholarship

The Access to Education Scholarship was established at the first biennial corporate dinner in 2004. This scholarship was created to provide financial assistance to NCC students.

The Elizabeth Raymond Ambler Trust Scholarship Fund

Named to honor the late Elizabeth Raymond Ambler, philanthropist, social leader and longtime resident of Wilton.

- *First preference to residents of Wilton and then to all towns served by NCC*
- *Minimum GPA 3.0 • Financial need*

America 9/11 Scholarship Fund

Established by Stephen and Jane Raye at Le Bal d'Ecole 2001 to give tribute to the heroes of the September 11th tragedy.

- *Students entering the fields of nursing, allied health, criminal justice, fire technology and paramedic programs*
- *Minimum GPA: 3.0 • Financial need*

Lois & Harlan Anderson Scholarship Fund

Created by Lois and Harlan Anderson in support of access to a college education at NCC and in response to the Capital Campaign for the Center for Information Technology.

- *Minimum GPA 3.0*
- *Enrolled for 6 or more credits in a degree or certificate program.*

Anonymous Scholarship

This scholarship was established in 2001 to assist NCC students who have a clear career path, show strong academic promise and have financial need. Preference is given to hardworking immigrants.

- *Financial need • Academic achievement • 3.0 GPA*

Robert & Jeannie Kay Armstrong Scholarship Fund

Created by Robert and Jeannie Kay Armstrong through a generous gift at the 1997 Le Bal d'Ecole.

- *Minimum GPA 3.0*
- *Enrolled for 6 or more credits in a degree or certificate program.*

John Ball Scholarship Fund

Created by directors and friends at Champion International to commemorate Mr. Ball's retirement and his service as a director of the NCC Foundation.

- *Minimum GPA 3.0*
- *Enrolled for 6 or more credits in a degree or certificate program.*

Joan and Ed Barksdale Scholarship

Created by Joan and Ed Barksdale in support of access to a college education at NCC and in response to the Capital Campaign to Fund the Future.

- *Minimum GPA 2.9*
- *Enrolled for 6 or more credits in a degree or certificate program.*

James Bissell Memorial Scholarship Fund

Created by family and friends of James Bissell, a former science instructor at NCC and founder of the NCC Flying Club, to commemorate and celebrate his life and achievements.

- *For students who have a general knowledge of aviation and/or a willingness to be exposed to flying.*
- *Minimum GPA 3.0*
- *Enrolled for 6 or more credits in a degree or certificate program.*

Dr. Mary W. Brackett Scholarship Fund

During her seventeen years at Norwalk Community College, Dr. Brackett served as a student counselor, as Academic Dean and as acting President. In celebration of her contributions to the College and to the community, this scholarship was created by her friends and faculty emeriti to recognize her move to Maine in 2001.

- *Enrolled in Liberal Arts and Sciences, General Studies or Honors programs.*

Katherine Hall Browne Memorial Scholarship Fund

Created by William and Carol Browne in memory of William's mother, Katherine Hall Browne.

- *Minimum GPA 3.0*
- *Enrolled for 6 or more credits in a degree or certificate program.*

Bucky Scholarship

Established by Dr. Thomas Bucky, a retired internist and his wife, Doris, a former English teacher, to help students achieve their goals.

- *Financial need*
- *Academic achievement*

The Ilene and Irving G. Calish Sr. Scholarship Fund

Established by Louis J. and Caren Calish Gagliano in memory of Caren's

parents to honor their belief in education as the route to self-help.

- *Financial need* • *Matriculating towards a degree* • *Preference given to a working parent* • *U.S. citizen, preferably a Connecticut resident*
- *Preference to a minority student*

Mickey and Brooke Callanen Scholarship Fund

Created by Mr. Callanen, a Norwalk businessman and resident of Darien, through a generous gift at the 1997 Le Bal d'Ecole.

- *Minimum GPA 3.0*
- *Enrolled for 6 or more credits in a degree or certificate program.*

Charlotte Chen, Esq. Scholarship Fund

Created by the family and friends of Charlotte to commemorate her life and achievements. Mrs. Chen was a founding member of both the Norwalk Community College and the Norwalk Community College Foundation, Inc.

- *Minimum GPA 3.0*
- *Enrolled for 6 or more credits in a degree or certificate program.*

Carle C. Conway Scholarship Fund

Created by the trustees of the Carle C. Conway Foundation to commemorate the life and achievements of Mr. Conway, a leader of the Continental Can Company.

- *Students must have completed 15 credits*

Jane Corbo Scholarship Fund

Created for nursing students by the family and friends of Jane to commemorate her life and achievements as a dedicated nurse.

- *Enrolled in the Nursing curriculum*

Virginia and Malcolm Crawford Scholarship Fund

Created by the Crawford's, long time advisors, tutors and supporters of NCC, in memory of their parents.

- *Financial need*

James E. Deaver Memorial Scholarship Fund

Created in memory of James Deaver, late husband of former Professor Abigail Deaver.

- *Single mother with children at home* • *Financial need* • *Minimum GPA 3.0*

Katy & Professor John J. Dolhun Scholarship

This scholarship was established at Le Bal d'Ecole 2005 by Dr. Dolhun and his wife, Katy. Dr. Dolhun is a chemistry professor at NCC. Preference is given to African-American students with financial need.

- *Financial need*

Nancy Doyle Scholarship Fund

Created by co-workers, family and friends to honor Nancy's commitment and passion for NCC. Nancy is a former Board member and Director of

Special Events for the NCC Foundation.

• *Financial need* • *Academic achievement* • *Minimum GPA 3.0*

Dugan Family Scholarship

Created by former NCC Foundation board member, Linda Dugan, this fund is intended to provide financial assistance to an NCC student.

Jamie Earle Memorial Scholarship Fund

Created by friends and family of Jamie Earle to commemorate his life and achievements.

• *Preference given to male students* • *Financial need* • *Minimum GPA 3.0*

The Fernandez Family Scholarship Fund

Created by Joanne and Manny Fernandez, a former director of the NCC Foundation, at the 1995 Le Bal d'Ecole.

• *Financial need* • *Minimum GPA 3.0*

GE Capital Scholarship Fund

Created as part of a major gift from GE Capital toward the Capital Campaign to fund equipment and scholarships for the Center for Information Technology.

• *Financial need* • *Academic achievement*

The Josephine Gierer Scholarship Fund

Mrs. Gierer created this fund at the first Le Bal d'Ecole in 1993.

• *Mothers with young children* • *Financial need* • *Minimum GPA 3.0*

Maurice Godin Scholarship Fund

Established in memory of Maurice Godin, former professor and coordinator of the Legal Assistant Curriculum at NCC.

• *Enrolled in the Legal Assistant curriculum* • *3.0 GPA or above*
• *Financial need*

Darlene Ryan Goodwin Scholarship Fund

Created by Jim and Darlene Goodwin to commemorate their dedication to providing educational opportunities to graduates of Stamford public schools.

• *Graduate of Stamford Public Schools* • *Minimum GPA 3.0*
• *Financial need*

Albert L. Hadley Scholarship Fund

Established by Mr. Hadley at the 1997 Le Bal d'Ecole of which he was an Honorary Chairman.

• *Preference given to students enrolled in an art or design program but is not restricted* • *Demonstrated academic achievement* • *Minimum GPA 3.0*

Linda Hammant Memorial Art Scholarship

Established by friends of Ms. Hammant to honor her life and ability to

create a tapestry of friends from diverse cultures.

- *Art student* • *Preference given to female student*
- *Minimum GPA 3.0* • *Desire to travel beyond Connecticut*

Richard T. Hansen Memorial Scholarship

• **Students enrolled full time in one of the following curricula in this order of priority: Business Administration, General Business, Accounting and Data Processing.**

- *Students must have completed 27 credits toward the degree.*

Jean and Richard Harrington Scholarship

This scholarship was created by the Harringtons at Le Bal d'Ecole 2005 to assist NCC students with financial need. Mr. Harrington is the President and CEO of The Thomson Corporation.

Mark Hattenbach Memorial Scholarship

This scholarship was established at Le Bal d'Ecole 2005 by Ellen Sue Hattenbach '64 to honor her husband, Mark '63. Mark served on the NCC Foundation Board of Directors. It will be awarded to a student majoring in Culinary Arts.

Harry H. Hefferan, Jr. Scholarship Fund

Created in memory of Mr. Hefferan by his associates in the law firm Flynn, Blakeslee and Shay to perpetuate his memory and to inspire and encourage others to give back something of themselves to their communities.

- *The scholarship is to be given to a student who best exemplifies the character and commitment to community that Harry demonstrated during his lifetime as a family man, lawyer and civic leader.*
- *Priority will be given to students with financial need.*

John H. Heher Memorial Scholarship Fund

Created by family and friends to commemorate John Heher's life, achievements and devotion to NCC. This scholarship serves as a tribute to Professor Heher's exceptional teaching ability, his genuine enthusiasm and energy and his concern and fondness for all his students.

- *Business student* • *Minimum GPA 3.0* • *Financial need*

The Hiro Hiranandani Scholarship

Mr. Hiranandani, former NCC Foundation Board member and former President of Pitney Bowes Mailing Systems, created this fund at the first Le Bal d'Ecole.

- *Full-time student studying engineering technology, science or nursing.*
- *Financial need*

Leon and Fanny Hirsch Scholarship Fund

Created at the 2001 Le Bal d'Ecole to support students who are pursuing a degree at NCC.

- *Financial need* • *Minimum GPA 3.0*

Anne Ireland Memorial Scholarship Fund

Created in memory of Anne, a well-loved member of the NCC community. She served as the chief receptionist and switchboard operator for more than sixteen years.

- *Full or part-time students 25 years or older*
- *Demonstrated financial need Minimum 2.8 GPA earned through four courses or 12 credits.*

Stacy M. Israel Scholarship Fund

Created by Stacey Israel, an NCC alumna, to provide scholarship assistance to students in need.

- *Demonstrated academic achievement* • *Minimum GPA 3.0*

Paul L. Jones Scholarship Fund

This educational trust fund is for students enrolled in allied health or nursing curricula at the college.

- *Allied health or nursing student* • *Graduate of a Connecticut High School and currently residing in Connecticut* • *Full-time student*

Joseph Karpowich Memorial Scholarship Fund

Created by family and friends to commemorate his life, achievements and devotion to NCC as former Dean of Students at NSTC. It is his family's hope that the scholarship fund will offer inspiration and encouragement to qualified students who choose a career in a technology related field.

- *Minimum GPA 3.0* • *Financial need* • *Technology related field*

Toni Anne Laufer Scholarship Fund

Created by Mark and Ellen Sue Hattenbach in memory of their friend Toni Anne Laufer and generously supported by Dan Laufer and their friends. Toni was a graduate of NCC in the Early Childhood Education Program.

- *Enrolled in the Early Childhood Education Program*
- *Minimum GPA 3.0* • *Financial need*

Le Bal d'Ecole Scholarship Fund

Le Bal d'Ecole, a special event for the benefit of NCC, was held for the first time in 1993; the goal was to create an endowment fund for scholarships and programs at NCC. The fund continues to grow with each subsequent biennial event.

- *Financial need* • *Academic achievement*

Marcia Jane LeMoult Memorial Scholarship Fund

Created by the family and friends of Marcia LeMoult, who supervised the aerobics program at NCC for eight years. The fund is to provide financial help to a mature female student/athlete to build a new life through education and fitness.

- *Enrolled in a program of study related to physical conditioning/exercise technology* • *Financial need*

The Frank C. Lee Memorial Scholarship Fund

Established by staff and students of NCC in memory of Frank Lee, who served the College for over twenty years, as a professor of English, English department chair, and Academic Dean.

• *Financial need*

Max R. and George J. Lepofsky Endowment Scholarship Fund

Established through the Goodman Foundation, honors the memory of Max and George Lepofsky who both had a keen interest in the establishment of the College and the education it provides.

• *Financial need*

The Sachiko S. Liebergesell Scholarship Fund

Established by Rolf Liebergesell, Sachiko's husband, through a generous gift at the 1995 Le Bal d'Ecole.

• *Financial need*

Lifetime Learner's Institute, Inc. Scholarship Fund

Established by the members of the Lifetime Learner's Institute located at NCC for a student at NCC who intends to work in a field supportive of elderly people.

• *Minimum GPA 3.0* • *Financial need*

Mandel Family Scholarship

Created by Ann Mandel, this fund provides financial assistance to deserving NCC students.

• *Financial need*

Margaret Jane McAuliffe Scholarship Fund

The family of Margaret McAuliffe created this fund in remembrance of her unfulfilled dreams.

• *Priority to Stamford residents* • *Minimum GPA 3.0*

James R. McCormack Memorial Scholarship Fund

Created by Nancy and Kevin McCormack in memory of their son, Jim, a former NCC student who was pursuing a career as an arson investigator. The scholarship is intended to offer both inspiration and motivation to qualified students who are committed to a life of public service.

• *Enrolled in one of the following fields: nursing, allied health, criminal justice, fire technology or paramedic* • *Minimum GPA 3.0* • *Financial need*

Benson Meth Scholarship Fund

Created by Jeffrey A. Rubin, an alumnus of NCC, in memory of his step-father, Benson Meth. Mr. Meth was an adjunct instructor in the business department at NCC in the 60's and 70's.

• *Full-time or part-time students working toward an Associate Degree in Business* • *Minimum GPA 3.0* • *Financial need*

Donald and Virginia Miller Scholarship

Donald and Virginia Miller, active members of Lifetime Learners, created this scholarship in recognition of students who attend NCC and have overcome significant economic limitations to attain a college degree. Student must demonstrate academic achievement and financial need.

- *Financial need*

William M. Mommaerts Memorial Scholarship Fund

Created by Jeanne and Ralph Mommaerts to honor their son, an alumnus of NCC, his many accomplishments and memory.

- *Students working toward a degree in Computer Science or Business.*
- *Financial need*

The Lia Mondo Scholarship Fund

Established by Dr. Mondo, professor emerita of NCC and longtime member of the Foreign Language Department.

- *Financial need*

Thomas G. Norko Memorial Scholarship Fund

The family of Thomas Norko, special assistant to Everett Baker, former President of NCC, established this scholarship fund in his memory.

- *Full-time student* • *Completed 27 credits towards a degree* • *Financial need*

O'Hara Family Scholarship Fund

Established by Peter I. O'Hara, former Dean of College Development, in honor of his parents, Arthur and Louise O'Hara.

- *Financial need*

Beverly Miller Orthwein Scholarship Fund

Established by Peter Busch Orthwein to honor his wife, Beverly, through a generous gift at the 1997 Le Bal d'Ecole gala which she chaired.

- *Financial need*

Panfy Foundation, Inc. Service Learning Scholarship

Established at Le Bal d'Ecole 2005, this scholarship will be awarded to students who participate in Service Learning, service integrated into their courses of study, thus contributing to the community and providing opportunity to reflect critically on their community experiences.

Hobart P. Pardee Scholarship Fund

Hobart Porter Pardee was a member of the teaching and counseling staff at NCC from 1961 until his death in 1992. His family and friends created this fund in 1993 for students studying in human services fields.

- *Priority given to students enrolled in the Human Services Curriculum or to students transferring and continuing studies in the fields of counseling or student development* • *Financial need*

William Pitt Foundation Scholarship

• *Enrolled full time in a degree or certificate program.* • *Minimum GPA 3.0*

John E. Schmeltzer IV Memorial Scholarship

This scholarship was created by John's parents at Le Bal d'Ecole 2005. It will be awarded to a student pursuing a degree/certificate in emergency medicine, medical technology or culinary arts.

Sylvia Schudy Scholarship Fund

Created by the nursing alumni, colleagues, family and friends to commemorate Sylvia's outstanding achievements as the first director of the NCC nursing program established in 1968.

• *Students must be enrolled in the Nursing Curriculum*

The Joseph I. Shulman Memorial Fund

The family of Joseph Shulman established this fund in his memory.

• *Financial need*

John and Charlotte Suhler Scholarship Fund

Created by the Suhlerters at the 1997 Le Bal d'Ecole gala.

• *Financial need*

Jean Svalgard Memorial Fund

Created by the family and friends of Jean, a student of NCC.

• *Priority is given to a woman student planning on transferring and pursuing a degree in higher education.* • *Financial need*

Pauline A. Toner Nursing Scholarship

Established by a bequest to NCC from the estate of Pauline Toner who had a lifelong wish to be a nurse.

• *Students enrolled in the nursing curriculum* • *Financial need*

Dr. Harry L. Trambert Memorial Fund

This scholarship was established by Dr. Trambert's family to commemorate his life and achievements. Dr. Trambert had a long career as a Norwalk physician and was an active member of the Lifetime Learners Institute.

• *Financial need* • *Students seeking to transfer to a four-year college*

Nicholas Trivisonno Scholarship Fund

Created through a generous gift given at Le Bal d'Ecole 2001.

• *Financial need*

UBS Scholarship Fund

Established through a generous gift at the 1997 Le Bal d'Ecole gala.

• *Financial need*

Karen Veitch Memorial Scholarship Fund

Created by family and friends of Karen to honor her many contributions as director of the Child Development Lab School.

- *Students pursuing a degree in Early Childhood Education or a student intending to pursue a degree in teacher education*

The Geneva Walsh Scholarship Fund

Created by the family of Geneva, an alumna of NCC and active member of the NCC Alumni Association, in honor of her birthday.

- *Financial need*

Michael Gregory Weyer Scholarship Fund

This fund was created by the family and friends of Michael to honor his spirit of giving to those less fortunate than himself. In creating the fund, the family hopes to memorialize his generous spirit and create opportunity for students who share his many interests.

- *Priority is given to students in the following curricula: Drug and Alcohol Rehabilitation Counselor, EMT/Paramedic, Human Services or technology related programs.*
- *Financial need*

Helen C. Whitten Scholarship Fund

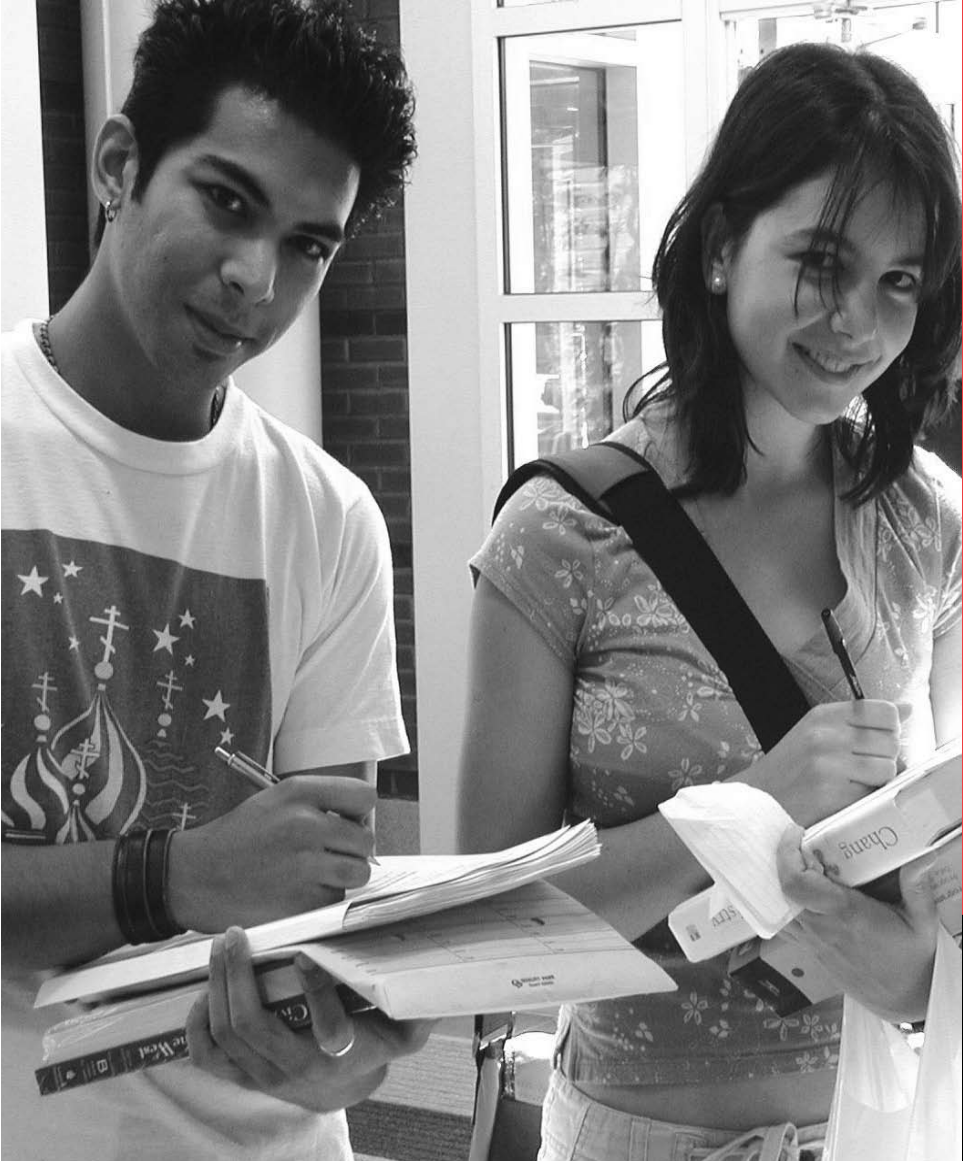
Created by NCC alumna Helen Whitten for female students.

- *Female student*
- *Satisfactory progress*
- *Financial need*

Windmill Foundation

Created by Anna and Ernest Steiner.

- *Financial need*
- *Academic Achievement*



**Student Rights
& Responsibilities**



Student Rights and Responsibilities

Expectations for Student Conduct

Consistent with the Student Conduct Philosophy set forth in Section 1 of this Policy, students are expected to:

1. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations;
2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student's academic performance, including but not limited to:
 - a. cheating on an examination,
 - b. collaborating with others in work to be presented, contrary to the stated rules of the course,
 - c. plagiarizing, including the submission of others' ideas or papers (whether purchased, borrow or otherwise obtained) as one's own,
 - d. stealing or having unauthorized access to examination or course materials,
 - e. falsifying records or laboratory or other data,
 - f. submitting, if contrary to the rules of a course, work previously presented in another course
 - g. knowingly assisting another student in any of the above, including an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;
3. Demonstrate respect for the property of the College and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises;
4. Demonstrate respect for others by:
 - a. refraining from conduct that constitutes a danger to the personal health or safety of other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury;
 - b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities; and
 - c. refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person's pursuit of his or her customary or usual affairs;
5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement);

6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College with regard to a College- related matter, nor forge, alter or otherwise misuse any document or record;
7. Comply with the directions of College staff members acting within the scope of their employment responsibilities;
8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others;
9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement;
10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her expressed consent;
11. Conduct oneself in a civil and respectful manner, both within and outside the College.

Students may be sanctioned for behavior that is not in accordance with the above-stated expectations.

Sanctions

The prior conduct record of a student shall be considered in determining the appropriate sanction for a student who has been found to have violated any part of Section 3 of this Policy. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the student.

A “sanction” may be any action affecting the status of an individual as a student taken by the College in response to a violation of this Policy, including but not limited to the following:

1. “Expulsion” is a permanent separation from the College that involves denial of all student privileges, including entrance to College premises;
2. “Suspension” is a temporary separation from the College that involves denial of all student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;

3. "Removal of College privileges" involves restrictions on student access to certain locations, functions and/or activities but does not preclude the student from continuing to pursue his/her academic program;
4. "Probation" is a status that indicates either (a) serious misconduct not warranting expulsion, suspension or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;
5. A "Warning" is a written notice to the student indicating that he or she has engaged in conduct that is in violation of Section 3 of this Policy and that any repetition of such conduct or other conduct that violates this Policy is likely to result in more serious sanctions;
6. "Community restitution" requires a student to perform a number of hours of service on the campus or in the community at large.

Procedures governing the enforcement of this policy can be found on the NCC Website under

Student Grievance Procedures

1. Definition: A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).
2. How to file a grievance: A grievance is to be submitted in writing to the dean of student affairs or such other college official as the president may designate (hereinafter, the dean of student affairs), within thirty days of the date the grievance knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. Procedure for grievance resolution: The Dean of Students shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter:
 - a. In the course of each investigation, the dean of student affairs shall consult with the dean responsible for the area of college operations in which the grievance arose.
 - b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the dean of student affairs shall consult with the college's affirmative action person during the course of the investigation.
 - c. In the case of a grievance against a dean, the grievance shall be filed with the president.

The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4. below.

4. Advisory Committee: The President may establish an advisory committee of students and staff who may be charged with the responsibility of making recommendations at either the level of the Deans or the President. The President may appoint and remove members of the committee. If an advisory committee is appointed, the President shall establish a reasonable time frame within which the committee must make recommendations.



Academic Standing

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.
2. If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the academic dean by filing a written appeal. The appeal must be filed with the academic dean within thirty calendar days of the student's awareness of the decision which is being appealed.

Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.

3. The academic dean or other designated official(s) shall afford review as provided below. The president may designate an official or an academic appeals committee to provide review at this step in lieu of the academic dean.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the president.

4. The foregoing decision may be appealed to the president by filing a statement of appeal within ten calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the president shall be final.
5. The time frames provided herein may be modified by the president for good cause shown.

Equal Opportunity and Affirmative Action

Norwalk Community College, guided by an Affirmative Action Plan approved by the Board of Trustees of Community Colleges and the Commission on Human Rights and Opportunity, complies with all federal and state

regulations and statutes that provide for equal opportunity for all. Questions should be directed to the Affirmative Action Officer.

Policy on Racism and Acts of Intolerance

The Community Colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The Board and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differences. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which protect even unpopular or divisive ideas and perspectives. Such constitutionally-protected expression can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, disability, national origin, or ethnicity, and the first amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment. Therefore, the community colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic, personal, social, and professional growth. Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures. Each college will provide a comprehensive educational program designed to foster understanding of differences and the value of cultural diversity. This will include plans to (1) promote pluralism, (2) educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and (3) widely disseminate this policy statement to the entire college community.

Non-Discrimination Policy

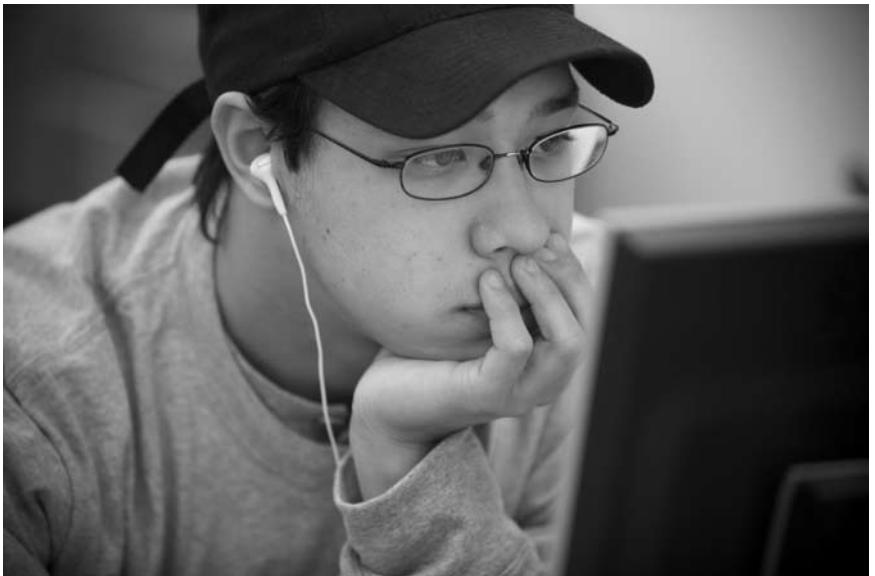
The community college system of the state of Connecticut will not discriminate against any person on the grounds of race, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to blindness, or prior conviction of a crime, unless the provisions of sections 46a-60 (b), 46a-80 (b), or 46a-81 (b) of the Connecticut general statutes are controlling or there is a bona fide

occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60 (8) of the Connecticut general statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception are to be applied pursuant to section 46a-68-33 of the administrative regulations. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status. and equal opportunity for all people and in no way to replace the equal opportunity policy statement.

People in the Community Colleges with Disabilities

The Board of Trustees of Community Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the community colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus or in the central office of the Board of Trustees.

The Board recognizes that a physical or functional impairment is a disability only to the extent that it contributes to cutting the person off from some valued experience, activity, or role. Higher education is therefore especially important to people with disabilities, since it aims to increase every student's access to valued experiences, activities, and roles. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way. The efforts of the community colleges to accommodate people with disabilities should be measured against the goals of full participation and integration. Services and programs best promote full participation and integration of peoples with disabilities when they complement and support, but do not duplicate, the regular services and programs of the college. Achieving the goal of full participation and integration of people with disabilities requires cooperative efforts within and among higher education institutions. The Board of Trustees will work with the Board of Governors to achieve a higher level of services and appropriate delivery methods at all Connecticut community colleges. This statement is intended to reaffirm the board's commitment to affirmative action and equal opportunity for all people and in no way to replace the equal opportunity policy statement.



For Your Well-being



Accident and Health Insurance

All enrolled students attending a Connecticut Community College are automatically covered under the School Time Only Accident Insurance Plan. Students may also obtain broad 24-Hour Accident and Sickness Insurance. Students who will attain age 23 during the college year may not be covered by family insurance and should consider enrolling. Brochures are available from the Business Office, Room E103.

AIDS and Other Communicable Diseases

The Community College system reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal antidiscrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the Community College community. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current scientific knowledge.

1. People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against and harassment of

individuals solely because of disability. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS or HIV-infected or having any other communicable disease.

2. Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the rights of persons with such diseases.
3. The Dean of Students is responsible for coordination, delivery, and evaluation of the college AIDS education program. A committee representative of the college community should be involved in formulating educational and information activities.
4. Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, HIV infection, or other communicable disease, except in individual cases when it has been medically determined that there is risk of infection or danger to others or in programs from which individuals with specific communicable diseases are excluded by law or regulation.
5. Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the college, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information.
6. All student or employee information related to inquiries, testing and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS.
7. Students and employees involved in the direct delivery of health care services and those who might otherwise come in contact with blood and other body fluids (such as in science laboratories or allied health practice) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services or other approved guidelines. A copy of these guidelines is maintained in the NCC library.
8. Violations of any part of this policy shall be dealt with under the appropriate disciplinary procedures for students or employees.

Drugs and Alcohol:

Policy on Drugs and Alcohol in the Community Colleges

The Board of Trustees of Community Colleges endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise: American society is harmed in many ways by the abuse of alcohol and other drugs — decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society — all socio-economic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use. The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and board of trustees policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and conduct. These provisions shall apply to all colleges under the jurisdiction of the Board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be in violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the President subject to the following conditions, as appropriate:
 - a. when a temporary permit for the sale of alcoholic beverages has been obtained and Dram Shop Act Insurance has been purchased;
 - b. when a college permit has been obtained;
 - c. when students bring their own beverages;
 - d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.
3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide com-

mittees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.
5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

Handicapped Parking

Available in the rear of the building area of the East Campus and the front area of the West Campus, handicapped parking areas are restricted to individuals with current Connecticut Handicapped Parking Permits.

Medical Emergency Procedures

Procedures for handling medical emergencies are posted throughout the college. Please take a moment to read these so you are prepared for responding to such emergencies.

- ✦ Call 9-911 from any college telephone.
- ✦ Call 911 from any pay phone.
- ✦ Call Campus Security, Ext 3911
- ✦ Call Switchboard, Ext.7350

First aid kits are available:

- ✦ East Campus, Security/Information Desk
- ✦ West Campus, Information Desk

In Case of Fire

- ✦ WHEN THE ALARM SOUNDS, LEAVE THE BUILDING IMMEDIATELY. In a fire drill, everyone is expected to vacate the building. Take your valuables and walk out the nearest exit.
- ✦ DO NOT USE THE ELEVATOR. When outside, move 100 feet from the building. Return to the building only when the recall is announced.

Lost & Found

If you lose anything, please check with the Security/Information Desk on the first floor of the East Campus. (203) 857-7000

Parking

Although there are marked parking lots in front and behind the East and West campus, parking is and will continue to be a challenge due to growing

enrollment. Yellow painted curbs indicate NO parking allowed. Non-handicapped students who are illegally parked in handicapped spaces will be fined and may be towed.

Safety and Health Regulations

Safety and Health regulations require that footwear may be worn at all times while in the building. Open-toe shoes or sandals are prohibited in chemistry laboratories, other laboratories where, in the judgment of the instructor, a hazard exists. Safety Glasses and Hair Nets (or similar restraining devices) are also required where certain hazards may exist which can result in accidental injury.

Sexual Harassment:

Policy against Sexual Harassment

What is Sexual Harassment?

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Board of Trustees' Non-discrimination Policy. The Board's policy recognizes that sexual harassment undermines the integrity of employer-employee and student faculty- staff relationships and interferes with the right of all members of the college community to work and learn in an environment free from harassment. Such conduct will not be tolerated.

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 harassment may be verbal, visual or physical. It may be overt or implicit and may, but need not, have tangible adverse effects on the victim's employment or learning experience. Examples of conduct which may constitute sexual harassment include but are not limited to:

- + sexual flirtation, touching, advances or propositions
- + verbal abuse of a sexual nature
- + pressure to engage in sexual activity
- + graphic or suggestive comments about an individual's dress or appearance
- + use of sexually degrading words to describe an individual

- ✦ display of sexually suggestive objects, pictures or photographs
- ✦ sexual jokes
- ✦ stereotypic comments based upon gender
- ✦ threats, demands or suggestions that retention of one's employment or educational status is contingent upon toleration of or acquiescence in sexual advances

The perpetrator of sexual harassment, like the victim of such conduct, may be a man or a woman. Sexual harassment may involve individuals of the same or opposite sex and, in the college environment, may involve an employee and a student, an employee and another employee or a student and another student. Harassment in any of these relationships is a violation of the Board's policy. Because of the power relationship between faculty and student and between supervisor and employee, freedom of choice may be compromised in such relationships. Therefore, romantic and sexual liaisons between such persons are strongly discouraged. Additionally, retaliation against a person for complaining or being associated in any way with the resolution of a complaint of sexual harassment also violates Board policy.

What to Do If You Are the Victim of Sexual Harassment:

When a student feels that he or she has been the victim of sexual harassment, he or she should report such incident(s) to a college official. Students may report incidents of sexual harassment to the Dean of Students or to the Affirmative Action Officer. Nothing shall prevent students from speaking to a college counselor about their concerns. However, such communication is not a substitute for filing a complaint of sexual harassment with an appropriate college designee. Depending on the nature of the complaint and the desires of the complainant, the college official to whom the complaint has been made may attempt to resolve the complaint informally. Any informal resolution of a complaint must be approved by the college President. No person shall be forced to pursue informal avenues of resolution before filing a formal complaint of sexual harassment. If informal resolution is not possible or appropriate, a written complaint should be filed in accordance with the existing Student Grievance Procedure for students.

For students, a written complaint should be filed within 30 days of the date the grievant knew or should have known of the alleged harassment. However, where the alleged harasser is a faculty member and the complainant is, at the time of the acts complained of, a student in that faculty member's class, the complaint should be filed no later than 15 days after the end of the semester. When a formal complaint of sexual harassment is received, it will be investigated by the college. The rights of all persons involved in the investigation shall be respected and every effort will be made to protect the confidentiality of both the alleged victim and the alleged harasser. Toward this end, only persons with a need to know shall be made privy to the complaint. However,

complete anonymity cannot be assured, given the college's obligation under law to investigate and take appropriate action in all cases of sexual harassment. All complaints of sexual harassment shall be taken seriously.

It is expected that complaints will be made in good faith, however. Frivolous or vexatious complaints can cause irreparable damage to the reputation of an accused person, even though he or she is subsequently vindicated. Therefore, any student who files a false complaint of sexual harassment shall himself or herself be subject to disciplinary action, up to and including expulsion. A student who believes he or she has been sexually harassed may, in addition to the available grievance procedure, file a complaint with the Federal Office for Civil Rights, U.S. Department of Education (Region 1), John W. McCormack, Post Office and Courthouse, Room 222, Post Office Square, Boston, Massachusetts 02109.

Smoke-Free Policy

Findings of the Surgeon General of the United States indicate that passive exposure to cigarette smoke (second-hand or passive smoke) is linked to variety of negative consequences. Because of these significant health and safety concerns, Norwalk Community College is further promoting its smoke-free environment by adoption of the following policy as of June 1, 2003.

- Smoking is not permitted at any of the entrances to the college buildings.

Speed Limit

Five miles per hour within the campus parking areas.

Weapons on Campus

All weapons, including firearms, ammunition, knives, explosives, and fireworks, are prohibited from college property. Any person required to carry a firearm because of employment with a local, state or federal police or law enforcement agency must present a letter from the chief of police or director from the authorizing agency stating such requirement. All such letters shall be addressed to the Dean of Students. Any other exception to the policy must be granted in writing by the President.





Fairfield
County Life



Fairfield County Student Life

Banks

Bank of America
644 Main Ave.
Norwalk, CT, 06851
Phone: (203)846-2077

Norwalk Bank and Trust
605 West Ave.
Norwalk, CT, 06850
Phone: (203)954-9244

Connecticut Community Bank
605 West Ave.
Norwalk, CT, 06850
Phone: (203) 854-4952

People's Bank
11 Belden Ave.
Norwalk, CT, 06850
Phone: (203)853-9050

Millennium Group LLC
200 Connecticut Ave.
Norwalk, CT, 06854
Phone: (203)854-5482

Wachovia Bank
700 Connecticut Ave.
Norwalk, CT 06854
Phone: (203) 866-6300

Patriot National Bank
365 Westport Ave.
Norwalk, CT, 06851
Phone: (203) 354-5950

Citibank
586 Connecticut Ave.
Norwalk, CT, 06854
Phone: (203)899-8500

Wachovia Bank
295 Westport Ave.
Norwalk, CT 06851
Phone: (203) 849-0668

First County Bank
66 Main Ave.
Norwalk, CT, 06851
Phone: (203)462-4200

Webster Bank
189 Main Street
Norwalk, CT, 06851
Phone: (203) 750-6920

Patriot National Bank
16 River Street
Norwalk, CT, 06850
Phone: (203) 831-2860

Bank of America
578 Westport Ave.
Norwalk, CT 06851
Phone: (203) 846-2766

People's Bank
295 Westport Ave.
Norwalk, CT, 06851
Phone: (203)847-8534

Fairfield County Bank
67 Wall Street
Norwalk, CT, 06850
Phone: (203)857-5560

Webster Bank
402 Connecticut Ave.
Norwalk, CT, 06854
Phone: (203)299-5680

♦ **Bookstores:**

Barnes & Noble

360 Connecticut Avenue
Norwalk, CT 06854
(203) 866-2213

Boarders

14 Danbury Road
Wilton, CT 06897
203.834.0600
Fax: 203.834.0337

♦ **Libraries:**

Norwalk Public Library:

1 Belden Ave.
Norwalk, CT 06850
(203) 899-2780

East Norwalk Library

51 Van Zant St.
Norwalk, CT 06855
(203) 838-0408

♦ **Museums:**

The Barnum Museum

820 Main St.
Bridgeport, CT 06604
(203) 331-1104

From its opening on February 18, 1893 to present day, The Barnum Museum has been committed to the preservation and interpretation of Bridgeport's industrial and social history.

Bruce Museum

One Museum Drive
Greenwich, CT 06830
(203) 869-6786
webmaster@brucemuseum.org

The Bruce Museum promotes the understanding and appreciation of Art and Science to enrich the lives of all people

Bush-Holly Historical Site

39 Strickland Rd.
Cos Cob, CT 06807
(203) 869-6899

This Historical Society's educational programs and services include tours of its historic house museum and permanent and changing exhibitions as well as lectures and hands-on learning for adults.

Discovery Museum

4450 Park Avenue
 Bridgeport, CT 06604
 (203) 372-3521
 Fax: (203) 374-1929

The Discovery Museum and Planetarium's mission is to educate, excite, and engage visitors in the exploration of science, technology, and ideas through interactive experiences.

Lockwood-Mathews Mansion

295 West Avenue
 Norwalk, CT 06850
 203 838-9799

"The Museum's mission is to conserve the building while creating educational programs on the material, artistic and social culture of the Victorian era,"

Norwalk Museum

41 North Main Street,
 South Norwalk, CT
 (203) 866-0202
 Susan Gunn-Bromley,
 Curator/Director

The Museum owes its start to the generous donation by Manice deForest Lockwood of the family collection of Norwalk Americana including furniture, fine china, and other family effects that were part of the rich history of one of the founding families of Norwalk.

Stamford Historical Society

1508 High Ridge Road
 Stamford, Connecticut
 06903-4197

203-329-1183

Fax 203-322-1607

e-mail history@stamfordhistory.org

The Stamford Historical Society is an educational and research institution, whose primary functions are to collect, preserve, conserve, interpret, and exhibit materials relating to Stamford, Connecticut and New England.

Stamford Museum and Nature Center

39 Scofieldtown Rd
 Stamford, CT 06903
 (203) 322-1646

Send e-mail to: info@stamford-museum.org

The Stamford Museum & Nature Center is dedicated to the preservation and interpretation of art, the natural and agricultural sciences, and history.

Stepping Stones Museum

Mathews Park
 303 West Avenue
 Norwalk, Connecticut 06850
 203-899-0606
 Fax: 203-899-0530

The Steppingstone collection is comprised of domestic arts, skilled trades and husbandry. The Artifacts in each category were used by skilled specialist whose talents are scarce in our present urban and industrial society.

♦ Local Attractions

Bartlett Arboretum and Gardens

151 Brookdale Road
Stamford, CT 06903 - 4199
203 322 - 6971
Fax: 203 595 – 9168

Arboretum is a unique arboretum in that it contains thousands of plants, including several 'champion' trees - the largest of their species in the area. It also houses a large permanent collection of plants from around the world.

The Beardsley Zoo

1875 Noble Ave.
Bridgeport, CT 06610
(203) 394-6565

Spend an hour or the whole day, and see more than 300 animals representing primarily North and South American species. Come learn about their many endangered and threatened species

Bridgeport Bluefish Baseball

500 Main St.
Bridgeport, CT 06604
(203) 345-4800

Bluefish Mini plans are groups of five or ten games that allow you to enjoy the same great seat for every game, just like a season ticket.

Darien Nature Center

120 Brookside Rd
Darien, CT 06820
(203) 655-7459

The Darien Nature Center is a private, non-profit organization dedicated to promoting awareness and appreciation of the natural world. The center offers a world of resources and activities for children and adults of all ages.

Jerry's Art Supply Warehouse

360 Main Avenue
Norwalk, CT 06851
203-846-2279

One stop art supply shop with an inventory of over 35,000 art supplies and custom picture framing.

Maritime Aquarium

10 North Water Street
Norwalk, CT 06854
Exit 14 (n)/Exit 15 (s) off I-95
203-852-0700
Fax: 203-838-5416

A vibrant and entertaining learning environment, the Maritime Aquarium achieves this goal through living exhibits, marine science, and environmental education.

Norwalk Oyster Festival

Norwalk Seaport Association
132 Water Street
South Norwalk, CT 06854
(203)838-9444
fax: (203)855-1017
info@seaport.org

The first Oyster Festival in Norwalk was inaugurated by a small group of individuals, who formed the Norwalk Seaport Association. Their goal was to create an event that

symbolized the spirit of the revitalization movement in Historic South Norwalk.

Rip Van Winkle Bowling

701 Connecticut Ave.
Norwalk, CT 06854
Phone (203) 838-7501

Whether it's a birthday party, a company outing or just a spontaneous desire to go have some fun, Americans have a favorite destination -- AMF Bowling Centers. AMF is where America goes bowling.

Sheffield Island Lighthouse

10 North Water Street
South Norwalk, CT
(203)838-9444

Established in the 1649, this was a major oystering and manufacturing center. pottery was one of the major exports.

Silverman's Farm

451 Sport Hill Rd.
Easton, CT 06612
(203) 261-3306

Silverman's Farm was founded by Ben Silverman in the 1920's. The public is welcome to visit season attractions such as the pumpkin patch, picking your own fruits, Farm Markets, Winter Holiday Seasons, and Animal Farm.

Stamford Audubon/Cove Island Park

Cove Road
Stamford, CT 06902

The Sanctuary, open dawn to dusk year-round, features rolling woodlands, meadows, streams, marshes and ponds with raised boardwalks and bridges that allow access to a variety of habitats,

Stamford Raceway

7 Hyde Street
Stamford, CT 06907
203-316-8630

Stamford Raceway, a state of the art slot car racing center, is a clean safe environment for all kinds of family fun

Stamford Twin Rinks-Ice Skating

1063 Hope St.
Springdale, CT 06907
(203) 968-9000

Public skating sessions are one of our main attractions at Stamford Twin Rinks. Skating provides great exercise. Skating is fun! Lace-em up and come join the others. Get on the ice and get ready for a great experience.

Sono Arts Council

Brita Brundage can be reached at bbrundage@fairfieldweekly.com

Every summer for the past 26 years, the city of Norwalk has allowed a rag-tag group of volunteers to shut down the main streets and hold a giant art party.

Sterling Farms Golf Course

1349 Newfield Ave.
Stamford, CT 06905
(203) 461-9090
Fax: (203) 329-8172
sga@sterlingfarmsgc.com

The golf courses rolling terrain guides you through the picturesque farm buildings and challenging holes. With a variety of tees to play from, golfers of all skill levels are offered a fair and fun challenge

Westport Arts Center

51 Riverside Ave.
Westport, CT 06880
(203) 226-1806

A performing and visual arts organization dedicated to providing meaningful arts experiences for area residents of all ages.

Westport Nature Center:

10 Woodside Lane
PO Box 165
Westport, CT 06881
203-227-7253
info@earthplace.org

The Westport Nature Center educates the community about nature and the environment.

Yankee Balloon:

120 Flax Rd.
Fairfield, CT 06824
(203) 255-1929

Enjoy a hot air balloon flight over the Litchfield Hills, Central Connecticut and the Housatonic and Naugatuck River Valleys adventure in which man has participated in for over 200 years.

♦ Restaurants and Cafés

Ash Creek Saloon: Southwestern

2 Wilton Ave.
Norwalk, CT 06851
(203) 847-7500

Voted BEST RIBS and BBQ in both Ct. Magazine and the Fairfield County Weekly for 9 out of 10 years, Ash Creek has expanded their culinary horizons and are now considered one the best known and most popular dining establishments in Connecticut, serving more than 200,000 people a year.

Bertucci's: Italian Restaurant

54 Post Rd.
Darien, CT 06854
(203) 655-4299

A passion for flavors, a passion for creativity and a passion for tradition. Time-honored recipes and our imaginations are what allow us to create uncomplicated dishes that are full of flavor.

Bobby Q's: Barbeque

42 Main St.
Westport, CT 06880
(203) 454-7800

Rated "Best of Gold Coast" by the readers of Westport Magazine and critically acclaimed by the Fairfield County media.

City Limits Diner

135 Harvard Ave.
Stamford, CT 06902
(203) 348-7000

City Limits Diner brings excitement to the traditional diner, with a vast selection of comforting and sophisticated dishes

Cookhouse: Barbeque

154 Post Rd.
 Darien, CT 06820
 (203) 655-6663

They have excellent service, the food is moderately priced and very tasty.

Cosi

1209 High Ridge Rd.
 Stamford, CT 06905
 (203) 595-9350

Cosi is not just about sandwiches. Their distinctive menu offerings also include a wide variety of salads tossed to order, pizzas, soups, bagels, unique gourmet beverages and desserts. Something for everyone to enjoy - any time of day.

Fat Cat Joe/ Fat Cat Pie Co.

3-5 Wall St.
 Norwalk, CT 06850
 (203) 523-0389

"Fat Cat Joe has been open for more than a year, but this offspring of the Fat Cat Pie Company remains something of a kitten. That's because the spacious, brick-sided coffee bar continues to be a work in progress, with the feline's share of tinkering devoted to the food side of the business."

Mario's: Italian

36 Railroad Place
 Westport, CT 06880
 (203) 226-0308

Great food & value for the price. Very large portions and consistently delicious.

Panera Bread

596 Westport Ave.
 Norwalk, CT 06851
 (203) 846-2888

Panera Bread is widely recognized for driving the nationwide trend for specialty breads. As reported by The Wall Street Journal, Panera Bread scored the highest level of customer loyalty among quick-casual restaurants, according to research conducted by TNS Intersearch.

Post Road Diner

312 Connecticut Ave.
 Norwalk, CT 06854
 (203) 866-9777

"This is a great place for diner food. You can find anything and everything on the menu. American classics like meatloaf to veg Panini's and burgers.

Sakura: Japanese/ Sushi

680 Post Rd. East
 Westport, CT 06880
 (203) 222-0802

Features several different dining areas you can choose from. Have fresh steak, seafood and chicken prepared in front of you on the Hibachi grill tables, eat in the dining room, or sit Japanese style in one of the three private tatami rooms. Traditional Japanese cuisine is served as sukiyaki and shabu-shabu, their sushi bar has an outstanding selection of fresh fish.

Splash: Pacific Rim/ Waterfront

260 Compo Rd. South
Westport, CT 06880
(203) 454-7798

Since its opening in 1995, this lively and innovative restaurant has attracted many loyal diners and has become a popular meeting place for all Southwestern Connecticut. Like the town of Westport, its interior/ exterior combines tradition with vibrant contemporary sensibility.

Sweet Rexie's (Candy Shop)

136 Washington Street
Norwalk, CT 06854
(203) 853-2513

A modern day Fairfield County, Connecticut candy store filled with more than 200 selections of award winning candy and gourmet confections.

Tavern: American

299 Riverside Ave.
Westport, CT 06880
Telephone: 203-226-5532
Fax: 203-226-5537

Located on the Saugatuck River near the heart of Westport. Its setting is relaxed, fresh, and inviting but, not too trendy.

Thai Spice: Thai

345 Main Ave.
Norwalk, CT 06851
Tel: 203-846-3533
Fax: 203-229-9734

This restaurant serves lunch and dinner daily, and is available for Corporate Take Out and Delivery. Corporate accounts welcome.





A photograph showing the back of a person wearing a bright red t-shirt. The t-shirt has the words "KNOWLEDGE", "IS", and "POWER" printed in large, bold, black, sans-serif capital letters, arranged vertically. The person's right arm is raised, and the sleeve of the t-shirt is visible. The background is slightly out of focus, showing other people in a public setting.

**KNOWLEDGE
IS
POWER**