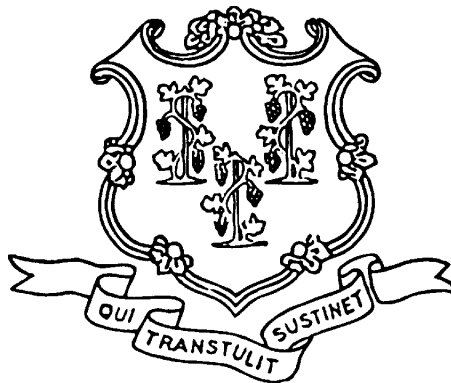


Student Handbook 2004 – 2006

STATE OF CONNECTICUT
Board of Higher Education
Board of Trustees
Community Colleges



Norwalk Community College

188 Richards Avenue
Norwalk, CT 06854-1655
www.ncc.commnet.edu

Your Commitment to Civility and Respect

It is in my own best interest to help create a world, a community, and a campus of compassion, equality and justice for all people.

It is my responsibility to help build a community that fosters mutual respect and a safe environment for all human beings regardless of race, gender, religion, age, sexual orientation, disability and socioeconomic status.

It is my moral obligation to behave in ways that contribute to a civil campus environment and I resolve to support this behavior in others.

I therefore commit myself to actively work towards these goals in my daily life. This is my commitment to Norwalk Community College.



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The information in this handbook is subject to change.



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



Greetings from the Dean of Students

NCC's reputation for academic excellence comes from our emphasis on superior teaching by an exceptional faculty. All have been chosen for their ability to teach and inspire... and their desire to help students progress. It is the only effective way we know to build confidence and nurture future success.

We are here to assist you in accomplishing your educational goals. Our counselors, advisors and student services staff are here to help you select from a wide range of classes, programs and activities and to help support you as you continue at NCC.

This Student Handbook will be your guide. Your student rights and responsibilities, college procedures and connections to people and resources are all here.

We hope that NCC remains a part of your life as you enter a new career, change careers or continue toward an advanced degree.

Barbara E. Drotman
Dean of Students

Directory

REGARDING	SEE	LOCATION/ CAMPUS	PHONE
Absences – Yours	Your Instructor	Classroom/Office	
Academic Calendar	College Catalog/Semester Schedule		
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 and Theft Claim	Security	East Campus Information Desk	857-7223
Activities/Calendar	Student Activities Office	E216	857-7146
Activity Authorization	Student Activities Office	E216	857-7146
Admission	Admissions Office	E106	857-7060
Advising	Advisor/Counseling Center	Faculty Office/E104	857-7033
Affirmative Action	Affirmative Action Officer	W108	857-7242
Alumni Association	College Development Office	E311	857-7261
Audio Visual Services	Media Services Coordinator	E313	857-7212
Books and Supplies	Bookstore	First Floor East Campus	857-7239
Cafeteria		West Campus	857-6855
Career Planning	Career Center	E101	857-3340
Cashier	Business Office	E103	857-7046
Change of Name/Address	Records Office	E102	857-7035
Change of Program	Records/ Counseling Center	E102/E104	857-7035/ 857-7033
Child Care	Child Development Center	First Floor East Campus	857-7116
CLEP	Counseling Center	E104	857-7033
Clubs	Student Activities Office	E216	857-7146
Cooperative Education	Cooperative Education Office	W117	857-7281
Counseling, Career	Career Center	E101	857-3340
Counseling	Counseling Center	E104	857-7033
Credit/Life Experience	Counseling Center	E104	857-7014
Curriculum Changes	Records Office	E102	857-7035
Dean’s List	Office of the Dean of Students	E215	857-7325
Disabilities Services	Coordinator	W209	857-7192
Discipline	Office of the Dean of Students	E215	857-7077
Discrimination	Office of the Dean of Students	E215	857-7077
Dropping a Course	Records Office	E102	857-7035
Emergency	Security Desk	Campus Security East & West Campus	857-7223
Employment/Off Campus	Student Employment Office	E101	857-3340
Employment/On Campus	Financial Aid Services Office	E105	857-7023
English as a Second Language	ESL Office	E222	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 or West Campus Lobby	857-7223
	Office of the Dean of Academic Affairs	W106	857-7309
Faculty Office Hours	Instructor	Faculty Office	

Directory

REGARDING	SEE	LOCATION/ CAMPUS	PHONE
Financial Aid Services	Financial Aid Services 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	Office of the Dean of Students	E215	857-7325
I.D. Cards	Security	East Campus Information Desk	857-7223/ 857-7296
Insurance – Accident/Health	Business Office	E103	857-7059
International Student Information	International Student Advisor	E101	857-7289
Jobs	Student Employment Office	E101	857-3340
Learning Disabilities	Coordinator	W209	857-7192
Library Card	Check-out/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	W125	857-7395
Personal Problems	Counseling Center	E104	857-7033
Photocopiers	Library Cafeteria	East Campus West Campus	
Physical Activities	Office	West Campus Gym	857-7182
Placement Testing	Testing Center	E211	857-7070
Public Relations	Public Relations Office	E312	857-7039
Refunds	Records Office	E102	857-7035
Registration Process	Records Office	E102	857-7035
Scheduling – Rooms	Events and Campus Relations Office	E214	857-7038/ 857-7286
Scheduling – Student Events	Student Activities Office	E216	857-7146
Scholarship Information	Financial Aid Services Office	E105	857-7023
Security	Information Desk	East Campus Lobby	857-7223
Snack Bar	Lounge Area	Second Floor East Campus	857-3314
Student Senate	Student Activities Office	E216	857-7146
Telephones (public)	1st floor Lobby & Outside Rear 1st floor outside Cafeteria	East Campus 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	W209	857-7205
Veterans Information	Records Office	E102	857-7006
Weekend College Coordinator	Information Desk	East Campus Lobby	857-7223
Withdrawal from Courses and/or College	Records Office	E102	857-7035
Work Study Program	Financial Aid Services Office	E105	857-7132
Writing	Writing Center	W112	857-3374

The Student Services Division

DIVISION	STAFF	LOCATION	PHONE
Dean of Students	Barbara E. Drotman	E215	857-7077
Administrative Assistant	Judy deArmas	E215	857-7325
Admissions			
Director of Enrollment Management	Kim Csapo-Ebert	E106	857-6823
Associate Director of Admissions	Danita Brown	E106	857-3332
Associate Director of Admissions	Bill Chagnon	E106	857-7090
Associate Director of Admissions/ Testing	Suzanne Solensky	E211	857-3318
Assistant Director of Admissions	Curtis Antrum	E106	857-7250
Secretary	Tika Boyd	E106	857-7026
Secretary	Jennifer Weekes-Osinowo	E106	857-7027
Career Center			
Director of Placement	Patrick Boland	E101	857-7032
Counselor	Cathy Pinelli Miller	E101	857-3342
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	Marggie Martinez	E104	857-7044
Financial Aid			
Director of Student Life	Norma McNerney	E105	857-6824
Associate Director of Financial Aid	Marina Rivera	E105	857-7019
Counselor	Al Thomas	E105	857-7150
Financial Aid Services Assistant	Ava Wilson	E105	857-7020
International Student Office			
International Student Counselor	Dennis Bogusky	E101	857-7289
International Student Services Assistant	Justyna Zacharczuk-Davis	E101	857-7282
Records			
Registrar	Erika Vogel	E102	857-7004
Associate Registrar	Carol James	E102	857-7007
Registration Assistant Information Processing	James Connolly	E102	857-7005
Registration Assistant / Veterans Affairs	Chris DeCew	E102	857-7006
Registration Services Aide	Gayle Costabile	E102	857-7308
Registration Assistant Customer Service	Debbie Kidd	E102	857-7214
Head Clerk	Barbara Lukacsy	E102	857-7010
Office Assistant	Wendy Longo	E102	857-7008
Student Activities			
Director	Michelle Brinck	E216	857-7132



**Services
for You**

Services for You

ACADEMIC SERVICES

Advising

Advising is the process of planning your educational goals, identifying your career choices, planning your program and selecting courses. It is important that you plan your academic program carefully so that requirements and prerequisites are fulfilled.

During your first semester a program advisor will be assigned to you based on your academic program. Your advisor is available to discuss your academic and career objectives and help you make your course selections. Good advising depends on your keeping in touch with your advisor on a regular basis. You should make it a practice to meet with your advisor well in advance of a registration period. This will provide both of you with sufficient time to discuss your academic program, your goals, and the courses you need to fulfill program requirements.

Advisors

Please refer to the list of programs and advisors on page 14.

Everett I. L. Baker Library

Location: East Campus, First Floor

Director: Rose R. Ellis

Telephone: Reference – (203) 857-7379

Circulation – (203) 857-7200

Fax – (203) 857-7380

Web site: www.ncc.commnet.edu/library

Hours*: Monday – Thursday, 8:30am–8:30pm

Friday – Saturday, 10:00am–3:00pm

Sunday, closed

*Intersession and library closings are posted at the front entrance of the library.

Library Card: You may obtain a library card at the Check-out/Circulation Desk. Please bring a picture ID with you when you come in for your card.

Main Floor

Reference/Information Desk

Check-out/Circulation Desk

Computer workstations

Numerous subscription databases

DVDs, music CDs, videos, and electronic books

Current journals and newspapers

Group study room

Library instruction classroom

Media viewing/listening area

Students seeking assistance may consult the Reference Librarian on duty.

The check-out desk is the focal point of the library. Here students may check out and return materials or request items that have been placed on reserve by the faculty.

Second Floor

Circulating book collection: over 50,000 volumes.

Cooperative Education

Director: Gail Howard

Location: W117

Telephone: (203) 857-7281

Cooperative Education places students in part-time or full-time semester-long situations, most of which are paid.

Students earn credit while earning a salary 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 and complete any prerequisites set by that program.

Coop Ed staff will help students locate internships; however, students may submit their own internship proposals for approval.

Students apply before the anticipated Coop Ed semester by attending a workshop, completing a resume and application, and obtaining clearance from the faculty coordinator of his or her academic program. During the Coop Ed semester, students register for the “Cooperative Education Work Experience” course and attend the required weekly Coop Ed seminar on work-related issues and career planning.

If You Have a Disability

Coordinator: Lori Orvetti

Location: W209

Telephone: (203) 857-7192

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 (ADA) of 1990. Students with disabilities that have been diagnosed and documented by a qualified professional may be eligible for services, depending on documentation provided by the student.

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 Developmental Studies Counselor well in advance of the semester. At least six weeks is recommended. While every reasonable effort will be made to arrange accommodations in a timely fashion, failure to provide sufficient advance notice may impede service delivery.

Students who wish to make an appointment, or who have questions and concerns related to the Americans with Disabilities Act, are advised to contact Lori Orvetti, the ADA coordinator, at the number listed above.

Services for You

Media Services

Coordinator: Alan Anderson
Location: E313
Telephone: (203) 857-7212

The audiovisual department is equipped to aid students in producing original, course-related materials; e.g., overhead transparencies, slide-sound presentations, 3-inch VHS video programs. Students must supply their own tapes.

Registration

Now that you are enrolled at NCC, you will be able to participate in our early registration program. Information about this will be posted around the campus. Advising for registration will focus on course selections. If you wish to discuss your major or a career field, do this well in advance of registration.

The semester class schedule usually appears a few days before the beginning of early registration. Some advice about registration: Do not pass up the opportunity to go through early registration. If you fail to do so, you may have to stand in long lines during late registration and your classes may be filled.

If You Plan to Transfer

If you plan to transfer to another college, you should contact your advisor or the Counseling Center.

Location: Counseling Center, E104
Telephone: (203) 857-7033

You should begin early in your program to explore possible transfer institutions. This will allow you to complete NCC graduation requirements and meet entrance requirements at your potential transfer institution in a timely manner. By planning early, you can also identify possible scholarships available at transfer institutions.

A Transfer Guide is available to provide information on colleges within a 50-75 mile radius of NCC.

NCC credits are transferrable to four-year institutions 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 reports have been organized into a Transfer/Articulation Notebook, which is available in the Counseling Center and the library.

Free Tutoring

Coordinator: Diane Donovan
Location: W209
Telephone: (203) 857-7205

The Tutoring Center provides free tutoring in many subjects offered by the college credit division. To be eligible for

tutoring, students must be currently enrolled in the subjects for which they are requesting tutoring support.

Veterans Information

Advisor: Chris DeCew
Location: E102
Telephone: (203) 857-7006

The college reports to the Veterans Administration on students' academic status, satisfactory progress, matriculation, credit and non-credit courses, applicability of course to curriculum, and course add/drops and withdrawals.

Payment problems or questions may be discussed with the Veterans Administration directly by calling the toll-free number at the Hartford Office: 1-800-827-1000.

COUNSELING AND CAREER SERVICES

Career Center

Director: Deborah M. Allen
Location: E101
Telephone: (203) 857-3340
Hours: Monday, Tuesday, Thursday, 9:00am – 5:00pm
Wednesday, 9:00am – 6:30pm
Friday, 9:00am – 4:00pm
Services: Career Counseling and Planning and Student Employment Services

Comprehensive career counseling is available to all students. Professional assistance is offered to help students select the best occupations through personal counseling and career testing. Job search skills, resume writing, interview techniques, and ongoing workshops are among the many programs provided.

Career planning is a developmental process that aids students in evaluating, establishing, and activating individual career plans. A counselor can assist you in making decisions related to career and life planning.

The Student Employment Services department provides year-round employment assistance for students and alumni. The office maintains a job posting service listing full- and part-time employment opportunities. Students are encouraged to visit the office for information, advice or utilization of the computerized employment program. Up-to-date labor market information about jobs, labor supply and training needs in the southwestern Fairfield County area is also available. In addition to workshops throughout the year, an annual Career Fair is held. Your personal and career development is important to us. Visit the Career Center during drop-in hours, call for an appointment or visit the Career Center website at www.ncc.commnet.edu/career.

Counseling Center

Director: Deborah M. Allen
Location: E104

Services for You

Telephone: (203) 857-7033
Hours: Monday – Thursday, 9:00am – 6:00pm
Friday, 9:00am – 4:00pm
Services: Academic Advising, Academic Counseling,
Bilingual Counseling, Graduation
Checksheets, Personal Counseling, Transfer
Counseling

Students are frequently faced with questions or concerns about academic performance, life goals, and relationships with others. Your discussions with counselors are always treated with respect and confidentiality. Counselors can also help you to identify support programs and professional services outside the college.

If you see yourself getting into trouble — with your personal situation, with academic problems, or with life in general — call or drop in to make an appointment to see a counselor. Your personal development and academic progress are important to us.

Infoline

Whatever the crisis, when life seems all wrong, Infoline — a community suicide prevention and crisis-based service — is free and confidential, 24 hours a day. Dial 211.

International Student Center

Counselor: Dennis Bogusky
Location: E101
Telephone: (203) 857-7289

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 and admissions procedures, and tuition for international students.

Student Support Services Program

Coordinator: Elva M. Edwards
Location: W209
Telephone: (203) 857-7190

The Student Support Services Program is a federally funded TRIO program designed to promote the retention of 240 non-traditional students who begin their studies in developmental reading, writing or math courses. Students increase their opportunities for success at the college when they choose to be a part of the program.

The counseling staff provides careful assessment and planning services to help students achieve their personal, educational and career goals. Counselors are also available to assist students who have personal or academic difficulties.

Professional and peer tutoring is designed to address indi-

vidual needs and to enable students to become independent learners. Tutorial services include review of grammar, individualized instruction in essay writing, and an explanation of arithmetic and basic algebra.

The program staff presents workshops on study skills as well as personal growth seminars.

According to federal guidelines, program participants must meet federal income requirements, have a disability, or come from a family in which neither parent has a four-year college degree. If you have any questions about being eligible for program services, contact the director at the number listed above.

OTHER SERVICES

Bookstore

Manager: Kevin Gibson
Location: East Campus, First Floor
Telephone: (203) 857-7239
Hours*: Monday – Thursday, 8:30am – 5:30pm
Friday, 8:30am – 12:00pm

*Hours are extended during the beginning of each semester and are posted.

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 Ave. Bus routes on U.S. 1 bring students to the corner of Richards Avenue, within one-half-mile walking distance.

Services for You

Stamford Bus: Connecticut Transit Bus Service F-1 Route Stamford to Norwalk via Route 1, door to door in 27 minutes! For a timetable, call (203) 327-7433.

Cafeteria

Location: West Campus
Telephone: (203) 857-6685
Hours: Monday – Thursday, 7:00am – 8:30pm
Friday, 8:00am – 1:00pm
(Summer: Monday – Thursday,
8:00am – 1:00pm)

The cafeteria provides a good place to eat, meet friends or relax between classes. An assortment of sandwiches, hamburgers, hot dogs, hot meals, soups, salads, coffee, pastries, beverages, and other items are available.

Snack Bar

Location: East Campus
Telephone: (203) 857-3314
Hours: Monday – Thursday, 8:00am – 8:00pm
Friday, 8:00am – 1:00pm
Saturday, 8:00am – 12:00pm
(Summer: Monday – Thursday,
7:30am – 1:00pm)

The snack bar offers sandwiches, soup, coffee, pastries, fruit, and beverages. Vending machines provide soda and snacks at all times.

Food Prohibited: Food and drink 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 (E216).

Child Care

Director: Jennifer Wood
Location: East Campus CDLS
Telephone: (203) 857-7352
Hours: Monday – Thursday, 8:00am – 3:00pm
Friday, 8:00am – 12:00pm

The Child Development Center is an on-site preschool for children 3 to 5 years of age. The Child Development Center operates on the college calendar. The Center is accredited by the National Association for the Education of Young Children and serves as a laboratory site for students in the NCC Early Childhood Education program. Enrollment is open to students, staff, and the community on a first-come, first-served basis. For information contact the Director.

Extended Studies and Workforce Education

Dean: Dr. Jeffrey Cantor
Location: W102
Telephone: (203) 857-7080
Hours: Monday – Thursday, 9:00am – 5:00pm
Friday, 9:00am – 3:00pm

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 and admissions procedures, and tuition for international students.

The Fairfield County Women's Center at Norwalk Community College

Location: W115
Telephone: General information – (203) 857-6941
Director – (203) 857-6943
E-mail: fairfieldcountywomenscenter@hotmail.com
Website: www.ncc.commnet.edu/dept/fcwc/

The purpose of the Women's Center, in partnership with the Junior League of Stamford-Norwalk, is to serve the women of NCC and the community by providing referrals, programs, and resources to address their needs. The center contains a library of magazines and books on relationships, time management, careers, parenting, women's sexuality and health and other topics. Computers are available for researching women's issues and looking up services offered by local agencies. Recent speakers, workshops and presentations sponsored by the center have covered topics as diverse as computer security, eating disorders, goal setting and domestic violence. To get a current schedule of events (which are free, unless otherwise noted), contact the center by phone or e-mail.

Advisor Directory

Office hours for advisors are posted at the locations listed below. Advisors and locations may be subject to change.

MAJOR/DEPARTMENT	DEPT. CHAIR/ COORD./ADVISOR	ROOM	PHONE
Accounting	D. Perry	W204	857-7357
Architectural Engineering Technology	J. Bigosinski	W233	857-7159
Archaeology	E. Wiegand	W 236	857-7377
Art	J. Fucigna	E114	857-3323
Business Administration/Transfer	L. Barone	W106	857-7177
Business Office Technology	M. Schiff	E316	857-7354
Communication Arts (<i>formerly Mass Communications</i>)	L. Soderlind	E115	857-7279
Computer Programming Certificate, COBOL	D. Santerre	W250	857-7173
Computer Security	B. Belon	W250	857-6839
Computer Systems Technology	L. Engelman	W250	857-7225
Construction Technology	J. Bigosinski	W233	857-7159
Criminal Justice	M. Schiff	E316	857-7354
Developmental Studies	E. DelVecchio	W209	857-3380
Early Childhood Education	B. Teas-Carolan	E116	857-7185
Engineering Science (Pathway)	S. Burt	W222	857-7228
English as a Second Language	C. Machado	E222	857-7176
Finance & Banking	T. Scott	W106	857-7358
Fire Technology & Administration	J. Cantor	W101	857-7050
Fitness Leadership	P. Gallo	Fitness Ctr.	857-7194
General Engineering Technology	S. Burt	W222	857-7228
General Studies	Counseling Center	E104	857-7033
Gerontology	C. Harker	W106	857-7013
Graphic Design	J. Alvord	W106	857-6890
High School Partnership	W. Chagnon	E106	857-7090
Honors Program	W. O'Connell	W113	857-7368
Hotel/Restaurant Management	T. Connolly	W127	857-7355
Human Services	C. Harker	W106	857-7013
Information Systems	D. Santerre	W250	857-7173
Information Technology – Internet Commerce	P. Silberquit	W250	857-3321
Information Technology – Networking	P. Silberquit	W250	857-3321
Legal Assistant	T. Jackson	W204	857-7152
Liberal Arts & Sciences – Transfer	M. Adelman	E319	857-7340
	M. F. Carmell	E317	857-7343
	A. Dam	E226	857-7362
	M. Gallagher	E317	857-7370
	C. Milton	E316	857-7224
	M. Seman	W106	857-7169
Management	J. Jones	E316	857-3310
Marketing	J. Fawcett	E316	857-3312
Medical Office Management	L. Perlstein	E307	857-6852
	S. Jenkins	E304	857-7086
Medical Assistant	L. Perlstein	E307	857-6852
	S. Jenkins	E304	857-7086
Mental Health Certificate	C. Harker	W106	857-7013
Microcomputers	D. Santerre	W250	857-7173
Non-Degree	Counseling Center	E104	857-7033
Nursing/Pre-Nursing	M. Schuler	E306	857-7123
	S. Jenkins	E304	857-7086
Paramedic Program	J. Cantor	W101	857-7050
Recreation & Leisure Studies	C. Harker	W106	857-7013
Relational Database Development	D. Santerre	W250	857-7173
Respiratory Care/Pre-Respiratory Care	G. Bernacki	E307	852-2479
	S. Jenkins	E304	857-7086
Technological Studies	S. Burt	W222	857-7228
Web Design	K. Lalli	E115	857-7278

NCC
on the Web

www.ncc.commnet.edu

NCC on the Web

NCC ONLINE

NCC ONLINE gives students fast and easy access to their personal and academic information via the Internet! Students can access the system from any computer lab on campus or from any World Wide Web browser when off campus.

Using the instructions below, you can:

Register for Classes:

Plan your schedule and register for courses.

Check Grades:

Access current semester grades as soon as they are in the system (approximately one week after the final exam period).

View Transcripts:

View and print unofficial transcripts of academic history, and review name, address, and GPA.

Verify Attendance:

Print a certificate to verify your attendance at NCC.

View Financial Aid Status:

Check your financial aid eligibility status and award information.

Check your Account Balance:

Find your account balance and fee information.

Check Course Schedules:

By accessing our ONLINE feature, you will have access to schedules for all 12 community colleges. The ONLINE feature provides access to two areas – Public and Secured. The Public Information area is open to anyone interested in doing a class search. You will need your Student ID# and PIN to access the Secured area.

We encourage you to see your advisor prior to registration.

Instructions for accessing the schedule feature on www.ONLINE.comnet.edu

A. Class Schedule

In the “Public Information” area click on Course Search:

1. Term: Select appropriate Term (e.g., “Fall 2004”)
2. College: Select “Norwalk Community College”
3. Subject: Select “All”
4. Title: Leave blank
5. Level: Select “Credit”
6. By Open / Closed: Select “Open”
7. Instruction Type: Select “All”
8. Start Time: Leave blank

9. End Time: Leave blank

10. Days: Leave blank

11. Click “Get Courses”

B. Personal Information

1. In the “Secured Information” area click on Login
2. Enter your User ID as @ followed by your eight-digit student number
3. Enter your PIN. Your initial PIN is your date of birth entered as MMDDYY. You will be prompted to change your PIN when you first login.
4. Select Norwalk Community College
5. Navigate to the appropriate form

C. Register for Classes

Returning Students Only with Student ID#

1. Follow steps 1 – 4 in B (Personal Information) above
2. Click on Registration, Student Records & Financial Aid
3. Click on Registration
4. Click on Add/Drop Classes
5. Select appropriate Term
6. Follow instructions for registration (Step 1) and for payments (Step 2)

Verifications of Attendance

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:

1. Go to our website: www.ncc.comnet.edu
2. Select Web for Students
3. Login using your student ID number and your PIN number
4. Select Norwalk Community College
5. Select Student Services and Financial Aid
6. Select Student Records
7. Select Request for Enrollment Verification
8. Click on NSC Self-Service to access the national Student Clearinghouse self-service site
9. Click on Obtain an Enrollment Certificate
10. Your Enrollment Verification Certificate will appear
11. Hit Print and mail it to a company, health insurer, or agency

NCC on the Web

Important Phone Numbers

Admissions Office	857-7060
Records Office	857-7035
Financial Aid Office	857-7023

Baker Library

Many of your informational queries can be answered via the library's website—www.ncc.commnet.edu/library. This website contains *LIBRIS*, the library's online catalog (a listing of materials owned by the library—books, videos, CDs & DVDs); numerous subscription databases; organized Internet sites; plus a variety of help e-resources.

Access to the e-resources via the library's website is available on campus and off campus. For remote access to the databases listed below, please click on "Databases from Home" and enter your Student ID# and PIN:

- ABI/Inform Global
- AP Photo Archive
- Business & Company Resource Center
- CINHAL
- Contemporary Literary Criticism
- CQ Researcher
- EBSCO Master FILE Premier
- eHRAF (Human Relations Area Files)
- Encyclopedia Britannica
- ERIC
- Expanded Academic ASAP
- Exploring Shakespeare
- Facts on File
- Gale Professional Collection
- General Reference Center Gold
- Health & Wellness Resource Center
- Health Reference Center—Academic
- Health Source: Nursing/Academic Edition
- ICONN Newsstand
- !Informe! (Revistas en Espanol)
- Info Trac OneFile
- Lexis/Nexis Academic Universe
- LOIS LAW (Connecticut Legal Database)
- Magill On Authors
- Magill On Literature
- Newspaper Source
- Opposing Viewpoints Resource Center
- Professional Collection
- Psychology and Behavioral Sciences Collection
- PsycINFO
- PubMed
- request (Connecticut's Statewide Library Database)
- RosettaStone (for ESL)
- Twayne's Author Series
- What Do I Read Next?



Career Center

Looking for a job?

You can access employment opportunities online!

At the Career Center in Room E101, you can use a computerized job bank or search job placement sites on the Internet. For employment information, you can also visit www.collegecentral.com/ncc.



**Academic
Information You
Need to Know**

Academic Information You Need to Know

GENERAL 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 the Student Handbook and the college catalog; each student is governed by these rules, regulations and requirements.

The college offers several types of programs. Students can be enrolled in one of four learning tracks:

- Associate in Applied Science
- Associate in Arts
- Associate in Science
- Certificate

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 — work and family obligations, academic preparation — in planning each semester's schedule. Students are encouraged to consult with the Director of Financial Aid to apply for aid in order to reduce their work hours.

Basic skills testing is part of the admissions process and helps to guide the student into appropriate course selections. Classes in reading, basic writing, basic math, and study skills provide an important preparation for other courses you will take later.

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 or stop out. A student who has not registered for two or more semesters must apply for readmission. The catalog at the time of readmission governs your academic status and your graduation requirements. Students may not use requirements from more than one catalog to meet graduation requirements. Pick up a catalog from the Admissions Office or from the Counseling Center.

Class Cancellation

Classes are canceled only as a result of extreme weather conditions or other emergencies. The college notifies the radio/TV stations listed below to announce cancellations.

Radio Stations

Bridgeport: WICC 600 AM, WEBE 108 FM, WEZN 99.99 FM
Danbury: WLAD 800 AM, WREF 850 AM
Greenwich: WGCH 1490 AM

New Haven: WELI 960 AM, WKCI 101.3 FM
Norwalk: WNLK 1350 AM, WEFX 95.9 FM
Stamford: WSTC 1400 AM, WKHL 96.7 FM
Westport: WMMM 1260 AM
Mt. Kisco, NY: WVIP 1310 AM

TV Stations

Hartford Area: WFSB Channel 3, WVIT Channel 30
New Haven: WTNH Channel 8
Norwalk: Cablevision Channel 12

All of these stations customarily broadcast notices of school and college closings. 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. Please listen to one of the radio/TV stations listed.

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

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 and office hours.

Faculty Absence

Faculty are 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 a notice is not posted outside a classroom and faculty is 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.

Academic Information You Need to Know

Fresh Start Option

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

How to Earn Credit ... without taking a course

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

Change of 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.

If you do not report address and name changes promptly, you will not receive important information from the college.

Jewish High Holy Days

The college recognizes the fact that it is essential for students and faculty to be able to fulfill their religious commitments without undue concern over classes they must miss. In particular, tests are avoided, and all Jewish students are excused from class obligations on those days.

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 be familiar with the Student Handbook section on "Grievances," beginning on page 29.

Student Records

Registrar: Erika Vogel
Location: Records Office, E102
Telephone: (203) 857-7004
Hours: Monday-Thursday, 9:00 am-6:30 pm
Friday, 9:00 am-4:00 pm

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 act was designed to protect the privacy of student educational records, to establish 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, major field of study, 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.

Policy Concerning Student Records

These guidelines are in response to the requirements of the Family Educational Rights and Privacy Act of 1974. The guidelines seek to establish a reasonable balance between the obligation of the institution for the growth and the welfare of the student and its responsibilities to society.

The college makes every endeavor to keep the student's record confidential and secure from those who would use it for other than legitimate purposes. All members of the faculty, administration and clerical staff respect confidential information about students which they acquire in the course of their work. At the same time, the college is flexible in its policies not to hinder the student, the college or the community in their legitimate pursuits.

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

Records Affected

- A. This policy applies to all education records, files, documents, and other materials received prior to January 1, 1975, which contain information directly related to a student and which are maintained by the college. Exceptions:
1. Records in the sole possession of the staff and not accessible to others.
 2. Law enforcement records used exclusively for such purpose.
 3. Employment record of the student as an employee of the college.
 4. Records of a physician or other professional, so long as said records are kept only in connection with treatment and are not accessible to others.

Academic Information You Need to Know

5. Records relating to the status of former students which relate to their activities after leaving the college.

B. Broadly defined and outlined below is a description of the types of records maintained by the college and the designated custodian of each type of record.

Type of Record	Where to Find Record
Academic, Veteran	Registrar
Admissions	Director, Enrollment Management
Business	Dean of Administration
Financial Aid	Director, Financial Aid
Disciplinary	Dean of Students
Nursing	Director, Nursing

C. The term education records does not include personal files of the professional staff which are in the staff's sole possession and not accessible or to be revealed to any other person.

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 designated the following as Directory Information:

- A. Name and address
- B. Major field of study
- C. Status: i.e., full-time or part-time course loads
- D. Dates of attendance
- E. Degrees, certificates and awards received

Students may limit the release of Directory Information by completing the appropriate 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 educational records without the written consent of the student concerned. The exceptions to the consent requirement are as follows:
 1. Professional staff members 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 under 18 years of age who is dependent upon parents for federal income tax purposes.
7. In an 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 investigative 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 or 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. Copies of academic records at the college are available at a cost of \$3.00 to the student.

Academic Information You Need to Know

Reviewing Records

The student's academic record is maintained in perpetuity by the institution. Other records are not permanent and may be expunged at the discretion of the custodian of the record three years after the student has last attended the college.

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 and 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

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:

1. Go to our website: www.ncc.commnet.edu
2. Select Web for Students
3. Login using your student ID number and your PIN number
4. Select Norwalk Community College
5. Select Student Services and Financial Aid

6. Select Student Records
7. Select Request for Enrollment Verification
8. Click on NSC Self-Service to access the national Student Clearinghouse self-service site
9. Click on Obtain an Enrollment Certificate
10. Your Enrollment Verification Certificate will appear
11. Hit Print and mail it to a company, health insurer, or agency

Transfer Out

Counselor: Orlando Soto
Location: Counseling Center, E104
Telephone: (203) 857-7030

NCC is especially proud of its programs for which credits are transferrable 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 have been organized into a Transfer/Articulation Notebook which is available in the Counseling Center, the Library, Student Support Services, and the Career Center.

Transfer In

Counselor: Carolyn Thomas
Location: Counseling Center, E104
Telephone: (203) 857-7092

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, Room 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 many questions regarding the transfer of credit, contact the transfer-in counselor.

REGISTRATION

Adding a Course

1. Decide which courses 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.

Academic Information You Need to Know

You must pay in full the tuition and fees for any added courses at the time you add them. If you do not pay, you will not be registered for these courses.

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 courses. Fees are not refundable. For more information about refunds, please read the section on refund policies on pages 58-59.

You do need permission of an advisor to make course schedule changes. You are urged to seek advice if you have any questions about the change.

Changing Your Degree Program

If you wish to change enrollment from one degree program to another, for example from General Studies to Liberal Arts, you should obtain a Change of Curriculum Form from the Records Office.

You should discuss the change of program with a faculty advisor or counselor who will indicate his or her recommendation on the form. The Change of Curriculum Form should then be returned to the Records Office.

Deposit Policy

Students who are unable to pay in full at the time of registration may reserve their classes by paying a fee deposit.

These registration fees are non-refundable. The balance of the tuition must be paid by the designated date or your registration of classes will be canceled.

Dropping a Course or Withdrawing from College

If you wish to drop a course or to 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.

1. Obtain an Add/Drop Form from the Records Office and check the appropriate box for dropping a class.
2. If you cannot appear in person to withdraw from the college, you can contact the Registrar's Office in writing. No drop or withdrawal requests can be accepted by telephone.
3. If you withdraw from the college or drop a course prior to or during the first two weeks in a standard semester, or before the first day of an intersession or summer school course, you are entitled to be removed from the official class roster. The course will not appear on your transcript.
4. 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 the faculty member. Please refer to the academic calendar for the last date on which you can drop classes and receive the automatic W.
5. For refund policy relative to withdrawal or dropping a course, see pages 58-59.

Early Registration

Special advising and registration dates are scheduled for currently enrolled students each semester. This gives you an opportunity to have the best selection of courses available without the long lines that occur during later registrations. A deposit will reserve your classes with full payment required at a later date.

Readmission

Former NCC students who have not registered for four or more consecutive semesters, excluding summer sessions, must apply for readmission to the college. Readmit students do not pay an application fee. In some cases, a readmit student may be encouraged to take the placement test. Information about placement test dates, times, sign-up procedures, and waivers is available in the Admissions Office. Proof of immunization is required.

The catalog at the time of readmission, or any subsequent catalog, governs their academic status and graduation requirements.

Academic Information You Need to Know

GRADING SYSTEM

Academic Honors

NCC recognizes academic excellence.

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.

Honor Societies

Phi Theta Kappa is the honor society for two-year colleges and is recognized by the American Association of Community and Junior Colleges. Founded in 1918, the honor society now numbers over 700 chapters across the country. It is a national fellowship of students in pursuit of excellence in scholarship, leadership, and service.

Alpha Iota Nu, the NCC chapter, was officially established in 1984 when its first members were inducted. To qualify for membership, a student must have earned a 3.50 minimum grade point average after completing at least 12 credits. After induction into the society, a student must remain at the college for at least one more semester. The chapter's projects include service to the college and to the general community.

Graduating with Honors

You can receive your Associate Degree with Honors as follows:

Cum Laude:	3.40 – 3.69 GPA
Magna Cum Laude:	3.70 – 3.89 GPA
Summa Cum Laude:	3.90 – 4.00 GPA

Grade Point Average

In college a perfect grade point average (GPA) is 4.00 (all A's). You can think of your GPA as a numerical expression of how well you are doing at NCC. Refer to the catalog for further information on calculating your GPA. A 2.00 GPA is required for graduation.

Academic Standing

Students whose GPA falls below 2.00 may be placed on academic warning, probation, or suspension. Refer to the college catalog for the criteria and restrictions.

Statement on Satisfactory Progress

1. The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its warning, probation and suspension policy.

2. This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
4. Satisfactory completion of fifty percent of the courses attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 1.9, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.
9. An appeals process will be established by each college, which provides for due process.
10. College procedures will be included in appropriate publications and communications.

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 includes basic grades of student performance: 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 these grades.

A letter grade of A through F indicates a student's performance in terms of what was done, how much was done, and

Academic Information You Need to Know

how well the class work was done from the start to the completion of the class.

Transcripts

Registrar: Erika Vogel
Location: Records Office, E102
Telephone: (203) 857-7035 / (203) 857-7008
Hours: Monday-Thursday, 9:00 am-6:30 pm
Friday, 9:00 am-4:00 pm

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 Records Office.

If you wish to have official copies of your transcript sent to other schools or employers, you must request it in writing and pay a \$3 fee. Forms are available in the Records Office. Certain information is considered public.

How to Access Student Transcripts on the Web

You can use any computer that has internet service at home or at NCC, in the UBS Open Computer Lab (first floor, East Campus) or the General Electric Open Computer Lab (first floor, West Campus).

1. Type <http://www.online.comnet.edu>
2. Click on: Login (ID and PIN required). Don't know your ID? Go to the Records Office, Room E102. Show identification (driver's license) to get your ID number. Forgot your PIN? Go to the Records Office, Room E102. Show your ID to have your PIN reset.
3. User ID: @_____ (Type in your Student ID)
4. PIN: _____ (Type in the 6-digit PIN you made up) (Note: If this is your first time at this site, type in your 6-digit birthdate and then follow the instructions to change your birthdate to a PIN. Don't forget the PIN you make up!)
5. Click on: Login
6. Reenter PIN: _____ (Type in your 6-digit PIN again)
7. Click on: Login
8. Click on: Norwalk Community College

To see your grades:

9. Click on: Registration, Student Records & Financial Aid
10. Click on: Student Records
11. Click on:
 - Academic History (to see all your grades except your mid-term grades)
 - Mid-Term Grades (to see your mid-term grades at

mid-term)

Final Grades (will be available approximately 3 weeks after the close of the semester)

12. Select transcript level: NkCC Credit
13. Click on: Display Transcript
14. Click on: Print (to print your transcript)

GRADUATION

If you have a definite career goal (college major) in mind, you should begin planning for graduation during your first semester at the college. You must plan carefully and register for the right courses that apply to your selected program of study. You must also apply for graduation in the Records Office by the deadline for one of the three graduations and pay a fee of \$33.00. Do not pass up the opportunity to graduate even if you plan to transfer to a four-year institution.

Degrees are awarded to candidates in May, September, and December; all graduates may attend the May commencement ceremony. Applications and deadline information are available from the Records Office.

A graduation check sheet should be reviewed with your program advisor or counselor. The official graduation evaluation will be completed by the Records Office to determine that all graduation requirements are met. The conditions and requirements contained in the catalog at the date of matriculation into the degree program apply until you graduate or "stop out." If the candidate was readmitted to the college, the catalog used will be that under which the candidate was readmitted.

Earning Multiple Degrees

A student who already holds an academic degree may earn a second degree in a different curriculum at a community college. Such a student shall be treated similarly to a transfer student with respect to the minimum number of credits he/she must take for the second degree. This will require that a student meet all program requirements and earn at least twenty-five percent of the minimum requirements for the new curriculum at the college through which the second degree is to be conferred.

A student may earn two degrees simultaneously at a community college by fulfilling all requirements as stated above. However, completion of requirements of an additional option within the same program does not constitute a different degree.

Residency Requirement

At least 25 percent of the degree requirement must be earned at NCC. Complete information on degree requirements is included in the NCC catalog.

Students' Rights and Responsibilities

Students' Rights and Responsibilities

Rights of NCC Students

It is the policy of the Board of Trustees of Community Colleges that the educational offerings of the community colleges be available to students without regard to an individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, including, but not limited to blindness, or prior conviction of a crime (unless the provisions of sections 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide educational qualification excluding persons in one of the above protected groups), political beliefs, veteran status, or sexual preference.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action on his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

Community college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of that membership.

Statement of Rights and Freedom of Students

In June, 1967, a joint committee, comprised of representatives from the American Association of University Professors, U. S. National Student Association, and other academic organizations drafted the Joint Statement of Rights and Freedom of Students. It was adopted by the students and professional staff of Norwalk Community College in 1973. The following is an edited reprint of the document. The complete document is available in the library and Dean of Students' office.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical

judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

I. Freedom in the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

B. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure

Judgment by faculty of ability and character of a student may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

II. Student Affairs

In student affairs, certain standards must be maintained if freedom of students is to be preserved.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies and actions of a student organization usually will be determined by vote of only those persons who have bona fide membership in the college or university community.
2. Affiliation with an extramural organization should

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not in itself disqualify a student organization from institutional recognition.

3. If campus advisors are required, each organization shall be free to choose its own advisor. Campus advisors may advise organizations in the exercise of responsibilities, but they should not have the authority to control the policy of such organizations.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
5. Campus organizations including those affiliated with an extramural organization should be open to all students without respect to race, creed or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operations of the institution.
2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community.

C. Student Participation in Institutional Policy

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body.

D. Student Publications

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus.

The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures.
3. All student publications published and financed by the college should explicitly state on the editorial page that the opinions expressed are not necessarily those of the college or student body.

Grievance Procedure

Definition of Grievances

Occasionally students feel that they suffer from neglect, discrimination or unfair treatment by an instructor, administrator or office worker. The college considers this a serious matter and has provided informal and formal procedures for resolution of such grievances.

The definition of a grievance is that it is an allegation by a student that an agent of the college has violated Board or college policies relating to students other than assignment of grades or other academic evaluation. (See Review of Academic Standing for grievances pertaining to grades or academic evaluation.)

The following is a guide for students to use in order to discuss a grievance at the informal stage.

Person to Contact	Grievance Area
Dean of Academic Affairs	Discrimination prohibited by college policy.
	Academic evaluation and instruction.
Dean of Administration	Parking violations, buildings and grounds maintenance, tuition and fees, refunds, clerical personnel, wages and related fiscal matters, bookstore.
Dean of Students	Student activities, counseling, records, financial aid, suspensions, probation.
Dean of Extended Studies and Workforce Education	Extension courses, summer school, continuing education programs.

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Informal Grievance Procedure

The informal stage of the grievance procedure is designed to solve problems through discussion. It is progressive, in that each successive step requires the participation of additional individuals within the administrative and instructional staff. Every effort is made to arrive at a resolution during this informal stage.

The informal stage involves the following phases:

1. The student must first discuss the matter of concern with the individual in question, e.g., instructor or staff member. This should be done within one week from the time the student could reasonably have known of the grievance.
2. If the student is not satisfied with the results of the above discussion, he or she then appeals to the individual's immediate supervisor, e.g., department chairperson, coordinator or director, within one week. It is the supervisor's responsibility to meet with the individual against whom the grievance is brought. The supervisor may ask the student to attend this meeting in order to insure complete openness in the deliberations. The results of this meeting should be put in writing and transmitted to the student and the individual involved in the case.
3. If the meeting in Step 2 does not resolve the grievance, the student may appeal in writing to the Dean in whose area the grievance occurred. This should be done within one week of the correspondence generated by Step 2. The Dean will then meet with the supervisor and individual staff person. The student may also be included in a meeting with the Dean and college personnel involved. The results of this conference should be put in writing by the Dean and sent within three days of the conference to the student, the supervisor and the individual staff person.

Only after failure to resolve the problem in discussions with the appropriate personnel, as outlined above, is the formal grievance procedure initiated. The student does this by submitting a written statement of the problem to the Dean of Students.

Formal Grievance Procedure (non-academic grievances)

1. The grievance is to be submitted in writing to the Dean of Students after the informal stage has been exhausted but within 30 days of the date the grievant 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.
2. The Dean of Students shall investigate the grievance within 30 days from the time the grievance was submit-

ted and recommend to the President a disposition of the grievance, except as provided hereinafter.

- a. In the course of each investigation, the Dean of Students 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 Students shall consult with the college's Affirmative Action Officer during the course of the investigation.
 - c. In the case of a grievance against a Dean, the grievance shall be filed with the President.
3. 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 Step 4, below.
 4. The President may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the Deans or the President. If an advisory committee is appointed, the President shall establish a reasonable time frame within which the committee must make recommendations. The President may appoint and remove members of the committee.

Review of Academic Standing (academic grievances)

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 Dean of Academic Affairs by filing a written appeal. The appeal must be filed with the Dean of Academic Affairs 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

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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 Dean of Academic Affairs 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 Dean of Academic Affairs.

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 Step 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.

By-Laws of the Advisory Committee for Non-Academic Student Grievances

On October 18, 1976, the Board of Trustees authorized the President to establish an Advisory Committee for Student Grievances which is charged with the responsibility of making recommendations, at the level of the Deans, in a grievance matter.

The Advisory Committee for Student Grievances is convened as individual cases occur. Since the number of cases requiring formal hearings are rare, the committee meets on an ad hoc basis, and professional staff and students are appointed by the President as the need arises.

The Advisory Committee for Student Grievances shall:

1. Hear grievances of all types received either from an individual student or group of students.
2. Serve as a review board by inviting those concerned to meet with the Committee, if deemed necessary by the Committee.
3. Make a recommendation to the Dean of Students, who will resolve the grievance.

Quejas/Acusaciones (Grievance/Spanish Version)

Definición de quejas/acusaciones

Ocasionalmente los estudiantes creen que han sido objeto de negligencia, discriminación o de tratamiento injusto de parte de alguna profesor, personal administrativo u oficinista/empleado. Este colegio universitario considera esto como un asunto serio y ha proporcionado procedimientos formales enformaes para solucionar tales quejas. La definición de queja se define como una alegación/aserción de parte del estudiante que estipula que un miembro del personal de esta institución ha violado los reglamentos de la Junta de Educación que tratan acerca de los estudiantes, y que estas violaciones no tienen nada que ver con notas u otras evaluaciones académicas.

(Véase "Review of Academic Standing" referente a notas y evaluación académica)

La siguiente es una guía a seguir por los estudiantes para discutir quejas informales:

Persona con quien se debe poner en contacto

Áreas de quejas

Decano Académico

La discriminación es prohibida en esta institución.

Quejas de evaluación académica y de instrucción.

Decano Administrativo

Violaciones de estacionamiento de vehículos, de mantenimiento/limpieza/conservación de edificios y terrenos; matrícula y costos de educación; personal de oficinas; sueldos y asuntos relacionados con asuntos fiscales.

Decano de Estudiantes

Atletismo estudiantil y sus respectivas actividades. Consejería, expedientes académicos, ayuda económica, suspensiones y períodos de prueba.

Decano de Educación Continua

Cursos de extensión, cursos de verano, programas ofrecidos en Educación Continua.

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Procedimientos de quejas informales

La etapa informal de la queja esta designado a resolver los problemas por medio de la discusión. Esta es una etapa progresiva ya que cada paso requiere la participación adicional del personal administrativo y docente. Se hace lo posible por llegar a una solución a través de este paso/etapa informal. La etapa/paso informal envuelve/requiere las siguientes fases:

1. El/la estudiante debe primero discutir el asunto cuestionado/en litigación, con el individuo pertinente, por ejemplo el profesor o miembro de la institución. Esto se debiera hacer dentro de la semana en que el/la estudiante pudiese haberse cerciorado de que se va a quejar.
2. Si el/la estudiante no esta satisfecho con el resultado de la discusión ya mencionado, el/la estudiante puede apelar dentro de una semana, al jefe/supervisor de la persona envuelta/involucrada en esta situación, por ejemplo a el/la jefe del departamento, coordinador o director.

Es responsabilidad del supervisor reunirse con la persona de quien hay queja. El supervisor puede pedir a el/la estudiante que asista a esta reunión para así asegurarse de que haya total honestidad en las deliberaciones. El resultado de esta reunión se debe hacer por escrito y se debe entregar tanto a el/la estudiante como a la persona involucrada en la queja.

3. Si la reunión del fase 2 no resuelve la queja, el/la estudiante puede apelar por escrito al Decano del area en la que ocurrió la queja. Esto debe hacerse dentro de una semana después del segundo paso/fase. El Decano procederá entonces a reunirse con el supervisor y la persona involucrada. Se puede también incluir a el/la estudiante en la reunión con el Decano a la persona contra quien hay queja. Los resultados de esta reunión se debieran poner por escrito por el Decano y debieran enviarse dentro de tres días hábiles después de la reunión a el/la estudiante, al supervisor y a la persona involucrada.

Solamente si no se logra resolver el problema discutido con el personal pertinente siguiendo los pasos arriba, el/la estudiante hace esto informando por escrito del problema al Decano del area que corresponde a la queja. (Vea el gráfico ya dado)

Procedimiento de Quejas Formales (quejas que no son académicas)

1. La queja se debe entregar por escrito al Decano de Estudiantes después que se haya completado la fase informal. Tiene que hacerse dentro de treinta días después de la fecha en la que el/la querellante sabia o debía haber sabido de la supuesta violación.

La queja por escrito debe ser especifica en cuanto al reglamento/norma supuestamente violado, y debe mencionar brevemente los hechos fundamentales que ocurrieron en dicha ocasión.

2. El Decano de Estudiantes investigará la queja dentro de treinta días, que sometió la queja, excepto como se provee abajo.
 - a. En el transcurso de cada investigación el Decano de Estudiantes consultará con el Decano del/la area responsable de las operaciones institucionales en el que la queja se originó.
 - b. En el caso de una queja sobre supuesta discriminación racial, color, credo religioso, sexo, edad, nacionalidad, ascendencia; actual/presente o pasada historia médica de inestabilidad mental, estado civil, retardación mental o incapacidad física, convicción criminal anterior/pasada, credo político, status de veterano o preferencia sexual, el Decano de estudiantes debe consultar con el jefe u oficial de Acción Afirmativa durante el transcurso de la investigación.
 - c. En caso de queja contra un Decano la queja debe hacerse por escrito al Presidente de la institución.
3. El Presidente puede aceptar o negar la recomendación, o puede dirigir la investigación apropiada. El Presidente notificará el estudiante de la decisión final de la queja dentro de quince días de recibir la recomendación, menos en caso especial o en caso del 4 que sigue.
4. El Presidente puede crear un comité de asesores formado por estudiantes y personal de la institución con el objeto que tengan la responsabilidad de hacer recomendaciones a nivel de Decanos como a nivel del Presidente.

Si un comité de asesores es nombrado, el Presidente dará un tiempo razonable dentro del cual, el comité debe hacer recomendaciones. El Presidente puede nombrar y/o quitar a los miembros del comité.

Análisis del Status Académico (quejas académicas)

Un estudiante puede pedir que se le revise/analice una nota u otras decisiones que afecten su estado académico de acuerdo al siguiente proceso:

1. La nota o decisión académica que afecta el estado académico, debiera discutirse informalmente con el profesor o persona oficial responsable de la mencionada decisión dentro de quince días, en los que el/la estudiante tuvo conocimiento de la decisión que le afecta.
2. Si el asunto no se soluciona satisfactoriamente dentro de diez días de esta apelación, o el profesor no se encuentra disponible, el estudiante puede referir el asunto por

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escrito al Decano Académico. La apelación debe ser archivada con el Decano Académico dentro de treinta días, desde que el/la estudiante tuvo conocimiento de la decisión la cual esta apelando. Al recibir tal apelación el Decano debe reunirse con el profesor, si el/la esta disponible para determinar si el fase 1 se ha llevado a efecto o si no es así para recibir información relacionado y pertinente de parte del profesor responsable de la decisión. El Decano puede entonces referir el asunto al supervisor académico para consideración informal anterior al fase 3 que sigue más abajo.

3. El Decano Académico u otros titulares deberán revisar/verificar el caso como se indica a continuación:

El Presidente puede nombrar un comité titular o académico para proveer una revisión a este nivel/paso, en lugar del Decano Académico.

Al estudiante se le debiera proveer el derecho de presentar una apelación con información relevante/concreta que respalde su solicitud/petición. Es la responsabilidad del estudiante demostrar/probar que la decisión en cuestion es arbitraria, por ejemplo sin una base razonable o que fue hecha por razones indebidas violando así el fase 1 de las normas o reglas sobre querrelas/quejas de esta institución.

El estudiante tiene derecho a recibir una respuesta por escrito dentro de treinta días hábiles, después de haber presentado la queja. La decisión para cambiar la nota o de modificar la decisión que ha sido apelada, esta supuesta a ser consultada y aprobada por el Presidente.

4. La decisión ya mencionada puede apelarse al Presidente entregando una solicitud de enmienda dentro de diez días desde la fecha de la decisión o fallo. La revisión del Presidente se hará en base al documento escrito, a menos que él decida que se justifica un criterio más amplio. La decisión del Presidente será final.
5. El tiempo dado en estos casos puede ser modificado por el Presidente si hay causa/razón justificada.

Student Conduct and Discipline Policy

Section 1: Policy Statement

The Board of Trustees of Community Colleges adopts this policy on student discipline for the system of community colleges in recognition of the need to preserve the orderly processes of the colleges as well as to observe the students' procedural and substantive rights. As used herein, student means any person who is registered for a community college course, program, or extension offering.

Section 2: Proscribed Conduct

Norwalk Community College may discipline a student in the following situations:

1. For conduct that damages or destroys, or attempts to damage or destroy, college property or property of others on college or college-related premises.
2. For conduct which constitutes a danger to the personal safety of other members of the college community, including guests or licensees of the college. Intentionally causing or attempting to cause injury is included within the meaning of this provision.
3. For conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college-sponsored or college-authorized activities on the college campus or other location where college-sponsored activity is carried on.
4. For unauthorized possession or attempted possession of college property or property of a member of the college community.
5. For acts which violate board or college rules and regulation.
6. For acts of racism, violence, or harassment which violate board policy on racism and acts of intolerance.
7. For making a knowingly false statement, either orally or in writing, to any employee or agent of the Board or the college with regard to a college-related matter.
8. For forging, altering, or otherwise misusing any college document or record.
9. For knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drugs, as that term is now defined or may hereafter be defined by law, (1) on the college campus or (2) 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 a violation of the provision.
10. For academic dishonesty, which shall in general mean conduct which 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 on papers (whether purchased, borrowed, 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, and (g) 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.

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11. For use or possession of a weapon in violation of Board or college policy.

Section 3: Discipline Procedures

The Board of Trustees of Community Colleges believes that all members of the academic community are entitled to expect compliance with the restrictions of Section 2: Proscribed Conduct. Accordingly, any student or employee of the college may initiate a disciplinary process in the manner specified by this section. Once the process has been initiated, as provided in paragraph 1 below, all subsequent decisions concerning possible discipline of a student or students rest with appropriate college officials. The disciplinary record of a student may be considered in determining the disciplinary penalty which is appropriate.

1. A statement of possible violation must be filed in writing with the Dean of Student Affairs or other designee of the President (hereinafter referred to as the Dean) within thirty days of the date of the alleged violation or within thirty days of the date the alleged violation was known. Said statement must specify the student conduct in question and the part or parts of Section 2: Proscribed Conduct which it is alleged said conduct violates.
2. If the Dean concludes that the alleged conduct, taken as true, is violative of the provisions of Section 2: Proscribed Conduct, he or she shall provide written notice to the student of the statement of possible violation and the fact that the allegations will be investigated by the Dean. Said notice must inform the student that he or she has the right to explain his or her position as part of the informal investigation.
3. Following completion of the informal investigation specified above, the Dean may (a) determine that there is an insufficient basis in fact and dismiss the matter, (b) conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of college privileges would be appropriate, or (c) conclude that there is a sufficient factual basis for discipline and that discipline including the possibility of suspension or expulsion or removal of college privileges would be appropriate.
4. If discipline less than suspension or expulsion or removal of college privileges is contemplated, the Dean may, after an informal hearing, impose such discipline specified in Section 4: Disciplinary Penalties, except suspension or expulsion or removal of college privileges, as he or she believes appropriate. As used herein, informal hearing means the opportunity for the student to be informed of the basis for the conclusion of the Dean and to present argument and evidence in his or her behalf. Within fifteen days of the imposition of discipline under this provision, the student may request review of the action by the President. The President may confirm, reduce, or remove the disciplinary penalty.
5. If discipline, including suspension, expulsion or removal of college privileges, is contemplated, the Dean shall cause a statement of charges to be served on the student involved. Said statement shall contain (a) a concise statement of the facts on which the charge is based, (b) a citation of the rule or rules alleged to have been violated, (c) a statement of the maximum penalty sought, (d) a statement that the student may request a hearing by responding in writing within fifteen days and requesting a hearing, and (e) a statement that failure to request a hearing may result in imposition of the maximum penalty sought.
6. In the case of an emergency, the Dean may immediately suspend a student. An emergency means a situation under which the continued presence of the student at the college poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended as a result of an emergency shall be afforded written reasons for the suspension and a statement that he or she is entitled to a formal hearing as soon as possible, but in no event longer than ten days.
7. If a formal hearing is requested, the student is entitled to the following: (a) to choose to be heard by either an impartial party or panel appointed by the President, (b) when a hearing before a panel is chosen, to have student representation on the panel, (c) to appear in person and to have a representative, (d) to hear and to question adverse witnesses, (e) to present evidence and testimony in his or her behalf, (f) to a written decision following the hearing, and (g) to a review by the President of the hearing decision upon the request of the student made within fifteen days of the decision. As used herein, the term impartial shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the proceedings.
8. The President is authorized to appoint college employees and students as the impartial party or panel specified herein and he or she may remove any appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the ground that the person(s) is(are) not impartial. The challenge is to be made to the President and the decision of the President shall be final.
9. The written decision of the panel shall specify its findings and the penalty assessed, if any. In the case of an appeal, the President may confirm, reduce, or remove the penalty specified.
10. Except in the case of an emergency as defined in (6) above, no disciplinary penalty may be implemented during the fifteen days in which a student is entitled to request a review by the President of the decision of an

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informal or formal hearing, nor during the period in which any such review is being conducted by the President.

Section 4: Disciplinary Penalties

Disciplinary penalty shall mean any action affecting the status of an individual as a student taken by the college in response to student misconduct, including but not limited to the following:

1. **Expulsion.** Expulsion is permanent disciplinary separation from the college involving denial of all student privileges, including entrance to the college premises.
2. **Suspension.** Suspension is temporary disciplinary separation from the college involving denial of all student privileges, including entrance to the college premises.
3. **Removal of College Privileges.** This penalty may involve restrictions on student privileges for a definite period of time, not to exceed two semesters.
4. **Disciplinary Probation.** Disciplinary probation is a status which indicates either (a) serious misconduct not warranting suspension, expulsion, or removal of college privileges or (b) repetition of misconduct after disciplinary warning has been imposed.
5. **Disciplinary Warning.** Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action.
6. **Community Service.** Community service involves an obligation, agreed to by the student as an alternative to 1 through 5, above, for a given number of hours of service on the campus or in the community at large.

By-laws of the Student Conduct Committee

On October 18, 1976, the Board of Trustees for Community Colleges authorized the President to establish a Student Conduct Committee which is charged with the responsibility of hearing cases of alleged student misconduct and assessing a penalty, if any.

The Student Conduct Committee is convened as individual cases occur. Since the number of cases requiring formal hearings are rare, the committee meets on an ad hoc basis, and professional staff and students are appointed by the President as the need arises.

The Student Conduct Committee shall:

1. Hear cases of alleged misconduct which may result in suspension, expulsion, or loss of college privileges.
2. Hear cases in which a student, charged with alleged misconduct, chooses to be heard by an impartial panel.

3. Serve as a hearing and review board by inviting those concerned to meet with the Committee, if deemed necessary by the Committee.
4. Make a recommendation of a penalty, if any, to the Dean of Students.

Procedures for the Student Conduct Committee

Purpose: The purpose of these rules, adopted by the Executive Director, December 19, 1980, is to insure to students the rights granted under Discipline Procedures, paragraph 7, of the Board's policy on Student Conduct Discipline.

Authority: Paragraph 7 of the Section on Discipline Procedures, Policy on Student Conduct and Discipline.

1. **Presentation of Basis for Suspension or Dismissal**
 - a. The Dean of Students is responsible for presenting the evidence which is the basis for the disciplinary action. The evidence may consist of documents, oral testimony or any other reliable mechanism.
 - b. The student may object to the admission of evidence, which is at the discretion of the party or panel which is to hear the matter. The technical rules of evidence do not apply, but the panel should exclude irrelevant or unduly repetitive evidence.
 - c. The student may cross-examine any witness presented by the Dean.
2. **Opportunity to Respond**
 - a. The student may then explain his position regarding the facts presented by the Dean and the appropriateness of the discipline. This right includes the right to present witnesses and documentary evidence.
 - b. The Dean may object to the admission of evidence, which is at the discretion of the party or panel hearing the matter, as in 1b, above.
 - c. The Dean may cross-examine witnesses presented by the student.
3. **Decision**
 - a. The party or panel hearing the disciplinary action must prepare a written decision. The decision should be based upon the evidence which was presented before it. The opinion should summarize what it has found to be the facts and state the discipline which it believes is appropriate based on those facts.
 - b. The student will be issued a written decision within seven days following the hearing.
 - c. The student may accept, modify or reject the recommendation of the Committee, or direct such further investigation as he or she deems appropriate.

Students' Rights and Responsibilities

Note: Students separated from the college (suspended or dismissed) may not visit or use the premises of any campus of the college, nor make use of any college facilities while so separated, without securing prior permission from the Dean of Students.

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 papers, class presentations and testing. Course work demands increase as midterm 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.

A Few Simple Guidelines:

- **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,

Students' Rights and Responsibilities

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 Drugs

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.

Students' Rights and Responsibilities

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.

Policy on 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

Students' Rights and Responsibilities

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.

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' Nondiscrimination 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 per-

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sons 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.

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 committees 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.

Regulations For Use of Alcoholic Beverages on Campus

According to the Board of Trustees of Community Colleges Policy on Alcoholic Beverages on Campus amended on December 19, 1983, any and all student events held by Norwalk Community College must operate under the regulations listed below.

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The consumption of alcoholic beverages on campus may be authorized by a community college president under the following circumstances:

- 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 and Dram Shop Act insurance has been purchased.
- C. When alcoholic beverages are provided by a student organization and Dram Shop Act insurance has been purchased.
- D. When students bring their own beverages.

Regardless of the circumstances, the following regulations will pertain to the serving of alcoholic beverages on campus:

- A. Wine or beer may be served only at a legitimate function properly sponsored by a club or organization. Other alcoholic beverages and controlled substances and drugs are not allowed on campus any time. This regulation pertains to all people contracted for services and attending the function.
- B. An Application to Serve Alcoholic Beverages (available in the Student Development Office) must be filed and approved by the Director of Student Development and the Dean of Students.
- C. When circumstances A, B, and C of the Board Policy are in effect, proof that the Dram Act Insurance has been purchased must be provided with the application.
- D. A registered chaperone who is a member of the college staff must be present at the function at all times.
- E. A sufficient number of uniformed police officers must be present to provide security in the college parking areas, inside the building and at the event to assist with ID checks and supervision of the attendees.
- F. Only students and staff of the college and their guests for whom an admission pass is issued may attend the function.
- G. Alcoholic beverages must be consumed only at the time and location approved for the function.
- H. The amount and type of alcoholic beverage to be served under circumstances A, B and C and the number of students attending the function must be identified on the application. The club officers and chaperone must insure that the amount consumed is closely regulated by a control mechanism; i.e., coupons per drink.
- I. An admission fee may be charged.
- J. Food and alternative non-alcoholic beverages must be served whenever alcoholic beverages are served.

- K. An Application for Utilization of Facilities form must be filed through the Dean of Administration's office.
- L. The officers and/or chaperone of the sponsoring club or organization are responsible for procedures to identify those of legal drinking age; i.e., picture on driver's license or similar proof. Proof must be established at the time of admission to the event and certified through some identifiable insignia; e.g., color-coded "hospital wrist band" worn by those of legal drinking age.
- M. The sponsoring organization is responsible for the behavior of students and their guests attending such a function.
- N. Any organization which receives approval to sponsor a function and fails to comply with the above regulations is subject to disciplinary action by the Student Conduct Committee.

The Dean of Students and the Director of Student Activities may reject an application or cancel approval to serve an alcoholic beverage at any time.

Policy on Use of Computers

Norwalk Community College expects its students and staff to comply with the following resolution:

Effective February 19, 1985, the Board of Governors for Higher Education, in accordance with its authority under subsection (a)(1) of section 10a-6 of the Connecticut General Statutes, endorses the following:

A. Software Conversion

It shall be the policy of the state system of higher education that the end product of any work done by a student from any of the state's public colleges or universities to convert, modify or update state-owned software shall be owned by the state.

B. Software Creation (state-owned)

The software created by a student shall be owned by the state when the following conditions are met:

1. The state, at the inception of the project, informs the student in writing of the state's intention to use the software;
2. The student creates the software as part of the course-related activity;
3. The student uses state resources to create the software; and
4. The student either shall be paid for creating the software or shall be required to sign an agreement in advance ensuring that the software is owned by the state.

Students' Rights and Responsibilities

C. Software Creation (student-owned)

Any software developed by a student, unless it is covered under policy statements A and B above or produced under the provisions of a grant or an agreement with an outside funding agent, is owned by the student.

D. Software Copying

Each constituent unit in the state system of higher education shall have policies in place regarding the use and copying of software to protect against lawsuits by vendors. Specific policies are posted in the computer labs.

Policy of Conduct and Procedures for Use of Community College Computing Resources

All resources and facilities of the system data center, including the computer center and campus computing sites, shall be used solely for legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to appropriate disciplinary action, including but not limited to the loss of computing privileges, disciplinary action, and/or legal action. Users may be subject to criminal prosecution in accordance with section 53a-250 et seq. of the general statutes.

Faculty members shall distribute instructional accounts only to those students enrolled in the specified classes for which the account applications have been approved. Students are limited to the use of that specific account number. It is the instructor's responsibility to review the proper usage of these accounts. Any student found utilizing accounts other than his or her own will be subject to disciplinary action.

Administrative accounts are distributed to staff upon application to the system data center. It is the user's responsibility to secure his or her account from unauthorized access through the use of passwords and file protection measures. All accounts, including programs and data, may be monitored by the system data center to ensure proper and efficient system usage, to identify possible software problems, or to check for security violations.

Users shall not attempt to access or make use of any other user's programs or data. Users shall not copy system files, computer center software components, or computer management programs nor shall users attempt to access such programs except for the purposes for which they are intended. In addition, users shall not attempt to modify or repair any equipment belonging to or under the control of the computer center unless expressly authorized to do so.

Many of the software programs on the data center's computer systems or local campus-based computers, including microcomputers, are copyrighted or proprietary in nature and have been purchased or leased by the community colleges for use on a single computer system. No employee or

student shall copy or modify this software or utilize this software on computer systems other than those designated in the license agreement. Violation of software agreements may result in disciplinary or legal action.

Public domain software or software purchased under site license agreements from which multiple copies can be made shall be identified by the system data center or college data centers, as appropriate.

No person shall use the community college computer resources for monetary gain, development of software intended for sale, or to copy public domain software for other than personal use. Any copies of public domain software must contain the same limitation notices as the originals.

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.

Publicity and Public Relations

All publicity by any student or student organization should be submitted to the Student Activities Office in Room E216. Announcements of events for release to the press must be done through the Public Relations Office in Room E312. All student clubs and organizations are urged to notify the Public Relations Office of upcoming events four weeks in advance to determine if press coverage is appropriate.

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.

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.

Students' Rights and Responsibilities

Non-Discrimination Policy

The community collage 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.

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.





Student Activities

Student Activities

ACTIVITIES

Student Activities Office

Director: Michelle Brinck
 Location: E216
 Telephone: 857-7132
 Hours: Monday – Friday, 9:00am – 4:00pm

The student activities program should be viewed as an integral part of the total educational experience of students. The objective is a program of cocurricular 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. Recognized clubs and organizations that attract the attention of the student body include:

Club	Advisor	Ext.
Accounting Society	Desiree Perry	7357
African Culture Club	Al Thomas	7150
Archaeology Club	Ernie Wiegand	7377
Asian Club	Carmelita Valencia-Daye	7119
Biology Club	Stephanie Brown	3357
Chemistry Club	John Dolhun	7276
Cinema Club	John Shields	7338
College Bowl Club	Aaron Perkus	7293
Criminal Justice Club	Althea Seaborne	7096
Early Childhood (CDC)	Barbara Teas-Carolan	7108
Euro Club	Erika Vogel	7004
French Club	Robert Lamothe	7371
Gaming Club	Steven Cohen	7367
Global Development Club	Angeles Dam	7362
HASTA Club	Marie-Ange Nicolas	7108
Hay Motivo Club	Orlando Soto	7030
Hosteurs Club	Tom Connolly	7355
Legal Assistant Society	Tom Jackson	7152
Literature Club	Gary Carlson	7366
Medical Assistant Society	Lauren Perlstein	6852
Multi-Cultural Club	Ana Jusino	7181
Networking Club	Patrick Cassidy	7336
Nursing Club	Sheila Jenkins	7086
Phi Theta Kappa	Cathy Milton	7224

Philosophy Club	Ed Grippe	7170
Psychology Club	Dr. Grodman	7259
Respiratory Care Club	Ed Reardon	852-2479
Soccer Club	Curtis Antrum	7250
Softball Club	Donnie Billingham	7045
Student Senate	Michelle Brinck	7132
“The Voice” Student Newspaper	Lori Soderlind	7279
Upside Down Club	Judith Jones	3310
Visual Arts Club	Joe Fucigna	3323
Women’s Center	Lisa Dresdner	7291

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.

For information about joining or starting a student club, contact the Student Activities Office.

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 E216 for an updated list of events. All student organizations selling tickets to events must adhere to the ticket policy of the college. See below for the complete policy.

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.

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 of the Board of Trustees.

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

Student Activities

headcount enrollment. Each college shall have two representatives, one student enrolled in a technical 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.
 - d. To be eligible for election to the standing committee of the board of governors as a technical student, an individual must be enrolled as either a full-time or part-time student in a technical program at one of the five community colleges, which includes a former technical college but may not be a student member of the board of trustees. To be eligible for election to the standing committee as a non-technical student, an individual must be enrolled in a non-technical program at a community college and may not be a student member of the board of trustees.

e. The order of election by the assembly shall be first to elect a community college student member of the board of trustees, second to elect a technical student member and alternate member of the standing committee of the board of governors, and third to elect a non-technical student member and alternate member of the standing committee.

f. To the extent not inconsistent with the foregoing, Robert's Rules of Order (latest edition) shall govern the assembly in the conduct of its business unless it adopts other rules of procedure.

3. The presiding officer and the secretary of the assembly shall certify to the executive director the individuals who have been elected by the assembly to the board of trustees and to the standing committee of the board of governors, respectively, and the executive director shall certify the same, respectively, to the secretary of the state and to the commissioner of higher education.

E. In the event that a vacancy occurs in the student membership of the board of trustees between November 1 and April 30, the executive director shall reconvene the last elected student electoral assembly for the purpose of electing a student member to fill such vacancy for the balance of the unexpired term. Any vacancy in the representation of a college to the assembly shall be filled by appointment by the college's student government body. In the event that a vacancy occurs in the student membership of the board of trustees between May 1 and October 31, the vacancy shall be filled by the next convened student electoral assembly. Any vacancy in the student membership of the standing committee of the board of governors shall be filled by the alternate member for the balance of the unexpired term.

Responsibilities of All Clubs Sponsored by the Student Advisory Board

All clubs are expected to function in an effective manner, hold regular meetings and strive to achieve the stated 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.

Student Activities

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 Senate

Location: E216
Telephone: (203) 857-7251

The Student Senate 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 Senate 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.

Norwalk Community College Student Senate Constitution

Article I: Name

The name of this organization shall be the Norwalk Community College Student Senate.

Article II: Purpose

The purpose of the organization shall be:

- A. To represent students in matters of student interest.
- B. To develop and implement policies and procedures relating to the assessment, allocation and disbursement of monies of the Student Activities Fund.
- C. To ensure that all Student Activities fees are credited and utilized for the Student Activities Fund.
- D. To develop and implement guidelines under which student clubs and organizations are formed and student organizations or individual causes receive funds from the Student Activities Fund.
- E. To ensure that all allocated funds are used in a responsible manner.
- F. To accept, receive and evaluate requests for funds.
- G. To review and authorize funds for student organizations or individual causes.
- H. To establish and implement events, activities, programs and related procedures for the entire college community.
- I. To establish and implement credentials for club representatives who serve on this board.

- J. To do any and all things consistent with the ordinary functions of the present Student Senate.

Article III: Membership

A. To be qualified, members must be:

1. Duly authorized representatives of the student body
 - a. From a recognized club or organization
 - b. A member of the student body
2. An officially enrolled student in good standing at NCC
3. Not meeting the aforementioned criteria will result in resignation.

B. Duties of Members

1. Responsible for implementing all policies of the Student Senate.
2. Attempt to attend Student Senate meetings.
3. Attempt to attend Leadership Weekend and other designated functions.
4. Responsible to the student body.

Article IV: Officers

The officers of the NCC Student Senate shall be as follows:

- A. President
- B. Secretary
- C. Bookkeeper
- D. Speaker

Term of office will be from May of the spring semester for one academic year.

They shall not serve in the same position for more than two full terms (academic year).

The Student Senate Advisor will act as an advisor for secret balloting, and be a non-voting member of the Student Senate. The Dean of Students will be a non-voting member as well.

Article V: Meetings

The NCC Student Senate shall meet weekly at a place and time designated by the Senate as a whole.

The President may call special meetings whenever he or she deems necessary.

The President must notify the Senate Advisor, the Director of Student Life, the Director of Student Activities, and the Dean of Students when special meetings are to be held.

The order of the NCC Student Senate meetings shall be decided in accordance with Robert's Rules of Order.

Student Activities

By-Laws

Article I: Purpose of By-Laws

The members of the NCC Student Senate shall act in accordance with these by-laws.

Article II: Membership

1. To be qualified, board members must be:
 - a. Duly authorized representatives of the student body
 1. from a recognized club or organization
 2. a member of the student body
 - b. An officially enrolled student in good standing at NCC
 - c. Not meeting the aforementioned criteria will result in resignation.
2. Duties of members
 - a. Responsible for implementing all policies of the Student Senate.
 - b. Attempt to attend Student Senate meetings.
 - c. Attempt to attend Leadership Weekend and other designated functions.
 - d. Responsible to the student body.

Article III: Officers

1. Representatives
 - a. Any student may become a representative on NCC's Student Senate. Attendance at any senate meeting will be considered the equivalent of signing up to be a representative.
 - b. Any representative may stand for elevation to the rank of senator after one semester as an active representative. He or she must have attended a minimum of five Student Senate meetings and must have been active in at least two Student Senate events. He or she must be nominated by an existing senator and must receive a majority vote of senators present at the election meeting to be elevated to the rank of senator. At least one election meeting must be announced two weeks before being held and must be held in the final four weeks of each semester.
 - c. Representatives conforming with the stipulations above may be nominated for elevation, at any time, by the existing Speaker.
 - d. Representatives have full voting privileges in the Senate.
 - e. The Student Senate Advisor and the President may combine to veto any legislation. Their veto (which requires their agreement) may be overcome by a two-thirds majority of the Student Senate.

2. Senators
 - a. Senators must attend a minimum of five Student Senate meetings a semester to remain active.
 - b. Senators must be active in at least two Student Senate undertakings each semester. Membership on a school committee counts as one of these.
 - c. Senators will be members of the Student Senate Executive Board.
3. President
 - a. A Student Senate President will be elected at the end of each school year (spring) to finish up the month of May and start the month of September as Speaker of the Student Senate.
 1. He or she must have been an active senator for a full semester, and must have a GPA of at least 2.5.
 2. He or she must be a registered credit-bearing student for any semesters acting as an officer.
 3. He or she must remain in good academic standing.
 4. He or she will run Student Senate meetings (in May and September) and will act as student spokesperson to NCC management.
 5. He or she may designate other senators or representatives to speak on behalf of the Student Senate to other members of the college community.
 - b. After September, the elected President will work with an elected Speaker, who will chair Senate meetings. The Speaker's duties will be to help the President and physically chair meetings. Up to two speakers may serve for four or five weeks each, each semester (in other words, one in October, one in November, and the first part of December).
4. Speaker
 - a. The Speaker will chair Student Senate meetings (for a period of four to five weeks) and will work with the President to set Senate agendas.
 - b. The Speaker must be an existing Student Senator and must be elected speaker.
 - c. The Speaker may nominate any representative (who fulfills the prerequisites in Article III, section 1) for elevation to the rank of senator.
5. Secretary
 - a. A Student Senate Secretary will be elected by the Student Senate for each semester. Students must apply for this position and any representative is eligible. Elections for this post will be held within four weeks of the end of the preceding semester during which the person will serve. An alternate will also be selected. The acting Secretary may not serve as

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Speaker during the semester for which he or she is elected, but may represent the Student Senate in other capacities or functions.

- b. The Secretary will be responsible for taking minutes, typing them up and getting them distributed to senators, representatives, the Student Senate Advisor and to the President and Speaker (when applicable) before the next meeting. He or she will also get the minutes posted on the website and will maintain both a hard copy and an electronic copy. The Secretary will also be responsible for adding names of representatives to the council e-mail list.

- c. A Secretary may serve for as many consecutive semesters as he or she is elected.

6. Bookkeeper

The position of Bookkeeper is open to any active member of the Student Senate. The Bookkeeper is responsible for keeping all of the financial records of the Senate in order. He or she shall keep up-to-date and accurate records of all financial transactions. The Bookkeeper shall keep track of all profits and costs from each event. The position of Bookkeeper is a one semester position and shall be elected by the Student Senate.

Article IV: Quorum

1. A quorum shall consist of those student senators and representatives who are in attendance.
2. For elections of matters of pressing consideration, it is desirable that a majority of senators are in attendance.
3. A majority of representatives may vote that there is not a quorum at a given meeting, but never at two consecutive meetings.

Article V: Resignation

1. Any senator who needs to resign will provide a written or oral resignation to the Student Senate Advisor.
2. Students not registered for one course or not in good academic standing must resign for the semester. They may return if these conditions are met.

Article VI: College Committees

1. The Student Senate will elect student representatives to serve on college committees.
2. Students must conduct themselves professionally at these committees.
3. Students must have been at NCC for at least one full semester, must have a minimum of 12 credits (taken), must be taking at least 3 credits during their service, and must be in good academic standing if elected to serve on a college committee.

4. Students elected to college committees must be available to serve for two consecutive semesters and must remain in good academic standing.
5. No student will serve on more than one steering committee (Shared Governance, Alumni, and Foundation) at the same time. No student will serve on more than two permanent committees concurrently.
6. The Student Senate will abide by all college committee by-laws where students hold voting membership.
7. Students serving on committees will report back to the Student Senate.

Article VII: Finance Committee

1. The Finance Committee will consist of active senators (who volunteer to serve on it) for the semester(s) affected.
2. It will work with the Student Senate Advisor to decide finance issues.

Article VIII: Club Recognition & Admission

All by-laws affecting the recognition, admission and duties of clubs will remain the same as in our previous by-laws.

Article IX: Mutual Respect & Integrity

1. All members must show respect to all members of the school community.
2. The Student Senate will never pursue, endorse, or accept policies or positions that discriminate against any group or individual because of race, creed, color, religion, gender, sexual preference, age, disability, belief, political affiliation or nationality.
3. All meetings and events will observe rules of common respect and courtesy, and disagreements must never be allowed to become personal.

Article X: Amendments

1. These by-laws precede any previous set of rules.
2. These by-laws may be amended by a 70% majority of the voting membership of the Student Assembly of Senators and Representatives.

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.

Student Activities

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 fifteen people who have expressed an interest and a willingness to work has been compiled, start.

At this time, an organization should write a constitution for submission to the Director of Student Activities for Student Senate approval. This gives the organization the right to request from the Student Senate an allocation from the Student Activity Fee Account. Budgets must be presented to the Student Senate Treasurer for review by the Finance Committee of the Student Senate.

How to Write a Constitution

It is suggested that certain information should be present in a group's constitution in order for the group to function efficiently and to protect the rights of all members. The necessary statements are as follows:

1. A Statement of Purpose
2. Officers
 - a. Who qualifies for each office?
 - b. What is each of the officer's duties?
 - c. What procedure is followed if an office is vacated?
 - d. How may an officer be removed?
3. Elections
 - a. How often are elections to be held?
 - b. How are nominations to be made?
 - c. By what means and how far in advance will elections be announced and/or membership notified?

4. Membership
 - a. Who is eligible for membership?
 - b. Will there be different categories of membership? What are the rights of each?
 - c. How may a member be removed?
5. Finances
 - a. Who is responsible for the collection and disbursements of funds?
 - b. Who must authorize expenditures?
 - c. Will dues be required? If so, how much and often, and to whom are they to be paid?
6. Meetings
 - a. How often will meetings be held?
 - b. How will members be notified in advance?
7. Quorum

What percentage of the membership can conduct business?
8. Amendments to the Constitutions and By-Laws

Will the proposed amendments be read at two consecutive meetings?
9. Ratification

By what process will the present constitution go into effect?
10. Parliamentary Procedure

What reference will be used in Parliamentary Instances not covered in the constitutions and by-laws?
11. Advisor

What is the role of the advisor?

A more detailed description of the constitution and by-laws may be found in Robert's Rules of Order, Revised.

Responsibilities of All Clubs Sponsored by the Student Senate

All clubs are expected to function in an effective manner, hold regular meetings and strive to achieve the stated 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.

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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 reported to the Student Activities Office; this provides the necessary structure for the coordination of events and also enables the student body to be informed about all upcoming events.

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

NCC Ticket Selling Policy for Recognized Student Organizations

1. Students can pick up ticket order form in the Student Activities Office. Ticket order form must be filled out by the Student Activities Office staff person. Order form does not reserve ticket. Student will bring order form and payment (cash or check) to the Business Office, where payment will be processed and order form validated. Student then will bring validated order form to Student Activities Office and receive tickets.

With no exceptions, all monies must come directly to the Business Office, Room E105. Business Office hours are Monday through Thursday, 9:00 AM to 6:30 PM and Friday, 9:00 AM to 4:00 PM.

2. There will be two different prices for tickets. One price for students (usually) subsidized by the Student Activities Office or a recognized student organization, and one price for guests. The guest price will be a nonsubsidized fee for the price of the ticket and transportation.
3. There is a limit of two tickets per person (one includes the student) unless special approval is obtained from the Director of Student Activities.
4. Tickets will be offered to students for two full weeks prior to being offered to any staff or faculty. Notification of tickets going on sale should be posted up to one week prior to the actual selling date of tickets.
5. Any trip involving college-arranged transportation requires a faculty or staff advisor who is of professional staff status (unless special permission is obtained from the Student Activities Director). This advisor is provided with one complementary ticket and is offered one additional ticket for the price of a guest (full nonsubsidized fee).
6. When tickets are sold out, a note shall be posted outside the Student Activities Office informing students.
7. One role of the faculty advisor is to coordinate with the Student Activities Office as to whether or not tickets need to be dispersed on the bus. In addition, the advisor may need to provide payment to the bus driver. The advisor shall confirm the bus one day before the event.

8. When special activities such as a dance are planned, arrangements must be made with the Business Office to have a Business Office staff person on hand to collect all monies and receipts at the door of the event. Said monies are to be placed in the vault in the Business Office after all collections are in. No monies are to be carried home for deposit in the vault the next day. This will insure the safety of monies and receipts collected at special events. This policy must be strictly adhered to.

Guidelines for Advisor

1. Have a sign up sheet which students sign when boarding the bus. This needs to be matched up with the original list.
2. Be sure students who are on your list going to the event are on the bus to return, unless you are informed of other plans prior to the event.
3. Submit the sign-up sheet and the original roster to the Student Activities Office following the trip.
4. In case of emergency, you are in charge, and the college relies on your judgement.

Parliamentary Law

Parliamentary law provides for "right of the majority to decide, the right of the absentees to be protected." Parliamentary law is simple in principle. It is based largely on common sense and courtesy. General Henry M. Robert's Rules of Order and Parliamentary Practice is the standard reference on parliamentary procedure although a number of other references of a less technical nature exist and are equally good in most situations. There is little, if any, reason for one person to attempt to learn all the rules and the related details. Like many other subjects, to know where to find the answer is sufficient. The material presented below will ordinarily suffice for most organizations on campus. However, if you have other difficulties with organizations on campus and parliamentary practice, the Director of Student Activities is ready to assist you.

1. Order of Business

Some type of agenda is necessary for the chairperson to guide the discussion and control the meeting. Most agendas should include the following:

- a. Calling the meeting to order at the time the meeting is scheduled to start.
- b. Calling the roll.
- c. Reading and approving the previous meeting's minutes.
- d. Report of sub-committees.
- e. Old business.

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- f. New business.
- g. Adjournment.

2. The Chairperson's Duties

- a. Calling the meeting to order.
- b. Introducing the items of business in the order established by the agenda.
- c. Recognizing members and giving the floor.
- d. Stating the question and putting it to a vote.

3. A Main Motion

An item of business for the members of the meeting to consider.

- a. It must be in order. To be in order a motion must be made at a time when no other business is before the meeting.
- b. It must be seconded.
- c. It must be discussed.
- d. It must be disposed of in some manner acceptable to the members, either by a vote of approval, disapproval or tabling the motion (see 4 below).

4. Secondary Motions

There are four motions to help you act on the main motion.

Secondary Motion	Rank	Purpose	Debate	Vote
To lay on the table	1	Postpone	No	Majority
To close debate	2	Hasten	No	2/3
To refer to a committee	3	Postpone for further consideration		
To amend		Alter	Yes	Majority

5. Point of Order

At any time anyone who believes that the procedure is improper may rise and address the chair after being recognized.

6. General Consent

A general consent vote must be used for the minutes, adjournment or any other routine item of business. This should not be exercised too often by the chairman. It is done by stating, "If there is no objection, such and such will hold."

FITNESS/WELLNESS PROGRAMS

Our approach to wellness includes attention to all aspects of life including physical, emotional, social, intellectual, values development and career. Issues such as AIDS prevention, drug and alcohol prevention, relationships and more are addressed in a variety of programs offered throughout the year.

Fitness Center

Director: Paul Gallo
Location: West Campus, lower level
Telephone: (203) 857-7194

The college believes in the harmony of a mind-body relationship. It views sports as a broadening experience and promotes physical and intellectual excellence.

The program is designed to benefit all students. It is the desire of the department to broaden the base of wellness and sports to include as many activities as possible within the limitation of educational values, activity space and financial considerations.

Club Sports

Actual eligibility requirements for club participation are governed by the conference or league in which the club participates. Club eligibility must always be in accord with the educational objectives of the college.

Physical Activities Classes

Physical activity classes are open to anyone and are designed to benefit all who participate. The rewards of participation are improved muscle coordination, enhanced cardiovascular fitness, and the development of lifetime recreational skills. These goals start at the instructional level and progress to our recreational intramural program.

There are courses offered each semester in a wide variety of physical activities. In past semesters, activities have included karate, step aerobics, tai chi, yoga, golf, volleyball, judo, jazz, ballet, and nautilus conditioning. These courses are instructional for all ability levels and aid students in developing healthier lifestyles while having fun.

Students are graded on a pass or withdrawal basis. The grading is based on student attendance and the criteria set by the individual instructor.

Credit earned from physical activities courses may be transferable to other colleges. Credit may also be earned by students participating on some intercollegiate teams.



Talking About Money

Talking About Money

FINANCIAL AID SERVICES

Director: Norma L. McNerney
 Location: E105
 Telephone: (203) 857-7020
 Hours: Monday-Thursday, 9:00 am – 6:30 pm
 Friday, 9:00 am – 4:00 pm
 Services: Financial aid services, loan and scholarship information, work study, and student labor employment

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). 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.

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 (24 or more credits) or a two-year degree program.
 - b. Demonstrate financial need.
 - c. Be a 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 support information on student aid reports are turned in (i.e., tax returns, proof of AFDC, Social Security, etc.).

Average Student's Expenses 2004-2005

Expenses	Student Living w/Parents	Student Not Living w/Parents
Tuition*	\$2,112	\$ 2,112
Fees*	294	294
Books & Supplies	1,000	1,000
Room & Board	2,700	7,200
Transportation	1,800	1,800
Miscellaneous	1,700	1,700
TOTAL	\$9,606	\$14,106

Average Nursing Student's Expenses 2004-2005

Expenses	Student Living w/Parents	Student Not Living w/Parents
Tuition*	\$ 2,112	\$ 2,112
Fees*	659	659
Books & Supplies	1,400	1,400
Room & Board	2,700	7,200
Transportation	1,800	1,800
Miscellaneous	1,700	1,700
TOTAL	\$10,371	\$14,871

*Tuition and fees are subject to change based on budgetary considerations.

Budget figures based solely on a 9-month academic year.

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

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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 and F are not considered successful completion.

Examples of Cumulative Satisfactory Academic Progress:

Total Credits Attempted	15	30	45	60
Total Credits Completed	10	20	30	40
Minimum GPA	2.00	2.00	2.00	2.00

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

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
1/2 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 one year in length (24 credits) 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.

Federal Pell Grant

The Federal Pell Grant is intended to be the "floor" of the total financial aid package. This grant may be combined with other forms of aid in order to meet your educational costs. The amount of this preliminary award assumes that you will attend college on a full-time basis. If, however, you decide to take fewer than 12 credits (part-time), the grant will be adjusted accordingly.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is awarded to those who have demonstrated extreme financial need. Our first preference goes to students who receive a maximum Federal Pell Grant.

Federal College Work-Study (FCWS) Program

On-campus and community service jobs are available for students who have financial need as determined by the college and the Federal Government. The college work-study program provides jobs for those who have substantial financial need and who must earn part of their educational expenses. Under this program students may work up to 15 hours per week while classes are in session. They receive biweekly paychecks with an \$8 per hour rate of pay.

When classes are not in session, students may be allowed to work up to 20 hours per week if they have remaining financial need, the college has sufficient funding, and their supervisors have need for additional support. Student assignments to on-campus jobs are determined by the needs of the college and are not permanent.

Note: Participation in the college work-study program is limited to students who are working towards their first degree or certificate program at NCC. Those who have already received their first degree, have accumulated a

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minimum of 60 credits, or have received college work-study for at least five years will no longer be eligible to participate in the program. Scarce resources combined with the demand for work-study positions have necessitated the college's strict enforcement of this institutional policy.

Federal Family Education Loan Programs

The Federal Stafford Loan offers low interest, variable rate loans to students attending an approved school on at least a half-time basis. Repayment of a Federal Stafford Loan begins six months after the borrower leaves school or drops below half-time status and allows up to ten years to repay.

The Federal Unsubsidized Stafford Loan program holds all of the same provisions as those available in the Federal Stafford Program including annual and aggregate loan limits as well as the interest rate calculation. However, interest is due and payable while the borrower is in school. The interest rate is variable.

Federal Stafford Loan Program Limits: First year students (those who have accumulated fewer than 30 credits) may borrow up to \$2,625. Second year students (those who have accumulated between 30 and 60 credits) may borrow up to \$3,500.

Since Norwalk Community College is a two-year institution, these are the only amounts applicable to our student population. Students may borrow once as a freshman and once as a sophomore. Part-time students who remain several years as a freshman cannot borrow another Stafford loan until they have accumulated at least 30 credits and have obtained sophomore status.

Students are advised to wait for complete review of their eligibility for other forms of financial aid before submitting loan applications.

The Federal Plus Loan is a variable rate loan available to parents of dependent students. The interest rate changes annually on July 1. Parents may borrow the remainder needed by the student, that is, cost of attendance, minus financial aid.

Connecticut Aid for Public College Students Grant (CAP)

Awards are made to Connecticut students who are enrolled in a degree program and demonstrate financial need.

Norwalk Community College Grant

NCC grants are awarded to Connecticut residents who are enrolled in a degree program and demonstrate financial need. These funds will be awarded to assist in covering tuition, fees, and books.

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. If 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 (Connecticut 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 service 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 non-refundable. Please refer to the schedule of classes for specifics.

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.*

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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 the 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. These scholarships are as follows:

The Norwalk Community College Foundation, Inc. Scholarship

A nonprofit organization, the Norwalk Community College Foundation provides scholarship funds for students who are pursuing an associate degree at Norwalk Community College.

The 460 Foundation

This scholarship is awarded to four students on the basis of financial need and academic achievement.

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 is given to a resident of Wilton and then to all towns served by NCC. Applicants must have a minimum GPA of 3.0 and demonstrated 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 11 tragedy, this scholarship is intended for students entering the fields of nursing, allied health, criminal justice, fire technology and paramedic programs. Applicants must have a minimum GPA of 3.0 and demonstrated financial need.

Lois and 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. Students who are enrolled for 6 or more credits in a degree or certificate program and who have a minimum GPA of 3.0 are eligible to apply.

Anonymous Scholarship

This scholarship is awarded on the basis of financial need and academic achievement.

Robert and Jeannie Kay Armstrong Scholarship Fund

This scholarship fund was established by Robert and Jeannie Kay Armstrong through a generous gift at the 1997 Le Bal d'Ecole gala.

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. Students who are enrolled for 6 or more credits in a degree or certificate program and who have a minimum GPA of 3.0 are eligible to apply.

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. Applicants must have a minimum GPA of 2.9 and be enrolled for 6 or more credits in a degree or certificate program.

The Bigelow Scholarship Fund

Through a gift from the David and Eunice Bigelow Foundation, this award is designed to assist deserving students from Briggs High School in their pursuit of a degree at NCC.

James Bissell Memorial Fund

The James Bissell Memorial Fund was created by the family and friends of James Bissell to provide scholarships for NCC students who have a general knowledge of aviation and/or a willingness to be exposed to flying. A science instructor and a member of the faculty of Norwalk Community College for almost thirty years, he founded the Flying Club of NCC and served as advisor for many years.

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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. Applicants must be enrolled in Liberal Arts and Sciences, General Studies or Honors programs.

The Katherine Hall Browne Scholarship Fund

This scholarship has been created by the family of Katherine Hall Browne to commemorate her life. The scholarships will be awarded to students attending NCC.

Bucky Scholarship

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

The Ilene and Irving G. Calish, Sr. Scholarship Fund

This scholarship was established by the family of Irving G. Calish, Sr. to honor his memory. Mr. Calish touched many of those with whom he came in contact in a way that enabled those individuals to better themselves. This fund will offer assistance to students in recognition of Mr. Calish's life-long belief in hard work and self-help, of which he was a powerful example. This fund honors not only Mr. and Mrs. Calish's belief in education as the route to self-help, but also Mrs. Calish's long career as a public school teacher.

Mickey Callanen Scholarship Fund

This scholarship fund was created by Mickey Callanen through a generous gift at the 1997 Le Bal d'Ecole on October 4, 1997. Mr. Callanen is a Norwalk businessman and resident of Darien.

Charlotte Chen, Esq., Scholarship Fund

This fund was established in memory of Charlotte Chen, a renowned community leader and a founder of both Norwalk Community College and the Norwalk Community College Foundation.

Child Development Scholarship Fund

This scholarship enables children of NCC students to attend the Child Development Laboratory School.

Carle C. Conway Scholarship Fund

The Carle C. Conway Scholarship Fund was created by the trustees of the Carle C. Conway Scholarship Foundation to commemorate the life and achievements of this former

president and chairman of the board of the Continental Can Company.

Jane Corbo Scholarship

Established by friends and family to commemorate the life and achievements of Jane Corbo, a dedicated nurse, this scholarship is designed for nursing students making satisfactory progress toward the associate degree in nursing.

Virginia and Malcolm Crawford Scholarship Fund

The Virginia and Malcolm Crawford Scholarship Fund was created by the Crawfords in memory of their parents, Mary and Edwin Ramsey and Jean and Douglas Crawford.

Croaning/Van Dyke Scholarship Fund for Child Development Laboratory School Students

This endowment fund was created by Donald and Debbie Van Dyke in honor of their long-time friend Kathy Croaning, a member of the Early Childhood Education faculty since 1992 and the first director of the Child Development Laboratory School. The intent of the fund is to allow parents to attend NCC and place their children in the School while they attend classes.

James E. Deaver Memorial Scholarship

This scholarship, named in memory of the husband of Professor Abigail Deaver, is designed to assist single mothers attending NCC whose children reside with them.

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. This scholarship is awarded to students who demonstrate academic achievement (with a minimum GPA of 3.0) and financial need.

Jamie Earle Memorial Scholarship Fund

This fund was created by the family and friends of Jamie Earle to commemorate his life and achievements. Earle was a computer technology student at the college.

Early Childhood Program Scholarship

For students in the Early Childhood curriculum.

The Elmcroft Scholarship Fund

The scholarship, supported by Pitney Bowes, Inc., is awarded to students pursuing a degree in specific majors.

The Fernandez Family Scholarship Fund

Established at the 1995 Le Bal d'Ecole with a gift from Joanne and Manny Fernandez, this scholarship endowment will fund either partial or complete scholarships to NCC students.

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Dr. John K. Fisher Scholarship

This fund supports financial needs of students enrolled in engineering Pathways, engineering technologies, sciences, information systems or computer systems. Funds may also be awarded to a graduate of the college continuing his/her education in engineering or the technologies.

The GE Capital Endowed Scholarship Fund

The GE Capital Endowed Scholarship Fund provides scholarships to students attending NCC with financial need who are pursuing degrees in technology. Preference is given to K.T. Murphy Elementary School alumni attending NCC.

Josie Gierer Endowed Scholarship

This scholarship was established by Josie Gierer to assist mothers with young children in obtaining their degree in higher education. The child of the student must be enrolled in the Child Development Center of NCC.

Maurice Godin Legal Assistant Scholarship

Established in memory of the first coordinator of the Legal Assistant Program, this scholarship is available to students in the Legal Assistant Program who are in good academic standing.

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. Students who graduated from a Stamford public school and who have a minimum GPA of 3.0 and demonstrated financial need are eligible to apply.

The Gertrude Flicker Gould Scholarship Fund

Established through the Gertrude Flicker Gould Educational Foundation, this scholarship is awarded to a graduate of the public schools in the greater Bridgeport area (including Bridgeport, Easton, Fairfield, Shelton, Monroe, Stratford, and Trumbull). Applicants must be full-time students with a minimum GPA of 3.0 and demonstrated financial need.

Albert L. Hadley Scholarship Fund

The Albert L. Hadley Scholarship was established at the 1997 Le Bal d'Ecole, of which Mr. Hadley was an Honorary Chairman. He heads Parish-Hadley Associates in New York City. He contributed greatly to Le Bal d'Ecole in 1993 by guiding the evolution of Le Bal d'Ecole's theme, decoration concept, and execution.

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, this scholarship is intended for an art student (with preference given to female students). Applicants must have

a minimum GPA of 3.0 and the desire to travel beyond Connecticut.

Richard T. Hansen Memorial Scholarship

Established by the Norwalk Association of Independent Insurance Agents in honor of a former colleague, this scholarship is awarded to second-year full-time business administration students who must qualify first, on the basis of scholarship and second, on financial need.

Harry 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. Applicants must be business students with a minimum GPA of 3.0 and demonstrated financial need.

The Hiranandani Scholarship

This scholarship was established by Hiro Hiranandani to assist students enrolled in the engineering Pathways, engineering technologies, sciences, or nursing programs of study.

Leon Hirsch and Fanny Flecha Scholarship Fund

Created at the 2001 Le Bal d'Ecole to support students who are pursuing a degree at NCC, this scholarship is awarded to students with a minimum GPA of 3.0 and demonstrated financial need.

Anne Ireland Memorial Scholarship Fund

This scholarship is awarded to a part- or full-time student, at least 25 years of age, male or female, who has maintained a 2.8 GPA. The applicant must submit an essay as part of the application process.

The Stacy M. Israel Scholarship Fund

This fund was created by Stacy Israel, a graduate of Norwalk Community College, in the hopes of providing scholarship assistance to students in need. Stacy Israel, former president of the Visual Arts Club and active member of Phi Theta Kappa, was involved in many activities in the college, including Le Bal d'Ecole, Women of Promise and

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the AIDS Awareness Program. She graduated in 1997 and transferred to SUNY at Purchase, NY to continue her studies in art history. The goal of the scholarship fund is to create an endowment fund for scholarships for students at NCC.

Paul L. Jones Scholarship Fund for Students in Health Care Programs

Students enrolled in allied health care programs, including nursing and respiratory care, are eligible to apply.

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. Students with a minimum GPA of 3.0 and demonstrated financial need who are enrolled in a technology related field are eligible to apply.

Toni Anne Laufer Scholarship Fund

Toni Anne Laufer was a 1993 graduate of Norwalk Community College in the Early Childhood Education Program. Toni graduated with high honors and became a member of Phi Theta Kappa. She taught in the Child Development Laboratory School at NCC.

The Toni Anne Laufer Scholarship Fund was created by Mark and Ellen Sue Hattenbach to honor her memory. Mark Hattenbach is a member of the 1963 graduating class, and Ellen Sue Hattenbach is a member of the 1964 graduating class of Norwalk Community College.

Le Bal d'Ecole Scholarship

This scholarship may cover all or part of a student's financial needs for attending NCC.

The Frank C. Lee Memorial Scholarship Fund

The Frank C. Lee Memorial Scholarship Fund of the Norwalk Community College Foundation, established by staff and students of the college, commemorates the life and work of a dedicated educator. Frank C. Lee served the college for over twenty years, as a professor of English, English Department Chairman, and Academic Dean.

Marcia Jane LeMoult Memorial Scholarship

This scholarship was created by the family and friends of Marcia Jane LeMoult, a former aerobics instructor at Norwalk Community College, to commemorate her "dedication, determination and spirit." The scholarship is earmarked for a female student enrolled in a program of study related to physical conditioning or exercise technology. A recipient may be considered for a second-year award.

George and Max R. Lepofsky Endowment Scholarship

This scholarship provides for tuition, fees, books and related educational expenses for Norwalk Community College students who demonstrate financial need. Max Lepofsky was one of the founders of Norwalk Community College.

The Sachiko S. Liebergesell Scholarships

Established at the 1995 Le Bal d'Ecole with a gift from Rolf K. Liebergesell in honor of his wife, Sachiko, this scholarship endowment funds either partial or complete scholarships to NCC students.

Lifetime Learners Institute Scholarship

Two annual scholarships are awarded to students of Norwalk Community College. Preference is given to students who are enrolled in the Human Services or Recreational and Leisure Studies programs. Preference is also given to students who plan to work with the elderly. Applicants must have a 3.0 GPA and must submit an essay.

The Margaret Jane McAuliffe Scholarship

This scholarship has been created in remembrance of Margaret Jane McAuliffe, who had many dreams she was unable to fulfill. In the spirit of fulfilling her dreams, her family created this scholarship to provide financial assistance to students, our future leaders of the world. The wish of the donors is to provide assistance to students to obtain a college education. Preference is given to Stamford residents.

James R. McCormack Memorial Scholarship Fund

Created by Nancy and Kevin McCormack in memory of their son, 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. Applicants must be enrolled in one of the following fields: nursing, allied health, criminal justice, fire technology or paramedic. In addition, applicants should have a minimum GPA of 3.0 and demonstrated 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 are eligible to apply if they have a minimum GPA of 2.0 and demonstrated financial need.

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William M. Mommaerts Memorial Scholarship

The William M. Mommaerts Memorial Scholarship endowment was created by his mother, Jeanne Mommaerts, in 1996 to honor his accomplishments and memory. William graduated from NCC in 1968 with a degree in General Business. This scholarship is intended for computer science or business students.

Lia Mondo Scholarship Fund

This fund was created for student scholarships by Lia Mondo, NCC professor emerita and longtime member of the foreign languages department.

Tony Musilli Memorial Scholarship

Dominick and Mario Musilli host an annual golf tournament to raise funds for this scholarship in honor of their brother's memory. This scholarship is awarded to two students who demonstrate academic achievement (with a minimum GPA of 3.0).

Thomas G. Norko Memorial Scholarship

This scholarship is designed to assist full-time second-year students (those who have earned 27 credits toward their degrees) in good academic standing and in need of financial aid. Thomas G. Norko served as assistant to the president of Norwalk Community College.

Norwalk Quartet Club Scholarship

German students with demonstrated financial need and a minimum GPA of 3.0 are eligible to apply.

Nursing Emergency Fund

This scholarship is given on the basis of financial need to students with a minimum GPA of 3.0.

Arthur and Louise O'Hara Scholarship Fund

This endowment fund for student scholarships was created by Peter O'Hara in honor of his parents. Dean of College Development at NCC, O'Hara served also as registrar, director of admissions, and dean of students.

Beverly Miller Orthwein Scholarship Fund

A scholarship fund was established to honor Beverly Miller Orthwein by her husband, Peter B. Orthwein, through a generous gift at the 1997 Le Bal d'Ecole gala.

Hobart P. Pardee Scholarship

This scholarship gives priority to NCC students in the Human Services program or to students who plan to transfer to prepare themselves to enter the fields of counseling or student development.

William Pitt Foundation Scholarship

Students who are enrolled full time in a degree or certificate program and who have a minimum GPA of 3.0 are eligible to apply.

The Raindancer Foundation Scholarship

The Raindancer Foundation, established by Olof S. Nelson, director, will award one full-time scholarship for an entering freshman student at Norwalk Community College, each year.

The student will be eligible for a second scholarship for the second year based on satisfactory achievement and progress toward his or her degree. There may be times when two students, a freshman and a sophomore, are receiving a scholarship from the donor.

The Royce Scholarships for High School Seniors

Through a gift from Charles Royce and the Royce Family Fund, this scholarship program awards full merit scholarships to five top high school graduates from area high schools in southwestern Fairfield County who choose to attend NCC.

Sylvia Schudy Scholarship Fund For Nursing Students

This scholarship fund in honor of Sylvia Schudy, the first director and founder of the NCC nursing program, was created by her family, friends, nursing alumni and colleagues. Students must be enrolled in the nursing curriculum.

The Joseph I. Shulman Memorial Fund

This scholarship fund was established to honor the memory of Joseph I. Shulman by his family. His widow, Doris Shulman, was a member of the NCC staff.

John and Charlotte Suhler Scholarship Fund

John and Charlotte Suhler created this endowed scholarship at the 1997 Le Bal d'Ecole. Charlotte has been a board member of the Norwalk Community College Foundation, Inc., and chaired La Fete d'Ecole, a special event in 1994 to raise funds for scholarships.

Jean Svalgard Memorial Fund Women's Scholarship

This scholarship will be awarded to a woman student who plans to transfer and pursue a degree in higher education. The student must be enrolled at NCC.

Theater Arts Scholarship

This scholarship is awarded to a theater student.

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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. Applicants must be enrolled in the nursing curriculum and must have a minimum GPA of 2.0 and demonstrated financial need.

UBS Warburg Scholarship Fund

This scholarship fund was established through a generous gift at the 1997 Le Bal d'Ecole gala.

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 students intending to pursue a degree in teacher education are eligible to apply.

Vineyard Foundation Scholarship

This scholarship is awarded on the basis of financial need to students with a minimum GPA of 3.0.

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. Applicants must have a minimum GPA of 2.0 and demonstrated financial need.

The Michael G. 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. Michael was gifted in working with the developmentally disabled. He believed that they were the "real heroes" and he worked toward helping them become independent.

The Helen C. Whitten Scholarship Endowment Fund

This scholarship was created by Helen C. Whitten, a graduate of Norwalk Community College. The goal of the fund is to create an endowment fund for scholarships for students at Norwalk Community College.

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.

NCC Alumni Association Scholarship

This scholarship was established by the Norwalk Community College Alumni Association to assist an NCC graduate who plans to pursue a bachelor's degree. Applicants must be in the upper rank of the graduating class. For information, contact the Financial Aid Office.

Phi Theta Kappa Scholarship

PTK scholarships are available to NCC chapter members at many baccalaureate institutions, including Iona, Manhattanville, Pace, Sacred Heart, and others.

Sacred Heart University Presidential Scholarships

These scholarships are available to graduates of Norwalk Community College. Scholarships will be determined on the basis of academic achievement. Applicants for the award must be on the Dean's List and graduates or current candidates for graduation from this college. Contact the Admissions Office at Sacred Heart University, Fairfield, CT 06430.

Wesleyan University Etherington Scholarships

These scholarships award financial assistance on a priority basis to transfer students from the community colleges to Wesleyan University. Scholarship assistance will range up to full support for expenses based on the need of each applicant. Application should be submitted by March 1 along with the Parents' or Independent Student's Confidential Statement. Only persons who have completed two years or the equivalent of college work are eligible for the program. Contact the Admissions Office at Wesleyan University, Middletown, CT 06457.

Middlebury College L'Hommedieu Scholarships

These scholarships provide financial assistance for transfer students from community colleges to Middlebury College. Graduates of the community college must be nominated by the Dean of Students for consideration by Middlebury College personnel. Contact the Admissions Office at Middlebury College, Middlebury, VT 05753, for a catalog and application for admission and financial aid.

Charles J. Trantanella, Jr. Memorial Scholarship

This scholarship was established in 1987, in memory of Professor Trantanella, who served for 21 years as chairman of the Accounting Program at the college and as teacher and mentor to thousands of students. It is awarded each year to the student graduating from Norwalk Community College with the highest academic average in the Accounting program who plans to continue his/her studies toward a bachelor's degree. Contact the Financial Aid Office at NCC by April 1.

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Marion and Justin Glickson Scholarship

This scholarship is available to graduates of Norwalk Community College who wish to transfer to a four-year college to complete their studies toward a bachelor's degree. Applicants must have maintained a cumulative grade point average of 3.2. For information, contact the Financial Aid Office.

Presidential Scholarship Program at the University of Hartford

Merit scholarships are awarded to graduates of community and other two-year colleges who transfer to the University of Hartford.

The program is designed as a no-need merit scholarship of \$4,000 (\$2,000 per year for two years). Two students are selected annually by each president of junior and community colleges or their appointees. To be eligible, a student must have received an associate degree in a program similar to majors offered at the University, achieved a minimum grade point average of 3.5, be a resident of the State of Connecticut and pursue full-time degree candidacy at the University of Hartford. Contact the Admissions Office, University of Hartford, Hartford, CT 06117.

Henry Frank Scholarships

The Henry Frank Scholarships are funded by a bequest to Fitchburg State College from Mr. and Mrs. William H. Frank. The scholarships are named in memory of their son, Henry, who was killed in World War II. The Franks, both graduates of Fitchburg State, taught for 35 years in the Norwalk public school system. As stated in the Franks' will, preference will be given to students from Norwalk.

Candidates are selected primarily on the basis of academic achievement as measured by a combination of high school record, rank in class, Scholastic Aptitude Test (SAT) scores, and letters of recommendation. Recipients must enroll at Fitchburg State College as full-time students. For recipients from Norwalk, the scholarship covers the cost of tuition and fees. These awards are renewable each year for a total of four years. Renewal is contingent on the maintenance of full-time attendance and good academic standing. Candidates from Norwalk must complete an application for admission to Fitchburg State College by January 1 for September admission. Write the Office of Admission at Fitchburg College, Fitchburg, Massachusetts 01420.

John and Catherine Vigilante Scholarship

This scholarship, established by Professor John Vigilante and Mrs. Catherine Vigilante (both of whom have taught at NCC for many years), is designated as a foreign language scholarship. The student must attain a 3.2 average and must

have taken a series of foreign language courses, preferably Spanish. The student must have decided to attend a four-year college and major in a foreign language. The student must demonstrate financial need.

Morrise Wagner Scholarship Fund

This scholarship fund was established by Morrise Wagner, a longtime professor of art history at NCC and Columbia University alumna, to encourage graduates of NCC to transfer to an outstanding institution of higher education. Applicants must be accepted at Columbia University, School of General Studies, or an equivalent institution.

Ann Chernow Art Scholarship Fund

To be awarded to an NCC student in the Art Program who has been accepted at a higher institution or specialized art school for further study in art or art education.

Should this first criterion for the scholarship not be realized for the specific year, then the scholarship may be awarded to a current student of art at NCC.

Selection of the recipient will be determined by the head of the Art Department.

Olivia Vlahos Scholarship

This scholarship fund was established to honor Professor Emerita Olivia Vlahos, founder of the NCC Archaeology as an Avocation Certificate Program. The \$1,000 scholarship award is for an NCC student or graduate of the NCC Archaeology as an Avocation certificate program who wishes to study anthropology at the undergraduate or graduate level.





**For Your
Well-Being**

For Your Well-Being

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

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.

Emergency Medical Procedures

Procedures for handling medical emergencies are posted throughout the college and are described on page 72. 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:

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

In Case of Fire

WHEN THE ALARM SOUNDS, LEAVE THE BUILDING IMMEDIATELY.

In a fire drill, everyone is expected to evacuate 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, you should check with the Security/Information Desk on the first floor of the East Campus.

You should also turn in any found items to the Security/

Information Desk.

Please be careful with your belongings. Develop the habit of making sure you have all your books, notebooks and other personal belongings with you before you leave a classroom, the library, lounge or cafeteria.

It is advisable to carry with you only those items you are going to need and to leave unneeded items, including cash and credit cards, at home.

Parking

Although there are marked parking lots in front and behind the East and West Campuses, parking is and will continue to be a problem due to the limited amount of space available. (Yellow painted curbs indicate no parking.) Non-handicapped students who illegally park in handicapped spaces will be fined and may be towed.

Parking is a privilege granted by the college and will be withdrawn in case of violation. NCC assumes no responsibility for any vehicle or its contents while parked on college property. Parking is strictly at the owner's risk.

Handicapped Parking

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

Speed Limit

Five miles per hour within the campus parking areas.

Safety and Health Regulations

Safety and health regulations require that footwear be worn at all times while in the building.

Open type shoes or sandals are prohibited in chemistry laboratories, manufacturing processes laboratories and 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 exist which can result in accidental injury.

Neckties and loose-fitting clothing are prohibited in the manufacturing processes lab.

Security

Director of
Campus Safety
and Security: Douglas Ingram
Location: W125

Patrol
Officer: Beverly Yates-Clobert

For Your Well-Being

Location: East Campus, Lobby; West Campus, Lobby
Telephone: (203) 857-7223
Hours: When buildings are open and classes are in session.

The Security Office is located in Room W125. Security officers are stationed in the lobby of the East & West Campuses. They make routine patrols through the buildings and in the parking lots.

Any criminal actions or suspicious activities that occur in the buildings or on the grounds of the college should be reported to the Security Office. In the evening hours complaints should be reported to the evening security supervisor.

All telephones in the building have the college's emergency numbers affixed to them. City emergency services (police

or ambulance) can be reached by dialing 9-911 or campus security at 3911.

Campus security is present in the building at all times when the building is open and classes are in session. Security is available, upon request, to escort students and staff to their automobiles parked in the college parking lots.

In accordance with state and federal regulations, the college will publish an annual campus crime report. The report is available to anyone who requests a copy.



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Emergency Medical Procedures

If the victim has

- Lost consciousness
- Is having a seizure
- Complains of chest pains
- Has difficulty breathing
- Has other life-threatening signs of distress

Call:

- 9-911 from any telephone on campus
- 911 from a pay or cell phone
- Then call Campus Security at ext. 3911

Request that help be sent to:

Norwalk Community College
188 Richards Avenue

Clearly state:

- Your name
- Your location – building and room number
- Victim's condition

Remain with the victim.

The first 3 minutes are crucial in the event the victim stops breathing and has no pulse.

If trained, begin CPR immediately.

Call ext. 3911 for the automated external defibrillator (AED) located in the lobby of each campus building.

If the victim is choking, use the Heimlich Maneuver. The nearest individual should administer it.

For health or behavior crises, call Campus Security at ext. 3911 and notify the Dean of Students Office.

All state employees are protected from liability under the Good Samaritan Act.

