

## STUDENT SERVICES

### THE WELCOME CENTER YOUR FIRST STOP INTO CAPITAL

Whether you are right out of high school, looking to improve your skills in an existing career, or just seeking personal enrichment, the Welcome Center is your first stop into Capital Community College.

Our one-on-one, pre-college advising will assist you with your admissions application and provide you with information about Financial Aid, Placement Testing, Registration, Academic Programs, College Resources, Student Orientation & Tours.

#### Visit Us!

Monday - Thursday 8:30 am - 6:00 pm &  
Friday 8:30 am - 4:30 pm

Email Us! [ca-welcomecenter@ccc.commnet.edu](mailto:ca-welcomecenter@ccc.commnet.edu)

Call Us! (860) 906-5077

### BOOKSTORE

Students are expected to furnish their own study materials and supplies. Textbooks and other study materials are sold in the bookstore, which is open during school hours for students' convenience. The Bookstore is located on the seventh floor in room 705.

### BASIC SKILLS PLACEMENT TESTING

To assure that students are adequately prepared for college-level courses, basic skills placement tests must be taken prior to registration. The results of these tests are used by the college staff to place students into appropriate courses. Exemptions from testing are detailed in appropriate material prior to each semester. The Testing Center can provide more specific information. Students whose native language is other than English must take an ESL (English-as-a-Second Language) test.

### TRANSCRIPTS

Transcripts are provided at a charge of \$3.00 each, but students must meet all financial obligations to the College before they will be issued. Official transcripts are mailed directly from the College to third parties; unofficial transcripts are mailed to students for their personal use.

Transcripts may be requested in person at the Registrar's Office on the second floor. Requests may be submitted in writing, along with a check payable to CCC, to:

Registrar's Office-Transcripts, CCC, 950 Main Street, Hartford, Connecticut 06103.

Transcript requests should include:

Student's name, current address, Social Security Number or student's identification number, and student's signature.

Under normal circumstances, a notice of ten working days for processing is required.

### ASSESSMENT OF SKILLS AND COMPETENCIES OF ENTERING STUDENTS

Consistent with its statutory mandate and mission, the Board of Trustees of Community-Technical Colleges has endorsed and promoted a host of system planning efforts rooted in recognition of:

- the need to extend to an increasingly diverse student clientele access to educational opportunity
- the need to provide a wide variety of instructional and student support services to assist students to achieve their objectives
- the need to enhance the quality of community college system programs and services.

Accordingly, and within this context, the board of trustees approves the following recommendations for implementation of a systemwide program for assessment of the skills and competencies of students who enter a community college:

1. The Accuplacer computerized adaptive test shall be used for purposes of assessment placing of entering Connecticut Community College students.
2. Each college shall use, at a minimum, the reading comprehension, sentence skills and mathematics sections of the test, with the remaining sections to be used at each college's option.
3. Students seeking Ability to Benefit (ATB) in order to qualify for Federal financial assistance shall be tested, at a minimum, in the reading comprehension, sentence skills and arithmetic sections of the Accuplacer test.
4. The Chancellor is authorized to develop an alternative assessment program to pilot the validity of testing instruments such as the ACT and SAT or other national or state tests to be used for student academic assessment at the point of entry to a community college. Colleges designated to participate in an alternative assessment program will be required to follow the standards established for the program and to report the research findings for system wide use.
5. Students with previous college-level English and/or Mathematics credits may be exempt from placement testing.
6. Resources shall be made available to assist colleges in implementation of the testing program and for appropriate research studies.

**For additional information, contact the Coordinator of Placement Testing in Room 219 on the second floor.**

