

CROSS REGISTRATION AT THE COLLEGES OF THE HARTFORD CONSORTIUM OF HIGHER EDUCATION

Full-time students at Capital Community Colleges have the opportunity to cross-register for courses in modern/classic languages, women's studies and urban studies at member colleges of the Hartford Consortium for Higher Education: Central Connecticut State University, Saint Joseph College, Saint Thomas College, Trinity College, the Hartford Campus of the University of Connecticut, and the University of Hartford. Typically there is no additional cost. Capital is the only community college member of the Hartford Consortium for Higher Education. Capital students are encouraged to obtain a copy of the Consortium Cross-Registration brochure in the Enrollment Services' Office, Room 207. The Consortium website address is <http://www.hartnet.org/hche>.

CROSS-REGISTRATION AT CONNECTICUT PUBLIC COLLEGES AND UNIVERSITIES

Guidelines for Exchange of Students Among Institutions of Public Higher Education

The Board of Trustees of Community-Technical Colleges approves the following guidelines for exchange of students among institutions in the state system of higher education, which will provide an opportunity for students enrolled in a Community College, state university, or the University of Connecticut to benefit significantly by taking a course or courses not available where they are registered but offered at another state institution.

1. Preliminary, informal inquiry should first establish that there is a substantial degree of interest on the part of one or more qualified students enrolled at the home institution in a particular course offered by the host institution but not by the home institution.
2. The host institution, after making accommodation for its own students, will determine the number of vacant student places in the course that could be filled without exceeding the acceptable limit on class size.
3. The home institution will recommend not more than this number of its students to the host institution, which will examine these students' qualifications for taking the course in question.
4. Students admitted to a course or courses will register under the procedures for unclassified students in the host institution, which will issue a transcript record of credit earned after the successful completion of the course.
5. The home institution will accept this credit in transfer under its own procedures, making it a part of the student's record at his or her home institution.
6. Students who have paid the tuition and fees of full-time students at their home institutions shall be exempt from further charges. Copies of their receipted fee bills should be accepted by the host institution in lieu of payment.
7. Part-time students shall not be exempt, but shall pay the tuition and fees required of unclassified students who take the same course at the host institution.

ADVANCED PLACEMENT OF HIGH SCHOOL STUDENTS

CCC accepts for college credit, Advanced Placement (AP) courses taken in high school through the College Entrance Examination Board's Advanced Placement Program, provided that the student scores a minimum of 3 on the test. Official scores should be submitted to the Enrollment Services Office for consideration. When credit is awarded, it is entered on the student's college transcript, but the grade is not included in the college grade point average.

HIGH SCHOOL PARTNERSHIP PROGRAM

This program provides the opportunity for high school juniors and seniors to experience college while still in high school.

Eligible high school students must be enrolled in one of the following school systems: Hartford, West Hartford, Windsor, Bloomfield, Newington or Wethersfield.

Tuition and fees for students in the program are waived and apply toward general fund courses during the fall and spring semesters. Summer courses are not offered through the program. The student is responsible for costs associated with books and supplies.

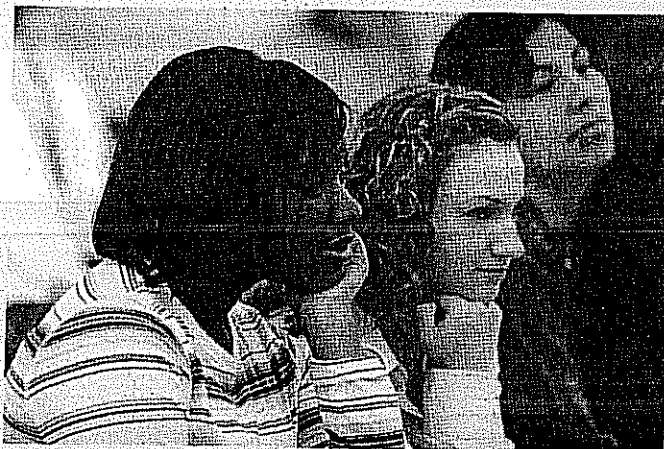
Applicants must do the following:

- Complete the college admissions application (the \$20 fee is waived). Parent signature required if under 18.
- Include a recommendation to participate in the program from a teacher or counselor.
- Include a transcript of grades; an overall "B" average is required.
- Take the college's Math and English placement test.

Fall applications are due by June 15.

Spring applications are due by December 15.

Registration for all HSPP courses is on a space-available basis. Transfer of these courses to other colleges is evaluated in the same manner as any other college credit transfer. This is a semester-to-semester program. Students accepted into this program must submit a recommendation and high school transcript for each semester they wish to participate. They do not have to submit a new admissions application or retake the placement test. For more information, please call the Admissions Office, (860) 906-5126.



VETERANS AND SENIOR CITIZENS

VETERANS AFFAIRS

The federal government offers a wide variety of services to veterans through the Department of Veterans Affairs. The College is approved for training for veterans' education benefits by the Connecticut Department of Higher Education. Please contact Margaret Abraham, Veterans Counselor, Room 208, for additional information..

TUITION WAIVERS

Tuition waivers apply only to General Fund courses held during the fall and spring semesters. Courses that are NOT covered are all extension fund courses including summer, winter intersession and credit-free courses.

CONNECTICUT VETERANS TUITION WAIVER

General Fund tuition is waived for eligible Connecticut veterans who meet the following criteria:

1. Must be honorably discharged or released under honorable conditions from active duty service in the armed forces (other than for training purposes only);
2. Must have served honorably in time of war for 90 or more consecutive days;
3. Must be domiciled in Connecticut at time of registration (but not necessarily at time of military service).

Students must complete enrollment and registration procedures and submit a DD-214 form to the Veterans Counselor, Margaret Abraham, in Room 208.

SENIOR CITIZENS

General fees and the application fee are waived for persons 62 years of age or older. General fund tuition is waived on a space-available basis. Special fees and course fees for extension classes and programs are not waived. Senior citizens will be registered into their courses on the first day of classes.

For more information, call (860) 906-5123

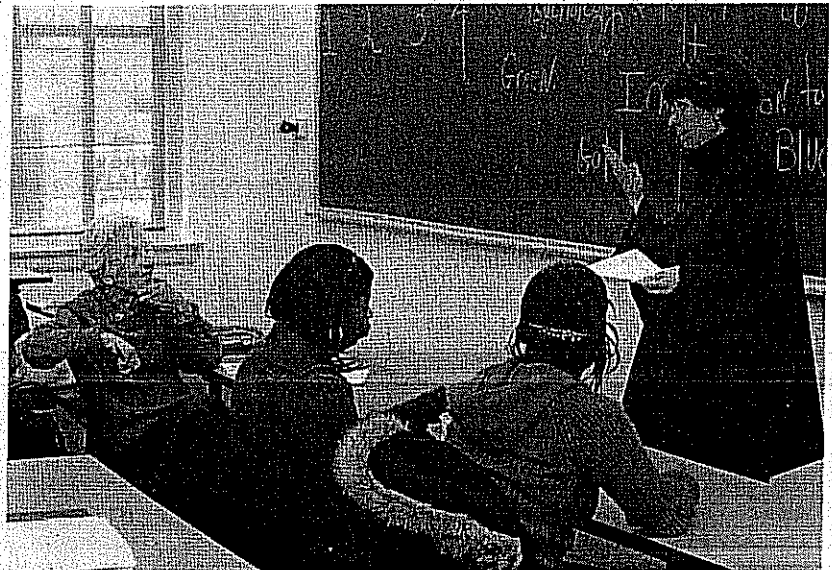
NATIONAL GUARD TUITION WAIVER

General Fund tuition is waived for all active members of the Connecticut Army or Air National Guard irrespective of residency or domicile. Students must be enrolled/accepted for admission in a degree-granting program and must submit a National Guard Certificate of Eligibility to the Business Office.

VETERANS AFFAIRS MONTHLY EDUCATION BENEFITS

Students who receive monthly benefit payments must:

1. Register for classes and bring their schedule to the Veterans Counselor.
2. Submit a completed VA form 1990, DD-2384 (N.O.B.E.) and/or DD-214 to the Veterans Counselor.
3. Officially declare a major in the Enrollment Services Office. If students change their major, they must notify the Veterans Counselor. This may affect their educational benefits.
4. Notify the Veterans Counselor **immediately** of any changes in their enrollment status. Students should be aware that a reduction in academic course load as a result of a withdrawal, incomplete or audit grade, may result in a retroactive reduction in benefits, as well as a personal repayment responsibility on the part of the veteran.
5. Maintain good academic standing and take courses that apply directly to their degree or certificate program. Courses cannot be a repeat of any courses taken at Capital or any other institution.
6. Arrange to have official transcripts sent to the Enrollment Services if they have attended other colleges as soon as possible. The Department of Veterans Affairs requires institutions to indicate the amount of credit granted for a veteran's prior education or training within 30 days of enrollment.



3. Classroom Technology

Every classroom, lab, and public space at Capital is a "Classroom For The Future" and features the latest in audiovisual presentation technology. The instructor's station in each room controls a networked PC, standard VCR, digital document camera, sound system, and ceiling-mounted multimedia projector. The PCs have CD/DVD players, internet access, and Microsoft Office software. Users can also connect their own laptops, digital cameras, tape players, camcorders, or other AV devices. AMT designed and manages the Classrooms For The Future and provides other audiovisual services, such as videotaping student presentations, recording off-air TV programs (within copyright restrictions), and supplying "non-standard" portable equipment upon request.

4. Streaming Media Network

AMT operates and manages the streaming media network: a system to deliver audio/video programming via the internet to any computer using standard media player software. This new service is intended to create a "digital media library" in order to provide round-the-clock access to these materials without the need to visit the Library or to check out tapes or discs. The system can also be used as a live "webcast" channel, where classes, lectures, or special events originating at the College can be beamed to the entire world wide web as they happen.

5. Degree & Certificate Programs in Communication Media

AMT offers an academic program designed for students interested in the field of communication who seek employment or eventual transfer to a baccalaureate institution. The department designs and manages courses in video production, photography, audiovisual media, mass communication, and film appreciation. Production courses utilize the AMT studios for their laboratory environments. Students declaring Communication as their major are required to complete an internship with a local media organization in order to get "real world" experience prior to graduation.

For additional information, contact Academic Media Technology (860) 906-5030.

SPECIAL NEEDS STUDENTS

Students who have special needs or who are disabled must self-identify and provide documentation of their specific disability to a counselor. This must be done at least 60 days prior to the start of the course in order to allow the College to make an effort to accommodate special needs students. Please call Michael Kriscenski, the Student Disability Coordinator, at (860) 906-5045 for additional assistance or information.

TECH PREP

Tech Prep, funded by Federal and State grants, combines two years of high school and two years of college with business and industry partnerships to prepare students both technically and academically for today's highly competitive workplace. The Community College System has authorized Tech Prep for all campuses. Currently, thirteen high schools comprise the Capital Consortium with over 850 students participating in the program in Allied Health, Engineering Technologies, Early Childhood Education, Law Enforcement, Business, and Finance. Students are selected on the basis of criteria developed and articulated by a consortium of the thirteen participating high schools and published in an articulation agreement available in the Tech Prep office.

A student can earn up to seventeen CCC credits by completing designated secondary school courses at her/his local high school. Course content equivalencies are determined by a formal articulation procedure. On-site learning is provided by business and industry partners such as Pratt and Whitney, Newington Veterans' Hospital, John Dempsey and Hartford Hospitals, St. Francis Hospital and Medical Center, Kaiser Permanente, Becker's Jewelry and Travelers Insurance Company.

Participating schools include Bulkeley, Weaver, Hartford Public, A. I. Prince RVT (Hartford), E. C. Goodwin RVT (New Britain), Howell Cheney RVT (Manchester), Manchester High School, Conard and Hall (West Hartford), East Hartford High, Newington and Bloomfield High Schools.

For additional information, contact the Program Director of Tech Prep at (860) 906-5014, Room 1005 on the tenth floor.



PRE-ACADEMIC COURSES

THE ENGLISH-AS-A-SECOND LANGUAGE PROGRAM

The mission of Capital's English-as-a-Second Language Program is to enable non-native English speaking students to develop and synthesize the core English language proficiency skills necessary for success in diploma and certificate programs at the College.

The integrated four-level ESL curriculum includes courses in speaking, listening, reading and writing. Initial placement is based on written test results.

LEARNING OUTCOMES

Upon successful completion of the 4-level ESL course sequence, the student will:

1. Display academic values and readiness for content-area courses in an American post secondary system
 - 1.1 Take responsibility for his/her own learning
 - 1.2 Employ college resources to navigate the academic environment
 - 1.3 Demonstrate basic competence with information technology
2. Demonstrate ability to comprehend, interpret and apply spoken, written and socio-cultural forms of communication
 - 2.1 Demonstrate awareness of both explicit and implied meaning in extended spoken discourse
 - 2.2 Read with comprehension of both content and organization
 - 2.3 Recognize and employ elements of socio-cultural communication appropriate to a variety of situations
3. Apply a range of language structures to interact effectively in interpersonal and academic situations
 - 3.1 Speak with sufficient accuracy and fluency to report information and express and develop opinions
 - 3.2 Write about a variety of topics with level-appropriate correctness, clarity and detail
4. Display effective cross-cultural communication competence
 - 4.1 Display understanding of and respect for cultures of fellow students
 - 4.2 Demonstrate awareness of and ability to function effectively in U.S. culture and society

	CREDIT
ESL* 013 Writing and Reading I	NC
ESL* 017 Oral Communications I	NC
ESL* 023 Writing and Reading II	NC
ESL* 027 Oral Communications II	NC

Non-native speakers of English whose language ability allows them to enroll in credit courses may register according to their placement results for the following:

ESL* 143 Writing and Reading IV	3
ESL* 147A Oral Communication - High Intermediate	3
ESL* 153A Writing and Reading - Low Advanced	3
ESL* 157A Oral Communication - Low Advanced	3
ESL* 185 Modes of Communication	1

PRE-NURSING PROGRAM

The Pre-Nursing Program prepares economically and/or educationally disadvantaged students who meet the criteria below (next paragraph) for admission to the Associate Degree in Science Nursing Program. New applicants to Capital Community College should indicate the Pre-Nursing Program on their application. Students enrolled at the College should notify the Director of Admissions in writing by May 1st that they want to be considered.

Candidates must document that they have graduated from an approved high school or acceptable equivalent preparation. Students who require educational remediation and developmental courses, or students who document required financial need, are candidates.

After the Admissions Office has received appropriate transcripts and documents, applicants are required to take pre-admission tests to determine mathematics and reading skills. A minimum 8th grade reading level and math score of 50% is required. Interviews will also be scheduled. The application deadline is May 1.

Sample Program Plan

FALL SEMESTER			CREDITS
ID5	105	College Success/Introduction to Pre-Nursing	3
BIO*	105	Introduction to Biology OR	4
CHE*	111	Concepts of Chemistry	4
ENG*	003	Foundations of Reading	NC
ENG*	013	Writing Foundations of English OR	NC
MAT*	075	Prealgebra OR	NC
MAT*	094	Introductory Algebra	NC
MAT*	095	Elementary Algebra Foundations	NC

SPRING SEMESTER

HC	105	Critical Thinking	3
BIO*	211	Anatomy & Physiology I OR	4
BIO*	105	Introduction to Biology OR	4
CHE*	111	Concepts of Chemistry	4
ENG*	101	Composition OR	3
ENG*	043	Writing: Paragraph to Essay	NC

SPRING SEMESTER

BEFORE ENTERING ASSOCIATE DEGREE NURSING PROGRAM

NURS	005	Introduction To Nursing	NC
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Students will need 2 additional semesters to complete all liberal arts and sciences required by the Associate Degree Nursing Program. Please call Counseling at (860) 906-5040.