



Syllabus Supplement *Fall 2017* *Academic Affairs*

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Important Dates - Fall 2017 Semester

	Date & Day		Event
August	8/10/17	Thursday	Registration - All Students - 8:30 am - 7:00 pm
	8/16/17	Wednesday	Registration - All Students - 8:30 am - 7:00 pm
	8/21/17 - 8/28/17	Monday-Monday	Late Registration - 8:30 am - 5:00 pm
	8/24/17	Thursday	Registration - All Students - 8:30 am - 7:00 pm
	8/24/17	Thursday	PTL Orientation (New PTL Faculty 3:30-5 pm), PTL Orientation: Professional Development (5-7 pm), Meetings with Dpt. Chairs (7-8 pm)
	8/25/17	Friday	Faculty on Campus
	8/25/17	Friday	New FT Orientation Meeting, Meetings with Department Chairs
	8/25/17	Friday	Dual Employment Forms Due
	8/28/17	Monday	FT Faculty Professional Development (9-12 pm), Faculty Meeting (1-2pm), Department Meetings (2:30-3:30 pm)
	8/28/17	Monday	Senior Citizen/High School Partnership Registration - 10:00 am - 12:00 pm
	8/28/17	Monday	Last Day for 100% Refund
	8/29/17	Tuesday	Fall 2017 Weekday Classes Begin
September	9/1/17	Friday	Electronic Fall 2017 Syllabus due
	9/1/17	Friday	Update Faculty Fall 2017 Office Hours on Website
	9/1/17	Friday	Outside Employment Form Due
	9/1/17	Friday	Fall 2017 Friday Night Classes Begin
	9/4/17	Monday	Labor Day - College Closed
	9/5/17	Tuesday	Last Day for Enrolled Students to add open course without permission
	9/5/17	Tuesday	Senate Meeting 2:00 pm - 3:00 pm
	9/6/17	Wednesday	Dean's Council Meeting - 12:30 pm - 2:00 pm
	9/6/17	Wednesday	Dean's Signature for Student to add/drop classes
	9/9/17	Saturday	Fall 2017 Weekend Classes Begin
	9/11/17	Monday	Last Day for 50% Refund Tuition Only Refund
	9/12/17	Tuesday	Faculty Meeting 3:00 pm - 4:00 pm
	9/19/17	Tuesday	Senate Meeting 2:00 pm - 3:00 pm
	9/19/17	Tuesday	Community Meeting 3:00 pm - 4:15 pm
	9/20/17	Wednesday	Dean's Council Meeting - 12:30 pm - 2:00 pm
	9/25/17	Monday	Last Day to Declare Audit Status
	October	10/9/17	Monday
10/17/17		Tuesday	Reading Day – to be used as study day and/or optional make-up class time at the discretion of faculty members.
10/20/17		Friday	Mid-term grades entered by Faculty (<i>by noon</i>)
November	11/3/17	Friday	Last day to complete "I" grades from Spring 2017 and Summer 2017
	11/10/17	Friday	Veterans Day - College Open / Classes in Session
	11/17/17	Friday	Last day to drop courses and receive an automatic "W"
	11/22/17	Wednesday	College Open / No Classes
	11/23-11/26/17	Thursday-Sunday	Thanksgiving Holiday
December	12/11/17	Monday	Last day of classes
	12/12-12/18/17	Tuesday-Monday	Final Exams
	12/21/17	Thursday	Final Grades Due from Faculty (<i>by noon</i>)

Evacuation of the Building:

Please note the evacuation signs for the classroom posted near the door. Students must leave the building immediately by the most direct route when the alarm is sounded and the strobe lights go off. Please take your books and coats.

Students must move across the street either on Lafayette Boulevard, State Street, or Broad Street. Students, faculty, and staff will be allowed to return to the building only when directed to by the campus security staff.

Students with Disabilities:

Disabilities Services are provided by Ms. Marilyn Wehr, who is responsible for coordination of Section 504/Title II compliance with respect to students. An individual with a disability is a person who has a physical, learning, or psychological/psychiatric disability that substantially limits a "major life activity" or has a record of such impairment or is regarded as having such impairment. While Disabilities Services are available to students at any time, new students are encouraged to register with the Disability Support Services Office immediately after acceptance by the College. Disabilities Services are available to students at any time during their enrollment with the college. Students who require services may make an appointment by calling 203-332-5018 or emailing mwehr@hcc.commnet.edu. If the student has an accommodation plan through the Disabilities Services Office, it is the student's responsibility to provide the instructor with a copy of the accommodation plan at the beginning of the semester, or as soon as the student acquires the accommodation. We welcome students with disabilities and the opportunity to make their college experience a successful one.

Student Information, Rights and Responsibilities:

Student information, which is incorporated into the most recent HCC Academic Catalog, lists student rights, responsibilities and expectations for classroom behavior. Note, as an example, cell phones and paging devices must be turned off or muted before class begins. A copy of the college catalog is also available on the college’s web site.

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

PART D: PROHIBITED CONDUCT

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating. Plagiarism is defined as the submission of work by a student for academic credit as one’s own work of authorship which contains work of another author without appropriate attribution. Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

Academic dishonesty can result in your receiving an “F” grade on the paper or exam in question and/or an “F” grade in the course. “F” penalties are invoked by faculty members. Academic dishonesty can result in suspension from college or expulsion from college. The last two penalties can only be invoked through the Academic Dean.

Faculty members explain to students exactly what is meant by academic dishonesty and plagiarism and what the penalties are at the beginning of the semester. If you have any question on these issues, consult with the faculty member prior to undertaking the action or submitting the paper.

Cell Phones: Cell phones and other electronic devices are to be used in class only for class related activities at the discretion of the instructor. Students who ignore this policy may be asked to leave class or face grade penalties. When there are extenuating circumstances that require students to be available by phone or pager, the students should inform the instructor prior to class, so that together they can arrive at an agreement concerning the device.

SEXUAL ASSAULT AND INTIMATE PARTNER VIOLENCE POLICY - Housatonic Community College is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will be a victim of these crimes. However, if it occurs, the Center for Family Justice has a 24-hour Domestic Violence hotline (888) 774-2900; and a 24-hour Sexual Assault hotline (888) 999-5545. Housatonic Community College is in the process of creating a SART Team - Sexual Assault and Intimate Partner Violence Resource Team – in an effort to continue to serve our students. Any incidents can be reported to Public Safety in either Lafayette Hall Room A105 or Beacon Hall Room 110; Mrs. Theresa Eisenbach, HR Director and Title IX Coordinator (Faculty & Staff) , Lafayette Hall Room A204a (203) 332-5013 or Acting Dean of Students and Title IX Coordinator (Students), Mr. James Connolly, Lafayette Hall Room B109b (203) 332-5183

For further information on Academic Dishonesty, Prohibited Conduct, Cell Phone Use and Sexual Assault and Intimate Partner Violence, please refer to the Student Code of Conduct section in the Housatonic Community College Catalog.

Emergencies, Weather Delays, and Cancellations:

Occasionally, classes have to be cancelled because of extreme weather conditions or other emergencies. The most detailed information is on the HCC website (www.housatonic.edu), click on Weather Closing Information, or by calling (203) 332-5200. The College notifies local radio stations as soon as the decision to cancel classes is made, including: WICC-AM 660, WEZN-FM 99.9, WELI-AM 960; WEBE-FM 107.9. In general, it is best to assume that there will be classes unless you hear a specific announcement that the College is closed. Decisions about day classes will be made by 6:15 am; and for evening classes by 3:00 pm; for Saturday classes, decisions are made by 7:00 am.

Student Roster Review:

All students need to be listed on the class roster.

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

Students must pay their bills to the college on time and in full. Students who do not do so are in financial default and will not earn credit for coursework done while in default.

Failure to maintain good financial standing does not oblige the college to grant credit for a course, regardless of the student's work or attendance in a course.

After a review of the roster (a review is requested at least during the second and third class sessions, but should be checked throughout the semester), the professor's only obligation is to inform the student that the student is not on the roster, and that the student needs to remedy the situation with the Registrar's Office at the college.

Student Information:

Student Information, which is incorporated into the most recent HCC Academic Catalog, lists student rights, responsibilities and expectations for classroom behavior. Note, as an example, that cell phones and paging devices must be turned off or muted before class begins. The college's catalog is also available on the college's website (www.housatonic.edu).

COMPUTER LAB HOURS

<i>Lafayette Hall - Rooms A230 & A232</i>		<i>Beacon Hall - Rooms 111 & 114</i>	
Monday & Friday	8:30 a.m. - 4:00 p.m.	Monday - Thursday	8:00 a.m. - 9:00 p.m.
Tuesday - Thursday	8:30 a.m. - 9:00 p.m.	Friday	8:00 a.m. - 4:00 p.m.
Saturday	8:30 a.m. - 4:00 p.m.	Saturday	CLOSED
Sunday	CLOSED	Sunday	CLOSED

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

Students must pay their bills to the college on time and in full. Students who do not do so are in financial default and will not earn credit for coursework done while in default.

Failure to maintain good financial standing does not oblige the college to grant credit for a course, regardless of the student's work or attendance in a course. The professor's only obligation is to inform the student that the student is not on the roster, and that the student needs to remedy the situation with the appropriate office at the college.

COLLEGE BOOKSTORE HOURS

(203) 335-2949 or <http://www.bkstr.com/housatoniccstore/home>

<i>Regular Hours:</i>		<i>Weeks of August 28th and September 5th</i>	
Monday - Tuesday	9:00 a.m. - 5:30 p.m.	Monday – Thursday	9:00 a.m. - 7:00 p.m.
Wednesday - Thursday	9:00 a.m. - 4:00 p.m.	Friday	9:00 a.m. - 3:00 p.m.
Friday	9:00 a.m. - 12:00 p.m.	Saturday (closed 9/2/ open 9/9)	10:00 a.m. - 1:00 p.m.
Saturday & Sunday	CLOSED	Sunday	CLOSED

LIBRARY INFORMATION

Lafayette Hall: Room B114 / Phone Number: (203) 332-5070

Information for Students - The Housatonic Library, located in Lafayette Hall, exists to serve students. The Library is open six days a week during Fall and Spring semesters and has at least one professional librarian available at all times. To obtain a Library card, come to the Library with a photo ID. Below is additional information you may find useful:

LIBRARY HOURS		
<i>When classes are in session:</i>		
<i>Fall/Spring</i>	Monday - Thursday	8:30 a.m. - 9:00 p.m.
	Friday	8:30 a.m. - 4:00 p.m.
	Saturday	8:30 a.m. - 2:30 p.m.
	Sunday	CLOSED
<i>Summer</i>	Monday - Thursday	8:30 a.m. - 7:30 p.m.
	Friday	8:30 a.m. - 4:00 p.m.
	Saturday & Sunday	CLOSED
<i>When classes are not in session:</i>		
	Monday - Thursday	8:30 a.m. - 4:00 p.m.
	Friday	8:30 a.m. - 4:00 p.m.
	Saturday & Sunday	CLOSED

Library Webpage: www.housatonic.edu/student-services/library.

Reference: Reference service is provided during all hours of Library operation.

Periodicals: The Library carries over 100 magazines and journals and three newspapers in hard copy. Please stop in, sit down, and enjoy reading the latest issue.

Library Databases: Currently, the Library has databases covering many subject areas available. These databases offer mostly full-text articles. Most of these databases, a partial list is noted below, can be accessed from off-campus via myCommNet.

InfoTrac OneFile / Academic Search Premier: General Interest/Comprehensive.

Business & Company Resource Center: Comprehensive Business and Industry information.

ABI/Inform Global: Worldwide Business & Management information.

Opposing Viewpoints: Pro and con articles on current event topics.

Health and Wellness Resource Center: Health/Medical/Psychological, a large database with periodical articles and excerpts from reference books and pamphlets.

Ethnic Newswatch: Indexes smaller publications representing different national, ethnic, & racial groups.

Library Computers: The Library is one of the areas providing computer services to HCC students. Computers are intended primarily for academic/research use. Access is provided for the following areas:

Libguides: Guides to aid in research. Find them on the Library's webpage and in your professor's Blackboard page.

Catalog: For locating any books or DVDs found in the collection.

Databases: For accessing full-text magazine, newspaper articles and other proprietary information via online periodical indexes.

Internet: For access to the Internet for purposes of research.

Please visit the Library and introduce yourself. Ask questions. We will be happy to assist you in researching your topics.

If you have any further questions or concerns, please contact the Reference Desk. at (203)332-5071.

ACADEMIC SUPPORT CENTER (ASC)
Lafayette Hall: Room B116 / Phone Number: (203) 332-5019

The ASC is available free of charge to all HCC students.

The ASC provides students with a variety of services designed to enhance their academic and personal experiences at HCC, including the Tutoring Center, Testing Services, and the Writing Across the Curriculum Center. Some of the specific services offered include:

- **One-on-One Tutoring** with master tutors in English, math, chemistry, biology, accounting and computer science is available. An appointment is required. Students may receive one hour per week per subject of one-on-one tutoring.
- **Drop-In Math** offers math tutoring for all students at any level of math. Students may come without an appointment and stay as long as they need. Drop-In Math is available Monday through Thursday 10:00 am - 7:00pm and Fridays from 10:00 am - 3:00 pm.
- **E-Tutoring** is free of charge for HCC students. Students log in to www.etutoring.org and choose the Northeast E-tutoring Consortium to then click on Housatonic. Directions for logging in can be found on the HCC E-tutoring homepage. E-tutoring is available 24/7 and provides live tutoring for most subjects. All paper submissions are uploaded and returned within 24-48 hours (usually).
- **Mega Chem**, led by a professional tutor, is a two-hour Chemistry 111 study group that meets weekly. Chemistry students can attend without an appointment and stay for all or some of the session.
- **The Doc Hour** is a two-hour study group led by a professional tutor. The group works specifically on the Bio 105 docs assigned to all students taking the course. This is a great way to boost your grade!
- **Study Group** space is available for instructor led supplementary instruction or group review of class materials. Register your group with the clerk in B116.
- **Computers** are available for student use.

ACADEMIC SUPPORT CENTER HOURS

The Center is located in B116, B118, and B120 in Lafayette Hall

Monday - Thursday	9:00 AM - 7PM
Friday	9:00 AM - 3 PM
Saturday & Sunday	CLOSED

HOUSATONIC COMMUNITY COLLEGE ADVISING & COUNSELING CENTER

Lafayette Hall: Room A108 / Phone Number: (203) 332-5097

Monday-Friday 8:00 a.m. to 5:00 p.m. Saturday & Sunday Closed

Mission Statement

The mission of the Advising and Counseling Center is to assist students be successful at Housatonic Community College.

Counselors help identify personal, academic and social barriers that may prevent students from succeeding. The Center represents a safe haven for the students, a place where confidential information can be exchanged.

The goal of the counselors, who are trained professionals, is to help students benefit from an experience at HCC that will prepare them for employment in their field of study, or to continue their education at a four-year college or university.

We're Here to Help

Sometimes students want to just sit down and talk about personal or non-academic concerns.

The counselors are here to listen. They recognize that many students are trying to balance work, school and family responsibilities along with personal needs. They understand that overwhelming pressure can build; therefore, they offer you a friendly ear in a confidential setting. Referrals to outside agencies are made when necessary.

Academic Advising

The Advising and Counseling Center provides academic advising by appointment and by walk-in, and advisors are available in all academic departments.

If you experience an academic problem, come to the Advising and Counseling Center and discuss your options with a counselor. Counselors are available to discuss a variety of academic issues such as: academic probation, academic suspension, and graduation requirements.

If your career plans change and you are thinking of changing your academic program, change of program forms is available in the Counseling Center. They are also available on the HCC website. Also, if you have not attended for two years and your GPA is below 2.0, you can request the Fresh Start Option.

The Advising and Counseling Center also offers workshops

Professional Counselors facilitate a variety of workshops including workshops test anxiety, math anxiety, study skills, time management, stress management, and orientation to college and/or universities.

Tracey Chavis, Academic Advisor
TChavis@housatonic.edu
 (203) 332-5215

Rosalee Creighton-Gordon, Secretary II
RCreighton-Fuller@housatonic.edu
 (203) 332-5097 or (203) 332-5095

Carmen Medina, Academic Advisor
CMedina@housatonic.edu
 (203) 332-8553

Lindsey Norton, Counselor
LNorton@housatonic.edu
 (203) 332-8590

Jeanine Gibson, Academic Advisor
JGibson@housatonic.edu
 (203) 332-5263

Rebecca Rodriguez, Counselor
RRodriguez@housatonic.edu
 (203) 332-5225

Marilyn Albrecht, Academic Advisor
MAlbrecht@housatonic.edu
 (203) 332-8521

Linda Wolfson, Counselor
LWolfson@housatonic.edu
 (203) 332-5181

Indira Reddy, Counselor
IReddy@housatonic.edu
 (203) 332-5039

AT ANY TIME IN AN EMERGENCY OR CRISIS *CONTACT SECURITY*

Lafayette Hall Security (203) 332-5025 / Beacon Hall Security (203) 332-5040

OFFICE OF CAREER SERVICES AND INTERNSHIPS

Beacon Hall: Room 272 / Phone Number: (203) 332-8568

The office of Career Services, Internship and Experiential Learning is an integral part of student services at Housatonic Community College.

The Career Services staff believes in taking a comprehensive approach to career development. We are here to help students in developing their academic and professional goals.

The world of work in the 21st century is ever changing. Students will make a whole series of career decisions across their lifetime. A focused academic and career planning approach is important today more than ever.

Career Services offers current Housatonic Community College students and recent alumni the following services:

- Individual Career Counseling
- Resumé and Cover Letter Review
- Assessment Inventories
- ePortfolio Assistance
- Interviewing Skills
- Job Search Skills
- Internship and Job Postings
- Career Fairs, Workshops and Information Sessions
- Major Exploration Guidance

OFFICE OF CAREER SERVICES AND INTERNSHIPS

For further information, please contact:

Anisha Thomas, MA, NCC

Career Services Coordinator

athomas@housatonic.edu

(203) 332-5983

Patricia McDonnell

Secretary

pmcdonnell@housatonic.edu

(203) 332-8568

Attention Students

New Computer Use Policy: NETID

The Net ID password will allow student access at any Connecticut Community College.

COMPUTERS WILL NOT BE AVAILABLE WITHOUT YOUR Net ID!

Net ID: The Net ID is composed of the following two items

1. Your Banner ID (without the @ sign).
2. Domain = @STUDENT.COMMNET.EDU

Example: Student named trying to log on with a Banner ID of @00023546 will have the following Net ID:
00023456@STUDENT.COMMNET.EDU

You will be required to change your password the first time you log on.

Your initial Net ID password will be a combination of personal information as follows:

1. 1st three characters of birth month with first letter **CAPITALIZED**
2. Ampersand character (**&**)
3. Last 4 digits of your social Security Number

Example: A user with a birth date of 10/24/79 and SSN of 123-45-6789, the initial password would be: **Oct&6789**

Forgotten Passwords

A web utility has been created to allow users to reset lost or forgotten Net ID Passwords. Go to one of the kiosks in the college lobbies or to the Computer Center to access this utility.

The address is www.commnet.edu/netid

Prior to resetting a password, a user will have to verify their identity by entering the following personal information in addition to their BANNER ID:

- Birth Date
- Social Security Number

Don't Know Your Banner ID?

If you do not know your BANNER ID, see the Registrar or Academic Advising Offices. Be prepared to verify your identification with a picture ID. This can only be done in person.

Need Help?

If you need assistance using your Net ID, contact the Lab Assistant or a Student Worker.

Password Requirements

The following requirements must be followed when selecting a Net ID password:

- Password must be at least (8) eight characters.
- Password must be complex and difficult to guess. A password must contain characters from three of the four following categories:
 1. Uppercase characters (*A through Z*)
 2. Lowercase characters (*a through z*)
 3. Numeric digits (*0 through 9*)
 4. Special characters (*for example, !, \$, #, %*)

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

The following are a few suggestions for creating a secure Net ID password:

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

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

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



myCommNet ALERT

Housatonic Community College will use an update service to provide emergency alerts via **myCommNet** Alert. This system enables **HCC** to deliver critical information to our campus about emergencies and weather-related closings and delays, through multiple contact methods, including email and phone calls, in addition to text messaging to students, staff, and faculty.

Text message costs will follow your calling plan's terms for text messages. In some cases, a message may result in two or more SMS / Texts being received.

Step 1: Begin by logging into the myCommNet portal for the community colleges.

You will see the **myCommNet** Alert module right on the **Home page**. During the period when this system is being launched initially, both students and employees will be presented with the update form automatically, but you can always go back and update it. Both students and employees will be prompted periodically to check and confirm their contact information.

Step 2: To access the update form, click the **Banner Self Service** button.

Step 3: You will see the list of colleges with which you are affiliated. You need to choose the first college in the list. You do not need to update your contact information separately for each one.

Step 4: Click the “**Personal Information** link or the **Personal Information** tab.”

Step 5: Click the “**Emergency Notification Contact Data Collection**” link.

You will be on the **myCommNet Alert Update Page**. When you visit this form, it is in “UPDATE” mode by default. The first time you are presented with this form, you will see the default information that is on record in Banner for you with the college.

Step 6: Enter any additional contact information in the lower part of the form. Once you have updated your information, click the “Submit” button at the bottom of the form.

If your information is correct, simply click “Submit” at the bottom of the form.

Students will see an “Opt Out” radio button. If you click this and “Submit,” you will not receive any emergency messages, including weather-closing messages. Employees (including staff, as well as full-time faculty and adjuncts) will not see an “Opt Out” button.

Students can update their home address or home phone in Banner Self-Service by going to “Personal Information,” “Update Address (es) and Phone(s).” Employees cannot update their home address, home phone number, or primary email address. To do that, please contact your local HR director.

A short [step-by-step video](#) is available online for those who may want help.



www.housatonic.edu