



**HOUSATONIC
COMMUNITY COLLEGE**

Syllabus Supplement

Winter 2016

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Winter 2016 Syllabus Supplement Important Information

Winter 2016 Syllabus Attachment - Housatonic Community College

<i>Dates</i>	<i>Event</i>
December 27	First Day of Classes
December 28-29	Instructor Signature Required to Get Into Class (<i>Open or Closed</i>)
January 1	New Year's Day Holiday - College Closed / No Classes
December 30	Students Need Instructor and Academic Dean's Signature to Add Class
January 4	Syllabus Due in the Evening Division in electronic format
January 10	Last Day To Withdraw
January 13	Last Day Of Classes
January 16	Martin Luther King Day - College Closed
January 17	Final Grades Due by Faculty - 12:00 pm
January 17	Final Grade book and Final Exam Copy Due in the Evening Division in electronic format

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. Lynne Langella, 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 or mental impairment 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 by going to Room B116 in Lafayette Hall. 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 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, <http://www.hcc.commnet.edu/gen/PDF/publications/catalog-handbook/11-12catalog/index.asp>.

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 become a victim of these crimes. However, if it occurs, the Center For Family Justice has a Domestic Violence 24-hour hotline (888) 774-2900; and a Sexual Assault 24-hour hotline (888) 999-5545. Housatonic Community College is in the process of creating a SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim's needs. Any incidents can be reported to Public Safety in either Lafayette Hall room A105 or Beacon Hall room 110; the Title IX Coordinator, Mrs. Marilyn Albrecht, Lafayette Hall Room B103 (203) 332-8521; HR Director, Mrs. Theresa Eisenbach, Lafayette Hall Room A201c (203) 332-5013; or Acting Dean of Students, Mr. James Connolly Room A110 (203) 332-5183.

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 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.

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.hcc.commnet.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 6:15am; and for evening classes by 3:00pm; for Saturday classes, decisions are made by 7:00am; for Sunday classes, by 10:00am.

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 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. A copy of the College's catalog is also available on the College's web site.

Computer Lab Hours Lafayette Hall - Rooms A230 and A232	
Monday - Friday	8:30 a.m. to 4:00 p.m.
Saturday & Sunday	Closed

Computer Lab Hours Beacon Hall - Room 111	
Monday - Friday	8:00 am to 4:00 pm
Saturday & 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/housatoniccestore/home>

Monday - Thursday	9:00 a.m. - 3:00 p.m.
Friday	9:00 a.m. - 12:00 p.m.
Saturday & 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. We are open seven days a week during Fall and Spring semesters and have 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

When classes are in session:

Winter	Monday - Friday	8:30 a.m. - 4:00 p.m.
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When classes are not in session:

	Monday - Friday	8:30 a.m. - 4:00 p.m.
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Library Webpage - www.hcc.commnet.edu/library or [mycommnet.edu](http://www.hcc.commnet.edu/mycommnet.edu) (Library tab at the top of the page)

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, we have databases covering many subject areas available in the Library. 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:

- Catalog:** For locating any books, videos, DVDs, or CDs 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. Get your Library card. Ask questions. We will be happy to assist you in researching your topics.

If you have any further questions or concerns, please contact Peter Everett, Public Services Librarian, at (203) 3325074 or via email at peverett@hcc.commnet.edu

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, Disabilities Support Services, 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 and biology is available. An appointment is required. Students may receive one hour per week per subject of one-on-one tutoring.
- **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 students' use.
- **Mega Math** is a drop in math service for all students at any level of math. Students may come without an appointment and stay as long as they need. Mega Math is available on Monday through Thursday from 10:00 am to 7:00 pm.
- **Etutoring** is online tutoring which is free of charge for HCC students. Students will log in to: www.etutoring.org and create a user account. Etutoring is available 24/7 and provides asynchronous tutoring for all paper submissions and synchronous tutoring for all other subjects.
- **Mega Chem** is a chemistry study group that meets every Wednesday from 3:00 pm - 5:00 pm. Chemistry students can attend without an appointment and stay for all or some of the session.

The Center is located in B116, B118, and B120 in Lafayette Hall. Hours of operation are:

ACADEMIC SUPPORT CENTER HOURS	
Monday - Friday	8:30 a.m. – 5:00 p.m.
Saturday & Sunday	Closed

HOUSATONIC COMMUNITY COLLEGE ADVISING AND COUNSELING CENTER

Mission Statement

The mission of the Counseling Center is to assist students in being successful at Housatonic Community College.

Counselors help identify personal, academic and social barriers that may prevent students from succeeding. They represent 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 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 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.

Career/Transfer Library

The Career/Transfer reference library is located in room A108-b. The Library offers students additional resources including college catalogs, background literature on careers, etc. Career/Transfer Workshops are held throughout the year and give students additional information to help make their career and transfer choices.

Personal Adjustment Counseling

Seek personal counseling if you feel:

- Overwhelmed and ready to quit
- Undecided about educational and career choices
- Upset over relationships
- Tense, anxious, inadequate, puzzled or depressed
- Confused about sex, alcohol or drugs
- Concerned about weight, food or exercise issues
- Upset about a traumatic event
- Confused about gender or sexual identity

Counselors can help you:

- Develop a clear sense of your options
- Reduce anxiety
- Make educational and career life plans
- Increase self-confidence and self-esteem
- Cope with stress
- Find resources to help you with your academic performance
- Balance social life, school and work
- Get along better with others

The 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.

Counseling Center Hours	
<i>Lafayette Hall: Room A108 / Phone Number: (203) 332-5097</i>	
Monday & Thursday	8:30 a.m. to 6:00 p.m.
Tuesday, Wednesday & Friday	8:30 a.m. to 4:30 p.m.

FOR FURTHER INFORMATION, PLEASE CONTACT:

Tracey Chavis, Academic Advisor TChavis@hcc.commnet.edu (203) 332-5215	Rosalee Creighton-Gordon, Secretary II RCreighton-gordon@hcc.commnet.edu (203) 332-5097 or (203) 332-5095
Carmen Medina, Academic Advisor CMedina@hcc.commnet.edu (203) 332-8553	Lindsey Norton, Counselor LNorton@hcc.commnet.edu (203) 332-8590
Indira Reddy, Counselor IReddy@hcc.commnet.edu (203) 332-5039	Rebecca Rodriguez, Counselor RRodriguez@hcc.commnet.edu (203) 332-5225
Marilyn Wehr, Counselor MWehr@hcc.commnet.edu (203) 332- 5042	Linda Wolfson, Counselor LWolfson@hcc.commnet.edu (203) 332-5181

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

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

Attention Students

New Computer Use Policy: NETID

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

COMPUTERS WILL NOT BE AVAILABLE WITHOUT YOUR NetID!

NetID: The NetID is composed of the following two items

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

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

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

Your initial NetID 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 NetID 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 NetID, contact the Lab Assistant or a Student Worker.

Password Requirements

The following requirements must be followed when selecting a NetID 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 NetID 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 NetID 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.

Housatonic Community College

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 your 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 fulltime 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 many want help.

