



Naugatuck
Valley
Community
College

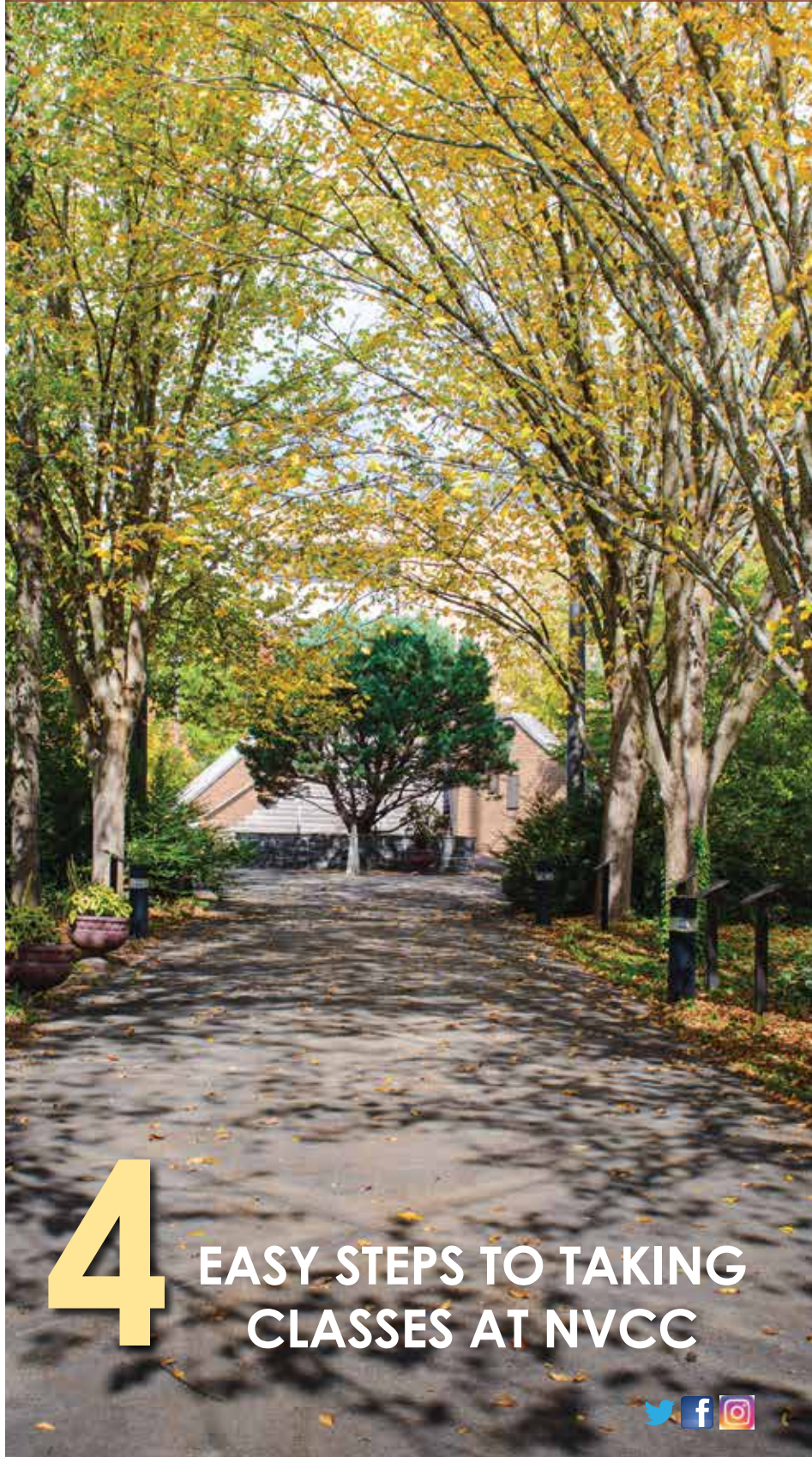
The *smart* choice.

750 Chase Parkway • Waterbury, CT 06708
190 Main Street • Danbury, CT 06810

Admissions and Enrollment Guide

Fall classes begin August 29
in Waterbury and Danbury

Fall 2022



4

EASY STEPS TO TAKING CLASSES AT NVCC



Important dates: Fall 2022

| | |
|---|---|
| Monday, August 29..... | Fall 2022 classes begin |
| Monday, September 5..... | Labor Day, college closed |
| Tuesday, September 6..... | Last day for add/swap for full-term classes |
| Monday, September 12..... | Late start classes begin |
| Tuesday, September 20..... | Last day for add/swap for "Late Start" classes |
| Tuesday, September 20..... | First-day student-initiated withdrawals, full-term classes |
| Friday, September 30..... | Last day to change to audit status for full-term classes |
| Monday, October 10..... | Columbus Day, classes in session, college open |
| Monday, October 24..... | Mid-term grades due for full-term classes |
| Tuesday, November 1..... | Reading/Make-up Day (Instructor Discretion) |
| Friday, November 11..... | Veterans Day, classes in session, college open |
| Friday, November 18..... | Last day student-initiated withdrawal for full-term classes |
| Wednesday, November 23..... | No classes, college open, limited services |
| Thursday, November 24..... | Thanksgiving, college closed |
| Friday, November 25--Sunday, November 27..... | No classes, limited services |
| Sunday, December 11..... | Credit classes end |
| Monday, December 12--Sunday, December 18..... | Final examinations |
| Monday, December 19..... | Final Exam make-up |
| Wednesday, December 21 (9:00 am)..... | Final grades due |
| Sunday, December 25..... | Christmas Day, college closed |
| Monday, December 26..... | Christmas Observed, college closed |

*Please go to pages 8 and 9 for details regarding the BOR tuition and fee refund policy.

Dates may be subject to change. Course start and end dates may vary depending on session within the term, so please check the website at nv.edu/calendar for session-specific add/drop, refund, and withdrawal dates.

Campus/Virtual Office hours: Fall 2022

The following Student Services offices are open
Mondays - Fridays: 8:00 am - 5:00 pm:

ADMISSIONS: K500 - (On-Campus and Virtual Appointments)

Waterbury: (phone) 203-575-8080 • (fax) 203-596-8766

Danbury: (phone) 203-437-9699 • (fax) 203-798-9682

Email: nvcc@nv.edu

Web: nv.edu/apply

CENTER FOR ACADEMIC PLANNING & STUDENT SUCCESS (ADVISING) - K520

(On-Campus and Virtual Appointments)

(phone) 203-575-8025

(fax) 203-596-8610

Email: capss@nv.edu

Web: nv.edu/advising

BURSAR: K508 - (On-Campus and Virtual Appointments)

(phone) 203-575-8055

(fax) 203-596-8623

Email: bursars@nv.edu

Web: nv.edu/pay

FINANCIAL AID: K512 - (On-Campus and Virtual Appointments)

(phone) 203-575-8274

(fax) 203-575-8157

Email: NV-FinancialAid@nvcc.comnet.edu

Web: nv.edu/financialaid

REGISTRAR: K516 - (On-Campus and Virtual Appointments)

(phone) 203-596-2177

(fax) 203-575-8085

Email: records@nv.edu

Web: nv.edu/records

Four easy steps to taking classes at NVCC

| | | |
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The NVCC Mission: Naugatuck Valley Community College offers quality, affordable education and training in response to evolving community needs by providing opportunities to individuals and organizations to develop their potential.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, disability, including but not limited to present or past history of mental disability, learning disability or physical disability, sexual orientation, gender identity or expression or genetic information in treatment or employment at the College, in admission or access to the College, or in any other aspect of its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The College is required by Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (Title II), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (Age Act), and their respective implementing regulations at 28 C.F.R. Part 35 and 34 C.F.R. Parts 100, 104, 106 and 110, not to discriminate on the basis of race, color, or national origin (Title VI); disability (Section 504/Title II); sex (Title IX); or age (Age Act). Inquiries concerning the application of each of the aforementioned statutes and their implementing regulations to the College may be referred to the applicable College Coordinators: Kimberly Carolina, CSCU Manager of Equal Employment Opportunity, kcarolina@commnet.edu; Angelo Simoni, CSCU Title IX Coordinator – CSU System Office, 860-723-0165; Sarah Gager, Dean of Student Services/Deputy Title IX Coordinator, Section 504/Title II/ADA/AGE Act Coordinator (Students), Naugatuck Valley Community College, Room K509a, 750 Chase Parkway, Waterbury, CT, 203-575-8086 or to the U.S. Department of Education, Office for Civil Rights, at (617) 289-0111 or 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (Rev 10/22/21)

1 Apply for Admission

Fall classes begin August 29. Please apply using our online application at nv.edu/apply. Applications will be accepted until classes begin, however it is recommended to apply as early as possible to have financial aid secured prior to the start of your classes.

Go to nv.edu/apply

Upload the following documents to the Admissions Office:

- Completed College Application
- Final high school transcript, diploma or GED
- Proof of immunizations (form at nv.edu/immunizations)
- Transfer students should upload previous college transcripts; official copy for transfer credit, unofficial copy to meet prerequisite requirements and/or waive testing.
- Students may be waived from the placement test with qualifying SAT, ACT or GED test scores or previous College Math/English scores. Speak with your advisor about placement.
- Transfer students with remaining Pell funds from their previous college must select a major and provide proof of high school completion. Students must also provide an unofficial transcript indicating prerequisites have been met. See page 5.
- Non-Degree students are not eligible for financial aid.

Danbury-area students may choose to contact our Danbury Campus at (203) 437- 9699 or by email nvccdanburycampus@nv.edu.

For Danbury Campus Admission events see page 14-15.

Students taking Non-credit Lifelong Learning courses need not apply to the College. Call 203-575-8029 to register. Visit nv.edu/nc

Contact Admissions:

Phone: 203-575-8080 • Fax: 203-596-8766

Email: nvcc@nv.edu

Para información en Español llame al : 203-575-8032

Our admissions staff is working on-campus and virtually to assist you. Go to: nv.edu/admissions and speak with a live admissions representative.

Communication from the Admissions Office

All communications will be sent via email. Please provide a valid email address on your application and check it regularly for important notifications. New students will receive a college email account after they are accepted to NVCC. Watch for details in your acceptance letter.

View Course Schedules Online

Students must be officially accepted to the college to create and use their myCommnet account. Everyone may view course offerings without an account. Visit nv.edu and click the "Quick Links" button on the top right of the home page and then click "Course Search".

Need Help Completing the Application?

Visit nv.edu/apply and scroll down to join a virtual application help session. Just select the date and time that works for your schedule and click "Join WebEx Event". Questions? Call 203-575-8080.

In-Person & Virtual Information Sessions

Learn about NVCC's Waterbury and Danbury campuses. Join us for an information session. Go to nv.edu/visit and find a session that works for you. Questions? Contact Blayre Millo at bmillo@nv.edu. Spanish sessions are available upon request.

Non-credit Lifelong Learning Students

Formal admission to the College is not required for non-credit coursework. See the back cover under "Non-credit Workforce Development" for more information. WIOA approved programs are available.

Workforce Grants at NVCC

Are you unemployed, under-employed or a dislocated worker? NVCC maintains partnerships with local agencies to expand opportunities for eligible students to get financial assistance for credit and non-credit college programs. To find out more contact Linda Stango at (203) 575-8221 or lstango@nv.edu. Available grants include:

Workforce Innovation & Opportunities Act (WIOA):
<https://www.ctdol.state.ct.us/wia/WhatIsWIOA.htm>

Trade Adjustment Assistance:
[https://www.ctdol.state.ct.us/TradeAct/\(TAA\)](https://www.ctdol.state.ct.us/TradeAct/(TAA))

Mortgage Crisis:
<https://www.workplace.org/mortgage-crisis-job-training-program/>

Our admissions staff is here to help you. Call 203-575-8080 or go to [NV.EDU/ADMISSIONS](https://nv.edu/admissions) and click on any of the virtual weekday sessions to speak live with an Admissions representative. You may apply online at anytime at [NV.EDU/APPLY](https://nv.edu/apply)

2

Apply for Financial Aid

It's Simple. To Apply for Financial Aid, Follow These Steps:

- ✓ Go to <https://fsaid.ed.gov> and obtain an FSA ID. The FAFSA application is at www.fafsa.ed.gov
- ✓ Enter the **school code for NVCC: 006982** on your application.
- ✓ Check your application status by logging onto myCommNet at my.commnet.edu. You can check if there is missing documentation, or view your award package, if eligible.
- ✓ If selected, you'll receive an email from the Verification Gateway. Log in at the URL provided in the email, and get started with Inceptia. If you get stuck, call – Verification Gateway Customer Service at 888-374-VGCS (8427).

For more information go to nv.edu/FinancialAid.

Basic Eligibility Criteria (22/23 Aid Year)

- Be a citizen or eligible non-citizen of the United States.
- Be enrolled (matriculated) in a degree or qualified certificate program.
- Be sure to apply early and submit your application by June 1. Applications submitted after the priority deadline will be accepted, however financial aid is awarded on a first-come, first-serve basis. You must allow four weeks from the completion of your application for an eligibility determination by the Financial Aid Office.
- Non-credit Lifelong Learning courses do not qualify for federal financial aid.

Our financial aid staff is just a click away! Call 203-575-8274 or go to NV.EDU/FINANCIALAID and click on any of the weekday sessions to speak live with a Financial Aid representative. You may apply online at anytime at NV.EDU/APPLY

For New Students

Apply now for financial aid. You can start the financial aid process beginning October 1, before you even apply to the College. It's never too early to apply. Financial aid eligibility will be determined upon acceptance to NVCC.

For Continuing Students

- Be in good academic standing and maintain satisfactory progress according to federal regulations and the Connecticut Community College's Satisfactory Program Policy. This requires students to complete 67% of the classes attempted and maintain a 2.00 GPA. The policy is available at nv.edu/SAP.
- Students may not receive financial aid for any attempted credits that exceed 150% of their published program. For example, for a 60-credit degree program, students become ineligible when they have attempted 90 credits.

Important Information About Financial Aid:

- Students who withdraw from classes must be aware that their financial aid may be affected. **Please consult with the Financial Aid Office before withdrawing.**
- Financial aid does not cover non-credit courses.
- Students don't have to be full-time in order to receive aid.

Book Purchases

Students who are financial aid recipients may be eligible to receive a book voucher. Eligibility is based on the amount of financial aid awarded. Students awarded a book voucher may use it for the purchase of books at the George D. Yonan Memorial Bookstore. See Page 10 for hours. In-person book purchases are available only on the Waterbury Campus.

Accepting your Financial Aid

After submitting your application, you can track your financial aid status and award information online by using the myCommNet Student Information System at my.commnet.edu.

To apply for an FSA ID go to <https://fsaid.ed.gov> and click login.

(If you are a dependent student your parent must also apply for an FSA ID.)

3

On-Campus and Virtual Advising and Registration

A payment is required at registration. Please see pages 7-8. Fall 2022 online registration is open for continuing students on April 1. New students/transfer registration begins April 5. New students must speak with an advisor before registration.

Advising for New Students

New students must speak with an advisor. Please use information in your Student Acceptance e-mail for next steps. For general questions about the admissions process and resources, please go to: nv.edu/admissions, email nvcc@nv.edu or call 203-575-8080.

Advising for Continuing/Returning Students

Continuing students should call or email their faculty advisor, program coordinator or assigned CAPSS advisor prior to registration. General Studies and Liberal Arts majors should speak with faculty advisors or counselors in the Center for Academic Planning and Student Success (CAPSS).

For Danbury area students, continuing students should call or email their assigned advisor prior to registration.

Find Your Advisor

There are several ways to find your advisor:

- Log in to Degree Works through my.commnnet.edu. Your advisor name will be listed below your degree on the Worksheet tab. You can send an email to your advisor by clicking directly on their name.
- Log in to your Banner web account at my.commnnet.edu. Click "Banner Student Self Service." Select "Student Records." Select "Advisor and Major." Your advisor will be listed in your "Student Information."
- Check the list of advisors for those linked to your major. See page 18.
- Stop by to see us in the Center for Academic Planning & Student Success (CAPSS) in Kinney Hall, Room K520.
- Contact the CAPSS at 203-575-8025 or CAPSS@nv.edu.

Current students - our advising staff is ready to help. Call 203-575-8025 or go to nv.edu/advising and click on any of the weekday sessions to speak live with an advisor.

New students follow the steps in your acceptance email.

Registration for New and Transfer Students begins Tuesday, April 5

Advising is recommended for all students and required for new degree-seeking students.

- New, degree-seeking students cannot register online and they must speak with an advisor prior to registration. Visit nv.edu/contact and speak live with an Admissions representative or email nvcc@nv.edu.
- Transfer and non-degree students are encouraged to contact an advisor and may register online at my.commnnet.edu. Please email copies of unofficial transcripts to nvcc@nv.edu to obtain a prerequisite waiver.
- Late registration requires admissions counselor approval.
- To view a full course schedule, go to nv.edu, click "Quicklinks" at the top, right and then click "course search" in the top banner.

Registration for Continuing and Readmit Students begins in-person on Thursday, March 31 at the Registrar's Office, K516 or Administrative Offices in Danbury. Online registration begins Friday, April 1.

- Continuing students may set up an in-person or virtual appointment with an advisor at: bit.ly/NVContinuingStudentAdvising
- Please go to nv.edu/calendar for registration and add/drop deadlines.
- **How to Register Online**
 - Login to myCommNet.
 - Access Banner Self-Service.
 - Click "Registration/Schedule."
 - Select "Class Registration."
 - Select the term for registration, then submit.
 - Enter your CRNs and click "Submit Changes" or click on the "Class Search" button to find courses.
 - Once you see "Web Registered," you are registered
 - Click "Billing/Payment" link at the top to initiate and follow the payment process.

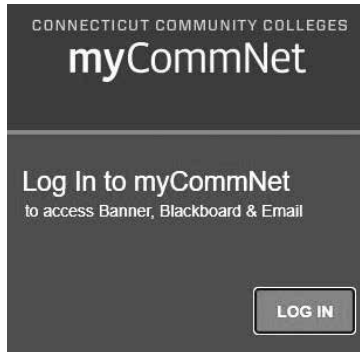
Watch this Video: How to Register using MyCommnet:
bit.ly/RegisterwithMyCommnet

myCommNet & College Email

myCommNet is our student portal that gives you the ability to access information with a single sign-on. You will use myCommNet to access your college email account, financial aid package, student records, and so much more.

HOW TO ACCESS YOUR ACCOUNT

1 Go to [myCommNet](#) site. Click LOG IN



2 **NET ID:** Enter your 8-digit student/ Banner ID number followed by @ student.commnet.edu

CSCU Login Portal

Sign in

00001234@student.commnet.edu

CSCU Login Portal

← 00001234@student.commnet.edu

Enter password

●●●●●●●●

Forgot my password

Sign in

3 **PASSWORD:** Your initial password is a combination of:

- First 3 letters of your birthday month
- (1st letter capitalized)
- The & symbol
- Last 4 digits of your social security number
- Example: Oct&1234

You will then be prompted to create a new unique password.

i Don't have a social security number? Visit the Connecticut Community College Help Center at bit.ly/CSCU-HelpDesk

IMPORTANT FEATURES WITHIN MYCOMMNET

LOG IN IS REQUIRED.

Access College Email

at bit.ly/CSCUCollegeEmail

myCommNet
ALERT

myCommNet Alert System

Get emergency and weather-related delays and closings texted to your cell phone with myCommNetAlert.

Students and employees are automatically enrolled in myCommNet upon registration or hiring. To confirm and/or update your information and priorities, follow these steps:

1. Log into your myCommNet account.
2. Once on the myCommNet home page, click on the "myCommNet Alert" icon in the middle of the page.
3. From here you will be able to update your contact information and preferences.

Access Your Blackboard Courses

Blackboard

- Course syllabi, lectures, homework, etc.
- Bb opens in a new tab or window
- Close myCommNet window to avoid time-out messages.
- Click **Support & Training** for Bb resources.

Blackboard FAQs

Access Banner Self-Service

Banner Student & Faculty Self-Service

- Course registration, add/drop classes
- Degree Requirements
- Transcripts
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- Faculty: Enter grades, check course rosters, etc.

4

Payment of Tuition and Fees

A payment is required at the time of registration. Registrations without payment or acceptable arrangements are subject to cancellation. Students are responsible for the applicable charges should they fail to formally drop the class(es) from their schedule or withdraw from the College. Students are responsible for the status of their accounts with the College. Such accounts can be viewed online at any time.

Payment of Tuition and Fees

Key Dates

Before July 15, 2022, payment of Student Activity and College Services fees is due at the time of registration.

Beginning July 15, 2022, the entire amount is due at the time of registration. At this time students must pay in full or have an acceptable arrangement plan in place.

- Classes begin on August 29, 2022.
- Tuition is due on July 15, 2022.

Important Information

The Bursar's Office can be reached at (203) 575-8055 or (203) 575-8164.

It is the student's responsibility to remove themselves from registered courses if they do not intend to attend the course(s). Failure to do so does not release the student from the financial obligations and may negatively impact your academic progress. NVCC reserves the right to cancel unpaid registration, but the student should not assume this will occur.

Making changes to course registrations is easily done either:

- online by going to nv.edu. Log in to your myCommnet account, click on "Banner Student & Faculty Self-Service," and then click "Registration/Schedule."
- in person at the Waterbury campus: Registrar's Office, K516 or at the Danbury Campus Administration Office.

Note: Email requests to remove yourself from registered courses will not be processed.

Acceptable arrangements in lieu of full payment must be student-initiated. These include:

- A fully-authorized financial aid award
- The first payment on a payment plan (see more on payment plan below)
- A letter from a third-party provider for an unconditional guarantee of payment
- An applicable Tuition/Fee Waiver Form

Books and supplies are additional costs that must be paid for at the time of purchase.

Connecticut State Community Colleges Refund and Withdrawal Policy

Policies are set by the Connecticut Board of Regents. The refund of tuition policy can be found at nv.edu/refund.

For refunds for non-credit program offerings, go to nv.edu/nc or call (203) 575-8029.

• *Tuition and fees are subject to change by the Board of Regents for Higher Education.*

Installment Payment Plan - In person or online

NVCC offers payment plans to students enrolling in three credits or more. Students can defer the payment of tuition beyond normal dates, for a fee of \$25 each semester.

To enroll in person, visit the Waterbury Campus Bursar's Office, Room K508, in Kinney Hall or the Danbury Campus Administrative Office. To enroll online, log in to your myCommNet account, click on "Faculty and Student Banner Self-Service," and then click "Billing/Payment."

Payment plans will be available online approximately March 31, 2022. Log in to your myCommNet account and follow the instructions.

How to Pay

- Pay online. Log in to your myCommNet account and click on "Banner Student & Faculty Self-Service." Then click "Billing/Payment" to access your account.
- Pay in person. Go to the Waterbury Campus Bursar's Office, K506 or the Danbury Campus Administrative Office. Cash, check, and all major credit cards accepted.
- Pay by phone: Call the Bursar's Office at (203) 575-8055.

Our Bursars' staff is ready to answer your questions or assist you with developing a payment plan so that you can reach your academic goals! Stop by the Bursar's Office in K506, email them at BURSARS@NV.EDU, or call them at 203-575-8055.

Fall 2022 Semester - Tuition and Fees

A payment is required at the time of registration. Registrations without payment or acceptable arrangements are subject to cancellation. Students are responsible for the applicable charges should they fail to formally drop the class(es) from their schedule or withdraw from the College. Students are responsible for the status of their accounts with the College. Such accounts can be viewed online at any time.

General Fund • In-State Residents

| Semester Hours | Non-refundable College | | Non-refundable Student | Total |
|------------------|------------------------|--------------|------------------------|----------------|
| | Tuition | Services Fee | Activity Fee | |
| 1..... | \$174.00 |\$92.00 |\$15.00 | \$281.00 |
| 2..... | \$348.00 | ... \$101.00 |\$15.00 | \$464.00 |
| 3..... | \$522.00 | ... \$107.00 |\$15.00 | \$644.00 |
| 4..... | \$696.00 | ... \$112.00 |\$15.00 | \$823.00 |
| 5..... | \$870.00 | ... \$133.00 |\$15.00 |\$1018.00 |
| 6..... | \$1,044.00 | ... \$151.00 |\$15.00 | ... \$1,210.00 |
| 7..... | \$1,218.00 | ... \$170.00 |\$15.00 | ... \$1,403.00 |
| 8..... | \$1,392.00 | ... \$186.00 |\$15.00 | ... \$1,593.00 |
| 9..... | \$1,566.00 | ... \$207.00 |\$15.00 | ... \$1,788.00 |
| 10..... | \$1,740.00 | ... \$222.00 |\$15.00 | ... \$1,977.00 |
| 11..... | \$1,914.00 | ... \$241.00 |\$15.00 | ... \$2,170.00 |
| 12.0 or more* | \$2,088.00 | ... \$262.00 |\$20.00 | ... \$2,370.00 |
| Annual Full-time | \$4,176.00 | ... \$524.00 |\$40.00 | ... \$4,740.00 |

*Excess Credits Tuition Charge

An additional flat tuition charge of \$100 per semester shall apply when total registered credits exceed 17 for the semester.

Out-of-State Students

| Credits | Non-refundable College | | Non-refundable Student | Total |
|---------|------------------------|--------------|------------------------|----------------|
| | Tuition | Services Fee | Activity Fee | |
| 3..... | \$1,569.00 | ... \$318.00 |\$15.00 | ... \$1,902.00 |
| 6..... | \$3,138.00 | ... \$446.00 |\$15.00 | ... \$3,599.00 |
| 9..... | \$4,707.00 | ... \$610.00 |\$15.00 | ... \$5,332.00 |
| 12* | \$6,276.00 | ... \$774.00 |\$20.00 | ... \$7,070.00 |

*Excess Credits Tuition Charge

An additional flat tuition charge of \$100 per semester shall apply when total registered credits exceed 17 for the semester.

NOTE: A complete listing of the out-of-state student fees is listed in the College catalog and on the website at nv.edu/tuition.

Mandatory Usage Fees, Fall 2022:

| | |
|---|-------------------------------------|
| Clinical Program Fee-Level 1 * | \$487.00 |
| *Per semester; not assessed Material or Supplemental Course Fee | |
| Clinical Program Fee-Level 2* | \$359.00 |
| Advanced Manufacturing Lab Fee*** | \$120.00 <i>no max per term</i> |
| Supplemental Course Fee Level 1 ** | \$102.50 |
| **Per course; level determined by additional contact hours | |
| Supplemental Course Fee Level 2 ** | \$205.00 <i>max per term: \$410</i> |
| Material Fee *** | \$51.00 <i>max per term: \$102</i> |
| Nursing Media Fee | \$247.75 |
| ***Per course, where applicable | |

All tuition and fees are subject to change. Please check the website at nv.edu/tuition

Late payment fee: A late payment fee of \$15 is charged for any tuition and fee payment received after the established date.



Refund, Withdrawal Policies

Refund Policy for Semester and Late Start Courses

Before registering for classes, students should read the refund policy established by the Board of Regents for Higher Education at nv.edu/refund.

Traditional Fall/Spring Semester Courses:

- Students who drop courses prior to the term or up until the 7th day of the term having elapsed (i.e. 10% of the term) will be entitled to a 100% refund of tuition and fees.
- Students who drop subsequently to the 7th day of the term but prior to the 21st day of the term having elapsed will be entitled to a 100% refund of tuition and fees less a “late drop” fee assessed at \$50 per dropped course.
- Students who withdraw subsequently to the 21st day of the term having elapsed will be charged 100% of all tuition and fees.

Courses Offered in Abbreviated Terms (e.g. summer, winter, late start courses, etc.):

- Students who drop courses prior to the abbreviated term and up until 10%, not exceeding seven calendar days, of the abbreviated term having elapsed will be entitled to a 100% refund of tuition and fees.
- Students who drop subsequently to 10% of the abbreviated term having elapsed but prior to 20% of the abbreviated term having elapsed will be entitled to a 100% refund of tuition and fees less a “late drop” fee assessed at \$50 per dropped course.
- Students who withdraw subsequently to 20% of the abbreviated term having elapsed will be charged 100% of all tuition and fees. Dates representing the 10% - 20% points of the respective abbreviated terms will vary according to each session/part of term in which the student is registered. Please see the Registrar or Bursar’s office for the exact dates on which the “late drop” fee will be assessed. Visit nv.edu/calendar.

The refund policy established by the Board of Regents for Higher Education can be found at nv.edu/refund.

For more information on our Academic Engagement Policy, or how to register, request a transcript, drop classes, or withdraw from a class visit:

bit.ly/NVCCAcademicEngagementPolicy

Withdrawal Policy

Traditional Fall/Spring Semester Courses:

No course withdrawals will be accepted once 80% of the semester has passed. For a typical 15- week term, 80% of the term is considered the last day of the twelfth week of the term. A student may appeal the course withdrawal deadline due to mitigating circumstances.

Courses Offered in Abbreviated Terms (e.g. summer, winter, late start courses, etc.):

No course withdrawals will be accepted once 80% of the abbreviated term has passed. For abbreviated terms, 80% is considered the last day of the business week of that period. A student may appeal the course withdrawal deadline due to mitigating circumstances.

Note: Financial aid students who withdraw from summer courses subsequently to 20% of the abbreviated term having elapsed but prior to the summer financial aid census date may be charged 100% of tuition and fees for those courses with no corresponding/offsetting summer financial aid disbursement.

Adding & Dropping Courses:

Full-Term Courses (15 weeks):

Students may drop courses through the end of business day of the 21st calendar day of the term. Courses dropped during this period would not appear on a transcript. Courses can only be added up to calendar day seven of a full, 15-week term.

Abbreviated Term Courses:

Students may drop courses through the first 20% of an abbreviated term length. Courses dropped during this period would not appear on a transcript. Courses can only be added up to the first 10% of the abbreviated term length but not to exceed seven calendar days.

Non-Participation (Academic Engagement):

The community colleges are required to verify the academic engagement of each student in each registered course by demonstrating “academic attendance” or an “academically-related activity”. This must be completed prior to the predetermined census date of each traditional semester, as well as during periods of enrollment shorter than the traditional 15-week semester (i.e., summer terms and other abbreviated terms).

Students who are determined to have not academically engaged in a period of enrollment leading up to census shall be assigned a registration status of “Never Participated (NP)” for each affected course. Students with the NP designation will be dropped from the course(s) they have not participated in and will be assessed a Late Drop Fee of \$50 for each affected course as outlined in BOR policy 3.7.

Bookstore & Bus Passes

George D. Yonan Memorial Bookstore

Web: nv.edu/bookstore

Location: Student Center/Plaza Level, Room S300
Phone: 203-575-8137 • Email: naugatuck@bkstr.com

The College Bookstore is located in the Cistulli Student Center. Once you are on campus, take the Student Center elevator (located near the cafeteria) from level 5 down to level 3. The Bookstore is located across from the elevator doors. From the parking garage, take the center elevator up to level 3.

The George Yonan Memorial Bookstore is offering 24/7 online ordering and in-person hours.

Online Ordering:

It's easy to order your books online!

Go to: nv.edu/bookstore and click on **ONLINE ORDERING**.

Note: If using Financial Aid, your account number at checkout is the @symbol then your student id number (@1234567)

Fall 2022 Extended In-store Bookstore Hours:

Hours are subject to change without notice.

Monday, 8/22 - Tuesday, 8/23: 9:00 am - 3:00 pm
Wednesday, 8/24 - Thursday, 8/25: 9:00 am - 6:00 pm
Friday, 8/26: 9:00 am - 4:00 pm
Saturday, August 27: 9:00 am - 1:00 pm
Monday, 8/29 - Wednesday, 8/31: 9:00 am - 6:00 pm

Classes begin Monday, August 29

Thursday, 9/1: 9:00 am - 3:00 pm
Friday, 9/2: 9:00 am - 1:00 pm
Saturday, 9/3: 9:00 am - 1:00 pm
Monday, 9/5 - Labor Day (closed)
Tuesday, 9/6 - Wednesday, 9/7: 9:00 am - 5:00 pm

Regular in-person hours beginning Thursday, 9/8:

Hours are subject to change without notice.

Monday-Thursday: 9:00 am - 3:00 pm
Friday: 9:00 am - 1:00 pm

Free NVRides Bus Pass

Web: nv.edu/buspass

NVRides bus passes are available for credit students who have paid their Student Activity Fee. With this bus pass, students can travel wherever CT Transit goes in the Waterbury area, and wherever HARTransit goes in the Danbury area, seven days a week.

Waterbury bus passes may be obtained at the Waterbury Campus in Kinney Hall at the Bursar's window - next to K508. Students may pick up Danbury bus passes in the Administrative Office (second floor) of the Danbury Campus. Students must first stop at the security desk upon entrance. We will post on social media, the schedule of dates that students may pick up their bus passes.

Our Bookstore staff is ready to answer your questions or assist you with ordering your books. Email them at bookstore@nv.edu, call them at 203-575-8137 or stop by the bookstore in S300 during the in-person hours listed in the left column. For more information visit: nv.edu/bookstore and click **online ordering**

The screenshot shows the NV.edu Bookstore website interface. At the top, there is a navigation bar with 'BOOKSTORE', 'Shop', 'Textbooks', a search bar, and 'Store info' and 'Sign in' links. Below the navigation bar is a section titled 'Get Your Textbooks' with the instruction 'Make your selections below to find your textbooks.' A dropdown menu is set to 'Fall 2022'. Below this, there are two tabs: 'Shop by Course' (selected) and 'Shop by Course ID'. Under 'Shop by Course', there are three dropdown menus: 'Select Department', 'Select Course', and 'Select Section'. There is also an 'Add Another Course' button and a 'Start Over' link at the bottom.

In-Person and Virtual Information and Advising Sessions

Admissions

Waterbury: 203-575-8080

Danbury: 203-437-9699

Web: nv.edu/admissions

New students can speak live with an Admissions Representative. Go to nv.edu/contact and join one of the weekday sessions. You may also email: Blayre Millo at BMillo@nv.edu or Jeanette DeJesus at JDeJesus@nv.edu.

In-Person and Virtual Information Sessions and Tours

Learn about NVCC's Waterbury and Danbury campuses, our 100+ degree and certificate programs, state-of-the-art facilities and more at an upcoming information session. Go to nv.edu/visit for the most up to date list of virtual and in-person information sessions and tours. Spanish sessions are available upon request.

Please contact Blayre Millo at bmillo@nv.edu with any questions about the Waterbury Campus or Jeanette DeJesus at JDeJesus@nv.edu for information about the Danbury Campus.

We look forward to showing you all NVCC has to offer!



For a full list of NVCC's student virtual supports and community mental health and food assistance resources, please visit nv.edu/virtualsupport.

Center for Academic Planning and Student Success (CAPSS) • 203-575-8025

Web: nv.edu/advising

In-person and virtual advising sessions are available!

The Center for Academic Planning and Student Success (CAPSS) offers in-person and live, virtual advising appointments. In these forums, we can answer general academic and advising questions, connect you to counselors, advisors, disability services, testing and transfer information. Please visit nv.edu/advising and click on one of the weekday links to meet with someone virtually, in real time.

Continuing students may set up an **in-person or virtual appointment with an advisor at:**
bit.ly/NVContinuingStudentAdvising

You may also email us at CAPSS@nv.edu with your questions and contact information or call us at 203-575-8025.

Financial Aid • 203-575-8274

Web: nv.edu/financialaid

We are working on-campus and virtually to assist you with your financial aid questions. Remember that you must fill out a new FAFSA annually.

Do you have questions about the steps you need to take to apply for financial aid or about the verification process after you've already applied? Visit nv.edu/financialaid and scroll down to find the information you need. Or just click on one of our weekday virtual support sessions in the orange box and you can speak live with a financial aid representative. Let us help you navigate the financial aid process so you get the aid you need to complete your educational goals.

Manufacturing - AMTC

Web: nv.edu/amtc

Interested in learning more about NVCC's Advanced Manufacturing Technology (AMTC) program? **Contact Shannon Betts at 203-575-8173 or attend an in-person information session in the Technology Hall Lobby: Wednesdays at 2 pm on April 6, May 11, June 15 and 5:30 pm on July 13 and August 3.** Can't attend those dates? Email Shannon Betts at sbetts@nv.edu to register for a virtual session.

Traditional and Online Learning

| | |
|--|--|
| TRAD = On Ground Classroom | |
| Definition: | Traditional courses are delivered on campus (on-ground) at a specific time, place, and location. |
| Technology: | Depends on the instructor assignments and instruction. Blackboard use is strongly encouraged. |
| Note: | Due to social distancing requirements, instructional delivery using this method may be limited. Class size will also be limited based on social distancing requirements, and everyone will be required to wear masks. May have to be moved fully online or LRON should another quarantine be required. |
| ONLN = Online Class | |
| Definition: | Course instruction is fully online via Blackboard and/or designated website(s). Courses listed ONLN will not have designated class meeting time (asynchronous); all instruction and assessments are online. Your instructor will guide you and have due dates for assignments, exams, discussion boards, and/or other learning assessments. |
| Technology: | Students need a reliable computer with internet connection. |
| Note: | Due to social distancing, this type of delivery may be preferred. |
| OLCR = Online with Campus Requirement | |
| Definition: | This is an online course with no designated class meeting time (asynchronous); all instruction is online. HOWEVER, you will be required to come to campus or participate in a learning assessment (such as an exam) at one or more specifically scheduled days and times listed in the course description (for example, for an orientation). Check the required days/dates carefully by clicking on the CRN number of the course, and ask your instructor if you have any questions. |
| Technology: | Students need a reliable computer with internet connection. |
| Note: | This course method is for courses that have required learning assessments (such as exams) at a specifically scheduled day and time. Students will be required to attend scheduled class periods for such assessments on campus. Due to social distancing requirements delivery of this instructional method may be limited. Class size will also be limited based on social distancing requirements. May have to be moved fully online or LRON should another quarantine be required. |
| LRON = Live/Remote Online Component | |
| Definition: | Class will meet virtually (online) on scheduled days and times (synchronous) where you will have the ability to interact with your instructor and other classmates as though you were in a traditional, on-ground course. Live lectures or lab sessions are held at specifically scheduled days and times, which you can find listed in the course description by clicking on the CRN number of the course. Check the required days/dates carefully and ask your instructor if you have any questions. |
| Technology: | Students need a reliable computer with internet connection. |
| Note: | Due to social distancing, this type of delivery may be preferred. Students will be required to attend virtually from an internet-enabled device. Live instruction may be facilitated through Blackboard, WebEx, and/or Microsoft Teams. This method of instruction will neither require nor allow on-campus attendance. You will meet virtually at the time specified on your course schedule. |
| HYBR = Online and Classroom | |
| Definition: | This class will be a combination of one of the online delivery methods listed above (ONLN, OLCR, or LRON) and traditional, on-ground learning in a classroom, laboratory, computer lab, or on a shop floor. Check the days/dates carefully and ask your instructor if you have any questions. |
| Technology: | Students need a reliable computer with internet connection. |
| Note: | This course method is for courses that have required hands-on components that cannot be accomplished online, for example: labs, manufacturing, technology, or digital arts courses. Students will be required to attend scheduled class sessions on campus. Due to social distancing requirements delivery of this instructional method may be limited. Class size will also be limited based on social distancing requirements. May need to be converted to fully ONLN or LRON should another quarantine be required. |
| CLIN = Clinical | |
| Definition: | These courses are clinical experience courses which are held off-site, on campus in clinical labs, or as a virtually guided experience. |
| Technology: | Depends on the instructor assignments and instruction. Blackboard use is strongly encouraged. |
| Note: | Talk to your instructor if you have any questions. |
| FLEX = Hyflex/Blendflex | |
| Definition: | This course delivery method provides students with the most flexibility. In the Hyflex course design, students may: choose to attend face-to-face, classroom-based synchronous class sessions, or choose to participate in synchronous live remote online sessions presented via WebEx, Teams, or collaborate, without physically attending class, or complete part, or all, of the course instruction asynchronously, without attending scheduled live sessions (either on-ground or remotely). |
| Technology: | Please refer to the Technology descriptions under Traditional, Online and LRON. |
| Note: | Please refer to the Note descriptions under Traditional, Online and LRON. |

Student Support Services

Academic Center for Excellence (ACE)

Ekstrom Hall • Room E500 • 203-575-8073 • nv.edu/ace
In-Person & Virtual Tutoring

The ACE is a tutoring resource for math, writing, science, ESL, computer and accounting. Our team is working on-campus and virtually this semester to assist you. The ACE staff is an enthusiastic group of professional and peer tutors who focus on students and their success. To schedule a virtual tutoring appointment go to: bit.ly/ACE-ONLINE and set up a private time that works for your schedule or visit nv.edu/ace and see our on-campus hours. Drop-in visits are welcome!

Center for Academic Planning and Student Success (CAPSS)

Kinney Hall • Room K520 • 203-575-8025 • nv.edu/capss
In-Person & Virtual Appointments - nv.edu/advising

The Center for Academic Planning and Student Success (CAPSS) promotes student success by providing a supportive environment and coordinating efforts of faculty and staff to assist students from initial advising through graduation. The Center helps with career, educational, and personal concerns, ensuring each individual achieves their educational objectives. Through brief counseling sessions, counselors are available to assist students in overcoming personal matters and issues such as test anxiety, poor concentration, time management, relationships, stress management and disabilities. Referrals to outside treatment facilities are also available for those who need long-term counseling. Counselors are well-prepared to assist students with individual career planning and decision making.

Center for Job Placement and College Opportunities (CJPCO)

Traurig Learning Resources Center and Library • Room L524 • 203-575-8158 • nv.edu/cjpc
Monday–Friday 8:00 am–5:00 pm
Visit the CJPCO calendar at nv.edu/cjpc for Danbury hours.
In-Person & Virtual appointments are available upon request.

The Center for Job Placement and College Opportunities includes career planning, employer connections, cooperative education, and internships. Learn to conduct a job search, use Internet resources effectively in all phases of career planning, including finding a career that suits your strengths and personality type, as well as the hiring outlook, salary information and educational requirements of careers of interest to you. Learn to write effective resumes and cover letters, interview effectively and connect with employers who are actively hiring employees or interns. Sign up for our online job posting board at www.collegecentral.com/nvcc to view part-time, full-time, internship and work study job postings and to post your resume.

Library Services

Max R. Traurig Library/LRC • Room L523 • 203-575-8024
nv.edu/library • Virtual Appointments at <https://nv.libcal.com/appointments/online>

NVCC's Max R. Traurig Library provides print and online resources such as books, journals, films, and other learning resources on both the Waterbury and Danbury campuses. In order to access the library catalog search, visit the library website at nv.edu/library. On this page you can also chat with a librarian, read ebooks, watch streaming videos, and request print books for pick up. The library also loans textbooks, laptops and Chromebooks, Wi-Fi hotspots, graphing calculators, USBs, guitars and drums, and sports equipment.

Students can also make online or phone appointments with a librarian via the library website at nv.edu/library. In the appointment, the librarian will show you how to find research articles for your assignments and how to cite the articles you plan to use. The library is open for studying, computer use, browsing, and getting in-person help from a librarian. Please check the library website for the latest hours and information.

Please contact the library staff with questions via

- live chat box on our website,
- text at (203) 951-8189, or
- email at library@nv.edu.

Student Email

Visit nv.edu/emailsetup to set up your college email account. **This will become your primary email address for all official college communications, so be sure to check it regularly. This is not your NETID.** The 'prefix' in your email address will consist of the first letter of your first name followed by the first four letters of your last name and then a four-digit random number. Example: jsmit1234@mail.ct.edu.

Veterans Affairs

Financial Aid Office / Kinney Hall • Room K512
203-575-8006 • nv.edu/veterans
Monday–Friday 8:30 am–4:30 pm

The Veterans Affairs Office provides information on VA benefits available at NVCC. These benefits include tuition waivers, GI Bill®, Vocational Rehab, tuition assistance, dependent benefits and transfer of benefits to family members. Veterans are encouraged to submit their applications for benefits to the VA in a timely fashion.

Veterans on campus can also visit the Veterans Oasis located in S411. The Oasis is a quiet area for networking, homework and veterans-related activities. Computers and wireless internet are available. The Oasis is open to all NVCC veterans (all guests must be accompanied by an NVCC veteran student while in the Oasis). For more information, contact Brenda Perez at bperez@nv.edu.

NVCC in Danbury

190 Main Street • Danbury, CT 06810

(entrance at 7 West Street)

Phone: 203-437-9699 • Fax: 203-798-9682

Web: nv.edu/danbury

Email: nvccdanburycampus@nv.edu

The Danbury Campus of Naugatuck Valley Community College, located within the CityCenter District, serves the Greater Danbury community through both credit and non-credit courses. Located at 190 Main Street in the heart of Danbury (entrance at 7 West Street), students may earn transferrable credits which can be applied toward an associate degree or transferred to a four-year college. First, students must apply online at nv.edu/apply. We offer a "one-stop" experience for students to complete the entire enrollment process including placement testing, academic advising, course selection, registration and payment of tuition and fees.

All new and continuing students must present and scan a valid NVCC student ID to enter the building. ID Cards will be distributed during normal hours of operation.

Administrative Office Hours:

Monday-Friday, 8:00 am - 5:00 pm *(In-person or virtual appointments are recommended.)*

Please email us at nvccdanburycampus@nv.edu. A member from our staff will contact you to answer any questions you may have or to arrange an appointment. Spanish sessions are available upon request. Please contact Jeanette DeJesus at 203-437-9639 or jdejesus@nv.edu with any questions.

NVCC's Danbury Campus features:

- 20,000 square-foot, renovated facility in the CityCenter Danbury district
- over 100 sections of credit classes and over 20 non-credit courses
- opportunity to complete an A.S. degree in Business Management or General Studies, or certificates in Administrative Support or Business Management without leaving Danbury
- financial aid information, placement testing, academic advising, and counseling services
- traditional classrooms, computer lab, health care training lab, science lab and prep room
- virtual tutoring and library services
- nearby restaurants, local bus and train service
- free NVRides bus pass for credit students
- Free parking for currently registered NVCC students and teaching faculty at the Terrence E. McNally Patriot Garage located at 1 Partiot Drive. Parking permits are available at the Danbury Campus security desk. A car registration is needed to complete a parking permit application.

Danbury Virtual and In-Person Information Sessions

New students learn about NVCC's Waterbury and Danbury campuses. Visit nv.edu/visit and scroll down to see available Information Sessions for each campus. No registration is needed for Danbury info sessions. Spanish sessions are listed below and are available upon request.

Please contact Jeanette DeJesus at 203-437-9639 or email jdejesus@nv.edu for information about the Danbury Campus.

Upcoming Danbury Information Sessions

| Day | Date | Time | Location |
|-----------|-----------|---------------------------|----------------|
| Friday | April 8 | 3:00 pm | D217 |
| Wednesday | May 4 | 3:00 pm | Virtual Web Ex |
| Monday | May 23 | 4:00 pm | Virtual Web Ex |
| Thursday | June 9 | 3:00 pm <i>(Spanish)</i> | D217 |
| Thursday | July 14 | 11:00 am <i>(Spanish)</i> | Virtual Web Ex |
| Monday | July 25 | 4:00 pm | D217 |
| Thursday | August 11 | 4:00 pm | D217 |

To join the WebEx, go to: nv.edu/visit and scroll down to "Upcoming Information Sessions, Danbury Campus".

Danbury Campus continuing students may set up an in-person or virtual appointment with an advisor at: bit.ly/NVCCDanburyAdvising



NVCC in Danbury

Directions to NVCC Danbury Campus

Visit nv.edu/directions

Academic Center for Excellence

203-437-9648 • Web: nv.edu/ace

To see a schedule of our virtual and on-campus hours, visit nv.edu/ace.

Maximize your education at NVCC by visiting the Danbury ACE/Library, a free on-campus resource for math, writing, ESL, and accounting tutoring. There are multiple computers in the ACE for student use. Students can walk in and receive help or schedule an appointment with one of our dedicated and experienced tutors. In addition, the ACE/Library is the place for individual and group study, college success tip sheets, a conference area for student use and “virtual tutoring” with the Waterbury ACE. Our staff is an enthusiastic group of professionals who focus on students and their success. See for yourself how the ACE/Library and its many resources can help you succeed!



Library Services

Danbury: ACE/Library, D201

203-437-9648

Web: nv.edu/library

Students can get help with research and citations, borrow textbooks, other library books, and laptops. In addition, students can pick up and drop off books from other libraries in the CSU interlibrary loan system. The librarian is available for assistance in-person, by phone at 203-437-9648, by text at 203-951-8189 or via email at library@nv.edu. Visit the library website to make an appointment with a librarian, get help via chat, and access the library's ebook, streaming video, and article databases. See website for the latest hours and information.

Questions? Please contact Ivelisse Maldonado, Danbury Campus Librarian at IMaldonado@nv.edu or 203-437-9648.



Advising and Counseling Services Danbury

The Danbury Campus offers in-person and live, virtual advising appointments. Students are supported with academic advising, career, and personal concerns to help meet their goals. In addition, through brief counseling sessions, a counselor is available to assist students in overcoming personal matters and other issues such as test anxiety, poor concentration, time management, relationships, stress management and disabilities. Referrals to local community agencies are also available for those who need long-term counseling. Counselors are well-prepared to assist students with individual career planning and decision making. Appointments with the Danbury Campus academic advisors and counselor are recommended.

Center for Job Placement and College Opportunities (CJPCO)

Hours: Please call 203-575-8158 or visit the CJPCO calendar at nv.edu/cjpc for additional information about Danbury hours.

The CJPCO is a multi-faceted career services department and offers online resources to help you in assessing your skills and planning your career, preparing for your job search, searching for a job and more. Additionally, one of the major components of the CJPCO is that we offer programming certified to provide education and training to adults and dislocated workers who have been awarded vouchers under WIOA.

General Information

Course Cancellations and Changes

Students will be notified by mail, email or phone of course cancellations. Courses may be cancelled due to insufficient enrollment. Faculty names and room assignments are subject to change due to required adjustments in the schedule. Students are encouraged to check their course schedules before arriving at their first class session to verify the assigned room. Visit my.commnnet.edu for the most current information.

Note: The College makes every effort to ensure that all information provided is accurate. The information is subject to change. Our online student registration system provides the most accurate listing of courses, available seats and other updates.

Add/Drop Schedule

The Add/Drop schedule can be found at nv.edu/calendar. Questions? Send an email to the Office of the Registrar at records@nv.edu or call 203-596-2177.

Course Overloads

Course overloads will not be granted. However, in extenuating circumstances, division leaders may authorize overloads to courses that have reached their limit (closed) with the approval of the Dean of Academic Affairs.

Auditing Courses

Students not wishing to earn course credit may audit a course by completing an audit request form at the time of registration in the Office of the Registrar, Room K516. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. A student wishing to change from credit to audit status must complete an audit request form within the first four weeks of the semester. Full tuition and fees are charged for courses audited. Students auditing a course may not change to credit status. Last day to switch to audit status for full-term courses is September 30, 2022. For abbreviated term course audit deadlines, please visit nv.edu/calendar

Withdrawals:

For specific dates, please visit nv.edu/calendar.

Students who wish to withdraw from a course(s) should contact their instructor(s). To officially withdraw from your class you must do one of the following:

- *online at my.commnnet.edu (access permitting)
- *in-person by completing a withdrawal form at the Registrar's Office in Room K516
- *by fax (203-575-8085)
- *by mail
- *e-mail scanned request with scanned signature
- No telephone calls will be accepted for withdrawals

***Visit nv.edu/calendar for withdrawal deadlines**

A student may not obtain a transcript notation of "W" in a course if there exists substantial reason to believe the student has engaged in academic misconduct in the course. A transcript notation of "W" will only be permitted for such students when the final resolution results in finding the student did not commit academic misconduct in the course.

Important Withdrawal Dates for Fall 2022

Students who wish to withdraw must adhere to the appropriate withdrawal date for their course(s). Please visit nv.edu/calendar for the Last Day Schedule for student-initiated withdrawals.

Graduation *(There is no fee to submit a graduation application.)*

All students who anticipate completing the requirements for an associate degree and/or a certificate must apply to graduate, even if not attending the ceremony.

- December 1 for January 1 conferral
- March 15 for May conferral (ceremony for all 3 conferrals)
- July 1 for August 15 conferral

Students who do not complete requirements can request reevaluation for the next conferral date/year. Graduation applications can be completed online. Visit nv.edu/gradapp.

Policy Changes

Naugatuck Valley Community College reserves the right to change requirements, courses, prerequisites, regulations, tuition, fees, and other policies without prior notice. Waivers of these policies, due to extenuating circumstances, may be made by the president of the College upon written request.

Enrollment Verification Request

The National Student Clearinghouse processes all student enrollment verifications. Using the current online system, students can log on with their 8-digit NetID and PIN, and follow the prompts. Students will be connecting directly to the National Student Clearinghouse, enabling them to print out their own enrollment verification certificates. Verifications for the Fall 2022 semester will be accessible on or about September 21.

Grade Reports

Semester grades will be available at my.commnnet.edu approximately one week after the exam period.

Transcript Requests

There is no charge for official transcripts. Official and unofficial transcripts are available at my.commnnet.edu via the online student information system, where our Parchment transcript service is available for most students. In the event the Parchment service is not available, a transcript request form can be obtained by contacting the Registrar either by phone at 203- 596-2177 or by email at records@nv.edu.

General Information

Admissions Office

203-575-8080 • nvcc@nv.edu

Alumni Affairs

203-575-8045

Bookstore

203-575-8137

Bursar

203-575-8055 • Bursars@nv.edu

Center for Academic Planning and Student Success (CAPSS) (Advising)

203-575-8025 • CAPSS@nv.edu

Center for Job Placement and College Opportunities (CJPCO)

203-575-8158 • cjpc@nv.edu

Danbury Campus

203-437-9699

nvccdanburycampus@nv.edu

Dean of Academic Affairs

203-575-8046

nv-academicaffairs@nv.edu

Dean of Student Services

203-575-8012

Financial Aid

203-575-8274

NV-FinancialAid@nv.edu

Library

203-575-8024

Non-credit Lifelong**Learning**

203-575-8029

nc@nv.edu

Public Safety

203-575-8113

Registrar

203-596-2177 • records@nv.edu

Services for Students with Disabilities

NV-disabilities1@nv.edu

Student Activities

203-575-8269

Testing Center

203-575-8215

Veterans Affairs

203-596-2176

Readmitted Students

Credit students who have not attended NVCC for a total of four full semesters (fall and spring) and are returning on the fifth full semester will need to reapply to the College prior to registration at nv.edu/apply. Readmit students are subject to the curriculum requirements in existence at the time of readmission.

Senior Citizens

Senior citizens may register and have their General Fund Tuition, College Services and Student Activity Fees waived. These costs, along with the application fee, are completely waived for Connecticut residents at least 62 years of age on a space-available basis. Students are responsible for supplemental and material fees that are associated with specific courses. See Page 8. You must fill out the College Application if you have never been a credit student at NVCC. See Page 3. Non-credit courses are not eligible for senior citizen waiver. Registration for students using the senior citizen waiver begins on the first day of the session in which the course is scheduled. Please refer to the course schedule for the official course start date.

Distance Learning Courses

Distance learning is offered via fully or partially online courses designed for highly motivated students who prefer a virtual environment or are looking to add flexibility to their busy schedules. A reliable computer, basic computer literacy, and high-speed access to the internet are required to properly engage and be successful in distance learning courses. Courses follow the standard academic calendar of the College (unless otherwise indicated), may or may not be self-paced, and may or may not include face-to-face class meetings. To better understand the differences in the instructional methods of distance learning courses, please visit nv.edu/instructionalmethods. Some NVCC online math courses require on-campus meetings for exams (please read the description for OLCR courses in the aforementioned link). For more information, please contact the Department of Mathematics at 203-575-8063.

Before You Start

Students who are interested in or have enrolled in their first distance learning courses are strongly advised to visit the Connecticut Community College Student Support site at <https://cscu.edusupportcenter.com> to get information regarding online learning. This site includes instructions for logging on to your course(s) on Blackboard Learn (our learning management system), technical requirements needed for your computer, and other important information and resources.

Disability Services

Students who may require academic accommodations on the basis of a disability are encouraged to visit nv.edu/DisabilityServices for information on how to apply for services and answers to frequently asked questions. Services are available at both the Waterbury and Danbury campuses. NVCC is committed to helping you achieve your educational goals, and we look forward to working with you.

Reactivate

Students who have applied within the past two years, but never attended classes at NVCC, do not need to complete a new application for admission. Just stop by Room K500 or email nvcc@nv.edu and we can reactivate your old application file. If you applied more than two years ago, you must complete a new application and resubmit all admissions documents. See Page 3.

Transfer Students

If you have attended another college or university and have not previously attended NVCC, please follow the procedures for new students. Transfer students are encouraged to attend a New Student Registration session and may register online if in good academic standing. If you are interested in receiving transfer credit for course work completed at another institution, submit official college transcripts to the Admissions Office. See Page 5 or visit the "Admissions links" section of our website at nv.edu/acceptedstudents.

Program Contacts

Departments - Area Code 203-

ACCOUNTING (Business Division)

Donna DeLieto Marotti E602B 596-8683 dmarotti@nv.edu

ADVANCED MANUFACTURING TECHNOLOGY (Business Division)

Joseph DeFeo T614 596-8692 jdefeo@nv.edu

ANTHROPOLOGY (Liberal Arts & Behavioral/Social Sciences Division)

Nikki McGary K600D 596-2103 nmcgary@nv.edu

ART (Liberal Arts & Behavioral/Social Sciences Division)

Contact division's Academic Associate Dean

ASTRONOMY (STEM Division)

Peter Benzi E426 596-2138 pbenzi@nv.edu

AUTOMATED MANUFACTURING ENGINEERING TECHNOLOGY (STEM Division)

Contact division's Academic Associate Dean

AUTOMOTIVE TECHNICIAN (Business Division)

Mark Schnubel T525 596-8796 mschnubel@nv.edu

BIOLOGY (STEM Division)

Christopher Tuccio E424 596-8634 ctuccio@nv.edu

BUSINESS (Business Division)

Donna DeLieto Marotti E602B 596-8683 dmarotti@nv.edu

CHEMISTRY (STEM Division)

Christopher Tuccio E424 596-8634 ctuccio@nv.edu

COMMUNICATION (Liberal Arts & Behavioral/Social Sciences Division)

Louis Lombard K606 575-8169 llombard@nv.edu

COMPUTER-AIDED DRAFTING/DESIGN (STEM Division)

Contact division's Academic Associate Dean

COMPUTER APPLICATIONS (Business Division)

Sandra Eddy T635 596-2130 seddy@nv.edu

COMPUTER SCIENCE (Business Division)

Sandra Eddy T635 596-2130 seddy@nv.edu

CRIMINAL JUSTICE (Liberal Arts & Behavioral/Social Sciences Division)

Earl Ormond K609 596-8605 eormond@nv.edu

CYBERSECURITY (Business Division)

Sandra Eddy T635 596-2130 seddy@nv.edu

DANCE (Liberal Arts & Behavioral/Social Sciences Division)

Contact division's Academic Associate Dean

DIGITAL ARTS TECHNOLOGY (Liberal Arts & Behavioral/Social Sciences Division)

Ray Leite L305 575-8152 rleite@nv.edu

DRUG & ALCOHOL RECOVERY COUNSELOR (DARC)

(Liberal Arts & Behavioral/Social Sciences Division)

Paul Collette K610B 596-8655 pcollette@nv.edu

EARLY CHILDHOOD EDUCATION

(Liberal Arts & Behavioral/Social Sciences Division)

Cynthia Meo K402A 596-2107 cmeo@nv.edu

ECONOMICS (Business Division)

Donna DeLieto Marotti E602B 596-8683 dmarotti@nv.edu

ELECTRONIC ENGINEERING TECHNOLOGY (STEM Division)

Kristen Dagan McGee T616 596-8748 kdaganmcgee@nv.edu

EMT (Allied Health, Nursing and Physical Education Division)

Contact division's Academic Associate Dean

ENGINEERING TECHNOLOGY (STEM Division)

Contact division's Academic Associate Dean

ENGLISH (Liberal Arts & Behavioral/Social Sciences Division)

Patricia Pallis K603C 596-2115 ppallis@nv.edu

ENGLISH AS A SECOND LANGUAGE

(Liberal Arts & Behavioral/Social Sciences Division)

Karlene Ball E519B 575-8156 kball@nv.edu

ENVIRONMENTAL SCIENCE (STEM Division)

Christopher Tuccio E424 596-8634 ctuccio@nv.edu

FINANCE (Business Division)

Donna DeLieto Marotti E602B 596-8683 dmarotti@nv.edu

FIRE TECHNOLOGY ADMINISTRATION (Business Division)

Jonathan DeJoseph L312 596-8797 jdejoseph@nv.edu

GEOGRAPHY (Liberal Arts & Behavioral/Social Sciences Division)

Nikki McGary K600D 596-2103 nmcgary@nv.edu

GEOLOGY (STEM Division)

Christopher Tuccio E424 596-8634 ctuccio@nv.edu

HISTORY (Liberal Arts & Behavioral/Social Sciences Division)

Louis Lombard K606 575-8169 llombard@nv.edu

HORTICULTURE (STEM Division)

Christopher Tuccio E424 596-8634 ctuccio@nv.edu

HOSPITALITY MANAGEMENT (Business Division)

Karen Rotella T546 596-8739 krotella@nv.edu

HUMAN SERVICES (Liberal Arts & Behavioral/Social Sciences Division)

Contact division's Academic Associate Dean

LANGUAGES (Liberal Arts & Behavioral/Social Sciences Division)

Louis Lombard K606 575-8169 llombard@nv.edu

LEGAL ASSISTING/PARALEGAL (Business Division)

David Clough T632 596-8744 dclough@nv.edu

MARKETING (Business Division)

Donna DeLieto Marotti E602B 596-8683 dmarotti@nv.edu

MANAGEMENT (Business Division)

Donna DeLieto Marotti E602B 596-8683 dmarotti@nv.edu

MATHEMATICS (STEM Division)

Ruth Urbina-Lilback E409 575-8129 rurbina-lilback@nvedu

MECHANICAL ENGINEERING TECHNOLOGY (STEM Division)

Narendra Sharma T611 596-8689 nsharma@nv.edu

METEOROLOGY (STEM Division)

Christopher Tuccio E424 596-8634 ctuccio@nv.edu

MULTIMEDIA (Liberal Arts & Behavioral/Social Sciences Division)

Ray Leite L305 575-8152 rleite@nv.edu

MUSIC (Liberal Arts & Behavioral/Social Sciences Division)

Gil Harel A504 575-8039 gharel@nv.edu

NON-CREDIT LIFELONG LEARNING

Fay Godbolt F327 575-8031 fgodbolt@nv.edu

NURSING (Allied Health, Nursing and Physical Education Division)

Carol Gabriele F111 596-8734 cgabriele@nv.edu

PHILOSOPHY (Liberal Arts & Behavioral/Social Sciences Division)

Louis Lombard K606 575-8169 llombard@nv.edu

PHOTOGRAPHY (Liberal Arts & Behavioral/Social Sciences Division)

Ray Leite L305 575-8152 rleite@nv.edu

PHYSICAL EDUCATION (Allied Health, Nursing and Physical Education)

Carol Gabriele F111 596-8734 cgabriele@nv.edu

PHYSICAL THERAPIST ASSISTANT (Allied Health, Nursing and Physical Education)

Janet Gangaway F117 596-2168 jgangaway@nv.edu

PHYSICS (STEM Division)

Peter Benzi E426 596-2138 pbenzi@nv.edu

POLITICAL SCIENCE (Liberal Arts & Behavioral/Social Sciences Division)

Nikki McGary K600D 596-2103 nmcgary@nv.edu

PSYCHOLOGY (Liberal Arts & Behavioral/Social Sciences Division)

Nikki McGary K600D 596-2103 nmcgary@nv.edu

RADIOLOGIC TECHNOLOGY (Allied Health, Nursing and Physical Education)

Mark Martone F120 575-8266 mmartone@nv.edu

RESPIRATORY CARE (Allied Health, Nursing and Physical Education)

Contact division's Academic Associate Dean

SOIOLOGY (Liberal Arts & Behavioral/Social Sciences Division)

Nikki McGary K600D 596-2103 nmcgary@nv.edu

THEATER (Liberal Arts & Behavioral/Social Sciences Division)

Alexander "Sasha" Bratt A301 575-8038 abratt@nv.edu

ACADEMIC ASSOCIATE DEANS

ALLIED HEALTH, NURSING, and PHYSICAL EDUCATION

Carol Gabriele F111 596-8734 cgabriele@nv.edu

LIBERAL ARTS & BEHAVIORAL / SOCIAL SCIENCES (LABSS)

B.L. Baker K600C 575-8002 bbaker@nv.edu

BUSINESS

H. Justin Moore K719 596-8690 hmoore@nv.edu

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)

H. Justin Moore K719 596-8690 hmoore@nv.edu



Degrees and Certificates

Naugatuck Valley Community College offers associate degrees, credit certificates, and non-credit certificate programs. Curricular patterns are designed to implement the overall general and specific objectives of the College and lead to the degrees of: Associate in Arts (A.A.) and Associate in Science (A.S.)

Degrees

- Accounting (A.S.) – HA03
- Automotive Technician (A.S.) – HA24
- Automotive Technician Management Option (A.S.) – HC23
- Business Administration - Business Computer Applications (A.S.) – HA54
- Business Finance (A.S.) – HA57
- Business Management (A.S.) – HA68
- Computer Information Systems Technology (A.S.) – HA76
- Criminal Justice/Public Safety (A.S.) – HB04
- Cybersecurity (A.S.) – HA35
- Digital Arts Technology (A.S.) - HC24
- Drug and Alcohol Recovery Counselor (A.S.) – HF10
- Early Childhood Education (A.S.) – HB93
- Electronic Engineering Technology (A.S.) – HB11
- Engineering Science (A.S.) – HB12
- Engineering Technology (A.S.) – HB83
- Engineering Technology - Automated Manufacturing (A.S.) – HB84
- Engineering Technology - Computer-Aided Drafting/Design (A.S.) – HB86
- Engineering Technology - Mechanical (A.S.) – HB85
- Environmental Science (A.S.) – HB87
- Fire Technology and Administration (A.S.) – HF05
- General Studies (A.S.) – HB25
- Horticulture (A.S.) – HB37
- Hospitality Management - Foodservice Management (A.S.) – HB16
- Hospitality Management - Hotel Management (A.S.) – HB94
- Human Services (A.S.) – HA06
- Legal Assistant/Paralegal (A.S.) – HB56
- Liberal Arts and Sciences (A.A.) – HB57
- Marketing (A.S.) – HB61
- Nursing (A.S.) – HF30
- Physical Therapist Assistant (A.S.) – HB71
- Radiologic Technology (A.S.) – HB73
- Respiratory Care (A.S.) – HB74
- Technology Studies (A.S.) – HF11
- Technology Studies – Engineering Technology Option (A.S.) – HF12
- Visual and Performing Arts – Visual Art (A.A.) – HC28
- Visual and Performing Arts – Dance (A.A.) – HC29
- Visual and Performing Arts – Music (A.A.) – HC31
- Visual and Performing Arts --Theater Arts (A.A.) – HC32

Certificates

- Accounting – HJ05
- Administrative Support – HJ81
- Advanced CADD Modeling – HJ03
- Advanced Engine Performance – HJ12
- Advanced English Proficiency – HJ80
- Advanced Manufacturing Machine Technology – HK60
- Animation and Motion Graphics
- Audio/Video Production – HK01
- Automotive Fundamentals – HJ24
- Business Management – HJ38
- CADD Modeling 3D – HJ02
- Child & Family Services – HJ14
- CNC Machining – HJ04
- Computer-Aided Drafting 2D – HJ01
- Computer Networking – HJ42
- Criminal Justice – HJ75
- Culinary Arts – HJ77
- Dance – HK28
- Dietary Supervision – HJ65
- Digital Graphics for Print and Screen – HJ09
- Disabilities/Mental Health – HJ11
- Drug and Alcohol Recovery Counselor – HJ10
- Early Childhood Education – HJ89
- Electronic Music and Audio Production – HJ06
- Emerging Media
- Engineering Technologies Exploratory – HJ73
- Finance – HJ70
- Forensics Studies – HJ39
- Fundamentals of Machine Technology – HJ20
- General Automotive Services – HK10
- Gerontology – HK11
- Horticulture – HK18
- Landscape Design – HK30
- Law Enforcement – HJ17
- Lean Manufacturing – HN13
- Legal Studies/Paralegal – HJ69
- Management Information Systems – HJ13
- Marketing Electronic Commerce – HJ63
- Modern Manufacturing Design – HJ15
- Object-Oriented Programming – HK23
- Principles of Manufacturing – HJ16
- Supply Chain Management – HN14
- Sustainable Food Systems – HK33
- Technical Communications – HJ61
- Visual Art – HJ78

Non-degree

- Non-Degree – HZ99

Non-credit Proficiency Certificates are available.

See the most current course schedule at nv.edu/nc

Connecticut State Colleges and Universities (CSCU) Transfer Ticket Degrees

- CSCU Transfer: Art Studies (A.A.) – H12HG21
- CSCU Transfer: Biochemistry Studies (A.A.) – H12HG23
- CSCU Transfer: Biology Studies (A.A.) – H12HG01
- CSCU Transfer: Business Studies (A.A.) – H12HG12
- CSCU Transfer: Chemistry Studies (A.A.) – H12HG02
- CSCU Transfer: Communication Studies (A.A.) – H12HG03
- CSCU Transfer: Computer Science Studies (A.A.) – H12HG13
- CSCU Transfer: Criminology Studies (A.A.) – H12HG04
- CSCU Transfer: Early Childhood Teacher Credential Studies (A.S.) – H11HG14
- CSCU Transfer: Economics Studies (A.A.) – H12HG25
- CSCU Transfer: English Studies (A.A.) – H12HG05
- CSCU Transfer: French Studies (A.A.) – H12HG16
- CSCU Transfer: Geography Studies (A.A.) – H12HG24
- CSCU Transfer: History Studies (A.A.) – H12HG06
- CSCU Transfer: Italian Studies (A.A.) – H12HG18
- CSCU Transfer: Mathematics Studies (A.A.) – H12HG07
- CSCU Transfer: Physics Studies (A.A.) – H12HG19
- CSCU Transfer: Political Science Studies (A.A.) – H12HG08
- CSCU Transfer: Psychology Studies (A.A.) – H12HG09
- CSCU Transfer: Social Work Studies (A.A.) – H12HG10
- CSCU Transfer: Sociology Studies (A.A.) – H12HG11
- CSCU Transfer: Spanish Studies (A.A.) – H12HG20
- CSCU Transfer: Theatre Studies (A.A.) – H12HG22

For more information visit www.ct.edu/transfer

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Stay on track with online courses and save money this winter! It's the perfect time to get ahead or make up a class! Take advantage of NVCC's intersession courses while on break from your home college and save hundreds of dollars per class! Go to nv.edu/winter.

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- Medical Coding & Billing Specialist
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- Personal Fitness Trainer
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- Phlebotomy Technician
- Real Estate
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203-575-8029

Founders Hall, Room F323, Waterbury Campus

Administrative Offices, Danbury Campus

Monday–Friday, 8:00 am to 5:00 pm

Visit us at nv.edu/nc to see our full course catalog
or contact us at 203-575-8029 or nc@nv.edu

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- April 6, 2:00 pm
- May 11, 2:00 pm
- June 15, 2:00 pm
- July 13, 5:30 pm
- August 3, 5:30 pm

Location: Tech Hall Lobby



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