

Adjunct Faculty Handbook

2022-2023

*Portions Extracted from the College's Employees'
Policies & Procedures Manual*



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www.nv.edu

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August 2022

Welcome Part-time Instructors!

You play a crucial role in the lives of our students, and we are so glad you are part of our team:

- you create a vibrant learning community;
- you inspire and motivate students;
- and you make a difference in the lives of our students!

This Part-time Faculty Handbook explains many of the College's policies and procedures and provides you with important information as well as our expectations. We have included special instructional and personnel requirements for your review, but please also refer to the Faculty and Academic Information of the College's *Employees' Policies & Procedures Manual*, which is available on the College's website

at <https://www.nv.edu/Portals/0/Documents/HR/NVCCEmployeePolicyProcedureManual.pdf>

We want you to take advantage of the wide range of teaching resources we offer!

The Center for Teaching (CFT) offers an array of professional development opportunities!

- Contact the CFT Coordinator Julia Petitfrere (jpetitfrere@nv.edu), who is located on the 6th floor of Kinney Hall.
- Professor Ruth Urbina-Lilback is the Teaching and Learning Consultant (TLC), who is located on the 4th floor of Ekstrom Hall and can be reached at 203-575-8129 or RUrbina-Lilback@nv.edu.

Your **college e-mail address is the only way we communicate with you!**

- Be aware of upcoming events, reminders for grades, and other important information to stay connected with the College and your colleagues.
- *The Weekly Bulletin* that the CEO publishes arrives in your e-mail toward the end of each week, and it includes all kinds of information that you will find useful and perhaps inspiring!
- Also, pay particular attention to the System website, <https://www.ct.edu/>, the College website, <https://www.nv.edu>, and daily e-mail communications for any changes in policies and procedures.
- There is a [COVID FAQ](#) on our website. I also recommend that you visit the [CSCU Faculty Remote & Online Learning](#) page for online teaching resources and a portal to the training calendar.

If you have questions or need guidance, please contact your Academic Division Office. Personnel questions can be directed to Human Resources, K-704 (203-596-8719).

Thank you for accepting your part-time assignment at NVCC. We believe you have something special to offer our students, and we are so glad you are here.

Sincerely,



Dr. H. Justin Moore
Interim Dean of Academic Affairs

Job Responsibilities

Naugatuck Valley Community College must rely on the professional backgrounds and talents of many people in order to execute its mission. Each semester the College enlists the services of adjunct faculty to fill positions as instructors in courses and associated activities. The responsibilities, evaluation and recognition of adjunct faculty are outlined below. Please note that because faculty members are under various collective bargaining agreements, some adjustments may need to be made to the materials in this section. Bargaining unit assignments are listed on the Notice of Appointment.

Job Responsibilities

Specific responsibilities of adjunct faculty are:

- To be well prepared for each class.
- To meet classes promptly at the time specified in the schedule.
- To commit to attending all scheduled class periods.
- To notify your Associate Dean (and, as necessary, the Dean of the Danbury Campus if you teach at the Danbury Campus) when you cannot meet the class.
- To notify the Associate Dean if you cannot arrange for a colleague substitute [a substitute can only be an NVCC department colleague approved by the Associate Dean].
- To develop a detailed syllabus in concert with the divisional curriculum for each class taught using the Naugatuck Valley Community College format, and submit one copy electronically to your Associate Dean of your division during the first week of classes with a copy to the Division Secretary(ies).
- To distribute a copy of your syllabus to students during the first class meeting.
- To check your assigned mailbox and NVCC e-mail regularly. The College will communicate to you through NVCC email.
- To make time available to students before or after class periods, and to identify for students how you can be reached outside of class time.
- To maintain a familiarity with college resources that can help students succeed academically and to refer students to these resources as necessary (i.e., ACE, Library, Deans).
- To arrange office space with your Associate Dean.
- To notify your Associate Dean of the location for holding office hours and indicate it on your syllabus and on Blackboard.
- To attend orientation sessions as announced and other meetings as scheduled by the division.
- To maintain accurate grade books and, at the end of each semester, **submit a photocopy of the grade book sheet** to your Associate Dean for every course taught.
- To submit grades in a manner and by the deadline prescribed by the Registrar.
- To be familiar with the contents of college handbooks and instructional resource guides.
- To enforce college policies and procedures, including provisions which prohibit smoking and the consumption of food and beverages in the classroom areas.
- To exercise and emphasize lab safety.
- To make recommendations, if any, for improving instruction or other college services to your Associate Dean.

DUTIES AND CONDITIONS

Below is language from your Notice of Appointment:

DUTIES:

1. Teach the assigned course in accordance with the published catalog description or other approved syllabus;
2. Make preparations related to teaching including the development of an approved course outline and reading list unless these are provided by the College;
3. Advise students enrolled in the course in the manner prescribed by the CEO or his/her designee;
4. Distribute to each student in the course, during the first week of class a course outline or overview information as to reading and attendance requirements and an indication of evaluative and grading mechanisms to be utilized, and provide copies of such to the designated College official;
5. Maintain accurate records of students enrolled in the course;
6. Comply with all College policies, procedures, and regulations;
7. Perform such other duties which are related to this appointment as required by the CEO or his/her designee or by the Collective Bargaining Agreement, as appropriate.

CONDITIONS:

This appointment is contingent upon the course specified being offered. A course may be canceled by the College for any reason including but not limited to inadequate course enrollment. The College reserves the right to terminate this appointment if in the College's sole discretion it is necessary to assign the course to a permanent employee. This appointment is contingent upon continued availability of funding and subject to automatic termination in the case of unavailability or necessary reallocation of funds. This appointment is only for the period specified and is not intended to create a right to subsequent appointment. Each appointment as a part-time lecturer constitutes a new appointment.

Each course assignment constitutes a separate part-time lecturer appointment. No individual may hold more than two such appointments or teach more than eight contact/credit hours or the equivalent during a semester or session in the Connecticut Community College System. In accepting this appointment, the appointee certifies that he/she holds not more than one other such appointment and that he/she is not committed to teach more than eight contact/credit hours in this system for the period specified or any portion thereof. This appointment may be terminated for inadequate performance or other sufficient cause.

TERMS AND CONDITIONS OF APPOINTMENT:

1. This offer of appointment is only valid until (*END DATE*), and unless acceptance is evidenced by signature of the appointee and return of the signed notice to the Human Resource Department on or before said date it shall be null and void. Employment may not commence until this form has been completely executed including, for current state employees, a Dual Employment form [CT-HR-25](#).
2. This appointment is contingent upon verification of employment eligibility pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
3. This appointment comes with the obligation to meet each scheduled class and to complete all assigned responsibilities, including rescheduled classes and makeup of work missed, where appropriate, and timely submission of final grades. Failure to fulfill the obligations of this contract may be cause for discipline.
4. This appointment is contingent upon the appointee fulfilling the duties which are specified on this page and is also contingent upon the conditions described therein.

DUAL EMPLOYMENT

Employees with more than one job with the State of Connecticut are required to complete a [CT-HR-25 Dual Employment Request Form](#) before commencing work. This includes employees with 2 or more different contracts at Naugatuck Valley Community College. A Dual Employment form is required to show no conflict of schedules or job duties, as well as other employment information. (See General Letter 204 for procedure and specific requirements pertaining to Dual Employment [General Letter No. 204 revised - Dual Employment](#))

THE SYLLABUS

Subject, Course Number, & Title (example: ENG H101: Composition -- To be completed by Instructor)

CRN (example: CRN 5432 – To be completed by Instructor)

Number of Credits: (example: 3 credits – To be completed by Instructor)

Semester and Year: (example: Fall 2018 – To be completed by Instructor)

Please find the CSUCU's most recent COVID protocols here: <https://www.ct.edu/covid19#faq>

Prerequisites: To be completed by instructor.
Course Days & Times: To be completed by instructor.
Learning Modality: To be completed by instructor. (LRON, ONLN, TRAD...etc)
Course Delivery: To be completed by instructor. (WebEx, TEAMS, Collaborate...etc)
Campus Location: To be completed by instructor. (Waterbury or Danbury, if fully online please indicate there is no assigned campus)
Class Location: To be completed by instructor. (if fully online please indicate there is no assigned campus location)

Instructor Information:

Name: To be completed by instructor.	NVCC e-mail: To be completed by instructor.
NVCC phone: To be completed by instructor; not applicable to adjunct faculty.	NVCC office: To be completed by instructor; not applicable to adjunct faculty, though they are welcome to use the adjunct offices in their respective divisions.
Office Hours: To be completed by instructor.	

Course Description:

To be completed by instructor. Take this information directly from the catalog or from a sample syllabus provided by your Chair/Coordinator.

Required Textbook/Materials:

To be completed by instructor. Include all required texts and other materials for your course. Be specific if a certain edition is necessary. If neither a text nor other materials are required, state the following: "NOT REQUIRED FOR THIS CLASS."

Student Learning Outcomes:

To be completed by instructor based on consultation with Department Chair or Program Coordinator.

NOTE: To maintain legal and accreditation standards, all sections of a course must list learning outcomes that have been approved by shared governance. These outcomes must be the same across all sections of the course. Please obtain the most current learning outcomes for this course from your Department Chair or Program Coordinator and list them here.

Instructional Methodology:

To be completed by instructor. Note whether this class is on ground, online, or a hybrid. If the course is a mix of modalities and/or includes on-ground instruction, please be as descriptive as possible to mitigate confusion.

Course Delivery:

To be completed by instructor. If you are instructing courses via LRON, ONLN, OLCR, HYBRID, or a mix of learning modalities, please state the platform(s) (Blackboard, Blackboard Collaborate, TEAMS,

WebEx...etc) you plan on using to deliver lectures, laboratories, clinicals, and/or course content. Please be as descriptive as possible.

Evaluation & Grading:

To be completed by instructor. Be as specific as possible with your grading criteria, including all components that will be included in your final evaluation (quizzes, exams, homework, papers, participation, etc.) and how much weight will be assigned to each. Doing so will help students have a sense of their standing in the class.

For the purpose of computing numerical credit point averages, grades are evaluated as follows for each semester hour of credit. Grades on exams, papers, and quizzes, will be based on this grading system.

Grading Standards and Equivalency Table

Letter Grade	Grade Scale	GPA Equivalency	Description
A	93-100	4.0	Distinguished achievement in all phases of the course or assignment
A-	90-92	3.7	
B+	87-89	3.3	
B	83-86	3.0	High level of achievement in some phases of the course or assignment
B-	80-82	2.7	
C+	77-79	2.3	
C	73-76	2.0	Basic understanding of the subject of the course or assignment
C-	70-72	1.7	
D+	67-69	1.3	
D	63-66	1.0	Minimal performance in the course or on the assignment
D-	60-62	0.7	
F	0-59	0.0	Failure

Final course grades are computed to a whole number. A grade at or above .50 truncated will be rounded up to the next whole number; any grade at or below .49 truncated will be rounded down to the whole number.

Examples:

Final Course Grade = 72.49 = 72 = C-

Final Course Grade = 72.50 = 73 = C

Course Outline/Readings:

To be completed by instructor.

Faculty are encouraged to put a calendar or schedule of activities, readings, etc. in this space. Doing so helps to keep students on track and encourages them to plan ahead for tests and assignment due dates. You might also include a note like the following: "This schedule may be modified at the discretion of the instructor to accommodate students' needs, and the instructor will notify the students when doing so, but students are responsible for being aware of any changes."

OPTION: If you choose, the information below can be put into Blackboard. If you choose to do so, please refer students to it there.

Academic Engagement Policy:

NVCC students are expected to actively engage in learning. Current CSCU policy requires that students who do NOT begin participation in each class by a certain date be dropped from the class(es) in which there is no evidence of active participation. Logging into Blackboard alone does not prove engagement.

Changes in enrollment may impact financial aid eligibility. For more information see this link: [1.19 Policy on Grades, Notations, and Academic Engagement.pdf \(ct.edu\)](#).

Student Consent to Class Session Recording: If you plan on recording class, lab, or other course activities, a one question quiz (YES or NO) provided through Blackboard will be given to each student in order to provide consent for their likeness to be recorded (please see consent statement below). Students will be asked to authorize faculty and staff at Naugatuck Valley Community College to record their likeness and voice on video, audio, photographic, digital, electronic, or any other medium during a class, lab, or other course activity session.

Student consent statement to be given to students through Blackboard:

I hereby authorize the faculty and staff at Naugatuck Valley Community College, and those acting pursuant to its authority to: (a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium. (b) Use my name in connection with these recordings. (c) Use, reproduce, exhibit or distribute solely in the college's Learning Management System (Blackboard). I release the College and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in Blackboard, shall remain the property of the Naugatuck Valley Community College.

Recorded Class Sessions: If you are recording a class, lab, or other course activity, all faculty must announce to their students prior to the start of a given course session that the session will be recorded. In order to comply with FERPA, do not disclose any personal identifiable information (PII) from student education records during a recorded class, lab, or other course activity.

Class sessions may be recorded and uploaded to Blackboard and shall be used for the purpose of completing course assignments only. Unless prior permission is obtained or reasonable accommodation granted, students are not permitted to record classes. Students participating in the virtual classroom should refrain from sharing personally identifiable information from education records. Additionally, U.S. Copyright Law, Connecticut State law, or relevant collective bargaining agreements protect the intellectual property of the faculty member, CSCU or Naugatuck Valley Community College, which may include, but is not limited to: lectures, demonstrations, or performances. Any redistribution of recordings without the faculty's or the institution's prior approval constitutes academic misconduct and may result in disciplinary sanctions. CSCU or (insert name of institution) reserves the right to delete the class recordings pursuant to CT State law retention requirements after the period of instruction is over.

Incomplete:

An Incomplete (I) is a temporary grade assigned to a student who, because of special circumstances, cannot complete the requirements of a course within the regular semester. Faculty may require documentation to substantiate special circumstances. The course work must be completed by the end of the next standard semester. The Registrar will convert the Incomplete upon receipt of a Grade Change Notification Form. If no Grade Change form is received by the end of the next standard semester, the "I" will be converted to the grade indicated by the faculty member based on a final grade calculated with zeroes for the incomplete assessments.

Withdrawal Policy:

Withdrawing from a course can affect students' academic progress as well as their financial aid. If a student is considering withdrawing, they should first talk to their instructors about their current progress and explore alternatives. If students are on financial aid, talk to that office to understand any consequences. If students decide to withdraw, they must submit a written withdrawal request to the Office of the Registrar by the appropriate deadline. Withdrawals can be made in person, by mail, or online through your student account at [MyCommnet](#). Follow the proper steps! **NOTE: Students are responsible for completing appropriate withdrawal paperwork; instructors do not withdraw students from their classes.** For more information, see this link on the website: <https://www.nv.edu/Admissions-and-Aid/Paying-for-College/Financial-Aid/Withdrawing-from-a-class>

Withdrawal Deadlines:

Withdrawal dates, along with Refund Deadlines for the various course schedules can be found on the College's website at:

<https://nv.edu/Portals/0/Documents/Records/StudentImportantAcademicDatesFall2022.pdf>

Blackboard: *(To be completed by instructor with a statement regarding how Blackboard will be used in this class.)*

SAMPLE (you can edit): This course makes extensive/moderate/limited use of Blackboard, the digital teaching and learning platform for Connecticut Community Colleges. A copy of this syllabus, class handouts, and assignments will be posted in Blackboard. Students will need access to the Internet; please feel free to use our open computer labs, our library, and the ACE.

Do not edit: While mobile devices provide convenient access to check in and read information about courses, students should not try to take tests, quizzes, complete assignments, or submit substantive discussion posts in that way because Blackboard is not fully supported on mobile devices at this time. If students have any problem using Blackboard Mobile, they should contact Distance Learning at **203-575-8182** dl@nv.edu.

Do not edit: During off-hours please visit our *Connecticut Community Colleges Online Help Desk* <https://cscu.edusupportcenter.com> and search "Blackboard Mobile" or call **860-723-0221** available 24/7/365. If these resources are not available, please use a desktop/laptop computer for all course viewing and activity. Students and Faculty can access Blackboard through our myCommNet portal <http://my.commnet.edu> or through our Blackboard App by referring to the help article entitled "Can I use Blackboard on my Smartphone or Tablet?" https://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=cscu&article_id=1912-1463992, or directly at <https://ctccs.blackboard.com>.

Tutoring Resources:



The Academic Center for Excellence (ACE) is an inclusive and welcoming environment for all students. We are here for you. The ACE supports you in completing assignments and allowing you to advance in academic programs. We offer in-person and on-line tutoring. Visit our [website](#) for specific hours. Drop in on our Waterbury or Danbury locations for in-person tutoring. For online tutoring, please visit our website and schedule an online appointment.

Library Resources:

NVCC's Max R. Taurig 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 <http://www.nv.edu/library>. On this page you can also chat with a librarian, access research databases, and request items. Library hours can be found here: <https://nv.libcal.com/hours/>

Students can also make online or phone appointments with a librarian via the library website. 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 also loans textbooks, laptops and Chromebooks, Wi-Fi hotspots, graphing calculators, USBs, guitars and drums, and sports equipment. Computers and hotspots are available to borrow by request on the library's website. You will be contacted when the item is available for you to pick up. Please contact the library staff with questions using the live chat box on our website, text (203) 951-8189, or email at library@nv.edu.

Interim Dean of Academic Affairs:

Kinney Hall – K719

nv-academicaffairs@nv.edu

203-575-8046 or 203-575-8231

NVCC Absences and Attendance Guidelines:

- The Faculty expects that each student will exercise personal responsibility regarding class attendance.
- All students are expected to attend every class session of each course for which they are registered.
- Students are responsible for all that transpires in class whether or not they are in attendance, even if absences are the result of late registration or add/drop activity at the beginning of a term as permitted by college policy.
- The Faculty defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Distance Learning courses will use criteria established by the Instructor.
- When presence counts towards a class participation grade, excessive absence or lateness may, at the discretion of the instructor, lower a student's course grade.
- Instructors will maintain class participation records.

Here are some suggestions for other comments you may find relevant and may want to include:

If extenuating circumstances arise at any point during the semester, please contact me as soon as possible. We will discuss what action to take concerning your work.

Remember that you are responsible for what goes on in a class you have missed, and you should find out what went on in your absence. To that end, you may want to write down several of your peers' phone numbers and e-mail addresses.

Class Cancellations:

If a class is cancelled or delayed because of weather or other unforeseen event, instructors may plan for a qualified substitute instructor or plan make-up assignments for any class time missed. Faculty can plan for make-up assignments through a variety of ways including, but not limited to, the use of reading days, extended class time, or online/additional class assignments. **Cancellation or delay of classes due to inclement weather is made only by the Chief Executive Officer (CEO) of the College. To learn about these cancellations or delays promptly, please sign-up for MyCommNetAlert for immediate notifications.**

Students with Special Needs-ADA:

Students with Special Needs-ADA: Students who may require academic adjustments on the basis of a disability are encouraged to contact the Counselor for Students with Disabilities. Contact NV-Disabilities1@nv.edu or visit K406B or call 203-575-8012 in Waterbury and 203-437-9699 in Danbury) at the beginning of each semester. After providing documentation and completing the disability disclosure process, students are then encouraged to speak with their instructor(s) within the first two weeks of the semester to discuss any adjustments approved by the appropriate disabilities contact. Adjustments are not retroactive. Instructors, in conjunction with appropriate college personnel, will provide assistance and/or adjustments only to those students who have completed the disability disclosure process.

Academic Misconduct:

At NVCC we expect the highest standards of academic honesty. Academic misconduct is prohibited in accordance with the Board of Regents **Student Code of Conduct** (Part D. Prohibited Conduct, 1. academic misconduct). This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed

activities. Academic misconduct extends to any student who aids in another's student's cheating. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.

The first offense of academic misconduct may result in a grade of "F" or "0" for the assignment and/or failure in the course at the discretion of the instructor. (Please see the Student Handbook on the College website link for more information:

<https://nv.edu/portals/0/documents/student services/studenthandbook.pdf>.) Any subsequent instances of academic misconduct will require the student to meet with the Dean of Academic Affairs. The Dean will determine the consequence for the subsequent instances of academic misconduct.

In addition, the student will be required to meet with the Dean of Student Services to address the academic misconduct as it is a violation under the Student Code of Conduct.

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.

Official Student Email:

NVCC students are given an official college-issued student email address, which is the primary way to receive any communications from the college. It is the students' responsibility to check their college-issued e-mail for all communications from their instructors and the college. Emails will not be sent to personal email accounts. Visit nv.edu/email for details on setting up an account or for help, call or visit IT: 203-575-8092 or nv.edu/IT. NVCC gives free access to web applications of Microsoft Word, Excel, PowerPoint and OneNote.

Student & Faculty Communication and Processes:

Good communication between students and their instructors can make a big difference in academic experiences. If a student has a question or problem with the course or an assignment, they should always try to talk to their instructor first. Please reach out to your instructor to arrange a time to meet to discuss any issues, questions, or problems you may be facing as soon as possible.

It is the College's policy to provide a mechanism and process whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at the earliest possible stage.

A student has the right to appeal any decision of a full-time or adjunct faculty member, staff member, program director, clinical coordinator or employee of the college. An academic appeal is defined as an allegation by a student that an employee of the college has violated federal or state laws and regulations, college or department policies, accreditation standards or the faculty member's own stated policy relating to the student's assignment of grades or other academic evaluation. The process and accompanying forms are available via this link on the college's website:

[https://nv.edu/Portals/0/Documents/AcademicAffairs/FORMS/Academic Appeal Process and Forms.pdf](https://nv.edu/Portals/0/Documents/AcademicAffairs/FORMS/Academic%20Appeal%20Process%20and%20Forms.pdf)

The Student Academic Appeals Process and forms are also available through the Student Handbook (see link below).

Student Handbook:

Please see the ***Student Handbook*** on the College website (found under Student Resources) for more information on these and other policies and procedures such as all Code of Conduct violations, cell phone use in class, children on campus, smoking policy, and more.

<https://nv.edu/portals/0/documents/student services/studenthandbook.pdf>

NVCC Smoke-Free Campus Policy:

Section 19a-342 of the General Statutes of Connecticut prohibits smoking in any building or portion of a building owned or leased by the state. Smoking is also prohibited in any vehicles owned or leased by the state or any political subdivision thereof (this policy does not apply to personal vehicles). ***Smoking shall also be prohibited in all outdoor areas of Naugatuck Valley Community College campus property, including but not limited to parking lots, paths, fields, and sports/recreational areas.*** See page 43 of the Student Handbook.

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, CSU Manager of Equal Employment Opportunity, kcarolina@commnet.edu; Angelo Simoni, CSU 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)

ADJUNCT FACULTY EVALUATION

All newly appointed adjunct faculty in a division will be evaluated by either their Associate Dean, Department Chair or Program Coordinator during the first semester or course. All continuing adjunct members will be evaluated every third semester or course thereafter.

On a continuing basis, Associate Deans may assign full-time faculty to guide two or three adjunct faculty members each semester. This system provides continuity for good communication and interaction with full-time faculty, division activities and curriculum.

Each division uses the Collective Bargaining Evaluation Forms. The evaluation consists of the following:

- FDRP student evaluation summary
- FDRP instructional observation form
- Overall performance form for adjunct faculty

Forms can be found on the College website at: [A-Z Listing of Faculty Forms](#)

Student Evaluation of Faculty

Student evaluations of faculty are conducted online each Fall and Spring semester. Data from student surveys will be provided to the area deans after the end of the semester.

Students and faculty will access the evaluations via myCommNet and Self-Service Banner. Surveys will be available to students during the last three weeks of the semester up until final exams. During that window, students can access the evaluations links from any computer with internet access. They have one survey link per active registered credit class. Faculty can only see % completions data for their surveys (no details) until after grades are rolled. Results will be made available to faculty after they are received by the Academic Dean.

Note: *Each faculty member should check with the Associate Dean regarding duties, communication systems, evaluation processes, and forms. Orientation sessions are held in each division at least annually.*

GRADING SYSTEM & ADMINISTRATIVE TRANSCRIPT NOTATIONS

Please refer to the Faculty & Academic Information section of the *Employees' Policies & Procedures Manual* or the current College Catalog at: <https://nv.edu/Academics/Academic-Programs/Academic-Catalog>

POLICY ON GRADING, NOTATIONS AND ACADEMIC ENGAGEMENT

Effective Fall 2020 the BOR passed an Academic Engagement policy:

Academic Engagement:

CT Community college students are expected to actively engage in learning. CSCU policy requires that students who do NOT begin participation by a certain date after the beginning of each class must be dropped from the class(es) in which there is no evidence of active participation.

Academic engagement includes, but is not limited to:

- Attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an assignment or taking an exam
- Engaging in an interactive tutorial or computer-assisted instruction
- Taking part in a study group assigned by the instructor or ACC tutor
- Participating in an online discussion about the course material
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academic engagement does not include:

- Logging into an online class without active participation – Logging into Blackboard or other publisher systems alone doesn't count as active participation
- Participating in academic counseling or advising

CT Community College Faculty/ Instructors will determine whether academic engagement has occurred. A student's certification of participation that is not supported by documentation cannot count as engagement.

The policy can be found [here](#) in its entirety.

CENTER FOR TEACHING (CFT)

NVCC's Center for Teaching (CFT) offers multiple professional development and collaborative opportunities for part-time and full-time faculty members throughout the academic year. Programming frequently includes workshops, article discussions, TED Talk discussions, panel discussions and book clubs focused on effective teaching, student learning, and professional growth. Alongside inspiring and informative programming, CFT cultivates collegiality and faculty interaction as we share ideas and teaching techniques across divisions and disciplines. Please be sure to look for email updates about upcoming events.

NVCC's CFT is also part of a System-Wide Center for Teaching (including all of Connecticut's Community Colleges) that offers annual initiatives including single and multi-day conferences and workshops. Contact our Teaching and Learning Consultant (TLC), Ruth Urbina-Lilback (RUrbina-Lilback@nv.edu), for more information about the system-wide offerings. Contact NVCC CFT Julia Petitfrere (jpetitfrere@nv.edu) for more information, or if you want to participate in leading a workshop and/or join the committee.

AAC&U HIGH IMPACT PRACTICES

NVCC is an active member of the Association of American Colleges and Universities. Therefore, we strongly encourage faculty to pursue AAC&U High Impact Practices in their pedagogy. These practices include Writing Intensive Courses, Collaborative Assignments and Projects, Undergraduate Research, Diversity/Global Learning, and Service or Community Based Learning.

For detailed information on these and other HIPs, please click on the following link:

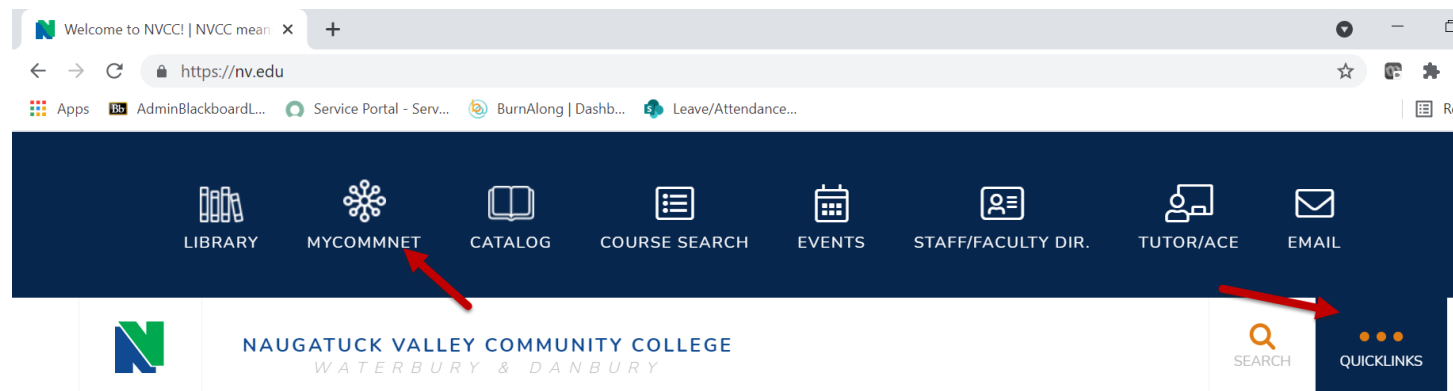
https://www.aacu.org/sites/default/files/files/LEAP/HIP_tables.pdf

WEB FOR FACULTY INSTRUCTIONS

The following steps outline the procedure for faculty members to access student information, display class lists and enter grades. Please use these services to quickly access information for your classes.

Step 1.

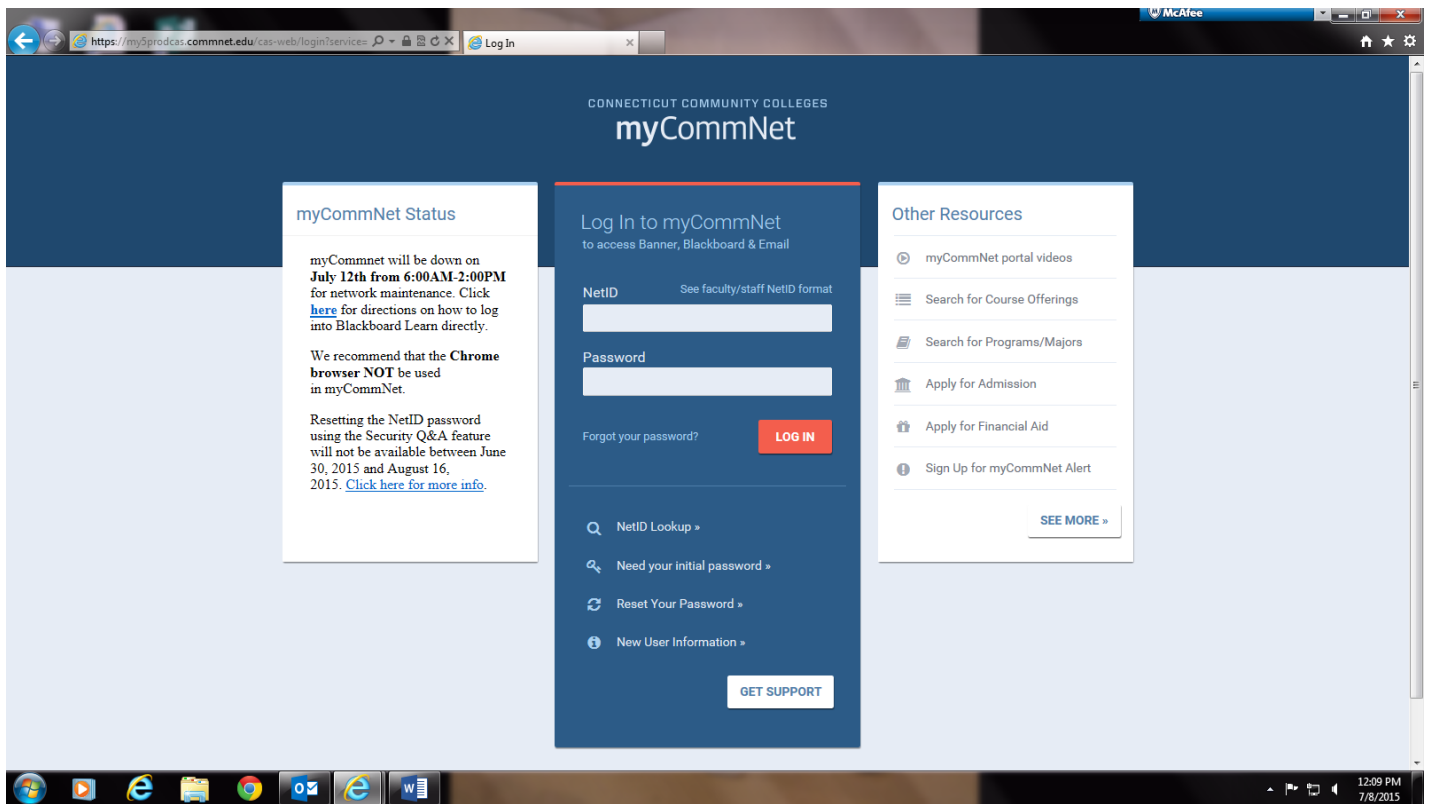
Go to www.nv.edu NVCC's homepage. Click on "Quick Links" (top right-hand corner)



Step 2.

Click MYCOMMNET (top of screen)

The following screen appears:

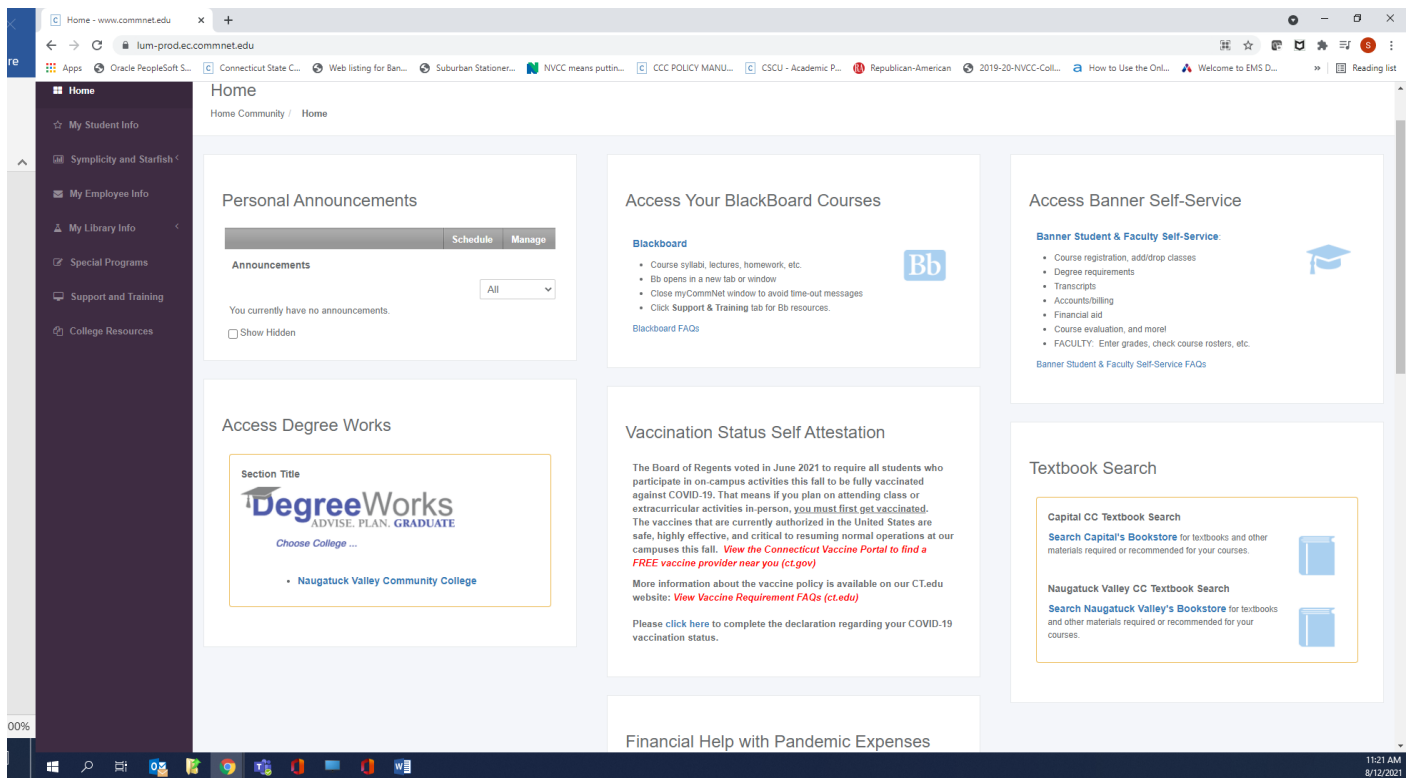


Step 3.

Enter **NetID** and **Password**
Click **Login**.

Step 4.

The following window appears and shows options available to you.



Step 5.

Just read the screens carefully to understand what is necessary to select the term, enter grades, print a roster, etc. At semester's end, grades can be entered. **Be careful to keep your Banner ID and password secure!**

Please note the reminder concerning **confidentiality of student information**.

Step 6.

When finished, return to “myCommNet” page and click on “logout”

DISTANCE LEARNING & WEB ENHANCEMENT OF COURSES

Blackboard is a course management system that facilitates the creation of web-based educational environments by providing a standardized interface and a set of educational tools that facilitate learning, communication and collaboration by students and faculty.

Blackboard’s online instructional tools enable any instructor to enhance the learning in their courses by providing a variety of ways to promote interaction and collaboration, and augment communication between, and among, students and instructors. Course syllabi, assignments, assessments, and course content can all be delivered via Blackboard, and communication and

collaboration can be enhanced using online discussions, publishing presentations, email, chat, and whiteboard tools. Feedback to students is enhanced through the use of the online grade book, self-tests, and reporting and tracking functions. The system can be used productively for classroom-delivered courses, fully online courses, or those using a mix of these two delivery methods (sometimes referred to as “hybrid” courses).

For more information on Blackboard including system requirements and faculty training please contact the Director of Distance Learning at **203-575-8182**, dl@nv.edu, or see the [Learning Technology Training Calendar](#).

ACADEMIC APPEALS BY STUDENTS

Good communication between faculty and students will make disputes between them infrequent; however, if disagreements occur, it is the College’s policy to provide a mechanism and process whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at the earliest possible stage.

Any student has the right to appeal a decision of faculty, adjunct faculty, staff, program director, clinical coordinator, or employee of the college. Definition of an academic appeal is an allegation by a student that an employee of the college has violated federal or state laws and regulations, college or department policies, accreditation standards, or the faculty member’s own stated policy relating to student’s assignment of grades or other academic evaluation.

More information and Academic Appeal Forms are available in the Student Handbook at: <https://nv.edu/portals/0/documents/student services/studenthandbook.pdf>.

Types of Appeals

There are two types of Academic Appeals at Naugatuck Valley Community College:

- (A) General Academic Appeals are for appeals by students in any program or discipline.
- (B) Allied Health/Nursing Clinical Academic Appeals are for those appeals which deal specifically with clinical evaluation judgments.

Copies of the policy and forms may be obtained through the Division Offices or the Dean of Academic Affairs.

ACADEMIC MISCONDUCT

Academic Misconduct Statement:

At NVCC we expect the highest standards of academic honesty. Academic misconduct is prohibited in accordance with the Board of Trustees’ student discipline policy 5.2.1 Policy on Student Conduct, Section 3, Paragraph 2. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Academic misconduct extends to any student who aids in another’s student’s cheating. Plagiarism is defined as the use of another’s idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.

The first offense of academic misconduct may result in a grade of “F” or “0” for the assignment and/or failure in the course at the discretion of the instructor. (Please see the Student Handbook on the College website link for more information:

<https://nv.edu/portals/0/documents/student services/studenthandbook.pdf>.) Any subsequent instances of academic misconduct will require the student to meet with the Dean of Academic Affairs. The Dean, in

collaboration with the instructor, will determine the consequence for the subsequent instances of academic misconduct.

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

Click [here](#) for access to the Academic Misconduct Form

LIBRARY RESOURCES

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 <http://www.nv.edu/library>. On this page you can also chat with a librarian, access research databases, and request items. Library hours can be found here: <https://nv.libcal.com/hours/>

Students can also make online or phone appointments with a librarian via the library website. 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 also loans textbooks, laptops and Chromebooks, Wi-Fi hotspots, graphing calculators, USBs, guitars and drums, and sports equipment. Computers and hotspots are available to borrow by request on the library’s website. You will be contacted when the item is available for you to pick up. Please contact the library staff with questions using the live chat box on our website, text (203) 951-8189, or email at library@nv.edu.

MEDIA SERVICES

Media Services are supported by the Information Technology Department and through facility reservations. Classroom/Course related needs should be submitted at least **72** hours in advance via an IT helpdesk at: <https://cscu.service-now.com/sp>. A/V related to events should be submitted through facility reservations. Services include equipment distribution/scheduling, audio and videotape recording and duplication and video conference support.

CENTER FOR JOB PLACEMENT AND COLLEGE OPPORTUNITIES

Mission

The Center for Job Placement and College Opportunities is committed to assisting students and alumni explore and pursue meaningful careers over a lifetime by providing them with the tools necessary to lead them to job placement. The Center is located on the fifth-floor walkway of Kinney Hall, Room L524 (or the 2nd floor Administrative Office at the Danbury Campus). You may call the Center at 203-575-8158 (Main Campus) or 203-437-9699 (Danbury Campus).

Career Planning

- explore and discover careers best suited to students’ strengths and personality types.
- conduct job searches.

- search for internships.
- determine hiring trends, the hiring outlook, salary information and educational requirements.
- write effective resumes and cover letters.
- interview effectively.
- take a career assessment-Career Coach online assessment tool.

Job and Internship Opportunities

- The Center actively networks with and solicits employers to post their full-time, part-time, seasonal jobs, as well as internship opportunities with us. All opportunities are posted via our College Central website, www.collegecentral.com/nvcc.
- College Central is an online, 24/7 system that allows students to store resumes and portfolios online, enables employers to post online, offers dozens of online workshops and podcasts, provides the Center with the ability to schedule events, and enables us to streamline communications via a digital database.
- The Center encourages and schedules onsite employer recruiting events.

Work Study and Student Assistants

- Work Study jobs are funded through financial aid. After being approved for Work Study by the Financial Aid Department, students apply for the job opportunities via our College Central website.
- Student Assistant jobs are separate from Work Study jobs and not connected with Financial Aid.

All job opportunities for student assistants are posted via our College Central website, www.collegecentral.com/nvcc

Workforce and Transition

The Center works directly with the Northwest Regional Workforce Investment Board, as well as other regional Workforce Boards and non-profit agencies to place and register students into credit and non-credit career programs at NVCC. This includes onsite support at the Waterbury and Danbury One Stop Centers.

The Center's website, www.nv.edu/Student-Life/Job-Placement-Center has links to all of our services, a calendar of events and a variety of career resources.

ACADEMIC CENTER FOR EXCELLENCE (ACE)

Where Students Achieve, Contribute, and Excel

We are here for you!

The Academic Center for Excellence (ACE) offers free tutoring and academic coaching. Our goal at the ACE is to continue to provide the greatest possible flexibility to our students and continue to support students in completing assignments and allowing them to advance in their academic program. We offer in-person and online tutoring. Visit our website at <https://nv.edu/student-resources/academic-support-resources/tutoring-center-ace> for additional information and to schedule an online appointment.

GUIDED PATHWAY ADVISING

MISSION: All community college students, from initial registration to completion, are supported by Guided Pathways Advisors to establish academic and career goals, receive proactive and individualized academic and holistic supports that result in the timely and equitable completion of credentials that lead to employment, transfer, and family sustainable wages.

Guided Pathway (GP) advisors are in four advising centers located across both campuses. Offices are based on support of students and faculty in specific degree programs and Divisions as listed below:

- Kinney Hall RM 520 - LABSS
- Ekstrom Hall RM 500 (the ACE) - Business and STEM
- Founders Hall RM 217-234 - Nursing/Allied Health and Pre-Nursing/Allied Health
- Danbury Campus RM 304 - Danbury Students

GP Advising can be reached at 203-575-8025 or Guidedpathways@nv.edu. Our website is <https://nv.edu/student-resources/academic-support-resources/academic-advising-capss>

GP Office Hours				
	Kinney	Ekstrom	Founders	Danbury
Monday	8am-4:30pm	11am-7pm	8am-4:30pm	8:30am-4:30pm
Tuesday	8am -7-pm	8am-4:30pm	8am-4:30pm	8:30am-4:30pm
Wednesday	8am-4:30pm	8am-4:30pm	11am-7pm	8:30am-4:30pm
Thursday	8am-4:30pm	8am-4:30pm	8am-4:30pm	8:30am -7-pm
Friday	8am-4:30pm	8am-4:30pm	8am-4:30pm	8:30am-4:30pm

TESTING CENTER

TESTING CENTER

Located in Kinney Hall, Room K519, and Phone: 203-575-8215.

Webpage - <https://www.nv.edu/admissions-and-aid/getting-started/testing>

Listed below are the tests offered and administered in the Testing Center. Students may elect to have prior learning evaluated by the following examination options:

- **College Level Examination Program (CLEP)** allows individuals to earn college credit for what they already know. NVCC awards credit for successful scores on CLEP exams. CLEP tests may be taken at Naugatuck Valley through the Testing Center.
- **Credit by Examination** - Some divisions and departments of the College produce their own examinations for credit. Contact your advisor or the Testing Center for more information.
- **Test of Academic Skills (TEAS)**
Students applying to the Nursing or Physical Therapist Assistant programs are required to take the TEAS test.
- **Accuplacer (Placement Test)**
Incoming students enrolled in a degree or certificate program are required to take the placement test to assess academic skills in mathematics, English and reading.

COUNSELING AND DISABILITY SERVICES

COUNSELING SERVICES

Managing and navigating college responsibilities while balancing the demands of life can be challenging for everyone. Feeling overwhelmed can have an impact on the academic success of students. Connecting students to support services early is important for their success.

The NVCC Counseling and Wellness Offices are located on the 4th level of Kinney Hall in room K406A and at the Danbury campus on the 3rd level in room D309. Services are available M-F from 9 am to 5 pm in person, via TEAMS or via email/phone. In addition, 24/7, 365 days a year medical/mental health/wellness support services are available **FREE OF CHARGE** to all credit registered students via TimelyCare.

ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

As an adjunct you will need to respond to student requests for academic adjustments. All faculty are responsible for providing the academic accommodations. The instructor should NOT be providing academic adjustments to those students who have not completed the process. Students who may require academic adjustments on the basis of a disability are encouraged to contact the Counselor for Students with Disabilities. Contact NV-Disabilities1@nv.edu or visit K406B or call 203-575-8012 in Waterbury and 203-437-9699 in Danbury at the beginning of each semester. After providing documentation and completing the disability disclosure process, students are then encouraged to speak with their instructor(s) within the first two weeks of the semester to discuss any adjustments approved by the appropriate disabilities contact. Adjustments are not retroactive. Instructors, in conjunction with appropriate college personnel, will provide assistance and/or adjustments only to those students who have completed the disability disclosure process.

Webpage: <https://nv.edu/student-resources/academic-support-resources/disability-services>

DEPARTMENT OF INFORMATION TECHNOLOGY

Academic Computing Resources for Faculty

Technology services are available through the Department of Information Technology. The IT website contains a wealth of information on all technology resources available at NVCC Waterbury and the Danbury Campus.

Please visit the Information Technology Website for information about the following:

- Software and technology available in the computer labs and classrooms
- Troubleshooting your network and email accounts and Helpdesk
- IT Support Hours
- Printing Information
- Video Tutorials
- Password Reset Links
- Wi-Fi Information

The NV IT website address is: www.nv.edu/IT

Office 365 Instructions can be found at the following CSCU Support Site:

<http://supportcenter.ct.edu/service/office365.asp>

IT Resource Policies from the Board of Regents

The Board of Regents has published updated IT Resources Policies. These policies can be found at the following web link: <https://www.ct.edu/it/policy>. Please **read these policies carefully**.

Please note that according to this document, IT resources

- ***Include computers, printers, software, networks, databases, email and Internet connectivity***
- ***Are used solely for academic and administrative purposes***
- ***Shall not be used for personal purposes including email and Internet***
- ***May be monitored by the college to ensure proper usage***



Need help with your computer? Need to report a problem with a computer in a lab?
Contact the IT Service Desk via email at <https://cscu.service-now.com/sp> or call at 203-575-8092 to get our attention fast.

The IT Service Desk is available from any campus computer. Look for the IT Service Desk shortcut on your desktop to submit a ticket. The Service Desk is for faculty and staff use only. To submit a Service Desk ticket, use the desktop shortcut or visit <https://cscu.service-now.com/sp>.

Network usernames and passwords

Network usernames (NetID) and email accounts for adjuncts are generated automatically once your Banner employment information is updated. That is, after your teaching contract information has been entered into the Banner information system, your network username and email account is ready to use.

Your network username is your Banner ID. Your initial password is a “complex” password consisting of the first three letters of your birth month (first letter is capitalized), followed by the ampersand (&), and ending with the last four digits of your SSN.

Here’s an example: Mary Smith, birth month is October, last 4 digits of SSN is 6789

Username (NetID): 02345678@nvcc.commnet.edu

Initial Password: Oct&6789

After logging in with this initial password, you will be forced to change your password. Passwords are required to be complex and difficult to guess. This means using capitalization, numbers and symbols as part of your password. Your password must be a minimum of 8 characters.

Examples of “complex” passwords:

29Cambr1idge

Apple0005

1Red&Blue0

Mazda60o!

Users must change their password every 180 days. You will be prompted to change your password 14 days before it expires. Passwords cannot be reused.

Email accounts

Email accounts are likewise created once your Banner employment status is updated. Your email address is your first initial, last name, followed by @nvcc.commnet.edu or @nv.edu.

Example: JSmith@nvcc.commnet.edu or JSmith@nv.edu

Should there be users with the same initial and last name, a sequential number will be added. Example: JSmith1@nvcc.commnet.edu

Need to check your campus e-mail?

Use Office 365 to access your email from anywhere you have an internet connection.

- Login at <https://my.commnet.edu>
- Follow the link on the *Access College Email* section in the middle of the page.

Need more information about computing resources at NVCC?

Check our IT website: www.nv.edu/IT

Weblinks at NVCC



Information Technology Website

www.nv.edu/IT

Login to:

myCommNet

<https://my.commnet.edu> to:

- Access your email
 - Get your class roster
 - Download Microsoft Office
 - Input grades
 - And more
-

Core-CT

[Core-CT](#)

Requires your Employee ID and password

(this is different from your NetID and password)

GEORGE D. YONAN MEMORIAL BOOKSTORE

<https://www.bkstr.com/naugatuckvalleyccstore/home>

PLEASE NOTE: The College needs to ensure that the required textbooks and materials students purchase are used. There should be no instance whereby students are told the required textbook(s) purchased are not being used. The concern is so grave that the Governor has authorized the Commissioner of Higher Education to convene a Textbook Summit to address this issue. [HB-7502, sec. 70]

Textbooks can also be ordered online 24/7at:

<https://www.bkstr.com/naugatuckvalleyccstore/home>

Contact the bookstore at 203-575-8137 directly for special accommodations.

For further information regarding the Bookstore, please call 575-8075. The Bookstore is located on the third floor of the Student Center, S300

PAYROLL INFORMATION

Payment Procedure

The State of Connecticut pays most of its employees on a bi-weekly basis with a two-week holdback. Under this system, bi-weekly salary payrolls are prepared after the services have been rendered. The bi-weekly pay period starts on a Friday and ends the second Thursday following..

The official contract dates are per your Notice of Appointment. Faculty orientation may occur before the start of classes. Adjunct faculty are paid the total contract amount divided in eight (8) equal installments (adjusted for shortened sessions).

Payroll Information

In support of the State of Connecticut's effort to increase efficiency in government all employees access their payroll information, including payroll advice (direct deposit) information, online. Instructions to set up your account, set up your automated password re-set, and begin using Core CT are available under "Core CT" on the HR/Payroll web page of the NVCC web site: <https://nv.edu/Information-For/Faculty-and-Staff-Resources/Human-Resources-and-Payroll#7088275-payroll-core-ct-payroll-schedules-guidelines-and-forms>. You will need your six-digit employee ID to set up your account. Your employee ID is located on your pay stub and on the Notice of Appointment for part time employees. Since passwords only last for sixty days, you MUST set up the Automated Password Reset feature. Training, if needed, is available by individual appointment in the Human Resources Office, Room K704. Please contact Human Resources if you have any questions regarding user IDs, passwords or usage. Please contact the IT Department for any IT related issues including internet accessibility, pop up blockers, etc.

Important: The College does not mail paper paychecks to employees. Paychecks may be signed for personally by the employee named on the paycheck and picked up in the Payroll Office (K707/K708) every other Thursday, according to the bi-weekly payroll schedule, after 3 pm. For those who would like to take advantage of automatic payroll deposit, the direct deposit form is available on the HR/Payroll web page of the NVCC web site.

ADJUNCT FACULTY BENEFITS CHART

Vacation	No
Personal Leave	No
Prorated Day Off	No
Sick Leave	No
Health Insurance	Eligible to Purchase
Holidays	No
Wages	Union Negotiated Rates
Tuition Reimbursement	No (Limited funds available for Professional Development)
Tuition Waiver	Yes – Contact Human Resources

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)

ACADEMIC CALENDAR 2022-2023

*"College Closed" applies to both the Waterbury and Danbury Campuses.
Academic Calendar is subject to change.*

The current Academic Calendar along with other **Important Dates and Deadlines** can be found on the website at: <https://nv.edu/academics/academic-programs/academic-calendar>

PUBLIC SAFETY DEPARTMENT

The Public Safety Department for the Waterbury Campus is located in the Core Building, Room C122. Access can be gained by entering the West Entrance of the College, bear right at the fork, and take your first left. The PSD Office is on the right, marked with a blue sign. The Department can be reached by calling (203) 575-8112 or (203) 575-8113. The Department responds to emergencies and other public safety concerns. Please refer to the [Employee Procedures Manual](#) for information regarding Emergency Procedures and Public Safety Contacts.

For the Danbury Campus, emergency services are provided by the Danbury Police Department. They can be reached at (203) 797-4611 or 911 for fire, medical, suspicious objects, or active shooter emergencies. All other concerns should be directed to the Danbury Campus Administrative Office at 203-437-9699.

SEX OFFENDER REGISTRY

As a result of a decision by the U.S. Supreme Court, the Connecticut Department of Emergency Services and Public Protection (DESPP) is again publishing the names of persons who have been convicted of criminal sex offenses and who are required to register in Connecticut. The law requires faculty, staff and students to be informed that sex offender registry information is available at local police departments and state police troops with jurisdiction over your region. It is also available online at: [CT Sex Offender Registry](#).

Note that it is not the obligation of higher education institutions to request information concerning registered sex offenders from the State. However, law enforcement agency information concerning a person on the registry may be obtained by making a request of the DESPP for the criminal history record of such person. The name and date of birth of the individual are required for such a search.

Note also that inclusion in the sex offender registry does not per se disqualify any person from employment or from being a student at an institution of higher education. Since persons included in the registry have been released into the community, by definition, they have repaid their debt to society. Also note that it is a criminal offense to use information in the sex offender registry to injure, harass, or commit a criminal act against any person included in the registry.

CAMPUS SMOKE-FREE POLICY

NVCC Smoke-Free Campus Policy:

Section 19a-342 of the General Statutes of Connecticut prohibits smoking in any building or portion of a building owned or leased by the state. Smoking is also prohibited in any vehicles owned or leased by the state or any political subdivision thereof (this policy does not apply to personal vehicles). ***Smoking shall also be prohibited in all outdoor areas of Naugatuck Valley Community College campus property, including but not limited to parking lots, paths, fields, and sports/recreational areas.***

FERPA FOR FACULTY AND STAFF

Family Educational Rights and Privacy Act

What is FERPA?

Maintaining confidentiality of student records is everyone's responsibility whether you are faculty, staff or student worker.

Annually, Naugatuck Valley Community College (NVCC) informs students of the Family Educational Rights and Privacy Act of 1974, as amended by publishing an Annual Notice of Rights in the College Catalog and the Student Handbook. This Act (also known as the Buckley Amendment), which the institution intends to comply with fully, has been designed to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records to inspect and request correction of their educational records and for the College not to disclose personally identifiable information without the student's consent or as otherwise permitted by law.

The following is considered "Directory Information" by the Connecticut Community College System. College policy allows the release of this information without reference to legitimate educational interest. Students who request that this information not be disclosed by the College must notify the Registrar's Office in writing. Forms are available in the Registrar's Office.

Directory Information: Board Policy 5.7

- ***Student names***
- ***Addresses***
- ***Dates of attendance (semesters)***
- ***Photographs***
- ***Major, minor, concentration and/or program of study***
- ***Degree/Certificate candidacy***
- ***Degree(s) Certificate(s) earned***
- ***Full vs. part-time student status***
- ***Awards, honors, and graduation date***

For the purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

All other information is considered non-directory information and, with rare exceptions, requires the written consent of the student for the release of information to any third party.

FERPA also permits disclosure of written educational records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which the student seeks or intends to enroll;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the College;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.

What is an Educational Record?

Any personally identifiable information pertaining to a student that is maintained by the College in any form is considered part of the student's educational record:

- ***Personal information***
- ***Enrollment records (application, transcripts, test scores, etc)***
- ***Grades***
- ***Schedules***

Student educational records may be:

- ***A document/file in the Office of the Dean of Academic Affairs***
- ***A computer printout in your office***
- ***A class list on your desktop***
- ***A computer display screen***
- ***Notes you have taken during an advisement session***
- ***Email containing a reference to a student***

Posting of Grades by Faculty

NVCC and the Community College System provide a secure WEB for Student product for students to view their academic record and a secure WEB for Faculty product for submitting grades.

The public posting of grades either by the student's name or social security number or Student/BANNER ID is a violation of FERPA. This includes the posting of grades to a class website and applies to any public posting of grades for students taking distance education courses.

Instructors and others who post grades should use a system that ensures that FERPA requirements are met. This can be accomplished by using code words or randomly assigned numbers that only the instructor and individual student should know. Our recommendation is that no grades be posted.

Notification of grades via a postcard violates a student's privacy rights. It must be in a sealed envelope with security precautions.

Notification of grades via e-mail is not recommended. There is minimal guarantee of confidentiality on e-mail.

Letters of Recommendation and/or Verbal Commendations

Statements made by a person making a recommendation that are made from that person's personal observation or knowledge does not require a written release from the student. However, if personally identifiable information obtained from a student's educational record is included in the letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which (1) specifies the records that may be disclosed, (2) states the purpose of the disclosure, and (3) identifies the party or class of parties to whom the disclosure can be made.

If this letter is kept on file by the person writing the recommendation, it would be part of the student's education record and the student has the right to read it unless he or she has waived that right to access.

Sample letter of recommendation –

I give permission to Prof. Smith to write a letter of recommendation to:

*Allstate Insurance
324 Wilkins Drive
Atlanta, GA 33011*

Prof Smith has my permission to include my GPA and grades.

I waive (or do not waive) my right to review a copy of this letter at any time in the future.

Signature/Date

The Media

Nothing in FERPA allows an institution to discuss a student's educational record publicly – even if a lawsuit has made the information a matter of public record. A school official may not assume that a student's public discussion of a matter constitutes implied consent for the school official to disclose anything other than directory information in reply. Additionally, all College employees inclusive of adjunct faculty members, should contact the Office of the Chief Executive Officer at 203-575-8083 before speaking with the media or inviting the media to campus.

E-Mail Address

An e-mail address is personally identifiable student information that must not be disclosed without the signed written consent of the student.

Legitimate Educational Interest

What is "legitimate educational interest"? In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. This includes such purposes as:

- Performing appropriate tasks that are specified in her/his position description or by a contract agreement;
- Performing a task related to a student's education;
- Performing a task related to the discipline of a student;
- Providing services for the student or the student's family, such as health care, counseling, job placement, or financial aid.

What is NOT "legitimate educational interest"? Legitimate educational interest does not convey inherent rights to any and all student information. The law discriminates between educational interest, and personal or private interest; determinations are made on a case-by-case basis. Educational interest does not constitute authority to disclose information to a third party without the student's written permission.

Important “DON'TS” for Faculty

To avoid violations of FERPA rules:

- **DO NOT** at any time use the student's social security number or BANNER ID in any public posting, (including the classroom, example: do not pass around your class roster for students to sign, initial, etc.).
- **DO NOT** ever link the name of a student with that student's social security number or BANNER ID in any public manner.
- **DO NOT** leave graded tests in a stack for students to pick up by sorting through the papers of all students; place each one in a separate envelope.
- **DO NOT** circulate a printed class list with student name and BANNER ID, or any other non-directory information, or grades as an attendance roster.
- **DO NOT** discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- **DO NOT** provide anyone with lists of students enrolled in your classes for any commercial or other purpose.
- **DO NOT** provide anyone with student schedules or assist anyone other than College employees in finding a student on campus. Refer individuals to the Public Safety Department.

Parental Access to Student's Educational Record

When a student either reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. The college will obtain an observed signed consent from the student that authorizes the parent to receive non-directory information and/or to attend a meeting regarding the student's academic record. The consent form will be kept on file in the office where the meeting was held (Admissions, Registrar or Dean of Academic Affairs). **Should a parent contact you regarding their child, you must check for this authorization prior to releasing any information.** If the authorization does not exist, you must not discuss the student with their parent and advise the parent that their child must give us written observed authorization before you are allowed to do so.

Resource: The AACRAO 2001 FERPA Guide; Loyola University; Regis-L elist

FERPA & VIRTUAL LEARNING - FAQs

Do classroom recordings constitute FERPA education records?

- Maybe. Video, photo or audio recordings of virtual classes qualify as “education records” **only** if they directly relate to a student **and** are maintained by an educational agency or institution or by a party acting on their behalf. FERPA’s non-disclosure provisions may still apply to class recordings even if they do not qualify as “education records,” if the recording contains PII from student education records:
 - o If the video recording made by the institution directly relates to a student or contains student PII, disclosure of the recording outside the class requires written consent from all affected students, or a de-identification or redaction of all relevant student PII prior to disclosure. If the video or audio recording only identifies the faculty member, and does not directly relate to any student or contain student PII, the recording is not a FERPA education record, but is the intellectual property of CSCU or Naugatuck Valley Community College.

- o A recording of a virtual class should not generally be considered an education record for a specific student and should not be maintained in a specific student’s records. If, however, the recording is maintained in a specific student’s record (perhaps, for example, as a record of misconduct engaged by the student during the virtual class), then it must be treated as a FERPA education record. For more information regarding recordings under FERPA, see [U.S. Department of Education’s FAQs](#).

I’m a faculty member working from home and would like to have a conference with a student and my spouse is at home in the same room. Is it alright if I conduct the conference?

Yes, as long as the faculty:

- Does not disclose PII from the student’s education record in hearing of the faculty’s spouse during the conversation; or
- Moves away from the spouse to discuss PII from the student’s education records so that the spouse does not overhear the discussion; or
- Obtains prior consent in writing (electronic) from the eligible student for the potential disclosure of PII from the student’s education records to the faculty’s spouse.

What is “Directory Information” and how does it apply in a virtual classroom?

FERPA identifies a limited number of data elements contained in students’ education records that may be designated as “directory information,” which is the sort of information that would not generally be considered harmful or an invasion of privacy if disclosed. Educational agencies or institutions may disclose directory information after publishing a FERPA policy detailing what information constitutes directory information. See [BOR FERPA Notice and Directory Information Policy](#) for the types of information CSCU BOR has designated as directory information.

The directory information exception permits certain PII from education records which an educational agency or institution has designated as directory information to be disclosed during classroom instruction to students who are enrolled in and attending a class, including a virtual class.

- The directory information exception may not be used by the student to opt out of disclosures of a student’s name, identifier, or institutional email address in a class in which the student is enrolled. 34 CFR §99.37(c).

Can non-students observe or participate in a virtual class?

- Just like on-ground classes, non-students should not attend virtual classes. As a best practice, CSCU institutions should discourage non-students from observing virtual classrooms in the event that PII from a student’s education record is, in fact, disclosed in such virtual classrooms.

Can faculty record classes and post the recording of the virtual classes on Blackboard for students enrolled in the class who are unable to attend?

- Yes, as long as the faculty member is careful not to disclose student PII (unless the faculty obtained prior student consent) from student education records, FERPA does not prohibit faculty or the institution from making a recording of the virtual class available to students enrolled in the class. The recording should only be shared through a platform that is accessible to the student class members.

Can the faculty show or share recordings from last year's class in the current class?

- If the recording contains information directly related to specific students or contains student PII, this situation must be treated as if the video or audio recordings were being shown to or shared with a third-party audience, which requires the affected students to sign FERPA consents, or if the students' consent is not feasible or granted, to de-identify or redact any student PII prior to disclosure.
- Additionally, if recorded lectures or lessons are disseminated to a third-party audience, faculty intending to disseminate the recording(s) need to ensure appropriate copyright permissions or licenses are secured.

May students record virtual classes?

- No, not without the consent of the faculty member or the institution's Dean of Academic Affairs, or other designee. Students who would like to record classes as a reasonable accommodation should be referred to the institution's Office of Disability Services (tlatella@nv.edu).

May students share the class recordings outside of the student's course instruction?

- No, a student has no right to use the institution's recordings outside of the purpose of completing the course requirements. Generally, CSCU owns class recordings and the student needs prior written permission from the faculty or the Dean of Academic & Student Affairs, or designee to share the class recording outside of the student's course instruction. Faculty are encouraged to put students on notice in their syllabi that classroom recordings are owned by the institution and course content is owned by the faculty.

Does FERPA require institutions to maintain or store video or audio recordings of classes?

- No, FERPA does not obligate educational agencies or institutions to maintain or store these types of records, and CSCU or Naugatuck Valley Community College may delete the video or audio recordings after the period of instruction is over. Likewise, FERPA does not require educational agencies or institutions to notify a student prior to destruction of the students' education records. However, CT State record retention regulations for higher education institutions may apply. There is no video or audio recording category for higher education institutions within the CT State record retention regulations, but for other CT State agencies, the video recording retention requirements are recording date + 30 days. Faculty may state in the course syllabi that CSCU or Naugatuck Valley Community College reserves the right to delete class video or audio recordings pursuant to CT State law retention requirements after the period of instruction is over.

What if a student objects to being recorded?

- If a student objects to being recorded in a virtual classroom, an acceptable compromise is for the faculty member to de-identify or redact the student's image or portion of the student's class participation.

What if a student declines to sign a FERPA consent?

- Students cannot be compelled to give consent, but faculty may redact the student out of the recording or de-identify the student even if the student refuses to consent.

If I require students to show their face during a LRON course so I can make sure they are participating or not cheating during an exam, what do I do if a student refuses to turn on their camera?

- If it is for a legitimate academic purpose, faculty can ask students to have their cameras turned on. However, there may be scenarios where a student may receive an accommodation from this requirement. For example, the student is a domestic abuse survivor, under the care of Department of Children and Families (DCF), has severe anxiety, or other circumstances warranting a reasonable accommodation or exception. If a student wishes to receive an accommodation from having their camera turned on, refer them to the College's Office of Disability Services (tlatella@nv.edu). If a student cannot afford a webcam, refer to the College's point of contact for the Student Emergency Fund or contact the Office of the Dean of Academic Affairs.

QUICK REFERENCE LINKS

ACADEMIC CALENDAR

The academic calendar is published by the Office of the Dean of Academic Affairs. It includes semester dates, holidays, and exam dates: <https://www.nv.edu/Academics/Academic-Programs/Academic-Calendar>.

Refer to **Important Academic Dates and Deadlines** for withdrawal dates, refunds, final grade due dates, etc., for the various semester parts-of-term.

ACADEMIC CENTER FOR EXCELLENCE (ACE)

The Academic Center for Excellence provides students with the resources and support services to enhance each student's potential and promote academic empowerment. <https://www.nv.edu/Student-Resources/Academic-Support-Resources/Tutoring-Center-ACE>

ADMISSIONS

The Admissions Office provides information and services to prospective students on the admissions process, placement testing, information sessions, and tours. <http://www.nv.edu/admissions/>

CATALOG

The College catalog contains comprehensive information about NVCC policies, programs, and courses descriptions. <https://www.nv.edu/Academics/Academic-Programs/Academic-Catalog>

CLUBS AND ORGANIZATIONS

The Student Government Association of NVCC has a variety of clubs, organizations, and recreational activities to support student life and learning outside of the classroom. SGA clubs and organizations develop leadership skills and promote activities to support the greater Waterbury community. <https://www.nv.edu/student-life/what-to-do/student-activities-and-clubs>

CENTER FOR TEACHING

The Center for Teaching (CFT) is an excellent resource for adjuncts to improve and enhance their skills and quality of instruction. CFT supports a number of activities for adjuncts and faculty, and continuously promotes the highest standards for teaching excellence. Contact our Teaching and Learning Consultant (TLC), Ruth Urbina-Lilback (rurbina-lilback@nv.edu) for more information about the system-wide offerings. Contact NVCC CFT Chair Julia Petitfrere (jpetitfrere@nv.edu) for more information, or if you want to participate in leading a workshop and/or join the committee.

DANBURY CAMPUS

Antonio Santiago, Dean, asantiago@nv.edu (203) 437-9637

DEAN OF ACADEMIC AFFAIRS – Room K719

Admin Support: Susan DiMascia, sdimascia@nv.edu, (203) 575-8046
Selina Kamo, skamo@nv.edu, (203) 575-8231

ACADEMIC DIVISIONS:

- **Allied Health/Nursing/Phys Ed – Room F111**

Dr. Carol Gabriele, Associate Dean, cgabriele@nv.edu (203) 596-8734
Division Admin: Nancy Torres, ntorres@nv.edu (203) 575-8057
Cheryl Marie, cmarie@nv.edu (203) 596-8746

- **Liberal Arts & Behavioral and Social Sciences – Room K600**

Division Admin: Nancy Powell, npowell@nv.edu (203) 596-2101
Linda Ames, lamas@nv.edu (203) 596-8615

- **Business – Room E601**

Division Admin: Louise Bacchiocchi, lbacchiocchi@nv.edu (203) 575-8068
Sharon Demers, sdemers@nv.edu, AMTC T618, (203) 575-8063

- **Science, Technology, Engineering and Mathematics (STEM) – Room E411**

Division Admin: Susan Cassano, scassano@nv.edu (203) 575-8053

DEAN OF STUDENT SERVICES – Room K509

Sarah Gager, sgager@nv.edu (203) 575-8086

Admin Support: Diane Zutant, dzutant@nv.edu, (203) 575-8012

DISCLOSURE OF STUDENT RECORDS

NVCC follows federal regulations (FERPA) in disclosing student records and information.

<https://www.nv.edu/Admissions-and-Aid/Paying-for-College/Financial-Aid/Financial-Aid-Policies>

FINANCIAL AID

The Financial Aid Office coordinates the awarding of scholarships, grants, work-study, and loans to NVCC students who demonstrate financial need. www.nv.edu/Paying-for-College/Financial-Aid

GUIDED PATHWAY ADVISING

All community college students, from initial registration to completion, are supported by Guided Pathways Advisors to establish academic and career goals, receive proactive and individualized academic and holistic supports that result in the timely and equitable completion of credentials that lead to employment, transfer, and family sustainable wages.

<https://www.nv.edu/student-resources/academic-support-resources/academic-advising-capss>

HUMAN RESOURCES & PAYROLL

Information for staff regarding employment-related inquiries is available at <https://www.nv.edu/Information-For/Faculty-and-Staff-Resources/Human-Resources-and-Payroll>

MAX R. TRAURIG LIBRARY/LEARNING RESOURCES CENTER

The Max R. Taurig Library provides students, faculty, staff, and the community with resources and services to support academic research and lifelong learning. www.nv.edu/library

OFFICE OF INSTITUTIONAL RESEARCH AND EFFECTIVENESS

The Office of Institutional Research and Effectiveness prepares statistical reports about student demographics, retention, and graduation completion. www.nv.edu/ir

OFFICE OF THE REGISTRAR

The Office of the Registrar provides students with: registration dates, add/drop dates, information on tuition, fees and graduation, transcripts and various forms. www.nv.edu/registrar

Unit Placement of PTL's on Merged Campuses

Agreement made this 8th Day of June by and among the Congress of Connecticut Community Colleges ("Congress") and the Federation of Technical College Teachers, AFT, Local 1942, AFL-CIO ("Federation") (collectively "the Union") and the Board of Trustees of Community-Technical Colleges (the "Board" or "the employer").

The parties mutually agree as follows:

1. It is in the mutual interest of the parties to have a systematic basis for determining unit placement of PTL's as between the Federation (Level 1, PTL agreement) and Congress (Agreement for Part-time Employees) bargaining units at the five merged community colleges existing at the time of this agreement (Capital, Gateway, Naugatuck Valley, Norwalk, Three Rivers). This agreement covers the unit placement of those PTL's as PTL's, as well at their placement as full-time faculty members in a merged college should such a placement be offered. As used herein, the term PTL refers to a part-time lecturer who teaches credit courses offered during the fall and/or spring semesters through the academic division, or through any other division subject to the jurisdiction of both the Congress and the AFT. It is understood that unit placement refers to placement at a specific merged college and that prior or simultaneous placement as a PTL at another college is subordinate as a factor to a unit placement decision in a merged college that is necessary to comply with this agreement.
2. The primary factor to be used in determining the unit placement of teaching PTL's at the five merged colleges shall be the proportionality that existed as between the two units on June 30, 1992, such date being immediately prior to the legislative merger of the Regional Community Colleges and the State Technical Colleges in five geographic regions of the State. The prior unit placement of the PTL shall also be a factor, which as described below will in some circumstances be superior, and in others subordinate, to the issue of proportionality.
3. Based upon best estimates currently available of the bargaining unit placement of all PTL's employed as of June 30, 1992 in the community and technical colleges, the Federation shall be entitled to 25 percent of the teaching PTL's at the five merged colleges and the Congress shall be entitled to 75 percent. The same 25/75% proportionality ratio will be maintained at each of the merged colleges. The colleges will make a good faith effort to comply with this ratio. It is understood, however, that because placement decisions are made in a compressed time-frame, the final placement results in any given semester may not perfectly reflect the ratio specified in this paragraph.
4. In order to establish proportionality upon implementation of this Agreement, the parties recognize that adjustments in current unit placement may be desirable. These adjustments will take place upon the signing of contracts by PTL's and will be limited to those PTL's not having met the 24 credit threshold.
5. Notwithstanding the provisions of the parties' Unit Placement Agreement affecting full-time faculty, the following understanding shall govern PTL's who have taught 24 or more credits (at any of the 12 colleges) and who are offered full-time faculty, counselor, or librarian positions: Such PTL's will not

be forced to change bargaining units by the proportionality rule unless at the time of full-time appointment, the full-time ratio on the employing campus is off by more than 5% (e.g., the Congress is below 55%, or the Federation is below 35%). In those cases, the parties will as soon as possible, but in all events prior to the time the employee indicates acceptance of the full-time appointment, inform the employee of the necessity to change bargaining units.

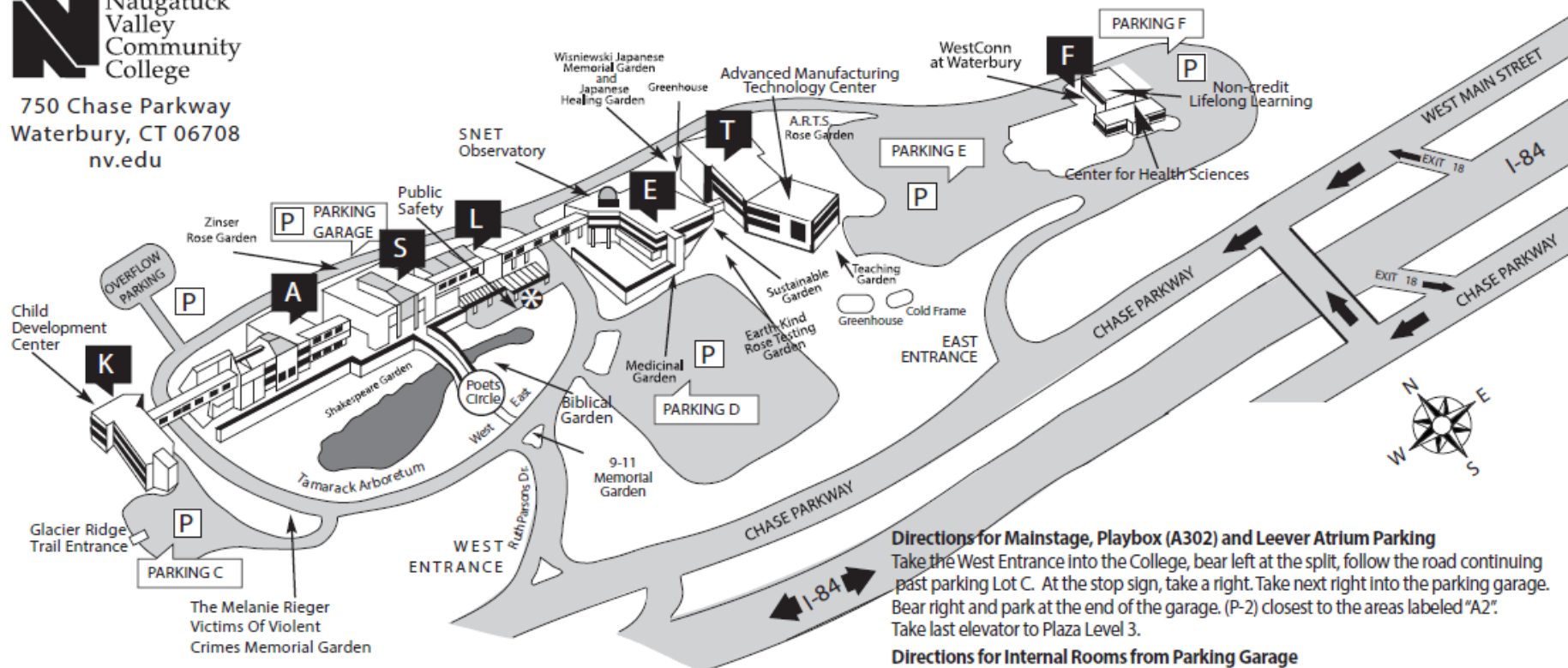
6. Nothing contained in this Agreement shall affect the unit placement of PTL's employed at the seven non-merged colleges existing at the time of this Agreement (Asnuntuck, Housatonic, Manchester, Middlesex, Northwestern, Quinebaug Valley, and Tunxis).
7. This Agreement will be administered at the college level. The Board will issue guidelines to facilitate consistent administration of this Agreement.
8. Unit placement decisions shall not be subject to the grievance and arbitration process. Claimed violations of this settlement agreement may be raised with the State of Board of Labor Relations.

Dennis J. Bogusky
Dennis Bogusky, President
Federation of Technical Colleges

Steve Cohen
Steve Cohen, President
Congress of Connecticut Community Colleges



750 Chase Parkway
Waterbury, CT 06708
nv.edu



Locations

- K • Kinney Hall
 - A • Fine Arts Center/Theaters/Leever Atrium
 - S • Cistulli Student Center/Cafeteria
 - L • Taurig Learning Res. Center/Library
 - E • Ekstrom Hall
 - T • Technology Hall
 - F • Founders Hall
 - P • Parking Lots and Garages
- Underground Parking Garages are located under buildings A, S, L & E and can be entered at designated areas. Watch For Signs.

☼ Core Services: Public Safety C122
Maintenance, Receiving

Directions to the College

Route 8

Take the Danbury exit onto I-84, then first exit off I-84 (exit 18). Bear left at the fork and take a left at the light. Go to second light for East Entrance and third light for West Entrance.

I-84 West

Take exit 18, bear left at the fork and take a left at the light. Go to second light for East Entrance and third light for West Entrance.

I-84 East

Take exit 18. At light take a right and at next light take a right. Go over bridge and at light take a left onto Chase Parkway. Go to first light for East Entrance and second light for West Entrance.

The first entrance (east entrance) on the right will take you to Founders Hall, Ekstrom Hall and Technology Hall. The second entrance on the right (west entrance) will take you to garage parking, and Kinney Hall, Fine Arts Center, Student Center, Library, as well as Ekstrom Hall.

Directions for Mainstage, Playbox (A302) and Leever Atrium Parking

Take the West Entrance into the College, bear left at the split, follow the road continuing past parking Lot C. At the stop sign, take a right. Take next right into the parking garage. Bear right and park at the end of the garage. (P-2) closest to the areas labeled "A2". Take last elevator to Plaza Level 3.

Directions for Internal Rooms from Parking Garage

Note: The letter preceding a room number indicates the building the facility is located. See "Locations" section of this map for a complete legend.

Kinney Hall

Take the elevator or stairs to the 5th floor walkway. Take a left. Follow the walkway to Kinney Hall (you will be on level 5). Take elevator or stairs to levels 4, 6 and 7.

Information Booth is on level 5.

Ekstrom Hall

Take elevator or stairs to the 5th floor walkway. Take a right. Follow the walkway to the end. Stairs straight ahead, elevator on the right to rooms on levels 3, 4 and 6. For rooms E518-E535, go straight out the doors and take a quick right into southside of the building.

Technology Hall

Take elevator or stairs to the 5th floor walkway. Take a right. Follow the walkway to the end. Go straight through the double doors and walk over the glass-walled bridge.

Cafeteria, Student Center Conference Rooms (S517 and S518), L501

Take elevators in area labeled S1 or S2. Take elevator or stairs to level 5 to access the 5th floor walkway. Conference rooms are straight ahead. Take a left from elevator/stairs to Cafeteria West. Entrance is on your left. Take a right from elevators to L501 which will be on your right past the Cafeteria East.

Fine Arts Center Rooms, Student Center and Library

Take elevators in areas labeled "A" for Fine Arts Center Rooms, "S" for Student Center Rooms and "L" for Library to the appropriate floor number. Main entrance to the Library is on Level 4

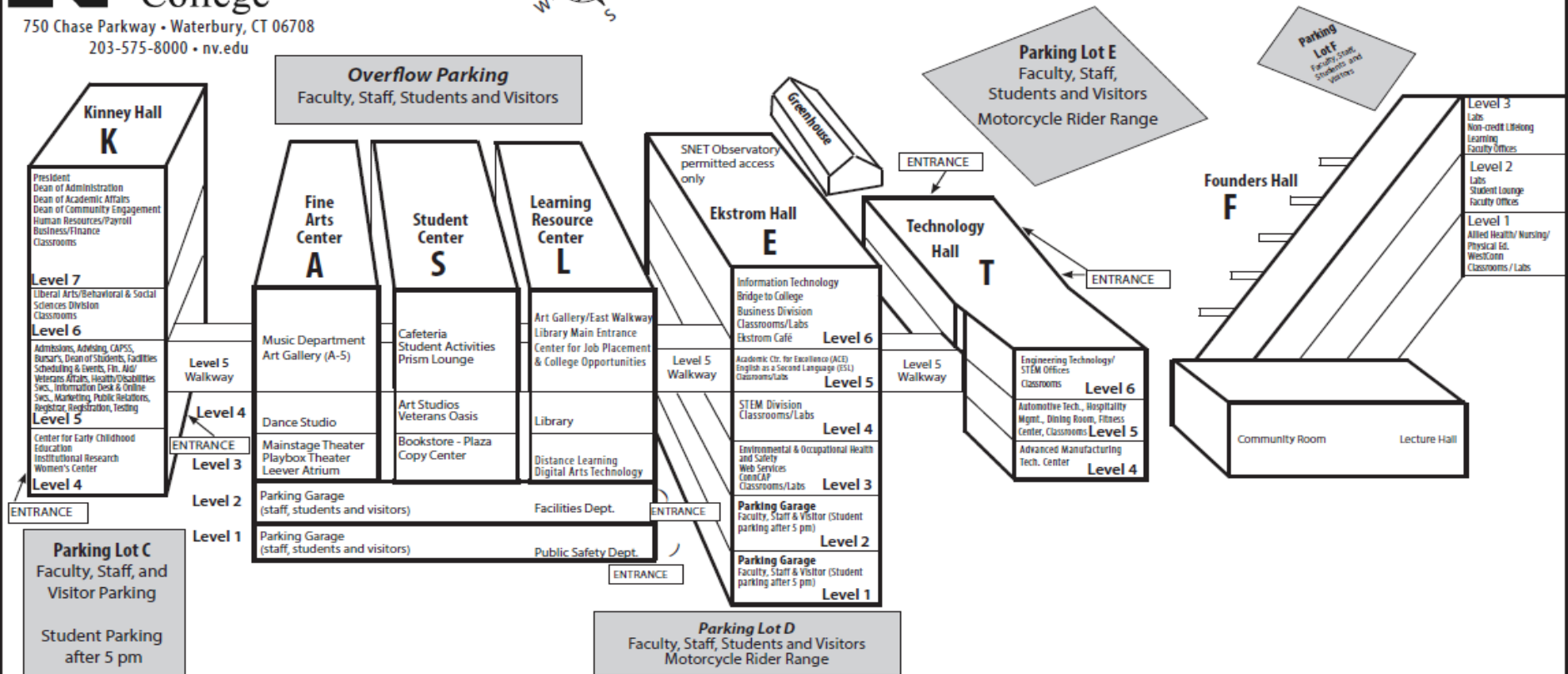


750 Chase Parkway • Waterbury, CT 06708
203-575-8000 • nv.edu



CAMPUS DIRECTORY

not drawn to scale



Academic Center for Excellence (ACE).....	E500	Dean of Administration.....	K706	Payroll/Personnel/Business.....	K707
Admissions.....	K500	Dean of Community Engagement.....	K720	Playbox Theater.....	A Level 3
Allied Health/Nursing/Phys. Ed. Division.....	F111	Dean of Students.....	K509	President's Office.....	K703
Art Rooms.....	S Level 4	Engineering Technology & STEM Offices.....	T610	Public Safety Office.....	Parking Garage-Level 1 (CORE)
Bookstore.....	S Level 3	English-as-a-Second Language (ESL).....	E500	Registrar.....	K516
Bridge to College.....	E600	Facilities Scheduling & Events Planning.....	K518	Registration Information.....	K522
Bursar's Office.....	K508	Financial Aid.....	K512	STEM Division.....	E411
Business Division.....	E601b	Hospitality Management.....	Technology Hall	Student Activities.....	S514
Cafeteria.....	S Level 5	Health & Disabilities Services.....	K519	Student Government.....	S516
Center for Academic Planning & Student Success (CAPSS).....	K519	Information.....	K Level 5	Testing Center.....	K519a
Center for Early Childhood Education.....	K417	Institutional Research.....	K406	Veterans Affairs.....	K513a
Center for Job Placement & College Opportunities (JCPCO).....	L524	Liberal Arts/Behavioral/Social Sciences Division (LABSS).....	K600	WestConn at Waterbury.....	Founders Hall
College Marketing & Public Relations.....	K511	LRC/Library.....	L Levels 4 & 5	Women's Center.....	K405
Copy Center.....	S Level 3	Mainstage Theater.....	A Level 3		
Dance Studio.....	A Level 4	Multi-Media.....	L Level 3		
Dean of Academic Affairs.....	K719a	Non-Credit Lifelong Learning.....	F323		

REV 7/9/19

DANBURY CAMPUS RESOURCES

190 Main Street
Danbury, CT 06810
203-437-9699 (Phone)
203-798-9682 (Fax)
M - F: 8 am - 5 pm

<https://www.nv.edu/About-NVCC/NVCC-is-for-You/Two-Campuses/Danbury>

DIRECTIONS TO NVCC DANBURY CAMPUS

I-84 West

- Take I-84 West toward Danbury. Take Exit 5. Turn right at the light onto N. Main St. /Main St., CT-53 for 1.1 miles.
- At the intersection of Liberty and Main Streets, 190 Main St. is on the Right.

I-84 East

- Take I-84 East toward Danbury. Take Exit 5 toward CT-37/Downtown Danbury/CT-39/Bethel/CT-53 for 0.1 mile.
- Turn slight right onto Downs Street for 0.2 mile. Turn right onto Main St. /CT-53 for 0.8 mile.
- At the intersection of Liberty and Main Streets, 190 Main Street is on the right.

WHERE TO STUDY

Students have access to three computer labs (when available) and free tutoring services through the ACE/Multipurpose room on the second floor, D-201. The new campus also has a student lounge and conference space available for small groups meetings. Reservations are strongly recommended. The Danbury Public Library is also available across the street for quiet study use.

LIBRARY SERVICES

Access any of the library's online articles and ebooks by logging into <http://my.comnet.edu/> and clicking on the Library tab. Reserve textbooks are also available at the Danbury Center in the administrative office.

NVCC students can also borrow books at the [Western Connecticut State University Library](#). The WCSU Library asks that you bring proof of current NVCC student status (such as a cashier's receipt) and complete their registration form the first time you visit.

NVCC students, staff and faculty also have free access to the amenities offered at the Danbury Public Library. Please visit the circulation desk for further details and assistance. The Danbury Public Library asks that you bring proof of current NVCC student/faculty status and complete their registration form the first time you visit.

PARKING AND SECURITY

Parking is available to registered students in the [Terence E. McNally Patriot Garage](#), located at 21 Delay Street. All students and faculty members who park at the Patriot Garage are required to provide their vehicle's information to the Administrative Office of NVCC's Danbury Campus at 190 Main Street prior to the start of courses to avoid penalties. If a student or faculty member has multiple vehicles, information must be provided for each vehicle to avoid penalties. Parking tags and stamp validation are no longer available.

Permit parking at the Bardo Garage is also available. A deposit is required to allow key access to the Bardo garage. Forms are available at the Administrative Office. Forms must then be delivered by the owner of the vehicle, to the Patriot Garage to receive the access key.

Identification cards are available for all registered students. Visit the Administrative Offices for details. A security officer is on duty during Danbury Campus class times and business hours. Emergencies should be reported by calling 911.

FREE BUS SERVICE

All NVCC students enrolled in credit courses in Danbury are eligible for free, unlimited rides on [HARTransit](#) buses through the U-Pass program. Passes are good for the entire semester and are available in the Administrative Offices of the Danbury Campus.

WEATHER RELATED CAMPUS CLOSINGS

When the NVCC Waterbury campus is closed, has a late opening or early dismissal, Danbury classes will follow the same schedule. Any decisions related to closings are made by the NVCC administration. To receive emergency and weather-related delays and closings texted to your cell phone, sign up for myCommnet Alerts at [myCommNet](#).