

Admissions and Enrollment Guide Classes begin June 3 in Waterbury and Danbury

**SUMMER 2019** 







easy steps to taking classes at NVCC

# Important dates: Summer 2019

#### **General Session: June 3 - July 26**

Sunday, June 2	Last-day for 100% tuition-only refund
Monday, June 3	General Session begins
Tuesday, June 4	Last day to add courses
Thursday, July 4	Independence Day (observed) - College closed
Friday, July 12	Last-day for student-initiated withdrawal
Friday, July 26	General Session ends

#### Special Session I: June 3 - July 5

Sunday, June 2	Last-day for 100% tuition-only refund
Monday, June 3	Special Session I begins
Tuesday, June 4	Last day to add courses
Friday, June 28	Last-day for student-initiated withdrawal
Thursday, July 4	Independence Day (observed) - College closed
Friday, July 5	Special Session I ends

#### **Special Session II: July 8 - August 9**

Sunday, July 7	Last-day for 100% tuition-only refund
Monday, July 8	Special Session II begins
Tuesday, July 9	Last day to add courses
Friday, August 2	Last-day for student-initiated withdrawal
Friday, August 9	Special Session II ends

## Extended hours: Summer 2019

#### Waterbury Campus:

The following offices will be open for extended hours beyond our normal office hours of Monday - Friday, 8:00 a.m. - 5:00 p.m:

- Admissions K500
- CAPSS (Counseling, Advising and Testing) K520
- Bursar's K508
- Financial Aid K512
- Registrar K516

Monday	June 3	8:00 am–6:00 pn	n
Tuesday	June 4	8:00 am-6:00 pn	n

#### **Danbury Campus:**

Extended hours see page 12.

#### The NVCC Mission

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

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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 disorder, 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 1973 (Section 504, Title II) 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 U.S. Department of Education, Office for Civil Rights, at (617) 289-0111 or 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, or to the applicable College Coordinators who are located at Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, Connecticut 06708: Kimberly Carolina, Director of Human Resources/Section 504/Title II/ADA/Age Act Coordinator, Room K704b, 203-575-8086; Robert Divjak, Director of Facilities/Deputy Section 504/Title II/ADA/Age Act Coordinator (Students), Room C216, 203-575-8086; Robert Divjak, Director of Facilities/Deputy Section 504/Title II/ADA/Coordinator (Facilities), Room C316, 203-5



### **Apply for Admission**

Summer classes begin June 3. Apply now! Apply by April 1 for early registration. Registration begins April 16. Applications will be accepted until classes begin, however after May 20 they are considered late and may not be processed in time to register for classes. Apply early!

All new and transfer students will be considered non-degree-seeking for the summer session. If you intend to continue studying in the Fall 2019, please select summer and fall on your application and choose a major. See pages 16 and 17 for more information about being accepted for Fall 2019.

### Summer Applicants Supply the Following Documents to the Admissions Office:

- Completed college application
- \$20.00 application fee
- Transfer students should provide previous college transcripts; official copy for transfer credit, unofficial copy to meet prerequisite requirements and/or waive testing. These documents can be faxed to 203-596-8766.
- Students may be waived from the placement test with qualifying SAT, ACT or GED test scores or previous College Math/English scores. See page 5.

**Danbury area students** may choose to apply at our Danbury Campus, 190 Main Street, Danbury or call (203) 437-9699.

**Transfer students** with remaining Pell funds from their previous college must select a major and provide proof of high school completion. Students must provide an unofficial transcript indicating prerequisites have been met. See page 6.

#### **Contact Admissions:**

750 Chase Parkway, Waterbury • Kinney Hall, Room 500 Phone: 203-575-8080 • Fax: 203-596-8766 • Email: nvcc@nv.edu

#### Communication from the Admissions Office

All communications will be sent via email. Please provide a valid email address on your application and check it regularly for important notifications. If you do not have an email address, your admissions letters will be sent to your home address.

#### **View Course Schedules Online**

Students must be officially accepted to the college to create and use their myCommnet account. Everyone may view course offerings without an account. Visit <a href="https://www.nv.edu">nv.edu</a> and click "Search for Courses" button on the home page summer classes banner.

#### **Non-credit Lifelong Learning Students**

Formal admission to the College is not required for non-credit coursework. See the back cover under "Learn2Earn" for more information.

For Danbury Campus Admission events see page 12.

#### **Information Sessions and Campus Tours**

No appointment necessary

**Location: Waterbury Campus** 

See below for room number (T-Technology Hall / K-Kinney Hall)

Friday	March 8	11:00 am	T516
Thursday	March 14	3:00 pm	T516
Wednesday.	March 20	4:00 pm	T516
*Wednesday.	March 20	4:00 pm	T515
Friday	April 5	4:00 pm	T516
*Friday	April 5	4:00 pm	T515
Monday	April 15	11:00 am	T649
Friday	May 3	11:00 am	T516
Wednesday.	May 8	4:00 pm	T516
Monday	May 13	4:00 pm	T516
*Monday	May 13	4:00 pm	T515

<sup>\*</sup>Presented in Spanish only

For directions, see <u>nv.edu/directions</u>. Dates and times may be subject to change. Please check the website at nv.edu/tours.

#### Register for classes during the Summer New Student Registration Walk-in Sessions Waterbury

Tuesday	April 16	9:00 am - 3:00 pm√✓
Thursday	April 25	9:00 am - 3:00 pm√√
		9:00 am - 1:00 pm√
Thursday	May 30	9:00 am - 1:00 pm√
Saturday	June 1	9:00 am - 3:00 pm√✓
Friday	June 14	9:00 am - 3:00 pm√✓
Wednesday	June 26	9:00 am - 1:00 pm√

<sup>✓</sup> Placement testing will be held from 9:00 am - 12:30 pm. ✓ Placement testing will be held from 9:00 am - 11:30 am.

Additional New Student Registration Walk-in sessions for Fall applicants, are listed on page 16.

For the latest updates and possible additions to the New Student Registration Walk-in schedule, visit nv.edu/walkin



Application (printable pdf)

Apply online now at <a href="https://nv.edu/apply">nv.edu/apply</a>
\*Downloadable application and other forms are also available.

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### **Apply for Financial Aid**

#### Summer Semester:

If you are Pell-eligible during the fall and spring semesters, please check with the Financial Aid Office regarding summer Pell eligibility. Summer sessions do not operate in the same manner as fall and spring semesters. Failure to complete all summer courses may result in the loss of a Pell grant. If you are repeating a course, please check with the Financial Aid Office to determine if the course will be covered by the Pell grant. Students are responsible for all charges incurred regardless of aid eligibility.

#### Fall and Spring Semesters:

Don't miss out on financial aid opportunities for fall and spring semesters. Follow the steps below and apply early.

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

For more information go to nv.edu/financial.

#### **Basic Eligibility Criteria**

- Be a citizen or eligible non-citizen of the United States.
- Be enrolled (matriculated) in a degree or qualified certificate program.
- Have registered with Selective Service between the ages of 18–26, if you are a male.
- Submit your application no later than May 17, 2019. You must allow two weeks from the completion of your application for an eligibility determination by the Financial Aid Office.
- Non-credit Lifelong Learning courses do not qualify for federal financial aid.

#### For New Students

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

To apply for an FSA ID go to <u>www.fafsa.gov</u> and

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

#### For Continuing Students

- Be in good academic standing and maintain satisfactory progress according to federal regulations and the Connecticut Community College's Satisfactory Program Policy. This requires that students must complete 66.6% of the classes attempted and maintain a 2.00 GPA. The policy is available at nv.edu/SAP.
- Students may not receive financial aid for any attempted credits that exceed 150% of their published program. For example, for a 60-credit degree program, students become ineligible when they have attempted 90 credits.

#### **Important Information About Financial Aid:**

- Students who withdraw from classes must be aware that their financial aid may be affected. Please consult with the Financial Aid Office before withdrawing.
- Financial aid does not cover non-credit courses.
- Students do not have to be full-time in order to receive aid.
   Please check with the Financial Aid Office first to see if you qualify.

#### **Book Purchases**

Students who are financial aid recipients may be eligible to receive a book voucher during fall and spring semesters. **Vouchers are not valid during summer and winter sessions.** Eligibility is based on the amount of financial aid awarded. Students awarded a book voucher may use it for the purchase of books at the George D. Yonan Memorial Bookstore. See page 9 for store hours.

#### **Accepting Your Financial Aid**

After submitting your application, you can track your financial aid status and award information online by using the myCommNet Student Information System at <a href="mailto:my.commnet.edu">my.commnet.edu</a>.

### To apply for an FSA ID go to www.fafsa.gov and click login.

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



### **Take the Placement Test**

Testing for summer classes begins in Waterbury on Tuesday, March 19 and in Danbury on Friday, March 22.

#### **ACCUPLACER®**

#### **Purpose of the Test**

The College uses the Accuplacer® computerized adaptive placement test to assess academic skills in mathematics, English and reading. The primary function of the Accuplacer® placement test is to assist with determining the appropriate level of coursework for entering students. You cannot pass or fail, but it's important to complete the test using your best effort, so you and your advisor have an accurate measure of your academic skills.

#### Schedule your Placement Test.

#### For Waterbury and Danbury Campuses:

After you receive your acknowledgement letter from the Admissions Office with your Student ID number, go to <a href="nv.edu/accuplacer">nv.edu/accuplacer</a> to schedule your placement test. You will receive an email confirmation.

#### **Test Preparation**

It's important that your Accuplacer® scores accurately represent your skills and knowledge. Accuplacer® offers tools and resources to help you prepare for the tests. Go to <a href="mailto:nv.edu/accuplacer">nv.edu/accuplacer</a> or scan the Placement Test Preparation QR code below.

- ✓ Arrive at the Testing Center at least 10 minutes prior to your appointment.
- ✓ Late arrivals will not be allowed into the Testing Center.
- ✓ Test is untimed and takes about 2 hours, so plan accordingly.
- ✓ Test scores and course placements are available at the end of the test session.
- ✓ Bring your Banner Student ID number to the test session along with a valid photo ID.



**Test Preparation Information** 

#### You must take the test if you:

- are an incoming student enrolled in a degree or certificate program.
- are a transfer student who has not successfully completed an English composition and/or college-level mathematics course with a "C" grade or better.
- plan to register for a course with an English or math prerequisite.
- are a non-degree student seeking to enroll in an English,
   English as a Second Language or math course.

#### You may be exempt from the test if you:

- completed coursework in a college-level English and/or math course with a grade of "C" or better.
- scored 18 or higher on the ACT Math exam.
- scored 21 or higher on the ACT English exam OR scored 47 or higher on the ACT English and Reading portions combined.
- have achieved the appropriate Advanced Placement (AP) or College Level Examination Program (CLEP) scores.
- have taken the Accuplacer® test at another community college or university.
- prior to March 2016: scored 500 or higher on the Old SAT Math Section.
- effective March 2016: scored 530 or higher on the New SAT Math Section.
- prior to March 2016: scored 450 or higher on the Old SAT Critical Reading or Writing Sections.
- effective March 2016: scored 26 or higher on the New SAT
   Writing and Language Test; OR scored 25 or higher on the New
   SAT Reading Test; OR scored 510 or higher on the New Evidence
   Based Reading/Writing Section.
- Scored 165 or higher on the GED Math Reasoning Test.
- Scored 165 or higher on the GED Reasoning Language Arts Test.

Appropriate documentation (transcripts, final semester grade report, SAT or ACT score report, Accuplacer® score report, AP scores, CLEP and GED scores) must be submitted to the Admissions Office for review to determine if the requirements for exemption are met.



### **Schedule an Advising Appointment**

### New students must attend a New Student Registration Session.

This event allows you to complete the enrollment process in one visit to campus. You must be accepted to the College or bring all items needed for acceptance including: an application, proof of high school completion or GED, and immunization documents. Don't forget SAT/ACT or GED scores if you have them. The placement test is offered at all New Student Registration Sessions. A minimum payment is required or you may use your approved financial aid award. Book your New Student Registration Session at nv.edu/accuplacer or nv.edu/walkin.

#### **Continuing/Returning Students**

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

#### Find Your Advisor

There are several ways to find your advisor:

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



### **Register for Classes**

- A payment is required at registration. (See step 6, on page 8.)
- Summer 2019 online registration begins April 2 for continuing and readmitted students.
- Summer 2019 registration begins April 16 for new and transfer students.
- All new (degree-seeking) students must schedule a New Student Registration Session. (See step 4, above.)

#### **Continuing and Readmit Students**

Walk-in / Online Registration	. April 2 – June 2
Late Registration	. June 3 – June 4
Add/Swap Deadline	June 4

 ${\it Dates \ and \ times \ may \ be \ subject \ to \ change. \ Please \ check \ the \ website \ at \ nv.edu/admissions.}}$ 



#### **New and Transfer Students**

Registration	April 16 – June 2
Late Registration*	June 3 – June 4
Add/Swap Deadline	June 4

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

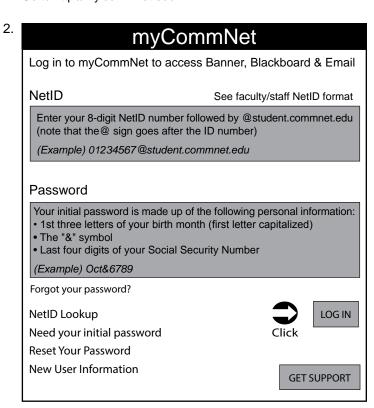
- New, degree-seeking students cannot register online or take online classes and they must see an advisor prior to registration. As students are accepted to the College, they will be invited to schedule their New Student Registration Session. See Step 4 (above).
- Transfer and non-degree students are encouraged to see an advisor and may register online at <u>my.commnet.edu</u>.
   Fax unofficial transcripts to (203) 596-8766 to obtain a prerequisite waiver.
- \*Late registration requires admissions counselor approval.
- To view a full course schedule, go to <u>nv.edu</u>, click the "search courses" link on the "Summer 2019 Registration" banner found at the top of the homepage.

### myCommNet

myCommNet gives you the ability to access information you need with a single sign-on. You will use myCommNet to view and update your financial aid package, student records and registration information, as well as to access college email.

#### HOW TO LOG IN TO YOUR ACCOUNT

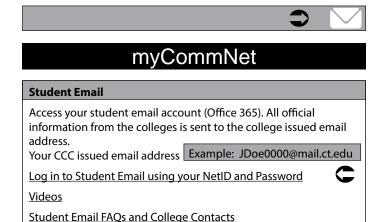
1. Go to http://my.commnet.edu



- 3. If you have entered your login and password successfully after three attempts, you will receive a message that reads "Your password must now be changed." Click "Yes" and you will be redirected to the "Password Change" screen. If you have NOT entered your login and password successfully, your account will be locked. You will need to try again in 30 minutes, or have your password reset (in-person only with photo ID) at the Registrar in Room K516.
- 4. **Change Password:** Follow the prompts for password change.
- 5. **Create New Password:** Follow the instructions carefully. (example: Mountain 9%)
  - · Must be at least 8 characters long
  - Must start with a capital letter
  - Must contain at least 1 number
  - May contain non-alpha, non-numeric characters (%,^,etc.)
- 6. Choose a Security Question: As long as you remember the answer to your security question, you will be able to access your myCommNet account, even if you forget your password. The security questions drop-down menu offers different options. Choose one that has an easy, one word answer that doesn't need a capital letter, hyphen, abbreviation, or other unique characters.

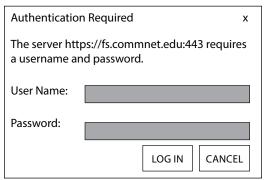
#### **ACCESSING COLLEGE EMAIL**

- Log in to myCommNet (see left). Be sure to use your newly changed password when logging in.
- 2. Click either the Email icon or the Log in to Student Email link.



3. You will be prompted to re-enter your username and passcode.

Log in to email using your NetID and password – the same as you use to log in to myCommnet.



 For additional information on your College assigned email, including instructions on how to forward your email messages, visit the "Admissions links" section of our website at nv.edu/acceptedstudents.

#### myCommNet Alert

The myCommNet Alert system enables college officials to communicate with students, staff, and faculty in minutes by sending a message through multiple contact methods—including email, phone calls, or text messaging. Critical information such as weather-related delays and closings or emergency notifications are sent through this system.

Students are automatically enrolled in myCommNet upon registration. You may update your contact preferences by clicking in the myCommNet Alert box on the myCommNet homepage. You may also be asked to fill out the form upon entering Banner Self-Service.



### **Pay Tuition and Fees**

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

#### **Payment of Tuition and Fees**

Payment or an acceptable arrangement (shown below) is due at the time of registration.

- Registrations without payment or acceptable arrangements are subject to cancellation daily; however, students are responsible for the applicable charges should they fail to formally drop the class(es) from their schedule or withdraw from the College.
- Students are responsible for the status of their accounts with the College. Such accounts can be reviewed online at any time.
- Acceptable arrangements in lieu of full payment must be student-initiated. These are:
  - a fully-authorized financial aid award.
  - an initial payment for the payment plan.
  - a letter from a third party provider for an unconditional guarantee of payment.
  - an applicable Tuition/Fee Waiver Form.

Your registration is confirmation of your acceptance of all applicable charges as a result of your registration. It is expected that you will be attending the College.

While unpaid registration will be subject to cancellation, it is ultimately your responsibility to remove yourself from the registered courses should you decide not to attend the College. Failure to remove yourself from registered courses does not release you from incurred financial obligations and may negatively impact your academic progress and account status.

- Payments may be made at the Bursar's Office K508, during regular office hours. Cash, check, Visa, MasterCard, American Express and Discover are accepted forms of payment. Students may also pay on-line at <u>my.commnet.edu</u>, with Visa, MasterCard, American Express or Discover.
- A \$25.00 returned check fee will be charged for any check not honored by the bank.
- Books and supplies are additional costs that must be paid for at the time of purchase.
- Unpaid registration will be subject to cancellation.
- Bursar's Office can be reached at 203-575-8055 or 203-596-8625.

#### **Installment Payment Plan**

An installment payment plan is available to students enrolling for three credits or more. This plan allows students to defer the payment of tuition beyond the normal due dates, for a fee of \$25 each semester. To enroll, visit the Bursar's Office, **in person**, in Kinney Hall, Room K508. The summer payment plan is available online beginning April 2, 2019.

#### **Refund Policy**

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

### Refund Policy for Summer Courses (Extension Fund)

Policies are set by the Board of Regents for Higher Education. Refund checks will be sent from the board office directly to the student. Policy assumes the student is paid in full at the time of withdrawal. Refund requests will be accepted in writing, by fax (203-575-8085), or by email (records@nv.edu). Refund requests are not accepted by phone. **College and student fees are not refundable.** 

- General Session and Special Session I: Full tuition (extension fund) is refunded if the Registrar receives notice no later than midnight, June 2, 2019. Email, fax and online notifications are acceptable.
- Special Session II: Full tuition (extension fund) is refunded if the Registrar receives notice no later than midnight, July 7, 2019. Email, fax and online notifications will be accepted.

If the College cancels a course, students will receive a full refund of all tuition and service fees. This does not include the \$20 one-time application fee for new students. A student who drops a credit extension course prior to the first day of the session will receive a full refund of tuition only, provided that the student officially drops the class prior to or on the last business day before the first day of the session. If the student officially withdraws on the first day of the session or after, there is no refund and the student will receive a "W" on his/her transcript.

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

#### **Free NVRides Bus Pass**

NVRides bus passes are available for credit students who have paid their Student Activity Fee. With this bus pass, students can travel wherever CT Transit goes in the Waterbury area, and wherever HARTransit goes in the Danbury area, seven days a week. To obtain your NVRides bus pass, visit the Bursar's Office in Kinney Hall, Room K508 in Waterbury or the second floor Administrative Offices of the Danbury Campus.

### **Pay Tuition and Fees**

### 2019 Summer Semester Extension Fund • In-State Residents

Semester Hours		Non-refundable College Services Fee	Student	
1	. \$176.00	\$81.00	\$15.00	. \$272.00
2	. \$352.00	\$88.00	\$15.00	. \$455.00
3	. \$528.00	\$94.00	\$15.00	. \$637.00
4	. \$704.00	\$99.00	\$15.00	. \$818.00
5	. \$880.00	\$118.00	\$15.00	\$1,013.00
6	\$1,056.00	\$134.00	\$15.00	\$1,205.00
7	\$1,232.00	\$152.00	\$15.00	\$1,399.00
8	\$1,408.00	\$167.00	\$15.00	\$1,590.00
9	\$1,584.00	\$185.00	\$15.00	\$1,784.00
10	\$1,760.00	\$200.00	\$15.00	\$1,975.00
11	\$1,936.00	\$218.00	\$15.00	\$2,169.00
12	\$2,112.00	\$236.00	\$20.00	\$2,368.00
13	\$2,288.00	\$236.00	\$20.00	\$2,544.00
14	\$2,464.00	\$236.00	\$20.00	\$2,720.00
15	\$2,640.00	\$236.00	\$20.00	\$2,896.00

#### **Excess Credits Tuition Charge**

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

#### **Out-of-State Students**

	N	lon-refundable College		
Credits	Tuition	Services Fee	<b>Activity F</b>	ee Total
3	\$528.00	\$282.00	\$15.00	\$825.00
6\$	1,056.00	\$402.00	\$15.00	\$1,473.00
9\$	1,584.00	\$555.00	\$15.00	\$2,154.00
12\$	2,112.00	\$708.00	\$20.00	\$2,840.00

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

#### **Mandatory Usage Fees**

Clinical Program Fee-Level 1*	\$487.00
*Per semester; not assessed Material or Supplemental Clinical	Program Fee
Clinical Program Fee-Level 2*	\$359.00
Advanced Manufacturing Fee	\$120.00
Supplemental Course Fee Level 1**	\$102.50
**Per course; level determined by additional contact hours	
Supplemental Course Fee Level 2**	\$205.00
Material Fee***	\$51.00
***Per course, where applicable	

#### All Tuition and Fees are Subject to Change

Application fee: There is a \$20 application fee for all first-time students registering for credit courses.

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

#### **George D. Yonan Memorial Bookstore**

Location: Student Center/Plaza Level, Room S300 Phone: 203-575-8075 • Email: naugatuck@bkstr.com

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

#### **Extended Hours Summer 2019**

Monday, June 3 - Friday, June 7	8:30 am-6:00 pm
Friday, June 7	8:30 am-1:00 pm

#### **Regular Hours Summer 2019**

Beginning Monday, June 10, the bookstore will revert to regularly scheduled hours:

Monday - Thursday	8:30 am-4:30 pm
Friday	8:30 am-1:00 pm



Textbooks can be ordered online at: <u>nv.edu/bookstore</u> Hours are subject to change.



### **Credit Courses Offered This Summer**

#### **Waterbury Campus**

ACC*	H113	Principles of Financial Accounting
ACC*	H117	Principles of Managerial Accounting

#### **ART**

ART*	H101	Art History I
ART*	H111	Drawing I

#### **ASTRONOMY**

#### **BIOLOGY**

BIO*	H105	Introduction to Biology
BIO*	H110	Principles of the Human Body
BIO*	H111	Introduction to Nutrition
BIO*	H115	Human Biology
BIO*	H121	General Biology I
BIO*	H211	Anatomy and Physiology I
BIO*	H212	Anatomy and Physiology II
BIO*	H235	Microbiology

#### **BUSINESS**

BBG*	H101	Introduction to Business
BBG*	H231	Business Law I
BBG*	H232	Business Law II
BMG*	H202	Principles of Managemen

#### **CHEMISTRY**

CHE*	H111	Concepts of Chemistry
CHE*	H121	General Chemistry I
CHE*	H122	General Chemistry II

#### **COMMUNICATIONS**

COM*	H100	Introduction to Communication
COM*	H101	Introduction to Mass Communication
COM*	H173	Public Speaking

#### **COMPUTER INFORMATION SYSTEMS**

CSC\* H101 Introduction to Computers

#### **COMPUTER SCIENCE**

CSA\* H105 Introduction to Software Applications

#### **INTRODUCTION TO CRIMINAL JUSTICE**

CJS\* H101 Introduction to Criminal Justice

#### **DRUG AND ALCOHOL RECOVERY COUNSELOR (DARC)**

DAR*	H112	Group Counseling Theory and Techniques
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DAR\* H158 Biology of Addiction

#### **ECONOMICS**

	O.11.1.C3	
ECN*	H101	Principles of Macroeconomics
ECN*	H102	Principles of Microeconomics

#### **EMT**

EMT H100 Emergency Medical Technician Basic

#### **ENGLISH**

ENG*	H101	Composition
ENG*	H102	Literature and Composition
ENG*	H200	Advanced Composition
ENG*	H211	Short Story
ENG*	H241	World Literature I

#### **ENGLISH AS A SECOND LANGUAGE**

ESL H145 GRAMMAR IV

#### **GEOGRAPHY**

GEO\* H111 World Regional Geography

#### **HISTORY**

HIS\* H201 U.S. History I

#### **HORTICULTURE**

HRT\* H290 CWE / Horticulture Co-Op

#### \*\*Registration is restricted to students currently in these specific NVCC Programs.

LANGUAC	ES
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H101

SPA\*

SPA*	H102	Elementary Spanish II
MATH		
MAT*	H095	Elementary Algebra Foundations
MAT*	H136	Intermediate Algebra
MAT*	H137	Intermediate Algebra
MAT*	H146	Math for the Liberal Arts
MAT*	H167	Principles of Statistics
MAT*	H172	College Algebra
MAT*	H185	Trigonometric Functions
MAT*	H254	Calculus I
MAT*	H256	Calculus II

Elementary Spanish I

#### INTRODUCTION TO PHILOSOPHY

PHL\* H101 Introduction to Philosophy

#### **PHYSICAL EDUCATION**

HPE*	H101	Weight Control and Exercise

#### **PHYSICS**

PHY*	H110	Introductory Physics
PHY*	H221	Calculus-Based Physics I
PHY*	H222	Calculus-Based Physics II

#### **POLITICS**

POL\* H111 American Government

#### **PSYCHOLOGY**

PSY*	H111	General Psychology I
PSY*	H201	Life Span Development
PSY*	H203	Child Development
PSY*	H245	Abnormal Psychology

#### RADIOLOGIC TECHNOLOGY

RAD*	H114	Contrast Media Procedures and Radiographic Quality II**
RAD*	H199	Clinical Practice III**
RAD*	H217	Seminar in Radiology**
RAD*	H299	Clinical Practice VI**

#### RESPIRATORY CARE

RSP*	H151	Cardiopulmonary Pathophysiology**
RSP*	H181	Clinical Practicum II**

#### SOCIOLOGY

SOC*	H101	Principles of Sociology
SOC*	H210	Sociology of the Family

#### **Danbury Campus**

#### **BIOLOGY**

BIO*	H115	Human Biology
BIO*	H211	Anatomy and Physiology I
BIO*	H212	Anatomy and Physiology II

#### **COMMUNICATIONS**

COM\* H173 Public Speaking

#### **COMPUTER SCIENCE**

CSA\* H105 Introduction to Software Applications

#### **ENGLISH**

ENG\* H101 Composition ENG\* H102 Literature and Composition

#### **LANGUAGES**

SPA* H	101 Elem	entary Spanish I	
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#### MATH

MAT*	H095	Elementary Algebra Foundations
MAT	H137	Intermediate Algebra
MAT	H167	Principles of Statistics

#### **PSYCHOLOGY**

PSY\* H111 General Psychology I

This course schedule is subject to change. For the most up-to-date listing of the credit course schedule, visit my.commnet.edu. For more information on course descriptions visit ny.edu/courses and browse by major.

### Weekend College - Waterbury & Danbury

Complete your Business Management Certificate or Associate Degree with this part-time, weekend flexible pathway, designed for students to balance work and family while pursuing an education. Students can follow this guided sequence of courses for a two-year (4 semester) completion of the certificate and a three-year (6 semester) completion of the associate degree, exclusively on weekends.

Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022
◆BBG*H101 Introduction to Business	♦BMG*H220 Human Resources Management	♦BBG*H210 Business Communication	+Oral Communication	ECN*H101 Principles of Microeconomics	BBG*H232 Business Law II
◆BMG*H202 Principles of Management	♦BMG*H105 Supervision and Organizational Behavior	+Written Communication / Aesthetic Dimensions	+ Scientific Knowledge	+Scientific Reasoning	ACC*H117 Principles of Managerial Accounting
ENG*H101 Composition	◆◆MAT*H167 Principles of Statistics	◆ACC*H113 Principles of Financial Accounting	ENG*H102 Literature and Composition	BMK*H201 Principles of Marketing	ECN*H102 Principles of Microeconomics
			♦BBG*H231 Business Law I	CSC*H101 Introduction to Computers	

<sup>◆</sup>Requirements for a certificate in Business Management (21 credits)

Students may also take online courses during the winter/summer to lighten the load during the semester.

- +Course to be prescribed for Weekend College students.
- ♦♦As placement assessments indicate, students needing developmental math or MAT\*H137 could also take it on a weekend. Select courses will be hybrid online options.

#### Certificate in Business Management - 7 courses, 21 credits

Associate Degree in Business Management - 20 courses, 61-62 credits

Students may register for three weekend courses per semester.

Many students will study in a cohort, and work toward the same certificate or degree.

#### Waterbury laboratory classes:

Friday, 5:30 pm-9:45 pm

Saturday, 8:00 am-10:55 am, 11:10 am-2:05 pm, 2:20 pm-5:15 pm

Sunday, 11:10 am-2:05 pm

#### **Danbury laboratory classes:**

Friday, 5:30 pm-8:25pm

Saturday, 8:00 am-10:55 am, 11:10 am-2:05 pm

Don't put your life or your college dreams on hold.
Call 203-575-8080 for registration information today!

### **NVCC** in Danbury

#### 190 Main Street • Danbury, CT 06810

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

nv.edu/danbury

The Danbury Campus of Naugatuck Valley Community College, located within the CityCenter District, serves the Greater Danbury community through both credit and non-credit courses. Our campus is located at 190 Main Street, Danbury.

Students may earn transferrable credits in Danbury which can be applied toward an NVCC associate degree or transferred to a four-year college. We offer a "one-stop shopping" experience which enables students to complete the entire enrollment process including the admission application, placement testing, academic advising, course selection, registration and payment of tuition and fees.

#### **NVCC's Danbury Campus features:**

- 20,000 square-foot, renovated facility in the CityCenter Danbury district.
- over 100 sections of credit classes and over 20 non-credit courses.
- opportunity to complete an A.S. degree in Business Management, Liberal Arts and Sciences or General Studies, or certificates in Administrative Support or Business Management.
- financial aid, placement testing academic advising for students.
- spacious classrooms, student lounge and seasonal bookstore.
- computer lab, health care training lab, science lab and prep room.
- tutoring and library services including assistance in research, writing, mathematics and ESL.
- faculty office academic advising for NVCC Danbury students.
- nearby restaurants and activities, local bus, train and trolley service.
- · free HART bus pass for credit students.

Free parking is available for currently registered NVCC students and teaching faculty at the Terrence E. McNally Patriot Garage, located on the corner of National and Delay Streets. Parking permits are available at the NVCC Danbury Administration Office.

#### **Administrative Office Hours:**

Monday-Friday, 8:00 am - 5:00 pm

#### **Academic Center for Excellence (ACE)**

Danbury: ACE/Multipurpose Room, D201 203-437-9648 • nv.edu/ace

**Operational Hours:** (For tutoring in a specific subject please visit the ACE.) Monday through Friday (computer use only) .......8:00 am-5:00 pm

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

### Center for Job Placement and College Opportunities (CJPCO)

Visit the CJPCO calendar at <a href="https://nv.edu/cjpco">nv.edu/cjpco</a> for operational hours.

#### **Library Services**

Danbury: Multipurpose Room, D201

203-575-8244 (phone) • 203-951-8189 (text)

nvcc.libguides.com/danbury

#### **Operational Hours:**

Monday through Friday (computer use only):........... 8:00 am–5:00 pm (Contact us to schedule an appointment with a librarian.)

Stop by the multipurpose room (D201) to borrow a textbook, use a computer for research, or meet with a librarian. Use the Library Research Station to connect with a librarian and get started on your research!

#### **Information Sessions and Campus Tours**

(No appointment necessary)

Location: Danbury Campus, • Room: D217

Friday	March 22	2:00 pm
*Friday	April 5	2:00 pm
	April 25	
*Tuesday	May 7	2:00 pm
	May 30	
	June 13	
*Thursday	July 18	5:00 pm
	July 29	
*Presented in Spe	anish only • For locations vi	sit <u>nv.edu/directions</u> .
For updates visit		

#### Register for classes during Summer New Student Registration Walk-in Sessions • Danbury Campus

Friday	April 12	9:00 am - 4:00 pm√
		9:00 am - 4:00 pm√
Saturday	June 1	9:00 am - 3:00 pm√√

✓ Placement testing will be held from 2:30 pm – 5:00 pm.

√√Placement testing will be held from 9:00 am – 12:00 pm.

Appointments for New Student Registration must be scheduled at <u>nv.edu/accuplacer</u> or <u>nv.edu/walkin</u>.

Additional New Student Registration Walk-in sessions for Fall applicants, see page 16.

#### **Extended Registration Hours**

The Danbury Campus will be open for extended hours beyond our normal office hours of Mon. - Fri. 8:00 am - 5:00 pm:

Saturday	June 1	. 9:00 am - 3:00 pm
	. June 3	
Tuesday	. June 4	. 8:00 am – 6:00 pm

#### **Directions to NVCC Danbury Campus**

190 Main Street, Danbury

#### 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 West and Main Streets, turn right. Main entrance to NVCC 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 St. for 0.2 mile. Turn right onto Main St./CT-53 for 0.8 mile. At the intersection of West and Main Streets, turn right. Main entrance to NVCC is on the right.

### **Student Support Services**

#### **Academic Center for Excellence (ACE)**

Waterbury: Ekstrom Hall • Room E500 • 203-596-8717 Danbury: Multipurpose Room • D201• 203-437-9648 nv.edu/ace

Operational Hours: (For tutoring in a specific subject please visit the ACE.)

Monday - Thursday (drop-in tutoring) ......8:00 am - 5:00 pm

Friday (computer use only) ......8:00 am - 5:00 pm

Maximize your education at NVCC by visiting the ACE, a free on-campus resource for math, writing, science, ESL, computer and accounting tutoring. There are 50+ computers in the ACE for student use. Students can walk in and receive help or schedule an appointment with one of our dedicated and experienced tutors. In addition, the ACE is the place for individual and group study, specialized computer software, make-up testing, college success tip sheets, academic workshops and preparation assistance for the Accuplacer® placement test. There are four collaboration rooms free for student use. The ACE staff is an enthusiastic group of professional and peer tutors who focus on students and their success. Come early and come often. See for yourself how the ACE and its many resources can help you succeed! If you have any questions or want to make an appointment call 203-596-8717. Like us on Facebook!

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

Kinney Hall • Room K520 • 203-575-8025 • <u>nv.edu/capss</u>
Saturday, June 1 ......9:00 am-3:00 pm
Monday, June 3 & Tuesday, June 4 ......8:00 am-6:00 pm
Monday-Friday ......8:00 am-5:00 pm

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

### Center for Job Placement and College Opportunities (CJPCO)

Traurig Learning Resources Center and Library • Room L524 203-575-8158 • nv.edu/cjpco

Monday-Friday ......8:00 am-5:00 pm Visit the CJPCO calendar at nv.edu/cjpco for Danbury hours. Evening appointments are available upon request.

The Center for Job Placement and College Opportunities includes career planning, employer connections, cooperative education, and internships. Learn to conduct a job search, use Internet

resources effectively in all phases of career planning, including finding a career that suits your strengths and personality type, as well as the hiring outlook, salary information and educational requirements of careers of interest to you. Learn to write effective resumes and cover letters, interview effectively and connect with employers who are actively hiring employees or interns. Sign up for our online job posting board at <a href="https://www.collegecentral.com/nvcc">www.collegecentral.com/nvcc</a> to view part-time, full-time, internship and work study job postings and to post your resume.

#### **Library Services**

Max R. Traurig Library/LRC • Room L523 • 203-575-8024 nv.edu/library

Monday - Thursday ......8:00 am-6:00 pm Friday ......8:00 am-4:30 pm See website for break hours.

The Max R. Traurig Library/LRC offers materials, services and space to support student learning and research. A wide variety of print and non-print materials including full-text online articles and ebooks, course research guides and streaming educational video are available through the website at <a href="nv.edu/library">nv.edu/library</a> or off campus via myCommNet. Textbooks, laptops, guitars, calculators, USBs and more are also available at the circulation desk. The library, which spans the 4th and 5th floors of the L building, offers a large collection of print books and journals, as well as a variety of quiet and group study spaces and two computer labs. Librarians are available for assistance in person, by phone at 203-575-8244, by text at 203-951-8189 or via email at library@nv.edu.

**Access Library Resources** 



#### **Student Email**

Visit <u>nv.edu/email</u> to set up your college email account. This will become your primary email address for all official college communications.

#### **Veterans Affairs**

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

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

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

### **General Information**

#### **Course Cancellations and Changes**

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

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

#### **Course Overloads**

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

#### **Auditing Courses**

Students not wishing to earn course credit may audit a course by completing an audit request form at the time of registration in the Registrar's Office, Room K516. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. A student wishing to change from credit to audit status must complete an audit request form within the first four weeks of the semester. Full tuition and fees are charged for courses audited. Students auditing a course may not change to credit status.

#### Withdrawals:

**General Session:** Monday, June 3 - Friday, June 12 **Special Session I:** Monday, June 3 - Friday, June 28 **Special Session II:** Monday, July 8 - Friday, August 2

Students who wish to withdraw from a course(s) should contact their instructor(s). Methods for official withdrawal:

- online at my.commnet.edu (access permitting)
- in-person by completing a withdrawal form from the Registrar, Room K516. See refund policy on page 8.
- by fax (203-575-8085) by midnight of the last withdrawal date of each session. See refund policy on page 8.
- by mail postmarked no later than the last withdrawal date.
   See refund policy on page 8.
- by e-mail scanned request with scanned signature by midnight of the last withdrawal date. See refund policy on page 8.
- · Withdrawals will not be accepted by phone.
- 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.

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

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

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

Students who do not complete requirements can request reevaluation for the next conferral date/year. Graduation applications can be obtained from the Registrar in Room K516 and online at <a href="https://nx.nv.edu/gradapp">nv.edu/gradapp</a>.

#### **Policy Changes**

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

#### **Enrollment Verification Request**

The National Student Clearinghouse processes all student enrollment verifications. Using the current online system, students can log on with their 8-digit NetID and PIN, and follow the prompts. Students will be connecting directly to the National Student Clearinghouse, enabling them to print out their own enrollment verification certificates. Verifications for the Summer 2019 semester will be accessible approximately the week of June 14.

#### **Grade Reports**

Semester grades will be available at <u>my.commnet.edu</u> approximately one week after the exam period.

#### **Transcript Requests**

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

#### **Disability Services**

Students who may require academic accommodations on the basis of a disability are encouraged to contact Terry Latella, the Counselor for Students with Disabilities, located in Kinney Hall, K519B (203-596-8608). After submitting documentation validating a disability, students will be required to schedule an appointment to complete the disabilities disclosure process. Services are available at both campuses.

### **General Information**

#### **Admissions Office**

203-575-8080 • nvcc@nv.edu

#### **Alumni Affairs**

203-575-8045

#### **Bookstore**

203-575-8075

#### **Bursar**

575-8055 or 203-596-8625 Bursars@nv.edu

#### Center for Academic Planning and Student Success (CAPSS) Counseling/Advising

203-575-8025 • CAPSS@nv.edu

### Center for Job Placement and College Opportunities (CJPCO)

203-575-8158 • cjpco@nv.edu

#### **Danbury Campus**

203-437-9699

**Dean of Academic Affairs** 203-575-8046

#### **Dean of Student Services**

203-575-8012

#### **Financial Aid**

203-575-8274 NV-FinancialAid@nv.edu

#### Library

203-575-8024

#### **Non-credit Lifelong**

#### Learning

203-575-8029 • nc@nv.edu

#### Registrar

203-596-2177 • records@nv.edu

#### **Online Learning**

203-575-8182

#### **Public Safety**

### 203-575-8113 Services for Students

### with Disabilities 203-596-8608 • tlatella@nv.edu

#### **Student Activities**

203-575-8269

#### **Testing Center**

203-575-8215

#### **Veterans Affairs**

203-575-8006

#### Reactivate

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

#### **Transfer Students**

If you have attended another college or university and have not previously attended NVCC, please follow the procedures for new students. Transfer students are encouraged to attend a New Student Registration session and may register online if in good academic standing. See Page 6. If you are interested in receiving transfer credit for course work completed at another institution, submit official college transcripts to the Admissions Office. **Visit nv.edu/admissions/transfer-students.** 

#### **Readmitted Students**

Credit students who have not attended NVCC since the spring of 2017 will need readmission to the College prior to registration. Readmit students are subject to the curriculum requirements in existence at the time of readmission. A readmission form must be submitted to the Registrar prior to, or at the time of registration. This application can be found on the College website or in the Registrar's Office, located in Room K516. Students who have not been in attendance for more than five years must resubmit proof of high school graduation to maintain degree-seeking status. Readmit students must see an academic advisor in order to register. See Page 6.

#### **Online Learning Courses**

Online learning courses are fully or partially (hybrid) online courses designed for highly motivated students who are looking to add flexibility to their busy schedules. Basic computer literacy and high-speed access to the Internet are required. Our courses follow the standard academic calendar of the College (unless otherwise indicated), are generally not self-paced and may include face-to-face class meetings. NVCC online math courses require campus meetings for exams. For more information, please contact the Department of Mathematics at 203-575-8063.

#### **Hybrid Courses**

Hybrid sections are defined as courses whose contact hours are split between online and on campus. The first session for these classes will meet on campus. Sections with a "C" in the title indicate that the on campus portion utilizes computer technology.

#### **Before You Start**

Students who are interested in or have enrolled in their first online learning courses are strongly advised to visit the Connecticut Community College Student Support site at <a href="http://supportcenter.ct.edu">http://supportcenter.ct.edu</a> to get information about online learning. This site includes instructions for logging on to your course(s) on Blackboard Learn (our learning management system), technical requirements needed for your computer and other important information and resources.







Student Support http://supportcenter.ct.edu

Saturday, April 27
visit nv.edu/openhouse for details!

Take a tour and learn about NVCC programs.

Meet with an advisor.

Start your pathway today toward a degree, certificate, credit classes or lifelong learning!

Save time, save money and make the "smart choice!"

### **Preview Look at Fall 2019 Semester!**

#### Apply for Fall 2019! Classes begin August 27!

Summer applicants who plan to continue taking classes in the Fall 2019 semester must indicate on their admissions application that you are applying for both summer and fall. You also must select a major if you are looking to pursue a degree and/or apply for financial aid. If you plan to continue as a non-degree student you do not need to submit a. or b. below.

In order to be accepted to the fall semester as a degreeseeking student applicants must submit:

- a. Proof of high school completion or GED
- b. Immunization documentation for MMRV

The following documents are needed prior to testing, advising and registration:

- SAT/ACT scores if taken within the last 5 years
   See page 5.
- Unofficial transcripts which prove you have met the prerequisite requirements (transfer students only).
   Official transcripts are required if you would like to have your courses transferred to NVCC for credit.

### 2 Apply now for financial aid for the fall semester.

Don't miss out on financial aid opportunities for the fall and spring semesters! See page 4 to begin your FAFSA process. Don't wait! Funds are based on availability. Check out scholarship opportunities at <a href="https://nx.nv.edu/scholarships">nv.edu/scholarships</a>.

### 3 Take the placement test.

#### **ACCUPLACER®**

Placement testing for Fall 2019 semester will begin at the Waterbury Campus on Tuesday, March 19 and at the Danbury Campus on Friday, March 22. If you think you may be exempt from the test, refer to page 5 for more details.

### Schedule your placement test online for the Waterbury or Danbury Campus at <a href="https://nv.edu/accuplacer.">nv.edu/accuplacer.</a>

#### TEAS (Test of Essential Academic Skills)

For students planning to apply to the Nursing program or PTA program, go to <a href="www.atitesting.com">www.atitesting.com</a> and register through the Online store. Test sessions will begin in March.

For the latest updates and possible additions to the New Student Registration Walk-in schedule, visit <u>nv.edu/walkin</u>

#### **Information Sessions and Campus Tours**

No appointment necessary

#### Waterbury Campus • Technology Hall (See room number below.)

Wednesday	June 5	11:00 am	T516
Tuesday	June 18	4:00 pm	T516
*Tuesday	June 18	4:00 pm	T515
Thursday	June 27	3:00 pm	T516
*Monday	July 15	4:00 pm	T515
		4:00 pm	
Thursday	July 25	11:00 am	T516
Monday	August 5	4:00 pm	T516
*Monday	August 5	4:00 pm	T515
	. <del>-</del> _     .		

<sup>\*</sup>Presented in Spanish only • For directions, see nv.edu/directions.

#### Danbury Campus • (See room number below.)

*Thursday		5:00 pm	D217
		2:00 pm	
*Thursday	July 11	5:00 pm	D217
Tuesday	July 30	2:00 pm	D217

<sup>\*</sup>Presented in Spanish only • For directions, see nv.edu/directions.

#### Fall New Student Registration Walk-ins • Waterbury

	Advising Times	Placement Test Times
Tuesday July 9	9:00 am-1:00 pm	9:00 am - 11:30 am
FridayJuly 12	9:00 am-1:00 pm	9:00 am - 11:30 am
Tuesday July 16	. 3:00 pm-7:00 pm	3:00 pm - 5:30 pm
Thursday July 18	9:00 am-3:00 pm	9:00 am - 12:30 pm
Wednesday July 24	9:00 am-3:00 pm	9:00 am - 12:30 pm
Thursday August 1	9:00 am-3:00 pm	9:00 am - 12:30 pm
TuesdayAugust 6	9:00 am-3:00 pm	9:00 am - 12:30 pm
Wednesday August 7	. 3:00 pm-7:00 pm	3:00 pm - 5:30 pm
SaturdayAugust 10	9:00 am-3:00 pm	9:00 am - 12:30 pm
TuesdayAugust 13	9:00 am-3:00 pm	9:00 am - 12:30 pm
Thursday August 15	9:00 am-3:00 pm	9:00 am - 12:30 pm
SaturdayAugust 17	9:00 am-3:00 pm	9:00 am - 12:30 pm
TuesdayAugust 20	9:00 am-3:00 pm	9:00 am - 12:30 pm
Thursday August 22	. 2:00 pm-7:00 pm	2:00 pm - 5:30 pm
Saturday August 24	9:00 am-3:00 pm	9:00 am - 12:30 pm
Apply, test, be advised, build a sc	hedule, register and pay a	ll in one day!

Appointments for New Student Registration sessions can be made at <u>nv.edu/accuplacer</u> or <u>nv.edu/walkin</u>.

#### Fall New Student Registration Walk-ins • Danbury

	Advising Times	Placement Test Times
Friday March 22	9:00 am-4:00 pm	2:30 pm-5:00 pm
Friday April 5	9:00 am-4:00 pm	2:30 pm-5:00 pm
Friday April 12	9:00 am-4:00 pm	2:00 pm-5:00 pm
ThursdayApril 18	9:00 am-4:00 pm	2:30 pm-5:00 pm
Friday April 26	9:00 am-4:00 pm	2:30 pm-5:00 pm
FridayMay 3	9:00 am-4:00 pm	2:30 pm-5:00 pm
ThursdayMay 9		
Friday May 17		
Friday May 24	9:00 am-4:00 pm	2:30 pm-5:00 pm
Friday May 31	9:00 am-4:00 pm	2:00 pm-5:00 pm
Saturday June 1	9:00 am-3:00 pm	9:00 am-12:00 pm
FridayJune 7	9:00 am-4:00 pm	2:30 pm-5:00 pm
FridayJune 14	9:00 am-4:00 pm	2:30 pm-5:00 pm
FridayJune 28	9:00 am-4:00 pm	9:00 am-12:00 pm
FridayJuly 12	9:00 am-4:00 pm	9:00 am-12:00 pm
FridayJuly 19	9:00 am-4:00 pm	9:00 am-12:00 pm
FridayJuly 26	9:00 am-4:00 pm	9:00 am-12:00 pm
Friday August 2	9:00 am-4:00 pm	9:00 am-12:00 pm
Friday August 9	9:00 am-4:00 pm	9:00 am-12:00 pm
Friday August 16	9:00 am-4:00 pm	9:00 am-12:00 pm
Saturday August 17	9:00 am-3:00 pm	9:00 am-12:00 pm
FridayAugust 23	9:00 am-4:00 pm	9:00 am-12:00 pm
Saturday August 24	9:00 am–3:00 pm	9:00 am-12:00 pm

Appointments for New Student Registration sessions can be made at <u>nv.edu/accuplacer</u> or <u>nv.edu/walkin</u>.

### **Preview Look at Fall 2019 Semester!**

### 4 Schedule an advising appointment.

New degree-seeking students must schedule and attend a New Student Registration session. Students must be accepted for the fall semester prior to attending a New Student Registration session.

Summer students who did not select summer and fall on their college application must call the admissions office at 203-575-8080 to have their file reactivated for Fall 2019.

Transfer students and non-degree students are encouraged, but not required to attend a New Student Registration session.

New Student Registration sessions can be made at <a href="nv.edu/accuplacer">nv.edu/accuplacer</a> or <a href="nv.edu/walkin">nv.edu/walkin</a>. Have your student ID number and email address ready when you sign up.

### 5 Register for fall classes.

#### Be prepared:

March – Continuing students see your academic advisor.

April 2 – First day of fall semester online registration for continuing students.

April 16 – First day of fall semester registration for new and transfer students. New Student Registration sessions include testing, advising, <u>registration</u> and tuition payments.

See page 6.

### Kick off your college experience at the New Student Orientation

# Danbury Wednesday, August 21 5:00 pm - 6:00 pm Room: D203

RSVP by Aug. 17 online at MCharris@nv.edu or call Martha Charris at 203-437-9638.

# Waterbury Saturday, August 24 9:30 am - 12:00 pm Room: Leever Atrium

RSVP by Aug. 20 online at
<u>AThompson2@nv.edu</u> or call
Alberta Thompson at 203-575-8229.

- · Meet faculty, staff and new students.
- Information booths
- Helpful presentations
- · Campus tours
- Refreshments

Eliminate first-year frustrations and learn about on-campus services and programs.



Space is limited. Sign up today!

### 6 Pay tuition and fees. Check out IPLAN, our online installment plan!

Spread the cost of tuition and fees over the term by enrolling in a tuition payment plan using our online payment plan system. We offer monthly, bi-weekly, financial aid only and out-of-state payment plans.

- Enroll in a tuition payment plan easily over the web from myCommNet.
- · View a list of charges, credits, and financial aid eligible for the plan on your online budget worksheet.
- Authorize your parent, spouse and anyone else you choose to access your account, sign up for a plan, or make a payment on your behalf.
- Receive notifications sent to your student email as your plan adjusts to changes in your schedule.

If you need assistance in person, visit our Bursar's windows in Kinney Hall, Room K508.

Tuition payment plans help families budget the cost of tuition and fees by spreading out the cost over a number of payments.

#### **Benefits of the IPLAN**

Fast - Enrolling in tuition payment plans is easy. Simply log into Self Service through myCommNet to enroll.

Secure - Pay online using a credit card knowing your information is secured using industry-leading security features.

**Convenient** – Need to know if your IPLAN has changed? Check your student email. Our payment plan system will notify you anytime your installments increase or decrease. Want to make a payment during a study break at the library? No problem. Access your online plan through a web browser anywhere, anytime. Need to give someone else access to your student account? It's a breeze. Now you can authorize someone else to enroll in the plan, receive payment reminder emails, or make payments on your behalf.

*Inexpensive* – Tuition payment plans are an inexpensive alternative to a student loan or paying by credit card. Enrolling in a plan costs just \$25 per semester.

### **Program & Discipline Contacts**

Departments - Area Code 203-	
<b>ACCOUNTING</b> (Business Division) Vacantscolvin@nv.edu	HISTORY (Liberal Arts & Behavioral/Social Sciences Division) Karla Ekquist-Lechner
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GEOLOGY (STEM Division) Cynthia DonaldsonE314596-8703cdonaldson@nv.edu	(Director) 203-575-8068 or 203-575-8117  SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)
zy 2 3 miles in	H. Justin MooreE411hmoore@nv.edu (Associate Dean)203-575-8053 or 203-575-8063



### **Degrees and Certificates**

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

#### **Certificates Degrees** ☐ Accounting – HJ05 ☐ Accounting (A.S.) – HA03 ☐ Automotive Technician (A.S.) – HA24 ☐ Administrative Support – HJ81 ☐ Advanced CADD Modeling – HJ03 ☐ Automotive Technician Management Option (A.S.) – HC23 ☐ Aviation Science Management Option (A.S.) – HC21 ☐ Advanced Engine Performance – HJ12 \* Behavioral Science (A.S.) – HC20 ☐ Advanced English Proficiency – HJ80 ☐ Business Administration - Business Computer Applications (A.S.) – HA54 ☐ Advanced Manufacturing Machine Technology – HK60 ☐ Applied Behavior Analysis – HJ88 ☐ Business Finance (A.S.) – HA57 ☐ Business Management (A.S.) – HA68 \* Athletic Coaching – HJ22 ☐ Computer Information Systems Technology (A.S.) – HA76 ☐ Audio/Video Production – HK01 ☐ Criminal Justice/Public Safety (A.S.) – HB04 ☐ Automotive Fundamentals – HJ24 ☐ Criminal Justice - Corrections Option (A.S.) – HC13 ☐ Business Management – HJ38 ☐ CADD Modeling 3D – HJ02 ☐ Criminal Justice - Forensics Option (A.S.) – HC17 ☐ Criminal Justice - Law Enforcement Option (A.S.) – HC14 ☐ Child & Family Services – HJ14 ☐ Criminal Justice - Security Option (A.S.) – HC15 ☐ CNC Machining – HJ04 \* Computer Crime Deterrence – HK26 ☐ Cybersecurity (A.S.) – HA35 ☐ Digital Arts Technology – Audio/Video Option (A.S.) - HC25 ☐ Computer-Aided Drafting 2D – HJ01 ☐ Digital Arts Technology – Graphics/Animation Option (A.S.) - HC26 ☐ Computer Networking – HJ42 ☐ Digital Arts Technology – Multimedia/Web Authoring Option (A.S.) - HC27 ☐ Criminal Justice – HJ75 ☐ Drug and Alcohol Recovery Counselor (A.S.) – HF10 ☐ Culinary Arts – HJ77 ☐ Early Childhood Education (A.S.) – HB93 ☐ Dance – HK28 ☐ Electronic Engineering Technology (A.S.) – HB11 ☐ Dietary Supervision – HJ65 ☐ Engineering Science (A.S.) – HB12 ☐ Disabilities/Mental Health – HJ11 ☐ Engineering Technology (A.S.) – HB83 ☐ Drug and Alcohol Recovery Counselor – HJ10 ☐ Engineering Technology - Automated Manufacturing (A.S.) – HB84 ☐ Early Childhood Education – HJ89 ☐ Electronic Music and Audio Production – HJ06 ☐ Engineering Technology - Computer-Aided Drafting/Design (A.S.) – HB86 ☐ Engineering Technology - Mechanical (A.S.) – HB85 ☐ Engineering Technologies Exploratory – HJ73 ☐ Environmental Science (A.S.) – HB87 ☐ Finance – HJ70 ☐ Fire Technology and Administration (A.S.) – HF05 ☐ Fundamentals of Machine Technology— HJ20 ☐ General Studies (A.S.) – HB25 ☐ General Automotive Services – HK10 ☐ Horticulture (A.S.) – HB37 ☐ Gerontology – HK11 ☐ Hospitality Management - Foodservice Management (A.S.) – HB16 ☐ Graphics & Animation – HJ09 ☐ Hospitality Management - Hotel Management (A.S.) – HB94 \* Health Career Pathways – HK55 ☐ Human Services / Pre-Social Work (A.S.) – HA06 ☐ Horticulture – HK18 ☐ Legal Assistant/Paralegal (A.S.) – HB56 ☐ Landscape Design – HK30 ☐ Liberal Arts and Sciences (A.A.) – HB57 ☐ Lean Manufacturing – HN13 ☐ Marketing (A.S.) – HB61 ☐ Legal Studies/Paralegal – HJ69 ☐ Management Information Systems – HJ13 \* Mathematics & Science (A.A.) - HB44 \* Mathematics & Science - Chemistry (A.A.) - HC12 ☐ Marketing Electronic Commerce – HJ63 ☐ Nursing (A.S.) – HF30 ☐ Modern Manufacturing Design – HJ15 ☐ Physical Therapist Assistant (A.S.) – HB71 ☐ Multimedia/Web Authoring – HJ07 ☐ Radiologic Technology (A.S.) – HB73 ☐ Object-Oriented Programming – HK23 ☐ Respiratory Care (A.S.) – HB74 ☐ Supply Chain Management – HN14 ☐ Technology Studies (A.S.) – HF11 ☐ Technical Communications – HJ61 ☐ Technology Studies – ☐ Visual Art – HJ78 Engineering Technology Option (A.S.) - HF12 Non-degree ☐ Technology Studies -□ Non-Degree – HZ99 Lean Manufacturing and Supply Chain Management (A.S.) – HF20 ☐ Visual and Performing Arts – Visual Art (A.A.) – HC28 \* Students are no longer being accepted into these programs as ☐ Visual and Performing Arts – Dance (A.A.) – HC29 they will not be continued. ☐ Visual and Performing Arts – Digital Design (A.A.) – HC33 Non-credit Proficiency Certificates are available. ☐ Visual and Performing Arts – Music (A.A.) – HC31☐ Visual and Performing Arts — Theater Arts (A.A.) – HC32☐ Visual and Performing Arts — Theater Arts (A.A.) See the most current course schedule at nv.edu/nc. Connecticut State Colleges and Universities (CSCU) Transfer Ticket Degrees www.ct.edu/transfer ☐ CSCU Transfer: Art (A.A.) – H12HG21 ☐ CSCU Transfer: History Studies (A.A.) – H12HG06 ☐ CSCU Transfer: Biology Studies (A.A.) – H12HG01 ☐ CSCU Transfer: Italian Studies (A.A.) – H12HG18 □ CSCU Transfer: Business Studies (A.A.) – H12HG12 □ CSCU Transfer: Mathematics Studies (A.A.) – H12HG07 ☐ CSCU Transfer: Chemistry Studies (A.A.) – H12HG02 □ CSCU Transfer: Physics Studies (A.A.) – H12HG19 ☐ CSCU Transfer: Communication Studies (A.A.) – H12HG03 ☐ CSCU Transfer: Political Science Studies (A.A.) – H12HG08 ☐ CSCU Transfer: Computer Science Studies (A.A.) – H12HG13 □ CSCU Transfer: Psychology Studies (A.A.) – H12HG09 ☐ CSCU Transfer: Criminology Studies (A.A.) – H12HG04 ☐ CSCU Transfer: Social Work Studies (A.A.) – H12HG10 ☐ CSCU Transfer: Early Childhood Teacher Credential Studies (A.S.) – H11HG14 □ CSCU Transfer: Sociology Studies (A.A.) – H12HG11 ☐ CSCU Transfer: English Studies (A.A.) – H12HG05 ☐ CSCU Transfer: Spanish Studies (A.A.) – H12HG20 ☐ CSCU Transfer: French Studies (A.A.) – H12HG16 □ CSCU Transfer: Theatre Studies (A.A.) – H12HG22

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For important Gainful Employment information including graduation rates & median debt of

students who completed certificate programs, please visit our website. www.ct.edu/ge/nvcc



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





For directions to Waterbury and Danbury Campuses visit nv.edu/directions

### summer courses

Save time, save money and get a jump on the semester by taking summer classes!

#### Do the Math...

Average area college: \$3,434 per 3 credits

NVCC: - \$637 per 3 credits\* SAVE: \$2,797 per 3 credits

\* At NVCC, the more credits you take, the lower the cost per credit!

### Register Today!

Summer classes:

• General Session: June 3 - July 26

• Special Session I: June 3 - July 5

• Special Session II: July 8- August 9

#### Fall classes start August 27:

• Over 100 associate degree & certificate programs

Financial aid opportunities

Waterbury • D

#### Advanced Manufacturing Technology Center (AMTC) **Machine Technology Certificate • Waterbury Campus**

Come to an AMTC Information Session! **Technology Hall** 

Thursdays, Technology Hall, Room T646 5:30 pm - 6:30 pm

March 7

April 4

Mav 2

June 6

July 11

August 1

August 15

AMTC graduates are being hired by area manufacturers. Learn how you can be hired, too!

Graduates are prepared to work on the shop floor with knowledge in blueprint reading, manufacturing processes and CNC. They have over 400 contact hours with state-of-the art machinery.

**NVCC Advanced Manufacturing Technology Center** 750 Chase Parkway • Waterbury Contact: Deirdre D'Amore • 203-575-8014 • ddamore@nv.edu nv.edu/ AMTC



- Boating
- Bookkeeper & Office Administration
- Central Sterile Processing Technician
- Computers
- Home Care Nurse's Aide
- Manufacturing
- Medical Administrative Assistant
- Medical Coding & Billing Specialist
- Motorcycle Safety
- Nurse's Aide
- Patient Care Technician
- Personal Fitness Trainer
- Pharmacy Technician
- Phlebotomy Technician
- Real Estate
- Security Officer
- Welding



JOB TRAINING COURSES

Quality programs that get you hired!

#### **Registration:**

203-575-8029

Founder's Hall, Room F323, Waterbury Campus Administrative Offices, Danbury Campus Monday-Friday, 8:00 am to 5:00 pm

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