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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/NVCEmployeePolicyProcedureManual.pdf

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

The Multimedia Lab is located in the Learning Resources Center, Room L-303.
- Discover how to use a wide range of multimedia equipment to develop your classroom presentations.
- Learn more about these services from the Educational Technology Office, located in the Learning Resources Center, Room L-307, or call 203-575-8182.

The Center for Teaching (CFT) offers an array of professional development opportunities!
- Contact the CFT Coordinators, Dr. Nikki McGary and Chris Rempfer, both of whom have offices on the 6th floor of Kinney Hall.
- Dr. Ruth Urbina-Lilback is the Teaching and Learning Consultant (TLC), who is on the 6th floor of Kinney 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 President 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, www.commnet.edu, the College website, www.nv.edu, and daily e-mail communications for any changes in policies and procedures.

If you have questions or need guidance, please contact your Associate Dean. Personnel questions can be directed to Human Resources, K-704 (203-596-8719) or Payroll, K707 (203-575-8697).

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. Lisa Dresdner
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 contract.

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.
Below is language from your Notice of Appointment:

**DUTIES:**
- Teaching the assigned course in accordance with the published catalog description or other approved syllabus;
- Preparation related to teaching including the development of an approved course outline and reading list unless these are provided by the college;
- Advisement of students enrolled in the course to support student retention and success;
- Distribution to each student in the course, during the first class meeting, 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;
- Maintenance of accurate records of students enrolled in the course;
- Compliance with all college policies, procedures, and regulations;
- Such other duties, which are related to this appointment as required by the president 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 8 credit hours (Congress members), 7.49 (AFT members) 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 8 credit hours (Congress members) or 7.49 credit hours (AFT members) in this system for the period specified or any portion thereof.
- This appointment may be terminated for inadequate performance or other sufficient cause.

**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.
In an effort to insure that all course syllabi are consistent in format and organization, all faculty should adhere to the college-approved template (below). Please pay close attention to the Course Description and Learning Outcomes which should be identical across sections of the same course. Please contact your Department Chair, Program Coordinator, or Associate Dean to get current description and outcomes. Items in red should be filled in by you.

---

Naugatuck Valley Community College  
Office of the Dean of Academic Affairs  
Course Syllabus Template

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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)

<table>
<thead>
<tr>
<th>Prerequisites:</th>
<th>To be completed by instructor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Days &amp; Times:</td>
<td>To be completed by instructor.</td>
</tr>
<tr>
<td>Campus Location:</td>
<td>To be completed by instructor. (Waterbury or Danbury)</td>
</tr>
<tr>
<td>Class Location:</td>
<td>To be completed by instructor.</td>
</tr>
</tbody>
</table>

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.

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.

<table>
<thead>
<tr>
<th>Numeric Grade</th>
<th>Acceptable Letter Grade Range to be used by the Instructor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A- to A</td>
<td>Excellent</td>
</tr>
<tr>
<td>80-89</td>
<td>B-, B, B+</td>
<td>Above Average</td>
</tr>
<tr>
<td>70-79</td>
<td>C-, C, C+</td>
<td>Average</td>
</tr>
<tr>
<td>60-69</td>
<td>D-, D, D+</td>
<td>Below Average</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

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.

Incomplete grade:
An Incomplete may be assigned at the instructor’s discretion when a student requests it. It is a temporary grade that is assigned when extenuating circumstances lead to missing coursework or an inability to complete all assignments; it may not be used for excessive absences and the majority of the coursework should have been completed before the request is made. The student must agree to complete the requirements in the timeframe specified by the instructor. The faculty member who assigns an Incomplete must file a system report form. If the “I” is not changed to a legitimate letter grade by the end of the following semester, the “I” automatically converts to an “F.”

Withdrawal Policy: Fall 2019 withdrawal deadline for full-term classes is Tuesday, November 19, 2019.
Others deadlines are listed below:
First half semester: 10/8/19
Second half semester: 11/19/19
IDS, 7-weeks: 10/7/19
First 10 weeks: 10/22/19
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. 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

Blackboard Learn: (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 Learn, 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 Learn is not fully supported on mobile devices at this time. If students have any problem using Blackboard Learn 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 Learn” 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 Learn through our myCommNet portal http://my.commnet.edu or through our Blackboard Learn 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), provides tutoring in math, sciences, English and writing, and numerous other subjects. You can learn about the full range of tutoring and other student success services by going to the ACE in E500 Ekstrom Hall, visiting its webpage at https://www.nv.edu/Student-Resources/Academic-Support-Resources/Tutoring-Center-ACE or by calling (203) 596-8729. The ACE is located on both campuses, Danbury and Waterbury.

Waterbury Campus Hours:
Monday & Tuesday 8 am – 8 pm
Wednesday & Thursday 8 am – 7 pm
Friday 8 am – 4 pm
Saturday 12 pm – 4 pm
Sunday 12 pm – 4pm

Danbury Campus Hours:
The Danbury campus ACE/multipurpose Room is located in D201, and it is open during normal operating hours. Tutoring schedules are arranged by the beginning of each semester.

Library Resources:
On the Waterbury Campus, The Max R. Traurig Library is located on the 4th and 5th floors of the L building. The library has books, journals, databases, research guides, DVDs, and CDs to support the college curriculum, as well as copies of all the textbooks used at NVCC. The online journal databases, ebooks, and streaming videos can be accessed via the library website at http://www.nv.edu/library or through the Library tab in MyCommNet.
Waterbury Campus Hours:

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<tr>
<th>Day</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8 am – 8 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8 am – 4:30 pm</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>10 am – 2 pm</td>
</tr>
</tbody>
</table>

Library Circulation Desk: (203) 575-8024
Reference Desk: (203) 575-8244
Text Us! (203) 951-8189
Email: library@nv.edu

Danbury Campus Hours:
For the Danbury Campus, librarians work with faculty to schedule in-class instruction. Textbooks and ESL readers are available at the Multipurpose Room, D-201. Students can make appointments with librarians for research assistance via the library’s website.

Dean of Academic Affairs:
Dr. Lisa Dresdner
Kinney Hall – K719
ldresdner@nv.edu
203-575-8004

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 President 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 who may require academic adjustments on the basis of a disability are encouraged to contact the Counselor for Students with Disabilities. Contact Terry Latella in K519B or call 203-596-8608 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 meet with their instructor(s) within the first two weeks of the semester to discuss any adjustments approved by the appropriate disabilities contact and to complete the Adjustments Agreement Form. 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 and academic adjustments 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/studentservices/studenthandbook.pdf](https://nv.edu/portals/0/documents/studentservices/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. In addition, as academic misconduct is a violation of the Student Code of Conduct, referral will be made to the Dean of Student Services and addressed as appropriate.

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 student email address, which is the primary way to receive any communications from the college. It is students’ responsibility to check this e-mail for all communications from their instructors and the college. Emails will no longer be sent to personal email accounts; however, students can easily forward their college e-mail to their personal e-mail. Visit [nv.edu/email](http://nv.edu/email) for details on setting up an account or for help, call or visit IT: 203-575-8092 or [nv.edu/IT](http://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.

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 Student Academic Appeals Process and forms are available beginning on page 36 of the Student Handbook: [https://nv.edu/portals/0/documents/studentservices/studenthandbook.pdf](https://nv.edu/portals/0/documents/studentservices/studenthandbook.pdf)
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/studentservices/studenthandbook.pdf

NVCC Smoke-Free Campus Policy:
Section 19a-342 of the General Statues 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 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 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, 203-575-8056; Sarah Gager, Dean of Student Services/Deputy Section 504/Title II/ADA/Age Act Coordinator (Students), Room K509a, 203-575-8086; Robert Divjak, Director of Facilities/Deputy Section 504/Title II/ADA Coordinator (Facilities), Room C216, 203-575-8235; Jacqui Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, 203-575-8043 (Rev 3/18/19).
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 either in the Academic Affairs Public Folder in Outlook or on the College’s secretarial drive (Z).

**Student Evaluation of Faculty**

In an attempt to streamline, provide much faster feedback to Deans and faculty, and significantly reduce the cost, student evaluations of faculty by course are now done online vs. in the classroom. Data from student surveys will be provided to the 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 until grades are rolled for that particular course. During that window, students can access the evaluation 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.
Please refer to the Faculty & Academic Information section of the Employees’ Policies & Procedures Manual or the current College Catalog.

* Note: Attendance begins after Add/Drop Period except in courses for Allied Health and Nursing Programs.

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, and read our monthly column in the Tamarack.

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

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:

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](http://www.nv.edu) NVCC’s homepage.

**Step 2.**

Click *myCommNet*

The following screen appears:

![myCommNet login screen](image)

**Step 3.**

Enter *NetID* and *Password* Click *Login.*
Step 4.
The following window appears and shows options available to you.

Step 6.
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 7.
When finished, return to “myCommNet” page and click on “logout”
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/studentservices/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 Divisional Offices or the Dean of Academic Affairs.

The Chair of the Academic Appeals Committee will determine the type of appeal and forward it to the appropriate committee.

Refer to the Faculty & Academic Information section of the Employees’ Policies & Procedures Manual or Student Handbook for full policy text.

Copies of the policy and forms may be obtained through the Divisional 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/studentservices/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.

**Academic Misconduct Form**

Every instructor has the authority and responsibility to address instances of academic misconduct directly and immediately. For each offense, which is a violation of the Code of Student Conduct, the instructor must complete the Academic Misconduct form that will be sent to the Dean of Academic Affairs and Dean of Student Services. This form, signed by both the instructor and the student, will become a part of the student's permanent file. The student may initiate the academic appeals process if they dispute the evidence of misconduct.

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. 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.

**Student Name:**

**Student ID:**

**Instructor’s Name:**

**Course Name:**

**CRN:**

**Semester and Year**

**Date:**

**Description of Incident (to be completed by instructor):**

**Attachment of any evidence?**  Yes  No

**Number of pages:**

**Consequence:**

**Instructor signature:**

**Student signature:**

**Dean of Academic Affairs signature:**
LIBRARY HOURS

The Max R. Traurig Library is located on the 4th and 5th floors of the L building. We offer many services to support faculty, including:

- Library instruction sessions in our computer classroom, tailored to your assignment
- Extended borrowing times
- Interlibrary Loans
- Embedded librarian: a librarian is assigned to your course for the semester to support students, offer instruction, or answer research questions in your Blackboard course shell
- Customized research guides based on your course and linked in your Blackboard shell

Library instruction is also offered at the Danbury Campus, and textbooks and ESL readers are available in the Multipurpose Room (D201) for student use.

Visit [http://nvcc.libguides.com/instructionservices](http://nvcc.libguides.com/instructionservices) to request library instruction in Waterbury or Danbury.

In addition, the library supports research and learning by providing databases, books, and textbooks relating to the curriculum. Students and faculty can access library databases at [http://nvcc.libguides.com/databases](http://nvcc.libguides.com/databases). You must log in with your banner ID and password to access databases and eBooks from off campus. Contact the library if you have issues or questions.

You can link to library articles, videos, and eBooks in your course, but you will need special links to enable students to use them from off campus. Contact a librarian if you have any questions or need assistance.

When classes are in session during spring and fall semesters, the library hours are as follows:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am to 8:00 pm</td>
<td>8:00 am to 8:00 pm</td>
<td>8:00 am to 8:00 pm</td>
<td>8:00 am to 8:00 pm</td>
<td>8:00 am to 4:30 pm</td>
<td>10:00 am to 2:00 pm</td>
<td>10:00 am to 2:00 pm</td>
</tr>
</tbody>
</table>

When classes are not in session, library hours are Monday – Friday, 8 a.m. – 4 p.m. Hours during winter and summer sessions will be posted. Visit the library website for more up to date information: [www.nv.edu/library](http://www.nv.edu/library)

Contact Information:
Main Desk: (203) 575-8024 Email: library@nv.edu
Reference Desk: (203) 575-8244 Text: (203) 951-8189

MEDIA SERVICES

Media Services are supported by the Information Technology Department and the Office of Facilities Scheduling. Classroom/Course related needs should be submitted at least 72 hours in advance via an IT helpdesk at: [nv-servicedesk@nv.edu](mailto:nv-servicedesk@nv.edu). A/V related to events should be submitted via a Facility Reservation form to the Office of Facilities Scheduling. Services include equipment distribution/scheduling, audio and videotape recording and duplication and video conference support.
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 203-575-8223 (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.

Cooperative Education
The Center currently supports Human Services and Criminal Justice students in credit-based cooperative education and field work and provides workshops and one-on-one sessions for resume and interview preparation. Although the responsibility for finding a placement is shared, our job developer does place most of the students herself.

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.
The Academic Center for Excellence provides students with the resources and support services to enhance each student’s potential and promote academic empowerment. Tutoring services that supplement classroom instruction as well as innovative resources combine to create a welcoming atmosphere where independent learning is fostered. The ACE is the free on-campus resource providing a number of services to help students, including:

- Individual and small group tutoring
- Math Lab
- Writing Center
- ESL tutoring
- Science Tutoring
- Computer Use
- Meeting space
- Make-up Testing
- Tip sheets on college survival skills
- Large study area

Located in Ekstrom Hall, Room E500 and Room D-201 (Danbury Campus) the staff welcomes classroom visits and tours to familiarize students and encourage them to visit the ACE and take advantage of this invaluable resource. Call (203) 596-8717 (main campus) or 203-437-9699 (Danbury Campus) for current hours, more information, or to arrange a visit. Webpage - https://www.nv.edu/Student-Resources/Academic-Support-Resources/Tutoring-Center-ACE

In addition to drop-in tutoring, the Academic Center for Excellence offers Supplemental Instruction (S.I.) that targets traditionally difficult Math and English courses. S.I. is an academic support model that utilizes tutor assisted study sessions. The SI program provides regularly scheduled, out-of-class review sessions. During an SI study session, students compare notes, discuss readings, develop organizational tools and predict test items.

The ACE hours are as follows: **Days/Times are subject to change.**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am to 8:00 pm</td>
<td>8:00 am to 8:00 pm</td>
<td>8:00 am to 7:00 pm</td>
<td>8:00 am to 7:00 pm</td>
<td>8:00 am to 4:00 pm</td>
<td>12:00 am to 4:00 pm</td>
<td>12:00 am to 4:00 pm</td>
</tr>
</tbody>
</table>

Hours during winter and summer sessions will be posted.
CENTER FOR ACADEMIC PLANNING & STUDENT SUCCESS (CAPSS)

ADVISING AND COUNSELING

MISSION: The NVCC 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.

The CAPSS is located in Kinney Hall, Room K520. Phone: 203-575-8025 Email: capss@nv.edu. CAPSS Services at the NVCC Danbury Campus are found in the 2nd Floor Administrative Office (203-437-9699). You can also visit the CAPSS webpage https://www.nv.edu/student-resources/academic-support-resources/academic-advising-capss

CAPSS hours are as follows:

<table>
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<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>8:00 am-6:00</td>
<td>8:00 am-6:00</td>
<td>8:00 am-6:00</td>
<td>8:00 am-6:00</td>
<td>8:00 am-5:00</td>
</tr>
</tbody>
</table>

NOTE* Saturday openings are limited to key advising periods – be sure to check the CAPSS Webpage for open dates.

TESTING CENTER

Located within the CAPSS department 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.

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 listed on the Academic Adjustment Accommodation Form. 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 should be encouraged to contact the Counselor for Students with Disabilities (Terry Latella, K519D, 203-596-8608). After submitting documentation and meeting with the disabilities contact to discuss and approve the requested academic adjustments, students are then required to meet with their instructor to discuss the adjustments and both sign the Academic Adjustments Agreement Form. Academic adjustments are not retroactive and should only be provided to those students who have completed this process. https://www.nv.edu/student-resources/academic-support-resources/disability-services.
Academic Computing Resources for Faculty
Computer instruction and services are available through the Department of Information Technology. Training sessions are announced through the Department of Information Technology’s website.

Please visit the Information Technology Website for information about the following:
- applying for Banner accounts
- software and technology available in the computer labs and classrooms
- troubleshooting your network and email accounts and Helpdesk
- software training and schedules

The Website address is: www.nv.edu/IT

Brochures for Outlook Web Access for email may be printed from the Website above, or obtained through the Dept. of Information Technology, Ekstrom Hall, Room E604.

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: www.commnet.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 at 203-575-8092 to get our attention fast.

The IT Service Desk is available from any campus computer. The Service Desk is for faculty and staff use only. Students may not submit Service Desk requests. To submit a Service Desk ticket, please send an email to NV-ServiceDesk@ nv.edu.
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:** 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:
29Cambr1dge   Appple0005   1Red&Blue0   Mazda60o!

Users must change their password every 90 days. You will be prompted to change your password five 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 @nv.edu.
Example: JSmith@nv.edu    J Doe@nv.edu

Need to check your campus e-mail?

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

- Login at mycommnet.edu
- Click on the envelope icon in the upper right corner. When prompted, enter your NetID and password

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.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)
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]

Normal Bookstore hours are:

Monday and Tuesday 8:30 a.m. – 6:00 p.m.
Wednesday and Thursday 8:30 a.m. – 4:30 p.m.
Friday 8:30 a.m. – 1:00 p.m.

Textbooks can also be ordered online at: nv.edu/bookstore

*EXTENDED HOURS WILL BE OBSERVED FOR THE SEMESTER OPENING*

*Hours are subject to change.

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. Paychecks are prepared for pick up two weeks after the pay period ends.

The official contract is August 27 to December 18, 2019 for the Fall 2019 semester and January 22 to May 20, 2019 for the Spring 2020 semester. Faculty orientation may occur before the start of classes. Adjunct faculty are paid the total contract amount divided in eight (8) equal installments.

Payroll Information
In support of the State of Connecticut’s effort to increase efficiency in government all employees may now 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. 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 in the “Payroll” pane on the HR/Payroll web page of the NVCC web site.

ADJUNCT FACULTY BENEFITS CHART

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>No</td>
</tr>
<tr>
<td>Personal Leave</td>
<td>No</td>
</tr>
<tr>
<td>Prorated Day Off</td>
<td>No</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>No</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Eligible to Purchase</td>
</tr>
<tr>
<td>Holidays</td>
<td>No</td>
</tr>
<tr>
<td>Wages</td>
<td>Union Negotiated Rates</td>
</tr>
<tr>
<td>Tuition Reimbursement</td>
<td>No (Limited funds available for Professional Development)</td>
</tr>
<tr>
<td>Tuition Waiver</td>
<td>Yes – Contact Human Resources</td>
</tr>
</tbody>
</table>

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, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following individual has been designated to handle nondiscrimination policies regarding disability policies: **Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235.** The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: **Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.**
ACADEMIC CALENDAR 2019-20
This calendar is subject to change

CREDIT COURSES - FALL SEMESTER 2019
Tuesday, August 27 .............................................................. Credit Classes begin
Monday, September 2 .......................................................... Labor Day - College Closed
Tuesday, September 3 .......................................................... Last day for add/swap
Monday, September 9 .......................................................... Last day 50% refund
Tuesday, September 10 ....................................................... First day student-initiated withdrawal
Tuesday, September 10 ....................................................... “Late Start” classes begin
Wednesday, September 11 ................................................... Last day for add/swap for “Late Start” classes
Monday, October 14 .......................................................... Columbus Day - credit classes in session - College Open
Monday, October 21 .......................................................... Mid-term grades due
Monday, November 11 ....................................................... Veterans’ Day - credit classes in session - College Open
Tuesday, November 19 ........................................................ Last day student-initiated withdrawal
Wednesday, November 27 ................................................... No classes - College Open
Thursday, November 28 ..................................................... Thanksgiving Day - College Closed
Friday, November 29 - Sunday, December 1 ....................... Thanksgiving Recess - NO CLASSES (LIMITED SERVICES)
Tuesday, December 3 ........................................................ Reading Day (Instructor discretion)
Sunday, December 8 ........................................................ Last day of classes
Monday, December 9 - Sunday, December 15 ...................... Final examination period
Monday, December 16 ........................................................ Final examination make-up day
Wednesday, December 18 (9:00 am) .................................................. Final grades due

CREDIT COURSES - WINTER SESSION 2019
Wednesday, December 18 ................................................... Winter session begins
Friday, January 10 ............................................................ Last day for student initiated withdrawals
Friday, January 17 ............................................................ Winter session ends
Tuesday, January 21 .......................................................... Winter Session Final Grades Due 9 a.m.

CREDIT COURSES - SPRING SEMESTER 2020
Wednesday, January 1 .......................................................... New Year’s Day - College Closed
Monday, January 20 .......................................................... Martin Luther King Day observed - College Closed
Wednesday, January 22 ........................................................ Credit classes begin
Wednesday, January 29 ........................................................ Last day for add/swap
Tuesday, February 4 .......................................................... Last day 50% refund
Wednesday, February 5 ....................................................... First day student-initiated withdrawal
Wednesday, February 5 ....................................................... “Late start” classes begin
Thursday, February 6 ........................................................ Last day for add/swap for “Late Start” classes
Monday, February 12 ........................................................ Lincoln’s Birthday - credit classes in session - College Open
Friday, February 14 - Monday, February 17 ......................... Presidents’ Holiday recess - NO CLASSES
Monday, February 18 ........................................................ Presidents’ Day - NO CLASSES - COLLEGE CLOSED
Monday, March 16 - Sunday, March 22 ................................. Spring Break - no credit classes - college open
Monday, March 23 ............................................................ Mid-Term grades due
Friday, April 10 ............................................................... Good Friday (Day of Reflection) - COLLEGE CLOSED
Saturday, April 11 ............................................................. NO CLASSES – Limited Services
Sunday, April 12 ............................................................. Easter - NO CLASSES - COLLEGE CLOSED
Monday, April 20 .............................................................. Last Day Student-Initiated Withdrawal
Thursday, May 7 ............................................................... Reading / Make-up day
Sunday, May 10 ............................................................... Last Day of Classes
Monday, May 11 - Sunday, May 17 ................................. Final Examination Period
Monday, May 18 ............................................................. Final Examination Make-up Day (faculty discretion)
Wednesday, May 29 ........................................................ Final Grades Due (9:00 am)
Monday, May 25 ............................................................. Memorial Day - COLLEGE CLOSED
ACADEMIC CALENDAR 2019-2020 (CONTINUED)

CREDIT COURSES - SUMMER SESSION 2020

Monday, June 1................................................................. General Summer Session & Special Session I Begin
Thursday, July 2.............................................................. Special Session I Ends
Thursday, July 3.............................................................. Independence Day - COLLEGE CLOSED
Monday, July 6............................................................... Special Session II Begins
Friday, July 24............................................................... General Summer Session Ends
Friday, August 7............................................................. Special Session II Ends

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

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 President 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 student’s 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*
QUICK REFERENCE LINKS

ACADEMIC CALENDAR
The academic calendar is included in this packet and is published by the Office of the Dean of Academic Affairs. It includes holidays, exam dates, and final grades due dates. https://www.nv.edu/Academics/Academic-Programs/Academic-Calendar

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, tours, and advisement. 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 ACADEMIC PLANNING and STUDENT SUCCESS (CAPSS)
The NVCC 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. Located in Kinney Hall, Room K520, and the 2nd floor Admin Office in the Danbury Campus, CAPSS helps with career, educational, and personal concerns, ensuring each individual achieves their educational objectives. https://www.nv.edu/student-resources/academic-support-resources/academic-advising-capss

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), Dr. Ruth Urbina-Lilback (RUrbina-Lilback@nv.edu), for more information about the system-wide offerings. Contact NVCC CFT Co-Chairs Chris Rempfer (crempfer@nv.edu) and Nikki McGary (nmcgary@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
Dr. Lisa Dresdner, ldresdner@nv.edu (203) 575-8004

DEAN OF STUDENT SERVICES – Room K509
Sarah Gager, sgager@nv.edu (203) 575-8086
DIVISIONS:

- **Allied Health/Nursing/PE – Room F111**
  Dr. Carol Gabriele, Associate Dean, cgabriele@nv.edu (203) 596-8734
  Division Secretaries: Nancy Torres, ntorres@nv.edu (203) 575-8057
  Cheryl Marie, cmarie@nv.edu (203) 596-8746

- **Liberal Arts & Behavioral and Social Sciences – Room K600**
  Bradford Baker, Associate Dean, bbaker@nv.edu (203) 575-8002
  Division Secretaries: Nancy Powell, npowell@nv.edu (203) 596-2101
  Linda Ames, lames@nv.edu (203) 596-8615

- **Business – Room E601**
  Conal Larkin, Associate Dean, clarkin@nv.edu (203) 575-8117
  Division Secretaries: Louise Bacchiocchi, lbacchiocchi@nv.edu (203) 575-8068
  Sharon Demers, sdemers@nv.edu, T618, (203) 575-8063

- **Science, Technology, Engineering and Mathematics (STEM) – Room E411 and T610**
  Dr. H. Justin Moore, Associate Dean, hmoore@nv.edu (203) 596-8690
  Division Secretaries: Sue Cassano, scassano@nv.edu E411, (203) 575-8053
  Robyn Mazzamaro, rmazzamaro@nv.edu (203) 575-8770

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

HUMAN RESOURCES (ROOM K704) & PAYROLL (ROOM K708)
Employees are welcome to visit with any of our staff regarding employment related inquiries. Information is also available on the https://www.nv.edu/Information-For/Faculty-and-Staff-Resources/Human-Resources-and-Payroll

MAX R. TRAURIG LIBRARY/LEARNING RESOURCES CENTER
The Max R. Traurig 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
The Office of Institutional Research prepares statistical reports about student demographics, retention, and graduation completion. www.nv.edu/ir

OFFICE OF PUBLIC RELATIONS
The Office of Public Relations (OPR) is the liaison for media at the College and works with administration, faculty and staff to develop news releases, social media and College website content. www.nv.edu/pr

REGISTRAR’S/RECORDS OFFICE
The Registrar’s/Records Office 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 as 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).

This Agreement will be administered at the college level. The Board will issue guidelines to facilitate consistent administration of this Agreement.

7. 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
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 group 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.commnet.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
Free parking is available to registered students in the Terence E. McNally Patriot Garage, located at 21 Delay Street. All students are required to display a parking tag for the Danbury Parking Authority. Parking tags and stamp validation are available at the front desk or Administrative Offices of NVCC's Danbury Campus at 190 Main Street.

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.

Discount Bus Passes through Peter Pan
All NVCC students enrolled in credit courses at the college are eligible to purchase discounted tickets for transportation to the Waterbury campus through Peter Pan buses. It is recommended to purchase tickets within 48-72 hours prior to departure to ensure space is available on Peter Pan buses. Peter Pan Bus Tickets can purchased at the Administrative Office at 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.