

CT State Student Handbook

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CT STATE
COMMUNITY COLLEGE

What is a Student Handbook (and why is it important)?

- A Student Handbook is, just as it implies, a book for college students that typically highlights...
 - student **Rights and Responsibilities**
and which provides information about important
 - **College Policies** and available **Resources**

As a result, the Student Handbook is an important tool to student success as it serves as a single source for key college information.

Prior to the merger...

- There were 12 Community College Student Handbooks
- While they had a number of elements in common, containing similar information...
- They were also different in terms of layout and content that often was unique to that specific campus and not applicable to another campus.

So the challenge was...

...to look at the 12 campus Student Handbooks in terms of content and design one common CT State Student Handbook that would be uniform and useful for any student across the 17 CT State campus locations.

This project provided us with the opportunity to revise and update information and ask the question,

“What information is important for students at CT State to have, and what is the best way to present the information?”

How was it done...

- Initially, a Student Handbook Committee was formed to create a “topics outline” of information that should be in the Handbook for students.
- Each campus Handbook was reviewed by topic to identify the best presentation of information for a given topic area.
- Content Experts, CSCU Legal and campus Student Affairs leaders were asked to review the initial and revised drafts of the Handbook.
- Finally, CT State Marketing was brought into the project to manage the style and look of the Handbook.

*Much of the credit for this complex project goes to Kathy Czarnota, who served as the project coordinator and kept the Handbook’s development in motion.

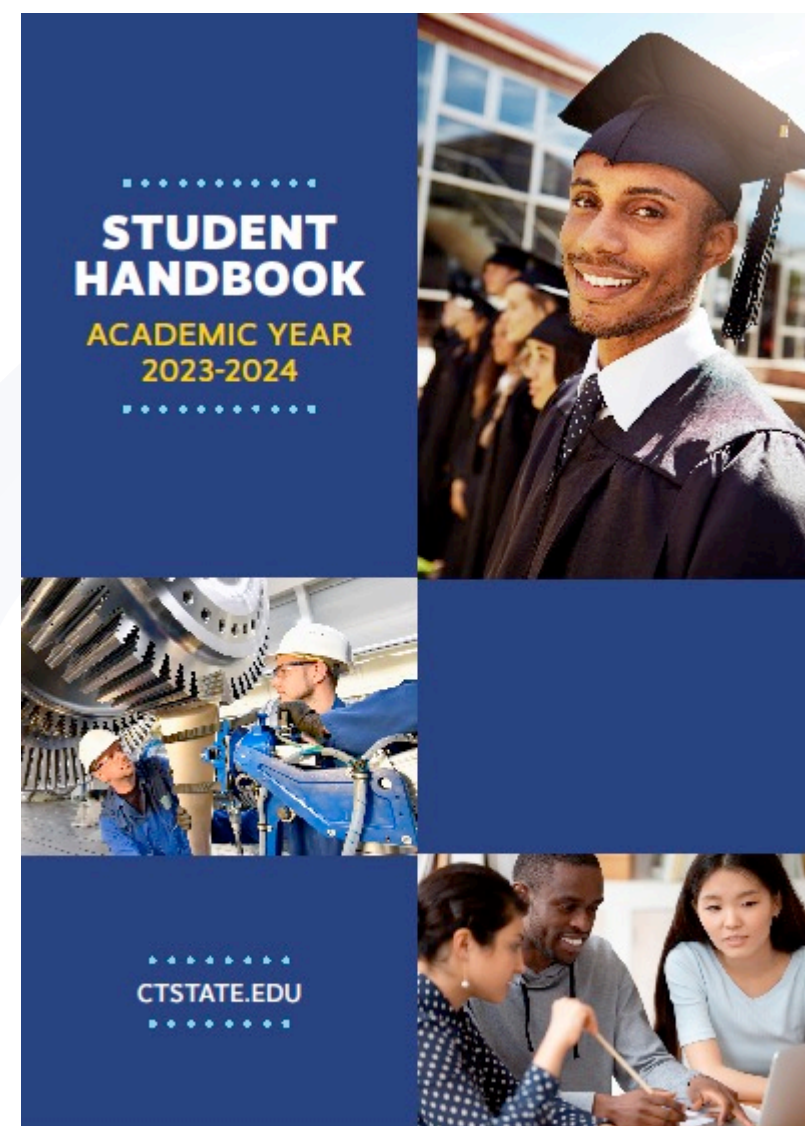
Student Handbook design...

- To present CT State Community College information that applies to all campuses and all students
- To create easy access by providing Hyperlinks to bring the reader to specific topic pages and campus-specific information

Overview

CONNECTICUT STATE COMMUNITY COLLEGE

STUDENT HANDBOOK 2023-2024



CT STATE
COMMUNITY COLLEGE

CT STATE
COMMUNITY COLLEGE

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Handbook sections

GENERAL STUDENT ADMISSIONS

Please visit [CT State | Apply](#) or the [CT State College Catalog](#) for further information about CT

Handbook sections

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CT State Community College Campuses

[Asnuntuck Campus](#)

170 Elm Street, Enfield, CT 06082

Chief Executive Officer

Michelle Coach, Ed.D.

[Asnuntuck | Campus Directory](#)

Main Campus Number: (866) 526-6008



(sample only)

[Capital Campus](#)

950 Main Street, Hartford, CT 06103

Chief Executive Officer

G. Duncan Harris, Ed.D.

[Capital | Campus Directory](#)

Main Campus Numbers: (860) 906-5000 Local or (800) 894-6126 Toll-Free

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[Capital | Campus Hours](#)

(CAMPUSPHOTO)

Handbook sections

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WHERE CAN I GET HELP?	
FOR INFORMATION REGARDING	CONSULT
Academic Programs	Guided Pathways Advisor Department/Division Chairperson or Program Coordinator
Adding/Dropping Courses	One Stop Enrollment Services Center Financial Aid Guided Pathways Advisor
Books and Supplies	Bookstore
Campus News and Information	Campus Bulletin Boards/Campus Video Monitors (where available) Campus/CT State Websites and Social Media

Handbook sections

STUDENT CODE OF CONDUCT 18

INTRODUCTION

This Student Code of Conduct (hereinafter the “Student Code” or “Code”) is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

PART D: PROHIBITED CONDUCT

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Where will students be able to access the Student Handbook...

- [Home - CT State](https://ctstate.edu/)
<https://ctstate.edu/>
- Individual CT State Campus web sites

The Connecticut State Community College

Student Handbook

- Tentative date of launch – May/June, 2023
- Thank you for your interest in this presentation
 - Questions...