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
Handbook sections

ABOUT CONNECTICUT STATE COMMUNITY COLLEGE ................................................................. 2
CSCU Board of Regents .............................................................................................................. 2
CT State Structure and Campuses .......................................................................................... 2
CT State Mission Statement ..................................................................................................... 2
CT State Diversity, Equity, and Inclusion Statement ............................................................... 2
  Affirmative Action Policy Statement .................................................................................... 2
  Continuing Notice of Nondiscrimination .............................................................................. 3
College Accreditation .............................................................................................................. 3
Public Health Emergency Disclaimer ..................................................................................... 3
Handbook sections

GENERAL STUDENT ADMISSIONS

Please visit CT State | Apply or the CT State College Catalog for further information about CT
Asnuntuck Campus
170 Elm Street, Enfield, CT 06082

Chief Executive Officer
Michelle Coach, Ed.D.

Asnuntuck | Campus Directory
Main Campus Number: (866) 526-6008

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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

Capital | Map and Driving Directions
Capital | Campus Hours
**WHERE CAN I GET HELP?**

<table>
<thead>
<tr>
<th>FOR INFORMATION REGARDING</th>
<th>CONSULT</th>
</tr>
</thead>
</table>
| 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 |
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

PART A: DISCIPLINARY PROCEDURES (Academic and Non-Academic Misconduct)
Handbook sections

**ACADEMIC ADVISING** ................................................................. 32
  Degree Works .............................................................................. 34
  Placement/Assessment ................................................................. 35

**TUITION AND FEES** .................................................................. 36
  Business Office ............................................................................. 36
  Current Tuition and Fee Schedules .................................................. 36
  Delinquent Accounts .................................................................... 36
  Emergency Aid .............................................................................. 36

**FINANCIAL AID** ....................................................................... 36
  Funding Options for Non-Credit Students ........................................ 39

**REFUNDS OF TUITION AND FEES** ............................................ 40
  Refund Policy – Non-Credit Programs ............................................ 42

**REGISTERING FOR CT STATE COMMUNITY COLLEGE COURSES** ................................................. 44
  Cross-Registration Privilege .......................................................... 45

**ADDING/DROPPING A COURSE** .................................................. 45

**WITHDRAWING FROM A COURSE OR CT STATE** .................................................. 46

**TIPS FOR SCHEDULING CLASSES** .............................................. 47

**STUDENT RECORDS** ................................................................. 49
  Office of Enrollment & Retention Services ....................................... 49
    Privacy of Student Education Records: Family Educational Rights and Privacy Act (FERPA) ........................................................................... 49
  Transcripts and Grade Reports ...................................................... 51
Handbook sections

STUDENT SUPPORT SERVICES ........................................................................................................ 52
  CAREER SERVICES .................................................................................................................. 52
  DISABILITY SERVICES .............................................................................................................. 52
  ENGLISH FOR SPEAKERS OF OTHER LANGUAGES PROGRAMS ........................................... 59
  MENTAL HEALTH AND WELLNESS ...................................................................................... 59
    TimelyCare .............................................................................................................................. 60
  TUTORING/ACADEMIC SUCCESS CENTERS ..................................................................... 62
  VETERANS SERVICES ............................................................................................................ 63
    Veterans Operation Academic Support for Incoming Service (OASIS) ........................................ 66

STUDENT LIFE .......................................................................................................................... 67
  Student Activities ..................................................................................................................... 67
  Student Employment ................................................................................................................ 67
  Student Government .............................................................................................................. 67
  Student Newspapers ............................................................................................................... 68
  Student Radio Stations ............................................................................................................ 68
Handbook sections

ADDITIONAL INFORMATION AND STUDENT RESOURCES

Academic Honors – Semester and Graduation .......................................................... 69
Announcements (Student Postings) ........................................................................ 69
Bookstore .................................................................................................................. 69
Class Cancellations – Instructor Related ............................................................... 69
Commencement Ceremony ...................................................................................... 70
Community Resources ............................................................................................ 70
Community Service/Volunteerism .......................................................................... 70
Cooperative Education, Practicum, or Internships .................................................. 70
Early Childhood Centers ........................................................................................ 70
Faculty Contact and Office Hours .......................................................................... 71
Fitness Centers ......................................................................................................... 71
Food Pantries .......................................................................................................... 71
Food Services/Cafeteria .......................................................................................... 72
Foundations ........................................................................................................... 72
Health Insurance ..................................................................................................... 72
Honor Societies – Including Phi Theta Kappa ......................................................... 72
Honors Program ....................................................................................................... 72
Housing .................................................................................................................... 72
Intramural Sports and Athletics ............................................................................. 72
Library ..................................................................................................................... 73
Lost and Found ........................................................................................................ 73
Reading Days .......................................................................................................... 73
Smoking and Vaping ............................................................................................... 73
Transportation Services .......................................................................................... 73
Handbook sections

CAMPUS SAFETY

Student Identification (ID) Cards ................................................................. 78

CLOSINGS, CANCELLATIONS, AND DELAYED OPENINGS .............................. 78

Emergency Notification System (ENS) ........................................................ 78

CAMPUS EMERGENCY SITUATIONS .............................................................. 80

HOW TO REPORT AN EMERGENCY ............................................................... 80

Emergency Exits/Evacuation Routes ........................................................... 80

Evacuation of the Building ........................................................................... 80

Lockdown/Shelter in Place ........................................................................... 81

Safety Drills and Training Classes ............................................................... 81

Safety Responsibilities .................................................................................. 81
Handbook sections

STUDENT DIVERSITY, EQUITY, AND INCLUSION .......................................................... 96
  BOR/CSCU Statement of Title IX Policy ..................................................................... 96
  Policy on Racism and Acts of Intolerance ................................................................. 97
  Sexual Misconduct Reporting, Support Services, and Processes Policy ................... 97

STUDENT COMPLAINT PROCESS ............................................................................ 99
  Campus DEI/Equity Coordinators ............................................................................ 99
  Campus Accessibility/504 Coordinators .................................................................. 100
  Campus Deputy Title IX Coordinators ..................................................................... 102
  Student Academic Appeal Process ........................................................................ 103
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...