

#### OFFICE HOURS:

*Monday - Thursday*

8:30 a.m. – 5 p.m.

*Friday*

8:30 a.m. – 4 p.m.

*Office hours are extended during peak registration times.*

#### OFFICE LOCATION

East Campus Room 102

#### OTHER INFORMATION

##### • Immunization Records

Students born after 1956 must submit evidence of immunization against measles, mumps, rubella and chicken pox. See the college website for additional information.

##### • Fresh Start Option

Any student readmitted to NCC after two or more consecutive academic years of absence may request to readmit without the handicap of a prior GPA that is below 2.0. Contact the Records Office Fresh Start Coordinator for more information.

##### • Veterans Benefits

Veterans must submit the form DD214 to the Records Office Veterans Certifying Official and get more information about eligibility for benefits.

##### • Official Verification of Attendance

To obtain an official verification of attendance certificate, log in at <http://my.commnet.edu>. This official verification is provided by the National Student Clearinghouse as authorized certifying agent for Norwalk Community College.

#### CONTACT INFORMATION

##### • Fresh Start Option

Deborah Kidd  
*Associate Registrar*  
(203) 857-7214

##### • Graduation

Sara Bracaglia  
*Assistant Registrar*  
(203) 857-7010  
Priscilla Jefferson  
*Assistant Registrar*  
(203) 857-7005

Steve Mendes  
*Assistant Registrar*  
(203) 857-7011

##### • Transcript Requests

Wendy Longo  
*Office Assistant*  
(203) 857-7848

##### • Veteran Affairs

Christopher DeCew  
*Assistant Registrar /  
Veterans Certifying Official*  
(203) 857-7006

##### • General Questions

(203) 857-7035 (credit)  
(203) 857-7237 (non-credit)

#### Records Office

Phone: (203) 857-7035 (credit)  
(203) 857-7237 (non-credit)

Fax: (203) 857-7012

Norwalk Community College  
188 Richards Avenue  
Norwalk, CT 06854-1655

[www.ncc.commnet.edu](http://www.ncc.commnet.edu)



Norwalk Community College

## Records Office

Room E102

General Information for Students



“Create Your Future  
@ NCC”

## COURSE REGISTRATION

### • Email Address

Update or create your personal e-mail address on your myCommNet. Course registration information is sent via email to your email address.

### • Course Registration Schedule

Open advising and registration dates are scheduled for all students each semester. The dates can be found by visiting: [www.ncc.commnet.edu](http://www.ncc.commnet.edu)

### • Web Registration

To register for classes on the web log in to the student website:

<http://my.CommNet.edu>

**New and Readmit students may need to wait 24 hours for access to online student accounts.**

**Important Note:** After registering for classes, check your Concise Student Schedule at <http://my.CommNet.edu>

## COURSE WITHDRAWAL

Students who cannot attend classes must “withdraw” either on the web or in person at the Records Office during the withdrawal period (see College Calendar).

### • On the web

Log in at <http://my.CommNet.edu>

### • In person

Complete a “Change of Schedule” (Add/Drop) form at the Records Office.

### • Grades

Grades are only available by logging in at <http://my.CommNet.edu>  
Grades are not mailed.

## NAME/ADDRESS CHANGE

Students are responsible for notifying the Records Office of a change of name or address.

Students must provide legal name change documentation along with the “Name Change” form. For a change of address students must submit an “Address Change” form to the Records Office.

## CHANGE OF MAJOR

If you wish to change your major, you can obtain a “Change of Major” form at the Records Office or on the web at [www.ncc.commnet.edu](http://www.ncc.commnet.edu).

You should discuss the change of major with your advisor or counselor. The signed form should be returned to the Records Office.

## STUDENT DEGREE EVALUATIONS

Check your progress toward your degree on [my.CommNet.edu](http://my.CommNet.edu)



## GRADUATION

Students must **apply** for graduation. It is a multi-step process. **See the College Catalog for application deadlines.**

**Applications are available at the Records Office or on the web.**

1. Review your curriculum check sheet / and your my.CommNet degree evaluation with your advisor.
2. Fill out either the Degree or Certificate Application for Graduation.
3. Complete the Graduating Student Survey.
4. Return the completed application, approved curriculum check sheet, and degree evaluation to the Records Office.

## TRANSCRIPT REQUEST

For official transcripts:

1. Fill out the “Transcript Request” form on the web at <http://my.CommNet.edu> or in person at the Records Office.
2. Web transcript requests are processed within 5 business days or sooner. In person requests are processed within 14 business days of the request or sooner. All transcript requests are considered urgent.
3. Log in to your [my.ncc.commnet.edu](http://my.ncc.commnet.edu) account to check the status of your web transcript request.
3. Transcripts requested via the web, by fax, and in person are sent by U.S. Postal mail.