



# Catalog 2011-2013



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# Then



# ... and Now

# Norwalk Community College Catalog 2011-2013



Norwalk Community College





## A MESSAGE FROM THE PRESIDENT

Welcome to the vibrant institution that is Norwalk Community College. Whatever brings you to this catalog – the desire to attain an associate degree and then transfer to a baccalaureate institution, or acquire a marketable credential so that you can embark on a successful career, or just take courses for your personal enjoyment and edification – I believe that your quest will be fulfilled.

As one of 12 public two-year colleges of the Connecticut Community College system, NCC takes great pride in offering lifelong educational opportunities. NCC offers 45 associate degree and 25 certificate programs, thousands of credit and noncredit courses, along with numerous services that will enrich your life.

NCC is an Achieving the Dream Leader College, a national honor denoting outstanding success in helping students persist and complete a degree or certificate. NCC is the first college in Connecticut to be named to The Carnegie Foundation for the Advancement of Teaching's Community Engagement Classification. This national honor recognizes NCC for its extensive involvement with the communities it serves.

We have an outstanding Child Development Laboratory School and Early Childhood Education program, a summer academic camp for children, workplace educational opportunities through our Extended Studies Division, and a robust Lifetime Learner's Institute.

NCC has a diverse student body with learners from throughout the region and from around the world. NCC students come from 62 countries and speak 36 languages. They enjoy the richness of our multicultural campus and learn how to thrive in a global economy. NCC is one of only four community colleges worldwide to participate in the United Nations Academic Impact initiatives. This global initiative aligns colleges and universities worldwide with the United Nations in actively supporting 10 universally accepted principles in the areas of human rights, literacy, sustainability and conflict resolution.

Our cooperative education program offers internship opportunities to experience whether a chosen career is the right fit for you. We have scores of student clubs, which allow you to meet with fellow students interested in a particular subject or concern.

Many of our students aspire to be part of Alpha Iota Nu, our award-winning chapter of the Phi Theta Kappa academic honor society for two-year colleges. Similarly, we offer an outstanding Honors program and Interdisciplinary Studies courses (IDS) which will challenge your intellect and broaden your horizon.

Please take the time to peruse our offerings. I am sure that you'll agree that NCC is the place to be!

Best wishes,

A handwritten signature in black ink that reads "David L. Levinson". The signature is written in a cursive, flowing style.

David L. Levinson, Ph.D.

President

# NORWALK COMMUNITY COLLEGE AT A GLANCE

**Norwalk Community College** is one of the largest of Connecticut's 12 public, two-year colleges and a national model for workforce training, educational partnerships, curriculum development and technology initiatives.

## History

Norwalk Community College and Norwalk State Technical College were founded in 1961. In 1992, the colleges merged to become Norwalk Community-Technical College. In October 1999, the Board of Trustees of Connecticut's Community-Technical Colleges voted to approve the name format "community college" for all 12 colleges in the Connecticut system. The change from NCTC to NCC put the focus on "community," which reflects the college's mission to provide lifelong learning opportunities to everyone in our community.

## Vision Statement

Norwalk Community College is the educational center of the community, providing opportunities for intellectual inquiry, open dialogue, multicultural awareness and lifelong learning. Recognizing the diverse needs of its students, the college strives to provide an environment in which they are empowered to achieve their highest potential.

## Enrollment

Approximately 9,400 full- and part-time students in credit programs and approximately 6,500 in noncredit programs annually.

## Degree and Certificate Programs

45 career and transfer Associate Degree programs, including an Honors Program; 23 Certificate programs; as well as professional and Extended Studies programs and Business and Professional Development Center.

## Campus

Situated on 30 acres with two 140,000-square-foot buildings. The East Campus includes general classrooms, library, nursing and computer laboratories, language lab, art classrooms, administrative and faculty offices, a 298-seat theater, broadcast television studio, Child Development Laboratory School and art gallery. The West Campus contains the William H. Schwab Center for Information Technology, science labs, general classrooms, Culinary Arts Laboratory and Dining room, engineering technology labs, faculty offices, Academic Center, the Developmental Studies Center, gymnasium, fitness center and cafeteria.

Classes are offered at the main campus in Norwalk and on-line.

## Library

The Everett I.L. Baker Library on the East Campus contains 55,000 books in print, 26,000 electronic books and has access to more than 50,000 electronic journals and reference materials online.

## Area Served

The 10-town region of lower Fairfield County, Connecticut. This region includes Stamford, Norwalk, Greenwich, Darien, New Canaan, Wilton, Westport, Weston, Redding and Ridgefield.

## Faculty

Approximately 102 full-time faculty and 260 part-time instructors. NCC's faculty includes Fulbright-Hays Scholars, Yale Mellon Fellows and International Educational Resources Scholars at Yale University. NCC professors hold doctorates from distinguished institutions including Harvard, M.I.T., Columbia and Brown.

## Academic Calendar

Fall, Spring and Summer semesters. Classes are offered during the day and evening, Monday-Friday, and on weekends.

## Admission

Open admissions policy. Non-residential. Co-educational.

## Honor Societies

Alpha Iota Nu is the NCC chapter of Phi Theta Kappa, the national honor society for two year colleges.

## Degrees Granted

Associate in Arts, Associate in Science, Associate in Applied Science.

## Certificates

Programs that require completion of 30 credits or less.

## Accreditation

New England Association of Schools and Colleges; Connecticut Board of Governors for Higher Education. Many individual programs are accredited by national professional associations including the Nursing, Respiratory Care and Physical Therapist Assistant\*curricula.

(\*This program is a candidate for accreditation by the Commission on Accreditation in Physical Therapy Education.)

**The information contained in this catalog is subject to change without notice.**

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## The NCC College Catalog

This catalog contains academic data, general information and statements of policy currently in effect at the college. Students will be governed by the rules and regulations presented in this catalog.

**Students who have maintained continuous registration\*** since the date of their initial\*\* enrollment at the college must follow one of the following two guidelines in order to complete graduation requirements:

- Students must satisfactorily complete all program requirements as stated in the catalog in use at the time of their initial enrollment, or
- Students must satisfactorily complete all program requirements as stated in a catalog more recent than the one in use at the time of their initial enrollment.

**Students who have not registered for four or more consecutive semesters**, excluding summer sessions, must apply for re-admission to the college. The catalog in effect at the time of re-admission, or any subsequent catalog, governs their academic status and graduation requirements.

(The information in this catalog is subject to change without notice.)

\*Definition of continuous registration: A student is considered continuously registered if he/she has not been absent from the college for four or more consecutive fall and spring semesters. If no credits are earned in a semester, however, even if the student attended, the semester is considered an absence under this policy.

\*\*Graduation requirements in restricted programs (Nursing, Respiratory Care, Medical Office Management, Honors, Physical Therapist Assistant or Legal Assistant) will be determined by the course requirements stated in the catalog under which the student was officially admitted into the restricted program.

# TELEPHONE DIRECTORY

(Area code is 203)

NCC Main Menu .....	857-7000
Admissions .....	857-7060
Bookstore .....	857-7239
Business Office .....	857-7046
Career Center .....	857-3340
Child Development Laboratory School .....	857-7116
Cooperative Education Office .....	857-3338
Counseling Center .....	857-7033
Emergency .....	857-7223
Fire or Medical .....	9-911
NCC Operator .....	857-7750
NCC Security .....	857-7223(off campus) or Ext. 3911(on campus)
Extended Studies and Workforce Education .....	857-7080
Financial Aid Services .....	857-7023
Wellness Center .....	857-7195/or 7194
Foundation Office .....	857-7161
Information Technology (IT) Help Desk .....	857-6800
International Student Office .....	857-7289
Everett I.L. Baker Library .....	857-7200
Placement Testing .....	857-7060
President .....	857-7003
Public Relations and Marketing .....	857-7039
Registrar/Records Office .....	857-7035
School and Community Partnerships .....	857-7184
Services for Students with Disabilities .....	857-7192
Student Activities .....	857-7251
Student Employment Center .....	857-3340
Student Support Services Program (TRIO) .....	857-7190
Tutoring Center .....	857-7205
Writing Center .....	857-7335
Women's Center .....	857-6943
Veterans Affairs .....	857-7006
<b>Deans:</b>	
Academic Affairs .....	857-6827
Administration .....	857-7202
College Advancement .....	857-7077
Institutional Effectiveness .....	857-3368
Student Services .....	857-7341

# PURPOSE AND OBJECTIVES

## Vision Statement

Norwalk Community College is the educational center of the community, providing opportunities for intellectual inquiry, open dialogue, multicultural awareness and lifelong learning. Recognizing the diverse needs of its students, the college strives to provide an environment in which they are empowered to achieve their highest potential.

## College Mission

Norwalk Community College is the southwest Fairfield County leader and partner in the academic, economic and cultural lives of our communities, providing comprehensive, accessible, innovative and affordable learning opportunities to diverse populations.

To realize this distinctive mission, NCC:

- provides a broad range of credit and non-credit liberal arts and sciences, career, and technical associate degree and certificate programs leading to transfer, employment, and lifelong learning;
- supports economic development through partnerships with labor, business, industry, government and our communities, providing workforce development, business development, and technology training;
- promotes success and inclusion through a stimulating, nurturing learning environment, high quality instruction, support services, and co-curricular activities;
- builds community through the sponsorship of intellectual, cultural, social and recreational events and activities;
- engages students and community members to become active and responsible leaders in their communities.

## History

Norwalk Community College is the result of a merger between two institutions - Norwalk State Technical College and Norwalk Community College. Norwalk State Technical College opened in 1961 with a mission of preparing men and women for immediate employment as engineering technicians in Connecticut's businesses and industries. Primary fields of study included engineering technologies, manufacturing, construction, data processing and communication.

Norwalk Community College was established in 1961 as a municipal college. In 1966 control of the College passed to the state from the city of Norwalk and the College became a member of the state system of higher education. In June 1989, groundbreaking officially took place for a new campus, and the new facilities were completed in time for classes in September 1991.

The July 1, 1992, merger of Norwalk State Technical College and Norwalk Community College created a comprehensive, multi-purpose, public two-year college dedicated to serving citizens in southwestern Fairfield County.

## Academic Goals

The College strives to be a community college in the fullest sense. Dedicated to serving the people of southwestern Connecticut, it offers all of its resources and facilities to help meet the educational, cultural and economic needs of the region. The College, within the framework of its stated objectives, endeavors to provide an education at a modest cost to all qualified persons.

The College offers programs of interest to students with varied educational aims. A student desiring to pursue his/her studies beyond two years and planning to transfer to a four-year institution should elect one of the transfer curricula. These programs offer university-parallel courses and provide a good pre-professional foundation. Students who do not anticipate taking formal education beyond the first two years, but who do want to broaden their education, will also benefit from these courses.

Many career curricula combining technical or vocational interest with studies in the liberal arts are offered. Career programs are added and revised to meet the changing needs of the residents of southwestern Connecticut. There are career offerings in certificate programs, which require completion of 30 credits or less. Provision has also been made for those students who do not wish to complete an entire curriculum or certificate program but who have a specialized, limited objective. They are permitted to enroll in courses that they are qualified to take.

The College offers opportunities for study during the summer. Part-time students may continue their studies without interruption. Full-time students at Norwalk Community College or other institutions may take additional courses to accelerate or to complete their programs.

## Core Curriculum

In order to prepare students for an increasingly complex and culturally diverse society, a Core Curriculum has been developed to provide the knowledge and skills needed to succeed and grow within the world community. Graduation from NCC will be evidence that the student has acquired communication, computational, and basic computer skills as well as developed an understanding of the humanities, social/behavioral sciences, and science while comprehending how these disciplines relate to each other and to broader social issues.

## College Forum

Required for all new full-time students, the NCC College Forum is part of a comprehensive advising system designed to help students reap the full benefit of their college experience. Meeting just once a week, College Forum covers such topics as mastering study skills, developing a successful educational plan, learning about the library and support services, and exploring career paths.

# PURPOSE AND OBJECTIVES

## Accreditation

Norwalk Community College is accredited by the New England Association of Schools and Colleges, Inc., a nongovernmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

The New England Association of Schools and Colleges, Inc., is one of six nationally recognized regional accreditation associations in the United States and is the official accrediting agency for schools and colleges in the six New England states. Institutional membership in the association indicates that the College has been carefully evaluated and found to meet standards agreed upon by qualified educators.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

The College is also accredited by the Connecticut Board of Governors for Higher Education.

The Legal Assistant Curriculum is accredited by the American Bar Association.

The Nursing Program is accredited by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, [www.NLNAC.org](http://www.NLNAC.org), (404)975-5000.

The Medical Assistant Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Program ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB.) Commission on Accreditation of Allied Health Education Programs is at 1361 Park Street, Clearwater, FL 33756, (727)210-2350.

The Respiratory Care program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244, (800)874-5615, web: [CoARC.org](http://CoARC.org)

The Child Development Laboratory School is accredited by the National Association for the Education of Young Children (NAEYC).

The Physical Therapist Assistant Program is a candidate for accreditation by the Commission on Accreditation in Physical Therapy Education.

## Equal Opportunity

Norwalk Community College, guided by an affirmative action plan approved by the Board of Trustees of Community-Technical Colleges, complies with all federal and state regulations and statutes that provide for equal opportunity for all. Questions should be directed to NAME TO BE ANNOUNCED Director of Personnel/ Recruitment/Affirmative Action.

## Equal Opportunity Policy

The Community-Technical College System of the State of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation, sexual orientation, learning disability, physical disability, including but not limited to blindness, or a prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling, or if there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to Section 46a-68-33 of the administrative regulations. Further, the system will not discriminate against any person on the grounds of political beliefs, or veteran status.

## Policy Against Sexual Harassment

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Board of Trustees' Non-discrimination Policy. The Board's policy recognizes that sexual harassment undermines the integrity of employer-employee and student faculty- staff relationships and interferes with the right of all members of the College community to work and learn in an environment free from harassment. Such conduct will not be tolerated. For a complete statement on this policy, consult the NCC Student Handbook.

# PHYSICAL FACILITIES

The college is situated on 30 acres at 188 Richards Avenue in suburban West Norwalk. It features two 140,000 square foot complexes (known as the East and West campuses) located across the street from each other.

## East Campus

The first floor of the East Campus building contains the Admissions Office, Records Office, Counseling Center, Business Office and Financial Aid Office. The second floor houses the Testing Center and the International Student Office. The PepsiCo Theater, General Cologne Re Forum/Classroom, UBS Student Success Center, Bookstore, Everett I.L. Baker Library and Art Gallery are located off the Main Lobby. There are also art classrooms, a photography darkroom, a communication arts laboratory, and the Times-Mirror Foundation Laboratory/ Studio on this floor. The Child Development Laboratory School is found in the north wing of the first floor. The second and third floors contain classrooms, computer laboratories, Nursing and Allied Health Laboratories, snack bar, language laboratories, Faculty Services Office, and faculty and administrative offices.

## West Campus

The West Campus building houses the William H. Schwab Center for Information Technology, classrooms, computer laboratories, Developmental Studies Center, Tutoring Center, Writing Center, Culinary Arts Laboratory and Dining room, fitness center and cafeteria. There are well-equipped laboratories in accounting, biology, chemistry, geology and physics, plus a 20-workstation Computer Aided Drafting/Design (CADD) Laboratory. There are also graphic design laboratories and classrooms located in the Center for Infor-

mation Technology. The Academic Center, Faculty Services Office and cafeteria are located on the first floor. Faculty offices and the Extended Studies and Workforce Education Division are also located on the West Campus.

## William H. Schwab Center for Information Technology

Opened in Fall 2003, the William H. Schwab Center for Information Technology is a model for technical training in the Northeast and a valuable resource for southwestern Fairfield County. The Center prepares students to enter the high-tech workforce, increases community access to technology and serves as a workforce training center for area business and industry. It features technology classrooms and laboratories, a video conferencing center and a Cyber Commons.

## Housing

NCC is a non-residential college. Students are responsible for their own housing. The College does not maintain dormitories or a list of approved off campus housing. Students live in the area and commute to classes.

## Fine Arts on Campus

NCC maintains a large and valuable art collection. This collection and other pieces on loan are displayed around the campus. The NCC Art Gallery presents several exhibits each year.



# How to Access Information Online

## How to begin

Go to: <http://my.commmnet.edu> or click on the **myCommNet** link on the NCC home page.

Enter: your NetID and your password  
(see explanation of Net ID below)

Click on: the “Student” tab

Click on: the hyperlink in the “Student Self-service” area

Select the appropriate option:

**Account Summary** – View your account detail by term, account summary, payment history and information related to your T1098.

**Financial Aid** – Review the status of your application; Accept/Decline and review your Financial Aid awards; Review and process your student loan application(s).

**Personal Information** – View your address(es), phone number(s), emergency contact information; update e-mail address(es); view name change and Social Security number change information; change your PIN.

**Registration and Payment** – Check your registration status; Review charges and make payments; Add or Drop classes; Display your semester course schedule.

**Student Records** – View your holds; Display your grades and transcripts (print enrollment verifications for insurance companies, etc.); Review charges and payments.

**Blackboard Vista** – Logon to Blackboard/Vista to connect to your Distance Learning course(s). You **MUST** use your six character PIN when logging on Blackboard/Vista. **DO NOT** enter more than six characters.

## What is Net ID and What is It Used For?

Net ID is a Windows Active Directory account that is uniquely assigned to each Connecticut Community College student. It serves as your login to PC workstations throughout the NCC campus, access Blackboard/Vista, the Library and Student Self-Service (Web for Students).

If you are a student, your Net ID is composed of the following two items:

- Username: Student ID (without the “@”)
- Domain: @STUDENT.COMMNET.EDU

Example: A student with a Student ID of @87654321, will have the following Net ID:

87654321@STUDENT.COMMNET.EDU

### Q: What is my initial Net ID password?

A. The initial password for all new Net IDs is based on a combination of personal information (birth date and social security number). Specifically, the following three items make up the initial password:

1. The first three characters of birth month (with the first letter CAPITALIZED)
2. Ampersand character – &
3. Last four digits of Social Security Number

So, for a user with a birth date on 10/24/79 and Social Security number of 123-45-6789, the initial password

would be: Oct&6789

NOTE: *You will be forced to change your password the first time you log on.*

### Q. What if I forget my Net ID password?

A. You can go to the following website to reset a lost or forgotten Net ID password: [www.commmnet.edu/netid/password.aspx](http://www.commmnet.edu/netid/password.aspx)

Prior to resetting a password, you will have to verify your identity by entering a combination of personal information:

1. Social Security Number (last four digits)
2. Birth Date (Month,Day,Year)

### Q. What should I do if I have missing or incorrect identity information?

A. If you are unable to use the Reset Forgotten Password utility because you have missing or incorrect identity information (Social Security Number, Date of Birth) or if you have not selected a security question, then you need to take the following two actions:

1. Contact the Information Technology Department at (203) 857-6800 for help in resetting your password
2. Contact the Registrar’s Office to verify and/or correct the Social Security number and/or Date of Birth. Be prepared to verify your identification with a valid picture ID (driver’s license or passport). This can only be done in person.

## How to View Current Course Offerings

Go to: [www.ncc.commmnet.edu](http://www.ncc.commmnet.edu)

Select and click: myCommnet

On login page: Click on Search for Courses

By Term: Select appropriate term

By College: Select “Norwalk CC”

By Subject: Select “All”

By Title: Leave “Blank”

By Level: Select “Credit” OR “Non-Credit”

By (O)pen (C)losed: Select “Both”

By Instruction Type: Select “All”

Scroll down to the bottom of screen

Click on: Get courses

## How to Register for Courses Online

Go to: <http://my.commmnet.edu> or click on the myCommNet link on the NCC home page.

Enter: your NetID and your password.

Click on: “Student” tab

Click on: the hyperlink in the “Student Self-service” area

Select and click on: Registration and payment

Select and click on: Register (add/drop) Classes

Select the appropriate term (for example, Spring 2011)

Click on: Submit

Scroll down to the bottom of the screen and enter CRNs for the classes you wish to register for

Click on: Submit Changes

Scroll down to the bottom of screen

# How to Access Information Online

Select: Initiate Payment

Select a Term: Choose appropriate term you are registering for

Click on: Submit

On Credit Card Payment Screen:

Credit Card: Choose MasterCard, Discover or Visa ONLY

Card Number: Enter your credit card number

Expiration Date: Enter your credit card expiration date

Payment Amount: Enter partial payment amount or pay full balance due (Do not key in dollar sign). At certain times, must pay in full and for Summer must pay in full.

Click on: Submit payment

Click on: Okay to submit payment (If correct amount was entered)

Otherwise click on: Change Information (to change payment amount)

## **How to View or Print Your Class Schedule** *(for currently registered students)*

Go to: <http://my.comnet.edu> or click on the myCommNet link on the NCC home page.

Enter: your NetID and your password.

Click on: the "Student" tab

Click on: the hyperlink in the "Student Self-service" area

Select and click on: Registration and payment

Select and click on: Concise Student Schedule

Select a term: Choose appropriate term

Click on: Submit

Print your schedule

## **How to Access Student Records**

Go to: <http://my.comnet.edu> or click on the myCommNet link on the NCC home page.

Enter: your NetID and your password.

Click on: the "Student" tab

Click on: the hyperlink in the "Student Self-service" area

Select and click on: Student Records

Select and click on: View Holds

Midterm Grades

Final Grades

Academic Transcript

Account Summary by Term

Account Summary

Select Tax Year

Tax Notification

Title IV Authorization

Request for Enrollment Verification

View Student Information

Direct Deposit Enrollment

Select a term: Choose appropriate term

Click on: Submit

## **How to Access Records Office Forms**

Go to: [www.ncc.comnet.edu](http://www.ncc.comnet.edu)

Click on: Quick Links/Downloads

Select: Records Office

Select: and download the form of your choice.

## **Self-Service Verifications of Enrollment**

Go to: <http://my.comnet.edu> or click on the myCommNet link on the NCC home page.

Enter: your NetID and your password.

Click on: the "Student" tab

Click on: the hyperlink in the "Student Self-service" area

Select: Student Records

Select: Request for Enrollment Verification

Click on: NCC Self-Service to access the National Student Clearinghouse self-service site

Select: Current enrollment or all enrollment

Click on: Obtain an Official Enrollment Certificate to print and mail to a health insurer or company

Your Enrollment Verification Certificate will appear.

## **Self-Service Degree Evaluation Instructions**

Go to: [www.ncc.comnet.edu](http://www.ncc.comnet.edu)

Login to: myCommNet

Key in your: Net ID

Key in your: Password

Click on: Student Tab

In the "Student Self-Service" area, Click on: Click here to access your Student/Academic records

Click on: Student Records

Click on: Student Degree Evaluations

Select a Term (Select the Current Term)

Click on: Submit

Click on: [(“Click” here to continue) What-if analysis]

Entry Term: Select Entry Term (Entry Term is the year in which you were admitted into your degree program here at NCC)

Click on: Continue

Program: Select a program (Your Current Major)

Click on: Continue

First major: Select major

Click on: Submit

Click on: Generate Request

Click on: Detail Requirements

Click on: Submit