

CONTINUING EDUCATION INFORMATION

General Information and Catalog Requests

860-738-6446 or 860-738-6444

Division email

conted@nwcc.commnet.edu

Website

www.nwcc.commnet.edu

Dean of Continuing Education

Dr. John C. Norman

Administrative Assistant

Susan Widmer..... 860-738-6423

Allied Health

Heather Cappabianca 860-738-6484

Motorcycle

Mary Schindewolf..... 860-738-6446

Personal Enrichment & Professional Development

Leona LeJeune..... 860-738-6444

FINANCIAL ASSISTANCE SOURCES

Department of Labor

(Torrington CTWorks Center)

860-496-3500

Serves unemployed

Department of Social Services

Rehabilitation Services Information

62 Commercial Boulevard

Torrington, CT 06790

860-496-6990

INTERESTED IN TEACHING?

Continuing education at NCCC includes a wide variety of adult leisure, technical, and professional development courses. Our courses are as varied as the talents of our instructors. If you have teaching experience and a course that you would like us to consider, email conted@nwcc.commnet.edu or call 860-738-6444 to request a course proposal form. Find out how you can become a part of the NCCC continuing education program!



REGISTRATION

In order to ensure a place in the class of your choice, you are encouraged to register early. Many of our offerings are limited in size. A completed registration form is required for all registration processes.

Drop-off You may drop off your registration at the Division of Continuing Education Office Monday-Friday from 8:00am – 5:00pm (credit cards and checks only). The office is located at 56 Park Place East, Winsted.

Fax You may fax your registration to the Division of Continuing Education at (860) 738-6453. Please provide MasterCard, Discover, or Visa card numbers, expiration date and signature.

Telephone Registrations will be accepted over the telephone when secured by MasterCard, Discover or Visa.

Mail You may mail in your registration form along with payment to: NCCC, Division of Continuing Education, Park Place East, Winsted, CT 06098-1798.

FEES

All courses offered through the Division of Continuing Education are Extension Fund courses. They are not subsidized by State General Fund tax monies. Fees for non-credit courses are set by the Division of Continuing Education and are intended to cover the cost of the course as well as contribute to other program activities.

COURSE CONFIRMATION OR CANCELLATION

NCCC will notify you in the event of course cancellation, overbooking, or to confirm that you are registered. Each semester there are courses in which enrollments are not sufficient; these courses are cancelled. **Students are urged to register at least two weeks in advance.** In the event of severe weather, cancellations are announced on local radio stations or on our weather line (860) 738-6464.

REFUND POLICY

NCCC reserves the right to change instructors, cancel or reschedule a program in the event of insufficient enrollment or unforeseen circumstances. If your course is canceled, you will have the option of applying your course fee to another class or you

will receive a full refund. If you are unable to attend a course you must withdraw at least **FIVE WORKING DAYS** before the first scheduled meeting in order to receive a refund. Some programs have different payment options and/or limited refund policies. Contact us for details.

CONTINUING EDUCATION UNITS

The CEU is a nationally recognized standard of measure for continuing education activities. The CEU concept provides individuals with recognition for their efforts to update or broaden their knowledge or skills. Records of CEUs awarded provide a framework within which individuals can develop and achieve long-range goals. Most of the courses in this bulletin are non-credit. Just as credits have made it possible to carry degree work from one school to another, the CEU is used nationally to document the type, quality, and duration of non-credit work. One CEU is generally defined as being equal to 10 class hours in a course where grades are issued. To earn CEUs, the grade must be A, B, C, D, or Pass. Requests for CEU certificates must be made at the time of registration.

CATALOGS

Division of Continuing Education catalogs are distributed by direct mail. If you wish your name included on the mailing list, call 860-738-6446 or email conted@nwcc.commnet.edu

STATEMENT OF CHANGE

While every effort is made to ensure the accuracy of the information herein, NCCC reserves the right to make changes at any time without prior notice. The College provides the information solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

STATEMENT OF NONDISCRIMINATION

NCCC does not discriminate against any individual on the basis of race, color, religion, political beliefs, national origin, physical handicap, criminal record, gender, sexual orientation, ancestry or age.

BOOKSTORE

The bookstore is located on the second floor of Green Woods Hall. For information call 860-379-6226.

LIBRARY

The Learning Resource Center is located on Route 44 adjacent to Founders Hall. Call 860-738-6480 for information.

PARKING

Please use only designated student parking on campus.

RULES & REGULATIONS

All students at NCCC are expected to abide by the rules and regulations of the College. Division of Continuing Education students may attend the College's Fall or Spring Orientation sessions. The orientation program includes an introduction to regulations of the College, the opportunities and services available and the academic policies at NCCC. For information contact the office of Student Activities at 860-738-6343.

TUTORIAL CENTER

The Academic Skills Center exists to support the student in his/her academic career. Faculty, staff, peer, and community volunteer tutors are available to help the student to excel or to overcome academic difficulties. Workshops are given to further students' proficiency in such areas as term paper writing, subject-specific study skills, spelling, calculator usage, word problems, and other math and science topics. Individual assistance is available in formulating writing projects and proofreading. The Academic Skills Center has computers available for student use. The library of programs includes user-friendly word processing programs, ESL programs and programs dealing with various academic disciplines. The students are instructed in the application of these resources and encouraged to use them as needed.

STUDENTS WITH DISABILITIES

NCCC is committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the Community Colleges of Connecticut. Students with questions or concerns should contact the counselor for students with disabilities at the Center for Student Development at 860-738-6420.

Visit the NCCC website for more information:
www.nwcc.commnet.edu