TUNXIS STUDENT HANDBOOK
(Revised by the Student Affairs Committee October 2014)
ACADEMIC REGULATIONS AND POLICIES

Dean's List
The College recognizes exceptional student performance each semester through the Dean’s List. Fulltime students who matriculated in a certificate or degree program and who successfully complete 12 or more credits with a semester grade point average (GPA) of 3.4 or higher shall be recognized by having their names placed on the College’s Dean’s List, published every fall and spring semester.

Part-time students who are matriculated in a certificate or degree program are also eligible for Dean’s List honors when they have completed 12 or more credits of work with a cumulative grade point average (CGPA) of 3.4 or higher. They may be subsequently recognized at the completion of an additional 12 credits or more with a semester GPA or 3.4 or higher, and at each successive interval of 12 credits.

A course withdrawal or Incomplete shall make the student ineligible for Dean’s List honors that semester, except that the successful completion of the Incomplete by the end of the tenth week of the subsequent standard semester will allow such student to be recognized retroactively.

Student who are in a probationary status are not eligible for Dean’s List recognition, even if their CGPA might otherwise make them eligible.

Academic Integrity
The College upholds the principles of academic integrity and will vigorously enforce incidents of academic dishonesty, which is outlined in Board Policy 5.2.1, found in the Policy on Student Conduct section in the Tunxis College Catalog. Application of the Board policies on all other student code violations is also outlined in this section of the Catalog.

Academic Probation
Students who have attempted between 12 and 30 credits whose CGPA falls below 1.7, or those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation. Students placed on academic probation will be required to take a reduced course load for one semester (Board Policy 3.8).

Academic Suspension
After being placed on academic probation for one semester and after taking a reduced course load fail to attain the required GPA as shown above will be notified in writing that they are suspended for one semester. After the period of suspension, students may be reinstated, either as regular or probationary students. A written request for readmission must be submitted to the Dean of Student Affairs (Board Policy 3.8).
Audit Policy
An audit permits a student to attend a course without earning a letter grade and without earning college credit. Tuition and fees are the same for credit or audit status. Financial Aid does not pay for audited courses.

Fresh Start Option
A student returning to Tunxis after an absence of two calendar years or more with a Tunxis GPA below a 2.0 may choose to return without the disadvantage of an unsatisfactory academic record. For more information about Fresh Start, contact the Academic Advising Center.

Grade Appeals Process
A student may seek review of a grade or other decision affecting academic status according to the College Policy Statements: Students wishing to appeal academic grades should first discuss the issue with their instructor. If the matter is not satisfactorily adjusted within ten calendar days of this appeal, or if the instructor is not available, the student may refer the matter to the Academic Dean by filing a written appeal within 30 days of the student’s awareness of the decision which is being appealed. Full Board Policy may be found in the College Catalog under Student Responsibilities, Section 3: Review of Academic Standing (Policy 5.2.2).

Grading System
The following grading system is used to indicate the student’s performance:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>high quality</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>average</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>failure</td>
<td>0.0</td>
</tr>
</tbody>
</table>
The following are administrative notations that may appear on a Tunxis student’s transcript:

- **W**: Withdrawn
- **I**: Incomplete grade to be computed upon completion of course
- **AU**: Audit, no credit earned
- **N**: No grade assigned
- **P**: Passing grade, credits earned – not calculated into grade point average
- **TR**: Transfer credit(s)
- **#**: A letter grade followed by this symbol (#) denotes a developmental grade, earning institutional credit, but does not count toward graduation and does not transfer.

The number of grade points received in a course is determined by multiplying the credits by the numerical value of the grade earned (e.g., an “A” earned on a three credit course will result in 12 quality points). The average is computed by dividing the total number of quality points by the total number of credits attempted.

For example: A student who takes 13 credits and earns the following grades during a semester will have a 2.70 G.P.A.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits Attempted</th>
<th>Grade Point</th>
<th>Earned Grade Point(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3</td>
<td>X 4.0</td>
<td>= 12</td>
</tr>
<tr>
<td>B-</td>
<td>3</td>
<td>X 2.7</td>
<td>= 8.1</td>
</tr>
<tr>
<td>B</td>
<td>4</td>
<td>X 3.0</td>
<td>= 12</td>
</tr>
<tr>
<td>D</td>
<td>3</td>
<td>X 1.0</td>
<td>= 3</td>
</tr>
<tr>
<td>Total Credits Attempted = 13</td>
<td>Total Earned Grade Points = 35.1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Semester Grade Point Average = 35.1 divided by 13 = 2.70 G.P.A.

**Graduation Honors**

To qualify for honors, degree candidates must have a minimum of 30 semester hours of Tunxis Community College credit in a degree program and meet one of the program GPAs (grade point average) rankings listed below. Honors notations are reflected on transcripts.

- 3.4-3.69 = Honors
- 3.7-3.89 = High Honors
- 3.9-4.0 = Highest Honors

Certificate candidates who have completed at least 15 credits in a certificate program at Tunxis and who have a program GPA of 3.5 and above are eligible for distinction. Transcripts will reflect “With Distinction.”
Students meeting any of the above criteria will be awarded recognition during the presentation of graduates at Commencement.

Students with an Incomplete notation may become eligible retroactively for graduation honors upon completion of the course requirements, and recognition shall appear on the transcript, provided that the student has earned the required GPA.

**Graduation Requirements**
Students must apply to graduate. It is the student’s responsibility to meet all graduation requirements. [http://www.tunxis.commnet.edu/college/graduation/index.php](http://www.tunxis.commnet.edu/college/graduation/index.php)

**Graduation Honors: Valedictorian and Salutatorian, Trustees Medallion for Academic Excellence**
A three-person faculty committee selects the valedictorian and the salutatorian each year. Selection criteria include overall grade point average, number of credits taken at the College, involvement in extra-curricular activities, and overall service to the College community. The committee solicits input from other program faculty members and professional staff members who may have interacted or come into contact with the candidates. Committee members identify and interview finalists each spring.

Graduating students who have completed at least 30 credits at Tunxis and earned a cumulative grade point average of 4.0 are recognized with the bronze Trustees Medallion.

**Incoming Transfer Students/Credit Transfer**
Students who wish to transfer credits to Tunxis Community College from a college or university that they previously attended must submit an official transcript to the Admissions Office and complete a Transfer Credit Evaluation Request Form. Transfer evaluations usually take eight to twelve weeks to be completed. Official transcripts should be sent directly to the Admissions Office from the student’s previous college or university.

**Incomplete Notation**
An Incomplete notation (I) may be given at the discretion of the instructor to a student who has completed a majority of the course requirements by the end of the semester. Completion date will be determined by agreement between the instructor and student. The awarding of an Incomplete notation is governed by Board Policy 3.5.1.

**Suspension**
Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required GPA as shown above will be notified in writing that they are suspended for one semester. All records of students subject to suspension will be reviewed and if the student has made significant improvement in GPA attainment in their most recent semester of study, the college may decide to allow the student to return to their studies for the following academic term to register for 12 or fewer credits on a probationary basis. If however, the decision is to uphold the one semester period of suspension, students may be reinstated, either as regular or probationary students (Board policy 3.8).
Transcripts
Requests for copies of official college transcripts must be made either in person, via the web through their self-service account at myCommNet or in writing to the Records Office. Requests by telephone will not be accepted. Please allow five working days for processing and mailing. Students may receive copies of both official and unofficial transcripts free of charge.

Transfer Students
Students who plan to transfer from Tunxis to a four-year college should meet with the Transfer Coordinator in the Academic Advising & Counseling Center to discuss transfer plans. http://www.tunxis.edu/campus-resources/transfer-opportunities/

Written Warning
Students who have attempted 11 or fewer credits and whose cumulative Grade Point Average falls below 1.5 will be given a written warning (Board Policy 3.8).

Withdrawing from a Course
Students must officially withdraw from a course by submitting a “Change in Schedule” form to the Records Office, or through their myCommNet account. Financial Aid recipients should contact the Financial Aid Office before deciding to withdraw. Failure to withdraw may result in a grade of F.

Withdrawing from College
Students must officially withdraw from all courses if they choose to leave the College by submitting a “Change in Schedule” form to the Records Office, or through their myCommNet account. Financial Aid recipients should contact the Financial Aid Office before deciding to withdraw. Failure to withdraw from all courses may result in grades of F being assigned to the student.

AWARDS

Student Achievement Recognition Ceremony
Each year, Student Activities conducts a ceremony to honor students’ achievements in academic disciplines and leadership. Faculty members in each academic discipline determine award recipients with approval of the department chair. One award is presented per discipline. Selection criteria for the academic discipline awards are as follows:

- Currently enrolled
- Completion of nine credits in the discipline
- Demonstrated academic excellence
- No degree earned—either associate’s or bachelor’s
- Minimum of 3.5 GPA in the discipline
Selection criterion for a leadership award is a membership in an officially recognized student organization at Tunxis. Selection is made by the club advisor based on the student’s dedicated and valued service to that organization.

CAMPUS REGULATIONS AND POLICIES

Campus Safety Videos
Posted on the College website for student viewing are the following campus safety videos: “Shots Fired” which provides information about active shooter situations and “Flashpoint on Campus” which offers advice for how to address disturbing behaviors on campus. Students can view these videos by visiting http://www.tunxis.edu/college-information/campus-security-act/campus-security-videos/.

Drug and Alcohol Abuse
The possession, use, or distribution of drugs and/or alcohol by students and/or staff on College property, or in any College activity, is prohibited. The College complies with the Drug Free Schools and Campuses Act. The Annual Notice is posted on the College’s website. Students seeking assistance with alcohol and addiction issues should contact the Academic Advising Center.

Lost and Found
Lost-and-found items are located at the Information Desk in the 100 Building.

Parking Regulations
All vehicles shall be parked in a lawful manner. There may be designated areas for students, staff and faculty (map http://www.tunxis.edu/college-information/campus-map/).
The College may make arrangements for off-campus parking. Check with Security or the Information Desk for details. Improperly parked vehicles will be ticketed and towed at the owner’s expense. Revenue from parking tickets is disbursed as student scholarships. Parking tickets may be appealed by completing an appeals form located at the Information Desk.

Group 1 Fines: $10.00
- Parking in Faculty/Staff lot
- Improper parking/sidewalk/pick up or drop off zone/snow bank
- Parking in No Parking Zone
- Parking in State Vehicle Spaces
- Parking in the circle near flagpole
Group 2 Fines: $25.00
- Parking in Handicapped Space
- Parking in Fire Lane/Tow Zone
- Speeding/Reckless Driving
- Blocking Crosswalk/Driveway
- Obstructing Traffic/Double Parking

Smoking Prohibition Policy

CAMPUS EMERGENCY PROCEDURES

Emergency Procedures
Students must familiarize themselves with the College emergency procedures posted on the wall of every classroom next to the phone. For additional information, including access to the College’s Emergency Response Plan and Annual Campus Security Report, visit [http://www.tunxis.edu/wp-content/uploads/2013/10/ASR-2013r.pdf](http://www.tunxis.edu/wp-content/uploads/2013/10/ASR-2013r.pdf).

Important Contact Information
Dial 0 for Information Desk and after-hours Dean on Duty
Weather/Emergency Line: 860-773-1301
Emergency Security: 860-541-0800 *Emergency Use Only*

For campus safety updates, please visit the Tunxis Facebook page at [www.facebook.com/Tunxis](http://www.facebook.com/Tunxis).

Emergency Text Messaging System
“myCommNet Alert” is a notification system that uses text messaging to deliver critical information to students, faculty and staff of the College in the event of an emergency or weather closings. Messages can only be received by registering with this service. Registration is free and easy to do. Just logon to [www.my.commnet.edu](http://www.my.commnet.edu) and follow the directions in the myCommNet Alert Channel.

Emergency Resources
The College has three teams that address emergency situations. The Crisis Management Team develops emergency response policies and procedures. This team convenes in the event of a crisis and coordinates the school’s response. The Behavioral Intervention Team develops protocols for addressing disturbing behaviors on campus and the Emergency Medical Response Team are employees certified in first aid/CPR who respond to medical emergencies until first responders arrive.
Fire Emergency
Emergency response procedures and egress routes are posted in all classrooms. Those exiting into the courtyard should proceed to the main parking lot. The courtyard is not an assembly point. Do not evacuate one building and enter another. Go around any buildings to the assembly point. What to do if you see a fire on campus:
- Activate the nearest fire alarm pull station
- Call the Information Desk and/or 911
- Notify occupants and help those needing assistance in the immediate area
- Confine the fire by closing doors as you exit
- Do not re-enter the building until authorized by emergency personnel.

Medical Emergency
- Dial 911 or 9-911 (from a campus phone if possible)
- Call the Information Desk and have the following information ready:
  1. Where the injured or ill person is
  2. The nature of the injury or illness
  3. The gender and approximate age of the person
  4. Your name, location and phone number where you can be reached in case additional information is needed

The Tunxis Community College phone system includes a Crisis Alert Line which is activated by calling 911 or 9-911 from any phone on campus. This signals members of the College’s Emergency Medical Response Team (EMRT) to respond to the emergency call. EMRT members will assess the situation and try to administer first aid until an ambulance arrives.

Lockdown Procedure
In the event of a lockdown, students, staff, faculty, and visitors must remain where they are. If in a classroom, secure the door by wedging it shut; if in an office secure the door by locking it. If you are in an open area, take shelter in the nearest room and secure the door by either locking it or wedging it shut. Move to an area of the room where there are solid walls, furniture, or other objects and hide behind them. Stay as low to the floor as possible. Wait for instructions or notification from the police or College official that lockdown has been lifted.

Violence Prevention and Response (Board Policy 2.13)
For purposes of this policy, “violence” is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property. “Premises” is defined as any space owned or leased by the CT Community Colleges or any of its constituent units, including vehicles and any location where college or system business or activities are conducted. Conduct that may violate this policy includes, but is not limited to, the following:
- Intimidating, harassing or threatening behaviors;
- Physical abuse, including hitting, slapping, poking, kicking, punching, grabbing, etc.;
- Verbal abuse, including yelling, shouting, use of sexually, racially, or ethnically charged epithets, etc.;
• Vandalism;
• Carrying or possessing weapons or dangerous instruments of any kind on Community College premises, unless properly authorized;
• Using such weapons;
• Any other act that a reasonable person would consider to constitute a threat of violence, including oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm.
• Endangers the safety of any employee, student, visitor;
• Has a harmful impact on an individual’s physical and/or psychological well-being;
• Causes damage to personal or College property;
• Creates a hostile campus environment;

Tunxis Community College’s principles and values include the statements that we treat others fairly and with dignity, and we value and demonstrate openness and honesty, resolving differences with civility and without reprisals. Violence or threats of violence will not be tolerated.

**Sexual Misconduct Policy**

Sexual misconduct is a very serious issue and disproportionately affects college students, impeding their ability to participate fully in their studies. Sexual assault will not be tolerated at Tunxis Community College. Although our mission is to educate students, nothing is more important than student safety and well-being. The College aims to prevent and respond to sexual assault, dating/domestic violence, stalking, and sexual harassment through prevention education, collaboration, outreach, and advocacy. We are committed to taking a survivor-centered approach, which means that if a student is victimized, they are given the options and make the decisions about what services they would like to access and whether or not they would like to report the incident. Our commitment is to create a community that is safe and supportive of people of all gender and sexual identities.


**Reporting Threats or Violent Acts**

To report a crime or an emergency on the Farmington campus, call 911 (directly from a campus telephone if possible) and 860-773-1300 or 860-773-1328. The number for Security’s cell phone is 860-541-0800. To report a crime or an emergency at the Tunxis@Bristol facility, call 860-773-1462. An incident report may be required.

All incident reports are forwarded to the Dean of Administration for review and potential action. Violations of the Board of Regents Policy on Student Conduct are forwarded to the Dean of Student Affairs for review and potential action.

Any individual who commits a violent act or threatens to commit a violent act toward other persons or property on campus shall be subjected to the appropriate action. Students may
be suspended. The College may issue a “No Trespass” order to prevent a threatening person from entering campus. In addition, civil and/or criminal penalties may be pursued as appropriate. Every member of the campus community is expected to take any threat or violent act seriously and to report these acts to the Dean of Student Affairs or the Dean of Administration.

OFFICES OF ADMISSIONS, FINANCIAL AID, AND RECORDS

Admissions
Location: 100 Building
Phone: 860-773-1490

Admissions’ role is to provide information about the College and its programs and to coordinate the admissions process for new and readmitted students. Students who wish to tour the campus or who want to schedule an appointment with a member of the Admission staff should contact the Admissions Office. Additionally, the Admissions Office processes requests from students who want to transfer credits from their previous college or university and manages the admissions process for the College’s selective admissions programs which include Dental Hygiene, Dental Assisting, Physical Therapist Assistant and High School Partnership programs.

Admissions typically offers items such as the college catalog, course schedules, college applications, curriculum matriculation guides and information about College Level Examination Program (CLEP).

International Students: Admissions also provides international students with information and documents they need to request a student visa through the Department of Homeland Security and the State Department.

Financial Aid Services
Location: 100 Building
Phone: 860-773-1422

Information is available for students interested in applying for various types of financial aid including grants, loans, scholarships and college work-study. Staff assists students with completing forms, submitting required documentation, and other items needed for successful processing of financial aid for students who have submitted the FAFSA (Free Application for Federal Student Aid) application. Book store credits and vouchers, completion of state forms and loan deferment information are also available. Information is also provided to students looking to take courses at other colleges using their Tunxis financial aid award.

Scholarships: The Tunxis Scholarship Program is open each year to currently enrolled students. Various groups, such as the Tunxis Community College Foundation and Advisory
Board, and the Tunxis Alumni Association sponsor these awards. Scholarships are primarily based on outstanding academic achievement. The sources, number and amount of these awards varies from year to year. For information regarding private, or transfer scholarships students should inquire at the financial aid office. Additional transfer scholarship information may be obtained at the Counseling Office.

_Veteran's Affairs and National Guard Waivers:_ Information is available at the Financial Aid Office regarding veteran’s benefits, eligibility for tuition waivers, processing of veteran’s forms, and other veteran’s matters.

**Financial Aid Eligibility**

In order to be eligible to apply for any federal, state or institutional financial aid, including student loans, a student must be making satisfactory progress, be in good academic standing according to the standards in the College catalog, and be program enrolled. The complete policy on financial aid may be obtained from the Financial Aid Services Office.

**Financial Aid Warning**

Students who have completed a semester with a graduation required GPA below 2.0, and a successful ratio of credits attempted to credits completed of less than 2/3 will be notified by letter and by email that they have been placed on Financial Aid Warning for the next semester.

**Financial Aid Suspension – Unsatisfactory Progress**

After being placed on Financial Aid Warning for one semester, students who fail to attain the required GPA and successful completion rate in the subsequent semester will be notified in writing and by email that they are ineligible for aid. After the semester of ineligibility, students may be reinstated. For further details, please contact Financial Aid Services.

**Financial Aid Appeals Process**

A student who loses financial aid eligibility due to unsatisfactory academic progress has the right to appeal to the Dean of Student Affairs. Successful appeals will be based on extraordinary personal circumstances that are thoroughly documented. The decision of the Dean is final. All appeals must be in writing.
Registrar’s/Records Office
Location: 100 Building
Phone: 860-773-1440

The Records Office handles registration for classes and enrollment verification and maintains the following student records:
- Academic transcripts
- Grade reports
- Measles and rubella immunization
- Withdrawals from the College or classes

http://www.tunxis.edu/forms/

The Records Office maintains the following applications:
- Change of name
- Change of address
- Change of Program
- Credit by Exam
- Graduation

All part-time, full-time, degree-seeking, and non-matriculated students have access to retrieving information via the web by logging into the myCommNet site with their student ID number and password. The following functions may be performed and information is available at this site:
- Academic Transcripts – view unofficial and request official
- Request Grade Reports
- View Grades
- Register for Classes
- Change in Schedule (Add/Drop, Withdraw)

For assistance with login or password reset, students may call the Records Office at 860-773-1440.

Cross-Registration
A cross-registration privilege exists for students who register for General Fund courses at multiple Connecticut Community Colleges within the state system of higher education. Students who pay the maximum full-time tuition at their “home” institutions are exempt from further charges at any other Connecticut Community College, (excepting Lab and Studio Course Fees). Students who pay the tuition and fees of a part-time student at their “home” institutions, and register for additional course(s) at another CT Community College shall not pay more than the amount charged for a full-time student if the combined registration at both institutions would classify them as full time. All students interested in this special cross-registration plan should consult the Records Office. Financial Aid recipients who attend another CT Community College should contact the financial aid office regarding a Consortium Agreement Request form.
STUDENT RESOURCES

Academic Advising Center
Location: 100 Building
Phone: 860-773-1510

The Tunxis Community College Academic Advising Center (AAC) provides a wide range of services in the following areas:

- Academic Counseling
- Career Counseling
- Transfer Counseling
- Personal and Social Counseling

The AAC assists students with self-exploration, goal-setting, decision-making, problem-solving, and academic planning issues. The AAC staff features experienced counselors and advisors that are trained in academic, career, and transfer advising, as well as personal counseling. For students that need more extensive therapy, a referral to an appropriate community agency will be made.

To schedule an appointment please call 860-773-1510.

Academic Support Center
Location: 600 Building, Room 6-109
Phone: 860-773-1530

The Academic Support Center (ASC) provides several **FREE** services for students. The Center conducts **Placement Testing** for new students at specified morning, afternoon, and evening times throughout the year. The placement test assesses students’ reading, writing, and math skills. Test results are provided for students and their advisors to assist with the registration process. Exemptions from testing exist for students with appropriate SAT or ACT scores and for students who have successfully completed college-level English and/or math.

The ASC offers an internationally-certified **Tutoring Program** for students enrolled in math, English, and English as a Second Language. Depending on tutor availability each semester, tutoring is also provided for a variety of other courses. Students have the option to schedule individual and group tutoring sessions or take advantage of walk-in services. To schedule an appointment, students can stop by the front desk or schedule online from any campus computer by visiting [www.tunixs.edu/tutortrac](http://www.tunixs.edu/tutortrac).

In addition to tutoring, the Academic Support Center’s professional staff offers one-on-one workshops through the **Learning Strategies Series**. Workshop topics include time
management, test taking, note taking, math, writing, and English as a Second Language. Training on Inspiration Writing Software is also available to assist students with pre-writing, brainstorming, creating study guides, and organizing research notes. These sessions are designed to help students make the most of their college experience.

Students with documented disabilities may be eligible to receive academic adjustments through Disabilities Services. Students with disabilities who are interested in requesting academic adjustments are encouraged to contact one of the ASC’s Learning Disabilities Specialists.

**Bookstore**
Location: 100 Building  
Phone: 860-773-1335

All required textbooks and course-related materials may be purchased at the College bookstore or online at txcc-shop.com. The bookstore carries an assortment of supplies, computer hardware, computer software and accessories, clothing, gifts, snacks and beverages. The bookstore buys back textbooks every day. Students requiring financial aid for the purchase of textbooks and supplies should refer to the Office of Financial Aid Services for further information.

For more information about the bookstore, go to: txcc-shop.com.

**Bus Services**
New Britain Transportation Company: http://www.nbt.bz/  
CT Transit: http://www.cttransit.com/

Check for bus schedules at the Information Desk in the main lobby of the 100 Building.

**Computer Center**
Location: 300 Building  
Help Desk Phone: 860-773-1390

All students attending Tunxis Community College have access to the computer Center. Whether a student is interested in graphic design, word processing, programming, or just using the Internet for research or pleasure, students will find an application that meets their needs.

Both Windows and Macintosh computers are available for use. Black and white or color laser printers offer a choice for printing. Students are allocated a number of free print pages at the start of each semester.

Hand-outs covering a variety of computer topics are free to students. Tutorial software packages are also available for students to practice at their own pace. One-on-one training is available for learning application basics.
NetID and Password Resets
All computer users are required to logon to computers using their individual NetID and password. This applies to all computers in all academic areas. **COMPUTERS ACCESS WILL NOT BE POSSIBLE WITHOUT YOUR NetID!**

**NetID:** The NetID is composed of the following two items

1. Your BannerID (without the @ sign at the front)
2. Domain: @student.commnet.edu

New Students will be assigned an **initial** NetID password which you will be required to change the first time you logon. Passwords expire after 90 days. If you need help using your NetID, go to the Computer Center, and ask HelpDesk personnel for assistance.

A Student HelpDesk worker is on duty during all hours of operation to assist students with hardware and software problems. During semester breaks, operating hours will vary, but will be posted well in advance.

ID Card Policy
College photo ID cards may be obtained at the Computer Center with proper identification. Each Tunxis student should obtain and carry a student photo identification card. New and replacement ID photos are taken at the Computer Center, located in the 300 Building, during normal operating hours throughout the semester. There is no fee for first issuance of an ID card, but if you need to replace a lost card there is a small replacement fee.

Students may be required to present ID cards to access the following:

- Computer Center — access resources in the main Computer Center and MAC labs
- Library — check-out of books and other materials
- Academic Support Center — to access all resources
- Career Services — to access resources

Students may be requested to present their ID card to any Tunxis Community College faculty or staff member for purposes of identification, upon request.

Wireless Network and Mobile Connections
Tunxis provides a wireless connection to the Internet for authorized students and staff. Users should connect their devices to **ConnSCU Internet** for a wireless connection. Additional information and detailed instructions are available at the ConnSCU web site [http://supportcenter.ct.edu/Service/wireless.asp](http://supportcenter.ct.edu/Service/wireless.asp) or by seeking guidance at the IT HelpDesk in the Computer Center.

Student Email - Office 365
Office 365 is the Connecticut Community College email system for students. All Connecticut Community College email sent to students will be sent to their Office 365 email addresses (prefix@mail.ct.edu). The ‘prefix’ consists of the first letter of the student’s first name followed by the first four letters of the student’s last name and then a four-digit random number.
Students can log on to the Office 365 portal (http://portal.microsoftonline.com) with their student NetID and password to access their Outlook Web App email (OWA). Or they can access the Office 365 portal by logging on to myCommNet, clicking on the Student tab, and clicking on the Student Email Login Page link found in the Student Email Channel.

Students can choose to forward their Office 365 email to a personal email account and/or sync their Office 365 mail to a mobile phone. However, Tunxis Community College does NOT recommend nor support students in forwarding email from their Office 365 accounts or syncing this email with smartphones. There may be security risks associated with confidential information going to other public mail systems or being downloaded to mobile devices (e.g. smartphones). Students make such changes at their own risk.

An Office 365 brochure for students is available in the Computer Center (which includes instructions for logging on and accessing email).

Conduct and Procedures for Use of the Computing Resources
All computer-related resources and facilities of the CT Community Colleges are to be used solely for legitimate and authorized academic and administrative purposes in accordance with the Board of Regents IT 001 Acceptable and Responsible Use of Information Technology and Resources Policy. Unauthorized use of IT resources may subject the user to disciplinary action. The complete Board policy may be found online on the Board of Regents web site (www.ct.edu).

CONNTAC, E.O.C. **
Location: 100 Building
Phone: 860-773-1492

The Connecticut Talent Assistance Cooperative Educational Opportunity Center is a state agency that provides free assistance for students in completing both the FAFSA and the college’s application. They also offer fee waivers for college applications (Tunxis Community College and for students transferring to other colleges), as well as a CONNTAC Scholarship. Hours are by appointment only.

** This service is not provided by Tunxis, but CONNTAC maintains an office at the College for the convenience of our students.

Continuing Education & Workforce Development
Location: Rm. 7-116 in the Library Building
Phone: 860-773-1450 or Tunxis@Bristol, 860-773-1462
Web Address: tunxis.edu/continuing-education/

The College, through its Continuing Education & Workforce Development Office, provides non-credit, short-term education and training for individuals and organizations throughout
central Connecticut. Professional staff and associates work closely with individuals, businesses, public, not-for-profit, and private companies to meet their training needs. Continuing Education Unit (CEU) certificates may be awarded to participants who successfully complete a career or occupation related class. CEU certificates are not equivalent to college credits. A partial list of our program offerings include:

- Central Sterile Processing Technician
- Certified Nurse Aide (CNA)
- Fitness Trainer Certificate
- Medical Assisting
- Motorcycle Safe Rider Program
- Pharmacy Technician
- Phlebotomy Technician
- Real Estate Licensing
- Security Guard Certification
- Veterinary Assistant
- Bartending
- Specialized/Designed Training Programs

**Early Childhood Center**  
Location: 300 Building  
Phone: 860-773-1350; Childcare Weather Line: 860-773-1351

The Early Childhood Center on the campus of Tunxis Community College provides a quality program for preschool children and is a model lab school for the Early Childhood Associate degree program. It is staffed with qualified and experienced early childhood professionals, and serves children ages three to five years old (non-kindergarten enrolled). The Center is among a select group in the nation accredited by the National Association for the Education of Young Children (NAEYC).

**Food Service**  
Location: 100 Building and 700 Building  
Phone: 860-773-1353; Pages Café: 860-773-1354

**The Corner Café** in the Administration Building provides a place to have a good meal, meet friends, study, and relax. Hours during the semester are Monday through Thursday, 7:30 am to 6:30 pm, and Fridays 8:00 am to 1:00 pm.

**Pages Café** in the 700 building is located in front of the library. It offers a variety of prepared foods and also beverages and chips. Hours during the semester are Monday through Thursday 7:30 am to 8:30 am and Fridays from 8:00 am to 1:00 pm.

During semester breaks hours of operation for both cafés may vary.
Insurance
All enrolled students are automatically covered under the School Time Only Accident Insurance Plan. Students may purchase an optional 24-hour accident and sickness plan with dependent coverage. Information about the policy application is available across campus in Admissions, Academic Advising Center, and other offices. Any questions regarding the policy or claims may be directed to the Dean of Administration.

Library
Location: 700 Building
Main Line: 860-773-1550

The Tunxis Library is here to provide information, personal assistance, and study space for our students.

The Library has over 440 seats and includes 11 small group study rooms, 2 conference rooms, computers for student use, wireless access to the network, and a 24-seat classroom. In addition to the group study rooms, students can select from individual study carrels, tables and chairs, or soft seating.

Library services for students include:

• individual assistance with research and academic assignments
• a terrific library website for research, citing, and blog news
• online reference assistance and chat via the Library website
• telephone or email conversations about your assignments
• interlibrary loan of books or articles not owned by the Library or accessible via the web
• coin-operated copy machines and a self-checkout station for your privacy
• a Charging Station to power up your phones, tablets, and other devices
• study rooms—including collaboration stations and human anatomy rooms
• silent study areas and a meditation corner
• a reserve collection of course-related materials and selected textbooks for your use
• DVD players and headsets
• chess games, jigsaw puzzles, new fiction, graphic novels, magazines, entertainment DVDs, and ukuleles!

Though the Tunxis Library is open to the public, our focus is always on our students.

Visit the Library’s homepage at http://www.Tunxis.edu/library for the Library’s hours, contact information, offerings, and policies.
New England Regional Student Program
This program enables New England residents to attend out-of-state public colleges or universities within New England for certain degree programs not available in their home state public institutions, and pay either in-state tuition or 25 percent above that amount.

The following two-year institutions charge in-state tuition for participants in the regional student program:
- Massachusetts Community Colleges (except Northern Essex)
- Community College of Rhode Island

The following institutions charge RSP students in-state tuition plus 25 percent
- Connecticut Community Colleges
- Maine Vocational Technical Colleges
- Northern Essex Community College
- New Hampshire Technical Institute
- New Hampshire Vocational Technical Colleges
- Community College of Vermont
- Vermont Technical College

New Student Orientation
New Student Orientation is held just prior to the start of the Fall academic semester following final registration and is offered to all newly registered students. Orientation provides students the opportunity to meet in small group settings with a member of the faculty to discuss classroom expectations and policies. In addition, students are offered hands-on-training to navigate myCommNet, the opportunity to obtain student identification cards (ID) and to tour key college support services.

Student Activities
Location: Student Lounge
Phone: 860-773-1361

The Office of Student Activities provides multiple opportunities for student involvement and development including student governance, College-wide committees, clubs and organizations, and programming.

Clubs and Organizations
Student organizations exist to further the ideas and spirit of Tunxis Community College. Clubs and organizations are established to attend to particular student interests and present opportunities for individual growth and development as well as leadership opportunities. For a complete list of the current clubs please visit: http://tunxis.edu/campus-resources/clubs-organizations/. Information on these clubs can be obtained through the Student Government Association.
**Interested in starting a new club at Tunxis?** Students should contact the Director of Student Activities to obtain a packet of printed material regarding the process.

**The Student Lounge**  
**Location:** accessible through Founders Hall

The student lounge offers Tunxis students a place to gather, meet friends and socialize. The lounge offers billiards, chess, video games and foosball, and is open Monday through Thursday from 10:00 am to 6:00 pm. The Lounge is closed on Fridays.

**Student Government Association (SGA)**  
**Location:** Adjacent to Student Lounge  
**Phone:** 860-773-1363

The Student Government Association consists of four officers: president, vice-president, treasurer and secretary, as well as one voting member of each of the recognized student organizations, and members at large from the College community. As the official voice of the student body, the SGA helps to plan activities and to provide a means of communication within the college structure. The SGA uses student activity fees to pay for all college activities. All students are members of SGA. Meetings are held every two weeks.

**Veteran’s OASIS**  
**Location:** Founders Hall  
**Phone:** 860-773-1364

The Tunxis Oasis is a special area devoted to Tunxis’ veterans, which offers access to technology and a quiet place to study. It also provides a place for Tunxis veterans to meet fellow servicemen and women, and to find updates, information and other services from the VA and other Veteran’s support organizations.

**Barnes-Franklin Art Gallery**  
**Location:** 600 Building

This gallery showcases student, community and professional works. Changing exhibitions feature paintings, prints, sculpture and photography. Gallery hours are Monday through Thursday, 9 a.m. – 8 p.m. and by appointment.