NOTE! CEUI-Sponsored Courses for the Fall 2007 Term will be available shortly!

CEUI / TECHNICAL COURSES

FOR NP-2 BARGAINING UNIT MEMBERS

SPRING 2007

Agency Registration Deadline: January 30, 2007

Staff Development Courses

offered by

The State of Connecticut Community College System

In partnership with

Connecticut Employees Union Independent

www.commnet.edu/inservice
WELCOME!

Dear Colleagues,

We are pleased to announce that the Connecticut Employees Union Independent has chosen to sponsor a comprehensive set of courses for their members for the spring 2007 term, with the goal of keeping employees current in their respective fields and fostering upward mobility. These programs are offered through the State In-Service Training Program and included in this separate booklet for copying and distribution to all members of the NP-2 bargaining unit.

As you review the offerings, please keep the following important points in mind:

- **Agencies must submit applications to the In-Service coordinator by January 30, 2007.** Requests received after this date will be honored on a space-available basis.
- Unlike standard In-Service courses, an Individual Application Form (included in this booklet) **must** be submitted for every applicant. Before applications are submitted all approvals required by your agency must be obtained.
- Seats in each course will be assigned based on the seniority of the applicants. Pre-set maximums vary by course, and we will enroll up to the maximum allowed.
- It is very important that applications be approved and submitted for only those courses that employees can reasonably attend in any given term. **It is the applicant’s responsibility to carefully review dates and times, and it is critical that those who are assigned seats actually attend classes!**
- Once seats are reserved it means that we are committed to running the class. **There are no withdrawals once seats have been reserved.** A substitute may be sent in place of the original registrant provided that the substitute is a member of the NP-2 Bargaining Unit **and** meets any prerequisites listed in the course description.
- NP-2 members should direct questions about seat reservations to their Training Approval Officer, who should relay special situations or history to the In-Service coordinator. Notes may be included on each application.
- NP-2 Bargaining Unit members who wish to register for In-Service courses not included in this booklet must apply for them separately, and your agency will be charged the per-person fee for them. CEUI does not reimburse members for regular In-Service courses.
- Courses are sponsored by the Union **at no cost to your agency.**

We encourage you to take advantage of this opportunity by making these course listings readily available to NP-2 members at all locations within your agency, either by distributing copies of this booklet, posting on community bulletin boards or sharing the listings electronically when appropriate.

Best Regards,

Sharon Chamberland
State In-Service Training Program Coordinator
Phone: (860) 244-7614
Fax: (860) 566-1308
schamberland@commnet.edu
Electricians’ License Renewal Training Program

The Connecticut Department of Consumer Protection, Occupational and Professional Licensing Division now requires all Connecticut licensed electricians to take a seven-hour continuing education program each year to renew their license. Classes for C-5, C-6, L-5, L-6, T-1, T-2 electricians, and low voltage / telecommunications are available. The program meets CT Department of Consumer Protection requirements, and includes OSHA regulations, Connecticut General Statutes, regulated building codes, National Electric Code (NEC), fiber optic cabling systems, cabling for wireless, structured cabling, and other specific skill areas related to these licenses.

**Course #**  | **Date(s)**  | **Time**  
--- | --- | ---  
500TX820 | 05/11 | 8:00am-4:00pm  
(one-day class)  

**College, Campus & Room:**  
Tunxis, Bristol Career Center in Bristol, CT, Rm. BR1  

**Instructor:** Melissa Chambal  

**Per Person Fee:** $0

General Industry Outreach Training Program - OSHA

This program provides instruction on a variety of general safety and health standards to entry level participants. Topics:

- Introduction to OSHA
  - OSHA Act/General Duty Clause 5 (a)(1)
  - Inspections, Citation, and Penalties (CFR Part 1903)
- Walking and Working Surfaces, Subpart D
- Means of Egress and Fire Protection, Subparts E&L
- Electrical, Subpart S
- Hazardous Materials, Subpart H
- Personal Protective Equipment, Subpart I
- Hazardous Communication, Subpart Z

**CEUs:** 1.0

**Course #**  | **Date(s)**  | **Time**  
--- | --- | ---  
501CA814 | 04/24 & 04/25 | 8:30am-2:30pm  
(2-day class)  

**College, Campus & Room:**  
Capital / 950 Main St. Hartford, Room 317  

**Instructor:** OSHA Certified Presenter  

**Per Person Fee:** $0
HVAC

2006 Mechanical Code
This class will detail current applications of the 2006 Mechanical Code as well as highlights changes from 2003 Code. CEUs: 1.8

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>502CA809</td>
<td>03/16, 03/23,</td>
<td>8:30am-3:30pm</td>
</tr>
<tr>
<td></td>
<td>&amp; 03/30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3-day class)</td>
<td></td>
</tr>
</tbody>
</table>

College, Campus & Room:
Capital / 950 Main St. Hartford, Room number will be posted on the plasma screens located in the main elevator lobby, on the day of class.

Instructor: Al Corey
Per Person Fee: $0

2006 National Fuel Gas Code
Class details working with latest gas code, as well as equipment application, installation, and safety. CEUs: 1.8

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>503CA810</td>
<td>04/12, 04/19,</td>
<td>8:30am-3:30pm</td>
</tr>
<tr>
<td></td>
<td>&amp; 04/26</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3-day class)</td>
<td></td>
</tr>
</tbody>
</table>

College, Campus & Room:
Capital / 950 Main St. Hartford, Room number will be posted on the plasma screens located in the main elevator lobby, on the day of class.

Instructor: Al Corey
Per Person Fee: $0

Hydronic Piping
This class will detail hydronic piping and applications as well as basic pump sizing and valve uses. CEUs: 1.2

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>504CA812</td>
<td>05/11 &amp; 05/18</td>
<td>8:30am-3:30pm</td>
</tr>
<tr>
<td></td>
<td>(2-day class)</td>
<td></td>
</tr>
</tbody>
</table>

College, Campus & Room:
Capital / 950 Main St. Hartford, Room number will be posted on the plasma screens located in the main elevator lobby, on the day of class.

Instructor: Al Corey
Per Person Fee: $0

Basic Control Wiring and HVAC Application
Course discusses all facets of wiring; from starters to contactors, to relays and how they are used in lighting. Course also details how and why control wiring is used for energy management in HVAC applications. CEUs: 1.2

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>505CA811</td>
<td>06/14 &amp; 06/21</td>
<td>8:30am-3:30pm</td>
</tr>
<tr>
<td></td>
<td>(2-day class)</td>
<td></td>
</tr>
</tbody>
</table>

College, Campus & Room:
Capital / 950 Main St. Hartford, Room number will be posted on the plasma screens located in the main elevator lobby, on the day of class.

Instructor: Al Corey
Per Person Fee: $0
Operations and Maintenance of Sprinklers, Standpipes and Gas Based Suppression Systems

This course focuses on basic inspection, monitoring and maintenance issues related to the systems, especially as they relate to the institutional setting.

Systems discussed: Wet and Dry pipe sprinklers, Halon and inergen based electronic suppression systems and basic standpipes along with deluge type devices. Review the U.L I, Factory Mutual and N.F. P.A. requirements in depth.

Discuss basic theory, operation and design requirements for these systems in a classroom setting along with walking tours of Yale campus. CEUs: 1.0

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>506CA817</td>
<td>05/04 &amp; 05/11</td>
<td>9:00am-3:00pm (2-day class)</td>
</tr>
</tbody>
</table>

College, Campus & Room:
Capital, This course is coordinated by Capital but will be held at the Yale Fire Marshall's Office, Room TBA

Instructor: Michael Johns
Per Person Fee: $0

Institutional Fire Protection and Prevention

This class will focus on basic response, inspection and prevention activities for the institutional setting. This will include colleges and universities, prison, hospitals and a variety of other settings as well.

Course addresses emergency planning and evacuation in the post 911 age, mechanisms for protection, and the design of protective fire systems.

Course includes classroom lecture and a walking tour of the Yale campus to discuss basic fire prevention and response practices. CEUs: 1.0

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>507CA818</td>
<td>04/13 &amp; 04/20</td>
<td>9:00am-3:00pm (2-day class)</td>
</tr>
</tbody>
</table>

College, Campus & Room:
Capital, This course is coordinated by Capital but will be held at the Yale Fire Marshall’s Office, Room TBA

Instructor: Michael Johns
Per Person Fee: $0
Communication & Skills Improvement

ESL - English as a Second Language

Effective communication in English is of critical importance for success in the workplace. This is a beginning to high beginning ESL course enabling participants to communicate orally and in writing in order to better understand the workplace. The course includes pronunciation practice, grammar, vocabulary, listening, and authentic communication exercises. Topics will include the words that are pertinent to the workplace such as managing time. The following grammatical materials will be covered: simple, continuous and perfect tenses; non-action verbs; gerunds; infinitives; and conditionals. CEUs: 0.6

Course # Date(s) Time
508MA836 05/17 9:00am-4:00pm (1-day class)

College, Campus & Room:
Manchester CC, Learning Resource Ctr., Room B144

Instructor: Diana Hossain

Per Person Fee: $0

Basic Business Writing (Writing Right)

Upon completing this seminar, participants will know the proper, accepted use of business English and punctuation. Students will also learn how to write a letter that informs; enforces; thanks or gives bad news. The basics of report writing will also be covered. Coursework will cover the following topics: pitfalls of business writing; writing redundancies; tips to writing and editing better memos and e-mails. CEUs: 0.6

Course # Date(s) Time
509MA825 04/10 9:00am-4:00pm (1-day class)

College, Campus & Room:
Manchester CC, Learning Resource Ctr., Room B144

Instructor: John Biuso

Per Person Fee: $0

I Hate Math!

Need to brush up on your math skills? Practice fractions, decimals and percents. Gain confidence in your everyday math. CEUs: 0.6

Course # Date(s) Time
510MA835 05/07 9:00am-4:00pm (1-day class)

College, Campus & Room:
Manchester CC, Learning Resource Ctr., Room B144

Instructor: Holly Witalis

Per Person Fee: $0
**Communication & Skills Improvement**

**Communicating Effectively in Tough Situations - For Women Only!**

Strong interpersonal skills continue to rank among the top attributes employers seek whether hiring or promoting their key personnel. Why?
The answer lies in the reality of the 21st century high demand workplace which requires inclusion and team work in the face of divergent needs and interests. This formula for conflict can be conquered only by employees who have both the intrapersonal and interpersonal skills to interact sensitively, analytically, and progressively as problem solvers in the most challenging situations. This interactive workshop will focus on specific concepts and strategies designed to assess and develop high powered, effective communication skills. CEUs: 0.6

NOTE: This is a course that is especially for women!

**Course #** 513TR833  
**Date(s)** 05/18  
**Time** 9:00am-4:00pm  
(one day class)

**College, Campus & Room:**  
Three Rivers CC, Thames Valley Campus, Room 206

**Instructor:** Louise Summa

**Per Person Fee:** $0

**When Communication Gets Tough: Handling Hidden Agendas, Difficult People, and Sticky Situations**

This workshop takes a look at how to foster excellent communication and interpersonal skills, so that you can handle even the toughest situations with grace, diplomacy, and effectiveness. You’ll learn how to handle resistance to change, how to handle failure to use authority properly, how to deal with the employee who is under-producing, how to handle the employee with personal problems. You’ll also learn how to deal with hidden agendas, emotional outbursts, and much more! CEUs: 0.6

**Course #** 514AS828  
**Date(s)** 06/06  
**Time** 9:00am-4:00pm  
(1-day class)

**College, Campus & Room:**  
Asnuntuck CC, Room number will be posted inside the lobby

**Instructor:** Margaret DeMarino

**Per Person Fee:** $0

**So, You're a New Supervisor?**

Congratulations! You’re the new supervisor! Or, perhaps you’ve been in a supervisory position for some time now and want to sharpen your supervisory skills. This workshop takes a practical look at the issues encountered in everyday situations by supervisors and gives a heads up on how to handle everything from grooming a professional image in yourself and others, to supervising staff (especially friends!), to handling difficult customers. The workshop will give you new insight, practical pointers, and tips on handling the most difficult supervisory issues. CEUs: 0.6

**Course #** 515AS827  
**Date(s)** 03/14  
**Time** 9:00am-4:00pm  
(1-day class)

**College, Campus & Room:**  
Asnuntuck CC, Room number will be posted inside the lobby

**Instructor:** Margaret DeMarino

**Per Person Fee:** $0
Computer Skills

Meet the PC

If you have little or no experience with computers, but have learned things on your own and know just enough to get your basic job done, then this class is for you. Learn to work effectively in a Windows environment. Learn about computer terminology. Learn to work with disks, files and folders. Fundamentals of Microsoft Office will also be covered, including creating, editing and saving documents with Word; creating spreadsheets with Excel; learning about a database with Access; and utilize the Internet with Internet Explorer relating to your job. It provides participants with the strong foundation needed to learn other software programs. CEUs: 1.2

Note: This class meets for two days. Course number MA581 and MA838 are identical, so you should not register for both classes.

Section 1:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>511MA581</td>
<td>04/04 &amp; 04/11</td>
<td>9:00am-4:00pm</td>
</tr>
</tbody>
</table>

College, Campus & Room:
Manchester CC, Learning Resource Ctr., Room B142
Instructor: Bruce Manning

Section 2:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>511MA587</td>
<td>04/18 &amp; 04/25</td>
<td>9:00am-4:00pm</td>
</tr>
</tbody>
</table>

College, Campus & Room:
Manchester CC, Learning Resource Ctr., Room B142
Instructor: Bruce Manning

Per Person Fee: $ 0

Word 2003 - II (Intermediate)

Move beyond your basic word processing skills in this course. Here you will learn how to set up complex documents that include indents, columns, bullets, numbering, tables, graphics and more. Learn to merge and create labels, so you can send custom form letters. Workbook included in course fee. Prerequisite: Word Introduction, or permission of instructor or computer coordinator. CEUs: 0.6

Note: This class meets for one day. Course number MA826 and MA838 are identical, so you should not register for both classes.

Section 1:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>512MA826</td>
<td>06/05</td>
<td>9:00am-4:00pm</td>
</tr>
</tbody>
</table>

(1-day class)

College, Campus & Room:
Manchester CC, Learning Resource Ctr., Rm. B141
Instructor: Bruce Manning

Section 2:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>512MA838</td>
<td>06/12</td>
<td>9:00am-4:00pm</td>
</tr>
</tbody>
</table>

(1-day class)

College, Campus & Room:
Manchester CC, Learning Resource Ctr., Rm. B141
Instructor: Bruce Manning

Per Person Fee: $ 0
Your Job Can Be a Pain in the Neck, Back, or Leg... Learn How to Prevent It

Spend an intriguing day with two wellness doctors that will give you tips on staying well and pain-free in your work environment and daily life. Learn various exercises and techniques in class that you can do at your desk or workplace to eliminate pain and fatigue. Expand your knowledge of safe herbal and vitamin therapy to enhance memory, decrease fatigue, and minimize pain in your daily life. CEUs: 0.6

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>516TR830</td>
<td>04/18</td>
<td>9:00am-4:00pm</td>
</tr>
</tbody>
</table>

(1-day class)

College, Campus & Room:
Three Rivers CC, Thames Valley Campus, Room 206

Instructor: Kendra Becker & Frank Musante

Per Person Fee: $ 0

---

Healthy Backs and Smart Lifting

Weight bearing affects all things differently. No two structures experience the exact same stresses. This program shows you what you need to do to maintain a healthy back both now and for years to come.

Most of us directly or indirectly lift or move materials and people during our lifetime. You will learn how to perform lifts properly for the task or situation. CEUs: 0.6

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>517NW832</td>
<td>06/01</td>
<td>9:00am-4:00pm</td>
</tr>
</tbody>
</table>

(1-day class)

College, Campus & Room:
Northwestern CC, Learning Resource Center, Room TBA

Instructor: Steven Jones

Per Person Fee: $ 0
Individual Application Form for CEUI / Technical Courses
NP-2 Bargaining Unit Members Only

Important! This form is for CEUI / Technical courses ONLY and for NP-2 Bargaining Unit Members ONLY. Applications must be submitted by agency-designated “Training Approval Officers” or they will not be accepted. Once your Training Approval Officer learns which seats have been assigned, he or she will confirm the status of your request. If you do not hear anything from your Training Approval Officer within a week of your course start date, contact them or your supervisor to ask if your seat has been assigned.

APPLICANT INFORMATION:
Applicant Name (First, Middle Initial, Last):
Job Title:
Agency Name:
Work Telephone Number:    Length of Service / Date of Hire:

COURSE INFORMATION:
Listed below are the courses available this term. Put a check in the box next to the course(s) you’d like to apply for. In the right hand column, indicate whether you meet the prerequisites for each class. **Register only for classes you can reasonably attend in any one term!**

<table>
<thead>
<tr>
<th>Check below to apply</th>
<th>Have you met any prerequisites listed?</th>
<th>Course Title</th>
<th>Course #</th>
<th>Course Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Electricians' License Renewal Training Program</td>
<td>500 TX 820 05/11 (one-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>General Industry Outreach Training Program - OSHA</td>
<td>501 CA 814 04/24 &amp; 04/25 (2-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>2006 Mechanical Code</td>
<td>502 CA 809 03/16, 03/23, &amp; 03/30 (3-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>2006 National Fuel Gas Code</td>
<td>503 CA 810 04/12, 04/19, &amp; 04/26 (3-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Hydronic Piping</td>
<td>504 CA 812 05/11 &amp; 05/18 (2-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Basic Control Wiring and HVAC Application</td>
<td>505 CA 811 06/14 &amp; 06/21 (2-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Operations and Maintenance of Sprinklers, Standpipes and Gas Based Suppression Systems</td>
<td>506 CA 817 05/04 &amp; 05/11 (2-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Institutional Fire Protection and Prevention</td>
<td>507 CA 818 04/13 &amp; 04/20 (2-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>ESL - English as a Second Language</td>
<td>508 MA 836 05/17 (1-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Basic Business Writing (Writing Right)</td>
<td>509 MA 825 04/10 (1-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>I Hate Math!</td>
<td>510 MA 835 05/07 (1-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Meet the PC - Section 1</td>
<td>511 MA 831 04/04 &amp; 04/11 (2-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Meet the PC - Section 2</td>
<td>511 MA 837 04/18 &amp; 04/25 (2-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Word 2003 - II (Intermediate) - Section 1</td>
<td>512 MA 826 06/05 (1-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Word 2003 - II (Intermediate) - Section 2</td>
<td>512 MA 838 06/12 (1-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Communicating Effectively in Tough Situations - For Women Only!</td>
<td>513 TR 833 05/18 (one day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>When Communication Gets Tough: Handling Hidden Agendas, Difficult People, and Sticky Situations</td>
<td>514 AS 828 06/06 (1-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>So, You're a New Supervisor?</td>
<td>515 AS 827 03/14 (1-day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Your Job Can Be a Pain in the Neck, Back, or Legs... Learn How to Prevent It</td>
<td>516 TR 830 04/18 (one day class)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes__ NO__ N/A__</td>
<td>Healthy Backs and Smart Lifting</td>
<td>517 NW 832 06/01 (1-day class)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUPERVISOR’S APPROVAL:
Most agencies require that Supervisor’s Approval must be obtained prior to submitting applications to Training Approval Officers.
Supervisor Name:_________________________  Telephone Number:____________________________
Signature:________________________________  Date____________________________________________
AGENCY REGISTRATION FORM:

AGENCY REGISTRATION DEADLINE: January 30, 2007

Return this registration form along with all individual application forms by mail or FAX to:

Sharon Chamberland, In-Service Training Program Coordinator
BOTCTC, 61 Woodland St., Hartford, CT 06105
Phone: 860-244-7614   Fax: 860-566-1308

DATE:

Agency Name:

Training Approval Officer (TAO) Name:

TAO Phone:    TAO Fax:    e-mail:

Mailing Address:

Alternate Contact Name & Phone (if applicable):

Required: Total number of applications attached: ________________

Required: As the Training Approval Officer for my agency, I have verified that the employees whose applications follow are members of the NP-2 Bargaining Unit

Signed: ____________________________________________________________________

Notes:
From the South—

Take 91 Northbound to Exit 48. Turn Right at the end of the ramp onto Route 220 (Elm Street). Travel East through five traffic lights. The college will be on the right. Parking is available directly in front of the building as well as in the back.

From the North—

Take 91 Southbound to Exit 48. Turn Left at the end of the ramp onto Route 220 (Elm Street). Continue with directions as above from the South. Asnuntuck will be on your right.

College Closing Procedures:

In case of inclement weather, especially snow, ACTC may cancel or postpone classes. This information will be broadcast on several radio stations in Connecticut and Massachusetts:

For up to the date information on class cancellations or delays due to inclement weather or an emergency situation, please call 1.800.501.3967
Directions to parking garage for 950 Main Street, Hartford:
Note that the entrance to the Morgan Street Garage is on Talcott Street, not on Morgan Street.

Ample free parking for Capital Community College In-Service students is available at the Morgan Street Garage. IMPORTANT - Bring your ticket stub to class for validation! With a validated ticket, you may leave the parking garage without paying a fee. (Insert the validated ticket into the yellow machine in the Market Street garage lobby before returning to your car. The machine will return your ticket and mark it electronically in such a way that the ticket will open the parking garage barrier at the exit.)

From Interstate 84 Eastbound (from West Hartford, Farmington, etc.)
Take Exit 50 (Main Street). At third traffic light, turn right onto Market Street. At first light, turn left, then left again into Garage entrance.

From Interstate 84 Westbound (from East Hartford, Manchester, Route 2, etc.)
Take Exit 50 (Main Street). At bottom of ramp, turn left onto Market Street to go under the highway. At second traffic light, turn left, then left again into Garage entrance.

From Interstate 91 Northbound and Southbound
Take Exit 32-B (Trumbull Street). Ramp ends at a traffic light. Turn left onto Market Street. At third traffic light turn left, then left again into Garage entrance.

To enter the College: When you leave the parking garage through the main doors on Market Street, the entrance to Capital Community College is cater-cornered across the Market Street intersection. Please use the pedestrian signal-lights at this intersection! Go through the revolving door and take the escalator two flights up to the Main Street level. Walk through the mall to the Capital's Main Street lobby (with the large white pillars). From there, take an elevator to the floor you need. (A directory is posted between the elevator doors.)

See Additional Page for College Closing Procedures
College Closing Procedures:

Information about delayed openings and class cancellations will be announced on:

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>WVIT-TV</td>
<td>Channel 30</td>
</tr>
<tr>
<td>WFSB-TV</td>
<td>Channel 3</td>
</tr>
<tr>
<td>WTIC</td>
<td>1080 AM and 96.5 FM</td>
</tr>
<tr>
<td>WKSS</td>
<td>95.7 FM</td>
</tr>
<tr>
<td>WRCH</td>
<td>100.5 FM</td>
</tr>
<tr>
<td>WZMX</td>
<td>93.7 FM</td>
</tr>
</tbody>
</table>

Messages called into some radio and TV stations are automated and do not allow for specific details. Therefore, messages may be vague. The information below should be helpful in explaining the situations that may occur:

1) If radio and television messages state “college is closed,” all classes are canceled for that day and will be rescheduled.

2) If radio and television messages state “2 hour delayed opening,” the college will open at 11:00am. Classes scheduled to begin at 9:00am and end at noon will not be held, but those scheduled to begin at 1:00pm and end at 4:00pm will run on schedule. Also, classes scheduled to start at 9:00am and end at 4:00pm will begin at 11:00am. Such classes will have both an abbreviated lunch period and afternoon break to make up for the lost class time. If necessary, instructors will extend their classes to ensure that the appropriate instruction time has been completed. If CCC is open, In-Service registrants are expected to attend class.

If any In-Service classes are postponed due to inclement weather, the college staff will contact Training Approval Officers within two business days regarding the rescheduled date for each class.
Highway Directions to MCC

From Hartford: From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Boston: Take I-84 Westbound, take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Bolton: Take I-384 westbound. Take exit 1. Turn right at the right onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Springfield: Take I-91 South. Take exit 35A to I-291 east, to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

See Next Page for Campus Map & College Closing Procedures
Manchester Community College Campus Map

College Closing Procedures:

Announcements regarding cancellations due to weather conditions are broadcast on the following radio stations:

- WTIC
- WDRC
- WHCN
- WPOP
- WRCHWCCC

In addition, you may call the college’s automated Info Line at (860) 512-3016, or the main line at (860) 512-3000.
Directions:

From Points South (Torrington, Waterbury, Bridgeport):
1. Take Route 8 North to Winsted.
2. At the end of Route 8 divided highway section, turn right at traffic light onto Rt. 44W into Winsted.
3. The college is located on the right approximately 1/4 of a mile from the exit.

From Points East (Hartford):
1. Take Route 44 West to Winsted.
2. The college is located on the right, across from the green, apx 1/4 of a mile past the Junction of Route 8 (Divided Highway Section) and Route 44.

From Points East (Canaan):
1. Take Route 44 East to Winsted.
2. The college is located on the right, across from the green.

See Opposite Side for College Closing Procedures
**College Closing Procedures:**

If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on the following radio stations:

<table>
<thead>
<tr>
<th>Radio Station</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WATR</td>
<td>WRCH</td>
</tr>
<tr>
<td>WDRC (AM and FM)</td>
<td>WSNG</td>
</tr>
<tr>
<td>WKZE</td>
<td>WWCO</td>
</tr>
<tr>
<td>WMMW (AM)</td>
<td>WZBG</td>
</tr>
<tr>
<td>WTIC (AM and FM)</td>
<td>WZMX</td>
</tr>
</tbody>
</table>

Television: Channels 3 and 30.

Students may also call NCCC directly at (860) 738-6464 to hear a recorded message concerning any inclement weather closings. The recorded message will be available two hours prior to the start of the day, twilight, evening, and weekend classes. Radio and television stations will broadcast the announcement at about the same time period. Each group of classes will have its own cancellation announcement.
DIRECTIONS TO THAMES VALLEY CAMPUS, for In-Service Courses:
(For directions to the Mohegan Campus, see www.commnet.edu)

From New London: Rte. 32 to I-395. Take Exit 80 east.* (approx. 15 mins.)

From Groton/Mystic: I-95 south to Rte. 32 - Norwich. Take I-395 north to Exit 80 east.* (approx. 25 mins.)

From Colchester and Points West: Follow Route 2 east until it merges with Route 32 south. Take Exit 28S onto I-395 south to exit 80. Take a left at end of exit ramp (Rte. 82 W. Main St.)* (approx. 23 mins.)

From Jewett City and Points North: I-395 south to Exit 80.* Take a left at end of Exit ramp (Rte. 82 West Main Street). (approx. 20 mins.)

From Ledyard/Navy Subase Area: Route 12 to Route 2A (Mohegan Pequot Bridge) to I-395 north. Take Exit 80 east.* (approx. 25 mins.)

From New Haven and Points South: I-95 north to I-395 north (Exit 76). I-395 north to Exit 80 east.*

*From All Points Above: Five lights down is New London Turnpike. Turn right. Thames Valley Campus is about .2 mile on left.
College Closing Procedures:

Class cancellations due to inclement weather will be announced on the following radio and television stations:

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>WERI</td>
<td>1230AM</td>
<td>Westerly</td>
</tr>
<tr>
<td>WNLC</td>
<td>1510AM</td>
<td></td>
</tr>
<tr>
<td>WINY</td>
<td>1350AM</td>
<td></td>
</tr>
<tr>
<td>WQGN</td>
<td>105.5FM</td>
<td></td>
</tr>
<tr>
<td>WILI</td>
<td>1400AM</td>
<td></td>
</tr>
<tr>
<td>WICH</td>
<td>1310AM</td>
<td></td>
</tr>
<tr>
<td>WSUB</td>
<td>980AM</td>
<td></td>
</tr>
<tr>
<td>WBMW</td>
<td>106.5FM</td>
<td></td>
</tr>
<tr>
<td>WVIT</td>
<td>Channel 30</td>
<td></td>
</tr>
</tbody>
</table>

The college’s main telephone number is (860) 886-0177
Directions to the Bristol Career Center, In Bristol Connecticut:

From Hartford:
Take 84 West to Exit 38, Bristol / Rt. 6. Follow Rt. 6 approximately 11 miles to the intersection of Rt. 6 and North Main St. Take a left onto North Main and then a left into North Side Plaza. The Bristol Career Center is located next to Super Natural.

From Middletown, Rocky Hill, Newington and Points East:
Take Rt. 9 North, and follow signs to Rt 72. Continue on Rt. 72 and take Exit 1, Rt. 177. Turn right at light onto Rt. 177. Go 2 miles (passing by Tunxis Community College) to the intersection Of Rt. 177 and Rt. 6. Take a left onto Rt. 6 and follow approximately 4.5 miles. At the intersection of Rt. 6 and North Main Street, take a left onto North Main and then a left into North Side Plaza. The Bristol Career Center is located next to Super Natural.

From Waterbury:
Take 84 East to Rt. 72. Take Exit 1 onto Rt. 177 / North Washington St, and then follow the underlined directions above.

College Closing Procedures:
In the event of inclement weather, please listen to any of the following radio stations for cancellations: WRCH, WTIC, WPOP, WDRC, WHCN, WWYZ, or call the college at (860) 677-7701.
From I-95 North:
Take I-95 North to I-91 North (left hand exit). Take exit 3 (Trumbull Street exit). Go straight at the end of the exit on Trumbull Street. Go through 4 lights. At the fourth light take a right onto Prospect Street. Go through 2 lights. Just after the second light take a left onto Hillside Place. Take a left into the first parking lot. The office is in the basement of 314 Prospect St. It is a walkout basement.

From I-95 South:
Take I-95 South to I-91 North. Take exit 3 (Trumbull Street exit). Go straight at the end of the exit on Trumbull Street. Go through 4 lights. At the fourth light take a right onto Prospect Street. Go through 2 lights. Just after the second light take a left onto Hillside Place. Take a left into the first parking lot. The office is in the basement of 314 Prospect St. It is a walkout basement.

From I-91 North:
Take I-91 North to exit 3 (Trumbull Street exit). Go straight at the end of the exit on Trumbull Street. Go through 4 lights. At the fourth light take a right onto Prospect Street. Go through 2 lights. Just after the second light take a left onto Hillside Place. Take a left into the first parking lot. The office is in the basement of 314 Prospect St. It is a walkout basement.

From I-91 South:
Take I-91 South to exit 3 (Trumbull Street exit). Go straight at the end of the exit on Trumbull Street. Go through 4 lights. At the fourth light take a right onto Prospect Street. Go through 2 lights. Just after the second light take a left onto Hillside Place. Take a left into the first parking lot. The office is in the basement of 314 Prospect St. It is a walkout basement.