

1 Abenaki Way
Winooski, VT 05404

<http://www.ccv.edu>

Mon-Fri 8am – 9:30pm, Sat-Sun 8:30am – 5pm

Table of Contents

Now That You've Registered	p.1
Student Spaces	p.2
Winooski Hot-Spots	p.2
LEED Certification	p.3
Alternative Transportation Options	p.3
Parking	p.4
Coordinators of Academic Services	p.5
Administrative & Reception Desk Staff	p.5
Financial Aid Staff & Services	p.6
On Call Advising	p.6
Adding/Dropping a Class	p.7
Accommodations for Persons with Disabilities	p.7
Computing	p.8
Blackboard	p.8
Learning Labs & Academic Assistance	p.9
Library	p.10
Textbooks	p.10
ID Cards	p.10
Classroom Locations	p.10
Web Resources	p.11
Academic Calendar	p.12

Now That You've Registered, What's Next?

Use your Companion to complete the following post-registration tasks:

- ☐ Log on to CCV Computers and Blackboard.
- ☐ Figure out when your classes begin by reviewing your schedule in Blackboard.
- ☐ Find your classroom.
- ☐ Speak to your advisor if you need to adjust your schedule or drop a class.
- ☐ Buy your books.
- ☐ Contact the business office at 802.828.2800 if you need to adjust your payment plan after adding, dropping, or switching a class.
- ☐ Check Blackboard for homework assignments before class begins.
- ☐ Get your Student ID card.
- ☐ If you need to miss a class, let your instructor know ahead of time by emailing them using: First.Last@ccv.edu.
- ☐ Plan alternate transportation or purchase a parking permit.
- ☐ Stop by the Learning Center if you would like academic assistance.
- ☐ Call the front desk at 802.654.0505 if you have questions.

Student Spaces

Here are a few of the many nooks and crannies available for you to get together with your study groups and friends:

- **Room 110:** *Community Room*
Tables, comfy chairs, beautiful views all located conveniently in this huge communal space on the first floor.
- **Room 111:** *The Quiet Study*
Located across from the Community Room, this room is perfect for getting your homework done in between classes.
- **Room 211C:** *Work Group Room*
Student group workspace.
- **Room 302:** *Third Floor Student Lounge*
Vending machines and café tables make this a nice place to take a break.
- **Terrace**
Sit outside in the sun on our beautiful 1st floor terrace.

Winooski Hot Spots

Wondering where you will get your coffee and food?

- **Val's Wild Tomato**—Coffee, sandwiches, salads, and wings
- **Waf's Westside Deli**—Sandwiches, pizza, and free Wi-Fi
- **The Block Gallery**—Coffee, pastries, and a hip gallery
- **Asian Bistro**—Asian cuisine including fresh sushi
- **Sneakers Bistro**—Famous for its brunch
- **Tiny Thai**—Great lunch specials
- **Donny's NY Pizza**—Italian and Greek specialties
- **Quiznos**—Hot and cold sandwiches made to order

LEED Certification

CCV Winooski has applied to be a LEED-certified (or “green”) building. The building is designed to be environmentally and socially responsible. In the planning and building of the site, we followed LEED guidelines, and as we live in the building we will do everything we can to:

- Support Alternative Transportation
- Promote the Use of Renewable Materials & Recycling
- Improve Air Quality
- Reduce Water Consumption
- Use Safe Cleaning Products

Alternative Transportation Options

Students, faculty, and staff are all working to limit our environmental impact in our new location, and CCV is exploring incentives that will minimize our collective carbon footprint, including alternative transportation. We encourage everyone to consider using public transportation, riding bikes, walking, and carpooling.

We've got some great options:

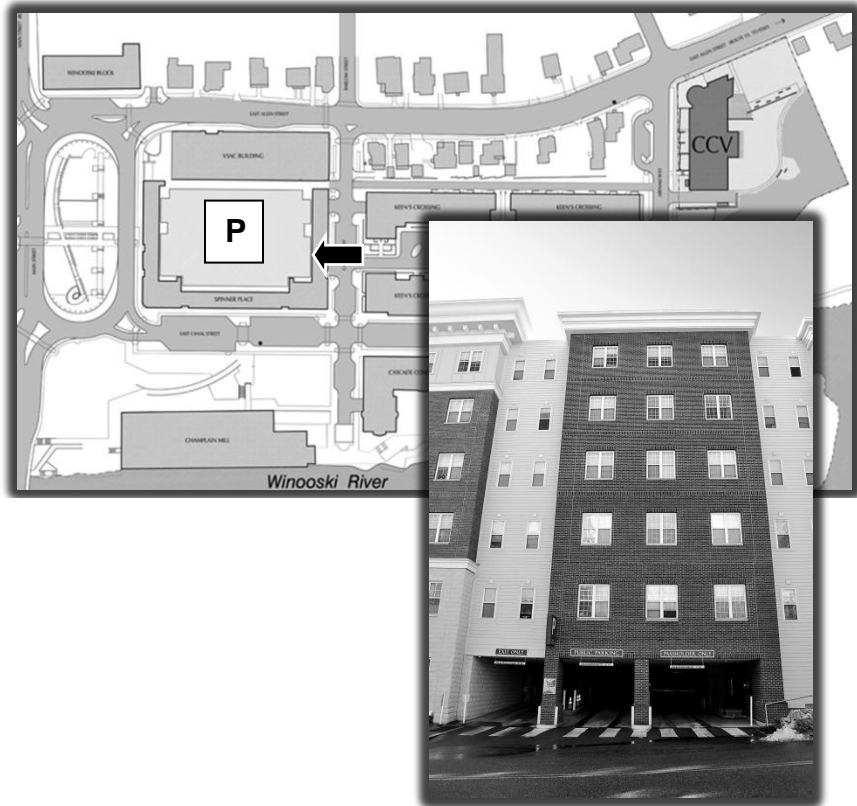
- Two CCTA bus routes – Winooski/Riverside (#9) and Essex Junction (#2) – stop right at CCV's front door. See how convenient and affordable it is at www.cctaride.org. The College will subsidize bus passes to bring the cost of a ride to just 80 cents.
- Numerous sheltered bicycle racks to protect your bikes.
- Check out the new CCV Ride Board on the student portal at <https://blackboard.vsc.edu>.
- Car Share VT is working on making cars available near CCV for members. Visit www.carsharevt.org.

Parking

There is a parking garage near the new building, located just off of East Allen on Cascade Way. Semester-long parking permits are required for access and will be available for purchase at CCV. Cost: about a dollar an hour.

For up-to-date parking information, please visit:

www.ccv.edu/locations/burlington/transportation before 5/17 and
www.ccv.edu/locations/winooski/transportation on/after 5/17



Coordinators of Academic Services

Advisors are available to help you with all of your academic decisions and issues. We encourage you to make an appointment with your advisor at any point in the semester. To contact your advisor, call 654.0505 or e-mail them at First.Last@ccv.edu.

Angela Albeck
Jody Albright
Ian Boyd
Janice Couture
Melissa DeBlois
John Devino
Marianne DiMascio
Jennifer Garrett-Ostermiller
Dana Lee

Rick Leete
Aimee Loiter
Mary Lothrop
Dianne Maccario
Kate Maynard
Erin Meenan
Amy Stuart
Yasmine Ziesler

Administrative & Reception Desk Staff

These staff members can answer general questions, help you borrow a textbook, pick up an assignment, pay a bill, and more.

Assistant Site Office Manager:
Amer Mujezinovic

Main Maintenance Technician:
Lane McElree

Operations/Security Specialist:
Chris Ryan

Administrative Manager:
Linda Adamson

Admin and Reception Staff:
Marisa Brenk
Vedron Brkovic
Margaret Dorey
Lisa Haskins
Linda Henderson
Ricky Martin
Leslie Richards

Financial Aid Staff & Services

Hours of Operation: Mon-Fri 8:30am – 12pm, 1pm – 4:30pm

Financial aid is available in a variety of forms including grants, scholarships, and loans. Financial aid packets are available at the CCV Winooski Financial Aid Office, at the front desk, or on the web at http://www.ccv.edu/financial_aid.

Financial aid counselors are available to help you through the process so stop by or call the Financial Aid Office (1st floor, 654.0505) if you have questions.

Financial Aid Counselors:

Linda Gribnau
Michael Griffith
Emily Spence

For additional payment options including payment plans, visit http://www.ccv.edu/paying_for_college/index.html.

On Call Advising

Advisors are available on a drop in basis or over the phone to help you with issues that need immediate attention. For more specific advising, please set up an appointment with your assigned advisor.

On call advising (room 201A) is available most days from 9am-6:30pm, with more limited summer hours.

Adding/Dropping Courses

Before the first day of classes, you can adjust your schedule as long as the class you want is not full and you are academically eligible for the course. If you think you need to make a change after the first day of class, you will need to meet with an academic advisor immediately. Students are never permitted to enroll in classes that have already met twice.

If you need to drop a course, you can do so in person at CCV, through the web at <https://blackboard.vsc.edu>, or by calling the 24-hour toll free drop line at 1.888.689.8895. **Before dropping a course, you should always review the Drop/Refund Policy in the Student Handbook.** Dropping a course may have significant academic and financial consequences; it is best to consult with a financial aid counselor or your academic advisor before you stop attending or drop a class. *Ceasing to attend a class or notifying the instructor does not constitute a drop and will result in a failing grade.*

Accommodations for Persons with Disabilities

CCV is committed to accommodating the needs of students with documented disabilities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities are advised and supported by a Coordinator of Academic Services, who will arrange appropriate accommodations. It is important that students in need of such accommodations meet early with an ADA Coordinator, preferably prior to the start of the semester. This allows enough time to create a plan and communicate it to instructors. If you would like to schedule an appointment with an ADA Coordinator, contact Richard Martin or Lisa Haskins at 654.0505.

Computing

Computer Labs:

Computers are available for student use in room 112. Computers in rooms 304, 305, 310, and 311 are available when not in use for instruction. The MAC lab (room 303) is only available to students enrolled in courses meeting in this lab. CCV computers are not available for recreational purposes (personal e-mail, chatting, games, etc).

Activating Your Account:

In order to use CCV computers and websites you will need to activate your username and password. Access CCV's Blackboard Portal and click on the link next to "New User." Activate your account by following the prompts. You will need your college ID number to complete this process.

Blackboard

The Blackboard Portal, on the web at <https://blackboard.vsc.edu>, offers access to course websites (including online courses) for all Vermont State Colleges.

By clicking on the "VSC Web Services" module, you can:

- Find out who your advisor is.
- Check your grades.
- Search and register for classes.
- Pay your bill.
- Print unofficial transcripts.
- View your schedule.
- View your program evaluation.

Learning Labs & Academic Assistance

The Learning Center:

The Learning Center (2nd floor, room 211) is home to our peer and community tutors, available to help students with math, writing, research, time management, and other college success skills on a drop-in basis.

Writing Labs:

Writing labs are 30 minute appointments with a CCV writing instructor who can help you with any portion of the writing process--from identifying a topic, to putting the final touches on a paper. To schedule an appointment, visit or call the CCV Winooski front desk.

Math Labs:

Math labs are group study and practice sessions led by CCV math instructors. No appointment is necessary. For a schedule of math labs, visit the CCV Winooski website, the front desk, or the Learning Center.

Online Tutoring:

All CCV students have access to free online tutoring through eTutoring.org (<http://www.etutoring.org>)! eTutoring is an online program providing tutoring services in writing (all subject areas), math (developmental through calculus), statistics, accounting, biology, chemistry, anatomy and physiology, research methods and information literacy. For instructions on logging in, visit the VSC Portal (<https://blackboard.vsc.edu>).

Library

The Hartness Library System is the library for all CCV and Vermont Technical College (VTC) students and instructors. CCV students have access to the library's entire catalog by logging into our Blackboard website and clicking on the Hartness Library tab at the top. To log in, use your CCV username and password.

Textbooks

Textbooks for classes at the Winooski site can be purchased at the University of Vermont's bookstore (Davis Center, 536 Main Street, Burlington; 802.656.3290, <http://uvmstore.uvm.edu>). Books for all other CCV courses, including online, are available through Edmap at <http://www.ccvbookstore.com>.

ID Cards

Each semester, all enrolled students receive a CCV Identification Card. If you don't yet have one, stop by the front desk to pick one up. Your student ID may be used for discounts at some local businesses.

Classroom Locations

Your registration statement may indicate the classroom location(s) if they have been assigned. If your classroom location has not been assigned, please visit our website at <http://www.ccv.edu/locations/winooski/preclass>.

Web Resources

CCV Connections: http://www.ccv.edu/ccv_connections/

CCV Connections is a web-based database of jobs, internships, and volunteer opportunities. Students can search for jobs & internships in Vermont and beyond, and they can post resumes online to be reviewed by CCV Student Support Services staff.

CCV Twitter: http://twitter.com/CCV_VT

Stay up-to-date with all that is happening at CCV through CCV's Twitter account.

CCV Winooski Blog: <http://ccvwinooski.blogspot.com>

Find out about the good things CCV Winooski is doing at the site and in the community through our blog. Upcoming events, announcements, and student opportunities are frequently posted.

Facebook: www.facebook.com/CommunityCollegeOfVermont

Network with students, read about upcoming events, find information about our academic programs, and much more on CCV's Facebook page.

VSAC (Vermont Student Assistance Corporation): www.vsac.org

In addition to helping you save and pay for college, the VSAC website provides some excellent information to help you explore careers, plan for college, and search colleges for transfer opportunities.

VT Guidance Central: <http://www.bridges.com/vsac>

VT Guidance Central (provided by VSAC) is an interactive program for career exploration, college planning, and test preparation. It is designed for students in high school, recent high school graduates, and anyone in career transition.

Academic Calendar

Summer 2010

Registration: April 26–May 14
Textbooks Available at UVM: May 10
Financial Aid Deadline: May 14
First Day of Classes: May 24
CCV Graduation: June 5
Last Day of Classes: Aug 16

Fall 2010

Registration: April 26–Aug 27
Financial Aid Deadline: Aug 27
First Day of Classes: Sept 7
Last Day to Drop a Class w/o a Grade: Sept 27
Last Day to Drop and Receive a W Grade: Nov 8
Last Day of Classes: Dec 20

Spring 2011

Schedule Available Online: Oct 22
Registration: Nov 1–Jan 14
Financial Aid Deadline: Jan 14
First Day of Classes: Jan 24
Last Day to Drop a Class w/o a Grade: Feb 13
Last Day to Drop and Receive a W Grade: Mar 27
Last Day of Classes: May 8

Holidays

CCV will be closed and classes will not take place on the following holidays during the 2010–2011 academic year:

May 31, 2010 (Memorial Day)
July 5, 2010 (Independence Day)
Sept 6, 2010 (Labor Day)
Nov 25-26, 2010 (Thanksgiving)
Dec 24, 2010–Jan 2, 2011 (Holiday Week)

