

“Where do faculty go for...?”

(FACULTY AND INSTRUCTOR NEEDS VERSION)

Consult the chart below to find where to find assistance with...

Course scheduling and corrections needed to course schedules	Program Coordinator/ Department Head Office of the Dean of Students and Faculty - Will consult with CT State Schedulers as needed
Room Assignments	Office of the Dean of Students and Faculty
Course load, contracts, assignments, etc.	Office of the Dean of Students and Faculty Department Head
Policies, responsibilities, and deadlines	Office of the Dean of Students and Faculty
Questions about accommodations related to disabilities	Disability Services Coordinator
Accessing student records	One Stop Enrollment Center
Student educational record privacy (e.g., FERPA releases)	One Stop Enrollment Center
Academic Engagement notation entry	CT State Registration & Academic History
Waiving prerequisites for course registration	Program Coordinator/ Dept. Head/ Dean Guided Pathways/ Mfg Program/ Faculty Advisors One Stop Enrollment Center
Program Coordinator waivers for course registration	One Stop Enrollment Center Guided Pathways Advisors
Capacity overrides for course registration	Program Coordinator/ Dept. Head/ Dean One Stop Enrollment Center
Course Substitutions	Program Coordinator/ Dept. Head/ Dean - Will be processed by CT State Degree Auditor
General DegreeWorks degree audit questions	One Stop Enrollment Center - Will consult with CT State Degree Auditor as needed

Incomplete requests	Department Head/ Dean of Students and Faculty - "I" will be entered by One Stop Enrollment Center staff
Final grade entry	CT State Registration & Academic History
Grade changes	One Stop Enrollment Center
Questions about BlackBoard and other learning management systems	Instructional Design & Educational Technology
Issues with logging into my.CTState.edu, updating passwords, etc.	Information Technology: - 24/7 Help Desk (primary) 860.723.0221 - Campus IT Service x31290



One Stop Enrollment Center (OSEC)

Mondays-Thursdays 8:30 AM – 5PM
Fridays 8:30 AM – 4:30 PM
Room 104

Asnuntuck Campus OSEC Reception Desk:	(860) 253-3134	AS-OneStop@ct.edu (all OSEC staff have access to this)
Asnuntuck Campus OSEC Team:		
Stacey Musulin, Campus Supervisor, Enrollment Services	(860) 253-3015	smusulin@acc.commnet.edu
Karen Dardanelli, Enrollment Management Specialist	(860) 253-1200	kdardanelli@acc.commnet.edu
Jeff Shuman, Enrollment Management Specialist	(860) 253-3018	jshuman@acc.commnet.edu