# MWCC Student Schedule

To access your official schedule go to www.mwcc.edu and click on **Web Connect**

## Day Schedule Blocks

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<th>Monday</th>
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### Web Courses

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Mount Wachusett Community College is committed to the academic success of all its students. The staff and services of the Academic Support Center can help you succeed in your studies. Services include a writing center, math lab, individual and group tutoring sessions, online tutoring, and adaptive technology lab, and test accommodations for students with documented disabilities. All services are provided free of charge to MWCC students. The center is located at the Gardner Campus in room 116 on the first floor. Math and writing tutors are available by appointment at the Leominster Campus by calling 978-630-9333. For more information go to http://academicsupport.mwcc.edu/

Visions Program
The Visions Program is a federally funded grant that works with students from low income and first generation backgrounds, and students with disabilities to help them complete their associate degrees and to transfer to four-year colleges and universities. The program helps students by providing academic, financial, and personal support. Some services include:
• Private math and writing tutoring
• Academic advising
• Transfer counseling and tours of four-year colleges
• Equipment loans, including laptops and calculators
• Study skill and financial aid seminars
• A week-long summer program to prepare students for college
• Visions grant aid monies over and above other financial aid for eligible students.

Space in this program is limited. Only 200 students can be accepted each year. Spaces fill up early so make sure to apply early! If you have any questions, stop by room 144 at the Gardner Campus or call (978) 630-9297.

Academic Advising Services
All students should seek the advice of an academic advisor as they proceed through their academic course of study. Academic advisors are both faculty members and college staff who are trained to assist students in course selection, schedule creation, the selection of a major and other course and academic related questions.

Students attending day courses at the Gardner Campus are assigned faculty advisors at the beginning of each semester. All students may access academic advising services through the Advising & Counseling Center at the Gardner Campus or by appointment at the Leominster Campus, (978) 540-3221 or Devens Campus, (978) 630-9569.

Not sure who your academic advisor is? Contact the records office at (978) 630-9107 to find out, or go online to “Web Services” at www.mwcc.edu. For answers to your advising questions, email advisor@mwcc.mass.edu.

Students may access information on academic programs and courses at www.mwcc.edu/programs.

Disability Services
Students with documented disabilities may access information and services through the college’s disability counselors. Counselors for students with disabilities are available to assist students with academic course accommodations or seek advice on achieving academic success. Disability services are located in the Advising & Counseling Center at the Gardner Campus.
Campus and at times listed on a posted schedule at the Leominster Campus. A full explanation of services, including accommodation requests, is described on the MWCC disability services website www.mwcc.edu/services/disability.

**MassTransfer**

*MassTransfer* has two main purposes:

- Provide community college students who complete associate degrees and enroll in linked *MassTransfer* programs with the full transfer of credit, guaranteed admission, and a tuition discount (each based on final GPA); and
- Provide any student in the Massachusetts public higher education system who completes the *MassTransfer* block with the benefit of satisfying the general education/distribution/core requirements at any other public higher education institution (with the receiving institution able to add no more than six additional credits or two courses).

Students who matriculated in fall 2009, as well as currently enrolled students, may accumulate courses leading toward the completion of an associate degree eligible for *MassTransfer* or the *MassTransfer* Block. The policy benefits apply to students who plan to transfer for the fall 2010 semester or later.

For more information, visit the Massachusetts Department of Higher Education MassTransfer website at www.mass.edu/masstransfer.

**Career Services**

Choosing a career is no easy matter! Students should not worry if they are uncertain about their choice of major or career choice. Like everything else in college, making this choice is a process that students go through at their own pace and that the staff and faculty will support along the way. Career counselors are available in the Advising & Counseling Center. Career assessments as well as many informational resources are available to students in the center and online at www.mwcc.edu/prospective/advising.html.

**Jobs**

Many students work full or part time while attending college. These jobs may be the first stop on a career path or part of a lengthy career in a particular industry. Whatever the case, students may seek assistance in their job search process through job placement services. Full and part time job openings are posted at the Gardner Campus and online at www.mwcc.edu/services/job/opportunities.html.

Students training or retraining for new careers may seek assistance with resume writing, interview skills and access to various job seeking tools. Speak with the job developer in room 135 for additional information on placement services. For more information, go to www.mwcc.edu/services/job/default.html.

**Paying for College**

Payment of charges is due by the date specified on your bill. Beginning in July 2010 all student bills will be sent to your student email account. Students whose account is not paid in full, or cleared through other sources such as financial aid, is subject to cancellation of class enrollment. Payment is accepted via cash, credit card, waivers, scholarships, financial aid, third party payments, and through the monthly payment plan. For more information, go to http://studentaccounts.mwcc.edu.

“Whether you believe you can do a thing or not, you are right.” - Henry Ford
Staying Well. Being Safe.

**Smoking - Gardner Campus**
Smoking is only allowed in personal vehicles and in parking lot “C”, a designated smoking area only. For the complete smoking policy go to www.mwcc.edu click on “college catalog.”

**Parking - Gardner Campus**
Parking stickers are not required for students. Handicapped parking and parking by special permit are provided. Appropriate handicapped placard or plate is required. If you are in need of temporary handicap parking, please contact the health services office.

In Gardner, student parking is available in parking lot B, C, and D and along the Fitness & Wellness Center roadway. Students may not park in lot A, along the perimeter sidewalks of lots B & C (designated for handicap, faculty, staff, and daycare parking), lot E (loading dock area), lot F (greenhouse lot), or any other area restricted by signage. Vehicles may not park on grassy areas except at the direction of the campus police. Vehicles illegally parked will receive a parking citation.

Parking violations are issued by the campus police. Fines are paid to the City of Gardner, parking clerk. Unpaid fines will result in a surcharge and prevent you from renewing your driver’s license and registration.

All unauthorized vehicles left on campus after 12:00 a.m. may be subject to towing at the owner’s expense. If there is a need to leave a vehicle on-campus, prior permission must be granted by the campus police at ext. 150. During inclement weather, i.e. snow storms, no vehicle shall be left on-campus after hours. Any vehicle left on-campus during an emergency is subject to towing at the owner’s expense.

**Parked - Leominster & Devens Campus**
No parking sticker is required for students, faculty and staff.

**Campus Security Report**
MWCC is fortunate to have a safe and welcoming environment where students can enjoy their studies and overall college experience.

The annual security report, issued each fall, describes safety measures, crime statistics and other related policies. The report may be accessed at: http://www.mwcc.edu/pdfs/securityreport.pdf

**Health Insurance**
All students enrolled in nine or more credits are required to carry health insurance for the period of their enrollment. Students may produce proof of health insurance coverage or purchase the student health insurance made available through the Massachusetts Community College system. For more information on the college’s health insurance program, check the college catalog on page 11, or online at www.universityhealthplans.com. Coverage is not available for family members or part-time students.

**Personal Counseling**
A personal counselor is available to discuss personal concerns and adjustment to college life. Stop in to speak with a counselor in the Advising & Counseling Center, or go to www.mwcc.edu/services/counseling.

**Health Services**
MWCC health services offers a holistic array of services focusing on your well being. In addition to maintaining students’ health records, the office offers services through a registered nurse on staff. Students can discuss their health concerns and make arrangements necessary to feel well while on campus. Referrals are made to other healthcare professionals for ongoing care. For more information go to:

www.mwcc.edu and click on the “Current Students” tab.

**Immunization Requirements**
To be registered at a Massachusetts institution of higher learning, students must present a physician’s certificate that they have received necessary immunizations. A school immunization record may be presented in lieu of the certificate. Exemptions will be granted to those students who present a certificate from a physician who believes that the health of the student would be endangered by such an immunization and to students who state in writing that such an immunization would conflict with their religious beliefs. If there is any doubt of immunization, the person is to be considered non-immunized. Information concerning immunization may be obtained from the services website at www.mwcc.edu and click on the “Current Students” tab.

**Inclement Weather Policy**
MWCC campuses will remain open unless conditions are so extreme that parking lots and sidewalks cannot be safely cleared and/or major streets and highways leading to campuses are clearly dangerous. Closing or delayed opening information is available through the following sources:

Monday through Friday via television and radio. Television: WBZ-TV Channel 4, WCVB Channel 5, WHDH TV Channel 7 and WFXT 25-Fox. Radio: WRKO 680 AM, WTAG 1310 AM, WEIM 1280 AM, WINO 97.7 FM, WKNE 103.7 FM, WMJX 106.7 FM, WXLO 104.5 FM, WBZ News Radio 1030 AM, WKBK 1290 AM, and WGAW 1310 AM. A recorded message is provided at (978) 632-6600 (due to the high volume of calls, you may experience difficulty getting through). Closings or delays are usually determined by 6:00 a.m. for day classes and 3:00 p.m. for evening classes. However, weather conditions may require cancellations at other times.

**Reporting Threatening Incidents**
Students’ safety and security are of the utmost importance to the college. Students should report any incident or behavior that is threatening to them to the campus police or the student services office. The college’s CARE Team reviews all reported incidents and initiates steps to intervene and assist in resolving matters before they become problematic. All reports should be made immediately to the campus police or student services office.

**Immunization Requirements**

Students must present a certificate from a physician who believes that the health of the student would be endangered by such an immunization and to students who state in writing that such an immunization would conflict with their religious beliefs. If there is any doubt of immunization, the person is to be considered non-immunized. Information concerning immunization may be obtained from the services website at www.mwcc.edu and click on the “Current Students” tab.
Student Life Office

Annual Events—Save the Dates

September 15, 2010
Fall Fest—Welcome Back BBQ

September 16, 2010
Constitution Day Event

September 28 & 29
Student Government Association Elections

October 26, 2010
Annual Mocktails and Fatal Vision Program

November 5, 2010
Student Government Food Drive Kick Off

December 7 & 8, 2010
Winter Fest Fair

Watch for more information, not only on these annual events, but all of our many other student life events in the monthly CAT’S Paw Calendar of Events, flyers on campus, or online at www.mwcc.edu/studentlife.

Student Government Association
The MWCC Student Government Association (SGA) serves an important role on campus. These student leaders represent all students in important decision making processes. Students participate in leadership opportunities on campus and across the Commonwealth. Opportunities for involvement in campus wide and state wide committees and organizations help students learn and develop their skills outside of the traditional classroom setting.

Fitness & Wellness Center
The Fitness & Wellness Center is available to students to incorporate a workout into their schedule. Reduced student membership rates for full and part time students are available. The facility features extensive fitness equipment for strength training and cardiovascular workouts. An indoor swimming pool, tanning service, massage therapy service, and a multitude of exercise classes ensure something for everyone’s interest and ability. Information on membership and services for the MWCC Fitness & Wellness Center is available at http://fitnessctr.mwcc.edu.

The Green Street Café – Dining Services
Dining services are available at the Gardner Campus during posted hours. Extensive vending options are available at all MWCC campuses to offer students food choices during all college operating hours.

Service Learning
Service learning is an opportunity for students to benefit from hands on learning while volunteering and providing much needed assistance in community settings. Like volunteerism, service learning engages students in organized community projects to address specific local needs. However, service learning differs from volunteerism because students receive partial course credit for their efforts and because the service experience is closely tied to the material students are learning in the classroom. Ask your instructors about potential opportunities for service learning in their classrooms. If you want to get involved or need more information, call the Center for Democracy & Humanity at (978) 630-9595 or visit us at www.mwccconnects.us

Student Center - “The Lions Den”
The Student Center provides a relaxing, fun, casual atmosphere where students can gather and interact before and after classes. Special events and programs are offered in the center by the student life office and student clubs and organizations. We invite you to drop in. The Student Center is located in room 153, next to the bookstore at the entrance to the Wetmore Center.
**Lost & Found**
All items that are discovered lost on the Gardner Campus are brought to the campus police office.

**Childcare Services**
The Garrison Center for Early Childhood Education, located at the MWCC Gardner Campus, is a collaboration between MWCC’s Early Childhood Education program and the Montachusett Opportunity Council Child Care/Head Start program. The center provides quality care for children ages 2.9 to 5 years-old while serving as a formal laboratory school for MWCC students in the Early Childhood Education program. For more information, call (978) 343-7360.

**Transportation**
The following transportation possibilities are available: MART Gardner Intra-City Busses; MART Fitchburg/Leominster Busses; MBTA Commuter Rail Service to Fitchburg only; Northern Tier and Vermont Transit Bus Lines. Carpools may also be facilitated. More information is available in the student services office, room 141 or call (978) 630-9142.

**College Costs**
Costs include tuition and fees as well as textbooks, materials, and other related educational expenses. Approximately one third of MWCC graduates borrow student loans to cover educational expenses and borrow an average of $5,500 at the conclusion of the associate degree.

**Financial Aid**
All MWCC students are encouraged to apply for financial aid to help meet educational expenses. To apply, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. For more information go to www.mwcc.edu/financial.

**Scholarships**
Scholarships are awarded to eligible students in the spring for the upcoming academic year. The deadline for scholarship applications is March 10. Scholarship applications are available from the financial aid office or online at www.mwcc.edu/PDFs/ScholarshipApplication.pdf. Transfer-specific scholarships can be accessed at www.mwcc.edu/services/transfer/resources.html.

**The LaChance Library**
A wealth of resources are available to students and the community through the LaChance Library. You can access information in numerous ways—by borrowing books or through 24/7 online database access to articles, e-books, etc. . . . via the library's website http://library.mwcc.edu.

All English Composition (ENG101), Computer Technologies (CIS127), and First Year Experiences (FYE101) courses feature an information literacy library instruction module, which supports the college’s information literacy competency. Don’t wait for this formal introduction though—stop by the library and start taking advantage of all the resources and services today. Got questions? The library staff have answers—just ask!
username and password for computer access. Wireless access is also available for students’ personal laptops using your unique MWCC username and password. Currently, the college supports Microsoft Word® and other Microsoft Office® products, which are included on the library’s computers. Microsoft Works® is not supported. If you have a technology question, you can call (866) 520-7129 or email helpdesk@mwcc.mass.edu 24/7. The information systems & services department is located in room 078, in the lower level of the Gardner Campus.

MWCC Acceptable Use Policy
The College’s Acceptable Use Policy outlines the capabilities and limitations of computer use on campus. It can be viewed at the bottom of the college’s home page, www.mwcc.edu.

Saving Your Work
When saving your work from the computer labs, MWCC recommends that you email documents to your email address for later access. Or, you can use a portable flash drive—just be sure to take it with you when you leave! Students may print documents for $ .10 per page in the library at the Gardner Campus, in a designated area at the Leominster Campus, and in the student lounge at the Devens Campus.

Bookstore
The college’s bookstore is operated by an outside vendor at the Gardner Campus. Books and supplies may be purchased from 8:30 a.m. to 4:00 p.m. Monday through Thursday, or 8:30 a.m. to 3:00 p.m. on Friday. Extended hours are offered during the beginning of each term, so check the website at www.whywaitforbooks.com to verify the dates and times. While textbook prices vary widely, we recommend that you budget for $125 per course for your required learning materials. Your MWCC Bookstore is concerned about textbook prices and makes every attempt to provide lower cost options such as used textbooks (sold at 25% discount) and digital textbooks. Book buyback occurs at the end of each term also. A full refund will be given in your original form of payment if textbooks are returned within one week from the first day of classes for that term. All medical and specialty reference refunds will be given in your original form of payment within three days of purchase. No refunds are granted without a receipt. Textbooks must be in original condition. (If there is shrinkwrap covering the book when you bought it, then it must still be intact to get a refund.)

**Computer Resources**

**iconnect Portal**
iconnect is where students go to connect with the rest of the MWCC community and to keep informed about what is happening at the college. In addition to being a resource for general student information, it will provide you with personalized announcements, reminders, and information based on your interests and associations at the college, as well as the services provided to you by the college. It also allows you to access other student systems, detailed below, without having to separately sign-in to each one.

To access iconnect, go to iconnect.mwcc.edu. When you first visit iconnect you will need to activate your account by clicking on the link and following the onscreen instructions. During this process you will be provided with your student username and password. This username and password will allow you access to iconnect, on-campus computers, the student wireless network, as well as the following student systems:

- **Student email** is provided via Google’s Gmail. Your email address is your username@mwcc.edu and your email account is accessible from iconnect. It is important to check for new email messages regularly as this is the email account used by faculty and staff to communicate with you.

- **WebConnect** is part of our student information system. It is where you go to register for classes, find out about financial aid awards, check class schedules, get your grades, obtain transcripts, review and pay your bill, and more.

- **Blackboard** is the student learning system. This is where instructors post class information such as your class syllabus, assignments, and documents. It also contains class discussion boards as well as other learning related resources. Not all instructors use Blackboard. If you do not see one of your courses listed in Blackboard, contact your instructor to find out if Blackboard is being used for the course.

**Computer Access on Campus**
Open access computers are located in the library, cafe hallway, and student center for academic and educational use and are subject to the College’s Electronic Acceptable Use Policy. Computers are also available in the Academic Support Center and in labs on the second and third floors. You can do research, homework and prepare for presentations using these electronic resources. You will need your unique MWCC username and password for computer access. Wireless access is also available for students’ personal laptops using your unique MWCC username and password. Currently, the college supports Microsoft Word® and other Microsoft Office® products, which are included on the library’s computers. Microsoft Works® is not supported. If you have a technology question, you can call (866) 520-7129 or email helpdesk@mwcc.mass.edu 24/7. The information systems & services department is located in room 078, in the lower level of the Gardner Campus.
Getting Started—Twenty Tips for a Successful Semester

1. Find your academic advisor. Do this at the Advising & Counseling Center in Gardner or check with staff at the Devens or Leominster Campus.
2. Attend all classes and review the course syllabus.
3. Carefully plan your study time. For each hour of in-class instruction, plan on two hours of homework.
4. MWCC Student IDs are available at the Gardner campus and Leominster campus during schedule times. Check out the student life web page, www.mwcc.edu/studentlife for dates.
5. Use your MWCC email account by logging onto the MWCC iConnect portal.
6. Purchase your books at the bookstore on any campus.
7. If you need financial assistance to pay for books, see the financial aid office. Follow up with the financial aid office or view your account on WebConnect to determine if additional information is needed for your financial aid file.
8. Add/drop or withdraw from a course or the college within the first two weeks of the semester, if possible.
9. Make sure you understand what is expected in each of your courses. If it isn’t clear, ask again.
10. Keep copies of all work you submit for your courses, financial aid forms, enrollment records, and health records.
11. Drop by the student life office in Gardner. Get involved in a club, activity or student government. Find out about upcoming events and student organizations.
12. Check out the Fitness & Wellness Center at the Gardner Campus
14. Scout out quiet places to study, such as the library, and begin to use it regularly.
15. Need to withdraw from a course later on in the semester? You may only withdraw before the ninth week and file the necessary course withdrawal form. If you are a financial aid applicant, please follow up with the financial aid office to see how this may change your aid eligibility.
16. Register early for next semester. See your advisor to plan courses.
17. Are you planning to transfer to a bachelor’s degree program? Ask for transfer assistance at the Advising & Counseling Center.
18. Prepare for final exams and projects by constructing a study calendar.
19. Take frequent study breaks and get plenty of sleep prior to your final exams.
20. Ask questions if you have them!

Frequently Asked Questions

How do I add or drop a class?
You may add a class during the first week of the semester and drop a class through the second week. You must complete a form in the Enrollment Center or online to initiate the process.

How do I withdraw from a class in progress?
You may withdraw and be assigned a grade of “W” during the first nine weeks of the semester. Complete a course withdrawal form at the student services office. Simply not attending classes will result in a grade of “F” for the course. You must fill out the appropriate form!

Where can I get my MWCC student ID?
Gardner Campus: student life office, room 149.
Leominster Campus: during scheduled hours.

Where can I study?
Feel free to study in any of the common areas around campus. However, if you are seeking a quiet spot, we recommend the LaChance Library at the Gardner Campus.

Where can I make photocopies?
Copy machines are located in the LaChance Library and at the Devens and Leominster Campuses.

Where is the Lost & Found?
Gardner Campus: campus police office, basement level.

What else is there to do around here?
There are numerous opportunities for students to get involved at MWCC. Whether you are interested in joining a club, working out, enrolling in the Leadership for Life Series, being a peer tutor, volunteering in the community or attending one of the many events on campus, there is something for everyone! Stop by the student life office for more information, or check out the student life website go to www.mwcc.edu/studentlife.

Where can I eat?
The Green Street Café at the Gardner Campus is a great place to eat!