# Advisor Guide for Student Services On-Campus

<table>
<thead>
<tr>
<th>Student Service</th>
<th>Services Provided</th>
<th>Lowell Campus Contact</th>
<th>Bedford Campus Contact</th>
</tr>
</thead>
</table>
| Academic, Career & Transfer Advising Center | • Academic Advising  
• Career and Transfer Counseling  
• Course Registration  
• Educational Planning            | Pat Bruno, Dean of Academic Advising, Transfer and Career Advising  
Cowan Center, Room 520  
978-656-3212                             | Bryan Wint, Director of Advising and Academic Pathways  
Enrollment Center, Room 115  
978-656-3616                               |
| Academic Progress Interventions for Students on Academic Warning, Probation or Suspension | • Student Standing is determined in accordance with the Academic Standing Policy  
• Academic progress counseling and referrals to college resources  
• Fresh Start Information                                              | Gail Lucozzi, Academic Progress Coordinator  
781-280-3593                                                                | Gail Lucozzi, Academic Progress Coordinator  
Enrollment Center Rm. 107B  
781-280-3593                                                               |
| Academic Centers for Enrichment             | • Tutoring is available in Writing Across the Curriculum, Math, Statistics, Physics, Accounting, Economics, English Language Learner (ELL) courses and other subject areas taught at the college  
• Writing Center  
• Reading/Study Skills Lab  
• 24/7 onlinee-Tutoring  
• Supplemental instruction and peer tutoring      | Christine Bell, Assistant Director of Academic Support Programs  
Pollard Building, Suite 300  
978-656-3358                                              | Noreen McGinness Olson, Director of Academic Support Programs  
Academic Resources, Rm. 205  
781-280-3591                                      |
| Disability Support Services                 | • Disability accommodation needs assessment  
• Develop appropriate accommodations based on documentation provided by the student  
• Coordinate physical accommodations as needed (e.g. ramps, magnification devices, room changes)  
• Assistive technology for students with physical and/or learning disabilities  
• Advising and registration assistance  
• Monitoring of alternate forms of testing  
• Faculty consultation  
• Facilitation of referrals for support services on-and off-campus | Glaisma Perez-Silva, Coordinator  
Cowan Center, Rm. 314  
978-656-3251                                                                 | Barbara Ahern, Coordinator  
Enrollment Center, Rm. 222  
781-280-3677                                      |
|                                            |                                                                                   | Susan Woods, Associate Dean of Student Support Services  
781-280-3641                                                                  | Susan Woods, Associate Dean of Student Support Services  
Enrollment Center, Rm. 220  
781-280-3641                                                                  |
| Financial Aid                               | • Financial aid counseling  
• FAFSA Workshops  
• Computer availability for online processing                      | Deborah Marsella  
Cowan Center, Rm. 314  
978-656-3242  
Hours: 8:30 a.m. – 5 p.m.                                          | Mary Mullens  
Enrollment Center, Ground Floor  
781-280-3648  
Hours: 8:30 a.m. – 5 p.m.                                      |
# Advisor Guide for Student Services On-Campus

<table>
<thead>
<tr>
<th>Student Service</th>
<th>Services Provided</th>
<th>Lowell Campus Contact</th>
<th>Bedford Campus Contact</th>
</tr>
</thead>
</table>
| **Community Standards**         | • Code of Conduct  
• Student Action/Advocacy  
• Student Grievances  
• Grade Appeals                                                                                                                                  | Pamela Flaherty, Dean of Students  
Cowan Center, 5th Floor  
978-656-3409                                                                                                                                          | Pamela Flaherty, Dean of Students  
Enrollment Center, Rm. 201  
781-280-3631                                                                                                                                           |
| **Athletics, Health and Wellness** | • Recreational and team sports offerings  
• Wellness-related activities and events  
• On-site and off-site recreational trips and events  
• Free/discounted memberships to fitness facilities  
• Free personal training and guidance  
• Provide MCC student IDs (Bedford Fitness Center, Lowell Student Lounge)  
• Provide monthly CPR courses  
• Referrals to off-campus services  
• Immunization records  
• Free health-related screenings such as vision, hearing, diabetes/blood glucose, height, weight and blood pressure are offered at both campuses periodically | Jonathan Crockett, Coordinator of Athletics, Health & Wellness  
Cowan Center, Rm. 305A  
781-280-3785  
Tiffany Laudano, Wellness Educator  
Cowan Center, Rm. G04  
978-656-3186                                                                                                                                       | Jonathan Crockett, Coordinator of Athletics, Health & Wellness  
Campus Center, Rm. 214  
781-280-3785                                                                                                                                       |
| **Personal Counseling and Consultation** | • Confidential, short-term counseling related to stress, anxiety, family or relationship problems, depression, grief or loss, academic concerns, motivation issues, patterns of academic failure, time management  
• Referrals to outside resources provided                                                                                                           | Marilyn Yeo, Personal Counselor  
Cowan Center, Rm. 314  
978-656-3257                                                                                                                                          | Lynn Gregory, Personal Counselor  
Enrollment Center, Rm. 217  
781-280-3635                                                                                                                                           |
| **Student Accounts**            | • Processing of student payment plans  
• Manage third-party billing and outside scholarships  
• Appeals related to billing                                                                                                                      | Maria Campechano, Associate Director  
Cowan Center, Rm. 317  
978-656-3272                                                                                                                                          | Christopher Fiori, Director  
Enrollment Center, Rm. 225  
781-280-3647                                                                                                                                           |
# Advisor Guide for Student Services On-Campus

<table>
<thead>
<tr>
<th>Student Service</th>
<th>Services Provided</th>
<th>Lowell Campus Contact</th>
<th>Bedford Campus Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activities, Civic and Community Engagement</td>
<td>• Leadership development</td>
<td>Steven Rossi, Director of Center for Leadership &amp; Engagement</td>
<td>Steven Rossi, Director of Center for Leadership &amp; Engagement</td>
</tr>
<tr>
<td></td>
<td>• Opportunities for involvement in clubs and organizations</td>
<td>Cowan Center, Rm. 407</td>
<td>Campus Center, Rm. 200</td>
</tr>
<tr>
<td></td>
<td>• Student government</td>
<td>978-656-3363</td>
<td>978-656-3363</td>
</tr>
<tr>
<td></td>
<td>• Community and civic opportunities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Co-curricular learning/student engagement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRIO-Student Success Program</td>
<td>• Ongoing academic planning and advising</td>
<td>Ann Buskey, Director</td>
<td>Ann Buskey, Director</td>
</tr>
<tr>
<td>Eligibility: First-generation to college, low income,</td>
<td>• Assistance with financial aid process</td>
<td>Cowan Center, Rm. 106</td>
<td>Enrollment Center, Rm. 219</td>
</tr>
<tr>
<td>or individuals with disabilities</td>
<td>• Transfer assistance and campus visits</td>
<td>978-656-3384</td>
<td>781-280-3634</td>
</tr>
<tr>
<td></td>
<td>• Supplemental scholarships for eligible students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Life coaching and personal advising</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Financial and economic literacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Tutoring in math and writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRIO-Program for Student Achievement</td>
<td>• Ongoing academic planning and advising</td>
<td>Leslie Stafford, Director</td>
<td>Leslie Stafford, Director</td>
</tr>
<tr>
<td>Eligibility: Registration with Disability Support</td>
<td>• Assistive technology</td>
<td>Cowan Center, Rm. 109</td>
<td>Enrollment Center, Rm. 219</td>
</tr>
<tr>
<td>Services</td>
<td>• Ongoing assistance and financial aid advising</td>
<td>978-656-3273</td>
<td>781-280-3634</td>
</tr>
<tr>
<td></td>
<td>• Career and transfer counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Supplemental scholarships for eligible students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Tutoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans Advising</td>
<td>• Information and assistance with educational benefits to pay for college</td>
<td>Ivette Caletz, Academic Counselor,</td>
<td>Michael Rideout, Academic Counselor,</td>
</tr>
<tr>
<td></td>
<td>coursework</td>
<td>978-656-3214 OR</td>
<td>781-280-3587 OR</td>
</tr>
<tr>
<td></td>
<td>• Academic, career and transfer planning</td>
<td>Patrick Fama, Academic Counselor,</td>
<td>Kirsten Morrow, Academic Counselor,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>978-656-3227</td>
<td>781-280-3619</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cowan Center, Academic, Career and Transfer Center, Rm. G-02</td>
<td>Enrollment Center, Academic, Career and Transfer Center, Rm. 115</td>
</tr>
<tr>
<td>Veterans Resource Center</td>
<td>• Information and assistance to students making the transition from the military</td>
<td>Lonnie Armstrong, Coordinator</td>
<td>Rick Reppucci, Coordinator</td>
</tr>
<tr>
<td></td>
<td>to college</td>
<td>Cowan Center, Rm. 117</td>
<td>Campus Center, Rm. 206</td>
</tr>
<tr>
<td></td>
<td>• Off-campus resources available to assist with acclimation to college</td>
<td>978-656-3158</td>
<td>781-280-3510</td>
</tr>
</tbody>
</table>

Sponsored by the U.S. Department of Education Title III Grant, Strategies for Success: Increasing Achievement, Persistence, Retention & Engagement, 2008-2013