



Student Success Starts Here

# 2018-2019 ADVISING GUIDE

*MCC ACADEMIC AND STUDENT AFFAIRS*

**ADVISING CENTER**

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## SERVICES

### ACADEMIC, CAREER & TRANSFER CENTER

**A centralized location to receive:**

- Academic Advising
- Academic Plan Development
- Goal Clarification
- Course Content Information
- Incoming Transfer Credit Evaluation
- Transfer Counseling to Baccalaureate Programs
- Information on Degree Audit/DegreeWorks
- Graduation Review
- Career Counseling
- Job Search Strategies
- Resumes and Cover Letters
- Self-Assessment for Major and Career Plans
- On-Campus Recruitment
- Information on Occupation and Labor Trends

### STUDENT INFORMATION CENTER

**Where students and faculty get quick and complete information on:**

- Any questions you may have
- Admissions Applications
- Registration
- Add/Drop
- Course Withdrawal
- Graduation Applications
- Grades and Grade Changes
- Class Lists
- Help with MiddleNet

**Bedford Campus:** Enrollment Center, Building 9, 1<sup>st</sup> Floor

**Lowell Campus:** Cowan Center, Ground Floor, Rooms G01 & G02

*Center Hours: Monday – Thursday, 8:30 a.m. – 8:45 p.m.*

*Friday, 8:30 a.m. – 5:00 p.m. and Saturday, 8:30 a.m. – 12:00 p.m.*

To learn more or to make an appointment, call (800) 818-3434.

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### ACADEMIC, CAREER AND TRANSFER STAFF

***Director of Advising and Academic Pathways***

Bryan Wint, ext. 3616

***Staff Assistant***

Vacant

#### BEDFORD CAMPUS

***Academic Counselors***

Jackie Gately, ext. 3202

Josselyn Porter, ext. 3602

Maria Gonzalez, ext. 3626

Michael Rideout, ext. 3587

***Academic Counselor (Evenings)***

Susan Hutchinson, ext. 3601

#### LOWELL CAMPUS

***Academic Counselors***

Helen Vargas, ext. 3285

Ivette Caletz, ext. 3214

Yohanka Tejada, ext. 3265

***Advising Coordinator***

Winnie Oyamo-Twombly, ext. 3252

***Academic Counselor (Evenings)***

Melinda Hill, ext 3227

***Coordinator of Transfer Affairs***

Jane Fain, ext. 3266

## ADVISING RESOURCES

### Registration Hotline

Please call any of the Advising/Enrollment Services staff below if you (1) have any questions about registration, the class schedule, or registration materials or (2) need help working with a student; or (3) have suggestions to help us improve the process.

Katharina Lach, ext. 3226 (9:00 a.m. – 5:00 p.m.)

Ann-Marie Dodge, ext. 3392 (8:00 a.m. – 4:00 p.m.)

Fay Hourihan, ext. 3307 (Mon., Tues., Wed, 12:30–8:30; Thurs. 8:00 – 4:00; Fri., 10:30– 6:30)

### *Additional Numbers:*

**Registrar:** Lowell, ext. 3136

**Financial Aid:** Bedford, ext. 3650 and Lowell, ext. 3242

The Academic Counselors in the Academic and Transfer Center can be a valuable resource to you. As the primary academic advisor to your advisees, you may be the first to become aware of problems or concerns. We encourage you to contact us if you detect such problems as spotty or non-attendance, struggling with course content, etc. We would be happy to work with you to improve student success. Please call the hotline above or (800) 818-3434 and you will be connected to one of our advising staff.

### Pin Numbers

After your advising meeting with the student, provide their **Registration PIN number**. This is located on the **advisor's version only** of the degree audit in DegreeWorks. It is not visible to the student when they run their own audit. This PIN number changes each semester and is not available for the summer semester.

Student who have earned more than 24 credits and have maintained a 2.5 gpa or higher, will not have a registration pin.

***Please do not release PIN numbers to students who have not discussed their course schedule with you directly.***

Provided students have no holds on their record and have met all the prerequisites of their selected courses, they may register themselves online using their PIN number. They may also bring their registration forms to the Student Information Centers on either campus or call (800) 818-3434 to register.

### Prerequisites and Overrides

Faculty advisors exercise academic judgment when working with students and have the ability to override course prerequisites when appropriate. Here are some of the reasons that you may consider when looking at a prerequisite override:

- The student has permission of the instructor.
- The professional judgment of the advisor is based on the student's previous coursework and/or life

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experience.

- The student is enrolling in the prerequisite course during the summer (applicable Fall semester courses only).
- The student completed the prerequisite at another college.

***Please do not grant overrides for students in courses outside of your area of teaching without consulting with someone from that area to ensure students are placed properly based on their skills and experiences.***

Students currently enrolled in the course prerequisite do not need an override. However, students should be informed that if they do not complete or pass the prerequisite course, they should withdraw from the next course since they will not be meeting the prerequisite requirements.

Advisors can indicate why they are overriding a prerequisite in the comments section on the registration form and can make a note in Degree Works under the Notes tab. Notes in these areas can serve as a reminder about advisor decisions and student planning for future meetings with advisees.

### **DegreeWorks**

DegreeWorks is our degree audit and educational planning system that allows for collaboration across the advising process and planning tools to aid the student with long and short term goal setting for both their educational and career goals. As an advisor for MCC students, you may use DegreeWorks to:

- Run a student degree audit (Always click “Process New”)
- Review the Major Requirements for a particular program
- View a list of courses that will fulfill an individual Major Requirement
- View the student’s progress on the *MassTransfer* block
- View the student’s progress on the General Education Core Curriculum
- Run What-If audits that allow you to match up student work with other potential majors
- Review the student’s class history by semester
- Post advising notes including student goal statements and referrals to campus support departments
- Plan courses for future semesters
- Use the GPA calculator

Instructions for running a degree audit can be found on the Advising website under *Advising Resources* at, <https://www.middlesex.mass.edu/advising/degreeworks.aspx>

### **College Scheduler**

A challenge for any college student is building their course schedule. To assist students with this process, Middlesex Community College has invested in College Scheduler, a dynamic, web-based application that takes the guess work out of finding courses and simplifies the registration process with an easy to use, versatile (desktop & mobile) interface. Students and Advisors have access to this application in their MyMCC/MiddleNet portal. Instructions can be found at, <https://www.middlesex.mass.edu/advising/scheduler.aspx>

**If you have any questions about the DegreeWorks system or College Scheduler, please feel free to**

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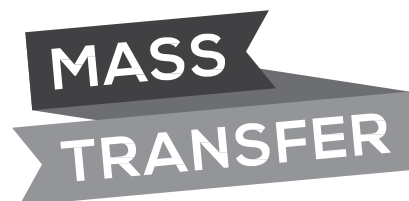
**contact:**

**Bryan Wint, *Director of Advising and Academic Pathways* at (781) 280-3616.**

## TRANSFER INFORMATION

### **MassTransfer – A Streamlined Policy to Simplify the Transfer Process**

MCC students are eligible to participate in **MassTransfer** – a Statewide program designed to facilitate transfer within the Massachusetts public higher education system. Matriculating and currently enrolled students may accumulate courses leading to the completion of an associate degree and may be eligible for **MassTransfer** or the **MassTransfer General Education Foundation**.



Students must enroll in a linked degree program at MCC and complete their associate degree to be eligible for full transfer of credit, guaranteed admission, and a tuition discount (each based on their final GPA). Linked programs are programs that have been approved for **MassTransfer** and are the only programs currently eligible for the full benefits of **MassTransfer**. *There is no obligation to attend a Massachusetts public college or university.*

For a complete list of programs, visit: [www.mass.edu/masstransfer](http://www.mass.edu/masstransfer)

#### **The MassTransfer Program:**

Provides MCC graduates of linked programs

<b>Program Benefits</b>	<b>Minimum Final GPA</b>
No application fee	2.0
No application essay	2.0
General education requirements satisfied	2.0
Guaranteed credit transfer ( <i>MassTransfer Block</i> )	2.0
Guarantee admission	2.5
100% tuition waiver	3.0

#### **MassTransfer Block:**

- Students who transfer **before** graduating, but who have completed the 34-credit **MassTransfer Block**, with a 2.0 or higher grade point average, will also receive the following benefit:

Automatic satisfaction of the general education/distribution/core requirements as the receiving institution which can require no more than six additional credits or two courses towards completion of General Education Electives.

#### **MassTransfer Block:**

English Composition/Writing	6 credits
Behavioral and Social Sciences	9 credits
Humanities and Fine Arts	9 credits
Natural and Physical Science	7 credits
Mathematics/Quantitative Reasoning	3 credits

**For more information, contact**

**Jane Fain**

**Coordinator of Transfer Affairs**

**Phone: (978) 656-3266.**

**Email: [fainj@middlesex.mass.edu](mailto:fainj@middlesex.mass.edu)**



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## Commonwealth Commitment



**YOU ENROLL FULL-TIME  
& EARN A 3.00+ GPA.  
WE LOWER YOUR COSTS.**

### What is it?

The first agreement of its kind in the nation, the Commonwealth Commitment is a **college affordability** and **completion plan** that will help more students achieve the dream of a college degree.

#### *Average Savings Over Four Years...*

COMMUNITY COLLEGE TO STATE UNIVERSITY

**\$ 4,402**

OVERALL AVERAGE

**\$ 5,090**

COMMUNITY COLLEGE TO UMASS

**\$ 6,640**

### Student commits to:

- Begin at one of Massachusetts' Community Colleges
- Complete associate degree within 2.5 years
- Transfer to one of Massachusetts' State Universities or UMass campuses
- Complete bachelor's degree within 2 more years
- Maintain full time, continuous enrollment and a cumulative 3.0 GPA

### Commonwealth commitment to students:

A freeze on tuition and fees for all four years upon entry into the Commonwealth Commitment program, until student graduates or leaves program.

A reduction in tuition and mandatory fees:

- A 10% rebate off tuition and mandatory fees payable via check or bookstore voucher at the end of every successfully completed semester
- An additional MassTransfer tuition credit once student enrolls in a bachelor's program

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### Academic Maps



Pathways to Achievement, Completion, Career & Transfer

**ACADEMIC MAP**



As part of MCC's **15-to-FINISH** campaign, the college has introduced Academic Maps. These are a clear semester-by-semester breakdown of the curriculum required to complete a major program of study. Each map identifies milestone courses that must be completed by a certain semester in order to progress through the program and graduate on time.

Academic Maps were designed in collaboration with advising and program faculty. They encourage students to take 15 credits each semester, but can easily be adapted for part-time students. Academic Maps give students the tools they need to clearly understand what classes they need to take and to help them define what their individual path should be.

Academic Maps come complete with helpful hints for students – like reminding them some courses are only offered in the spring or fall semesters, not both – or to consider taking a class in the summer to get ahead. The maps also offer a "Career and Transfer Outlook" section for each degree program, as well as notes on when students should contact an advisor.

The Academic Maps will be updated as needed – to find the most up-to-date version of the maps, please visit [Current Academic Maps](#) or for former maps please visit [Past Academic Maps](#) on the Academic Maps webpage at <https://www.middlesex.mass.edu/advising/academicmaps/default.aspx>.

### Pathway Maps

Designed for first-semester students who may still be exploring academic interests and career opportunities, MCC's Pathway Maps can help students stay on track and complete core courses, while choosing a major program of study.

Explore MCC's seven pathways:

- [Arts & Humanities](#)
- [Business](#)
- [Education](#)
- [Health](#)
- [Public Service](#)
- [STEM \(Science, Technology, Engineering, and Math\)](#)
- [Social Science](#)

Once selected, or if already chosen a program of study, MCC's [Academic Maps](#) can help keep students on track to graduate on time!



## CAREER SERVICES

### Optimal Resume – Online Resume Program

Online Resume is an online tool that enables students to create, present and manage their resume and cover letter. Students can create a resume that fits their goals and career interests while storing multiple resumes that can be edited at any time. Assistance with format, word choice, spelling and style are provided to make a resume unique and attractive. Once completed, a student's resume and cover letter can be evaluated by MCC career counselors for feedback. Optimal Resume also allows students to look for potential internship and job opportunities. Employers can post job and internship opportunities that students can apply for.

To access Optimal Resume:

[www.middlesex.mass.edu/optimalresume](http://www.middlesex.mass.edu/optimalresume)

### Focus2

- Do you have students who need help deciding on a career?
- Do you have students who are unsure of what to major in?
- If you answered yes to either or both of these questions, then **FOCUS2** can help you to guide your students and advisees with these questions.

Focus2 is a self-guided program that helps students to identify their interests, values, academic strengths and skills. It allows students to explore careers, make decisions regarding career goals, identify an appropriate major and create a career development plan. This program will allow students to utilize a variety of career assessment tools on-line which will aid them greatly in making career decisions in conjunction with their education plans.

Please encourage your students and advisees to use this program. It can be accessed on any computer at MCC and also from a student's home via the internet. It is a fun and informative program that students can complete in one sitting or a portion at a time.

### To access Focus2:

[www.middlesex.mass.edu/careerservices](http://www.middlesex.mass.edu/careerservices)

- Click on FOCUS2
- Select "Create a New Account"
- Enter Access Code "MCC"

Once students have completed the Focus2 program, they can contact one of our Career Counselors to discuss the results and develop an educational and career plan.

**For more information, please contact Karen James, Coordinator of Career Planning and Placement at (781) 280-3639.**

### ACADEMIC CENTERS FOR ENRICHMENT (ACE)

The Academic Support Program provides a challenging and supportive environment for all students. Bedford and Lowell Campus Academic Centers for Enrichment (ACE) offer both walk-in help and individual appointments, depending on the subject matter. Students are encouraged to take advantage of all the support early in the semester. Hours and locations differ from campus to campus. Listed below are brief descriptions and phone numbers for all the areas. *Tutoring is a free service*

#### **Math - Bedford Campus, AR 214 (ext. 3707), Lowell Campus, LC406B (ext. 3368)**

The Math centers offer help in mathematics from arithmetic to calculus. While the immediate goal of the Math Centers is to help students succeed in their math courses, the overall goal is to build self-confidence and self-sufficiency in problem solving situations throughout the college curriculum. Computers, VCRs, videotapes, CDs and calculators are available for students to use.

#### **Science - Bedford Campus, HH 202 (ext. 3726), Lowell Campus, LC 406B (ext. 3369)**

Individual and small group tutoring is offered on both campuses. Professional tutors assist students who are having difficulty understanding course material or who need help developing more effective science-related note taking, test preparation and study skills.

#### **Reading & Study Skills - Bedford Campus Library, Rm 7B (ext. 3728), Lowell Campus, LC 406B (ext. 3364)**

Students who are experiencing difficulty with textbook reading and need to learn some reading strategies and study skills can receive assistance through individual and small group sessions.

#### **Writing, Bedford Campus Library, Rm 7A (ext. 3727), Lowell Campus, LC 406B (ext. 3365)**

The Writing Centers offer assistance at any stage of the writing process from brainstorming to proofreading. A tutoring session will help students learn composing and revising strategies that they can apply to future writing tasks. Effective writing is not limited to assignments in English classes. College faculty realize the importance of writing in subjects across the curriculum. Computers are available in each center for students to compose and revise their writing assignments.

#### **Accounting/Business/Economics - Bedford Campus, AR 214 (ext. 3707), Lowell Campus, LC 406B (ext. 3368)**

Small group and individual tutoring is offered in various levels of accounting and other business courses. Students may call for an appointment or walk in to sign up.

#### **Computer Tutoring - Bedford Campus Library, Rm. 7A (ext. 3727), Lowell Campus, LC 406B (ext. 3365)**

Tutoring is provided for all computer applications and computer science courses.

#### **Online Tutoring/Academic Support Department Website**

Online tutoring is available in many subjects. Visit the Academic Support website at [www.middlesex.mass.edu/ace](http://www.middlesex.mass.edu/ace). You can also access other resources and information on learning styles, tip sheets, tutoring schedules and much more!

#### **Supplemental Instruction**

Identified courses are supported by Supplemental Instruction (SI). A course that is supported by SI will have a leader who will facilitate two to three voluntary and anonymous study sessions each week in the Academic Support Centers. Inquire with your professor whether or not your course is supported by SI. For more information, contact: Beth Kelley, SI Coach at 978-656-3410 or Christine Bell, Assistant Director of Academic Support Programs at 978-656-3358.

To learn more, contact Noreen McGinness-Olson at (781) 280-3591 or visit [www.middlesex.mass.edu/ace](http://www.middlesex.mass.edu/ace)

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

#### Advisors' Responsibilities and Students' Rights to Privacy

Since advisors maintain educational records – records of advisees' grades and other academic information – they must understand the provisions of the Family Educational Rights and Privacy Act of 1974 (commonly referred to as The Buckley Amendment).

Basically, this act provides students with access to information placed in their advising files. Furthermore, it ensures that only school officials with a legitimate educational interest may see the student's file. The student's permission must be obtained before any other party may have access to the student's file. Thus, advisors, upon request, must allow students access to their advising file. This fact, however, does exclude a student's right of access to personal notes that the advisor may have made during the advising sessions. Under this Act, these notes constitute records made by educational personnel and kept solely in their possession. Advisors may allow someone who temporarily performs their advising duties to see the notes; if the advisor is to be replaced permanently, however, personal notes should be removed from the student's file before transferring the file to the replacement.

Under legislation, the student has the right to an informal hearing regarding material in his/her record. If, at this hearing, the student does not receive satisfaction, then he/she may insert explanatory material in the file. The Act specifically denies students the right to a hearing regarding grades received. The student, however, may challenge the accuracy of transferring grades to the student's record.

According to the Buckley Amendment, a record also must be kept of requests received from school officials to obtain information from the student's file. The record should not only identify the official making the request, but also the official's legitimate educational reason for requesting the information. The record should remain in the student's file. Each institution is individually responsible for determining which parties qualify as "school officials" and what constitutes a "legitimate educational interest." Advisors should familiarize themselves with their institution's policy governing this matter as well as other institutional policies regarding implementation of the Buckley Amendment.

For more information: <https://ed.gov/policy/gen/guid/fpco/ferpa/index.html>