



MIDDLESEX
Community College



SPRING 2014

Advising Guide



MCC Enrollment Services
ACADEMIC, CAREER & TRANSFER CENTER



SPRING 2014 Advising Guide

Welcome to the Spring 2014 Advising Guide!

The advising/registration period will begin on November 12 and continues through November 29. We encourage you to use this guide as a resource and hope that you will find the information helpful in providing guidance while working with your advisees. All of our advising materials and resources are available online at our Advising website: <https://www.middlesex.mass.edu/advising>.

Students have been notified about their advisor assignments early in the semester, and hopefully you have had the opportunity to connect with your advisees already. These students have also been notified recently about their assigned academic advisor and also to help prepare them for the upcoming registration period.

New for Fall 2013 – Optimal Resume! The Academic, Career and Transfer Department has implemented a new software tool called Optimal Resume that allows students to develop resumes and cover letters online using templates and samples from a variety of occupational categories. We hope you will check out this valuable resource and encourage your advisees to do the same. We have provided more information about this new tool in this guide on the Career Services page.

DegreeWorks contains all of the student information you will need to assist in advising and registering your advisees. Student contact information, email address, phone numbers, Spring Registration PIN Number, Mid-Term Deficiency Grades, Major/Program, Catalogue Year, CPT placement scores, transfer courses, Intensive Values and *MassTransfer* are all conveniently located in the student's audit, for you to review when advising your students. We hope that you will review DegreeWorks with your advisees and encourage their use of this system as well. We also hope that you will use the **Planner** to note what the student plans to take for coursework in future semesters and the **Notes** feature indicating any goals or referrals you have suggested to the student.

Please note that starting Fall 2012, all new Liberal Students are required to take the IDS 101 First-Year Experience Course. Beginning Fall of 2013, all of our Education majors are also now required to take this course. We believe that this course gives our students a solid foundation during their first year in order to support student success. MCC has developed new one credit courses in several different areas for students to participate in and receive General Education credits.

These courses include:

- First-Year Experience (FYE)
- Service-Learning
- Leadership Development
- Undergraduate Research
- Bridging Cultures
- Career Exploration
- Career Development
- Wellness
- Wicked Problems

These courses are all intended to support student success and will be bundled to be transferable courses. We hope you will work closely with your advisees to encourage their participation in these valuable courses. Remember that students should be advised to take three of these courses. We have provided further information about these courses in this guide.

We encourage you to contact the staff of the Academic, Career and Transfer Counseling Centers, if we can provide you with any assistance needed during the advising process.

As always, please feel free to contact me if there is anything I can do to help you during the advising process.

Sincerely,

Patricia Bruno, MSW
Associate Dean of Academic, Career and Transfer Advising



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MIDDLESEX COMMUNITY COLLEGE

Academic,
Career &
Transfer
Centers

&

Student
Information
Centers

in Bedford and Lowell

Academic, Career & Transfer Centers

A centralized location to get:

- Admission Counseling
- Academic Advising
- Academic Plan Development
- Goal Clarification
- Course Content Information
- Incoming Transfer Credit Evaluation
- Transfer Counseling to Baccalaureate Programs
- Information on Degree Audit/Degree Works
- 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 Centers

Where students and faculty get quick and complete information on:

- Any questions you may have
- Student Advocate
- Admission Applications
- Registration
- Add/Drop
- Course Withdrawal
- Graduation Applications
- Grades & Grade Changes
- Class Lists
- Help with MiddleNet

PLUS a Resource for Faculty Advisors!

Bedford Campus: Enrollment Center, Building 9, 1st Floor, Rm. 115
Lowell Campus: City Building, Ground Floor, G02

Centers open Monday–Thursday: 8:30 a.m. – 9:30 p.m.,
Friday: 8:30 a.m. – 5 p.m. and Saturday: 8:30 a.m. – 3 p.m.

To learn more or to make an appointment, call 1-800-818-3434.



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ACADEMIC, CAREER & TRANSFER CENTER STAFF

Associate Dean of Academic, Career and Transfer Advising:

Pat Bruno, ext. 3212

Coordinator of Advising:

Alissa Mendes, ext. 3616

LOWELL CAMPUS

Academic Counselors:

Ivette Caletz, ext. 3214
Patrick Fama, ext. 4012
Reggie Nichols, ext. 3227
Stefani Hallsett, ext. 3252
Adrienne Ray, ext. 3222

Career Counselor:

Kaitlynn Malinowski, ext. 3265

Transfer Counselor:

Jane Fain, ext. 3266

Faculty Advisors:

Jeanne Newhall
Susan Hutchinson
Robert Erikson

Evening Coordinator:

Rose Mendonca, ext. 3302

BEDFORD CAMPUS

Academic Counselors:

Patrick Fama, ext. 4012
Esther Hochman, ext. 3602
Pat Hunt, ext. 3619
Danijela Jackson, ext. 3626
Kimberly Kinsella, ext. 3602
Michael Rideout, ext. 3587

Transfer Counselor:

Diane Parcella, ext. 3628

Career Counselor:

Karen James, ext. 3639

Faculty Advisors:

Maureen Goulet
Mary Lattuca
Louisa Saladino-Kuhl

Evening Coordinator:

Susan Hutchinson, ext. 3605



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ADVISING RESOURCES

REGISTRATION BEGINS TUESDAY, NOVEMBER 12, 2013

We hope that you all have taken the opportunity to outreach your list of advisees and check on their academic progress and prepare them for the upcoming advising/registration period. We know that many advisors have had success in reaching their advisees by phone or by letter, in addition to sending out email messages.

HELP ONLINE AND BY PHONE

All of the student's information is housed in their DegreeWorks audit and educational planner. We hope that you will use this registration period to become more comfortable with the DegreeWorks system, and to encourage your advisees to use the system as well. All students have received information and directions for DegreeWorks in their advising letters.

Registration Hotline, ext. 3282

Call Katharina Lach (9 a.m. – 5 p.m.) at ext. 3226 or Linda O'Neil (8 a.m. – noon) at ext. 3225 if you have any questions about registration, the class schedule and registration materials, or if you have any suggestions to help us improve the process.

Additional Numbers:

Registrar: Bedford, ext. 3625
Lowell, ext. 3213

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

The Academic Counselors in the Academic, Career 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 1-800-818-3434 and you will be connected to one of our advising staff. You may also use the Academic Alert system to inform us of any of these issues.



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KEY ADVISING PROCESSES

PIN NUMBERS

Once a student has discussed his/her academic plans, created a schedule and had his/her questions answered, please give the student his/her Registration PIN number. This PIN number will appear on the student's degree audit in DegreeWorks. (Note: the PIN number will only appear on the audit run by their advisor. Only advisors have access to the PIN numbers in DegreeWorks; it will not appear on the student's version of their own audit). The Registration PIN number changes each semester to insure that students must meet with an advisor before having access to MiddleNet, the online registration system, or to register by phone (1-800-818-3434) with our Enrollment Communications Staff. Please do not give **Registration PIN numbers to any students who do not complete the advising process with you.**

Students can avoid waiting to register for the courses they have discussed with you once they have received their PIN. With this PIN they can conveniently register at any computer on campus or home, or they can call our Enrollment Communications Staff up until 8:30 p.m. Students needing an override for a specific course can register for that course at the Student Information Center. A staff member will manually enter an override into the system upon review of the advisors written confirmation on the registration form.

PREREQUISITES AND OVERRIDES

It is important for students and advisors to carefully review course descriptions and prerequisite requirements before registering for a class. Faculty 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 based on the student's previous coursework and/or life 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.

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 DegreeWorks under the Notes tab. Notes in these areas can serve as a reminder about advisor decisions and student planning for future meetings with advisees.

STUDENT ENGAGEMENT AND CAMPUS SUPPORT SERVICES

We all know that student persistence and retention are positively impacted by the student's level of **engagement** and by their use of **campus support services**. We hope that you will use some of your advising time with students to familiarize them with the variety of student clubs and activities available to them and encourage their participation. You may find a list of these at: <https://www.middlesex.mass.edu/studentactivities>

MCC has a wide variety of Student Services available to support student success. Our Strategies for Success Team has created an **Advisor Guide for Student Services On-Campus**. This guide provides program information and contact names/numbers.



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CHECKLIST FOR ADVISING MEETINGS

- Run a degree audit in **DegreeWorks** to review with the student. (Note: Always remember to press the **Process New** button each time you run a student audit. This will give you the most current information on the student). This audit will provide you with the CPT Placement Scores, Major Requirements, Catalog Term, Completed Courses and Grades, as well as listings of courses that will fulfill particular requirements in the Major. If needed, you may refer to the DegreeWorks tutorials on the Advising website for directions on running an audit:
<https://www.middlesex.mass.edu/advising/degreeworks.aspx>
- Verify that student's **contact information** is current: (address, phone number(s), email address). Note any changes on the Registration Form.
- For newer students, please review the Academic Advising Syllabus. The syllabus offers concrete suggestions to students about steps they can take to become engaged both in the advising process as well as to the college and its resources at large.
- Spend a few minutes discussing **Major and Career Goals** with students (often these change from semester to semester). If the student is unclear about these goals refer them to FOCUS2 and/or a Career Counselor in the Academic, Career and Transfer Centers. There is further information about FOCUS2 in this guide.
- If students are planning to **Transfer**, encourage them to meet with a Transfer Counselor to discuss options. Please note information on the *MassTransfer* Program in this Advising Guide.
- Ask the student if they have applied for **Financial Aid**. If not, encourage them to do so or to develop a financial plan for their education.
- Review the **Major Requirements** for the students' degree requirements. (Note the year that the student first enrolled is listed in the Catalog Term section of the audit. Students can also choose to use a more current term's program requirements, but this would require running a What-If Audit in DegreeWorks).
- Note **Placement Scores** on Student Audit to be sure students have completed appropriate coursework. (See Math/English placement score information enclosed.)
- Review the **Student Audit/Worksheet** to identify courses successfully completed. Determine appropriate course selections by reviewing outstanding major requirements and the listing of possible courses that fulfill each requirement.
- Discuss **Intensive Values** and whether or not the intensive values are either "met" or "unmet" as indicated on the **Student Audit/Worksheet**. Advise the student as to how to complete these requirements. Course options are listed in the audit.
- List selected courses in the student's **Planner** for upcoming semester(s). List any appropriate advising notes in the **Notes** section of the student's audit. (e.g. Student wants to transfer to UMass Lowell next year).
- Be sure to initial all appropriate **Prerequisite Overrides** on the Registration Form.
- Give students their assigned **PIN numbers** and explain their use once you have met to select courses.
- Please remind students to send in copies of any official transcripts from other institutions they may have attended to be reviewed for **transfer credit**.
- Speak with advisees about ways students can **engage** with others while at MCC.
- List any next steps** and have students write down **names and locations** of contact. For example: obtain change of program form from the Student Information Center, request course substitution, contact experiential learning, or visit the Academic, Career and Transfer Center for materials and referrals.
- Remind students who are close to **graduation** to complete the graduation application form, which are available in the Student Information Centers in Bedford and Lowell.



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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
- Review the Major Requirements for a particular program
- View a list of courses that will fulfill an individual Major Requirement or Intensive Value
- View the student's progress on the *MassTransfer* block
- Run What-If audits, that allow you to match up student work with other potential majors
- Post advising notes including student goal statements and referrals to campus support departments
- Plan courses for future semesters

All academic degree and certificate programs are available in DegreeWorks, including all programs dating back to 1971. All students enrolled in any of our academic programs have received directions on how to access and run their degree audit in DegreeWorks. Further, students have been instructed to bring a copy of their degree audit with them to their registration sessions.

We encourage you to set up educational plans for upcoming semester(s) in the **Planner**, make notes regarding career/educational goals and/or referrals to campus services in the **Notes**, and use the **GPA Calculator** to help students determine term or graduation requirements.

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>

If you have any questions about the DegreeWorks system, please feel free to contact: Pat Bruno, Associate Dean of Academic, Career and Transfer Advising, at 978-656-3212.



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PROGRAM & CURRICULUM UPDATES

RAMP-UP MATH PROGRAM

The Math Department implemented a modularized approach to math topics that prepares students for college level mathematics courses. The **RAMP-Up Math Program** is designed to help students successfully progress through a series of modules as quickly as possible. To accomplish this, students must enroll in consecutive semesters until they have completed the modules required by their program of study. Any exceptions must be approved by the program coordinator.

SOME IMPORTANT INFORMATION FOR ADVISING STUDENTS:

Who should enroll in:

■ MAT 001

- New Students testing BELOW Algebra 2, MAT 080
- MAT001 Students who have not completed at least 4 modules, and would be receiving a grade of F for MAT 001 this semester.

■ MAT 002

- Any student who has successfully completed MAT 001 with a passing grade.
- MAT 002 Students who have not completed at least 4 modules and would be receiving a grade of F for MAT 002 this semester.
- Students enrolled in MAT 002 could have as few as 4 modules completed and as many as 11 modules completed (if they managed to pass 11 modules in MAT 001).

■ MAT 003

- Any students who have successfully completed MAT 001 and MAT 002 with a passing grade
- MAT 003 students who will not complete at least 4 modules and would be receiving a grade of F for MAT 003 this semester.
- Students enrolled in MAT 003 could have as few as 8 modules completed and as many as 11 modules completed. *There are no longer any sections of MAT 060, 065, 070 or 075 offered in a traditional classroom.*

Note: You will be able to determine how many modules a student has successfully completed by reviewing their **Degree Works** audit. In the Maximum Placement Scores box, there will be a number such as RU01, RU02, RU03, etc. The RU stands for Ramp-Up Math and the number designates how many modules have been completed successfully by the student to date (e.g. RU03 would indicate that the student has successfully completed 3 modules in Ramp-Up Math). **Remember:** press **Process New** when you open the audit!

WHAT STUDENTS NEED TO KNOW:

- All students must be present on the first day of lab/class in order to participate in this program; students who miss the first day of lab/class, but are present on the second day, will be accepted into the course on a conditional basis. Students who miss the first 2 days of class/lab will be dropped from the course.



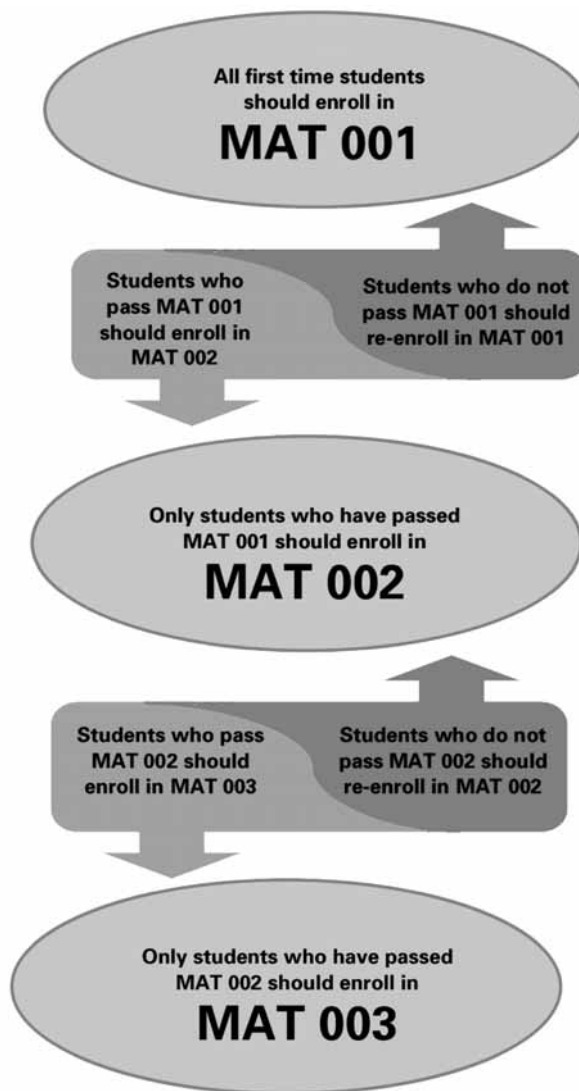
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- There will be NO Adds or Late Admits to this program
- It is strongly recommended by the Math Department that students enroll in Preparation for College Math in consecutive semesters, in order to complete their modules.

For questions or assistance with advising your students this semester, contact Mike Williamson (ext. 3128) in Lowell or Joanna DelMonaco (ext. 3781) in Bedford.

Students placing in to MAT 080 do not take Prep for College Math. For students who place below MAT 080:





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PROGRAM & CURRICULUM UPDATES

ONE-CREDIT GENERAL EDUCATION COURSES

MCC's Vision Project initiative, "The First-Year Experience," builds on the successes being achieved through the Title III SFS initiative and incorporates nationally recognized high impact practices that have been documented as contributing to increasing student retention, persistence, graduation, and transfer. One-credit high-impact practices courses are now offered under the umbrella of "The First-Year Experience". Within their first 30 credits, students will be advised to complete three, one-credit experiences, which will be combined to form a three-credit General Education elective. For students completing the *MassTransfer* block, these credits will be transferable.

Note: The FYE course is required of all Liberal Studies and Education majors at MCC. The descriptions of these courses are described below.

■ IDS 101 - General Education Seminar: First-Year Experience (FYE)

The FYE is a one-credit seminar experience that is linked with a three-credit introductory college-level course (or a six-credit introductory college-level Learning Community) to form a First-Year Experience Learning Community. Students learn essential student success skills, behaviors and habits of mind in the FYE that they are then able to apply to increase their success in the linked course(s). With an emphasis on self-assessment and reflection, students will work with advisors to generate a personalized academic and financial plan for their years at MCC and beyond. They will self assess their competency with MCC's Institutional Student Learning Outcomes (ISLOs) and engage with MCC's academic, student support and co-curricular services along with other college resources to develop and strengthen those skills and abilities.

■ IDS 102 - General Education Seminar: Service-Learning

General Education Seminar: Service Learning provides students with an opportunity to extend and deepen learning through service to the community combined with in-depth reflective practices. Students complete 22 hours of service in the community, attend four in-class discussion sessions, maintain a reflective journal and complete a culminating paper and presentation. The course, centered on broad social issues such as hunger, homelessness, immigration, poverty, education, veterans' issues, connects individual service experiences to the social issues presented in the course. In addition, the class discussions will look at employability skills and networking opportunities gained through service learning.

Prerequisite: Eligible for ENG 071 and ENG 060

■ IDS 103 - General Education Seminar: Leadership

With a focus on social change, this course is designed to teach students how to be leaders in an evolving world with complex issues. Leadership styles and skills will be explored and students will have opportunities to learn about their own values and identity and how these intersect with group and community values. By increasing their own self-knowledge and reviewing common leadership theories and practices, students will be prepared for practical application outside of the classroom environment. Hands on leadership experiences will be integrated into the course requirements.

Prerequisite: Eligible for ENG 071 and ENG 060

■ IDS 104 - General Education Seminar: Humanities and Social Sciences Research (I-IV)

Students will engage in Undergraduate Research projects under the guidance of individual faculty members with the support of Peer Research Mentors. Experimental design, literature review, the scientific method, structured inquiry, the fostering of teamwork and technical communication of discipline-based research methods will be developed within a general framework for a research project. Students have the option of taking sequential courses up to 4 semesters to continue their research interests.

Prerequisite: Eligible for ENG 101



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■ IDS 105 - General Education Seminar: Bridging Cultures

This course is a topical exploration of diverse cultural traditions and connections through interdisciplinary experiences in the humanities, social sciences, and sciences. The course emphasizes the themes of international interdependence and globalization and their development over time. A key component of this course is cultural diversity, social inequality, and the connection of international and domestic issues. Through multiple methodologies and optional civic engagement opportunities, students will explore the intersections of cultures and communities, an experience that enhances their capacity to participate in a diverse, globally-interconnected society.

Note: This course supports the following MCC Institutional Student Learning Outcomes: Multicultural and Global Literacy; Personal and Professional Development; Written and Oral Communication; Critical Thinking, and Social Responsibility.

Prerequisites: Eligibility for ENG 101 and MAT 080 or completion of modules 1-8 in Preparation for College Math.

■ IDS 106 - General Education Seminar: Career Exploration

This course will introduce students to the main components of identifying a major aligned with a career path through self-assessment. Students will explore their work interests, personality, skills, values and life goals in order to find purpose in their academic curriculum. This course will include career mapping and organization research to formulate a real-world perspective on current jobs and the requirements needed to achieve them.

Prerequisite: Eligibility for ENG 071 and ENG 060

■ IDS 107 - General Education Seminar: Career Development

This course will introduce students to the basic skills necessary for successful entry or re-entry into the workforce through assessment and trainings that align with common tasks all employers require. Students will be able to acquire foundational skills or identify those skills needed for promotions and greater productivity. This course will include life literacy skills, such as financial awareness; resume writing and interviewing skills and job searching.

Prerequisite: Eligibility for ENG 071 and ENG 060

■ IDS 108 - General Education Seminar: Wellness

This participatory course provides a holistic approach to exploring and understanding the various components of personal wellness. Topics may include exercise, diet, attitude, balance, stress management, relationships, communication, spirituality, and environment. This course highlights the connection between healthy decisions and lifestyle choices as it relates to overall personal wellness.

■ IDS 109 - General Education Seminar: Wicked Problems

This general education seminar is an interdisciplinary, inquire-based course focused on addressing a “wicked problem”. Wicked problems are complex, their causes multiple and uncertain, and involve many diverse stakeholders. Examples include climate change, healthcare, the AIDS epidemic, homeland security, waste, and social injustice. Through discussion, research and dialogue, students will develop insights on these issues. They will also identify stakeholders and challenges these problems presents and work towards developing a possible solution or strategy.

Prerequisite: Eligibility for ENG 071 and ENG 060



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PROGRAM & CURRICULUM UPDATES

ENGLISH/CREATIVE WRITING CONCENTRATION – ASSOCIATE IN ARTS

Program Description:

Students in the English/Creative Writing Concentration Associate in Arts, Liberal Arts and Sciences degree program are prepared for transfer to a college or university. This studio-academic program provides students with a foundational understanding of how writers craft works in fiction and poetry. The program also prepares students to begin marketing their own works for publication in a variety of formats. This program qualifies for *MassTransfer*, which guarantees credit transfer to Massachusetts state universities and the University of Massachusetts.

Required Courses:

- ENG 101 - English Composition I (3 credits)*
- ENG 102 - English Composition II: An Introduction to Literature (3 credits)*
- ENG 150 - Creative Writing I (3 credits)
- ENG 151 - Creative Writing and Publishing (3 credits)
- ENG 155 - Reading Like a Writer: Fiction (3 credits)
- ENG 156 - Reading Like a Writer: Poetry (3 credits)
- ENG 200 - Creative Writing II (3 credits) OR
- ENG 901 - Creative Writing Honors Seminar (3 credits)

Choose *US History* or *World History* Option:

- HST 121 - United States History Before 1865 (3 credits)* AND
- HST 122 - United States History After 1865 (3 credits) OR
- HST 130 - History of World Civilization Before 1500 (3 credits)* AND
- HST 131 - History of World Civilization After 1500 (3 credits)
- Behavioral Science Elective - *PSY 101 Introduction to Psychology Recommended* (3 credits)
- Behavioral or Social Science Elective - *SOC 101, SOC 117 Recommended* (3 credits)
- Humanities Elective - *HUM 102 Introduction to Humanities Recommended* (3 credits)
- Humanities Elective - *No Literature Courses* (3 credits)
- Humanities Elective - *No Literature Courses* (3 credits)
- Literature Elective (3 credits)
- Literature/Writing Elective (3 credits)
- Laboratory Science Elective (4 credits)*
- Math Elective (3-4 credits)*†

Choose *Lab Science* or *Non-Lab Science* Option:

Lab Science Option:

- Laboratory Science (4 credits)
- Mathematics† OR Science Elective (3-4 credits) OR

Non-Lab Science Option:

- Science Elective (3 credits)
- Science Elective (3 credits)

TOTAL CREDITS: 61-64

* Fulfills Core Curriculum

† Must be from one of the following; MAT 120, MAT 165, MAT 177, MAT 182, MAT 195, MAT 250, MAT 270, MAT 271, MAT 290, MAT 291. MAT 077, MAT 080 and Modules 1-12 in MAT 001, 002, 003 will NOT satisfy any requirement in this program.

Students are urged to meet with their academic advisor for proper course sequencing. Additional coursework may be required based on college placement testing. Eight credits of science are required for graduation. Students can meet the 8-credit requirement by either taking two 4-credit laboratory courses, or one 4-credit and two 3-credit non-lab sciences. Consult your transfer institution for their science requirements.



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PROGRAM & CURRICULUM UPDATES

ENGLISH/LITERATURE CONCENTRATION – ASSOCIATE IN ARTS

Program Description:

Students in the English/Literature Concentration Associate in Arts, Liberal Arts and Sciences degree program are prepared for transfer to a college or university. This academic concentration provides students with a foundational understanding of the British and American literary traditions that make English studies a coherent and valuable focus within a liberal education. This program qualifies for *MassTransfer*, which guarantees credit transfer to Massachusetts state universities and the University of Massachusetts. Advisors and transfer counselors work with students to assist with course planning based on the interests of the student and the requirements of the intended transfer institution.

Required Courses:

- ENG 101 - English Composition I (3 credits)*
- ENG 102 - English Composition II: An Introduction to Literature (3 credits)*
- ENG 143 - British Literature Survey (3 credits)*
- ENG 160 - American Literature I (3 credits)*
- ENG 140 - World Literature I (3 credits)* OR
- ENG 141 - World Literature II (3 credits) OR
- ENG 161 - American Literature II (3 credits)

Choose US History or World History Option:

- HST 121 - United States History Before 1865 (3 credits)* AND
- HST 122 - United States History After 1865 (3 credits) OR
- HST 130 - History of World Civilization Before 1500 (3 credits)* AND
- HST 131 - History of World Civilization After 1500 (3 credits)
- Behavioral Science Elective – *PSY 101 Recommended* (3 credits)*
- Behavioral or Social Science Elective – *SOC 101, SOC 117 Recommended* (3 credits)
- Humanities Elective - *HUM 102 Recommended* (3 credits)*
- Humanities Elective - *World Language Recommended* (3 credits)
- Humanities Elective (3 credits)
- Literature Elective (3 credits)
- Literature/Humanities Elective (3 credits)
- Laboratory Science Elective (3 credits)*
- Math Elective (3-4 credits)*†
- Free Elective (3 credits)
- Free Elective (3 credits)

Choose Lab Science or Non-Lab Science Option:

Lab Science Option:

- Laboratory Science (4 credits)
- Mathematics† or Science Elective (3-4 credits) OR

Non-Lab Science Option:

- Science Elective (3 credits)
- Science Elective (3 credits)

TOTAL CREDITS: 61-64

* Fulfills Core Curriculum

† Must be from one of the following; MAT 120, MAT 165, MAT 177, MAT 182, MAT 195, MAT 250, MAT 270, MAT 271, MAT 290, MAT 291. MAT 077, MAT 080 and Modules 1-12 in MAT 001, 002, 003 will NOT satisfy any requirement in this program. Students are urged to meet with their academic advisor for proper course sequencing. Additional coursework may be required based on college placement testing. Eight credits of science are required for graduation. Students can meet the 8-credit requirement by either taking two 4-credit laboratory courses, or one 4-credit and two 3-credit non-lab sciences. Consult your transfer institution for their science requirements.



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GLOBAL STUDIES CONCENTRATION: CHINESE STUDIES OPTION – ASSOCIATE IN ARTS

Program Description:

The Chinese Studies Option of the Global Studies Concentration Associate in Arts, Liberal Arts and Sciences degree program offers an introductory understanding of historical and contemporary Chinese society with its increasing involvement in world affairs, as well as the opportunity to learn more about the philosophical, cultural and linguistic roots of that society. This option will prepare undergraduate students in any field for a global future in which the economic, political and social issues of China will have significant impact.

Required Courses:

- ENG 101 - English Composition I (3 credits)*
- ENG 102 - English Composition II: An Introduction to Literature (3 credits)*
- Laboratory Science Elective (4 credits)*
- ANT 101 - Cultural Anthropology (3 credits)* OR
- SOC 101 - Introduction to Sociology (3 credits)
- ECO 140 - Principles of Macroeconomics (3 credits)
- ENV 131 - Environmental Science with Lab (4 credits)
- GOV 110 - Introduction to Government (3 credits)*
- HST 130 - History of World Civilization Before 1500 (3 credits)*
- HST 131 - History of World Civilization After 1500 (3 credits)
- MAT 120 - Math Modeling for Liberal Arts (3 credits)
- MAT 177 - Statistics (3 credits)

World Cultures Electives

- HST 150 - The Silk Road (3 credits) AND
- Social Science Elective (3 credits) AND

Additional Electives - Choose any 9 credits

- GGY 120 - World Geography (3 credits)
- World History Electives
- Asian or Latin American Studies Elective
- World Religion Electives
- Approved Credit Bearing Study Abroad Experience
- Honors Seminar
- Humanities Electives (9 credits)
- PHL 101 - Introduction to Philosophy (3 credits) OR
- ETH 101 - Ethics and Society (3 credits) AND
- LAN 191 - Beginning Chinese (3 credits)
- LAN 192 - Beginning Chinese II (3 credits)
- ENG 111 - Introduction to Chinese Literature (3 credits)

TOTAL CREDITS: 62

* Fulfills Core Curriculum



SPRING 2014 Advising Guide

PROGRAM & CURRICULUM UPDATES

MEDICAL LABORATORY TECHNICIAN – ASSOCIATE IN SCIENCE

Program Description:

The Medical Laboratory Technician Associate in Science degree program is designed to prepare the student for entry into the clinical laboratory setting as a medical laboratory technician. As a member of the health care team, the medical laboratory technician plays a critical role in the detection, diagnosis and treatment of disease by developing data on blood and other human body fluids using highly computerized and automated instrumentation. Medical laboratory technicians work under the supervision of medical technologists or physicians in all areas of the laboratory, including chemistry, hematology, immunology, serology, immunohematology and microbiology. The student will become proficient in these disciplines of the laboratory through didactic and laboratory sessions at the college, and clinical practicums at affiliated sites. Students who complete the program are then eligible to sit for the board of certification exam with the American Society of Clinical Pathology (ASCP).

Required Courses:

- BIO 231 - Anatomy and Physiology I (4 credits)*
- BIO 232 - Anatomy and Physiology II (4 credits)
- CHE 131 - College Chemistry I (4 credits)
- CHE 132 - College Chemistry II (4 credits)
- CLS 101 - Introduction to Clinical Laboratory Science (3 credits)
- CLS 102 - Basic Clinical Laboratory Theory and Techniques (4 credits)
- ENG 101 - English Composition I (3 credits)*
- ENG 102 - English Composition II: An Introduction to Literature (3 credits)*
- ETH 105 - Introduction to Bioethics (3 credits)*
- MAT 177 - Statistics (3 credits)*
- PSY 101 - Introduction to Psychology (3 credits)*
- SOC 101 - Introduction to Sociology (3 credits)*
- MLT 101 - Urinalysis and Body Fluids (1 credit)
- MLT 102 - Urinalysis and Body Fluids Practicum (1 credit)
- MLT 201 - Hematology Theory and Lab (4 credits)
- MLT 202 - Clinical Chemistry/Lab (4 credits)
- MLT 203 - Medical Microbiology/Lab (4 credits)
- MLT 204 - Immunology and Serology (4 credits)
- MLT 205 - Clinical Chemistry Practicum (2 credits)
- MLT 251 - Immunohematology/Lab (4 credits)
- MLT 252 - Hematology Practicum (2 credits)
- MLT 253 - Microbiology Practicum (2 credits)
- MLT 254 - MLT Seminar (1 credit)
- MLT 255 - Immunohematology Practicum (2 credits)

TOTAL CREDITS: 72

* Fulfills Core Curriculum



SPRING 2014 Advising Guide

COLLEGE POLICY:

FRESH START POLICY

Middlesex is committed to helping students meet their academic, career and personal goals. Toward this end, an MCC Fresh Start is available to students who have attended Middlesex Community College in the past and were not academically successful, but have demonstrated success upon return to MCC.

The **MCC Fresh Start policy** allows previously enrolled students an opportunity to establish a new academic record upon returning to the college. In such cases, a student's entire academic record for the semesters he/she previously attended MCC will be excluded from their grade point average calculation. All credit hours and grades will remain on the transcript. A notation of the MCC Fresh Start will also appear on the transcript.

Any student, who attended MCC in the past and has not been enrolled at the college for a period of three (3) years or longer, may file a written request for a Fresh Start with the Office of the Provost. This request should include an explanation of the circumstances that led to the student's poor performance in the past, and a plan for how the student intends to be more successful going forward. A student may apply prior to completing any additional coursework, but the Fresh Start request will not be acted upon until a student has completed a minimum of 12 credits upon his or her return.

To be eligible for Fresh Start, a student must meet ALL of the following criteria:

- Be enrolled in a degree or certificate program at MCC;
- Has not been enrolled in academic courses at MCC for at least three (3) academic years prior to re-enrollment;
- Has a cumulative grade point average below 2.0 from MCC at the time of return;
- Has completed the Academic Fresh Start application prior to the completion of 24 credits upon their re-enrollment;
- Upon return, has completed a minimum of 12 credits, earning a grade of "C" or better in each subsequent course. If approved, based on the criteria, the student's transcript will reflect the Fresh Start;
- Has not previously been awarded a degree or certificate from MCC;
- A student is only eligible for "academic forgiveness" one time, and once approved, the decision cannot be reversed;
- If a student is granted an MCC Fresh Start his/her catalog term will be based on his/her date of re-enrollment.



SPRING 2014 Advising Guide

COLLEGE POLICY:

COURSE REPEAT POLICY

If a student repeats a course the following rules will apply:

- A student will be permitted a maximum of three attempts* for any one course;
- A student may attempt a course two times without intervention;
- A student may attempt a course a third time, once he/she has met with the appropriate dean for consultation/advising and has received written permission to enroll.

The student has the right to appeal the application of the Course Repeat Policy. To appeal the Course Repeat Policy, a student must follow the procedure outlined on the appeals form (there will be no exceptions):

- The student will obtain and complete a Course Repeat Appeal form, which is available in the Student Information Centers;
- Appeal requests must be submitted to the Provost's Office at least two weeks prior to the start of the semester. Appeals submitted after that time will NOT be considered for that semester;
- Once a decision has been made, the student will receive a written response.

When a course is repeated, credit is granted only once. The highest grade for a repeated course is used in computing a student's grade point average. All attempts to take a course will be recorded on a student's transcript, whatever the highest grade awarded may be.

Students are strongly encouraged to discuss with their academic advisor/counselor and financial aid officer the effect withdrawing or repeating a course may have on their academic programs and financial-aid eligibility.

**Attempts include currently enrolled courses, courses with a final grade awarded, transferred coursework, withdrawals, incompletes, an in-progress grade that has converted to an "F," and courses repeated in an effort to earn higher grades. If a student drops the class during the add/drop period, this is not counted as an attempt.*



SPRING 2014 Advising Guide

SPRING 2014 LEARNING COMMUNITY COURSES

BEDFORD CAMPUS

■ LIC 119 - World Views: Examining Civilizations through Art and Literature (6 credits)

This course will introduce students to masterworks of literature and art from across the world. Beginning in ancient times, the course will explore works from Asia, Africa, the Middle East, Europe, and the Americas. Pairing the disciplines of Literature and Art History will provide students a greater context for understanding the cultures in which these works were produced. Among works we will study are the Life of Buddha and Buddhist sculpture; the Book of Genesis and Albrecht Durer's Adam and Eve and Michelangelo's Creation of Adam on the ceiling of the Sistine Chapel; and Dante's Divine Comedy with Rodin's Gates of Hell. We will also explore the strong connections among poetry, philosophy, and painting in the Chinese landscape painting tradition, and we will examine religious experience and temple architecture across cultures. Throughout the course, we will consider how ideas about beauty, virtue, and authority are embodied in texts and artwork.

Prerequisite: Eligible for ENG 101

Note: This Learning Community links ENG 140 and ART 101.

■ LIC 121 - Wicked Problems and Careers in STEM (3 credits)

This course combines three, one-credit, general education seminars: "First-Year Experience," "Career Exploration" and "Grappling with Wicked Problems". This learning community will strive to engage, educate and empower students in STEM, and educate students on the college culture. It will assist them in identifying goals and developing student success skills, such as critical thinking, communication, collaboration, organization and self-assessment. Its focus will include career-mapping and organization research to formulate real-world perspective on current jobs and the requirements needed to achieve them. This learning community integrates IDS 101 General Education Seminar: First-Year Experience, IDS 106 General Education Seminar: Career Exploration and IDS 109 General Education Seminar: Grappling with Wicked Problems.

■ LIC 122 - Be Your Own Boss (5 credits)

Students in this class will receive up to \$500 to start and run a new business during the semester. Student teams will develop their own small business idea and actually run that business from start to finish. Profits from the business will go to a community partner of the team's choice. By running their own business, students will develop a deeper understanding of the entrepreneurial process while building relationships in and outside of the classroom. This learning community integrates IDS 102 General Education Seminar: Service Learning, IDS 104 General Education Seminar: Research, and BUS 211 Entrepreneurship in Small Business.

Prerequisite: BUS 110 or permission of instructor

LOWELL CAMPUS

■ LIC 120 - Have a Wicked First-Year Experience (3 credits)

This Learning Community course combines three, one-credit, general education seminars: "First-Year Experience", "Service-Learning" and "Grappling with Wicked Problems". Students enrolled in this Learning Community will have the same instructor for all three seminars, and focus on a central theme or issue. Students will develop a deeper understanding of the subject matter while they build relationships and learn together in and outside of the classroom. This learning community integrates IDS 101 General Education Seminar: First-Year Experience, IDS 102 General Education Seminar: Service Learning and IDS 109 General Education Seminar: Grappling with Wicked Problems.



SPRING 2014 Advising Guide

NEW COURSES FOR SPRING 2014

■ ELL 095 - Intensive Academic Skills (6 credits)

Intensive Academic Skills provides intensive instruction in the critical thinking, reading and writing skills required in ENG 101, English Composition and other credit bearing courses. Using theme-based readings from a variety of genres, coursework will emphasize independent reading of complex academic texts, critical response to ideas and information in academic texts, and writing essays that integrate ideas and information from academic texts.

■ ELL 096 - Intensive Language Skills (6 credits)

This course is designed for English Language Learners who have received education outside the U.S. and are ready to advance quickly to college level work. It will utilize theme-based readings of complex academic texts and intensive practice in the writing process for U.S. style academic writing to prepare students for college-level coursework including ENG 101, Composition I. This will be done through a disciplined practice of close readings and prewriting, writing, and rewriting essays.

■ FPS 160 - Principles of Fire and Emergency Services Safety and Survival (3 credits)

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

Prerequisite: FPS 100 and eligibility for ENG 101

■ ENG 123 - Massachusetts Poets (3 credits)

COURSE HAS BEEN REINSTATED FROM 1999

A study of poetry penned in Massachusetts, including works by poets such as Bradstreet, Dickinson, Frost, Lowell, Kerouac, Plath, Olson, Rich, Pinsky and Walcott with special attention to the role and function of the natural, social and cultural landscapes in nurturing, attracting or sustaining these poets, as well as the place in their poetry of these landscapes.

Prerequisite: ENG 101

General Education Electives: Humanities; Literature



SPRING 2014 Advising Guide

SPRING 2014 COMMONWEALTH HONORS PROGRAM COURSES & SEMINARS

HONORS COURSES

■ ENG 101 - English Composition I/Honors (3 credits)

English Composition I includes prewriting, writing, and revising essays of exploration, analysis, argumentation/persuasion, and research. Students write at least 3 papers of 3-5 pages and one position paper of 5-10 pages that requires a thesis and support developed through formal research and documentation. This course emphasizes reading and informal writing as methods through which ideas are developed.

Prerequisites: Entrance through placement exam and by recommendation.

■ ENG 102 - English Composition II: An Introduction to Literature/Honors (3 credits)

A continuation of ENG 101, this course is an introduction to literature with an emphasis on learning to write analytical essays through a close reading of fiction, poetry, and drama.

Prerequisite: Honors ENG 101, or 12 credits with a GPA of 3.2 and completion of ENG 101 with an earned grade of A or A- or by recommendation.

HONORS SEMINARS

■ HST/SOC 901 - Introduction to Globalization/Honors Seminar (3 credits)

This interdisciplinary course examines the social, economic, cultural, political, and historical dimensions of globalization and analyzes the variety of ways that economic, political, and cultural arrangements are organized in an interdependent world. It will also examine theories of globalization, the rise of the global economy and of transnational capitalism, transnational classes and states, political globalization, global culture and ideology, transnational social movements/global civil society, transnational migration, the new global labor market, race, ethnicity and gender within the context of globalization, local-global linkages and patterns of resistance to globalization.

Prerequisites: 12 credits with a GPA of 3.2 and B or better in ENG 101 or by permission of instructor(s).

General Education Electives: Humanities; Social Science

■ HST 914 - The Middle East/Honors Seminar (3 credits)

An explanation of the contemporary situation in the Middle East within a historical and global context. Topics covered include: cultural history, the development of religious and political conflicts; international relationships; terrorism; peace and security.

Note: This course satisfies a Social Science Elective and also the Values or Ethics or Social Policy Intensive Value.

Prerequisites: Humanities; Social Science

■ HST/HUM 930 - World Cultures/Honors Seminar (3 credits)

This course is an interpretive survey of the development of selected societies and cultures from ancient to modern times. The class presents a comparative and interdisciplinary study of world cultures within the context of their religious and philosophical traditions. Additionally, this seminar examines the nature of multiculturalism in modern societies, and analyzes the meaning and relevance of cultural chauvinism, race, and racism within their historical contemporary contexts.

Prerequisites: 12 college level (100 or above) credits with a GPA of 3.2 and B or better in ENG 101 or permission of instructor.

General Education Electives: This course will satisfy requirements for the Commonwealth Honors Program, the interdisciplinary option, general education, humanities, and social sciences.

Note: This course fulfills the Honors Colloquium Requirement.



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SPRING 2014 COMMONWEALTH HONORS PROGRAM COURSES & SEMINARS

■ HUM/PSY 932 - Asian Literature and Social Psychology/Honors Seminar (3 credits)

This course is an interdisciplinary honors seminar that introduces students to the study of Cross-Cultural and Social Psychology using themes from Asian Literature, culture, the arts, and film. Course topics will include the following: social psychology themes of perception, cognition, attitude, relationship, and setting; analyzing literature and aesthetics; understanding a sense of place; analyzing aspects of collectivist and individualistic societies; examining the meaning of community from Buddhist and Confucian perspectives; examining the role of women; analyzing the variety of societal rituals; and, examining the nature of relationships. These course topics will be examined by drawing examples from the following areas: China, Japan, Cambodia, and selected areas in East and Southeast Asia.

Prerequisites: Completion of 12 credits with a minimum GPA of 3.2 and ENG 101 with a B or better or by permission of instructor(s).

HONORS OPTIONS CONTRACT

The Honors Option offers students an individual Honors designation in a variety of courses. Students who have earned at least 12 credits with a GPA of 3.2 and have completed ENG 101 sign a contract with the instructor and perform additional tasks.

Students must register in person for honors courses.

For more information, please contact the Honors Program at 781-280-3553 or honors@middlesex.mass.edu. Enhance opportunities for transfer and scholarships by enrolling in honors courses.

Information about the Commonwealth Honors Program can be readily accessed at our website:
<https://www.middlesex.mass.edu/honors/>

For additional information, please contact the Commonwealth Honors Office:
Enrollment Building - Room 107
David M. Kalivas, Ph.D. Program Director
Donna Colella, Administrative Assistant
Phone: 781-280-3553
Email: Honors@middlesex.mass.edu



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FLEXIBLE STUDIES

ADVISING STRATEGY FOR ADVISORS REFERRING STUDENTS

Registration for Flexible Studies courses:

When choosing Flexible Studies courses students choose from the hours that are listed in the Master Schedule or on MiddleNet. However, there is more variety and flexibility in class times than the computer system can provide. If students need a different schedule they should request a personalized schedule via e-mail (glazerm@middlesex.mass.edu).

Flexible Studies is most easily described as being a blend of a traditional and an online course. It is a competency based model in which learners are expected to reach mastery of each concept. The Flexible Studies courses focus on the learner. Students are able to control the rate of speed at which they learn, either more quickly or more slowly.

When describing Flexible Studies courses to students, it is best to start with the similarities to classroom courses:

- Students need to attend their scheduled sessions.
- Students have classwork and homework assignments to complete.
- Specialists teach their students and take attendance.
- The same topics are covered and the same credits are earned.

Flexible Studies unique features are as follows:

- Instead of lectures, there are brief mini-lessons, workshops, discussions, and in some courses, literature circles.
- Specialists work with their students one-on-one or in small groups.
- All course material is presented using various instructional media.
- A great deal of course material is accessible online for students.

Why should an Advisor recommend Flexible Studies?:

- The courses adapt easily to students' varying learning styles and readiness levels.
- Flexible Studies course hours are varied so that they can accommodate even the most difficult schedules.
- Flexible learning is demonstrated to be a good fit as a "bridge" back to school for adult students returning to college.
- Accelerated course completion is possible for students who wish to finish their courses in less than 15 weeks.
- One-to-one attention is reassuring for students who need additional support or encouragement.
- It is possible to extend courses to include an additional semester for students who need the extra time to cover the course content and complete assignments.

Flexible Studies Advantage Advisors should know:

- Late enrollment in Flexible Studies courses is possible, space permitting.
- Mixing and matching hours between days, evenings, Saturdays and even campuses is possible.
- Students are able to switch their course hours during the semester to accommodate changes in their work schedules.

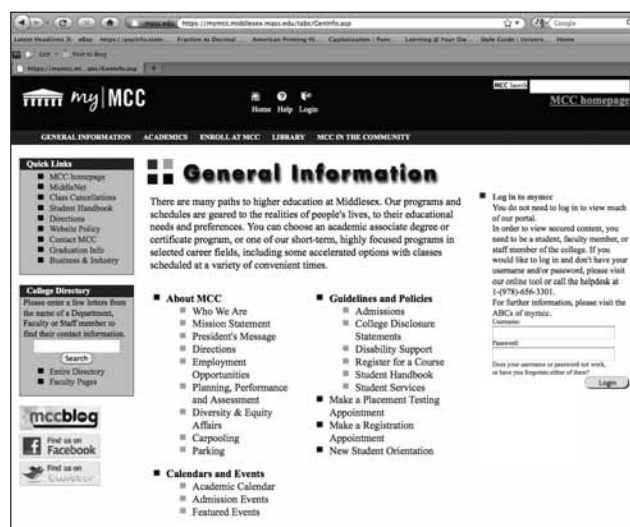
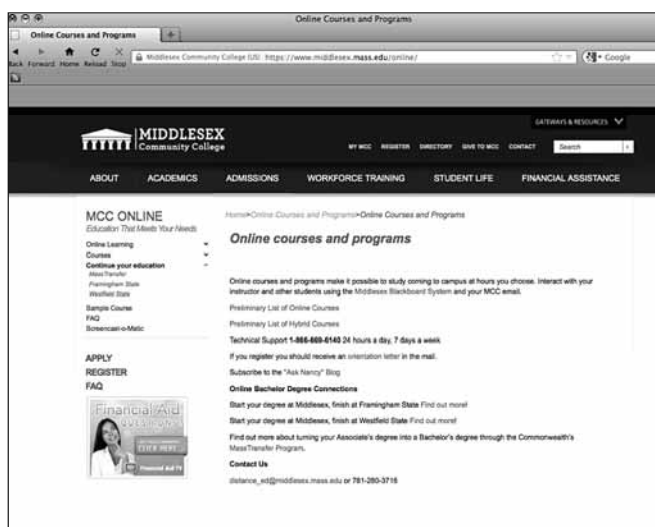
To learn more, contact Marilyn Glazer-Weisner, Coordinator, at 781-280-3934.



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DISTANCE LEARNING

Information about MCC online course offerings can be found at the Middlesex Interactive Distance Learning website at <https://www.middlesex.mass.edu/online>, or by leaving a message on the Middlesex Interactive voice mail 781-280-3716. Middlesex uses the Blackboard learning management system to offer online courses. Students access online courses by going to the mymcc portal <https://mymcc.middlesex.mass.edu> and entering their college provided username and password



HYBRID COURSES

In addition to meeting in the traditional campus classroom, students in hybrid classes participate in interactive online learning activities and laboratory based learning. Students spend less time on campus and are able to have some flexibility in determining when to participate in course discussions, group projects, and class assignments, as many of these are done online or off campus. Students need to look at the syllabus of the course to see the specific requirements.

We are listing the courses differently in the Academic Advising Schedule this semester. The online courses and hybrid courses are listed with the appropriate heading to make it easier for you to find them.

Spring 2014 Distance Learning courses are listed in the Academic Advising Schedule.



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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. Students matriculating in Fall 2009, as well as currently enrolled students, may accumulate courses leading to the completion of an associate degree eligible for **MassTransfer** or the **MassTransfer Block**.

Students must enroll in a linked degree program at MCC and complete their Associates Degree to be eligible for full transfer of credit, guaranteed admission, and a tuition discount (each based on final their 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 linked programs visit: www.mass.edu/masstransfer

The MassTransfer Program:

Provides MCC graduates of linked programs.

Program Benefits	Minimum Final GPA
No application fee	2.0
No application essay	2.0
General Education Requirements satisfied	2.0
Guaranteed credit transfer (<i>MassTransfer</i> Block)	2.0
Guaranteed admission	2.5
33% tuition waiver	3.0

- Must transfer into a day program within one year of receiving the associate degree.
- 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 at 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 or Physical Science	7 credits
Mathematics/Quantitative Reasoning	3 credits
Total	34 credit hours

For more information, contact the Academic, Career and Transfer Centers at 1-800-818-3434.

Diane Parcella, Bedford Campus Transfer Counselor:
781-280-3628

Jane Fain, Lowell Campus Transfer Counselor:
978-656-3266



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CAREER SERVICES

OPTIMAL RESUME – NEW ONLINE RESUME PROGRAM

Optimal Resume is an online tool that enables you to create, present and manage your resume and cover letter. Create a resume that fits your goals and career interests. Store multiple resumes and return any time to update them. Assistance with format, word choice, spelling and style are provided to make your resume unique and attractive. Once you have completed your resume, send it to an MCC career counselor for feedback.

To access Optimal Resume:

- Go to www.middlesex.mass.edu/optimalresume
- Click on the 'New User' link to create your profile

We hope you will let students know about this valuable job search tool.

DO YOU USE 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.

WHAT IS FOCUS2?

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 educational plans.

Please encourage your students and advisees to use this program. It can be accessed on any computer at MCC and also from their home via the internet. It is a fun and informative program that they can do all in one sitting or a little at a time.

To access FOCUS2:

- Visit <https://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 their educational and career plans.

To learn more, call Kaitlynn Malinowski in Lowell at 978-656-3265 or Karen James in Bedford at 781-280-3639.



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ACADEMIC CENTERS FOR ENRICHMENT (ACE)

The Academic Support Program provides a challenging and supportive environment for all students. Students can access tutoring support, supplemental instruction and study skills workshops in Bedford and Lowell. Campus Academic Centers for Enrichment (ACE) Hotspots offer both drop-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, Rm. 406B (ext. 3368)**
The ACE Hotspots - Math 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 student use.

■ **Science** **Bedford Campus, HH 202 (ext. 3726)** **Lowell Campus, Rm. 406B (ext. 3369)**
Individual and small group tutoring is offered on both campuses. Professional tutors assist students who are having difficulty understanding course material and/or who need help developing more effective science-related note taking, test preparation and study skills.

■ **Reading & Study Skills** **Bedford Campus Library, Rm. LIB-7B (ext. 3728)** **Lowell Campus, Rm. 406B (ext. 3364)**
Students who are experiencing difficulty with textbook reading and need to learn some reading strategies and/or study skills, can receive assistance through individual and small group sessions. Students will “learn how to learn.”

■ **Writing** **Bedford Campus Library, Rm. LIB-7A (ext. 3727)** **Lowell Campus, Rm. 406B (x3365)**
The ACE Hotspots - Writing 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 all subject matter across the curriculum. Computers are available in each center for students to compose and revise their writing assignments.

■ **Accounting/Business** **Bedford Campus, AR 214 (ext. 3707)** **Lowell Campus, Rm. 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 drop in to sign up with a tutor.

■ **Computer Tutoring**
Tutoring is provided for all computer applications and computer science courses. Tutoring is available in the Bedford Writing Center, Bedford Library Rm. LIB-7A. At City Campus, tutoring is available in the Writing Center LC406B and in the Language Arts Center LC403. For more information, call ext. 3365 or ext. 3447 in Lowell and ext. 3727 in Bedford.

■ **Online Tutoring/Academic Support Department Website**
Online tutoring is available in many subjects. Visit the Academic Centers for Enrichment Dept. website at <https://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. Inquire with your professor whether or not your course is supported by SI, or contact Genevieve Green, Assistant Director of Supplemental Instruction at ext. 3358.

To learn more, contact Noreen McGinness at 781-280-3591 or visit www.middlesex.mass.edu/ace



SPRING 2014 Advising Guide

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.