



ADVISOR GUIDE FOR STUDENT SERVICES ON-CAMPUS

Student Service	Services Provided	Lowell Campus Contact	Bedford Campus Contact
Academic, Career, and Transfer Counseling Center	<ul style="list-style-type: none"> • Academic Advising • Career and Transfer Counseling • Course Registration • Transcript Processing 	Pat Bruno, <i>Associate Dean of Academic, Career and Transfer Counseling</i> City Building, Rm. 314 978-656-3212	Pat Bruno, <i>Associate Dean of Academic, Career and Transfer Counseling</i> 978-656-3212
Academic Progress Interventions for Students on Academic Warning, Probation or Suspension	<ul style="list-style-type: none"> • Student Standing is determined in accordance with the Academic Standing Policy • Academic progress counseling and referrals to college resources • Fresh Start Information 	Gail Lucozzi, <i>Academic Progress Coordinator</i> 781-280-3593	Gail Lucozzi Enrollment Center Rm. 107B 781-280-3593
Academic Centers for Enrichment	<ul style="list-style-type: none"> • Tutoring is available in Writing Across the Curriculum, Math, Statistics, Science, Physics, Accounting, Economics, English Language Learner (ELL) courses and other subject areas taught at the college • Writing Center • Reading/Study Skills Lab • 24/7 online e-Tutoring • Supplemental instruction and peer tutoring 	Genevieve Green, <i>Assistant Director of Supplemental Instruction</i> City Building, Fourth Floor, Language Arts Center. Rm. 403 978-656-3358	Noreen McGinness, <i>Director of Academic Resources</i> , Building, Rm.205 781-280-3591
Disability Support Services	<ul style="list-style-type: none"> • 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 	Jeanne O'Connor, <i>Coordinator</i> City Building, Rm. 314 978-656-3251 Susan Woods, <i>Associate Dean of Student Support Services</i> , 781-280-3641	Susan Woods, <i>Associate Dean of Student Support Services</i> , Enrollment Center, Rm. 220 781-280-3641 Barbara Ahern, <i>Coordinator</i> Enrollment Center, Rm. 222 781-280-3677
Financial Aid	<ul style="list-style-type: none"> • Financial aid counseling • FAFSA Workshops • Computer availability for online processing 	Deborah Marsella City Building, Rm. 314 978-656-3242 Hours: 8:30 a.m. – 5 p.m.	Laurie Ranger Enrollment Center, Ground Floor 781-280-3650 Hours: 8:30 a.m. – 5 p.m.



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Community Standards	<ul style="list-style-type: none"> • Code of Conduct • Student Action/Advocacy • Student Grievances • Grade Appeals 	<p>Pamela Flaherty, <i>Dean of Students</i> Federal Building 781-280-3631</p> <p>Rebecca Newell, <i>Assistant Dean of Students</i> City Building, Rm. 305A 781-280-3763</p>	<p>Pamela Flaherty, <i>Dean of Students</i> Enrollment Center, Rm. 202 781-280-3631</p> <p>Rebecca Newell, <i>Assistant Dean of Students</i> Campus Center, Rm. 202 781-280-3763</p>
Athletics, Health and Wellness	<ul style="list-style-type: none"> • 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 	<p>Jonathan Crockett, <i>Coordinator of Athletics, Health & Wellness</i> Center for Health & Wellness City Building, Rm. G-03 781-280-3785</p>	<p>Jonathan Crockett, <i>Coordinator of Athletics, Health & Wellness</i> Center for Health & Wellness Campus Center, Rm. 214 781-280-3785</p>
Personal Counseling and Consultation	<ul style="list-style-type: none"> • 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 	<p>Marilyn Yeo, <i>Personal Counselor</i> City Building, Rm. 314 978-656-3257</p>	<p>Lynn Gregory, <i>Personal Counselor</i> Enrollment Center, Rm. 217 781-280-3635</p>
Student Accounts	<ul style="list-style-type: none"> • Processing of student payment plans • Manage third-party billing and outside scholarships • Appeals related to billing 	<p>Maria Campechano, <i>Associate Director</i> City Building, Rm. 317 978-656-3272</p>	<p>Christopher Fiori, <i>Director</i> Enrollment Center, Rm. 225 781-280-3647</p>



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Student Activities, Civic and Community Engagement	<ul style="list-style-type: none"> • Leadership development • Opportunities for involvement in clubs and organizations • Student government • Community and civic opportunities • Co-curricular learning / student engagement 	Rebecca Newell, <i>Assistant Dean of Students Center for Leadership & Engagement</i> City Building, Rm. 407 781-280-3763	Rebecca Newell, <i>Assistant Dean of Students Center for Leadership & Engagement</i> Campus Center, Rm. 200 781-280-3763
TRIO-Student Success Program Eligibility: First-generation to college, low income, or individuals with disabilities	<ul style="list-style-type: none"> • Ongoing academic planning and advising • Assistance with financial aid process • Transfer assistance and campus visits • Supplemental scholarships for eligible students • Life coaching and personal advising • Financial and economic literacy • Tutoring in math and writing 	Ann Buskey, <i>Director</i> City Building, Rm. 106 978-656-3384	Maureen McIssac Enrollment Center, Rm. 219 781-280-3634
TRIO-Program for Student Achievement Eligibility: Registration with Disability Support Services	<ul style="list-style-type: none"> • Ongoing academic planning and advising • Assistive technology • Ongoing assistance and financial aid advising • Career and transfer counseling • Supplemental scholarships for eligible students • Tutoring 	Aimee Rusman, <i>Director</i> City Building, Rm. 109 978-656-3273	Maureen McIssac Enrollment Center, Rm. 219 781-280-3634
Veterans Advising	<ul style="list-style-type: none"> • Information and assistance with educational benefits to pay for college coursework • Academic, career and transfer planning 	Ivette Caletz, <i>Academic Counselor</i> , 978-656-3214 OR Reggie Nichols, <i>Academic Counselor</i> , 978-656-3227 City Building, Academic, Career and Transfer Center. Rm. G-02	Danijela Jackson, <i>Academic Counselor</i> , 781-280-3626 OR Pat Hunt, <i>Academic Counselor</i> , 781-280-3619 Enrollment Center, Academic, Career and Transfer Center, Rm. 115
Veterans Resource Center	<ul style="list-style-type: none"> • Information and assistance to students making the transition from the military to college • Off-campus resources available to assist with acclimation to college 	Rick Reppucci, <i>Coordinator</i> City Building, Rm. 117 781-656-3158	Rick Reppucci, <i>Coordinator</i> Campus Center, Rm. 206 781-280-3510