## Student Service

| Academic, Career & Transfer Advising Center | Academic Advising  
Career and Transfer Counseling  
Course Registration  
Educational Planning | Pat Bruno, Dean of Academic Advising,  
Transfer and Career Services  
City Building, 5th Floor  
978-656-3212 | Pat Bruno, Dean of Academic Advising,  
Transfer and Career Services  
City Building, 5th Floor  
978-656-3212 |
|———|———|———|———|
| Academic Progress Interventions for Students on Academic Warning, Probation or Suspension | Student Standing is determined in accordance with the Academic Standing Policy  
Academic progress counseling and referrals to college resources  
Fresh Start Information | Gail Lucozzi, Academic Progress Coordinator 781-280-3593 | Gail Lucozzi  
Academic Progress Coordinator  
Enrollment Center Rm. 107B  
781-280-3593 |
| Academic Centers for Enrichment | Tutoring is available in Writing Across the Curriculum, Math, Statistics, 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 | Christine Bell, Interim Assistant Director of Academic Support Programs  
Pollard Building, Suite 300  
978-656-3358 | Noreen McGinness, Director of Academic Support Programs  
Academic Resources Rm. 205  
781-280-3591 |
| Disability Support Services | Disability accommodation needs assessment  
Develop appropriate accommodations based on documentation provided by the student  
Coordinate physical accommodations as needed (e.g. ramps, magnification devices, room changes)  
Assistive technology for students with physical and/or learning disabilities  
Advising and registration assistance  
Monitoring of alternate forms of testing  
Faculty consultation  
Facilitation of referrals for support services on- and off-campus | Jeanne O’Connor, Coordinator  
City Building, Rm. 314  
978-656-3251 | Susan Woods, Associate Dean of Student Support Services,  
Enrollment Center, Rm. 220  
781-280-3641  
Barbara Ahern, Coordinator  
Enrollment Center, Rm. 222  
781-280-3677 |
| Financial Aid | Financial aid counseling  
FATSA Workshops  
Computer availability for online processing | Deborah Marsella  
City Building, Rm. 314  
978-656-3242  
Hours: 8:30 a.m. – 5 p.m. | Mary Mullens  
Enrollment Center, Ground Floor  
781-280-3648  
Hours: 8:30 a.m. – 5 p.m. |

Sponsored by the U.S. Department of Education Title III Grant, Strategies for Success: Increasing Achievement, Persistence, Retention & Engagement, 2008-2013
<table>
<thead>
<tr>
<th>Student Service</th>
<th>Services Provided</th>
<th>Lowell Campus Contact</th>
<th>Bedford Campus Contact</th>
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</thead>
<tbody>
<tr>
<td>Community Standards</td>
<td>• Code of Conduct • Student Action/Advocacy • Student Grievances • Grade Appeals</td>
<td>Pamela Flaherty, Dean of Students</td>
<td>Pamela Flaherty, Dean of Students</td>
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<td>Federal Building 781-280-3631</td>
<td>Enrollment Center, Rm. 202 781-280-3831</td>
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<td>Rebecca Newell, Assistant Dean of Students City Building, Rm. 305A 781-280-3763</td>
<td>Rebecca Newell, Assistant Dean of Students Campus Center, Rm. 202 781-280-3763</td>
</tr>
<tr>
<td>Athletics, Health and Wellness</td>
<td>• Recreational and team sports offerings • Wellness-related activities and events</td>
<td>Jonathan Crockett, Coordinator of Athletics, Health &amp; Wellness City Building, Rm. G-04</td>
<td>Jonathan Crockett, Coordinator of Athletics, Health &amp; Wellness Campus Center, Rm. 214</td>
</tr>
<tr>
<td></td>
<td>• On-site and off-site recreational trips and events • Free/discounted memberships</td>
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<td>781-280-3785</td>
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<td></td>
<td>to fitness facilities • Free personal training and guidance • Provide MCC student</td>
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<td>IDs (Bedford Fitness Center, Lowell Student Lounge) • Provide monthly CPR courses</td>
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<td></td>
<td>• Referrals to off-campus services • Immunization records • Free health-related</td>
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<td>screenings such as vision, hearing, diabetes/blood glucose, height, weight and</td>
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<td>blood pressure are offered at both campuses periodically</td>
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<td>Personal Counseling and</td>
<td>• Confidential, short-term counseling related to stress, anxiety, family or</td>
<td>Marilyn Yeo, Personal Counselor</td>
<td>Christopher Fiori, Director</td>
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<tr>
<td>Consultation</td>
<td>relationship problems, depression, grief or loss, academic concerns, motivation</td>
<td>City Building, Rm. 314 978-656-3257</td>
<td>Enrollment Center, Rm. 225 781-280-3647</td>
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<tr>
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<td>issues, patterns of academic failure, time management • Referrals to outside</td>
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<td>resources provided</td>
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<tr>
<td>Student Accounts</td>
<td>• Processing of student payment plans • Manage third-party billing and outside</td>
<td>Maria Campechano, Associate Director</td>
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<td>scholarships • Appeals related to billing</td>
<td>City Building, Rm. 317 978-656-3272</td>
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# ADVISOR GUIDE FOR STUDENT SERVICES ON-CAMPUS

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</table>
| Student Activities, Civic and Community Engagement    | • Leadership development  
• Opportunities for involvement in clubs and organizations  
• Student government  
• Community and civic opportunities  
• Co-curricular learning / student engagement | Steven Rossi, Director of Center for Leadership & Engagement  
City Building, Rm. 407  
978-656-3363 | Steven Rossi, Director of Center for Leadership & Engagement  
Campus Center, Rm. 200  
978-656-3363 |
| TRIO-Student Success Program                          | • 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 | Ann Buskey, Director  
City Building, Rm. 106  
978-656-3384 | Maureen McIssac  
Enrollment Center, Rm. 219  
781-280-3634 |
| TRIO-Program for Student Achievement                   | • Ongoing academic planning and advising  
• Assistive technology  
• Ongoing assistance and financial aid advising  
• Career and transfer counseling  
• Supplemental scholarships for eligible students  
• Tutoring | Genevieve Green, Director  
City Building, Rm. 109  
978-656-3273 | Maureen McIssac  
Enrollment Center, Rm. 219  
781-280-3634 |
| Veterans Advising                                     | • Information and assistance with educational benefits to pay for college coursework  
• Academic, career and transfer planning | Ivette Caletz, Academic Counselor,  
978-656-3214 OR  
Reggie Nichols, Academic Counselor,  
978-656-3227  
City Building, Academic, Career and Transfer Center, Rm. G-02 | Michael Rideout, Academic Counselor,  
781-280-3587 OR  
Kirsten Morrow, Academic Counselor,  
781-280-3619  
Enrollment Center, Academic, Career and Transfer Center, Rm. 115 |
| Veterans Resource Center                              | • 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, Coordinator  
City Building, Rm. 117  
781-656-3158 | Rick Reppucci, Coordinator  
Campus Center, Rm. 206  
781-280-3510 |