



ADVISOR GUIDE FOR STUDENT SERVICES ON-CAMPUS

Student Service	Services Provided	Lowell Campus Contact	Bedford Campus Contact
Academic, Career & Transfer Advising Center	<ul style="list-style-type: none"> • Academic Advising • Career and Transfer Counseling • Course Registration • Educational Planning 	Pat Bruno, <i>Dean of Academic Advising, Transfer and Career Services</i> City Building, 5th Floor 978-656-3212	Pat Bruno, <i>Dean of Academic Advising, Transfer and Career Services</i> City Building, 5th Floor 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 <i>Academic Progress Coordinator</i> 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 	Christine Bell, <i>Interim Assistant Director of Academic Support Programs</i> Pollard Building, Suite 300 978-656-3358	Noreen McGinness, <i>Director of Academic Support Programs</i> Academic Resources 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.	Mary Mullens Enrollment Center, Ground Floor 781-280-3648 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-04 781-280-3785</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	Steven Rossi, <i>Director of Center for Leadership & Engagement</i> City Building, Rm. 407 978-656-3363	Steven Rossi, <i>Director of Center for Leadership & Engagement</i> Campus Center, Rm. 200 978-656-3363
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	Genevieve Green, <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	Michael Rideout, <i>Academic Counselor</i> , 781-280-3587 OR Kirsten Morrow, <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