# ADVISOR GUIDE FOR STUDENT SERVICES ON-CAMPUS

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<th>Student Service</th>
<th>Services Provided</th>
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| **Academic, Career & Transfer Advising Center** | • Academic Advising  
• Career and Transfer Counseling  
• Course Registration  
• Transcript Processing | Pat Bruno, Associate Dean of Academic, Career and Transfer Advising  
City Building, 5th Floor  
978-656-3212 | Pat Bruno, Associate Dean of Academic, Career and Transfer Advising  
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 | Genevieve Green, Assistant Director of Academic Support Programs  
Pollard Building, Suite 308  
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 |
| **Financial Aid** | • 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                          | • Code of Conduct  
• Student Action/Advocacy  
• Student Grievances  
• Grade Appeals                                                                                                                                                                                                                                                                                                                                 | Pamela Flaherty, Dean of Students  
Federal Building  
781-280-3631  
Rebecca Newell, Assistant Dean of Students  
City Building, Rm. 305A  
781-280-3763 | Pamela Flaherty, Dean of Students  
Enrollment Center, Rm. 202  
781-280-3631  
Rebecca Newell, Assistant Dean of Students  
Campus Center, Rm. 202  
781-280-3763 |
| Athletics, Health and Wellness               | • 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                                                                                                                                                             | Jonathan Crockett, Coordinator of Athletics, Health & Wellness  
Center for Health & Wellness City Building, Rm. G-04  
781-280-3785 | Jonathan Crockett, Coordinator of Athletics, Health & Wellness  
Center for Health & Wellness Campus Center, Rm. 214  
781-280-3785 |
| Personal Counseling and Consultation         | • 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                                                                                                                                                                                                                                                                                                           | Marilyn Yeo, Personal Counselor  
City Building, Rm. 314  
978-656-3257 | Lynn Gregory, Personal Counselor  
Enrollment Center, Rm. 217  
781-280-3635 |
| Student Accounts                             | • Processing of student payment plans  
• Manage third-party billing and outside scholarships  
• Appeals related to billing                                                                                                                                                                                                                                                                                                                                 | Maria Campechano, Associate Director  
City Building, Rm. 317  
978-656-3272 | Christopher Fiori, Director  
Enrollment Center, Rm. 225  
781-280-3647 |
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<td>Student Activities, Civic and Community Engagement</td>
<td>• Leadership development &lt;br&gt;• Opportunities for involvement in clubs and organizations &lt;br&gt;• Student government &lt;br&gt;• Community and civic opportunities &lt;br&gt;• Co-curricular learning / student engagement</td>
<td>Steven Rossi, Director of Center for Leadership &amp; Engagement &lt;br&gt;City Building, Rm. 407 &lt;br&gt;978-656-3363</td>
<td>Steven Rossi, Director of Center for Leadership &amp; Engagement &lt;br&gt;Campus Center, Rm. 200 &lt;br&gt;978-656-3363</td>
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<td>TRIO-Student Success Program</td>
<td>• Ongoing academic planning and advising &lt;br&gt;• Assistance with financial aid process &lt;br&gt;• Transfer assistance and campus visits &lt;br&gt;• Supplemental scholarships for eligible students &lt;br&gt;• Life coaching and personal advising &lt;br&gt;• Financial and economic literacy &lt;br&gt;• Tutoring in math and writing</td>
<td>Ann Buskey, Director &lt;br&gt;City Building, Rm. 106 &lt;br&gt;978-656-3384</td>
<td>Maureen McIssac &lt;br&gt;Enrollment Center, Rm. 219 &lt;br&gt;781-280-3634</td>
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<td>TRIO-Program for Student Achievement</td>
<td>• Ongoing academic planning and advising &lt;br&gt;• Assistive technology &lt;br&gt;• Ongoing assistance and financial aid advising &lt;br&gt;• Career and transfer counseling &lt;br&gt;• Tutoring</td>
<td>Aimee Rusman, Director &lt;br&gt;City Building, Rm. 109 &lt;br&gt;978-656-3273</td>
<td>Maureen McIssac &lt;br&gt;Enrollment Center, Rm. 219 &lt;br&gt;781-280-3634</td>
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<td>Eligibility: Registration with Disability Support Services</td>
<td>• Ongoing academic planning and advising &lt;br&gt;• Assistive technology &lt;br&gt;• Ongoing assistance and financial aid advising &lt;br&gt;• Career and transfer counseling &lt;br&gt;• Tutoring</td>
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<td>Veterans Advising</td>
<td>• Information and assistance with educational benefits to pay for college coursework &lt;br&gt;• Academic, career and transfer planning</td>
<td>Ivette Caletz, Academic Counselor, 978-656-3214 OR Reggie Nichols, Academic Counselor, 978-656-3227 &lt;br&gt;City Building, Academic, Career and Transfer Center, Rm. G-02</td>
<td>Michael Rideout, Academic Counselor, 781-280-3587 OR Kirsten Morrow, Academic Counselor, 781-280-3619 &lt;br&gt;Enrollment Center, Academic, Career and Transfer Center, Rm. 115</td>
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<td>Veterans Resource Center</td>
<td>• Information and assistance to students making the transition from the military to college &lt;br&gt;• Off-campus resources available to assist with acclimation to college</td>
<td>Rick Reppucci, Coordinator &lt;br&gt;City Building, Rm. 117 &lt;br&gt;781-656-3158</td>
<td>Rick Reppucci, Coordinator &lt;br&gt;Campus Center, Rm. 206 &lt;br&gt;781-280-3510</td>
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