



Emergency Notification Policy

Safety and emergency practices at institutions of higher education are continuously reviewed to ensure timely notification and crisis prevention and intervention. Middlesex Community College requires at least one emergency contact person be listed for each student enrolled at the College. Students access this via a link on their MyMCC called “My Registration”. When you select this, it brings you directly into self-service and you can then select the “Personal Information” tab.

Every student must provide the College with the name and contact information of at least one individual who could be contacted in the event of an individual emergency. Students under the age of eighteen (unless emancipated) must provide contact information for at least one custodial parent. Students eighteen or older may designate anyone of their choosing to be the emergency contact.

Emergency contact information shall be maintained confidentially by the Registrar’s office and will be accessible to limited staff at the College on a need-to-know basis. Official use of emergency contact information is subject to the same privacy and record retention requirements as other Student Record information. Emergency contacts will be called only when urgent circumstances necessitate or when required by law. These may include student mental or physical health emergencies whereby there is concern for student health and/or safety.