



# NEW STUDENT ORIENTATION

## NEW STUDENT INFORMATION PACKET

*Congratulations and welcome to Middlesex Community College! This packet has been designed to assist with a smooth transition to MCC as it contains necessary information to help you become familiar with various essential resources and services.*

**Inside you'll find information on:**

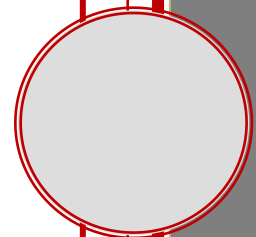
**Campus Office Directory**

**Student Email information**

**Parking information**

**Honor Code**

**Joining the COMPASS**



## Campus Offices Directory

### **Academic Centers for Enrichment (ACE)**

Bedford: Academic Resource, Room 113

Phone: (781) 280-3591

Lowell: Cowan Center, Room 406B

Phone: (978) 656-3358

Website: <https://www.middlesex.mass.edu/ACE/>

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### **Advising, Career and Transfer Advising**

Bedford: Enrollment Center, Building 9, 1<sup>st</sup> Floor, Room 115

Phone: (800) 818-3434

Lowell: Cowan Center, Ground floor, Room G02

Phone: (800) 818-3434

Website: <https://www.middlesex.mass.edu/advising/>

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### **Bookstore**

Bedford: Campus Center

Phone: (781) 276-4211

Lowell: Derby Building, 88 Middle Street

Phone: (978) 322-8323

Website: <https://www.middlesex.mass.edu/administrativeservices/bookstore.aspx/>

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### **Office of Student Engagement**

Bedford: Campus Center, Room 211

Phone: (781) 280-3765

Lowell: Cowan Center, Room G04

Phone: (978) 656-3235

Website: <https://www.middlesex.mass.edu/StudentActivities/>

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### **Counseling and Consultation Services**

Bedford: Enrollment Center, 2<sup>nd</sup> floor

Phone: (781) 280-3630

Lowell: Cowan Center, 3rd Floor

Phone: (978) 656-3258

Website: <https://www.middlesex.mass.edu/PersonalCounseling/>

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### **Disability Support Services**

Bedford: Enrollment Center, 2<sup>nd</sup> floor

Phone: (781) 280-3630

Lowell: Cowan Center, Room 314

Phone: (978) 656-3258

Website: <https://www.middlesex.mass.edu/DisabilityServices/>

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### **Financial Aid**

Bedford: Academic Resource, Room 113

Phone: (781) 280-3650

Lowell: Cowan Center, Room 314

Phone: (978) 656-3242

Website: <https://www.middlesex.mass.edu/FinancialAid/>

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### **Information Technology**

Bedford: Academic Resource, Room 202

Phone: (978) 656-3301

Lowell: Cowan Center, Room 402

Phone: (978) 656-3301

Website: <https://www.middlesex.mass.edu/TechnologyCenter/>

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### **Library**

Bedford: Academic Resources Bld. #1A

Phone: (781) 280-3705

Lowell: Federal Building

Phone: (978) 656-3005

Website: <http://libguides.middlesex.mass.edu/library/>

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### **International and Multicultural Center**

Bedford: Campus Center, Room 205

Phone: (781) 589-0234

Lowell: Cowan Center, Ground floor

Phone: (978) 656-3267

Website: <https://www.middlesex.mass.edu/InternationalStudents/>

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### **Public Safety**

Bedford: Bedford House, next to Room 103

Phone: (781) 280-3539

Lowell: Cowan Center, G03

Phone: (978) 656-3201

Non Emergency MCCHelp Line

Phone: (800) 945-1030

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### **Student Accounts**

Bedford: Enrollment Center, Room 224

Phone: (781) 280-3645

Lowell: Cowan Center, Room 317

Phone: (978) 656-3291

Website: <https://www.middlesex.mass.edu/StudentAccounts/>

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### **TRIO Services**

Bedford: Enrollment Center, Room 219

Phone: (781) 280-3634

Lowell: Cowan Center, Room 106

Phone: (978) 656-3384

Website: <https://www.middlesex.mass.edu/TRIOServices/>

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### **Veterans Resource Center**

Bedford: Campus Center, Room 206

Phone: (781) 280-3510

Lowell: Cowan Center, Room 117

Phone: (978) 656-3158

Website: <https://www.middlesex.mass.edu/VeteransResources/>

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## How to Access Student Email

Middlesex Community College's student e-mail system uses Office 365 for Education from Microsoft. It's FREE and it's yours for as long as you are a student and for some time thereafter.

**Your MCC student e-mail address is an official means of communication with the college. Communications from Middlesex to students will be sent to your MCC e-mail address. Your MCC e-mail address will also be the one instructors use to communicate to you in Blackboard.**

### How do I access my MCC Student e-mail account?

1. Go to the **My MCC web portal** and log on using your User Name ('A number') and password.
2. Click the link for '**My MCC E-Mail (Office 365)**'.

**Note:** When using your student email on a shared, public computer, it is important for security and privacy reasons that you close the web browser window(s) to completely exit the system.

### What happens if I don't know, or have forgotten, my User Name ('A number') or password?

1. Use the **Online Self-Service Tool** on the My MCC web portal
2. You will be prompted to enter your name and the last 4 numbers of your SSN.
3. Click the 'Search For My Account' button and follow the prompts.

### How can I find out what my MCC e-mail address is?

1. Use the **Online Self-Service Tool** on the My MCC web portal (see steps from above)  
OR
2. Log in to My MCC E-Mail. Once you are connected in, click the drop-down arrow next to your name on the top-right side of the screen. Your e-mail address will be displayed.

### The MCC student e-mail system provides many benefits and features, including:

- *Plenty of storage space for e-mail (25 GB)*
- *7 gigabytes of personal file storage space on **OneDrive***
- *Calendar feature for personal and academic use*
- **Mobile device** connection
- *Mail sent to your MCC e-mail account can be forwarded to a personal account, such as Gmail or Yahoo.*
- *You may choose to access your e-mail account through **another e-mail program that supports POP3 or IMAP***

### Please read the FAQ, plus other additional information:

- **MCC Student Office 365 E-mail FAQ**
- **MCC Student OneDrive FAQ**
- **Setup MCC E-Mail On Your Cell Phone/Mobile Device**

If you need assistance logging on to My MCC E-Mail, please contact the Service Desk at (978)656-3301 or by email at [servicedesk@middlesex.mass.edu](mailto:servicedesk@middlesex.mass.edu).

*MCC students are responsible for adhering to the MCC Computer Network and Usage Policy (located in the Student Handbook and Academic Catalog) and Microsoft's privacy and security policies.*

## Set Up Your E-Mail Account on Your Mobile Device (MCC Student E-Mail)

Go to your device's email settings and if asked, use the information below to set up your MCC email on your device.

<b>When the program or device asks for:</b>	<b>It is looking for:</b>	<b>You enter:</b>
<i>E-mail Address</i>	Your Middlesex e-mail address	YourEmailID@mail.middlesex.edu
<i>Mail Server</i>	Office 365 Exchange ActiveSync Server	m.outlook.com
<i>User Name</i>	Your MCC e-mail address	YourEmailID@mail.middlesex.edu
<i>Password</i>	Your MCC password	Your MCC password
<i>Domain</i>	MCC's student e-mail domain	Mail.middlesex.edu
<i>Description (optional)</i>	A friendly or descriptive name for the collection of settings	MCC
<i>SMTP Server or Outgoing Server (optional)</i>	Office 365 Exchange ActiveSync Server	m.outlook.com

Still having trouble? The Information Technology (IT) office has walk-in hours to help students accessing school systems. Call or check their website for details!

## Lowell Campus Student Parking

Validated student parking is available in designated municipal facilities in Lowell. Students are NOT required to have parking decals on their vehicles.

### **Day Student Parking:**

Validated parking is available at:

- **Ayotte Garage**  
1 Post Office Square, Lowell, MA 01852
- **Davidson Street Lot**  
5 E. Merrimack St., Lowell, MA 01852 (rear)
- **Downes Garage**  
75 John St., Lowell, MA 01852
- **Early Garage**  
135 Middlesex St., Lowell, MA 01852
- **Roy Garage**  
100 Market St., Lowell, MA 01852

See Lowell Campus parking map for details.

### **Evening Student Parking:**

Validated parking is available at:

- **Lower Locks Garage**  
90 Warren St., Lowell, MA 01852
- **Roy Garage**  
100 Market St., Lowell, MA 01852

See Lowell Campus parking map for details.

### **Lowell Campus Parking Validation:**

Parking at the Lowell campus requires validation. Bring parking receipt (along with ID) to the following campus locations for validation:

- *Security Desk in the Cowan Center Lobby*
- *Federal Building Lobby*
- *Talbot Building Lobby*

MCC Student ID's can be obtained in the Fitness Center in Bedford or the Student Lounge (Merrimack Building/5 E. Merrimack St.) on Middle Street in Lowell.

***The MCC mobile app also provides information about parking.***

## Bedford Campus Student Parking

### **Day Student Parking:**

Student parking is available in lots: A, D, H, F, G and J. (Lot D in designated rows only.)

**VA Parking Lot ('overflow' parking area)** - 200 Springs Road, Bedford, MA 01730.

The VA Hospital Parking Lot on Springs Road is used as an "overflow" lot when Bedford campus parking lots are full.

See Bedford Campus parking map for details.

### **Campus Shuttle information**

MCC's FREE Shuttle Bus runs between Lot G and the Bedford Campus Center Monday through Thursday 7:30 a.m. to 10 p.m.; and Friday 7:30 a.m. to 4 p.m.

Shuttle Buses also run between the VA Lot and the Bedford Campus Center Monday through Thursday 7 a.m. to 6 p.m.; and Friday 7 a.m. to 4 p.m. on an as needed basis when the overflow lot is in use.

### **Evening Student Parking:**

In addition to day-student parking areas, parking lots C1, C2, D, Library and Farm House are available for student parking after 4 p.m.

See Bedford Campus parking map for details.

***The MCC mobile app also provides information about parking.***

# Middlesex Community College

## Honor Code

Respect Diversity ★ Strive for Excellence ★ Contribute to Society ★ Develop Strong Ethics ★ Act with Integrity

Middlesex Community College seeks to foster a climate for academic achievement, personal growth, and community engagement, based on a strong sense of mutual respect, integrity, and social responsibility.

As individuals, we will be honorable and accountable for our own work and actions in all that we say, write and do. As a college, we will support and promote the integrity and well-being of our community.

I pledge to support and uphold the Middlesex Community College Honor Code as set forth below:

### Rights

- Quality education and support
- Freedom of inquiry and expression
- A civil and respectful learning and campus environment
- Fair and equal treatment, including due process
- Reporting incidents or situations that threaten or impact the safety and well-being of the college community

### Responsibilities

- Respecting the rights and dignity of others
- Reporting incidents or situations that threaten or impact the safety and well-being of the college community
- Knowledge of and compliance with individual course policies and procedures
- Knowledge of and compliance with college policies, procedures, and authorities
- Compliance with federal, state, and local laws

### Academic Misconduct

- Cheating
- Receiving or giving unauthorized aid
- Plagiarizing
- Misrepresenting oneself or one's work
- Lying, fabrication, and falsification
- Aiding or encouraging the academic misconduct of others

### Personal Misconduct

- Disrupting class or campus activities or environments
- Harassing or otherwise interfering with the safety, rights, and freedoms of others
- Stealing from or accessory to theft from others or the college
- Misusing computer and network facilities
- Damaging, or unauthorized or inappropriately accessing records, equipment, and facilities
- Using or being under the influence of alcohol or illegal substances on campus
- Unauthorized promotion or selling of goods, services, or activities

The College's honor code applies in the classroom, on the college campuses, and at college sponsored activities off-campus. College policies, the code of conduct, the disciplinary process, and the student grievance procedures can be found in the student handbook located online at [www.middlesex.mass.edu](http://www.middlesex.mass.edu) (alternative formats available upon request).

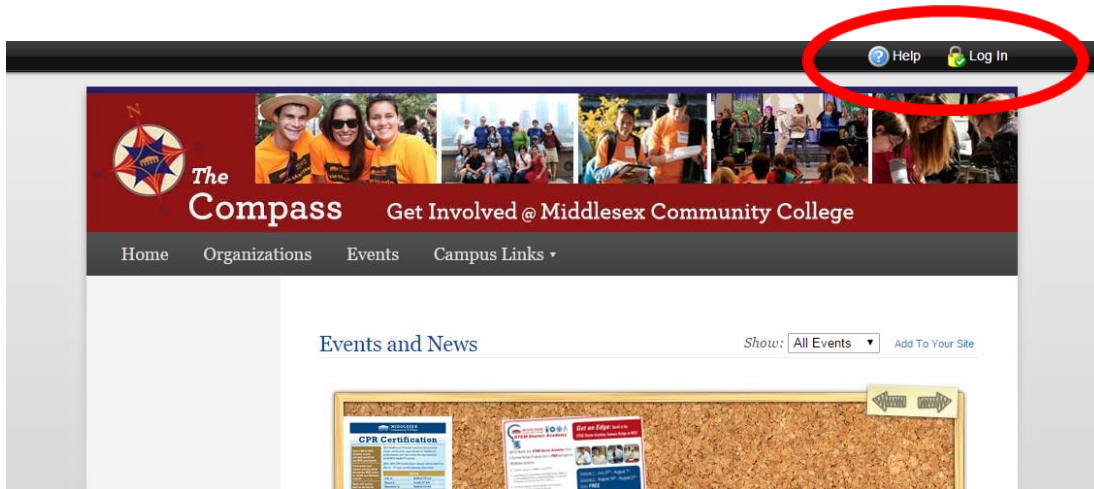


## Joining the Compass

The Compass is MCC's online club and organization management system for students! If you're looking to join one of the ever-growing clubs on campus or looking for an event to attend, this is the place to start!

Go to the webpage: <https://middlesex.collegiatelink.net> - Bookmark this page for future use!

Then click Log In on the top right side of the screen



Provide your A# and MCC password if this is your first time using compass.

Fill in the requested information. Use your MCC e-mail only!

After logging in, search for student orgs under "Organizations" and join them using the "Join Organization" button.



Now you're connected to that club and will receive messages about meetings, events, and other information!