

Montgomery College

- *Germantown*
- *Rockville*
- *Takoma Park/Silver Spring*



FIRST YEAR EXPERIENCE
MONTGOMERY COLLEGE

Student Insider's Guide and Planner

A ROADMAP TO SUCCESS FOR
THE FIRST YEAR AND BEYOND | **2017-2018**

Produced by
Montgomery College
First Year Experience Team

with support from
Montgomery College
Office of Institutional Advancement

April 2017



MONTGOMERY COLLEGE
MAKE YOUR MOVE

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MONTGOMERY COLLEGE

Acknowledgments

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This edition of the Student Insider's Guide and Planner was coordinated by Dr. Tonya Mason, Dean for Student Success and Rockville Student Services; Prof. Tyra Peanort, Germantown's First Year Experience Counselor; Prof. Dana Baker, Rockville's First Year Experience Counselor; Prof. Shelly Bennett, Takoma Park/Silver Spring's First Year Experience Counselor; Ms. Angela Dawson, Student Services Specialist; and the Office of Communications. If you have any questions or comments, please contact Angela Dawson at angela.dawson@montgomerycollege.edu.

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NOTICE

This guide contains information that is subject to changes and updates. Further, this guide is intended to be a summary of various policies and may not contain all relevant policies nor complete language. In any case, source language available on the College's website should be consulted for authoritative material. If there are conflicts between the printed material in this guide and the Montgomery College verified website, the information on the website shall take precedence.

The Montgomery College verified website address is
www.montgomerycollege.edu/verified.

The information in this guide was obtained from faculty and staff across the College in areas such as financial aid, safety and security, the bookstore, the library, learning labs, student life, counseling and advising, and various academic departments.

ADA Notice: Under provisions of the Americans with Disabilities Act, this material is available in alternative formats by contacting the Disability Support Services Office at 240-567-5058.

2017–2018



FIRST YEAR EXPERIENCE
MONTGOMERY COLLEGE

A Welcome Message from Montgomery College

Dear New Student:

Congratulations on your decision to transition from high school, work, or home to Montgomery College. We welcome you to our College community and are delighted that you have chosen Montgomery College for your educational goals. To provide you with the tools and contacts for success here at the College, we encourage you to take advantage of a signature program dedicated to student success called the First Year Experience (FYE). We recognize that your success will depend a great deal on your experience during your first year of college. The first year is the foundation of a student's college career, and it is important that it starts out right.

FYE is just what you need! This program will provide the information, support, connections, and experiences that will prepare you for academic success at Montgomery College and beyond! Take some time to explore our website at www.montgomerycollege.edu/fye to learn about resources, courses, and how to develop an education plan. Find out how to get involved.

Again, congratulations on choosing to become a part of the Montgomery College community.

Best wishes,

Dr. Jamin Bartolomeo

Collegewide Dean for Student Access and Germantown Student Affairs

Dr. Tonya R. Mason

Collegewide Dean for Student Success and Rockville Student Affairs

Dr. Clemmie Solomon

Collegewide Dean for Student Engagement and Takoma Park/Silver Spring Student Affairs

First Year Experience

■ Many new and exciting, yet challenging, opportunities are ahead of you in your first year of college. Montgomery College has created a variety of resources to help facilitate your transition to, and success in, college. Together, these resources are called the First Year Experience (FYE).

There are three very important events at the start of your FYE:

- **Academic Orientation Sessions (e-MAPs, MAPs & IMAPs):** Most students receive their introduction to advising and counseling by attending a Montgomery Advising Program (MAP) session, an International Montgomery Advising Program (IMAP) session, or an electronic Montgomery Advising Program (e-MAP) session. **Students are required to complete an academic orientation advising session before registering for classes.** These are available in two different formats, "In-Person" and "On Line."
- **New Student Orientation (NSO)** is designed to help you acclimate to the college environment and transition successfully to Montgomery College. New Student Orientation is available in two different formats, "In-Person" and "On Line". **STUDENTS MUST COMPLETE THE MANDATORY NEW STUDENT ORIENTATION BEFORE YOU CAN REGISTER FOR CLASSES.**
- **FYE Courses:** FYE Courses, traditionally STSU 100 First Year Seminar, or STSU 101 Seminar for International Students.

There are many other programs and events taking place on each campus as a part of FYE. Participating in these programs and events will help orient you to Montgomery College, meet new people, gain important leadership experience, and learn about everything that the College community has to offer. Visit www.montgomerycollege.edu/fye for information about the FYE program and meet the FYE counselors on each campus. The FYE website also has several links with information about the College's academic planning, career development, and transfer advising resources.

Another Way to Stay Connected to FYE Events and Resources:

- Join the FYE Facebook page. Visit: www.facebook.com, search for "First Year Experience Program Montgomery College," and "like" the page.

The FYE Program offers a summer bridge program that provides new students to Montgomery College a head start in college and ease in transition.

FYE Summer Bridge Program

- The FYE Summer Bridge Program includes a one-credit course (First Year Seminar: STSU 100) that allows students to experience the college environment prior to the fall term. Through structured and integrated activities, students are prepared to meet the demands of college by bridging the gap between high school and college. Statistics consistently have shown that students who attend a summer bridge program achieve higher grade point averages, have higher retention rates, and experience higher graduation rates than students who do not attend such programs. After completing the program, students typically demonstrate more confidence and self-assuredness—and are better prepared to begin college.

First Year Checklist



FIRST YEAR EXPERIENCE
MONTGOMERY COLLEGE

This checklist can guide you successfully through your first year at Montgomery College (MC).

Before MC: Plan Ahead

- Attend a Parent-Student Information Session or Open House.
- Visit the Welcome Center.
 - Apply for admission.
 - Investigate and apply for financial assistance by visiting www.montgomerycollege.edu/finaid; complete the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov>.

Once Admitted: Orient Yourself to MC

- Schedule assessment tests, if MC does not have SAT, ACT, TOEFL, IEFL, Advanced Placement/International Baccalaureate scores on file for you. (If you received a 550+ Critical Reading score on the SAT or 24+ on the English portion of the ACT you may be exempt).
- Attend a Montgomery Advising Program (MAP) or International Montgomery Advising Program (IMAP) or access the Electronic Montgomery Advising Program (eMAP) to learn how to select courses and take advantage of the resources of the College.
- Complete mandatory New Student Orientation.
- See a counselor in the Counseling and Advising Department to choose classes for summer/fall registration. First Year Seminar (STSU 100), Seminar for International Students (STSU 101), Summer Bridge, or FYE Learning Communities are strongly recommended.
- See Disability Support Services if you have a documented disability.
- Use MyMC to register for classes.
- Pay for classes. Get receipt and sticker for student ID card from the cashier.
- Obtain your student ID card.
- Access your student email through e-mail system for students is ComExpress. Students access their e-mail through the E-mail icon in My MC, and they can set up their e-mail to autoforward messages to a personal account. For help, e-mail or call the IT Service Desk at 240-567-7222.

First Year Checklist

- Obtain a parking permit through MyMC.
- Buy or rent your books.
- Join the FYE Facebook page. Visit www.facebook.com, search for "First Year Experience Program Montgomery College," and "like" the page, and stay informed of events at MC.

August or January

- Review your class schedule through MyMC; attend the first class meeting.
- Be aware of drop and withdrawal deadlines.
- Attend your campus Welcome Week/Open House activities.
- Join a club, attend a leadership workshop or Senate meeting, or volunteer in a service learning project through your campus Student Life Office.
- Plan out your semester and course responsibilities using the *Student Insider's Guide and Planner*.

October or February/March

- See a counselor or academic advisor to select next semester's courses.
- Monitor course progress and seek help as necessary. Check midterm grades on MyMC.
- Visit the writing, math, and computer centers to prepare for midterms.
- Attend a student success, academic, and/or transfer planning workshop; attend a transfer fair.
- Access tutoring as needed.

November or March/April

- Seek advising.
- Explore your major choice and begin your career search: www.montgomerycollege.edu/departments/studev/careerstep1.html.
- Update your résumé and cover letters, and practice interviewing techniques.
- Go to a campus job fair; in November, participate in National Career Month campus activities.

December or May

- Visit the writing, math, and computer centers to prepare for finals.
- Check final grades on MyMC.

Successful Students Don't Depend on Luck. They Have Skills!

Recommended for
all first year students
at Montgomery
College

- STSU 100
1 credit hr
First Year Seminar
- STSU 101
2 credit hrs
Seminar for International Students
- STSU 110
1 credit hr
Study Habits Development
- STSU 112
1 credit hr
Building Math Confidence
- STSU 114
1 credit hr
Memory Development
- STSU 120
2 credit hrs
Career Development
- STSU 122
2 credit hrs
Success Group

Enroll in a Student Success Course

Your academic
success is only a
class away!

I want to...	Consider taking...
ease the transition to college	STSU 100, STSU 101*
learn about campus resources	STSU 100, STSU 101*
develop a social network	STSU 100, STSU 101*
manage my time better	STSU 100, STSU 110
create an education plan	STSU 100, STSU 110
set and achieve goals	STSU 100, STSU 101*, STSU 110 or STSU 122
improve study habits	STSU 110
find potential majors or careers	STSU 120
identify my interests & skills	STSU 120
eliminate self-defeating behaviors	STSU 122
learn strategies for memorization	STSU 114
develop learning strategies for math	STSU 112

* STSU 101 is especially intended for students enrolled in the first semester of the American English Language Program.

Montgomery College Counseling: www.montgomerycollege.edu/counseling

How to Use the Student Insider's Guide

The *Student Insider's Guide and Planner* was developed especially for you—the first year student. The guide includes important information on Montgomery College (MC) and a variety of topics related to your college experience, including finances, educational planning, skills needed for academic success, transfer planning, MC and community resources, and much, much more.

In addition to information on various aspects of the college experience, the guide includes several practical tools to help you use this information. These tools include worksheets to develop a budget, keep track of assessment test scores, develop an education plan, find time for studying in your daily schedule, and more. On the following pages, you will find a monthly and weekly planner and a page to record important names, addresses, and phone numbers.

This guide could be used in a variety of ways. Some of the information, such as websites and office locations, are available for you when you need them. Some sections, such as Educational Planning, would best be used in conjunction with a STSU 100 First Year Seminar course or when working with a counselor. The worksheets throughout and the planner at the back of the guide can also be very helpful as you look ahead to your upcoming semesters of study, and they can help you stay on course during your first year.

The guide includes these important features:

1. PLANNER/CALENDAR

The calendar helps you stay on track throughout 2017 and 2018. Each month begins with a month-at-a-glance page, followed by week-at-a-glance pages for your assignments and appointments.

2. IMPORTANT ADDRESSES/PHONE NUMBERS

Keep track of important names, phone numbers, and e-mail addresses.

3. ACTIVITY AND WORKSHEETS

These worksheets reinforce some of the skills and information you need as a first year student.

4. EDUCATION PLAN

An academic planning page helps you to develop your schedule for upcoming semesters.



x

August 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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July–August Weekly Planner

APPOINTMENTS	NOTES
MONDAY 24	
TUESDAY 25	
WEDNESDAY 26	
THURSDAY 27	
FRIDAY 28	
SATURDAY 29	
SUNDAY 30	
APPOINTMENTS	NOTES
MONDAY 31	
TUESDAY 1	
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SATURDAY 5	
SUNDAY 6	

August 2017						
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August Weekly Planner

APPOINTMENTS	NOTES
MONDAY 7	
TUESDAY 8	
WEDNESDAY 9	
THURSDAY 10	
FRIDAY 11	
SATURDAY 12	
SUNDAY 13	
APPOINTMENTS	NOTES
MONDAY 14	
TUESDAY 15	
WEDNESDAY 16	
THURSDAY 17	
FRIDAY 18	
SATURDAY 19	
SUNDAY 20	

August 2017						
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August–September Weekly Planner

APPOINTMENTS	NOTES
MONDAY 21	Official beginning of Academic Year Faculty return for professional days
TUESDAY 22	
WEDNESDAY 23	
THURSDAY 24	
FRIDAY 25	
SATURDAY 26	
SUNDAY 27	
APPOINTMENTS	NOTES
MONDAY 28	Fall semester classes begin
TUESDAY 29	
WEDNESDAY 30	
THURSDAY 31	
FRIDAY 1	
SATURDAY 2	
SUNDAY 3	

September 2017						
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September 2017

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August 2017

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October 2017

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September Weekly Planner

APPOINTMENTS	NOTES
MONDAY 4	Labor Day, College closed
TUESDAY 5	
WEDNESDAY 6	
THURSDAY 7	
FRIDAY 8	
SATURDAY 9	September 9-10 Fall semester weekend classes begin
SUNDAY 10	
APPOINTMENTS	NOTES
MONDAY 11	
TUESDAY 12	
WEDNESDAY 13	
THURSDAY 14	
FRIDAY 15	
SATURDAY 16	
SUNDAY 17	

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September-October Weekly Planner

APPOINTMENTS	NOTES
MONDAY 18	
TUESDAY 19	
WEDNESDAY 20	
THURSDAY 21	
FRIDAY 22	
SATURDAY 23	
SUNDAY 24	
APPOINTMENTS	NOTES
MONDAY 25	
TUESDAY 26	
WEDNESDAY 27	
THURSDAY 28	
FRIDAY 29	
SATURDAY 30	
SUNDAY 1	

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October 2017

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September 2017

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November 2017

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October Weekly Planner

	APPOINTMENTS	NOTES
MONDAY 2		
TUESDAY 3		
WEDNESDAY 4		
THURSDAY 5		
FRIDAY 6		
SATURDAY 7		
SUNDAY 8		
	APPOINTMENTS	NOTES
MONDAY 9		
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FRIDAY 13		
SATURDAY 14		
SUNDAY 15		

October 2017

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October Weekly Planner

APPOINTMENTS	NOTES
MONDAY 16	
TUESDAY 17	
WEDNESDAY 18	
THURSDAY 19	
FRIDAY 20	
SATURDAY 21	
SUNDAY 22	
APPOINTMENTS	NOTES
MONDAY 23	
TUESDAY 24	
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FRIDAY 27	
SATURDAY 28	
SUNDAY 29	

November 2017						
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November 2017

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October–November Weekly Planner

APPOINTMENTS	NOTES
MONDAY 30	
TUESDAY 31	
WEDNESDAY 1	
THURSDAY 2	
FRIDAY 3	
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APPOINTMENTS	NOTES
MONDAY 6	
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SUNDAY 12	

November 2017						
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November Weekly Planner

APPOINTMENTS	NOTES
MONDAY 13	
TUESDAY 14	
WEDNESDAY 15	
THURSDAY 16	
FRIDAY 17	
SATURDAY 18	
SUNDAY 19	
APPOINTMENTS	NOTES
MONDAY 20	
TUESDAY 21	
WEDNESDAY 22	No classes for students; Non-instructional duty day for faculty
THURSDAY 23	November 23–26, Thanksgiving Holiday; College closed
FRIDAY 24	
SATURDAY 25	
SUNDAY 26	

November 2017						
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December 2017

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November–December Weekly Planner

APPOINTMENTS	NOTES
MONDAY 27	
TUESDAY 28	
WEDNESDAY 29	
THURSDAY 30	
FRIDAY 1	
SATURDAY 2	
SUNDAY 3	
APPOINTMENTS	NOTES
MONDAY 4	
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WEDNESDAY 6	
THURSDAY 7	
FRIDAY 8	
SATURDAY 9	
SUNDAY 10	

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December Weekly Planner

APPOINTMENTS		NOTES	
MONDAY 11		December 11–17, Final week of classes; exams	
TUESDAY 12			
WEDNESDAY 13			
THURSDAY 14			
FRIDAY 15			
SATURDAY 16			
SUNDAY 17			Official end of fall semester
APPOINTMENTS		NOTES	
MONDAY 18		December 18–22, Non-instructional duty days for faculty Online only classes begin	
TUESDAY 19			
WEDNESDAY 20			
THURSDAY 21			
FRIDAY 22			
SATURDAY 23			December 23–January 1 Winter break; College closed
SUNDAY 24			

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January 2018

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25	26	27	28			

December–January Weekly Planner

APPOINTMENTS	NOTES
MONDAY 25	
TUESDAY 26	
WEDNESDAY 27	
THURSDAY 28	
FRIDAY 29	
SATURDAY 30	
SUNDAY 31	
APPOINTMENTS	NOTES
MONDAY 1	
TUESDAY 2	Campus-based and short session online classes begin
WEDNESDAY 3	
THURSDAY 4	
FRIDAY 5	
SATURDAY 6	
SUNDAY 7	

January 2018						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January Weekly Planner

APPOINTMENTS	NOTES
MONDAY 8	
TUESDAY 9	
WEDNESDAY 10	
THURSDAY 11	
FRIDAY 12	
SATURDAY 13	
SUNDAY 14	
APPOINTMENTS	NOTES
MONDAY 15	Martin Luther King, Jr. Day; College closed
TUESDAY 16	Faculty return for professional days
WEDNESDAY 17	
THURSDAY 18	Winter session classes end
FRIDAY 19	
SATURDAY 20	
SUNDAY 21	

January 2018						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January-February Weekly Planner

APPOINTMENTS		NOTES
MONDAY 22		Spring semester classes begin
TUESDAY 23		
WEDNESDAY 24		
THURSDAY 25		
FRIDAY 26		
SATURDAY 27		January 27-28 Spring semester weekend classes begin
SUNDAY 28		
APPOINTMENTS		NOTES
MONDAY 29		
TUESDAY 30		
WEDNESDAY 31		
THURSDAY 1		
FRIDAY 2		
SATURDAY 3		
SUNDAY 4		

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

February 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	1	2	3

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February Weekly Planner

APPOINTMENTS	NOTES
MONDAY 5	
TUESDAY 6	
WEDNESDAY 7	
THURSDAY 8	
FRIDAY 9	
SATURDAY 10	
SUNDAY 11	
APPOINTMENTS	NOTES
MONDAY 12	
TUESDAY 13	
WEDNESDAY 14	
THURSDAY 15	
FRIDAY 16	
SATURDAY 17	
SUNDAY 18	

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

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25	26	27	28			

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22	23	24	25	26	27	28
29	30					

February–March Weekly Planner

APPOINTMENTS	NOTES
MONDAY 19	
TUESDAY 20	
WEDNESDAY 21	
THURSDAY 22	
FRIDAY 23	
SATURDAY 24	
SUNDAY 25	
APPOINTMENTS	NOTES
MONDAY 26	
TUESDAY 27	
WEDNESDAY 28	
THURSDAY 1	
FRIDAY 2	
SATURDAY 3	
SUNDAY 4	

March 2018						
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March Weekly Planner

APPOINTMENTS	NOTES
MONDAY 5	
TUESDAY 6	
WEDNESDAY 7	
THURSDAY 8	
FRIDAY 9	
SATURDAY 10	
SUNDAY 11	
APPOINTMENTS	NOTES
MONDAY 12	March 12–18, Spring recess for students and faculty
TUESDAY 13	
WEDNESDAY 14	
THURSDAY 15	March 15–16 Spring break; College closed
FRIDAY 16	
SATURDAY 17	
SUNDAY 18	

March 2018						
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18	19	20	21	22	23	24
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March–April Weekly Planner

APPOINTMENTS	NOTES
MONDAY 19	
TUESDAY 20	
WEDNESDAY 21	
THURSDAY 22	
FRIDAY 23	
SATURDAY 24	
SUNDAY 25	
APPOINTMENTS	NOTES
MONDAY 26	
TUESDAY 27	
WEDNESDAY 28	
THURSDAY 29	
FRIDAY 30	
SATURDAY 31	
SUNDAY 1	

April 2018						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

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March 2018						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2018						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April Weekly Planner

APPOINTMENTS	NOTES
MONDAY 2	
TUESDAY 3	
WEDNESDAY 4	
THURSDAY 5	
FRIDAY 6	
SATURDAY 7	
SUNDAY 8	
APPOINTMENTS	NOTES
MONDAY 9	
TUESDAY 10	
WEDNESDAY 11	
THURSDAY 12	
FRIDAY 13	
SATURDAY 14	
SUNDAY 15	

April 2018						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April Weekly Planner

APPOINTMENTS	NOTES
MONDAY 16	
TUESDAY 17	
WEDNESDAY 18	
THURSDAY 19	
FRIDAY 20	
SATURDAY 21	
SUNDAY 22	
APPOINTMENTS	NOTES
MONDAY 23	
TUESDAY 24	
WEDNESDAY 25	
THURSDAY 26	
FRIDAY 27	
SATURDAY 28	
SUNDAY 29	

May 2018						
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20	21	22	23	24	25	26
27	28	29	30	31		

May 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

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April 2018

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29	30					

June 2018

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

April–May Weekly Planner

APPOINTMENTS	NOTES
MONDAY 30	
TUESDAY 1	
WEDNESDAY 2	
THURSDAY 3	
FRIDAY 4	
SATURDAY 5	
SUNDAY 6	
APPOINTMENTS	NOTES
MONDAY 7	May 7–13, Final week of classes; exams
TUESDAY 8	
WEDNESDAY 9	
THURSDAY 10	
FRIDAY 11	
SATURDAY 12	
SUNDAY 13	

May 2018

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27	28	29	30	31		

May Weekly Planner

APPOINTMENTS	NOTES
MONDAY 14	May 14-18, Non-instructional duty days; Commencement
TUESDAY 15	
WEDNESDAY 16	
THURSDAY 17	
FRIDAY 18	
SATURDAY 19	Official end of spring semester and Academic Year
SUNDAY 20	
APPOINTMENTS	NOTES
MONDAY 21	Official beginning of summer sessions
TUESDAY 22	
WEDNESDAY 23	
THURSDAY 24	
FRIDAY 25	
SATURDAY 26	
SUNDAY 27	

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	28	26	27	28	29	30
1	2	3	4	5	6	7

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27	28	29	30	31		

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May–June Weekly Planner

APPOINTMENTS		NOTES
MONDAY 28		Memorial Day, College closed
TUESDAY 29		Summer I session classes begin
WEDNESDAY 30		
THURSDAY 31		
FRIDAY 1		
SATURDAY 2		
SUNDAY 3		
APPOINTMENTS		NOTES
MONDAY 4		
TUESDAY 5		
WEDNESDAY 6		
THURSDAY 7		
FRIDAY 8		
SATURDAY 9		
SUNDAY 10		

June 2018						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

June Weekly Planner

APPOINTMENTS		NOTES
MONDAY 11		
TUESDAY 12		
WEDNESDAY 13		
THURSDAY 14		
FRIDAY 15		
SATURDAY 16		
SUNDAY 17		
APPOINTMENTS		NOTES
MONDAY 18		Midsummer session classes begin
TUESDAY 19		
WEDNESDAY 20		
THURSDAY 21		
FRIDAY 22		
SATURDAY 23		
SUNDAY 24		

June 2018						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July Weekly Planner

APPOINTMENTS	NOTES
MONDAY 9	Summer II session classes begin
TUESDAY 10	
WEDNESDAY 11	
THURSDAY 12	
FRIDAY 13	
SATURDAY 14	
SUNDAY 15	
APPOINTMENTS	NOTES
MONDAY 16	
TUESDAY 17	
WEDNESDAY 18	
THURSDAY 19	
FRIDAY 20	
SATURDAY 21	
SUNDAY 22	

July 2018						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

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July 2018						
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29	30	31				

September 2018						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July–August Weekly Planner

APPOINTMENTS	NOTES
MONDAY 23	
TUESDAY 24	
WEDNESDAY 25	
THURSDAY 26	
FRIDAY 27	
SATURDAY 28	
SUNDAY 29	
APPOINTMENTS	NOTES
MONDAY 30	
TUESDAY 31	
WEDNESDAY 1	
THURSDAY 2	
FRIDAY 3	
SATURDAY 4	
SUNDAY 5	

August 2018						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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August Weekly Planner

APPOINTMENTS	NOTES
MONDAY 6	
TUESDAY 7	
WEDNESDAY 8	
THURSDAY 9	
FRIDAY 10	
SATURDAY 11	
SUNDAY 12	
APPOINTMENTS	NOTES
MONDAY 13	
TUESDAY 14	
WEDNESDAY 15	
THURSDAY 16	
FRIDAY 17	Official end of summer sessions
SATURDAY 18	
SUNDAY 19	

August 2018						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	



Montgomery College Terms You Should Know

Abbreviations

Abbreviations for days of the week: M or Mon is Monday. T, Tu., Tue., or Tues is Tuesday. W or Wed is Wednesday. R, Th., Thu., Thur., or Thurs or TH is Thursday. F or Fri is Friday.

Academic Alert

A student will be placed on academic alert if he or she has a cumulative grade point average (GPA) below 2.0 and is not on academic restriction or suspension.

Academic Appeal

There are certain Academic Regulations that you may request an exception to as a student.

Academic Restriction

A student who has attempted 12 credit hours or more and whose cumulative GPA falls below 1.75 will be placed on academic restriction.

Academic Suspension

A student who has attempted 30 credit hours with a cumulative semester GPA below 1.25 will be suspended and must sit out a semester of classes.

Articulation Agreement

An agreement between another college or university and Montgomery College, specifying which classes you should take here that will transfer for credit into a particular major at the other school. Also known as a transfer agreement.

Assessment Level

A course requirement that indicates the level of college-readiness a student must have in English, reading, or mathematics in order to enroll in the course.

Assessment Test or Placement Test

Basic skills tests in English, reading, and math that place a student into certain courses and determine eligibility for others. (Montgomery College uses the Accuplacer Assessment.)

Associate's Degree

A two-year degree, designed to either transfer into a four-year degree at another school or prepare the student for a specific career.

Catalog

A book or online website containing academic information about Montgomery College, including degree requirements, curriculum outlines, and college policies.

Closed Class

A course for which the maximum number of students is already enrolled. A student cannot enroll in such a class unless someone drops and a seat becomes available.

Corequisite

A course that must be taken at the same time as another course.

Counseling Faculty

Counseling faculty teach, advise, and assist in the development of an academic plan for all incoming new students. The primary emphasis is on providing support and resources to help students achieve their educational goals through teaching, counseling, advising, career and transfer planning.

Montgomery College Terms You Should Know

Counselor

A counselor or instructional faculty member who helps you select your classes and helps you identify your career and/or transfer interests.

Course Number

The number assigned to a particular course (for example, ENGL 101).

Credit Hour

A unit of work in a subject, usually equivalent to one hour of class or two hours of laboratory per week throughout a semester.

CRN

Five-digit course reference number assigned to a particular section of a course.

Curriculum

An MC term for the major at the associate's degree, certificate, and letter of recognition levels.

Degree Audit

An advising tool that helps a student know what courses are left to take in order to graduate with a specific degree. The degree audit is obtained through the admissions office.

Developmental Course

A course designed to prepare students for success in subsequent college-level courses, such as ENGL 001 and MATH 080. The credits used for these courses may not be used to satisfy degree or transfer requirements but count toward full-time status and financial aid.

Drop

To remove oneself from a particular class section during the schedule adjustment period.

ELAP

English Language for Academic Purposes is a program designed to improve the academic English proficiency of students whose first language is not English.

Elective

A course that a student may choose to take, not a specific degree requirement.

Excessive Absences

Absence from a class more than the number of times a class meets per week during a fall or spring semester. (The number is prorated for accelerated sessions.)

FAFSA

The Free Application for Federal Student Aid (FAFSA) is the application for education loans and grants from the federal government.

Family Educational Rights and Privacy Act (FERPA)

A set of regulations that guarantees a student the right to inspect and review his/her educational records, the right to amend those educational records, and the right to some control over the disclosure of the records.

Freshman

A student who has earned fewer than 30 semester hours. (Also referred to as a first year student.)

Full-Time Student

A student enrolled in 12 or more credit hours in a semester.

Montgomery College Terms You Should Know

Good Academic Standing

A student with a cumulative GPA of 2.0 or better is in good academic standing.

GPA

Grade point average; the ratio of quality points earned to credit hours attempted. (See page 148 for information on calculating a GPA.)

Override

Written or electronic permission given by a counselor or faculty adviser to enter a class.

Part-Time Student

A student enrolled in fewer than 12 credit hours in a semester.

Prerequisite

A course that must be taken as preparation for other courses in a sequence.

Professor

Instructor of a college-level course.

Quality Points

Semester credit hours multiplied by the numerical equivalent of a letter grade.

Schedule of Classes

A guide to classes for each semester, with specific information about instructors, times, and locations. (Available online.)

Sophomore

A student who has earned a minimum of 30 credit hours.

Student Assistant

A student employee on campus.

Syllabus

A summary document prepared by a course instructor/professor that states basic information about a course, such as objectives, topics, and dates for tests and other assignments.

TBA

"To be announced;" used in the *Schedule of Classes* to indicate that an instructor for a course has not been chosen.

Transcript

Official: a certified copy of a student's academic record, which can be requested from the campus Offices of Admissions and Records through MyMC. Unofficial: a printout of a student's academic record that is not certified and may be obtained by the student from MyMC.

Transfer Curriculum

A program that prepares a student to transfer to a bachelor's degree program.

Vice President and Provost

The chief academic officer on campus.

Withdraw

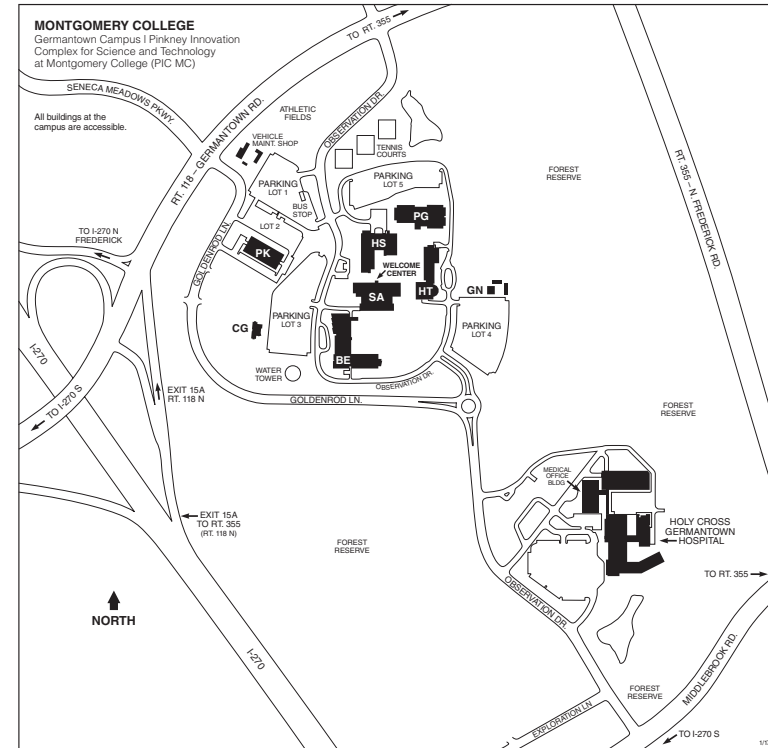
Drop a class after the schedule adjustment period. A refund is not given, and the attempt at the class is noted on the student's transcript with a "W."

Work-Study Student

A student employee receiving financial aid.



Map of Germantown Campus



MC MONTGOMERY COLLEGE

Germantown Campus | Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC)

20200 Observation Drive
Germantown, MD 20876
240-567-7700
montgomerycollege.edu
For updates to campus maps, visit
montgomerycollege.edu/maps

Legend of Campus Buildings

(as of January 2017)

- | | | |
|--|--|--|
| <p>BE Bioscience Education Center</p> <p>▪ Conference Center</p> <p>CG Child Care Center</p> <p>▪ Center for Early Education (CEE)</p> <p>GN Greenhouse</p> | <p>HS Humanities and Social Sciences Building</p> <p>▪ Bookstore</p> <p>▪ Cafeteria</p> <p>▪ Library</p> <p>▪ Workforce Development & Continuing Education (WD&CE)</p> <p>HT High Technology and Science Center</p> <p>▪ Globe Hall</p> <p>PG Physical Education Building</p> | <p>PK Paul Peck Academic and Innovation Building</p> <p>▪ Germantown Innovation Center</p> <p>SA Science and Applied Studies Building</p> <p>▪ Counseling and Advising</p> <p>▪ Enrollment Services</p> <p>▪ Financial Aid Office</p> <p>▪ Public Safety Office</p> <p>▪ Student Life Office</p> <p>▪ Welcome Center</p> |
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Directions to the Germantown Campus

By Car: Take I-270 to Exit 15 East (Route 118). Continue to the second traffic light at Observation Drive; turn right onto campus. A valid College parking permit is required. Visitor permits can be obtained from the Welcome Center in SA 100 and the Office of Safety and Security in SA 282.

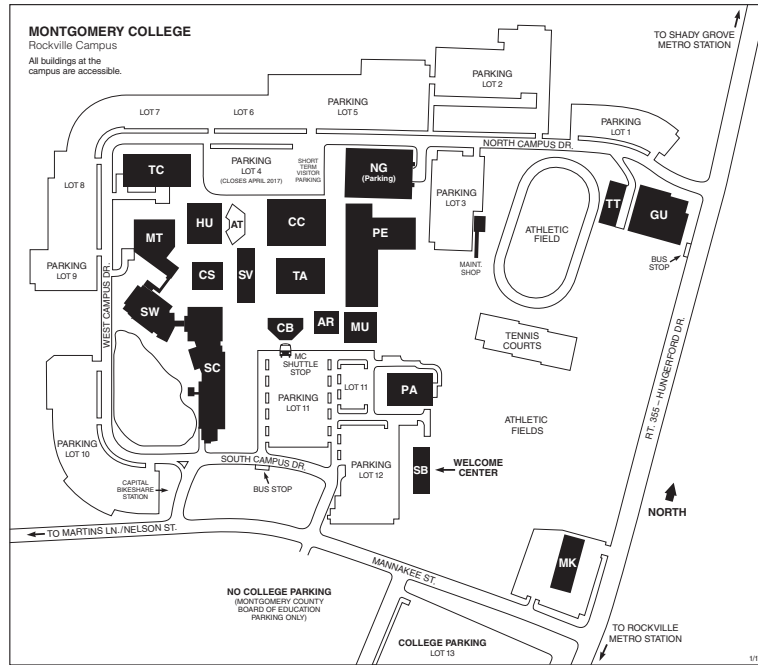
By Metro: Take Red Line train to Shady Grove station and transfer to Ride On Bus Route 55 to on-campus stop.

By Bus: The campus is served by Ride On Bus with connections to Metrorail.

For more information, visit www.montgomerycollege.edu/maps.

BEFORE YOUR FIRST CLASS

Map of Rockville Campus



MC MONTGOMERY COLLEGE

Rockville Campus
51 Mannakee Street
Rockville, MD 20850
240-567-5000; TTY 301-294-9672
montgomerycollege.edu
For updates to campus maps, visit
montgomerycollege.edu/maps

Legend of Campus Buildings

(as of January 2017)
AR Paul Peck Art Building
AT Amphitheatre
CB Counseling and Advising Building
▪ Public Safety Office
CC Campus Center
▪ Bookstore
▪ Cafeteria
▪ Student Life Office
▪ Workforce Development & Continuing Education Office (WD&CE)
CS Computer Science Building
GU Homer S. Gudetsky Institute for Technical Education
HU Humanities Building
MK Mannakee Building
▪ Central Services

MT Gordon and Marilyn Macklin Tower
▪ Library
MU Music Building
NG North Garage (parking)
PA Robert E. Parilla Performing Arts Center
PE Physical Education Center
SB South Campus Instruction Building
▪ Welcome Center
SC Science Center
SV Student Services Building
▪ Enrollment Services
▪ Financial Aid Office
SW Science Center West
TA Theatre Arts Building
TC Technical Center
TT Interim Technical Training Center

Note: Parking Lot 4 closes April 2017.

Directions to the Rockville Campus

By Car: From the north: Take I-270 South to Exit 6 (Route 28), W. Montgomery Ave./Rockville. Then take Exit 6A (Route 28) East. Turn left at first traffic light onto Nelson Street. Go to first traffic light at Mannakee Street; turn left. The campus is 1/2 blocks on the left.

From the south: Take I-495 to I-270 North Exit 6A (Route 28, W. Montgomery Avenue/Rockville). Follow Montgomery College sign through traffic light (road becomes Nelson Street). Go to first traffic light at Mannakee Street; turn left. The campus is 1/2 blocks on the left.

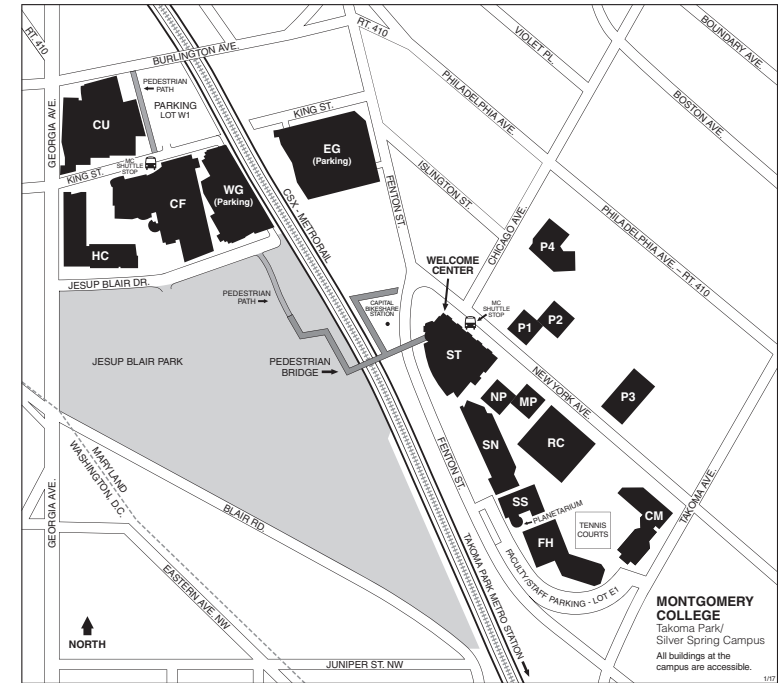
A valid College parking permit is required. Visitor permits can be obtained from the Welcome Centers in SB 101 and MK 105 and the Office of Safety and Security in CB 101.

By Metro: Take Red Line train to Rockville station and transfer to Metrobus Q2 (Veirs Mill Road line) or Ride On Bus Route 46 to campus bus stop on South Campus Drive.

By Bus: The campus is served by both Ride On Bus and Metrobus routes with connections to Metrorail.

Visit www.montgomerycollege.edu/maps for more information.

Map of Takoma Park/Silver Spring Campus



MC MONTGOMERY COLLEGE

Takoma Park/Silver Spring Campus
7600 Takoma Avenue
Takoma Park, MD 20912
240-567-1300; TTY 301-587-7207
montgomerycollege.edu
For updates to campus maps, visit
montgomerycollege.edu/maps

Legend of Campus Buildings

(as of January 2017)
CF The Morris and Gwendolyn Cafritz Foundation Arts Center
▪ Art store/food options
▪ Educational Opportunity Center
▪ Refugee Training Center
▪ Workforce Development & Continuing Education (WD&CE)
CM Catherine F. Scott Commons
CU Cultural Arts Center
EG East Garage (parking)

FH Falcon Hall
▪ Physical Education
HC Health Sciences Center
MP Mathematics Pavilion
NP North Pavilion
P1 Pavilion One
P2 Pavilion Two
P3 Pavilion Three
P4 Pavilion Four
RC Resource Center
▪ Library
SN Science North Building

SS Science South Building
▪ Planetarium
ST Charlene R. Nunley Student Services Center
▪ Bookstore
▪ Cafeteria
▪ Counseling and Advising
▪ Enrollment Services
▪ Financial Aid Office
▪ Public Safety Office
▪ Student Life Office
▪ Welcome Center
WG West Garage (parking)

Directions to the Takoma Park/Silver Spring Campus

By Car: Take I-495 West to Exit 31 or East to Exit 31B, Georgia Avenue South (Route 97). Continue south on Georgia Avenue past the Colesville Road (Route 29) intersection. Following the signs for Montgomery College, turn left on Sligo Avenue. Follow Sligo Avenue to Fenton Street; turn right. Continue (southbound) on Fenton Street through the traffic light at Philadelphia Avenue (Route 410). The East Garage is just ahead on your right, and the campus itself begins one block farther at New York Avenue and Fenton Street. The West Garage is located off Georgia Avenue, on Jesup Blair Drive. A valid College parking permit is required. Visitor permits can be obtained from the Welcome Center in ST 122 and the Office of Safety and Security in ST 117.

By Metro: Take Red Line train to Silver Spring station, then transfer to Ride On Bus Route 17 or 18.

By Bus: The campus is served by both Ride On Bus and Metrobus routes with connections to Metrorail.

Visit www.montgomerycollege.edu/maps for more information.

Transportation and Parking

MONTGOMERY COLLEGE ID

Germantown

Student Life,
184B Sciences and
Applied Studies
Building
240-567-7840

Rockville

Information Desk,
Student Services
Building
240-567-5000

Takoma Park/ Silver Spring

Student Life,
217 Student
Services Center
240-567-1482

RELATED PAGES IN THIS GUIDE

Security

WEBSITE

Campus Maps, Directions, Transportation, and Parking

www.montgomerycollege.edu/maps
www.montgomerycollege.edu/parking

Metro rail and Metrobus

www.wmata.com

Montgomery County Ride On

www.montgomerycountymd.gov

■ Plan your transportation carefully to make sure you're on time for class, whether it's by car, bike, bus, Metrorail, or a combination of these transportation options.

Bus Transportation

MC Shuttle runs between the three campuses and you can check the schedule by going the Transportation Webpage listed below. Current Montgomery College students can take a Ride On bus free of charge. Simply show the Ride On driver your MC student ID card with a current semester sticker. Express routes may incur a fee. Ride On schedules and routes are available online at www.montgomerycountymd.gov. Metrobus information is available at www.wmata.com/bus and students will need to pay the regular fare to board a Metro Bus. For details on how to obtain a valid MC student ID, visit www.montgomerycollege.edu/studentid.

Parking and Motor Vehicle Registration

The College may regulate parking at its facilities, including requiring the use of and payments for hang tags, decals and temporary permits, the assessment of penalties for parking violations, the establishment of methods for the collection of fines, and the institution of an appropriate appeals process for all persons parking at its facilities, including but not limited to students, full-time and part-time employees, vendors and visitors.

Information about vehicle registration and parking is available online at the Parking Website. The Montgomery College Motor Vehicle Regulations are available at www.montgomerycollege.edu/verified. To register a vehicle, obtain a parking permit, and pay or appeal a parking citation, log on to MyMC, go to Student Quick Links, and click on "Order Parking Permit." Be sure to display the permit as required.

Parking Website: <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=30909>

Transportation Website: <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=65528>

Security, Closing, Delayed Opening, or Emergency

Safety and Security Services

Montgomery College is committed to providing a safe and secure environment at all times that will support and enhance the institution's educational programs and services. The Office of Safety and Security is responsible for the protection of the College community, first aid, emergency assistance, 24-hour escort service (upon request), maintenance of automated external defibrillators (AEDs), enforcement of campus parking regulations, and the lost and found service. Officers on each campus are on duty 24 hours a day, seven days a week. In compliance with the Crime Awareness and Campus Security Act of 1990, the College's campus security procedures are provided online in the Montgomery College Annual Security Report at www.montgomerycollege.edu/verified or www.montgomerycollege.edu/emergency. Click on the Annual Security Report.

Closing, Delayed Opening, or Emergency

Montgomery College will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the College's operational status will be communicated through one or more of the following means:

- College emergency responders: Security Officers, Campus Response and/or Support Teams.
- Montgomery College ALERT. Registered users receive text and e-mail messages. Registration information at www.montgomerycollege.edu/emergency.
- Montgomery College Emergency Desktop Notification. Scrolling messages are broadcast on College computers.
- Montgomery College website at www.montgomerycollege.edu.
- MyMC website at <https://mymcprod.montgomerycollege.edu/cp/home/displaylogin>.
- MyMC student e-mail system.
- Montgomery College employee voicemail. From off-site, dial 240-567-1701.

SAFETY AND SECURITY OFFICE LOCATIONS

Germantown Campus

282 Sciences and Applied Studies Building
240-567-7777
(recorded line)

Rockville

101 Counseling and Advising Building
240-567-5111
(recorded line)

Takoma Park/ Silver Spring

117 Student Services Center
240-567-1600
(recorded line)

Hours for Security

Open 24 hours,
7 days a week

Security, Closing, Delayed Opening, or Emergency

WEBSITE

www.montgomerycollege.edu/emergency

- Montgomery College employee e-mail. From off-site, <http://mcmil.montgomerycollege.edu>.
- Montgomery College main phone number at 240-567-5000.
- Montgomery College cable channel 10 in Montgomery County.
- Commercial radio and TV stations including:

TELEVISION	RADIO
Channel 4 WRC	WTOP (103.5 FM)
Channel 5 WTTG	WFRE (99.5 FM) – Frederick
Channel 7 WJLA	WAMU (88.5 FM)
Channel 9 WUSA	WFMD (930 AM) – Frederick
News Channel 8	WMAL (630 AM)

If the College opens late or closes early for any reason, the following rule will be used to determine if a class will meet. If a class can meet for at least half of its scheduled time or if the class can meet for 50 minutes or more, then the class will meet.

All inquiries from the news media regarding an emergency event should be directed to the College's Office of Communications.

Emergencies

In case of a life-threatening emergency, someone should call 911 and then notify Safety and Security. Students and employees are encouraged to carry a cell phone for reporting emergencies and receiving county and College alerts. Emergency phones are located in all campus elevators and in numerous internal and external locations. These phones will automatically ring in the nearest Office of Safety and Security. Calls made on the emergency phones are recorded. From off-campus locations, call 911 and then notify the appropriate College administrator. As an added safety measure, automated external defibrillators (AEDs) are available in every building on each campus. They are mounted in cabinets on the wall in the main lobby/entry area. A local alarm will sound when the cabinet is opened. Security officers also have portable units.

Security, Closing, Delayed Opening, or Emergency

Emergency Preparedness

In the event of emergency situations involving Montgomery College directly—or if an emergency occurs at the local, regional, or national level that could impact the college community—Montgomery College's safety and security personnel and other College officials utilize in-house emergency response plans and coordinate their response activities with local, county, state, and federal authorities, as appropriate. The College works directly in conjunction with Montgomery County's Office of Emergency Management and Homeland Security in the event of any local activation of the county's Emergency Operations Center.

Additional information, including emergency evacuation area maps, is available at www.montgomerycollege.edu/emergency.



Monthly Expenses Worksheet for Students

INCOME: Monthly

Salary/Job \$ _____
 Financial Aid \$ _____
 Scholarships \$ _____

Other

..... \$ _____
 \$ _____
 \$ _____

Total Monthly INCOME \$ _____

EXPENSES: Monthly

Housing

Rent/Mortgage \$ _____
 Phone (landline) \$ _____
 Phone (cell) \$ _____
 Internet \$ _____
 Cable \$ _____
 Electric \$ _____
 Gas (heating) \$ _____
 Water \$ _____

Food

Groceries \$ _____
 Eating out \$ _____

Medical

Doctor visits \$ _____
 Medications \$ _____
 Insurance \$ _____

Automobile/Transportation

Vehicle loan \$ _____
 Gasoline \$ _____
 Transportation \$ _____
 Insurance \$ _____

continue to next column...

- If you are spending more than you are taking in, you may want to do a “needs” versus “wants” check. Needs are expenses you cannot avoid, such as food and rent, while wants are something you can live without or find a less expensive provider of the particular service.

This page can be downloaded as a worksheet from the First Year Experience website www.montgomerycollege.edu/fye.

EXPENSES: Monthly (cont.)

Educational

Tuition \$ _____
 Books/Magazines \$ _____

Credit

Loan 1 \$ _____
 Loan 2 \$ _____
 Credit Card 1 \$ _____
 Credit Card 2 \$ _____

Other

Child care \$ _____
 Clothing \$ _____
 Pet(s) \$ _____
 Entertainment \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Monthly EXPENSES \$ _____

DO THE MATH...

INCOME \$ _____

— (minus)

EXPENSES \$ _____

SURPLUS (+) OR SHORTAGE (-)
 \$ _____

Financial Aid

- Financial aid refers to any kind of help in the form of grants, scholarships, student employment, tuition waiver and remission, and student and parent loans. Financial aid awards may help pay for tuition, fees, and other expenses such as books, transportation, or computers. All students are encouraged to apply.

The Financial Aid Process, 1-2-3

1. Fill out the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>.
2. Complete and return financial aid forms requested by the College on MyMC.
3. Check your award status on MyMC.

November 1, 2017 (for spring 2018)

Financial aid priority deadline

February 2018

Financial Aid Awareness Month

March 1, 2018

Maryland state grant deadline

May 15, 2018 (for fall 2018)

Deadline to complete financial aid application for the next academic year, including submitting all required forms.

If your financial aid application is completed after the May 15 date for fall and after November 1 for spring, you will receive your award notice on a rolling basis. Late students are awarded financial aid as the files are completed through the processing cycle, based on available funds.

If your file is complete and you are eligible for financial aid, you may request that financial aid hold your registration by signing a class reservation form. You may review your award status at the secure area of the College website, MyMC. Or you may pay for your classes if you are not eligible for a reservation. Any awards made later in the semester will be credited to your account. You may owe a bill if you withdraw after the 100% refund date for your classes or fail to meet the required conditions of your awards. Check with the Offices of Admissions and Financial Aid.

Loan applications must be made each year and the FAFSA must be completed. Meeting priority deadlines is important because financial aid

CAMPUS FINANCIAL AID OFFICES

Germantown

110 Sciences and Applied Studies Building

Rockville

124 Student Services Building

Takoma Park/Silver Spring

127 Student Services Center

Central Number for All Campus Financial Aid Offices

240-567-5100

e-mail: financialaid@montgomerycollege.edu

WEBSITES

Montgomery College Financial Aid

www.montgomerycollege.edu/financialaid

Federal Work-Study and Student Assistant Program

www.montgomerycollege.edu/financialaid/jobs.html

Federal Government Financial Aid Information and Free Online Application

<https://www.fafsa.gov>

Maryland Higher Education Commission State Scholarship Information

www.mhec.state.md.us

Grants and Scholarships

www.montgomerycollege.edu/financialaid/grants.html

Financial Aid

PUBLICATIONS

Publications to help you understand the process of applying for aid include the *Paying Your Way* brochure that is sent to all admitted students.

Other information is available online at www.studentaid.gov.

EVENTS

Financial Aid offices on each campus offer workshops throughout the year.

processing will be slower during the peak times such as August and January.

Job openings are posted on eJobs at: www.montgomerycollege.edu/ejobs. Once you are selected by an employer on or off campus, there may be additional forms to complete.

Financial aid recipients are reviewed for satisfactory academic progress when they apply for financial aid each year and at the end of the spring semester. Some aid recipients are reviewed more frequently, depending on the length of their academic programs. This review includes cumulative financial aid grade point average, and the percentage of attempted classes successfully completed (also called your "pace" of completion). The financial aid office also monitors your class attendance.



Assessment and Placement

QUICK TIPS AND INFORMATION

■ Montgomery College assesses students to determine their entry-level skills in reading, English, and math. Your scores help counselors and academic advisers recommend appropriate courses for you.

Approach the testing process seriously

Your performance on the placement test determines how much time and money you will need to complete your education plans/goals at MC.

Prepare

Prepare for the placement testing by reviewing and taking the practice tests. These are available on the web at www.montgomerycollege.edu/assessment.

Exemptions

You may be exempt from taking the placement test if you have qualifying scores on the SAT, ACT, or TOEFL, or if you have completed equivalent coursework at another college or university.

	SAT	ACT	Minimum Assessment Level/Placement
English (Sentence Skills and Reading)	500+ (Critical Reading)	21+	ENGL 101/ READ 120 (exempt)
Math	500+	21+	MATH 110, MATH 115, or MATH 117

Accuplacer or ESL Accuplacer?

There are different tests depending if English is your native language. Be clear and honest about this when scheduling your testing. Incorrect information could add time and money to your academic plans.

You should take the ESL Accuplacer if you did not learn American English as your first language and did not attend at least 10 years of school (elementary, middle, high school) in the United States. This includes U.S. citizens and residents as well as international students. ESL Accuplacer test results determine English, ESL, or reading placement and assessment levels. Non-native speakers of English who wish to take the math section of the Accuplacer Test must take the ESL Accuplacer test first. For more information: www.montgomerycollege.edu/assessment.

ASSESSMENT CENTERS

Hours:

Monday–Thursday
8:30 a.m.–7:30 p.m.

Friday
8:30 a.m.–2:30 p.m.

Two Saturdays per month (check schedule for open Saturdays)
9 a.m.–1 p.m.

Walk-in testing available.

Visit website at www.montgomerycollege.edu/assessment for test schedules

Assessment and Placement

Locations:

Germantown

132 Sciences and Applied Studies Building
245-567-7739

Rockville

14 Campus Center (lower level)
240-567-7459

Takoma Park/ Silver Spring

323B Student Services Center
240-567-1555

WEBSITE

www.montgomerycollege.edu/assessment

REVIEW COURSE

Fast Track Pre-algebra and Algebra Review

www.montgomerycollege.edu/departments/FastTrack

Read

Read the Assessment and Placement section on the MC website thoroughly.

Disability

If you have a disability, you may need accommodations to take the Accuplacer test. See the "Disability Support Services (DSS)" section of this guide for more information.

Schedule a MAP or IMAP session

Make sure you schedule a MAP or IMAP session on your campus after you take your Accuplacer placement test. The MAP session is for students who are native English speakers. The IMAP session is for non-native English speakers. It is required that you attend these sessions to receive the advising needed to register for your first semester of courses.

eMAP

Electronic MAP sessions are available for some students. Counselors can help you determine if this option is right for you.

Want to improve your math placement?

Try the Fast Track review course.

Retesting

A retest may be available *after* consultation with a counselor. Students may retake the test only **once**.

See the chart on page 64 to keep track of your placement test scores.



Assessment and Placement

Interpreting Your Scores

After you take your placement tests, new MC students must first attend Montgomery Advising Program (MAP) sessions or International Montgomery Advising Program (IMAP) sessions to plan your first semester courses based on those results. Many courses require a certain assessment level before you may enroll in them (in English and reading specifically). You will also take an assessment for math. If your score places you in an earlier course than the ones in bold type on the following pages, you must successfully progress through the following course sequences until you reach that credit-bearing/transferable level.

It is always a good idea to sit down with a counselor throughout your educational experience to review your academic progress in these placement courses.

Accuplacer Placement Test Results

The following is a basic overview of the courses you may be eligible to take in reading, English, mathematics, and the American English Language Program.

Reading: Depending on your numerical scores, which a counselor can help you interpret, placements are as follows:

0-34	See a counselor for the options at your disposal. Note that developmental courses do not count toward degree requirements as they are non-credit options
35-52	MC Pathways Program (no credit toward degree. See a counselor)
53-65	READ 095 College Reading Skills I (no credit toward degree)
66-78	READ 099 College Reading Skills II (no credit toward degree)
79+	If you score above 79 on the placement tests, you are exempt from taking a reading course. READ 120 Reading and Study in College Content Areas is a highly recommended course for all college students.

Assessment and Placement

English

Depending on your numerical scores, which a counselor can help you interpret, in English and Reading, placements are as follows:

0-79 & Reading 53+	Pre-college English: ENGL 001 (no credit toward degree)
80-89 & Reading 53+	Pre-college English: ENGL 002 (no credit toward degree)
90-114 & Reading 79+	College level English: ENGL 101A/ENGL 101 , a credit course. Note that this assessment level is a common requirement for most credit courses at the College.
115+ & Reading 79+	Possible placement in a more advanced college English course (credit)

Mathematics

(Note that most mathematics courses require an English or reading level course. See the *College Catalog* for more details.)

You will need to take at least one college-level math course numbered 110 or higher to satisfy the College's general education requirements and to ensure that your math course will transfer as credit to a four-year college or university in the state of Maryland. Please see a counselor or math adviser to determine the appropriate math sequence.

Depending on your score, placements are as follows:

OPTION 1: IF YOUR ELEMENTARY ALGEBRA SCORE IS LESS THAN 62:	
	MATH 080 (no credit toward degree)
IF YOUR ELEMENTARY ALGEBRA SCORE IS 62-100:	
44 and below	MATH 093 or MATH 096 (no credit toward degree)
44 and below & elementary algebra 75-120	MATH 093 or MATH 096 (no credit toward degree) or MATH 110 or MATH 117 (credit)
45-52	MATH 096 (no credit toward degree), MATH 110, MATH 113, MATH 115, MATH 117 (credit)
53-59	MATH 096 (no credit toward degree) – for students who plan to take MATH 165 or higher; MATH 098, MATH 130, MATH 150 (credit)
60-86	MATH 165 (credit) or lower
87+	MATH 181 (credit) or lower

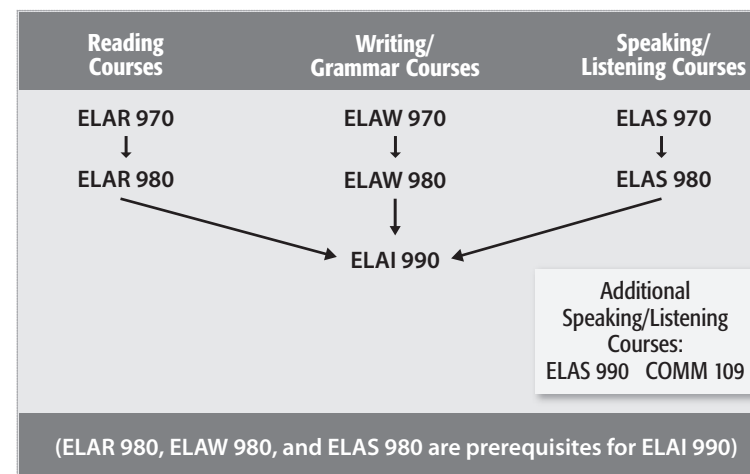
Assessment and Placement

Assessment Testing Checklist:

- Obtained study guides from www.montgomerycollege.edu/assessment.
- Made an appointment with the Assessment Center on your primary campus to take the placement test.
- Scheduled a date to attend a Department of Counseling and Advising's MAP or IMAP session to receive placement results and begin registering for classes.
- Attended an MAP or IMAP and received your placement scores.
- Investigated the Fast Track review course or other resources and retook the math placement if you felt that your scores did not reflect your skill level or you need to review.

English Language for Academic Purposes (ELAP) (ESL ACCUPLACER)

If you are a non-native speaker of English and it is recommended that you take the ESL Accuplacer exam, your results will determine if you are prepared for college level courses or if you would benefit from English for Academic Purposes (ELAP) program courses in Reading, Writing, Speaking/listening or Integrated Skills. If you are placed in ELAR, ELAW or ELAS courses, you must test out of or successfully pass ELAI 990 in order to take most college credit courses. There may be some courses that you can take while at this top level of the program.



Assessment and Placement

MY ASSESSMENT TEST SCORES: ACCUPLACER

Reading _____ English _____ Math _____

Reading: READ 095 READ 099 READ 120 Other: _____

*RD 120 placement means a reading course is optional.

English:	ENGL 001	ENGL 002	ENGL 101	ENGL 102/ENGL 109
Starting English Course				
	ENGL 001	A	ENGL 101	
	ENGL 001	B	ENGL 101A	
	ENGL 001	C	ENGL 002	
	ENGL 001	D or F	ENGL 001	
	ENGL 002	A	ENGL 101	
	ENGL 002	B	ENGL 101A	
	ENGL 002	U	ENGL 002	

Math:	080	093	096	098	110	113
	115	115A	117	117A	130	150
	165	181	Other:			

*See a counselor or a math adviser for questions about your math placement score, and to determine which math sequence is best for you. This often depends upon your intended major.

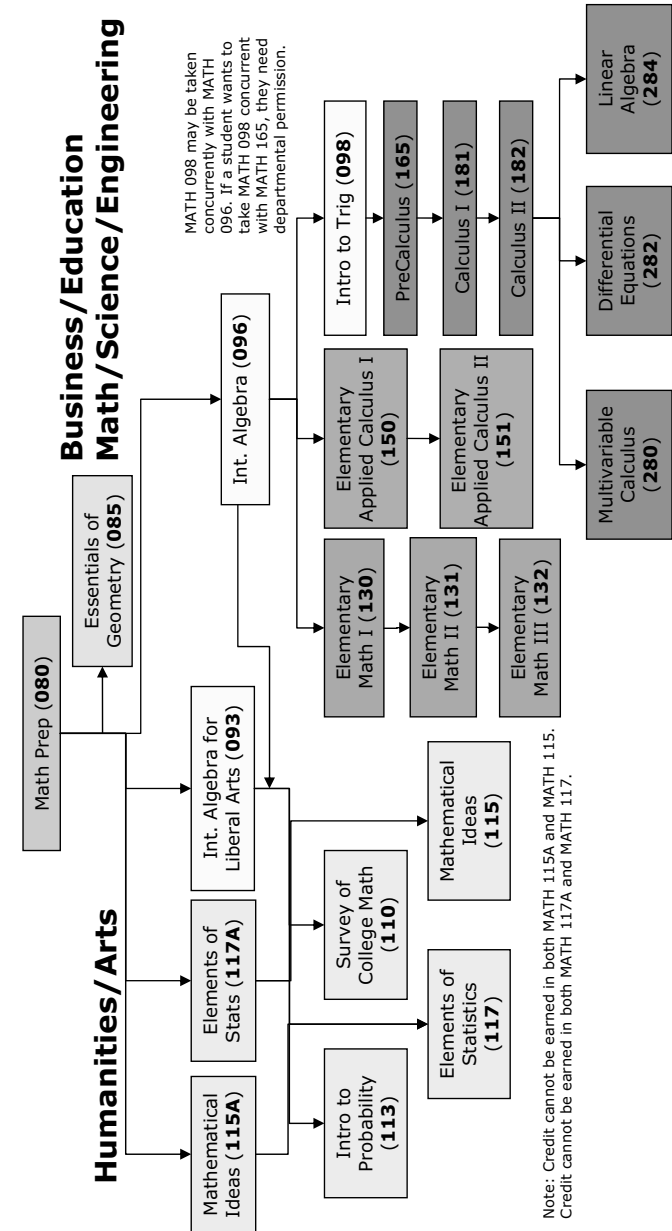
MY ASSESSMENT TEST SCORES: ESL ACCUPLACER

Reading:	ELAR 970	ELAR 980
Writing/Grammar:	ELAW 970	ELAW 980
Speaking/Listening:	ELAS 970	ELAS 980
Integrated Skills:	ELAI 990	

*See an international counselor with any questions regarding ESL Accuplacer scores and placement.

Assessment and Placement

Montgomery College Mathematics Courses Academic Year 2017-2018



BEFORE YOUR FIRST CLASS

Course Materials

MC BOOKS & MORE LOCATIONS

www.montgomerycollege.edu/bookstore

Phone (for all locations)
240-567-5302

Germantown

Lower Level,
Humanities and Social
Sciences Building

Rockville

1st Floor,
Campus Center

Takoma Park/ Silver Spring

2nd floor, Charlene
R. Nunley Student
Services Center

Cafritz Art Store & More

1st floor, The Morris
and Gwendolyn Cafritz
Foundation Arts Center

HOURS (FALL & SPRING SEMESTERS)

Monday–Thursday
8 a.m.–6:30 p.m.

Friday
8 a.m.–4 p.m.

Saturday
9 a.m.–1:30 p.m.

*Store hours may vary during peak times and in the summer. Check your campus location or visit our website for current listings.
www.montgomerycollege.edu/bookstore*

INSTRUCTIONAL MATERIALS AFFORDABILITY AND ACCESSIBILITY GUIDELINES (IMAAG):

Montgomery College is supportive of, and actively in compliance with, state and federal legislation regulating affordability and accessibility of instructional materials. For more information about the Montgomery College IMAAG or to purchase your course materials online, visit the bookstore's website at www.montgomerycollege.edu/bookstore.

WHEN PURCHASING YOUR COURSE MATERIALS

- Each campus usually requires different course materials for common classes. Course materials need to be purchased or rented from the campus where the class is being held. Materials for online courses are available at the Rockville Campus store.
- In the store, MC Campus Store's course materials department is arranged alphabetically by academic department, then numerically by course and CRN (Course Reference Number).
- To ensure that the correct materials are purchased for your class, compare your class schedule (from MYMC) with the department, course and CRN listed on the shelf tags.
- Each shelf tag also indicates whether a textbook is **REQUIRED**, **RECOMMENDED**, **OPTIONAL**, **SUBSTITUTE**, or **DIGITAL SUBSTITUTE**.
- Online, our booklists also indicate whether a textbook is **REQUIRED**, **RECOMMENDED**, **OPTIONAL**, **SUBSTITUTE**, or **DIGITAL SUBSTITUTE**.
- You may wish to consult with your instructor before making any purchase other than a required text.

DEFINITIONS:

- **REQUIRED:** means that the faculty member requires the textbook for class work, reading assignments, quizzes and exams.
- **RECOMMENDED:** means that the faculty member has suggested the textbook for additional information about the course.

Course Materials

- **OPTIONAL:** means that the textbook may be of assistance in completing the course effectively. It is not a required text.
- **SUBSTITUTE:** means that another version of the required textbook (such as the textbook by itself instead of a bundled package) has been made available for purchase. You do not need to purchase the required text book if you are purchasing the substitute.
- **DIGITAL SUBSTITUTE:** means that a digital (eBook) version of the required textbook is available. You do not need to purchase the required text book if you are purchasing the digital substitute.

MC CAMPUS STORE HAS DIFFERENT TEXT BUYING OPTIONS:

- **New Course Materials** – never used at full price. Use our Comparison Resource on our booklist, www.montgomerycollege.edu/bookstore, which compares our selection with other leading online retailers.
- **Used Course Materials** – previously owned copies. Course Materials with little to no markings. Cheaper than a new textbook.
- **eBooks** – digital versions of the text being used for your class. Cost can be as low as 50 to 60% off the price of new. Some versions have a time limit on how many semesters the access code may be used.
- **Rentals** – Pay to rent your books for the semester. Use our rental kiosks in-store and save money. Student Financial Aid eligible. A credit card is required to secure the transaction at the kiosk, though alternate fund payment is available at the register.

STUDENT FINANCIAL AID (SFA)

SFA recipients who have been awarded funds and received award notifications from Montgomery College to pay for tuition and fees, may have a book credit awarded from any remaining balance above that which was used to pay for tuition and fees. The book credit may only be used for purchases at MC Campus Stores. Financial aid is

WEBSITE

www.montgomerycollege.edu/bookstore

Course Materials

available about a week before the start of fall and spring semesters and generally lasts through the first two weeks of the fall and spring semesters.

Most items in MC Books & More (The Montgomery College Bookstore) are available for financial aid purchases including:

- Textbooks/Course Materials
- Software*
- Tablets/Laptops/Computers*
- Flash Drives/Ear Buds/Calculators*
- Backpacks/Athletic Wear
- Art Supplies
- WEPA Print Cards
- Office/School Supplies

No refunds for tech items, calculators, and software. If you have a question about whether a specific product is available for purchase using your book credit, please ask a staff member at one of our stores.

BUYBACK (SELL YOUR BOOKS)

We buy books every day at MC Rockville, Takoma Park, and Germantown Campus Store locations.

- All pages, bindings, covers are intact and complete.
- Pages should not be torn, missing, marked up or highlighted excessively so that the print is obscured.
- Textbooks with water damage, stains, and/or pages sticking together are not considered in "good condition".
- You will be contacted by customer service if any item in your shipment does not meet condition requirements
- Prices we offered are based on whether the book is being used for the upcoming term, or if there is current market value or national demand.

Course Materials

REFUND POLICY

- A valid receipt or packing slip is required for all refunds or exchanges.
- Shipping and handling, for online orders, fees are not refundable.

COURSE MATERIALS (TEXTBOOKS):

- A full refund will be given for Course Materials returned prior to your campus specific refund deadline*.
- Course Materials purchased after the campus specific deadline must be returned within 2 business days of purchase for a full refund.
- Course Materials purchased during the last week of classes or final exams are not refundable.
- Brytewave Digital Textbooks must be returned within 14 days of purchase for a full refund.

*Contact your campus bookstore for specific refund deadline

HARDWARE & SOFTWARE:

Unopened computer hardware and software must be returned within 14 days of purchase for a full refund.

ALL OTHER MERCHANDISE:

All other merchandise unopened and in original condition returned within 30 days of purchase may be exchanged or refunded to the original form of tender.

PURCHASES/RENTALS:

- Textbooks should be purchased on the campus where the course is taught.
- A government issued photo ID will be required for purchases made by check or credit card.
- There is a \$25 fee for all returned checks.
- Refunds for purchases will be issued in the same manner as the purchase.
- Check refunds will be allowed after 7 business days from the day of the transaction

Logging into Starfish

All students are highly encouraged to meet with a counselor/faculty advisor on an ongoing basis in order to develop and adjust educational plans that reflect personal, academic, career and life goals.

To schedule an appointment, use the following steps:

1. Go to www.montgomerycollege.edu, log on to your MyMC account and click on the Counseling and Advising Network icon in the top right corner of the screen.
2. Under "Returning Students," find the Counseling/Advising button and click on it.
3. Once in the Starfish system, click on the "My Success Network" channel on the left. Search for an available appointment using one of two methods:

Method 1: To search for a specific advisor, click on your preferred campus. Next, scroll through the alphabetical listing of service members and click "Schedule Appointment" for the selected counselor.

Method 2: To find an appointment based on your availability, click on the "Schedule Appointment" link underneath your preferred campus.

4. Select the preferred date from the calendar and click on the green plus sign next to the desired time (dates in bold reflect appointment availability).
5. Select an appointment reason from the drop-down menu and add information describing the reason for the appointment in the "Detailed Description" box
6. Click on "Next" and then click "Schedule"

IMPORTANT! – Be sure to check your Montgomery College email for confirmation of your appointment.

If you need help—visit a Welcome Center on any campus or call our Response Center at 240-567-5000.



Educational Planning Overview

DEPARTMENTS OF COUNSELING AND ADVISING

Germantown

250 Sciences and
Applied Studies
Building
240-567-7770
Monday-Wednesday
8:30 a.m.–7 p.m.
Thursday
8:30 a.m.–2 p.m.
5 p.m.–7 p.m.
Friday
8:30 a.m.–5 p.m.

Rockville

215 Counseling and
Advising Building
240-567-5063
Monday, Tuesday,
and Wednesday
8:30 a.m.–7 p.m.
Thursday
8:30 a.m.–3 p.m.
and 5 p.m.–7 p.m.
Friday
8:30 a.m.–5 p.m.

Takoma Park/ Silver Spring

233 Student
Services Center
240-567-1480
Monday–Wednesday
8:30 a.m.–7 p.m.
Thursday
8:30 a.m.–1 p.m.
4 p.m.–7 p.m.
Friday
8:30 a.m.–5 p.m.

*Access Starfish
to make an
appointment
with a Counselor.*

■ Your Education Plan is your guide through your academic program/curriculum and career development while at Montgomery College. It provides you with a roadmap to your desired destination—whether it's an associate's degree or certificate, transfer to a four-year institution, personal enrichment, or employment. Montgomery College wants to give you the tools for you to go wherever you would like to go and do whatever you would like to do.

What is an education plan?

Education plans typically include your career and transfer goals, major, and a list of courses that will help you meet those goals. There are several pieces in this Planning Section that will help you develop your Education Plan:

- The Career Assessment Worksheet. This worksheet is designed to assist you in the assessment of your skills, interests, abilities, and values that will help you to select your major and/or identify your career goals. Montgomery College has provided two web/computer-based career planning guides that contain a wealth of occupational and job search information, career inventories, and school search functions. This worksheet is useful if you have chosen a major or if you are currently undecided.
- Transfer Worksheet. This sheet gives you the opportunities to organize research on possible colleges and universities where you might transfer after your time at Montgomery College.
- General Education Program. This section details information about Montgomery College courses that transfer without question into general education programs at public colleges and universities around the state of Maryland.
- The Advising Worksheet. These pages provide you with information about the course requirements for your particular degree, certificate, or letter of recognition. In addition, you can log into MyMC to get an electronic Degree Evaluation that will provide you with similar

Educational Planning Overview

information for your major of choice. You can also conduct a "What-If Analysis" to examine the course requirements for other majors or programs of study at the College.

- The Course Planning Worksheet. This page focuses on the development of an actual course plan. You can use this information to put together a plan so you can decide in which semester(s) you will take particular courses. Doing so will allow you to identify the amount of time it will take for you to reach your academic goals.



WEBSITES

FYE Advising Basics
www.montgomerycollege.edu/fye/advisingbasics.html

Academic Planning Homepage
www.montgomerycollege.edu/departments/studev/advising.htm

Counseling and Advising
www.montgomerycollege.edu/advising

Online Student Services Center
(with links to e-mail advising services)
www.montgomerycollege.edu/departments/studev/onlinsts

Transfer
www.montgomerycollege.edu/transfer

Assessment and Placement
www.montgomerycollege.edu/assessment

Benchmarks – Pathway to Completion

- The College will provide you with a pathway to completion that includes certain benchmarks. Benchmarks provide guideposts by which you can determine if you are making satisfactory academic progress toward stated goals. If you are not successful achieving certain benchmarks, the College may intervene by requiring you to see a Counselor or Faculty Advisor or complete other tasks to help you get back on track.

Before you register for your first semester:

Ask for help! Go to a Welcome Center on campus

- Complete relevant steps in the enrollment process
- Fill out the online advising questionnaire
- Attend a New Student Orientation
- Complete an “Academic Orientation” (eMAP, IMAP, MAP), if necessary
- Schedule your first academic planning appointment
- Review course placements and discuss educational and transfer goals during with a Counselor/advisor

During your first semester:

- Ask for help! Seek out information and take advantage of student support services
- Understand the student code of conduct and relevant academic policies and regulations related to students
- Participate in additional academic planning appointments to discuss new/ongoing goals
- Inquire about tools available to assist you in career, transfer and educational planning and goal completion
- Begin to think about transfer goals

.....
Please see a counselor in the Departments of Counseling and Advising on any campus for help in achieving these benchmarks.

Benchmarks – Pathway to Completion

By your 24th credit:

- Ask for help! Speak with professors and counselors
- Attempt a college-level English and math course, if eligible (otherwise complete required courses leading up to credited English/math)
- Continue to refine your academic and career goals and planning; meet with a Counselor and/or a faculty advisor, as appropriate
- Participate in transfer planning with Counselors and faculty advisors
- Attend a Transfer Day on campus
- Explore potential transfer institutions by using online resources and making campus visits

Close to your 30th credit:

- Identify an appropriate major
- Know where to access transfer information from various campus resources (if you are planning to transfer)
- Know where to obtain career-related information that pertains to overall goals
- Review and modify your education plan, as needed

Close to your 45th credit:

- Ask for help! Have additional discussions with your counselor and/or faculty advisor about your plans after MC
- Review your academic progress towards completion and refine transfer/career plans
- Obtain a degree audit if you are planning to complete a certificate or degree
- Gather information about the process for graduation by going to <http://www.montgomerycollege.edu/graduation>
- Pay attention to transfer application and letter of recommendation deadlines

When you reach your goal:

- Celebrate your accomplishment and keep moving toward your next goal

Employment Services, eJobs, and Internships

OFFICES

Student Employment Services

Germantown Campus

265 Sciences and Applied Studies Building
240-567-1970

Rockville

219B Counseling Building
240-567-5057

Takoma Park/Silver Spring

Resource Center Building
240-567-1630

SERVICES

- Personal coaching with job opportunity coordinators on each campus
- eJobs
- Group workshops
- Résumé assistance
- Interview coaching
- Job matching
- Counseling on professional attire and grooming
- Job fairs
- Partnerships with local employers

Cooperative Education and Internship Program Office

Takoma Park/Silver Spring
209 Resource Center
240-567-1360

NEED HELP FINDING A JOB?

Job Opportunity Coordinators are available on each campus to assist you with:

- Résumé preparation, interview practice and job search assistance
- Access to job postings exclusively for Montgomery College students & alumni through eJobs www.montgomerycollege.edu/ejobs
- Tools to explore career paths www.montgomerycollege.edu/career
- Employer on-campus recruitment events and job fairs
- Building work experience and developing pre-employment skills for career success

To see up an appointment with a Job Opportunity Coordinator contact:

Germantown: Pat McGlone 240-567-1970, Sciences and Applied Studies Building 265

Rockville: Beth Reilly 240-567-4449
Counseling Building 219B

Takoma Park/Silver Spring:
Joe O'Hare 240-567-1630,
Resource Center Building 205

Did you know that internship experience was ranked by employers as the most important element they look for when reviewing resumes of recent graduates? It's also a great way to decide if a career path is right for you, gain confidence, and apply classroom knowledge.

To learn more about the College Wide Cooperative Education and Internship Program contact:

Angela Beemer 240-567-1360
Takoma Park/Silver Spring:
209 Resource Center Building
<http://cms.montgomerycollege.edu/coop/>

- The College Wide Cooperative Education & Internship Program is a 3-credit academic course that places eligible students in full or part-time jobs related to their majors
- Students may be paid by the employer or work in unpaid positions
- Students earn college credit for working in a job that is related to their major

Exploring Careers

- The College offers a range of services to students and alumni to support their career decision-making process and job search efforts.

STEPS OF CAREER EXPLORATION

Visit the Career/Transfer Resources

This is a great place to start. The Career/Transfer Centers on each campus houses valuable career and job search resources and can refer you to plenty of others.

Take STSU 120 Career Development: Dynamics and Application

This course is designed to help you learn about yourself, the careers that might suit you, and the steps you will take in order to pursue those careers. Taught by a counselor experienced in helping people find and follow a path that engages them, this course will lead you on a comprehensive career journey!

Get to Know Yourself

This may sound silly, but few of us really take time to stop and think about who we are, what we like, what kinds of people we enjoy, what our values are, and how each of those preferences will fit into different careers. Here are some strategies to help get you started:

- Make a list of classes you love and those you dislike.
- Write down some of your childhood dreams and aspirations.
- Consider of the jobs you have enjoyed and those you have not enjoyed; identify some themes.
- Imagine that you just won the lottery and never HAD to work again. How would you spend your time?
- Make a list of your favorite activities.

Take a Career Assessment

Answer questions about your likes and dislikes to find a number of possible career "matches." Then choose several careers that sound promising and learn more about them. There are two options for taking career assessments: 1) attend a workshop or 2) enroll in STSU 120. In either setting,

OFFICES

Germantown Career/Transfer Center

266 Sciences and Applied Studies Building
240-567-7772

Rockville Career/Transfer Center

218 Counseling and Advising Building
240-567-5062

Takoma Park/Silver Spring Career/Transfer Center

205 Resource Center
240-567-1614

Services

- Workshops on a variety of career-related topics
- Online career guidance systems: SIGI3 and Career Cruising
- Research assistance
- Internet access

Counseling and Advising

Counselors in the departments on each campus offer career development information and support. They can guide you through a process of identifying your strengths and weaknesses and can help you determine how they relate to career opportunities. Contact your campus Career/Transfer Center for more information.

Exploring Careers

Cooperative Education and Internship Program Office

Takoma Park/
Silver Spring
209 Resource Center
240-567-1502

Services

- Internship course credit
- Assistance locating positions
- Evaluation of career experience

COURSE

STSU 120 Career Development

WEBSITE

Collegewide Career Services

Visit www.montgomerycollege.edu

Click on Counseling & Advising

Click on Career Counseling from left side bar

EVENTS

Events are scheduled throughout the year. However, keep your eyes open for special events during National Career Month in November.

counselors will help you decide which assessments are best for you, will go over your results, and will discuss possible career options.

Explore Online Career Guidance Systems

Several Internet-based tools are available free of charge to all students and alumni. These programs offer interest, skills, and value inventories as well as a way for you to research careers. You may think you know what a lawyer (or an engineer, or a teacher, or a...) does, but you may only be seeing one piece of the puzzle. Use these tools to learn about salary, education preparation, and what a typical day is like so that you are making an informed decision about your career. To access Career Cruising or SIGI3, log onto MyMC, click the Counseling tab, and scroll down until you see the Career Planning section.

"Test Drive" Your Top Choices

An internship, cooperative education experience, volunteer job, or service learning opportunity can give you valuable hands-on experience in the setting in which you aspire to work. This exposure can help determine if the career (or specific setting) is a good fit for you. For more information, check out www.montgomerycollege.edu/departments/cooped or www.montgomerycollege.edu/servicelearning.

Put your Best Foot Forward

In order to obtain internships, co-ops, scholarships, or part-time jobs you will be asked for things like a résumé, cover letter, and references. To get these important professional tools in order, make an appointment with the student employment services coordinator at your campus. These skilled professionals will help you navigate the job search process.

For more information, visit www.montgomerycollege.edu/ejobs.

Career Assessment Worksheet

The Career Assessment Worksheet is designed to assist you in identifying your skills, interests, abilities, and values that will help you to select your major/career goals. Montgomery College has two web/computer-based career planning resources (SIGI3 and Career Cruising) that contain a wealth of occupational and job search information, career inventories and school search functions. To fill out this worksheet, please use Career Cruising, which can be accessed from MyMC. To start using Career Cruising, go to the Counseling Tab in MyMC, where you will see the access link and passwords that you need to use with Career Cruising.

1. What are the top three careers that matched your interests, values, skills, and abilities according to the program you used above?
 - 1.
 - 2.
 - 3.
2. Do you agree with the results? Why or why not? (please explain briefly)
3. Does the major you have selected or the majors you are considering match up with the results of the inventory you have chosen? Why or why not? (please explain briefly)
4. What are three skills you will need to possess to be successful in your career(s) of interest? Even if your inventory did not come up with the career you personally would have chosen, research the skills you will need to possess for the career you would like, and what you would be interested in.
 - 1.
 - 2.
 - 3.
5. What is the next step you will take in pursuing your career and/or major interest(s)?

Transfer Planning

CAREER/TRANSFER RESOURCES ON EACH CAMPUS

Rockville

218 Counseling and Advising Building
240-567-5062

Takoma Park/ Silver Spring

205 Resource Center
240-567-1614

Hours for Each Campus varies but details can be found at <https://cms.montgomerycollege.edu/EDU/Department.aspx?id=63777>

SERVICES

- Individual advising; workshops; ARTSYS assistance

WEBSITES

Montgomery College Transfer Webpage

www.montgomerycollege.edu/transfer

ARTSYS

Transfer to Maryland Public Schools

<http://artsys.usmd.edu>

College Search

www.collegesource.org

Montgomery College Transfer Scholarship Page

mctransferscholarships.blogspot.com

■ Many students transfer from Montgomery College each semester to continue their educations at four-year colleges and universities throughout the country. There are transfer counselors on each campus to assist students throughout the year. The College transfer webpage contains valuable information for transfer planning. Please see www.montgomerycollege.edu/transfer to plan your transfer wisely.

How many credits do I need to transfer?

Students generally transfer with 30-60 credits. To be seen as competitive students should complete a college-level English and college-level math course before transfer. Students who wish to transfer with fewer than 30 credits must also submit high school transcripts and test scores as part of the admissions process. Students should consult with their counselor or advisor on optimal transfer paths for their major.

Do I have to finish a degree to transfer?

No, you can transfer credits without finishing a degree at Montgomery College. However, there are many advantages to finishing one. All Maryland public four-year schools admit associate's degree holders on a space-available basis. However, this does not guarantee acceptance into majors with competitive requirements; for example, UM-College Park has many Limited Enrollment Programs with additional requirements. Finishing a degree may exempt ESOL students from having to take the TOEFL to prove English proficiency. The cost savings of finishing the first two years of a four-year degree is significant. Most transfer scholarships at four-year institutions require an associate's degree.

When should I start planning my transfer?

The sooner the better! By selecting a major and an institution (or two or three) that you are considering, you can select courses that will "fit" that major at all those institutions to give yourself the most flexibility. To ensure you are taking classes required for transfer, it is strongly recommended you meet with a counselor or adviser each semester.

What if I haven't picked my major?

Concentrate on general education courses, which transfer to Maryland state institutions and fit most majors at any school nationwide. Taking a STSU course like STSU 100 First Year Seminar, STSU 101

Transfer Planning

Seminar for International Students, or STSU 120 Career Development, may help you match your skills and interests to possible majors and careers.

What is Transfer Day and why should I go?

Transfer Day is an event where regional four-year schools come to MC's campuses and tell you about their transfer opportunities. You can ask questions about majors, internships, scholarships, admission deadlines, and more without leaving campus. These events are held once a semester on each campus. Check the Transfer Events section of www.montgomerycollege.edu/transfer.

Things to consider when selecting a school

- **Location:** close/far; weather; city/country/suburbs.
- **Cost:** tuition, fees, financial aid/scholarships, area cost of living.
- **Size:** diversity. Which appeals more: a large university or a smaller school? Number of full-time and part-time students.
- **Academics:** availability of major; accreditation, transferability of courses, internships/co-op opportunities; passage rate for graduates of professional certification exams.
- **Facilities:** computer availability, library, gym, pool, day or evening classes availability.
- **Activities:** student life, student government, athletics, newspaper, TV and/or radio station, clubs.

Planning to transfer?

- The "Preferred Deadline" at most schools is March 1 for fall entry, and October 1 to November 1 for spring entry. If you miss the deadline, call the school's Admissions Office to ask whether transfer applications are still being accepted.
Check with each school for transfer application requirements.
- **Don't ignore important steps** such as sending official transcripts and getting faculty recommendations (IF needed, not all schools need them!)

Online Resources

- www.montgomerycollege.edu/transfer (Visit the MC Transfer Page often for the latest on transfer planning)
- www.montgomerycollege.edu/transferscholarships
- www.facebook.com/mctransfer
- <http://artweb.usmd.edu> (ARTSYS provides recommended courses for majors at Maryland schools)
- **Twitter:** @MCTransfer

EVENTS

Transfer Days

One each semester, per campus

Campus Visits

Throughout the semester; check flyers in the Counseling and Advising Departments and Career/Transfer Resources

Transfer Planning

- **The “Feel”:** NEVER commit to a transfer institution without visiting! Are the students friendly? Are faculty and staff helpful? Could you be comfortable there? These are CRUCIAL questions!

Transfer Agreements

The College is dedicated to creating partnerships with four-year colleges and universities that will ease our students’ path to transferring for further study. One important way of doing this is by forming transfer agreements, official agreements that match coursework between schools. These are designed to help you select coursework that will create the smoothest possible transition to a four-year institution. Some agreements guarantee admission to four-year schools like the University of Maryland; the University of Maryland, Baltimore County; American University; or Shepherd University. Other agreements outline specific courses that you should take at the College as your plan to transfer. You can search for the College’s existing agreements online at www.montgomerycollege.edu/transfereements.

.....
See the Transfer Planning Worksheet on the next page.



Transfer Exploration Worksheet

	COLLEGE A	COLLEGE B
Majors Offered/Areas of Study Available		
Location		
Cost		
Student Body Size		
Campus Life		
Transfer Scholarship Opportunities		
Admissions Requirements		
Internships/Cooperative Education		
Support Services		
Retention and Graduation Rates		
Student/Faculty Ratio		
Number of Transfer Credits Accepted		
Website		
Transfer Contact Information		

College Search Web Resources

- www.collegeview.com
- www.collegenet.com
- <http://artweb.usmd.edu> (ARTSYS)
- www.bigfuture.org
- www.petersons.com/college-search.aspx
- <http://collegesearch.collegeboard.com/search>

This page can be downloaded as a worksheet from the First Year Experience website www.montgomerycollege.edu/fye.

The General Education Program

DEPARTMENTS OF COUNSELING AND ADVISING

Germantown

250 Sciences and Applied Studies Building
240-567-7770
Monday–Wednesday
8:30 a.m.–7 p.m.
Thursday
8:30 a.m.–2 p.m.
5 p.m.–7 p.m.
Friday
8:30 a.m.–5 p.m.

Rockville

215 Counseling and Advising Building
240-567-5063
Monday, Tuesday, and Thursday
8:30 a.m.–7 p.m.
Wednesday
8:30 a.m.–2 p.m.
5 p.m.–7 p.m.
Friday
8:30 a.m.–5 p.m.

Takoma Park/ Silver Spring

233 Student Services Center
240-567-1480
Monday and Friday
8:30 a.m.–5 p.m.
Tuesday and Wednesday
8:30 a.m.–7 p.m.
Thursday
8:30 a.m.–12 noon
3–5 p.m.

Counseling and Advising Offices hours may vary. Call ahead to verify.

General Education Program

If you are in the Business A.A., Computer Science & Technologies, A.A., General Studies A.A., any A.S. program (except Public Health Science and Emergency Preparedness Management), any A.F.A. program, or any of the A.A.S. programs listed below, please refer to General Education Program 2. Visit the website for more details: <http://catalog.montgomerycollege.edu/content.php?catoid=6&navoid=867>

A.A.S. programs in General Education Program (for the Academic year 2017–2018)

- Computer Gaming and Simulation
- Criminal Justice
- Digital Animation
- Graphic Design, Graphic Design Track
- Graphic Design, Illustration Track
- Hospitality Management, Food and Beverage Management Track, Hospitality Management, Management/Supervision Track

The General Education Program

Transfer of General Education Courses

The Montgomery College's General Education program meets the Maryland Higher Education (MSCHE) accreditation General Education guidelines. MHEC transfer guidelines state that a completed General Education program shall transfer without further review or approval by the receiving institution and Higher Education Commission's (MHEC) academic regulations on General Education and transfer and the Middle States Commission on and without the need for a course by course match. Courses that are defined as General Education by one institution shall transfer as General Education even if the receiving institution does not have that specific course or has not designated that course as General Education.

Students interested in transferring to private or out-of-state schools should select General Education courses carefully. For more information about the General Education program and transfer, please visit www.montgomerycollege.edu/gened.

WEBSITE

www.montgomerycollege.edu/gened

The General Education Program, 2017–2018

COMPONENT	NUMBER OF CREDITS REQUIRED				
	A.A.	A.A.S.	A.A.T.	A.F.A.	A.S.
Foundation					
English	3	3	3	3	3
Mathematics	3	3	3	3	3
Institutional Requirement Choose 2 Institutional Requirement Courses from:					
• COMM	6	0	6	0	0
• HLTH					
• A second ARTD or HUMD					
General Education Elective***	0	4–6	0	3	3
Distribution					
• Arts	3	3 [^]	3	3	3
• Humanities	3		3	3	3
• Behavioral and Social Sciences	6*	3	6	3	6*
• Natural Sciences	7**	4**	7**	3	8**
Total Credits	31-33	20-22	31-33	21	29-31
In all AA, and A.S. curricula, students are required to select at least one course with a global and cultural perspective designation.					
* The two BSSD courses must be from different disciplines.					
** At least one lab science course must be taken to fulfill the natural sciences requirement.					
*** Major programs may recommend or require specific General Education electives for their respective degree requirements.					
[^] Students in AAS curricula must take 3 credits in either the Art or Humanities distribution.					

Course Plan

Example Only

Name: Joe MC Date: 9/1/2017
 MC Curriculum: Business Catalog Year: 2017-2018
 Transfer Major: Business Transfer University: UM-University College
 Educational Goal: Certificate AAS AA/AS/AAT/AFA Transfer
 Accuplacer Placements: READ 099 MATH 080 ENGL 002
 ESL Accuplacer: AELR _____ AELS _____ AELW _____

Fall: (Winter:) Spring: Summer: 2017

COURSE TITLE AND NUMBER	CREDITS	GRADE
READ 099	0	
MATH 080	0	
ENGL 002	0	
STSU 100	1	
ARTD Course*	3	
TOTAL CREDITS	4	

Fall: (Winter:) Spring: Summer: 2018

COURSE TITLE AND NUMBER	CREDITS	GRADE
HUMD Course*	3	
HUMD Course*	3	
TOTAL CREDITS	6	

Fall: (Winter:) Spring: Summer: 2019

COURSE TITLE AND NUMBER	CREDITS	GRADE
MATH 150	4	
ACCT 221	4	
ECON 201	3	
NSND Course*	3	
TOTAL CREDITS	14	

Fall: (Winter:) Spring: Summer: 20

COURSE TITLE AND NUMBER	CREDITS	GRADE
TOTAL CREDITS		

Fall: (Winter:) Spring: Summer: 2018

COURSE TITLE AND NUMBER	CREDITS	GRADE
MATH 080 (Elective)	0	
ENGL 101A (Elective)	3	
BSAD 101	3	
CMAP 120	3	
BSSD Course*	3	
TOTAL CREDITS	12	

Fall: (Winter:) Spring: Summer: 2018

COURSE TITLE AND NUMBER	CREDITS	GRADE
ENGL 102	3	
COMM 108	3	
NSLD Course*	4	
HLTH 100	1	
MATH 096	0	
TOTAL CREDITS	11	

Fall: (Winter:) Spring: Summer: 2019

COURSE TITLE AND NUMBER	CREDITS	GRADE
ACCT 222	4	
ECON 202	3	
MGMT 201	3	
TOTAL CREDITS	10	

Fall: (Winter:) Spring: Summer: 20

COURSE TITLE AND NUMBER	CREDITS	GRADE
TOTAL CREDITS		

* When you are crafting your Course Plan for the next four or more semesters, you don't always have to know exactly which course you plan to take during each term. In those situations, you can insert the names of general distribution categories (as illustrated here). For a full listing of the courses that satisfy these General Education program requirements, please see pages 78-81 of the College Catalog.

Course Planning Worksheet

Name: _____ Date: _____
 MC Curriculum: _____ Catalog Year: _____
 Transfer Major: _____ Transfer University: _____
 Educational Goal: Certificate AAS AA/AS/AAT/AFA Transfer
 Accuplacer Placements: READ _____ MATH _____ ENGL _____
 ESL Accuplacer: AELR _____ AELS _____ AELW _____

Fall: (Winter:) Spring: Summer: 20__

COURSE TITLE AND NUMBER	CREDITS	GRADE
TOTAL CREDITS		

Fall: (Winter:) Spring: Summer: 20__

COURSE TITLE AND NUMBER	CREDITS	GRADE
TOTAL CREDITS		

Fall: (Winter:) Spring: Summer: 20__

COURSE TITLE AND NUMBER	CREDITS	GRADE
TOTAL CREDITS		

Fall: (Winter:) Spring: Summer: 20__

COURSE TITLE AND NUMBER	CREDITS	GRADE
TOTAL CREDITS		

Fall: (Winter:) Spring: Summer: 20__

COURSE TITLE AND NUMBER	CREDITS	GRADE
TOTAL CREDITS		

Fall: (Winter:) Spring: Summer: 20__

COURSE TITLE AND NUMBER	CREDITS	GRADE
TOTAL CREDITS		

Fall: (Winter:) Spring: Summer: 20__

COURSE TITLE AND NUMBER	CREDITS	GRADE
TOTAL CREDITS		

Fall: (Winter:) Spring: Summer: 20__

COURSE TITLE AND NUMBER	CREDITS	GRADE
TOTAL CREDITS		

Educational Planning Resources

- When crafting your education plan, please see a counselor in the Department of Counseling and Advising at your campus. In addition, if you have a declared major or are interested in a particular major, you should meet with a departmental faculty member to find out more about the program, course requirements, and more. For more information, visit www.montgomerycollege.edu/departments/studevgt/advising.htm. Also check out www.montgomerycollege.edu/departments/studev/events.htm for educational planning workshops that might be offered this semester at your respective campus.

FINANCIAL AID & SCHOLARSHIP RESOURCES

- Montgomery College Financial Aid:
 - ◆ www.montgomerycollege.edu/finaid

MAJOR, CAREER, & SALARY INFORMATION

- **Montgomery College Career Planning Services:** MC offers a range of services to students and alumni to support their career decision-making process and job search efforts. Visit the website to learn about the career planning process, resources both inside and outside of MC, and much more!
 - ◆ www.montgomerycollege.edu/departments/studev/career.htm
- **SIGIS:** is a comprehensive career planning tool that provides students with assessments that gauge their values, skills, and interests. Your answers generate a listing of occupations that links to information about those careers. You can analyze your results, make decisions, and develop a plan to achieve your professional goals. The program allows you to save your record for your next visit or so you can discuss your results with a counselor.
 - ◆ This web-based program is available to MC students on MyMC (<http://mymc.montgomerycollege.edu>). Once inside MyMC, select "Student Services" and then "Career Planning."
- **Career Cruising:** is an interactive career resource designed for people of all ages. If you want to research a career, explore different career options, or plan future education and training, Career Cruising can give you the tools you need to move forward.
 - ◆ This Web-based program is available to MC students on MyMC at <http://mymc.montgomerycollege.edu>. Once inside MyMC, select "Student Services" and then "Career Planning."

Educational Planning Resources

- **Montgomery College eJobs:** is an Internet-based job search system designed exclusively for Montgomery College students and alumni that gives you access to thousands of part-time and full-time jobs, internships, and on-campus employment.

- ◆ www.montgomerycollege.edu/ejobs

MONTGOMERY COLLEGE COURSE PLANNING INFORMATION

- **Montgomery College Catalog**

- ◆ Print version available in the Office of Admissions, Records, and Registration at your respective campus.
- ◆ Most up-to-date version available at www.montgomerycollege.edu/catalog.

- **Montgomery College Credit Class Schedule**

- ◆ Online version available at www.montgomerycollege.edu/credit

TRANSFER INFORMATION

- **Montgomery College Transfer Website:** a website developed to help students and counselors/advisers navigate the transfer process. You will find a step by step guide to transfer as well as information on local colleges and universities, transfer scholarships, special MC partnerships, and transfer events. This page has tools that are essential to getting you to where you want to go!

- ◆ www.montgomerycollege.edu/departments/studev/transfer.htm

- **ARTSYS (Maryland College and University Articulation System):** is the articulation system for Maryland colleges and universities. ARTSYS can generate a recommended sequence of classes based on your major and to which Maryland four-year college or university you want to transfer. It can also identify course equivalencies and perform searches for majors.

- ◆ artweb.usmd.edu

- **Maryland Higher Education Commission (MHEC) Guide to Transfer Among Maryland Colleges and Universities:** includes Principles of Student Transfer in Maryland, Steps to a Successful Transfer, Elements of a College Degree, Transfer Programs and Career Programs, Maryland's General Education Program, ARTSYS: An Electronic Tool for Transfer Students, Student Rights and Responsibilities, Commonly Asked Questions, and a Glossary of Terms Relating to Articulation and Transfer.

- ◆ www.mhec.state.md.us/preparing/stuguide.asp

- ◆ Maryland Higher Education Commission (MHEC) homepage: www.mhec.state.md.us.

Educational Planning Resources

- **Maryland Transfer Advantage Program (MTAP):** The Maryland Transfer Advantage Program is designed for community college students who intend to complete a bachelor's degree at the University of Maryland. Students participate in MTAP while completing a program of study at the community college.
 - ◆ www.montgomerycollege.edu/MTAP
 - **Transfer Student Alliance (TSA) Program:** A partnership between the University of Maryland, Baltimore County and Montgomery College. Students who begin their college education at MC with plans to transfer to UMBC to complete a four-year degree may be eligible to participate in the TSA.
 - ◆ www.montgomerycollege.edu/TSA
 - **University of Maryland University College Alliance Program:** Especially designed for Maryland community college students just starting coursework toward an associate's degree, the alliance programs provide one Course Plan for earning an associate's degree and a UMUC bachelor's degree seamlessly.
 - ◆ www.montgomerycollege.edu/departments/studev/UMUCnotes.htm
 - **Universities at Shady Grove:** In the fall of 2000, the University System of Maryland (USM) introduced a new concept in higher education. This was the beginning of the Universities at Shady Grove (USG). Currently a collaboration of nine public, degree-granting institutions that brings some of the top programs from across the state to one convenient facility in Montgomery County, USG is a different kind of learning community. It is designed for students who are professionally focused and who want to fast-track their degree. Everything about USG is aimed at helping students complete their degree and start their career. Programs are exclusively upper-level undergraduate and graduate-level, and day-time classes are offered either full-time or part-time. The facilities are state-of-the-art, and the USG staff is student-focused and highly experienced with transfers.
 - ◆ www.shadygrove.umd.edu
 - **Transfer Day and Other Transfer Events:**
 - ◆ www.montgomerycollege.edu/transferevents
- ### CAMPUS-BASED RESOURCES
- **Departments of Counseling and Advising**
 - ◆ Germantown – 250 Sciences and Applied Studies Building
240-567-7734
 - ◆ Rockville – 215 Counseling and Advising Building, 240-567-5063
or 240-567-5088

Educational Planning Resources

- ◆ Takoma Park/Silver Spring – 233 Student Services Center Building,
240-567-1480
- **Career/Transfer Centers**
 - ◆ Germantown – 250 Sciences and Applied Studies Building,
240-567-7772
 - ◆ Rockville – 219 Counseling and Advising Building, 240- 567-5062
 - ◆ Takoma Park/Silver Spring – 233 Student Services Center Building,
240-567-1480
- **STSU 120 Career Development: Dynamics and Application:** teaches you how to plan, establish, or change a career. The course includes the process of establishing or implementing career goals; assessment of values, interests, and skills plus their relationship to occupations; analysis of labor market needs; identification of employers and sources of occupation information; and means of securing employment (proposals, résumés, applications, and job interviews). Two hour lecture/discussion each week. 2 semester hours.



Course Planning Tips

- As a general rule, if you work 40+ hours a week, take only 1 or 2 classes;
 - If you work 30 hours a week, take only 2 or 3 classes.
 - If you work 20 hours a week, take only 3 or 4 classes.
 - If you work fewer than 20 hours a week, you might succeed with 5 or more classes per term.
- Complete requirements in reading, English, and mathematics as soon as possible.
- Take skill-building courses like mathematics and English in consecutive terms so you do not forget the background material you have learned.
- Double check the online *Schedule of Classes* to assure that the course is offered in the term you have it scheduled.
- Make sure to check the prerequisite(s) for your courses. YOU CANNOT take a course without having already completed the prerequisite(s), unless you get special permission from the academic department.
- Choose general education electives based on your career choice and/or personal interest, not based on what is easy.
- Take a course that really interests you to maintain your enthusiasm for college and learning.

The Top 5 Reasons to Complete Your Associate's Degree:

- Graduates with additional certifications and licenses in their field earn up to 27% more than those with just a bachelor's degree.
- Graduates with associate's degrees earn up to 23% more than high school graduates.
- An earned associate's degree at Montgomery College will qualify you for transfer scholarships and special partnership programs at colleges and universities throughout Maryland.
- An associate's degree provides credentials that increase annual earnings by an average of \$7200.
- Over a lifetime, individuals with an associate's degree earn \$593,000 more in salary than those with a high school diploma.

How soon will you be a college graduate? For more information, visit the Montgomery College Counseling and Advising website: www.montgomerycollege.edu/counseling

Education Plan Update

- It is a good idea to update your education plan each semester. The following is a recommended schedule of courses you will take each semester until you complete your academic degree or certificate, transfer successfully, or reach another academic goal.

Name: _____ Date: _____

Major: _____ Transfer School: _____

Using your Accuplacer or ESL Accuplacer scores, list all review courses, if any:

SUMMER 2017	COURSE TITLES	FINAL GRADES	REQUIREMENTS	CREDITS	CREDITS EARNED
FALL 2017					
SPRING 2018					
SUMMER 2018					
FALL 2018					
SPRING 2019					
			TOTAL CREDITS		

This page can be downloaded as a worksheet from the First Year Experience website www.montgomerycollege.edu/fye.



Student Life: Make Connections

■ Involvement in campus life outside of the classroom will enhance your Montgomery College experience as well as your résumé and transfer applications. The Student Life Office on each campus are your connection to campus activities and programs. From your first day at New Student Orientation, Student Life provides programs and activities to foster your skills and involvement in areas such as leadership development, student government, campus publications, social and civic engagement, diversity and multiculturalism, and student education and empowerment.

Student Life programs and services include:

- New Student Orientation
- Student Senate
- Student clubs and interest groups
- Leadership Development programs
- Mentoring programs
- Service learning
- Volunteer placement
- Cultural heritage month celebrations
- Voter registration
- Blood drives
- Campus social and community-building events
- Student meeting and recreational space
- Campus newspapers—*The Globe* at Germantown, the *Montgomery Advocate* at Rockville, and the *Excalibur* at Takoma Park/Silver Spring
- Transportation information
- Activities and events
- Health and wellness information
- Student IDs

OFFICES OF STUDENT LIFE

Germantown

184B Sciences and Applied Studies Building
240-567-7840

Rockville

005 Campus Center
240-567-5092
stlifer@montgomerycollege.edu

Takoma Park/ Silver Spring

217 Student Services Center
240-567-1482

WEBSITES

Montgomery College Student Life

www.montgomerycollege.edu/departments/studev/campuslife.html

Links to each campus Student Life Office are on the main Student Life page.

Germantown

www.montgomerycollege.edu/departments/studevel

Rockville

www.montgomerycollege.edu/departments/stdactrv

Takoma Park/ Silver Spring

www.montgomerycollege.edu/departments/stdactp

Student Services Calendar

www.montgomerycollege.edu/departments/studev/events.htm

Counseling and Advising

COUNSELING AND ADVISING DEPARTMENTS

Germantown

250 Sciences and
Applied Studies
Building
240-567-7770

Rockville

215 Counseling and
Advising Building
240-567-5063

Takoma Park/ Silver Spring

233 Student
Services Center
240-567-1480

www.montgomerycollege.edu/counseling

*Counseling and
Advising Offices
hours may vary.
Please visit the
website above
or call ahead
to verify.*

■ Academic advising is an educational process that facilitates your understanding of the meaning and purpose of higher education and fosters your intellectual and personal development toward academic success and lifelong learning. Counselors or faculty advisers are here to work with you and can help you meet essential learning outcomes, develop skills to enhance your academic success, and assist you as you outline steps to achieve your personal, academic, and career goals.

The primary mission of academic advising at Montgomery College is for counselors and faculty advisers to assist you in developing an educational plan that meets your needs and long-term goals. They assist you in planning to complete certificates or degrees from the College and in preparing to transfer to four-year colleges and universities.

Counselors assist you in identifying useful elective courses for any declared majors, make referrals to academic support services, recommend out-of-class activities and experiences to enhance learning or career development, and educate students about academic honor or professional associations.

Counselors also assist you in pre-registering for academic courses in their major. Counselors assist you in choosing courses for your program of study.

Counselors make referrals to academic support services and can also listen to your concerns and offer advice. They can connect you with community services, if necessary, or assist you in crisis and other critical situations.

It is a great idea to seek counseling and advising services throughout the academic year instead of only during registration periods. Students who see the same counselor or adviser during their enrollment at the College benefit by setting clear academic goals that are reviewed periodically.

Counselor/Faculty Adviser Responsibilities

They will...

- Assist you in defining your academic, career, transfer, and personal goals, and work with you in creating an educational plan that is consistent with those goals.

Counseling and Advising

- Encourage and guide you as you define and develop realistic educational and career goals.
- Help you understand the curriculum, graduation requirements, and college policies and procedures.
- Provide you with information about the available academic support resources and services on campus.
- Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals.
- Answer your questions through scheduled appointments, walk-ins, and e-mail.

Advisee Responsibilities

You are expected to...

- Learn about College programs, policies, and procedures.
- Schedule and attend advising appointments before you register for classes each semester. (February–April for Summer/Fall; October–December for Winter/Spring.)
- Be involved in the advising process by being prepared to discuss your goals and educational plans during our meetings.
- Use advising tools, such as the Course Catalog, Academic Calendar, and MyMC.
- Ask questions if you do not understand an issue or have a specific concern.
- Keep a personal record of your progress toward meeting your goals by having an organized way for you to find important documents easily.
- Read your Montgomery College e-mail. This is the official method of communication for the institution.
- Take responsibility for making your own decisions based on available information and guidance.
- Follow-up on referrals to other services and information resources.

MC Programs for Adult Student Success

OFFICES

Germantown

MC Programs for
Adult Student Success
(MC-PASS)
145 Science and
Applied Studies
Building
240-567-6976
mcpass@montgomery
college.edu
www.montgomery
college.edu/
departments/goal

Rockville

Department of
Counseling and
Advising
215 Counseling and
Advising Building
240-567-5063

Takoma Park/ Silver Spring

Department of
Counseling and
Advising
Second Floor, Student
Services Center
240-567-1480

■ Montgomery College provides a variety of different resources for its ever-growing adult student population. If you are one such student, you join thousands of others who are switching jobs, adding skills for your current job, exploring a new career, or just starting a degree.

The MC Programs for Adult Student Success (MC-PASS) office is a center where you can network with your peers; find resources on career planning, academic skill development, and work-life balance issues; and get your questions answered. The campuses also sponsor student organizations that cater to adult students.

Our counselors and advisers are specialists in helping adult learners map out their academic and career goals. They will help you access support services and opportunities, which range from tutoring, study groups, and special guest speakers to financial aid planning and “refresher” mini-courses.

Other office services include:

- Workshops in time management, study skills, computer enhancement skills, writing and math skills, and stress management.
- Career planning and exploration through cooperative education experiences and internships.
- Academic credit for work experience.
- Guest speakers and presentations.
- Disability Support Services.

Services of Special Interest to Adult Learners

Flexible Course Scheduling: Montgomery College offers courses in a variety of formats and utilizes the latest technology to increase convenience for our students. In addition to traditional courses, we offer online, blended, and accelerated courses as well as classes in the evenings and on weekends. View a class schedule at www.montgomerycollege.edu/credit.

Military and Veteran Services, Combat2College: Combat2College is a nationally recognized program that offers opportunities and services to veterans and service members attending Montgomery

MC Programs for Adult Student Success

College. Some of the program features include:

- Academic opportunities and advising,
- Wellness activities,
- Clubs for student veterans and other social opportunities,
- Space for gathering, and
- Referral and coordination with external agencies/resources.

For more information, visit www.montgomerycollege.edu/combat2college. 240-567-7103.

Educational Opportunity Center (EOC): The EOC provides assistance to individuals who want to enter or re-enter college or a vocational program. The goal is to help you enroll in English as a Second Language programs, GED programs, technical programs, or two- or four-year colleges and universities and to assist in the process of obtaining the necessary financial aid to pay for tuition. www.montgomerycollege.edu/admissions/mceoc.

Additional Resources

Online Student Success Center

The resources on this website help you decide if online learning is right for you and provide information to help you find and get ready for your online courses. The site also provides online counseling and advising resources especially targeted to the needs of online students and other students who enjoy learning online. www.montgomerycollege.edu/departments/studevgt/onlinst

Assessment of Prior Learning

Assessment of Prior Learning is the process of gaining credit for nonclassroom learning. Examples are workplace experiences, training, and lifelong learning experiences. www.montgomerycollege.edu/assessment_prior_learning/index.html

Child Care

The Early Learning Centers, located on each of the College's three campuses, provide high-quality, accredited child care to children between the ages of two and a half and five. The Rockville Campus also offers a Head Start Program. www.montgomerycollege.edu/childcare

ADDITIONAL RESOURCES

Campus Veteran Centers

Germantown,
Humanities and Social
Sciences Building
room 250B

Rockville, Computer
Science Building
room 107

Takoma Park/Silver
Spring Resource Center
room 210

Center for Women
Veterans at Rockville,
Campus Center 002

Counseling and Advising

www.montgomerycollege.edu/counseling

Employment, Internships, and Career Services

www.montgomerycollege.edu/departments/studev/career.htm

Financial Aid and Scholarships

www.montgomerycollege.edu/finaid

Transfer Information and Opportunities

www.montgomerycollege.edu/departments/studev/transfer.htm

Services for International Students

COUNSELING SERVICES FOR INTERNATIONAL STUDENTS

Germantown Campus
250 Sciences and Applied Studies Building
240-567-7734

Rockville Campus
215 Counseling and Advising Building
240-567-5063

Takoma Park/Silver Spring Campus
233 Student Services Center
240-567-1480

OFFICES, I-20 VISAS

Germantown Campus
150 Sciences and Applied Studies Building
240-567-1803

Rockville Campus
115 Student Services Building
240-567-5315

Takoma Park/Silver Spring Campus
146 Student Services Center
240-567-1639

Center for International and Multicultural Students Website

www.montgomerycollege.edu/internationalcenter

■ Services for international students are provided by counselors on each campus who work with international students and students who are speakers of other languages.

International Student Services include:

- Academic advising.
- Academic planning and registration support.
- Counseling.
- Programs to help students transition to college life in the United States.
- IMAPs (initial advising sessions for international students who are new to the College).
- STSU 101 Seminar for International Students, which is a 2 credit seminar for international students, or STSU 100 First Year Seminar. Germantown offers a section of STSU 100 for students in the American English Language Program taking AELS, AELR, and AELW classes.

I-20 Visa Information

The international student coordinators in the Admissions and Records Office on each campus handle all visa and I-20 questions and questions about status. Students with questions or concerns about these important documents should seek assistance as soon as possible.

Health Insurance

While the College does not provide group health insurance, there are several reputable insurance plans for college students. A list of companies can be obtained at the Office of the Dean of Student Affairs on each campus.

Disability Support Services (DSS)

■ Reasonable accommodations and support for students with documented disabilities are available on each campus.

First Step: Initiating Services and Accommodation

- New students may apply and submit documentation on-line at <http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=52>
- Students meet with a DSS counselor to discuss goals, make plans, select courses, and determine classroom and testing accommodations. A Request for Services Form should be submitted at least three weeks before the start of the semester to ensure timely services.
- Returning students who have already completed the DSS application process submit a Request for Services Form to a DSS counselor each semester of enrollment three weeks prior to the start of the semester to ensure timely services.

NOTE: Counselors design an Accommodations Letter for each student listing authorized classroom accommodations and testing based on documentation of the disability provided by the student.

Second Step: Sharing the Accommodations Letters

- Please contact your DSS counselor if you have concerns or questions about this step or your accommodations.
- Pick up your Accommodations Letter in the DSS office on your home campus before or during the first week of school.
- Deliver your Accommodations Letter to your instructors and discuss with them how arrangements for your authorized accommodations may be made as soon as possible after receipt of your letters.

OFFICES

Germantown
250 Sciences and Applied Studies Building
240-567-7334
240-657-7734, 250 SA

Rockville
122 Counseling and Advising Building
240-567-5058 VOICE

Takoma Park/Silver Spring
233 Student Services Center
240-567-1480 VOICE

Disability Support Services (DSS)

PUBLICATIONS

DSS Intake Packet

www.montgomerycollege.edu/departments/dispsvc/dssforms.htm#intake-packet

Requesting and Arranging Services

www.montgomerycollege.edu/departments/dispsvc/dssforms.htm#requestforservices

WEBSITE

Disability Support Services

www.montgomerycollege.edu/dss

Third Step: Arranging Services and Accommodations

● Accommodations are determined on a case by case basis; accommodations may include, but are not limited to, class notes; extra time and/or computer use for exams; interpreters and services for students who are deaf or hard-of-hearing; readers/scribes for classes, exams, and/or library research; accessible class materials; and assistive technology.

Other DSS Services may include:

- Academic, career, and short-term personal counseling.
- Assistance with admission, course selection, and registration.
- Arrangements for alternative formats.
- Arrangements for examinations, such as extended time and/or minimal-distraction environment.
- Assistive technology, including computers with disability-specific software and hardware.
- Liaison with faculty and staff and external agencies.
- Voter registration assistance and forms.
- Referrals for tutoring and support services.



The Writing, Reading, and Language Centers

■ Learning to communicate and write well are critical abilities and a requirement for every college student. In order to help students, there are Writing, Reading, and Language (WRL) Centers on each campus. The WRL Centers provide support services to students in all classes that require reading, writing, speech, American English pronunciation, and world languages. Students are encouraged to visit the WRL Centers to familiarize themselves with the services available.

WRL Center services include one-on-one tutoring, workshops, computer workstations for independent work, and access to instructional technology. The Centers also provide handouts on a great range of topics including essay writing, citations, grammar, and research. In addition to the resources available at the Centers, students can also access help from the WRL Centers' websites, which offer links to online resources including multimedia tutorials, guides, and online workshops.

HOW TO MAKE THE MOST OF YOUR TUTORING SESSION:

The goal of tutoring students in the WRL Center is to help students improve their overall writing reading abilities and become more independent in the writing process. Therefore, WRL Center tutors refrain from proofreading or editing students' papers. Your tutoring session will consist of a discussion about your writing and reading. During your session, you can expect to work with a tutor who will help you focus on the most relevant concerns.

Here are a few tips to help you maximize your time with your tutor:

1. Plan on meeting with a tutor as soon as you think you need help with an assignment.
2. Before you sit down with a tutor, please do the following:
 - a. Review your assignment and any work you've completed.
 - b. Make sure that you have materials relevant to the session on hand (e.g., assignment

OFFICES

Germantown

Writing, Reading, and Language Center

150 Humanities and Social Sciences Building
240-567-1930
www.montgomerycollege.edu/departments/writetg

Hours (Fall and Spring)

Monday–Thursday
8 a.m.–8:00 p.m.

Friday
8 a.m.–4:15 p.m.

Saturday
10 a.m.–2 p.m.

Sunday
CLOSED

Hours (Summer)

Monday–Thursday
8:30 a.m.–8:00 p.m.

Saturday & Sunday
CLOSED

The Writing, Reading, and Language Centers

Rockville Writing, Reading, and Language Center

002 Humanities
Building (Tutoring
Room) and
020 Macklin Tower
(Language Lab Services)
240-567-7402,
240-567-4160
www.montgomery
college.edu/studentsvc/
lrnqlabs

Hours of Operation – Fall and Spring

Days
English Tutoring (HU002)
Computer Lab (MT020)

Computer Lab:

Monday–Tuesday
8:30 a.m.–8:00 p.m.

Wednesday–Thursday
8:00 a.m.–8:00 p.m.

Friday
8:30 a.m.–4:00 p.m.

Saturday
10:00 a.m.–3:00 p.m.

Sunday
CLOSED

English Tutoring:

Monday–Thursday
9:00 a.m.–7:30 p.m.

Friday
9:00 a.m.–3:30 p.m.

Saturday
11:00 a.m.–2:30 p.m.

Sunday
CLOSED

sheets, syllabi, rubric, readings, or
instructor's comments).

- c. Be ready to participate in a discussion,
answer specific questions, and/or work
independently.
3. Plan on meeting with your tutor for
approximately 45 minutes.

*Note: WRL Center policies and hours vary
somewhat on each campus. Please check
with the Center on the campus you plan to
visit or see the websites listed on page 107
for specific questions.*



Your Montgomery College Libraries

- Learning to use the resources available in the
Montgomery College library on your campus
and electronically via its online resources is
a critical tool in your academic success. The
libraries continually add new services, pro-
grams, and database tools that are available
to you, in many cases 24 hours a day, for your
research and studying needs.

Borrowing Library Materials. Students need a valid
student ID to borrow library materials.

Finding Information. The library online catalog
and research databases are available on campus
and can be searched on or off campus from any
computer

MC Library Catalog. The library catalog allows
you to search for books, CDs, e-books, video-
cassettes, DVDs, audiocassettes, course reserves,
maps, musical scores, and other materials avail-
able at the MC libraries. Searches range from
simple one- or two-word searches that will
return a broad list of titles to complex searches
that target specific fields (for example, title,
author, subject, call number) in the record. You
can limit your searches to a specific library, a
specific language, or a specific media type. You
can also conduct more advanced searches and
construct your own search strings. The results
lists are easy to scan and include user-friendly
format icons that identify if the item is a book,
video, CD, or other format.

Inter-campus Loan (ICL). You can have circulat-
ing materials currently available at any MC
campus library sent to the campus of your
choice. Fill out the ICL request form by click-
ing on the Make a Request link located in the
MC Library Catalog record. Materials normally
take three to four days to arrive. You will be
notified by e-mail when materials arrive. Please
note that reference books, magazines, journals,
newspapers, and reserve items are not loaned
between campuses.

Interlibrary Loan Service (ILL). You can also
arrange to borrow materials that the MC libraries
do not own through our ILL service. This service
is restricted to MC students, faculty, and staff

LOCATIONS AND CONTACT

Germantown

110 Humanities and
Social Services Building
Circulation:
240-567-7858
Reference:
240-567-7853

Rockville

Macklin Tower
(First Floor Entrance)
Circulation:
240-567-7117
Reference:
240-567-7130

Takoma Park/ Silver Spring

215 Resource Center
Circulation:
240-567-1540
Reference:
240-567-1536

Cafritz Arts Library

145 Cafritz Arts Center
Circulation:
240-567-5813
Reference:
240-567-5867

HOURS

Fall/Spring Hours at Campus Libraries

Monday–Thursday
8:00 a.m.–10:00 p.m.

Friday
8:00 a.m.–5:00 p.m.

Saturday
9:00 a.m.–5:00 p.m.

Sunday
CLOSED

Cafritz Arts Library

Monday–Friday
8:00 a.m.–4:30 p.m.

Saturday–Sunday
CLOSED

Your Montgomery College Libraries

Hours are subject to change between semesters, during holidays, and due to weather events. Please check the libraries' homepage for current library hours.

WEBSITE

www.montgomerycollege.edu/libraries

ONLINE CATALOG

<http://library.montgomerycollege.edu>

WORKSHOPS

Check at your campus library for details.

COURSE

LR 110
Fundamentals of
Library Research

After-hours help?

24 hour reference
service:
cms.montgomerycollege.edu/libraries/help.html

only. Interlibrary Loan is centralized at the Rockville Campus Library. You can call us at 240-567-7118 or send an e-mail to ILL@montgomerycollege.edu. Requests can be submitted at any time but staff hours are 10 a.m.–4 p.m. Monday through Friday. To request an ILL, fill out and submit a form online at the library's home page. Check at your campus library for details www.montgomerycollege.edu/libraries.

Electronic Databases. The libraries have subscriptions to electronic databases that MC students can access for research assignments. The databases contain electronic versions of articles published in magazines, scholarly journals, and newspapers as well as full-text e-books that cover many different subject areas such as education, social sciences, art, religion, history, science, nursing, and business. You may access the databases by going to the library home page.

MC Central Search. Central Search allows students to search several electronic databases simultaneously when conducting research. It retrieves reliable articles from magazines, journals, newspapers, and other online resources.

Renewing Items Online. You can check your personal library account online, such as items that are already checked out to you. You may also renew items online. Go to the library home page to access your account.

Electronic Reserves. You have 24/7 access to articles and book chapters on course reserve. Materials are scanned and then made available electronically. To use this service, please click on the Course Reserves link on the library home page.

Your Montgomery College Libraries

■ Need research help? Ask us! For detailed information about library policies, services, and contact phone numbers, please check the library home page. To obtain help in using the MC libraries' resources or for assistance with reference questions, please see the ASK US! icon on the library home page. This page explains the various ways students can get assistance such as:

Want to meet with or talk to an MC librarian for reference assistance?

Visit or call one of the reference desks during regular library hours.

Want to get help from a librarian online?

Use the MC libraries' Frequently Asked Questions (FAQ) page or use Maryland's live chat service, AskUsNow! Librarians from across the state are available 24/7 to answer your questions and help you access the College's resources. These services are convenient to use when the MC libraries are closed or when you are working from off campus and need immediate reference assistance. Access these services via the ASK US icon on the library's home page.

Montgomery College Library Tutorials

The tutorials provide help to improve your understanding of good research skills. They are designed to allow you to learn on your own, at your own pace, and at any time that is convenient to you. The quizzes and assessments section of the tutorials will help you measure your progress and understanding. The tutorials cover such topics as citing sources, plagiarism, and evaluating information from the web. Access the tutorials from the library home page.

Academic Integrity & Avoiding Plagiarism: It is important to understand why you need to cite the information sources you use in a research paper. As a scholar, you must give credit to your sources if you use a direct quotation or if you paraphrase any information. This tutorial explains what plagiarism is and how to avoid it. (See also the "Academic Integrity and Plagiarism" section of this guide.)

WEBSITE

Library hours and phone numbers
www.montgomerycollege.edu/libraries

Borrowing policies and services

cms.montgomerycollege.edu/libraries/borrowing.html

Library databases by subject

cms.montgomerycollege.edu/libraries/subject.html

Renew books online

cms.montgomerycollege.edu/libraries/renew.html

Tutorials

cms.montgomerycollege.edu/libraries/tutorials.html

Research Subject Guides, Citing Sources, and Search Tips

<http://libguides.montgomerycollege.edu>

Your Montgomery College Libraries

APA Citations: This tutorial shows how you cite your sources for a college research paper using American Psychological Association (APA) citation style both for in-text citations and the reference list. It provides examples using various sources.

MLA Citations: This tutorial shows you how to cite your sources for a college research paper using Modern Language Association (MLA) citation style both for in-text citations and the works cited page. It provides examples using various information sources.

Evaluating Information from the Web: This tutorial explains how you can decide if the information you find online is reliable.

Finding Articles: The library website provides access to databases that lead you to full-text articles from journals, magazines, and newspapers. This tutorial explains how to search the Academic OneFile database and gives you tips on how to search using keywords.

Begin Your Research: Describes the basic steps needed to get organized for a research assignment: understanding the assignment, choosing a topic, developing a search strategy, selecting relevant sources, and citing sources.

Finding Books, Videos, & More: Explains how to search the MC Library Catalog and find materials in the MC libraries.



Honors Programs

■ The Honors Program at Montgomery College is a collegewide program for high-ability, motivated students. Honors course offerings are available on the schedule of classes under “Honors Program.” Enriched coursework takes the form of honors modules attached to general education courses (HM suffix), sections of standard classes (HC suffix), and special topic independent study or tutorial classes listed under HONR as the discipline designation. Students who complete 15 credits in classes with any honors designation in at least three disciplines over a minimum of two semesters and maintain a cumulative GPA of 3.2 can earn an Honors Program designation on their transcripts. Co-curricular opportunities include workshops for honors students on merit scholarships, the opportunities to give presentations at state and regional honors conferences, and service learning.

Student Eligibility

Students are eligible to study in the Honors Program after completing 12 college credits, including ENGL 101/ENGL 101A with at least a B and a cumulative GPA of at least 3.2. Current high school students wishing to take honors classes must demonstrate eligibility for ENGL 102, as determined by the MC placement process, and a minimum high school GPA of 3.5 (unweighted).

Honors Internships

Internships at the Smithsonian Institution, Library of Congress, and the United States Holocaust Memorial Museum generate unique opportunities for students to experience the professional environment of world-class museum and library research activities. For more information go to www.montgomerycollege.edu/humanities.

Internships with the *Potomac Review* offer students the opportunity to be involved in all facets of magazine production, including editorial decisions about layout, design, and the selection of submissions.

Honors Scholar Award

Students who have completed 12 credits of honors course work in at least two different disciplines by the end of the fall semester while maintaining a 3.4 GPA or better are eligible to be recognized as “Honors Scholars” at campus academic awards ceremonies held during the following spring semester.

WEBSITE

www.montgomerycollege.edu/advantage/honors

RELATED PROGRAMS

Macklin Business Institute
mbi@montgomerycollege.edu

Montgomery Scholars
www.montgomerycollege.edu/admissions/MCScholars

Potomac Review
www.montgomerycollege.edu/potomacreview

Renaissance Scholars
www.montgomerycollege.edu/departments/renscholars

Phi Theta Kappa
Germantown
www.montgomerycollege.edu/phithetag

Rockville
www.montgomerycollege.edu/departments/stdactrv/phithetakappa.html

*Takoma Park/
Silver Spring*
www.montgomerycollege.edu/departments/stdactp/phithetakappa.htm

Academic Integrity and Plagiarism

FOR MORE INFORMATION

Student Code of Conduct, Section VIII

www.montgomerycollege.edu/pnp

According to the Student Code of Conduct, “The maintenance of the highest standards of intellectual honesty is the concern of every student, professor, and staff member at Montgomery College. The College is committed to imposing appropriate sanctions for breaches of academic honesty.”

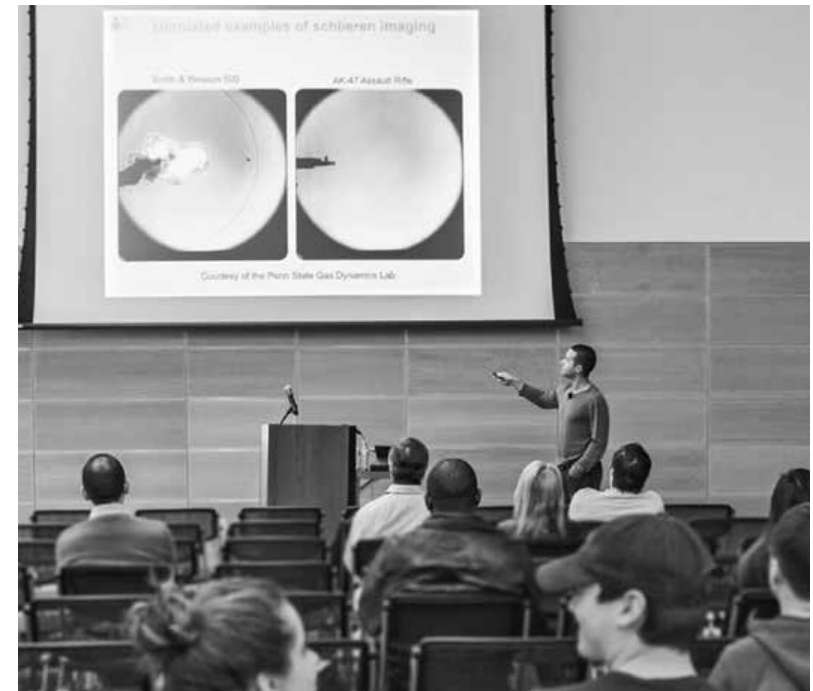
Plagiarism is when you misrepresent someone else’s words, thoughts, or ideas as your own—intentionally or unintentionally. This includes not just directly copying sections of a paper from someone else or buying a paper from the Internet, but also not properly citing authorities that you have consulted, giving your essay to someone else for editing (a.k.a. collusion), plugging your own words into someone else’s sentence structure, or piecing together a mosaic of ideas from a variety of sources. Posting ideas you have gotten from websites as your discussion comments without giving credit to the source is also plagiarism. Even if a website says the information is “common knowledge” and may be used by anyone, you still cannot cut and paste sentences from it into your paper or a discussion post—doing so is representing someone else’s sentence structure and writing as your own. You must paraphrase “common knowledge” information into your own words. According to the Student Code of Conduct, the following are considered plagiarism:

1. Cheating on assignments or examinations.
2. Plagiarizing from written, video, or Internet resources.
3. Using tests or other material without permission.
4. Forgery.
5. Submitting materials that are not your own.
6. Taking examinations in the place of another student, including assessment tests.
7. Assisting others in committing academic dishonesty.
8. Failing to use quotation marks for directly quoted material unless using block quotes or other accepted formats.
9. Copying from another student during an examination.

Academic Integrity and Plagiarism

Plagiarism is a serious academic offense. *Plagiarism can result in an “F” on the assignment in which it took place and an “F” in the course, and it may be grounds for failure of the class or a referral to the dean of student affairs.*

For practice identifying plagiarism, you may take the library plagiarism tutorial. Please see section VIII in the Student Code of Conduct for a more specific definition of plagiarism and the penalties involved. If you have any concerns about plagiarism or about a specific writing assignment, please contact your professor or an official campus writing center tutor. The bottom line is that you are expected to do your own work; please do not take shortcuts that may get you into hot water, even if you think you have a good reason for doing so.



Student Code of Conduct

STUDENT CODE OF CONDUCT

www.montgomerycollege.edu/pnp

DEANS OF STUDENT AFFAIRS

<http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=55>

Germantown

139 Sciences and Applied Studies Building
240-567-1993

Rockville

Macklin Tower
6th Floor
240-567-5052

Takoma Park/ Silver Spring

231 Student Services Center
240-567-1469

■ The Student Code of Conduct is in the process of being revised and students should check the MC website for the most up to date version as it will be posted at the following link: <http://cms.montgomerycollege.edu/WorkArea/DAsset.aspx?id=66770>



If You Have a Problem...What Do You Do?


Occasionally, and in spite of our best efforts, problems and miscommunications can arise inside and outside of the classroom. This may involve a difference of opinion over a classroom policy, a grade, or even a conflict with an instructor or fellow student.

You are always welcome and encouraged to speak with a counselor for guidance in understanding your options, rights, and responsibilities in these situations. Sometimes you need to seek the counsel and advice of department chairs, deans, and other administrators. The Dean of Student Affairs on each campus is also your advocate. He or she can provide more information about complaint procedures, discuss College policies and procedures, help to resolve a conflict, and serve as a general resource.

Deans of Student Affairs website: <http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=55>.

The Student Code of Conduct details your rights. Highlighted portions of the code can be found in the preceding section, and the full text is located online at www.montgomerycollege.edu/pnp.

Behavioral Intervention Team

In an effort to promote the overall health and safety of Montgomery College students, staff and faculty, each campus has a Behavioral Intervention Team which provides proactive assistance to students who are exhibiting behaviors of concern. If a behavior is out of character for a particular student, seems unusual compared to other students, or makes you feel uncomfortable or unsafe, it should be reported using an Incident Report. There is an Incident Report icon  on all Montgomery College computer desktops, and there is also a link located on the Dean of Student Affairs webpage. To report a potentially dangerous or volatile situation, contact the Office of Safety and Security at your campus, or call 911 directly and then call Security.

Concern	Who do you see?	What is the regulation to follow?
General Complaint Procedures	Deans of student affairs	Various policies and procedures
Sexual Harassment or Discrimination	Office of Human Resources and Strategic Talent Management (HRSTM) or Employee Relations Diversity and Inclusion 240-567-5276	Sexual Misconduct Policy 31001 www.montgomerycollege.edu/pnp
Grade Dispute	The faculty member who assigned the grade (or chairperson if the faculty member is unavailable)	Refer to Academic Regulation 9.44 www.montgomerycollege.edu/pnp

If You Have a Problem...What Do You Do?

Concern	Who do you see?	What is the regulation to follow?
Campus Crimes/ Medical Emergencies/Safety	Safety and Security Offices, <i>Germantown</i> 282 Sciences and Applied Studies Building; 240-567-7777 <i>Rockville</i> 101 Counseling and Advising Building; 240-567-5111 <i>Takoma Park/Silver Spring</i> 117 Student Services Center; 240-567-1600	Refer to page 54–55 of this <i>Student Insider's Guide and Planner</i>
Behavior of Concern (Student)	Report to Campus BIT (Behavioral Intervention Team)	Deans of Student Affairs website
Involuntary Withdrawal	A representative in the Admissions and Records Office to obtain information about the involuntary withdrawal process and the neces- sary documentation. The professor who taught the class, sometimes the department chairperson, and a counselor to help you understand the appeal form.	Academic Regulation 9.644: <a href="http://www.montgomery
college.edu/npn">www.montgomery college.edu/npn
Fourth Attempt at a Class	A counselor to help you understand the appeal process. After speaking with a counselor, you should then see a representative from the Admissions and Records Office to obtain an Academic Appeal document. An Academic Appeals Committee hears the case.	Academic Regulation 9.62, and 9.901: <a href="http://www.montgomery
college.edu/npn">www.montgomery college.edu/npn Academic Appeals Process: <a href="http://www
.montgomery
college.edu/
admissions/Student
Forms/aac.pdf">www .montgomery college.edu/ admissions/Student Forms/aac.pdf
Student Dispute	Deans of student affairs.	Student Code of Conduct: <a href="http://www
.montgomery
college.edu/npn">www .montgomery college.edu/npn
Professor Dispute	Department chair or instructional dean.	Academic Regulations 9.44 and 9.854: <a href="http://www.montgomery
college.edu/npn">www.montgomery college.edu/npn
Financial Aid Concern	The appropriate financial aid campus director or the collegewide director of student financial aid.	

If You Have a Problem...What Do You Do?

Concern	Who do you see?	What is the regulation to follow?
Parking Citation Appeal	Log in to MyMC and click "Order My Parking Permit" for vehicle registration, parking permit, and paying or appealing a parking citation.	Motor Vehicle Regulations: <a href="http://www.montgomery
college.edu/verified">www.montgomery college.edu/verified
Accommodations Dispute	DSS counselor or dean of student affairs to discuss a resolution. Then the director of ADA compliance to initiate a formal complaint.	Disability Support Services: <a href="http://www.montgomery
college.edu/dss">www.montgomery college.edu/dss
Personal Crisis	A counselor for short-term assistance or referral for more extensive help.	



Achieving the Promise: Peer to Peer Program

PEER EDUCATOR COORDINATOR

Ms. Tierra Washington,
tierra.washington@
montgomerycollege
.edu, (240) 567-1312

PEER MENTOR COORDINATOR

Dr. Benita Rashaw,
benita.rashaw@
montgomerycollege
.edu, (240) 567-4389

PEER NAVIGATOR COORDINATOR

Ms. Angela Dawson,
angela.dawson@
montgomerycollege
.edu. (240) 567-1779

In an effort to address the achievement gap at Montgomery College, our visionary leader and president, Dr. DeRionne Pollard, developed the Achieving the Promise Initiative. The purpose of Achieving the Promise's Peer2Peer Program is to instill confidence, education outside of the classroom, and to offer support and aid new students with transitioning to Montgomery College. P2P encompasses three initiatives; peer educators, peer mentors, and peer navigators. P2P focuses on engaging students in the campus community, enhancing self-efficacy, promoting student success and fostering leadership skills that will be useful beyond college completion. All P2P initiatives are leadership opportunities for students that offer monetary stipends and other benefits.

Peer Educators

The goal of Peer Educators at Montgomery College is to promote safety, awareness, and education to the students and campus community. Additionally, they will work closely with MC's student support staff and local agencies to receive training on relevant topics. Advisors and Peer Educators are certified through the National Student Affairs Administrators in Higher Education, utilizing curriculum developed by Bacchus and Gamma Peer Education Network.

Peer Educators will facilitate workshops and lead peer discussions relating to social issues that impact college students that include maintaining healthy relationships, HIV awareness, conflict resolution, stress management, and understanding sexual assault. Peer Educators are recruited, hired, and trained every semester. Interested students prepared to accept this leadership position must have excellent communication and interpersonal skills.

Achieving the Promise: Peer to Peer Program

Peer Mentors

Peer Mentors are a dynamic group of student leaders who understand the importance of fellow students comfortably transiting to the Montgomery College community. Peer Mentors provide one-on-one and group support and direction to new MC students. Additionally, they assist new students with adjusting to college life, both in and outside of the classroom. Ultimately, they are there to assist fellow students to persist towards completing their degree and making the most out of their college experience.

Peer Mentors receive extensive training from MC's highly qualified staff and agencies in the local community. Peer mentors are knowledgeable about the various campus resources, both academic and nonacademic, and are engaged in social programs and student organizations at the College. Peer Mentors are enthusiastic, friendly, and eager to assist students. They are prepared to help fellow students develop pathways to academic success and show them the MC way!

Peer Navigators

Peer Navigators are trained to serve as campus hosts to students and visitors at Montgomery College. They provide connections to campus resources to help to guide students to an enjoyable college experience. Also, Peer Navigators actively seek ways to help students engage in activities that connect them to the MC community. Peer Navigators work closely with the MC Welcome Centers and assist during New Student Orientation.

They are well-trained to assist students and visitors with locating campus building and resources. They are an energetic, friendly, and knowledgeable group of student leaders who understand the meaning of campus hospitality. Peer Navigators are "in the know" as it relates to campus happenings, where to go, and how to get there!

Achieving the Promise Academy Summary

Achieving the Promise Academy

The mission of the Achieving the Promise Academy (ATPA) is to prepare underrepresented students for success in college and beyond through academic coaching, mentoring, targeted academic support, and participation in Learning Success Cohort Communities (LSCC). The Achieving the Promise Academy is a collegewide academic program with locations at Germantown, Rockville, and Takoma Park/Silver Spring Campuses. ATPA students receive extraordinary services and are required to develop and adhere to an ATPA Success Plan each semester, and participate in scholarly activities designed to increase a student's probability of succeeding academically, graduating from Montgomery College, and transferring to a four-year university.

Eligibility

- Must be enrolled at Montgomery College;
- In need of academic support;
- Committed to completing an academic program.

Admissions

Students are accepted to the academy on a rolling basis and may request an ATPA coach at any point during the academic year.

Benefits

- One-on-one personalized guidance from an ATPA Success Coach.
- Continuous assessment of your academic progress to keep you on track to complete your academic program of study.
- Individual and/or group mentoring.
- Opportunities to meet and network with peers who have similar academic and professional interests, such as participating in Learning Success Cohort Communities, attending national conferences, and participating in excursions.
- Access to financial and other resources to remove barriers to success.

Contact Information

Phone: 240-567-ATPA (2872)
Email: ATPA@montgomerycollege.edu
Website: www.montgomerycollege.edu/ATPA

Resources and Support

Help is Just a Phone Call or Click Away

Are You or is Someone You Know Having Trouble Coping?

Do you or does someone close to you such as a spouse, partner, or family member think that you are over-involved in any of the following activities?

- Eating or sleeping too much or too little
- Pulling away from people and things
- Having low or no energy
- Feeling numb or like nothing matters
- Having unexplained aches and pains
- Feeling helpless or hopeless
- Smoking, drinking, or using drugs more than you should
- Fighting with family and friends
- Unable to get rid of troubling thoughts and memories
- Thinking of hurting or killing yourself or someone else
- Unable to perform daily tasks like taking care of your kids or getting to work or school

If the answer is yes, do you think you have reached the end of your road? If so, you're wrong! There is hope, there is a way, and it can be done by you. To get out of whatever you are feeling or thinking, YOU have to take the first step. You can either drop by or call any of the campus Departments of Counseling and Advising. The counselors and staff there are here to help.

Resources

Montgomery College Departments of Counseling and Advising

- **Germantown Campus**
240-567-7734
- **Rockville Campus**
240-567-5063 or 240-567-5088
- **Takoma Park/Silver Spring Campus**
240-567-1480

Montgomery College Safety and Security

- **Germantown Campus**
240-567-7777
- **Rockville Campus**
240-567-5111
- **Takoma Park/Silver Spring Campus**
240-567-1600

Resources and Support

Help is Just a Phone Call or Click Away

- Sometimes you may be faced with a personal crisis that makes it difficult for you to succeed academically. In such cases, it is important to seek help and not try to face the situation alone. As a first step, **Speak with a counselor** in the Department of Counseling and Advising on your campus. The counselors are professionally trained to offer support and provide referrals as appropriate.

A list of local community counseling resources is found on the Montgomery College website at www.montgomerycollege.edu/departments/studev/commun-couns-res.html. You may also directly contact the resources listed below.

Montgomery College is offering these as a resource and does not endorse nor is the College responsible for information students receive from the agencies listed below. This represents a small sample of services/agencies available in the D.C. Metro area.

Crisis Centers

- **Crisis Hot Line (24 hours)**
240-777-4000
240-777-4815 (TTY)
- **Suicide Hot Line**
301-738-2255
- **Supportive Listening Line**
301-738-2255
- **Montgomery County Crisis Center**
240-777-4000
1301 Piccard Drive
Rockville, MD 20850
www.montgomerycountymd.gov

Immediate response to crisis situations through comprehensive 24-hour telephone, walk-in, and outreach crisis intervention services to individuals and families in a situational or mental health crisis; up to four sessions.

Temporary Housing/Shelter Hotlines

- **Montgomery County**
Germantown: 240-777-4448
Rockville: 240-777-4550
Silver Spring: 240-777-3075
- **Prince George's County**
1-888-731-0999 (free in Maryland)
- **District of Columbia**
Shelter Hotline: 1-800-535-7252
Department of Housing & Community Development: 202-442-7200

Resources and Support

Help is Just a Phone Call or Click Away

Health Centers

- **Silver Spring Health Center**
240-777-3160
8630 Fenton Street
10th Floor
Silver Spring, MD 20910
- **Piccard Drive Health Center**
240-777-1600
1335 Piccard Drive
Rockville, MD 20850
- **Upcounty Regional Services Center**
240-777-8040
12900 Middlebrook Road
Germantown, MD 20874

All health centers listed above provide “well” services including family planning, pregnancy tests, prenatal education, maternity care, school immunizations, and reading of TB skin tests. The sites also offer case management home visiting services to low-income mothers and babies (0–2 years) and children up to 18 years of age.

- **Spanish Catholic Center Medical Clinic**
301-434-8985
12247 Georgia Avenue
Silver Spring, MD 20902

Provides labs, nurse assessments, pregnancy tests, medical appointments, and psychiatric care by appointment only.

Quick Guides and Directories

- **Medical Care Resource and Referral Guides**
www.primarycarecoalition.org

Primary Care Coalition is a non-profit organization that provides access to high quality, culturally sensitive primary care and specialty care services to uninsured children and adults in Montgomery County.
- **Montgomery County Disability Network Directory**
<http://www.montgomerycountymd.gov/hhstmpl.asp?url=/content/hhs/ads/disabilitynetworkdirectory/index.asp>

Mental Health Services & Treatment

- ***Vesta, Inc Germantown Site**
301-588-8881
20410 Observation Drive,
Suite 108
Germantown, MD 20876
- ***Service Setting: Outpatient Care Family Services Agency, Inc., Montgomery Station/OP MH Clinic**
301-840-2000
610 East Diamond Avenue,
Suite 100
Gaithersburg, MD 20877

Resources and Support

Help is Just a Phone Call or Click Away

National Resources

- **The National Suicide Prevention Lifeline (24 hours)**
National network of crisis centers
800-273-8255
- **The Trevor Project – 24-hour, toll-free confidential suicide hotline for gay and questioning youth**
866-488-7386
- **College student resources**
<http://www.halfofus.com>
- **Online Assessments**
<http://www.ulifeline.org>



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Success Tips for All Courses

Stay Organized!

Do you know what's in your book bag? Most successful people have an organizational system. As a student, a pocket organizer is your greatest tool. Get an organizer you can easily carry around, and that gives you enough space to write down due dates, assignments, and deadlines. Use it to document all your important dates and get in the habit of using it daily!

Show Up and Be on Time!

Attend every single class and try to be on time. You cannot take in the information if you are not there to hear it. If you cannot attend a class, or will be late, always notify your professor as soon as possible. Professors notice your absence, and it will impact your grades. Anticipate delays and emergencies, as life does happen!

Communicate, Communicate, and Communicate Some More!

Develop a positive rapport with you instructors. Let them get to know you, your strengths, and your weaknesses. Express concerns and difficulties you may be having as they relate to the class. However, don't wait until it is too late, communicate your needs early, and give your instructors enough time to work with you. They are willing to help you!

Take Advantage of College Resources!

Use the academic support centers located on each campus. Tutoring is available in the Writing, Reading and Language Centers; Math & Accounting Centers; Science Learning Centers; Disability Support Centers; and Student Support Centers. These resources are free to all students with a valid student ID card. Many arrangements can be made to make sure you get the help you need!

Know Your Syllabus!

You should have a syllabus for each course in which you enroll. Your syllabus is subject to change at your instructor's discretion. It is your "road map" for that course. Use your syllabus to become familiar with classroom etiquette and procedures. Familiarize yourself with when assignments and chapter readings are due. Also, know when your quizzes and exams are scheduled. Know the point system and how your grade will be calculated. Refer to your syllabus regularly!

PUBLICATIONS

Montgomery College Catalog

RELATED PAGES IN THIS GUIDE:

- The Writing, Reading, and Language Centers
- Mathematics: More than a Numbers Game
- Your Montgomery College Library

COURSES

Student Success Courses

WORKSHOPS

Offered year-round on a variety of topics by Student Services, Student Life, the Career and Transfer Center, Financial Aid, and Health Sciences.

WEBSITE

Counseling and Advising
www.montgomerycollege.edu/counseling

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Success Tips for All Courses

Develop a Buddy System with a Classmate!

Identify a classmate in each of your courses who can help you out. Exchange e-mail addresses and/or phone numbers with this classmate. If you are going to be absent or late, rely on this person to convey missed information. However, before you choose such a person, observe the people in your class. Select a conscientious student who comes to class, participates, and does the work. If you work well in a group setting, this student would also make a good study partner!

Take Advantage of Office Hours!

This is your opportunity to have your instructor's undivided attention. Here is your chance to ask all the questions you were afraid to ask in class. Use this time to clarify anything you did not grasp during the lecture. Instructors have set this time aside for you. Take advantage of it!

Plagiarism Can Equal FAILURE!

Plagiarizing is using another's ideas, paper, or project as your own. Students may see plagiarism as an attractive option when they wait too long to begin an assignment or feel they lack the essential skills to complete it. Plagiarizing is cheating, and may result in a failing grade in the course and disciplinary action. Be smart, and do your own best work.

Create an Ideal Study Area!

Creating an ideal study area is critical to your success. Find a place where you can study every day. Establish a routine, try to study at the same time and in the same place. Somewhere that's not too noisy, not too cozy, that is well lit and has a work area for your books and computer. It is best that this "ideal area" be on campus. This way you will have access to your instructors and resource centers in case you run into difficulties while studying.

Use Daytime Hours to Study!

Our bodies are wired to sleep at night. You are more alert during daytime hours, so take advantage of this time and study in the daytime. If you study and do homework during the day, you can use your down time at night to socialize, play video games, or use social media to unwind.

Study Your Most Difficult and Least Favorite Subject First!

You should focus your energy on your least favorite or most difficult subject first. You have more energy and feel most alert during your first few hours of studying. Use this time when you are most alert and less fatigued, to navigate through difficult material.

Take Frequent Breaks!

After 30-45 minutes of studying, take a 10 minute break. Break the monotony, get something to eat, check your e-mail, or take a break to exercise. Our brain gets tired and we get easily distracted, so take frequent breaks to ensure you are retaining information!

Success Tips for All Courses

Use Small Chunks of Time!

You really don't need hours to study effectively. If you have 20 minutes or less to spare, take advantage of this time and try to learn a few key words from a chapter or pull out your flash cards. Use your "waiting time" wisely. Waiting time includes, but is not limited to, waiting on the bus, waiting to go to class, waiting while you get an oil change, waiting at the doctor's office.

Check Your College E-mail!

Always check your college e-mail a few times per week. This is how the college and your instructors will communicate with you. Don't miss out on important college events or even extra credit options because you did not check your e-mail.

Student Success Checklist—Do's and Don'ts

- Do keep a calendar or planner, showing all due dates for assignments and exams.
- Do take good notes and review them weekly.
- Do set aside specific, regular times for studying.
- Don't schedule too many heavy-reading courses in one semester.
- Don't get behind—college courses have a lot of reading, and it is almost impossible to catch up once you get behind.
- Don't be afraid to ask for help if you need it. Your professors and many other campus resources are available to help you succeed!

Time Management Tips

- Set realistic goals for yourself and create a time frame to get them done!
- Plan ahead!
- Make a weekly schedule and stick to it!
- Know what's on your daily agenda!
- Make and prioritize your "to do" list!
- Allow time to get each task done!
- Expect interruptions. Remember, life happens!
- Avoid time stealers (i.e. social networks, friends, cell phones, text messaging, over sleeping)!
- Get an organizer and use it!
- DO NOT PROCRASTINATE!
- You only get 24 hours in a day, use them wisely!

Your Schedule: Is Time on Your Side?

(Or are you putting time off to the side?)

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							
midnight							
1 a.m.							

STEPS

- In the grid above, write in your weekly obligations (work, classes, club meetings, etc.)
- In another color, put boxes around "free time" hours.
- Multiply your total number of credits by 3. (for example, If you are taking 9 credits $9 \times 3 = 27$ hours).
- Count up the number of empty "free time" boxes you have.
- Do the math: Number of "free time" hours – (minus) the number of credit hours X's (times) 3 (three).
- If you are in the negative you may be overloaded with responsibilities.
- On the next page: **Make adjustments and build in study time.**
See a counselor for help.

This page can be downloaded as a worksheet from the First Year Experience website www.montgomerycollege.edu/fye.

Creating a Schedule with Built-in Study Times

- OK. Now try it again, and build in study time. Some use three hours outside of class for every one hour of class time. (Example: If you have a class that meets three hours a week, you should plan to spend nine hours per week outside of class for reading, writing papers, researching, test preparation, etc.)

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							
midnight							
1 a.m.							

This page can be downloaded as a worksheet from the First Year Experience website www.montgomerycollege.edu/fye.

How to Read Your Textbooks

PUBLICATIONS

What to Read Before You Read in this guide (next section)

COURSES

READ 095 099 120
AELR 910 920 930
STSU 100 110 114

PAIRED COURSES

AELR 910 & AELW 910
AELR 930 & AELW 930
READ 120 & PSYC 102

WORKSHOPS

Learning fairs

DEPARTMENT OFFICES

Writing, Reading, and
Language Centers
(contact information
on pages 126–126)

Textbooks are like telephone books, densely filled with information. Unfortunately, at times, some textbooks are about as much “fun” to read as a phone book. Textbooks are an expensive and necessary part of college life. Some experts maintain that only 20%–30% of the material in a text is essential information you will need to commit to memory for test/exams. While this sounds easy, there is an underlying key question that needs to be answered: which 20%–30%? While you still have to read the entire chapter, there are strategies to reading a text that will help you get to the material that you really need to focus on.

TIPS

Pre-reading strategy

See the next section of this guide, “What to Read Before You Read.” This approach allows you to get the “big picture” of the chapter without using excessive highlighting.

Keep the cap on the yellow highlighter

Before you begin reading a chapter word for word, you need to get the lay of the land—the big picture. Often students’ textbooks look like “the yellow pages.” If everything is highlighted in yellow, how do you know what’s critical?

Get to know your textbook

Look at the table of contents and the number of pages given to particular chapters or topics. Look for overall themes and how the text is divided: historical concerns, movers and shakers, etc.

Meet with your professor

Smart students know that meeting with the professor for a confidential one-on-one appointment is one of the best things you can do. Make an appointment... this shows you are a serious active learner. Discuss your reading history and habits. (See your course syllabus for your professor’s contact information.)

How to Read Your Textbooks

Get tutoring

Go to or contact the Writing, Reading, and Language Center on your campus.

Read with a dictionary at your side

One or two unknown words can waste hours of reading.

Use note cards and visual organizers, and write in the margins

If you have good note cards and visual organizers, and if you write decent summaries/notes in the margins of your textbooks, these can become your 20–30% of the chapter. Detailed table of contents are great for note card topics and setting up visual organizers.

Get help for learning disabilities

Some learning disabilities are in the reading comprehension area. Contact the Department of Counseling and Advising and ask to make an appointment with a Disability Support Services (DSS) counselor.

Read the course syllabus

Look for recurring themes mentioned in the text and syllabus. This might give you an indication of where most of the material for the course is coming from: the text, lectures, projects, discussions, or other.

PUBLICATIONS

What Smart Students Know (1993) by Adam Robinson. New York: Three Rivers Press.



What to Read Before You Read: The Big Picture

READING DEPARTMENT OFFICES

Germantown

138 Humanities and Social Sciences Building
240-567-7746
www.montgomerycollege.edu/departments/humgt

Rockville

512 Macklin Tower
240-567-7407
240-567-7408
www.montgomerycollege.edu/departments/readrv

Takoma Park/ Silver Spring

217 Pavilion Three
240-567-3944

TISH KISSES GEORGE

A memory technique that uses the first letter of each step.

- T** = Title
- I** = Introduction
- S** = Summary
- H** = Headings
- K** = Key Words
- G** = Graphics

■ Here are six steps you may find helpful. Follow them in order. Leave your highlighter on the shelf and read the following six items:

1 Title → read title

This should get your mind working and ready for the territory ahead.

2 Introduction → read introduction

This section gives you an idea of what the chapter will cover. It's essential to know the general climate of the chapter.

3 Summary → read chapter summary

When you read a novel or see a film, you may not want to read the summary first because you don't want to know the ending yet. But with a textbook, you do want to know how it "ends" — so you need to read the summary of each chapter. You do this to get the big picture and to uncover the reason for this particular chapter's existence. You now have a better idea of what the important information is. Highlighting chapters without getting the lay of the land may get you highlighting everything. Think of your chapters as having three dimensions like a building. Your chapters will include foundational information you absolutely must know, then floors and rooms, and additions...things that are nice to have but you can live without (for example, a swimming pool).

4 Headings → read main headings

Go through each page and read the headings. If your text uses a detailed table of contents, you could use the headings that should correspond to the chapter headings. Remember to compare these headings/topics with your course syllabus.

What to Read Before You Read: the Big Picture

5 Key Words → read key words

Read the key words in bold or italics. These are your "footholds" as you journey through the chapter.

6 Graphics → read graphics

Charts, photos, and illustrations are important. Read all the captions underneath each graphic. Remember, a picture is worth a thousand words. One graphic can give you a glimpse into a microscopic inner world of cells or the far reaches of space. Now, you have a good idea of the "terrain."

Grab your dictionary and you are now ready to

READ!

Read word by word with a pen, pencil, and note cards; write in the margins; build an outline; use an appropriate visual organizer; and plug information in as you are reading.



Note-Taking Self-Assessment

OFFICES

Germantown

Disability Support Services, 250 Sciences and Applied Studies Building

Student Support Services, 189 Sciences and Applied Studies Building

Writing Center and Language Lab, 150 Humanities and Social Sciences Building

Rockville

Disability Support Services Learning Center (by referral from a DSS counselor only), 122 Counseling and Advising Building

ESL Tutoring, 20 Macklin Tower

Project Success Tutoring, 209 Physical Education Center

Student Support Services, 006 South Campus Instructional Building

Writing, Reading, and Language Center, 002 Humanities Building

Takoma Park/

Silver Spring

Disability Support Services (by referral from a DSS counselor only) 233 Student Services Center

Learning Skills Support Services, 241 Health Sciences Center

Writing, Reading, and Language Center 105 Resource Center

■ Taking notes from course lectures is a big part of college life. The following self-assessment allows you to evaluate your skills in the various components of note-taking.

1. I sustain my attention for an entire 50-minute lecture.

- Yes
- Most of the time
- Less than 25 minutes
- Not at all

2. I sustain my attention for a 90-minute lecture.

- Yes
- Most of the time
- Less than 45 minutes
- Not at all

3. After reading a newspaper or magazine article, I can summarize the main theme and supporting points.

- Yes, no problem
- I can get the main theme only
- I only remember supporting points or details
- I have trouble identifying the main theme and supporting points

4. When you go back and review your notes, what is your experience?

- It takes me right back to the lecture content.
- Most of the notes I have written I understand.
- It is a struggle for me to understand my notes. Eventually I reach some understanding.
- My notes are confusing and not very helpful.

Note-Taking Self-Assessment

5. Please circle all of the techniques you use that relate to the note-taking process.

- I read the text/chapters that relate to the lecture before the lecture.
- I draw a large "L" on my paper and write my notes inside of the "L" and use the left-hand margin to pull out main ideas after the lecture. (For more on this, see the next page).
- I revise my notes within a day or two after the lecture.
- I use special abbreviations and symbols as a kind of shorthand during the lecture.
- When I miss a point I bracket [] or save a space on the page so I can add the information later right where it belongs.
- I go over my notes with a fellow student as a check to make sure I have gotten all the material.
- I use different colors and highlighters when I review my notes.
- I use the lecture style (behavior patterns, vocabulary, voice inflections, use of external audiovisual media) of my professor as a note-taking guide.
- I ask the professor if it is OK for me to record the lecture using a personal audio device.
- Other note taking techniques you use:
- I do not use any techniques because:

6. How would you rate yourself as a note taker?

- Excellent
- Very Good
- Good
- OK
- Poor

Your Professor and the 3x5 Card

Your professors were avid note-takers once, too. Plus, they have the expertise in the subject area. Bonus: who prepared and gave the lecture? For starters, highlight or write down what you think were the main ideas from the lecture. On a 3x5 note card write the major topics and three to five supporting points. Bring this to your professor for a quick check to see if you are on target.

COURSES

STSU 100 First Year Seminar
STSU 110 Study Habits Development

Note-Taking

The Ins and the Outs of the Cornell Method

1. Draw a box and write:

Date: ____

Page Number: ____

Related text pages/
chapter: ____

2. Draw a big "L" on your page.

Leave two to three inches on the side and two inches at the bottom. This is the real estate you will develop later. (Here is the big "L.")

3. Write your notes inside the "L."

- If you miss anything, put a bracket in to save the space []. By doing this you can add what you missed later right in the space where it is supposed to be.

- Use symbols both inside and outside the "L":

\$ = economic information

H = historical information

F = future trends/ideas

? = whenever you have questions during the lecture

CC = compare and contrast

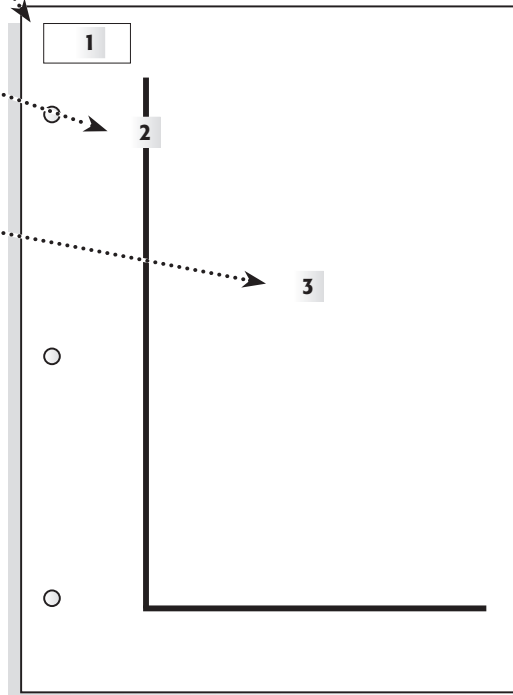
+ & - = weighing positives and negatives

MI = main idea

SU = supporting idea

PS = paradigm shift (person, event, invention)

■ This note-taking technique was first developed by a professor at Cornell University and has worked well for many students. The important option in the Cornell method is that you create empty space on your note page so you can go back and work on your notes later. It allows you to separate the main ideas from the supporting information in your notes.

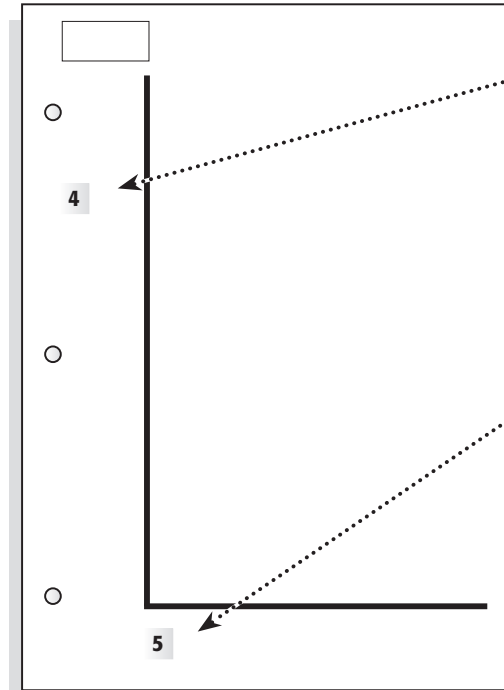


This "Big L" technique allows you to be an active note-taker and participant in your professor's lectures rather than passively trying to write down everything that is said. Remember, note-taking is an acquired skill and you are faced with doing it while listening to many teachers who present information in several different ways. Professors are avid readers and learners in their area of expertise—they want you to understand their lectures!

If you take notes using this method, note-taking (and learning) does not stop when the lecture is over. You can pull main ideas and summaries out

Note-Taking

The Ins and the Outs of the Cornell Method



4. After the lecture pull out the main ideas and put them in the margin.

When you get good at using the "L" you can pull the main ideas out during the lecture in real time or "live." Put symbols in the margin that relate to the information inside the "L."

5. Additional space

for summaries, visual organizers, notes from text that relate to the lecture.

in completing your notes after class is over, while your memory is still fresh. Then you can take your notes to your professors and enlist them as partners in your learning. They can see from your notes how you are responding to their lectures and make some suggestions. Who knows, maybe you will even help them to gain insights into how their lectures work and improve their techniques as well!

The graphic shown above represents a standard 8-1/2" x 11" notebook page. The five steps detailed in the margins explain how you can best utilize the "Big L" technique. Give this a try first if you ever get frustrated as you figure out what is important in lectures. If problems persist, come and see a counselor and/or use some of the note-taking supports from the previous page.

SUCCESS TIPS

Mathematics: More Than a Numbers Game

DEPARTMENT OFFICES

Germantown

314 High Technology
and Science Center
240-567-7722

Rockville

250 Science Center
240-567-5194

Takoma Park/ Silver Spring

240 Mathematics
Pavilion
240-567-1434

MATH TUTORING AND RESOURCES

Germantown

Math, Accounting, Physics, Engineering, Learning (MAPEL) Center

229 High Technology
and Science Center
240-567-1947
<http://cms.montgomerycollege.edu/edu/department2.aspx?id=18038>

Rockville

Math and Science Center

002 Macklin Tower
240-567-5200
<http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=27408>

Takoma Park/ Silver Spring Math Learning Center

101D Pavilion One
240-567-1675
<https://cms.montgomerycollege.edu/MathLearningCenterTP/>

QUICK TIPS AND INFORMATION

■ Math delights some and terrifies others. Students come to Montgomery College with a variety of math experiences and attitudes about their own math abilities. Faculty and staff at the College have heard many student stories from “I can’t balance my checkbook” to “I have always loved math.” At MC we believe we can not only help you start off on the right mathematical footing, but improve your attitude about learning mathematics. Here are some general tips:

Math foundation

All majors require a math foundation course. This is a course at the MATH 110 level and above.

Skill building

You may need some skill-building before you take a foundation course. There are several courses that you may have to take before the math foundation course needed for your associate’s degree or transfer plan.

Different majors have different math requirements

There are many different options in the “math path” at Montgomery College, designed for different majors and long-term academic plans. It is important to learn about these as early as possible so you can get on the right track. You may check out <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=34892>, or the flowchart on page 65 to learn about the sequence of courses that is appropriate for you. See your math professor or an adviser for assistance.

Fast Track

If you feel your math placement test does not reflect your ability, you may want to consider taking the Fast Track two-week, in-person course. Upon completion of the course you can retake the mathematics section of the placement test. You may check out <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=70455> for more information.

Mathematics: More Than a Numbers Game

Building math confidence

If you experience fear or anxiety related to math, you may consider taking STSU 112 Building Math Confidence.

Meet with your math professor

Schedule a confidential one-on-one appointment with your math professor. Successful students have found it is helpful to bring in their incorrect answers. Their professor or tutor can work backward and get an understanding of the logic the student used to arrive at the answer. Math is more than a numbers game.

Tutoring

Math tutoring is provided to MC students at no charge at the Math Center on each campus. Visit the campus Department of Mathematics website for locations and hours.

Math learning disability?

If you know or suspect that you may have a learning disability, please schedule an appointment to speak to a Disabilities Support Services counselor.

WEBSITES

Department of Mathematics Collegewide

www.montgomerycollege.edu/departments/math

Math Placement Information

www.montgomerycollege.edu/departments/math/placetest.html

Math Resources

www.montgomerycollege.edu/departments/math/resources.html



Healthy Life Choices

Student Health 101 Newsletter

■ The College subscribes to a special wellness newsletter, Student Health 101, which covers topics that impact student success and retention. Monthly issues are updated and can be read at <http://readsh101.com/montgomerycollege.html>. Archived issues of this multimedia newsletter are viewable at <http://readsh101.com/a/montgomerycollege.html>. You can access a mobile edition of Student Health 101 for use on mobile phones and tablet devices at <http://readsh101.com/m/montgomerycollege.html>.

Welcome to Our Tobacco-Free College!

- Montgomery College has a tobacco-free policy. This policy prohibits the use of tobacco products on all College properties.
- Students who fail to comply with the tobacco-free policy will be subject to progressive disciplinary actions as follows:
 - First offense—reminder and oral warning
 - Second offense—written warning
 - Third offense—formal charges under the Student Code of Conduct that can result in various sanctions including community service, suspension, and ultimately, dismissal.
- There are online resources for students to use to quit smoking; methods include coping strategies and a support system. For more information, visit www.smokefree.gov and www.surgeongeneral.gov/tobacco.

Health Tips

- Utilize campus gym facilities, campus pool, and equipment. See the Fitness Center Recreation Hours, posted each semester on the PE Building Bulletin Board by the Fitness Center.
- Make sure to start your day with a healthful breakfast.
- Enroll in a physical education class; you will be more inclined to work-out if you are receiving a grade.
- Exercise has been proven to increase energy and concentration levels and improve mood, better sleeping habits, and self-esteem, all of which can help you in your studies.

Medical Insurance

- Montgomery College recommends that all students have medical insurance. It is a requirement for all international students.
- Even though Montgomery College does not endorse a particular medical insurance company, there are many reputable insurance companies from which students can receive medical insurance. Brochures about these insurance companies can be found at the Offices of the Dean of Student Affairs at each campus.

Drug Abuse Prevention

Drug Abuse

■ Drugs are chemical substances that can change how your body and mind work. Drugs of abuse are substances that people use to get high and change how they feel. They may be illegal drugs like pot, cocaine, or heroin. Or they may be legal for adults only, like alcohol and tobacco.

Common Signs and Symptoms of Drug Abuse

- You are neglecting your responsibilities at school, work, or home because of your drug use.
- You are using drugs under dangerous conditions or taking risks while high.
- Your drug use is getting you into legal trouble, such as arrests for disorderly conduct, driving under the influence, or stealing to support a drug habit.
- Your drug use is causing problems in your personal and professional relationships.



RESOURCES

Find Treatment for Substance Abuse
Substance Abuse and Mental Health Services Administration
24/4 Treatment Referral Line: 1-800-662-4357
www.samhsa.gov/text4treatment

Substance Abuse Treatment Facilities
Step Ahead Program of KHI Services
19530 Doctors Drive
Germantown, MD 20874
240-686-0707
Intake:
240-686-0707x19
Hotline: 240-686-0707
www.khiservicesinc.org

Circle Treatment Center PC
424 North Frederick Avenue, Suite 8-A
Gaithersburg, MD 20877
301-258-2626
Hotline: 240-777-4000
www.circle-treatment.com

Family Health Center Psychological Services
818 West Diamond Avenue, Suite 110
Gaithersburg, MD 20878
301-963-7222
Hotlines: 301-963-7222;
301-963-0743
www.fhcenter.com

MRB Counseling Services Inc
317 East Diamond Avenue, Suite C
Gaithersburg, MD 20877
301-527-0854
Hotlines: 301-512-0663;
301-512-4325
www.mrbcounseling.com

Alcohol Abuse Prevention

Kolmac Clinic
15932 Shady Grove
Road, Suite B
Gaithersburg, MD
20877
301-330-7696
Intake: 301-589-0255
www.kolmac.com

**Journey to Self
Understanding
Outpatient
Substance Abuse**
1 Research Court
Suite 450
Rockville, MD 20850
240-403-4036
www
.selfunderstanding.org

**Adventist Behavioral
Health**
14901 Brochart Road
Rockville, MD 20850
301-251-4545
Intake: 301-252-4545
www.PotomacRidge
.com

**Metro Counseling
Services Inc**
15719 Crabbs Branch
Way
Rockville, MD 20855
301-670-6161
www.metrocounseling
services.com

**Montgomery Recovery
Services Inc**
14636 Rothgeb Drive
Rockville, MD 20850
301-762-5300
www.treatment-centers
.net

Alcohol Abuse

■ Drinking is woven into the fabric of many societies—sharing a bottle of wine over a meal, going out for drinks with friends, celebrating special occasions with champagne. Because of this, it can be hard to see when your drinking has become problematic.

If you consume alcohol simply to feel good, or to avoid feeling bad, that can be a red flag for you. Alcoholism and alcohol abuse can sneak up on you, so it is important to be aware of the warning signs and take steps to cut back if you recognize them.

Understanding Alcoholism and Alcohol Abuse

Alcoholism and alcohol abuse are due to many interconnected factors, including genetics, how you were raised, your social environment, and your emotional health. People who have a family history of alcoholism or who associate closely with heavy drinkers are more likely to develop drinking problems. Finally, those who suffer from a mental health problem such as anxiety, depression, or bipolar disorder are also particularly at risk, because alcohol may be used to self-medicate.

Common Signs and Symptoms of Alcohol Abuse

- Repeatedly neglecting your responsibilities at home, work, or school because of your drinking.
- Using alcohol in situations where it is physically dangerous, such as drinking and driving, operating machinery while intoxicated, or mixing alcohol with prescription medication against doctor's orders.
- Experiencing repeated legal problems on account of your drinking. For example, getting arrested for driving under the influence or for drunk and disorderly conduct.
- Continuing to drink even though your alcohol use is causing problems in your relationships.
- Drinking as a way to relax or de-stress.

Alcohol Abuse Prevention

Effects of Alcoholism and Alcohol Abuse

Long-term alcohol use can cause serious health complications, affecting virtually every organ in your body, including your brain. Problem drinking can also damage your emotional stability, finances, career, and your ability to build and sustain satisfying relationships.

The effects of alcoholism and alcohol abuse on the people you love:

- Alcoholics and alcohol abusers are much more likely to get divorced, have problems with domestic violence, struggle with unemployment, and live in poverty.
- Often, family members and close friends feel obligated to cover for the person with the drinking problem. So they take on the burden of cleaning up your messes, lying for you, or working more to make ends meet. Children are especially sensitive and can suffer long-lasting emotional trauma when a parent or caretaker is an alcoholic or heavy drinker.

Call 911 or go to the emergency room if you experience any of the following withdrawal symptoms: severe vomiting, confusion and disorientation, fever, hallucinations, extreme agitation, or seizures or convulsion.

Alcohol Abuse Prevention

AlcoholEdu® is an online alcohol prevention program used on more than 500 college and university campuses nationwide. This Population-Level Prevention® program is designed to challenge your expectations about alcohol while enabling you to make healthy and safe decisions.

Montgomery College uses AlcoholEdu® resources to help you understand the implications of using alcohol if used in a way that puts you at risk legally, socially, and academically. A federally funded, 30-campus randomized control trial found that AlcoholEdu® reduces high-risk drinking and alcohol-related harms among college students. The program motivates behavior change by:

- Resetting unrealistic expectations about the effects of alcohol.

Alcohol Abuse Prevention

- Linking choices about drinking to academic and personal success.
- Helping students practice safer decision-making.
- Engaging students to create a healthier campus community.

AlcoholEdu targets first-year college students. For more information e-mail angela.dawson@montgomerycollege.edu.

(Source: Helpguide.org, 2012)



Title IX: Your Rights

■ Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Programs or activities receiving federal financial assistance include virtually all public and private colleges and universities, and all public elementary and secondary schools.

Students, staff, faculty, and other employees; women, girls, men, and boys; straight, LGBT, and gender-nonconforming persons; persons with and without disabilities; and international and undocumented persons all have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence and harassment.

Sex-based discrimination in public schools also implicates legal rights under Title IV of the Civil Rights Act, which is enforced by the U.S. Department of Justice.

Incidents of sexual harassment and gender violence should be reported to the Title IX Coordinator. The Title IX Office uses discretion and seeks to protect the privacy of all persons involved in complaints of sexual misconduct.

- If you experience any type of sexual misconduct and want to speak to someone confidentially about your options, rights and experience – contact a confidential resource.
- Unless explicitly stated, all other persons or entities on campus are not confidential and may have an obligation to report your disclosure to the Title IX Office.
- Prompt reporting is encouraged.
- No employee (other than law enforcement) is authorized to investigate or resolve reports of sexual misconduct without the involvement of the Title IX Coordinator.

Title IX: Your Rights

Montgomery College Title IX Coordinator:

Christopher Moy
 Director of ADA
 Compliance & Title IX
 Coordinator
 Office of Human
 Resources and Strategic
 Talent Management
 (HRSTM)
 Montgomery College
 Central Services
 Building #150
 900 Hungerford Dr.
 Rockville, MD 20850
 240-567-5412

Login problems?

Contact IT Service
 Desk at itservicedesk@montgomerycollege.edu
 or at 240-567-7222.

For all other
 questions, contact
 Christopher Moy at
christopher.moy@montgomerycollege.edu
 or at 240-567-5412.

Thank you for taking
 the time for this
 important training.

Students who are pregnant are covered by Title IX. The Title IX Coordinator works with them to support them in their classes. Students who are pregnant and need accommodations or academic adjustments are sent to the Title IX Coordinator.

Mandatory Student training – Haven-Understanding Sexual Assault Training

The Haven Understanding Sexual Assault module is an interactive, online program designed to inform students about the critical issues of sexual assault, relationship violence, and stalking, which impact countless college students across the country. The research-based course provides students with accurate information in a non-judgmental tone and provides information regarding

- Key definitions and statistics
- Reflective and personalized content
- Bystander skill and confidence-building strategies
- College policies, procedures and resource

Please note that your responses will be confidential. The College will only receive information about the student body as a whole and will never see any individual student's answers.

Please log on today to experience this important learning about sexual assault and violence.

To Access Haven Training

1. Log into MyMC
 2. Scroll down the main MyMC page and look on the right sidebar for ACCESS HAVEN TRAINING BUTTON
- OR
3. Click on Counseling and Advising Network and look under NEW STUDENTS for Step #2 Complete FYE Activities, New Student Orientation & HAVEN TRAINING

How Are You Doing?

Please circle the areas in which you need assistance:

Study Skills

- Taking notes
- Reading
- Writing
- Math
- Vocabulary
- Test preparation
- Test-taking
- Identifying the main idea (lecture)
- Identifying the main idea (reading)

Other Areas

- _____
- _____
- _____

Tutoring/Support

- Reading
- Writing
- Math
- Technology
- Research skills
- Citations (MLA/APA)

Other Areas

- _____
- _____
- _____

College Success

- Time management
- Motivation
- Academic anxiety
- Communicating with your professors
- Computer/Internet access
- School-work-family balance
- Finances
- Scholarships
- Financial aid
- Goal setting
- Concentration
- Identifying resources
- Finding resources
- Choosing courses
- Identifying a major
- Identifying a career
- Transfer plan
- Next steps now

Other Areas

- _____
- _____
- _____

College

- Clubs
- Internships
- Honors
- Employment
- Health
- Child care
- Support groups
- Disability Support Services
- Housing
- Transportation
- Arts
- Volunteer and community service
- Athletics

International

- Visa status
- Work
- Taxes
- Course load
- Social supports
- Transcript evaluation for college courses taken outside of the United States

Other Areas

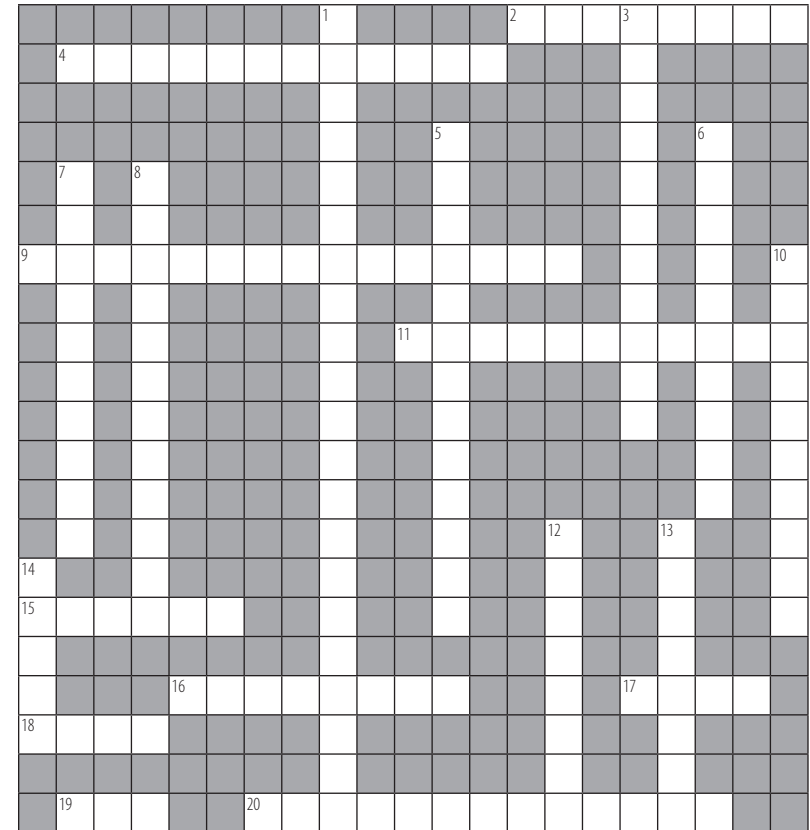
- _____
- _____
- _____

How Are You Doing?

- The completed checkup will give you and, if you choose to share it, College faculty and staff a good idea of your needs.
- Your needs will change over time. What you need before a semester begins is very different than what you will need during the first week of classes, at mid-term, preparing for exams, and beyond.
- The *Student Insider's Guide and Planner* will help you plan your next steps and identify the helpful resources that are available to you as an MC student.
- When you finish this "checkup," look in this guide for resources and begin your plan of action.
- If you need help finding resources or help with planning your next steps, bring this completed sheet to a counselor or adviser.



Student Insider's Guide Crossword Puzzle



ACROSS

- 2 System for making an appointment to see a counselor or a Hollywood swimmer.
- 4 Academic status of a student who is on his/her own two feet with at least a 2.0 GPA.
- 9 Meeting the minimum English reading and/or math to take a class.
- 11 Must be taken with another course.
- 15 If you are _____ to class more than the number of class sessions in a week you will likely flunk the class. Also a word used to describe the Washington Redskins football team defense.
- 16 Comical transportation or summary document of class rules and requirements.
- 17 What Raven receivers often do or to voluntarily remove oneself from a class.
- 18 For students whose first language is not English.
- 19 Five digit number that identifies every course.
- 20 The first stop of Montgomery College.

DOWN

- 1 Possible refund due to illness, death in family, change in work, or military service.
- 3 Result of staying out after curfew or falling below a 1.75 GPA after 12 credits attempted.
- 5 Type of course sequences designed to prepare students for college-level work.
- 6 The company you keep or a two-year degree.
- 7 This happens after dropping below a 1.25 GPA after 30 attempted credits or is in the undercarriage of a vehicle.
- 8 Course that must be taken before another.
- 10 Unit of work that measures course load.
- 12 Enrollment status of a student who is taking at least 12 hours.
- 13 Permission from instructors or counselors to enter their classes or what Tour de France participants do.
- 14 Determines eligibility for grants and loans and backed by the federal government.

Answers on page 151. Reprinted with permission Gus Griffin, counselor at Rockville Campus

How to Calculate Your GPA

Use Five Easy Steps

1. List your courses and the grade earned in each.
2. State your grades as numbers instead of letters, using quality points (QPs).

$$A = 4 \quad B = 3 \quad C = 2 \quad D = 1 \quad F = 0$$

3. Calculate QPs for each course by multiplying quality points for the letter grade times the number of credits for the course.
4. Total the QPs for all the courses, and total the number of credits for all the courses.
5. Divide total QPs earned by total credits attempted.

Notes: Grades of W (withdraw), AU (audit), and I (incomplete) are not included in the GPA calculation. If you repeat a course for credit, only the latest grade is included in your GPA.

EXERCISE 1

COURSE	GRADE	QP/GRADE	CREDITS	QP/COURSE
ENGL 101	B	3	3	9
BIOL 101	A	4	4	16
PHED 160	C	2	2	4
FREN 101	B	3	3	9
STSU 110	A	4	1	4
			13	41

$$\frac{\text{total QPs}}{\text{total credits}} = \frac{41}{13} = 3.15$$

EXERCISE 1

What Would Happen if You Failed a Course?
Calculate the GPA for the courses listed below

COURSE	GRADE	QP/GRADE	CREDITS	QP/COURSE
ENGL 101	B		3	
BIOL 101	F		4	
PHED 160	C		2	
FREN 101	B		3	
STSU 110	A		1	

$$\frac{\text{total QP's}}{\text{total credits}} = \frac{\quad}{\quad} = \quad$$

How to Calculate Your GPA

EXERCISE 2

What Would Happen if You Withdrew from that Failing Course?
Calculate the GPA for the courses listed below

COURSE	GRADE	QP/GRADE	CREDITS	QP/COURSE
ENGL 101	B		3	
BIOL 101	W		4	
PHED 160	C		2	
FREN 101	B		3	
STSU 110	A		1	

$$\frac{\text{total QPs}}{\text{total credits}} = \frac{\quad}{\quad} = \quad$$

EXERCISE 3

What Happens with an Incomplete Grade?
Calculate the GPA for the courses listed below

COURSE	GRADE	QP/GRADE	CREDITS	QP/COURSE
ENGL 101	B		3	
BIOL 101	W		4	
PHED 160	C		2	
FREN 101	B		3	
STSU 110	I		1	

$$\frac{\text{total QPs}}{\text{total credits}} = \frac{\quad}{\quad} = \quad$$

Answers on page 150

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Notes

Notes

Notes

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