

Montgomery College--Rockville Campus—AY 2014-2015
S.O.S. - - - SERVICES OFFERED STUDENTS - - - S.O.S.
These services are available on campus to support your success.

FOR HELP WITH:	CONTACT:	FOR THESE SERVICES:
Reading, Writing, and AELP courses (AELW, AELS, ENGL, AELR, READ); reading and writing assignments for any course	Writing, Reading and Language Center, Humanities 002 240-567-7402 http://www.montgomerycollege.edu/departments/writerv/	Free drop-in tutoring for MC students with all writing assignments, English grammar, reading and AELP students. English grammar, composition and reading materials (print, audio/video). Reading materials room.
Grammar, Reading, and World Languages with digital language lab (AELW, AELS, ENGL, AELR, READ, ARAB, CHIN, FREN, GERM, ITAL, JAPN, KORA, RUSS, SPAN, PORT) Access to computers for academic course work	Writing, Reading and Language Center, Macklin Tower 020 240-567- 4160 www.montgomerycollege.edu/departments/writerv/	Word processing & instructional software for writing, reading, grammar & ESL. Free drop-in tutoring for MC students currently enrolled in world languages. Educational software & materials for Spanish, Portuguese, French, German, Italian, Russian, Korean, Japanese, Chinese, Arabic, & American Sign Language. Placement testing for Chinese, French, German, Russian, & Spanish.
Mathematics, Chemistry, Biology, Physics, Engineering, and Geosciences courses (MATH, CHEM, BIOL, PHYS, ENEE, ENES, GEOL, ASTR, AOSC, PSCI) Access to computers for academic course work	Math/Science Center (M/SC), Macklin Tower 002 240-567-5200 www.montgomerycollege.edu/Departments/mathscrv/	Free drop-in tutoring for students currently enrolled in math, chemistry, biology, physics, engineering, & geosciences at MC. Tutoring schedule located on the M/SC web page & in the Center. Workshops and/or study groups for math and science courses. Use of textbooks, solutions manuals, CD's, microscopes, slides, reference books, & computer programs for math and science courses. MC ID required for use of materials.
Computer Applications and Computer Science (CMAP/CMSC)	CMAP/CMSC Tutoring, Humanities Building 320 240-567-5186 http://cms.montgomerycollege.edu/EDU/Department.aspx?id=30999	Free tutoring, when available, for students currently enrolled in Computer Applications and Computer Science at MC. Tutoring schedule located on the Department of Computer Science and Information and Interactive Technologies and the Academic Technology Services Office (HU307/CS019) bulletin board and web site.
Construction Management (ARCH , CMGT)	ARCH & CMGT Tutoring, Technical Center 245 240-567-7619 http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=10449	Free tutoring, when available, for students currently enrolled in construction management courses at MC.
Access to Computers for Academic Course Work	General Purpose Computer Lab, Computer Science 025, 021A 240-567-5187 Humanities 312, 314 240-567-5156 http://cms.montgomerycollege.edu/oit/intech.aspx?id=26662	The Academic Technology Services General Purpose Labs are for the use of currently enrolled MC students only. MC ID required. Software includes Office 2013 suite, web browsers, and specialized software used in CS and CA courses. Access to computers for academic course work.
Employment Assistance	Career Services and eJobs, Campus Center 019 Although Walk-ins are welcome, appointments are preferred – schedule via e-mail to: Roberta.Buckberg@montgomerycollege.edu	Roberta Buckberg, Job Opportunity Coordinator, provides assistance with resume and cover letter design, eJobs employment search engine for internships, full-time/part-time and entry level professional employment for Montgomery College students with an A.A. degree.
Career Services	Career Transfer Center, Counseling and Advising Building 219 240-567-5062 www.montgomerycollege.edu/Departments/studevrv/transfer-center.html eJobs website: www.montgomerycollege.edu/ejobs	Cooperative education and internship program information, internships, career and transfer libraries, college/university transfer information, financial aid, e.g., scholarship information. MC students and graduates registered at the eJobs website can search for on-campus/off-campus, full-time/part-time, paid/volunteer job opportunities that include the Washington Metropolitan areas on career transfer center computers.
Research Help Using the Internet & Full Text Databases from On and Off Campus	Library Reference Desk, Macklin Tower 110 240-567-7130 www.montgomerycollege.edu/library/	Assistance with doing research in all formats in support of College courses.

Telephone numbers are listed for general information. Tutoring is not conducted over the telephone.

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Student services support and enhance students' success in achieving academic, career, and personal goals through learning activities that occur outside the classroom.

ADMISSIONS AND RECORDS OFFICE

Student Services Building, Lobby, 240-567-5000

Admission to the College, in-person and electronic registration for credit and non-credit classes, transcript requests, evaluation of transfer credit, graduation processing, enrollment verification, scheduling of classes, and related services. Assistance with international student visa/I-20 procedures (SV 115). Photo ID required for all transactions.

ASSESSMENT CENTER

Campus Center, Room 014, 240-567-7459

The Assessment Center provides placement testing (Accuplacer or LOEP) for new and current students; it also offers academic testing for current students who are authorized by their instructors to take their exams at the Center. All students must present a photo ID in order to take any test.

ATHLETICS

Mannakee Building, Room 200, 240-567-7593

Athletics provides both male and female students an opportunity to participate and compete in athletic programs and events.

CHILD CARE CENTER

Child Care Center, 240-567-5308

Child care for children ages 2-1/2 to 5; pre-registration required. Full and part time flexibility available. Open M-F 7:00 a.m. until 6:00 p.m. Please call 240-567-5308 to learn more about the center and tuition support.

COMBAT 2 COLLEGE (C2C)

Student Services Building, Room 103, 240-567-7103

Combat2College (C2C) is a comprehensive program that provides academic and social opportunities and appropriate support services for all veterans and active and reserve service members. C2C works with Counseling and DSS to provide accurate academic advising and counseling, and supports a Veterans' Center on campus, CS 107.

COUNSELING DEPARTMENT

Counseling and Advising Building, Room 215, 240-567-5063

Provides a variety of counseling and advising services to Montgomery College students throughout the year. Counselors employ a developmental approach in assisting students with academic, transfer, and career planning, and may also provide assistance with personal concerns. Visit the Rockville Counseling department website at <http://cms.montgomerycollege.edu/edu/plain.aspx?id=7134> to get help with educational plans, view service policies, find hours of operation and schedule appointments. Appointments must be scheduled online, as walk-in service is limited.

DISABILITY SUPPORT SERVICES

Counseling and Advising Building, Room 122, 240-567-5058

Disability Support Services (DSS) is dedicated to assisting students with documented disabilities accomplish their educational, personal and career goals by providing counseling and advising; determining academic and technical accommodations; teaching academic and advocacy skills; eliminating physical, technical and attitudinal barriers that limit opportunities; and promoting an awareness of the experience of persons with disabilities within social, political and academic constructs.

FINANCIAL AID

Student Services Building, Rooms 118 - 130, 240-567-5100

Provides assistance in applying for federal, state and institutional financial aid through the Free Application for Federal Student Aid (FAFSA) process; determining students' financial aid eligibility and seeking appropriate funding; locating employment opportunities on and off-campus through the work-study program; and completing outside agency program verification documents.

OFFICE OF SAFETY AND SECURITY

Counseling and Advising Building, Room 102, 240-567-5111

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, 7 days a week. See the Safety and Security video at <http://www.montgomerycollege.edu/emergency>.

RESPONSE CENTER

240-567-5000

The Montgomery College Response Center serves students, the public, and our community by providing a range of information relating to admissions, placement, campus life, specific programs, and course information. The Response Center team resolves student concerns and acts as a communication and information link within the College.

STEM INFORMATION CENTER

Science Center, Room 217

Provides information about STEM departments, scholarships, internship, job opportunities, academic support, transfer options, and more. One-on-one help with course selection, study skills, mid-term issues, time management, and graduation/transfer questions also available.

STUDENT LIFE

Campus Center, Room 005, 240-567-5092

Empowers students to actualize personal and social change. Provides intentional learning opportunities that promote individual growth, leadership development, and community engagement such as involvement in clubs/organizations, service-learning, the student newspaper, the student Senate, leadership training, and a host of engaging activities throughout the year. Also issues MC IDs.

TRiO STUDENT SUPPORT SERVICES PROGRAM

South Campus Instruction Building, Room 006, 240-567-1765

Federally funded program that provides and coordinates a variety of educational support services for free to increase college retention, graduation, and transfer rates for eligible participants (eligibility includes one or more of the following: first-generation college student, low income individual, individual with a disability - contact TRiO Student Support Services for more information).

WELCOME CENTER

South Campus Instruction Building, Room 101

The Welcome Center is a place where all students and community members can find information, assistance, and explanations about College enrollment processes, events, and campus locations. There are computers that students can use for enrollment, and staff to help students navigate MyMC and the web. The **Welcome Center** is a great place to visit!

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