



**Quick Start Guide for Faculty at Montgomery  
College Academic Year 2009-2010**

<b>Service/Dept.</b>	<b>Name/Campus/URL/Reference</b>	<b>Phone</b>	<b>Location</b>
<b>General Information</b>			
<b>IT Help Desk</b> handles issues with telephone service and equipment, computers, and printers.	Information Technology	240-567-7222	OITB
<b>Security</b>	Germantown Rockville Takoma Park/Silver Spring (TP/SS)	240-567-7777 240-567-5111 240-567-1600	SA 282 CB 101 ST 119
<b>Class Support</b>			
<b>Assessment Centers</b> conduct computerized placement tests for instruction, special purposes and make up tests.	Germantown Rockville TP/SS	240-567-7739 240-567-7459 240-567-1555	SA 110 CC 14 ST 323
<b>Audio Visual Equipment Services</b> are available to support classroom instruction and special events through the IT Media Resources Center.	Germantown – Terry Denney Rockville – Philip D’Souza TP/SS – Lee France	240-567-7861 240-567-7148 240-567-1533	HS 20 MT 05 RC 116
<b>Bookstore</b> services include timely availability of textbooks and classroom supplies, general books and study materials.	G – Philip Zanga - 240-567-6921 R – Tom Pollins - 240-567-7657 TP/SS – Paul Kalidas - 240-567-1520 Lynn McCarron – 240-567-1521	240-567-7877 240-567-5347 240-567-5302 240-567-1522	HS 11 CC 1 ST 209 ST 206
<b>Dean of Student Development</b> is the office faculty should call about issues and concerns regarding <i>Student Code of Conduct</i> . Any violation of the <i>Student Code of Conduct</i> should be reported to the Dean of Student Development.	Germantown – Dr. Karen Roseberry Rockville – Dr. Monica Brown TP/SS – Dr. Clemmie Solomon	240-567-1993 240-567-5052 240-567-1469  240-567-7767	SA 120 MT 605 ST 232
<b>Disability Support Services Department</b> maintains disability related documentation, certifies eligibility of services and accommodations, determines reasonable accommodations, and serves as a liaison between faculty and students regarding disability-related issues.	G-Harry Zarin Richard Berglund TTY  R-Chenel Riley TTY TP/SS –Cathy Wilson Edward Muchene  <a href="http://www.montgomerycollege.edu/Departments/dispsvc/">http://www.montgomerycollege.edu/Departments/dispsvc/</a>	240-567-1992 240-567-2133  240-567-5077 240-567-9672 240-567-1475 240-567-1477 240-567-7207	SA 189   CB 122 ST 137 ST 138

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<b>Learning Labs</b> at each campus provide a variety of services to assist students in their learning skills.	Germantown Writing Center Math Learning Center Science Learning Center	240-567-1930 240-567-1947 240-567-1987	HS 150 HT 229 SA 202
	Rockville Computer Writing Room Language Lab Math and Science Center Writing and Reading Center/Tutoring	240-567-7399 240-567-7405 240-567-5200 240-567-7401	MT 020 MT 020 MT 002 HU 002
	TP/SS Learning Lab Math/Science Learning Center	240-567-1556 240-567-1427	RC 105 SN 101
<b>Library Circulation Desk</b> - in addition to normal library services, circulation of videotapes, books, materials, inter-library, reserve reading, collections, reference and research, and data base instruction in library research are available through each campus' library.	Germantown – Circulation TTY Rockville – Circulation TTY TP/SS – Circulation TTY <a href="http://montgomerycollege.edu/library">http://montgomerycollege.edu/library</a>	240-567-7858 240-567-1971 240-567-7117 240-567-8025 240-567-1540 240-567-1546	HS 110 MT 107 RC 215
<b>Smart Classrooms</b> are classrooms equipped with a screen, projector, computer, notebook computer connector, ELMO Visual Presenter and VHS video tape player. The set up is called Smart Instructor Work Station (SIWS) or Multimedia Workstations (MMWS).			Requests to schedule classes in Smart Classrooms should be directed through your department chair
<b>The Center for Teaching and Learning (CTL)</b> is Montgomery College's faculty professional development organization. The mission of the CTL is to support the art of teaching by encouraging faculty creativity, innovation, and continual improvement in instruction to enhance student learning. The CTL realizes this mission by providing a variety of professional development opportunities and supporting a number of college initiatives. The CTL, a college-wide organization with staff and associates supporting all three campuses, has its main location in the Goldenrod Building on the Germantown Campus.	Germantown Campus	240-567-2000	Goldenrod Building
	Rockville Campus	240-567-5157	HU008
	Takoma Park/Silver Spring Campus	240-567-1677	RC110A
	<a href="http://www.montgomerycollege.edu/ctl">http://www.montgomerycollege.edu/ctl</a>		