

**Quick Start Guide for Faculty at Montgomery College
Academic Year 2007-2008**

| Service/Dept. | Name/Campus/URL/Reference | Phone | Location |
|--|--|---|-------------------------------------|
| General Information | | | |
| IT Help Desk handles issues with telephone service and equipment, computers, and printers. | Information Technology | 240-567-7222 | OITB |
| Security | Germantown Rockville Takoma Park/Silver Spring (TP/SS) | 240-567-7777 240-567-5111 240-567-1600 | SA 283-87 CB 102 CM 211 |
| Class Support | | | |
| Assessment Centers 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 100 CC 14 RC 106C |
| Audio Visual Equipment Services 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 16G MT 05 RC 116 |
| Bookstore 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 240-567-5302 240-567-5302 240-567-1522 | HS 11 CC 1 CC 01 CM 212 |
| Dean of Student Development 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 – Ms. Monica Brown TP/SS – Ms. Jennie Wells | 240-567-1993 240-567-8020 240-567-1469 | SA 189 MT 603 ST 231 |
| Disability Support Services Department 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. http://www.montgomerycollege.edu/Departments/dispvc/ | Germantown – Harry Zarin Rockville – Rose Sachs TP/SS – Cathy Wilson | TTY 240-567-7767 240-567-2133 TTY 240-567-5077 240-567-9672 TTY 240-567-1475 240-567-7207 | SA 181 CB 122C ST 137 |

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| Learning Labs 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 20 MT 20 MT 02 HU 002 |
| | TP/SS Learning Lab Math/Science Learning Center | 240-567-1556 240-567-1427 | RC 105 SN 101 |
| Library Circulation Desk - 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 http://montgomerycollege.edu/library | 240-567-7858 240-567-1971 240-567-7117 240-567-8025 240-567-1540 240-567-1546 | HS 110 MT 107 RC 215 |
| Smart Classrooms 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 | |

This Quick Start Guide has been compiled for your information by the
 Center for Teaching and Learning
www.montgomerycollege.edu/ctl