

# MONTGOMERY COLLEGE CATALOG

Volume 54 • 2004-2005



Students who plan to graduate from Montgomery College should select one catalog during their enrollment and follow the curriculum outlined in that catalog.

This catalog is a summary of current policies and procedures and is subject to updates and revisions posted on the College's Web site, [www.montgomerycollege.edu](http://www.montgomerycollege.edu) at the Official Policies and Documents page. In the case of conflicts between the printed catalog or other versions of the catalog and the Official Policies and Documents page of the Web site, the material on the Official Policies and Documents page shall control.

## Notice

In keeping with the College's educational mission, the educational policies and procedures are continually being reviewed and changed. The statements and provisions in this catalog are subject to change at the discretion of the College and without notice. This catalog should not be construed as constituting a contract, express or implied, between the College and any person. The College may issue supplements and make revisions at its sole discretion. The official version of the catalog may be found on the Official Policies and Documents page of the College's Web site ([www.montgomerycollege.edu/verified](http://www.montgomerycollege.edu/verified)).

Readers should use this catalog solely as a reference document, recognizing that it is not always the most authoritative or complete source of information. Students are held responsible for keeping informed of official policies and meeting all relevant requirements and should confirm the current status of statements and provisions before registering. Where there is a conflict between any official documents and any summary of such documents which may appear in this catalog, the provisions of the official document shall apply.

The College reserves the right in its sole discretion to change any of the policies and procedures of the College at any time, including but not limited to those related to admission, instruction, and graduation. This also includes without limitation the right of the College to make changes of any nature in the College's academic program, courses, curricula, schedule, calendar, tuition, fees, academic policies, and other policies and procedures affecting students, whenever the College in its sole discretion deems it desirable to do so. The College also reserves the right to shift programs, departments, or courses from one to another of its campuses. The foregoing changes may include, without limitation, the elimination of programs, departments, or courses; the modification of the content of any of the foregoing; the rescheduling of classes, with or without extending the announced academic term; and the cancellation of scheduled classes or other academic activities. If such changes are deemed desirable by the College, the College may in its sole discretion require or afford such alternatives for scheduled classes or other notification that the College

deems reasonably practical under the circumstances. All such changes are effective at such times as the College determines and, unless otherwise stated in writing, will apply not only to prospective students but also to those who already are enrolled in the College. Enrollment of all students is subject to these conditions.

Payment of tuition in whole or part or attendance at a class shall constitute a student's acceptance of the College's rights as set forth above.

## Montgomery College Is Open to All

It is the policy of Montgomery College not to discriminate on the basis of age, sex, sexual orientation, race, color, marital status, religious belief, national origin, status as a qualified individual with a disability or handicap, or as a disabled veteran or veteran of the Vietnam Era in its employment, admissions, and student-related policies, procedures, and educational programs, including vocational education programs. This policy is consistent with Title VI and Title VII of the 1964 Civil Rights Act, as amended; Title IX of the 1972 Education Amendments; Section 504 of the 1973 Rehabilitation Act, as amended; the Americans with Disabilities Act; and other applicable laws and regulations. Inquiries regarding compliance with these laws may be directed to the director of equity and diversity, 900 Hungerford Drive, Rockville, MD 20850, 301-279-5276, or to the director of the Office for Civil Rights, Department of Education, Washington, DC 20201.

Under provisions of the Americans with Disabilities Act, this material is available in alternative formats by contacting the Disability Support Services Office at 301-279-5058 or TTY 301-294-9672 for the deaf and hard of hearing.

## Student Liability Statement

At the time of enrollment, each student agrees to assume the personal risks and liabilities entailed in any course requirement. The student releases and holds harmless Montgomery College, its trustees, and employees from any injury sustained through his/her actions or the actions of other students enrolled in the course.

## ***OUR MISSION***

### **CHANGING LIVES**

We are in the business of changing lives.

Students are the center of our universe.

We encourage continuous learning  
for our students, our faculty, our staff, and our community.

### **ENRICHING OUR COMMUNITY**

We are the community's college.

We are the place for intellectual, cultural, social, and political dialogue.

We serve a global community.

### **HOLDING OURSELVES ACCOUNTABLE**

We are accountable for key results centered around learning.

We will be known for academic excellence by every high school student  
and community member.

We inspire intellectual development through a commitment to  
the arts and sciences.

We lead in meeting economic and workforce development needs.

### **WE WILL TEND TO OUR INTERNAL SPIRIT.**

## ***OUR INTERNAL SPIRIT***

We are committed to high academic and performance  
standards and take pride in our collective achievements.

We are welcoming, compassionate,  
and service-oriented to our diverse communities.

We operate in a creative, innovative, flexible,  
and responsive manner.

We practice collaboration, openness, honesty,  
and widely shared communications.

Integrity, trust, and respect guide our actions.

We value and respect academic vitality and excellence.

Our spirit is renewed through enthusiasm, celebration,  
a sense of humor, and fun.

## Student Success Model

Student success is accomplished through a collaborative effort to achieve learning that actively engages students, faculty, and staff. Student success can be measured by identifying and clarifying student goals and expectations upon entry, assessing student progress and experiences through their courses, and evaluating student outcomes at the time of exit. Montgomery College fulfills its implicit contract with the larger community when student success is achieved.

### *Student Success Credo*

We believe student success is accomplished when students

- read, write, and speak at the college level;
- use mathematics tools and concepts at the college level;
- use information resources, including developing technology, to support continued learning;
- are positive, motivated learners who accept responsibility for their success;
- are self-confident, independent, and active learners with critical thinking skills enabling lifelong learning; and
- are tolerant and flexible, and aware of the interdependence of modern society.

We believe student success is facilitated through

- assessing student academic skills and placing students in appropriate courses;
- counseling and advising students to establish focused and realistic educational, career, and personal goals;
- assessing ongoing development, clarification, and refinement of student goals throughout the educational process;
- teaching students with challenging, but nurturing and encouraging, instructional methods; and
- providing effective and appropriate learning support programs and services.

We believe student success is enabled when faculty and staff are committed to

- providing a positive, welcoming climate that reflects an ethical, caring college community;

- taking a personal interest by encouraging, assisting, and respecting the individual potential in each student; and
- setting personal performance expectations that reflect their commitment to student success.

We believe student success is further ensured when the College

- is responsive to the community's needs and sets goals to meet them;
- clearly and effectively communicates information internally and externally;
- provides a physical environment conducive to learning and the development of a sense of community among students, faculty, and staff;
- offers students a comprehensive co-curricular program;
- is responsive to the needs of faculty and staff directly involved in the learning process;
- develops plans, allocates resources, and assigns administrative time to activities contributing to student success;
- provides professional development opportunities for faculty and staff that enhance the learning environment;
- maintains a reward system that recognizes faculty and staff contributions to students and their learning; and
- regularly evaluates (with student input) all aspects of the College, instructional as well as support and administrative offices, and uses the data to improve such aspects.

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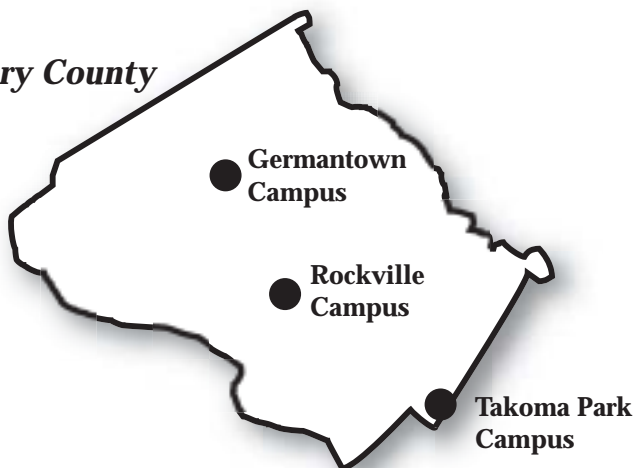
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# CAMPUS DIRECTIONS

## Montgomery County



### Germantown Campus

**By Car:** Take I-270 North or South to Exit 15 East (Route 118) toward Damascus. Continue about one mile to the first traffic light at Observation Drive; turn right. Follow the campus driveway to the visitor's parking lot on the right.

**By Metro:** Take the Red Line train to Shady Grove station, then transfer to Ride-On Bus Route 55, 61, or 62 to on-campus stop.

**By Bus:** Take Metrobus #Q2 (Veirs Mill Road line) to Shady Grove Metro station, then transfer to Ride-On Bus Route 55, 61, or 62 to on-campus stop.

**By Ride-On Bus:** Take Route 55, 61, or 62.

### 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 1½ blocks on the left.

*From the south:* Take I-495 to I-270 North exit 6A (Route 28, W. Montgomery Ave./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 1½ blocks on the left.

**By Metro:** Take the Red Line train to Rockville station, then transfer to Metrobus #Q2 (Veirs Mill Road line) to campus stop at corner of Hungerford Drive and Mannakee Street.

**By Bus:** Take Metrobus #Q2 (Veirs Mill Road line) to campus stop at corner of Hungerford Drive and Mannakee Street.

**By Ride-On Bus:** Take Route 45 (stops at Mannakee and Frederick Road, just a short walk to the Rockville Campus), 46, or 55.

### Takoma Park Campus\*

**By Car:** Take I-495 East or West 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 (East) 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 campus parking garage is just ahead on your right, and the campus itself begins one block farther at New York Avenue and Fenton Street.

**By Metro:** Take the Red Line train to Silver Spring station, then transfer to Ride-On Bus Route 17 or 18 to campus stop at corner of Philadelphia and Takoma Avenues.

**By Bus:** Take Metrobus #Q2 (Veirs Mill Road line) to Silver Spring Metro station, then transfer to Ride-On Bus Route 17 or 18 to campus stop at corner of Philadelphia and Takoma Avenues.

**By Ride-On Bus:** Take Route 17 or 18.

\* The School of Art and Design at Montgomery College is located at 10500 Georgia Avenue in Silver Spring, two miles north of the Takoma Park Campus. It is easily accessible by Metro (the Red Line), and there is a Metrobus stop next to the school.

# DIRECTORY

For information about the following subjects, write or call the office indicated at the campus you wish to attend. You can also find us on the Internet at [www.montgomerycollege.edu](http://www.montgomerycollege.edu)

## ***Germantown Campus***

Montgomery College  
20200 Observation Drive  
Germantown, MD 20876  
Phone: 301-353-7700  
Security: 301-353-7777  
TTY: 301-540-2133\*

## ***Rockville Campus***

Montgomery College  
51 Mannakee Street  
Rockville, MD 20850  
Phone: 301-279-5000  
TTY: 301-294-9672\*  
Security: 301-279-5111  
TTY: 301-279-5648\*

## ***Takoma Park Campus***

Montgomery College  
Takoma Avenue and  
Fenton Street  
Takoma Park, MD 20912  
Phone: 301-650-1300  
TTY: 301-587-7207\*  
Security: 301-650-1600  
TTY: 301-587-7203\*

## ***Central Administration***

Montgomery College  
900 Hungerford Drive  
Rockville, MD 20850  
Phone: 301-279-5000

*\*TTY numbers are for deaf and hard-of-hearing persons only.*

## ***Workforce Development & Continuing Education***

Montgomery College  
51 Mannakee Street  
Rockville, MD 20850  
Phone: 301-279-5188  
TTY: 301-251-7931\*

## ***Admissions***

Office of Admissions, Records,  
and Registration  
Germantown: 301-353-7823  
Rockville: 301-279-5000  
Takoma Park: 301-650-1501

## ***Alumni***

Office of Alumni Affairs  
301-279-5378

## ***Employment***

Office of Human Resources  
301-279-5353  
TTY: 301-279-5353\*

## ***Equity and Diversity***

Director of Equity and  
Diversity  
301-279-5276

## ***Financial Aid and On-Campus Student Employment***

Office of Student Financial Aid  
Germantown: 301-353-7812  
Rockville: 301-279-5100  
Takoma Park: 301-650-1506

## ***Library***

Germantown: 301-353-7850  
TTY: 301-353-1971\*  
Rockville: 301-279-5067  
TTY: 301-251-7130\*  
Takoma Park: 301-650-1536  
TTY: 301-650-1546\*

## ***Public Relations***

Office of Communications  
301-279-5310

## ***Transcripts***

Office of Admissions, Records,  
and Registration  
Germantown: 301-353-7821  
Rockville: 301-279-5000  
Takoma Park: 301-650-1500

## ***Tuition and Fees***

Office of Admissions, Records,  
and Registration  
Germantown: 301-353-7823  
Rockville: 301-279-5000  
Takoma Park: 301-650-1501

## ***Use of College Facilities***

Office of Facilities  
Germantown: 301-353-7883  
Rockville: 301-279-5016  
Takoma Park: 301-650-1564

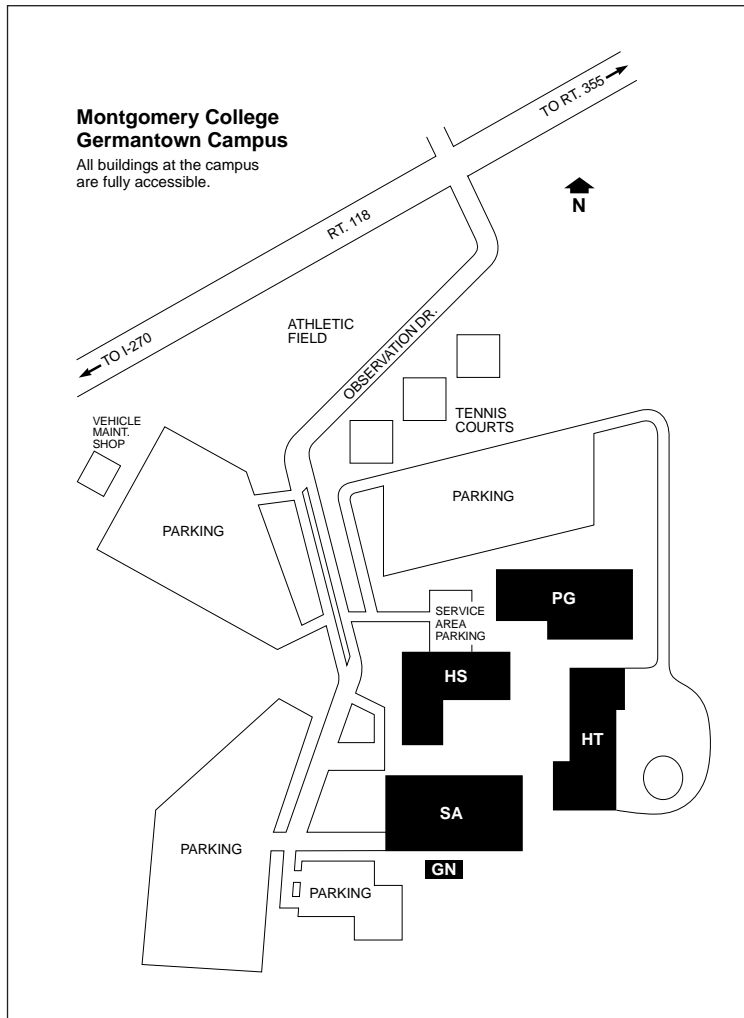
## ***Veterans***

Veterans Affairs Office  
301-279-5033

### ***Emergency Closing of the College***

If inclement weather forces the College or any campus or College facility to suspend classes or close, public service announcements will be provided to local radio and television stations as early as possible. You can also find out the opening status by calling the College's main information line at 301-279-5000 or by visiting our Web site at [www.montgomerycollege.edu](http://www.montgomerycollege.edu).

# CAMPUS MAP — GERMANTOWN



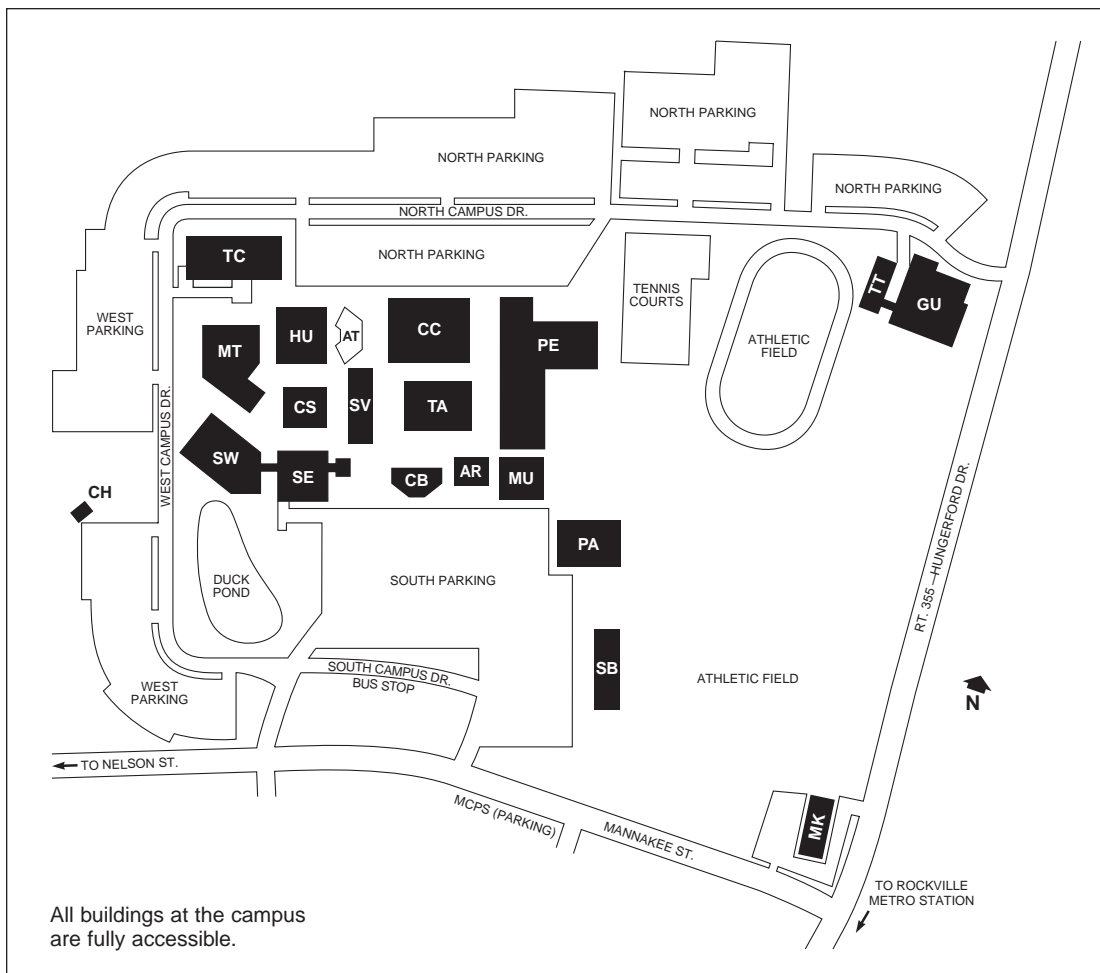
## Germantown Campus Legend of Buildings

GN Greenhouse  
 HS Humanities and Social Sciences Building

HT High Technology and Science Center  
 PG Physical Education Complex

SA Sciences and Applied Studies Building (Security Office and Admissions, Records, and Registration)

# CAMPUS MAP—ROCKVILLE



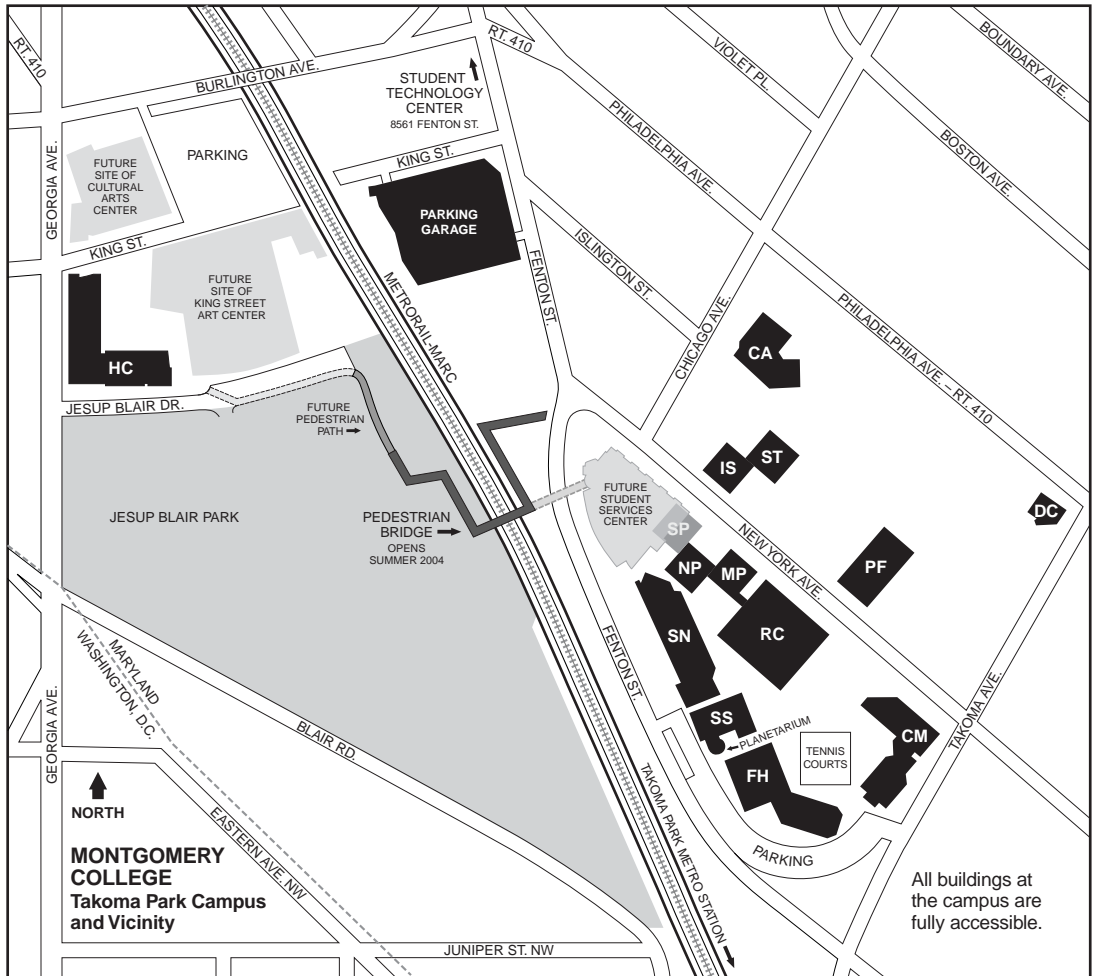
## Rockville Campus Legend of Buildings

- AR Paul Peck Art Building
- AT Amphitheatre
- CB Counseling and Advising Building (Security Office)
- CC Campus Center (Workforce Development & Continuing Education)
- CH Child Care Center
- CS Computer Science Building

- GU Homer S. Gudelsky Institute for Technical Education
- HU Humanities Building
- MK Mannakee Building (Central Administration)
- MT Macklin Tower
- MU Music Building
- PA Robert E. Parilla Performing Arts Center
- PE Physical Education Center

- SB South Campus Instruction Building
- SE Science Building East
- SV Student Services Building (Admissions, Records, and Registration)
- SW Science Building West
- TA Theatre Arts Building
- TC Technical Center
- TT Interim Technical Training Center

# CAMPUS MAP-TAKOMA PARK



## Takoma Park Campus Legend of Buildings

- CA Communications Arts Center
- CM The Commons (Security Office)
- DC Child Care Center
- FH Falcon Hall (Physical Education)

- HC Health Sciences Center (Workforce Development & Continuing Education)
- IS Information Sciences Pavilion
- MP Mathematics Pavilion
- NP North Pavilion
- PF Pavilion of Fine Arts
- RC Resource Center

- SN Science North Building
- SP Social Sciences Pavilion (To be demolished Summer 2004)
- SS Science South Building (Planetarium)
- ST Student Services Pavilion (Admissions, Records, and Registration)

All buildings at the campus are fully accessible.

# COLLEGE CALENDAR

## Academic Year 2004–2005

### Summer Sessions 2004

<b>Monday, May 24</b>	Official beginning of summer 2004 sessions
<b>Monday, May 31</b>	Memorial Day; College closed
<b>Tuesday, June 1</b>	Summer session I classes begin
<b>Monday, July 5</b>	Independence Day observed; College closed
<b>Monday, July 12</b>	Summer session II classes begin
<b>Friday, August 20</b>	Official end of summer 2004 sessions

### Fall Semester 2004–2005

<b>Monday, August 23</b>	Official beginning of academic year 2004–2005; faculty return for professional days
<b>Tuesday, August 31</b>	Fall semester weekday classes begin
<b>Monday, September 6</b>	Labor Day; College closed
<b>Saturday–Sunday, September 11–12</b>	Saturday and Sunday classes begin
<b>Tuesday, September 21</b>	No classes; Fall Opening Meeting
<b>Wednesday, November 24</b>	No classes; professional day for faculty
<b>Thursday–Sunday, November 25–28</b>	Thanksgiving holiday; College closed
<b>Tuesday, December 14</b>	No classes; reading day; professional day for faculty
<b>Wednesday–Tuesday, December 15–21</b>	Final week of classes—exams
<b>Wednesday–Thursday, December 22–23</b>	Professional days for faculty; final grades
<b>Friday–Sunday, December 24–January 2</b>	Winter holidays; College closed
<b>Tuesday, January 4</b>	Official end of fall semester

# COLLEGE CALENDAR

## Academic Year 2004–2005

### Spring Semester 2005

<b>Wednesday, January 5</b>	Official beginning of spring 2005 semester
<b>Thursday, January 13</b>	Faculty return for professional days
<b>Monday, January 17</b>	Martin Luther King, Jr., Day; College closed
<b>Monday, January 24</b>	Spring semester classes begin
<b>Monday–Sunday, March 21–27</b>	Spring recess for faculty and students
<b>Thursday–Friday, March 24–25</b>	Spring break; College closed
<b>Monday–Sunday, May 9–15</b>	Final week of classes—exams
<b>Monday–Friday, May 16–20</b>	Professional days for faculty; commencement
<b>Sunday, May 22</b>	Official end of spring semester 2005/ academic year 2004–2005

### Summer Sessions 2005

<b>Monday, May 23</b>	Official beginning of summer 2005 sessions
<b>Monday, May 30</b>	Memorial Day; College closed
<b>Tuesday, May 31</b>	Summer session I classes begin
<b>Monday, July 4</b>	Independence Day; College closed
<b>Monday, July 11</b>	Summer session II classes begin
<b>Friday, August 19</b>	Official end of summer 2005 sessions

## ABOUT MONTGOMERY COLLEGE



**M**ontgomery College is Maryland's oldest community college. The College is chartered by the state of Maryland and is governed by a 10-member Board of Trustees. Campuses are located in Germantown, Rockville, and Takoma Park and are complemented by smaller off-campus sites to serve residents throughout Montgomery County. The central administration offices are located at 900 Hungerford Drive, near the Rockville Campus.

A firm commitment to student success at every level of the educational process guides the College in its academic programs and related services. Montgomery College encourages students from all walks of life and cultures, and with diverse backgrounds and aspirations, to enroll and increase their personal, academic, and career success. The College is equally committed to increasing the number of minority students enrolled in courses in every academic discipline. To achieve this goal, the College offers a wide range of services, including multifaceted recruit-

ment efforts, financial assistance, on-campus support systems such as counselor/mentor programs, and student activity groups that welcome and foster meaningful involvement in college life.

Montgomery College is widely recognized for the quality and scope of its academic programs in the liberal arts, sciences, business, and technologies. Today, more than 100 degree and certificate programs prepare students to earn an associate's degree, transfer to a four-year college or university, enter the job market, upgrade career skills, complete an apprenticeship, or enhance life through enrichment experience.

The College seeks to offer students a well-defined path to personal and career success and enrichment. The degree and certificate programs are complemented by the comprehensive program offered by Workforce Development & Continuing Education.

The College offers day, evening, and weekend courses to meet the diverse needs of the student body. Students can earn a degree through

evening and weekend studies, and student services are available in the evening and on the weekend. As an integral part of its total program, the College offers summer sessions. Consult the schedule of classes each semester for details.

## College History

Montgomery College was founded in 1946. Originally the higher education division of Montgomery County Public Schools, Montgomery College achieved independent status on January 1, 1969; the College operates under the direction of the Board of Trustees.

On September 16, 1946, the first Montgomery College classes were held in the evenings at a local high school. By the fall of 1950, the College had acquired the buildings and seven acres previously occupied by the Bliss Electrical Society. This new home in Takoma Park became the first campus of Montgomery College. A second campus, the Rockville Campus, opened in September 1965. The Germantown Campus opened in September 1975 with classes held temporarily in Seneca Valley High School. Since the fall of 1978, the Germantown Campus has been located in permanent college facilities in Germantown, Maryland.

Over the past half-century, the College and its faculty, staff, and students have contributed enormously to the well-being, economy, and culture of the community. Since 1946, when it served a student body of 186 men and women in borrowed high school classrooms, the College has grown to a multicampus institution with almost 22,000 credit students and 28,000 Workforce Development & Continuing Education students. Montgomery College is one of the largest community colleges in the nation.

## College Philosophy

Montgomery College is an open-access, public education institution dedicated to academic excellence and committed to student success. The College offers a wide range of postsecondary academic programs, career training, and lifelong learning opportunities at moderate cost to residents, businesses, and other organizations within Montgomery County.

The College provides an enriching and comprehensive learning experience for students, faculty, staff, and community. This learning experience is enhanced by the diversity of the student body, faculty, and staff, who bring to the College a rich blend of ethnicity, culture, age, and experience. This diversity enhances the ability of students to appreciate individual differences and to communicate ideas.

As an educational resource center, the College acknowledges its responsibility and desire to participate actively with public and private agencies to search for solutions to community problems.

## College Program Commitments

In keeping with its philosophy, policies, and purposes, Montgomery College offers the following high-quality educational opportunities:

- transfer curricula for students wishing to transfer to upper-division degree studies at four-year colleges and universities;
- technical and semiprofessional curricula for students wishing to prepare for immediate employment;
- a broad-based general education curriculum upon which students with undecided objectives can build;
- credit and noncredit courses that may be used for employment, reemployment, and retraining and for exploring interests in various professional and semiprofessional fields;
- a continuing education program that extends the resources of the College into the community;
- forums, lectures, short courses, concerts, dramatic productions, art exhibits, athletics, and other activities meant to add balance to the total instructional program of the College;
- academically, vocationally, and personally oriented counseling services;
- a program designed to identify and help remedy students' academic deficiencies;

- an early placement program for qualified high school seniors wishing to supplement their secondary school courses and/or accelerate their college studies;
- an honors program for students of outstanding ability; and
- an extensive summer program for students enrolled at Montgomery College, for undergraduates from other institutions, and for high school graduates who wish to begin their college studies.

## Degrees, Certificates, and Letters of Recognition

The Maryland Higher Education Commission has authorized the College to confer the associate of arts, associate of science, associate of applied science, and associate of arts in teaching degrees upon its graduates. The College recognizes individuals who satisfactorily complete their requirements for an associate's degree by awarding a diploma. The College recognizes individuals who satisfactorily complete other types of studies in the following ways:

- by awarding a certificate to those who complete a series of courses representing a planned sequence of learning experiences that consists of at least 12 credit hours of college-level work (more credit hours may be required); and
- by awarding a letter of recognition to those who complete fewer than 12 hours of credit courses in a specialized field of study.

See the Curricula section for more information.

## Academic Recognition and Memberships

As a public institution, Montgomery College is legally accountable to the state of Maryland and Montgomery County. At the state level, the College reports to the Maryland Higher Education Commission. The Commission has authority to establish minimum requirements for associate degree-granting institutions and to establish general policies for the operation of the community colleges.

### ***Middle States Association Accreditation***

Montgomery College was first accredited on April 28, 1950, after an evaluation by a committee representing the Commission on Higher Education of the Middle States Association (an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation). It has remained on the accredited list of the Middle States Association of Colleges and Schools ever since, with accreditation reaffirmed in 1957, 1968, 1978, 1987, 1992, 1997, and 2003. For more information on accreditation, contact

The Commission on Higher Education  
Middle States Association of Colleges  
and Schools  
3624 Market Street  
Philadelphia, PA 19104-2680  
215-662-5606

### ***Other Accreditation***

The College holds accreditation from the state of Maryland and numerous academic and professional organizations. Examples of accrediting organizations for specific curricula are as follows:

#### *Diagnostic Medical Sonography*

Commission on Accreditation of Allied Health Education Programs

#### *Health Information Technology*

Commission on Accreditation of Allied Health Education Programs

#### *Music*

National Association of Schools of Music

#### *Nursing*

National League for Nursing Accrediting Commission

61 Broadway  
New York, NY 10006

1-800-669-9656

#### *Physical Therapist Assistant*

American Physical Therapy Association

#### *Radiologic Technology*

The Joint Committee on Education in Radiologic Technology

*Surgical Technology*  
Commission on Accreditation of Allied  
Health Education Programs

### **Memberships**

Among the many memberships Montgomery College holds are

American Association of Community Colleges  
American Council on Education  
Association of Community College Trustees  
Association of Faculty for Advancement  
of Community College Teaching  
Association of Governing Boards  
College Entrance Examination Board  
Cooperative Education Association  
of Maryland  
Council for Adult and Experiential Learning  
Council for Advancement and Support  
of Education  
Maryland Association for Higher Education  
Maryland Association of Community College  
Trustees  
Maryland Collegiate Honors Council  
Middle States Association of Colleges  
and Schools  
Montgomery County Chamber of Commerce  
National Organization for Associate  
Degree Nursing  
National Society for Internships and  
Experiential Education  
Technology Council of Maryland

### **Alumni**

The Montgomery College Alumni Association is primarily composed of former students and graduates who are interested in maintaining communication with their alma mater, advancing the growth and development of the College, and promoting educational and professional growth of alumni. A volunteer board of governors directs the activities of the Alumni Association. The board includes the association's elected officers, student representatives of each campus, chapter representatives, and retired employees. Administrative support for the association is provided through the Office of Institutional Advancement.

The Montgomery College Alumni Association has embraced members of the Bliss Electrical

Society. The Society is composed of graduates of the former Bliss Electrical School and Montgomery College alumni from the electronics and computer technician programs. Any group of at least 10 persons interested in forming a student/alumni, curricular, or special interest chapter should call the Alumni Association at 301-279-5378.

Each year, the Alumni Association awards six scholarships. Two scholarships are awarded to the son, daughter, mother, or father of a Montgomery College alumnus/alumna. To be eligible, the alumnus/alumna must have either graduated from the College or earned at least 50 credits. Also available is the Anne and Socrates Koutsoutis Statue of Liberty Scholarship. Summer dinner theatre students are eligible for a scholarship for each of the two annual shows. Finally, students who have actively participated in the association's Student Ambassadors organization are eligible for a transfer scholarship to continue their studies at a four-year school.

The Alumni Association annually honors outstanding alumni for their achievements in a profession, in the community, or for the College. The *Milton F. Clogg* Outstanding Alumni Awards are presented at the Alumni Awards Dinner. At the same time, former athletes are inducted into the Athletic Hall of Fame. Nominations are accepted from current and former students, faculty, and staff.

For scholarship applications, award nomination forms, and information on Alumni Association membership benefits, please call 301-279-5378 or go to the College Web site at [www.montgomerycollege.edu](http://www.montgomerycollege.edu).

### **College Policies**

All official College policies and procedures are posted at [www.montgomerycollege.edu/verified/pnp](http://www.montgomerycollege.edu/verified/pnp).

### **Student Code of Conduct**

The Student Code of Conduct outlines the policies, regulations, and procedures of the College regarding academic honesty and student behavior, including penalties and appeals. The code, which applies to all students at the College, is printed in the Student Handbook (available in the Student Life offices) and can be viewed on the Web at [www.montgomerycollege.edu/verified/pnp/42001.doc](http://www.montgomerycollege.edu/verified/pnp/42001.doc).

### ***Drug and Alcohol Abuse***

The College's drug and alcohol abuse prevention policy can be viewed at [www.montgomerycollege.edu/verified/pnp/31005.doc](http://www.montgomerycollege.edu/verified/pnp/31005.doc).

### ***Hate/Violence***

The College's policy regarding hate/violence activities can be viewed at [www.montgomerycollege.edu/verified/pnp/31002.doc](http://www.montgomerycollege.edu/verified/pnp/31002.doc).

### ***Nondiscrimination and Equal Employment Opportunity***

The College's nondiscrimination and equal employment opportunity policy can be viewed at [www.montgomerycollege.edu/verified/pnp/31006.doc](http://www.montgomerycollege.edu/verified/pnp/31006.doc).

### ***Sexual Harassment***

The College's policy regarding sexual harassment can be viewed at [www.montgomerycollege.edu/verified/pnp/31008.doc](http://www.montgomerycollege.edu/verified/pnp/31008.doc).

### ***Records***

Any past or present student's cumulative record as maintained by the College is considered confi-

dential, and access to the record is limited to that student or those persons who have legitimate requests for the information contained in the record. The full policy on student cumulative records can be viewed at [www.montgomerycollege.edu/verified/pnp/41003.doc](http://www.montgomerycollege.edu/verified/pnp/41003.doc).

### ***Smoking***

Smoking is prohibited in all College facilities and restricted on College grounds. Tobacco products will not be sold in College facilities. Details of the policy on smoking and sale of tobacco products can be viewed at [www.montgomerycollege.edu/verified/pnp/75003.doc](http://www.montgomerycollege.edu/verified/pnp/75003.doc).

### ***College Schedule***

The College operates on a semester basis, fall and spring. In addition, the College offers two summer sessions.

All three campuses offer classes and services days, evenings, and weekends. Noncredit courses run year-round, and classes begin weekly. Detailed schedules of classes are published three times a year.



## GERMANTOWN CAMPUS

**T**he Germantown Campus began offering classes in September 1975, initially holding them in high school classrooms. The campus opened its own facilities just east of Interstate 270 in September 1978. Today the campus serves approximately 5,000 full- and part-time day, evening, and weekend students.

Of special interest to students expecting to take courses in the sciences is the campus's large, multidisciplinary science laboratory.

The Germantown Campus has made a special commitment to community use of its library, swimming pool, and other College facilities.

The Germantown Campus has four key buildings (the codes that appear in parentheses following the building names correspond to the codes used in the campus map on page 10 and in the schedule of classes):

**The High Technology and Science Center (HT)** houses 24 classrooms, specialty technology laboratories, teleconferencing studios, computer-equipped classrooms, the Globe Hall auditorium with seating for 500, service areas, faculty offices, a Computer Learning Center, and a Mathematics Learning Center.

**The Humanities and Social Sciences Building (HS)** contains classrooms, the library, MC Books & More (the bookstore), the cafeteria, the Writing Center, the Child Care Center (licensed to enroll up to 18 children), InTech Media Resources, computer-equipped classrooms, and faculty offices. The library houses a variety of resources that support the curricula and programs of the College, including books, periodicals, videotapes, CDs, and access to the Internet and other electronic and physical resources. An assistive technologies area supports the research of special needs populations. More information and tutorials are available at the Montgomery College Libraries Web site, [www.montgomerycollege.edu/library](http://www.montgomerycollege.edu/library).

**The Physical Education Complex (PG)** includes a regulation-sized gymnasium as well as locker rooms, offices, a weight room, and a swimming pool.

**The Sciences and Applied Studies Building (SA)** contains the Safety and Security Office, which is open 24 hours a day; the Office of Admissions, Records, and Registration; the Student Financial Aid Office; the Career/Transfer Center; the Counseling Office; the Student Life Office; classrooms; an interdisciplinary laboratory and service center related to the laboratory; the Science Learning Center; lecture halls; computer-equipped classrooms; and campus administrative offices.

**For more information call 301-353-7700, TTY 301-540-2133, or write:**

**Montgomery College  
Germantown Campus  
20200 Observation Drive  
Germantown, MD 20876**

*For directions and a map, see pages 8 and 10.*

## ROCKVILLE CAMPUS

Opened in 1965 with an enrollment of 2,489, the Rockville Campus is now the largest in enrollment, with about 14,000 full- and part-time credit students. In addition to the credit students, thousands of Continuing Education students attend classes on the campus in the evenings and on weekends, and other tens of thousands of people come to the campus each year for art exhibits, athletic events, concerts, conferences, lectures, movies, plays, and other events open to the public.

The Rockville Campus offers a wide variety of courses and curricula. More than 600 courses are offered in more than 40 curricula.

The Rockville Campus has 18 buildings (the codes that appear in parentheses following the building names correspond to the codes used in the campus map on page 11 and in the schedule of classes):

**The Campus Center (CC)** has MC Books & More (the bookstore), the MC Café, dining rooms, MC Copies (graphics and copy shop), MC Munchies (candy and snack shop), and a recreation center. Also in the Campus Center are Workforce Development & Continuing Education classes and offices, the food management student kitchen, the Marriott Hospitality Center, the Office of Student Life, the Assessment Center, and the Auxiliary Services central offices.

**The Child Care Center (CH)** is licensed to enroll up to 40 children and is sponsored by college-wide Auxiliary Services.

**The Computer Science Building (CS)** houses computer facilities and classrooms.

**The Counseling and Advising Building (CB)** houses Disability Support Services (DSS), including the Learning Center and DSS offices, and the Safety and Security Office on the first floor; the Counseling/Advising Center, counselor offices, and the Career/Transfer Center are on the second floor.

**The Homer S. Gudelsky Institute for Technical Education (GU)** is a state-of-the-art technical training facility offering instructional programs in

four primary areas: automotive, building and construction, manufacturing and fabrication, and printing/electronic imaging technologies. The facility houses 28 instructional laboratories, four classrooms, a conference center, and faculty offices.

**The Humanities Building (HU)** houses the Writing and Reading Center, Center for Teaching and Learning, an honors seminar room, classrooms, conference room, the Part-Time Faculty Office, faculty offices, computer laboratories, and the mailroom.

**The Interim Technical Training Center (TT)** houses two corporate training areas, a machine tool production laboratory, a sheet metal fabrication laboratory, a building and construction laboratory, and classrooms.

**The Macklin Tower (MT)** contains the library, the Montgomery College Archives, InTech Media Resources, the Math/Science Learning Center, the Computer Writing and Language Laboratory, the provost's office, deans' offices, and ITV and Media Production Services. The library houses a variety of resources that support the curricula and programs of the College, including books, periodicals, videotapes, CDs, and access to the Internet and other electronic and physical resources. An assistive technologies area supports the research of special needs populations. More information and tutorials are available at the Montgomery College Libraries Web site, [www.montgomerycollege.edu/library](http://www.montgomerycollege.edu/library).

**The Music Building (MU)** houses a recital hall, a rehearsal hall, practice rooms, studios, special classrooms, faculty offices, and an ear-training laboratory. The building is equipped with pianos, organs, and other musical instruments.

**The Paul Peck Art Building (AR)** contains classrooms; a gallery; studios for crafts, sculpture, painting, ceramics, drawing, printmaking, and design; and faculty offices.

**The Physical Education Center (PE)** includes a swimming pool with a separate diving area, two all-purpose gymnasiums, an apparatus room, a

weight room, dance studios, faculty offices, locker and shower facilities, and classrooms. Adjacent to the building are the athletic areas for track, baseball, tennis, and soccer.

**The Robert E. Parilla Performing Arts Center (PA)** has a 500-seat theatre and is the site for both campus academic productions and community performances. Its design includes 38 line sets, a greenroom, a Bayreuth pit, a lobby gallery, dressing rooms with showers, and a box office.

Campus student productions are presented here, as are events in the College's professional theatre series. The facility is also used extensively by the public.

**The Science Building East (SE)** is equipped with biology, engineering, geology, physical science, and physics laboratories, as well as a number of classrooms. The building has a large lecture hall designed for the use of the latest audiovisual instructional techniques.

**The Science Building West (SW)** is equipped with biology, chemistry, and psychology laboratories. The building also has a lecture hall, general classrooms, science preparation rooms, and faculty offices.

**The South Campus Instruction Building (SB)** provides flexible space for classrooms, laboratories, and faculty offices during renovations of other campus structures.

**The Student Services Building (SV)** contains the campus offices of Admissions, Records, and Registration; Student Financial Aid; Cashier; and Veterans Affairs.

**The Technical Center (TC)** contains facilities for career-oriented programs such as applied geography, architectural technology, construction management, interior design, graphic arts, computer-aided design and graphics, photography, and television. It also contains classrooms and faculty offices.

**The Theatre Arts Building (TA)** contains classrooms, laboratory performance spaces, scenery shop, technical facilities, faculty offices, and stage and arena for academic performances and College activities. Classes in speech, dance, theatre, and American Sign Language are taught primarily in the Theatre Arts Building.

**For more information call 301-279-5000, TTY 301-294-9672, or write:**

**Montgomery College  
Rockville Campus  
51 Mannakee Street  
Rockville, MD 20850**

*For directions and a map, see pages 8 and 11.*



## TAKOMA PARK CAMPUS



**A**t the edge of Washington, DC, in the midst of tree-lined streets and Victorian houses, and near the Metro rail system, lies the Takoma Park Campus of Montgomery College.

The Takoma Park Campus, opened in 1950, is the oldest of Montgomery College's three campuses and has an enrollment of more than 4,500.

Situated on approximately 12.7 acres in a charming residential section of southern Montgomery County, the campus's two-story pavilions are all within short walking distance of each other. The student population allows for small class sizes that promote a certain cohesiveness and sense of identity difficult to match on most college campuses.

Montgomery College has begun a six-year, \$88 million expansion of the Takoma Park Campus that will extend the campus into the heart of south Silver Spring, along the Georgia Avenue corridor. The expansion will include a state-of-the-art health sciences center, a student life center,

a cultural arts center, and a pedestrian bridge that will connect the existing campus with the new buildings.

The Takoma Park Campus includes the following buildings, as well as a five-level parking garage (the codes that appear in parentheses following the building names correspond to the codes used in the campus map on page 12 and in the schedule of classes):

**The Child Care Center (DC)** houses the child care program, which is licensed to enroll up to 26 children and is sponsored by collegewide Auxiliary Services.

**The Commons (CM)** includes the cafeteria, MC Books & More (the bookstore), Office of Safety and Security, Facilities Office, Cashier's Office, Office of the Dean of Student Development, Office of Student Life, and Office of the Vice President/Provost.

**The Communications Arts Center (CA)** contains classrooms, faculty offices, and the Black Box Theatre.

**Falcon Hall (FH)** contains a gymnasium, swimming pool, racquetball court, fitness center, and other specialized areas related to health and physical education.

**The Health Sciences Center (HC)** is being constructed on Georgia Avenue in Silver Spring and is scheduled to open in early 2004. The new center will provide state-of-the-art classrooms, laboratories, and other facilities to serve the College's health sciences programs. It will also house a community health center operated by Holy Cross Hospital; the health center will offer valuable experience for student nurses. In addition, the building will have a business training center operated by the College's Workforce Development & Continuing Education Unit.

**The Information Sciences Pavilion (IS)** includes faculty offices and laboratories for word processing, computer applications, and computer science.

**The Mathematics Pavilion (MP)** includes faculty offices, mathematics laboratory, general classrooms, and the campus Communications Center (mailroom and switchboard).

**The North Pavilion (NP)** contains faculty offices and administrative offices associated with construction of the new Student Services Center.

**The Pavilion of Fine Arts (PF)** contains faculty offices, art studios, classrooms, and the campus art gallery.

**The Resource Center (RC)** houses the library, InTech Media Resources, the Social Sciences Computer Center, the Writing and Reading Center, Learning Skills Support Services, Impact Tutoring, and a placement testing center. The library houses a variety of resources that support the curricula and programs of the College, including books, periodicals, videotapes, CDs, and access to the Internet and other electronic and physical resources. An assistive technologies area supports the research of special needs populations. More information and tutorials are available at the Montgomery College Libraries Web site, [www.montgomerycollege.edu/library](http://www.montgomerycollege.edu/library).

**The Science North Building (SN)** includes faculty offices; chemistry, engineering, biology, and physics laboratories; and the Math/Science Learning Center.

**The Science South Building (SS)** contains faculty offices, a greenhouse, the Mathematics Interactive Computing Classroom, and a planetarium.

**The Social Sciences Pavilion (SP)**, which houses faculty offices, the Honors Suite, and classrooms, will be razed in 2004 to create a building site for a much larger Student Services Pavilion.

**The Student Services Pavilion (ST)** includes the Counseling Center, the Career/Transfer Center, the Office of Student Financial Aid, and the Office of Admissions, Records, and Registration.

The Student Technology Center, located off campus at 8561 Fenton Street (near the intersection of Fenton Street and Colesville Road), houses an open computer laboratory, which may be used by any student registered at the College.

**For more information call 301-650-1300, TTY 301-587-7207, or write:**

**Montgomery College  
Takoma Park Campus  
Takoma Avenue and Fenton Street  
Takoma Park, MD 20912**

*For directions and a map, see pages 8 and 12.*

## WORKFORCE DEVELOPMENT & CONTINUING EDUCATION



**T**he Workforce Development & Continuing Education (WD&CE) programs at Montgomery College provide a wide range of noncredit and credit educational offerings and services designed to meet the needs of county residents and businesses. Individuals in career transitions, those reentering the workforce, and those maintaining current technical skills, as well as those seeking lifelong educational enrichment experiences, are among the more than 28,000 enrollees of the WD&CE programs each year.

With more than 1,500 courses offered year-round, the chances of finding a course of interest are excellent. High-quality noncredit courses are available in more than 20 program areas, including information technology, small business and management, technical training, certification and licensure preparation, financial planning, real estate, child care, health sciences, personal development, career development, writing, American English, cultural diversity, customer service,

quality management, leadership development, and many more! These course offerings change continuously to reflect the ever-changing needs of the businesses and communities we serve.

These courses are offered through five program areas—Community Education & Extended Learning Services, Economic & Workforce Development, the Gudelsky Institute for Technical Education, the Health Sciences Institute, and the Information Technology Institute—and are provided on the three College campuses and at other community sites, including Westfield South in Wheaton and the Business Training Centers in Olde Towne Gaithersburg and in Silver Spring. Courses are of varying lengths, have flexible start dates, and are offered in the daytime, evening, and weekend, to suit the needs of the populations served.

Many WD&CE credit and noncredit courses are delivered as a result of a customized training program developed for business and community

organizations. Contract training partnerships align College education and training resources with the demands of the workplace and are tailored to each business partner's requirements. Employer-sponsored training programs have grown significantly in recent years and are frequently delivered at the business location.

For more information on WD&CE programs, visit our Web page at [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce).

## Who Is a WD&CE Student?

People of all ages, educational backgrounds, and interests participate in WD&CE courses each year. These people come from many walks of life and many occupations, including business professionals, health care providers, technicians, engineers, teachers, homemakers, students with prior degrees, and retired persons. WD&CE courses appeal to those with a lifelong interest in learning.

## Special Programs

### *American English for Special Purposes*

To meet the expanding need for language training, WD&CE offers a broad array of English courses to help students prepare to enter the American English for Academic Purposes program and/or to enhance their facility in English to obtain employment or progress on the job. For more information on these courses, please call 301-251-7262.

### *Biotechnology*

The biotechnology workforce development program is focused on serving the needs of the county's growing biotechnology industry. All courses are validated by an industry advisory board and are evaluated by appropriate corporate professionals. Currently, the training program encompasses three general areas: Laboratory Skills, FDA Regulatory Compliance, and Bio-Corporate Culture/Operations Management. For more information on these courses, please call 301-601-6923.

### *Business Training Services*

To meet the workplace needs of local business, government, and community organizations, the business training services of WD&CE can partner with clients to enhance workplace skills through training, professional development, and technical assistance solutions. The full course inventory of the College can be drawn upon to meet workplace education and training needs and can be delivered in a wide variety of learning formats, including on-site, Web-based, intense, or regular length instructional programs. Technical assistance may include training needs assessments, conducting focus groups, curricular design, and educational program design. For more information, please call 240-683-1867 to request a Business Training Services brochure, or visit the College Web site.

### *Diversity Management Institute*

The Diversity Management Institute provides training and consulting services to help public and private sector organizations throughout the Washington metropolitan area create and maintain work environments where all employees, customers, and clients are valued and respected. The Institute also helps employers understand the changing demographics of their workforce and their customers so that they can maximize the potential of employees, increase productivity, improve customer satisfaction, and stay competitive. For more information, please call 240-683-2590.

### *Health Sciences Institute*

The Health Sciences Institute was designed to meet the needs of health care providers in the metropolitan Washington area. It offers both non-credit and credit courses and programs of study in various health care careers. These courses and programs will provide individuals with workforce skills, certification in certain disciplines, and associate degrees in an array of health sciences. Customized courses and programs, training courses, seminars, and specialty workshops are available. Experienced faculty, from the College or from the local community of health care providers, participate to develop the workforce for the health care community. For more information, please call 301-650-1688.

### ***Hispanic Business Institute***

The Hispanic Business Institute (HBI) was created in 1999 as a partnership between Montgomery College, Montgomery County Department of Economic Development, and Hispanic Chamber of Commerce of Montgomery County. HBI has since grown into an award-winning program through which training increases economic opportunities for the Hispanic community. HBI offers a variety of training programs, all taught in Spanish, for people wanting to start or grow their own business, home improvement licensure, OSHA safety training, computer applications, food safety certification, legal assistant, and more. For more information, please call 301-962-8934.

### ***Homer S. Gudelsky Institute for Technical Education***

To meet the technical education and training needs of the workforce, the Gudelsky Institute for Technical Education (GITE) provides instructional programs in four primary areas: automotive, building and construction, manufacturing and fabrication, and printing/electronic imaging technologies. Courses are delivered in open enrollment, credit and non-credit, contract training, and apprenticeship program formats. For more information, please call 301-251-7905 or visit the Web site: [www.montgomerycollege.edu/departments/giterv/about.html](http://www.montgomerycollege.edu/departments/giterv/about.html).

### ***Information Technology Institute***

In response to the need for skilled workers in high-technology companies, the Information Technology Institute (ITI) offers cutting-edge high-technology courses at all three College campuses as well as at strategic off-campus sites. In addition, ITI provides customized training at business and government sites throughout the region. Both credit and noncredit courses are available to meet a wide range of student needs and career goals. Special programs provided by ITI include Tech LEAP, which is intended to retrain individuals for new careers in the information technology field. For more information, please call 301-353-7744 or visit the Web site at [www.montgomerycollege.edu/iti](http://www.montgomerycollege.edu/iti).

### ***Professional Licensure and Certification***

To help the professional community meet certain certification or licensure requirements, numerous WD&CE courses are offered in cooperation with business, government, and professional organizations in the following areas:

- accounting, quality assurance, insurance, real estate, small business management (call Business Licensure at 240-683-2592)
- automotive, electrical, plumbing, stationary engineering, occupational safety (call GITE at 301-251-7905)
- health care, nursing (call Health Sciences at 301-650-1324)
- computer technician and networking fields (call ITI at 301-353-7744).

### ***Senior Adult Programs***

The Lifelong Learning Institute offers many courses designed for county residents 50 years of age or older. The Institute provides affordable, relevant, and dynamic learning opportunities conveniently held at campus and community locations. The Lifelong Learning Institute is committed to creating and fostering a variety of intellectually stimulating opportunities in the arts, humanities, lifestyle, and personal finance areas. For more information, please call 301-353-7869 or visit the Web site: [www.montgomerycollege.edu/departments/cedeptrv/ce\\_enrichment\\_all\\_ages.html](http://www.montgomerycollege.edu/departments/cedeptrv/ce_enrichment_all_ages.html).

### ***Youth Programs***

In cooperation with Montgomery County Public Schools, many private schools, and community organizations, Montgomery College offers a large summer program, school-year enrichment programs, and after-school and weekend programs for students in grades 3–12. For more information on these programs, please call 301-251-7939 or visit the Web site: [www.montgomerycollege.edu/wdce/youth.html](http://www.montgomerycollege.edu/wdce/youth.html).

### ***Extended Learning Services***

Extended learning options include off-campus courses and Assessment of Prior Learning.

### ***Off-Campus Courses***

**Courses Open to the Public.** Credit courses are offered at conveniently located government and company sites throughout Montgomery County. These courses follow the same syllabi as campus courses; are taught by faculty qualified to teach at the Germantown, Rockville, and Takoma Park campuses; and are supported by campus departments. Call Extended Learning Services at 301-353-7870 for more information or to find out how your organization can become a site.

**Employer-Sponsored Programs.** Numerous public agencies and private companies have arranged for college courses to be provided to their employees on site either during or after normal working hours. These courses are typically job related and are normally paid for by the employer under the College's business and industry agreement. Some of the organizations that have sponsored on-site programs through Montgomery College are the National Institute of Standards and Technology, the National Institutes of Health, and Choice Hotels International. Call 301-353-7870 for more information about taking courses under the current arrangements or arranging for classes at your site of employment.

### ***Assessment of Prior Learning***

Students may be able to obtain college credit for prior learning experiences. Montgomery College can evaluate these experiences in one of three ways:

- credit by examination administered by each department—contact the appropriate department for information;

- CLEP testing (College Level Examination Program) administered by Extended Learning Services—information on CLEP testing is available each semester in the College schedule; or
- the Portfolio Development Program administered by Extended Learning Services.

In addition, students who have completed employer-sponsored training programs may want to investigate whether the American Council on Education (ACE) has evaluated that training and recommended awarding college credit.

More information on these options is available at the College's Web site ([www.montgomerycollege.edu/assessment\\_prior\\_learning](http://www.montgomerycollege.edu/assessment_prior_learning)), or call 301-353-7870.

### **How to Enroll**

The Admissions section of this catalog describes the procedures for enrolling in noncredit or credit WD&CE courses. For a schedule of current noncredit WD&CE offerings, please call 301-279-5188 (TTY 301-251-7931), e-mail [wdce@montgomerycollege.edu](mailto:wdce@montgomerycollege.edu), or visit the Web site at [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce).

### **Tuition and Fees**

The registration fee and tuition for WD&CE courses and other offerings are determined periodically by the vice president for WD&CE. Please call 301-279-5188 or refer to the course schedule or Web site for tuition and fees.

## DISTANCE LEARNING



**M**ontgomery College offers students the opportunity to earn college credit at a distance through Web-based courses. These courses provide maximum flexibility and convenience. Students can log on to their course sites and interact asynchronously with their instructors and classmates at times and places that are most convenient to them. Web-based courses also allow for real-time computer conferencing (chats), uploading and downloading of materials, group study

work, e-mail, hyperlinking (the ability to link to a reference source on-line while logged onto the course section), and video and audio clips built into the course. To take Web-based courses, students need access to the World Wide Web.

For more information about Web-based courses, call the Office of Distance Learning at 301-444-6000, or visit the Web site: [www.montgomerycollege.edu/distance](http://www.montgomerycollege.edu/distance).

## ADMISSIONS



### **Admissions Policy**

Montgomery College is committed to a policy of equal opportunity in student admissions, student financial assistance, and other student policies and procedures without regard to age, sex, race, color, religious belief, national origin, or disability. It is the policy of the Board of Trustees of Montgomery College that all who are high school graduates, or the equivalent, and who can benefit from the programs and services of the College, shall qualify for admission. Others may also, under certain circumstances, be considered for admission. In order to accommodate the various interests and goals of persons requesting admission to the College, applicants, depending on their objectives and educational background, are admitted to the credit programs and courses of the College in the following categories: degree or certificate seeking (curriculum decided); degree or certificate seeking (curriculum undecided); or non-degree seeking.

Some curricula of the College have a limit on the number of students who may be admitted. In addition, admission to the College does not automatically qualify a student for all courses and curricula; some programs and course offerings have more stringent requirements. Students should contact the appropriate College departments and the Admissions Office for more information.

Germantown Admissions Office 301-353-7823

Rockville Admissions Office 301-279-5000

Takoma Park Admissions Office 301-650-1501

### **Criteria for Admission to Montgomery College Credit Programs**

In order to satisfy minimum qualifications for enrollment in Montgomery College credit courses, in addition to submitting an application, the applicant must meet any one of the following conditions:

1. Be a graduate of an accredited high school.

2. Have satisfactorily completed the General Equivalency Diploma (GED) examination.
3. Be a high school student, or equivalent, who has completed the sophomore year with a 3.0 quality point average or the junior year with an overall 2.75 quality point average (based on a 4.0 scale) or be recommended by a high school guidance counselor. The student must have an articulated plan for concurrent high school and college attendance during the junior and senior years which has the approval of parents (or guardians) and counselor and which will include all courses required for high school graduation. These standards are applicable in summer terms as well as fall and spring semesters. The dean of student development may recommend a waiver to the director of admissions, records, and registration in exceptional circumstances.
4. Be a student in a public or private school, or equivalent, who does not meet the requirements in number 3 above, but whose achievement in a certain field of study is clearly exceptional. This achievement may be documented through testing or other means deemed necessary by the relevant dean, department chair, or faculty, and it must surpass the level of courses offered by the school attended. The College may admit the student upon the recommendation of the high school counselor or principal. The approval of the dean of student development on the campus where the course is to be taken is also required.
5. Be a student who is home schooled and who is in compliance with state and county education guidelines. The compliance form should be submitted with the application for admission. All requirements listed in 3 and/or 4 above also apply.
6. Be a person 16 years old or older who has graduated from or left secondary school.

In all cases, the College reserves the right to make the final decision on admission.

## Admissions Procedures for Credit Programs

Appendix A outlines the general admissions procedures. Specific procedures or requirements for certain categories of applicants are described in the following sections.

### *Degree/Certificate-Seeking Applicants*

Degree/certificate-seeking applicants must submit proof of the highest level of education completed *before registration*. Proof shall consist of any of the following items:

- official high school transcript indicating graduation date,
- certificate of GED award, or
- official college/university transcript.

### *Applicants for Health Sciences Programs*

The health sciences programs have additional admission and enrollment requirements. These selective programs are available only at the Takoma Park Campus and require a special application form. All candidates must be eligible for admission to Montgomery College (a Montgomery College general admission application must be submitted at the same time as the health sciences application, if the general application was not submitted previously); must meet curriculum admission criteria that have been approved in advance by the campus provost for the curriculum for which the student is applying; and must have a minimum grade point average of 2.5 (on a 4.0 scale) for consideration. All candidates' backgrounds will be reviewed for appropriate academic preparation (assessment testing may be required).

All candidates who are offered admission to a health sciences program must meet all legal requirements and/or standards imposed by recognized professional societies and by the institution or agency where the clinical practice is to occur and must understand that participation in certain clinical courses (e.g., those involving hospital practice) may require the passing of appropriate health examinations (e.g., a TB test).

### ***International Applicants***

International applicants on student visas (F-1/M-1) must follow the procedures described in Appendix A section III.D.

### ***Applicants Enrolled in Another College/University***

Applicants who are enrolled in another college or university and wish to take courses at Montgomery College must apply for admission and should submit a letter of permission from the home institution before they attempt to register. Doing so will streamline the registration process and ensure the transferability of credit to the home institution.

### ***Applicants Who Lack a Secondary School Diploma or GED***

Applicants who lack a secondary school diploma or GED credentials and who have not attended another college or university are limited to enrollment in two courses per semester/summer term until the completion of 12 hours with a cumulative 2.0 grade point average, unless special permission is granted by the Office of Admissions, Records, and Registration. The campus dean of student development or designee may recommend permission based on documented potential.

### ***Personal Interest Applicants***

Personal interest applicants are exempt from skill-level requirements for all courses, with the exception of English and mathematics. However, they must meet any specified College or course prerequisites and any other applicable regulations. The personal interest admissions category is available to those who have been out of high school a minimum of three years.

## **Admissions/Registration Procedures for Workforce Development & Continuing Education (WD&CE)**

There are five easy ways to register for WD&CE courses:

1. In person at any of the three campus Admissions, Records, and Registration offices; or at

WD&CE Customer Service, 220 Campus Center, Rockville Campus; or at our satellite locations, Gaithersburg Business Training Center or Westfield South.

2. By mail: send the registration form to WD&CE, 51 Mannakee Street, 220 Campus Center, Rockville, MD 20850.
3. By fax (301-942-7860).
4. By phone (301-738-8000), for students who have previously enrolled in a Montgomery College credit or noncredit course.
5. On-line at the College Web site ([www.montgomerycollege.edu](http://www.montgomerycollege.edu)), for students who have previously enrolled in a Montgomery College credit or noncredit course.

Registrants will be enrolled in the order that registration and payments are received.

For off-campus and nontraditional credit courses and programs such as Distance Learning and Assessment of Prior Learning, applicants must follow the same procedures required of all individuals seeking admission to the College's credit programs.

For more information on WD&CE, call 301-279-5188 or visit our Web page: [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce).

## **Assessment Testing and Appropriate Course Placement**

Montgomery College uses assessment tests to determine skill levels for placement in courses. These tests help students identify areas of strength as well as areas in need of skill development. Based on the results of these tests, students will be placed in the appropriate level of credit or noncredit courses; students will also be counseled on developing a schedule with the appropriate mix of courses.

Different assessment tests and placement procedures may be used depending on the English-language skills of the applicant. Although these tests provide opportunities for college-level course placement, some students may not be immediately placed in college-level courses.

The following students must take an assessment:

- all new full-time students;
- part-time students who seek a degree, certificate, or letter of recognition or who plan to transfer to another institution;
- students whose first language is not English—U.S. citizens and residents as well as international students;
- students who want to enroll in their first English or mathematics course; and
- students who were not previously tested and are currently on restriction or returning after suspension.

Students with documentation of previous college-level course work in English or mathematics or with documentation of appropriate scores on one of the standardized tests accepted by Montgomery College are exempt from assessment. Personal interest students who are not enrolling in their first English or mathematics course may take up to 11 credits (in courses that do not require English or mathematics prerequisites) before determining whether assessment testing is needed.

Students must have an application on file in the Office of Admissions, Records, and Registration in order to schedule a time for assessment. Students should take the appropriate assessment on the campus at which they plan to enroll.

Students who assess as needing pre-college-level courses are required to complete those courses before they can enroll in college-level courses.

Counselors and academic advisers will assist all students in developing educational plans that are best suited to individual goals, interests, and demonstrated skills.

## Advanced Standing Credit

Students may be awarded Montgomery College credit for prior learning in accordance with approved academic regulations of the College. The Office of Admissions, Records, and Registration will evaluate courses taken at other institutions and tests taken to earn college credit upon request by degree-seeking students and upon receipt of appropriate documentation. Such documentation may include

- official transcript from an accredited U. S. college or university;
- scores from advanced placement examinations;
- transcript from CLEP (College Level Examination Program) tests or the DANES (Defense Activity for Nontraditional Education Support) Testing Program;
- credit-by-examination for courses identified in the catalog with “CE” after the course title—Montgomery College faculty prepare and evaluate such examinations or designate CLEP tests to be used in place of internally prepared examinations;
- high school transcript and credit award form for approved articulation agreements between Montgomery College and Montgomery County Public Schools, including International Baccalaureate courses;
- transcript of technical training in a nationally accredited training program that has been listed in the Council on Postsecondary Accreditation and/or American Council on Education publications; or
- transcript, DD295, or appropriate documentation of military technical school training.

More information may be obtained from the Office of Admissions, Records, and Registration.

# TUITION AND FEES

**T**uition and fees paid by students cover a significant portion of the cost of the operation of the College. Revenues from the county and state governments make up nearly all the difference.

Students registered at Montgomery College pay tuition according to their residency classification, using the criteria outlined in Appendix B:

<b>Residency Classification</b>	<b>Tuition</b>
Montgomery County	<b>\$86</b> per credit hour
Maryland, outside Montgomery County	<b>\$177</b> per credit hour
Out-of-state	<b>\$236</b> per credit hour

*The College reserves the right to change tuition and fees at any time at the discretion of the Board of Trustees. Refer to the class schedule and/or the College Web site for current tuition and fee information.*

In addition to tuition, students pay a consolidated fee of 20 percent and other applicable fees. Some courses require that students purchase additional supplies or equipment, which may add significantly to the cost of these courses.

## ***Appeals of Residency Classification***

A person may request a change in residency classification or appeal current classification, as outlined in Appendix B, within a reasonable time following a decision by Montgomery College. Appeals for changes of residency classification must be accompanied by evidence justifying such changes and must be processed prior to the end of the third week of classes. Any changes processed after the third week of classes will be effective the following semester. Appeals must be submitted in writing to the campus registrar. If the student is not satisfied with the decision of the registrar, a written appeal may be made to the director of admissions, records, and registration, whose decision is final.

## ***Business/Industry Tuition Agreements***

Businesses or other organizations that do business in the state of Maryland may be eligible to

enter into an agreement with the College that affords their employees or members tuition and fees at the in-county residence rate, regardless of actual domicile. The courses taken must benefit the employer, and the employer must pay for the courses directly or through an employee reimbursement program. Contact the Office of Admissions, Records, and Registration for more information.

## ***Tuition Waiver***

**Persons 60 Years and Older or Who Are Retired and Disabled.** Maryland state residents who have enrolled in any credit or credit-equivalent course offered by Montgomery College will have their tuition waived if they meet either of the following criteria:

- 60 years of age or older, or
- retired from the workforce by reason of total and permanent disability as defined by the Social Security Act or the Railroad Retirement Act.

Persons age 60 or older must register during the final three days of registration in order to get tuition waiver on a space-available basis. Persons classified as “disabled” can get tuition waiver any time they register.

**Maryland National Guard.** Any resident of Maryland who is a member of the Maryland National Guard for a minimum of a 24-month enlistment and enrolls in any class at Montgomery College, which is eligible under the Annotated Code of Maryland, Section 16-106 (Educ.) for state support, shall be eligible for a 50 percent waiver of the tuition on a space-available basis if he or she registers during the final three days of registration.

**Foster Care Recipients.** Any foster care recipient who resides in a foster care home located in the state of Maryland and who is enrolled at Montgomery College in an associate degree program on or before reaching 21 years of age shall

be eligible for waiver of tuition and mandatory fees, provided that he or she has filed for federal and state financial aid by March 1 of each year. If a qualified foster care recipient receives a scholarship or grant, the waiver of tuition and fees will apply only to the difference between the amount of the scholarship or grant and the amount of the tuition and mandatory fees.

In some cases waivers are given on a space-available basis. Those eligible for tuition waiver who wish to pay full tuition and fees may register at any time during regular registration. Students should check the current College schedule of classes for appropriate registration dates. For further details, contact the Office of Admissions, Records, and Registration.

### ***D.C. Tuition Assistance Grant Program***

Any Washington, D.C., resident who has graduated from high school or received a General Equivalency Diploma (GED) since January 1, 1998, may be eligible for a tuition subsidy to attend Montgomery College. Students must currently be D.C. residents and have lived in the District of Columbia for at least 12 months prior to beginning their freshman year of college, and they must maintain at least half-time enrollment status. For more information, please contact the D.C. Tuition Assistance Grant Program at 202-727-2824.

## **Fees**

Fees related to registration, tuition, and other charges are payable in full by the deadline indicated, unless the student has signed up for the FACTS installment plan. No fees are to be collected in the classroom. Fees are not normally refundable (see Appendix E).

<b>Application fee</b> (not refundable) . . . . .	\$25
<b>Applied music fee</b> (per credit hour) . . . . .	\$75
<b>Change of schedule fee</b> . . . . .	\$10
<b>Consolidated fee</b> (see refund policy) . . . . .	20 percent
of total tuition with a \$50 minimum (not to exceed 20 percent of maximum charge for each residence category)	
<b>Late registration fee</b> (not refundable) . . . . .	\$35

### **Major facilities reserve fund fee**

(per credit hour) . . . . . \$2

**Credit-by-examination fee** . . . . . 40 percent of  
in-county tuition rate

**Invalid check fee** (each occurrence) . . . . . \$25

**Replacement diploma fee** . . . . . \$25

**Student status letter of certification fee** . . . . . \$5

**Study abroad fee** . . . . . \$200

**Networking course fee** (for Microsoft courses)

\$414 for 2 semester hours or

\$636 for 3 semester hours

**Technology fee** (per credit hour) . . . . . \$5

**Traffic fines** (variable) . . . . . \$5–\$20

**Transcript fee** (for each issue) . . . . . \$5

For a description of the fees, see Appendix C.

## **Financial Responsibility**

Each student is individually responsible for all of his or her tuition and fees. Stopping payment on a check tendered in payment of tuition and fees does not relieve the student of financial responsibility for incurred tuition and fee charges. To ensure that the student's financial record reflects the correct charges, the student is responsible for notifying in writing the campus Office of Admissions, Records, and Registration of all registration changes.

If a third party such as, but not limited to, a federal, state, or municipal government agency agrees to pay a student's tuition and fees, the student is not relieved of his or her primary responsibility. In the event that such a third party fails to honor its agreement, Montgomery College reserves the right to bill the student directly.

*Outstanding financial balances must be paid before future registration is permitted, grades are released, or certifications, diplomas, or transcripts are issued.*

## **Payment of Tuition and Fees**

Payment may be made at the Office of Admissions, Records, and Registration by check, money order, credit card, or debit card. The Cashier's Office will accept all forms of payment (cash, check, money order, credit card, or debit card). Checks and money orders must be made payable to Montgomery College for the exact

amount of tuition and fees. Montgomery College accepts VISA, MasterCard, and Discover credit or debit cards in payment of tuition and fees in person, by Web, and by telephone registration/payment system. Tuition and fees are to be paid in full with the exception of the installment plans. See Appendix D for more details.

### ***Tuition and Fees Installment Program***

Information on paying tuition and fees by installment plan can be found in the schedule of classes.

### **Refunds**

The effective date for withdrawal will be the date that the student successfully drops the class via the Web or the date that notification of withdrawal is filed in the Office of Admissions, Records, and Registration. The refund deadline date for each course section is noted on the schedule/invoice issued at the time of registration or printed by the student who registers on-line. All refunds are payable by check to the student of record.

The refund policy is as follows:

- For courses cancelled by the College: 100 percent refund of tuition, consolidated fee, major facilities reserve fee, applied music fee, and technology fee.
- For courses dropped by the student by the published deadline date (listed on the student schedule/invoice): 100 percent refund of tuition, consolidated fee, major facilities reserve fee, applied music fee, and technology fee.
- For students involuntarily withdrawing from the College: (1) Under certain circumstances, refunds of tuition only (fees are nonrefundable after published refund date) will be prorated based on the total amount of expired course time after the first week of classes (see the section on involuntary withdrawal in Appendix E for details). (2) For military personnel called to active duty or being transferred because of related troop movements, a 100 percent refund of tuition and fees will be provided for the semester within which the effective date of withdrawal falls (see Appendix E).

### ***Treatment of Title IV Funds When Students Withdraw***

Students who are awarded Title IV financial aid must earn their aid by attending classes. When students completely withdraw from school or stop attending school during a semester, the school must follow rules established by the federal government to determine the amount of financial aid earned.

- When students receive more Title IV funds than they have earned, the unearned portion must be returned to program accounts. This may result in students owing money to either the college or the federal government.
- When students have not received all of their earned Title IV funds, they may still receive disbursement of this aid.

Title IV funds include the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, D.C. Tuition Assistance Grant, D.C. Leveraging Educational Assistance Program, Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), and Federal PLUS Loans.

Examples of how this policy is applied are available at the Office of Student Financial Aid at each campus.

### **Textbooks and Supplies**

Textbooks and course-related supplies are not included in tuition and fees. All required books and supplies should be purchased before the first day of classes. Books and supplies cost approximately \$60–\$120 per course and can be purchased from the bookstore on the campus where the course is taught or on-line two weeks before the start of classes. Students should check the booklist posted in each store, in the counseling offices, or in the registration lobby.

# FINANCIAL AID

It is the philosophy of the College that no student should be restricted from attending this institution because of limited financial resources. The student financial aid program at Montgomery College has been developed to meet the goal of this philosophy. Financial aid consists of a variety of programs, including grants, scholarships, loans, and student employment. An Office of Student Financial Aid is located on each campus. The telephone numbers and e-mail addresses are as follows:

Germantown	301-353-7812
	<i>gtfinaid@montgomerycollege.edu</i>
Rockville	301-279-5100
	<i>rfinaid@montgomerycollege.edu</i>
Takoma Park	301-650-1506
	<i>finaidqt@montgomerycollege.edu</i>

## Definition of Financial Need

Financial need is defined as the difference between estimated student expenses at Montgomery College and the expected family contribution. In cases where the expected family contribution exceeds the student's estimated expenses, the student has no financial need. Montgomery College determines financial need by using the federal methodology. The amount of financial aid awarded cannot exceed the financial need of the student. (Montgomery College does offer several scholarships, loans, and work programs where financial need is not required. For further information, contact the Office of Student Financial Aid on each campus.)

## Eligible Programs

Students should check with the Office of Student Financial Aid to determine which degree or certificate programs are eligible for assistance. Currently, students enrolled in the following programs are *not eligible* for financial aid: all letter of recognition programs; specialized art certificate; electronic photography certificate; photographic

techniques certificate; studio and location photography certificate; portrait, fashion, and photojournalism certificate; and certificates requiring fewer than 16 credit hours.

New certificates may not yet be approved for eligibility; please contact the Office of Student Financial Aid to confirm the eligibility status of any program not listed here.

## Financial Aid Procedures

Application forms for financial aid are available January 1 for the following academic year, and it is highly recommended that all students apply for assistance as early as possible.

For priority consideration, the Free Application for Federal Student Aid (FAFSA) should be completed and submitted no later than May 15 for the fall and spring semesters, or November 1 for the spring semester only.

To expedite processing, students are encouraged to file the FAFSA on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The paper FAFSA form is available at Montgomery College's Office of Student Financial Aid or any secondary school. Students should list Montgomery College (Title IV code 006911) on the FAFSA as the first-choice college for the academic year. Students should read the directions for the application carefully and complete it accurately. For questions about the FAFSA, contact the Office of Student Financial Aid. Additional information about federal student assistance programs and the FAFSA is available at [www.ed.gov/offices/OSFAP/Students](http://www.ed.gov/offices/OSFAP/Students).

Students applying for Maryland State financial assistance must complete the FAFSA. It must be postmarked or submitted on-line by March 1 to receive maximum consideration for Maryland State aid.

After the campus student financial aid counselor receives the required forms, along with appropriate documentation to verify the information reported, the counselor will determine whether the student is eligible for financial aid

and which financial resources are available to assist the applicant. The counselor will then notify the student of the award(s).

A student who files an application for financial aid in accordance with the above instructions and the policies adopted by Montgomery College will be given consideration for all types of financial aid programs for which the student may be eligible.

### ***How Students Can Appeal If They Are Denied Financial Aid***

Montgomery College has established an appeals process for students who feel that their financial aid application was not given proper consideration. The following is the appeals procedure:

1. The student should request a review conference with a financial aid counselor.
2. If the student disagrees with the decision of the counselor, the student may appeal the decision in writing to the campus director of student financial aid, who will render a written decision.
3. An appeal may be presented to the Financial Aid Professional Judgment Committee for final decision.

### ***Satisfactory Academic Progress***

Students applying for financial aid and those who are awarded financial aid are required to make satisfactory academic progress as defined in the Montgomery College student financial aid handbook, "Paying Your Way."

## **Grants and Scholarships**

Conditions and characteristics of all federal and state programs described below are subject to change without notice. Individual departments offer many other scholarships and awards, which are announced periodically.

### ***Board of Trustees Scholarship— Academic Potential***

The Board of Trustees awards a scholarship to one graduating student from each Montgomery County public high school based on academic potential demonstrated in high school. The scholarship covers tuition and fees for up to 15 hours per semester

for one year only. The student must be nominated by the high school and then approved by the Office of Admissions, Records, and Registration and the Office of Student Financial Aid. A limited number of second-year awards are available.

### ***Board of Trustees Scholarship— Academic Specialty***

The Board of Trustees awards approximately 100 scholarships based on academic specialty to graduating Montgomery County high school students who have demonstrated academic potential. The scholarship covers up to 15 hours per semester of tuition and fees for the first academic year. Applications are available from the Office of Admissions, Records, and Registration and the Office of Student Financial Aid. A limited number of second-year awards are available.

### ***Board of Trustees Student Tuition Grants—Need Based***

The Montgomery College Board of Trustees has established a tuition grant program to assist students with financial need, particularly those who qualify for little or no federal grant money. Students must maintain at least a 2.0 cumulative grade point average to continue receiving this grant. Applicants must follow the previously explained steps for applying for aid and must meet the following conditions:

- be a Montgomery County resident,
- have academic potential, and
- have demonstrated financial need as defined by Montgomery College.

The Board of Trustees grants are generally available to full-time and part-time students who demonstrate financial need. The amount of the grant is also based on availability of funds.

### ***Federal Pell Grant***

Undergraduate students attending an institution of higher education may be eligible for a Federal Pell Grant of up to \$4,050 (2003–2004 figures) per year, based on the number of credits enrolled and the cost of education at Montgomery College.

Eligibility is determined on a yearly basis, and it is the student's responsibility to reapply each

year. To be eligible for a Federal Pell Grant, a student must be in an eligible program and demonstrate financial need. An eligible program is one that is at least six months long and leads to a degree or certificate. Students may be enrolled on a full-time (12 or more credit hours), three-quarter-time (9–11 credit hours), or half-time (minimum 6–8 credit hours) basis. Students enrolled for fewer than 6 credit hours may be eligible for the Federal Pell Grant if they have a maximum need factor. The amount of the Federal Pell Grant to which a student is entitled under this act in any academic year is determined annually by Congress. Application for the Federal Pell Grant is accomplished by completing the FAFSA.

### ***Federal Supplemental Educational Opportunity Grant***

Students who demonstrate exceptional financial need may be eligible for a Federal Supplemental Educational Opportunity Grant (SEOG). These are grants that are awarded each year (based on availability of funds), provided the recipient is in good standing and continues to meet the need criteria. Preference is given to Pell-eligible students who have exceptional financial need. Students apply for the Federal SEOG by completing the FAFSA. Students must reapply every year.

### ***Maryland Student Financial Assistance***

The General Assembly of the State of Maryland enacted legislation creating several programs of scholarships and grants to help those who need financial assistance for a college education. The Maryland State Office of Student Financial Assistance awards various categories of scholarships for which Montgomery College students are eligible to apply. See Appendix F for more details.

### ***Montgomery College Foundation Scholarships***

Community organizations, businesses, service clubs, and individuals sponsor many full- and part-tuition scholarships. Qualifications for each scholarship vary according to criteria established by the donors. One application entitles a student to be considered for all scholarships for which he or she may be qualified.

A complete listing of Foundation scholarships, applications, and further information can be obtained from the Office of Student Financial Aid. Deadline for application is June 1 for the coming year. Three examples are listed below.

**Matthew J. Murad Memorial Endowed Scholarship.** This full scholarship was established by Ronald and Gloria Murad to honor the memory of their son Matthew, a Montgomery College and University of Maryland alumnus who died in a car accident in 1999. The scholarship is offered to business administration students on the Germantown Campus who have demonstrated a combination of superior academic achievement, financial need, and aptitude for the field of finance/accounting.

**John and Ada Thorpe Endowed Scholarship.** John and Ada Thorpe, parents of Dr. Louise Crissman, an adjunct professor of reading and English as a second language, established a scholarship to provide financial assistance to deserving but needy students. Dr. Crissman hopes that this scholarship will provide support to students in realizing their goals.

**E.U. Caring Campaign Scholarship.** The employees of E.U. Services, Inc., located in Rockville, established this scholarship in 1994. It exemplifies their dedication, generosity, and ongoing commitment to the success of Montgomery College students. The employees of E.U. Services not only give personally to this scholarship but also are dedicated to helping less fortunate individuals all around Montgomery County. U.S. citizens who demonstrate academic merit and financial need may qualify for this scholarship.

### ***Special Programs for High School Students***

Students currently enrolled in high school and taking classes at Montgomery College may apply for the following need-based grants:

**Maryland State Dual Enrollment Grant.** Applicants for this grant and their parents must be permanent residents of Maryland. The grant can only be used to pay for the cost of tuition and fees for one three-credit-hour class per semester. Students who are currently home-schooled are not eligible for this grant.

**Montgomery College Board of Trustees High School Grant.** Applicants for this grant must be Montgomery County residents. The grant can only be used to pay for the cost of tuition and fees for one three-credit-hour class per semester. Students who are currently home-schooled are eligible for this grant.

**The College Institute Grant.** Applicants for this grant must be Thomas S. Wootton High School or Gaithersburg High School students enrolled in The College Institute. This grant pays for tuition and fees, as well as a book allowance that is determined by the scholarship coordinator. The maximum grant per student depends on financial need and available funds.

Current high school students must complete the Montgomery College High School Grant Application, available at campus financial aid offices or on the Web at [www.montgomerycollege.edu/finaid](http://www.montgomerycollege.edu/finaid).

## Loans

### ***Federal Parent Loans for Undergraduate Students***

Parents of undergraduate students may borrow in the Federal Parent Loans for Undergraduate Students (PLUS) Program. Parents may borrow up to the entire cost (minus any aid) of attending Montgomery College per student. A variable interest rate is adjusted each year and should be verified with the lender. Repayments will begin within 60 days after disbursement.

### ***Federal Perkins Loans***

The Federal Perkins Loans are low-interest (5 percent) loans designed to help students pay for their education. A student may borrow up to a total of \$8,000 for the equivalent of the first two years of a four-year degree program while attending Montgomery College, provided that he or she has not received loan funds from another institution and meets the following eligibility criteria:

- the student must demonstrate exceptional financial need in order to receive first priority for a Federal Perkins Loan;
- the student must have been accepted for

enrollment as an undergraduate at Montgomery College in an eligible degree or certificate program;

- the student must not be in default on any federal Title IV loan or owe a refund on any federal Title IV grant which may have been received at any postsecondary educational institution as evidenced by a financial aid transcript;
- the student must maintain satisfactory academic progress according to the standards listed in Montgomery College's financial aid packet; and
- before obtaining any Federal Perkins Loan funds, the student must complete an entrance interview and a promissory note.

Repayment begins six months after the student graduates or leaves school for other reasons or drops below half-time status (six credit hours). A student is allowed up to 10 years to pay back the loan. During the repayment period, 5 percent interest will be charged on the unpaid balance of the loan principal. The amount of repayment depends on the size of debt and ability to pay. Before leaving the institution, the student will be scheduled for an exit interview, at which time a specific payment schedule will be presented to the student.

Loan deferments are available and are listed on the promissory note signed by each Federal Perkins Loan recipient.

### ***Federal Subsidized Stafford Loan/ Federal Unsubsidized Stafford Loan***

The Federal Subsidized Stafford Loan Program, part of the Federal Family Education Loan Programs, is the largest of the federal educational loan programs. The loans are made by a variety of banks, commercial lending institutions, credit unions, and savings and loan associations. The undergraduate student borrower must be a U.S. citizen or permanent resident, have financial need, and maintain satisfactory academic progress. The student must be enrolled for at least six credit hours.

The Federal Unsubsidized Stafford Loan is not based on financial need, but all students must file a FAFSA to apply for a loan. The amount students

may borrow depends on their eligibility for the Federal Subsidized Stafford Loan Program and their dependency status. Dependent students may borrow \$2,625 as a freshman and \$3,500 as a sophomore minus whatever they borrow under the Federal Subsidized Stafford Loan Program. Independent students may borrow an additional \$4,000 as a freshman and \$4,000 as a sophomore.

Students should expect fees to be deducted from the loan proceeds for the processing and loan insurance. The amount of these fees varies depending on the amount borrowed. All first-time borrowers at Montgomery College must complete an entrance interview before receiving any loan proceeds. All students who borrow under these programs must complete an exit interview when they drop below half-time enrollment (six credit hours).

Federal Subsidized Stafford Loan and Federal Unsubsidized Stafford Loan repayment begins six months after the student ceases to be at least a half-time student in an eligible program. The minimum repayment is \$50 per month, and the interest rate varies. The actual amount and length of the repayment period are determined by the lender and the borrower.

The Federal Unsubsidized Stafford Loan principal may be deferred while the student is in school. Interest must be paid while the borrower is in school, during deferment, and during grace periods, according to the repayment schedule. The Federal Unsubsidized Stafford Loan interest can be paid according to a payment schedule or be accrued and added to the principal while the student is enrolled for at least six credit hours.

### ***Emergency Loans***

The College has a very limited amount of money available for small loans to assist students in meeting emergency needs that cannot be met by other resources. These loans are short term and may be interest free. To find out about eligibility criteria, application procedures, and repayment procedures, contact the Office of Student Financial Aid.

### **Student Employment**

#### ***College Student Assistantship Program***

Each year a number of qualified students receive approval to work on the College campuses as student assistants. Special emphasis is placed on skills, grade point average, relevancy to curriculum being studied, and the hiring unit's particular needs. To apply, students should contact individual departments about available jobs.

#### ***Federal Work Study Program***

Federal Work Study employment may be awarded to students who

- have demonstrated financial need,
- are in need of employment in order to pursue a course of study at this College, and
- are capable of maintaining good standing in the course of study while employed.

Under the Federal Work Study program at Montgomery College, students usually work an average of 15 hours per week during the school year. Summer employment is also available.

### **Veterans Benefits—See *Services to Students***

## SERVICES TO STUDENTS

### Academic Support Skills

Counselors and other professionals on all campuses offer academic skill workshops, counseling support, and other programs to help students acquire skills in studying, test-taking, overcoming math anxiety, and time management. Services are available in a variety of learning centers at each campus.

### Advising

Counselors and faculty advisers help students select the courses needed to complete their academic programs. They assist students in seeking certificates or degrees from Montgomery College and/or in preparing to transfer to four-year colleges and universities. Counselors and advisers also provide information and referral to additional campus and community resources.

Students are encouraged to seek advising services throughout the academic year instead of only during registration periods. During non-registration periods, students can make appointments to meet individually with counselors and other faculty to discuss short-term and long-term plans. Students who see the same adviser during their enrollment at the College benefit by setting clear academic goals that are reviewed periodically. Walk-in assistance is available throughout the year.

### Assessment

Montgomery College requires students to demonstrate their skills in English, reading, and mathematics so they may be placed in courses matching their skill levels. Students may be exempt from assessment if they can provide documentation that they have completed appropriate college course work or that they have sufficiently high scores on standardized test instruments (SAT, ACT, or TOEFL). If such documentation is not available, students must take the college placement examination. An Assessment Center on each campus provides this testing to students without charge. The Assessment Centers also

provide testing services for make-up examinations and for students with disabilities who need special accommodations.

### Athletics

Montgomery College offers a variety of intercollegiate and intramural sports. The College belongs to the National Junior College Athletic Association (NJCAA), Region XX, and the Maryland Junior College Athletic Association (JUCO).

Rockville teams—the Knights—include men's and women's basketball, cross-country, soccer, tennis, and track; men's baseball, golf, lacrosse, and volleyball; and women's fast-pitch softball, lacrosse, and volleyball. Takoma Park teams—the Falcons—include men's and women's varsity basketball and co-ed tennis. Germantown teams—the Gryphons—include varsity baseball, basketball, and men's and women's tennis. Each campus also offers a number of intramural activities.

### Bookstores

The College operates MC Books & More bookstores on all three campuses. New and used textbooks and classroom materials are available in the stores and on-line.

Hours of operation are scheduled to meet the needs of each campus and are extended at the beginning of each semester. Normal days of operation are Monday through Saturday. See the schedule of classes for hours of operation.

Each store offers reference books, study guides, and best-sellers. Books still in print can be special ordered. Other merchandise, such as software, art materials, school supplies, and calculators, is available. Periodically, the bookstores hold textbook "buybacks" for those textbooks still usable and in good condition. See each campus bookstore for details.

Clothing and memorabilia with the Montgomery College emblem are featured in all stores. Students may also select from an assortment of greeting cards and gifts. Gift wrapping services, gift certificates, and order information on class rings and pins are also available.

Students can visit the bookstore Web site ([www.montgomerycollege.edu/bookstores](http://www.montgomerycollege.edu/bookstores)) to research all bookstore services available, to view course textbook selections, or to place orders on-line. All orders will be shipped directly to students. The e-mail addresses for the bookstores are as follows: Germantown, [dave.zelnik@montgomerycollege.edu](mailto:dave.zelnik@montgomerycollege.edu); Rockville, [ta.polvinale@montgomerycollege.edu](mailto:ta.polvinale@montgomerycollege.edu); and Takoma Park, [paul.kalidas@montgomerycollege.edu](mailto:paul.kalidas@montgomerycollege.edu). The bookstore services director can be reached at [michael.schulz@montgomerycollege.edu](mailto:michael.schulz@montgomerycollege.edu).

## Career/Transfer Centers

A Career/Transfer Center on each campus offers information on choosing a major and exploring career fields, job opportunities, and educational programs in four-year colleges and universities. Career development resources include career planning guides, self-assessment inventories, occupational information, and computerized career guidance programs. Courses and workshops on career development help students learn to assess their skills, interests, and values using career development and planning resources. Computer technology and paper resources provide current information to explore college majors and career fields at various points in the life stages.

Information about transfer to four-year colleges and universities is available from books and software and on the Internet. Each semester, representatives from many colleges and universities visit the Montgomery College campuses to talk with prospective transfer students about programs and scholarships. Workshops are also offered each semester on transfer-related topics. Many colleges prefer that students complete an associate of arts or science degree before transferring, and almost all prefer the completion of at least 28 transferable semester hours.

The locations of the Career/Transfer Centers are as follows:

*Germantown:* 172 Sciences and Applied Studies Building, 301-353-7772

*Rockville:* 219 Counseling and Advising Building, 301-279-5062

*Takoma Park:* 131 Student Services Pavilion, 301-650-1479

## Child Care Centers

Convenient, affordable, high-quality child care and early childhood education programming is available on all three College campuses. Hours of operation at the Germantown center are weekdays from 7:30 a.m. to 5:30 p.m., at the Rockville center from 7:30 a.m. to 6:30 p.m., and at the Takoma Park center from 7:30 a.m. to 6:00 p.m.

Our nationally accredited programs for children ages two to six years offer half-day and full-day options; excellent teacher/child ratios; a hands-on, developmental curriculum; a comfortable play/learning environment; enrichment programs such as dance and computer; field trips; and tuition scholarships (limited spaces). A summer camp for school-age children is available at the Rockville Campus when there is sufficient need.

For more information or to enroll a child at one of the centers, call the Germantown center at 301-353-7875, the Rockville center at 301-279-5308, or the Takoma Park center at 301-650-1517. The Child Care Services Web site is [www.montgomerycollege.edu/departments/auxiliaryservices/childcare](http://www.montgomerycollege.edu/departments/auxiliaryservices/childcare).

## Counseling

Counselors assist students in making educational, career, and personal decisions and in planning and progressing toward their individual goals. Counselors provide both individual and group support to help students deal with the various issues in this process.

Counseling services are available in the day and evening at all campuses and on some Saturdays at Germantown and Rockville. To make the transition to college easier and to provide tools for developing academic and life skills, counseling faculty conduct various programs and workshops throughout the year and teach a number of Student Development courses.

## Student Development (DS) Courses

Student Development courses are designed to meet the diverse needs and interests of students. Students who are unfamiliar with college can gain important knowledge from these courses to help them succeed in meeting their goals. Courses to help with the transition to college include College

Survival (DS 107), Study Habits Development (DS 102), Success Group (DS 106), and the Seminar for International Students (DS 104). Courses in Memory Development (DS 108) and Building Math Confidence (DS 112) focus on building particular skills, and the Career Development course (DS 103) teaches how to choose, plan, establish, or change career fields. The Success Group (DS 106) helps students who have a history of academic and personal issues develop behavioral strategies to improve overall success.

## Disability Support Services

In accordance with the provisions of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, the College provides accommodations, access to facilities, programs, activities, and services for qualified students with documented disabilities. Accommodations are based on information provided by qualified professionals (see the Eligibility and Services section below).

Disability Support Services (DSS) counselors on all three campuses advise students and provide academic, career, and personal counseling. They determine and facilitate appropriate academic and technological accommodations, act as liaisons with College resources and external agencies and consultants, and provide referral services for students with disabilities. DSS faculty and staff assist in arranging support services within the framework of student self-determination and self-advocacy.

### Eligibility and Services

Students must submit to the DSS office documentation from an appropriate professional to verify the presence and impact of a disability. Students are responsible for the cost of obtaining appropriate verification. DSS counselors certify eligibility for services and meet with students to determine academic adjustments and/or accommodations.

Each campus offers assistive technology, including computers with disability-specific software and hardware, voice recognition and synthesizers, print magnifiers and scanners, large

print, and Braille. TTYs are available on each campus for use by students who are deaf or hard of hearing. The Rockville Campus offers the College Access Program to qualified students with learning disabilities (see page 55 for a description of this program).

### Arranging for Services

New students and returning students requesting support services and/or accommodations need to submit a Request for Services Form to a DSS counselor at the campus they plan to attend *at least six weeks before the beginning of each semester. If this timeline is not followed, services may be delayed, possibly until the next semester.*

Students at any campus requesting a sign language interpreter must call the Rockville DSS Office. Students must have an interview with a DSS counselor on their campus, complete assessment testing, select courses, register, and make payment *at least six weeks before the start of the semester* to allow enough time to assist with appropriate course placement and arrange interpreter services. *Failure to meet the deadline may delay services, possibly until the next semester.*

For more information and application materials, please contact the appropriate DSS Office:

*Germantown:* 175 Sciences and Applied Studies Building, 301-353-7770/7734 (V/TTY)

*Rockville:* 122 Counseling and Advising Building, 301-279-5058/301-294-9672 (TTY)

*Takoma Park:* 122 Student Services Pavilion, 301-650-1480 (V/TTY)

More information and all application materials are available for printing at the Web site: [www.montgomerycollege.edu/departments/dispvc](http://www.montgomerycollege.edu/departments/dispvc).

### Food Services

Cafeterias are located on all three campuses and offer a variety of food and beverages. Hours of operation vary; please check the schedule of classes for the current hours of operation for each campus. In addition, vending machines are maintained on all campuses to provide convenient access to snacks, soft drinks, and other goods.

For more information on operating hours and menu offerings, visit the Food Services Web site at [www.montgomerycollege.edu/departments/auxiliaryservices/foodservice](http://www.montgomerycollege.edu/departments/auxiliaryservices/foodservice).

## Housing

Students are responsible for their own living accommodations. The College neither approves nor maintains facilities for student housing.

## International and Multicultural Students

Counselors in the Center for International and Multicultural Students on each campus assist students from diverse cultures and ethnic, geographic, and language backgrounds. Students whose first language is not English can obtain counseling and academic advising throughout the year. Orientation and special activities programming are offered.

For more information, please call 301-444-1803 in Germantown, 301-279-5063 in Rockville, or 301-650-1480 in Takoma Park.

## Libraries

Each campus library provides a wide variety of information resources to support the curricula of the College. The Rockville Campus Library has the largest and broadest collection and has longer hours of operation than the other libraries; the Takoma Park Campus Library has special collections to support the health sciences, multicultural, and American English language programs; and the Germantown Campus Library emphasizes business, computing, high technology, biotechnology, and multicultural programs. All of these materials can be accessed through the libraries' on-line catalog.

All library materials are available for use in the campus libraries. Patrons with a valid student identification card or a community borrower card may check out circulating materials for use outside of the library. In addition, students registered for the current semester may use the library's electronic resources from outside the library, via the Internet. Audiovisual materials can also be viewed in the library and are available to faculty for classroom instruction.

Each library offers access to its catalog of in-house resources and to numerous on-line indexes and full-text databases. Internet stations are available in each library for college and community patrons to use. A knowledgeable, professional staff is available to assist students with research. An interlibrary loan system is available to help students acquire resources that Montgomery College does not own. Assistive technologies are also available for people with special needs.

For more information, please visit the Montgomery College Libraries Web site ([www.montgomerycollege.edu/library](http://www.montgomerycollege.edu/library)) or call the appropriate library:

*Germantown:* 301-353-7850/TTY 301-353-1971

*Rockville:* 301-279-5067/TTY 301-251-7130

*Takoma Park:* 301-650-1536/TTY 301-650-1546

## College Archives

The College Archives provides access to the documents and memorabilia related to the early and evolving history of the College such as catalogs; student newspapers; operating budgets; faculty, staff, and student committee records; curriculum development documents; historical photographs; and information on the Bliss School. Nonrestricted records from the permanent collection are easily available for reference and research purposes to the College community and the public upon request by contacting the Archives office at 301-251-7174. For more information, please visit the Archives Web site: [www.montgomerycollege.edu/library/archives](http://www.montgomerycollege.edu/library/archives).

## Safety and Security

Safety and Security officers on each campus are on duty 24 hours a day, 7 days a week. The Safety and Security Office is responsible for the protection of campus personnel and property, first aid, emergency assistance, escort service (upon request), issuance of vehicle registration and parking permits, enforcement of campus parking regulations, and the lost-and-found service. If you have an accident of any kind (personal or vehicular) while on campus, notify the Safety and Security Office immediately. A Safety and Security staff member will obtain medical or police assistance as needed.

Safety and Security Offices and emergency phone locations are as follows:

*Germantown:* 287 Sciences and Applied Studies Building, 301-353-7777 (taped line)/ TTY 301-540-2133

Emergency phones are located in all building elevators. In addition, emergency phones identified by the bright blue lights above them are located at the main entrance to the campus, in or adjacent to all parking lots, at the bus stop, adjacent to the tennis courts, in the women's locker room, in the gym, adjacent to the Library entrance, on all floors (east and west side) of the High Technology and Science Center as well as the first and second floor outside entrances, and at the rear outside entrance to the cafeteria in the Humanities and Social Sciences Building.

*Rockville:* 101 Counseling and Advising Building, 301-279-5111 (taped line)/ TTY 301-279-5648

Emergency phones are located in all building elevators. In addition, emergency phones identified by the bright blue lights above them are located in all parking lots, at the bus stop, at the football field, in the men's and women's locker rooms, and in the lighting booths in the Theatre Arts Building and Performing Arts Center.

*Takoma Park:* 211 The Commons, 301-650-1600 (taped line)/ TTY 301-587-7203

Emergency phones are located in all building elevators. In addition, emergency phones identified by the bright blue lights above them are located on all levels of the parking garage, in the men's and women's locker rooms, on the Fine Arts Pavilion ground floor, and throughout the parking lots.

See Appendix H for more detail on campus security procedures.

### **Motor Vehicle Registration**

Each person associated with the College who parks a vehicle on any campus of the College or any property owned, leased, maintained, or operated by the College must register the vehicle regardless of its ownership. Students, faculty,

staff, and visitors must abide by College traffic regulations. The College reserves the right to tow, at the owner's risk and expense, any unregistered vehicle parked in violation. Parking permits are available at all campus Safety and Security Offices; copies of the *Montgomery College Motor Vehicle Regulations* are available at the College Web site [www.montgomerycollege.edu/verified](http://www.montgomerycollege.edu/verified).

### **Student Employment Services**

The purpose of Student Employment Services is to teach currently enrolled students and recent graduates the skills that they need to become successfully employed; to assist students in matching their career or job goals to employment openings (current or future) and ultimately obtaining employment; and to successfully place students into cooperative education and internship experiences that are related to their majors. Employment services include

- individual assistance with resume writing, cover letter preparation, interview skills, job readiness, and job search skills;
- job readiness workshops (resume preparation, interviewing techniques, etc.);
- job listings for full-time, part-time, and temporary employment opportunities;
- internship information and referral;
- employer on-campus recruitment, part-time job fairs, and annual career information job fairs;
- on-line job search resources; and
- resume writing and federal employment application software programs.

Employment information and resources are located in the Germantown and Takoma Park Career/Transfer Centers and in 217 Campus Center on the Rockville Campus. A representative from Student Employment Services is available on each campus to work with students on an individual basis. For more information, e-mail [studemp@montgomerycollege.edu](mailto:studemp@montgomerycollege.edu) or visit the Web site: [www.montgomerycollege.edu/departments/studemp](http://www.montgomerycollege.edu/departments/studemp).

## Student Life

Students are invited to take advantage of a variety of programs provided by the Office of Student Life; these programs are an integral part of the educational experience at Montgomery College. Programs include educational, social, cultural, leadership, and recreational activities. Students participate in lectures, films, media productions, musical attractions, theatre and dance productions, workshops, student government, and special events. As members of special interest clubs or organizations, students plan and implement special projects for the campus and community.

The Office of Student Life also offers leadership training to give students the necessary skills to participate effectively in clubs and organizations. Students have the opportunity to run for student government offices, participate in the planning and recommend allocation of budget expenditures, and contribute to the development of campus life.

Available clubs and organizations vary by campus but generally include academic, recreational, cultural and ethnic, religious, political, and service clubs; the newspaper; Phi Theta Kappa honor society; mentoring and tutorial programs; and the Student Senate or the S.A.L.T. (Student Activities Leadership Team). Suggestions for new groups and programs are always welcome.

### Orientation

Orientation programs are offered at the beginning of each semester for students new to Montgomery College. The programs help students become more familiar with campus resources and learn the basic information essential for student success.

Social events, movies, discussions, and other activities are planned to help new students become familiar with the College environment. The orientation program is a joint activity of the Office of Student Life and the entire Student Development Unit.

## Student Success Center

The Student Success Center, located in 172 Sciences and Applied Studies Building on the

Germantown Campus, is a welcoming, multi-functional area where students are matched to the resources they need. Resources and services available in the center include career/transfer resource materials, appointments for assessment and placement testing, employment and internship assistance, and general tutoring for students who have been referred by a counselor.

## Television

Montgomery College manages an Instructional Television (ITV) station that provides students and the surrounding community with high-quality educational and informational video programs that can be viewed on cable channel 10.

Students can further enhance their learning experiences at Montgomery College through internships with the ITV Unit, which allow them to learn from practical experiences in supporting live, remote, and studio television production using broadcast-quality equipment and state-of-the-art digital postproduction. For more information about ITV services, programs, and opportunities, please call 301-251-7160 or consult [www.montgomerycollege.edu/departments/itv](http://www.montgomerycollege.edu/departments/itv) for the current program schedule.

## Transfer—See *Career/Transfer Centers*

## TRIO Programs

In 1965, Congress established a series of programs to help low-income Americans enter college, graduate, and move on to participate more fully in America's economic and social life. These programs are funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRIO Programs. Two of these programs are the Montgomery College Educational Opportunity Center and Student Support Services.

### *Montgomery College Educational Opportunity Center*

The Educational Opportunity Center (EOC) provides information and counseling on college admissions to qualified adults who want to enter or continue a program of postsecondary education. An important objective of EOC is to counsel participants on financial aid options and to assist

in the application process. The goal of EOC is to increase the number of adult participants who enroll in postsecondary education institutions.

Students in the program are eligible to receive career counseling, college admission and financial aid counseling, application assistance, and, when necessary, referrals to English as a Second Language and General Equivalency Diploma instructional programs.

Participation eligibility is based on the following categories: first-generation college student (neither parent has a bachelor's degree), low-income student (based on taxable income and family size), and the desire to enroll in postsecondary education. In addition, students must be U.S. citizens or permanent residents or meet the residency requirements for federal financial assistance.

The EOC off-campus office and satellite locations at community-based organizations, social services agencies, and other community resource programs make higher education information conveniently accessible.

The EOC program is located at Westfield South Office Building, 11160 Veirs Mill Road, Suite 210, Wheaton. For more information please call the EOC program at 301-962-8943 or visit the Web site: [www.montgomerycollege.edu/admissions/MCEOC/websites.html](http://www.montgomerycollege.edu/admissions/MCEOC/websites.html).

### ***Student Support Services***

Student Support Services provides an opportunity for academic development, assistance with basic college requirements, tutoring, mentoring, and motivating students toward the successful completion of their educational program. The goal of the program is to positively affect the retention, graduation, and transfer of students who meet the Student Support Services eligibility requirements and can benefit from the services. Students in the program receive assistance through academic advising and monitoring, career and transfer advising, financial aid application assistance, tutoring referral, mentoring, workshops, cultural events, and a summer bridge program for incoming students.

Participation in the program is limited to 125 students who are in at least one of the following

categories: first-generation college student (neither parent completed a bachelor's degree before the student's 18th birthday), low-income student (based on family size and taxable income), or student with a documented disability (verified by Disability Support Services). In addition, students must be U.S. citizens or permanent residents or meet the residency requirements for federal student financial assistance, and they must be enrolled in or accepted to Montgomery College.

For more information and application materials, please contact Student Support Services at 301-738-1765 or visit 217 Campus Center on the Rockville Campus. The Web site is [www.montgomerycollege.edu/departments/ssserv](http://www.montgomerycollege.edu/departments/ssserv).

### **Veterans Benefits**

The Veterans Affairs Office has been established at Montgomery College to assist all students applying for Department of Veterans Affairs (DVA) educational benefits. The office coordinates the processing of all DVA applications and forms and provides counseling and information services for veterans and eligible dependents. The telephone number is 301-279-5033, and the e-mail address is [tuyet.jackson@montgomerycollege.edu](mailto:tuyet.jackson@montgomerycollege.edu). Students may schedule interviews with the VA specialist at the Rockville Campus Office of Admissions, Records, and Registration.

Students eligible to receive veterans benefits must register each semester at the campus Veterans Affairs Office in order to receive their benefits. Students receiving veterans benefits must contact the Veterans Affairs Office regarding any changes in enrollment.

Department of Veterans Affairs regulations require that colleges report to the DVA those students receiving DVA educational benefits who fail to make satisfactory academic progress. Students so reported may lose their certification to receive veterans educational benefits. Standards for making satisfactory academic progress are outlined in material available in the Veterans Affairs Office. Eligible students have the responsibility to familiarize themselves with these standards. Complete information on this and all DVA regulations regarding educational benefits is

available in the Veterans Affairs Office in the Office of Admissions, Records, and Registration.

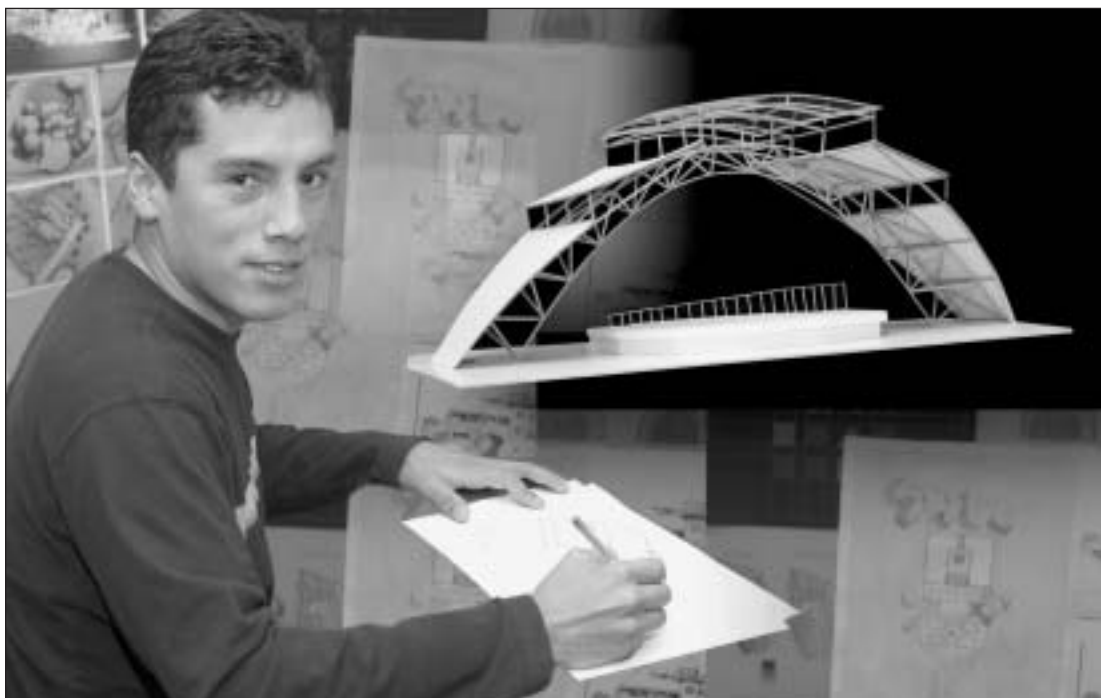
Several educational programs are available through the military for persons who wish to consider enlisting. The GI Bill offers educational opportunities for new enlistees or Military

Reserve/National Guard enlistees, reenlistees, or persons who extend in the reserves/National Guard. Interested persons should contact their local recruitment office.

The telephone number of the DVA is 1-888-442-4551. The DVA Web site is [www.gibill.va.gov](http://www.gibill.va.gov).



## ACADEMIC STANDARDS



**S**tudents are expected to maintain a level of competent achievement in their courses. Students not in good academic standing will be placed on academic restriction or suspension as appropriate.

*The Montgomery College Student Handbook* contains academic and other regulations. Students are expected to be familiar with this material. The topics mentioned below are treated in greater detail in the *Student Handbook* and are introduced here only briefly for the guidance of prospective students.

### **Definition of Full-time Student**

A full-time student at Montgomery College is defined as one who is enrolled in 12 or more credit hours per semester.

### **Course Structure**

A *credit hour* or *semester hour* is equivalent to approximately 15 hours of lecture, 30 hours of laboratory or studio, or 45 hours of an alternative instructional situation, such as an internship. Fall and spring courses are usually taught for 14–15 weeks, including final examinations. A three-credit lecture course may meet three days a week for 50 minutes each session, two days a week for 75 minutes each session, or once a week for 150 minutes. Condensed courses (same total hours of instruction but taught over fewer weeks) are also available. Two summer sessions offer courses varying in length from four to eight weeks.

For lecture courses, it is expected that the average student will spend two hours of study or preparation for each hour of class.

## Class Attendance

Students are expected to attend all class sessions. In cases involving excessive absences from class, the instructor may drop the student from the class. “Excessive absences” is defined as one more absence than the number of classes per week during a fall or spring semester; the number of absences is prorated for accelerated sessions.

## Grading System

Grade	Standard	Quality Points
A	Superior	4
B	Good	3
C	Average	2
D*	Pass without recommendation	1
F	Failure	0
I	Incomplete	None
P	Pass (Credit by Examination)	None
S	Satisfactory	None
U	Unsatisfactory	None
W	Withdrawn	None
AU	Registered for audit	None

\*The grade of D may not be accepted for transfer credit.

The grade of I (incomplete) will be awarded in bona fide emergency situations, at the request of either the instructor or the student in consultation with the instructor. The course work must be completed within the four weeks following the beginning of the next full semester.

The grade of W (withdrawn) will be recorded if a course is dropped after 20 percent of its length has been completed. A student may officially withdraw from a course and receive a grade of W until 73 percent of its length has been completed. Students who stop attending classes but do not officially withdraw by the 73 percent deadline will receive a grade of F.

The grades of S (satisfactory) and U (unsatisfactory) may be earned only in courses not included in computing the grade point average.

Unless the catalog states otherwise, a student may only attempt a course three times. The grade

of record will be the most recent grade. The grade of AU will not be considered an attempt.

## Grade Point Values and Grade Point Average

To compute the value of grade points earned, the number of credit hours is multiplied by the appropriate number of quality points (see the Grading System chart). For example, a student carrying a five-hour course and earning an A will be entitled to 5 times 4, or 20, quality points. To compute a student’s grade point average, the total number of grade points earned in all semesters is divided by the total number of semester hours for which a grade of A, B, C, D, or F is recorded.

## Good Academic Standing

To achieve and remain in good academic standing, a student must maintain a minimum grade point average of 2.0.

## Dean’s List

To qualify for the Dean’s List, a student must earn a 3.4 average with a semester load of not less than five credit hours.

## Academic Restriction

Students who have attempted 12 credit hours or more whose cumulative grade point average falls below 1.75 and whose current semester grade point average falls below 2.0 in a minimum of 6 credit hours are subject to the following restrictions:

- They must consult with designated counselors/advisers and have their registration forms approved before subsequent enrollment.
- They are limited to enrollment in no more than two college-level courses a semester and/or will be required to undertake a program designed to remedy academic deficiencies.

Academic restrictions will be removed when any of the following three conditions is met:

- A student achieves a cumulative grade point average of 1.75.

2. A student achieves a grade point average of 2.0 in a minimum of six credit hours or equivalent attempted in a semester.
3. A student successfully completes the program designed to remedy academic deficiencies.

Students may appeal these conditions to the campus dean of student development.

### ***Academic Suspension***

Students who have attempted 30 credit hours or more whose cumulative grade point average falls below 1.25 and whose current grade point average falls below 1.75 will be placed on academic suspension for a complete fall or spring semester. Upon readmission, they are subject to the provisions of academic restriction.

Students may appeal the imposition of suspension to the dean of student development.

### **Student Cumulative Records**

Student cumulative records are maintained in the Office of Admissions, Records, and Registration on each campus. For detailed information about student rights to and release of records, visit the College's Policies and Procedures Web page: [www.montgomerycollege.edu/verified/pnp/41003.doc](http://www.montgomerycollege.edu/verified/pnp/41003.doc).

### **Graduation**

To qualify as a candidate for the associate's degree, a student must have earned a minimum of 60 hours of academic credit, which must include (a) the General Education requirements (see the Curricula section of this catalog) and (b)

all courses required in the curriculum elected by the student. No more than 45 of the 60 hours required for the associate's degree may be earned outside of Montgomery College (70 percent of the required hours for certificates).

To qualify as a candidate for a certificate or a degree, a student must have a minimum cumulative grade point average of 2.0 and a 2.0 grade point average in the curriculum in which the degree or certificate will be granted. To qualify for graduation honors, a student must have a cumulative grade point average of 3.4.

The general obligations of the candidate are published in the Academic Regulations and Standards section of the College's Policies and Procedures (on the Web at [www.montgomerycollege.edu/verified/pnp](http://www.montgomerycollege.edu/verified/pnp)).

An annual commencement is held at the end of the spring semester. Diplomas are awarded at the end of each semester and summer session. All students graduating during an academic year are eligible to participate in the spring commencement. Candidates for graduation must file applications with the Office of Admissions, Records, and Registration. (See the current class schedule for application deadline.)

*Students who plan to graduate from Montgomery College should select one catalog during their enrollment and follow the curriculum outlined in that catalog, provided they graduate within seven years of the catalog chosen. If there is a consecutive two-year break in enrollment, the student must use a catalog issued during the enrollment period subsequent to the two-year break in enrollment. Time limits may be appealed.*

## SPECIAL PROGRAMS



### The Universities at Shady Grove

Through a unique partnership with The Universities at Shady Grove (USG), Montgomery College students can earn bachelor's degrees from a number of Maryland four-year institutions offering programs in Montgomery County. This partnership between Montgomery College and USG allows students to complete an associate's degree at Montgomery College and complete the final two years of study for a bachelor's degree at USG, conveniently located in Rockville, Maryland. Although the program is aimed at full-time students, part-time options are available.

USG represents a unique concept in advanced education that serves as a collaboration among eight undergraduate and graduate degree-granting University System of Maryland institutions. The following institutions are currently involved in this partnership: Bowie State University; Towson University; University of Baltimore; University of Maryland Baltimore; University of Maryland Baltimore County; University of Maryland, College Park; University of Maryland Eastern Shore; and University of Maryland University College.

Institutions at USG offer undergraduate degree programs in accounting, biological sciences, business administration, computer science, computer and information science, criminology and criminal justice, elementary and special education (dual certification), general business (also offered with a specialization in international business), hotel and restaurant management, information systems, marketing, nursing (basic and R.N. to B.S.N.), psychology, and social work. Students completing the criminology and criminal justice, psychology, and social work programs earn a B.A.; the rest of the programs lead to the award of a B.S.

USG also offers opportunities for continued education through a variety of graduate-level program offerings. Please visit USG's Web site ([www.shadygrove.umd.edu](http://www.shadygrove.umd.edu)) for more information.

Due to the nature of the specialized programs and course offerings at USG, students interested in continuing their education at USG must carefully plan their Montgomery College program of studies. For more information about USG, contact a Montgomery College adviser; call USG at 301-738-6023; or visit either the USG Web site or [www.montgomerycollege.edu/partners/USGwelcome.htm](http://www.montgomerycollege.edu/partners/USGwelcome.htm).

## **Alliance of Montgomery College and University of Maryland University College**

Students can complete both the associate's degree and the bachelor's degree in the areas of business administration/management or information systems/computer science in Montgomery County through the Alliance partnership between Montgomery College and the University of Maryland University College (UMUC). This program is designed for evening, part-time students.

As a part of this initiative, a student can submit one joint application and can enroll at either institution or at both simultaneously. Alliance students have access to services and facilities at both institutions and have an opportunity to earn college-level credits for learning gained through life and work experience.

Students who follow Montgomery College's degree curricula in the business administration/management or information systems/computer science areas at any of the College's campuses will be assured of transferability of their course work to UMUC. Students interested in this opportunity or in seeking degrees in other disciplines should consult a counselor or an adviser for transfer information on UMUC requirements.

## **Arts Institute**

The Arts Institute of Montgomery College is committed to promoting, enhancing, and supporting the broad range of arts programs at the College, including advertising art, fine arts, dance, computer graphics, film, illustration, music, photography, and theatre. The Arts Institute Master Class Series provides exceptional opportunities for students to work with and learn from distinguished scholars, master artists, photographers, musicians, actors, directors, and other art professionals invited to the College.

The Arts Institute has developed internships with major arts organizations so that students can discover additional career options and blend learning in the classroom with on-the-job experience. Working with creative arts faculty and staff, the Arts Institute also develops collaborative projects to enhance College and community pro-

grams in the arts. Partnerships have been formed with area arts organizations such as the National Gallery of Art, The Dennis & Phillip Ratner Museum, Strathmore Hall Arts Center, Black Rock Center for the Arts, Olney Center for the Arts, and Montgomery County Public Schools. For more information on internships or community programs, please call the office of the Arts Institute at 301-251-7644, or e-mail [artsinstitute@montgomerycollege.edu](mailto:artsinstitute@montgomerycollege.edu).

## **Bowie State University/ Montgomery College Weekend Program**

Bowie State University (BSU) and Montgomery College have developed an articulation agreement that enables any Montgomery College associate degree recipient to complete the degree of bachelor of science in technology, with a concentration in organizational management. The upper-level BSU courses leading to this degree are taught on weekends at Montgomery College's Rockville Campus. For more information about this weekend program, see a Montgomery College counselor, please call BSU at 301-738-6033, or e-mail [jisaac@bowiestate.edu](mailto:jisaac@bowiestate.edu).

## **Center for Community Leadership Development and Public Policy**

The Center for Community Leadership Development and Public Policy at Montgomery College was founded in 2000 to enable the College to expand and enhance its community outreach mission. The formation of the Center is a direct outgrowth of community dialogues initiated by the College's Council for the 21st Century, a broad-based advisory council charged with defining the benchmarks against which the College will measure the performance of its mission in serving community needs. The Center initiates, integrates, enhances, and strengthens community leadership development and public policy engagement from local to global issues among students, faculty, staff, and members of the community at large.

The Center has a three-part structure consisting of the Robert E. Parilla Community Leadership Development Program, the Public Issues Forums,

and the Public Policy Institute. The function of the Public Policy Institute is to train citizens from across all sectors of the community to moderate National Issues Forums and other civic conversations using the deliberative dialogue process. Montgomery College will further the broad public interest by convening discussions on issues relevant to our communities, using the rich and diverse academic and cultural resources available in the national capital region to inform the deliberative process.

Administratively, the Center is housed within Workforce Development & Continuing Education. For more information about the Center for Community Leadership Development and Public Policy at Montgomery College, please call 301-251-7485 or 301-251-7221 or visit the Web site: [www.montgomerycollege.edu/departments/cc/dpp](http://www.montgomerycollege.edu/departments/cc/dpp).

### **College Access Program**

The College Access Program, at the Rockville campus, serves students with language-based learning disabilities who have the potential and motivation for success in college classes, but who first require a developmental program in English, reading, and study skills. The program helps students with learning disabilities to develop reading and writing skills, learning strategies, and study techniques, so that they are better prepared to succeed in college classes. Students in the program receive assistance through interactive developmental classes, laboratory and tutorial sessions, and counseling support.

The College Access Program accepts a limited number of students each fall and spring semester; early application is advised. For more information and application materials, please call Disability Support Services at 301-279-5058 or visit the Web site: [www.montgomerycollege.edu/departments/lcpr](http://www.montgomerycollege.edu/departments/lcpr).

### **College Institute**

The College Institute is an innovative partnership between Montgomery College and Montgomery County Public Schools. The institute provides an opportunity for high-achieving seniors at Wootton and Gaithersburg High Schools to earn college credits on a high school campus during the regular school day. To be eligible for the program,

students must have a weighted cumulative grade point average of 3.5 or higher, must have achieved a minimum verbal score of 550 and a minimum math score of 550 on the SATs, must have completed nearly all of the high school graduation requirements, and must have received the recommendation of the high school guidance counselor.

Students may apply for financial assistance through a College Institute Grant. This grant covers tuition and fees and includes a book allowance. The amount of assistance is based on financial need and available funds.

The Montgomery College courses offered through the College Institute enhance and supplement Advanced Placement classes offered at the high schools. All College Institute students participate in a required weekly seminar that focuses on academic and social issues involved in the transition to college. Contingent upon funding, Montgomery College and Montgomery County Public Schools hope to expand the institute to other parts of the county.

For more information, visit the Web site: [www.montgomerycollege.edu/departments/academicevp/mcpspartners](http://www.montgomerycollege.edu/departments/academicevp/mcpspartners).

### **Cooperative Education & Internship Program**

The Collegewide Cooperative Education (co-op) & Internship Program is an academic course that places eligible students in full- or part-time jobs in their major. Students can earn up to three academic credits each semester (a maximum of six at Montgomery College) while participating in work experiences related to their major. Students can be paid by their employer or opt to work in volunteer positions. For both co-op and internship students, the program offers an opportunity to blend classroom learning with on-the-job experience.

To be eligible for co-op and internships, students must be enrolled at Montgomery College, must have completed 12 college credits (including two courses in the student's major), and must have a minimum 2.0 grade point average.

Although the Co-op and Internship Office is located on the Takoma Park Campus, students from all Montgomery College campuses are

encouraged to participate in the program. The director regularly visits the Germantown and Rockville campuses for orientation sessions and follow-up student meetings. Applications and other information for this program may be downloaded from the Web site: [www.montgomerycollege.edu/departments/cooped](http://www.montgomerycollege.edu/departments/cooped). For more information, please call 301-650-1360 or 301-650-1650.

## Developmental Courses

Developmental courses are offered for students who need to strengthen their academic foundations in English, reading, and mathematics in order to be successful in college-level courses. Students may be required to enroll in a number of credit and noncredit developmental courses, depending on their records, the results of assessment testing, and individual needs.

Depending on the placement of the student and the number of developmental courses taken, the student may carry additional courses for credit. Students may enroll in developmental courses on either a part- or full-time basis. See Assessment Testing and Appropriate Course Placement in the Admissions section of this catalog for more information.

## English as a Second Language (American English Language Program)

The American English Language Program (AELP) offers American English for Academic Purposes (AEAP), a multilevel program designed to meet the language and academic cultural-adaptation needs of non-native speakers of American English. Classes in American English for Special Purposes (AESP) and courses in basic literacy are offered through Workforce Development & Continuing Education.

Following admission to the College, students are tested to determine their current level of American English proficiency, as required by College regulations. Students are then placed at the appropriate levels in core (required) courses that emphasize American English grammar, composition, reading, speaking, and listening. Through-

out the program, courses emphasize all features of American English, including communication, critical thinking, and various skills necessary for successful college work in the United States.

Students study with American English, reading, and speech faculty. In addition to classroom work, laboratory work may be required both to satisfy course requirements and for needed practice in written and oral/aural communication.

Additional information can be obtained from the Office of Student Development or from the AELP coordinators at the Germantown, Rockville, and Takoma Park campuses.

## Gudelsky Institute

The Homer S. Gudelsky Institute for Technical Education, named for the noted philanthropist and area developer, was funded by the Homer and Martha Gudelsky Family Foundation and by private contributions from many area businesses, individuals, and foundations. The Montgomery County Government matched the private contributions.

Program options include short courses and workshops, contract training, certification preparation, semester-length courses, certificate programs, apprenticeship programs, and associate of applied science programs. Programs run day and evening, weekday and weekend, year-round.

For more information about the Gudelsky Institute programs, please call 301-251-7905.

## Health Sciences Institute

The Health Sciences Institute was designed to meet the needs of health care providers in the metropolitan Washington area. It offers both non-credit and credit courses and/or programs of study in various health care careers. These courses and programs will provide individuals with workforce skills, certification in certain disciplines, and associate degrees in an array of health sciences. Customized courses/programs, training courses, seminars and specialty workshops are available. Experienced faculty, from the College or from the local community of health care providers, participate to develop the workforce for the health care community. For more information, please call 301-650-1688.

## Honors Program

Montgomery College is committed to providing high-ability, motivated students with stimulating and challenging opportunities both within and outside the classroom. Honors offerings are varied and include honors seminars, honors sections of existing courses, independent study/tutorials, and honors modules. Each campus will have somewhat different honors offerings based on faculty interests and the number of students participating in the Honors Program. Honors offerings are listed in the class schedule, with either an HP prefix or an HC or HM suffix in the course number. Each campus has a specialized honors program: Millennium Scholars at Germantown, Montgomery Scholars at Rockville, and Takoma Park Scholars at Takoma Park. Additional information can be obtained from the campus honors coordinator (see descriptions of specialized programs below) or the collegewide honors coordinator, Professor Dedee Aleccia (301-251-7453).

To enroll in honors classes, students must have at least a 3.2 grade point average and must have completed at least 12 credit hours of college-level course work, including EN 101 or EN 101A with a grade of A or B. Exceptions to these requirements may be made on a case-by-case basis by the campus honors coordinator. Recent high school graduates may be admitted to honors courses based on evaluation of high school grade reports.

Honors course descriptions appear in the Course Descriptions section of this catalog. For more information, contact the campus honors coordinator or Professor Dedee Aleccia, the collegewide honors coordinator (301-251-7453; [dedee.aleccia@montgomerycollege.edu](mailto:dedee.aleccia@montgomerycollege.edu)).

### ***Honors Scholar Award***

Students who have completed 12 credit hours of honors work, including course work in at least two different disciplines, and who have maintained a 3.4 grade point average or better, are eligible to be recognized as “Honors Scholars.” For more information about the Honors Scholar Award, contact the campus honors coordinator or Professor Dedee Aleccia, the collegewide honors coordinator, at 301-251-7453.

### ***Millennium Scholars Program***

The Millennium Scholars Program is an honors program designed with the needs of part-time adult students in mind. The program provides team-taught course offerings, which, over a period of four to five years of part-time enrollment, fulfill General Education requirements. Enrollment in these linked courses and other group activities help form a learning community that enriches the Scholars’ educational experience. Throughout their years in the program, Millennium Scholars receive special advising opportunities, an integrated curriculum, scholarship counseling, and the opportunity to obtain internships with the Smithsonian Institution and the Library of Congress.

Admission to the Millennium Scholars Program is selective and requires a separate application process. Scholars are selected on the basis of a portfolio that includes a response to essay questions covering background, interests, and goals; a personal or professional resume; and letters of recommendation.

For more information, please call Dr. Diane Daniel on the Germantown Campus (301-353-7759).

### ***Montgomery Scholars Program***

The Montgomery Scholars Program, which opened on the Rockville Campus in fall 1999, is a selective-admissions program designed for high school graduates who plan to transfer to a four-year institution at the end of two years. Scholars are chosen on the basis of high school records, SAT scores, intellectual interests, extracurricular activities, recommendations, essays, and other indicators of academic excellence. In certain circumstances, consideration is given to students for whom traditional indicators of academic success are not always valid.

Montgomery Scholars participate in an academically rigorous curriculum of honors courses, including team-taught, interdisciplinary classes especially designed for the program. During the summer between their freshman and sophomore years, Montgomery Scholars attend the International Summer Programme at the University of Cambridge, England. The capstone experience of the program is the Honors Colloquium, in

collaboration with the Smithsonian Institution Faculty Seminar series. Students study and research an important issue and present their research in a public colloquium. The Montgomery Scholars Program emphasizes the importance of expert counseling in helping students to plan their course of study and prepare their portfolios for transfer.

For more information, contact Dr. Mary Furgol (301-251-7285; [mary.furgol@montgomerycollege.edu](mailto:mary.furgol@montgomerycollege.edu)) or visit the Web site: [www.montgomerycollege.edu/admissions/MCScholars](http://www.montgomerycollege.edu/admissions/MCScholars).

### **Takoma Park Scholars Program**

The Takoma Park Scholars Program is designed for full-time or part-time students interested in being part of an honors community while they acquire courses needed for their associate's degree or beyond. In addition to taking honors thread courses, which focus on fundamental concepts of inquiry in literature/arts, natural sciences/mathematics, culture/history, and behavioral/social sciences (HP 101, HP 102, HP 103, and HP 104, respectively, over a period of two years), students take General Education requirements as honors modules, courses, or tutorials.

To apply for the Takoma Park Scholars Program, students must submit an application with an academic transcript and a statement of interest. Each spring and fall semester, 18 students who meet the criteria are selected on a first-come, first-served basis. Students receive a stipend to help defray the cost of the honors thread courses. Academic advising and counseling are provided.

For more information or an application, please contact Professor Robert L. Giron, who directs the program (301-650-1379; [robert.giron@montgomerycollege.edu](mailto:robert.giron@montgomerycollege.edu)).

### **Information Technology Institute**

In response to the need for skilled workers in high-technology companies, Montgomery College established the Information Technology Institute (ITI). ITI offers cutting-edge high-technology courses at all three College campuses as well as at strategic off-campus sites. In addition, ITI provides customized training at business sites throughout the region.

ITI is designed to prepare new workers and retrain existing workers to fill positions in Montgomery County's high-technology market. Both credit and noncredit courses are available to meet a wide range of student needs and career goals. Courses are taught by College faculty in information technology-related departments across the three campuses as well as by practitioner faculty who bring their on-the-job expertise to the classroom.

Montgomery College is a member of the Microsoft IT Academy, through which ITI offers six-week courses in the Microsoft Official Curriculum. The College is also a member of the Oracle Academic Initiative, the Oracle Workforce Development Program, and the Cisco Systems Networking Academy. Courses in these programs offer students the opportunity to earn college credits while preparing for industry certification examinations.

Special programs provided by ITI include Tech LEAP, a seven-month retraining program for individuals seeking new careers in the information technology field. In addition to classes, participants may be eligible for paid internships with area employers.

For more information on ITI, please call 301-353-7744, e-mail [iti@montgomerycollege.edu](mailto:iti@montgomerycollege.edu), or visit the Web site at [www.montgomerycollege.edu/iti](http://www.montgomerycollege.edu/iti).

### **International Education Program**

Montgomery County has a large and diverse population, which is reflected in enrollments at the College campuses. The International Education Program has been developed to bring a greater awareness of global perspectives to the student body and the community through activities that foster understanding and appreciation of all cultures. These activities cover three interrelated areas: culture, curriculum, and travel.

**Culture:** The ethnic richness of our enrollment enhances our understanding and appreciation of each other through daily contact. We further enrich the College and community population through special programs that include exhibitions, performances, lectures, films, and food.

**Curriculum:** The international studies concentration of the liberal arts and sciences curriculum was developed by Montgomery College faculty to allow students to explore careers in foreign service and international business. In addition, many faculty members have added an international focus to their courses to reflect the College's emphasis on global issues.

Students may select from a consortium of institutions in 26 countries to study abroad for a semester, a summer, or a year. These accredited academic institutions provide programs, courses, and room and board for students. Montgomery College students have attended colleges in England, France, Italy, Germany, Spain, and Israel.

Students must have a 2.5 grade point average and at least 12 college-level credits to participate in a semester or year of study abroad. In addition, a semester of advance planning through the Office of International Education is required before going abroad.

**Travel:** To enhance student knowledge of the world, faculty members offer field trips related to the study areas of selected credit courses. Study groups have gone to Russia, China, England, Greece, Turkey, Jordan, Egypt, Morocco, Mexico, and St. Croix. New travel destinations are offered each year, and each year the Office of International Education publishes brochures highlighting courses with a study/travel component.

Students who do not wish to take a 15-week credit course but who want to participate in the travel experience may do so through the Workforce Development & Continuing Education Program. Please call Continuing Education at 301-279-5188 for more information.

For more information on any aspect of the International Education Program, please call Dr. Gail Forman at 301-251-7443. For information on study and travel abroad, please call Professor Richard Mower at 301-251-7197.

**Internships—See Cooperative Education & Internship Program**

**Learning Center Program—See College Access Program**

## **Macklin Business Institute**

The Gordon and Marilyn Macklin Business Institute is a competitive collegewide program offering sophomore-level business students with a minimum 3.2 grade point average an opportunity to pursue honors work in economics, statistics, and accounting; to be mentored by both a faculty member and a corporate executive; and to participate in a business internship and a weekly honors seminar.

Students admitted to the program are provided with the use of a laptop computer, and they may be offered a scholarship benefit that covers the full-time cost of tuition and fees (up to 30 credit hours per academic year).

To apply for the program, students should have 24–36 transferable credits and be following a business transfer program in preparation for transfer to a program for completion of a baccalaureate degree. The application period begins each year in February, with applications due no later than April 30. Students are notified by June of their acceptance for the fall semester, which begins the one-year program. Admission to the program is competitive. Students are expected to maintain 12 or more credits per semester during their participation in the program.

For more information, please call 301-738-1707, e-mail [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu), or visit the Web site at [www.macklin.org](http://www.macklin.org).

**Maryland College of Art and Design—See School of Art and Design at Montgomery College**

## **National Honor Society**

Phi Theta Kappa is the national honor society for students at two-year colleges. The Beta Kappa Omega (Germantown), Beta Lambda Alpha (Rockville), and Kappa Omega (Takoma Park) chapters were chartered at Montgomery College in 1960. To be considered for election to Phi Theta Kappa, a student must have a cumulative grade point average of at least 3.5 for at least 15 credit hours of course work (excluding EL and RD courses) at Montgomery College. A cumulative grade point average of 3.4

is required to maintain membership. Election to Phi Theta Kappa represents one of the highest honors that can be bestowed upon a student at Montgomery College.

For more information, please call Lucy Laufe (301-353-1965) at the Germantown Campus, Sue Adler (301-279-5086) or Bob Laycock (301-279-5139) at the Rockville Campus, or Gail Jenkins (301-650-1425) at the Takoma Park Campus.

### **Paul Peck Humanities Institute**

The Montgomery College Paul Peck Humanities Institute is dedicated to the enhancement of the teaching and learning of the humanities at Montgomery College and its larger community. To achieve this goal, the Paul Peck Humanities Institute forged partnerships with the Smithsonian Institution and the Library of Congress to establish faculty development and student internship programs.

The Smithsonian and Library of Congress Student Internship Program provides opportunities for Montgomery College students who have at least a 3.5 grade point average and meet other academic criteria to work under the mentorship of a Smithsonian or Library of Congress researcher, curator, or project director. Students earn three credits for the semester and usually work with their mentor one or two days a week.

The Paul Peck Humanities Institute also works with state and local humanities organizations, College groups, and private citizens and associations to bring exciting humanities programs and publications to the community. Examples include Smithsonian Symposia at the Rockville Campus, the annual Holocaust Commemoration, the *Potomac Review*, and the Books and Ideas Lecture Series and Master Classes at all three campuses.

For more information on the internship or community programs, please call the Paul Peck Humanities Institute director, Professor Judith Gaines, at 301-251-7417 or visit the Web site: [www.montgomerycollege.edu/Orgs/humanities](http://www.montgomerycollege.edu/Orgs/humanities).

## **School of Art and Design at Montgomery College**

The School of Art and Design at Montgomery College began as Maryland College of Art and Design, an art college established in 1957 as a community of artists providing education and training in the visual arts. The School of Art and Design offers credit and noncredit courses in art at 10500 Georgia Avenue in Silver Spring. The facility includes studio classrooms, fully equipped Macintosh computer graphics laboratories with industry-standard hardware and software, a student lounge, faculty offices, a library, display areas for student work, a career/transfer center, and a public gallery that displays the work of regionally known artists. The close proximity of these components encourages conversation about art, education, and life among the students, faculty, and staff. For more information, call 301-649-4454.

### ***Associate of Fine Arts in Fine Arts and Visual Communication***

The School of Art and Design provides a structured, studio-intensive learning community for art majors who are committed to studying art and planning to transfer to a four-year art institution. Prospective students submit a portfolio of previous artwork, official grade point average (high school or college) that reflects a 2.3 or better, and a letter of recommendation.

### ***Continuing Education Art Program***

The Continuing Education program at the School of Art and Design provides quality art education for children, youth, and adults in fine arts and visual communications. The program provides noncredit opportunities for lifelong learning, personal enrichment, and professional skill development. Qualified instructors, well-equipped facilities, small class sizes, and convenient course schedules provide a creative, supportive environment for students at all levels. The School of Art and Design is committed to collaborating with other community organizations and educational centers to provide learning venues outside the College campuses to meet art education and training needs throughout Montgomery County.

## Summer Art Program for Children and Teens

The Summer Art Program is a fine arts and visual communications educational program offering classes in drawing, painting, crafts, clay, digital arts, and photography. It is designed to meet the needs and interests of youth ages 6–15 who are creative, enjoy working with others, and are eager to learn about art.

## Tech Prep Program

Students who complete a Montgomery County Public Schools (MCPS) Career and Technology Education (CTE) program are eligible to receive college credits if they earned grades of B or better and they major in the corresponding program at Montgomery College. Students who wish to obtain college credit for their high school CTE programs must obtain the appropriate forms and transcripts from their schools before registering at Montgomery College. The following programs are available:

<b>MCPS Program</b>	<b>MC Program</b>
Accounting/Finance	Accounting/Business
Automotive Technology/ Automotive Dealership	Automotive Technology
Biotechnology	Biotechnology
Building Trades	Building Trades Technology
Business Studies	Administrative Support Technology/Help Desk/ Information Technology
Child Development	Early Childhood Education Technology
Computer Science and Technologies/Information Technology	Computer Science/ Information Systems/ Computer Programming/ Java Developer/Object- Oriented Software Development/Oracle Developer
Fire Science Technology	Fire Science Fire Service Management
Hotel/Travel	Hospitality Management
Landscape Technology/ Horticulture	Landscape Technology
Marketing	Marketing/Management

## MCPS Program

Medical Careers

Microcomputer Repair  
Technician

Network Operations

Network Operations/  
Computer Maintenance

Printing Management  
Technology

Restaurant/Food and  
Beverage Management  
Technology

## MC Program

Health Enhancement,  
Exercise Science, and  
Physical Education  
Health Sciences

Microcomputer  
Technologies

Computer Science

Network Engineering/  
Network Administration

Computer Publishing and  
Printing Management

Hospitality Management

Prince George's County Public Schools students enrolled in Tech Prep Automotive Technology, Building Trades, and Printing Management programs and Washington County Public Schools students enrolled in the Tech Prep Building Trades program receive credits on the same basis as MCPS CTE students.

For more information about the College Tech Prep Program, please call 301-610-4141.

## Women's Studies

The Women's Studies Program (WSP) at Montgomery College offers courses about women and gender for both women and men. The program is designed to explore the experiences and contributions of women to their cultures. Informed by feminist theory, the courses in the WSP challenge false assumptions and theories about women, race, and class; encourage rigorous critical thinking; raise issues of gender bias and the subjective nature of knowledge; support women's development as individuals and as participating members of their larger communities; and expand women's and men's options beyond the limits of traditional gender roles.

These writing-intensive courses help students consider the differences gender makes—in family relationships, friendships, education, and work. In women's studies courses, students tackle new questions and explore new ways of viewing familiar subjects. Women's studies classes encourage active participation and stimulating

discussions. These classes are comfortable settings for delving into feminist scholarship and theory.

In addition to the interdisciplinary introductory course on women's studies, courses in the program include women's history, literature, sociology, psychology, physical education, and health. Honors modules are available for some classes. Courses as well as opportunities to pursue independent study projects are also available on women in the media, women in the arts, women's health, and similar topics. Service learning and internship opportunities, which can augment student transcripts, are frequently offered.

Women's studies classes are transferrable to area colleges and universities. Most women's studies courses fulfill General Education requirements in the humanities distribution or behavioral and social sciences distribution as well as the College's multicultural requirement.

A letter of recognition can be earned by students who complete nine or more credits in courses approved by the WSP. These courses must include WS 101 Introduction to Women's Studies.

The WSP also features speakers, seminars, and a variety of other programs, including an active women's studies student club. In addition, student awards and scholarships are presented annually. The WSP collegewide office, located in 212 Macklin Tower, Rockville Campus (301-251-7446), provides academic material and information on upcoming women's studies events. For more information at the Germantown campus, please call 301-353-7759 or visit 181 Humanities and Social Sciences Building; for more information at the Takoma Park Campus, please call 301-650-1367 or visit 202 Social Sciences Pavilion.