

# Student Services

## Safety and Security Office

The Safety and Security Office is open 24 hours every day on each campus and is responsible for the protection of campus personnel and property, emergency assistance, enforcement of parking regulations, and other services indicated below. If you have an accident of any kind while on campus, please notify the Safety and Security Office. Locations and telephone numbers are listed in the Directory of Services.

Montgomery College publishes a Security Report every September 1. This report contains the following information:

- Procedures to report criminal activities
- Enforcement authority of the Safety and Security personnel
- Crime prevention programs
- Statistics concerning the occurrence of crime on campus
- Sexual offense policies and programs

The Montgomery College Security Report may be viewed at <http://www.montgomerycollege.edu/verified/security.pdf>, or by stopping by any Safety and Security Office, or by writing to: Montgomery College Safety and Security Office, 51 Mannakee Street, Rockville, MD 20850.

## Medical Emergencies

In case of a medical emergency, please call 911, and then notify Safety and Security immediately. If an ambulance is required, Security officers will contact Montgomery County Fire/Rescue and care for the patient while the ambulance is en route. Security officers are trained in first aid and CPR.

As an added safety measure, Automated External Defibrillators (AEDs) are available in every building on each campus. They are mounted in cabinets on the wall in the main lobby/entry area. A local alarm will sound when the cabinet is opened. Security officers also have a portable unit and another unit is available in each security vehicle.

## Emergency Phones

Emergency phones are located in all campus elevators and in numerous internal and external locations. These phones will ring in the nearest Security Office when the receiver is lifted. Calls made on the emergency phones are recorded.

## Security Escort

Security officers escort individuals to and from classes, offices, or parking areas upon request.

## Lost and Found

The Safety and Security Offices are the repository for lost and found items.

## Sexual Harassment

Montgomery College is committed to promoting a work and academic environment free from sexual harassment. This policy applies to students, faculty members, and employees of Montgomery College. The vendors and contractors that are employed by Montgomery College must ensure that their employees also comply with this policy.

Montgomery College wishes to protect the rights and the integrity of all members of its community. This includes the rights of individuals to be free from sexual harassment. The violation of these rights should be handled in as confidential and sensitive a manner as possible in order to protect all of the individuals involved.

When an incident arises in which a person feels that he or she has been subjected to sexual harassment, the situation should be addressed as soon as possible. The person is encouraged to make a report by contacting the following persons:

- director of affirmative action
- instructional dean
- dean of student development
- safety and security supervisor

The above persons can provide the complainant with support and advice on how to confront the accused and how to discourage any further advances. The person will also provide information about counseling and services that are available to the students, staff, or faculty member.

The sexual assault policy is outlined in the Collegewide policies and procedures. This document is available online and in the campus libraries, department offices, dean of student development offices, and the instructional deans' offices.

## Child Care

All three campuses of Montgomery College's Early Learning Centers provide quality care for children ages 2 1/2 - 5.

Each campus Early Learning Center offers a daily program of activities aimed at enriching learning and development. The centers are licensed, accredited, and equipped specifically to meet the needs of young children. The Rockville Early Learning Center offers a Headstart Program for income eligible parents. Please refer to the Directory of Services in the front of this schedule for the telephone number and location of each campus Child Care Center. Space is limited. Early registration is encouraged. Half-day and full-day scheduling is available.

<http://www.montgomerycollege.edu/Departments/auxiliaryservices/>

## Excessive Absences

Students are expected to attend all classes. When a student's absences are excessive, the instructor

may drop the student from the class and assign a grade according to Academic Regulation 9.823.

## Grades

Students may view their grades online at MyMC, Quick Links - Students, My Grades. Montgomery College does not mail grades.

## Graduation Certification

Students who intend to graduate within the current year must submit an Application for Graduation.

**(The application deadlines are July 1 for fall graduation, November 1 for spring graduation, and April 1 for fall graduation.)** Applications submitted by these dates will allow notification of missing requirements while there is still time to register. Students who are not graduating during the current year and who need information regarding graduation requirements should consult an advisor. Applications for previous semesters are not automatically rolled to the next semester.

## Graduation Completion and Transfer-out Rates

Montgomery College is pleased to provide the following information regarding our institution's graduation/completion and transfer-out rates. The information is provided in compliance with the Student-Right-to-Know Act of 1990 (P.L. 101-542). The rates reflect the completion and transfer-out status of the general student body who entered the College during the 2004-2005 school year at a point at which 150% of the normal time-to-completion had elapsed. During the fall semester of 2004, 1,734 first-time, full-time, degree-seeking undergraduate students entered Montgomery College. After three years (i.e., as of August 31, 2007), 12% of these students had graduated or completed their programs, and 31% had transferred to other higher education institutions.

## Honors Program

<http://www.montgomerycollege.edu/advantage/honors/>

Email: [MCHonorsProgram@montgomerycollege.edu](mailto:MCHonorsProgram@montgomerycollege.edu)

### Honors Coordinators

Germantown Campus – Dr. Lucy Laufe, Collegewide Honors Coordinator, 240-567-1965, room HS157, [lucy.laufe@montgomerycollege.edu](mailto:lucy.laufe@montgomerycollege.edu)

Rockville Campus – Prof. Richard Penn, Rockville Honors Coordinator, 240-567-17452, room MT212, [rick.penn@montgomerycollege.edu](mailto:rick.penn@montgomerycollege.edu)

Takoma Park/Silver Spring Campus – Dr. Carole Wolin, 240-567-1424, room SN214, [carole.wolin@montgomerycollege.edu](mailto:carole.wolin@montgomerycollege.edu)

# Student Services (cont.)

**For information about Renaissance Scholars Program courses** contact Professor Joan Naake at the Germantown Campus 240-567-1951, room GB135, joan.naake@montgomerycollege.edu or at the Takoma Park/Silver Spring Campus contact Dr. Carole Wolin, 240-567-1424, room SN214, carole.wolin@montgomerycollege.edu

**For information about Smithsonian and Library of Congress Internships offered by the Paul Peck Humanities Institute**, call 240-567-7417, go to Rockville Campus room MT212, or e-mail gail.youth@montgomerycollege.edu.

**For information about admission to the Montgomery Scholars Program**, call 240-567-5039, go to Rockville Campus room SV107, or e-mail maria.davidson@montgomerycollege.edu.

**For information about Montgomery Scholars courses**, call 240-567-7285, go to Rockville Campus room HU272, or mary.furgol@montgomerycollege.edu.

**For information about the Macklin Business Institute**, call 240-567-1707, go to Rockville Campus room HU208, or e-mail mbi@montgomerycollege.edu.

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## Enrollment Verification

1. Enrollment Verifications are processed at the Office of Admissions and Records.
2. For verification of enrollment, submit the request form from your insurance company, loan provider, etc., or fill out a Verification of Student Enrollment request form. Download the form off <http://www.montgomerycollege.edu/admissions/StudentForms/enrollmentver.pdf>. (If you choose the latter, a \$5 fee will be charged.)
3. For enrollment verification, if you are using the College's request form, pay the Office of the Cashier, then submit the form to the Office of Admissions and Records.
4. Enrollment verifications that are to be mailed or picked up are usually processed within three working days. Seven working days may be required during busy registration periods.

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## Smoking Policy

Effective August 1, 2008, MC is a tobacco-free institution and thus prohibits the use of all tobacco products on all MC-owned property. Tobacco products will not be sold in College facilities. Details of the policy on smoking and sale of tobacco products can be viewed at <http://www.montgomerycollege.edu/verified/pnp/75003.doc>. To learn about the tobacco use cessation resources that are available to faculty, staff and students, please visit: <http://www.montgomerycollege.edu/tobaccofree/>

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## Statewide and Health Manpower Shortage Programs

The Maryland Higher Education Commission (MHEC) has designated certain curricula at Montgomery College as statewide health or manpower shortage programs.

Students who reside in other Maryland counties may be eligible for in-county tuition at

Montgomery College when majoring in one of these curricula. To qualify, students must submit an approved Statewide and Health Manpower Shortage Programs Enrollment Verification form to Admissions and Records by the end of the third week of classes in fall and spring semesters and the end of the first week of summer and winter terms. For more information go to: <http://www.montgomerycollege.edu/admissions/>.

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## Student ID Cards

Student photo ID cards are available at each campus. The Office of Student Life processes them at the Takoma Park/ Silver Spring and Germantown Campuses. The Office of Admissions and Records processes them at Rockville. Hours of operation vary at each campus. To get a photo ID, students must bring a receipt from the Cashier's or the Office of Admissions and Records. Students must also show a photo ID, such as a driver's license.

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## Student Life

The Office of Student Life at each campus provides programs, activities, special events, and clubs for a variety of student interests. Examples include leadership training, service learning, international festivals, mentoring programs, and special interest groups and clubs. Students have an opportunity to provide leadership to the campuses through the Student Senate at Rockville, Takoma Park/Silver Spring, and Germantown. For more information, contact:

Office of Student Life  
Germantown: SA186 240-567-7840  
Rockville: CC005 240-567-5092  
Takoma Park/Silver Spring: ST217 240-567-1482

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## Student Support Services-TRIO

Student Support Services TRIO is a federal funded program that provides extraordinary opportunities for academic development, excellence, and assistance. Students admitted receive academic advising and monitoring, career exploration and planning, transfer assistance and advising, financial aid application assistance, tutor referrals, participate in various life skills workshops connected to their educational goals, and much more. This unique program offers a learning community for personal and academic growth, staff that is invested in your academic success, and personalized attention to your situation and academic needs.

Participation is limited to 160 students.

To qualify for the program (to be eligible) you must be:

1. A US citizen or permanent resident
2. Currently enrolled at Montgomery College, and
3. A member of one or more of the following:
  - A first-generation college student - meaning that neither parent has received a four-year degree prior to the student turning 18.
  - A low income individual - Meaning that you meet low-income requirements based on federal guidelines (if you are receiving a financial aid PELL Grant you may qualify).
  - An individual with a disability - Meaning that you have a documented physical or learning disability through the college's Disability Support Services (DSS) Office.

Please visit us for detailed information in SB, Room 006, <http://www.montgomerycollege.edu/Departments/ssserv>, or e-mail sss@montgomerycollege.edu, or call 240-567-1765.

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## Students with Disabilities

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.

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 current 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. TTY's and assistive listening devices are available on each campus for use by students who are deaf or hard of hearing. Sorenson VRS is available at the Rockville Library, 1st floor. The Rockville Campus offers the College Access Program to qualified students with language-based learning disabilities (<http://www.montgomerycollege.edu/Departments/lcpr/>).

Arranging for Services: New 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 support services and/or accommodations. Returning students requesting services 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 or fall session. Failure to meet the deadline may delay services, possibly until the next semester. To request a sign language interpreter or captionist, students must call or e-mail the Rockville DSS office.

For more information, please refer to the Directory of Services for the phone numbers or go to <http://www.montgomerycollege.edu/dss> and contact the campus of your choice.

# Student Services (cont.)

## Transcripts

Transcripts are processed at the Office of Admissions and Records.

To request transcripts online, go to MyMC. Click on "My Grades," then select "Request Printed/Official Transcript." Payment must be made online at the time you make the request.

If this is your first semester at Montgomery College and your final grades for this first semester have not yet been posted, the online request option will not work.

You may also request transcripts in person or by mail. Transcript request forms are available at [http://www.montgomerycollege.edu/admissions/Records/Transcript Requests.htm](http://www.montgomerycollege.edu/admissions/Records/Transcript%20Requests.htm) or at the Office of Admissions and Records. If you choose either of these options, please submit the request form (or a letter with your signature on it) and payment (\$5 per copy) to the cashier. The transcript request mailing address is:

Montgomery College  
Germantown Campus  
Attn: Cashier  
20200 Observation Drive  
Germantown, MD 20876

Transcript requests are usually processed within three working days. Seven working days may be required during busy registration periods.

## Transportation

All Montgomery College students who show a valid MC student identification card, with a current sticker, will be able to take Ride On Bus transportation at no cost anywhere in Montgomery County seven days a week while registered for that semester's courses. For Ride On schedules, maps, and routes, visit <http://www.montgomerycountymd.gov> and click on "transportation." For details on how to obtain a valid MC student ID, visit <http://www.montgomerycollege.edu/studentid>.

**Takoma Park/Silver Spring Complimentary SHUTTLE SERVICE and PARKING.** To ease parking challenges on the TP/SS campus, a complimentary shuttle service is available to take you from off-site parking to campus. Park at the Bonifant-Dixon Garage 55 (1101 Bonifant Street) and be chauffeured to the TP/SS campus. The shuttle will run continuously Monday-Friday, 8 a.m. - 5 p.m. during the spring semester.

- Pickup and drop-off locations: the Jesup Blair side of the Health Sciences Center building and the Student Services Center (on the New York Avenue side)
- To park at the Bonifant-Dixon Garage 55 you must have an MC parking decal displayed on the rear bumper or window of your vehicle. Park in spaces designated for long-term parking ONLY. Park front-end in only.
- For a detailed map, visit <http://www.montgomerycollege.edu/maps> and click on the pdf titled "Takoma Park/Silver Spring SHUTTLE SERVICE and PARKING."
- Call 240-567-1600 for further details.