

ADVISING BY APPOINTMENT ONLY

Beginning Thursday, September 4th, the Counseling & Advising departments on all three campuses **will no longer be offering walk-in services**. Students will be asked to schedule appointments in advance using the Starfish system.

◆ **No appointments available?** Please check back regularly as new appointments are made available on an ongoing basis.

- ◆ Many advising issues can be resolved by seeking out help from the appropriate office (e.g., FAFSA questions in the Financial Aid office). Call 240-567-5000 or visit a Welcome Center for help determining the best option for resolving your issue.
- ◆ Students are encouraged to develop relationships with individual Counselors and reach out directly by e-mail, when possible.
- ◆ The Counseling departments are available to assist students with personal emergencies or quick questions via "Express" that can be addressed within 10-15 minutes or less during our general hours of operation with no appointment necessary. If it is determined more time is needed, students will be asked to schedule a future appointment or provided another option to receive service.

Disability Support Services (DSS)

New students to DSS must self-identify to DSS in order to begin the process for accommodations and services. Please visit the DSS website and click on the 'New Students' tab and then click on the 'New Student Intake' icon to complete the online student intake form. Once DSS reviews the intake form, DSS will contact you directly to schedule an initial intake appointment.

Returning Students to DSS must request accommodations each semester including Winter and Summer sessions. Students can find the request for Services Form and additional instructions on next steps on the DSS website.

montgomerycollege.edu/counseling-and-advising/disability-support-services

Important Updates & Closures

Rockville Counseling & Advising relocated to the Mannakee building (MK) room 220 and Rockville Disability Support Services relocated to the Mannakee building (MK) room 210.

Counseling & Advising will be CLOSED on Thursday, October 31st.

MC will be CLOSED on Thursday, November 28th and Friday, November 29th.

ADDITIONAL ACADEMIC ADVISING OPTIONS

Returning Students with Declared Majors

Students in declared majors are encouraged to work with Program Advisors or Academic Department Chairs. Locate program advisors & download advising guides at: montgomerycollege.edu/academics/program-advising/

All Students—Online Advising

Students with quick questions about a specific/concrete issue can email online advising (this is not ideal for new students or students that need to complete academic planning for the upcoming semester).

- 1) Go to: ww.montgomerycollege.edu/can
- 2) Scroll down to: **ONLINE ADVISING**
- 3) Click on: 

Newly Admitted and Prospective Students

Newly admitted and prospective students that need assistance navigating the onboarding process should direct their questions to the Response Center at 240-567-5000 or visit the Welcome Center on their preferred campus.

Visiting Students

Students from other colleges and universities visiting for one semester should follow the steps outlined on: montgomerycollege.edu/admissions-registration/visiting-students.html

Prior Coursework Review for Prerequisite Overrides

Students with transfer credits that are interested in seeking an exemption for placement testing or a pre-requisite override should complete the prior coursework review by following the instructions under Online Advising above and clicking on the "Prior Coursework Review Request Form."

COUNSELING/ADVISING FRONT DESK

Germantown: 240-567-7734 | Rockville: 240-567-5063 | Takoma Park/Silver Spring: 240-567-1480 |

Rockville Disability Support Services: 240-567-5058

Help is also available in the Welcome Centers or by phone at 240-567-5000.

HOURS OF OPERATION*

Mondays
8:30 a.m. - 5:00 p.m.

Tuesdays
8:30 a.m. - 5:00 p.m.

Wednesdays
8:30 a.m. - 5:00 p.m.

Thursdays
8:30 a.m. - 2:00 p.m.

Fridays
8:30 a.m. - 5:00 p.m.

** Hours of operation may change at any time.*

Appointments required.

Appointments are scheduled using the Starfish system.
Students must have applied to the College
and have been issued an M#.

Germantown Campus:
SA Bldg, Rm 250 | 240-567-7734, option 6

Rockville Campus:
MK Bldg, Rm 220 | 240-567-5063, option 5

Takoma Park/Silver Spring Campus:
ST Bldg, Rm 233 | 240-567-1480, option 6

Extended Evening Hours and Special Closures

MON	TUES	WED	THURS	FRI	SAT
02	03	04	05	06	07
CLOSED FOR LABOR DAY	RV TP/SS GT	RV TP/SS GT	RV TP/SS GT	RV TP/SS GT	
	Walk-In Until 7pm#	Walk-In Until 7pm# / Appts. Resume 9/5	Open Until 7pm Appointments Only	Open Until 5pm Appointments Only	
09	10	11	12	13	14
	Rockville Open 5-7pm	Germantown Open 5-7pm			
Germantown Open 5-7pm	TP/SS Open 5-7pm	TP/SS Open 5-7pm	Rockville Open 5-7pm		
16	17	18	19	20	21
	Rockville Open 5-7pm	Germantown Open 5-7pm			
Germantown Open 5-7pm	TP/SS Open 5-7pm	TP/SS Open 5-7pm	Rockville Open 5-7pm		
23	24	25	26	27	28
	Rockville Open 5-7pm	Germantown Open 5-7pm			
Germantown Open 5-7pm	TP/SS Open 5-7pm	TP/SS Open 5-7pm	Rockville Open 5-7pm		
30					
Germantown Open 5-7pm					

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	01 Rockville Open 5- 7pm	02 Germantown Open 5-7pm	03	04	05
Germantown Open 5-7pm	TP/SS Open 5-7pm	TP/SS Open 5-7pm	Rockville Open 5-7pm		
07	08 Rockville Open 5- 7pm	09 Germantown Open 5-7pm	10	11	12
Germantown Open 5-7pm	TP/SS Open 5-7pm	TP/SS Open 5-7pm	Rockville Open 5-7pm		
14	15 Rockville Open 5- 7pm	16 Germantown Open 5-7pm	17	18	19
Germantown Open 5-7pm	TP/SS Open 5-7pm	TP/SS Open 5-7pm	Rockville Open 5-7pm		
21	22 Rockville Open 5- 7pm	23 Germantown Open 5-7pm	24	25	26
Germantown Open 5-7pm	TP/SS Open 5-7pm	TP/SS Open 5-7pm	Rockville Open 5-7pm		
28	29 Rockville Open 5- 7pm	30 Germantown Open 5-7pm	31 CLOSED FOR COLLEGEWIDE MEETING		
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04	05	06	07	08	09
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11	12	13	14	15	16
Germantown Open 5-7pm	Rockville Open 5- 7pm TP/SS Open 5-7pm	Germantown Open 5-7pm TP/SS Open 5-7pm	Rockville Open 5-7pm		
18	19	20	21	22	23
Germantown Open 5-7pm	Rockville Open 5- 7pm TP/SS Open 5-7pm	Germantown Open 5-7pm TP/SS Open 5-7pm	Rockville Open 5-7pm		
25	26	27	28	29	30
			CLOSED FOR THANKSGIVING BREAK		
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Germantown Open 5-7pm	TP/SS Open 5-7pm	TP/SS Open 5-7pm	Rockville Open 5-7pm		
23	24	25	26	27	28
CLOSED FOR WINTER BREAK	CLOSED FOR WINTER BREAK	CLOSED FOR WINTER BREAK	CLOSED FOR WINTER BREAK	CLOSED FOR WINTER BREAK	
30	31				
CLOSED FOR WINTER BREAK	CLOSED FOR WINTER BREAK				