

Montgomery College—Rockville Campus—AY 2018-2019

S.O.S. - - - SERVICES OFFERED STUDENTS - - - S.O.S.

FOR HELP WITH:	CONTACT:	FOR THESE SERVICES:
English, Reading, IERW and ELAP courses (ENGL, READ, IERW, ELAW, ELAS, ELAR); reading and writing assignments for any course	Writing, Reading and Language Center, Humanities (HU) 002 240-567-7402 cms.montgomerycollege.edu/wrlc-rv	Free tutoring by appointment or walk-in for MC students with writing assignments across the disciplines. Periodic workshops addressing various writing and reading skills. English grammar, composition, creative writing room, and smart classroom.
Grammar, Reading, and World Languages with digital language lab (ELAW, ELAS, ASL, ENGL, AELR, READ, ARAB, CHIN, FREN, GERM, ITAL, JAPN, KORA, RUSS, SPAN, PORT). Computers for academic course work	Writing, Reading and Language Center, Macklin Tower (MT) 020 240-567- 4160 cms.montgomerycollege.edu/wrlc-rv	Word processing and instructional software for writing, reading, grammar and ELAP. Free drop-in tutoring for MC students currently enrolled in world languages. Educational software and materials for Spanish, Portuguese, French, German, Italian, Russian, Korean, Japanese, Chinese, Arabic, and American Sign Language. Placement testing for Chinese, French, German, Russian, and Spanish.
Mathematics, Chemistry, Biology, Physics, Engineering, CMSC and Geosciences courses (MATH, CHEM, BIOL, PHYS, ENEE, ENES, CMSC, GEOL, ASTR, AOSC, PSCI). Computers for academic course work	Ackerman STEM Learning Center, Science Center West (SW) 109 240-567-5200 www.montgomerycollege.edu/alc	Free drop-in tutoring for students currently enrolled in math, chemistry, biology, physics, engineering, computer science and geosciences at MC; schedules available on the Center web page and in the Center. Workshops/study groups for STEM courses. Use of textbooks, solutions manuals, microscopes, anatomy models, slides, reference books, and computer programs for math and science courses. MC ID required for use of materials.
Computer Applications (CMAP)	Computer Applications (CMAP) Assistance Digital Learning Center Humanities (HU) 307 or Computer Science (CS) 025 240-567-5156	Free tutoring for students currently enrolled in Computer Applications at MC. Students seeking help with MS Office products, including Word, Excel, or PowerPoint, should go to HU 307 for assistance. Individual tutoring for ECON, HIST, PHIL, POLI, PSYC, FREN, SPAN, ARAB from Academic Success Center using Skype in room HU307b.
Accounting (ACCT)	Business, Economics, Computer Applications, and Hospitality Management (BECAHM) Humanities (HU) 261 Accounting Coordinator: Michael Gurevitz michael.gurevitz@montgomerycollege.edu 240-567-5137, HU 250 https://cms.montgomerycollege.edu/accounting/	Free walk-in tutoring specifically for MC students currently enrolled in lower-level ACCT courses, specifically ACCT 221 and 222. Tutoring schedule varies by semester, and is available at https://cms.montgomerycollege.edu/accounting/
Access to Computers for Academic Course Work	Digital Learning Centers Computer Science (CS) 025,021A; 240-567-5187 Humanities (HU) 312, 314; 240-567-5156 cms.montgomerycollege.edu/digitallearningcenter	The Digital Learning Centers are for the use of currently enrolled MC students only. MC ID required. Software includes Office 2016 suite, web browsers, Adobe Creative Suite, and specialized software used in CMSC and CMAP courses. CREO (CAD software) available in HU 314.
Student Employment Assistance	Student Employment Services and E-jobs, Beth Reilly, Student Employment Specialist, (CB) 219B, 240-567-4449 beth.reilly@montgomerycollege.edu E-jobs website: www.montgomerycollege.edu/ejobs	Assistance with resume and cover letter design, job search strategies, and cooperative education/internship program information.. Guide MC students and graduates through E-jobs (online job board) registration and searching for on-campus and off-campus, full-time/part-time, paid/volunteer job opportunities that include the Washington Metropolitan areas using the Student Employment Services computer lab (CB219).
Finding articles, videos, books, and other sources for assignments and citing sources.	Library, Macklin Tower (MT) 110 240-567-7117 cms.montgomerycollege.edu/library	Research assistance including online guides, tutorials, and librarian chat service, textbook and other course material lending, print and online collections covering all subjects taught at MC, laptop and tablet lending, spaces for silent and group study, computer workstations, high-speed scanners, One Button Studio for easy video creation, and Collaborative Workstation for group projects.

NOTE: Telephone numbers are listed for general information. Tutoring is not conducted over the telephone. Please contact carol.burbage@montgomerycollege.edu for updates.

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ADMISSIONS AND RECORDS OFFICE

Student Services Building (SV) Lobby, 240-567-7147

Admission to the College, in-person and electronic registration for credit and non-credit classes, transcript requests, evaluation of transfer credit, graduation processing, enrollment verification, scheduling of classes, and related services. Assistance with international student visa/I-20 procedures (SV 115). Photo ID required for all transactions. Website: <http://www.montgomerycollege.edu/webhelp>.

ASSESSMENT CENTER

Campus Center (CC) 014, 240-567-7459

Provides placement testing such as ACCUPLACER or ACCUPLACER ESL for new students, and offers academic testing for current students who are authorized by their instructors. Students with approved accommodations will also complete all their exams at the center. Students must present a current photo ID in order to take any test. For a list of authorized photo IDs, hours of operation and testing calendars, please visit our webpage <http://www.montgomerycollege.edu/admissions-registration/assessments.html>. You may also contact the center by phone or email at assessment_RV@montgomerycollege.edu.

ATHLETICS

Physical Education Center (PE) 248, 240-567-7589

Provides both male and female students the opportunity to participate in intercollegiate sports competition or intramural sports activities. Website: <http://cms.montgomerycollege.edu/athletics/default.aspx>.

COMBAT 2 COLLEGE (C2C)

Student Services Building (SV) 103, 240-567-7103

Provides academic and social opportunities and appropriate support services for all veterans and active and reserve service members. Works with Counseling and DSS to provide accurate academic advising and counseling. Supports two Veterans' Centers on campus: Campus Veterans Center in CS 107 and the Center for Women Veterans in CC 002. Website: <http://www.montgomerycollege.edu/combata2college>.

COUNSELING AND ADVISING DEPARTMENT

Counseling and Advising Building (CB) 215, 240-567-5063

Provides a variety of counseling and advising services to Montgomery College students throughout the year. Counselors employ a developmental approach in assisting students with academic, transfer, career planning, and may also provide assistance with personal concerns online and in person. Counselors are faculty who teach Student Success (STSU) Courses. Visit the Rockville Counseling department website at <http://www.montgomerycollege.edu/counseling-and-advising> to view service policies, find hours of operation, view department directory, and/or schedule appointments. Appointments are scheduled online through Starfish by login to your MyMC portal.

DISABILITY SUPPORT SERVICES (DSS)

Counseling and Advising Building (CB) 122, 240-567-5058

Empowers, supports, and advocates for students with disabilities to achieve their goals by providing equal access to the education and programs offered at Montgomery College. Services, including reasonable accommodations, are provided in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, 2009. Students also have access to counseling and advising and academic supports, such as organizational and tutoring services. Website: <https://cms.montgomerycollege.edu/dss/>.

FINANCIAL AID

Student Services Building (SV) 118 - 130, 240-567-5100

Provides help in applying for federal, state, and institutional financial aid through the Free Application for Federal Student Aid (FAFSA) process; in seeking appropriate funding (including scholarship search, www.montgomerycollege.edu/scholarships) and in determining students' financial aid eligibility; in locating employment opportunities on- and off- campus through work-study programs; and in completing outside agency program verification documents. Website: <http://www.montgomerycollege.edu/paying-for-college/financial-aid/>.

HEALTH ENHANCEMENT, EXERCISE SCIENCE, and PHYSICAL EDUCATION

Physical Education Center (PE) 237, 240-567-7575

Recreation and fitness classes. See website for schedules and more information: cms.montgomerycollege.edu/heelspe/.

OFFICE OF PUBLIC SAFETY AND EMERGENCY MANAGEMENT

Counseling and Advising Building (CB) 101, 240-567-5111

Responsible for the protection of the College community, first aid, emergency assistance, 24-hour escort service (upon request), maintenance of Automated External Defibrillators (AEDs), enforcement of campus parking regulations, and the lost-and-found service. Officers are on duty 24 hours a day, 7 days a week. See the Safety and Security video at <http://www.montgomerycollege.edu/emergency>. Website: <http://cms.montgomerycollege.edu/EDU/Plain2.aspx?id=102282>.

RESPONSE CENTER

240-567-5000

Serves as a resource for students, the public and our community by providing a range of information related to admissions, registration, placement, campus life, programs and course information. Assists students with resolving concerns and provides referrals.

STEM INFORMATION CENTER

Science Center West (SW) 101

Provides information about STEM departments, scholarships, internship, job opportunities, academic support, transfer options, and more. One-on-one help with course selection, study skills, mid-term issues, time management, and graduation/transfer questions also available. Website: <http://cms.montgomerycollege.edu/EDU/Department4.aspx?id=70658>.

STUDENT LIFE

Campus Center (CC) 005, 240-567-5092

Empowers students to actualize personal and social change. Provides intentional learning opportunities that promote individual growth, leadership development, and community engagement such as involvement in clubs/organizations, service-learning, the student newspaper, the student Senate, leadership training, and a host of engaging activities throughout the year. Website: <http://www.montgomerycollege.edu/Departments/stdactrv>.

TRiO STUDENT SUPPORT SERVICES PROGRAM

South Campus Instruction Building (SB) 006, 240-567-1765

Federally funded program that provides and coordinates a variety of educational support services for free to increase college retention, graduation, and transfer rates for eligible participants (eligibility includes one or more of the following: first-generation college student, low income individual, individual with a disability - contact TRiO Student Support Services for more information). Website: <http://cms.montgomerycollege.edu/trio>.

WELCOME CENTER

South Campus Instruction Building (SB) 101, 240-567-5000

A place where all students and community members can find information, assistance, and explanations about College enrollment processes, events, and campus locations. There are computers that students can use for enrollment and staff to help students navigate MyMC and the web. The **Welcome Center** is a great place to visit! Website: <https://www.montgomerycollege.edu/admissions-registration/welcome-center/>.