

## Montgomery College--Takoma Park/Silver Spring Campus

### S.O.S. - - -SERVICES OFFERED STUDENTS- - - S.O.S. (AY 2018-2019)

These services are available on campus to support your success.

Many centers also have web pages, which can be accessed at [www.montgomerycollege.edu/learningcenters/](http://www.montgomerycollege.edu/learningcenters/)

FOR HELP WITH:	CONTACT:	FOR THESE SERVICES:
Humanities and Social Sciences courses (ECON, EDUC, HIST, MHLT, PHIL, POLI, PSYC, SOCY, World Languages)	Academic Success Center (ASC) Commons (CM) 110 240-567-3888 <a href="http://cms.montgomerycollege.edu/humanities/asc/">http://cms.montgomerycollege.edu/humanities/asc/</a>	Individualized in-person & virtual tutoring Practice tests and quizzes Research resources; textbook and video library Computers, interactive software, printers Assistance from student aides
Academic assistance and accommodations for students with disabilities	Assistive Technology and Academic Support Center Student Services 230 240-567-1610	Access to and assistance with assistive technology (AT) including software and equipment Tutoring for students with a referral from a DSS counselor
Resumes, interviewing skills and job search information and support	Student Employment Services Resource Center (RC 205) 240-567-1630 Joseph O'Hare @MontgomeryCollege.edu <a href="http://www.montgomerycollege.edu/ejobs">www.montgomerycollege.edu/ejobs</a>	Resume and cover letter design, job search help, and job listings on <a href="http://www.montgomerycollege.edu/ejobs">www.montgomerycollege.edu/ejobs</a> Workshops, career assessments Internet access for career and job search
Access to computers for course work in: CMAP/CMSC, Math, English, Graphic Art, Biology, Nursing, Screenwriting, and standardized software (i.e., MS Office Suite)	Digital Learning Center (formerly Student Technology Center) Student Services (ST) 304 240-567-1657 <a href="https://cms.montgomerycollege.edu/oit/intech.aspx?id=26664">https://cms.montgomerycollege.edu/oit/intech.aspx?id=26664</a>	<u>Labs are open to currently enrolled MC students.</u> Instructional support staff are on duty to assist users with the following topics: Blackboard, Computer Navigation, Email, Mac OSX, MS Office 2016, Online Storage, Printing, Scanning, and Windows 10
Research help finding books, articles, other sources from on and off campus (CF Library specific to arts resources)	Library Reference Desk Resource Center 215 240-567-1540 --and-- Art Library, Cafritz 145 240-567-5867 <a href="http://www.montgomerycollege.edu/library">www.montgomerycollege.edu/library</a>	Assistance with reference and materials for online or on-campus classes Tutorials: finding and citing information, etc. Laptop loaning; One Button Studio (for videos); Collaborative workstation; Large Computer projection panels (6) in Small Group Study rooms; Accessible software: ADA workstation
Mathematics and Statistics	Math Learning Center Pavilion 1 101-D --and-- Pavilion 1 101-C 240-567-1675 (MP) <a href="https://cms.montgomerycollege.edu/MathLearningCenterTP/">https://cms.montgomerycollege.edu/MathLearningCenterTP/</a>	Mathematical software One-on-one & small group tutoring Modules for specific math courses on request
Health Sciences	Medical Learning Center Health Sciences (HC) 221 240-567-5591 or 5592 <a href="http://cms.montgomerycollege.edu/mlc">cms.montgomerycollege.edu/mlc</a>	Instructional associates available to assist with use of various health science software applications, CD's, and other related resources
Biology, Chemistry, Physics, and Engineering courses	Science Learning Center Science North (SN) 101 240-567-1594 240-567-1429 <a href="http://cms.montgomerycollege.edu/EDU/Department.aspx?id=24413">http://cms.montgomerycollege.edu/EDU/Department.aspx?id=24413</a>	Short-term assistance with science problems, use of models, microscopes, reference books, handouts, and computer programs for science courses
Reading, writing, world languages, and speech courses; reading and writing assignments for any course	Writing, Reading, and Language Center, Resource Center (RC) 105 240-567-1556 <a href="http://cms.montgomerycollege.edu/EDU/Department.aspx?id=5293">http://cms.montgomerycollege.edu/EDU/Department.aspx?id=5293</a>	Tutoring in English grammar, writing, reading and world languages Computer and audio tutorials for English, Reading, Speech, and world language courses Print materials for courses in English and Reading

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**STUDENT SERVICES**

Student Services support and enhance students' success in achieving academic, career, and personal goals through learning activities that occur outside the classroom.

**ADMISSIONS AND RECORDS OFFICE**

**Student Services Center, Room 123A 240-567-1501**

Admission to the College and to selective health science programs; assistance with international student visa/1-20 procedures; registration for credit and non-credit classes; transcript requests; evaluation of transfer credit; graduation processing; enrollment verification; scheduling of classes; and other related services. Photo ID required for all transactions.

**ASSESSMENT CENTER**

**Student Services Center, Room 323 240-567-1555**

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 [www.montgomerycollege.edu/assessment](http://www.montgomerycollege.edu/assessment). You may also contact the center by phone or email at [assessment\\_TPSS@montgomerycollege.edu](mailto:assessment_TPSS@montgomerycollege.edu)

**ASSISTIVE TECHNOLOGY & ACADEMIC SUPPORT CENTER**

**Student Services Center, Room 230 240-567-1610**

The Assistive Technology Center provides access to specialized software for use by students with disabilities, as well as tutoring for students with a referral from a DSS counselor.

**ATHLETICS**

**Falcon Hall, Room 107B 240-567-1308**

Provides male and female students the opportunity to participate and compete in athletic and intramural programs. Currently offers Women's Volleyball and Softball, Men's Baseball, and Men's and Women's, Cheerleading, Soccer, Basketball, and Track and Field. Three Intramural sports, Volleyball, Basketball, and Outdoor Soccer, are also offered. The Intramural program is open to all students, staff, and faculty.

**COUNSELING & ADVISING CENTER**

**Student Services Center, Room 233 240-567-1480**

Counseling services are available year-round and on designated weekends. These services include academic planning, transfer planning, career development and personal concerns. Additional services include Disability Support Services, academic support programs, career and transfer and academic development throughout the year. **Students must schedule appointments to see counselors by using Starfish (via MyMC)**, Starfish is the online student success system that allows students to view and make appointments with any counselor/departmental advisor on one of our three campuses. Starfish can be accessed by logging into MyMC and clicking the 'Counseling & Advising Network' icon on the top right corner of the screen.

**FINANCIAL AID**

**Student Services Center, Rooms 122-153 240-567-5100**

Assistance in: applying for and receiving federal and state grants, scholarships, and loans which have varying eligibility requirements; completing the Free Application for Federal Student Aid (FAFSA) on the web; and locating on-campus employment

**OFFICE OF PUBLIC SAFETY**

**Student Services Center, Room 117 240-567-1600**

The Office of Public Safety is 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 on each campus are on duty 24 hours a day, 7 days a week. Please view the Public Safety video at <http://www.montgomerycollege.edu/emergency>. A parking regulations flyer is available at the Office of Public Safety.

**STEM INFORMATION CENTER**

**Science North (SN) 101**

Provides information about STEM departments, scholarships, internships, 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 options are also available.

**STUDENT EMPLOYMENT SERVICES**

**Resource Center, Suite 205 240-567-1502**

Student Employment Services provides access to listings of jobs in the community at [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs), workshops, one-on-one assistance, Internet access, and computerized, print, and video materials for help with job search, career choice, and transfer.

**STUDENT LIFE**

**Student Services Center, Room 217 240-567-1482**

Student Life provides students with the opportunity to become involved in clubs, organizations, leadership development, student literary publications such as the Excalibur student newspaper as well as volunteer and service learning efforts.

**WELCOME CENTER**

**Student Services Center, Room 123 240-567-1621**

The Welcome is 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.