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COLLEGE MISSION & VISION

MISSION
Serve the educational, workforce, and cultural needs of our students and County communities by creating innovative, sustainable, meaningful learning experiences and programs that afford access to and drive success of our students both at the College and beyond their experiences here.

EVALUATION OF MISSION ACHIEVEMENT
The College views education as a dynamic process that brings to the community a diverse, constantly changing set of learning opportunities; opportunities that grow, change, transform and multiply as the community and our learners confront and react to ever present change. Thus, to fully meet our mission, the College participates in on-going self-assessment and review in order to enhance and improve instructional programs and services to students and the county we serve.

VISION
Montgomery County Community College will be highly valued as a key community partner that further advances the growth of a vibrant, increasingly diverse Montgomery County. Montgomery County Community College will be viewed as the region’s hub for serving students and our communities with meaningful educational experiences, workforce solutions, and cultural opportunities.

GOALS
Three strategic issues are the foundation for our strategic plan to 2022.

EQUITY STATEMENT FOR STUDENT SUCCESS
Montgomery County Community College is committed to ensuring that all students receive what they need to be successful through the intentional design of the college experience.

CHAMPION STUDENT SUCCESS
Montgomery County Community College is committed to the success of its students. The College fosters a welcoming and consistent environment in which students can pursue their individual goals. Guided by personalized supports, students are able to participate in a broad set of academic opportunities that prepare the student for success beyond the College.
- Ensure that academic programs and workforce training have market value
- Ensure educational effectiveness of academic offerings
- Engage learners in high impact instructional practices
- Deliver top-tier, consistent, and engaging student experiences
- Align curricular pathways and services with student needs
- Promote student support services to address student basic needs insecurity

FOSTER MEANINGFUL EXTERNAL RELATIONSHIPS
Montgomery County Community College invests in meaningful partnerships with external entities in support of our students. Our partners include K-12 schools, higher education institutions, businesses, and governmental and community organizations. The College serves as an educational and cultural hub and relevant resource for the community.
- Redefine K-14 pathways and reciprocal partnerships
- Modernize career services for students, alumni and business and industry partners
- Offer programming that engages the community
- Reestablish government, business and industry, and community relationships
- Grow regional, national, and international collaborations

ENSURE A SUSTAINABLE ORGANIZATION
Through data-informed decision making, Montgomery County Community College develops policies, processes and practices that enable fiscal stability, provide operational efficiencies, prioritize investments, and empower employee success.
- Foster a culture of transparency, inclusivity, and innovation
- Position the College for long-term financial stability
- Ensure regulatory compliance (regional, state, and federal)
- Encourage a philanthropic culture
- Deliver a comprehensive employee workforce plan
ATHLETICS & CAMPUS RECREATION

As part of the education and learning process, students are encouraged to be physically active, therefore enriching personal growth through healthy lifestyle practices. The Department of Athletics and Campus Recreation seeks to provide opportunities to everyone through campus recreation, eSports as well as a Fitness Center.

INTERCOLLEGIATE ATHLETICS

The college offers eight varsity sports teams and is a member of the NJCAA (National Junior College Athletic Association), Region IX. Students can participate in Men’s Soccer, Women’s Soccer, Women’s Volleyball, Men’s Basketball, Women’s Basketball, Baseball, Softball, and eSports (Rocket League, Overwatch Super Smash Bros Ultimate, League of Legends, Hearthstone) Participating students must be full-time and are required to obtain a physical and have current medical coverage.

CAMPUS RECREATION

Campus recreation programming is available throughout the academic year. Activities are designed for students on both a drop-in and formal basis depending on interest. Both full-time and part-time students are eligible to participate, and skill level is not important. Activities include but are not limited to open gym basketball, indoor soccer, eSports, and lawn games.

FITNESS CENTER

For the most up to date status of the fitness Center please contact athletics@mc3.edu.

The Montgomery County Community College Fitness Center is FREE to all faculty, staff, and students. Students must be registered and actively attending classes to be eligible to use the Fitness Center. The general public (including students’ families, relatives, and friends) are not permitted to use the Fitness Center.

The Fitness Center is located on the first floor in the Health Sciences Center. Free consultations are available for those who would like to learn how to use the equipment properly. Personal Training is also available for a fee. The center is equipped with cardio (treadmills, ellipticals, AMT’s and bikes), select machines and free weights.

The Fitness Center is directly connected to the Ambler Area YMCA. Those faculty, staff and students who register to use it will be issued a YMCA card. This card will allow entrance to ONLY the Montco Fitness Center and other YMCA cards cannot be honored here.

Questions can be directed to 267-705-4215 or:

Mike Anderson          Zach Hoffman
Advanced Wellness Director          Wellness Director
manderson@philaymca.org          zachary.hoffman@philaymca.org

CAMPUS SAFETY & SECURITY

Montgomery County Community College is committed to providing students, faculty, staff, and visitors a safe and secure environment at the Blue Bell Campus, the Pottstown Campus, and the Culinary Arts Institute in Lansdale.

The Department of Public Safety should be contacted in case of emergencies including those of a criminal, fire, or medical nature. Upon contacting Public Safety, an officer will respond. All faculty, staff, students, and visitors are authorized to call 911 in the event of an emergency. For the most efficient emergency response due to the multiple building locations and the size of our campuses, Public Safety should be contacted as well.

To report an emergency at Blue Bell Campus: Dial 215-641-6666 or EXT# 6666 from a campus phone.

To report an emergency at Pottstown Campus: Dial 610-718-1913 or EXT# 1913 from a campus phone.

To report an emergency at the Culinary Arts Institute: Dial 215-641-6666 or EXT# 6666 from a campus phone.
Emergency call boxes are located in parking lots, common areas, and inside selected campus buildings. They may be used to reach the Public Safety office or officers directly. It is beneficial to know where they are located. Officers may be contacted to report other safety concerns and will forward those concerns to the appropriate College department.

To report a non-emergency or request the assistance of a public safety officer: During business hours you may dial 215-641-6604 at Blue Bell Campus, 610-718-1822 at Pottstown Campus, and 267-646-5973 at Culinary Arts Institute for assistance. After-hours you may contact Public Safety using the emergency phone numbers listed above.

CAMPUS ESCORT SERVICE
The Department of Public Safety provides vehicle or walking escorts for campus community members. For these services, use the non-emergency numbers by calling 215-641-6604 at Blue Bell Campus, 610-718-1913 at Pottstown Campus, and 267-646-5973 at Culinary Arts Institute.

ANNUAL SECURITY REPORT
The Department of Public Safety provides an electronic copy of our Annual Security Report on the Public Safety page of the College website. Also available on that site is an updated campus security log and Emergency Procedures. To access this information visit: https://www.mc3.edu/choosing-montco/student-experience/campus-safety.

CAMPUS SAFETY TIPS
Members of the College community are instrumental in creating a safe campus. Some tips to deterring crime include but are not limited to:

• Be aware of your surroundings. If you see suspicious activity or notice a safety hazard, go to the nearest phone, and call the public safety office.
• Never leave valuables unattended at any time.
• Do not carry extra credit cards, your Social Security card, birth certificate or passport in your wallet or purse, except when needed.
• Protect your Social Security number. Release it only when necessary.
• Avoid carrying large amounts of cash or wearing a lot of jewelry.
• Use well-lit areas on campus at night. Don’t use shortcuts. Always try to walk with an escort/friend.
• Park in a well-lit area. Always lock your car and place any packages or valuables in the trunk, out of sight.
• Have your key ready when approaching your car to minimize the delay in getting the door open. Before getting in your car, look inside to be sure it is safe. Lock your doors after you’re inside.
• Remember that we all have a part in preventing crime and creating a safe campus environment.

REPORTING SEXUAL MISCONDUCT
Montgomery County Community College strongly encourages the reporting of any incident of sexual assault, dating violence, domestic violence or stalking. All reported instances of sexual assault, dating violence domestic violence or stalking will be investigated, with appropriate disciplinary and/or legal action taken with the consent of the complainant.

The College recognizes the importance of responding to complainants of sexual assault, dating violence, domestic violence and stalking by providing access to services and resources in the areas of advocacy, conduct concerns, and counseling/emotional support. Care for and consideration of the complainant’s wishes and needs will be used to guide our response throughout the process. These procedures apply to any member of the campus community subjected to non-consensual sexual activity, sexual assault or violence. For the College’s Policy on Sexual Misconduct, visit https://www.mc3.edu/about-mccc/policies-and-procedures/policy-on-sexual-misconduct or the College’s webpage on Sexual Misconduct at https://www.mc3.edu/choosing-montco/student-experience/campus-safety/sexual-misconduct.
OFF CAMPUS RESOURCES CONTACT INFORMATION
Victim Services Center: 610-277-5200 or 1-888-521-0983
Whitpain Township Police Department: 610-279-9033
Pottstown Borough Police Department: 610-970-6572
Towamencin Police Department: 215-368-7600
Mercy Suburban Hospital Emergency Department: 610-278-2185
Albert Einstein Medical Center: 484-622-1000
Pottstown Memorial Medical Center: 610-327-7000
Women’s Center of Montgomery County: 1-800-773-2424

EDUCATION PROGRAMS
The College offers educational programs online to all incoming students, as well as additional on-campus and online programming during the academic year for all students.

CHILDREN’S CENTER
The Children’s Center is located at the Blue Bell Campus and serves children ages 2-5 years old and offers discounted tuition rates for students. The Children’s Center staff consists of highly qualified, experienced early childhood professionals and is a NAEYC accredited, star 4 center. You are encouraged to schedule a tour of the facility. Please visit, https://www.mc3.edu/choosing-montco/resources-for-students/child-care for more information. At the Pottstown Campus you may obtain a listing of childcare facilities in the Pottstown area from the Student Success Center.

To contact the Children’s Center, please call: 215-641-6618 or email childrenscenter@mc3.edu.

DISABILITY SERVICES
Montgomery County Community College welcomes qualified students with disabilities and provides equal access to its educational programs, services, and activities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act. For the College’s Policy on Services for Students with Disabilities and Grievance Procedures, visit https://www.mc3.edu/about-mccc/policies-and-procedures/students-with-disabilities.

Students with disabilities may be eligible for reasonable accommodations and auxiliary aids, advocacy, and assistive technology. Students are responsible for identifying themselves to Disability Services and requesting support and accommodations and are advised to do so as soon as possible. Information about accommodations and Disability Services can be found at https://www.mc3.edu/disability-services.

Instructions for how to register with Disability Services, including the required Intake meeting, are available at https://www.mc3.edu/choosing-montco/assets/disabilities-services/docs/disability-services-registration.pdf. As part of the Intake process, students with disabilities must provide recent and relevant documentation from a qualified professional to support the need for services and accommodations. Documentation guidelines are available at https://www.mc3.edu/choosing-montco/academic-support/disability-services/documentation-guidelines.

To schedule an appointment with the Disability Services Center, please call: Blue Bell Campus 215-641-6575; Pottstown Campus 610-718-1853.
EDUCATIONAL RECORDS

Students have a right to access their educational records, and third-party access is granted only in accordance with the Family Educational Rights and Privacy Act (FERPA).

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the College receiving a request for access. Students should submit to the Director of Records and Registration/Registrar, written requests that identify the record(s) they wish to inspect. The Director of Records and Registration/Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Director of Records and Registration/Registrar, that official shall advise the student of the correct official/department the student should expect to hear from within 15 business days.

2. The right to request amendment of the student’s education record(s) that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should direct a written request to the Director of Records and Registration/Registrar clearly identifying the part of the record they want changed and specify why it is inaccurate.

3. If the College decides not to amend the record, as requested by the student, the College will notify the student of the decision within 15 days and will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

4. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent as indicated below:
   a. To school officials who have a legitimate educational interest in the record.
   b. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.
   c. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College’s State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of Personally Identifiable Information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
   d. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
   e. To organizations conducting certain studies for or on behalf of the College, in order to (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
   f. To accrediting organizations to carry out their accrediting functions.
   g. To parents of an eligible student, if the student is a dependent for IRS tax purposes.
   h. To comply with a judicial order or a lawfully issued subpoena.
   i. To appropriate officials in connection with a health or safety emergency.
   j. As it relates to directory information, unless the student restricts directory information.
   k. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
l. To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College’s rules or policies with respect to the allegation made against him or her.

m. To the parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

n. To the student.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office U.S.
   Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

NOTICE FOR DIRECTORY INFORMATION
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Montgomery County Community College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the College may disclose appropriately designated “directory information” without written consent, unless you have advised the College to the contrary in accordance with college procedures. The primary purpose of directory information is to allow the College to include this type of information from your education records in certain publications. Examples include:

- Honors or other recognition lists
- Graduation programs

Directory information, which may be personally identifiable information is generally not considered harmful or an invasion of privacy if released. It can be disclosed to outside organizations without a student’s prior written consent.

If you do not want the College to disclose directory information from your education records without your prior written consent, you must notify the College in writing within three weeks of the first day of classes for the term. The College has designated the following information as directory information:

- Student’s full name
- Addresses
- Electronic mail addresses
- Photograph
- Telephone listing
- Date of birth
- Major field of study
- Dates of attendance/enrollment
- Participation in officially recognized activities and sports
- Weight and height (members of athletic teams)
- Degrees, honors, and awards received
- Most recent educational agency or institution attended
- Enrollment status (full-time or part-time)
REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The items listed under Directory Information may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of directory information. Students should consider carefully the consequences of any decision to withhold directory information. Should a student decide to notify the College not to release directory information, any future requests for such information from non-institutional persons or organizations will be refused. For example, the College would be unable to verify degree, major or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

Students who decide to withhold directory information may authorize at a later date, on a transaction-by-transaction basis the release of directory or non-directory information (for example, the release of a transcript for employment purposes) or may cancel the withhold of directory information. Staff in Enrollment Services can answer questions about student records and the privacy of those records.

EMERGENCY TEXT MESSAGING

The College provides emergency notification for security and safety concerns as well as weather-related closings. Students, employees, vendors, and community members can now receive up-to-the-minute notifications via text message or email. It’s free to sign up, but standard text messaging rates may apply from your service provider. Sign up today by visiting the Campus Safety website, or go to:


ENROLLMENT SERVICES

The Enrollment Services Department provides students with streamlined services related to records and registration, student payment, financial aid, parking passes and student ID cards. Service is available virtually or in person for support with applying to the college; drop/add and withdrawals; course and program information; financial aid application information and status updates; transcript requests; name/address changes; tuition payments; deferred payment plans; and much more.

PAYMENT OPTIONS

The Enrollment Services staff is knowledgeable and ready to assist students in exploring options to pay for college. Students can pay their tuition and/or arrange for a payment plan online in Montco Connect. Click on the “Finances” tab, “Access my Payment Center”, then select “Make a Payment”. Payments can be made by credit card (VISA, MasterCard, American Express, or Discover), checking, or savings.

Students can also pay tuition and fees in person, by mail, or phone by calling 215-641-6540.

STUDENT CONSUMER INFORMATION

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. A disclosure requirement is information that a postsecondary education institution is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other agencies. The Student Consumer Information provided on our website at www.mc3.edu/about-mccc/consumer-information will provide students, parents and the community with needed information about the College. We have organized the information into categories. By clicking on one of the categories located in the right sidebar of the web page, you can receive more detailed information on that topic. Categories include the privacy of student records, the College’s graduation and transfer rates, safety and security information, and much more.
FINANCIAL AID

Financial aid (assistance) is money students (and parents) can access to help pay for college. Federal, state, and college funding is available in the form of grants and scholarships, student loans, and sometimes, work-study job opportunities.

HOW TO APPLY

In order to apply for most types of financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) - available at [https://studentaid.gov](https://studentaid.gov) or via the myStudentAid mobile - every year. Montco encourages all students to apply for financial aid. This can be done starting October 1 for the year prior to the academic year for which you are enrolling. It is highly recommended you submit the FAFSA by May 1 (the PHEAA state grant deadline) in order to maximize aid opportunities; however, students can still file the FAFSA after May 1.

A step-by-step guide to filing the FAFSA is available at: [https://www.mc3.edu/paying-for-college/navigating-the-fafsa](https://www.mc3.edu/paying-for-college/navigating-the-fafsa).

FINANCIAL ASSISTANCE OPPORTUNITIES

Filing the FAFSA is the starting point to apply for most of the financial assistance in the chart below. Some assistance opportunities may require a secondary or supplemental application as well. All assistance options, with the exception of the loans, are FREE, meaning: if a student qualifies to receive it, it is funding that is not required to be repaid.

This list is not exhaustive, but includes the most common financial assistance options utilized by Montco students:

<table>
<thead>
<tr>
<th>Federal</th>
<th>State (for Pennsylvania residents)</th>
<th>Montgomery County Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Grant</td>
<td>Pennsylvania State Grant Program (PHEAA Grant)</td>
<td>Foundation Scholarships</td>
</tr>
<tr>
<td>Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Pennsylvania Chafee Education and Training Grant Program</td>
<td>Montgomery County Scholarship</td>
</tr>
<tr>
<td>Federal Work Study (FWS) employment opportunity</td>
<td>Pennsylvania National Guard Education Assistance Program (EAP)</td>
<td>Honors Program Scholarships</td>
</tr>
<tr>
<td>Direct Subsidized Loan</td>
<td>Ready to Succeed Scholarship (RTSS)</td>
<td>Textbook Scholarships</td>
</tr>
<tr>
<td>Direct Unsubsidized Loan</td>
<td>Blind or Deaf Higher Education Beneficiary Grant Program</td>
<td></td>
</tr>
<tr>
<td>Direct PLUS Loan (parent loan for students)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For additional information:

- [https://www.pheaa.org/](https://www.pheaa.org/)
- [https://www.mc3.edu/paying-for-college/scholarships](https://www.mc3.edu/paying-for-college/scholarships)

External or outside scholarships offered through nonprofit or private organizations sometimes do not require a FAFSA and usually always require an application available through their organization.
TAX BENEFITS FOR EDUCATION
The Federal Internal Revenue Service (IRS) provides tax benefits for education, which can be used to get back some of the money you spend on tuition or loan interest or to maximize your college savings. To learn more: https://studentaid.ed.gov/sa/types/tax-benefits.

BOOK ADVANCE CREDIT
Qualifying students are eligible to use a book advance (use of anticipated financial assistance refund/credit) to purchase needed texts and supplies from the College’s virtual bookstore. Those who qualify must have pending financial assistance in place 2 weeks prior to the start of the semester and the assistance must be greater than the cost of tuition and fees.

Credits are issued electronically, and if eligible, a notification will be sent to your Montco student email account when the funds are accessible. To use the book advance credit, you would log in to the e-campus virtual bookstore at https://mc3.ecampus.com/ and select the book advance credit balance as a payment option (it will only be available to use during the book advance availability period).

As book advance funds are pulled from your anticipated financial assistance refund, which is based on your enrollment level at the time the advance is available, you may owe a portion or all of the advance you used back to the College should your enrollment change (for example, you decrease the amount of credits in which you’re enrolled or you withdraw from the semester).

For additional information about the Book Advance Credit, visit: https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/book-advance-credit.

FINANCIAL AID OFFICE CONTACT INFORMATION
In person: Blue Bell Campus - College Hall, Welcome Desk
Pottstown Campus - South Hall, Student Success Center Front Desk
Phone: 215-641-6566
Email: financialaid@mc3.edu

ADDITIONAL INFORMATION
For a comprehensive overview of the College’s Financial Aid program and policies, visit: https://www.mc3.edu/paying-for-college/financial-aid

FOOD SERVICES
While the College transitions back to offer the services listed below, students will be notified of food options on campus. Montgomery County Community College Dining Services offers a variety of food and beverage options at our Blue Bell and Pottstown Campus.

WATER FILLING STATIONS
While these may not be available currently, the College plans to transition back to offering filtered water-filling stations for the convenience of filling water bottles with free filtered drinking water. The water-filling stations can be found at the Blue Bell campus in College Hall, Science Center, Parkhouse Hall, Fine Arts Center, and Advanced Technology Center. At the Pottstown campus, they can be found in North Hall and South Hall.

GENERAL EDUCATION CORE CURRICULUM
Our General Education Core Curriculum offers students the opportunity to explore a range of classic academic subjects. It also enables them to develop the common skills, knowledge and values needed to be productive and prosperous in our ever-changing local and global environments.

Developed by Montco’s faculty, the Core Curriculum’s six learning areas and competencies help students to communicate, understand, solve problems, and value themselves and others. They create a solid educational foundation, providing students with the tools necessary for an informed, constructive future and a good quality of life. The Core fosters the intellectual habits and breadth of academic experiences that are the hallmark of an educated person.
HONORS PROGRAM

The Honors Program at Montgomery County Community College offers highly motivated and academically talented students an enriched academic experience. The Honors Program achieves this goal by cultivating academic excellence in small, specialized classes, collaborative and experiential learning opportunities, and an emphasis on leadership, community building and service.

Students can participate in the Honors Program in two ways. They can:

• Complete the full Honors Program to receive an Honors designation on their degree, or
• Enroll in Honors courses, only—students who have completed 12 college credits and have a grade point average (GPA) of 3.2 or higher may take Honors courses while completing their degree requirements.

All students interested in Honors Program, course, or scholarship opportunities should complete the common application at https://www.mc3.edu/degrees-and-programs/honors-programs/honors-application as early as possible. Students need to meet only two out of eight criteria.

To fulfill the Honors Program, students complete nine credits of Honors course work plus an experiential enrichment experience consisting of either a three-credit Honors Experience course, or a capstone project. In addition, Club participation and completion of two intellectual activities and two community service activities each year are required to earn the Honors designation.

The College awards 25 Honors Program Scholarships each semester to students who commit to completing the Honors Program and their degree at the College. Awards are based on merit and unmet need. Students who wish to be considered for an Honors scholarship must:

• Apply to the College and the Honors Program,
• Be pursuing their first post-secondary degree,
• Make significant progress towards their degree each semester, &
• Be a resident of Montgomery County.
• It is preferable that the applicant has also filed a FAFSA.

For more information visit https://www.mc3.edu/degrees-and-programs/honors-programs, or contact Samuel Wallace, Honors Programs Coordinator, at swallace@mc3.edu.

LIBRARY

We are here to help. Our Librarians offer personal and individual support for your coursework and assignments. We can help you work through a topic, develop an effective research strategy, pick the most useful resources, and evaluate and cite your sources. Contact the libraries’ staff online by using chat or the appointment option on our website library.mc3.edu

To support your coursework, the libraries provide academic books, journals, archival and primary sources, streaming media, and online research databases. In addition to bestsellers, non-fiction, and graphic novels, the libraries offer a large selection of movies for streaming online and to borrow on DVD. You can browse the library collection and borrow circulating items for free using your college ID number or other approved identification. Access the article databases, e-books, and online tutorials 24/7 from our website.

PLACEMENT TESTING & ACADEMIC READINESS

New first-time students in most certificate and all degree programs need to demonstrate academic readiness in the areas of Mathematics, Reading, and English. Students can demonstrate academic readiness based on past academic or diagnostic testing history, but in the absence of such information, students must take standardized diagnostic assessments. If a student’s readiness is assessed at a pre-college level, they are placed in the appropriate developmental course or courses. Please see the section entitled “Testing Services” in this handbook for more information on taking placement assessments.
STRATEGIES FOR COLLEGE SUCCESS- SCS 101
This two-credit college-level course provides a transition to college life and an overview of college success strategies. The course instructor provides individualized coaching for each student in preparation for future coursework and career exploration. SCS 101 is a required course for all students placing into 6 or more credits of developmental coursework. Students will examine: time management, goal setting, study strategies, test taking skills, test anxiety, diversity issues, exploration of career interests and career development. Students will become familiar with the use of campus facilities, technology, and other college resources.

STUDENT LIFE
Involvement in extra-curricular activities is a valuable part of each student’s college experience. Student Life enhances and supports the academic programs of the institution while encouraging personal growth, leadership development, and refinement of transferrable skills students will use in the workplace. Programs and activities are designed to foster the intellectual, social, and cultural development of students and to foster a sense of community among students, faculty, and staff. Student Life offers a variety of student activities, community service opportunities, and leadership training. All students are encouraged to actively participate in student activities to enhance their college experience.

STUDENT CLUBS AND ORGANIZATIONS
Looking to join a student club or organization? Visit Montco Connect, connect@mc3.edu, to explore the student clubs and organizations offered at the College. Learn about their events, traditions, meeting information, and even join an organization!
To contact Student Life, email: getinvolved@mc3.edu.

STUDENT GOVERNMENT ASSOCIATION
The Student Government Association (SGA) provides one channel of communication through which College administrators and students may discuss academic and student affairs topics and issues that impact student lives on campus. All student government elections are governed by a constitution and determined by vote of the student body. For more information or to get involved, contact Student Life.
To contact SGA, please call: 215-641-6581 or email: getinvolved@mc3.edu.

STUDENT SUCCESS CENTER
Our mission is to facilitate the personal growth of students through our health and wellness services, academic advisement, transfer programs and career programs which enhance the personal and interpersonal development of students as they achieve their academic goals.

ACADEMIC ADVISING
Academic Advisors are available at both campuses to assist with your transition to college. Academic advisors are assigned to students based on selected program of study, and will be able to assist you with reviewing your degree requirements, developing and/or reviewing your educational plan that focuses on completion, and providing you with information about transferring to a four-year institution upon your degree completion.
To contact Advising, please call: Blue Bell Campus 215-641-6577; Pottstown Campus 610-718-1906.

CONNECTING WITH YOUR ACADEMIC ADVISOR
Advisors are available during both day and evening hours at the Blue Bell Campus Student Success Center located on the main floor of College Hall and the Pottstown Campus Student Success Center located on the main floor of South Hall.
You may locate the name of your academic advisor and schedule an appointment with your advisor by logging in to MySuccessNetwork. To schedule an appointment with your Academic Advisor by phone, call: Blue Bell Campus: 215-641-6577; Pottstown Campus: 610-718-1906.
STUDENT SELF-SERVICE
The Student Self-Service system allows students access to student finance, academic planning, and financial aid information. The self-service system currently allows student to:

- view invoices and statements
- make a payment
- access financial aid data and forms
- review and sign your financial aid award letter
- search for courses
- plan your schedule and program of study
- register for courses
- access book information
- confirm final grades
- apply to graduate

ACT 101 SCHOLARS PROGRAM
The Act 101 program at Montgomery County Community College provides free personalized coaching, mentoring, and connection to resources to ensure students reach their educational goals and have a meaningful educational experience.

Each ACT 101 student is assigned a specific Success Coach who will meet with them to assess their goals, develop strategies, and provide regular support and guidance as they navigate their college experience. ACT 101 Success Coaches provide support and accountability while also building genuine relationships with students so that they can take ownership of their education and become advocates for themselves.

ACT 101 SIGNATURE ACTIVITIES:

- **The Jump Start to College** First time college students can get a “jump-start” on their college experience by participating in our Jump Start to College Summer Experience.

- **Bridge to Success** Established students can maintain their connection to the program and sharpen their college skills during our Summer Bridge to Success.

- **Tiered Tutoring Services** Tutoring will be offered on a drop-in basis through Tutorial Services and on an individual and group basis through the Act 101 program as needed.

- **Weekly Skill-Building Workshops** on a wide variety of topics including, but not limited to, the following topics: career options in the 21st century, balancing home, work, and school responsibilities, and making the most of your financial aid.

- **Productivity Power Hour** to help you get focused and stay on task.

ACT 101 GOALS INCLUDE:

- Successful completion of developmental courses during first year in college.

- Understanding details of financial aid package and remaining in good standing with financial aid during college career.

- Build out academic program through graduation with Academic Advisor.

- Early course registration.

- Completing both Student Educational Plan, MyCareerPlan and Success Navigator during the first semester of college.
CAREER SERVICES
The Career Services Department is a comprehensive career counseling and resource center designed to engage students as active participants in their career development. We are committed to providing assistance to all Montco students and alumni to help develop, evaluate and effectively initiate their career and educational goals. Services available include:

- Individual career counseling
- Personal and professional development
- Employment, internship, and shadowing opportunities
- Career-related seminars and workshops
- Career fairs, transfer fairs, and networking events

The Career Services Department is accessible at both the Blue Bell and Pottstown Campuses. For more information contact careerservices@mc3.edu

For contact via telephone, please call: 215-641-6577 for the Blue Bell Campus and 610-718-1906 for the Pottstown Campus.

Follow Career Services:

@MontcoCareerServices @CareerServicesmc3 @MCCCCareer

HEALTH & WELLNESS SUPPORT
Throughout many phases of your life, you may encounter challenges that can have a negative effect on your emotional and physical health—and the many demands of juggling college classes, work and relationships can take a significant toll if not sufficiently addressed. Our academic counselors, located in the Student Success Center, are available to support your academic success, and can guide you to appropriate local community resources for additional counseling services. We encourage you to utilize the many on-campus and off campus resources. https://www.mc3.edu/choosing-montco/resources-for-students/health-and-wellness

CAMPUS RESOURCES

TALKSPACE – ONLINE THERAPY PROGRAM
Talkspace is an online therapy service that connects you to a dedicated, licensed therapist from a secure, HIPAA-compliant mobile app and web platform. Clients can send their therapist text, voice or video messages - anytime, anywhere.

As a student, you now have the ability to receive online, asynchronous therapy at no cost to you. Talkspace communication is confidential and secure. You will need your College email to sign in. To get started, visit talkspace.com/montco.

MINDWISE MENTAL HEALTH SCREENING
MindWise Mental Health Screening is an interactive, quick and anonymous online health screening tool. Find an overview of signs and symptoms of treatable disorders and resources for local treatment options. Screenings are available for current wellbeing for yourself or a loved one.

This assessment:

- Screens for anxiety, depression, bipolar disorder, posttraumatic stress, disordered eating, psychosis, alcohol and substance use, opioid misuse, gambling, and wellbeing.
- Gives an overview of the signs and symptoms of treatable behavioral health disorders.
- Provides information and resources for quality, local treatment options.

Use the provided link to take the online assessment, https://screening.mentalhealthscreening.org/mc3
STUDENT SUPPORT AND REFERRAL TEAM

The Student Support and Referral Team is aware that students face many challenges in and out of the classroom. SSRT consists of a team of counselors, faculty, staff and administrators that meet regularly to discuss campus issues and concerns. SSRT may also make referrals to the academic counselors in the Student Success Center to assist students with community referrals to appropriate local agencies, organizations and community resources. Students can schedule an appointment with an academic counselor in the SSC to discuss personal concerns and provide students with appropriate community resources.

Students are encouraged to self-refer by:

Visiting Student Success Center during normal business hours
- Calling the Student Success Center during normal business hours to schedule an appointment to talk to an academic counselor in the Student Success Center. Central Campus in Blue Bell 215-641-6577 and West Campus in Pottstown 610-718-1906.
- Sending email to SSRT at StudentReferral@mc3.edu.
- When sending an email - student should include a brief description of situation, use only his or her College ID #, and include a valid phone number for contact by a member of the SSRT. Emails received after normal business hours or when the College is closed will be responded to as soon as possible.

SSRT is not a hotline service. If you are having an emergency or crisis situation, dial 9-1-1 to get immediate assistance to your location.

OFF-CAMPUS RESOURCES

LOCAL SUPPORT
- Montgomery County Mental and Behavioral Health – available Monday-Friday, 8am-4:30pm, call 610-278-3642
- Montgomery County Adult Mental Health Services Guide – open 24 hours a day, 7 days a week at 855-634-HOPE
- A Peer Support Talk Line is open from 1-9pm at 855-715-TALK or by texting 267-225-PSTL
- Montgomery County Community Connections – A ‘Navicate’ can point you in the right direction, and even refer you to a variety of resources based on need. www.montcopa.org/1585/community-connections
- Central Behavioral Health – https://www.centralbh.org/
- Penn Foundation – Located in Sellersville, the Penn Foundation offers a variety of programs and services ranging from crisis services to yoga classes www.pennfoundation.org
- Creative Health Services, Inc. – Offices in Pottstown and surrounding areas, providing outpatient support www.creativehs.org
- NHS Human Services, Inc. – Behavioral health services in Lansdale www.nhsonline.org
- Victim Services Center of Montgomery County – 24-hour hotline available 1-888-521-0983
- Find a mental health practitioner – www.psychologytoday.com

NATIONAL SUPPORT
- ULifeline – an online resource for college mental health www.ulifeline.org
- Jed Foundation (JED) – aims to protect emotional health and prevent suicide www.jedfoundation.org
- Half of Us – video resources and personal stories on mental health and substance abuse halfofus.com
- National Suicide Prevention Lifeline – Lifeline crisis chat available online or by calling 1-800-273-TALK (1-800-273-8255)
- Veterans Crisis Line- For all Veterans or anyone concerned about one https://www.veteranscrisisline.net/ to connect online, or call 1-800-273-8255 and Press 1, or Text 838255, Support for deaf and hard of hearing 1-800-799-4889
INTERNATIONAL STUDENTS AND ESL ENGLISH AS A SECOND LANGUAGE - CREDIT CLASSES

Montgomery County Community College is an international family that values and celebrates diversity. ESL and International Student Support Services helps students adjust to the American culture and education system. We provide information, services, and activities that assist students with the transition into their new academic and cultural environment. The purpose of the support services is to help students establish connections and knowledge regarding available resources within the college and community.

STUDENTS SERVED:
- International (F-1) students who come to the USA to study.
- ESL students whose first language is not English
- Au-pairs who come to the USA on a J-1 exchange visitor visa
- Students who come to the USA with other visas who are eligible to study

Please see the ESL/International Student Support Services website to obtain additional information: https://www.mc3.edu/admissions/applying-to-mccc/international-students

To contact International Services, please call: 215-641-6577.

ESL ENGLISH AS A SECOND LANGUAGE – NONCREDIT CLASSES

The College offers a wide range of high-quality non-credit ESL classes for adults and mature teens at all levels of ability who would like to learn English or improve their English skills. Classes are offered weekday mornings, evenings, and Saturdays. For more information call 215-619-7396 or e-mail continuingeducation@mc3.edu.

KEYSTONE EDUCATION YIELDS SUCCESS (KEYS)

KEYS is a collaborative program between the Pennsylvania Department of Human Services (DHS) and the Pennsylvania Commission for Community Colleges. KEYS is specifically designed to help recipients of cash, Temporary Assistance for Needy Families (TANF) or food, Supplemental Nutrition Assistance Program (SNAP).

Montgomery County Community College is committed to helping KEYS students achieve their academic and career goals. The KEYS student facilitators are one of your most valuable resources through their advocacy efforts.

Enrolled students may be eligible to receive assistance for the following:
- Child care assistance
- Books and school supplies assistance
- Transportation assistance (transPass, mileage, and car repair)
- Computer laptop loan to complete your assignments off campus
- KEYS opens the door to a brighter future for you and your family. You do the work and KEYS will help support you. These services are offered because we recognize that not having them may be a barrier to your success as a college student. These services are not guaranteed entitlements but based on your eligibility and availability of resources.

To contact KEYS, please call Blue Bell Campus 215-641-6330, Pottstown Campus 610-718-1936.
THE MULTICULTURAL STUDENT MENTORING INITIATIVE

The Multicultural Student Mentoring Initiative MSMI is an open resource, that provides students and staff with a sense of community, understanding, awareness, education, and uncomfortable conversations surrounding many marginalized groups.

The MSMI program prides itself on helping students gain the mental toughness to succeed in college and beyond by connecting and engaging students with the many college resources early and often!

MSMI Provides Participants with:

- Mentoring relationships
- A sense of community
- Personal and Professional Development
- Academic Support & Scholarship Opportunities
- Access to college resources
- Cultural Activities & Events
- Networking Opportunities
- Life After Montco Plan

For more information or if you are interested in MSMI, Contact:

Stefanie Cuadrado, Interim Coordinator of MSMI:
MSMI@MC3.edu, (484)808-4551

TRANSFER INFORMATION

Even if you’re planning to receive an associate’s degree before transferring, it is important to begin the “transfer planning process” early, preferably in your first semester at the College. It is recommended that students contact at least once a semester an advisor or counselor in the Student Success Center to discuss transfer plans and gather information regarding four-year colleges and the transfer process.

A number of reference sources including program-to-program transfer guides are available in the Student Success Center at both the Blue Bell Campus and Pottstown Campus.

In addition, Admission officers from numerous colleges and universities visit both campuses for recruitment during the year. Students are advised to speak to these representatives about the admissions requirements and academic program requirements at their institutions. To meet with College representatives, come to the Student Success Center on either campus for a list of scheduled transfer programs and/or a list of four-year college contacts. Students can also find this information on the College’s Website (under Student Resources - Transfer Services): https://www.mc3.edu/admissions/transferring

Four-year colleges vary concerning their transfer policies, admission requirements and academic program requirements. It is important that students taking courses here review their intended four-year college program requirements and course equivalencies (if available) included on the appropriate web-sites to make sure that the courses they take with us are transferable to their potential four-year college. Transfer schools and specific academic departments within the four-year school periodically change their policies regarding specific courses. It is the student’s responsibility to check with their intended transfer school for updated information concerning specific programs, courses and transferability of the College’s courses.
TRANSFER PARTNERSHIPS

Our graduates are enthusiastically welcomed by four-year colleges and universities, both regionally and nationally. A variety of partnerships and agreements with four-year institutions have made it possible for students to maximize their experience and credits at the College before transferring to complete their bachelor’s degree.

Through our transfer partnerships, we have dual admission relationships with several four-year colleges in the area. When you graduate from Montgomery County Community College with an A.A. or A.S. degree and the required GPA (for the four-year college and major), you are ensured admission to your intended four-year school if it is part of this program. We also design our curriculum tracks to meet the requirements of these schools, thus making it more feasible for your credits to transfer.

The College currently has formal partnership agreements with the following:

<table>
<thead>
<tr>
<th>Albright College</th>
<th>LaSalle University</th>
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</thead>
<tbody>
<tr>
<td>Alvernia University</td>
<td>Lehigh University</td>
</tr>
<tr>
<td>Arcadia University</td>
<td>Messiah University</td>
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<tr>
<td>Bellevue University</td>
<td>Neumann University</td>
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<tr>
<td>Bloomsburg University</td>
<td>Pierce College</td>
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<tr>
<td>Cabrini University</td>
<td>Penn State Abington</td>
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<tr>
<td>Chestnut Hill College</td>
<td>Rosemont College</td>
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<tr>
<td>Cheyney University</td>
<td>Saint Joseph’s University</td>
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<tr>
<td>Delaware Valley University</td>
<td>Shippensburg University</td>
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<tr>
<td>DeSales University</td>
<td>Southern New Hampshire University</td>
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<tr>
<td>Dongseo University</td>
<td>Strayer University</td>
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<tr>
<td>Drexel University</td>
<td>Temple University</td>
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<tr>
<td>East Stroudsburg University</td>
<td>Ursinus College</td>
</tr>
<tr>
<td>Eastern University</td>
<td>Villanova University</td>
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<tr>
<td>Gwynedd Mercy University</td>
<td>West Chester University</td>
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<tr>
<td>Immaculata University</td>
<td>Widener University</td>
</tr>
<tr>
<td>Keystone College</td>
<td>Wilmington University</td>
</tr>
<tr>
<td>Kutztown University of Pennsylvania</td>
<td></td>
</tr>
</tbody>
</table>

For additional transfer information, please call: Blue Bell Campus 215-641 6577; Pottstown Campus 610-718-1906, email: transfer@mc3.edu, or visit http://www.mc3.edu/student-resources/transfer-services.
THE UNIVERSITY CENTER
The University Center at Montgomery County Community College offers bachelors, masters and doctoral degrees right on both our Blue Bell and Pottstown Campus. Please visit www.mc3.edu/universitycenter to learn about programs available through Albright College, Alvernia University, Chestnut Hill College, Cabrini University, Immaculata University, Penn State University – Abington and University of the Sciences.
To contact the University Center, please call: 610-718-1931 or email: UniversityCenter@mc3.edu.

VETERANS AND MILITARY CONNECTED STUDENTS SERVICES
We value your military service. Montco Veteran Services provides resources, services, and support (R.S.S.) to assist Veterans, Service Members (Active Duty, Reservists, National Guard), and their spouses & dependents. In addition to helping you understand and process your respective VA Educational Benefit, National Guard EAP or Active Duty TA, we work with the campus and community to provide a range of workshops, presentations and other outreach events to support your academic and social success here at Montgomery County Community College. Additional services include:
• National Guard and Reservist support
• VA work-study opportunities
• Priority course registration
• Student Veterans Organization meetings
• A Veterans’ lounge with technology services
• Free, on-site academic coaching and online tutoring
• Community collaboration
• Networking events
• Veterans Day breakfast
• September 11th remembrance event

To help you get connected with Veteran Services please complete the VA Educational Benefits Checklist. You can complete this process by going to this website https://www.mc3.edu/choosing-montco/resources-for-students/veterans-resource-center/veterans-checklist
This checklist provides you the guidance and resources to complete all additional steps to complete enrollment, transfer in credit from your military service, connect with career services, make an appointment with an academic adviser, and complete a FAFSA.
MCCC Veteran Services looks forward to helping you with your academic pursuits here and beyond.

VA GI BILL® BENEFITS
If you plan to use your VA GI Bill® Benefits at Montgomery County Community College, you must provide a copy of your Certificate of Eligibility (COE). If you used your GI Bill® Benefits at a previous institution you must provide an updated copy of your COE. You can apply for your initial or updated COE online at https://www.benefits.va.gov/gibill/apply.asp or at https://www.ebenefits.va.gov/ebenefits/homepage.
Also, you can call VA Educational Hotline for Students at 1-888-442-4551.
PENNSYLVANIA NATIONAL GUARD EAP AND ACTIVE DUTY/RESERVE TA

Montgomery County Community College also supports Pennsylvania National Guard members who are eligible for the Pennsylvania Educational Assistance Program (EAP) and Active Duty Service Members who are eligible for Tuition Assistance (TA)

- **Pennsylvania National Guard Members** - Contact your Unit’s Education Services Office to verify your eligibility for EAP or MFEP to be utilized at Montgomery County Community College.
  - More information and direction can be found [https://www.pa.ng.mil/Offices-Programs/Education-Services/Education-Assistance-Program/](https://www.pa.ng.mil/Offices-Programs/Education-Services/Education-Assistance-Program/) or by calling 717-861-2434

- **Active Duty and Reserve TA** - Contact your local military installation education office to assist with additional questions, clarification, and the application process for your respective Active Duty education benefit. For additional information go to [https://www.mc3.edu/choosing-montco/resources-for-students/veterans-resource-center/active-duty-reservists-national-guard-service-members](https://www.mc3.edu/choosing-montco/resources-for-students/veterans-resource-center/active-duty-reservists-national-guard-service-members)

VETERANS PAY IN-COUNTY RATES

In-county rates for eligible Veterans, their spouse and child dependents, please go to: [https://www.mc3.edu/choosing-montco/resources-for-students/veterans-resource-center/tuition-rates](https://www.mc3.edu/choosing-montco/resources-for-students/veterans-resource-center/tuition-rates). This webpage will provide you the information and application link to submit your request and supporting documentation for in-county rates.

ADDITIONAL INFORMATION AND SUPPORT

For additional information and support, please go to: [https://www.mc3.edu/choosing-montco/resources-for-students/veterans-resource-center/veterans-checklist](https://www.mc3.edu/choosing-montco/resources-for-students/veterans-resource-center/veterans-checklist) and complete the checklist steps. Email veterans@mc3.edu, call 215-619-7307, or visit Veteran Services at the Blue Bell Campus or Pottstown Campus.

TECHNOLOGY SERVICES

STUDENT TECHNOLOGY RECOMMENDATIONS

Some courses include online components that may be provided through the Blackboard learning management system. The below recommendations highlight the typical technology requirements to successfully participate in such activities. Please note that Chromebook, iPad, or other tablet or mobile devices are not recommended as a primary device when participating in such courses.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Windows 8/8.1 or higher (Windows 10 non S-mode); MAC OSX 10.12 or higher recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>2 GHz or higher</td>
</tr>
<tr>
<td>RAM</td>
<td>4 GB of RAM</td>
</tr>
<tr>
<td>Hard-Disk Space</td>
<td>60GB free disk space</td>
</tr>
<tr>
<td>Browser</td>
<td>Please see following URL for browsers supported by the Blackboard learning management system: <a href="https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support">https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support</a></td>
</tr>
<tr>
<td>Internet Connection</td>
<td>Broadband (cable or DSL) connection required</td>
</tr>
<tr>
<td>Webcam</td>
<td>Recommended (required for some remote proctoring)</td>
</tr>
<tr>
<td>Headsets with Microphone</td>
<td>Recommended for participation in some online courses</td>
</tr>
</tbody>
</table>

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MONTCO CONNECT
Montco Connect is central to the online student experience at Montco. Connect provides access to all other online technology systems at Montco such as Blackboard, Self-Service, Starfish, etc. Links to these systems can be found under the “Tools” menu. Connect also provides an online space for student engagement. Whether communicating with other members of a student club, chatting with other students who have a common interest, or exploring student events, Montco Connect is the online place where such information will be shared. Lastly, Montco Connect includes a “Tasks” feature where up-to-date and personalized reminders for actions such as scheduling an appointment with an Academic Advisor will be posted.

MONTCO USERNAME & PASSWORD
You are assigned one username and password for all systems including Montco Connect and campus computers. Your username consists of the first initial of your first name, then your last name (up to 15 characters) followed by the last 4 digits of your Student ID number (e.g. jsmith1234).
When signing into Montco Connect for the first time, you must claim your account and set a password by going to https://password.mc3.edu/. Your identity will be verified by sending a code via text message to the cell phone number on file with the College. To add or update the cell phone number on file, utilize the Self-Service system (see below). Click on your name and then click on User Profile. You can then add or change your cell phone number.
You may also use the https://password.mc3.edu/ system to reset your password or unlock your account at any time.

HELPDESK AND IT KNOWLEDGEBASE SELF-HELP
If you are having trouble logging in or having difficulty with any College computer systems, you may contact the help desk for assistance.
• Phone: 215-641-6495
• Email: helpdesk@mc3.edu
• Live Support: https://support.mc3.edu
• Walk up: Blue Bell Campus, Advanced Technology Center 323, Pottstown Campus, South Hall 256
If you would like to try to independently resolve a technology issue, the IT Knowledgebase contains many answers. Access the IT Knowledgebase at https://kb.mc3.edu to search for answers to commonly asked questions related to any technology at Montco.

EMAIL
As a registered student, you receive a mc3.edu email account. You are strongly encouraged to use this email account because all official communication from the College, including important messages about registration, financial aid, and your classes will be sent to this account.
Your email address will be your username@students.mc3.edu (e.g. jsmith1234@students.mc3.edu).
Access your email by logging into Montco Connect and click the envelope (email) icon on the Tools Menu under Quick Links. This email account will be available to you indefinitely.

STUDENT SELF-SERVICE
The Student Self-Service system allows you access to academic planning, “student” finance and financial aid information. The self-service system currently allows student to:
• Plan your schedule and program of study
• Search for courses
• Register for courses
• View invoices and statements
• Make a payment
• Access financial aid data and forms
• Review and sign your financial aid award letter
• Final grades
• Sign the Financial Responsibility Agreement form
Access your information by logging into Montco Connect and click Self Service icon on the Tools Menu under Quick Links.
MY SUCCESS NETWORK (STARFISH)
Starfish is a system that provides access to your Montco “Success Network”. This network is comprised of your faculty, advisors, and academic deans who stand ready to help you throughout your journey at Montco. You are able to schedule appointments with these individuals as well as schedule exam testing through the Starfish system. To access this convenient tool, click on the “Success Network” icon on the Tools Menu under Quick Links in Montco Connect.

SEARCH FOR MONTCO COURSES
You can browse or search for courses and sections within the Course Catalog feature of the Student Self-Service tool. Try searching using broad search terms such as English, Biology or History. You can also filter the search results by campus location, term, days of week, etc. The Course Catalog can be accessed by clicking the Registration/Search for Courses menu item within the Tools menu on Montco Connect.

TOUCHNET PAYMENT CENTER
The TouchNet MyPayment Center can be found on Montco Connect under the Tools/Finances menu. Please use this system to view your bill, make a payment, select refund preference, and set up a payment plan.

BLACKBOARD
Blackboard is the online course management system used at the College that supports teaching and learning in face-to-face, flex, hybrid and online courses. Through Blackboard, students can access:

- Syllabi
- Class information
- Course documents
- Course Grades during the semester (*final grades posted to Self-Service)

To access Blackboard, log into Montco Connect and find your courses listed on the right side under the “Blackboard courses” navigation. Unless your professor makes the course available early, you may not see any courses listed until the first day of class.

OFFICE 365
Office 365 is available to all enrolled students. Office 365 allows you to install the Microsoft Office suite on up to 5 devices at no cost. Office 365 is a cloud service updated and maintained by Microsoft. As a cloud service, Microsoft can update and change features in Office 365 as needed. Montco has little to no control over these changes and parts of this article may be incorrect after printing/publishing because of these updates.

To download, log into Montco Connect and click on the Quick Links section. Once the Office 365 window opens, there will be an Install Office Apps button. Follow the steps to begin downloading the service. As long as you are currently enrolled in a class or registered for an upcoming class, you will have access to install and use the latest desktop versions of Office including Word, PowerPoint, Excel, etc. You will have access to your OneDrive files, and the web version of Office for one year after not being enrolled in courses.

MOBILE APPS
The College offers the following apps to help students conveniently remain in touch with Montco while on the go. All apps are free.

MONTCO CONNECT
Montco Connect has a companion mobile app that permits students to remain connected while on the go. With the Montco Connect app, students will receive new posts, comments, event reminders, etc. through their mobile device. Additionally, the app will permit students to post directly from their mobile device, including the ability to include photos taken on the mobile device. Install Montco Connect from your app store to remain connected to the latest happenings at Montco.
BLACKBOARD APP
The Blackboard app is a companion app to the Blackboard learning management system used to provide access to online coursework. Installing the Blackboard app permits students to remain up-to-date with the latest course content, check grades, and even, in some cases, submit coursework. After installing the app from your app store, select Montgomery County Community College and login with your Montco account and password.

MOBILE DEVICE CHARGING STATIONS
Mobile device charging stations are located at both the Blue Bell Campus and Pottstown Campus to assist with charging mobile phone, tablets or other devices.

STUDENT PRINTING
Students receive a $20 credit per semester for printing. The pay-for-print system allows for printing from personal devices and print stations are available across all campuses. Visit http://print.mc3.edu for full details.

PROTECT YOUR ACCOUNT AND DATA
E-mail and personal information are attractive targets for identity thieves. Protect your account with multi-factor authentication. It’s as simple as downloading the Microsoft Authenticator mobile app, visit https://mc3.edu/mfa and follow the prompts.

TESTING CENTER
The Testing Center adheres to the National College Testing Association professional standards and guidelines, and provides high-quality customer service by offering the most advanced testing options. The Testing Center is a member of the National College Testing Association (NCTA); Consortium of College Testing Centers; an authorized testing center for Pearson VUE; National Center for Competency Testing (NCCT); and Prometric testing. The Testing Center provides the following services:

• Placement Testing
  All new students are required to take reading, writing, and math placement tests unless they provide exemptions. A photo ID is required to test and students may test in person or online. Students are strongly encouraged to prepare before taking placement tests. Additional information on placement testing, testing exemptions, and test preparation is located on the Placement Testing page at www.mc3.edu.

• Placement Test Prep Sessions
  Montco offers free workshops to help students prepare for placement tests. Visit the Placement Testing page at www.mc3.edu to learn more and to register.

• Biology Placement Test
  Students looking to pursue a degree in the Sciences should note that some biology courses in certain programs have biology and chemistry prerequisites that must be met before a student can register for those courses. Prerequisites can be met either through previous coursework at the high school and college level, or by achieving a score of at least 59 on the biology placement exam and meeting the chemistry prerequisite requirement. Prerequisites and exemptions are valid for five years and a photo ID is required to test. To learn more, visit the Placement Testing page at www.mc3.edu.

• Certified Surgical Tech Exam
• CLEP Exams

• College Readiness Assessments (Diagnostic Testing)
• Disability Support Services (DSS) Testing
• Distance Education Test Proctoring
• DSST Credit-by-Exam Program
• ESL Placement Testing
• Medical Office Assistant Certification Exam
• Nursing Placement Exam
• PAN Testing
• Pearson VUE Testing
  For a full list of exams Montgomery County Community College can proctor and to register for an exam, please visit the Pearson VUE web site at pearsonvue.com.
• Prometric Testing
• TEAS Testing
To contact the Testing Center, please call: 215-641-6646 or email: testing@mc3.edu.

TITLE IX

Title IX is a federal law that prohibits discrimination based on sex in any educational program or activity. That discrimination is broadly interpreted. It includes being treated differently because of sex, in the classroom or in any college activity, including but not limited to, athletics, field trips, class projects and club activities. It also includes a prohibition on sexual harassment and any and all forms of sexual violence, as all of these forms of sexual misconduct are believed to limit your access, and your ability, to take full advantage of your educational opportunities.

For more information on the College’s policy on sexual misconduct, please check out the college’s policy online: https://www.mc3.edu/about-mecc/policies-and-procedures/policy-on-sexual-misconduct

For additional information and information on educational programs on this subject of discrimination based on sex, please check out our webpage on sexual misconduct: https://www.mc3.edu/choosing-montco/student-experience/campus-safety/sexual-misconduct.

If you, or anyone you know at the College, has been the victim of discrimination based on sex, sexual harassment or sexual violence, in any educational program or activity at the college, please use the online reporting system: https://cm.maxient.com/reportingform.php?MontgomeryCountyCC&layout_id=2

Or alert us via email: titleixcoordinator@mc3.edu

The Title IX Coordinator is Rose Makofske, Director of Equity, Diversity and Inclusion/Title IX Coordinator, and she can also be reached as follows:
By email: rmakofsk@mc3.edu
By phone: 215-619-7383

TRANSPORTATION: GETTING HERE AND GOING THERE

Students at Montgomery County Community College have several options for getting to the College for classes and other activities:

CAMPUS SHUTTLE (DUE TO COVID-19, THE SHUTTLE HAS BEEN SUSPENDED UNTIL FURTHER NOTICE)

A free Campus Shuttle, complete with WiFi, travels a direct route between the Pottstown Campus and Blue Bell Campus. The shuttle makes several round trips throughout the day. The Campus Shuttle starts at 6:30 AM. Reservations are strongly recommended. Walk-ons are permitted if seating is available. For Campus Shuttle information, schedules, and reservations log on to Montco Connect at https://www.mc3.edu/choosing-montco/our-campuses/transportation-services/campus-shuttle.
PUBLIC TRANSIT: SEPTA AND PART AT BLUE BELL CAMPUS

SEPTA offers two bus routes that service Blue Bell Campus and connect to the Manayunk/Norristown and Lansdale/Doylestown Regional Rail lines.

SEPTA 94 Bus travels from Chestnut Hill to Montgomery Mall. Upon leaving the Chestnut Hill Loop, the 94 Bus makes stops at the Fort Washington, Ambler, and Penllyn train stations of the Lansdale/Doylestown Regional Rail Line before stopping at the Central Campus Bus Stop located in the Advanced Technology Center (ATC) parking lot. From there, the 94 Bus continues to the North Wales Regional Rail Station and then on to Montgomery Mall. The return trip retraces the route. This entire route is a two-zone fare. However, you can board anywhere along the 94 Bus route heading to the College for a single zone fare.

The 96 Bus travels from the Norristown Transportation Center (the Norristown Regional Rail Station is nearby) and then travels along DeKalb Pike to the College, then on to the North Wales and Lansdale Stations of the Regional Rail. This entire route is a single fare zone.

POTTSTOWN CAMPUS

SEPTA Bus 93 travels from the Norristown Transportation Center to the Bus Loop adjacent to South Hall in Pottstown, servicing Jeffersonville, Eagleville, and Collegeville along the way. This entire route is a two-zone trip. Detailed information on this route and fare information are available at www.SEPTA.org.

PART (Pottstown Area Rapid Transit) operates several buses that service the College at either North Hall or nearby South Hall at Pottstown Campus. Bus routes, schedules, and fare information are available at http://pottstownarearapidtransit.com

BIKING

The College has bicycle racks at several locations at all campuses.

WALKING

Walking is the classic, greenest way to travel. Pottstown Campus is in the heart of downtown Pottstown, a very walkable city. Blue Bell Campus, with its lack of neighborhood sidewalks, is a more challenging destination from a safety standpoint. Once on campus, take advantage of our numerous walking paths and trails and enjoy nature.

DRIVING AND PARKING

Please drive safely on campus. Always obey traffic signs and be aware of pedestrians.

Parking is free at both campuses and is available on a first come, first served basis. Students, staff, and visitors may park in all general parking areas. Finding a parking space at peak times can be a challenge. Plan accordingly, especially during the first weeks of the semester when there are more students on campus.

Parking permits are required. Permits can be requested online in Montco Connect under Forms and click Parking Pass Applications.

Some words of advice about parking at the College:

- Do not park in designated Disabled parking spaces without a state issued placard or special license plate properly posted on the vehicle; otherwise, you will be ticketed. In rare cases, the College may issue a short-term permit, as needed, for a medical condition. If issued, that permit must be properly displayed when you park at the College.
- Park between the designated parking lines. Never park on the grass or in the roadway unless signs are posted giving explicit instructions that such parking is permitted in that area. Just because other cars are parked on the grass or in the roadway does not create an allowable and excusable exception.
- Avoid idling your vehicle just to wait for an ideal parking spot. A minute or two of extra walking is a lot better for our environment.
- Come earlier than you think is necessary and remember where you parked by utilizing the parking lot designations located throughout all parking lots.
• If you drive an energy efficient vehicle (EEV) or are a car pooler, you may be eligible to park in the Advanced Technology Center (ATC) “Green” parking lot at the Blue Bell Campus. Special parking permits for this location is required, and applications for students and staff are available online in Montco Connect under Forms and click Parking Pass Applications.

• Both the Blue Bell and Pottstown Campuses have Electric Car Charging Stations. These parking locations are for use by electric car drivers only.

Parking is free at both campuses and is available on a first come, first served basis. Students and visitors park in the general parking areas. Finding a parking space at peak times can be a challenge. Plan accordingly, especially during the first weeks of the semester when there are more students on campus obtaining books and taking care of other business at the College.

Parking permits are required. Permits can be obtained through Enrollment Services at either campus or on the College portal.

Some words of advice about parking at the College:

• Do not park in Handicap Parking spaces without a State issued placard or special license plate properly posted on the vehicle; otherwise, you will be ticketed. In rare cases, the College may issue a short-term permit, as needed, for a medical condition. If issued, that permit must be properly displayed when you park at the College.

• Park between two white lines. Never park on the grass or in the roadway unless signs are posted giving explicit instructions that such parking is permitted in that area. Just because other cars are parked on the grass or in the roadway does not create an allowable and excusable exception.

• Avoid idling your vehicle just to wait for an ideal parking spot. A minute or two of extra walking is a lot better for our environment.

• Come earlier than you think is necessary and remember where you parked. Get a good parking space then pick-up a coffee or a snack at one of the College’s food service or vending operations.

• If you drive an energy efficient vehicle (EEV) or are a car pooler, you may be eligible to park in the new Advanced Technology Center (ATC) “Green” parking lot at the Blue Bell Campus. Special parking permits for this location is required, and applications for student and staff are available online in Montco Connect. Completed applications must be returned to Enrollment Services.

• Both the Blue Bell Campus and Pottstown Campus have Electric Car Charging Stations. These parking locations are for use by electric car drivers only.

TUTORIAL SERVICES

Tutorial services provides academic support to students enrolled in credit courses at Montgomery County Community College. Tutorial Services offer free tutoring, supplemental instruction and study skills support during academic terms. More information about Tutorial Services, including current hours along with tips and resources for academic success can be found at www.mc3.edu/tutoring.

ONLINE LEARNING

The College’s Online Learning environment provides a flexible and convenient way to take college-level courses for academic credit. If you are motivated and an independent learner, online learning through may be for you. You can complete a number of degrees and certificates online. We offer mostly to fully online programs and courses. For more information on our degrees and certificates, check out www.mc3.edu/online - If you’re not sure if online learning is right for you, please take our survey at www.mc3.edu/OLSurvey - Once enrolled, you can access a free tutorial using your Montco login at www.mc3.edu/OLRR

To contact a representative, please email: onlinelearning@mc3.edu.
RESOLUTION OF STUDENT CONCERNS

In an effort to maintain Montgomery County Community College’s student-oriented philosophy, the College has established a process for students to register complaints and share concerns and questions with appropriate college officials. Students are encouraged to express their concerns to the office/area or individual most directly involved or responsible in an appropriate and timely manner. The Student Success Center can advise students about the appropriate means to resolve general complaints or concerns.

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<thead>
<tr>
<th>Concerns</th>
<th>Initial Contact</th>
<th>If Further Assistance is Needed</th>
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<tbody>
<tr>
<td>Classroom Concerns e.g., grades, course requirements, faculty related issues</td>
<td>Faculty Member</td>
<td>Division Offices: Arts and Humanities 215-641-6351</td>
</tr>
<tr>
<td></td>
<td>Program Director/Coordinator</td>
<td>Business and Entrepreneurial Initiatives 215-641-6302</td>
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<td>Health Science 215-641-6437</td>
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<td>Science, Technology, Engineering and Mathematics 215-641-6445</td>
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<td>Social Sciences 215-641-6375</td>
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<tr>
<td>Tutoring Services</td>
<td>Director of Academic Support/Tutorial Services</td>
<td>Dean of Libraries and Academic Support 215-619-7391</td>
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<tr>
<td></td>
<td>215-641-6694</td>
<td>Vice President of Academic Affairs and Provost 215-641-6440</td>
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<td>Vice President of Academic Affairs and Provost 215-641-6440</td>
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<tr>
<td>Student Records and Registration</td>
<td>Enrollment Services 215-641-6551</td>
<td>Director of Records and Registration/Registrar 215-641-6562</td>
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<td>Executive Director of Enrollment Management 215-641-6323</td>
</tr>
<tr>
<td>Advising/Support/Health &amp; Wellness</td>
<td>Student Success Center 215-641-6577 (P) 610-718-1906 (BB) Student Affairs <a href="mailto:saffair@mc3.edu">saffair@mc3.edu</a></td>
<td>Assistant Dean of Student Affairs 215-641-6619</td>
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<td>Assistant Dean of Support Programs 215-619-7343</td>
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<td>Dean of Student Affairs 215-641-1483</td>
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<tr>
<td>Testing Center</td>
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<td>Student Services Director 215-641-6553</td>
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<td>Executive Director of Enrollment Management 215-641-6323</td>
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<td>Concerns</td>
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<td>If Further Assistance is Needed</td>
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<td>Financial Aid</td>
<td>Financial Aid Office</td>
<td>Associate Director of Financial Aid for Student Relations</td>
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<td>Child Care</td>
<td>Director of Children’s Center</td>
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<td>215-641-6680</td>
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<td>Cafeteria/ Vending</td>
<td>Cafeteria Manager</td>
<td>Director of Procurement</td>
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<td>215-641-6609 (P)</td>
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<td>Cafeteria Manager <a href="mailto:service@westdairyvending.com">service@westdairyvending.com</a> (BB)</td>
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<td>215-641-6538</td>
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<tr>
<td>Tuition and Payments</td>
<td>Student Accounting Supervisor</td>
<td>Assistant Controller, Bursar</td>
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<td>215-641-6542</td>
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<tr>
<td>Student Clubs</td>
<td>Office of Student Life</td>
<td>Coordinator of Student Life</td>
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<tr>
<td>Discrimination or Sexual Harassment</td>
<td>Director of Equity, Diversity and Inclusion/ Title IX Coordinator</td>
<td>Vice President of Academic Affairs and Provost</td>
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<td>215-619-7383</td>
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<td>Request for Accommodations</td>
<td>Director of Disability Services</td>
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<td>215-641-6575</td>
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<td>Safety or Parking</td>
<td>Office of Public Safety</td>
<td>Executive Director of Human Resources</td>
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<td>215-641-6604 (P)</td>
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<td>Technology Issues</td>
<td>Help Desk Staff</td>
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<td>Pottstown Campus</td>
<td>Academic Items: Assistant Dean of Academic Affairs</td>
<td>Vice President for Information Technology and Chief Digital Officer</td>
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<td>610-718-1872</td>
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<td>Library</td>
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<td>University Center</td>
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<td>Workforce Development</td>
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COLLEGE EMAIL DIRECTORY

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<tr>
<th>Department</th>
<th>Email Address</th>
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<tr>
<td>Academic Affairs</td>
<td><a href="mailto:academicaffairs@mc3.edu">academicaffairs@mc3.edu</a></td>
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<td>Athletics and Campus Recreation</td>
<td><a href="mailto:athletics@mc3.edu">athletics@mc3.edu</a></td>
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<td>Cafeteria</td>
<td><a href="mailto:cafe@mc3.edu">cafe@mc3.edu</a></td>
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<td>Career Services</td>
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<td>Disability Services</td>
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<td>Help Desk</td>
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<td><a href="mailto:refdesk@mc3.edu">refdesk@mc3.edu</a></td>
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<td>Student Life</td>
<td><a href="mailto:getinvolved@mc3.edu">getinvolved@mc3.edu</a></td>
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<td>Student Success Center</td>
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<td>Tutorial Services</td>
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<td>Virtual Campus</td>
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<td>University Center</td>
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<td>Workforce Development</td>
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POLICIES AND PROCEDURES

Policies included in this handbook are current as of May 24, 2021. The College regularly reviews and updates policies. The most current policies can be found at https://www.mc3.edu/about-mccc/policies-and-procedures.

STUDENT CODE OF CONDUCT

The primary purpose of the Student Code of Conduct is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the College community. Students are expected to treat all members of the College community with dignity, respect, fairness, and civility and to behave in a responsible manner at all times both in and outside of the classroom.

Montgomery County Community College has established and will maintain a fair, equitable, and timely procedure for addressing student disciplinary matters and for ensuring that the rights of the students, the College community, and the community-at-large are protected. The College has established a Student Code of Conduct to describe behavior that is in violation of acceptable standards and the disciplinary procedures and sanctions for code violations.

STUDENT ACADEMIC CODE OF ETHICS

PURPOSE
In the pursuit of knowledge and higher education, members of the academic community, specifically students enrolled in credit and non-credit programs, at Montgomery County Community College must maintain a constant commitment to academic ethics. The College cultivates an environment that fosters critical thinking and learning, and in order to safeguard the integrity of the institution, students are expected to follow the policies of the College. Students who practice academic honesty demonstrate respect for the educational process and support the accomplishments of fellow students, while upholding the College’s reputation. Therefore, it is expected that students will participate in a culture of academic honesty.

The Academic Code of Ethics and other College policies, such as the Student Code of Conduct and Acceptable Use of Technology Policy, create an integrated ethics policy for the College. With respect to these policies, some programs may have additional expectations students are required to meet. Students who do not adhere to all codes are subject to the consequences outlined in each respective policy.

For more information on the process and procedures, please visit https://www.mc3.edu/about-mccc/policies-and-procedures/student-academic-code-of-ethics, for the full policy.

SEXUAL HARASSMENT POLICY

PURPOSE
It is the purpose of this policy to provide a definition of sexual harassment, outline the scope of prohibited behaviors under the law of sexual harassment, provide guidance on how to proceed in allegations of sexual harassment and provide notice of the possible consequences of a finding of sexual harassment, on the part of any member of this College community, excluding students.

While students are jurisdictionally subject to the Student Code of Conduct for allegations of sexual harassment and other allegations of misconduct, students may nevertheless seek guidance from the College’s administration in filing a complaint of sexual harassment against any employee or other member of this College community, at which time the policy outlined herein will apply.

This policy is subject to periodic review and revision, pursuant to corresponding changes in the law of sexual harassment.

The full Sexual Harassment policy can be found here, https://www.mc3.edu/about-mccc/policies-and-procedures/sexual-harassment.

FINANCIAL AID REFUND POLICY FOR FEDERAL AID RECIPIENTS

If you stop attending all of your courses in a semester, you may lose all or a portion of the federal financial assistance you received or were scheduled to receive for that term.

Federal financial assistance (Federal Title IV funds such as: Pell grant, SEOG Grant, Direct Subsidized and Unsubsidized student loans, Parent PLUS loan) is awarded to a student under the assumption the student will attend school for the entire period for which the assistance is awarded. Students earn their federal financial assistance based on the percentage of the semester they completed. When a student completely withdraws, the student may no longer be eligible for the full amount of federal financial assistance the student was originally scheduled to receive.

A student who completely withdraws from a semester at or before the 60% point of their enrollment period may be required to return a portion of their federal financial aid. In turn, the student may also owe tuition, fees and a repayment of federal funds to the College. Additionally, withdraws at any point in the semester may also impact the student’s satisfactory academic progress and their ability to receive future federal financial assistance. Refer to the College’s Satisfactory Academic Progress Policy for additional information: https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/satisfactory-academic-progress.

If you’re considering withdrawing from all of your course(s), it is highly recommended you:
Contact your Academic Advisor for guidance prior to completing the withdrawal process, and Contact Enrollment Services to understand how your financial aid may be impacted.
Students who wish to stop attending courses must officially drop or withdraw from them, in accordance with the College’s policies and procedures:

How to drop from class: https://www.mc3.edu/admissions/dates-and-deadlines/add-drop

How to withdraw from class: https://kb.mc3.edu/article/64/how-to-withdraw-from-classes-981.html

**A RETURN OF TITLE IV FUNDS CALCULATION** is performed within 45 days once the institution has determined a student completely dropped, withdrew, or unofficially withdrew (stopped attending without formally withdrawing; final failure grade of FS) from all classes during a term after beginning active attendance. This calculation determines the percentage of financial aid the student has earned based on the number of calendar days the student attended divided by the number of days in the enrollment period. (For example, if a student completed 30% of the payment period, they earn 30% of the federal funds that they were originally scheduled to receive.) The institution will notify the student in writing of their revised financial assistance amounts after the Return of Title IV funds calculation is completed. If the student owes unpaid tuition and fees, the student will receive an updated invoice from the institution.

In order to determine the percentage of the enrollment period a student completed, the Return of Title IV Funds calculation will use the student’s last date of attendance. For students who officially withdraw, the date of withdraw will be considered the student’s last date of attendance for calculation purposes. For students who are considered unofficial withdrawals (stopped attending and did not officially withdraw – final failure grade of FS), the College will use your latest date of attendance on record. Students with a combination of official and unofficial withdrawals will have the latest date of the two used in the Return of Title IV Funds calculation.

The school must return funds in order up to the total net amount from each source in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, PLUS Loan, Pell Grant, Iraq and Afghanistan Service Grant (I&ASG), Federal SEOG and any other Title IV programs no later than 45 days after the date the school determined the student withdrew.

The student or parent (in cases of a PLUS loan) must return funds by repaying funds to the following sources, in order, up to the total net amount disbursed from each source: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, PLUS Loan, 50% of Pell Grant, 50% of Federal SEOG and 50% of any other federal grant program.

The school will return the lesser amount of the aid to be returned as compared to the institutional charges multiplied by the percentage of unearned aid. The student will also be responsible for returning a percentage of unearned financial aid. This amount will be the difference between the amount of federal financial assistance due from the school and the amount of federal financial assistance to be returned. Any federal grant funds that a student is required to repay will be returned to the Department of Education by the institution on the student’s behalf. The student will return any unearned loan amounts in accordance with the terms of the promissory note.

The student will be responsible to pay any unpaid institutional charges incurred by the institution having to return the federal financial assistance.

If the student did not receive all of the funds earned, they may be due a Post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get the student’s permission before the funds can be disbursed. The student may choose to decline all or part of the loan funds so they do not incur additional debt. Students who wish to have loan funds credited to their account will need to make the request in writing to the Financial Aid Office within 14 calendar days of receiving their notification letter.

There are some federal financial assistance funds a student may have been scheduled to receive that cannot be disbursed to a student once they have completely withdrawn because of other eligibility requirements. For example, if a student is a first-time, first year undergraduate student and has not completed the first 30 days of their program before they withdraw, they will not receive any Federal Direct Loan funds that they would have received if they had remained enrolled past the 30th day.

The College’s current Return of Title Funds policy is also available on the College’s website: https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/return-of-funds
IMPORTANT INFORMATION REGARDING ENROLLMENT ONLY IN SHORT-LENGTH COURSES AS IT RELATES TO A POSSIBLE RETURN OF TITLE IV FUNDS CALCULATION:

If you’re a student enrolled only in the 1st and 2nd 6/7 week sessions for a semester, be aware of the following example:

Example:
You enrolled in one 7-week-1 session and one 7-week-2 session. You completed the 7-week-1 session.

A Return to Title IV calculation is required to be run if you:
1. Never return to take the 7-week-2 session,
2. Drop/withdraw from the 7-week-2 session after the completion of the 7 week-1 session, or,
3. The College cancels the 7-week-2 session and you choose to not enroll in a replacement course

THIS MEANS YOU MAY LOSE 50% OF THE FINANCIAL AID YOU RECEIVED FOR THE COURSE YOU COMPLETED IN THE 7-WEEK-1 SESSION.

STUDENT FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

To be eligible for Federal Student Aid funds, the Federal Department of Education requires students make satisfactory academic progress while taking courses toward a degree or certificate program. The College must also have a reasonable policy for monitoring academic progress, which applies to all terms of enrollment. Academic progress is measured by cumulative grade point average, percentage of credits successfully completed, and the time it takes to complete your program. Academic progress is checked at the end of each semester (fall, spring, and summer).

NOTE: This policy does not include PA State Grant academic progress requirements for maintaining PA State Grant (PHEAA) funding.


TUITION REFUND POLICY

PURPOSE
To provide guidance on the circumstances in which a tuition refund is issued to credit and non-credit students.

POLICY
A 100 percent tuition and fees refund shall not be made after the beginning of the semester/session for credit students or after the beginning of the first-class meeting for non-credit students. Students may request an exception in the case of extenuating circumstances. Requests for exceptions are referred to the Tuition Refund Appeals Committee for review.

PROCEDURE
If a student officially drops or withdraws from a credit or non-credit class prior to and during the semester/session, tuition shall be refunded according to the following schedule.

Refund schedule
Refund periods run from 12 a.m. of the first day noted to 11:59 p.m. of the last day noted. To view the refund schedule visit: https://www.mc3.edu/about-mccc/policies-and-procedures/tuition-refund

Upon Board of Trustees approval of the Academic Calendar, tuition refund dates for standard length courses are established according to the schedule noted above and published with the registration add/drop dates.
If a student officially drops or withdraws from a Workforce Development and Continuing Education class prior to the start of the first class session, a 100 percent tuition refund shall be made. For classes under 30 clock hours, no refunds are made after the course begins. Noncredit classes 30 clock hours and over, will follow the refund schedule above. Fees for non-credit materials, books, and supplies are not refundable. Exceptions are referred to the Tuition Refund Appeals Committee for review.

A 100 percent refund of tuition and fees shall be made if the College cancels a class.

Students may appeal tuition charges under certain extenuating circumstances, such as illness. Questions related to a Tuition Appeal should be directed to Tuitionappeals@mc3.edu.

Courses that are dropped and added simultaneously are exempt.

Exceptions to the policy are at the discretion of the College Bursar.

**ACADEMIC PROGRESSION**

**PURPOSE**

In an effort to increase the ability of students to reach their educational goals, the College has established academic milestones to monitor the continuum of progression toward graduation.

To view the full Academic Progression policy, please visit: https://www.mc3.edu/about-mccc/policies-and-procedures/academic-progression

**CREDIT HOURS**

The College follows credit hour guidelines to be in compliance with the policies set by the Pennsylvania Department of Education, the federal government and the Middle States Commission on Higher Education.

The College applies the commonly-accepted and traditional Carnegie unit definition of a semester credit hour which defines one semester unit of credit as equal to a minimum of three hours of work per week for a semester. A credit hour equals 1 hour (55 minutes) of classroom or direct faculty instruction and a minimum of 2 hours of out-of-class work each week. One credit hour thus equals 42 hours of instruction including classroom sessions and outside preparation. The distribution of the credit hour usually occurs over a 14 week semester that includes an additional 1 week period for final exams; additionally, the credit hour policy is applied consistently over different length sessions such as those that occur in accelerated sessions, summer sessions and intersessions.

For the complete Credit Hour Policy, please visit: https://www.mc3.edu/about-mccc/policies-and-procedures/credit-hour

**GRADING**

Montgomery County Community College is committed to maintaining academic integrity, enhancing student success, refining course assessment, and ensuring accuracy, compatibility, and consistency across all of the related components of grading. A comprehensive, institutional policy regarding grading fosters alignment with these endeavors, while ensuring compliance with Federal Title IV guidelines. The Comprehensive Grading Policy is implemented in concert with other College policies such as Grade Appeal, Student Academic Code of Ethics, and Academic Progress.

For more information and the full Comprehensive Grading Policy, visit: https://www.mc3.edu/about-mccc/policies-and-procedures/comprehensive-grading-student-assessment
GRADING SCALES

A = 4.0
A- = 3.67
B+ = 3.33
B = 3.0
B- = 2.67
C+ = 2.33
C = 2.0
D = 1.0
F = 0.00
NG = No Grade
CR = Credit
XF = Academic Misconduct
I = Incomplete
P = Pass
M = Military Leave
NP = No Pass
W = Student initiated during withdrawal period
CE = Credit by Exam
AU = Audit Withdraw
CL = Credit by Experience

UNOFFICIAL WITHDRAWAL INDICATORS
NS = No Show
FS = *Failure Stopped Attending
S = Satisfactory at Midterm
AT = Attended
NC = No Credit
WEX = Withdrawal with approved excuse
*Appears on transcript as an F

GRADE APPEAL PROCESS

In the interest of due process, the College provides an appeal process for a student who believes that a recorded final grade does not accurately reflect his/her academic performance in a course. This policy is applicable for both credit and non-credit offerings. Grades can be appealed in instances where a student believes that an inaccurate final grade has been issued due to: a mechanical error, such as miscalculation of final grade or error in recording final grade; inconsistent grading practice, such as grade not based on student’s academic performance in the course and/or grade based on standards different from those applied to other students in that course; or a deviation from the syllabus, such as an unannounced, unreasonable, and/or ungrounded change from the instructor’s previously articulated standards. For issues of academic dishonesty, please refer to the College’s Student Academic Code of Ethics.

The full Grade Appeal Policy is available at https://www.mc3.edu/about-mccc/policies-and-procedures/grade-appeal

ACADEMIC RENEWAL

PURPOSE

In an effort to increase educational goal obtainment while reducing barriers to enrollment and progression, Academic Renewal affords current students who have compiled an unsuccessful academic record in the past the opportunity to restart their educational experience. This policy permits students reset their Grade Point Average (GPA) and Cumulative Credits Earned to zero.

The full Academic Renewal policy can be found here, https://www.mc3.edu/about-mccc/policies-and-procedures/academic-renewal.
CLEAN AIR

PURPOSE
Montgomery County Community College, as an educational institution has a responsibility to its employees, students and visitors to provide a safe and healthy working and learning environment. The College recognizes the risks associated with smoking, as research shows that tobacco use, including smoking and secondhand smoke, causes a significant health hazard. In addition to direct health risks, smoking effects added expenses for facilities maintenance and employee health insurance. Area institutions have recognized these same issues and have created smoke free environments for their patrons.

The full Clean Air Zone policy can be found here, https://www.mc3.edu/about-mccc/policies-and-procedures/clean-air-zone

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Montgomery County Community College is committed to protecting the safety, health, and well-being of its employees, students, and all people who come into contact with its workplace and property and/or use of its services. Recognizing that alcohol and drug abuse pose a direct threat to this commitment, the College is committed to assuring a drug and alcohol free environment for all of its employees and students.

The Drug and Alcohol Abuse Prevention Policy can be found at the below link: https://www.mc3.edu/about-mccc/policies-and-procedures/drug-and-alcohol-abuse-prevention

POSTING POLICY

The scope of this policy is defined as printed materials including, but not limited to the following: flyers, posters, pictures, table tents, lawn signs and banners in addition to sidewalk chalking, and is applicable to anyone who wishes to engage in literature distribution, poster or sign displays, petitioning and similar non-commercial expressive activity at indoor and outdoor locations on College property. The College’s Acceptable Use of Technology policy governs dissemination of electronic material. (https://www.mc3.edu/about-us/policies/137) (hyperlink: https://www.mc3.edu/about-mccc/policies-and-procedures/acceptable-use-of-technology)

To view the entire posting policy, please visit https://www.mc3.edu/about-mccc/policies-and-procedures/posting

TRANSFER OF CREDIT POLICY

PURPOSE
Montgomery County Community College evaluates and awards academic credit for appropriate prior learning that is equivalent to the College’s courses and learning outcomes in order to assist students in the achievement of their educational goals.

The full Transfer of Credit policy can be found here, https://www.mc3.edu/about-mccc/policies-and-procedures/transfer-of-credit

ACCEPTABLE USE OF TECHNOLOGY POLICY

PURPOSE
This policy preserves the stability and security of the College’s information technology resources, protects the College from inappropriate use, and ensures reasonable accessibility to technology resources for the College’s academic community. The policy also governs the access and use of all College technology and data, including any device that accesses or uses the College’s network or data.

The full Acceptable Use of Technology policy can be found here, https://www.mc3.edu/about-mccc/policies-and-procedures/acceptable-use-of-technology

Any questions about this policy or the applicability of this policy to a particular situation should be referred to the Vice President for Information Technology.
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**Goals**

*Muharram begins at sundown*

AUGUST 2021

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Join us for a series of fun events and activities each semester. Through WOW, you'll be able to interact with administrators, faculty and your fellow Mustangs while learning about campus resources.
“If I have ever made any valuable discoveries, it has been owing more to patient attention than to any other talent.” — Isaac Newton

**PRIORITIZED WEEKLY TASKS:**

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**Datebookstore**

replica n. – copy. This is a replica of the original U.S. Constitution.
-ess (female) — goddess, lioness, actress, princess, baroness, priestess, waitress
“Learning is not attained by chance. It must be sought for with ardor and attended to with diligence.” — Abigail Adams

affable adj. — pleasant. Although our principal is firm, she is an affable individual.

Muharram begins at sundown
-penta- (five) — pentagram, pentagon, pentameter, pentathlon, pentarchy, pentahedron
“Many of life’s failures are people who did not realize how close they were to success when they gave up.” — Thomas Edison

mores n. — customs, morals. Mores differ among social groups, depending on accepted traditions.

6-week Summer Session II Ends

10-week Summer Session Ends
-tele- (far) — telescope, telephone, telegraph, telegram, television, telecast, telekinesis, telepathy, teleology
“You can stand tall without standing on someone. You can be a victor without having victims.” — Harriett Woods

nebulous adj. — cloudy; vague. Your theories are too nebulous; please clarify them.
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<td>14-week Summer Session Ends</td>
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<td>14-week Summer Session Final Exams</td>
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- *vid-, -vis- (see) — video, evident, provide, providence, vide, visible, revise, supervise, vista, visit, vision*
First day of autumn
Yom Kippur begins at sundown
First day of autumn
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It's important to stay in-the-know about registration dates and deadlines. Visit mc3.edu/dates for more on the registration calendar.

### WINTER 2021

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
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<tr>
<td>Winter Session</td>
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### SPRING 2022

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<th>Session</th>
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<td>15-week session</td>
<td>1/19/22</td>
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<tr>
<td>7-week I session</td>
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<td>7-week session II</td>
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### SUMMER 2022

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<tr>
<td>6-week session I</td>
<td>5/16/22</td>
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<tr>
<td>10-week session</td>
<td>6/6/22</td>
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<tr>
<td>6-week session II</td>
<td>7/7/22</td>
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“Let me tell you the secret that has led me to my goal. My strength lies solely in my tenacity.” — Louis Pasteur

burly adj. – big and sturdy. He easily hoisted the logs atop his burly shoulder.

First 7 Week Session Begins
First Day of Class
Weeks of Welcome
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<th>Day</th>
<th>Notes</th>
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<tr>
<td>FRIDAY</td>
<td>-poly- (many) — polyphony, polygon, polychrome, polytheist, polygamy, polyp</td>
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Weeks of Welcome
“When I dare to be powerful, to use my strength in the service of my vision, then it becomes less and less important whether I am afraid.” — Audre Lorde

**crevice n.** – crack; fissure. The mountain climbers found footholds in the crevices in the mountainside.

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**Labor Day**
Rosh Hashanah begins at sundown

**Weeks of Welcome**

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<td><strong>9</strong></td>
<td>Weeks of Welcome</td>
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<td>9/11 Remembrance</td>
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<td><strong>11</strong></td>
<td>Patriot Day</td>
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**Fridays**

re- (back, again) — return, report, review, retract, regain, reiterate, retell, revive, revise, regenerate, regurgitate
THIS WEEK
PRIORITY THIS WEEK:

MONDAY

alleviate v. – make less severe. Aspirin should alleviate the pain of your sore throat.

TUESDAY

WEDNESDAY

Weeks of Welcome

Yom Kippur begins at sundown
Weeks of Welcome

“A foolish man seeks happiness in the distance; the wise grows it under his feet.” — James Oppenheim
-ward (in the direction of) — westward, backward, toward, downward, leeward, landward
“No person is your friend who demands your silence or denies your right to grow.” — Alice Walker

docile adj. — teachable; obedient. As docile as he seems, the lion was once very ferocious.
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- hypo- *(below, beneath)* — hypodermic, hypocrite, hypotenuse, hypothermia, hypothesis

- **Weeks of Welcome**

- **Whitpain Community Festival**
“Our lives improve only when we take chances — and the first and most difficult risk we can take is to be honest with ourselves.” — Walter Anderson

dexterous adj. — skillful. The dexterous magician entertained the crowd with his sleight of hand.
pseudo- (false) — pseudonym, pseudopodia, pseudomorph, pseudoscience, pseudo-event
Mawlid al-Nabi begins at sundown

Columbus Day / Indigenous People Day / National Coming Out Day

OCTOBER 2021

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Halloween
TUITION SAVINGS
When you earn your associate’s degree at Montco and transfer to a 4-year school, you could save up to $30,000 per year.
—Based on full-time, average tuition of private nonprofit 4-year universities.

EARNINGS ADVANTAGE
Those with associate’s degrees earn nearly one-third more than those with just a high school diploma.

4-YEAR SUCCESS
Students who complete their associate’s degree before they transfer to a 4-year institution are 16% more likely to complete their bachelor’s degree.
—Baccalaureate attainment: A national view of the postsecondary outcomes of students who transfer from two-year to four-year institutions. (2013) National Student Clearinghouse Research Center.

mc3.edu/stay

DID YOU KNOW?
**THIS WEEK**

**MONDAY**

winsome adj. – charming. She was elected homecoming queen because of her winsome attitude.

**TUESDAY**

**WEDNESDAY**

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**PRIORITY THIS WEEK:**

“Mistakes are the portals of discovery.” — James Joyce

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-hood (order, condition) — manhood, adulthood, parenthood, falsehood, sisterhood

SGA Elections
"I think a hero is an ordinary individual who finds strength to persevere and endure in spite of overwhelming obstacles." — Christopher Reeve

savory adj. — tasty. The family feasted on Aunt Helen’s savory fried chicken.
neuro- (nerve) — neuron, neurosurgeon, neurosis, neurology, neuralgia, neurology, neurology
“You’re not obligated to win. You’re obligated to keep trying to do the best you can every day.” — Marian Wright Edelman

affinity n. — kinship. He felt a special affinity for anyone who struggled with foreign languages as he did.

Mawlid al-Nabi begins at sundown

First 7 Week Session Ends
Presidential Symposium on Diversity
“Work while you have the light. You are responsible for the talent that has been entrusted to you.” — Henri-Frédéric Amiel

noxious adj. – harmful. The building was evacuated because of the noxious gases.
-hema- (blood) — hematic, hematite, hematology, hematoma, hemal, hematosis

Halloween
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**NOVEMBER 2021**

- 1 November: Election Day
- 10 November: Veterans Day
- 24 November: Thanksgiving

**GOALS**

Thanksgiving  
Veterans Day
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GET INVOLVED!

There are so many opportunities to get involved at Montco! With a wide range of clubs, athletics, arts events and other student-driven activities, you are guaranteed to make friends, broaden your horizons and have fun. Make every minute of your time at Montco count!

mc3.edu/campuslife
“Use what talents you possess: the woods would be very silent if no birds sang there except those that sang best.” — Henry van Dyke

**PRIORITY THIS WEEK:**

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**Monday**

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*furtive adj. — stealthy. The girl gave a furtive glance to the teacher’s open grade book.*

**Tuesday**

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**Wednesday**

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**Thursday**

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**Friday**

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**Saturday**

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**Sunday**

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-proto- (first) — protoplasm, prototype, protocol, protagonist, protozoan, proton, protohuman, protomorphic

Standard time begins
shoddy adj. – inferior. The carpenter went out of business due to his shoddy workmanship.
-fid-, -fide-, -feder- (faith, trust) — confidante, fidelity, confident, infidel, federal, confederacy

Veterans Day
“Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome.” — Booker T. Washington

clamor n. — noise; shout. It was difficult to hear over the clamor in the train station. The children clamor for more dessert.
-phon- (sound) — symphony, telephone, phonetic, phonograph, euphony, cacophony
“The point is not to pay back kindness, but to pass it on.” — Julia Alvarez

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<td>sapient adj. — wise. Grandmother was often consulted because she was sapient in her advice.</td>
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Thanksgiving Break
-ine (nature of) — masculine, genuine, medicine, opaline, Benedictine

Hanukkah begins at sundown
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The Career Services Department helps students and alumni meet their professional goals through comprehensive career counseling. Some services offered are:

+ Individual career coaching
+ Resume and cover letter writing
+ Job search and interview skills
+ Connections to employment and internship opportunities
+ Free access to career management system—Hire a Mustang
+ Career-related seminars and workshops
+ Career fairs and networking events
“There is only one corner of the universe you can be certain of improving ... and that's your own self.” — Aldous Huxley

cajole v. — coax. His friends tried to cajole him into participating in their prank.
-plac-, -pac- (please) — placid, placebo, placate, complacent, pacify
**Priority This Week:**

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- **quash v.** — crush. Her dreams of medical school were quashed when she failed her entrance exams.

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“Dream as if you’ll live forever. Live as if you’ll die today.” — James Dean
-mono- (one) — monopoly, monologue, monorail, monotonous, monomania, monocular, monogamous, monolithic, monotone
### Priority This Week:

**Monday, December 13**

- **Explicate** v. – *explain.* The students were instructed to explicate their points of view.

**Tuesday, December 14**

- **Reading Day**

**Wednesday, December 15**

- **Finals**

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**Calendar:**

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*“My life is my message.” — Mahatma Gandhi*
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**FRIDAY**

- *sed-, -sess-, -sid- (sit) — sediment, session, obsession, possess, preside, president, reside, subside*

**THURSDAY**

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**Finals**

**Finals**

**Finals**

**Finals**

**Finals**

**Finals**

**Finals**

**Second 7 Week Session Ends**
“There is nothing like a dream to create the future.” — Victor Hugo

umbrage n. — offense. He took umbrage that he was not cast as the lead role in the play.
-tort- (twist) — torture, retort, extort, distort, contort

Winter Session Begins

Christmas

Kwanzaa begins
“I have discovered in life that there are ways of getting almost anywhere you want to go, if you really want to go.” — Langston Hughes

### PRIORITY THIS WEEK:

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quiescent adj. — quiet; still. The crowd grew quiescent during the death-defying trapeze act.
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<td>2 November</td>
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</table>

- **-vale-, -vali-, -valu-** (strength, value) — equivalent, valiant, validity, evaluate, value, valor

New Year’s Day

SATURDAY

FRIDAY

THURSDAY
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<th>FRIDAY</th>
<th>SATURDAY</th>
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PAYMENT PLANS

Spread out your tuition payments!

Students who are taking credit courses can make tuition payments more manageable by registering for classes and enrolling in a payment plan early.

HOW TO ENROLL:

• Log in to Montco Connect
• Select Finances
• Choose Access My Payment Center
• Select Enroll in Payment Plan

mc3.edu/paymentplan
“Take the first step in faith. You don’t have to see the whole staircase; just take the first step.” — Martin Luther King Jr.

trepidation n. — apprehension; involuntary trembling. He entered the dimly lit cave with trepidation.
pre- (before) — prelude, preposition, premonition, premature, predict, predecessor, preview, premier, precedent
“I try to avoid looking forward or backward, and try to keep looking upward.” — Charlotte Brontë

sultry adj. – hot and humid. He could not adjust himself to the sultry climate of the tropics.
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<th>SATURDAY</th>
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<td>16</td>
<td>Winter Session Ends</td>
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</tbody>
</table>

**semi-** (half) — semitone, semicircle, semiweekly, semiannual, semiformal, semiconscious, semifinal
“A ship in harbor is safe, but that is not what ships are built for.” — William Shedd

**PRIORITY THIS WEEK:**

*Note: Days are monogrammed for clarity.*

- **MONDAY**
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  - 
  - annotate v. — comment; make explanatory notes. The director chose to annotate the script for the benefit of the actors.

- **TUESDAY**
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- **WEDNESDAY**
  - First Day of Class for the Spring Semester
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- **THURSDAY**
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- **FRIDAY**
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- **SATURDAY**
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- **SUNDAY**
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**Calendar:**

- **MARTIN LUTHER KING JR. DAY**

**School Datebooks**

---

112 | @datebookstore
-vol- (will) — malevolent, benevolent, volunteer, volition
**PRIORITY THIS WEEK:**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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- **114**

> “We could never learn to be brave and patient, if there were only joy in the world.” — Helen Keller

**scrupulous adj.** — conscientious; extremely thorough. I hired a **scrupulous assistant for the position.**
MONDAY | TUESDAY | WEDNESDAY | THURSDAY
--- | --- | --- | ---
31 | Lunar New Year | 1 | Groundhog Day
2 | 3 | 7 | 8
9 | 10 | 14 | 15
16 | 17 | 21 | 22
23 | 24 | 28 | 1
2 | 3
<table>
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<tr>
<th>FRIDAY</th>
<th>SATURDAY</th>
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Datebookstore.com
Montgomery County Community College is committed to protecting the safety, health, and well-being of its employees, students, and all people who come into contact with its workplace and property and/or use of its services. Recognizing that alcohol and drug abuse pose a direct threat to this commitment, the College is committed to assuring a drug and alcohol free environment for all of its employees and students.

ALCOHOL/SUBSTANCE ABUSE RESOURCES:

Al-Anon
888-4AL-ANON • al-anon.org

Alcoholics Anonymous
212-870-3400 • aa.org

Narcotics Anonymous
818-773-9999 • na.org

National Institute on Alcohol Abuse and Alcoholism
301-443-3860 • niaaa.nih.gov

Substance Abuse and Mental Health Services Administration
800-662-4357 • samhsa.gov

Visit mc3.edu/policies-and-procedures for more about the Drug and Alcohol Abuse Prevention policy at Montco.
“The man who wants to lead the orchestra must turn his back on the crowd.” — James Crook

**PRIORITY THIS WEEK:**

**MONDAY**

refurbish v. — renovate. The plan to refurbish the old building was met with much enthusiasm.

**TUESDAY**

**WEDNESDAY**

**Lunar New Year**

**Groundhog Day**
sub· (under, below) — subterranean, subway, subtract, substandard, subordinate, submarine, submerge, subterfuge, substantial
“Never mistake knowledge for wisdom. One helps you make a living; the other helps you make a life.” — Sandra Carey

definition: emollient n. — soothing remedy. He applied an emollient to the sunburned area.
super- (over, above) — supervise, superb, superior, supercede, superscript, superfluous, supercilious, supernatural, superintendent

Lincoln’s Birthday
“Leadership is practiced not so much in words as in attitude and in actions.” — Harold Geneen

cauterize v. – burn or sear a wound. The blood vessels needed to be cauterized in order to stop the bleeding.
-ous (full of, having) — gracious, nervous, pompous, courageous, vicious
“Truth is powerful and it prevails.” — Sojourner Truth

Priority This Week:

Monday

Gratis adj. — free. The company gave one trip gratis to every salesman.

Tuesday

Wednesday

Presidents’ Day

Washington’s Birthday
-form- (form, shape) — uniform, conform, formulary, perform, formal, formula
<table>
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<th>MONDAY</th>
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MARCH 2022

- **St. Patrick's Day**: March 17
- **Ash Wednesday**: March 2

The page also includes dates from March 1 to March 31, with some notes and symbols.
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<th>FRIDAY</th>
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Download the Montco Connect App!

On the app, you’ll find:

- Registration
- Financial Aid
- Self-Service
- Blackboard
- Clubs and Organizations
- Classmate Group Chat
- Announcements Message Feed
- Student Email
- And so much more!

mc3.edu/connect
“When you cease to dream, you cease to live.” — Malcolm S. Forbes

tawdry adj. — cheap and gaudy. He won a few tawdry charms at the carnival.

Ash Wednesday
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-mor-, -mort- (mortal, death) — mortal, immortal, morality, mortician, mortuary, mortify, mortgage
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“To tend, unfailingly, unflinchingly, towards a goal is the secret of success.” — Anna Pavlova

**PRIORITY THIS WEEK:**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**FEBRUARY 2022**

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**APRIL 2022**

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**134**

**adament adj.** — unyielding; firm in opinion. The teacher was adamant about homework being done.

First 7 Week Session Ends

powered by edInnovations
syn- (together) — synthetic, synchronize, synthesis, synchronous, syndicate, syndrome, synonym, synopsis, syntax

Daylight saving time begins
“It is better to ask some of the questions than to know all the answers.” — James Thurber

definition: effulgent adj. — brilliantly radiant. The windows of the skyscraper reflected the effulgent rays of the setting sun.

<table>
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<th>MONDAY</th>
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<tbody>
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<td>Spring Break</td>
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<td>17</td>
<td>St. Patrick's Day</td>
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<td>Spring Break</td>
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<td>20</td>
<td>First day of spring</td>
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**un-** (not) — unfit, unequal, undone, unequivocal, unearned, unconventional, uncooked, unharmed, unattended
**PRIORITY THIS WEEK:**

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*invalidate v.* – weaken; destroy. *She wanted to invalidate his argument with facts contradicting what he’d said.*

---

*“Just don’t give up trying to do what you really want to do. Where there’s love and inspiration, I don’t think you can go wrong.”* — Ella Fitzgerald
-archy (chief, first, rule) — monarchy, oligarchy, hierarchy, anarchy, patriarchy
“I am what time, circumstance and history have made of me, certainly, but I am also much more than that. So are we all.” — James Baldwin

wary adj. — very cautious. The old man grew wary of his daughter’s motives.

50 Days Until Commencement Kickoff
-ician (specialist) — technician, musician, beautician, physician, statistician, clinician, electrician

April Fools' Day

Ramadan begins at sundown
<table>
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| 25     | 26  
Laylat al-Qadr begins at sundown | 27  
        | 28       |

APRIL 2022

28 29 30 31

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25 26 27 28
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<tr>
<td>1</td>
<td>April Fools' Day</td>
<td>Ramadan begins at sundown</td>
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<td>8</td>
<td>Good Friday</td>
<td>Palm Sunday</td>
<td>10</td>
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<td>15</td>
<td>Passover begins at sundown</td>
<td>Easter</td>
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<td>22</td>
<td>Earth Day</td>
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Notes for specific days can be written in the corresponding empty space.
SUPPORTING YOUR ACADEMIC SUCCESS

We offer a variety of free Academic Support Services to help you be your best in and outside of class.

• Academic Advising
• Disability Services
• Digital & Technical Support
• Tutoring
• Libraries

Learn more at mc3.edu/academic-support
“People will forget what you said, people will forget what you did, but people will never forget how you made them feel.” — Maya Angelou
-itis (infection) — appendicitis, tonsillitis, bursitis, arthritis, gastroenteritis, colitis

Palm Sunday
“Minds are like parachutes — they only function when open.” — Thomas Dewar

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**obtuse adj.** — lacking in intellect. Because he was so obtuse, he could not follow the teacher’s reasoning.
<table>
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<th>Date</th>
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<td><strong>15</strong></td>
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<td>Passover begins at sundown</td>
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<td>-cise- (cut) — excise, incisors, incision, incisive, precise, concise, decision</td>
</tr>
<tr>
<td><strong>17</strong></td>
<td>Easter</td>
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</tbody>
</table>
PRIORITY THIS WEEK:

Monday

sedentary adj. — inactive; characterized by too little exercise. She led a sedentary life filled with TV watching.
-scrib- (write) — scribble, inscribe, scribe, describe, conscription, transcribe, subscribe, prescribe, manuscript

Earth Day
“Great things are not done by impulse, but a series of small things brought together.” — Vincent Van Gogh

thwart v. — prevent from taking place. He felt that everyone was trying to thwart his plans.

Laylat al-Qadr begins at sundown
-logy (study, science) — biology, anthropology, geology, neurology, entomology, philology, mythology
<table>
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- **Monday, May 25**
- **Tuesday, May 26**
- **Wednesday, May 27**
- **Thursday, May 28**

**Notes:**
- **MAY 2022**
- **Memorial Day**
- **Cinco de Mayo**
- **Eid al-Fitr begins at sundown**

**Goals:**

- **Monday TUESDAY WEDNESDAY THURSDAY**

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- **2 3 4 5**
- **9 10 11 12**
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SUPPORTING YOU IS OUR NUMBER ONE GOAL

As a student, you will have access to key support and wellness services such as:

• Act 101 Scholars Program
• Career Services
• Health and Wellness Services
• Keystone Education Yields Success (KEYS)
• Multicultural Student Mentoring Initiative (MSMI)
• Partnership on Work Enrichment and Readiness Program (POWER)
• Stock-Up Food Pantry
• Talkspace
• The Children’s Center
• University Center
• Veterans Resource Center

Learn more at mc3.edu/resources
“Perseverance is failing 19 times and succeeding the 20th.” — Julie Andrews

inundate v. – flood. The celebrity was inundated with requests for his autograph.

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**Eid al-Fitr begins at sundown**

**Last Day of Class for 15 Week Session**

**Reading Day**
-dict- (say) — dictionary, predict, malediction, dictation, dictator, interdict, contradict, edict, verdict, benediction, abdicate

5

SATURDAY

6

THURSDAY

FRIDAY

7

SATURDAY

8

SUNDAY

Cinco de Mayo
Finals

Finals

Finals

Mother’s Day
Finals
Second 7-Week Session Ends

Datebookstore.com
“Snowflakes are one of nature’s most fragile things, but just look at what they can do when they stick together.” — Vesta Kelly

**Priorities This Week:**

**Monday, May 9**

**Loquacious adj.** — talkative. He is very loquacious and spends hours on the telephone.

**Tuesday, May 10**

**Finals**

**Wednesday, May 11**

**Finals**
-neo- (new) — neologism, neophyte, Neolithic, neoclassic, neoPlatonist, neonatal
“One man can be a crucial ingredient on a team, but one man cannot make a team.” — Kareem Abdul-Jabbar

repugnance n. — loathing. She looked at the criminal with repugnance.
ad- (to) — adhesive, adapt, addendum, addition, adherent, advent, advocate

Commencement
**MAY**

“A creative man is motivated by the desire to achieve, not by the desire to beat others.” — Ayn Rand

**PRIORITY THIS WEEK:**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

rescind v. — void. Because of public resentment, the legislature had to rescind the new law.
-centri- (center) — centrifugal, centripetal, centrist, concentric, decentralize, eccentric
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“The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it.” — Michelangelo

taut adj. — tight. They pulled the rope taut for a firm hold.
-duc-, -duct- (lead) — induce, seduce, produce, reduce, conduct, ductile, abduct, induct, product, reduction, deduction, reproduction
**I change myself, I change the world.** — Gloria Anzaldúa

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**PRIORITY THIS WEEK:**

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**grandiose adj.** — imposing; pompous. The professor’s grandiose manner overwhelmed his students.

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**Summer 10-Week Session Begins**

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**JUNE 2022**

- **MAY 2022**
- **JULY 2022**
-spir- (breath) — spirit, conspire, inspire, aspire, expire, perspire, respiration, aspirator
“It takes courage to grow up and turn out to be who you really are.” — e.e. cummings

**PRIORITY THIS WEEK:**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**13**

**14**

**15**

**maniacal adj.** — insane; raving mad. His maniacal laughter frightened the children.

**Flag Day**
-fer- (carry) — transfer, infer, refer, defer, ferry, confer, aquifer, auriferous

Juneteenth / Father’s Day
“To love what you do and feel that it matters — how could anything be more fun?” — Katharine Graham

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**expletive n.** — profanity. The coach did not allow expletives to be used in the locker room.

**First day of summer**

**JUNE**

**JULY**
-pend- (hang) — pending, pendulum, pendant, impending, depend, pendulous, suspend, appendage, expenditure
"I don’t know what the future may hold, but I know who holds the future." — Ralph Abernathy

remiss adj. — negligent. He is remiss in his obligation if he doesn’t give a contribution.

Summer 6-Week Session 1 Ends
-dom (quality, realm) — kingdom, freedom, wisdom, stardom, chieftdom
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8  Eid al-Adha begins at sundown

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29  Muharram begins at sundown

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School Datebooks

Datebookstore.com
“The character of every act depends upon the circumstances in which it is done.” — Oliver Wendell Holmes Jr.

compatible adj. – in harmony with. They were compatible neighbors, never arguing over anything.

Independence Day

7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
-micro- (small) — micron, microscope, microwave, microfilm, microphone, microcosm, microorganism

Eid al-Adha begins at sundown

Summer 6-Week Session 2 Begins
"I was always looking outside myself for strength and confidence, but it comes from within. It was there all the time." — Anna Freud

mesmerize v. — hypnotize. The music seems to mesmerize her into a trance.
-hydro- (water) — hydroplane, hydroponics, hydraulic, dehydrate, hydrant, hydrogen, hydrophobia
Always do right. This will gratify some people and astonish the rest.” — Mark Twain

genealogy n. — family tree; lineage. He was proud of his genealogy and referred to his ancestors often.

“I love you. And I am not afraid of dying.” — Katherine Mansfield

“Every day is a new beginning. Every day is a chance to change.” — Inspiration

“Life is what happens when you’re busy making other plans.” — John Lennon

“Never let the fear of falling keep you from achieving your goals.” — Inspiration

“Success is not final, failure is not fatal: it is the courage to continue that counts.” — Winston Churchill

“Wisdom is the ability to avoid the obvious at all times.” — Aristotle
-photo- (light) — photograph, photometer, photon, photogenic, photosynthesis
“The big secret in life is that there is no big secret. Whatever your goal, you can get there if you’re willing to work.” — Oprah Winfrey

equitable adj. — impartial; just. I am seeking an equitable solution to this dispute.
-pan- (all) — panorama, panoply, pandemic, pantheism, pantheon, pandemonium, Pan-American

Muharram begins at sundown