



MONTGOMERY

COUNTY COMMUNITY COLLEGE

2023-2024

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COLLEGE INFORMATION AND EVENTS, PLEASE VISIT:**

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COLLEGE MISSION & VISION

The College's Mission & Vision can be found at: <https://www.mc3.edu/about-mccc/policies-and-procedures/mission>

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, 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 fitnesscenter@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:

Zach Hoffman

Fitness Director

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. To accomplish this, the Department of Campus Safety utilizes roving vehicle patrols, walking/foot patrols, and an extensive security camera system at our Blue Bell Campus and Pottstown Campuses.

The Department of Campus Safety should be contacted in case of emergencies including those of a criminal, fire, or medical nature. Upon contacting Campus Safety, officers will respond.

Report an Emergency at Blue Bell Campus: Dial 215-641-6666 or extension 6666 from a campus/office phone.

Report an Emergency at Pottstown Campus: Dial 610-718-1913 or extension 1913 from a campus/office phone.

Dialing 911: Everyone is authorized to call 911 to report an emergency. If 911 is called, Campus Safety should also be contacted using the above corresponding phone numbers to ensure the most efficient and timely response by emergency personnel. When using any campus phone extension to call 911, you must dial 9-911.

For Non-Emergency type calls to Campus Safety dial:

Blue Bell Campus: 215-641-6604 or extension 6604

Pottstown Campus: 610-718-1822 or extension 1822

EMERGENCY CALL BOXES

Emergency call boxes are located in parking lots, exterior common areas, and inside selected campus buildings. They may be used to reach the Campus Safety Department or Campus Safety Officers directly. Please become familiar with their locations at your particular campus.

CAMPUS SAFETY ESCORT

The Department of Campus Safety provides vehicle or walking escorts for campus community members. To request these services, please call our non-emergency numbers: 215-641-6604 (Blue Bell Campus) or 610-718-1822 (Pottstown Campus).

ANNUAL SECURITY REPORT & DAILY SECURITY LOG

The Department of Campus Safety provides an electronic copy of our Annual Security Report on the College's website. This report lists on-campus crime statistics for the previous three years and includes details and information pertaining to campus safety. Also available on the website is an updated Daily Security Log and an Emergency Action Guide. 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 anything suspicious, call Campus Safety.
- Never leave valuables unattended.
- Use well-lit areas on campus at night. Don't use shortcuts. Always try to walk with an escort or friend.
- Park in a well-lit area. Always lock your car and keep valuables out of sight.
- Have your key or key fob ready when approaching your vehicle to minimize the delay in unlocking the door. Before getting in your car, look inside to be sure it is safe. Lock ALL doors once you're inside.

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. Appropriate disciplinary and/or legal action will be 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 reporting Sexual Misconduct at <https://www.mc3.edu/choosing-montco/student-experience/campus-safety/sexual-misconduct>.

OFF CAMPUS RESOURCES – CONTACT INFORMATION

Victim Services Center of Montgomery County: 610-277-5200

Whitpain Township Police Department: 610-279-9033

Pottstown Borough Police Department: 610-970-6572

Suburban Community Hospital Emergency Department: 610-278-2185

Albert Einstein Medical Center (E. Norriton): 484-622-1000

Pottstown Hospital: 610-327-7000

Women's Center of Montgomery County: 1-800-773-2424

DRUG & ALCOHOL PREVENTION

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.

For information regarding Drug and Alcohol Abuse Prevention visit: <https://www.mc3.edu/about-mccc/policies-and-procedures/drug-and-alcohol-abuse-prevention>.

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 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, support with planning and organization, facilitation of self-advocacy, and assistive technology. Students are responsible for identifying themselves to Disability Services to request support and accommodations. While students may self-identify at any time, they are encouraged to do so before the start their first semester at the College, to have accommodations in place by the start of the term.

Information about how to register with Disability Services is available at <https://www.mc3.edu/choosing-montco/assets/disabilities-services/docs/disability-services-registration.pdf>. For questions about Disability Services, please contact 215-641-6575 of Disabilities@mc3.edu.

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, or 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.
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 Director of Records and Registration/Registrar in writing within three weeks after the first day of classes for the semester in which the withholding of directory information is to take effect. 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

In the event of a campus emergency or weather-related closing, the College provides electronic notification via text messaging for all students, employees, vendors, and community members.

For more information on how to register and receive this free service, please visit:

<https://www.mc3.edu/choosing-montco/student-experience/campus-safety/emergency-text-alerts>

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 or through the MCCC Student Payment Center. If you need additional assistance, please email Payment@mc3.edu with a telephone number we can reach you.

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

To apply for most types of financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) every year - available at <https://studentaid>. 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. To maximize aid opportunities, PA residents are highly recommended to submit the FAFSA by May 1, which is the PA state grant deadline. 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>.

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, except for 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:

Federal	State (for Pennsylvania residents)	Montgomery County Community College
Pell Grant	Pennsylvania State Grant Program (PHEAA Grant)	Foundation Scholarships
Supplemental Educational Opportunity Grant (SEOG)	Pennsylvania Chafee Education and Training Grant Program (Chafee and PA-TIP)	Montgomery County Scholarship
Federal Work Study (FWS) employment opportunity	Pennsylvania National Guard Education Assistance Program (EAP)	Honors Program Scholarships
Direct Subsidized Loan	Ready to Succeed Scholarship (RTSS)	Textbook Scholarships
Direct Unsubsidized Loan	Blind or Deaf Higher Education Beneficiary Grant Program	
Direct PLUS Loan (parent loan for students)		
For additional information:		
https://studentaid.gov/understand-aid/types	https://www.pheaa.org/	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 the 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.gov/resources/tax-benefits>.

FINANCIAL AID REFUND CREDIT FOR BOOKS

Qualifying students are eligible to use a financial aid refund credit for books (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 NOTE: It will only be available to use during the book advance availability period.

As financial aid refund credit for books 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 (i.e., decrease the number of enrolled credits or withdraw from the College for the semester).

For additional information about the Financial Aid Refund Credit for Books, visit: <https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/financial-aid-refund-advance-for-books>.

FINANCIAL AID OFFICE CONTACT INFORMATION

In person: Blue Bell Campus - College Hall

Pottstown Campus - South Hall

Phone: 215-641-6566

Email: enrollmentservices@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>

FINANCIAL AID REFUND POLICY FOR FEDERAL AID RECIPIENTS

If you stop attending all 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. More information can be found at <https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/impact-of-withdrawing>.

Withdrawals at any point in the semester may also impact the student's satisfactory academic progress and eligibility to receive future federal financial assistance. Refer to the College's Satisfactory Academic Progress Policy at <https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/satisfactory-academic-progress>.

If you are 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 (IASG), 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 a 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 are a student enrolled only in the 1st and 2nd 6- or 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.

The full Student Financial Aid Satisfactory Academic Progress Policy can be viewed here, <https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/satisfactory-academic-progress>.

FIRST YEAR EXPERIENCE - FYE-101

A three-credit college level course that involves familiarization with College resources, culture, policies and technology. This course focuses on personal development, student success strategies and career exploration. Topics include time management, goal setting, metacognition, test taking skills, test anxiety, diversity, wellness and financial literacy. Throughout the semester, students will use technology to engage in self-assessment and reflection and examine transfer and career options. Students will participate in academic coaching and self-reflection activities provided by the instructor.

This course is required for all students testing into six credits of developmental courses and students majoring in Liberal Studies. This course is open to all students at Montgomery County Community College and meets the requirements for the Technological Fluency core goal.

FOOD SERVICES

Montco Markets provide a variety of food and beverage items to accommodate various dietary preferences and needs. They are open on both campuses. On Blue Bell campus, they are available in College Hall, Parkhouse Hall, and the Health Sciences Center. On the Pottstown Campus, they are located in North and South Hall.

WATER FILLING STATIONS

The College conveniently offers filtered, chilled water at fountains and bottle-filling stations in most buildings at each campus. Currently they can be found in the Children's Center, College Hall, Fine Arts Center, Health Sciences Center, Parkhouse Hall & Science Center at Blue Bell, and in North & South Hall at Pottstown.

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 cultivates academic excellence in small, specialized classes, with collaborative and experiential learning opportunities, and an emphasis on intellectual development and leadership in community service.

Other benefits of the Honors Program include academic challenge and creativity, social activities with other outstanding students, personalized advising, scholarship eligibility, and recognition at graduation and on College transcripts, and enhanced transfer opportunities. Students can participate in the Honors programming in multiple ways. They can:

- Complete the full Honors Program to receive an Honors designation on their associates degree,
- Enroll in individual 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, or
- Participate in the Honors Club or an honors society.

All students interested in the Honors Program, and individual Honors course, or Honors scholarship opportunities should complete the common application linked at <https://www.mc3.edu/degrees-and-programs/honors-programs/admission-requirements> as early as possible. We use an inclusive admission system; students need to meet only two out of eight criteria and letters of recommendation count towards that total.

To fulfill the Honors Program, students complete at least nine credits of Honors course work plus experiential learning in either a three-credit Honors Experience course, or a capstone project within their major program. 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 or on 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, evaluate to pick the most useful resources, and cite your sources. Get help from the librarians online instantly by using chat or book an appointment for later help on our website library.mc3.edu

To support your coursework and continued growth, the libraries provide academic books, journals, archival and primary sources, streaming media, and online research databases directly from our website to anywhere in the world. We offer a large selection of movies, filmed theatrical productions, and documentaries for streaming online. Search our collection and sign in with your College username to access millions of pages and hours of digital academic and popular content.

Library spaces can be found in College Hall on Blue Bell Campus and South Hall on Pottstown Campus. The libraries provide comfortable spaces for study, relaxation, or group work as well as easy access to our book and journal collections, ample power outlets, and helpful extras like printers, Children's books collections, and more!

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. Academic readiness is determined using various measures including past academic or diagnostic testing history, placement testing where appropriate, and additional holistic measures. If a student's readiness is assessed at a pre-college level, they are placed in the appropriate developmental course or courses. For more information on holistic advising, please speak with your academic advisor.

STUDENT LIFE

Involvement in extra-curricular activities is a valuable part of each student's college experience. Student Life provides opportunities for students outside of the classroom that encourages 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 belonging. Student Life offers a variety of events & activities, volunteer opportunities, and leadership training. All students are encouraged to actively participate in student activities to enhance their college experience.

STUDENT CLUBS

Looking to join a student club? Visit Montco Connect, connect.mc3.edu, to explore the student clubs that are active at the College; and, learn about their events, traditions, meeting information, and even join the club!

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 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, 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, as well as through Zoom, 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.

CONNECTING WITH YOUR ACADEMIC ADVISOR

Advisors are available during day, evening, and Saturday hours. Appointments can be made at the Blue Bell Campus - Student Success Center located on the main floor of College Hall, the Pottstown Campus - Student Success Center located on the main floor of South Hall, or on Zoom.

You may locate the name of your academic advisor and schedule an appointment with your advisor by logging in to Starfish.

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** Montco college students can get a “jump-start” on their college experience by participating in our Jump Start to College Summer Experience.
- **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.
- **Lunch and Learn Hours** 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 & ALUMNI ENGAGEMENT

The Career and Alumni Engagement Department is a comprehensive career counseling and engagement resource center designed to engage students and alumni 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 and navigate 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 & Alumni Engagement Department is accessible virtually via Zoom and in-person 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 you 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 Wellness Centers, located College Hall 225 and North Hall 112, are available to support your success in and outside of the classroom, and can guide you to appropriate local community resources for additional resources. We encourage you to utilize the many on-campus and off campus resources. www.mc3.edu/choosing-montco/resources-for-students/health-and-wellness

CAMPUS RESOURCES

TIMELYCARE – ONLINE THERAPY & TELEHEALTH PROGRAM

The College provides all current students with free online therapy and telehealth services through TimelyCare, which connects students to dedicated, licensed therapists and medical providers from a secure, HIPAA-compliant mobile app and web platform. Access 24/7 on-demand mental health and telehealth support, scheduled therapy, virtual medical visits, and psychiatry, all at no cost.

You can be talking with a provider in as few as 10 minutes! Go to timelycare.com/montco, and select the “Sign In” button. Use your Montco student email address and password to set up your account. If you have questions, please email wellness@mc3.edu.

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>.

THE WELLNESS CENTER

The Wellness Center at Montco is aware that students face many challenges in and out of the classroom. The Wellness Center supports your holistic wellness, including your mental health and non-academic needs. The Wellness Center team will work with you to find the resources that fit your needs, including community referrals to appropriate local agencies, organizations and community resources.

Students are encouraged to reach out to the Wellness Center directly to seek support. Reach out via email at wellness@mc3.edu

- When sending an email - students should include a brief description of situation and include a valid phone number for contact by a member of the Wellness Center team. Emails received after normal business hours or when the College is closed will be responded to as soon as possible.

Wellness Center is not an emergency service. If you are having an emergency or are in crisis, dial 9-1-1 or one of the local or national crisis support lines below to get immediate assistance.

OFF-CAMPUS RESOURCES

LOCAL SUPPORT

- Montgomery County Mobile Crisis Support – available 24/7 (855) 634-HOPE (4673) <https://accessservices.org/services/mobile-crisis>
- Peer Support Talk Line: Call (855) 715-8255 or text (267) 225-7785 every day, 1- 9 PM
- Teen Talk Line: Call (866) 825-5856 or text (215) 703-8411 M-F, 1-9 PM
- Montgomery County Mental Health/Behavioral Health/Developmental Disabilities – M-F 8AM-4:30PM, 610-278-3642, www.montcopa.org/150/Mental-HealthDev-Disabilities-Early-Inter
- Adult Mental Health Supports and Services in Montgomery County -www.montcopa.org/2041/Adult-Mental-Health-Support-and-Services
- National Alliance on Mental Illness (NAMI) PA Montgomery County - M-F 9AM-3PM 215-361-7784, <https://namimontcopa.org/>
- Montgomery County Community Connections - M-F 8AM-4:30PM, (610) 278-3522, A 'Navigate' 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/>
- St. Luke's 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
- Meraky – Behavioral health services in Lansdale www.merakey.org
- Victim Services Center of Montgomery County – 24-hour hotline available 1-888-521-0983
- Laurel House- Domestic Violence Support, 24/7 Hotline 1-800-642-3150 or text HOPE to 85511, <https://laurel-house.org/>
- Women's Center of Montgomery County, PA-Domestic Violence support, 24/7 Hotline (800) 773-2424, <https://www.wcmontco.org/>
- Your Way Home Montgomery County, PA- Homeless Support/Emergency Shelter, DIAL 2-1-1 or 1-866-964-7925 or TEXT 898-211, <https://yourwayhome.org/>
- PA 211- Free support resource to find community resources, <https://www.pa211.org/>
- Find a mental health practitioner – www.psychologytoday.com

NATIONAL SUPPORT

- 988 Suicide and Crises Lifeline – Lifeline crisis chat available online or by calling or texting 988 <https://988lifeline.org/talk-to-someone-now/>
- ULifeline – an online resource for college mental health www.ulifeline.org, Need help now? Text “START” to 741-741 or call 1-800-273-TALK (8255)
- Jed Foundation (JED) – aims to protect emotional health and prevent suicide www.jedfoundation.org
- Mental Health is Health – video resources and personal stories on mental health and substance abuse www.mentalhealthishealth.us/
- Veterans Crisis Line- For all Veterans or anyone concerned about one <https://988lifeline.org/talk-to-someone-now/t> to connect online, or call 988, or Text 838255, Support for deaf and hard of hearing dial 711 then 988

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.

For immigrants and residents, you can obtain general information at <https://www.mc3.edu/degrees-and-programs/esl/esl-for-credit-program>

To contact the ESL Coordinator, please email Barbara Auris at bauris@mc3.edu

ESL ENGLISH AS A SECOND LANGUAGE – NONCREDIT CLASSES

A wide range of high-quality non-credit ESL classes for adults and mature teens is offered to students at all levels of ability (from beginner to advanced) who would like to learn English or improve their English skills. Classes are scheduled weekday mornings and evenings, and on Saturday mornings.

STUDENTS SERVED:

- Adults whose first language is not English and wish to improve their job prospects and feel comfortable in the life and culture of the USA.
- Au Pairs who come to the USA on a J-1 exchange visitor visa.
- Adults with any type of visa (except F-1) including a tourist visa.

Please see the non-credit ESL website for additional information, <https://www.mc3.edu/degrees-and-programs/assets/esl/docs/esl-course-list.pdf>

To contact the non-credit ESL Advisor, please call 215-619-7396 or email mlabe@mc3.edu.

KEYSTONE EDUCATION YIELDS SUCCESS (KEYS)

The goal of the KEYS Program is to help students unlock the door to a brighter future for themselves and their families.

The KEYS Program is a collaboration between the Pennsylvania Department of Human Services (DHS) and the Pennsylvania Commission for Community Colleges. Montgomery County Community College is committed to helping KEYS students achieve their academic and career goals through academic resources, financial assistance, and a robust support network. Each KEYS student is assigned to a full-time staff member called a Facilitator, our most important resource, to help them navigate college, answer any questions students may have, and help students remove barriers to their success.

KEYS is specifically designed to help those who receive Food Stamps (Supplemental Nutrition Assistance Program - SNAP) and/or cash assistance (Temporary Assistance for Needy Families - TANF). Students must receive these benefits from their county to qualify for the KEYS Program.

Enrolled students may be eligible to receive the following:

- Childcare assistance
- Funding for Textbooks and school supplies
- Assistance in Transportation to and from Campus and Other School Related Activities (Clinicals, Internships, etc.)
- Professional Development Opportunities

(Participation in the KEYS Program is determined by the Department of Human Services (DHS). Availability of resources above is dependent on compliance with DHA and KEYS Program policies.)

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:

Albright College	Lebanon Valley College
Alvernia University	Lehigh University
Arcadia University	Messiah University
Bellevue University	Neumann University
Commonwealth University – Bloomsburg University	Pierce College
Cabrini University	Penn State Abington
Chestnut Hill College	Penn State Berks
Cheyney University	Rosemont College
Delaware Valley University	Saint Joseph's University
DeSales University	Shippensburg University
Dongseo University	Southern New Hampshire University
Drexel University	Strayer University
Eastern University	Temple University
East Stroudsburg University	Ursinus College
Gwynedd Mercy University	Villanova University
Immaculata University	West Chester University
Keystone College	Widener University
Kutztown University of Pennsylvania	Wilmington University
LaSalle University	

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>.

UNIVERSITY CENTER

The University Center at Montgomery County Community College offers bachelor's, and master's degrees on both our Blue Bell and Pottstown Campus as well as online. Please visit www.mc3.edu/universitycenter to learn about our current partners and programs available.

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
- Mentorship
- 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). GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website <https://www.benefits.va.gov/gibill/> 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/> or by calling 717-861-2434
 - **EAP** application link <https://www.pheaa.org/funding-opportunities/aid-for-military-national-guard/national-guard-eap.shtml>
 - **MFEP** application link <https://www.pheaa.org/funding-opportunities/aid-for-military-national-guard/military-family-education.shtml>
- **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>

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>
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> 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. More detail is provided on the Bring your own Device page on the website (<https://mc3.edu/byod>).

- Windows 10 (non S-Mode) or Mac OSX 10.14 or newer
- Intel or AMD equivalent processor for Windows / Intel or Apple processor for OSX.
- 4 GB RAM
- 64 GB solid state storage
- Wireless networking: 802.11 a/g/n/ac/ax
- Webcam
- Embedded microphone and speakers (headset preferred)
- 4- to 6-hour battery life
- Access to high-speed internet

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 Canvas, 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 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.

IT SERVICE DESK AND IT KNOWLEDGBASE SELF-HELP

If you are having trouble logging in, or having difficulty with any College computer systems, please use the IT Support Services Portal (<https://www.mc3.edu/choosing-montco/academic-support/it-support-services>) for assistance.

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.

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
- Apply to graduate

Access your information by logging into Montco Connect and click the Self Service icon on the Tools Menu under Quick Links.

STARFISH (MY SUCCESS NETWORK)

Starfish is a system that provides access to your Montco “Success Network”. This network is comprised of your faculty, advisors, and other Montco employees and services who stand ready to help you throughout your journey at Montco. You are able to schedule appointments with these individuals through the Starfish system. To access this convenient tool, click on the “Starfish” 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.

STUDENT PAYMENT CENTER (TOUCHNET)

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.

CANVAS

Canvas by Instructor is the online learning management system (LMS) the College uses to support teaching and learning in all courses. To access Canvas, log into Montco Connect and find your courses listed on the right side under “Canvas Course” navigation or search “Canvas” in the search bar. Through Canvas, Students can access:

- Syllabi
- Course Materials
- Course grades during the semester (*final grades posted in Self-Service)

For additional details on how to navigate Canvas, see mc3.edu/canvas. 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.

CANVAS APP

The Canvas app is a companion app to the Canvas learning management system that provides access to online coursework. Installing the Canvas app permits students to remain current with the latest course content, check grades, and sometimes submit coursework. After installing the app from your app store, select Montgomery County Community College and log in with your Montco account and password.

MOBILE DEVICE CHARGING

Portable batteries are available to be checked out to charge all of your devices. These Jump-Charge kiosks are in each of the major buildings on the Blue Bell and Pottstown campuses. Use your mobile device to check out a battery and charge up to 4 devices (including your laptop) at one time.

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.

DRAFT COACH

Turnitin Draft Coach is a tool available for students that provides feedback on writing similarity, citations, and grammar before submitting an assignment. Students can access Draft Coach within the web version of Word within their Office 365 account.

ACCESSIBILITY IN CANVAS – PANORAMA

Yuja Panorama is located in Canvas, and is a tool that improves the accessibility of media and course content. Students can access Panorama's tool panel by selecting the button on the bottom right of their browser window. Alternative file formats can be accessed by selecting the same icon after each embedded document within your course.

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.

The Testing Center provides the following services:

- **Course Testing**

Course Testing is offered to students who have accommodations for documented disabilities or who require make up exams for on ground courses. The Testing Centers, located at both Pottstown and Blue Bell campuses are reduced distraction testing environments.

- **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.

- **ESL Placement Testing**

ESL Placement Testing is offered to International Students in a virtual testing format. For more information, contact Testing Services at testing@mc3.edu.

- **TEAS Testing**

Students have the option of taking the TEAS test with a Montco Proctor to prepare for entry into the Nursing or Dental Hygiene Program. Students can register directly with ATI for this virtual test.

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-mccc/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

TRANSPORTATION: GETTING HERE AND GOING THERE

PUBLIC TRANSIT

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 Collegetown 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.
- 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 Montco Connect.

TUTORIAL SERVICES

Tutorial services provides academic support to students enrolled in credit courses at Montgomery County Community College. Tutorial Services offer free online and on-campus tutoring, a virtual essay drop-off service, supplemental instruction, and study skills support. More information about Tutorial Services, including current hours, Pottstown and Blue Bell tutoring locations, 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.

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, <https://www.mc3.edu/about-mccc/consumer-information/resolution-of-student-concerns/resolution-of-student-concerns>.

POLICIES AND PROCEDURES

To review the College's Policies & Procedures, visit: <https://www.mc3.edu/about-mccc/policies-and-procedures>

COLLEGE EMAIL DIRECTORY

Admissions	admissions@mc3.edu
Academic Affairs	academicaffairs@mc3.edu
Campus Recreation	athletics@mc3.edu
Career & Alumni Engagement	careerservices@mc3.edu or alumni@mc3.edu
Disability Services	disabilities@mc3.edu
Financial Aid	enrollmentservices@mc3.edu
Service Desk	helpdesk@mc3.edu
KEYS	keysprogram@mc3.edu
Library	refdesk@mc3.edu
Placement Testing	testing@mc3.edu
Registration	enrollmentservices@mc3.edu
Student Life	getinvolved@mc3.edu
Student Success Center	studentsuccess@mc3.edu
Testing	testing@mc3.edu
Transcripts	transcripts@mc3.edu
Tutorial Services	tutoring@mc3.edu
Veterans Services	veterans@mc3.edu
University Center	universitycenter@mc3.edu
Workforce Development	workforce@mc3.edu

AUGUST 2023

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
31	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
4	5	6	<hr/> <hr/> <hr/> <hr/> <hr/>
11	12	13	<hr/> <hr/> <hr/> <hr/> <hr/>
18	19	20	<hr/> <hr/> <hr/> <hr/> <hr/>
25	26	27	<hr/> <hr/> <hr/> <hr/> <hr/>
1	2	3	<hr/> <hr/> <hr/> <hr/> <hr/>



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 as we welcome you to the Montco family.



MONTGOMERY
COUNTY COMMUNITY COLLEGE

mc3.edu/wow

AUGUST

"One of the secrets to life is to make steppingstones out of stumbling blocks." – Jack Penn

JULY 2023						
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30	31					

AUGUST 2023						
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SEPTEMBER 2023						
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30						

PRIORITY THIS WEEK:



THIS WEEK

31

MONDAY

1

TUESDAY

2

WEDNESDAY



3 THURSDAY		
4 FRIDAY		
5 SATURDAY		
6 SUNDAY		

AUGUST

"Truth is the only safe ground to stand upon." – Elizabeth Cady Stanton

JULY 2023						
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AUGUST 2023						
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SEPTEMBER 2023						
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30						

PRIORITY THIS WEEK:



THIS WEEK

7

MONDAY

8

TUESDAY

9

WEDNESDAY

AUGUST

"There is no shortage of good days. It is good lives that are hard to come by." – Annie Dillard

JULY 2023						
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AUGUST 2023						
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SEPTEMBER 2023						
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PRIORITY THIS WEEK:



THIS WEEK

14

MONDAY

15

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

19

SATURDAY

20

SUNDAY

AUGUST

"Nothing is so embarrassing as watching someone do something that you said couldn't be done." – Sam Ewing

JULY 2023						
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AUGUST 2023						
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SEPTEMBER 2023						
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PRIORITY THIS WEEK:



THIS WEEK

21

MONDAY

22

TUESDAY

23

WEDNESDAY

AUGUST

"I like pressure. If I am not on the edge of failure, I'm not being sufficiently challenged." – Jewel

JULY 2023						
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AUGUST 2023						
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SEPTEMBER 2023						
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PRIORITY THIS WEEK:



MONTGOMERY
COUNTY COMMUNITY COLLEGE

THIS WEEK

28

MONDAY

29

TUESDAY

30

WEDNESDAY

SEPTEMBER 2023

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	31
<i>Labor Day</i> 4	5	6	7
<i>Patriot Day</i> 11	12	13	14
18	19	20	21
25	<i>Mawlid al-Nabi begins at sundown</i> 26	27	28

REMINDERS

FRIDAY		SATURDAY		SUNDAY		NOTES
1	2	3				
8	9	10				
Rosh Hashanah begins at sundown 15	16	17				
22	First day of autumn 23	Yom Kippur begins at sundown 24				
29	30	1				

CLASS REGISTRATION

It's important to stay in-the-know about registration dates and deadlines.

Visit mc3.edu/dates for more on the registration calendar.



WINTER 2023

Session	Start Date
Winter Session	12/21/23

SPRING 2024

Session	Start Date
15-week session	1/17/24
7-week I session	1/17/24
7-week session II	3/18/24

SUMMER 2024

Session	Start Date
14-week session	5/13/24
6-week session I	5/13/24
10-week session	6/3/24
6-week session II	7/8/24



MONTGOMERY
COUNTY COMMUNITY COLLEGE

SEPTEMBER

"I can accept failure. Everyone fails at something.
But I can't accept not trying." – Michael Jordan

AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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PRIORITY THIS WEEK:



THIS WEEK

4

MONDAY

Labor Day

5

TUESDAY

6

WEDNESDAY

SEPTEMBER

"It's lack of faith that makes people afraid of meeting challenges, and I believe in myself." – Muhammad Ali

AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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PRIORITY THIS WEEK:



THIS WEEK

11

MONDAY

Patriot Day

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

16

SATURDAY

17

SUNDAY

Rosh Hashanah begins at sundown

SEPTEMBER

"Challenges make you discover things about yourself that you never really knew. They're what make the instrument stretch – what make you go beyond the norm." – Cicely Tyson

AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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PRIORITY THIS WEEK:



THIS WEEK

18

MONDAY

19

TUESDAY

20

WEDNESDAY

21

THURSDAY

22

FRIDAY

23

SATURDAY

24

SUNDAY

First day of autumn

Yom Kippur begins at sundown

SEPTEMBER

"If you want to make peace with your enemy, you have to work with your enemy. Then he becomes your partner." – Nelson Mandela

AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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22	23	24	25	26	27	28
29	30	31				

PRIORITY THIS WEEK:



THIS WEEK

25

MONDAY

26

TUESDAY

27

WEDNESDAY

Mawlid al-Nabi begins at sundown



28 THURSDAY		
29 FRIDAY		
30 SATURDAY		
1 SUNDAY		

OCTOBER 2023

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
25	26	27	28
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	<i>Halloween</i>	31	

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
29	30	1	<hr/> <hr/> <hr/> <hr/> <hr/>
6	7	8	<hr/> <hr/> <hr/> <hr/> <hr/>
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27	28	29	<hr/> <hr/> <hr/> <hr/> <hr/>

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



OCTOBER

"Courage is the ladder on which all the other virtues mount." – Clare Boothe Luce

SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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26	27	28	29	30		

PRIORITY THIS WEEK:



THIS WEEK

2

MONDAY

3

TUESDAY

4

WEDNESDAY

OCTOBER

"Some of the world's greatest feats were accomplished by people not smart enough to know they were impossible." – Doug Larson

SEPTEMBER 2023						
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OCTOBER 2023						
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29	30	31				

NOVEMBER 2023						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

PRIORITY THIS WEEK:



THIS WEEK

9

MONDAY

10

TUESDAY

11

WEDNESDAY



12

THURSDAY

13

FRIDAY

14

SATURDAY

15

SUNDAY

OCTOBER

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." – Margaret Mead

SEPTEMBER 2023						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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OCTOBER 2023						
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NOVEMBER 2023						
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25	26	27	28	29	30	

PRIORITY THIS WEEK:



THIS WEEK

16

MONDAY

17

TUESDAY

18

WEDNESDAY

OCTOBER

"You can always wish for what you don't have, but always respect what you do have." – Suzanne Vermilyea

SEPTEMBER 2023						
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24	25	26	27	28	29	30

OCTOBER 2023						
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NOVEMBER 2023							
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26	27	28	29	30			

PRIORITY THIS WEEK:



THIS WEEK

23

MONDAY

24

TUESDAY

25

WEDNESDAY

NOVEMBER 2023

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	31	1	2
6	7 <i>Election Day</i>	8	9
13	14	15	16
20	21	22	23 <i>Thanksgiving</i>
27	28	29	30

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
3	4	5 <i>Standard time begins</i>	
10	<i>Veterans Day</i>	11	12
17	18	19	
24	25	26	
1	2	3	



CAREER & ALUMNI ENGAGEMENT

Career & Alumni Engagement 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



HIRE A MUSTANG



MONTGOMERY
COUNTY COMMUNITY COLLEGE

mc3.edu/careerservices



@CareerServicesmc3



@mc3CareerServices



@MCCCareer

NOVEMBER

"If there is to be any peace it will come through being, not having." – Henry Miller

OCTOBER 2023						
S	M	T	W	T	F	S
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NOVEMBER 2023						
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26	27	28	29	30		

DECEMBER 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PRIORITY THIS WEEK:



THIS WEEK

30

MONDAY

31

TUESDAY

1

WEDNESDAY

Halloween



2

THURSDAY

3

FRIDAY

4

SATURDAY

5

SUNDAY

Standard time begins

NOVEMBER

"To fulfill a dream, to be allowed to sweat over lonely labor, to be given a chance to create, is the meat and potatoes of life." – Bette Davis

OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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31						

PRIORITY THIS WEEK:



THIS WEEK

6

MONDAY

7

TUESDAY

8

WEDNESDAY

Election Day



9

THURSDAY

10

FRIDAY

11

SATURDAY

12

SUNDAY

Veterans Day

NOVEMBER

"There is no man living who isn't capable of doing more than he thinks he can do." – Henry Ford

OCTOBER 2023						
S	M	T	W	T	F	S
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NOVEMBER 2023						
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DECEMBER 2023						
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						30
						31

PRIORITY THIS WEEK:



THIS WEEK

13

MONDAY

14

TUESDAY

15

WEDNESDAY

NOVEMBER

"You really can change the world if you care enough." – Marian Wright Edelman

OCTOBER 2023						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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DECEMBER 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PRIORITY THIS WEEK:



THIS WEEK

20

MONDAY

21

TUESDAY

22

WEDNESDAY



23

THURSDAY

Thanksgiving

24

FRIDAY

25

SATURDAY

26

SUNDAY

NOVEMBER

"Action is the antidote to despair." – Joan Baez

OCTOBER 2023						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
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NOVEMBER 2023						
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26	27	28	29	30		

DECEMBER 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PRIORITY THIS WEEK:



THIS WEEK

27

MONDAY

28

TUESDAY

29

WEDNESDAY



30		
THURSDAY		
1		
FRIDAY		
2		
SATURDAY		
3		
SUNDAY		

DECEMBER 2023

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
4	5	6	7 <i>Hanukkah begins at sundown</i>
11	12	13	14
18	19	20	21 <i>First day of winter</i>
<i>Christmas</i> 25	<i>Kwanzaa begins</i> 26	27	28

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
1	2	3	<hr/> <hr/> <hr/> <hr/> <hr/>
8	9	10	<hr/> <hr/> <hr/> <hr/> <hr/>
15	16	17	<hr/> <hr/> <hr/> <hr/> <hr/>
22	23	24	<hr/> <hr/> <hr/> <hr/> <hr/>
29	30	31	<hr/> <hr/> <hr/> <hr/> <hr/>



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



MONTGOMERY
COUNTY COMMUNITY COLLEGE

mc3.edu/paymentplan

DECEMBER

"The time is always right to do what is right." – Martin Luther King Jr.

NOVEMBER 2023						
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DECEMBER 2023						
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31						

JANUARY 2024						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PRIORITY THIS WEEK:



THIS WEEK

4

MONDAY

5

TUESDAY

6

WEDNESDAY



7

THURSDAY

Hanukkah begins at sundown

8

FRIDAY

9

SATURDAY

10

SUNDAY

DECEMBER

"Where there is great love there are always miracles." – Willa Cather

NOVEMBER 2023						
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DECEMBER 2023						
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JANUARY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

PRIORITY THIS WEEK:



THIS WEEK

11

MONDAY

12

TUESDAY

13

WEDNESDAY



14

THURSDAY

15

FRIDAY

16

SATURDAY

17

SUNDAY

DECEMBER

"It's kind of fun to do the impossible." – Walt Disney

NOVEMBER 2023						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
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DECEMBER 2023						
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JANUARY 2024						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PRIORITY THIS WEEK:



THIS WEEK

18

MONDAY

19

TUESDAY

20

WEDNESDAY



21

THURSDAY

First day of winter

22

FRIDAY

23

SATURDAY

24

SUNDAY

DECEMBER

"Truth is the only safe ground to stand upon." – Elizabeth Cady Stanton

NOVEMBER 2023						
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12	13	14	15	16	17	18
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DECEMBER 2023						
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31						

JANUARY 2024						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PRIORITY THIS WEEK:



THIS WEEK

25

MONDAY

26

TUESDAY

27

WEDNESDAY

Christmas

Kwanzaa begins

JANUARY 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<i>New Year's Day</i> 1	2	3	4
8	9	10	11
<i>Martin Luther King Jr. Day</i> 15	16	17	18
22	23	24	25
29	30	31	1

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	<hr/> <hr/> <hr/> <hr/> <hr/>
12	13	14	<hr/> <hr/> <hr/> <hr/> <hr/>
19	20	21	<hr/> <hr/> <hr/> <hr/> <hr/>
26	27	28	<hr/> <hr/> <hr/> <hr/> <hr/>
2	3	4	<hr/> <hr/> <hr/> <hr/> <hr/>

Virtual care from anywhere.

Get on-demand support from counselors, doctors, nurse practitioners and more, right at your fingertips.



Create your **FREE** account.

1. Visit [timelycare.com/montco](https://www.timelycare.com/montco) or download the TimelyCare app.
2. Click "Sign In."
3. Create your profile **using your school email**
4. Follow the prompts to start your first visit.

IT'S FOR MONTCO STUDENTS. **FOR FREE.**



TALKNOW

Get 24/7, on-demand mental health support.



SCHEDULED COUNSELING

Access licensed counselors in your state.



HEALTH COACHING

Schedule virtual appointments with a certified health coach.



PSYCHIATRY

Get access to no-cost psychiatry services.



MEDICAL

Get 24/7, on-demand and scheduled medical visits.



BASIC NEEDS

Get connected to low or reduced-cost community services

JANUARY

"No man fails if he does his best." – Orison Swett Marden

DECEMBER 2023						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
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31						

JANUARY 2024						
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28	29	30	31			

FEBRUARY 2024							
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18	19	20	21	22	23	24	
25	26	27	28	29			

THIS WEEK

PRIORITY THIS WEEK:



MONTGOMERY
COUNTY COMMUNITY COLLEGE

1

MONDAY

New Year's Day

2

TUESDAY

3

WEDNESDAY

JANUARY

"The formula for success is simple: practice and concentration then more practice and more concentration." – Babe Didrikson Zaharias

DECEMBER 2023						
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31						

JANUARY 2024						
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FEBRUARY 2024						
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24	25	26	27	28	29	

PRIORITY THIS WEEK:



THIS WEEK

8

MONDAY

9

TUESDAY

10

WEDNESDAY

JANUARY

"For how can 'the consent of the governed' be given, if the right to vote be denied?" – Susan B. Anthony

DECEMBER 2023						
S	M	T	W	T	F	S
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31						

JANUARY 2024						
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FEBRUARY 2024						
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PRIORITY THIS WEEK:



THIS WEEK

15

MONDAY

16

TUESDAY

17

WEDNESDAY

Martin Luther King Jr. Day

JANUARY

"You cannot achieve a new goal by applying the same level of thinking that got you where you are today." – Albert Einstein

DECEMBER 2023						
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31						

JANUARY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
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24	25	26	27	28	29	

PRIORITY THIS WEEK:



MONTGOMERY
COUNTY COMMUNITY COLLEGE

THIS WEEK

22

MONDAY

23

TUESDAY

24

WEDNESDAY

JANUARY

"Laziness may appear attractive, but work gives satisfaction." – Anne Frank

DECEMBER 2023						
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31						

JANUARY 2024						
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28	29	30	31			

FEBRUARY 2024						
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17	18	19	20	21	22	23
24	25	26	27	28	29	

PRIORITY THIS WEEK:



THIS WEEK

29

MONDAY

30

TUESDAY

31

WEDNESDAY

FEBRUARY 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	31	1
5	6	7	8
<i>Lincoln's Birthday</i> 12	13	<i>Ash Wednesday</i> <i>Valentine's Day</i> 14	15
<i>Presidents' Day</i> 19	20	21	<i>Washington's Birthday</i> 22
26	27	28	29

REMINDERS

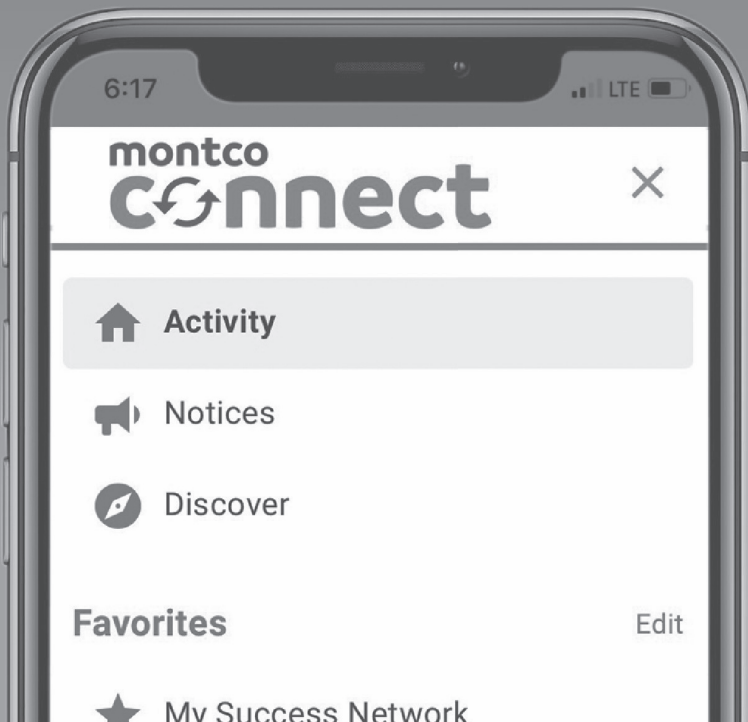
FRIDAY	SATURDAY	SUNDAY	NOTES
<i>Groundhog Day</i> 2	3	4	<hr/> <hr/> <hr/> <hr/> <hr/>
9	<i>Lunar New Year</i> 10	11	<hr/> <hr/> <hr/> <hr/> <hr/>
16	17	18	<hr/> <hr/> <hr/> <hr/> <hr/>
23	24	25	<hr/> <hr/> <hr/> <hr/> <hr/>
1	2	3	<hr/> <hr/> <hr/> <hr/> <hr/>

Download the Montco Connect App!

On the app, you'll find:

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

mc3.edu/connect



FEBRUARY

"The world is round, and the place which may seem like the end may also be only the beginning." – Ivy Baker Priest

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
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11	12	13	14	15	16	17
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25	26	27	28	29		

MARCH 2024						
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						2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PRIORITY THIS WEEK:



THIS WEEK

5

MONDAY

6

TUESDAY

7

WEDNESDAY



8

THURSDAY

9

FRIDAY

10

SATURDAY

11

SUNDAY

Lunar New Year

FEBRUARY

"Without discipline, there is no life at all." – Katharine Hepburn

JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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24	25	26	27	28	29	30
31						

PRIORITY THIS WEEK:



THIS WEEK

12

MONDAY

Lincoln's Birthday

13

TUESDAY

14

WEDNESDAY

*Ash Wednesday
Valentine's Day*

FEBRUARY

"Attempt the impossible in order to improve your work." – Bette Davis

JANUARY 2024						
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28	29	30	31			

FEBRUARY 2024						
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MARCH 2024						
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30	31					

PRIORITY THIS WEEK:



THIS WEEK

19

MONDAY

20

TUESDAY

21

WEDNESDAY

Presidents' Day



22 THURSDAY		<i>Washington's Birthday</i>
23 FRIDAY		
24 SATURDAY		
25 SUNDAY		

FEBRUARY

"Adventure is worthwhile in itself." – Amelia Earhart

JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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PRIORITY THIS WEEK:



THIS WEEK

26

MONDAY

27

TUESDAY

28

WEDNESDAY



29 THURSDAY		
1 FRIDAY		
2 SATURDAY		
3 SUNDAY		

MARCH 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
4	5	6	7
11	12	13	14
18	<i>First day of spring</i>	19	20
25	26	27	28

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
1	2	3	
8	9	10 <i>Daylight saving time begins Ramadan begins at sundown</i>	
15	16	17 <i>St. Patrick's Day</i>	
22	23	24 <i>Palm Sunday</i>	
29 <i>Good Friday</i>	30	31 <i>Easter</i>	

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



MONTGOMERY
COUNTY COMMUNITY COLLEGE

Learn more at mc3.edu/academic-support

MARCH

"Once you realize how good you really are, you never settle for playing less than your best." – Reggie Jackson

FEBRUARY 2024						
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MARCH 2024						
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31						

APRIL 2024						
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PRIORITY THIS WEEK:



THIS WEEK

4

MONDAY

5

TUESDAY

6

WEDNESDAY



7

THURSDAY

8

FRIDAY

9

SATURDAY

10

SUNDAY

*Daylight saving time begins
Ramadan begins at sundown*

MARCH

"This is the team. We're trying to go to the moon. If you can't put someone up, please don't put them down." – NASA motto

FEBRUARY 2024						
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MARCH 2024						
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31						

APRIL 2024						
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28	29	30				

PRIORITY THIS WEEK:



THIS WEEK

11

MONDAY

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

16

SATURDAY

17

SUNDAY

St. Patrick's Day

MARCH

"If it had not been for the wind in my face, I wouldn't be able to fly at all." – Arthur Ashe

FEBRUARY 2024						
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MARCH 2024						
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31						

APRIL 2024						
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21	22	23	24	25	26	27
28	29	30				

PRIORITY THIS WEEK:



THIS WEEK

18

MONDAY

19

TUESDAY

20

WEDNESDAY

First day of spring



21

THURSDAY

22

FRIDAY

23

SATURDAY

24

SUNDAY

Palm Sunday

MARCH

"I have found that among its other benefits, giving liberates the soul of the giver." – Maya Angelou

FEBRUARY 2024						
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MARCH 2024						
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APRIL 2024						
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21	22	23	24	25	26	27
28	29	30				

PRIORITY THIS WEEK:



THIS WEEK

25

MONDAY

26

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

FRIDAY

Good Friday

30

SATURDAY

31

SUNDAY

Easter

APRIL 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<i>April Fools' Day</i> 1	2	3	<i>Laylat al-Qadr begins at sundown</i> 4
8	<i>Eid al-Fitr begins at sundown</i> 9	10	11
15	16	17	18
<i>Earth Day</i> <i>Passover begins at sundown</i> 22	23	24	25
29	30	1	2

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	<hr/> <hr/> <hr/> <hr/> <hr/>
12	13	14	<hr/> <hr/> <hr/> <hr/> <hr/>
19	20	21	<hr/> <hr/> <hr/> <hr/> <hr/>
26	27	28	<hr/> <hr/> <hr/> <hr/> <hr/>
3	4	5	<hr/> <hr/> <hr/> <hr/> <hr/>



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 & Alumni Engagement
- Keystone Education Yields Success (KEYS)
- Partnership on Work Enrichment and Readiness Program (POWER)
- Stock-Up Food Pantry
- TimelyCare
- University Center
- Veterans Resource Center
- Wellness Center



MONTGOMERY
COUNTY COMMUNITY COLLEGE

Learn more at mc3.edu/resources

APRIL

"The harder you work, the harder it is to surrender." – Vince Lombardi

MARCH 2024						
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APRIL 2024						
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MAY 2024							
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26	27	28	29	30	31		

THIS WEEK

PRIORITY THIS WEEK:



1

MONDAY

April Fools' Day

2

TUESDAY

3

WEDNESDAY



4

THURSDAY

Laylat al-Qadr begins at sundown

5

FRIDAY

6

SATURDAY

7

SUNDAY

APRIL

"The quality of an individual is reflected in the standards they set for themselves." – Ray Kroc

MARCH 2024						
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APRIL 2024						
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MAY 2024						
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31						

PRIORITY THIS WEEK:



THIS WEEK

8

MONDAY

9

TUESDAY

10

WEDNESDAY

Eid al-Fitr begins at sundown



11 THURSDAY		
12 FRIDAY		
13 SATURDAY		
14 SUNDAY		

APRIL

"Nothing in life is to be feared. It is only to be understood." – Marie Curie

MARCH 2024						
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31						

APRIL 2024						
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MAY 2024							
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19	20	21	22	23	24	25	
26	27	28	29	30	31		

PRIORITY THIS WEEK:



THIS WEEK

15

MONDAY

16

TUESDAY

17

WEDNESDAY

APRIL

"Common sense is seeing things as they are and doing things as they ought to be." – Harriet Beecher Stowe

MARCH 2024						
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31						

APRIL 2024						
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MAY 2024						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

PRIORITY THIS WEEK:



THIS WEEK

22

MONDAY

23

TUESDAY

24

WEDNESDAY

*Earth Day
Passover begins at sundown*

MAY 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	1	2
6	7	8	9
13	14	15	16
20	21	22	23
<i>Memorial Day</i> 27	28	29	30

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
3	4	5 <i>Cinco de Mayo</i>	
10	11	12 <i>Mother's Day</i>	
17	18	19	
24	25	26	
31	1	2	

MAY

"No one can make you feel inferior without your consent." – Eleanor Roosevelt

APRIL 2024						
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MAY 2024						
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JUNE 2024						
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23	24	25	26	27	28	29
30						

THIS WEEK

PRIORITY THIS WEEK:



MONTGOMERY
COUNTY COMMUNITY COLLEGE

29

MONDAY

30

TUESDAY

1

WEDNESDAY



2 THURSDAY		
3 FRIDAY		
4 SATURDAY		
5 SUNDAY		<i>Cinco de Mayo</i>

MAY

"There are no gains without pains." – Benjamin Franklin

APRIL 2024						
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MAY 2024						
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JUNE 2024						
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THIS WEEK

PRIORITY THIS WEEK:



MONTGOMERY
COUNTY COMMUNITY COLLEGE

6

MONDAY

7

TUESDAY

8

WEDNESDAY



9

THURSDAY

10

FRIDAY

11

SATURDAY

12

SUNDAY

Mother's Day

MAY

"Do the best you can in every task, no matter how unimportant it may seem at the time. No one learns more about a problem than the person at the bottom." – Sandra Day O'Connor

APRIL 2024						
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MAY 2024						
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JUNE 2024						
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PRIORITY THIS WEEK:



THIS WEEK

13

MONDAY

14

TUESDAY

15

WEDNESDAY



16 THURSDAY		
17 FRIDAY		
18 SATURDAY		
19 SUNDAY		

MAY

"Make the most of yourself, for that is all there is of you." – Ralph Waldo Emerson

APRIL 2024						
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MAY 2024						
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JUNE 2024						
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THIS WEEK

PRIORITY THIS WEEK:



20

MONDAY

21

TUESDAY

22

WEDNESDAY



23 THURSDAY		
24 FRIDAY		
25 SATURDAY		
26 SUNDAY		

MAY

"If you really want something, you can figure out how to make it happen." – Cher

APRIL 2024						
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MAY 2024						
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JUNE 2024						
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30						

THIS WEEK

PRIORITY THIS WEEK:



27

MONDAY

Memorial Day

28

TUESDAY

29

WEDNESDAY



30 THURSDAY		
31 FRIDAY		
1 SATURDAY		
2 SUNDAY		

JUNE 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
3	4	5	6
10	11	12	13
17	18	19 <i>Juneteenth</i>	20 <i>First day of summer</i>
24	25	26	27

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
31	1	2	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
7	8	9	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<i>Flag Day</i> 14	15	<i>Eid al-Adha begins at sundown Father's Day</i> 16	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
21	22	23	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
28	29	30	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

JUNE

"The price of greatness is responsibility."
— Winston Churchill

MAY 2024						
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JUNE 2024						
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JULY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

PRIORITY THIS WEEK:



THIS WEEK

3

MONDAY

4

TUESDAY

5

WEDNESDAY



6 THURSDAY	
7 FRIDAY	
8 SATURDAY	
9 SUNDAY	

JUNE

"We can learn even from our enemies." – Ovid

MAY 2024						
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JUNE 2024						
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JULY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

PRIORITY THIS WEEK:



THIS WEEK

10

MONDAY

11

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

15

SATURDAY

16

SUNDAY

Flag Day

*Eid al-Adha begins at sundown
Father's Day*

JUNE

"We must use time as a tool, not as a crutch." – John F. Kennedy

MAY 2024						
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JUNE 2024						
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JULY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

PRIORITY THIS WEEK:



THIS WEEK

17

MONDAY

18

TUESDAY

19

WEDNESDAY

Juneteenth



20

THURSDAY

First day of summer

21

FRIDAY

22

SATURDAY

23

SUNDAY

JUNE

"Imagination rules the world." – Napoleon Bonaparte

MAY 2024						
S	M	T	W	T	F	S
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JUNE 2024						
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JULY 2024						
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PRIORITY THIS WEEK:



THIS WEEK

24

MONDAY

25

TUESDAY

26

WEDNESDAY



27 THURSDAY	
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28 FRIDAY	
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29 SATURDAY	
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30 SUNDAY	
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JULY 2024

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4 <i>Independence Day</i>
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7 <i>Muharram begins at sundown</i>	
12	13	14	
19	20	21	
26	27	28	
2	3	4	

JULY

"A creative man is motivated by the desire to achieve, not by the desire to beat others." – Ayn Rand

JUNE 2024						
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JULY 2024						
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AUGUST 2024						
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PRIORITY THIS WEEK:



MONTGOMERY
COUNTY COMMUNITY COLLEGE

THIS WEEK

1

MONDAY

2

TUESDAY

3

WEDNESDAY



4

THURSDAY

Independence Day

5

FRIDAY

6

SATURDAY

7

SUNDAY

Muharram begins at sundown

JULY

"Opportunity is missed by most people because it is dressed in overalls and looks like work." – Thomas Edison

JUNE 2024						
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JULY 2024						
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AUGUST 2024						
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PRIORITY THIS WEEK:



THIS WEEK

8

MONDAY

9

TUESDAY

10

WEDNESDAY



11 THURSDAY		
12 FRIDAY		
13 SATURDAY		
14 SUNDAY		

JULY

"Lots of people want to ride with you in the limo, but what you want is someone who will take the bus with you when the limo breaks down." – Oprah Winfrey

JUNE 2024						
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JULY 2024						
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AUGUST 2024						
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PRIORITY THIS WEEK:



THIS WEEK

15

MONDAY

16

TUESDAY

17

WEDNESDAY



18

THURSDAY

19

FRIDAY

20

SATURDAY

21

SUNDAY

JULY

"Be who you are and say what you feel
because those who mind don't matter and
those who matter don't mind." – Dr. Seuss

JUNE 2024						
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JULY 2024						
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AUGUST 2024						
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25	26	27	28	29	30	31

PRIORITY THIS WEEK:



THIS WEEK

22

MONDAY

23

TUESDAY

24

WEDNESDAY



25

THURSDAY

26

FRIDAY

27

SATURDAY

28

SUNDAY

LANGUAGE ARTS *MLA style of documentation*

YOUR WORKS-CITED LIST	Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.
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According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles, and titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase, "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

ANY CITATION (GENERAL GUIDELINES)	Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs, URL, or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).
PAGE ON A WEBSITE	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.ehow.com/how_2018_how-oil.html. Accessed 5 Jan. 2019.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb. 2017.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2018, p. A12.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

LANGUAGE ARTS *MLA style of documentation*

BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
BOOK BY ONE AUTHOR	Wheelen, Richard. <i>Sherman's March</i> . Crowell, 1978.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Ripperre. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. <i>Prospect for America</i> . Doubleday, 1961.
BOOK BY AN ANONYMOUS AUTHOR	<i>Literary Market Place: The Directory of the Book Publishing Industry</i> . 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
A WORK IN AN ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
AN EDITION OTHER THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson. 3rd ed., Houghton, 1987.
SIGNED ARTICLE IN A REFERENCE BOOK	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed., vol. 2, Macmillan, 2019.



LANGUAGE ARTS *APA style of documentation*

YOUR REFERENCE LIST

YOUR REFERENCE LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR REFERENCE LIST. LIKEWISE, EACH ENTRY IN THE REFERENCE LIST MUST BE CITED IN THE TEXT.

BASIC RULES

According to the seventh edition of the *Publication Manual of the American Psychological Association*:

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- Invert authors' names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors). Alphabetize by authors' last names letter by letter. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2014 article would appear before a 2015 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened version of the title for parenthetical citations within the text.
- Use "&" instead of "and" before the last author's name when listing multiple authors of a single work.

BASIC FORMS FOR SOURCES IN PRINT

An article in a periodical (such as a journal, newspaper, or magazine)

- Author, A. A., Author, B. B., & Author, C. C. (publication year, month day). Title of article. *Title of Periodical*, volume number (issue number), pages.

You need to list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well → *Title of Periodical*, volume number (issue number), pages.

A nonperiodical (such as a book, report, brochure or audiovisual media)

- Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (Edition). Publisher. *Do not include the location of the publisher in the citation.*

Part of a nonperiodical (such as a book chapter or an article in a collection)

- Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Publisher.

When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

BASIC FORMS FOR ELECTRONIC SOURCES

A web page

- Author, A. A. (Date of publication or revision). *Title of page*. Site name. URL

An online journal or magazine

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number (issue number), page range. doi:0000000/000000000000

Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.

An online journal or magazine (with no DOI assigned)

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number (issue number), page range. URL

E-mail

Because e-mail is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator's name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 2015).

LANGUAGE ARTS *APA style of documentation*



EXAMPLES

Journal article, one author

- Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles.

Journal of Comparative and Physiological Psychology, 55, 893-896.

Journal article, more than one author

- Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

Work discussed in a secondary source

- Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in your reference list. In the text, use the following citation:

- In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

Magazine article, one author

- Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Book

- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. American Psychological Association.

An article or chapter of a book

- O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). Springer.

A government publication

- National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). U.S. Government Printing Office.

A book or article with no author or editor named

- *Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Merriam-Webster.
- New drug appears to cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12. *For parenthetical citations of sources in text with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster's, 2005) and ("New Drug," 1993).*

A translated work and/or a republished work

- Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). Dover. (Original work published 1814).

A review of a book, film, television program, etc.

- Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

An entry in an encyclopedia

- Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia britannica* (Vol. 26, pp. 501-508). Encyclopaedia Britannica.

An online journal article (no DOI assigned)

- Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. <http://www.buddhistethics.org/2/inada1>

A web page

- Daly, B. (1997). *Writing argumentative essays*. <http://www.ltn.lv/~markir/essaywriting/frntpage.htm>

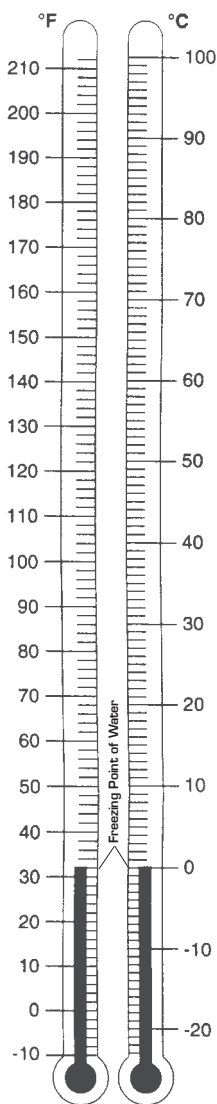
SCIENCE *unit conversions*

ENGLISH TO METRIC CONVERSIONS

<i>To Convert</i> →	<i>Multiply By</i> →	<i>To Find</i> →
AREA		
square inches	6.45	square centimeters
square feet	0.09	square meters
square miles	2.59	square kilometers
acres	0.40	hectares
LENGTH		
inches	2.54	centimeters
feet	0.30	meters
yards	0.91	meters
miles	1.61	kilometers
MASS AND WEIGHT		
ounces	28.35	grams
pounds	0.45	kilograms
pounds-force	4.45	newtons
short tons	0.91	metric tons
VOLUME		
cubic inches	16.39	cubic centimeters
cubic feet	0.03	cubic meters
quarts	0.95	liters
gallons	3.79	liters

METRIC TO ENGLISH CONVERSIONS

<i>To Convert</i> →	<i>Multiply By</i> →	<i>To Find</i> →
AREA		
square centimeters	0.16	square inches
square meters	10.76	square feet
square kilometers	0.39	square miles
hectares	2.47	acres
LENGTH		
centimeters	0.39	inches
meters	3.28	feet
meters	1.09	yards
kilometers	0.62	miles
MASS AND WEIGHT		
grams	0.04	ounces
kilograms	2.20	pounds
newtons	0.23	pound-force
metric tons	1.10	short tons
VOLUME		
cubic centimeters	0.06	cubic inches
cubic meters	35.31	cubic feet
liters	1.06	quarts
liters	0.26	gallons



TEMPERATURE

Fahrenheit to Celsius:
 subtract 32,
 then multiply by 5
 and divide by 9.

Celsius to Fahrenheit:
 multiply by 9,
 divide by 5,
 then add 32.

HEALTHY LIVING *dietary guidelines*

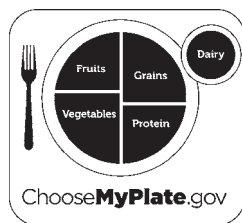
DIETARY GUIDELINES

RECOMMENDATIONS FOR DAILY FOOD CHOICES

A balanced diet of nutrient-rich foods is a key component of overall health. Follow the food group recommendations to help you eat better every day. Each of these food groups provides some, but not all, of the nutrients you need.

A healthy diet is one that emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk products; includes lean meats, poultry, fish, beans, eggs, and nuts; and is low in saturated fats, trans fats, cholesterol, salt (sodium), and added sugars.

Daily recommendations vary depending on age, weight, calorie intake, and exercise patterns. The United States Department of Agriculture (USDA) has developed a website, ChooseMyPlate.gov, to help you figure out the foods and portions that are right for you.



GRAINS

Make half your grains whole

Eat grains, especially whole-grains, like brown rice, oatmeal, or popcorn.

Other grain choices include bread, crackers, cereal, or pasta.

VEGETABLES

Vary your veggies

Eat more dark green veggies like broccoli or spinach.

Eat more orange vegetables like carrots and sweet potatoes.

Eat more dry beans and peas like pinto beans, kidney beans, and lentils.

Limit starchy vegetables.

FRUITS

Focus on fruits

Eat a variety of fruit.

Choose fresh, frozen, canned, or dried fruit.

Go easy on fruit juices.

DAIRY

Get your calcium-rich foods

Go low-fat or fat-free when you choose milk, yogurt, and other milk products.

If you don't consume milk, choose lactose-free products or other calcium sources such as fortified foods and beverages.

PROTEIN

Go lean with protein

Choose low-fat or lean meats and poultry.

Bake it, broil it, or grill it.

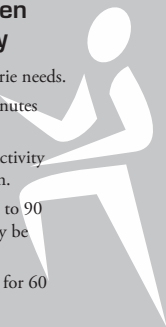
Vary your protein routine – choose more fish, beans, peas, nuts, and seeds.

Your food and physical activity choices each day affect your health — how you feel today, tomorrow, and in the future.

To find the foods and portions that are right for you, go to ChooseMyPlate.gov.

Find your balance between food and physical activity

- Be sure to stay within your daily calorie needs.
- Be physically active for at least 30 minutes most days of the week.
- About 60 minutes a day of physical activity may be needed to prevent weight gain.
- For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required.
- Teenagers should be physically active for 60 minutes every day, on most days.



Know the limits on fats, sugars, and salt (sodium)

- Make most of your fat sources from fish, nuts, and vegetable oils.
- Limit solid fats like butter, margarine, shortening, and lard, as well as foods that contain these.
- Check the Nutrition Facts label to keep saturated fats, *trans* fats, and sodium low.
- Choose food and beverages low in added sugars. Added sugars contribute calories with few, if any, nutrients.

HEALTHY LIVING *hotlines & helplines*

GENERAL CRISIS		
<i>7 Cups of Tea</i>	Online listeners	www.7cups.com
<i>Boys Town Hotline</i> (24 hrs.)	800-448-3000	www.boystown.org
<i>Crisis Call Center (National Suicide Prevention Lifeline)</i> (24 hrs.)	800-273-8255	www.crisiscenter.org
<i>I'm Alive (Online Crisis Network)</i>	Online chat	www.imalive.org
<i>Lifeline Crisis Chat (National Suicide Prevention Lifeline)</i> (24 hrs.)	Online chat	suicidepreventionlifeline.org
<i>National Center for Missing and Exploited Children</i> (24 hrs.)	800-843-5678	www.missingkids.com
<i>National Runaway Safeline</i> (24 hrs.)	800-RUNAWAY	www.1800runaway.org
<i>Teen Line</i>	800-852-8336	www.teenlineonline.org
<i>Youth America Hotline Your Life Counts</i>	877-968-8454	www.yourlifecounts.org
ALCOHOL/SUBSTANCE ABUSE		
<i>Al-Anon/Alateen (For Families and Friends of Problem Drinkers)</i>	888-4AL-ANON	www.al-anon.alateen.org
<i>Alcoholics Anonymous</i>	212-870-3400	www.aa.org
<i>American Council on Alcoholism</i>	800-527-5344	www.recoverymonth.gov
<i>Narcotics Anonymous</i>	818-773-9999	www.na.org
<i>National Institute on Alcohol Abuse and Alcoholism</i>	niaaaweb-r@exchange.gov	www.niaaa.nih.gov
ABUSE/HEALTH INFO		
<i>American Heart Association</i>	800-AHA-USA-1	www.heart.org
<i>CDC National HIV/AIDS Contact Center</i>	800-CDC-INFO	www.cdc.gov/hiv
<i>CDC National STD Contact Center</i>	800-CDC-INFO	www.cdc.gov/std
<i>National Cancer Institute</i>	800-4-CANCER	www.cancer.gov
<i>Childhelp National Child Abuse Hotline</i> (24 hrs.)	800-4-A-CHILD	www.childhelp.org
<i>National Organization for Rare Disorders</i>	800-999-6673	www.rarediseases.org
<i>Office on Women's Health</i>	800-994-9662	www.womenshealth.gov
<i>Poison Control Center</i> (24 hrs.)	800-222-1222	www.aapcc.org
<i>Rape, Abuse and Incest National Network (RAINN)</i> (24 hrs.)	800-656-HOPE	www.rainn.org
<i>Youth Violence Prevention</i>	800-CDC-INFO	www.cdc.gov/violenceprevention
MENTAL HEALTH		
<i>Depression and Bipolar Support Alliance Helpline</i>	800-826-3632	www.dbsalliance.org
<i>Mental Health America</i>	800-969-6642	www.mentalhealthamerica.net
<i>National Alliance on Mental Illness Information Helpline</i>	800-950-NAMI	www.nami.org
<i>National Mental Health Consumers' Self-Help Clearinghouse</i>	selfhelpclearinghouse@gmail.com	www.mhselfhelp.org
<i>National Eating Disorders Association Helpline</i>	800-931-2237	www.nationaleatingdisorders.org
<i>SAFE Alternatives (Self Abuse Finally Ends)</i>	800-DONT-CUT	www.selfinjury.com
SEXUAL ORIENTATION/GENDER IDENTITY		
<i>Lesbian, Gay, Bisexual and Transgender National Youth Talkline</i>	800-246-7743	www.glbthotline.org/talkline
<i>LYRIC (Center for LGBTQQ Youth)</i>	415-703-6150	www.lyric.org
<i>The Trevor Project Lifeline (LGBTQ Ages 13-24)</i> (24 hrs.)	866-488-7386	www.thetrevorproject.org

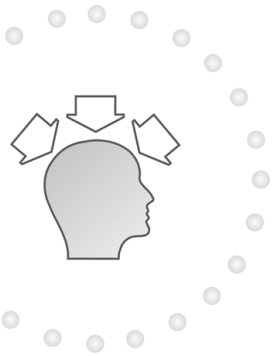
**ASKING FOR HELP IS A SIGN
OF STRENGTH, NOT WEAKNESS.**



SUCCESS SKILLS *tips for improving your memory & taking standardized tests*

TIPS FOR IMPROVING YOUR MEMORY

- {1} Keep notes, lists, and journals to jog your memory.
- {2} Decide what is most important to remember by looking for main ideas.
- {3} Classify information into categories. Some categories may be:
 - a. Time – summer, sun, swimming, hot
 - b. Place – shopping center, stores, restaurants
 - c. Similarities – shoes, sandals, boots
 - d. Differences – mountain, lake
 - e. Wholes to parts – bedroom, bed, pillow
 - f. Scientific groups – Flowers, carnation, rose
- {4} Look for patterns. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember.
- {5} Associate new things you learn with what you already know.
- {6} Use rhythm or make up a rhyme.
- {7} Visualize the information in your mind.
 - a. See the picture clearly and vividly.
 - b. Exaggerate and enlarge things.
 - c. See it in three dimensions.
 - d. Put yourself into the picture.
 - e. Imagine an action taking place.
- {8} Link the information together to give it meaning.
- {9} Use the information whenever you can. Repetition is the key to memory.



TIPS FOR TAKING EXAMS

- {1} *Concentrate.* Do not talk or distract others.
- {2} *Listen carefully to the directions.* Ask questions if they are not clear.
- {3} *Pace yourself.* Keep your eye on the time, but do not worry too much about not finishing.
- {4} *Work through all of the questions in order.* If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.
- {5} *Read all of the possible answers* for each question before choosing an answer.
- {6} *Eliminate any answers that are clearly wrong,* and choose from the others. Words like *always* and *never* often signal that an answer is false.
- {7} *If you're required to write a short essay,* quickly jot down an outline to make sure you include all the key points in your answer.
- {8} *When you finish the test, go back through and check your answers for careless mistakes.* Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
- {9} *Do not be afraid to guess at a question.* If you have a hunch you know the answer, you probably do!
- {10} *Use all of the time allotted* to check and recheck your test.

SUCCESS SKILLS *listening & homework skills*

LISTENING SKILLS

Listening (unlike hearing, which is a physical process that does not require thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the instructor's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

To help develop listening skills:

- *Approach the classroom ready to learn;* leave personal problems outside the classroom. Try to avoid distractions.
- *Even if you do not sit close to the instructor;* focus your attention directly on them.
- *Pay attention to the instructor's style* and how the lecture is organized.
- *Participate;* ask for clarification when you do not understand.
- *Take notes.*
- *Listen* for key words, names, events, and dates.
- *Don't make hasty judgments;* separate fact from opinion.
- *Connect what you hear* with what you already know.

HOMEWORK SKILLS

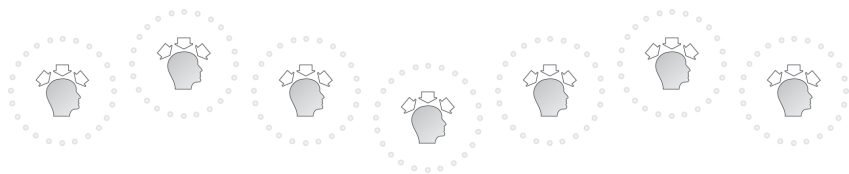
- *Keep track of your daily assignments* in this datebook so you will always know what you have to do.
- *Homework is an essential part of learning.* Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it. Not doing your homework because you do not believe in homework is self-defeating behavior.
- *It is your responsibility to find out what you have missed when you are absent.* Take the initiative to ask a classmate or instructor what you need to make up. You need to also know when it needs to be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.
- *Have a place to study that works for you* – one that is free from distractions. Be honest with yourself about using the TV or stereo during study time. Make sure you have everything you need before you begin to work.
- *Develop a schedule that you can follow.* Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- *Prioritize your homework* so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- *Study for 30-40 minutes at a time,* then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.



SUCCESS SKILLS *successful notetaking*

SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each instructor's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your instructor may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some instructors provide outlines that tell you how a series of lectures will be organized; other instructors will deliver their lectures and expect you to write the information in your notes. Most instructors will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the instructor specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
- Listen for key ideas. Write them down in your own words. Don't try to write down every word that your instructors say. Some instructors will use the chalkboard, an overhead projector, or a PowerPoint presentation to outline these key ideas. Others will simply stress them in their discussion.
- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
- Make sure your notes summarize, not duplicate, the material.
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.



SUCCESS SKILLS *plan for success*

PLAN FOR SUCCESS

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

{1} **Organization** – Getting organized is the first step to success.

- Remember that you are responsible for knowing about and completing your assignments and special projects.
- Make sure you have a datebook to write down your homework, extracurricular activities, community activities, and other responsibilities.
- Make sure you have all the materials you need when you go to class and when you do your homework.



{2} **Time Management** – Managing time wisely will help ensure that you have the opportunity to do both the things you need to do and the things you want to do.

- Plan a definite time to do your homework.
- Plan time for extracurricular and social activities, as well as home responsibilities.
- Commit yourself to your time plan, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

{3} **Set Priorities** – If you have lots to do, it is important to set priorities.

- Rank each task in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
- When doing homework, start with the subject in which you need the most improvement.
- Check off finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.

{4} **Set Goals** – Just wishing to get better grades or to excel in a sport accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:

- Be specific. List specific goals for each academic subject. Also list goals for other school and home activities.
- Set time limits. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
- Set realistic goals. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-". Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
- Draw up a step-by-step plan of action for reaching each goal; then go for it!
- Write your goals down, and put them in several places (your bedroom door, your datebook, your bulletin board) so you will see them several times a day.
- Share your goals with others – your parents, roommates, instructors, classmates, etc. They can give you encouragement.
- Keep at it! Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
- Reward yourself when you reach a goal.

SUCCESS SKILLS *keeping a monthly budget*

Learning how to manage your money is an important step in becoming financially independent. It's never too early to start keeping a budget. Use this budget worksheet to determine your income and expenses. If you need to cut back on spending, little bits add up.

→ When dining out with friends, don't order a soda; drink water instead.

- Skip costly coffeehouses and brew your own at home.
- Save money on gas and parking by walking to class or carpooling with pals.
- Many communities offer paying recycling programs, so cash in those cans.
- Consider trimming "extras" that add up, such as streaming services or eating out.

Category	Monthly Budget	Monthly Actual	Semester Budget	Semester Actual	School Yr. Budget	School Yr. Actual
INCOME						
From Jobs						
From Parents						
From Student Loans						
From Scholarships						
From Financial Aid						
Miscellaneous Income						
INCOME TOTAL						
EXPENSES						
Rent or Room and Board						
Utilities (Gas, Electric, Water)						
Cell phone						
Cable TV or Streaming Services						
Groceries						
Car Payment/Transportation						
Insurance						
Gasoline/Oil						
Entertainment						
Eating Out/Vending						
Tuition						
Books						
School Fees						
Computer Expense						
Miscellaneous Expense						
EXPENSES TOTAL						
NET INCOME (Income minus expenses)						

CLASS SCHEDULE *first semester*

FIRST SEMESTER

Subject	Instructor	Office	Telephone

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						



CLASS SCHEDULE *second semester*

SECOND SEMESTER

Subject	Instructor	Office	Telephone

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						



CALENDAR YEARS

2023

January	S 1 5 15 25 29	M 2 9 23 30	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	F 6 13 20 27	S 7 14 21 28
February	S 5 12 19 26	M 6 13 20 27	T 7 14 21	W 8 15 22	T 9 16 23	F 10 17 24	S 11 18 25
March	S 12 19 26	M 5 12 19 26	T 6 13 20	W 7 14 21	T 8 15 22	F 9 16 23	S 10 17 24
April	S 23 30	M 6 13 20	T 7 14 21	W 8 15 22	T 9 16 23	F 10 17 24	S 11 18 25
May	S 7 14 21 28	M 1 8 15 22	T 2 9 16	W 3 10 17	T 4 11 18	F 5 12 19	S 6 13 20
June	S 4 11 18 25	M 5 12 19 26	T 6 13 20	W 7 14 21	T 8 15 22	F 9 16 23	S 10 17 24
July	S 9 16 23 30	M 2 9 16 23	T 3 10 17	W 4 11 18	T 5 12 19	F 6 13 20	S 7 14 21
August	S 23 30	M 6 13 20	T 7 14 21	W 8 15 22	T 9 16 23	F 10 17 24	S 11 18 25
September	S 3 10 17 24	M 4 11 18 25	T 5 12 19	W 6 13 20	T 7 14 21	F 8 15 22	S 9 16 23
October	S 1 8 15 22	M 2 9 16 23	T 3 10 17	W 4 11 18	T 5 12 19	F 6 13 20	S 7 14 21
November	S 5 12 19 26	M 6 13 20	T 7 14 21	W 8 15 22	T 9 16 23	F 10 17 24	S 11 18 25
December	S 10 17 24	M 3 10 17 24	T 4 11 18	W 5 12 19	T 6 13 20	F 7 14 21	S 8 15 22

2024

January	S 7 14 21 28	M 8 15 22	T 9 16 23	W 10 17 24	T 11 18 25	F 12 19 26	S 13 20
February	S 11 18 25	M 12 19 26	T 13 20	W 14 21	T 15 22	F 16 23	S 17 24
March	S 10 17 24	M 3 10 17	T 4 11 18	W 5 12 19	T 6 13 20	F 7 14 21	S 8 15 22
April	S 28 5	M 6 13 20	T 7 14 21	W 8 15 22	T 9 16 23	F 10 17 24	S 11 18 25
May	S 12 19 26	M 5 12 19	T 6 13 20	W 7 14 21	T 8 15 22	F 9 16 23	S 10 17 24
June	S 19 26	M 2 9 16 23	T 3 10 17	W 4 11 18	T 5 12 19	F 6 13 20	S 7 14 21
July	S 29 5	M 1 8 15 22	T 2 9 16	W 3 10 17	T 4 11 18	F 5 12 19	S 6 13 20
August	S 26 2	M 5 12 19	T 6 13 20	W 7 14 21	T 8 15 22	F 9 16 23	S 10 17 24
September	S 8 15 22	M 9 16 23	T 10 17 24	W 11 18 25	T 12 19	F 13 20	S 14 21
October	S 15 22	M 4 11 18 25	T 5 12 19	W 6 13 20	T 7 14 21	F 8 15 22	S 9 16 23
November	S 24 1	M 3 10 17 24	T 4 11 18	W 5 12 19	T 6 13 20	F 7 14 21	S 8 15 22
December	S 29 5	M 2 9 16 23	T 3 10 17	W 4 11 18	T 5 12 19	F 6 13 20	S 7 14 21

2025

January	S 12 19 26	M 5 12 19	T 6 13 20	W 7 14 21	T 8 15 22	F 9 16 23	S 10 17 24
February	S 16 23	M 7 14 21	T 8 15 22	W 9 16 23	T 10 17 24	F 11 18 25	S 12 19
March	S 18 25	M 9 16 23	T 10 17 24	W 11 18 25	T 12 19	F 13 20	S 14 21
April	S 27 4	M 6 13 20	T 7 14 21	W 8 15 22	T 9 16 23	F 10 17 24	S 11 18 25
May	S 4 11 18 25	M 1 8 15 22	T 2 9 16	W 3 10 17	T 4 11 18	F 5 12 19	S 6 13 20
June	S 11 18 25	M 8 15 22	T 9 16 23	W 10 17 24	T 11 18 25	F 12 19	S 13 20
July	S 19 26	M 16 23	T 17 24	W 18 25	T 19	F 20	S 21
August	S 26 2	M 23 30	T 31	W 1	T 8 15 22	F 9 16 23	S 10 17 24
September	S 14 21 28	M 7 14 21	T 8 15 22	W 9 16 23	T 10 17 24	F 11 18 25	S 12 19
October	S 21 28	M 14 21	T 22 29	W 30	T 6 13 20	F 7 14 21	S 8 15 22
November	S 28 5	M 21 28	T 29	W 1	T 6 13 20	F 7 14 21	S 8 15 22
December	S 3 10 17 24	M 4 11 18 25	T 5 12 19	W 6 13 20	T 7 14 21	F 8 15 22	S 9 16 23



MONTGOMERY COUNTY COMMUNITY COLLEGE

Blue Bell Campus

- 1 College Hall**
 - Admissions
 - Archiving
 - Cafeteria
 - Career Services
 - Disability Services
 - Enrollment Services
 - Financial Aid
 - Human Resources
 - Library
 - Payments
 - Photo ID / Parking Permits
 - Recruit's Office
 - Recruit's Study
 - Registration
 - Student Life
 - Student Success Center
 - Testing Center
 - Transfer Services
 - Tutorial Services
 - Welcome Center
 - 2 Parkhouse Hall**
 - Academic Affairs & Provost
 - Center for Faculty Development
 - Classrooms
 - Course Materials Service Center
 - Information Program
 - University Center
 - 3 Advanced Technology Center**
 - Café
 - Classrooms
 - Information Technology
 - Mix Room
 - Monico Radio
 - Observatory
 - Sound Recording Studio
 - TV Studio
 - 4 Science Center**
 - Auditorium
 - Classrooms
 - Cultural Affairs
 - STEM Laboratories
 - Theaters
 - 5 West House**
 - Marketing and Communications
 - 6 East House**
 - Alumni Resources
 - Foundation
 - Government / External Relations
 - 7 Health Sciences Center**
 - Athletics
 - Café
 - Classrooms
 - Dental Hygiene Clinic
 - Fitness Center
 - Massage Therapy Clinic
 - Municipal Police Academy
 - SW Laboratories
 - 8 Veterans Center**
 - 9 Fine Arts Center**
 - Classrooms
 - Gallery
 - Studios
- Current Location
 Destination
 Reserved Parking
 Café
 Cafeteria
 Bike Rack
 Bus Stop
 Electronic Vehicle Parking
 Emergency Telephone
 Green Lot (gated lot)

