



# STUDENT INSIDER'S GUIDE AND PLANNER

A Roadmap to Success for the First Year and Beyond

Germantown  
Rockville  
Takoma Park/Silver Spring

2023–2024



FIRST YEAR EXPERIENCE  
MONTGOMERY COLLEGE

# Montgomery College

- Germantown
- Rockville
- Takoma Park/Silver Spring



FIRST YEAR EXPERIENCE  
MONTGOMERY COLLEGE

## Student Insider's Guide and Planner

A ROADMAP TO SUCCESS FOR  
THE FIRST YEAR AND BEYOND | **2023–2024**

*Produced by*

Montgomery College  
First Year Experience Team

*with support from*

Montgomery College  
Office of Institutional Advancement

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FIRST YEAR EXPERIENCE  
MONTGOMERY COLLEGE



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# Acknowledgments

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This edition of the Student Insider's Guide and Planner was coordinated by Dr. Tonya Mason, Dean for Student Success and Rockville Student Affairs; Prof. Tyra Peanort, Germantown's First Year Experience Counselor, Prof. Dana Baker, Rockville's First Year Experience Counselor, Prof. Shelly Bennett, Takoma Park/Silver Spring's First Year Experience Counselor; and the Office of Communications. If you have any questions or comments, please email [MCFYE@montgomerycollege.edu](mailto:MCFYE@montgomerycollege.edu).

## NOTICE

This guide contains information that is subject to changes and updates. Further, this guide is intended to be a summary of various policies and may not contain all relevant policies nor complete language. In any case, source language available on the College's website should be consulted for authoritative material. If there are conflicts between the printed material in this guide and the Montgomery College verified website, the information on the website shall take precedence.

**The Montgomery College verified website address is**  
[www.montgomerycollege.edu/verified](http://www.montgomerycollege.edu/verified).

The information in this guide was obtained from faculty and staff across the College in areas such as financial aid, safety and security, the bookstore, the library, learning labs, student life, counseling and advising, and various academic departments.

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*ADA Notice: Under provisions of the Americans with Disabilities Act, this material is available in alternative formats by contacting the Disability Support Services Office at 240-567-5058.*

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2023–2024



FIRST YEAR EXPERIENCE  
MONTGOMERY COLLEGE

### **A Welcome Message from Montgomery College**

Dear New Student:

Congratulations on your decision to transition from high school, work, or home to Montgomery College. We welcome you to our College community and are delighted that you have chosen Montgomery College for your educational goals. To provide you with the tools and contacts for success here at the College, we encourage you to take advantage of a signature program dedicated to student success called the First Year Experience (FYE). We recognize that your success will depend a great deal on your experience during your first year of college. The first year is the foundation of a student's college career, and it is important that it starts out right.

FYE is just what you need! This program will provide the information, support, connections, and experiences that will prepare you for academic success at Montgomery College and beyond! Take some time to explore our website at [www.montgomerycollege.edu/fye](http://www.montgomerycollege.edu/fye) to learn about resources, courses, and how to develop an education plan. Find out how to get involved.

*Again, congratulations on choosing to become a part of the Montgomery College community.*

Best wishes,

Dr. Jamin Bartolomeo

*Collegewide Dean for Student Access and Germantown Student Affairs*

Dr. Tonya R. Mason

*Collegewide Dean for Student Success and Rockville Student Affairs*

Ms. Janeé McFadden

*Collegewide Dean for Student Engagement  
and Takoma Park/Silver Spring Student Affairs*

# First Year Experience

- Many new and exciting, yet challenging, opportunities are ahead of you in your first year of college. Montgomery College has created a variety of resources to help facilitate your transition to, and success in, college. Together, these resources are called the First Year Experience (FYE).

## **There are two very important events at the start of your FYE:**

- **New Student Orientation (NSO)** is designed to help students acclimate to the college environment and have a successful start at Montgomery College. Our goal is to answer your questions, connect you to campus resources, and help you capitalize on your college experience. New Student Orientation is typically available in-person or online, however, in-person orientations are temporarily suspended due to COVID-19. For more information, please go to: <https://www.montgomerycollege.edu/counseling-and-advising/first-year-experience/new-student-orientation.html>
- **FYE Courses:** FYE Courses, traditionally STSU 100: First Year Seminar, or STSU 101: Seminar for International Students.

There are many other programs and events that take place on each campus as a part of FYE. Participating in these programs and events will help orient you to Montgomery College, meet new people, gain important leadership experience, and learn about everything that the College community has to offer. Visit [www.montgomerycollege.edu/fye](http://www.montgomerycollege.edu/fye) for information about the FYE program and meet the FYE counselors on each campus. The FYE website also has several links with information about the College's academic planning, career development, and transfer advising resources.

## **Another Way to Stay Connected to FYE Events and Resources:**

- Join the FYE Facebook page. Visit: [www.facebook.com](http://www.facebook.com), search for "First Year Experience Program Montgomery College," and "like" the page.

## **FYE Summer Bridge Program**

- The FYE Summer Bridge Program includes a one-credit course (First Year Seminar: STSU 100) that allows students to experience the college environment prior to the fall term. Through structured and integrated activities, students are prepared to meet the demands of college by bridging the gap between high school and college. Statistics consistently have shown that students who attend a summer bridge program achieve higher grade point averages, have higher retention rates, and experience higher graduation rates than students who do not attend such programs. After completing the program, students typically demonstrate more confidence and self-assuredness—and are better prepared to begin college.



# First Year Experience

## **COUNSELING AND ADVISING DEPARTMENTS**

### **Germantown**

250 Student Affairs and  
Sciences Building  
240-567-7770

### **Rockville**

206 SV (Long Nguyen  
and Kimmy Duong  
Student Services  
Center)  
240-567-5063

### **Takoma Park/ Silver Spring**

233 Student  
Services Center  
240-567-1480

## **WEBSITE:**

<https://www.montgomerycollege.edu/counseling-and-advising/first-year-experience/index.html>

## **FYE Student Ambassadors**

FYE Student Ambassadors are a select group of student leaders dedicated to serving first-year students by fostering support in academic performance and social development inside and outside the classroom. FYE Student Ambassadors serve as leaders, mentors, role models and play a key role in assisting first-year students with the transition to Montgomery College.

For more information about the role of the FYE Student Ambassador or how to become an FYE Student Ambassador, please contact the FYE Coordinator in the Counseling and Advising Center on your campus.



# First Year Checklist



FIRST YEAR EXPERIENCE  
MONTGOMERY COLLEGE

This checklist can guide you successfully through your first year at Montgomery College (MC).

## **August or January**

- Review your class schedule through MyMC; attend the first class meeting.
- Be aware of drop and withdrawal deadlines.
- Attend your campus Welcome Week/Open House activities.
- Join a club, attend a leadership workshop or Senate meeting, or volunteer in a service learning project through your campus Student Life Office.
- Plan out your semester and course responsibilities using the *Student Insider's Guide and Planner*.

## **October or February/March**

- See a counselor to select next semester's courses.
- Monitor course progress and seek help as necessary. Check midterm grades on MyMC.
- Visit the writing, math, and computer centers to prepare for midterms.
- Attend a student success, academic, and/or transfer planning workshop; attend a transfer fair.
- Access tutoring as needed.

## **November or March/April**

- Explore your major choice and begin your career search: [www.montgomerycollege.edu/careerservices](http://www.montgomerycollege.edu/careerservices).
- Update your résumé and cover letters, and practice interviewing techniques.
- Go to a campus job fair; in November, participate in National Career Month campus activities.

## **December or May**

- Visit the writing, math, and computer centers to prepare for finals.
- Check final grades on MyMC.

# Successful Students Don't Depend on Luck. *They Have Skills!*

**Recommended  
for all first year  
students at  
Montgomery  
College**

**STSU 100**  
1 credit hr  
First Year  
Seminar

**STSU 101**  
2 credit hrs  
Seminar for  
International  
Students

**STSU 102**  
1 credit hr  
Mindfulness  
and  
Resilience  
in College

**STSU 110**  
1 credit hr  
Study Habits  
Development

**STSU 112**  
1 credit hr  
Building  
Math  
Confidence

**STSU 114**  
1 credit hr  
Memory  
Development

**STSU 120**  
2 credit hrs  
Career  
Development

**STSU 122**  
2 credit hrs  
Principles of  
Academic  
Success

**STSU 124**  
2 credit hrs  
Happiness  
and  
Well-Being

**STSU 200**  
2 credit hrs  
Introduction  
to Student  
Leadership

**Enroll in a Student Success Course**

**Your academic  
success is only a  
class away!**

## ***I want to...***

## ***Consider taking...***

ease the transition to college	STSU 100, STSU 101*
learn about campus resources	STSU 100, STSU 101*
develop a social network	STSU 100, STSU 101*
manage my time better	STSU 100, STSU 110
create an education plan	STSU 100, STSU 110
set and achieve goals	STSU 100, STSU 101*, STSU 110 or STSU 122
improve study habits	STSU 110
find potential majors or careers	STSU 120
identify my interests & skills	STSU 120
eliminate self-defeating behaviors	STSU 122
learn strategies for memorization	STSU 114
develop learning strategies for math	STSU 112

\* STSU 101 is especially intended for students enrolled in the first semester of the American English Language Program.

# How to Use the Student Insider's Guide

■ The *Student Insider's Guide and Planner* was developed especially for you—the first year student. The guide includes important information on Montgomery College (MC) and a variety of topics related to your college experience, including finances, educational planning, skills needed for academic success, transfer planning, MC and community resources, and much, much more.

In addition to information on various aspects of the college experience, the guide includes several practical tools to help you use this information. These tools include worksheets to develop a budget, keep track of assessment test scores, develop an education plan, find time for studying in your daily schedule, and more. On the following pages, you will find a monthly and weekly planner and a page to record important names, addresses, and phone numbers.

This guide could be used in a variety of ways. Some of the information, such as websites and office locations, are available for you when you need them. Some sections, such as Educational Planning, would best be used in conjunction with a STSU 100: First Year Seminar course or when working with a counselor. The worksheets throughout and the planner at the back of the guide can also be very helpful as you look ahead to your upcoming semesters of study, and they can help you stay on course during your first year.

The guide includes these important features:

## **1. PLANNER/CALENDAR**

The calendar helps you stay on track throughout 2022 and 2023. Each month begins with a month-at-a-glance page, followed by week-at-a-glance pages for your assignments and appointments.

## **2. IMPORTANT ADDRESSES/PHONE NUMBERS**

Keep track of important names, phone numbers, and e-mail addresses.

## **3. ACTIVITY AND WORKSHEETS**

These worksheets reinforce some of the skills and information you need as a first year student.

## **4. EDUCATION PLAN**

A course planning page helps you to develop your schedule for upcoming semesters.



# August 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

R E M I N D E R S

July 2023						
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30	31					

September 2023						
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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

# August–September Weekly Planner

APPOINTMENTS		NOTES
MONDAY 21		Official beginning of Academic Year Faculty return for professional week
TUESDAY 22		
WEDNESDAY 23		
THURSDAY 24		
FRIDAY 25		
SATURDAY 26		
SUNDAY 27		
APPOINTMENTS		NOTES
MONDAY 28		Fall semester classes begin
TUESDAY 29		
WEDNESDAY 30		
THURSDAY 31		
FRIDAY 1		
SATURDAY 2		
SUNDAY 3		

August 2023						
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20	21	22	23	24	25	26
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# September Weekly Planner

APPOINTMENTS		NOTES
MONDAY 4		College closed for Labor Day holiday
TUESDAY 5		
WEDNESDAY 6		
THURSDAY 7		
FRIDAY 8		
SATURDAY 9		Fall semester weekend classes begin
SUNDAY 10		
APPOINTMENTS		NOTES
MONDAY 11		
TUESDAY 12		
WEDNESDAY 13		
THURSDAY 14		
FRIDAY 15		
SATURDAY 16		
SUNDAY 17		

September 2023						
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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



# September–October Weekly Planner

APPOINTMENTS		NOTES
MONDAY 18		
TUESDAY 19		
WEDNESDAY 20		
THURSDAY 21		
FRIDAY 22		
SATURDAY 23		
SUNDAY 24		
APPOINTMENTS		NOTES
MONDAY 25		
TUESDAY 26		
WEDNESDAY 27		
THURSDAY 28		
FRIDAY 29		
SATURDAY 30		
SUNDAY 1		

September 2023						
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# September 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
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22	23	24	25	26	27	28
29	30	31				

# October Weekly Planner

APPOINTMENTS		NOTES
MONDAY 2		
TUESDAY 3		
WEDNESDAY 4		
THURSDAY 5		
FRIDAY 6		
SATURDAY 7		
SUNDAY 8		
APPOINTMENTS		NOTES
MONDAY 9		
TUESDAY 10		
WEDNESDAY 11		
THURSDAY 12		
FRIDAY 13		
SATURDAY 14		
SUNDAY 15		

October 2023						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# October Weekly Planner

APPOINTMENTS		NOTES
MONDAY 16		
TUESDAY 17		Advising day; No classes for students Non-instructional duty day for faculty
WEDNESDAY 18		
THURSDAY 19		
FRIDAY 20		
SATURDAY 21		
SUNDAY 22		
APPOINTMENTS		NOTES
MONDAY 23		
TUESDAY 24		
WEDNESDAY 25		
THURSDAY 26		
FRIDAY 27		
SATURDAY 28		
SUNDAY 29		

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26	27	28	29	30		

# October 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

## REMINDERS

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### September 2023

S	M	T	W	T	F	S
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24	25	26	27	28	29	30

### November 2023

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# October–November Weekly Planner

APPOINTMENTS		NOTES
MONDAY 30		
TUESDAY 31		
WEDNESDAY 1		
THURSDAY 2		
FRIDAY 3		
SATURDAY 4		
SUNDAY 5		
APPOINTMENTS		NOTES
MONDAY 6		
TUESDAY 7		
WEDNESDAY 8		
THURSDAY 9		
FRIDAY 10		
SATURDAY 11		
SUNDAY 12		

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# November Weekly Planner

APPOINTMENTS		NOTES
MONDAY 13		
TUESDAY 14		
WEDNESDAY 15		
THURSDAY 16		
FRIDAY 17		
SATURDAY 18		
SUNDAY 19		
APPOINTMENTS		NOTES
MONDAY 20		
TUESDAY 21		
WEDNESDAY 22		No classes for students Non-instructional duty day for faculty
THURSDAY 23		November 23–26 College closed for Thanksgiving holiday
FRIDAY 24		
SATURDAY 25		
SUNDAY 26		

November 2023						
S	M	T	W	T	F	S
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# November 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	1	2
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**R E M I N D E R S**

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**October 2023**

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

**December 2023**

S	M	T	W	T	F	S
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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						



# November–December Weekly Planner

APPOINTMENTS		NOTES
MONDAY 27		
TUESDAY 28		
WEDNESDAY 29		
THURSDAY 30		
FRIDAY 1		
SATURDAY 2		
SUNDAY 3		
APPOINTMENTS		NOTES
MONDAY 4		
TUESDAY 5		
WEDNESDAY 6		
THURSDAY 7		
FRIDAY 8		
SATURDAY 9		
SUNDAY 10		

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

# December Weekly Planner

APPOINTMENTS		NOTES
MONDAY <b>11</b>		December 11–17: Final exam week
TUESDAY <b>12</b>		
WEDNESDAY <b>13</b>		
THURSDAY <b>14</b>		
FRIDAY <b>15</b>		
SATURDAY <b>16</b>		
SUNDAY <b>17</b>		Official end of fall semester
APPOINTMENTS		NOTES
MONDAY <b>18</b>		December 18–22: Non-instructional duty days for faculty December 18: Winter session classes begin
TUESDAY <b>19</b>		
WEDNESDAY <b>20</b>		
THURSDAY <b>21</b>		
FRIDAY <b>22</b>		
SATURDAY <b>23</b>		December 23–January 1 Winter break; College closed
SUNDAY <b>24</b>		

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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

# December 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

## REMINDERS

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21	22	23	24	25	26	27
28	29	30	31			

# December–January Weekly Planner

APPOINTMENTS		NOTES
MONDAY 25		
TUESDAY 26		
WEDNESDAY 27		
THURSDAY 28		
FRIDAY 29		
SATURDAY 30		
SUNDAY 31		
APPOINTMENTS		NOTES
MONDAY 1		
TUESDAY 2		
WEDNESDAY 3		
THURSDAY 4		
FRIDAY 5		
SATURDAY 6		
SUNDAY 7		

January 2024						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# January Weekly Planner

APPOINTMENTS		NOTES
MONDAY 8		
TUESDAY 9		
WEDNESDAY 10		
THURSDAY 11		
FRIDAY 12		
SATURDAY 13		
SUNDAY 14		
APPOINTMENTS		NOTES
MONDAY 15		College closed for Dr. Martin Luther King, Jr. holiday
TUESDAY 16		Faculty return for professional days
WEDNESDAY 17		
THURSDAY 18		
FRIDAY 19		Winter session classes end
SATURDAY 20		
SUNDAY 21		

January 2024						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# January 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

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

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

# January–February Weekly Planner

APPOINTMENTS		NOTES
MONDAY 22		Spring semester classes begin
TUESDAY 23		
WEDNESDAY 24		
THURSDAY 25		
FRIDAY 26		
SATURDAY 27		January 27–28: Spring semester weekend classes begin
SUNDAY 28		
APPOINTMENTS		NOTES
MONDAY 29		
TUESDAY 30		
WEDNESDAY 31		
THURSDAY 1		
FRIDAY 2		
SATURDAY 3		
SUNDAY 4		

January 2024						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# February Weekly Planner

APPOINTMENTS		NOTES
MONDAY <b>5</b>		
TUESDAY <b>6</b>		
WEDNESDAY <b>7</b>		
THURSDAY <b>8</b>		
FRIDAY <b>9</b>		
SATURDAY <b>10</b>		
SUNDAY <b>11</b>		
APPOINTMENTS		NOTES
MONDAY <b>12</b>		
TUESDAY <b>13</b>		
WEDNESDAY <b>14</b>		
THURSDAY <b>15</b>		
FRIDAY <b>16</b>		
SATURDAY <b>17</b>		
SUNDAY <b>18</b>		

February 2024						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		



# February–March Weekly Planner

APPOINTMENTS		NOTES
MONDAY 19		
TUESDAY 20		
WEDNESDAY 21		
THURSDAY 22		
FRIDAY 23		
SATURDAY 24		
SUNDAY 25		
APPOINTMENTS		NOTES
MONDAY 26		
TUESDAY 27		
WEDNESDAY 28		
THURSDAY 29		
FRIDAY 1		
SATURDAY 2		
SUNDAY 3		

February 2024						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

# February 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

REMINDERS						

January 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# March Weekly Planner

APPOINTMENTS		NOTES
MONDAY 4		
TUESDAY 5		
WEDNESDAY 6		
THURSDAY 7		
FRIDAY 8		
SATURDAY 9		
SUNDAY 10		
APPOINTMENTS		NOTES
MONDAY 11		March 11-17 Spring recess for students and faculty
TUESDAY 12		
WEDNESDAY 13		
THURSDAY 14		
FRIDAY 15		Spring break; College closed
SATURDAY 16		
SUNDAY 17		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# March 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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February 2024						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

April 2024						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# March Weekly Planner

APPOINTMENTS		NOTES
MONDAY 18		
TUESDAY 19		
WEDNESDAY 20		
THURSDAY 21		
FRIDAY 22		
SATURDAY 23		
SUNDAY 24		
APPOINTMENTS		NOTES
MONDAY 25		
TUESDAY 26		
WEDNESDAY 27		
THURSDAY 28		
FRIDAY 29		
SATURDAY 30		
SUNDAY 31		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# April Weekly Planner

APPOINTMENTS		NOTES
MONDAY <b>1</b>		
TUESDAY <b>2</b>		
WEDNESDAY <b>3</b>		
THURSDAY <b>4</b>		
FRIDAY <b>5</b>		
SATURDAY <b>6</b>		
SUNDAY <b>7</b>		
APPOINTMENTS		NOTES
MONDAY <b>8</b>		
TUESDAY <b>9</b>		
WEDNESDAY <b>10</b>		
THURSDAY <b>11</b>		
FRIDAY <b>12</b>		
SATURDAY <b>13</b>		
SUNDAY <b>14</b>		

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# April Weekly Planner

APPOINTMENTS		NOTES
MONDAY 15		
TUESDAY 16		
WEDNESDAY 17		
THURSDAY 18		
FRIDAY 19		
SATURDAY 20		
SUNDAY 21		
APPOINTMENTS		NOTES
MONDAY 22		
TUESDAY 23		
WEDNESDAY 24		
THURSDAY 25		
FRIDAY 26		
SATURDAY 27		
SUNDAY 28		

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# April 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

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March 2024						
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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						

May 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	16	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# April–May Weekly Planner

APPOINTMENTS		NOTES
MONDAY 29		
TUESDAY 30		
WEDNESDAY 1		
THURSDAY 2		
FRIDAY 3		
SATURDAY 4		
SUNDAY 5		
APPOINTMENTS		NOTES
MONDAY 6		May 6–12: Final exams week
TUESDAY 7		
WEDNESDAY 8		
THURSDAY 9		
FRIDAY 10		
SATURDAY 11		
SUNDAY 12		

May 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	16	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# May Weekly Planner

APPOINTMENTS		NOTES
MONDAY <b>13</b>		May 13–17: Non-instructional duty days for faculty
TUESDAY <b>14</b>		
WEDNESDAY <b>15</b>		
THURSDAY <b>16</b>		
FRIDAY <b>17</b>		Commencement Official end of spring semester/Academic Year
SATURDAY <b>18</b>		
SUNDAY <b>19</b>		
APPOINTMENTS		NOTES
MONDAY <b>20</b>		Official beginning of summer sessions
TUESDAY <b>21</b>		
WEDNESDAY <b>22</b>		
THURSDAY <b>23</b>		
FRIDAY <b>24</b>		
SATURDAY <b>25</b>		
SUNDAY <b>26</b>		

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# May 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

## REMINDERS

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April 2024						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# May–June Weekly Planner

APPOINTMENTS		NOTES
MONDAY 27		College closed for Memorial Day holiday
TUESDAY 28		Summer session I classes begin
WEDNESDAY 29		
THURSDAY 30		
FRIDAY 31		
SATURDAY 1		
SUNDAY 2		
APPOINTMENTS		NOTES
MONDAY 3		
TUESDAY 4		
WEDNESDAY 5		
THURSDAY 6		
FRIDAY 7		
SATURDAY 8		
SUNDAY 9		

July 2024						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# June Weekly Planner

APPOINTMENTS		NOTES
MONDAY 10		
TUESDAY 11		
WEDNESDAY 12		
THURSDAY 13		
FRIDAY 14		
SATURDAY 15		
SUNDAY 16		
APPOINTMENTS		NOTES
MONDAY 17		
TUESDAY 18		
WEDNESDAY 19		College closed for Juneteenth holiday
THURSDAY 20		
FRIDAY 21		
SATURDAY 22		
SUNDAY 23		

June 2024						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# June 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

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

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# June–July Weekly Planner

APPOINTMENTS		NOTES
MONDAY 24		Midsummer session classes
TUESDAY 25		
WEDNESDAY 26		
THURSDAY 27		
FRIDAY 28		
SATURDAY 29		
SUNDAY 30		
APPOINTMENTS		NOTES
MONDAY 1		
TUESDAY 2		
WEDNESDAY 3		
THURSDAY 4		College closed for Independence Day holiday
FRIDAY 5		
SATURDAY 6		
SUNDAY 7		

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# July Weekly Planner

APPOINTMENTS		NOTES
MONDAY 8		Summer session II classes begin
TUESDAY 9		
WEDNESDAY 10		
THURSDAY 11		
FRIDAY 12		
SATURDAY 13		
SUNDAY 14		
APPOINTMENTS		NOTES
MONDAY 15		
TUESDAY 16		
WEDNESDAY 17		
THURSDAY 18		
FRIDAY 19		
SATURDAY 20		
SUNDAY 21		

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# July 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

## REMINDERS

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June 2024						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# July–August Weekly Planner

APPOINTMENTS		NOTES
MONDAY 22		
TUESDAY 23		
WEDNESDAY 24		
THURSDAY 25		
FRIDAY 26		
SATURDAY 27		
SUNDAY 28		
APPOINTMENTS		NOTES
MONDAY 29		
TUESDAY 30		
WEDNESDAY 31		
THURSDAY 1		
FRIDAY 2		
SATURDAY 3		
SUNDAY 4		

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# August Weekly Planner

APPOINTMENTS		NOTES
MONDAY 5		
TUESDAY 6		
WEDNESDAY 7		
THURSDAY 8		
FRIDAY 9		
SATURDAY 10		
SUNDAY 11		
APPOINTMENTS		NOTES
MONDAY 12		
TUESDAY 13		
WEDNESDAY 14		
THURSDAY 15		
FRIDAY 16		Official end of summer sessions
SATURDAY 17		
SUNDAY 18		

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# August 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

## RE M I N D E R S

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July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# August–September Weekly Planner

APPOINTMENTS		NOTES
MONDAY 19		
TUESDAY 20		
WEDNESDAY 21		
THURSDAY 22		
FRIDAY 23		
SATURDAY 24		
SUNDAY 25		
APPOINTMENTS		NOTES
MONDAY 26		
TUESDAY 27		
WEDNESDAY 28		
THURSDAY 29		
FRIDAY 30		
SATURDAY 31		
SUNDAY 1		

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# September Weekly Planner

APPOINTMENTS		NOTES
MONDAY 2		
TUESDAY 3		
WEDNESDAY 4		
THURSDAY 5		
FRIDAY 6		
SATURDAY 7		
SUNDAY 8		
APPOINTMENTS		NOTES
MONDAY 9		
TUESDAY 10		
WEDNESDAY 11		
THURSDAY 12		
FRIDAY 13		
SATURDAY 14		
SUNDAY 15		

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					









# Montgomery College Terms You Should Know

## **Abbreviations**

Abbreviations for days of the week: M or Mon is Monday. T, Tu., Tue., or Tues is Tuesday. W or Wed is Wednesday. R, Th., Thu., Thur., or Thurs or TH is Thursday. F or Fri is Friday.

## **Academic Alert**

A student will be placed on academic alert if he or she has a cumulative grade point average (GPA) below 2.0 and is not on academic restriction or suspension.

## **Academic Appeal**

There are certain Academic Regulations that you may request an exception to as a student.

## **Academic Restriction**

A student who has attempted 12 credit hours or more and whose cumulative GPA falls below 1.75 will be placed on academic restriction.

## **Academic Suspension**

A student who has attempted 30 credit hours with a cumulative semester GPA below 1.25 will be suspended and must sit out for a semester.

## **Articulation Agreement**

An agreement between another college or university and Montgomery College, specifying which classes you should take here that will transfer for credit into a particular major at the other school. Also known as a transfer agreement.

## **Assessment Level**

A course requirement that indicates the level of college-readiness a student must have in English, reading, or mathematics in order to enroll in the course.

## **Associate's Degree**

A two-year degree, designed to either transfer into a four-year degree at another school or prepare the student for a specific career.

## **Audit**

Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. A student who audits a course does so for the purposes of self-enrichment and academic exploration.

## **Catalog**

A college publication containing academic information about Montgomery College, including degree requirements, curriculum outlines, course descriptions, and college policies. It is only available online.

## **Corequisite**

A course that must be taken at the same time as another course.

## **Counselor**

Counseling faculty help students with their personal, career, and educational goals and assist students with selecting the courses that are right for them. Counselors also teach student success courses, such as First Year Seminar, and provide interventions and support when students need help.

## **Course Number**

The number assigned to a particular course (for example, ENGL 101).

# Montgomery College Terms You Should Know

## **Credit Hour**

A unit of work in a subject, usually equivalent to one hour of class or two hours of laboratory per week throughout a semester.

## **Course Registration Number (CRN)**

Five-digit course reference number assigned to a particular section of a course.

## **Curriculum**

An MC term for the program of study at the associate's degree, certificate, and letter of recognition levels.

## **Dean**

An administrator with leadership responsibility and oversight for academic programs and services, and faculty supervision and evaluation in Academic Affairs or student support services such as advising and counseling, assessment testing, athletics, careers services, enrollment services, financial aid, and student life in Student Affairs.

## **Dean's List**

To be eligible for the Dean's List, a student must have a semester grade point average of 3.5 or higher and earn six or more credit hours, excluding developmental, academic courses for non-native speakers of English and noncredit courses. The Dean's List designation is indicated on the academic transcript.

## **Degree Audit**

An advising tool that helps a student know what courses are left to take in order to graduate with a specific degree. The degree audit is obtained through the student's MyMC portal.

## **Developmental Course**

A course designed to prepare students for success in subsequent college-level courses, such as IERW 001 and MATH 017. The credits used for these courses may not be used to satisfy degree or transfer requirements but count toward full-time status and financial aid.

## **Drop**

To remove oneself from a particular class section during the schedule adjustment period.

## **ELAP**

English Language for Academic Purposes is a program designed to improve the academic English proficiency of students whose first language is not English.

## **Elective**

A course that a student may choose to take, not a specific degree requirement.

## **Excessive Absences**

Absence from a class more than the number of times a class meets per week during a fall or spring semester. (The number is prorated for accelerated sessions.)

## **FAFSA**

The Free Application for Federal Student Aid (FAFSA) is the application for education loans and grants from the federal government.

# Montgomery College Terms You Should Know

## **Family Educational Rights and Privacy Act (FERPA)**

A set of regulations that guarantees a student the right to inspect and review his/her educational records, the right to amend those educational records, and the right to some control over the disclosure of the records.

## **First Year Student**

A student who has earned fewer than 30 semester hours.  
(Also referred to as a freshman.)

## **Full-Time Student**

A student enrolled in 12 or more credit hours in a semester.

## **Good Academic Standing**

A student with a cumulative GPA of 2.0 or better is in good academic standing.

## **GPA**

Grade point average; the ratio of quality points earned to credit hours attempted. (See page 146 for information on calculating a GPA.)

## **Override**

Written or electronic permission given by a counselor or faculty adviser to enter a class.

## **Part-Time Student**

A student enrolled in fewer than 12 credit hours in a semester.

## **Placement Test**

Basic skills tests in English, reading, and math that place a student into certain courses and determine eligibility for others.

## **Prerequisite**

A course that must be taken as preparation for other courses in a sequence.

## **Professor**

Instructor of a college course.

## **Quality Points**

Semester credit hours multiplied by the numerical equivalent of a letter grade.

## **Schedule of Classes**

A guide to classes for each semester, with specific information about instructors, times, and locations. (Available online.)

## **Second Year Student**

A student who has earned a minimum of 30 credit hours.

## **Semester Hour**

A unit of academic credit representing an hour of class (such as lecture class) or three hours of laboratory work each week for an academic semester.

## **Syllabus**

A summary document prepared by a course instructor/professor that states basic information about a course, such as objectives, topics, expectations, and due dates for tests and other assignments.

## **TBA**

"To be announced;" used in the *Schedule of Classes* to indicate that an instructor for a course has not been chosen.

# Montgomery College Terms You Should Know

## **Transcript**

**Official:** a certified copy of a student's academic record, which can be requested from the campus Offices of Records and Registration through MyMC.

**Unofficial:** a printout of a student's academic record that is not certified and may be obtained by the student from MyMC.

## **Transfer Curriculum**

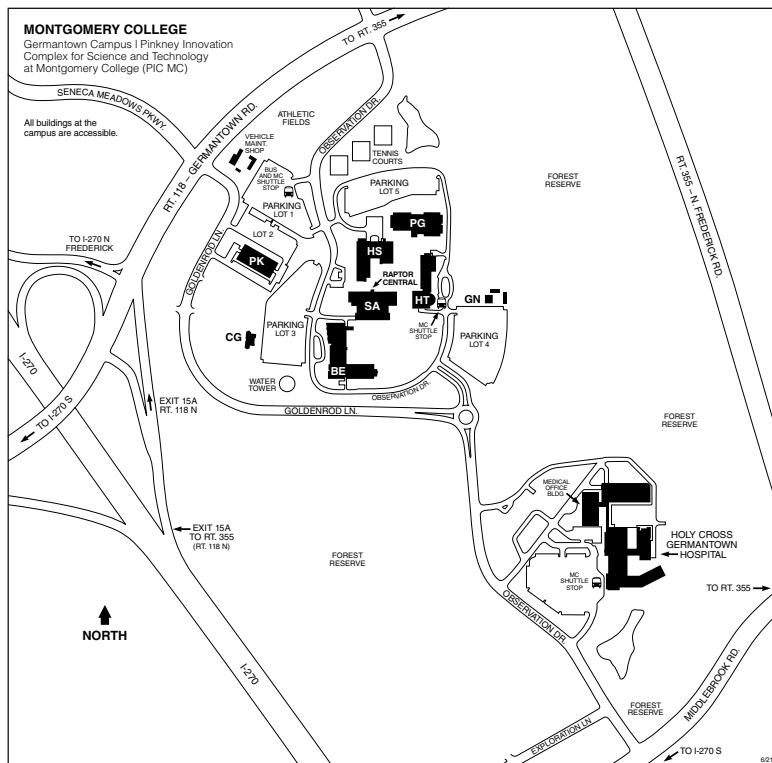
A program that prepares a student to transfer to a bachelor's degree program.

## **Withdraw**

Drop a class after the schedule adjustment period. A refund is not given, and the attempt at the class is noted on the student's transcript with a "W."



# Map of Germantown Campus



**MC MONTGOMERY COLLEGE**  
 Germantown Campus | Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC)  
 20200 Observation Drive  
 Germantown, MD 20876  
 240-567-7711  
 Public Safety: 240-567-3333 (24/7)  
[montgomerycollege.edu/safety](http://montgomerycollege.edu/safety)  
[montgomerycollege.edu/maps](http://montgomerycollege.edu/maps)

## Legend of Campus Buildings (as of June 2021)

- |                                       |                                    |  |   |  |   |
|---------------------------------------|------------------------------------|--|---|--|---|
| <b>BE</b> Bioscience Education Center | ▪ Conference Center                | <b>HS</b> Humanities and Social Sciences Building                      | ▪ Bookstore   | <b>PK</b> Paul Peck Academic and Innovation Building | ▪ Germantown Innovation Center                              |
| <b>CG</b> Child Care Center           | ▪ Center for Early Education (CEE) | <b>SA</b> Dr. DeRionne P. Pollard Student Affairs and Science Building | ▪ Cafeteria   | <b>SA</b> Medical Office Building                    | ▪ Counseling and Advising                                   |
| <b>GN</b> Greenhouse                  |                                    | <b>HT</b> High Technology and Science Center                           | ▪ Library   | <b>SA</b> Holy Cross Germantown Hospital             | ▪ Disability Support Services                               |
|                                       |                                    | <b>PG</b> Physical Education Building                                  | ▪ Workforce Development and Continuing Education (WDCE) |  | ▪ Financial Aid Office                                      |
|                                       |                                    |  | ▪ Globe Hall  |  | ▪ Public Safety Office                                      |
|                                       |                                    |  |   |  | ▪ Raptor Central (Admissions, Enrollment, Visitor Services) |
|                                       |                                    |  |   |  | ▪ Records and Registration Office                           |
|                                       |                                    |  |   |  | ▪ Student Life Office                                       |

## Directions to the Germantown Campus

**By Car:** Take I-270 to Exit 15 East (Route 118). Continue to the second traffic light at Observation Drive; turn right onto campus. A valid College parking permit is required. Visitor permits can be obtained from the Welcome Center in SA 100 and the Office of Safety and Security in SA 282.

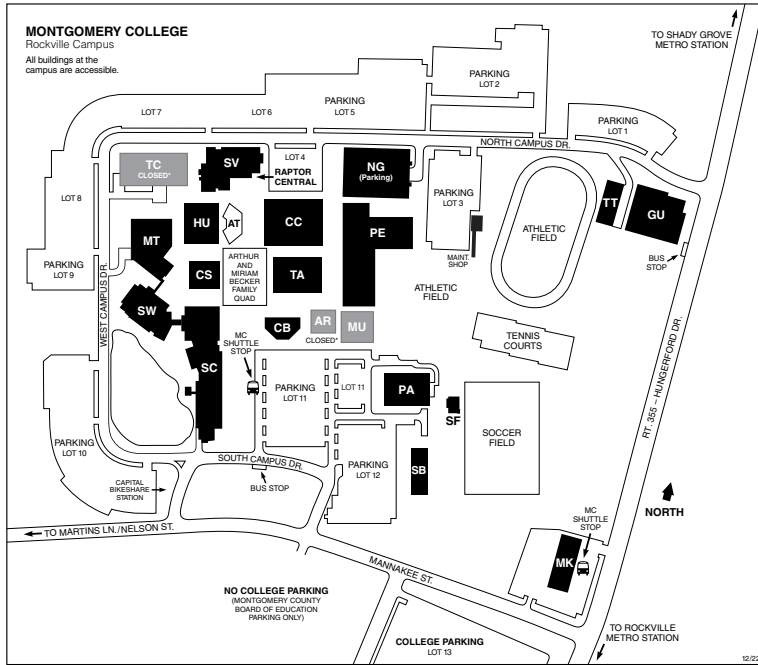
**By Metro:** Take Red Line train to Shady Grove station and transfer to Ride On Bus Route 55 to on-campus stop.

**By Bus:** The campus is served by Ride On Bus with connections to Metrorail.

For more information, visit [www.montgomerycollege.edu/maps](http://www.montgomerycollege.edu/maps).

BEFORE YOUR FIRST CLASS

# Map of Rockville Campus



**MC MONTGOMERY COLLEGE**  
**Rockville Campus**  
 51 Mannakee Street  
 Rockville, MD 20850  
 240-567-5000, TTY 301-294-9672  
 Public Safety: 240-567-3333 (24/7)  
[montgomerycollege.edu/safety](http://montgomerycollege.edu/safety)  
[montgomerycollege.edu/maps](http://montgomerycollege.edu/maps)

**Legend of Campus Buildings**  
 (as of December 2022)

- AR Paul Peck Art Building\*
- AT Amphitheatre
- CB Counseling and Advising Building
- CC Campus Center
  - Bookstore
  - Cafeteria
  - Workforce Development and Continuing Education (WDCE)
- CS Computer Science Building
- GU Homer S. Gudelsky Institute for Technical Education
- HU Humanities Building

- MK Mannakee Building
  - Center for Training Excellence
  - Ignite Hub
- MT Gordon and Marilyn Macklin Tower
  - Library
- MU Music Building\*
- NG North Garage (parking)
- PA Robert E. Parilla Performing Arts Center
- PE Physical Education Center
- SB South Campus Instruction Building
- SC Science Center
- SF Soccer Field Concession Building

- SV Long Nguyen and Kimmy Duong Student Services Center
  - Counseling and Advising
  - Disability Support Services
  - Financial Aid Office
  - Public Safety Office
  - Raptor Central (Admissions, Enrollment, Visitor Services)
  - Records and Registration Office
  - Student Life Office
- SW Science Center West
- TA Theatre Arts Building
- TC Technical Center\*
- TT Interim Technical Training Center

\* Closed for HVAC upgrades

## Directions to the Rockville Campus

**By Car: From the north:** Take I-270 South to Exit 6 (Route 28), W. Montgomery Ave./Rockville. Then take Exit 6A (Route 28) East. Turn left at first traffic light onto Nelson Street. Go to first traffic light at Mannakee Street; turn left. The campus is 1½ blocks on the left.

**From the south:** Take I-495 to I-270 North Exit 6A (Route 28, W. Montgomery Avenue/Rockville). Follow Montgomery College sign through traffic light (road becomes Nelson Street). Go to first traffic light at Mannakee Street; turn left. The campus is 1½ blocks on the left.

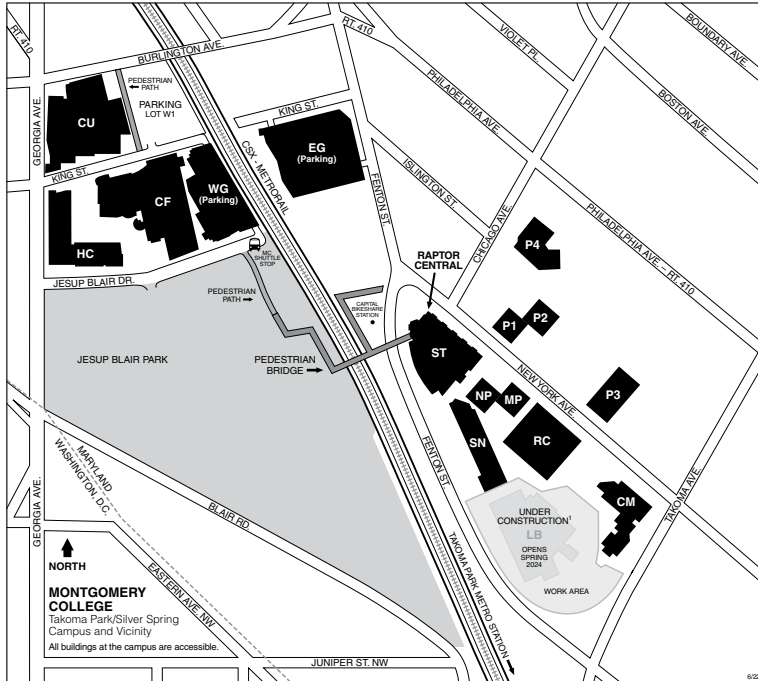
A valid College parking permit is required. Visitor permits can be obtained from the Welcome Centers in SB 101 and MK 105 and the Office of Safety and Security in CB 101.

**By Metro:** Take Red Line train to Rockville station and transfer to Metrobus Q2 (Veirs Mill Road line) or Ride On Bus Route 46 to campus bus stop on South Campus Drive.

**By Bus:** The campus is served by both Ride On Bus and Metrobus routes with connections to Metrorail.

Visit [www.montgomerycollege.edu/maps](http://www.montgomerycollege.edu/maps) for more information.

# Map of Takoma Park/Silver Spring Campus



**MC MONTGOMERY COLLEGE**  
 Takoma Park/Silver Spring Campus  
 7600 Takoma Avenue  
 Takoma Park, MD 20912  
 240-567-1300; TTY 301-587-7207  
 Public Safety: 240-567-3333 (24/7)  
[montgomerycollege.edu/safety](http://montgomerycollege.edu/safety)  
[montgomerycollege.edu/maps](http://montgomerycollege.edu/maps)

**Legend of Campus Buildings**  
*(as of June 2022)*  
**CF** The Morris and Gwendolyn Cafritz Foundation Arts Center  
 • Refugee Training Center  
 • Workforce Development and Continuing Education (WDCE)  
**CM** Catherine F. Scott Commons  
**CU** Cultural Arts Center  
**EG** East Garage (parking)  
**HC** Health Sciences Center

**LB** Catherine and Isiah Leggett Math and Science Building<sup>1</sup> *(under construction)*  
**MP** Mathematics Pavilion  
**NP** North Pavilion  
**P1** Pavilion One  
**P2** Pavilion Two  
**P3** Pavilion Three  
**P4** Pavilion Four  
**RC** Resource Center  
**SN** Science North Building

**ST** Charlene R. Nunley Student Services Center  
 • Bookstore  
 • Cafeteria  
 • Counseling and Advising  
 • Financial Aid Office  
 • Public Safety Office  
 • Raptor Central (Admissions, Enrollment, Visitor Services)  
 • Records and Registration Office  
 • Student Life Office  
**WG** West Garage (parking)

<sup>1</sup> Catherine and Isiah Leggett Math and Science Building under construction; opens spring 2024. For information, visit [montgomerycollege.edu/tppss-design](http://montgomerycollege.edu/tppss-design).

## Directions to the Takoma Park/Silver Spring Campus

**By Car:** Take I-495 West to Exit 31 or East to Exit 31B, Georgia Avenue South (Route 97). Continue south on Georgia Avenue past the Colesville Road (Route 29) intersection. Following the signs for Montgomery College, turn left on Sligo Avenue. Follow Sligo Avenue to Fenton Street; turn right. Continue (southbound) on Fenton Street through the traffic light at Philadelphia Avenue (Route 410). The East Garage is just ahead on your right, and the campus itself begins one block farther at New York Avenue and Fenton Street. The West Garage is located off Georgia Avenue, on Jesup Blair Drive. A valid College parking permit is required. Visitor permits can be obtained from the Welcome Center in ST 122 and the Office of Safety and Security in ST 117.

**By Metro:** Take Red Line train to Silver Spring station, then transfer to Ride On Bus Route 17 or 18.

**By Bus:** The campus is served by both Ride On Bus and Metrobus routes with connections to Metrorail.

Visit [www.montgomerycollege.edu/maps](http://www.montgomerycollege.edu/maps) for more information.



# Transportation and Parking

## **MONTGOMERY COLLEGE STUDENT ID CARDS**

### **Germantown**

Public Safety & Security  
259A Student Affairs  
and Sciences Building  
240-567-3333

### **Rockville**

Public Safety & Security  
122 SV (Long Nguyen  
and Kimmy Duong  
Student Services  
Center)  
240-567-3333

### **Takoma Park/ Silver Spring**

Public Safety & Security  
Student ID Office  
211 Student Services  
Building  
240-567-3333

## **RELATED PAGES IN THIS GUIDE**

### **Security**

### **WEBSITE**

### **Campus Maps, Directions, Transportation, and Parking**

[www.montgomerycollege.edu/maps](http://www.montgomerycollege.edu/maps)  
[www.montgomerycollege.edu/parking](http://www.montgomerycollege.edu/parking)

### **Metrorail and Metrobus**

[www.wmata.com](http://www.wmata.com)

### **Montgomery County Ride On**

[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

■ Plan your transportation carefully to make sure you're on time for class, whether it's by car, bike, bus, Metrorail, or a combination of these transportation options.

### **Bus Transportation**

MC Shuttle runs between the three campuses and you can check the schedule by going to the Transportation Webpage listed below. Current Montgomery College students can take a Ride On bus by showing their MC student ID card with a current semester sticker. Express routes may incur a fee.

Ride On schedules and routes are available online at [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov). Metrobus information is available at [www.wmata.com/bus](http://www.wmata.com/bus) and students will need to pay the regular fare to board a Metro Bus. For details on how to obtain a valid MC student ID, visit <https://www.montgomerycollege.edu/admissions-registration/student-resources/student-id-cards.html>.

### **Parking and Motor Vehicle Registration**

The College may regulate parking at its facilities, including requiring the use of and payments for hang tags, decals and temporary permits, the assessment of penalties for parking violations, the establishment of methods for the collection of fines, and the institution of an appropriate appeals process for all persons parking at its facilities, including but not limited to students, full-time and part-time employees, vendors and visitors.

Information about vehicle registration and parking is available online at the Parking Website. The Montgomery College Motor Vehicle Regulations are available at <https://www.montgomerycollege.edu/about-mc/campuses-and-locations/transportation-and-parking.html>.

To register a vehicle, obtain a parking permit, and pay or appeal a parking citation, log on to MyMC, access the Parking Portal at <https://www.montgomerycollege.edu/about-mc/campuses-and-locations/transportation-and-parking.html>. Be sure to display the permit as required. One-day temporary permits are available at the Welcome Center.

Parking & Transportation Website: <https://www.montgomerycollege.edu/about-mc/campuses-and-locations/transportation-and-parking.html>

# Security, Closing, Delayed Opening, or Emergency

## Public Safety

Montgomery College is committed to providing a safe and secure environment at all times that will support and enhance the institution's educational programs and services. The Office of Public Safety and Emergency Management is responsible for the protection of the College community, first aid, emergency assistance, 24-hour escort service (upon request), maintenance of automated external defibrillators (AEDs), enforcement of campus parking regulations, and the lost and found service. Officers on each campus are on duty 24 hours a day, seven days a week. In compliance with the Crime Awareness and Campus Security Act of 1990, the College's campus security procedures are provided online in the Montgomery College Annual Security Report at [www.montgomerycollege.edu/verified](http://www.montgomerycollege.edu/verified) or [www.montgomerycollege.edu/emergency](http://www.montgomerycollege.edu/emergency). Click on the Annual Security Report.

## Closing, Delayed Opening, or Emergency

Montgomery College will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the College's operational status will be communicated through one or more of the following means:

- College emergency responders: Security Officers, Campus Response and/or Support Teams.
- Montgomery College ALERT. Registered users receive text and e-mail messages. Registration information at [www.montgomerycollege.edu/emergency](http://www.montgomerycollege.edu/emergency).
- Montgomery College Emergency Desktop Notification. Scrolling messages are broadcast on College computers.
- Montgomery College website at [www.montgomerycollege.edu](http://www.montgomerycollege.edu).
- MyMC website at <https://mymcprod.montgomerycollege.edu/cp/home/displaylogin>.
- MyMC student e-mail system.
- Montgomery College employee voicemail. From off-site, dial 240-567-1701.

## PUBLIC SAFETY LOCATIONS

### Germantown Campus

282 Student Affairs and Sciences Building  
240-567-3333  
(recorded line)

### Rockville

122 SV (Long Nguyen and Kimmy Duong Student Services Center)  
240-567-3333  
(recorded line)

### Takoma Park/ Silver Spring

117 Student Services Center  
240-567-3333  
(recorded line)

### Hours for Security

Open 24 hours,  
7 days a week

# Security, Closing, Delayed Opening, or Emergency

## WEBSITE

www.montgomery  
college.edu/emergency

- Montgomery College employee e-mail. From off-site, <http://mcmail.montgomerycollege.edu>.
- Montgomery College main phone number at 240-567-5000.
- Montgomery College cable channel 10 in Montgomery County.
- Commercial radio and TV stations including:

TELEVISION	RADIO
<b>Channel 4 WRC</b>	<b>WTOP (103.5 FM)</b>
<b>Channel 5 WTTG</b>	<b>WFRE (99.5 FM) – Frederick</b>
<b>Channel 7 WJLA</b>	<b>WAMU (88.5 FM)</b>
<b>Channel 9 WUSA</b>	<b>WFMD (930 AM) – Frederick</b>
<b>News Channel 8</b>	<b>WMAL (630 AM)</b>

If the College opens late or closes early for any reason, the following rule will be used to determine if a class will meet. If a class can meet for at least half of its scheduled time or if the class can meet for 50 minutes or more, then the class will meet.

All inquiries from the news media regarding an emergency event should be directed to the College's Office of Communications.

## Emergencies

In case of a life-threatening emergency, someone should call 911 and then notify the Office of Public Safety and Emergency Management. Students and employees are encouraged to carry a cell phone for reporting emergencies and receiving county and College alerts. Emergency phones are located in all campus elevators and in numerous internal and external locations. These phones will automatically ring in the nearest Office of Public Safety and Emergency Management. Calls made on the emergency phones are recorded. From off-campus locations, call 911 and then notify the appropriate College administrator. As an added safety measure, automated external defibrillators (AEDs) are available in every building on each campus. They are mounted in cabinets on the wall in the main lobby/entry area. A local alarm will sound when the cabinet is opened. Security officers also have portable units.

# Security, Closing, Delayed Opening, or Emergency

## Emergency Preparedness

In the event of emergency situations involving Montgomery College directly—or if an emergency occurs at the local, regional, or national level that could impact the college community—Montgomery College’s safety and security personnel and other College officials utilize in-house emergency response plans and coordinate their response activities with local, county, state, and federal authorities, as appropriate. The College works directly in conjunction with Montgomery County’s Office of Emergency Management and Homeland Security in the event of any local activation of the county’s Emergency Operations Center.

Additional information, including emergency evacuation area maps, is available at [www.montgomerycollege.edu/emergency](http://www.montgomerycollege.edu/emergency).

**MC**  
MONTGOMERY COLLEGE

What do I do during a  
**lockdown?**

**Hide** in the nearest room  
**Lock or barricade** the door  
**Close** windows  
**Turn off** lights  
**Remain quiet**  
**Do not leave** until instructed to do so by law enforcement or public safety

Sign up for MC Alert at [montgomerycollege.edu/mcalerts](http://montgomerycollege.edu/mcalerts)

**MC**  
MONTGOMERY COLLEGE

How to Respond to an  
**Active Attacker Situation**

**Run**      **Hide**      **Fight**

- Have an escape route and plan in mind
- Leave belongings behind and get out
- Keep your hands visible
- Your second option should be hide
- Do not huddle together
- Lock down: barricade doors, shut off lights, and silence phones
- Fighting is the last resort
- Try to incapacitate the attacker
- Find objects to use as weapons such as a fire extinguisher or chairs

Sign up for MC Alert at [montgomerycollege.edu/mcalerts](http://montgomerycollege.edu/mcalerts).  
If you have questions about disability support services, email [dss@montgomerycollege.edu](mailto:dss@montgomerycollege.edu).

# Monthly Expenses Worksheet for Students

## INCOME: Monthly

Salary/Job ..... \$ \_\_\_\_\_  
 Financial Aid ..... \$ \_\_\_\_\_  
 Scholarships ..... \$ \_\_\_\_\_

### Other

..... \$ \_\_\_\_\_  
 ..... \$ \_\_\_\_\_  
 ..... \$ \_\_\_\_\_

**Total Monthly INCOME \$ \_\_\_\_\_**

## EXPENSES: Monthly

### Housing

Rent/Mortgage..... \$ \_\_\_\_\_  
 Phone (landline) .... \$ \_\_\_\_\_  
 Phone (cell)..... \$ \_\_\_\_\_  
 Internet ..... \$ \_\_\_\_\_  
 Cable..... \$ \_\_\_\_\_  
 Electric ..... \$ \_\_\_\_\_  
 Gas (heating)..... \$ \_\_\_\_\_  
 Water..... \$ \_\_\_\_\_

### Food

Groceries..... \$ \_\_\_\_\_  
 Eating out ..... \$ \_\_\_\_\_

### Medical

Doctor visits ..... \$ \_\_\_\_\_  
 Medications ..... \$ \_\_\_\_\_  
 Insurance ..... \$ \_\_\_\_\_

### Automobile/Transportation

Vehicle loan..... \$ \_\_\_\_\_  
 Gasoline..... \$ \_\_\_\_\_  
 Transportation..... \$ \_\_\_\_\_  
 Insurance ..... \$ \_\_\_\_\_

*continue to next column...*

## EXPENSES: Monthly (cont.)

### Educational

Tuition ..... \$ \_\_\_\_\_  
 Books/Magazines ..... \$ \_\_\_\_\_

### Credit

Loan 1 ..... \$ \_\_\_\_\_  
 Loan 2 ..... \$ \_\_\_\_\_  
 Credit Card 1 ..... \$ \_\_\_\_\_  
 Credit Card 2 ..... \$ \_\_\_\_\_

### Other

Child care ..... \$ \_\_\_\_\_  
 Clothing..... \$ \_\_\_\_\_  
 Pet(s)..... \$ \_\_\_\_\_  
 Entertainment ..... \$ \_\_\_\_\_  
 ..... \$ \_\_\_\_\_  
 ..... \$ \_\_\_\_\_  
 ..... \$ \_\_\_\_\_  
 ..... \$ \_\_\_\_\_  
 ..... \$ \_\_\_\_\_

**Total Monthly EXPENSES \$ \_\_\_\_\_**

## DO THE MATH...

**INCOME** \$ \_\_\_\_\_

— (minus)

**EXPENSES** \$ \_\_\_\_\_

**SURPLUS (+) OR SHORTAGE (-)**

\$ \_\_\_\_\_

■ If you are spending more than you are taking in, you may want to do a "needs" versus "wants" check. Needs are expenses you cannot avoid, such as food and rent, while wants are something you can live without or find a less expensive provider of the particular service.

# Financial Aid

■ Financial aid refers to any kind of help in the form of grants, scholarships, student employment, tuition waiver and remission, and student and parent loans. Financial aid awards may help pay for tuition, fees, and other expenses such as books, transportation, or computers. All students are encouraged to apply.

## The Financial Aid Process, 1-2-3

1. Fill out the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/>
2. Complete and return financial aid forms requested by the College on MyMC.
3. Check your award status on MyMC.

## November 1, 2023 (for spring 2024)

Financial aid priority deadline

## February 2024

Financial Aid Awareness Month

## March 1, 2024

Maryland state grant deadline

## March 1, 2024 (for fall 2024)

Deadline to complete financial aid application for the next academic year, including submitting all required forms.

If your financial aid application is completed after the March 1 date for fall and after November 1 for spring, you will receive your award notice on a rolling basis. Late students are awarded financial aid as the files are completed through the processing cycle, based on available funds.

If your file is complete and you are eligible for financial aid, you may request that financial aid hold your registration by signing a class reservation form. You may review your award status at the secure area of the College website, MyMC. Or you may pay for your classes if you are not eligible for a reservation. Any awards made later in the semester will be credited to your account. You may owe a bill if you withdraw after the 100% refund date for your classes or fail to meet the required conditions of your awards. Check with the Office of Financial Aid.

Loan applications must be made each year and the FAFSA must be completed. Meeting priority deadlines is important because financial aid processing will be slower during the peak times such as August and January.

## CAMPUS FINANCIAL AID OFFICES

### Germantown

110 Student Affairs and Sciences Building

### Rockville

121 SV (Long Nguyen and Kimmy Duong Student Services Center)

### Takoma Park/ Silver Spring

127 Student Services Center

### Central Number for All Campus Financial Aid Offices

240-567-5100

e-mail: [financialaid@montgomerycollege.edu](mailto:financialaid@montgomerycollege.edu)

## WEBSITES

### Montgomery College Financial Aid

[www.montgomerycollege.edu/finaid](http://www.montgomerycollege.edu/finaid)

### Federal Work-Study and Student Assistant Program

<https://www.montgomerycollege.edu/life-at-mc/student-career-and-employment-services/index.html>

### Federal Government Financial Aid Information and Free Online Application

<https://www.fafsa.gov>

### Maryland Higher Education Commission State Scholarship Information

[www.mhec.state.md.us](http://www.mhec.state.md.us)

### Grants and Scholarships

<http://www.montgomerycollege.edu/paying-for-college/financial-aid/types-of-financial-aid/institutional-grants-and-scholarships.html>

# Financial Aid

## **PUBLICATIONS**

Publications to help you understand the process of applying for aid include the *Paying Your Way* brochure that is sent to all admitted students.

Other information is available online at [www.studentaid.gov](http://www.studentaid.gov).

## **EVENTS**

Financial Aid offices on each campus offer workshops throughout the year.

## **MARYLAND DREAM ACT**

<https://www.montgomerycollege.edu/admissions-registration/undocumented-students/maryland-dream-act.html>.

## **DACA**

<https://www.montgomerycollege.edu/admissions-registration/undocumented-students/what-is-daca.html>

Job openings are posted on eJobs at: [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs). Once you are selected by an employer on or off campus, there may be additional forms to complete.

Financial aid recipients are reviewed for satisfactory academic progress when they apply for financial aid each year and at the end of the spring semester. Some aid recipients are reviewed more frequently, depending on the length of their academic programs. This review includes cumulative financial aid grade point average, and the percentage of attempted classes successfully completed (also called your “pace” of completion). The financial aid office also monitors your class attendance.

## **Resources for Undocumented Students**

Montgomery College is committed to creating a welcoming and inclusive environment for all students, including undocumented students. Undocumented students, who often face barriers and challenges as they navigate campus policies, require support services that address their unique needs. The College provides extra support for students who need help navigating the requirements of the Maryland Dream Act and DACA.

## **What is the Maryland Dream Act (MDA)?**

The Maryland Dream Act allows high school graduates who are undocumented immigrants, U.S. citizens, and other statuses the opportunity to receive the lowest tuition rate at their local community college, if they meet certain requirements.

## **What is Deferred Action for Childhood Arrivals (DACA)?**

On January 14, 2013, the Montgomery College Board of Trustees passed a resolution concerning the tuition rates for students with Deferred Action for Childhood Arrivals (DACA) and Temporary Protected Status (TPS). The College determined that these students are eligible for in-county tuition rates provided that the students satisfy the College’s residency criteria.

Questions and concerns regarding the Maryland Dream Act and Deferred Action for Childhood Arrivals. Please call 240-567-5000 or [raptorcentral@montgomerycollege.edu](mailto:raptorcentral@montgomerycollege.edu).

# Raptor Central

## **Raptor Central**

Assistance with Admissions, Enrollment, and Visitor Services

Raptor Central is your one-stop shop for admissions, enrollment, and visitor services at Montgomery College.

Raptor Central offices are located on each campus. You can also contact Raptor Central by phone at 240-567-5000 or complete the online request form at <https://www.montgomerycollege.edu/admissions-registration/raptor-central/index.html>

## **What Can You Do at Raptor Central?**

Raptor Central assists prospective and current students with services previously offered in Welcome Centers, along with additional services, including:

- Providing general information to all students (prospective and current)
- Processing admissions applications (online, in person, and international)
- Helping with enrollment, class registration, and MyMC
- Helping with financial aid/FAFSA (taking and imaging forms)
- Assisting with website issues and navigation
- Conducting group tours
- Guidance on holds and increasing credit hours
- Processing walk-in transcript requests
- Updating test scores
- Processing Permission to Enroll forms
- Processing walk-in enrollment verifications

## **RAPTOR CENTRAL**

### **Germantown**

Science and Applied Studies (SA) Building, Lobby

### **Rockville**

Long Nguyen and Kimmy Duong Student Services (SV) Room 102

### **Takoma Park/Silver Spring**

Student Services Building (ST) Room 123

Check website for regular hours and updated information <https://www.montgomerycollege.edu/admissions-registration/raptor-central/index.html>



# Assessment and Testing Centers

## ASSESSMENT AND TESTING CENTERS

<http://www.montgomerycollege.edu/assessment>

## QUICK TIPS AND INFORMATION

Montgomery College assesses students to determine their entry level skills in reading, English and math. Your placement helps counselors recommend appropriate courses for you. The information below refers to the Guided Placement process. Before you begin your placement process, please visit the Assessment Centers webpage for the most up-to-date information about how to complete assessments in English, ESL (English as a Second Language), Math and Chemistry: [www.montgomerycollege.edu/assessment](http://www.montgomerycollege.edu/assessment).

### Approach the testing process seriously

Your performance in the Guided Placement process determines how much time and money you will need to complete your education plans/goals at MC. It is important to complete these processes on your own.

### Prepare

Prepare for the placement processes by reviewing English and math skills.

### Multiple placement options

You probably have test scores or transcripts that you can already use for placement. Check your records and carefully review the options below. If you have scores and/or transcripts for any of these options, please follow the instructions in each bullet point to send us your records for evaluation:

1. ALTERNATIVE PLACEMENT PROGRAM:  
GRADE POINT AVERAGE (APPG): Maryland public high school students may be exempt from English and Math assessments based on their high school records. The following criteria are required for this exemption:
  - Montgomery County Public School (MCPS) students: completion of sophomore year at a public or private high school.
  - Non-MCPS students in Maryland: completion of junior year at a public or private high school.
  - An unweighted, cumulative Grade Point Average (GPA) of 3.0 or higher (ESOL classes are not included in GPA calculation).

# Assessment and Testing Centers

This exemption grants students the following placements at Montgomery College:

- English: ENGL 101+ ENGL 011. If a higher English placement is desired, please complete the MC English Guided Placement.
- Math: MATH 050/117/120. If higher Math placement is desired, please complete the MC Math Guided Placement.
- This placement option is valid for five years from the date of high school graduation.

MCPS students should submit a credit application to have their APPG placement information uploaded to Montgomery College students' records. This is an automated process that takes up to two weeks after the student has been admitted to the College.

Non-MCPS students should submit their official high school transcript to the Office of Raptor Central for review.

Students learning in a homeschool environment OR Homeschool students must submit an official transcript from a Maryland homeschool umbrella group for review to the Office of Raptor Central.

**2. ALTERNATIVE PLACEMENT PROGRAM: BY SUBJECT (APPE/APPM) -** MCPS students may be exempt from English and/or Math assessment based on completion of certain high school classes with a grade of "B" or better:

- Honors English 12 (APPE)
- AP Language/Composition (APPE)
- Modern World History (APPE)
- Algebra II (APPM)

The following conditions apply to this exemption:

- Must be a MCPS student.
- Received "B" or better in the final semester of the class.
- English placement is ENGL 101+ ENGL 001. If a higher English placement is desired, please complete the MC English Guided Placement.

## Locations:

### **Germantown**

132 Student Affairs and Sciences Building (SA)  
240-567-7739

### **Rockville**

405 Long Nguyen and Kimmy Duong Student Services Center (SV)  
240-567-7459

### **Takoma Park/**

### **Silver Spring**

323B Student Services Center (ST)  
240-567-1555

## **WEBSITE**

.....  
[www.montgomerycollege.edu/assessment](http://www.montgomerycollege.edu/assessment)

## Assessment and Testing Centers

- Math placement is MATH 050/117/120. If higher math placement is desired, please complete the MC Math Guided Placement.
- This placement option applies up to one year after high school graduation.

MCPS students must submit a credit application to have their APPE/APPM placement information transferred to Montgomery College students' records. This is an automated process that takes up to two weeks after the student has been admitted to the college.

- 3. APPROPRIATE STANDARDIZED TEST SCORES:** Students may be eligible for credit-level placement with minimum qualifying scores from these standardized tests:

ACCUPLACER Sections	SAT			ACT
	New SAT (after 3/1/16)	Old SAT (before 3/1/16)	Reading Subset	
English / Reading	480+ Evidence-Based Reading/Writing	500+ Critical Reading	26+	21+ Reading
Math	530+	500+	N/A	21+

**Note: Students with PARCC scores must see a counselor or academic advisor to process and analyze these scores.**

Students should contact the Office of Raptor Central for instructions on how to submit these scores. Students with PARCC scores must see a counselor or academic advisor to interpret these scores.

	NEXTGEN ACCUPLACER	ALEKS
English	263+	Not Applicable
Reading	263+	Not Applicable
Math	NGAQ 250–262	30-45

**TRANSFER ACCUPLACER SCORES:** Students may submit ACCUPLACER scores from another educational institution for evaluation. English and Reading scores should be less than 2 years old. Math scores should be less than 1 year old. Email [GuidedPlacement@montgomerycollege.edu](mailto:GuidedPlacement@montgomerycollege.edu) for instructions. Montgomery College does not accept ACCUPLACER ESL scores.

**TRANSFER ALEKS SCORES:** Students may transfer ALEKS scores after completing Test #2 or higher. Diagnostic scores (Test #1) are not acceptable. Submit your scores for review to: [mathadvising@montgomerycollege.edu](mailto:mathadvising@montgomerycollege.edu)

- 4. GED (2014 or later):** Maryland students who scored 165 or higher in the Reasoning Through Language Arts module are eligible to enroll in college-level English. Students who scored 165 or higher in the Mathematical Reasoning module are eligible to enroll in college-level Math courses. For evaluation, submit official scores to the Office of Raptor Central.

# Assessment and Testing Centers

## 5. ADDITIONAL STANDARDIZED TEST

**SCORES:** Students may be exempt from taking an English or language placement exam by submitting official minimum qualifying scores for:

- Test of English as a Foreign Language (TOEFL): TOEFL 575+ (paper and pencil test) TOEFL 90+ (internet-based test)
- International English Language Testing System (IELTS): IELTS 6.5+
- Pearson Test of English Academic (PTE): PTE 61 or higher (This does not replace but is an addition to TOEFL and/or IELTS)

Students applying with these scores will need to complete the MC Math Guided Placement.

Students who tested more than 5 years ago may need to complete additional placement requirements. Students should submit test scores to the Office of Raptor Central for review.

## 6. ADVANCED PLACEMENT (AP) or INTERNATIONAL BACCALAUREATE (IB)

**EXAMS:** Students who have AP or IB exams should submit official records to the Office of Records and Registration for review. For additional information on AP and IB exams visit this webpage: [Credit for Prior Learning](#).

- 7. PASSED ENGLISH COMPOSITION:** Students who have completed a credited/college-level English Composition course of 100 or higher with a grade of "C" or better from an accredited U.S. college or university, should submit an unofficial transcript to the Office of Raptor Central for review.

**NOTE:** To receive credit for prior learning, submit an official transcript for evaluation to the Office of Records and Registration.

## Assessment and Testing Centers

- 8. EARNED DEGREE:** Students who have earned an Associate degree or higher from a regionally accredited U.S. college or university, should submit an unofficial college transcript showing the degree conferred to the Office of Raptor Central.

NOTE: To receive credit for prior learning, submit an official transcript for evaluation to the Office of Records and Registration.

Here are Montgomery College CEEB codes that you may use for transcript requests: 5393 (Germantown), 5440 (Rockville) and 5414 (Takoma Park/Silver Spring).

### **English Course Placement**

Students will complete the English Guided Placement if their first language is American English and have attended a US school for 10 or more years (elementary, middle, high school).

Students without a high school diploma or GED and under the age of 18 years old by the first day of their initial entry term are considered Underage Students. Underage students are not eligible for standard admission into the College and may only register through dual enrollment. Please visit our **Dual Enrollment** webpage for more information <https://www.montgomerycollege.edu/high-school-students/dual-enrollment/index.html>.

**Before you begin your English Remote Placement, please visit the Assessment and Testing Centers webpage for the most up-to-date information: [www.montgomerycollege.edu/assessment](http://www.montgomerycollege.edu/assessment)**

### **ESL (English as a Second Language) Course Placement**

Students will complete the ESL Guided Placement if their first language is not American English and have attended fewer than 10 years in a U.S. school (elementary, middle, high school). International (F1 visa) students should also complete the instructions in this section.

ESL and International (F1 visa) students may begin the math placement process as soon as they receive an ELAP placement of ELAR970 or higher.

Students without a high school diploma or GED and under the age of 18 years old by the first day of their initial entry term are considered Underage Students. Underage students are not eligible for

# Assessment and Testing Centers

standard admission into the College and may only register through dual enrollment. Please visit our **Dual Enrollment** webpage for more information: <https://www.montgomerycollege.edu/high-school-students/dual-enrollment/index.html>.

Before you begin your ESL Remote Placement process, please visit the **Assessment and Testing Centers** webpage for the most up-to-date information: [www.montgomerycollege.edu/assessment](http://www.montgomerycollege.edu/assessment)

## **Disability**

If you need an accommodation related to your disability to complete your guided placement, please contact Disability Support Services. <https://www.montgomerycollege.edu/counseling-and-advising/disability-support-services/index.html>

## **Online New Student Orientation (NSO)**

After you complete your English or ESL placement, your next step in the enrollment process is to complete the Online New Student Orientation (NSO). The Online New Student Orientation (NSO) is designed to help students acclimate to the college environment and have a successful start at Montgomery College. If you are a new degree-seeking student, please complete the NSO before registering for classes. Access the Online New Student Orientation on the First Year Experience webpage: <https://www.montgomerycollege.edu/counseling-and-advising/first-year-experience/index.html>. Have your MyMC login information ready to begin.

Students should meet with a counselor to complete an acad

## **Math Course Placement**

Montgomery College offers ALEKS Placement, Preparation and Learning (ALEKS PPL) assessment to determine readiness for mathematics courses.

If your first language is American English or you have attended a US school for 10 or more years (elementary, middle, high school), you will take the ALEKS Math placement test.

Non-native speakers of English may take the ALEKS Math placement test after completing the ESL Guided Placement. A placement level of ELAR 970

# Assessment and Testing Centers

or higher is required to take this math placement test.

## **ALEKS Math**

Why is studying for math placement important?

- Low course placement cost time and money.
- You may not be able to start courses in your major if you do not earn a certain math score.
- Your learning module may be able to improve your math score.

## **What is ALEKS Math placement?**

**Diagnostic (Test 1):** The result of this test will create an individualized, learning module that you will complete to refresh your math skills. You will complete this test and the learning module in your own time with any digital device and a reliable Internet access.

**Test 2:** You will need to wait 48 hours before taking this test. You will complete this test in an assessment center. This test is untimed. After you complete your diagnostic test and meet the wait time requirements, you will make an appointment with an assessment center. After Test 2, you may meet with a counselor to discuss your course placement.

**Test 3 (if necessary):** You will need to wait 48 hours and complete 3 hours of your learning module before taking this test. You will complete this test in an assessment center. This test is untimed. After you finish working on your learning module, and meet the wait time requirements, you will make an appointment with an assessment center.

## **How to start your ALEKS Math placement and learning module**

**Step 1:** Go to [www.montgomerycollege.edu/admissions-registration](http://www.montgomerycollege.edu/admissions-registration) and complete the steps in the section Getting Started: How to Apply and Register.

**Step 2:** After getting your Student ID Number (M number) and claiming your MyMC account, you will follow the instructions in the same section, Getting Started: How to Apply and Register, to create an account with ALEKS.

**Step 3:** In your ALEKS account, you will complete a tutorial and complete your Test One (Diagnostic). ALEKS will create your learning module based on

# Assessment and Testing Centers

your diagnostic score.

## **Need computer or Internet access?**

Assistance is available at one of our Learning Center locations. Please check the Learning Center's webpage link below for hours of operation.

**Rockville Campus:** Ackerman Learning Center, Science West (SW) Building, room SW 109 <https://www.montgomerycollege.edu/alc>

**Germantown Campus:** MAPEL Center, High Technology and Science Center (HT) Building, room HT 229 <https://www.montgomerycollege.edu/academics/support/learning-centers/mapel-center-germantown/index.html> or the Science Learning Center, Bioscience Education Center (BE) Building, room BE 244 <https://www.montgomerycollege.edu/academics/support/learning-centers/science-learning-center-germantown/index.html>.

**Takoma Park/Silver Spring Campus:** Mathematics Learning Center, Pavilion 1 (P1) Building, room P1-101D or Science Learning Center, P1- 101A <https://www.montgomerycollege.edu/academics/support/learning-centers/science-learning-center-tpss/index.html>

If you need an accommodation related to your disability to complete your guided placement, please contact Disability Support Services. <https://www.montgomerycollege.edu/counseling-and-advising/disability-support-services/index.html>

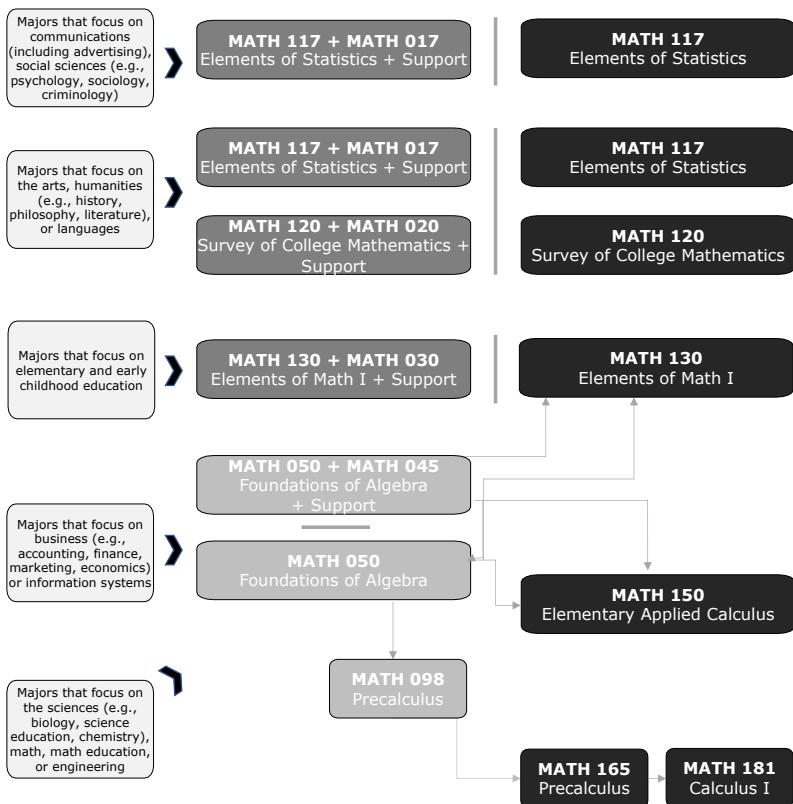


# Assessment and Testing Centers

## Montgomery College Mathematics Courses Academic Year 2023-2024

### Montgomery College - Mathematics Pathways

Please consult with a Counselor or Program Advisor about the appropriate math class for your desired major and transfer institution.



Legend  Non-credit course  Credit course paired with a non-credit support course  Credit course

# Assessment and Testing Centers

Understanding How ALEKS Scores Correspond to Course Eligibility*					
	Score Range (14–29)	Score Range (30–45)	Score Range (46–60)	Score Range (61–75)	Score Range (76–100)
Majors that focus on the sciences (e.g., biology, science education, chemistry), math, math education or engineering	MATH050/045 (Foundations of Algebra/Foundations of Algebra Support)	MATH050 Foundations of Algebra	MATH098 Intro to Trigonometry  <b>OR</b> MATH098/165 (Intro to Trigonometry / Precalculus)	MATH165 Precalculus	MATH181 Calculus I
Majors that focus on business (e.g., accounting, finance, marketing, economics) or information systems	MATH050/045 (Foundations of Algebra/Foundations of Algebra Support)	MATH050 Foundations of Algebra	MATH050 Foundations of Algebra	MATH150 Elementary Applied Calculus I	MATH150 Elementary Applied Calculus I
Majors that focus on communications (including advertising) social sciences (e.g., psychology, sociology, criminology)	MATH117/017 (Elements of Statistics / Elements of Statistics Support)	MATH117 Elements of Statistics	MATH117 Elements of Statistics	MATH117 Elements of Statistics	MATH117 Elements of Statistics
Majors that focus on elementary and early childhood education	MATH050/045 (Foundations of Algebra/Foundations of Algebra Support)	MATH050 Foundations of Algebra	MATH130 Elementary Math I	MATH130 Elementary Math I	MATH130 Elementary Math I
Majors that focus on the arts, humanities (e.g., history, philosophy, literature), or languages	MATH117/017 (Elements of Statistics / Elements of Statistics Support)  <b>OR</b> MATH120/020 (Survey of College Mathematics / Survey of College Mathematics Support)	MATH117 Elements of Statistics  <b>OR</b> MATH120 Survey of College Mathematics	MATH117 Elements of Statistics  <b>OR</b> MATH120 Survey of College Mathematics	MATH117 Elements of Statistics  <b>OR</b> MATH120 Survey of College Mathematics	MATH117 Elements of Statistics  <b>OR</b> MATH120 Survey of College Mathematics

*\*Please note that your eligibility to take math courses also depends on your reading and English placement.*

# Course Materials

## MC CAMPUS STORES LOCATIONS

<https://www.bkstr.com/montgomerycollege/store/home>

**Phone (for all locations)**  
240-567-5302

### Germantown

Lower Level,  
Humanities and Social  
Sciences Building

### Rockville

1st Floor,  
Campus Center

### Takoma Park/ Silver Spring

2nd floor, Charlene  
R. Nunley Student  
Services Center

## HOURS

For hours of operation,  
please go to [www.shopmontgomerycollege.com](http://www.shopmontgomerycollege.com).

## INSTRUCTIONAL MATERIALS AFFORDABILITY AND ACCESSIBILITY GUIDELINES (IMAAG):

Montgomery College is supportive of, and actively in compliance with, state and federal legislation regulating affordability and accessibility of instructional materials. For more information about the Montgomery College IMAAG or to purchase your course materials online, visit the bookstore's website at [www.shopmontgomerycollege.com](http://www.shopmontgomerycollege.com).

## WHEN PURCHASING YOUR COURSE MATERIALS

- Each campus usually requires different course materials for common classes. Course materials need to be purchased or rented from the campus where the class is being held. Materials for online courses are available at the Rockville Campus store.
- In the store, MC Campus Store's course materials department is arranged alphabetically by author: Student logs into the Shop by Author website ([txbk.info/mont](http://txbk.info/mont)) with their student ID and either print the course materials list or access it via a mobile device as a reference while shipping.
- To ensure that the correct materials are purchased for your class, compare your class schedule (from MYMC) with the department, course and CRN listed on the shelf tags.
- Each shelf tag also indicates whether a textbook is REQUIRED, RECOMMENDED, CHOICE, NEW, USED, RENTAL, or DIGITAL.
- Online, our booklists also indicate whether a textbook is REQUIRED, RECOMMENDED, CHOICE, NEW, USED, RENTAL, or DIGITAL.
- You may wish to consult with your instructor before making any purchase other than a required text.

## DEFINITIONS:

- **REQUIRED:** means that the faculty member requires the textbook for class work, reading assignments, quizzes and exams.
- **RECOMMENDED:** means that the faculty member has suggested the textbook for additional information about the course.

# Course Materials

- **DIGITAL:** means that a digital (eBook) version of the required textbook is available. You do not need to purchase the required text book if you are purchasing the digital substitute.

## **MC CAMPUS STORE HAS DIFFERENT TEXT BUYING OPTIONS:**

- New Course Materials – never used at full price.
- Used Course Materials – previously owned copies. Course Materials with little to no markings. Cheaper than a new textbook.
- eBooks – digital versions of the text being used for your class. Cost can be as low as 50 to 60% off the price of new. Some versions have a time limit on how many semesters the access code may be used.
- Rentals – Pay to rent your books for the semester. You can save up to 80% when renting your books. Student Financial Aid eligible. Must be 18 years or older, have a debit/credit card, and a driver's license or state ID.
- Students may also be able to obtain course materials through MC Library's course reserves service. Through this service, faculty request that course-related materials like books, articles, and videos be made available to students in their classes through the library. The service also includes textbooks for courses that meet certain criteria. Access course materials through your Blackboard courses by clicking the "Library Course Reserves" link in the menu or learn more on the library's course reserves webpage.

## **STUDENT FINANCIAL AID (SFA)**

SFA recipients who have been awarded funds and received award notifications from Montgomery College to pay for tuition and fees, may have a book credit awarded from any remaining balance above that which was used to pay for tuition and fees. The book credit may only be used for purchases at MC Campus Stores. Financial aid is available about a week before the start of fall and spring semesters and generally lasts through the first two weeks of the fall and spring semesters.

## **WEBSITE**

.....  
[www.montgomerycollege.edu/bookstore](http://www.montgomerycollege.edu/bookstore)

# Course Materials

Most items in MC Campus Stores are available for financial aid purchases including:

- Textbooks/Course Materials
- Software\*
- Tablets/Laptops/Computers\*
- Flash Drives/Ear Buds/Calculators\*
- Backpacks/Athletic Wear
- Art Supplies
- Ink Print Cards
- Office/School Supplies
- Food and Apparel

No refunds for tech items, calculators, and software. If you have a question about whether a specific product is available for purchase using your book credit, please ask a staff member at one of our stores.

## **BUYBACK (SELL YOUR BOOKS)**

We buy books every day at MC Rockville, Takoma Park, and Germantown Campus Store locations.

- All pages, bindings, covers are intact and complete.
- Pages should not be torn, missing, marked up or highlighted excessively so that the print is obscured.
- Textbooks with water damage, stains, and/or pages sticking together are not considered in "good condition".
- You will be contacted by customer service if any item in your shipment does not meet condition requirements
- Prices we offered are based on whether the book is being used for the upcoming term, or if there is current market value or national demand.

# Course Materials

## REFUND POLICY

- A valid receipt or packing slip is required for all refunds or exchanges.
- Shipping and handling, for online orders, fees are not refundable.

## COURSE MATERIALS (TEXTBOOKS):

- A full refund will be given for Course Materials returned prior to your campus specific refund deadline\*.
- Course Materials purchased after the campus specific deadline must be returned within 2 business days of purchase for a full refund.
- Course Materials purchased during the last week of classes or final exams are not refundable.
- Brytewave Digital Textbooks must be returned within 14 days of purchase for a full refund.

\*Contact your campus bookstore for specific refund deadline

## HARDWARE & SOFTWARE:

Unopened computer hardware and software must be returned within 14 days of purchase for a full refund.

## ALL OTHER MERCHANDISE:

All other merchandise unopened and in original condition returned within 30 days of purchase may be exchanged or refunded to the original form of tender.

## PURCHASES/RENTALS:

- Textbooks should be purchased on the campus where the course is taught.
- A government issued photo ID will be required for purchases made by check or credit card.
- There is a \$25 fee for all returned checks.
- Refunds for purchases will be issued in the same manner as the purchase.
- Check refunds will be allowed after 7 business days from the day of the transaction



## Logging into Starfish

All students are highly encouraged to meet with a counselor/faculty advisor on an ongoing basis in order to develop and adjust educational plans that reflect personal, academic, career and life goals.

**IMPORTANT: During peak advising periods in January and August, Counseling & Advising suspends our appointment scheduling in Starfish and meets with students signed into our waiting room on a same day, first-come service basis.**

1. Go to: [montgomerycollege.edu/can](http://montgomerycollege.edu/can) and click on your meeting preference (virtual or in-person).
2. Sign in with your MyMC login & password.
3. Select an option under "What do you need help with" that most closely matches.
4. Click on "Continue."
5. Select your preferred day.
6. Select your preferred time from the list of options.
7. Click on "Continue."
8. Add information to describe the reason(s) of the appointment in the space provided.
9. Click on **"Confirm."**

*Tip: To schedule with a specific counselor, type the last name into the Search services and people (Search services and people) box.*

### CONFIRM



Wait for an appointment confirmation in your MC email.

You may be asked to show this email in order to sign-in for your appointment.



# Educational Planning Overview

## DEPARTMENTS OF COUNSELING AND ADVISING

### Germantown

250 Student Affairs and  
Sciences Building  
240-567-7770

### Rockville

206 SV (Long Nguyen  
and Kimmy Duong  
Student Services  
Center)  
240-567-5063

### Takoma Park/ Silver Spring

233 Student  
Services Center  
240-567-1480

*Check website  
for updated  
information.  
[https://montgomery  
college.com/  
counseling-and-  
advising/index.html](https://montgomerycollege.com/counseling-and-advising/index.html)*

*Access Starfish  
to make an  
appointment with  
a counselor*

■ Your Education Plan is your guide through your academic program/curriculum and career development while at Montgomery College. It provides you with a roadmap to your desired destination—whether it's an associate's degree or certificate, transfer to a four-year institution, personal enrichment, or employment. Montgomery College wants to give you the tools for you to go wherever you would like to go and do whatever you would like to do.

### What is an education plan?

Education plans typically include your career and transfer goals, major, and a list of courses that will help you meet those goals. There are several pieces in this Planning Section that will help you develop your Education Plan:

- The Career Assessment Worksheet. This worksheet is designed to assist you in the assessment of your skills, interests, abilities, and values that will help you to select your major and/or identify your career goals. Montgomery College has provided two web/computer-based career planning guides that contain a wealth of occupational and job search information, career inventories, and school search functions. This worksheet is useful if you have chosen a major or if you are currently undecided.
- Transfer Worksheet. This sheet gives you the opportunities to organize research on possible colleges and universities where you might transfer after your time at Montgomery College.
- General Education Program. This section details information about Montgomery College courses that transfer without question into general education programs at public colleges and universities around the state of Maryland.
- The Advising Worksheet. These pages provide you with information about the course requirements for your particular degree, certificate, or letter of recognition. In addition, you can log into MyMC to get an electronic Degree Evaluation that will provide you with similar

# Educational Planning Overview

information for your major of choice. You can also conduct a “What-If Analysis” to examine the course requirements for other majors or programs of study at the College.

- The Course Planning Worksheet. This page focuses on the development of an actual course plan. You can use this information to put together a plan so you can decide in which semester(s) you will take particular courses. Doing so will allow you to identify the amount of time it will take for you to reach your academic goals.

## WEBSITES

### Counseling and Advising

[www.montgomerycollege.edu/advising](http://www.montgomerycollege.edu/advising)

### Transfer

[www.montgomerycollege.edu/transfer](http://www.montgomerycollege.edu/transfer)

### Assessment and Placement

[www.montgomerycollege.edu/assessment](http://www.montgomerycollege.edu/assessment)



## Benchmarks – Pathway to Completion

■ The College will provide you with a pathway to completion that includes certain benchmarks. Benchmarks provide guideposts by which you can determine if you are making satisfactory academic progress toward stated goals. If you are not successful achieving certain benchmarks, the College may intervene by requiring you to see a Counselor or complete other tasks to help you get back on track.

### **Before you register for your first semester:**

Ask for help! Go to a Welcome Center on campus

- Complete relevant steps in the enrollment process
- Complete the online advising questionnaire
- Complete a New Student Orientation
- Schedule your first academic planning appointment on Starfish
- Review course placements and discuss educational and transfer goals during with a Counselor/advisor

### **During your first semester:**

- Ask for help! Seek out information and take advantage of student support services
- Understand the student code of conduct and relevant academic policies and regulations related to students
- Participate in additional academic planning appointments to discuss new/ongoing goals
- Inquire about tools available to assist you in career, transfer and educational planning and goal completion
- Begin to think about transfer goals

.....  
*Please see a counselor in the Department of Counseling and Advising on any campus for help in achieving these benchmarks.*  
.....

# Benchmarks – Pathway to Completion

## **By your 24th credit:**

- Ask for help! Speak with professors and counselors
- Attempt a college-level English and math course, if eligible (otherwise complete required courses leading up to credited English/math)
- Continue to refine your academic and career goals and planning; meet with a Counselor and/or a faculty advisor, as appropriate
- Participate in transfer planning with Counselors and faculty advisors
- Attend a Transfer Day on campus
- Explore potential transfer institutions by using online resources and making campus visits

## **Close to your 30th credit:**

- Identify an appropriate major
- Know where to access transfer information from various campus resources (if you are planning to transfer)
- Know where to obtain career-related information that pertains to overall goals
- Review and modify your education plan, as needed

## **Close to your 45th credit:**

- Ask for help! Have additional discussions with your counselor and/or faculty advisor about your plans after MC
- Review your academic progress towards completion and refine transfer/career plans
- Obtain a degree audit if you are planning to complete a certificate or degree
- Gather information about the process for graduation by going to <http://www.montgomerycollege.edu/graduation>
- Pay attention to transfer application and letter of recommendation deadlines

## **When you reach your goal:**

- Celebrate your accomplishment and keep moving toward your next goal

# Student Career and Employment Services

## OFFICES

### Student Employment Services

**Germantown Campus**  
Student Affairs and Sciences Building,  
Room 265  
240-567-1970

### Rockville

Student Services Building, Room 205  
240-567-4449

### Takoma Park/ Silver Spring

Cafritz Foundation Art Center, Room 151U  
240-567-1630

## SERVICES

- Personal coaching with Student Employment Specialist on each campus
- College Central Network
- Group workshops
- Résumé assistance
- Interview coaching
- Job fairs
- Partnerships with local employers

## NEED HELP FINDING A JOB?

Student Employment Specialists are available on each campus to assist you with:

- Résumé preparation, interview practice and job search assistance
- Access job postings exclusively for Montgomery College students & alumni through our College Central Network Job Board at [www.collegecentral.com/montgomerycollege](http://www.collegecentral.com/montgomerycollege). Current students can “activate” their account. Alumni should click “sign up.” Be sure to include your major and your job targets in your registration so that you can be notified of relevant new postings.
- Employer on-campus and virtual recruitment events and job fairs – visit <https://www.montgomerycollege.edu/life-at-mc/student-career-and-employment-services/recruitment-events-and-job-fairs.html> for up-to-date information.
- Building work experience and developing pre-employment skills for career success
- Learn about interviewing skills and even practice with online mock interviews that you can record and share with Student Employment Specialists for feedback. Go to [montgomery-college.biginterview.com](http://montgomery-college.biginterview.com) and register using your Montgomery College email address (this is how the system knows the school is enrolled and you will get access for free). Respond to the verification email and start learning/practicing!

### To set up an appointment with a Student Employment Specialist contact:

**Germantown:** Pat McGlone 240-567-1970,  
Student Affairs and Sciences Building 265

**Rockville:** Dr. Lucy Vitaliti 240-567-2352

### Takoma Park/Silver Spring:

Joe O’Hare 240-567-1630,

Cafritz Foundation Art Center, Room 151U

# Exploring Careers

- The College offers a range of services to students to support their career decision-making process and job search efforts.

## **STEPS OF CAREER EXPLORATION**

### **Take STSU 120: Career Development Dynamics and Application**

This course is designed to help you learn about yourself, the careers that might suit you, and the steps you will take in order to pursue those careers. Taught by a counselor experienced in helping people find and follow a path that engages them, this course will lead you on a comprehensive career journey!

#### **Get to Know Yourself**

This may sound silly, but few of us really take time to stop and think about who we are, what we like, what kinds of people we enjoy, what our values are, and how each of those preferences will fit into different careers. Here are some strategies to help get you started:

- Make a list of classes you love and those you dislike.
- Write down some of your childhood dreams and aspirations.
- Consider of the jobs you have enjoyed and those you have not enjoyed; identify some themes.
- Imagine that you just won the lottery and never HAD to work again. How would you spend your time?
- Make a list of your favorite activities.

#### **Explore Online Career Guidance Systems**

Several Internet-based tools are available free of charge to all students and alumni. These programs offer interest, skills, and value inventories as well as a way for you to research careers. You may think you know what a lawyer (or an engineer, or a teacher, or a...) does, but you may only be seeing one piece of the puzzle. Use these tools to learn about salary, education preparation, and what a typical day is like so that you are making

# Exploring Careers

## **Cooperative Education and Internship**

### **Program Office**

Takoma Park/  
Silver Spring  
209 Resource Center  
240-567-1502

### **Services**

- Internship course credit
- Assistance locating positions
- Evaluation of career experience

### **COURSE**

STSU 120: Career Development

### **WEBSITE**

#### **Collegewide Career Services**

Visit [www.montgomerycollege.edu/career](http://www.montgomerycollege.edu/career)

### **EVENTS**

Events are scheduled throughout the year. However, keep your eyes open for special events during National Career Month in November.

an informed decision about your career. To access Career Cruising or SIGI3, log onto MyMC, click the Counseling tab, and scroll down until you see the Career Planning section.

### **Put your Best Foot Forward**

In order to obtain internships, co-ops, scholarships, or part-time jobs you will be asked for things like a résumé, cover letter, and references. To get these important professional tools in order, make an appointment with the student employment services coordinator at your campus. These skilled professionals will help you navigate the job search process.

For more information, visit [www.montgomerycollege.edu/career](http://www.montgomerycollege.edu/career)



# Career Assessment Worksheet

The Career Assessment Worksheet is designed to assist you in identifying your skills, interests, abilities, and values that will help you to select your major/career goals. Montgomery College has two web/computer-based career planning resources (SIGI3 and Career Cruising) that contain a wealth of occupational and job search information, career inventories and school search functions. To fill out this worksheet, please use Career Cruising, which can be accessed from MyMC. To start using Career Cruising, go to the Counseling Tab in MyMC, where you will see the access link and passwords that you need to use with Career Cruising.

1. What are the top three careers that matched your interests, values, skills, and abilities according to the program you used above?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

2. Do you agree with the results? Why or why not? (please explain briefly)

\_\_\_\_\_

3. Does the major you have selected or the majors you are considering match up with the results of the inventory you have chosen? Why or why not? (please explain briefly)

\_\_\_\_\_

4. What are three skills you will need to possess to be successful in your career(s) of interest? Even if your inventory did not come up with the career you personally would have chosen, research the skills you will need to possess for the career you would like, and what you would be interested in.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

5. What is the next step you will take in pursuing your career and/or major interest(s)?



# Transfer Planning

## WEBSITES

### Montgomery College Transfer Webpage

[www.montgomerycollege.edu/transfer](http://www.montgomerycollege.edu/transfer)

### ARTSYS

#### Transfer to Maryland Public Schools

<http://artsys.usmd.edu>

### College Search

[www.collegesource.org](http://www.collegesource.org)

■ Many students transfer from Montgomery College each semester to continue their educations at four-year colleges and universities throughout the country. There are transfer counselors on each campus to assist students throughout the year. The College transfer webpage contains valuable information for transfer planning. Please see [www.montgomerycollege.edu/transfer](http://www.montgomerycollege.edu/transfer) to plan your transfer wisely.

### How many credits do I need to transfer?

Students generally transfer with 30-60 credits. To be seen as competitive students should complete a college-level English and college-level math course before transfer. Students who wish to transfer with fewer than 30 credits must also submit high school transcripts and test scores as part of the admissions process. Students should consult with their counselor or advisor on optimal transfer paths for their major.

### Do I have to finish a degree to transfer?

No, you can transfer credits without finishing a degree at Montgomery College. However, there are many advantages to finishing one. All Maryland public four-year schools admit associate's degree holders on a space-available basis. However, this does not guarantee acceptance into majors with competitive requirements; for example, UMD, College Park has many Limited Enrollment Programs with additional requirements. Finishing a degree may exempt ESOL students from having to take the TOEFL to prove English proficiency. The cost savings of finishing the first two years of a four-year degree is significant. Most transfer scholarships at four-year institutions require an associate's degree.

### When should I start planning my transfer?

The sooner the better! By selecting a major and an institution (or two or three) that you are considering, you can select courses that will "fit" that major at all those institutions to give yourself the most flexibility. To ensure you are taking classes required for transfer, it is strongly recommended you meet with a counselor or adviser each semester.

### What are Transfer Fairs and why should I go?

Transfer Fairs are events where regional four-year schools come to MC's campuses and tell you about their transfer opportunities. You can ask questions about majors, internships, scholarships, admission

# Transfer Planning

deadlines, and more without leaving campus. These events are held once a semester on each campus. Check the Transfer Events section of [www.montgomerycollege.edu/transfer](http://www.montgomerycollege.edu/transfer) for information about the Transfer Fairs and other on-campus, off-campus, and virtual opportunities to meet with representatives from four-year institutions.

## Things to consider when selecting a school

- **Location:** close/far; weather; city/country/suburbs.
- **Cost:** tuition, fees, financial aid/scholarships, area cost of living.
- **Size:** diversity. Which appeals more: a large university or a smaller school? Number of full-time and part-time students.
- **Academics:** availability of major; accreditation, transferability of courses, internships/co-op opportunities; passage rate for graduates of professional certification exams.
- **Facilities:** computer availability, library, gym, pool, day or evening classes availability.
- **Activities:** student life, student government, athletics, newspaper, TV and/or radio station, clubs.
- **The "Feel":** NEVER commit to a transfer institution without visiting! Are the students friendly? Are faculty and staff helpful? Could you be comfortable there? These are CRUCIAL questions!

## EVENTS

### Transfer Fairs

One each semester, per campus

### Campus Visits

Four-year schools frequently visit MC. Check [www.montgomerycollege.edu/transfer](http://www.montgomerycollege.edu/transfer) to see when four-year schools will be on MC campuses.

## Planning to transfer?

- The "Preferred Deadline" at most schools is March 1 for fall entry, and October 1 to November 1 for spring entry. If you miss the deadline, call the school's Admissions Office to ask whether transfer applications are still being accepted.  
Check with each school for transfer application requirements.
- Don't ignore important steps such as sending official transcripts and getting faculty recommendations (IF needed, not all schools need them!)

## Online Resources

- [www.montgomerycollege.edu/transfer](http://www.montgomerycollege.edu/transfer) (Visit the MC Transfer Page often for the latest on transfer planning)
- [www.montgomerycollege.edu/transferscholarships](http://www.montgomerycollege.edu/transferscholarships)
- <https://artsys.usmd.edu/> (ARTSYS provides recommended courses for majors at Maryland schools)
- Twitter: @MCTransfer

# Transfer Planning

## **Transfer Agreements**

The College is dedicated to creating partnerships with four-year colleges and universities that will ease our students' path to transferring for further study. One important way of doing this is by forming transfer agreements, official agreements that match coursework between schools. These are designed to help you select coursework that will create the smoothest possible transition to a four-year institution. Some agreements guarantee admission to four-year schools like the University of Maryland, College Park; UMBC; American University; and Shepherd University. Other agreements outline specific courses that you should take at the College as you plan to transfer. You can search for the College's existing agreements online at [www.montgomerycollege.edu/agreements](http://www.montgomerycollege.edu/agreements).

.....  
*See the Transfer Planning Worksheet  
on the next page.*  
.....



# Transfer Exploration Worksheet

	COLLEGE A	COLLEGE B
<b>Majors Offered/Areas of Study Available</b>		
<b>Location</b>		
<b>Cost</b>		
<b>Student Body Size</b>		
<b>Campus Life</b>		
<b>Transfer Scholarship Opportunities</b>		
<b>Admissions Requirements</b>		
<b>Internships/Cooperative Education</b>		
<b>Support Services</b>		
<b>Retention and Graduation Rates</b>		
<b>Student/Faculty Ratio</b>		
<b>Number of Transfer Credits Accepted</b>		
<b>Website</b>		
<b>Transfer Contact Information</b>		

## College Search Web Resources

- [www.collegeview.com](http://www.collegeview.com)
- [www.collegenet.com](http://www.collegenet.com)
- <https://artsys.usmd.edu/> (ARTSYS)
- [www.bigfuture.org](http://www.bigfuture.org)
- [www.petersons.com/college-search.aspx](http://www.petersons.com/college-search.aspx)
- <https://bigfuture.collegeboard.org/college-search>

This page can be downloaded as a worksheet from the First Year Experience website [www.montgomerycollege.edu/fye](http://www.montgomerycollege.edu/fye).

# The General Education Program

## GENERAL EDUCATION AND COUNSELING CONTACT INFO

www.montgo  
merycollege.edu/  
GenEd

GenEd@  
montgomerycollege.  
edu

### **Germantown**

250 Student Affairs and  
Sciences Building  
240-567-7770

### **Rockville**

206 SV (Long Nguyen  
and Kimmy Duong  
Student Services  
Center)  
240-567-5063

### **Takoma Park/ Silver Spring**

233 Student  
Services Center  
240-567-1480

.....  
*Check website  
for updated  
information.  
[https://www.  
montgomerycollege.  
edu/counseling-  
and-advising/  
index.html](https://www.montgomerycollege.edu/counseling-and-advising/index.html)*  
.....

The goal of the General Education program is to provide all students, in both career and transfer curricula, with the foundation to live productive lives, to be global citizens, to appreciate aesthetic values, and to engage in life-long learning in a continually changing world. The General Education program includes English and math foundation courses that provide the basis for excellence and success in all courses and distributions that allow students to explore how learning is integrated across the arts and humanities, behavioral and social sciences, natural sciences, and other General Education institutional requirements such as communications and health.

### **Transfer of General Education Courses**

The Montgomery College's General Education program meets the Maryland Higher Education (MSCHE) accreditation General Education guidelines. MHEC transfer guidelines state that a completed General Education program shall transfer without further review or approval by the receiving institution and Higher Education Commission's (MHEC) academic regulations on General Education and transfer and the Middle States Commission on and without the need for a course by course match. Courses that are defined as General Education by one institution shall transfer as General Education even if the receiving institution does not have that specific course or has not designated that course as General Education.

Students interested in transferring to private or out-of-state schools should select General Education courses carefully. For more information about the General Education program and transfer, please visit [www.montgomerycollege.edu/gened](http://www.montgomerycollege.edu/gened).

# The General Education Program

## General Education Course and Credit Requirements 2022-2023 Reference Sheet

In order to meet General Education requirements, courses must be on the General Education course list when taken by the student. This is a reference list only; please visit the College catalog for the official course list.

### WEBSITE

[www.montgomerycollege.edu/gened](http://www.montgomerycollege.edu/gened)

Component	AA/AAT	AAS	AFA	AS
<b>Foundation Courses</b>				
English (ENGF)	3 credits	3 credits	3 credits	3 credits
Math (MATF)	3 credits	3 credits	3 credits	3 credits
<b>Distribution Area Courses</b>				
Arts (ARTD)	3 credits	0 credits	3 credits	3 credits
Humanities (HUMD)	3 credits	3 credits	3 credits	3 credits
Behavioral and Social Sciences (GSSD)	6 credits	3 credits	3 credits	6 credits
Natural Sciences (NSLD/NSND)	7 credits	4 credits	4 credits	8 credits
<b>Institutional Requirement Courses (GEIR)</b>	6 credits	0 credits	0 credits	0 credits
<b>General Education Elective (GEEL)</b>	0 credits	4-6 credits	3 credits	3 credits
<b>TOTAL Courses &amp; Credits</b>	<b>10 courses 31 credits</b>	<b>6-7 courses 20-22 credits</b>	<b>7 courses 22 credits</b>	<b>9 courses 29 credits</b>

### Foundation Courses:

- **English Foundation (ENGF) / (GEEL)**  
(3 credits): Choose one course from:
  - *ENGL 102 Critical Reading, Writing, and Research* or *ENGL 103 Critical Reading, Writing and Research in the Workplace*. All students must complete ENGL 101/011 Introduction to College Writing as a College prerequisite for ENGL 102 or 103 unless eligible for placement into ENGL 102 or 103 through transfer credit, AP scores, SAT/ACT scores, or Accuplacer scores and College English department permission. To comply with Maryland state requirements for English Foundation (ENGF), ENGL 102 must be completed with a final grade of C or better for a student to graduate with an associate's degree.
- **Mathematics Foundation (MATF) / (GEEL)**  
(3-4 credits): Choose one according to desired major(s):
  - Choose one according to desired major(s):  
*MATH 117 Statistics*, *MATH 120 Survey of College Mathematics*, *MATH130† Elements of Math I*, *MATH 150 Applied Calculus*, *MATH*

# The General Education Program

*165 Precalculus, MATH 170 Calculus for Life Sciences I, or MATH 181 Calculus I.*

*† MATH 130, Elements of Math I is required for the associate of arts in teaching. Many transfer institutions will not accept MATH 130 as a General Education math course if an AAT is not completed.*

## **General Education Institutional Requirements (GEIR) / (GEEL):**

AA programs require two courses or six credits of General Education Institutional Requirements. Some AA programs may specify which courses are appropriate for the GEIR; for example, the business AA requires a COMM as one GEIR. Choose courses from two of three categories: COMM, HLTH, or ARTD/HUMD. Students may not select two COMM, two HLTH, or two ARTD/HUMD courses to meet their GEIR. Check the catalog to find your degree plan.

- One COMM course from the General Education list: COMM 108 or COMM 112
- One HLTH course from the General Education list: HLTH 105, 121, 125, 150, 200 (GCP), 215 (GCP)
- One ARTD (Arts) or HUMD (Humanities) course from the General Education list (see selections on following page).

## **General Education Electives (GEEL):**

Three credits (AS programs) / 4-6 credits (AAS programs). All AS and AAS programs include an open elective option designated as GEEL. Any General Education course not used for a different requirement will fulfill this requirement. Students should check their degree programs for any specific requirements for GEEL course selection; students should also seek guidance from counselors about how individual courses may transfer before selecting courses for this requirement.

**Students should contact a counselor, their program advisor, and the transfer institution to determine required General Education courses for their degree and transferability to University System of Maryland, out-of-state, or private institutions. Students with questions about the General Education appeal process, email [GenEd@montgomerycollege.edu](mailto:GenEd@montgomerycollege.edu).**

# The General Education Program

The following General Education courses will transfer toward degree completion within the University System of Maryland. Completing a degree at MC ensures General Education transfers as a package to all institutions within the University System of Maryland. Visit [montgomerycollege.edu/transfer](http://montgomerycollege.edu/transfer) to view transfer agreements with specific General Education requirements for select institutions and programs. Courses with (GCP) meet the Global and Cultural Perspectives requirement.

## **Arts Distribution (ARTD) / (GEIR) / (GEEL)**

ARTT 100 Intro to Drawing	ENGL 264 Intro to Creative Writing of Fiction
ARTT 102 Intro to 2-D Design	ENGL 272 Intro to Creative Writing of Poetry
ARTT 112 Digital Photography for Fine Arts I	FILM 110 Intro to Film
ARTT 116/GDES 116 Digital Tools for Visual Arts	GDES 116/ARTT 116 Digital Tools for Visual Arts
ARTT 120 Ceramics I (GCP)	ISTD 173 Integrated Arts (GCP)
ARTT 123 Crafts	MUSC 110 Listening to Music
ARTT 127 Art Appreciation (Art in Culture) (GCP)	MUSC 117 World Music (GCP)
ARTT 152 Photographic Expression I	MUSC 125 History of Jazz (GCP)
ARTT 200, 201 Art History I, II (GCP)	MUSC 131 American Popular Music
ARTT 225 Woodcut: Global Printmaking (GCP)	MUSC 184 Intro to Music Theory
ARTT 270 Survey of African Art (GCP)	PHOT 161 Intro Digital Photography
ARTT 272 Survey of Asian Art (GCP)	THET 100 Intro to the Theatre (GCP)
DANC 100 Intro to Dance (GCP)	THET 110 Fundamentals of Acting
ENGL 235 Film & Literature (GCP)	TVRA 134 Media Appreciation



# The General Education Program

## Humanities Distribution (HUMD) / (GEIR) / (GEEL)

ARAB 101, 102 Elementary Arabic I, II (GCP)	HIST 112 Women in World History (GCP)
ASLP 100 American Sign Language I (GCP)	HIST 114 The World in the 20th Century (GCP)
ASLP 110 American Sign Language II (GCP)	HIST 116, 117 World History I, II (GCP)
CHIN 101, 102, 201, 202 Elem/ Inter Chinese I, II (GCP)	HIST 146 History of the Ancient World
COMM 108 Foundations of Human Communication or COMM 112 Business & Professional Speech Comm	HIST 147, 148 History of Europe I, II
ENGL 122 Intro to World Mythology (GCP)	HIST 200, 201 History of the United States I, II
ENGL 190 Intro to Literature (GCP)	HIST 205 Tech and Culture in the Western World
ENGL 201, 202 Intro to World Literature I, II (GCP)	HIST 211 History of Latinos in the U.S. (GCP)
ENGL 205 Masterpieces of Asian Literature (GCP)	HIST 228 Women in the Western World (GCP)
ENGL 208 Women in Literature (GCP)	HIST 235, 236 History of African Americans I, II (GCP)
ENGL 211, 212 American Literature I, II (GCP)	HIST 240 Civil Rights in America (GCP)
ENGL 213, 214 British Literature I, II	HIST 245 Latin American History (GCP)
ENGL 226, 227 African American Literature I, II (GCP)	HIST 247 East Asian Civilization (GCP)
ENGL 230 Intro to Modern Drama (GCP)	HIST 250 Modern Asia (GCP)
ENGL 233 The Short Story (GCP)	HIST 252 US & 20th Century World Affairs (GCP)
FREN 101, 102, 201, 202 Elem/ Inter French I, II (GCP)	HIST 262 History of England I
FREN 207, 208 Reads in French Literature I, II (GCP)	HIST 263 History of England II (GCP)
GERM 101, 102, Elem German I, II (GCP)	HIST 265, 266 African History I, II (GCP)
GHUM 101 Intro to Global Humanities (GCP)	ITAL 101, 102 Elementary Italian I, II (GCP)
HIND 101 Elementary Hindi I (GCP)	JAPN 101, 102 Elementary Japanese I, II (GCP)
	KORA 101, 102 Elementary Korean I, II (GCP)

# The General Education Program

KORA 201 Intermediate Korean I (GCP)	PHIL 212 Women in Philosophy I, (GCP)
LATN 101, 102 Elementary Latin I, II (GCP)	PORT 101, 102 Elem Portuguese I, II (GCP)
LING 200 Intro to Linguistics (GCP)	RUSS 101, 102 Elem Russian I, II (GCP)
PHIL 101 Intro to Philosophy	SPAN 101/102/201/202 Ele/Int Span I/II (GCP)
PHIL 140 Intro to the Study of Ethics	SPAN 103 Intensive Elementary Spanish (GCP)
PHIL 143 Intro to the Study of Religion (GCP)	SPAN 106 Spanish/Heritage Speakers (GCP)
PHIL 190 Elementary Logic & Semantics	SPAN 215 Adv Span Conversatn & Comp (GCP)
PHIL 201 Morality & Contemporary Law	SPAN 216 Adv Readings in Latin Amer Lit (GCP)
PHIL 205 Philosophy in Literature (GCP)	

## **Behavioral & Social Sciences Distribution (BSSD) / (GEEL)**

If two courses are required, they must be from two different disciplines

ANTH 201 Intro to Sociocultural Anthro (GCP)	GNDS 101 Intro to Gender Studies (GCP)
ANTH 240 Intro to Archaeology (GCP)	GNDS 102 Understanding LGBT (GCP)
ANTH 256 World Cultures (GCP)	HLTH 131 Drugs & Lifestyle Wellness (GEIR)
ASLP 121 Intro to the Deaf Community Culture (GCP)	HLTH 160 Science & Theory of Health (GEIR)
CCJS 110 Administration of Justice (GCP)	HLTH 170 Intro to Aging (GEIR) (GCP)
ECON 105 Basic Economics (GCP)	HLTH 212 Controlling Stress & Tension (GEIR)
ECON 201 Principles of Economics I	HLTH 225 Intro to Health Behaviors (GEIR)
ECON 202 Principles of Economics II	POLI 101 American Government
GEOG 101 Intro to Geography	POLI 105 Intro to Political Science (GCP)
GEOG 105 Cultural Geography	
GEOG 113 Economic Geography	
GEOG 130 Global Geography (GCP)	

# The General Education Program

POLI 203 International Relations (GCP)

POLI 206 Political Ideologies (GCP)

POLI 211 Comparative Politics & Govt (GCP)

POLI 256 Politics of the Develop World (GCP)

PSYC 100 General Psychology

SOCY 100 Intro to Sociology (GCP)

SOCY 105 Social Problems & Issues (GCP)

SOCY 208 Sociology of Gender (GCP)

SOCY 240 Sociology of Age & Aging (GCP)

SOCY 243 The Sociology of Sport (GCP)

WMST 101 Intro to Women's Studies (GCP)

## Natural Sciences Distribution with Lab (NSLD) / (GEEL)

For AA, AAT, and AS degrees, choose two NSLD courses or one NSLD and one NSND course. For AAS or AFA degrees, choose one NSLD course.

AOSC 105 Meteorology: Intro to Weather

ASTR 101 Intro to Astronomy

BIOL 101 General Biology

BIOL 105 & 106 Environmental Biology with Lab (GCP)

BIOL 130 & 131 The Human Body with Lab

BIOL 150 Principles of Biology I (Science Majors)

BIOL 212, 213 Human Anatomy & Physiology I, II

CHEM 105 (GCP)

CHEM 106 Chem & Society w/lab

CHEM 131 Principles of Chemistry I

CHEM 132 Principles of Chemistry II

CHEM 150 Essentials of Organic & Biochemistry

GEOG 124 Physical Geography

GEOL 101 Physical Geology

GEOL 102 Historical Geology

HORT 100 Intro to Plant Sciences

PHYS 110 Sound & Lights in the Arts

PHYS 203, 204 General Physics I, II

PHYS 262 General Physics II: Electricity

PHYS 263 General Physics III: Waves

PSCI 101, 102 Physical Science I, II

## Natural Sciences Distribution without Lab (NSND) / (GEEL)

ANTH 215 Human Evolution & Archaeology (GCP)

AOSC 100 Weather & Climate

BIOL 105 Environmental Biology (GCP)

BIOL 130 The Human Body

CHEM 105 Chem & Society (GCP)

ENES 100 Intro to Engineering Design

NUTR 101 Intro to Nutrition

PHYS 105 Conceptual Physics

PHYS 161 General Physics I: Mechanics

# Course Plan

The student will follow the advising worksheet for her/his confirmed program of study.

Name: Joe MC Date: 9/1/2023  
 MC Curriculum: Business Catalog Year: 2023-2024  
 Transfer Major: Business Transfer Institution: UMD-Smith  
 Educational Goal:  Certificate  AAS  AA/AS/AAT/AFA  Transfer  
 Accuplacer Placements: ENGL 101 MATH 150  
 ESL Accuplacer: ELAR \_\_\_\_\_ ELAW \_\_\_\_\_ ELAS \_\_\_\_\_

Fall: X (Winter: \_\_\_\_\_) Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ 20\_\_\_\_

COURSE TITLE AND NUMBER	CREDITS	GRADE
ENGL 102	3	
MATH 150	3	
ARTD Course	3	
HUMD Course	3	
<b>TOTAL CREDITS</b>		<b>12</b>

Fall: \_\_\_\_\_ (Winter: \_\_\_\_\_) Spring: \_\_\_\_\_ Summer: X 20\_\_\_\_

COURSE TITLE AND NUMBER	CREDITS	GRADE
GEIR Course	3	
Natural Sciences with lab	4	
BSSD Course	3	
<b>TOTAL CREDITS</b>		<b>10</b>

Fall: \_\_\_\_\_ (Winter: \_\_\_\_\_) Spring: X Summer: \_\_\_\_\_ 20\_\_\_\_

COURSE TITLE AND NUMBER	CREDITS	GRADE
<b>TOTAL CREDITS</b>		

Fall: \_\_\_\_\_ (Winter: \_\_\_\_\_) Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ 20\_\_\_\_

COURSE TITLE AND NUMBER	CREDITS	GRADE
<b>TOTAL CREDITS</b>		

Fall: \_\_\_\_\_ (Winter: \_\_\_\_\_) Spring: X Summer: \_\_\_\_\_ 20\_\_\_\_

COURSE TITLE AND NUMBER	CREDITS	GRADE
BSSD Course	3	
GEIR Course	3	
HUMD Course	3	
<b>TOTAL CREDITS</b>		<b>9</b>

Fall: X (Winter: \_\_\_\_\_) Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ 20\_\_\_\_

COURSE TITLE AND NUMBER	CREDITS	GRADE
Global Perspective	3	
Natural Sciences w/o lab	3	
Elective	3	
<b>TOTAL CREDITS</b>		<b>9</b>

Fall: X (Winter: \_\_\_\_\_) Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ 20\_\_\_\_

COURSE TITLE AND NUMBER	CREDITS	GRADE
<b>TOTAL CREDITS</b>		

Fall: \_\_\_\_\_ (Winter: \_\_\_\_\_) Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ 20\_\_\_\_

COURSE TITLE AND NUMBER	CREDITS	GRADE
<b>TOTAL CREDITS</b>		

\* When you are crafting your Course Plan for the next four or more semesters, you don't always have to know exactly which course you plan to take during each term. In those situations, you can insert the names of general distribution categories (as illustrated here). For a full listing of the courses that satisfy these General Education program requirements, please to go: <https://catalog.montgomerycollege.edu>.



# Educational Planning Resources

- When crafting your education plan, please see a counselor in the Department of Counseling and Advising at your campus. In addition, if you have a declared major or are interested in a particular major, you should meet with a departmental faculty member to find out more about the program, course requirements.

## FINANCIAL AID & SCHOLARSHIP RESOURCES

- Montgomery College Financial Aid:
  - ◆ [www.montgomerycollege.edu/finaid](http://www.montgomerycollege.edu/finaid)

## MAJOR, CAREER, & SALARY INFORMATION

- **Montgomery College Career Planning Services:** MC offers a range of services to students and alumni to support their career decision-making process and job search efforts. Visit the MC website to learn about the career planning process, resources both inside and outside of MC, and much more!
- **SIG13:** is a comprehensive career planning tool that provides students with assessments that gauge their values, skills, and interests. Your answers generate a listing of occupations that links to information about those careers. You can analyze your results, make decisions, and develop a plan to achieve your professional goals. The program allows you to save your record for your next visit or so you can discuss your results with a counselor.
  - ◆ This web-based program is available to MC students on MyMC (<http://mymc.montgomerycollege.edu>). Once inside MyMC, select “Student Services” and then “Career Planning.”
- **Career Cruising:** is an interactive career resource designed for people of all ages. If you want to research a career, explore different career options, or plan future education and training, Career Cruising can give you the tools you need to move forward.
  - ◆ This Web-based program is available to MC students on MyMC at <http://mymc.montgomerycollege.edu>. Once inside MyMC, select “Student Services” and then “Career Planning.”
- **Montgomery College eJobs:** is an Internet-based job search system designed exclusively for Montgomery College students and alumni that gives you access to thousands of part-time and full-time jobs, internships, and on-campus employment.
  - ◆ [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs)

# Educational Planning Resources

## MONTGOMERY COLLEGE COURSE PLANNING INFORMATION

- **Montgomery College Catalog**
  - ◆ Print version available in the Office of Admissions, Records, and Registration at your respective campus.
  - ◆ Most up-to-date version available at [www.montgomerycollege.edu/catalog](http://www.montgomerycollege.edu/catalog).
- **Montgomery College Credit Class Schedule**
  - ◆ Online version available at [www.montgomerycollege.edu/admissions-registration/search-the-class-schedule.html](http://www.montgomerycollege.edu/admissions-registration/search-the-class-schedule.html)

## TRANSFER INFORMATION

- **Montgomery College Transfer Website:** a website developed to help students and counselors/advisers navigate the transfer process. You will find a step by step guide to transfer as well as information on local colleges and universities, transfer scholarships, special MC partnerships, and transfer events. This page has tools that are essential to getting you to where you want to go!
  - ◆ [www.montgomerycollege.edu/academics/transfer/](http://www.montgomerycollege.edu/academics/transfer/)
- **ARTSYS (Maryland College and University Articulation System):** is the articulation system for Maryland colleges and universities. ARTSYS can generate a recommended sequence of classes based on your major and to which Maryland four-year college or university you want to transfer. It can also identify course equivalencies and perform searches for majors.
  - ◆ <https://artsys.usmd.edu/index.html>
- **Maryland Higher Education Commission (MHEC) Guide to Transfer Among Maryland Colleges and Universities:** includes Principles of Student Transfer in Maryland, Steps to a Successful Transfer, Elements of a College Degree, Transfer Programs and Career Programs, Maryland's General Education Program, ARTSYS: An Electronic Tool for Transfer Students, Student Rights and Responsibilities, Commonly Asked Questions, and a Glossary of Terms Relating to Articulation and Transfer.
  - ◆ [www.mhec.state.md.us/preparing/Pages/College411/college411home.aspx](http://www.mhec.state.md.us/preparing/Pages/College411/college411home.aspx)
  - ◆ Maryland Higher Education Commission (MHEC) homepage: [www.mhec.state.md.us](http://www.mhec.state.md.us).
- **Maryland Transfer Advantage Program (MTAP):** The Maryland Transfer Advantage Program is designed for community college students who intend to complete a bachelor's degree at the University of Maryland. Students participate in MTAP while completing a program of study at the community college.
  - ◆ [www.montgomerycollege.edu/MTAP](http://www.montgomerycollege.edu/MTAP)

# Educational Planning Resources

- **Transfer Student Alliance (TSA) Program:** A partnership between the University of Maryland, Baltimore County and Montgomery College. Students who begin their college education at MC with plans to transfer to UMBC to complete a four-year degree may be eligible to participate in the TSA.
  - ◆ <https://www.montgomerycollege.edu/academics/transfer/transfer-partnership-programs.html>
- **University of Maryland Global Campus Alliance Program:** Especially designed for Maryland community college students just starting coursework toward an associate's degree, the alliance programs provide one Course Plan for earning an associate's degree and a UMGC bachelor's degree seamlessly.
  - ◆ <https://www.montgomerycollege.edu/academics/transfer/agreements/index.html#u>
- **Universities at Shady Grove:** In the fall of 2000, the University System of Maryland (USM) introduced a new concept in higher education. This was the beginning of the Universities at Shady Grove (USG). Currently a collaboration of nine public, degree-granting institutions that brings some of the top programs from across the state to one convenient facility in Montgomery County, USG is a different kind of learning community. It is designed for students who are professionally focused and who want to fast-track their degree. Everything about USG is aimed at helping students complete their degree and start their career. Programs are exclusively upper-level undergraduate and graduate-level, and day-time classes are offered either full-time or part-time. The facilities are state-of-the-art, and the USG staff is student-focused and highly experienced with transfers.
  - ◆ [www.shadygrove.umd.edu](http://www.shadygrove.umd.edu)
- **Transfer Day and Other Transfer Events:**
  - ◆ [www.montgomerycollege.edu/academics/transfer/transfer-events.html](http://www.montgomerycollege.edu/academics/transfer/transfer-events.html)

## CAMPUS-BASED RESOURCES

- **Departments of Counseling and Advising**
  - ◆ Germantown – 250 Student Affairs and Sciences Building  
240-567-7734
  - ◆ Rockville – 206 SV (Long Nguyen and Kimmy Duong Student Services Center)
  - ◆ Takoma Park/Silver Spring – 233 Student Services Center Building,  
240-567-1480



## Educational Planning Resources

- Student Employment Services
  - ◆ Germantown – 265 Student Affairs and Sciences Building, 240-567-1970
  - ◆ Rockville – 205 SV (Long Nguyen and Kimmy Duong Student Services Center)
  - ◆ Takoma Park/Silver Spring – 205 Resource Center Building, 240-567-1630
- **STSU 120: Career Development: Dynamics and Application:** teaches you how to plan, establish, or change a career. The course includes the process of establishing or implementing career goals; assessment of values, interests, and skills plus their relationship to occupations; analysis of labor market needs; identification of employers and sources of occupation information; and means of securing employment (proposals, résumés, applications, and job interviews). Two hour lecture/discussion each week. 2 semester hours.



# How Are You Doing?

Please circle the areas in which you need assistance:

## Study Skills

- Taking notes
- Reading
- Writing
- Math
- Vocabulary
- Test preparation
- Test-taking
- Identifying the main idea (lecture)
- Identifying the main idea (reading)

## Other Areas

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Tutoring/Support

- Reading
- Writing
- Math
- Technology
- Research skills
- Citations (MLA/APA)

## Other Areas

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## College Success

- Time management
- Motivation
- Academic anxiety
- Communicating with your professors
- Computer/Internet access
- School-work-family balance
- Finances
- Scholarships
- Financial aid
- Goal setting
- Concentration
- Identifying resources
- Finding resources
- Choosing courses
- Identifying a major
- Identifying a career
- Transfer plan
- Next steps now

## Other Areas

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## College

### Community Resources

- Clubs
- Internships
- Honors
- Employment
- Health
- Child care
- Support groups
- Disability Support Services
- Housing
- Transportation
- Arts
- Volunteer and community service
- Athletics

### International

- Visa status
- Work
- Taxes
- Course load
- Social supports
- Transcript evaluation for college courses taken outside of the United States

## Other Areas

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## How Are You Doing?

- The completed checkup will give you and, if you choose to share it, College faculty and staff a good idea of your needs.
- Your needs will change over time. What you need before a semester begins is very different than what you will need during the first week of classes, at mid-term, preparing for exams, and beyond.
- The *Student Insider's Guide and Planner* will help you plan your next steps and identify the helpful resources that are available to you as an MC student.
- When you finish this "checkup," look in this guide for resources and begin your plan of action.
- If you need help finding resources or help with planning your next steps, bring this completed sheet to a counselor or adviser.



## Course Planning Tips

1. As a general rule, if you work 40+ hours a week, take only 1 or 2 classes;
  - If you work 30 hours a week, take only 2 or 3 classes.
  - If you work 20 hours a week, take only 3 or 4 classes.
  - If you work fewer than 20 hours a week, you might succeed with 5 or more classes per term.
2. Complete requirements in reading, English, and mathematics as soon as possible.
3. Take skill-building courses like mathematics and English in consecutive terms so you do not forget the background material you have learned.
4. Double check the online *Schedule of Classes* to assure that the course is offered in the term you have it scheduled.
5. Make sure to check the prerequisite(s) for your courses. YOU CANNOT take a course without having already completed the prerequisite(s), unless you get special permission from the academic department.
6. Choose general education electives based on your career choice and/or personal interest, not based on what is easy.
7. Take a course that really interests you to maintain your enthusiasm for college and learning.

### The Top 5 Reasons to Complete Your Associate's Degree:

- 5 Graduates with additional certifications and licenses in their field earn up to 27% more than those with just a bachelor's degree.
- 4 Graduates with associate's degrees earn up to 23% more than high school graduates.
- 3 An earned associate's degree at Montgomery College will qualify you for transfer scholarships and special partnership programs at colleges and universities throughout Maryland.
- 2 An associate's degree provides credentials that increase annual earnings by an average of \$7200.
- 1 Over a lifetime, individuals with an associate's degree earn \$593,000 more in salary than those with a high school diploma.

How soon will you be a college graduate? For more information, visit the Montgomery College Counseling and Advising website: [www.montgomerycollege.edu/counseling](http://www.montgomerycollege.edu/counseling)

# Education Plan Update

■ It is a good idea to update your education plan each semester. The following is a recommended schedule of courses you will take each semester until you complete your academic degree or certificate, transfer successfully, or reach another academic goal.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_ Transfer School: \_\_\_\_\_

**Using your Accuplacer or ESL Accuplacer scores, list all review courses, if any:**

\_\_\_\_\_

SUMMER 2023	COURSE TITLES	FINAL GRADES	REQUIREMENTS	CREDITS	CREDITS EARNED
FALL 2023					
SPRING 2024					
SUMMER 2024					
FALL 2024					
SPRING 2025					
			<b>TOTAL CREDITS</b>		

# Student Life: Make Connections

■ Involvement in campus life outside of the classroom will enhance your Montgomery College experience as well as your resume and transfer applications. The Office of Student Life on each campus is your connection to campus activities and programs. Getting involved provides opportunities to enhance your personal, social, academic, and career skills. In fact, research shows students who are involved in campus activities report a higher level of satisfaction with their college experience and are more likely to complete their studies. Each campus is a hub of diverse and exciting events and activities which includes Raptor Week, International Education Week, Earth Week, Movie Night, Paint Night, the Volunteer Fair and Club Rush. The Office of Student Life offers many leadership and teambuilding opportunities, as well as a variety of clubs and organizations, service learning experiences, and events. For instance, students can participate in the MC LEADS program which is specifically designed to help students explore the many facets of leadership using individual, group, and societal values. This program is available on all three campuses.

## **Student Life programs and services include:**

- Raptor Week 101
- Cultural heritage month celebrations
- Various educational and social events
- Food pantry/toiletry items at the Germantown Campus are located in the Office of Student Life
- Student Senate
- Student Activities Board
- Student clubs & interest groups
- Leadership development programs
  - ◆ MC Learn Empower Act Discover Serve (MC LEADS) Leadership Program
  - ◆ IMPACT MC Service-Learning Program
  - ◆ Emotional Intelligence for Fostering Effective Living (E.I.F.F.E.L.) Program

## **OFFICES OF STUDENT LIFE**

### **Germantown**

113 Student Affairs  
and Sciences Building  
240-567-7840

### **Rockville**

104A Student Services  
Center  
240-567-5092

### **Takoma Park/ Silver Spring**

217 Student  
Services Center  
240-567-1482

## **WEBSITES**

### **Montgomery College Student Life**

Links to each campus  
Student Life Office are  
on the main Student  
Life page.

### **Germantown**

<https://www.montgomerycollege.edu/life-at-mc/student-life/germantown/index.html>

### **Rockville**

<https://www.montgomerycollege.edu/life-at-mc/student-life/rockville/index.html>

### **Takoma Park/ Silver Spring**

<https://www.montgomerycollege.edu/life-at-mc/student-life/takoma-park-silver-spring/index.html>

## Student Life: Make Connections

- Campus newspapers—*The Globe* at Germantown, the *Montgomery Advocate* at Rockville, and the *Excalibur* at Takoma Park/Silver Spring
- The Service-Learning Program offers opportunities and services such as:
  - ◆ Academic service-learning courses across diverse majors
  - ◆ Signature service days like Martin Luther King, Jr. Day of Service, Good Deeds Day and Earth Day
  - ◆ On campus and community-based opportunities with local nonprofits, government agencies, hospitals, and schools
  - ◆ Alternative Break service trips during Winter, Spring, or Summer Break
  - ◆ Service awards like the U.S. President's Volunteer Service Award and MC's Spirit of Service Awards

### **Montgomery College's Galaxy Digital Portal**

MC Serves is the Montgomery College Service-Learning Database. Students may find service opportunities and log hours toward service awards on this platform. Contact the Service-Learning Coordinator on your campus for further information.

- Volunteer placement
- Voter registration
- Blood drives
- Student meeting and recreational space
- Campus social and community-building events
- Activities and events

# Counseling and Advising

- Academic advising is an educational process that facilitates your understanding of the meaning and purpose of higher education and fosters your intellectual and personal development toward academic success and lifelong learning. Counselors are here to work with you and can help you meet essential learning outcomes, develop skills to enhance your academic success, and assist you as you outline steps to achieve your personal, academic, and career goals.

The primary mission of academic advising at Montgomery College is for counselors to assist you in developing an educational plan that meets your needs and long-term goals.

Counselors assist you in identifying courses, make referrals to academic support services, recommend out-of-class activities and experiences to enhance learning or career development, and educate students about academic honor or professional associations.

Counselors can also listen to your concerns and offer advice. They can connect you with community services, if necessary, or assist you in crisis and other critical situations.

It is essential to seek counseling and advising services throughout the academic year instead of only during registration periods. Students who see the same counselor during their enrollment at the College benefit by setting clear academic goals that are reviewed periodically.

## **Counselor Responsibilities**

*They will...*

- Assist you in defining your academic, career, transfer, and personal goals, and work with you in creating an educational plan that is consistent with those goals.
- Encourage and guide you as you define and develop realistic educational and career goals.
- Help you understand the curriculum, graduation requirements, and college policies and procedures.

## **COUNSELING AND ADVISING DEPARTMENTS**

### **Germantown**

250 Student Affairs and Sciences Building  
240-567-7734

### **Rockville**

206 SV (Long Nguyen and Kimmy Duong Student Services Center)  
240-567-5063

### **Takoma Park/ Silver Spring**

233 Student Services Center  
240-567-1480

[www.montgomerycollege.edu/counseling](http://www.montgomerycollege.edu/counseling)

*Please visit the website above for Counseling and Advising hours of operation*



## Counseling and Advising

- Provide you with information about the available academic support resources and services on campus.
- Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals.
- Answer your questions through scheduled appointments, walk-ins, and e-mail.

### **Advisee Responsibilities**

*You are expected to...*

- Learn about College programs, policies, and procedures.
- Schedule and attend advising appointments before you register for classes each semester. (February–April for Summer/Fall; October–December for Winter/Spring.)
- Be involved in the advising process by being prepared to discuss your goals and educational plans during our meetings.
- Use advising tools, such as the Course Catalog, Academic Calendar, and MyMC.
- Ask questions if you do not understand an issue or have a specific concern.
- Keep a personal record of your progress toward meeting your goals by having an organized way for you to find important documents easily.
- Read your Montgomery College e-mail. This is the official method of communication for the institution.
- Take responsibility for making your own decisions based on available information and guidance.
- Follow-up on referrals to other services and information resources.

# MC Resources for Adult Student Success

## Services of Special Interest to Adult Learners

*Flexible Course Scheduling:* Montgomery College offers courses in a variety of formats and utilizes the latest technology to increase convenience for our students. In addition to traditional courses, we offer online, blended, and accelerated courses as well as classes in the evenings and on weekends. View a class schedule at <https://www.montgomerycollege.edu/admissions-registration/search-the-class-schedule.html>

*Military and Veteran Services, Combat2College:* Combat2College is a nationally recognized program that offers opportunities and services to veterans and service members attending Montgomery College. Some of the program features include:

- Academic opportunities and advising,
- Wellness activities,
- Clubs for student veterans and other social opportunities,
- Space for gathering, and
- Referral and coordination with external agencies/resources.

For more information, visit [www.montgomerycollege.edu/combat2college](http://www.montgomerycollege.edu/combat2college). 240-567-7103.

*Educational Opportunity Center (EOC):* The EOC provides assistance to individuals who want to enter or re-enter college or a vocational program. The goal is to help you enroll in English as a Second Language programs, GED programs, technical programs, or two- or four-year colleges and universities and to assist in the process of obtaining the necessary financial aid to pay for tuition. [www.montgomerycollege.edu/special-programs/trio-programs-at-mc/educational-opportunity-center.html](http://www.montgomerycollege.edu/special-programs/trio-programs-at-mc/educational-opportunity-center.html)

## OFFICES

### Germantown

Department of  
Counseling and  
Advising  
250 Student Affairs and  
Sciences Building  
240-567-7770

### Rockville

Department of  
Counseling and  
Advising  
206 SV (Long Nguyen  
and Kimmy Duong  
Student Services  
Center)  
240-567-5063

### Takoma Park/ Silver Spring

Department of  
Counseling and  
Advising  
Second Floor, Student  
Services Center  
240-567-1480

# MC Resources for Adult Student Success

## **ADDITIONAL RESOURCES**

### **Campus Veteran Centers**

Germantown,  
Humanities and Social  
Sciences Building  
room 250B

Rockville, Computer  
Science Building  
room 107

Takoma Park/Silver  
Spring Resource Center  
room 210

Center for Women  
Veterans at Rockville,  
Campus Center 002

### **Counseling and Advising**

[www.montgomerycollege.edu/counseling](http://www.montgomerycollege.edu/counseling)

### **Financial Aid and Scholarships**

[www.montgomerycollege.edu/finaid](http://www.montgomerycollege.edu/finaid)

### **Transfer Information and Opportunities**

<https://www.montgomerycollege.edu/academics/transfer/index.html>

## **Additional Resources**

### **Prospective and New Online Learners**

The resources on this website help you decide if online learning is right for you and provide information to help you find and get ready for your online courses. The site also provides online counseling and advising resources especially targeted to the needs of online students and other students who enjoy learning online. <https://www.montgomerycollege.edu/academics/credit-for-prior-learning/faq.html>

### **Assessment of Prior Learning**

Assessment of Prior Learning is the process of gaining credit for nonclassroom learning. Examples are workplace experiences, training, and lifelong learning experiences. <https://www.montgomerycollege.edu/academics/credit-for-prior-learning/faq.html>

### **Child Care**

The Center for Early Education, located on the Germantown campus, provides high quality, accredited child care to children between the ages of two and a half and five. <https://www.montgomerycollege.edu/special-programs/center-for-early-education/index.html>



# Services for International Students

- Services for international students are provided by counselors on each campus who work with international students and students who are speakers of other languages.

International Student Services include:

- Academic planning and registration support.
- Counseling.
- Programs to help students transition to college life in the United States.
- STSU 101: Seminar for International Students, which is a 2 credit seminar for international students, or STSU 100 First Year Seminar.

## **I-20 Form For F1 or M1 Visa Information**

The International Student Coordinators in the Office of Records and Registration on each campus handle ALL I-20 form questions for F1 or M1 Visa Application Process. Students with questions or concerns about these important documents should seek assistance as soon as possible.



## **COUNSELING SERVICES FOR INTERNATIONAL STUDENTS**

**Germantown Campus**  
250 Student Affairs and Sciences Building  
240-567-7734

**Rockville Campus**  
307 SV  
240-567-5043

**Takoma Park/Silver Spring Campus**  
233 Student Services Center  
240-567-1480

## **OFFICES, I-20 FORM**

**Germantown Campus**  
150 Student Affairs and Sciences Building  
240-567-1803

**Rockville Campus**  
307 SV (Long Nguyen and Kimmy Duong Student Services Center)  
240-567-5315

**Takoma Park/Silver Spring Campus**  
146 Student Services Center  
240-567-1639

## **Center for International and Multicultural Students Website**

<https://www.montgomerycollege.edu/counseling-and-advising/international-and-multicultural-student-services.html>

# Disability Support Services (DSS)

## OFFICES

### Germantown

250 Student Affairs  
and Sciences Building  
240-567-7334  
240-657-7734, 250 SA

### Rockville

305 Student Services  
Building  
240-567-5058 VOICE

### Takoma Park/ Silver Spring

233 Student  
Services Center  
240-567-1480 VOICE

- Reasonable accommodations and support for students with documented disabilities are available on each campus. Accommodations are determined on a case-by-case basis through an interactive process with the student and the DSS counselor.

### First Step: Initiating Services and Accommodation

- New students may apply and submit documentation on-line at [https://montgomerycollege-accommodate.symplcity.com/public\\_accommodation/](https://montgomerycollege-accommodate.symplcity.com/public_accommodation/)
- Students meet with a DSS counselor to discuss goals, make plans, select courses, and determine classroom and testing accommodations.
- Returning students who have already completed the DSS application process submit a semester request form each semester of enrollment two weeks prior to the start of the semester to ensure timely services.

*NOTE: Counselors design an Accommodation letter for each student, listing authorized classroom and testing accommodations based on documentation of the disability provided by the student and an interactive process.*

### Second Step: Sharing the Accommodations Letters

- Please contact your DSS counselor if you have concerns or questions about this step or your accommodations.
- Accommodations letters are delivered electronically to the students Montgomery College email.
- Email your Accommodation Letter to your professors and set up a meeting to discuss your approved accommodations

### Third Step: Types of Accommodations

- Accommodations may include, but are not limited to, access to classroom notes, double time and/or computer use for exams and quizzes; interpreters and services.

## Disability Support Services (DSS)

### Other DSS Services may include:

- Academic, career, and short-term personal counseling.
- Assistance with admission, course selection, and registration.
- Arrangements for books in alternative formats.
- Arrangements for examinations, such as extended time and/or minimal-distraction environment.
- Assistive technology, including computers with disability-specific software and hardware.
- Liaison with faculty and staff and external agencies.
- Voter registration assistance and forms.
- Referrals for tutoring and support services.

### PUBLICATIONS

#### New Student Intake Form

[https://montgomerycollege-accommodate.symlicity.com/public\\_accommodation/](https://montgomerycollege-accommodate.symlicity.com/public_accommodation/)

#### Returning Students Request for Services Form

<https://montgomerycollege-accommodate.symlicity.com/sso/students>

### WEBSITE

#### Disability Support Services

[www.montgomerycollege.edu/dss](http://www.montgomerycollege.edu/dss)

## Digital Learning Center (DLC)

The Digital Learning Center supports all students who have questions about our academic technologies. When students start school at Montgomery College, working with MyMC, 2FA, Blackboard, and Microsoft applications can be frustrating. We can help students determine whether their question is for IT or for the Digital Learning Center.

We have labs on the Rockville and Takoma Park/Silver Spring campuses. DLC services include: maintaining a computer lab with helpful staff and student aides, answering questions over Zoom in our Virtual Lab, and remotely working with students within classrooms.

Check out our website for our schedule of workshops or book a one-on-one meeting with our knowledgeable staff.

### DLC LOCATIONS

#### Rockville

Humanities (HU)  
Room 312  
240-567-5156

#### Takoma Park/Silver Spring

Student Services Center (ST) Room 304  
240-567-1657

#### Virtual Lab

<https://bit.ly/dlcvirtual>

#### Website

<https://www.montgomerycollege.edu/digital-learning-center>

#### Email

[dlcenter@montgomerycollege.edu](mailto:dlcenter@montgomerycollege.edu)

#### Hours for Fall and Spring

Monday-Friday  
9:00 a.m.–5:00 p.m.

# Writing, Reading, and Language Center (WRLC)

## OFFICES

### Germantown

#### Writing, Reading, and Language Center

150 Humanities and Social Sciences Building  
240-567-1802

For the most up-to-date hours of operation and policies, visit our webpage at [https://www](https://www.montgomerycollege.edu/academics/support/learning-centers/index.html)

[.montgomerycollege.edu/academics/support/learning-centers/index.html](https://www.montgomerycollege.edu/academics/support/learning-centers/index.html)

#### Hours (Fall and Spring)

Monday–Thursday

9:00 a.m.–8:00 p.m.

Friday

9:00 a.m.–4:00 p.m.

Saturday & Sunday

Virtual only

#### Hours (Summer)

Monday–Thursday

8:00 a.m.–6:30 p.m.

Friday

8:00 a.m.–12:00 p.m.

Saturday & Sunday

CLOSED

### Takoma Park/Silver Spring Writing, Reading, and Language Center

110 Commons (CM)  
240-567-3888

For the most up-to-date hours of operation and policies, visit our webpage at [https://www](https://www.montgomerycollege.edu/academics/support/learning-centers/index.html)

[.montgomerycollege.edu/academics/support/learning-centers/index.html](https://www.montgomerycollege.edu/academics/support/learning-centers/index.html)

#### Hours (Fall and Spring)

Monday–Thursday

9:00 a.m.–8:00 p.m.

Friday

9:00 a.m.–4:00 p.m.

Saturday & Sunday

Virtual only

■ Learning to communicate and write well are critical abilities and a requirement for every college student. In order to help students, there are Writing, Reading, and Language Centers (WRLC) on each campus. The WRLC provide support services to students in all classes that require reading, writing, speech, American English pronunciation, and world languages. Students are encouraged to visit the WRLC to familiarize themselves with the services available.

WRLC services include one-on-one tutoring, workshops, computer workstations for independent work, and access to instructional technology. The Centers also provide handouts on a great range of topics including essay writing, citations, grammar, and research. In addition to the resources available at the Centers, students can also access help from the WRLC's websites, which offer links to online resources including multimedia tutorials, guides, and online workshops.

## HOW TO MAKE THE MOST OF YOUR TUTORING SESSION:

The goal of tutoring students in the WRLC is to help students improve their overall writing reading abilities and become more independent in the writing process. Therefore, WRLC tutors refrain from proofreading or editing students' papers. Your tutoring session will consist of a discussion about your writing and reading. During your session, you can expect to work with a tutor who will help you focus on the most relevant concerns.

Here are a few tips to help you maximize your time with your tutor:

1. Plan on meeting with a tutor as soon as you think you need help with an assignment.
2. Before you sit down with a tutor, please do the following:
  - a. Review your assignment and any work you've completed.
  - b. Make sure that you have materials relevant to the session on hand (e.g., assignment sheets, syllabi, rubric, readings, or instructor's comments).

## Writing, Reading, and Language Center (WRLC)

- c. Be ready to participate in a discussion, answer specific questions, and/or work independently.
3. Plan on meeting with your tutor for approximately 30-45 minutes.

*Note: WRLC policies and hours vary somewhat on each campus. Please check with the Center on the campus you plan to visit or check the websites.*



### **Takoma Park/Silver Spring (WRLC) (cont'd)**

#### **Hours (Summer)**

Monday–Thursday

8:30 a.m.–7:00 p.m.

Friday

8:30 a.m.–12:00 p.m.

Saturday & Sunday

CLOSED

### **Rockville**

#### **Writing, Reading, and Language Center**

51 Mannakee Street

Rockville, MD 20850

240-567-7402 (HU002)

Tutoring

240-567-4160 (MT020)

#### **Hours (Fall and Spring)**

Monday–Thursday

9:00 a.m.–8:00 p.m.

Friday

9:00 a.m.–4:00 p.m.

Saturday

11:00 a.m.–3:00 p.m.

Sunday

1:00 p.m.–4:00 p.m.

#### **On Campus Tutoring Hours (HU002)**

Monday–Thursday

10:00 a.m. –7:00 p.m.

Friday

10:00 a.m.–4:00 p.m.

#### **World Language Tutoring and Computer Lab.**

For the most up-to-date hours of operation and policies, visit our webpage at <https://www.montgomerycollege.edu/academics/support/learning-centers/index.html>



# Your Montgomery College Library

## LOCATIONS AND CONTACT

### Germantown

110 Humanities and  
Social Services Building  
240-567-7858

### Rockville

Macklin Tower  
(First Floor Entrance)  
240-567-7117

### Takoma Park/ Silver Spring

Pavilion 1, First Floor  
(temporary location  
during RC building  
construction)  
240-567-1540

■ The Montgomery College Library plays a critical role in your academic success by offering a variety of services and materials that support research and learning. The library is continually adding new services, programs, and online materials that are available, in many cases 24 hours a day, to meet your academic needs.

## FINDING INFORMATION:

**RaptorSearch:** RaptorSearch allows you to search most of the library's online databases from a single search box. Results may include articles from scholarly journals, magazines, and newspapers, books and e-books, and videos and other media. Access RaptorSearch on the library's homepage.

**Online Databases:** The library provides online databases that MC students can access through the library's website, on or off-campus. The databases contain articles published in magazines, scholarly journals, and newspapers as well as e-books that cover many different subject areas. You may access the databases by going to the library's homepage. Try clicking on the "Databases by Subject" link to find an online database on a particular topic or use the "Databases A-Z" link to find a particular database by name. Items in most online databases will also show up in RaptorSearch.

**Subject and Course Research Guides:** MC librarians create online guides to help you do research for a variety of subject areas and courses at MC. Guides will help you develop a research topic, find sources (like articles, websites, books, etc.), evaluate sources, and cite sources for your subject or course. Access these guides by clicking on "Subject Research Guides" or "Course Research Guides" on the library's homepage, or by clicking "Library Research Help" in your Blackboard course menu.

# Your Montgomery College Library

**Interlibrary Loan (ILL):** You can arrange to borrow materials that the MC Library does not own through our ILL service, available on the library's website by clicking Borrowing > Request an Item.

**Off-Campus Access to Online Resources:** Many online library resources require students to log in to access those resources from off-campus. You will be prompted to enter your MC ID number, including the M and all numbers, before you are able to access the resource.

## **LIBRARY SERVICES:**

**Borrowing Library Materials:** Students need a valid MC ID card to borrow library materials. You can check your library account online to view a list of items on your account and their due dates, renew an item to get more time with it, place an item on hold, or request that an item located in another campus library be sent to your campus. To access all these account features, select "Library Account" from the library's homepage.

**Course Reserves:** Your professors may have asked the library to set aside certain textbooks, articles, or book chapters that you will need for your classes. You can learn more by clicking Borrowing > Course Reserves on the library's homepage, or find your course reserves by clicking "Library Course Reserves" in your Blackboard course menu.

**Research Assistance:** MC librarians are available to help students develop research topics and find, evaluate, and cite sources for assignments. Research help is available through text (at 240-654-1728), 24/7 online chat, or by booking an online appointment. Librarians are also available to help students in person at our service desk. To access all your research help options, visit <https://library.montgomerycollege.edu/research/find-your-librarian.html>.

## **Library's Homepage:**

<https://library.montgomerycollege.edu/>

## **Library Hours, Locations, and Contacts:**

<https://library.montgomerycollege.edu/about/library-hours-locations-contacts.html>

## **Borrowing Guidelines and Online Renewals:**

<https://library.montgomerycollege.edu/borrowing/borrowing-renewing-fines.html>

## **Library Databases by Subject:**

<https://libguides.montgomerycollege.edu/sb.php>

## **Find Your Librarian:**

<https://library.montgomerycollege.edu/research/find-your-librarian.html>

## **Tutorials and Quizzes:**

<https://library.montgomerycollege.edu/research/tutorials-quizzes.html>

## **Subject and Course Research Guides:**

<https://libguides.montgomerycollege.edu>

# Your Montgomery College Library

## WEBSITE

### Library's Homepage:

<https://library.montgomerycollege.edu/>

### Library Hours, Locations, and Contacts:

<https://library.montgomerycollege.edu/about/library-hours-locations-contacts.html>

### Borrowing Guidelines and Online Renewals:

<https://library.montgomerycollege.edu/borrowing/borrowing-renewing-fines.html>

### Library Databases by Subject:

<https://libguides.montgomerycollege.edu/sb.php>

### Find Your Librarian:

<https://library.montgomerycollege.edu/research/find-your-librarian.html>

### Tutorials and Quizzes:

<https://library.montgomerycollege.edu/research/tutorials-quizzes.html>

### Subject and Course Research Guides:

<https://libguides.montgomerycollege.edu>

**Reserve a Study Space:** MC students can reserve study spaces at each campus library. Spaces include: the collaborative workstations, designed to facilitate collaboration and the use of technology for groups, group study rooms, private rooms for groups, and the One Button Studio, which provides equipment for those needing to create audio and video recordings. Reserve any of these spaces by clicking on "Technology and Study Spaces > Reserve a Study Space" from the library's homepage.

**Technology:** Each campus library has both Mac and PC computers, as well as high-speed scanners, available for use. Printing, scanning, copying, and faxing stations, as well as device charging stations, are installed in each campus library.

**Tutorials:** The Montgomery College librarians have created a series of tutorials and quizzes to help students improve their research skills. The tutorials are designed to allow you to learn at your own pace and on your own time. The quizzes and assessments section of the tutorials will help you measure your progress and understanding. The tutorials cover such topics as citing sources, plagiarism, and evaluating information from the web. Access the tutorials from the library homepage by clicking on "Tutorials & Quizzes."



# Your Montgomery College Library

## LOCATIONS AND CONTACT:

### **Germantown:**

110 Humanities and Social Services Building  
240-567-7858

### **Rockville:**

Macklin Tower (First Floor Entrance)  
240-567-7117

### **Takoma Park/Silver Spring:**

2 Pavilion 1, First Floor (temporary location  
during RC Building construction)  
240-567-1540

## **HOURS:**

The current day's library hours are available on the library's homepage. To see a full schedule of library hours, visit <https://library.montgomery-college.edu/about/library-hours-locations-contacts.html>.



# Honors Programs

## WEBSITE

<https://www.montgomerycollege.edu/academics/honors/index.html>

## RELATED PROGRAMS

### **Macklin Business Institute**

[mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu)

### **The Scholars Circle**

[www.montgomerycollege.edu/academics/honors/scholars-circle.html](http://www.montgomerycollege.edu/academics/honors/scholars-circle.html)

### **Montgomery Scholars**

[www.montgomerycollege.edu/academics/honors/montgomery-scholars.html](http://www.montgomerycollege.edu/academics/honors/montgomery-scholars.html)

### **Potomac Review**

[www.montgomerycollege.edu/potomacreview](http://www.montgomerycollege.edu/potomacreview)

### **Renaissance Scholars**

<https://www.montgomerycollege.edu/academics/honors/renaissance-scholars.html>

### **Phi Theta Kappa**

<https://www.montgomerycollege.edu/academics/honors/index.html>

■ Montgomery College's Honors Program is a college-wide program for motivated students seeking exciting and academically rewarding experiences. It allows students to discover and develop their talents and interests through honors courses, seminars, independent study, internships, service-learning opportunities and social and cultural activities. It features five special programs: Renaissance Scholars, STEM Scholars, Macklin Business Institute, Montgomery Scholars and the Scholars Circle.

## **Student Eligibility**

Students have to meet one of the following criteria to become an MC Honors student:

- Completion of at least 12 MC credits with a GPA of 3.4 or higher in transfer-level classes, including ENGL 101 or ENGL101/011 with a grade of A or B
- SAT scores of 600 on each section and a minimum high school GPA of 3.5, unweighted
- Eligibility for ENGL 102, as determined by the MC placement process, and a minimum high school GPA of 3.5, unweighted

Students who are applying from high school or who are new to the school should contact an honors counselor.

## **Honors Internships**

Internships at the Smithsonian Institution, Library of Congress, and the United States Holocaust Memorial Museum generate unique opportunities for students to experience the professional environment of world-class museum and library research activities. For more information go to [www.montgomerycollege.edu/humanities](http://www.montgomerycollege.edu/humanities).

Internships with the *Potomac Review* offer students the opportunity to be involved in all facets of magazine production, including editorial decisions about layout, design, and the selection of submissions.

## **Honors Scholar Award**

Students who have completed 12 credits of honors course work in at least two different disciplines by the end of the fall semester while maintaining a 3.4 GPA or better are eligible to be recognized as "Honors Scholars" at campus academic awards ceremonies held during the following spring semester.

# Academic Integrity and Plagiarism

According to the Student Code of Conduct, “The maintenance of the highest standards of intellectual honesty is the concern of every student, professor, and staff member at Montgomery College. The College is committed to imposing appropriate sanctions for breaches of academic honesty.”

Plagiarism is when you misrepresent someone else’s words, thoughts, or ideas as your own—intentionally or unintentionally. This includes not just directly copying sections of a paper from someone else or buying a paper from the Internet, but also not properly citing authorities that you have consulted, giving your essay to someone else for editing (a.k.a. collusion), plugging your own words into someone else’s sentence structure, or piecing together a mosaic of ideas from a variety of sources. Posting ideas you have gotten from websites as your discussion comments without giving credit to the source is also plagiarism. Even if a website says the information is “common knowledge” and may be used by anyone, you still cannot cut and paste sentences from it into your paper or a discussion post—doing so is representing someone else’s sentence structure and writing as your own. You must paraphrase “common knowledge” information into your own words. According to the Student Code of Conduct, the following are considered plagiarism:

1. Cheating on assignments or examinations.
2. Plagiarizing from written, video, or Internet resources.
3. Using tests or other material without permission.
4. Forgery.
5. Submitting materials that are not your own.
6. Taking examinations in the place of another student, including assessment tests.
7. Assisting others in committing academic dishonesty.
8. Failing to use quotation marks for directly quoted material unless using block quotes or other accepted formats.
9. Copying from another student during an examination.

## FOR MORE INFORMATION

Student Code of Conduct

[www.montgomerycollege.edu/pnp](http://www.montgomerycollege.edu/pnp)

## Academic Integrity and Plagiarism

Plagiarism is a serious academic offense. *Plagiarism can result in an "F" on the assignment in which it took place and an "F" in the course, and it may be grounds for failure of the class or a referral to the Dean of Student Affairs.*

For practice identifying plagiarism, you may take the library plagiarism tutorial. Please see section IX in the Student Code of Conduct for a more specific definition of plagiarism and the penalties involved. If you have any concerns about plagiarism or about a specific writing assignment, please contact your professor or an official campus writing center tutor. The bottom line is that you are expected to do your own work; please do not take shortcuts that may get you into hot water, even if you think you have a good reason for doing so.



# Student Code of Conduct

- The Student Code of Conduct guiding document that outlines the behaviors expected from all students of the MC Community and outcomes if these expectations are not met. To view the Student Code of Conduct, please visit the following link: [www.montgomerycollege.edu/\\_documents/policies-and-procedures/42001-student-code-of-conduct.pdf](http://www.montgomerycollege.edu/_documents/policies-and-procedures/42001-student-code-of-conduct.pdf)

## STUDENT CODE OF CONDUCT

.....  
[www.montgomerycollege.edu/pnp](http://www.montgomerycollege.edu/pnp)

### **Germantown**

139 Student Affairs and Sciences Building  
240-567-1993

### **Rockville**

301F SV (Long Nguyen and Kimmy Duong Student Services Center)

### **Takoma Park/ Silver Spring**

231 Student Services Center  
240-567-1469





## If You Have a Problem...What Do You Do?

Occasionally, and in spite of our best efforts, problems and miscommunications can arise inside and outside of the classroom. This may involve a difference of opinion over a classroom policy, a grade, or even a conflict with an instructor or fellow student.

You are always welcome and encouraged to speak with a counselor for guidance in understanding your options, rights, and responsibilities in these situations. Sometimes you need to seek the counsel and advice of department chairs, deans, and other administrators. The Dean of Student Affairs on each campus is also your advocate. The dean can provide more information about complaint procedures, discuss College policies and procedures, help to resolve a conflict, and serve as a general resource.

Deans of Student Affairs website: <https://www.montgomerycollege.edu/offices/student-affairs/leadership/index.html>

The Student Code of Conduct details your rights. Highlighted portions of the code can be found in the preceding section, and the full text is located online at [https://www.montgomerycollege.edu/\\_documents/policies-and-procedures/42001-student-code-of-conduct.pdf](https://www.montgomerycollege.edu/_documents/policies-and-procedures/42001-student-code-of-conduct.pdf).

### Behavioral Intervention Team

In an effort to promote the overall health and safety of Montgomery College students, staff and faculty, each campus has a Behavioral Intervention Team which provides proactive assistance to students who are exhibiting behaviors of concern. If a behavior is out of character for a particular student, seems unusual compared to other students, or makes you feel uncomfortable or unsafe, it should be reported using an Incident Report. There is an Incident Report icon on all Montgomery College computer desktops, and there is also a link located on the Dean of Student Affairs webpage. To report a potentially dangerous or volatile situation, contact the Office of Public Safety, Health and Emergency Management at 240-567-3333, or call 911 directly and then call Public Safety.

Concern	Who do you see?	What is the regulation to follow?
<b>General Complaint Procedures</b>	Deans of Student Affairs	Various policies and procedures
<b>Sexual Harassment or Discrimination</b>	Kristen J Roe, Director of ADA Compliance and Title IX Coordinator 9221 Corporate Blvd, Suite 418C Rockville, MD 20850 240-567-4279   Email: Kristen.roe@montgomerycollege.edu	Sexual Misconduct Policy 31001 <a href="http://www.montgomerycollege.edu/pnp">www.montgomerycollege.edu/pnp</a>

## If You Have a Problem...What Do You Do?

Concern	Who do you see?	What is the regulation to follow?
<b>Grade Dispute</b>	The faculty member who assigned the grade (or chairperson if the faculty member is unavailable)	Refer to Academic Regulation 9.44 <a href="http://www.montgomerycollege.edu/pnp">www.montgomerycollege.edu/pnp</a>
<b>Campus Crimes/ Medical Emergencies/ Safety</b>	Public Safety offices, <i>Germantown</i> 282 Student Affairs and Science Building; 240-567-3333 <i>Rockville</i> 122 SV (Long Nguyen and Kimmy Duong Student Services Center); 240-567-3333 <i>Takoma Park/Silver Spring</i> 117 Student Services Center; 240-567-3333	Refer to page 53–55 of this <i>Student Insider's Guide and Planner</i>
<b>Behavior of Concern (Student)</b>	Report to Campus BIT (Behavioral Intervention Team)	
<b>Involuntary Withdrawal</b>	A representative in the Office of Records and Registration to obtain information about the involuntary withdrawal process and the necessary documentation. The professor who taught the class, sometimes the department chairperson, and a counselor to help you understand the appeal form.	Academic Regulation 9.644: <a href="http://www.montgomerycollege.edu/pnp">www.montgomerycollege.edu/pnp</a>
<b>Fourth Attempt at a Class</b>	A counselor to help you understand the appeal process. After speaking with a counselor, click on this link to review the process and obtain an Academic Appeal Petition Form at: <a href="https://www.montgomerycollege.edu/admissions-registration/student-resources/academic-appeals.html">https://www.montgomerycollege.edu/admissions-registration/student-resources/academic-appeals.html</a> . An Academic Appeals Committee hears the case.	Academic Regulation 9.62, and 9.901: <a href="http://www.montgomerycollege.edu/pnp">www.montgomerycollege.edu/pnp</a> Academic Appeals Process: <a href="http://www.montgomerycollege.edu/admissions/StudentForms/">www.montgomerycollege.edu/admissions/StudentForms/</a>
<b>Student Dispute</b>	Deans of Student Affairs	Student Code of Conduct: <a href="http://www.montgomerycollege.edu/pnp">www.montgomerycollege.edu/pnp</a>
<b>Professor Dispute</b>	Department chair	Academic Regulations 9.44 and 9.854: <a href="http://www.montgomerycollege.edu/pnp">www.montgomerycollege.edu/pnp</a>

## If You Have a Problem...What Do You Do?

Concern	Who do you see?	What is the regulation to follow?
<b>Financial Aid Concern</b>	The appropriate financial aid campus director or the collegewide director of student financial aid	
<b>Parking Citation Appeal</b>	Log in to MyMC and click "Order My Parking Permit" for vehicle registration, parking permit, and paying or appealing a parking citation.	Motor Vehicle Regulations: <a href="https://www.montgomerycollege.edu/about-mc/campuses-and-locations/transportation-and-parking.html">https://www.montgomerycollege.edu/about-mc/campuses-and-locations/transportation-and-parking.html</a>
<b>Accommodations Dispute</b>	DSS counselor or deans of student affairs to discuss a resolution. Then the director of ADA compliance to initiate a formal complaint.	Disability Support Services: <a href="http://www.montgomerycollege.edu/dss">www.montgomerycollege.edu/dss</a>
<b>Personal Crisis</b>	A counselor for short-term assistance or referral for more extensive help.	

# Achieving the Promise: Peer to Peer Program

In an effort to address the achievement gap at Montgomery College, our visionary leader and former president, Dr. DeRionne Pollard, developed the Achieving the Promise initiative.

The purpose of Achieving the Promise's Peer2Peer Program (P2P) is to instill confidence, provide education outside of the classroom, offer support, and aid new students with transitioning to Montgomery College. P2P encompasses four initiatives (peer advocates, peer educators, peer mentors, and peer navigators) and focuses on engaging students in the campus community, enhancing the belief in one's own ability, promoting student success, and fostering leadership skills that will be useful beyond college completion.

All P2P initiatives are great leadership opportunities for MC students that offer monetary compensation and other benefits.

## **Peer Advocates**

Peer Advocates are trained to facilitate weekly Peer Support Groups on campus, converse with peers about personal stressors, lead stress-relief programming including mindfulness meditations, and provide education to other students on mental health. Peer Advocates have successfully dealt with the challenges of acclimating to community college culture and can help educate their peers on strategies for success. Most importantly, Peer Advocates are able to listen to and support their peers, allowing a safe space for students to discuss challenges that they face. The Peer Advocates are dedicated to providing non-judgmental education and community support with sensitivity to race, gender, sexual orientation, culture, religion, and individual capabilities. Students who have completed at least two academic semesters and are in good academic standing may apply.

## **Peer Educators**

The goal of peer educators at Montgomery College is to promote safety, awareness, and education to students and the College community. Additionally, they will work closely with MC's student support staff and local agencies to receive training on relevant topics. Yearly, coordinators and peer educators are certified through the National Student Affairs Administrators in Higher Education (NASPA) utilizing a curriculum developed by Bacchus and Gamma Peer Education Network.

## **STUDENT AFFAIRS INITIATIVES PROGRAM MANAGER & PEER NAVIGATOR COORDINATOR**

Sergio Washington  
Sergio.washington@  
montgomerycollege.edu  
(240)-567-4389

## **PEER EDUCATOR COORDINATOR**

Angela Dawson  
angela.dawson@  
montgomerycollege.edu  
(240) 567-1779

## Achieving the Promise: Peer to Peer Program

Peer educators will facilitate workshops and lead peer discussions relating to social issues that impact college students, including maintaining healthy relationships, HIV awareness, conflict resolution, stress management, and understanding consent and sexual assault.

Peer educators are recruited, hired, and trained every semester. Interested students prepared to accept this leadership position must have excellent communication and interpersonal skills.

### **Peer Mentors**

Peer mentors are a dynamic group of student leaders who understand the importance of fellow students comfortably transitioning to the Montgomery College community. Peer mentors provide one-on-one assistance, group support, and direction to new MC students. Additionally, they help new students with adjusting to college life, both inside and outside the classroom. Ultimately, peer mentors assist fellow students with persistence toward completing their degree and making the most out of their College experience. Peer mentors get extensive training from MC's highly qualified staff and receive MC alumni mentors. They are knowledgeable about the various campus resources, both academic and nonacademic; and they are engaged in social programs and student organizations at the College. Peer mentors are enthusiastic, friendly, and eager to assist students. They are prepared to help fellow students develop pathways to academic success and show them the MC way.

### **Peer Navigators**

Peer Navigators are trained to serve as campus hosts to students and visitors to the Student Health and Wellness (SHaW) Center for Success. They provide connections to campus and community resources and help create an enjoyable college experience for MC students. Peer Navigators are to support their peers in the battle against food and basic needs insecurities. Peer Navigators aid in the SHaW Center's Health, Human Services, and Nutrition programming providing support for the Mobile Markets, food pantries, other Fuel for Success Food Initiatives, educational programs, and other initiatives. Peer Navigators inform their peers about lifestyle and wellness issues in a positive, interactive, fun and nonjudgmental manner.

# Academic Coaching with the Achieving the Promise Academy

## **Academic Coaching with the Achieving the Promise Academy**

The Achieving the Promise Academy is MC's academic coaching program, created to ensure every student has the assistance, opportunities, and tools needed to succeed in college. No matter where you are on your academic journey, the Achieving the Promise Academy supports your success by helping you build on your strengths and target areas for improvement so you can excel academically and achieve your full potential. Participating in academic coaching has been shown to help students build their confidence, pass their classes, improve their grades, save money, and stay on track to graduate or transfer on time —and it's free and open to any student registered for courses at MC.

### **Drop in with an Academic Coach**

ATPA offers drop-in coaching sessions with an Academic Coach. Visit [www.montgomerycollege.edu/atpa](http://www.montgomerycollege.edu/atpa) to book a 30-minute coaching session.

### **Take a student success workshop**

The weekly Learning Community Hour (LCH) offers virtual student success workshops that help you improve your academic and life skills, such as time management, study strategies, tackling stress and anxiety and more. LCH workshops are open to any student.

### **Register for a class with an embedded Academic Coach for Course Success**

Embedded academic coaching is offered in specific sections of courses that have been historically harder for students to pass. In these courses, students can attend weekly coaching sessions to prep for exams and assignments, master specific academic content, and more. To enroll in these sections, use the advanced filter option in the schedule of classes to search for "ATPA Support."

### **Request a personal Academic Coach for College Success**

An Academic Coach for College Success can help you create a personalized academic success plan and meet with you regularly to support your academic goals until you graduate or transfer. Students who participate in the personal academic coaching program may also be eligible for tuition assistance\* and the ATPA Laptop Loaner Program. You can request a personal Academic Coach any time during the academic year through the ATPA website.

*\* Tuition assistance is dependent on student status, availability of funds, and other qualifications.*

### **Get an Academic Coach or learn more**

- [www.montgomerycollege.edu/ATPA](http://www.montgomerycollege.edu/ATPA)
- 240-567-ATPA (2872)
- [ATPA@montgomerycollege.edu](mailto:ATPA@montgomerycollege.edu)

## Resources and Support

Help is Just a Phone Call or Click Away

### Are You or is Someone You Know Having Trouble Coping?

Do you or does someone close to you such as a spouse, partner, or family member think that you are over-involved in any of the following activities?

- Eating or sleeping too much or too little
- Pulling away from people and things
- Having low or no energy
- Feeling numb or like nothing matters
- Having unexplained aches and pains
- Feeling helpless or hopeless
- Smoking, drinking, or using drugs more than you should
- Fighting with family and friends
- Unable to get rid of troubling thoughts and memories
- Thinking of hurting or killing yourself or someone else
- Unable to perform daily tasks like taking care of your kids or getting to work or school

If the answer is yes, do you think you have reached the end of your road? If so, you're wrong! There is hope, there is a way, and it can be done by you. To get out of whatever you are feeling or thinking, YOU have to take the first step. You can either drop by or call any of the campus Departments of Counseling and Advising. The counselors and staff there are here to help.

### Campus Resources

Counseling and Advising resources,  
Behavioral Intervention Team, and more-

- **Counseling and Advising Office Locations, Hours, and Contact Information:**  
<https://www.montgomerycollege.edu/counseling-and-advising/office-locations-hours-faculty-staff.html>
- **Germantown**  
250 Student Affairs and Sciences Building  
240-567-7734
- **Rockville**  
206 SV (Long Nguyen and Kimmy Duong Student Services Center)  
240-567-5063
- **Takoma Park/Silver Spring**  
233 Student Services Building  
240-567-1480
- **Combat to College:**  
Mentoring and support for veterans and military service members.  
<https://www.montgomerycollege.edu/veterans-and-military/combat-to-college.html>

## Resources and Support

Help is Just a Phone Call or Click Away

- **Behavioral Intervention Team:**  
The mission of the Montgomery College Behavioral Intervention Team (BIT) is to maintain a healthy, safe, and secure environment, free of intimidation and harm, by systematically addressing behaviors of concern. The BIT is comprised of staff, faculty, and administrators who work at that campus.  
<https://www.montgomerycollege.edu/offices/student-affairs/submit-incident-report.html>
- **Title IX:**  
Title IX and Sex Discrimination Information  
Email: [TitleIX@montgomerycollege.edu](mailto:TitleIX@montgomerycollege.edu)  
<https://www.montgomerycollege.edu/policies-and-procedures/title-ix/index.html>
- **Public Safety:**  
<https://www.montgomerycollege.edu/life-at-mc/public-safety/index.html>
  - **Germantown**  
240-567-3333
  - **Rockville**  
240-567-3333
  - **Takoma Park/Silver Spring**  
240-567-3333
- **Peer2Peer:**  
Students helping students as peer educators, peer mentors, and peer navigators.  
<https://www.montgomerycollege.edu/life-at-mc/peer2peer/index.html>
- **Mentoring Network:**  
<https://www.montgomerycollege.edu/life-at-mc/mentoring-network/index.html>
- **Disability Support Services:**  
<https://www.montgomerycollege.edu/counseling-and-advising/disability-support-services/index.html>



## Resources and Support

Help is Just a Phone Call or Click Away

- Sometimes you may be faced with a personal crisis that makes it difficult for you to succeed academically. In such cases, it is important to seek help and not try to face the situation alone. As a first step, **speak with a counselor** in the Department of Counseling and Advising on your campus. The counselors are professionally trained to offer support and provide referrals as appropriate.

A list of local community counseling resources is found on the Montgomery College website at [www.montgomerycollege.edu/counseling-and-advising/personal-counseling.html](http://www.montgomerycollege.edu/counseling-and-advising/personal-counseling.html). You may also directly contact the resources listed below.

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*Montgomery College is offering these as a resource and does not endorse nor is the College responsible for information students receive from the agencies listed below. This represents a small sample of services/agencies available in the D.C. Metro area.*

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### **Are you or someone you know having a crisis?**

- **24-Hour Montgomery County Crisis Hotline**  
301-738-2255
- **24-Hour National Suicide Prevention Lifeline**  
800-273-8255  
*Press 1 for Veterans Crisis Line*
- **24-Hour online support at Crisischat.org**  
<https://www.crisistextline.org/>
- **24-Hour text chat support**  
Text "Start" to 741741
- **24-Hour National Domestic Violence Hotline**  
800-799-7233
- **Montgomery County Crisis Center**  
240-777-4000  
1301 Piccard Drive  
Rockville, MD 20850  
<https://www.montgomerycountymd.gov/HHS-Program/Program.aspx?id=BHCS/BHCS24hr crisis center-p204.html>

Immediate response to crisis situations through comprehensive 24-hour telephone, walk-in, and outreach crisis intervention services to individuals and families in a situational or mental health crisis; up to four sessions.

### **Temporary Housing/Shelter Hotlines**

- **Montgomery County**  
Germantown: 240-777-4448  
Rockville: 240-777-4550  
Silver Spring: 240-777-3075
- **Prince George's County**  
1-888-731-0999 (free in Maryland)
- **District of Columbia Shelter Hotline: 1-800-535-7252**  
**Department of Housing & Community Development:**  
202-442-7200

# Resources and Support

Help is Just a Phone Call or Click Away

## ● Health Centers

### ● Silver Spring Health Center

240-777-3160

8630 Fenton Street

10th Floor

Silver Spring, MD 20910

### ● Upcounty Regional Services Center

240-777-8040

12900 Middlebrook Road

Germantown, MD 20874

All health centers listed above provide “well” services including family planning, pregnancy tests, prenatal education, maternity care, school immunizations, and reading of TB skin tests. The sites also offer case management home visiting services to low-income mothers and babies (0–2 years) and children up to 18 years of age.

### ● Spanish Catholic Center Medical Clinic

301-434-8985

12247 Georgia Avenue

Silver Spring, MD 20902

Provides labs, nurse assessments, pregnancy tests, medical appointments, and psychiatric care by appointment only.

## Quick Guides and Directories

### ● Medical Care Resource and Referral Guides

[www.primarycarecoalition.org](http://www.primarycarecoalition.org)

Primary Care Coalition is a non-profit organization that provides access to high quality, culturally sensitive primary care and specialty care services to uninsured children and adults in in Montgomery County.

### ● Montgomery County Disability Network Directory

[www.montgomerycounty](http://www.montgomerycounty)

[md.gov/HHS-Program/ADS/](http://md.gov/HHS-Program/ADS/Disability/DisabilityNetwork)

[Disability/DisabilityNetwork](http://Disability/DisabilityNetwork)

[Directory.html](http://Directory.html)

## Mental Health Services & Treatment

### ● \*Vesta, Inc Germantown Site

301-588-8881

20410 Observation Drive,

Suite 108

Germantown, MD 20876

### ● \*Service Setting: Outpatient Care Family Services Agency, Inc., Montgomery Station/OP MH Clinic

301-840-2000

610 East Diamond Avenue,

Suite 100

Gaithersburg, MD 20877

# Resources and Support

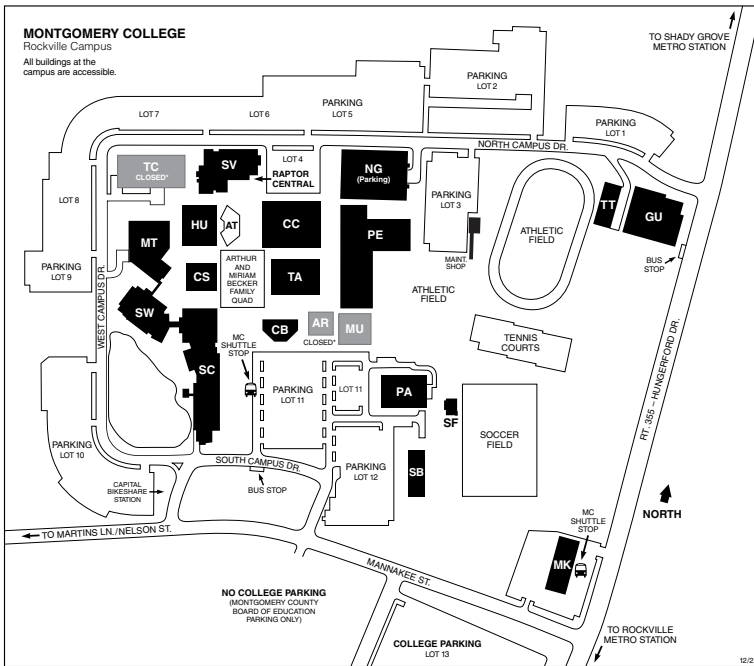
Help is Just a Phone Call or Click Away

## National Resources

- **The National Suicide Prevention Lifeline (24 hours)**  
National network of crisis centers  
800-273-8255
- **The Trevor Project – 24-hour, toll-free confidential suicide**

hotline for gay and questioning youth  
866-488-7386

- **College student resources**  
<http://www.halfopus.com>
- **Online Assessments**  
<http://www.ulifeline.org>



**MC MONTGOMERY COLLEGE**  
Rockville Campus  
51 Mannaeke Street  
Rockville, MD 20850  
240-567-5000; TTY 301-294-9672  
Public Safety: 240-567-3333 (24/7)  
[montgomerycollege.edu/safety](http://montgomerycollege.edu/safety)  
[montgomerycollege.edu/maps](http://montgomerycollege.edu/maps)

**Legend of Campus Buildings**  
(as of December 2022)

**AR** Paul Peck Art Building\*  
**AT** Amphitheatre  
**CB** Counseling and Advising Building  
**CC** Campus Center  
▪ Bookstore  
▪ Cafeteria  
▪ Workforce Development and Continuing Education (WDCE)  
**CS** Computer Science Building  
**GU** Homer S. Gudelsky Institute for Technical Education  
**HU** Humanities Building

**MK** Mannaeke Building  
▪ Center for Training Excellence  
▪ Ignite Hub  
**MT** Gordon and Marilyn Macklin Tower  
▪ Library  
**MU** Music Building\*  
**NG** North Garage (parking)  
**PA** Robert E. Panilla Performing Arts Center  
**PE** Physical Education Center  
**SB** South Campus Instruction Building  
**SC** Science Center  
**SF** Soccer Field Concession Building

**SV** Long Nguyen and Kimmy Duong Student Services Center  
▪ Counseling and Advising  
▪ Disability Support Services  
▪ Financial Aid Office  
▪ Public Safety Office  
▪ Raptor Central (Admissions, Enrollment, Visitor Services)  
▪ Records and Registration Office  
▪ Student Life Office  
**SW** Science Center West  
**TA** Theatre Arts Building  
**TC** Technical Center\*  
**TT** Interim Technical Training Center

\* Closed for HVAC upgrades

# Resources and Support

Help is Just a Phone Call or Click Away

## Student Health and Wellness Center for Success (SHaW)

### Nourishing the Mind, Body, and Spirit

The Student Health and Wellness (SHaW) Center aims to provide holistic, person-centered services to promote students' health and wellness by providing information and programming that addresses basic needs, and emotional, physical, spiritual, and social well-being. Our goal is to support students' overall health and development to optimize their success at Montgomery College and beyond.

The SHaW Center provides programs to serve the overall well-being of MC students in the following areas: Basic Needs Security, Mental Health Wellness, Personal Safety Education, and Physical Wellness. Students will find a host of community resources and a list of campus programs on the SHaW Center's website. The SHaW Center is located at 316 SV (Long Nguyen and Kimmy Duong Student Services Center) at the Rockville Campus. Visit the website at <https://bit.ly/MCSHAW> or contact us at [shawcenter@montgomerycollege.edu](mailto:shawcenter@montgomerycollege.edu)

### The SHaW Center:

- **Basic Needs Security** supports students through programming to assist with needs related to food insecurity, hygiene products, housing and other needs. Student can access nutritious and staple items through the food pantries, food lockers, and mobile markets. These services provide opportunities for students to control and improve their health through preventative and health promotion amenities.
- **Social Resource Program (SRP)** SRP assists students to connect and navigate MC and community resources to increase access to meet students' basic needs, including food, housing, and mental and physical health resources.
- **Mental Wellness** supports students with educational programming to address stress management, self-help, professional mental health resources, and peer advocate led support groups.
- **Personal Safety Education** supports students with educational programs, activities, and awareness campaigns to teach sensible risk management to prevent harm and promote healthy relationships.
- **Physical Wellness** supports students through physical wellness education and activities that prioritize self-care, wellness and healthy habits. Students can obtain free flu vaccinations during the academic year.



# Success Tips for All Courses

## **Stay Organized!**

Do you know what's in your book bag? Most successful people have an organizational system. As a student, a pocket organizer is your greatest tool. Get an organizer you can easily carry around, and that gives you enough space to write down due dates, assignments, and deadlines. Use it to document all your important dates and get in the habit of using it daily!

## **Show Up and Be on Time!**

Attend every single class and try to be on time. You cannot take in the information if you are not there to hear it. If you cannot attend a class, or will be late, always notify your professor as soon as possible. Professors notice your absence, and it will impact your grades. Anticipate delays and emergencies, as life does happen!

## **Communicate, Communicate, and Communicate Some More!**

Develop a positive rapport with you instructors. Let them get to know you, your strengths, and your weaknesses. Express concerns and difficulties you may be having as they relate to the class. However, don't wait until it is too late, communicate your needs early, and give your instructors enough time to work with you. They are willing to help you!

## **Take Advantage of College Resources!**

Use the academic support centers located on each campus. Tutoring is available in the Writing, Reading and Language Centers; Math & Accounting Centers; Science Learning Centers; Disability Support Centers; and Student Support Centers. These resources are free to all students with a valid student ID card. Many arrangements can be made to make sure you get the help you need!

## **Know Your Syllabus!**

You should have a syllabus for each course in which you enroll. Your syllabus is subject to change at your instructor's discretion. It is your "road map" for that course. Use your syllabus to become familiar with classroom etiquette and procedures. Familiarize yourself with when assignments and chapter readings are due. Also, know when your quizzes and exams are scheduled. Know the point system and how your grade will be calculated. Refer to your syllabus regularly!

## **PUBLICATIONS**

*Montgomery College Catalog*

## **RELATED PAGES IN THIS GUIDE:**

- The Writing, Reading, and Language Centers
- Mathematics: More than a Numbers Game
- Your Montgomery College Library

## **COURSES**

Student Success Courses

## **WORKSHOPS**

Offered year-round on a variety of topics by Student Services, Student Life, the Career and Transfer Center, Financial Aid, and Health Sciences.

## **WEBSITE**

**Counseling and Advising**  
[www.montgomerycollege.edu/counseling](http://www.montgomerycollege.edu/counseling)

## Success Tips for All Courses

### **Develop a Buddy System with a Classmate!**

Identify a classmate in each of your courses who can help you out. Exchange e-mail addresses and/or phone numbers with this classmate. If you are going to be absent or late, rely on this person to convey missed information. However, before you choose such a person, observe the people in your class. Select a conscientious student who comes to class, participates, and does the work. If you work well in a group setting, this student would also make a good study partner!

### **Take Advantage of Office Hours!**

This is your opportunity to have your instructor's undivided attention. Here is your chance to ask all the questions you were afraid to ask in class. Use this time to clarify anything you did not grasp during the lecture. Instructors have set this time aside for you. Take advantage of it!

### **Plagiarism Can Equal FAILURE!**

Plagiarizing is using another's ideas, paper, or project as your own. Students may see plagiarism as an attractive option when they wait too long to begin an assignment or feel they lack the essential skills to complete it. Plagiarizing is cheating, and may result in a failing grade in the course and disciplinary action. Be smart, and do your own best work.

### **Create an Ideal Study Area!**

Creating an ideal study area is critical to your success. Find a place where you can study every day. Establish a routine, try to study at the same time and in the same place. Somewhere that's not too noisy, not too cozy, that is well lit and has a work area for your books and computer. It is best that this "ideal area" be on campus. This way you will have access to your instructors and resource centers in case you run into difficulties while studying.

### **Use Daytime Hours to Study!**

Our bodies are wired to sleep at night. You are more alert during daytime hours, so take advantage of this time and study in the daytime. If you study and do homework during the day, you can use your down time at night to socialize, play video games, or use social media to unwind.

### **Study Your Most Difficult and Least Favorite Subject First!**

You should focus your energy on your least favorite or most difficult subject first. You have more energy and feel most alert during your first few hours of studying. Use this time when you are most alert and less fatigued, to navigate through difficult material.

### **Take Frequent Breaks!**

After 30-45 minutes of studying, take a 10 minute break. Break the monotony, get something to eat, check your e-mail, or take a break to exercise. Our brain gets tired and we get easily distracted, so take frequent breaks to ensure you are retaining information!

# Success Tips for All Courses

## **Use Small Chunks of Time!**

You really don't need hours to study effectively. If you have 20 minutes or less to spare, take advantage of this time and try to learn a few key words from a chapter or pull out your flash cards. Use your "waiting time" wisely. Waiting time includes, but is not limited to, waiting on the bus, waiting to go to class, waiting while you get an oil change, waiting at the doctor's office.

## **Check Your College E-mail!**

Always check your college e-mail a few times per week. This is how the college and your instructors will communicate with you. Don't miss out on important college events or even extra credit options because you did not check your e-mail.

## **Student Success Checklist—Do's and Don'ts**

- Do keep a calendar or planner, showing all due dates for assignments and exams.
- Do take good notes and review them weekly.
- Do set aside specific, regular times for studying.
- Don't schedule too many heavy-reading courses in one semester.
- Don't get behind—college courses have a lot of reading, and it is almost impossible to catch up once you get behind.
- Don't be afraid to ask for help if you need it. Your professors and many other campus resources are available to help you succeed!

## **Time Management Tips**

- Set realistic goals for yourself and create a time frame to get them done!
- Plan ahead!
- Make a weekly schedule and stick to it!
- Know what's on your daily agenda!
- Make and prioritize your "to do" list!
- Allow time to get each task done!
- Expect interruptions. Remember, life happens!
- Avoid time stealers (i.e. social networks, friends, cell phones, text messaging, over sleeping)!
- Get an organizer and use it!
- DO NOT PROCRASTINATE!
- You only get 24 hours in a day, use them wisely!



# Your Schedule: Is Time on Your Side?

(Or are you putting time off to the side?)

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							
midnight							
1 a.m.							

## STEPS

- In the grid above, write in your weekly obligations (work, classes, club meetings, etc.)
  - In another color, put boxes around "free time" hours.
  - Multiply your total number of credits by 3. (for example, If you are taking 9 credits  $9 \times 3 = 27$  hours).
  - Count up the number of empty "free time" boxes you have.
  - Do the math: Number of "free time" hours – (minus) the number of credit hours X's (times) 3 (three).
  - If you are in the negative you may be overloaded with responsibilities.
- Can any adjustments be made to your schedule?
7. On the next page:
- Make adjustments and build in study time.**
- .....  
*See a counselor for help.*  
 .....

This page can be downloaded as a worksheet from the First Year Experience website [www.montgomerycollege.edu/fye](http://www.montgomerycollege.edu/fye).

## Creating a Schedule with Built-in Study Times

- OK. Now try it again, and build in study time. Some use three hours outside of class for every one hour of class time. (*Example: If you have a class that meets three hours a week, you should plan to spend nine hours per week outside of class for reading, writing papers, researching, test preparation, etc.*)

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							
midnight							
1 a.m.							

# How to Read Your Textbooks

## **PUBLICATIONS**

*What to Read Before You Read* in this guide (next section)

## **COURSES**

STSU 100 110 114

## **PAIRED COURSES**

READ 120 & PSYC 102

## **WORKSHOPS**

Learning fairs

## **DEPARTMENT OFFICES**

Writing, Reading, and Language Centers (contact information on pages 114-115)

■ Textbooks are like telephone books, densely filled with information. Unfortunately, at times, some textbooks are about as much “fun” to read as a phone book. Textbooks are an expensive and necessary part of college life. Some experts maintain that only 20%–30% of the material in a text is essential information you will need to commit to memory for test/exams. While this sounds easy, there is an underlying key question that needs to be answered: which 20%–30%? While you still have to read the entire chapter, there are strategies to reading a text that will help you get to the material that you really need to focus on.

## **TIPS**

### **Pre-reading strategy**

See the next section of this guide, “What to Read Before You Read.” This approach allows you to get the “big picture” of the chapter without using excessive highlighting.

### **Keep the cap on the yellow highlighter**

Before you begin reading a chapter word for word, you need to get the lay of the land—the big picture. Often students’ textbooks look like “the yellow pages.” If everything is highlighted in yellow, how do you know what’s critical?

### **Get to know your textbook**

Look at the table of contents and the number of pages given to particular chapters or topics. Look for overall themes and how the text is divided: historical concerns, movers and shakers, etc.

### **Meet with your professor**

Smart students know that meeting with the professor for a confidential one-on-one appointment is one of the best things you can do. Make an appointment... this shows you are a serious active learner. Discuss your reading history and habits. (See your course syllabus for your professor’s contact information.)

# How to Read Your Textbooks

## **Get tutoring**

Go to or contact the Writing, Reading, and Language Center on your campus.

## **Read with a dictionary at your side**

One or two unknown words can waste hours of reading.

## **Use note cards and visual organizers, and write in the margins**

If you have good note cards and visual organizers, and if you write decent summaries/notes in the margins of your textbooks, these can become your 20–30% of the chapter. Detailed table of contents are great for note card topics and setting up visual organizers.

## **Get help for learning disabilities**

Some learning disabilities are in the reading comprehension area. Contact the Department of Counseling and Advising and ask to make an appointment with a Disability Support Services (DSS) counselor.

## **Read the course syllabus**

Look for recurring themes mentioned in the text and syllabus. This might give you an indication of where most of the material for the course is coming from: the text, lectures, projects, discussions, or other.

## **PUBLICATIONS**

*What Smart Students Know* (1993) by Adam Robinson. New York: Three Rivers Press.



# What to Read Before You Read: The Big Picture

## READING DEPARTMENT OFFICES

### Germantown

138 Humanities and Social Sciences Building  
240-567-7746  
[www.montgomerycollege.edu/academics/departments/english-reading-germantown/index.html](http://www.montgomerycollege.edu/academics/departments/english-reading-germantown/index.html)

### Rockville

512 Macklin Tower  
240-567-7407  
240-567-7408  
<https://www.montgomerycollege.edu/academics/departments/english-reading-rockville/index.html>

### Takoma Park/ Silver Spring

217 Pavilion Three  
240-567-3944

## TISH KISSES GEORGE

A memory technique that uses the first letter of each step.

- T** = Title
- I** = Introduction
- S** = Summary
- H** = Headings
- K** = Key Words
- G** = Graphics

■ Here are six steps you may find helpful. Follow them in order. Leave your highlighter on the shelf and read the following six items:

## 1 Title → read title

This should get your mind working and ready for the territory ahead.

## 2 Introduction → read introduction

This section gives you an idea of what the chapter will cover. It's essential to know the general climate of the chapter.

## 3 Summary → read chapter summary

When you read a novel or see a film, you may not want to read the summary first because you don't want to know the ending yet. But with a textbook, you do want to know how it "ends" — so you need to read the summary of each chapter. You do this to get the big picture and to uncover the reason for this particular chapter's existence. You now have a better idea of what the important information is. Highlighting chapters without getting the lay of the land may get you highlighting everything. Think of your chapters as having three dimensions like a building. Your chapters will include foundational information you absolutely must know, then floors and rooms, and additions...things that are nice to have but you can live without (for example, a swimming pool).

## 4 Headings → read main headings

Go through each page and read the headings. If your text uses a detailed table of contents, you could use the headings that should correspond to the chapter headings. Remember to compare these headings/topics with your course syllabus.

## What to Read Before You Read: the Big Picture

### 5 **Key Words** → read key words

Read the key words in bold or italics. These are your “footholds” as you journey through the chapter.

### 6 **Graphics** → read graphics

Charts, photos, and illustrations are important. Read all the captions underneath each graphic. Remember, a picture is worth a thousand words. One graphic can give you a glimpse into a microscopic inner world of cells or the far reaches of space. Now, you have a good idea of the “terrain.”

**Grab your dictionary and you are now ready to**

## **READ!**

Read word by word with a pen, pencil, and note cards; write in the margins; build an outline; use an appropriate visual organizer; and plug information in as you are reading.



# Note-Taking Self-Assessment

## OFFICES

### **Germantown**

*Student Support Services and Disability Support Services, 250 Student Affairs and Science Building*

*Writing, Reading, and Language Center, 150 Humanities and Social Sciences Building*

### **Rockville**

*Disability Support Services Learning Center (by referral from a DSS counselor only), Room 305, Student Services Center*

*Student Support Services, 403 Student Services Center*

*Writing, Reading, and Language Center, 002 Humanities Building and 020 Macklin Tower*

### **Takoma Park/**

### **Silver Spring**

*Disability Support Services (by referral from a DSS counselor only) 233 Student Services Center*

*Learning Skills Support Services, 241 Health Sciences Center*

*Writing, Reading, and Language Center 105 Resource Center*

■ Taking notes from course lectures is a big part of college life. The following self-assessment allows you to evaluate your skills in the various components of note-taking.

### **1. I sustain my attention for an entire 50-minute lecture.**

- Yes
- Most of the time
- Less than 25 minutes
- Not at all

### **2. I sustain my attention for a 90-minute lecture.**

- Yes
- Most of the time
- Less than 45 minutes
- Not at all

### **3. After reading a newspaper or magazine article, I can summarize the main theme and supporting points.**

- Yes, no problem
- I can get the main theme only
- I only remember supporting points or details
- I have trouble identifying the main theme and supporting points

### **4. When you go back and review your notes, what is your experience?**

- It takes me right back to the lecture content.
- Most of the notes I have written I understand.
- It is a struggle for me to understand my notes. Eventually I reach some understanding.
- My notes are confusing and not very helpful.

## Note-Taking Self-Assessment

### 5. Please circle all of the techniques you use that relate to the note-taking process.

- a. I read the text/chapters that relate to the lecture before the lecture.
- b. I draw a large "L" on my paper and write my notes inside of the "L" and use the left-hand margin to pull out main ideas after the lecture. (For more on this, see the next page).
- c. I revise my notes within a day or two after the lecture.
- d. I use special abbreviations and symbols as a kind of shorthand during the lecture.
- e. When I miss a point I bracket [ ] or save a space on the page so I can add the information later right where it belongs.
- f. I go over my notes with a fellow student as a check to make sure I have gotten all the material.
- g. I use different colors and highlighters when I review my notes.
- h. I use the lecture style (behavior patterns, vocabulary, voice inflections, use of external audiovisual media) of my professor as a note-taking guide.
- i. I ask the professor if it is OK for me to record the lecture using a personal audio device.
- j. Other note taking techniques you use:
- k. I do not use any techniques because:

### 6. How would you rate yourself as a note taker?

- a. Excellent
- b. Very Good
- c. Good
- d. OK
- e. Poor

### Your Professor and the 3x5 Card

*Your professors were avid note-takers once, too. Plus, they have the expertise in the subject area. Bonus: who prepared and gave the lecture? For starters, highlight or write down what you think were the main ideas from the lecture. On a 3x5 note card write the major topics and three to five supporting points. Bring this to your professor for a quick check to see if you are on target.*

### COURSES

STSU 100: First Year Seminar  
STSU 110: Study Habits Development



# Note-Taking

## The Ins and the Outs of the Cornell Method

### 1. Draw a box and write:

Date: \_\_\_\_

Page Number: \_\_\_\_

Related text pages/  
chapter: \_\_\_\_

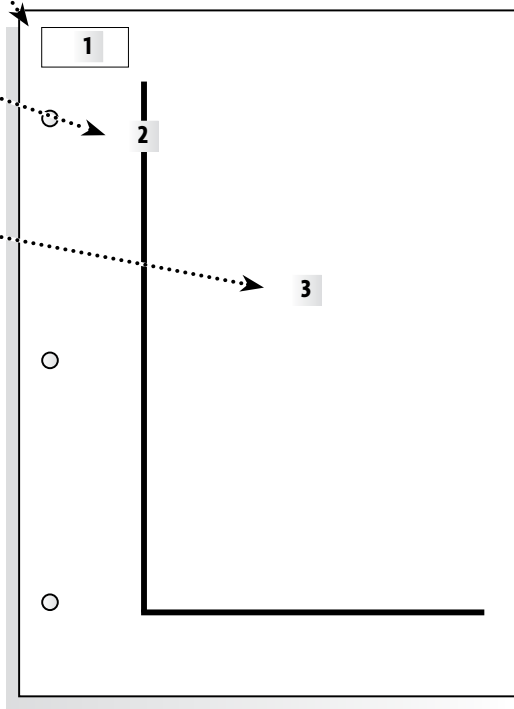
### 2. Draw a big "L" on your page.

Leave two to three inches on the side and two inches at the bottom. This is the real estate you will develop later. (Here is the big "L.")

### 3. Write your notes inside the "L."

- If you miss anything, put a bracket in to save the space [ ]. By doing this you can add what you missed later right in the space where it is supposed to be.
- Use symbols both inside and outside the "L":
  - \$ = economic information
  - H = historical information
  - F = future trends/ideas
  - ? = whenever you have questions during the lecture
  - CC = compare and contrast
  - + & - = weighing positives and negatives
  - MI = main idea
  - SU = supporting idea
  - PS = paradigm shift (person, event, invention)

■ This note-taking technique was first developed by a professor at Cornell University and has worked well for many students. The important option in the Cornell method is that you create empty space on your note page so you can go back and work on your notes later. It allows you to separate the main ideas from the supporting information in your notes.

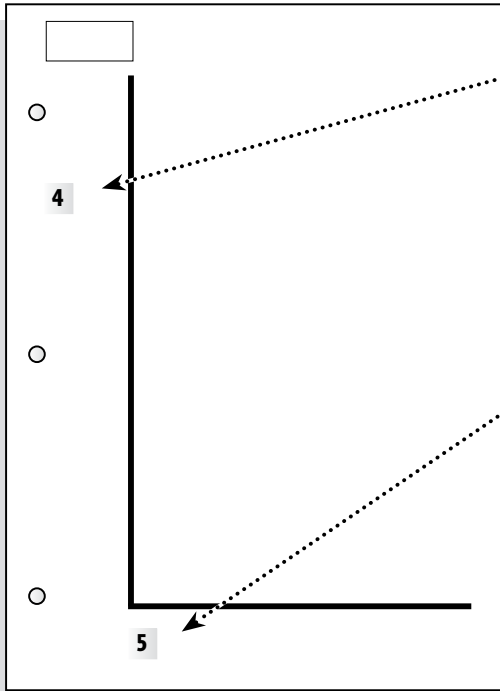


This "Big L" technique allows you to be an active note-taker and participant in your professor's lectures rather than passively trying to write down everything that is said. Remember, note-taking is an acquired skill and you are faced with doing it while listening to many teachers who present information in several different ways. Professors are avid readers and learners in their area of expertise—they want you to understand their lectures!

If you take notes using this method, note-taking (and learning) does not stop when the lecture is over. You can pull main ideas and summaries out

# Note-Taking

## The Ins and the Outs of the Cornell Method



#### 4. After the lecture pull out the main ideas and put them in the margin.

When you get good at using the "L" you can pull the main ideas out during the lecture in real time or "live." Put symbols in the margin that relate to the information inside the "L."

#### 5. Additional space

for summaries, visual organizers, notes from text that relate to the lecture.

in completing your notes after class is over, while your memory is still fresh. Then you can take your notes to your professors and enlist them as partners in your learning. They can see from your notes how you are responding to their lectures and make some suggestions. Who knows, maybe you will even help them to gain insights into how their lectures work and improve their techniques as well!

The graphic shown above represents a standard 8-1/2" x 11" notebook page. The five steps detailed in the margins explain how you can best utilize the "Big L" technique. Give this a try first if you ever get frustrated as you figure out what is important in lectures. If problems persist, come and see a counselor and/or use some of the note-taking supports from the previous page.

# Mathematics: More Than a Numbers Game

## DEPARTMENT OFFICES

### Germantown

314 High Technology  
and Science Center  
240-567-7722

### Rockville

250 Science Center  
240-567-5194

### Takoma Park/ Silver Spring

240 Mathematics  
Pavilion  
240-567-1434

## MATH TUTORING AND RESOURCES

### Germantown

#### Math, Accounting, Physics, Engineering, Learning (MAPEL) Center

229 High Technology  
and Science Center  
240-567-1947  
[https://www.  
montgomerycollege.  
edu/academics/  
support/learning-  
centers/mapel-center-  
germantown/index.  
html](https://www.montgomerycollege.edu/academics/support/learning-centers/mapel-center-germantown/index.html)

### Rockville

#### Ackerman Learning Center

109 Science West  
240-567-5200  
[https://www  
.montgomerycollege  
.edu/academics/  
support/learning-  
centers/ackerman-  
learning-center-  
rockville/index.html](https://www.montgomerycollege.edu/academics/support/learning-centers/ackerman-learning-center-rockville/index.html)

## QUICK TIPS AND INFORMATION

■ Students come to Montgomery College with a variety of math experiences and attitudes about their own math abilities. Faculty and staff at the College have heard many student stories from “I feel like I don’t understand math” to “I have always loved it.” Montgomery College faculty and staff are here to help you succeed! Here are some general tips:

### Math foundation

All majors require a math foundation course. This is a course at the MATH 117 level and above.

### Skill building

You may need some skill-building to be successful in math. Montgomery College has adopted a support model where most students take a support class along with their college math class instead of taking a separate developmental class. For students who need skill building for higher mathematics such as Calculus, we offer a one semester developmental course, MATH050, so students can start on their path quickly

### Different majors have different math requirements

There are many different options in the “math path” at Montgomery College each designed for different majors and long-term academic plans. As math requirements may depend on transfer institution, it is important to learn about these as early as possible so you can get on the right track. See your math professor or an adviser for assistance.

### Placement and Fast Track

Our current placement test, ALEKS, allows students to review and improve their placement as part of the placement process. If after completing you feel your math placement test does not reflect your ability, you may want to consider taking the Fast Track course. Upon completion of the course, you will be placed in the appropriate math class. You may check out <https://www.montgomerycollege.edu/workforce-development-continuing-education/test-prep/placement-tests.html>

## Mathematics: More Than a Numbers Game

### Meet with your math professor

Schedule a confidential one-on-one appointment with your math professor. Successful students have found it is helpful to bring in their incorrect answers. Their professor or tutor can work backward and get an understanding of the logic the student used to arrive at the answer. Math is more than a numbers game!

### Tutoring

Math tutoring is provided to MC students at no charge at the Math Center on each campus. Visit the campus Department of Mathematics website for locations and hours. These spaces provide great spaces to get together with classmates as well!

### Math learning disability?

If you know or suspect that you may have a learning disability, please schedule an appointment to speak to a Disabilities Support Services counselor.



### Takoma Park/ Silver Spring Math Learning Center

101D Pavilion One  
240-567-1675  
<https://www.montgomerycollege.edu/academics/support/learning-centers/mathematics-learning-center-tpss/index.html>

### WEBSITES

Department of  
Mathematics  
Collegewide:  
<https://www.montgomerycollege.edu/academics/stem/mathematics-statistics-data-science/index.html>

Math Placement  
Information:  
<https://www.montgomerycollege.edu/admissions-registration/assessments>

# Healthy Life Choices

## Welcome to Our Tobacco-Free College!

- Montgomery College has a tobacco-free policy. This policy prohibits the use of tobacco products on all College properties.
- Students who fail to comply with the tobacco-free policy will be subject to progressive disciplinary actions as follows:
  - First offense—reminder and oral warning
  - Second offense—written warning
  - Third offense—formal charges under the Student Code of Conduct that can result in various sanctions including community service, suspension, and ultimately, dismissal.
- There are online resources for students to use to quit smoking; methods include coping strategies and a support system. For more information, visit [www.smokefree.gov](http://www.smokefree.gov) and [www.surgeongeneral.gov/tobacco](http://www.surgeongeneral.gov/tobacco).

## Health Tips

- Utilize campus gym facilities, campus pool, and equipment. See the Fitness Center Recreation Hours, posted each semester on the PE Building Bulletin Board by the Fitness Center.
- Make sure to start your day with a healthful breakfast.
- Enroll in a physical education class; you will be more inclined to workout if you are receiving a grade.
- Exercise has been proven to increase energy and concentration levels and improve mood, better sleeping habits, and self-esteem, all of which can help you in your studies.

# Drug Abuse Prevention

## Drug Abuse

■ Drugs are chemical substances that can change how your body and mind work. Drugs of abuse are substances that people use to get high and change how they feel. They may be illegal drugs like pot, cocaine, or heroin, or they may be legal for adults only, like alcohol and tobacco.

### Common Signs and Symptoms of Drug Abuse

- You are neglecting your responsibilities at school, work, or home because of your drug use.
- You are using drugs under dangerous conditions or taking risks while high.
- Your drug use is getting you into legal trouble, such as arrests for disorderly conduct, driving under the influence, or stealing to support a drug habit.
- Your drug use is causing problems in your personal and professional relationships.

## RESOURCES

### Find Treatment for Substance Abuse

Substance Abuse and Mental Health Services Administration  
24/4 Treatment Referral Line: 1-800-662-4357  
[www.samhsa.gov/text4treatment](http://www.samhsa.gov/text4treatment)

### Substance Abuse Treatment Facilities

Step Ahead Program of KHI Services  
19530 Doctors Drive  
Germantown, MD 20874  
240-686-0707

Intake:  
240-686-0707x19  
Hotline: 240-686-0707  
[www.khiservicesinc.org](http://www.khiservicesinc.org)

Circle Treatment Center PC  
424 North Frederick Avenue, Suite 8-A  
Gaithersburg, MD 20877  
301-258-2626  
Hotline: 240-777-4000  
[www.circltreatment.com](http://www.circltreatment.com)

Family Health Center Psychological Services  
818 West Diamond Avenue, Suite 110  
Gaithersburg, MD 20878  
301-963-7222  
Hotlines: 301-963-7222;  
301-963-0743  
[www.fhcenter.com](http://www.fhcenter.com)

MRB Counseling Services Inc  
317 East Diamond Avenue, Suite C  
Gaithersburg, MD 20877  
301-527-0854  
Hotlines: 301-512-0663;  
301-512-4325  
[www.mrbcounseling.com](http://www.mrbcounseling.com)

# Alcohol Abuse Prevention

**Kolmac Clinic**  
15932 Shady Grove  
Road, Suite B  
Gaithersburg, MD  
20877  
301-330-7696  
**Intake:** 301-589-0255  
[www.kolmac.com](http://www.kolmac.com)

**Journey to Self  
Understanding  
Outpatient  
Substance Abuse**  
1 Research Court  
Suite 450  
Rockville, MD 20850  
240-403-4036  
[www  
.selfunderstanding.org](http://www.selfunderstanding.org)

**Adventist Behavioral  
Health**  
14901 Broschart Road  
Rockville, MD 20850  
301-251-4545  
**Intake:** 301-252-4545  
[www.PotomacRidge  
.com](http://www.PotomacRidge.com)

**Metro Counseling  
Services Inc**  
15719 Crabbs Branch  
Way  
Rockville, MD 20855  
301-670-6161  
[www.metrocounseling  
services.com](http://www.metrocounseling<br/>services.com)

**Montgomery Recovery  
Services Inc**  
14636 Rothgeb Drive  
Rockville, MD 20850  
301-762-5300  
[www.treatment-centers  
.net](http://www.treatment-centers<br/>.net)

## Alcohol Abuse

■ Drinking is woven into the fabric of many societies—sharing a bottle of wine over a meal, going out for drinks with friends, celebrating special occasions with champagne. Because of this, it can be hard to see when your drinking has become problematic.

If you consume alcohol simply to feel good, or to avoid feeling bad, that can be a red flag for you. Alcoholism and alcohol abuse can sneak up on you, so it is important to be aware of the warning signs and take steps to cut back if you recognize them.

### Understanding Alcoholism and Alcohol Abuse

Alcoholism and alcohol abuse are due to many interconnected factors, including genetics, how you were raised, your social environment, and your emotional health. People who have a family history of alcoholism or who associate closely with heavy drinkers are more likely to develop drinking problems. Finally, those who suffer from a mental health problem such as anxiety, depression, or bipolar disorder are also particularly at risk, because alcohol may be used to self-medicate.

### Common Signs and Symptoms of Alcohol Abuse

- Repeatedly neglecting your responsibilities at home, work, or school because of your drinking.
- Using alcohol in situations where it is physically dangerous, such as drinking and driving, operating machinery while intoxicated, or mixing alcohol with prescription medication against doctor's orders.
- Experiencing repeated legal problems on account of your drinking. For example, getting arrested for driving under the influence or for drunk and disorderly conduct.
- Continuing to drink even though your alcohol use is causing problems in your relationships.
- Drinking as a way to relax or de-stress.

# Alcohol Abuse Prevention

## Effects of Alcoholism and Alcohol Abuse

Long-term alcohol use can cause serious health complications, affecting virtually every organ in your body, including your brain. Problem drinking can also damage your emotional stability, finances, career, and your ability to build and sustain satisfying relationships.

The effects of alcoholism and alcohol abuse on the people you love:

- Alcoholics and alcohol abusers are much more likely to get divorced, have problems with domestic violence, struggle with unemployment, and live in poverty.
- Often, family members and close friends feel obligated to cover for the person with the drinking problem. So they take on the burden of cleaning up your messes, lying for you, or working more to make ends meet. Children are especially sensitive and can suffer long-lasting emotional trauma when a parent or caretaker is an alcoholic or heavy drinker.

Call 911 or go to the emergency room if you experience any of the following withdrawal symptoms: severe vomiting, confusion and disorientation, fever, hallucinations, extreme agitation, or seizures or convulsion.

## Alcohol Abuse Prevention

AlcoholEdu® is an online alcohol prevention program used on more than 500 college and university campuses nationwide. This Population-Level Prevention® program is designed to challenge your expectations about alcohol while enabling you to make healthy and safe decisions.

Montgomery College uses AlcoholEdu® resources to help you understand the implications of using alcohol if used in a way that puts you at risk legally, socially, and academically. A federally funded, 30-campus randomized control trial found that AlcoholEdu® reduces high-risk drinking and alcohol-related harms among college students. The program motivates behavior change by:

- Resetting unrealistic expectations about the effects of alcohol.



## Alcohol Abuse Prevention

- Linking choices about drinking to academic and personal success.
- Helping students practice safer decision-making.
- Engaging students to create a healthier campus community.

AlcoholEdu targets first-year college students. For more information e-mail [angela.dawson@montgomerycollege.edu](mailto:angela.dawson@montgomerycollege.edu).

(Source: Helpguide.org, 2012)



## Title IX: Your Rights

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”  
- U.S. Department of Education

Students, staff, faculty, and other employees; women, girls, men, and boys; straight, LGBT, and gender-nonconforming persons; persons with and without disabilities; and international and undocumented persons all have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence and harassment.

Incidents of sexual harassment and gender-based violence must be reported to the Title IX Coordinator. The Title IX Office uses discretion and seeks to protect the privacy of all persons involved in complaints of sexual misconduct.

- If you experience any type of sexual misconduct, including sexual harassment, sexual assault, stalking and dating and domestic violence and want to speak to someone confidentially about your options, rights and experience – contact a confidential resource. The College has designated Counselors in the Counseling Department as the only confidential resource on campus. For referrals to confidential resources in the community, visit the Title IX webpage.
- Unless explicitly stated, all other persons or entities on campus are not confidential and may have an obligation to report your disclosure to the Title IX Office.
- Prompt reporting is encouraged.
- No employee (other than law enforcement) is authorized to investigate or resolve reports of sexual misconduct without the involvement of the Title IX Coordinator.

## Title IX: Your Rights

### **Office of Compliance, Risk, and Ethics:**

Kristen Roe  
*Director of ADA  
Compliance and Title IX  
Coordinator*  
9221 Corporate  
Boulevard  
Rockville, MD 20850  
Office of Compliance,  
Risk & Ethics  
240-567-4279

Students may report alleged sexual misconduct, through the following options:

1. To the Title IX Coordinator (Kristen.Roe@montgomerycollege.edu)
2. To any Mandated Reporter, which includes any College administrator, supervisor, faculty member, public safety officer, coach or trainer.
3. Through the Sexual Misconduct Report Form. (link to: [https://cm.maxient.com/reporting-form.php?MontgomeryCollege&layout\\_id=3](https://cm.maxient.com/reporting-form.php?MontgomeryCollege&layout_id=3)). This form can be used to report anonymously by a complainant or by a 3rd party reporter. This form should also be completed when a complainant is seeking information about the process and is unsure how to proceed.

Title IX prohibits discrimination on the basis of sex, including pregnancy and related conditions. The College must give all students who might be, are, or have been pregnant the same access to school programs and educational opportunities as other students. Thus, the College is obligated to provide academic adjustments, accommodations, and support. Students who are experiencing pregnancy and related conditions should contact the Title IX coordinator.

# Title IX: Your Rights

## **Student Training Sexual Assault Prevention for Community College Students (online module on Vector platform)**

1. Faculty are encouraged to use this module for their students as a complement to course content that is relevant or as extra credit if they find it helpful for student learning. Also, it is a great way to encourage students to learn about how to stay safe and find support resources to aid themselves or a loved one. If an instructor would like to have their students access the module for credit, they should complete the form Vector Online Module Request for Faculty (link <https://forms.office.com/r/wZGUC2B1xt>)
2. Students are granted monthly access to the module. To request access, contact Angela Dawson at [angela.dawson@montgomerycollege.edu](mailto:angela.dawson@montgomerycollege.edu) and copy the SHaW Center at [shaw-center@montgomerycollege.edu](mailto:shaw-center@montgomerycollege.edu) by the 15th of each month to receive access to the Sexual Assault Prevention for Community College Students training module. Access is granted on the next business day following the 15th.

To access the training module, students will receive an email letting them know they can now log into the assigned “online course.” Students should expect an email from Montgomery College <[automated-message@everfi.net](mailto:automated-message@everfi.net)> with the subject line Online Course Assigned to You by Montgomery College. Please do not delete this email and look for this email in your spam folder. If you find the email suspicious, contact the OIT Help Desk at [itservicedesk@montgomerycollege.edu](mailto:itservicedesk@montgomerycollege.edu).

# How to Calculate Your GPA

## Use Five Easy Steps

1. List your courses and the grade earned in each.
2. State your grades as numbers instead of letters, using quality points (QPs).

$$A = 4 \quad B = 3 \quad C = 2 \quad D = 1 \quad F = 0$$

3. Calculate QPs for each course by multiplying quality points for the letter grade times the number of credits for the course.
4. Total the QPs for all the courses, and total the number of credits for all the courses.
5. Divide total QPs earned by total credits attempted.

Notes: Grades of W (withdraw), AU (audit), and I (incomplete) are not included in the GPA calculation. If you repeat a course for credit, only the latest grade is included in your GPA.

### EXERCISE 1

COURSE	GRADE	QP/GRADE	CREDITS	QP/COURSE
ENGL 101	B	3	3	9
BIOL 101	A	4	4	16
PHED 160	C	2	2	4
FREN 101	B	3	3	9
STSU 110	A	4	1	4
			13	42

$$\begin{array}{l} \text{total QPs} \\ \text{total credits} \end{array} = \frac{42}{13} = 3.23$$

### EXERCISE 2

**What Would Happen if You Failed a Course?**  
Calculate the GPA for the courses listed below

COURSE	GRADE	QP/GRADE	CREDITS	QP/COURSE
ENGL 101	B		3	
BIOL 101	F		4	
PHED 160	C		2	
FREN 101	B		3	
STSU 110	A		1	

$$\begin{array}{l} \text{total QPs} \\ \text{total credits} \end{array} = \frac{\quad}{\quad} =$$

# How to Calculate Your GPA

## EXERCISE 3

**What Would Happen if You Withdrew from that Failing Course?**

**Calculate the GPA for the courses listed below**

COURSE	GRADE	QP/GRADE	CREDITS	QP/COURSE
ENGL 101	B		3	
BIOL 101	W		4	
PHED 160	C		2	
FREN 101	B		3	
STSU 110	A		1	

total QPs = \_\_\_ =  
total credits

## EXERCISE 4

**What Happens with an Incomplete Grade?**

**Calculate the GPA for the courses listed below**

COURSE	GRADE	QP/GRADE	CREDITS	QP/COURSE
ENGL 101	B		3	
BIOL 101	W		4	
PHED 160	C		2	
FREN 101	B		3	
STSU 110	I		1	

total QPs = \_\_\_ =  
total credits

Answers on page 160

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# Answers

## How to Calculate Your GPA Exercise 1

COURSE	GRADE	QP/GRADE	CREDITS	Q/PCOURSE
ENGL 101	B	3	3	9
BIOL 101	F	0	4	0
PHED 160	C	2	2	4
FREN 101	B	3	3	9
STSU 110	A	4	1	4
			13	26

$$\frac{\text{total QP's}}{\text{total credits}} = \frac{26}{13} = 2.0$$

## Exercise 2

### What Would Happen if You Withdrew from that Failing Course?

COURSE	GRADE	QP/GRADE	CREDITS	Q/PCOURSE
ENGL 101	B	3	3	9
BIOL 101	W	-	-	-
PHED 160	C	2	2	4
FREN 101	B	3	3	9
STSU 110	A	4	1	4
			9	26

$$\frac{\text{total QP's}}{\text{total credits}} = \frac{26}{9} = 2.8$$

## EXERCISE 3

### What Happens with an Incomplete Grade?

COURSE	GRADE	QP/GRADE	CREDITS	Q/PCOURSE
ENGL 101	B	3	3	9
BIOL 101	W	-	-	-
PHED 160	C	2	2	4
FREN 101	B	3	3	9
STSU 110	I	-	-	-
			8	22

\* incomplete grades are not included in GPA calculations until they are resolved.

$$\frac{\text{total QP's}}{\text{total credits}} = \frac{22}{8} = 2.75$$

## Notes



## Notes

## Notes

## Notes

## Notes

## Notes

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For information about the First Year Experience Program,  
visit [montgomerycollege.edu/FYE](https://montgomerycollege.edu/FYE)

GERMANTOWN CAMPUS  
240-567-7734

ROCKVILLE CAMPUS  
240-567-5063

TAKOMA PARK/SILVER SPRING CAMPUS  
240-567-1480

[montgomerycollege.edu](https://montgomerycollege.edu) ■ 240-567-5000

An academic institution committed to promoting equal opportunity  
and fostering diversity among its students, faculty, and staff.

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