2024-2025

Property of: _____

Address: _____

Phone #: _____   Email: _____

In case of emergency, please notify:

Name: _____   Phone #: _____

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COLLEGE MISSION & VISION

CAMPUS SAFETY & SECURITY

Montgomery County Community College is committed to providing students, faculty, staff, and visitors a safe and secure environment. To accomplish this, the Department of Campus Safety utilizes roving vehicle patrols, walking/foot patrols, and an extensive security camera system at our Blue Bell Campus and Pottstown Campuses.

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

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

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

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

For Non-Emergency type calls to Campus Safety dial:

Blue Bell Campus: 215-641-6604 or extension 6604 Pottstown Campus: 610-718-1822 or extension 1822

EMERGENCY CALL BOXES

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

CAMPUS SAFETY ESCORT

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

ANNUAL SECURITY REPORT & DAILY SECURITY LOG

The Department of Campus Safety provides an electronic copy of our Annual Security Report on the College's website. This report lists on-campus crime statistics for the previous three years and includes details and information pertaining to campus safety. Also available on the website is an updated Daily Security Log and an Emergency Action Guide. To access this information visit: https://www.mc3.edu/choosing-montco/student-experience/campus-safety.

CAMPUS SAFETY TIPS

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

• Be aware of your surroundings. If you see anything suspicious, call Campus Safety.

• Never leave valuables unattended.

• Use well-lit areas on campus at night. Don't use shortcuts. Always try to walk with an escort or friend.

• Park in a well-lit area. Always lock your car and keep valuables out of sight.

• Have your key or key fob ready when approaching your vehicle to minimize the delay in unlocking the door. Before getting in your car, look inside to be sure it is safe. Lock ALL doors once you're inside.

EDUCATIONAL RECORDS

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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

4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without
4a Th thbdent/Span‹ActualTealTe() records, (mat. 057.Th)4ib5t6nt/Span‹Actua()FERPlTealTe

k. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

l. To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her.

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

n. To the student.

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

<div align="center">

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

</div>

NOTICE FOR DIRECTORY INFORMATION

The Family EducationaTION

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The items listed under Directory Information may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Under the provisions of FERPA,

FINANCIAL AID

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

HOW TO APPLY

To apply for most types of financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) every year - available at https://studentaid.gov**.** Montco encourages all students to apply for financial aid. This can be done starting October 1 for the year prior to the academic year for which you are enrolling. To maximize aid opportunities, PA residents are highly recommended to submit the FAFSA by May 1, which is the PA state grant deadline. However, students can still file the FAFSA after May 1.

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

FINANCIAL ASSISTANCE OPPORTUNITIES

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

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

Federal	State (for Pennsylvania residents)	Montgomery County Community College
Pell Grant	PennsylvaTd(P4odhl Grant) St4odhl GrantPe Opportommun ill nt (SEOG nts)a	

FINANCIAL AID REFUND CREDIT FOR BOOKS

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

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

As financial aid refund credit for books funds are pulled from your anticipated financial assistance refund, which is based on your enrollment level at the time the advance is avail- able, you may owe a portion or all of the advance you used back to the College should your enrollment change (i.e., decrease the number of enrolled credits or withdraw from the College for the semester).

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

FINANCIAL AID OFFICE CONTACT INFORMATION

In person: Blue Bell Campus - College Hall

Pottstown Campus - South Hall

Phone: 215-641-6566

Email: enrollmentservices@mc3.edu

ADDITIONAL INFORMATION

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

FINANCIAL AID REFUND POLICY FOR FEDERAL AID RECIPIENTS

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

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

A student who completely withdraws from a semester at or before the 60% point of their enrollment period may be required to return a portion of their federal financial aid. In turn, the student may also owe tuition, fees, and a repayment of federal funds to the College. More information can be found at https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/impact-of-withdrawing.

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

If you are considering withdrawing from <u>all</u> your course(s), it is highly recommended you:

Contact your Academic Advisor for guidance prior to completing the withdrawal process and contact Enrollment Services to understand how your financial aid may be impacted.

Students who wish to stop attending courses must officially drop or withdraw from them, in accordance with the College's policies and procedures:

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

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

To order to determine the percentage of the enrollment period a student completed, the Return of Title IV Funds calculation will use the student's last date of attendance. For students who officially withdraw, the date of withdraw will be considered the student's last date of attendance for calculation purposes. For students who do not officially withdraw, it is assumed that the students attended 50 percent of the enrollment period. Students who do not earn any passing grades and have a combination of FS, FN, and/or W grades are considered unofficial withdrawals and their federal aid eligibility will be recalculated as described in this policy.

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

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

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

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

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

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

The College's current Return of Title Funds policy is also available on the College's website: https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/impact-of-withdrawing.

Withdrawal from modules

If you withdraw from current classes but are registered in a later-starting class for the semester, we are required to calculate the amount of unearned aid to return to federal programs, unless you indicate in writing or by completing our secure online form, that you will attend the future courses.

Effective July 1, 2021, a return of funds calculation is not required if you successfully complete (earn passing grades) in the following instances:

- You met all requirements for graduation from your program before completing the days in the period that you were scheduled to complete; or,

- You completed one module that includes 49 percent or more of the number of days in the overall payment period; or,

- You completed a combination of modules that when combined contain 49 percent or more of the numbers of days in the payment period; or,

- You completed coursework equal to or greater than the coursework required for the institution's definition of a half-time student.

Note: Important information regarding enrollment in only short-length classes

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

Example: You enrolled in 7-week session I and 7-week session II. A Return to Title IV calculation is required to be run if you completed 7-week session I but…:

1. Never return to take the 7-week session II, or,

2. Drop/withdraw from the 7-week session II after the completion of the first 7-week session, or,

3. The College cancels the 7-week session II, and you choose to not enroll in a replacement course.

This means you may lose 50 percent of the financial aid you received for the course you completed in the 1st 7-week session.

STUDENT FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

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

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

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

FIRST YEAR EXPERIENCE - FYE-101

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

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

FOOD SERVICES

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

WATER FILLING STATIONS

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

GENERAL EDUCATION CORE CURRICULUM

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

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

LIBRARY

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

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

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

PLACEMENT TESTING & ACADEMIC READINESS

Before new students register for classes at Montco, we need to determine what academic level their courses should be. To do this, we look at high school transcripts, prior academic experiences, performance on standardized tests and college assessments. Students should submit their standardized test scores and transcripts to Montco as early as possible. Depending on the result, students may qualify for course exemptions. For more information on holistic advising, please speak with your academic advisor.

STUDENT COURSE EVALUATION SURVEY

Student course evaluation surveys are open the last 2 weeks of classes, not including finals. This is your opportunity to provide your instructor and the College with valuable, anonymous feedback on how your course went this semester. Please be sure to click on the link in the email you receive or when you log into Canvas to complete the survey before it closes. For questions email CourseEvals@mc3.edu.

STUDENT LIFE

Involvement in extra-curricular activities is a valuable part of each student's college experience. Student Life provides opportunities for students outside of the classroom that encourages personal growth, leadership development, and refinement of transferrable skills students will use in the workplace. Programs and activities are designed to foster the intellectual, social, and cultural development of students and to foster a sense of belonging. Student Life offers a variety of events & activities, volunteer opportunities, and leadership training. All students are encouraged to actively participate in student activities to enhance their college experience.

STUDENT CLUBS

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

To contact Student Life, email: getinvolved@mc3.edu.

STUDENT GOTION

The Student Government Association (SGA) provides one channel of communication through which College administrators and students may discuss topics and issues that impact student lives on campus. All Student Government elections are governed by a constitution and determined by vote of the student body. For more information or to get involved, contact Student Life.

To contact SGA, email: getinvolved@mc3.edu.

STUDENT SUCCESS CENTER

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

ACADEMIC ADVISING

Academic Advisors are available at both campuses, as well as through Zoom, to assist with your transition to college. Academic advisors are assigned to students based on selected program of study and will be able to assist you with reviewing your degree requirements, developing and/or reviewing your educational plan that focuses on completion, and providing you with information about transferring to a four-year institution upon your degree completion.

CONNECTING WITH YOUR ACADEMIC ADVISOR

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

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

ACT 101 SCHOLARS PR

The ACT
coaching, mentoring, and connection to resources to ensure students reach their educational goals and have a meaningful educational experience.

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

ACT 101 SIGNATURE ACTIVITIES:

- **Jump Start to College** Montco college students can get a "jump-start" on their college experience by participating in our Jump Start to College Summer Experience.
- **Tiered Tutoring Services** Tutoring will be offered on a drop-in basis though Tutorial Services and on an individual and group basis through the ACT 101 program as needed.
- **Weekly Skill-Building Workshops** on a wide variety of topics including, but not limited to, the following topics: career options in the 21st century, balancing home, work, and school responsibilities, and making the most of your financial aid.
- **Lunch and Learn Hours** to help you get focused and stay on task.

ACT 101 GOALS INCLUDE:

- Successful completion of developmental courses during first year in college.
- Understanding details of financial aid package and remaining in good standing with financial aid during college career.
- Build out academic program through graduation with Academic Advisor.
- Early course registration.
- Completing both Student Educational Plan, MyCareerPlan and Success Navigator during the first semester of college.

CAREER & ALUMNI ENGAGEMENT

The Career and Alumni Engagement Department is a comprehensive career counseling and engagement resource center designed to engage students and alumni as active participants in their career development. We are committed to providing assistance to all Montco students and alumni to help develop, evaluate and effectively initiate and navigate their career and educational goals. Services available include:

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

The Career & Alumni Engagement Department is accessible virtually via Zoom and in-person at both the Blue Bell and Pottstown Campuses. For more information contact careerservices@mc3.edu.

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

Follow Career Services:

@MontcoCareerServices   @CareerServicesmc3

Follow Alumni Services:

@MC3Alumni   @MCCCAlumni

HEALTH & WELLNESS SUPPORT

Throughout many phases of your life, you may encounter challenges that can have a negative effect on you emotional and physical health—and the many demands of juggling college classes, work and relationships can take a significant toll if not sufficiently addressed. Our Wellness Centers, located College Hall 225 and North Hall 112, are available to support your success in and outside of the classroom, and can guide you to appropriate local community resources for additional resources. We encourage you to utilize the many on-campus and off campus resources. www.mc3.edu/choosing-montco/resources-for-students/health-and-wellness

CAMPUS RESOURCES

TIMELYCARE – ONLINE THERAPY & TELEHEALTH PROGRAM

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

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

THE WELLNESS CENTER

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

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

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

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

OFF-CAMPUS RESOURCES

LOCAL SUPPORT

- Montgomery County Mobile Crisis Support – available 24/7 (855) 634-HOPE (4673) https://accessservices.org/services/mobile-crisis
- Peer Support Talk Line: Call (855) 715-8255 or text (267) 225-7785 every day, 1- 9 PM
- Teen Talk Line: Call (866) 825-5856 or text (215) 703-8411 M-F, 1-9 PM
- Montgomery County Mental Health/Behavioral Health/Developmental Disabilities – M-F 8AM-4:30PM, 610-278-3642, www.montcopa.org/150/Mental-HealthDev-Disabilities- Early-Inter
- Adult Mental Health Supports and Services in Montgomery County - www.montcopa.org/2041/Adult-Mental-Health-Support-and-Services
- National Alliance on Mental Illness (NAMI) PA Montgomery County - M-F 9AM-3PM 215-361-7784, https://namimontcopa.org/
- Montgomery County Community Connections - M-F 8AM-4:30PM, (610) 278-3522, A 'Navicate' can point you in the right direction, and even refer you to a variety of resources based on need. www.montcopa.org/1585/community-connections
- Central Behavioral Health – https://www.centralbh.org/
- St. Luke's Penn Foundation – Located in Sellersville, the Penn Foundation offers a variety of programs and services ranging from crisis services to yoga classes www.pennfoundation.org
- Creative Health Services, Inc. – Offices in Pottstown and surrounding areas, providing outpatient support www.creativehs.org
- Meraky – Behavioral health services in Lansdale www.merakey.org
- Victim Services Center of Montgomery County – 24-hour hotline available 1-888-521-0983
- Laurel House- Domestic Violence Support, 24/7 Hotline 1-800-642-3150 or text HOPE to 85511, https://laurel-house.org/
- Women's Center of Montgomery County, PA-Domestic Violence support, 24/7 Hotline (800) 773-2424, https://www.wcmontco.org/

- Your Way Home Montgomery County, PA- Homeless Support/Emergency Shelter, DIAL 2-1-1 or 1-866-964-7925 or TEXT 898-211, https://yourwayhome.org/
- PA 211- Free support resource to find community resources, https://www.pa211.org/
- Find a mental health practitioner – www.psychologytoday.com

NATIONAL SUPPORT

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

INTERNATIONAL STUDENTS AND ESL ENGLISH AS A SECOND LANGUAGE - CREDIT CLASSES

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

STUDENTS SERVED:

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

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

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

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

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

ESL ENGLISH AS A SECOND LANGUAGE – NONCREDIT CLASSES

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

STUDENTS SERVED:

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

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

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

KEYSTONE EDUCATION YIELDS SUCCESS (KEYS)

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

The KEYS Program is a collaboration between the Pennsylvania Department of Human Services

TRANSFER PARTNERSHIPS

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

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

The College currently has formal partnership agreements with the following:

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

For additional transfer information, please call: Blue Bell Campus 215-641 6577; Pottstown Campus 610-718-1906, email: transfer@mc3.edu, or visit http://www.mc3.edu/student-resources/transfer-services.

UNIVERSITY CENTER

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

To contact the University Center, email: UniversityCenter@mc3.edu.

VETERANS AND MILITARY CONNECTED STUDENTS SERVICES

We value your military service. Montco Veteran Services provides resources, services, and support (R.S.S.) to assist Veterans, Service Members (Active Duty, Reservists, National Guard), and their spouses & dependents. In addition to helping you understand and process your respective VA Educational Benefit, National Guard EAP or Active Duty TA, we work with the campus and community to provide a range of workshops, presentations and other outreach events to support your academic and social success here at Montgomery County Community College. Additional services include:

- National Guard and Reservist support
- VA work-study opportunities
- Priority course registration
- Student Veterans Organization meetings
- A Veterans' lounge with technology services
- Mentorship
- Community collaboration
- Networking events
- Veterans Day breakfast
- September 11th remembrance event

To help you get connected with Veteran Services please complete the **VA Educational Benefits Checklist**. You can complete this process by going to this website, https://www.mc3.edu/choosing-montco/resources-for-students/veterans-resource-center/veterans-checklist

This checklist provides you the guidance and resources to complete all additional steps to complete enrollment, transfer in credit from your military service, connect with career services, make an appointment with an academic adviser, and complete a FAFSA.

MCCC Veteran Services looks forward to helping you with your academic pursuits here and beyond.

VA GI BILL® BENEFITS

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VETERANS PAY IN-COUNTY RATES

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

ADDITIONAL INFORMATION AND SUPPORT

For additional information and support, please go to: https://www.mc3.edu/choosing-montco/resources-for-students/veterans-resource-center Email veterans@mc3.edu, call 215-461-1177, or visit Veteran Services at the Blue Bell Campus or Pottstown Campus.

TECHNOLOGY SERVICES

IT SERVICE DESK AND IT KNOWLEDGEBASE SELF-HELP

If you are having trouble logging in, or having difficulty with any College computer systems, please use the IT Support Services Portal (https://www.mc3.edu/IT) for Self-Help options and Contact Information.

STUDENT TECHNOLOGY RECOMMENDATIONS

Some courses include online components that may be provided through Canvas learning management system. The below recommendations highlight the typical technology requirements

MONTCO USERNAME & PASSWORD

You are assigned one username and password for all systems including Montco Connect and campus computers. Your username is your Montco email address, consisting of the first initial of your first name, then your last name (up to 15 characters) followed by the last 4 digits of your Student ID number, followed by @students.mc3.edu (e.g. jsmith1234@students.mc3.edu).

When signing into Montco Connect for the first time, you must claim your account and set a password by going to https://password.mc3.edu/. Your identity will be verified by sending a code via text message to the cell phone number on file with the College. To add or update the cell phone number on file, utilize the Self-Service system (see below). Click on your name and then click on User Profile. You can then add or change your cell phone number.

You may also use the https://password.mc3.edu/ system to reset your password or unlock your account at any time.

MONTY CHAT

Please use Monty Chat for quick answers to most questions. If needed, Monty Chat will be able to direct you to live assistance or provide the ability to leave a message. Monty Chat can be located on the bottom right-hand corner of www.mc3.edu and Montco Connect.

EMAIL

As a registered student, you receive a mc3.edu email account. You are strongly encouraged to use this email account because all official communication from the College, including important messages about registration, financial aid, and your classes will be sent to this account.

Your email address is the same as your username (e.g. jsmith1234@students.mc3.edu). Access your email by logging into Montco Connect and click the envelope (email) icon on the Tools Menu under Quick Links.

STUDENT SELF-SERVICE

The Student Self-Service system allows you access to academic planning, "student" finance and financial aid information. The self-service system currently allows student to:

- Plan your schedule and program of study
- Search for courses
- Register for courses
- View invoices and statements
- Make a payment
- Access financial aid data and forms
- Review and sign your financial aid award letter
- Final grades
- Student Records Release (permits authorized access to FERPA protected information)
- Sign the Financial Responsibility Agreement form
- Apply to graduate

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

STARFISH (MY SUCCESS NETWORK)

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

SEARCH FOR MONTCO COURSES

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

STUDENT PAYMENT CENTER (TOUCHNET)

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

CANVAS (LEARNING MANAGEMENT SYSTEM)

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

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

For additional details on how to navigate Canvas, see mc3.edu/canvas. Unless your professor makes the course available early, you may not see any courses listed until the first day of class. Students cannot submit work until after the first day of the course, the course is in preview view until the first day of class.

OFFICE 365

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

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

MOBILE APPS

The College offers the following apps to help students conveniently remain in touch w3Identphcon (

PROTECT YOUR ACCOUNT AND DATA

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

DRAFT COACH

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

ACCESSIBILITY IN CANVAS – PANORAMA

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

TESTING CENTER

Located on Blue Bell Campus and Pottstown Campus, the Testing Center provides resources and services to Montco students. They proctor make up exams for on-ground courses and accommodations testing for students with documented disabilities. The Testing Center is in a reduced-distraction environment and provides the following services:

- **Course Testing**

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

- **Biology Placement Test**

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

- **ESL Placement Testing**

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

- **TEAS Testing**

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

  To contact the Testing Center, please email: testing@mc3.edu.

TITLE IX

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

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

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

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

Or alert us via email: titleixcoordinator@mc3.edu.

TRANSPORTATION: GETTING HERE AND GOING THERE

PUBLIC TRANSIT BLUE BELL CAMPUS

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

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

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

POTTSTOWN CAMPUS

SEPTA Bus 93 travels from the Norristown Transportation Center to the Bus Loop adjacent to

- Park between the designated parking lines. Never park on the grass or in the roadway unless signs are posted giving explicit instructions that such parking is permitted in that area. Just because other cars are parked on the grass or in the roadway does not create an allowable and excusable exception.
- Avoid idling your vehicle just to wait for an ideal parking spot. A minute or two of extra walking is a lot better for our environment.
- Come earlier than you think is necessary and remember where you parked by utilizing the parking lot designations located throughout all parking lots.
- Both the Blue Bell and Pottstown Campuses have Electric Car Charging Stations. These parking locations are for use by electric car drivers only.
- Parking is free at both campuses and is available on a first come, first served basis. Students and visitors park in the general parking areas. Finding a parking space at peak times can be a challenge. Plan accordingly, especially during the first weeks of the semester when there are more students on campus obtaining books and taking care of other business at the College.
- Parking permits are required. Permits can be obtained on Montco Connect.

TUTORIAL SERVICES

Tutorial services provides academic support to students enrolled in courses at Montgomery County Community College. Tutorial Services offer free online and on-campus tutoring, a virtual essay drop-off service, supplemental instruction, and study skills support. More information about Tutorial Services, including current hours, Pottstown and Blue Bell tutoring locations, along with tips and resources for academic success can be found at www.mc3.edu/tutoring.

ONLINE LEARNING

The College's Online Learning environment provides a flexible and convenient way to take college-level courses for academic credit. If you are motivated and an independent learner, online learning through may be for you. You can complete a number of degrees and certificates online. We offer mostly to fully online programs and courses. For more information on our degrees and certificates, check out www.mc3.edu/online.

To contact a representative, please email: onlinelearning@mc3.edu.

RESOLUTION OF STUDENT CONCERNS

In an effort to maintain Montgomery County Community College's student-oriented philosophy,

POLICY

Montgomery County Community College expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students:

1. They shall adhere to Montgomery County Community College policies, municipal, borough, county, state and federal laws; and

2. They shall not interfere with or disrupt the orderly educational processes of Montgomery County Community College.

The Student Code of Conduct applies to all students while at Montgomery County Community College, on College premises, and/or while attending College-sponsored activities on or off campus. In certain circumstances, for example in the instance of sexual misconduct, off-campus misconduct at non-College-sponsored activities that have a continuing and disruptive effect on members of this College community, will also be actionable under this Student Code of Conduct.

The objectives of the disciplinary process at Montgomery County Community College are:

1. To create an environment that enhances the opportunity for learning;

2. To help ensure order in the College community;

3. To educate and guide students on appropriate behavior and respect for others in the College community;

4. To protect members of the community from harm due to the conduct of those members of the College community who fail to respect the rights of others; and

5. To ensure students due process when they have been accused of violating College rules and regulations.

DEFINITIONS

The terms used in this Code are defined below.

1. "College" means Montgomery County Community College.

2. "Student" includes all persons who have attended and/or are currently taking courses at the College, both full and part-time, as well as those participating in all on and off-campus College programs, and all other College-sponsored activities.

3. "College official" includes any person employed by the College, performing assigned administrative, professional, or support responsibilities.

4. "Faculty member" means any person employed by the College to conduct face-to-face and/or online classroom, lab, advising, counseling, library, or clinical activities.

5. "College premises" includes all land, buildings, facilities, parking lots, computer systems, social media platforms, vehicles, and other property in the possession of or owned, used, rented or controlled by the College.

6. "College-sponsored activity" means any activity on or off-campus that is initiated, aided, authorized, or supervised by the College.

7. "Policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, College Catalog, and Board of Trustees approved policies published on the College website.

8. "Accused student(s)" means the student(s) who are reported for violating the Student Code of Conduct.

9. "Complainant" is the member(s) of the College community or campus guest who report(s) a potential Student Code of Conduct violation.

10. "Judicial Officer" is a College administrator, appointed by the Dean of Student Affairs, to coordinate the student discipline and the Judicial Hearing Board processes. The Judicial Officer trains all Judicial Hearing Board members and alternates on proper hearing procedures. The Judicial Officer is responsible for fairness, impartiality, and maintaining order in the discipline process.

11. "Appeals Officer" is a senior faculty member or College official appointed by the Vice President of Student Services (or the College President when a final appeal regarding Permanent Denial of a Montgomery County Community College Degree and/or Disciplinary Dismissal as the sanction(s) to oversee the appeals process.

12. "Judicial Hearing Board" is the disciplinary body on each campus composed of two students and one alternate, two faculty and one alternate, and one advisor/counselor and one alternate. There are two Judicial Hearing Boards, one for each of Central and West campuses. The Judicial Hearing Board convenes to make disciplinary decisions for cases referred by the Judicial Officer for which the student appeals the administrative disciplinary decision of the Judicial Officer about whether the Code of Conduct has been violated and to determine the appropriate sanction(s) for the violation(s). At the beginning of each academic year, the Vice President for Student Services selects Judicial Hearing Board members and alternates from a slate of nominees submitted by the Academic Deans, Student Affairs Directors, and the Student Government Association for each campus. Before a hearing convenes, the Judicial Hearing Board members elect a Chair who presides over the hearing and serves as the Hearing Officer (also referred to as the Judicial Board Hearing Officer or Chair).

13. "Hearing Officer" is the member of the Judicial Hearing Board elected by the Judicial Hearing Board to preside over a given individual case, as presented by the Judicial Officer.

14. "College Community" extends to anyone who either works or participates in any way at the College.

PROCEDURES

Unacceptable Behavior

Montgomery County Community College may initiate disciplinary proceedings for student violations including, but not limited to, a student who:

1. Disrupts the orderly process of the College, including, but not limited to, disruptions of classes, events, or meetings, or interferes with the rights of others;

2. Conducts himself or herself in a manner that interferes with College teaching, research, administration, disciplinary procedures, or other activities and public service functions;

3. Physically, verbally (oral and/or written), and/or sexually assaults, threatens, abuses, harasses, stalks, retaliates, and/or endangers in any manner the health or safety of a person at the College;

4. Discriminates, harasses, or retaliates against another student, College employee or visitor, (including, but not limited to, sexual, racial, and/or disability harassment) and/or creates an intimidating, hostile, or offensive educational environment;

5. Makes derogatory or offensive remarks, comments, or gestures towards another student, College employee or visitor, either verbally, in writing, or through email, electronic or social media platforms;

6. Obstructs or restrains the lawful movement of another and thereby causes personal or campus disorder;

7. Damages, steals, defaces, destroys, or misuses College property; property belonging to a third party on a College-sponsored activity; or property belonging to a student, faculty, staff member, or campus visitor;

8. Brings to campus or any College-related activity any weapon, firearm, explosive and/or facsimile weapons, flammable liquids such as paint, gasoline, etc., or any fireworks, ammunition, etc., except by an individual for use in a program approved by the College;

9.

12. Forges, alters, or misuses College documents or records (e.g. student identification cards, College forms, and transcripts) or takes unauthorized action in the name of the College;

13. Violates Board of Trustees approved policies, College regulations, procedures, or administrative rules (e.g. Policy Against Sex Discrimination, Sexual Harassment, Sexual Violence and Retaliation; Clean Air Zone Policy; Acceptable Use of Technology Policy; Student Organization Handbook; College traffic and parking regulations);

14. Fails to comply with directions of College employees, authorized officials, and/or campus safety officers acting in the performance of their duties;

15. Attempts to, or possesses, has under their control, manufactures, delivers, distributes, sells, purchases, gives, uses, or is under the influence of any controlled substance, alcohol, or other illicit drugs (see the College's Drug and Alcohol Abuse Prevention Policy);

16. Fails to comply with classroom policies as outlined by the instructor and on the course syllabus (verbal and/or written).

17. Misuses technology (including but not limited to, sending, distributing, posting, or displaying offensive, harassing, or threatening material, forging mail messages and in sharing, posting or making course-related/academic submissions) and/or violates the College's Acceptable Use of Technology Policy as it relates to use of College technology and computing systems;

18. Possesses, duplicates and uses keys and/or enters or uses College facilities without authorization;

19. Knowingly presents a worthless check or forging a money order in payment to the College or a College official, or fails to make satisfactory arrangement for the settling of a debt or account with the College;

20. Participates in illegal gambling in any form;

21. Litters, posts notices in non-designated spaces, and/or distributes or sells goods on campus without approval from the appropriate College personnel;

22. Uses bicycles, skateboards, roller blades, scooters, or any other motorized or non-motorized vehicle or equipment (except wheelchairs) inside of buildings or in an unauthorized, unsafe, careless or reckless manner;

23. Brings animals except for service animals or those used in the educational process inside College buildings and/or leaves animals unattended on campus;

24. Engages in hazing or other forms of bullying behavior towards any member of the campus community;

25. Tampers with the election process of College-recognized student organizations;

26. Repeatedly violates College policies, procedures, or guidelines, and/or repeats a less serious breach of conduct;

27. Commits any other offense that disrupts the educational process of the College;

28. Smokes on campus, includes vaping, e-cigarettes, etc.; and/or

29. Fails to produce a valid Montgomery County Community College student identification at the request of Public Safety or a College employee.

Issues of academic dishonesty, cheating, plagiarism, and resulting grade appeals are dealt with under the policies outlined in the Student Academic Code of Ethics.

CLASSROOM DISMISSAL BY FACULTY MEMBER

In addition to adhering to the Student Code of Conduct, students are expected to follow classroom guidelines for behavior as articulated in the syllabus for each class. If a student is disruptive in class (i.e., student behavior is disruptive or inappropriate in the class setting and interferes with the teaching/learning process), a faculty member has the right to temporarily dismiss the student from class (not to exceed one class session). Students who have been dismissed from one class session must meet with their faculty member prior to attending the next class session. When a faculty member dismisses a student from class, the faculty member shall alert Student Affairs of such dismissal within 24 hours via the indicated process/electronic system.

If a faculty member finds it necessary to dismiss a student from a second class session or more, the appropriate division dean should be notified by the faculty member within 24 hours and an incident report should be sent to the Judicial Officer to initiate the student disciplinary process via the indicated process/electronic system.

When the presence of the student in the class poses a threat of harm to themselves or to others, immediate removal from the classroom is to be invoked by the faculty member. Incidents that pose a threat of harm to the student or others must be immediately reported to the Public Safety Office.

The Judicial Officer may continue the temporary removal from the classroom until the initial investigation and/or Judicial Hearing Board process is complete. Dependent on the specific Student

7. **Interim Suspension**

   Temporary exclusion from the College and College-sponsored activities pending results of an initial investigation and/or Judicial Hearing. This sanction is to be invoked by the Judicial Officer or Dean of Student Affairs only when the presence of the student on campus poses a threat of harm to the student, to others, or to the continuance of normal College functions. A notation of an Interim Suspension will be removed from the student's record at the point of final decision of the case. Interim Suspension requires final approval of the Dean of Student Affairs if invoked by the Judicial Officer.

8. **Withholding of Transcript or Degree**

   A sanction that may be imposed on a student who fails to pay a fine or debt owed to the College or who has a disciplinary case pending a final decision. The sanction terminates on payment of the fine or debt, or the final decision of the case.

9. **Administrative Hold**

   Precludes a student from registering, receiving transcripts, or graduating until clearance has been received from the Judicial Officer, based on the student's completion of specified conditions, such as the return of property, completion of community service obligations, payment of restitution, etc.

10. **Disciplinary Suspension**

    Exclusion from the College and College-sponsored activities for a specified period of time. Upon completion of the period of suspension, the student will be considered for re-admittance in accordance with any academic, Admissions Office, and/or program/degree standards that are in effect. Students on Disciplinary Suspension will have an Administrative Hold on their records and will be required to meet with the Judicial Officer upon return to the College. Disciplinary Suspension is limited to a maximum of one year from the date of the written notification of the decision. A Disciplinary Suspension sanction will remain on the student's permanent academic record. Disciplinary Suspension requires final approval of the Dean of Student Affairs.

11. **Permanent Denial of a Montgomery County Community College Degree**

    Permanently denies a student from receiving a degree from the College at any time. This sanction may be used in conjunction with Disciplinary Dismissal. A Permanent Denial of a Degree sanction will remain on the student's permanent academic record.

12. **Disciplinary Dismissal**

    Permanent exclusion from the College and College-sponsored activities. A Disciplinary Dismissal sanction will remain on the student's permanent academic record.

DISCIPLINARY

Step # 1: Reporting the Violation

Any member of the College community or guest may report a potential Student Code of Conduct violation. Reports should be made to Public Safety or Student Affairs via the indicated

Step # 3: Notification

When investigating an alleged violation, a student shall be notified to appear and provide information to assist in the investigation through any of the following methods:

1. A sealed letter delivered to the student.
2. A letter mailed to the student's address as listed with Enrollment Services. The student is responsible for keeping Enrollment Services apprised of his or her current home address.
3. A written communication sent to the student's College email address.

From the date of the letter, message or communication, a student is afforded a grace period of three business days to schedule a meeting with the Judicial Officer. If the student wants to schedule a meeting during the grace period, the student should contact the Judicial Officer for appointment availability. The communication shall also describe the alleged violation(s), provide information regarding the purpose for the meeting, and/or additional instructions to the student.

The Judicial Officer may place a student on disciplinary probation or determine an appropriate sanction if the student fails, without good cause, to respond to the request for a meeting, to comply with instructions in the notification letter, or otherwise fails to attend a scheduled

Step # 6: Judicial Hearing Board Process

All hearings are conducted by the Judicial Hearing Boards established on each of the College's two campuses (Central and West). Students taking courses at other sites or online will be referred

The Appeals Officer has the final authority in the determination of all appeals, with the exception of sanctions of Permanent Denial of a Montgomery County Community College Degree and/or Disciplinary Dismissal, for which the student may exercise a final appeal to the College President, due to the severity and permanent nature of the sanctions. Appeals to the College President must be made in writing within three business days from the time the student receives notification of the Appeals Officer's final decision. The College President will only grant an appeal if the rationale meets one or more of the above guidelines. The College President will appoint an Appeals Officer, who will review the evidence and recommend a decision to the President within five business days. The decision of the President is final and permanently ends the process.

CONCLUSION

Due to issues of confidentiality, the final outcome(s) will only be communicated to the accused student(s), the Judicial Officer, and any College officials and/or faculty members who may need

COLLEGE EMAIL DIRECTORY

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