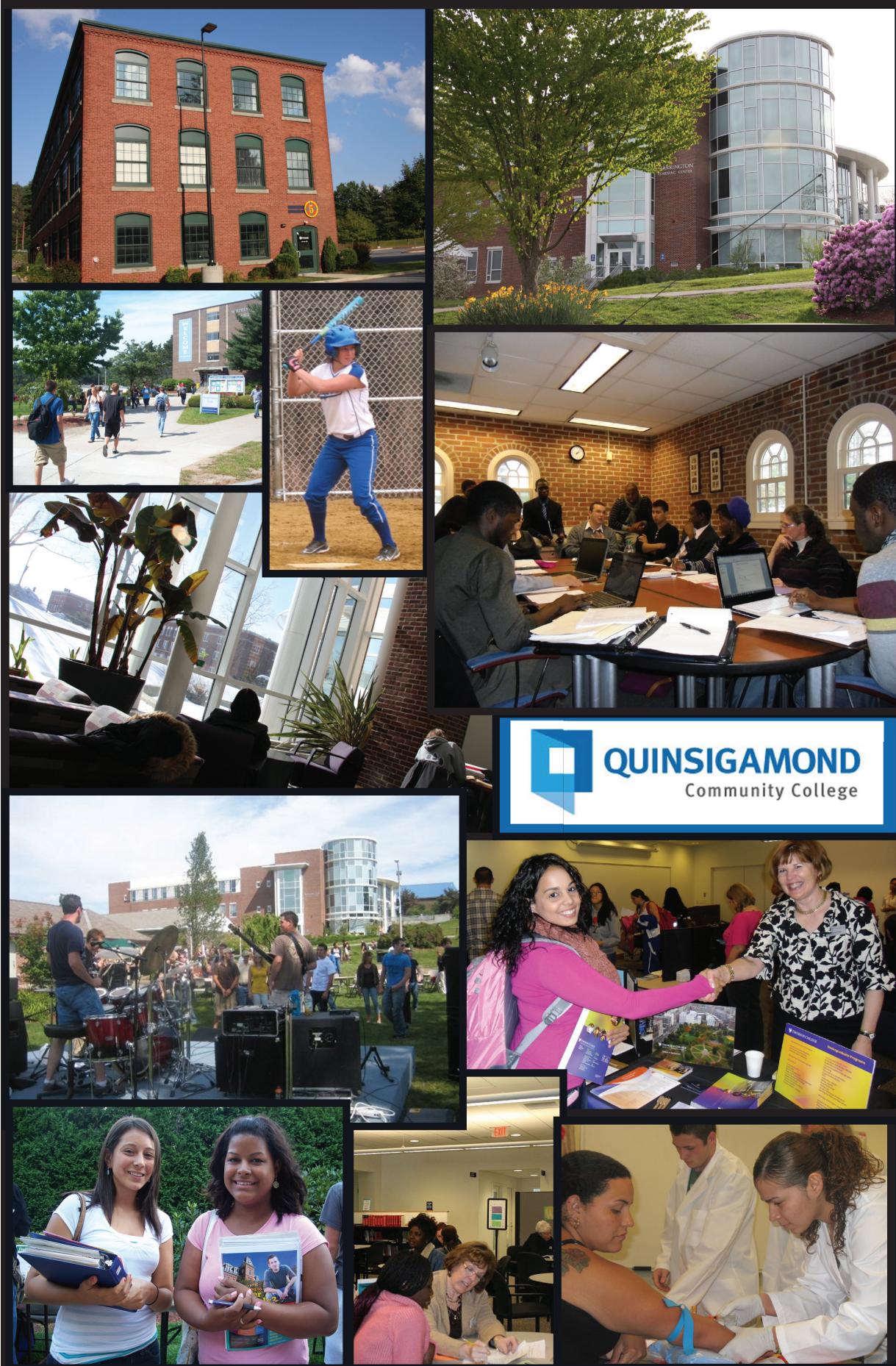


The OPEN DOOR

QCC's student newspaper

WELCOME STUDENTS!



PRESIDENT'S PLACE



Dr. Gail Carberry

Welcome to our new and returning students! You have made a good choice in coming to QCC. You will find here the tools you need to be successful in the pursuit of your dreams.

In addition to the offerings at our main campus, we provide expanded program offerings at our Southbridge campus and classes at Assabet High School in Marlboro, Burncoat High School, St. Peter Marian High School and Worcester Technical High School. QCC now has additional space in the former Telegram & Gazette building in downtown Worcester and plans to expand our Health Care programs in the coming year.

We are constantly striving to increase your opportunities to obtain a certificate or associates degree. If you plan to transfer to a baccalaureate degree program at a four year college, you have made the important decision to begin your journey here. I commend you for that. Your investment in your education will pay long term dividends by improving your quality of life. An associates degree will increase your earning power and bring welcomed benefits and opportunities.

But it will take both planning and hard work. You will need to budget your time wisely, especially if you have the added responsibilities of a job and/or family to consider. Get to know your professors and advisors. Their guidance and knowledge can be a valuable tool for your success. At QCC you will find new friends, friendly faces, and opportunities to be involved. Have some fun along the way but don't lose sight of your goal.

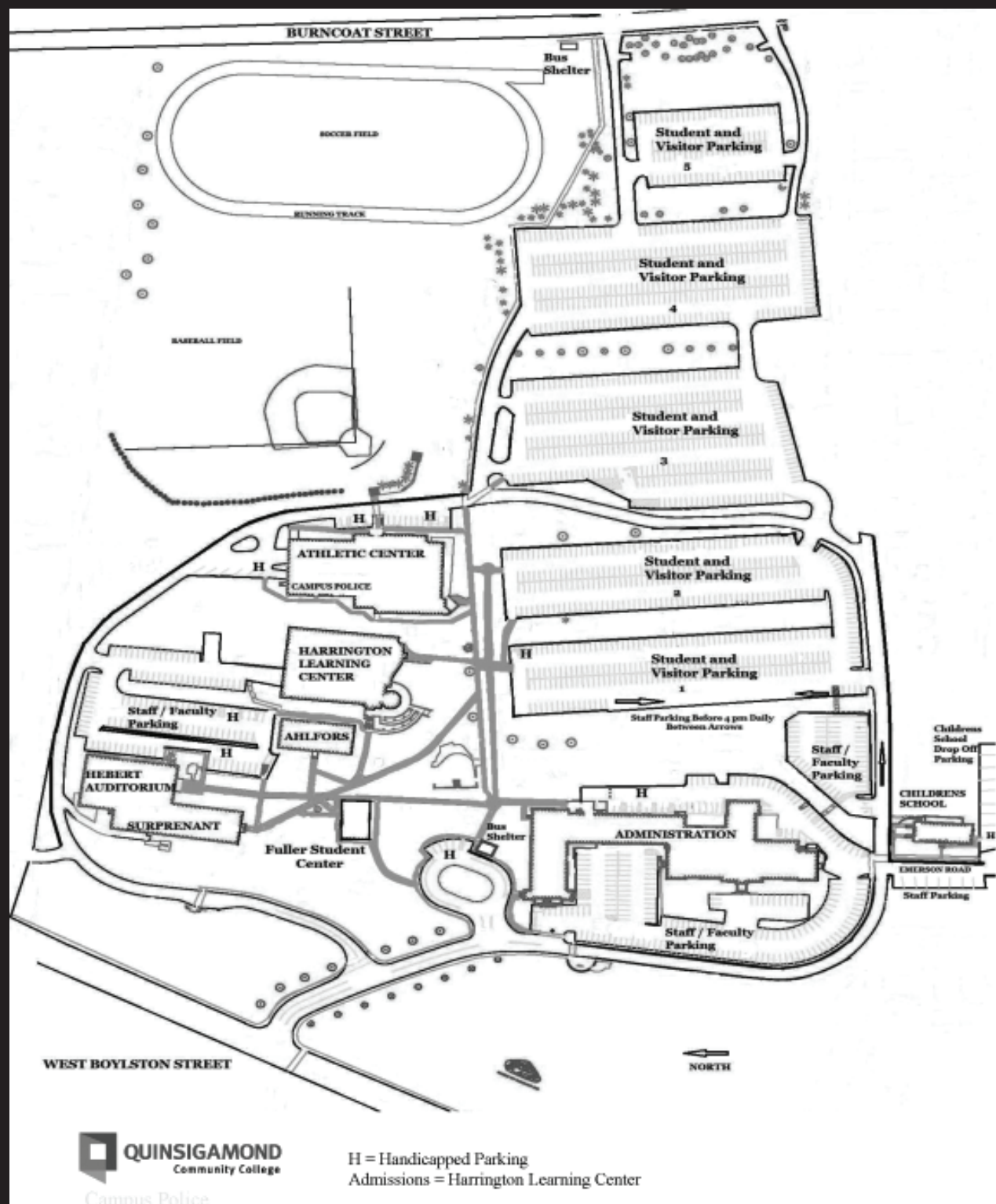
ADMISSIONS.....	3	CVTE.....	8	PHI THETA KAPPA.....	16
ADVISING.....	3	DISABILITY SERVICES.....	9	PUBLIC SAFETY.....	17
ATHLETIC CENTER.....	4	FINANCIAL AID.....	9	REGISTRAR'S OFFICE.....	18
BOOKSTORE.....	5	FULLER STUDENT CENTER.....	10	STUDENT EMPLOYMENT & TRANSFER.....	20
BUSINESS OFFICE.....	6	GATEWAY TO COLLEGE.....	11	STUDENT LIFE.....	20
CHILDREN'S SCHOOL.....	6	GENERAL ACEDMIC ARESA.....	11	STUDENT SENATE.....	21
CLUBS.....	7	HARRINGTON LEARNING CENTER.....	12	TRAINING & EDUCATION CENTER.....	21
COMMUNICATION SKILLS CENTER.....	7	THE COMMONWEALTH HONORS PROGRAM.....	14	TRANSITION CENTER.....	23
COUNSELING.....	8	MATH CENTER.....	15	TRIO PROGRAM.....	24
		OPEN DOOR STUDENT NEWSPAPER.....	16	THE Q.....	28

WELCOME TO QCC

Welcome new and returning students! The Open Door staff hopes that you find our paper to be an informative and entertaining window into the QCC world. We are published once a month with the help of the college's many different departments and services. Our goal is to bring you important dates, events and articles offering a wide range of topics.

The Open Door goes beyond announcements and news. It's a **creative** outlet for you, as a student, to have your work published whether it's an editorial, poetry, reviews or art of all kinds; our policy is the same as our name. We encourage everyone to contribute in some way. The Open Door is located in the Fuller Student Center. Stop by and introduce yourself and your ideas. Or, if you prefer, send your submission via email to opendoor@qcc.mass.edu

CAMPUS MAP



The Open Door is the student newspaper of Quinsigamond Community College and is distributed once a month. Students are encouraged to participate in its publication through the submission of articles, article ideas and actual production work. If you are interested in working on The Open Door, please see Pat Bisha-Valencia, coordinator. The office is located in the Fuller Student Center in Room 2F. Come visit us, or email opendoor@qcc.mass.edu or phone 508-854-4285.

Coordinator: Pat Bisha-Valencia
Student Editor: Joe Mogel
Layout Designers: Janice Hughes & Triston Hixon
Staff Writers: Mary Bailey, Jennifer Nadeau, Beryl Pettiford, Christine Greige, Amy Pierce, William Duggan

Next Issue: September 3, 2013

OPEN DOOR

Schedule for Fall 2012 / Spring 2013

Issue	On the Stands	Deadline
#1 September	September 3	August 5
#2 October	October 3	September 13
#3 November	November 7	October 15
#4 Dec/Jan	December 5	November 12
#5 February	February 6	January 13
#6 March	March 6	February 10
#7 April	April 3	March 10
#8 May	May 1	April 7



admissions

The Admissions Office would like to extend a warm welcome to new and returning students. We are excited that you are attending QCC! Our office is located on the second level of the Harrington Learning Center, across from the main information desk or you can visit our Southbridge location at 5 Optical Drive.

We can help you to:

- Get information on programs of study
- Get your questions answered. If we don't know...we'll find out!

We are open from 8 am to 7 pm Monday-Thursday, and from 8 am to 5 pm on Friday. If you prefer you can email us at admissions@qcc.mass.edu



Worcester Admissions Staff



Southbridge Admissions Staff

need to know

(www.qcc.edu/admissions)

HLC 2nd Floor/5 Optical Dr.

Monday - Thursday: 8 AM-7 PM

Friday: 8 AM to 5 PM

508.854.4262

advising@qcc.mass.edu



advising

How do I make an advising appointment?

To make an appointment with an advisor, go to our website at: www.qcc.edu/advising and click on "Schedule an appointment with an advisor." Follow the prompts from there for the appointment you need and to choose a date and time that works for you.

What happens during an advising appointment?

An Advisor will:

- Help you decide which QCC program of study is best for you
- Provide resources and information on careers associated with QCC programs of study
- Interpret your Placement scores
- Assist you with registering for courses and planning your semester schedule
- Let you know about important resources at QCC



The QCC Advising Staff

How can students prepare for an advising appointment?

- Review QCC's Programs of Study either on-line at: http://www.qcc.edu/pages/Programs_of_Study.html or in the QCC Catalog;
- Run your degree audit on The Q and review the courses required for your program of study;
- Review the course offerings and schedule online on The Q.
- Plan out your schedule with first and second choices for course times;
- Research careers related to your program of study;
- Make a list of questions you may have.

Career Planning

How can I decide on a career and program of study?

- Enroll in one (1) of the following courses:
 - ORT 110, Strategies for College and Career
 - PSY 115, Self-Assessment and Career Planning
- Attend a Career Planning Now session, a free 2-hour career planning workshop
http://www.qcc.edu/files/academic_advising/career_planning_session_summer_2013.pdf -- for CAPS session schedule
- Meet with an advisor who will can provide you with:
 - Individual advising about all QCC programs and the steps to follow to qualify for your program of choice
 - An understanding of the career you wish to pursue, as well as the academic preparation and personal commitments required for success in the program
 - An assessment of the academic skills needed to be eligible for entry into the career of your choice
 - An individualized educational plan outlining the steps necessary to meet the minimum admission requirements for your program

need to know

(www.qcc.edu/advising)

Room 61A

Monday - Thursday: 8 AM-7 PM

Friday: 8 AM to 5 PM

508.854.4308

advising@qcc.mass.edu



advising

(continued)



Placement Testing

All new students are required to take the Accuplacer Placement Test before registering for English, math and courses requiring a prerequisite of English or math.

What is the Placement Test?

The Accuplacer is a computerized test that helps determine the appropriate level at which a student should begin math and English courses. Most of the test is not timed and the majority of the questions are multiple-choice. Students can choose to take the entire test (English and math) during one testing period or take the English and math tests at different times. An Academic Advisor will use the results of this test to help students select the right courses for registration.

How do I prepare for the test?

- It's very important to study and review before you take the test.
- For more information, go to QCC Accuplacer Tips or enter this URL:
http://www2.qcc.mass.edu/advising/CPT/QCC_Accuplacer_Tips.pdf

How do I make a Placement Test appointment?

To make an appointment to take the Placement Test, go to our website at: www.qcc.edu/advising.html and click on "Take the Accuplacer Placement Test." Follow the prompts to choose a date and time that works for you.

athletics



Athletic Center Equipment /Facility Offerings:

- Two Exercise Areas, including cardio, free weights, strength machines, cycling bikes, and much more
- Basketball Court
- Locker Rooms - restrooms, showers, sauna, lockers
- Ping Pong Table
- Program Room

CIRCUIT TRAINING

Monday, Wednesday and Friday: 12:30pm - 1:15pm
Tuesday & Thursday: 4:15pm - 5pm

KUNG FU

Monday & Wednesday: 11:30am - 12:15pm

INDOOR CYCLING

Monday: 6:00pm-6:45pm
Wednesday: 5:30pm - 6:15pm
Tuesday & Thursday: 12:15pm-1pm

YOGA/PILATES

Tuesday & Thursday: 12pm - 1pm & 5:15pm - 6:15pm

ZUMBA

Monday: 6:30 pm-7:15 pm
Wednesday: 4:15 pm-5:00 pm

INTERCOLLEGIATE SPORTS

- Men's Basketball
Coach Hadley Camilus
508.854.4211
- Women's Basketball
Coach Lars Farnham
508.854.4492
- Baseball
Coach TBA
508.854.4317
- Softball
Coach Lars Farnham
508.854.4492



The Athletic Center Staff

INTRAMURAL SPORTS

- Indoor Soccer
- Basketball
- Volleyball
- Flag Football
- Frisbee Golf
- Ultimate Frisbee

We want your suggestions!

If you have any suggestions about program classes or intramural sports that you would like offered, please stop by or contact the Athletic Center. We love to hear the opinions of our students, staff, and faculty. We want the Athletic Center to be a great place to spend some of your free time!

Call us at 508.854.4317



need to know

www.qcc.edu/student-life/athletics
www.qcc.edu/services/athletic-center

Athletic Center Hours:

Monday - Friday: 7:30am - 9:00pm
Saturday: 9:00am - 2:00pm
Sunday: Closed

All offerings and programs are free for QCC Students, Staff, and Faculty

Check The Q and posted signs for fall schedule.



athletics

(continued)

a @qcc



Fall BASEBALL and SOFTBALL will be starting the first day of classes. If you are interested in playing an intercollegiate sport at QCC, please contact the coach or stop by the Athletic Center.

BASKETBALL TRYOUTS

Will be held on OCT 1ST 2013



bookstore

b @qcc

FALL TEXTBOOKS AVAILABLE IN STORE AND ONLINE
MONDAY, AUGUST 26, 2013.

FALL 2013 EXTENDED HOURS

Monday - Thursday	August 26th - August 29th	8:00am - 7:00pm
Friday	August 30th	8:00am - 4:00pm
Monday, September 2, 2013		
CLOSED - HOLIDAY		
Tuesday - Thursday	September 3rd - September 5th	8:00am - 7:00pm
Friday	September 6th	8:00am - 5:00pm
Saturday	September 7th	8:30am - 11:30am
Monday - Thursday	September 9th - September 12th	8:00am - 7:00pm
Friday	September 13th	8:00am - 3:00pm

FINANCIAL AID

will be available for students to use in the Bookstore beginning Monday, August 26, 2013 - Friday, October 4, 2013.

DAILY BOOK BUYBACK

will begin Monday, September 23, 2013 from 11:00am - 2:00pm



The QCC Bookstore Staff

need to know

(bookstore.qcc.mass.edu)

Administration Basement
Monday - Thursday: 8 AM-4 PM
Friday: 8 AM to 3 PM
508.854.4237

Fall textbooks available
in-store and online
Monday, August 26, 2013



business office



Payment Plan

Quinsigamond Community College offers a payment plan administered by NelNet Business Solutions for the Fall 2013 semester. Payments began on June 5th. If you have already enrolled in the payment plan currently there are four remaining payments for the Fall 2013 semester: August 5, September 5, October 5, and November 5. The Payment Plan information was included in an email sent to your QCC student Q mail account. If you are interested in setting up a payment plan for your Fall 2013 balance please follow the instructions listed below.

- Go to www.qcc.edu
- Log into “The Q” (The Student and Faculty Portal).
- Select “Financial Services”
- To the left of the page select “Student Finances”
- Select “e-Cashier FACTS Payment Plan”
(Make sure you choose the correct semester and you waive the Health Insurance charge if you have your own coverage)

Below you will find the Tuition and Refund Policy for the Fall 2013 semester. If you are registered for a course(s) at Quinsigamond Community College and decide that you do not want to attend, you must formally withdraw from the college or you will be responsible for your balance.

Tuition and Fee Refund Policy, Fall 2013 Semester

Withdrawal through September 10, 2013	100% refund
Withdrawal beginning September 11, through September 18, 2013	50% refund
As of September 19, 2013	0% refund

Payments can be made in the Payment Center, Room 65A, Monday-Thursday 8-7 and Friday 8-5 during the school year.



children's school



Quinsigamond Children's School

The Children's School is on campus and open for the full year including college breaks and throughout the summer.

Quinsigamond Children's School offers young children (2 years 9 months to 5 years of age) a program that fosters appreciation of self, others, and the world around them. It promotes self-motivated learning through discovery and hands-on involvement with the environment. Emphasis is placed on meeting individual needs while encouraging respect for others.

The Children's School at Quinsigamond Community College provides:

- A rich learning environment for young children
- A program of supervised student participation for the Early Childhood Education Associate Degree Students
- A parent education program
- A demonstration school setting for observational purposes for students, parents, and other community members

Applications for admission are accepted on an on-going basis. Applications are placed on a list according to the date they are received, and processed from the list as vacancies occur. QCC students, faculty and staff members may be given priority.

We accept state vouchers and you may be eligible for a QCC student scholarship!

For enrollment choices and further information contact the Children's School office at 508.854.4220 or janel@qcc.mass.edu or nknight@qcc.mass.edu or stop by the school.



need to know

(www.qcc.edu/services/childrens-school)

7:15 AM-5:15 PM
Monday - Friday,
Tuesday/Thursday,
Or Monday, Wednesday, Friday

508.854.4220
janel@qcc.mass.edu



clubs

There are a variety of clubs to participate in at QCC including the Engineering Club, Christian Student Union, Music Club and Anime Club. To learn more, visit the annual Student Club Fair on Monday, September 11 and Tuesday, September 12 from 11 am to 1 pm each day outside the Fuller Center. If there isn't one you're interested in, learn how to start one!



communication skills center

The Communication Skills Center, located on the second floor of the Harrington Learning Center, is a tutoring and resource center for writing, as well as the skills important to the writing process, including reading comprehension, critical thinking, and planning and organization. The Center offers a variety of services, including individual and group tutoring, writing and grammar workshops, English conversation groups, and writing reference guides and handouts. Services are free to all currently enrolled QCC students.



Tutoring

The Communication Skills Center is staffed by friendly, enthusiastic tutors who work collaboratively with students to improve their skills and aid them in becoming more competent and confident writers. Tutors can assist students with writing assignments for any course and can help at any point in the writing process. During a tutoring session, a tutor can: help clarify an assignment; help with brainstorming, prewriting, and outlining; assist with developing, organizing and unifying your writing; assist with formatting, citing, and documenting using MLA, APA, and Chicago style; provide guidance for understanding common grammatical errors; or help with basic word processing.

Tutors at the Communication Skills Center are also available to help students with reading comprehension and study skills for any course. Tutors can introduce you to valuable reading strategies that will help strengthen your reading proficiency and comprehension, allowing you to be more successful in your courses. We can also assist with organizing and documenting speeches and presentations for any course.

Students may seek out tutoring at anytime during the semester, but we encourage you to come in early and often! Please come prepared for your tutoring session by bringing your assignment, any handouts or descriptions of the assignment, and any drafts or notes. Tutoring is available on a walk-in basis or by appointment. Sessions usually last from one half hour to an hour.

Writing Workshops

Every semester the Communications Skills Center offers a series of free writing workshops on a variety of topics important to successful college writing. Recent workshop topics include Comma Use, Subject-Verb Agreement, Commonly Confused Words, Writing Introductions and Conclusions, and Integrating Sources into Your Research Paper. Workshop schedules are available at the Center or on our website (www.qcc.mass.edu/csc/).

English Conversation Groups

Students interested in practicing and improving their English vocabulary, pronunciation, and conversation skills can participate in the Center's hour-long English conversation groups. These drop-in tutor-led groups meet daily in the Communication Skills Center. Conversation group schedules are available at the Center or on our website (www.qcc.mass.edu/csc/).

Reference Materials

A variety of handouts that address a number of writing, grammar, punctuation, and formatting concerns are available at the Center. Writing workbooks and handbooks are also available for student use.

Computer Lab and Printers

Currently enrolled students are welcome to use our computer lab and printers to work on any writing assignment. Center tutors are available in the writing lab to assist students with various basic word processing/computer questions. Please note that computer and printer use in the Communication Skills Center is limited to academic writing assignments or coursework in ESL, English, or speech classes. Computers for general student use are available in the Harrington Computer Lab, 379A.

need to know

(www.qcc.mass.edu/csc/)

HLC Room 208

Fall and Spring Semester Hours:

Monday - Thursday: 8 AM-9 PM

Friday: 8 AM-4 PM

Saturday: 9 AM-3 PM

Summer Session Hours:

Monday - Thursday: 8 AM-9 PM

Friday: 8 AM-12 PM

Saturday: Closed

Intersession Hours:

Monday - Thursday: 8 AM-7 PM

Friday: 8 AM-5 PM

Saturday: Closed

508.854.7488

cscinfo@qcc.mass.edu



counseling



Welcome to QCC and Counseling Services.

College can be a stressful time for many of us. You are expected to deal with new academic challenges, develop new relationships, learn to cope with anxiety and stress and balance many demands of work, school and family.

Students who make use of counseling services are able to learn new skills, learn more about themselves, and become more confident in their abilities and in their relationships with others. Counseling can offer a safe space to talk in private, take a break and unwind, relax, meditate or just plain “get way from it all” for a while.

Imagine taking some time for you to sit and learn more about you, your values and attitudes and develop greater self awareness and insight. You can explore the self-esteem program or participate in stress reduction.

Counseling services aim to help students thrive. Short-term-counseling, consultation and referral services address situational problems such as academic performance, loss of an important relationship, general stress; more serious crisis issues such as physical or sexual abuse, depression, or loss of a loved one.

We are sensitive to student’s concerns about confidentiality. Services are available at no cost to currently enrolled students. Appointments can be made by calling 508-854-4479 or coming to Room 162A.



Karen Cox, Counselor

need to know

(www.qcc.edu/services/counseling-services)

Room 162A
8 AM-4 PM
508.854.4479
karenc@qcc.mass.edu

cvte (Career Vocational Technical Education)



QCC CVTE Linkages Program

Career Vocational Technical Education (CVTE) Linkages (formally known as Tech Prep) is a program of study which begins in high school, continues at a postsecondary institution and culminates in an associate degree, two-year certificate, apprenticeship, or further postsecondary study in a career and technical field.

If you participated in your high school’s CVTE Pathway Program, you may be eligible for college credit and other special activities and services. CVTE students are eligible for credit if they request the credit, enroll at QCC, and meet the following requirements:

- 80 or above for courses being articulated
- C average or better in other courses (Minimum 2.0 GPA)
- High School transcripts reviewed
- Meet Math and English Course Requirements on the Accuplacer
- QCC and the High Schools have a current “Articulation Agreement”

CVTE Partnership High Schools

The following high schools are associated with the QCC CVTE program:

Assabet Valley RTSD, Bay Path Regional Vocational High School, Blackstone Valley RVHS, Leominster CTE, Spencer-East Brookfield RSD, Webster School District, Worcester School District

QCC and the high schools work together to update or extend the Course Articulation Agreements, if requested by the high schools, every three years to ensure that the college and high school courses continue to be comparable.

Sample of CVTE Programs of Study

- Accounting
- Applied Arts
- Automotive Technology
- Basic Engineering
- Business Administration/Related Programs
- Computer Applications Programs
- Early Childhood Education
- Electronics/Electromechanical Technology
- Hotel and Restaurant Management
- Manufacturing Technology

CVTE/Tech Prep Website

CVTE/Tech Prep information for QCC students is available on our web site. Go to the Main QCC web site: www.qcc.edu and under Quick Links, go to Academic Support Services. Once you are on this page, look to the left page menu for Tech Prep Pathways of Study. This link will take you directly to the Web site. This site will give you useful information including participating schools, your eligibility for credit and other useful contact information. Contact Information: Please send an email to chebert@qcc.mass.edu

need to know

(www.qcc.edu/services/tech-prep)

508.854.2755
chebert@qcc.mass.edu



disability services



QCC is committed to providing access for all individuals. The purpose of Disability Services is to assist students with disabilities to achieve their educational goals by providing reasonable accommodations and support services.

Reasonable accommodations for students are determined on an individual basis. The following are some of the more frequently requested accommodations and services:

Accommodations:

- Assistive Technology
- Extended Time on Tests
- Interpreters of American Sign Language
- Less Distracting Testing Room
- Note Takers
- Scribes/Readers
- Alternate Format Textbooks

Services:

- Assistance with Course Selection & Academic Planning
- Liaison with College Personnel
- Medical Parking
- Problem Resolution Assistance

Confidentiality

No information is released without the student's consent. Accommodations are provided in accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act.

Definition of Disability

Disabilities are impairments that substantially limit one or more major life activities such as learning or working. The impairment may be either permanent or temporary.

Disabilities include but are not limited to:

- Specific Learning Disabilities with Reading, Writing, and Math
- Physical and Medical Disabilities --Sensory (visual, auditory...), Mobility (CP, MD, Carpal Tunnel), Traumatic Brain Injury, Illnesses, (Diabetes, Cancer, Stroke), and ADD/ADHD
- Emotional and Psychiatric Disabilities--Anxiety, Depression, Post Traumatic Stress Disorder, and Thought Disorders

Student Responsibility

If you are a student with a disability who would like assistance you must schedule an intake/planning appointment with Disability Services and provide appropriate documentation of your disability.

Contact Us

If you are uncertain whether you have a disability, you have questions about your documentation or you would like further information about disabilities, our office, or services.

need to know

[\(www.qcc.edu/services/disability-services/\)](http://www.qcc.edu/services/disability-services/)

Main Campus:

Room 246A

Monday - Thursday: 8 AM-6 PM

Friday: 8 AM-5 PM

508.854.4471

disabilityservices@qcc.mass.edu

Southbridge Campus:

Reception Area

Monday - Wednesday: 10 AM-6 PM

Thursday & Friday: 9 AM-5 PM

774.318.2113

sdisabilityservices@qcc.mass.edu



financial aid



The Financial Aid Office would like to extend a warm welcome to new QCC students!

Did you know that you can still apply for financial aid for the Fall semester? Funds are still available to assist you in paying for your education. These funds may include grants, loans, and work study employment.

If you need financial aid, apply online at www.fafsa.gov. The QCC School Code is 002175 and you (and your parent, if applicable) must sign using your FAFSA PIN or by printing and signing the signature page. The Financial

Aid Office will receive your information electronically within a few days, and you'll be on your way to getting the help you need. If you need help applying, we can assist you! Please contact us at 508-854-4261, by email at financialaid@qcc.mass.edu, or stop by Room 165A for more information.

need to know

[\(www.qcc.edu/financial-aid-scholarships/\)](http://www.qcc.edu/financial-aid-scholarships/)

Room 165A

Monday - Thursday: 8 AM-7 PM

Friday: 8 AM-5 PM

508.854.4261

financialaid@qcc.mass.edu

QCC School Code:

002175



financial aid (continued)



If you have already applied for Financial Aid

If you are still waiting to receive your aid award, please verify that your application is complete. To find out if additional documents are needed or to see your award, log on to The Q. If no documents are requested, please try to be patient. We have received a high volume of applications and are working as quickly as possible to review them. We will contact you by mail when your file has been reviewed.

Book Vouchers: Students whose financial aid award is greater than their Fall 2013 bill with the Business Office may be eligible for a book voucher at the QCC Bookstore. A list of eligible students is prepared by the Business Office and sent to the Bookstore prior to the beginning of Fall 2013 book sales. You will also receive notification sent to your QMail indicating that you have a book voucher available at the Bookstore.

If you have any questions, we are here to help! Stop by our office in Room 165A of the Administration Building Monday-Thursday, 8am-7pm or Friday from 8am – 5pm, send an email to financialaid@qcc.mass.edu or call us at 508-854-4261.

fuller student center



Are you looking for a place to relax in between classes? Have you heard where you can purchase discount movie tickets or play pool? Right in the middle of the QCC campus is a little gem called the Fuller Student Center. As you go through the entrance, you are welcomed by Student Life; where you can obtain discount tickets to the movies, up-coming trips and programs, as well as get information for clubs and organizations.

With your student ID, you have the opportunity to check out board games and pool equipment. Continue on through, and you will see the Open Door and Student Senate Office, a students-only conference room, a lounge where you can watch television, and a pool room and vending machines where you can grab a snack when you're on the run. When the weather is just right, you can sit out on the patio to hang out and eat lunch.

The Fuller Student Center is open from 8:30 am to 8:00 pm Monday-Thursday and until 4:00 pm on Fridays. The center is open to all QCC students. Please read the QCC Handbook for further information and policies regarding the Fuller Student Center.

need to know

(www.qcc.edu/student-life)

Monday – Thursday: 8:30 AM-8 PM

Friday: 8:30 AM-4:00 PM





gateway to college



need to know

(www.qcc.edu/academics/high-school-student-programsoptions/gateway-college)

508.854.7587

The Gateway to College program, in partnership with Worcester Public Schools and Quabbin Regional High School, is welcoming another cohort of new students this semester. Gateway to College empowers students between the ages of 16-21 who have dropped out of high school or are not on track to graduate, an opportunity to earn a high school diploma and college credit in a supportive college environment. The Gateway to College program focuses on the individual needs of each student, and provides wraparound services to ensure that no student is left behind.

Students in the Gateway program complete their high school diploma requirements on the college campus while earning dual credit at the same time. The program is free to accepted students, and students are able to complete their coursework on the college campus. Upon completion, Gateway students will be well on their way to completing an Associate's degree or certificate program. Gateway to College celebrated its first graduating class in Spring 2013.

The program challenges students to move forward in their lives and to successfully commit to education and their future. Interested students may contact the Gateway office at 508-854-7587 for more information. The program will be recruiting for another new cohort of students in Spring 2014.



general academic areas

GAA Tutoring Center

Welcome to all our new students and welcome back to our returning students! It's nice to see you and good luck in your courses. Below are the services offered by the tutoring center for General Academic Areas (GAA), located on the 2nd floor of the Harrington Learning Center.

We offer FREE tutoring in:

- Accounting/Economics
- Anatomy & Physiology
- AutoCad
- Biology
- Chemistry
- Computer Science
- Economics
- Microbiology
- Nursing
- Physics & Physical Science
- Psychology & Sociology
- Spanish



Come by and make an appointment to see a tutor. It's FREE.

We also have online tutoring, through SMARTHINKING.

All tutor schedules can be accessed via the QCC Home website or "The Q", our online portal. See how to find us below:

Via QCC Home Website: Go to the Services tab and then select General Academic Areas (GAA).

Via "The Q": Click on Student Services and then Academic Tutoring.

Come by Room 205 in the Harrington Learning Center or call the center at 508-854-4279. There is always someone here to help!

need to know

(www.qcc.edu/services/general-academic-areas-gaa)

HLC Room 205

Monday - Thursday: 8 AM-9 PM

Friday: 8 AM-5 PM

Saturday: 9 AM-3 PM

508.854.4279



harrington learning center



Getting to Know the Harrington Learning Center

The Harrington Learning Center (HLC) offers state-of-the-art technology and services on three floors. HLC's highlights include:

- Four tutoring areas
- Communication Skills Center
- General Academic Areas
- Math Center
- Transition Center
- Assistive Technology Center
- Online Information Resource Center
- Print, video and electronic resources of the George I. Alden Library.

A café serves light refreshments, and we offer plenty of comfortable seating on all floors, plus nine rooms of various sizes which you may reserve for group study.

HLC offers the optimum atmosphere for study with areas for quiet reading and group work. HLC is also a secure place to study day or night, with closed-circuit video security and other safety systems.

As is fitting for QCC, which fosters technological skills, HLC's electronic "backbone" - both wired and wireless - reaches every room. Students have access to some 126 computers with both wired and wireless capability.

A current QCC student may check out a laptop computer to use for two hours in HLC. Sign up at the Circulation Desk on the second floor with a valid QCC ID card and Library barcode.

Note that the College's Acceptable Use Policy, posted on the QCC web site, governs all computer and wireless access use.

If you've ever been frustrated because a book you needed has "walked" from the Library, you'll be pleased to know a modern 3M Detection System will alert Library Staff to materials being removed without being checked out.

HLC also boasts a conference room across the lobby from a Student Activities Desk where QCC student groups can coordinate various organized activities.



1st Floor

Starting from the 1st floor entrance facing Ahlfors Building, you'll encounter:

24/7 Book Drop

The book drop is located in the outside wall of the building to the right of the entry door on this floor.

Library Café

The Library Café serves gourmet coffees and other light refreshments. There are tables and chairs in the café itself, outdoors on the patio, and additional seating in the "library living room." These are the areas to enjoy food and drinks, which are not permitted on 2nd and 3rd floors. Water in spill-proof containers is allowed.

Student Activities Desk

The curved counter area hosts displays by and for students (and the general campus community) from club programs and bakes sales to presentations about transferring to other colleges.

Other 1st Floor Amenities

A water fountain and bathrooms are across from the Café and are similarly located on all floors. An elevator to the 2nd floor is opposite the stairs to that floor.

need to know

(www.qcc.mass.edu/library)

(www.qcc.mass.edu/mathsupport)

Monday - Thursday: 8 AM-9 PM

Friday: 8 AM-5 PM

Saturday: 9 AM- 3PM

508.854.4581



harrington learning center

(continued)



2nd Floor

Circulation Desk

This is the hub of the George I. Alden Library. Circulating books, including books you request from other libraries, can be checked out here. Course Reserves can be checked out to read in the building or to photocopy for home use. Course-related videos are also available for use in the AV Viewing Area around the corner.

Student laptops may be checked out for two hours from Circulation.

Information Desk

This is the place to ask for information and directions for building events as well as for activities all over the QCC campus. This knowledgeable staff also assigns group study rooms and monitors the building's security system. A TTY phone is available here.

Admissions Welcome Center

Students who are considering a college career will find dedicated staff to answer questions or help with the application process. A pleasant lounge area offers a spot to pull together materials or wait for a campus tour guide.

General Academic Areas

This area is devoted to tutoring in a variety of subjects. There are eight private tutor stations and tables and chairs for tutoring. Course-specific software is available on 16 computers. Videos and DVDs can be viewed in the AV Viewing Area.

A print retrieval stations is conveniently located in the central computer island.

The Assistive Technology Center

These two rooms (219 and 220) have staff and equipment to help disabled students access their textbooks and other assigned texts, as well as library and course-related Web resources.

Communication Skills Center

Tutors in this area can assist students with coursework in any English, ESL, or speech class, and can help with writing assignments for any QCC course at any point in the writing process. This Center also offers a variety of reading, writing, and conversation skills groups. Visit www.qcc.mass.edu/csc for more information and schedules.

Math Center

The Math Center provides free drop-in mathematics tutoring on a one-to-one basis for students taking math and related courses at Quinsigamond Community College. The Math Center has a large staff of tutors, desktop and laptop computers, appropriate software, course textbooks, solutions manuals, CPT review materials, and graphing calculators. The Math Center's website is www.qcc.mass.edu/mathsupport/

The Transition Center

This is a drop-in room where assistance is available for adapting to college. From learning basic skills to improving capabilities, this resource center is a good place to start for students who feel lost in the academic environment. Students can fit meetings into their busy schedules by scheduling ahead with tutors.

Student Group Study Rooms

There are a total of 9 group study rooms of all sizes on the 2nd and 3rd floors. Some can accommodate larger groups of students for collaborative learning and some are intended for use by two people (the smallest group size). AV viewing equipment can be placed in these spaces for group viewing of course-related videos and DVDs. Every group study room has a white board. HLC Information Desk staff schedule these rooms, which can be reserved in advance or requested on the spot.

Kurtinitis Reading Room

The Kurtinitis Reading Room on the 2nd floor, southwest corner, is spacious and comfortable. Here we provide a combination of tables, study chairs and soft seating.

Other 2nd Floor Amenities

A Cell Phone Zone exists in the concourse area near the Circulation Desk. Also in this area is a courtesy land line telephone and several computers for reading email and other quick look-ups. There is a photocopier on this floor around the corner to the right of the Information Desk, and a copy/printer card dispenser is located in the copier alcove. There are restrooms and a water fountain to the left of the Circulation Desk. The elevator to the 3rd floor is opposite the restrooms on this floor.



The Information Desk Staff



harrington learning center

(continued)



3rd Floor

This is the Quiet Floor of HLC. Please turn off your cell phones and pagers.

Alumni Reading Room

The QCC Alumni Association generously donated funds for furniture and lighting in this space. It is open to all for quiet study. We present rotating displays of Alden Library books here, and we offer a chess set for “pick up” matches.

Periodicals

The most recent issues of the library’s over 250 print periodicals (professional journals and popular magazines) are located just outside the Alumni Reading Room, with the most recent issue on top and back issues for the last few months stored under the slanted shelves.



The Reference Desk Staff

Reference Desk

This desk is staffed by Librarians at all times when HLC is open. These professional Librarians help locate resources and show students the most effective way to search print and electronic resources. We also make available handouts on a variety of topics related to online and print research.

Online Information Research Center

This state-of-the-art electronic “smart classroom” is furnished with a Smart Board™, a touch-screen presentation technology that is effective in teaching students how to use electronic library resources. This space is in nearly continuous use with library instruction sessions for classes and small groups serving over 3,000 students annually. Faculty schedule sessions with Librarians and bring their students for introductions to using the Library and its resources.

Library Stacks

Reference and circulating books, newspaper storage files and back issues of periodicals are all arranged on bookshelves on this floor of the library. A paperback leisure reading collection is also located in this area. We also offer a microfilm reader/printer for making copies of periodical articles which we hold in microform. Microfilmed sources include the New York Times back to 1939, the Boston Globe and the Worcester Telegram & Gazette.

Study Carrels, Tables and Soft Seating

Every possible configuration of seating is available on this, the quiet floor of HLC. Here in the Alden Library you may pick a way to study most comfortable for you.

Other 3rd Floor Amenities

In the alcove around the corner from the Reference Desk are a copier and a print retrieval station. Payment for either relies on the copy/print card readers attached to the machines. There are restrooms and a water fountain down the corridor beside the Reference Desk. The elevator to the 2nd floor is opposite the restrooms on this floor.

Throughout the HLC

The tutoring centers and library are filled with friendly, helpful, skillful staff ready to help you be successful. That’s what we do. We are here for you.

the commonwealth honors program



need to know

www.qcc.mass.edu/honors

Office 357A

Susan McPherson,

Honors Program Coordinator

508.854.2759

smcpherson@qcc.mass.edu

If you are academically motivated, and would like to be in classes with other motivated students, if you are planning on transferring to a 4-year college or university and would like to have more options for scholarships, consider joining the state-wide Commonwealth Honors Program. Your honors experience at QCC will be rewarding, challenging, and enjoyable.

Past Honors Program graduates have transferred to colleges such as Clark University, Smith College, Northeastern University, Wellesley College, Worcester Polytechnic Institute, and the University of Massachusetts to name just a few. Many transferring honors students have received significant scholarship awards as well. Two of our May 2012 Honors Program graduates received \$57,000 and \$90,000 scholarships respectively to Cornell University, and are currently working towards their Bachelor’s Degree, and a May 2013 CHP graduate was recently awarded the Foster Furcolo scholarship to UMass Boston which will cover all tuition and fees.

Whether you are enrolled as a full-time or part-time student, the Commonwealth Honors Program will provide you with an opportunity for enhanced success, both in your future studies and beyond.



the commonwealth honors program

(continued)



QCC’s Honors Program has been approved by the Massachusetts Department of Higher Education. Interested students can take one, two, three, or all four of the Honors Program class requirements (over the course of your time here at QCC). Benefits include smaller class sizes, a more participatory class structure, scholarship opportunities, and recognition at graduation—and on official college transcript—as a Commonwealth Honors Scholar, as well as guaranteed admission to any Massachusetts State College or University. I encourage you to e-mail me to set up an appointment to learn more about this exciting opportunity and to register for classes.

Honors-Only Course Offerings for Fall 2013 include:

ENG 102-21	Tuesday/Thursday	9:30am-10:45am
ENG 101-30	Tuesday/Thursday	11:00am-12:15pm
SOC 115-01	Tuesday/Thursday	12:30pm-1:45pm
ENG 101-08	Monday/Wednesday/Friday	9:00am-9:50am
PSY 101-07	Monday/Wednesday/Friday	1:00pm-1:50pm
ENG 102-08	Monday/Wednesday/Friday	10:00am-10:50am
HST 104-40	Thursdays	4:00pm-7:00pm



math center



QCC’s tutoring centers are located on the second floor of the Harrington Learning Center (HLC) and provide a welcoming and supportive environment with free tutoring for Quinsigamond Community College students. The Math Center (206 HLC) offers drop-in, one-on-one and small group tutoring for students taking a range of mathematics and related courses. Students can get assistance with their homework and develop their understanding of math with math tutors, and participate in group study with their peers.

A variety of math-related resources are also available, including current Math Department course textbooks and solutions manuals for use in the center, placement test review material, and a lending library. There are desktop and laptop computers for course related work such as MyMathLab, MyStatLab, videos on the Math Department YouTube channel and mathematics software Maple and MATLAB.

During the fall semester the Math Center is open 66 hours per week with both evening and weekend hours. Math tutoring is also available in Southbridge - the schedule will be posted at 5 Optical Drive during the first week of classes.



need to know

www.qcc.mass.edu/mathsupport

www.youtube.com/QCCmath

HLC Room 206

Monday – Thursday: 8 AM-9 PM

Friday: 8 AM-4 PM

Saturday: 9 AM-3 PM

508.854.7523

Bring your MyMathLab course ID to the Math Center and we can help you register for MyMathLab. MyMathLab Publisher’s Representative, Jackie Senich will be in the Math Center to answer questions about MyMathLab, please drop in anytime from 10 am – 3 pm on Tuesday, September 4 and Monday, September 9.



open door



need to know

(<http://bit.ly/14oBGuu>)

Fuller Student Center

508.854.4285

opendoor@qcc.mass.edu

Contribute to the Open Door
and be heard!



The Open Door is QCC's newspaper, a student run monthly publication. All students are encouraged to contribute on a free-lance basis or make a commitment to be a staff member. We welcome photographs, drawings, poetry, creative writing, opinion pieces, other contributions, and suggestions. Look to The Open Door for important updates from various student service offices, educational departments, as well as general campus news and happenings. Readers can expect to find helpful information on many aspects of the college as well as sports and entertainment news.

Deadlines and submission information can be found on the inside page of the paper. Contact us at opendoor@qcc.mass.edu, or stop by the office in the Fuller Student Center.



phi theta kappa



need to know

(www.ptk.org)

Room 154A

508.854.7412

bcoleman@qcc.mass.edu

Phi Theta Kappa (PTK) is the honor society of two-year colleges. To be eligible to request membership to this elite organization, students must have 16 credits earned at Quinsigamond Community College and a Cumulative GPA of 3.5. A student autobiographical profile form and recommendations from two QCC faculty members are also required. Once membership is approved, a one- time fee of \$70.00 must be submitted. This fee provides \$55.00 dollars for the Phi Theta Kappa Chapter and \$15.00 for the QCC Phi Theta Kappa account.

As a member you are encouraged to donate time to community efforts and to sometimes fundraise for very special causes. In return, as a Phi Theta Kappa member, you have exclusive online benefits that include the scholarship directory that offers scholarships exclusive to Phi Theta Kappa students, letters of recommendation for scholarships, and employment opportunities. As a member of the Phi Theta Kappa, you will find volunteering, the activities and exclusive benefits quite rewarding.





public safety



Quinsigamond Campus Police –“keeping you safe”

The Quinsigamond Campus Police Department is located on the ground level of the Athletic Center, Room 136 AC, and provides 24-hour police, security and parking services seven days a week throughout the year to the entire campus. The Department is staffed by a Chief of Police, Assistant Chief, three Campus Police Sergeants, and nine full-time Campus Police Officers. The primary mission of the Department is to provide a safe and secure learning environment for the College community. The Department embraces a professional approach to law enforcement, emphasizing customer service, community policing, and impartial enforcement of all laws, policies and regulations.

Quinsigamond Campus Police provide the following options for community members to report incidents:

- Emergency Number: 508-854-4444 On Campus or dial 4444 from any campus phone.
- Main Number: Non Emergency number 508-854-4221 or On Campus dial 4221 from any campus phone.
- Departmental Web Site for additional information at: <http://www.qcc.edu/campus-police>

As part of the college’s on-going effort to enhance safety and security programs, emergency phones have been installed throughout the campus for community members to report incidents.

During the day, these calls go directly to the dispatcher and will indicate the exact location from where the call is being made. The dispatcher will immediately dispatch a Quinsigamond police officer to the scene.

After hours, weekends, and holidays, the emergency phones ring directly through to the campus police officers hand-held radio communication phone and officers will respond accordingly.

Locations of Campus Emergency Phones:

Administration Building:

- Basement by the Library
- 1st Floor by main elevator
- 2nd Floor by main elevator
- 3rd Floor by main elevator
- 4th Floor by 416A

Surprenant Building:

- Basement by elevator
- 1st Floor by elevator
- 2nd Floor by elevator
- 3rd Floor by elevator
- 4th Floor by elevator

Parking Lots 1-4

- Strategically located

Ahlfors Building

- Hallway-main entrance

Athletic Center

- Basement level - by racquetball court
- Basement level – women’s locker room
- Basement Level – men’s locker room
- Basement level- Room 135G
- Pool level – north wall
- Hallway- east entrance

Child Study Center

- First floor-main entrance

Services Provided by Campus Police

- Lost and Found
- Motor vehicle lock out and jump starts
- Room and Building Lockouts
- CPR/First Responder services
- Building Inspections for Compliance and Fire Safety
- Crime Prevention Programs
- Timely Notification of Criminal Activity
- Comprehensive Reporting of Criminal Offences
- A Sexual Assault Awareness Presentation Topic’s
- Domestic Violence Presentation
- Safety (Risk Reduction Strategies)
- Alcohol Awareness Program
- ID Theft
- RAD
- Radio Communications issuing program for (late night/weekend work)



need to know

(www.qcc.edu/campus-police)

Athletic Center Room 136

24 Hour

Main: 508.854.4221

(4221 from any campus phone)

Emergency: 508.854.4444

(4444 from any campus phone)



public safety



BE PREPARED ...

Emergencies, accidents, injuries and other unexpected events can occur at any time and in any place. Being prepared both mentally and physically for the unexpected is the first and best defense to minimize an incident.

- Familiarize yourself with your surroundings.
- Know the locations of all exits from your area or building in case fire or debris should block one.
- Know the location of fire alarm pull stations.
- Know the location of fire extinguishers and first-aid cabinets.
- Know where to find the nearest phone or emergency call box to notify Campus Police in case of an emergency.
- Be aware of what is going on around you.
- Lock your car and conceal valuable items. Never leave personal property unattended.

Fire – Safety Measures

- Be familiar with the location of fire alarm pull stations, as well as the location of every fire extinguisher in your building. Develop a mental plan of what you will do if there is a fire in your area and rehearse it.
- Know where you will exit, including an alternate in case your first choice is blocked. Know how to use a fire extinguisher. (Pull the safety pin, aim at the base of the fire, squeeze the trigger handle and move it from side to side as it discharges at the base of the fire.) The first few seconds of a fire are critical as to whether it spreads or is controlled, but never allow a fire to cut you off from the exit while attempting to control it.
- If a fire occurs in your area, pull the fire alarm immediately and evacuate the area, remembering to assist people with special needs and to account for all persons in the area. If the fire is small enough to extinguish, do so with a fire extinguisher and disconnect any electrical devices involved in the fire if safe to do so.
- If the fire is beyond control with an extinguisher, evacuate immediately and activate a fire alarm pull station. Call 4444 immediately from a safe location.
- Remember the rules of evacuation: Exit directly outside the building, if possible. Close doors behind you. Do not go deeper into the building unless forced to do so by flames. Never return to the building once outside until told to do so by the appropriate personnel.
- If you should become trapped inside a building by smoke or fire, DO NOT PANIC. Do not open any door until you feel it to make sure it is not hot. If it is hot, there is fire on the other side. Crawl or stay as low as possible as you move through the building. Because heat from a fire and smoke both rise, the air close to the floor is cooler and less dense with smoke. Breathe shallowly through your nose and use clothing, such as a shirt or sweater, as a filter. If you are forced to advance through flames, hold your breath, move quickly, cover your head and hair, and keep your head down and your eyes closed as much as possible. If possible, use a cell phone to call 9-1-1 or Campus Police to advise them of your location and condition so that rescue personnel can be directed to you. Do not open or break a window unless it provides you an immediate avenue of escape, as oxygen will only feed the fire and lessen your chances of survival. Remember: Panic is as lethal as the fire. REMAIN CALM.



registrar



The Registrar's Office is a key point of contact for students at any college. Here is a brief overview of some of the things we do:

- The Registrar's Office is the keeper of student records. If you need your academic transcript we print and send transcripts for you upon your written request. Official transcripts are ordered and paid for at the Student Payment Center. We print the transcripts and mail them to the college/agency/party you requested. Unofficial transcripts are printed at no charge while you wait at the Registrar's Office as long as you have a picture ID.
- You can change your name or address in the Registrar's Office.
- The Registrar's Office clears students to become graduates. As you near graduation time, you will file an "Intent to Graduate" form. We will then verify that all degree or certificate requirements are met and certify that you are eligible to graduate.
- Evaluate transfer credits from other colleges and universities to apply to your QCC program of study.



registrar

(continued)



- Administer the Colleges of Worcester Consortium Cross Registration program. This program permits full time day students (students registered for 12 or more credits in classes that meet before 4PM Mon.-Fri.) to take one additional course per semester at any of the cooperating Worcester Area colleges at no additional charge. Some students also use this as an opportunity to check out colleges they plan to transfer to.
- Print student schedules. While the fastest way to get a replacement listing of your schedule is online through The Q, we also have a self-service station at the Registrar's Office so you can print one on demand.
- Enforce course prerequisite. In many courses, faculty set prerequisites to assure students entering the class have the knowledge necessary to be successful.
- Print username and passwords to get on The Q to see your schedule, grades, get your email, pay your bill and much more. Bring a picture ID to us and we will print you a copy.
- If you need to withdraw from a Course you start the process in the Registrar's Office.

Key dates and deadlines for Fall Semester

- Add/Drop period ends Tuesday September 10. During Add/Drop students may drop a course and enter a different one. If after the first class you realize that it's not right for you for any reason, you may change (assuming of course, there is space available in the course you want to add). After September 10, you may not add any other classes and if you want to drop a class it's now a withdrawal and so shows on your permanent record.
- Withdrawal period begins September 11. From Sept. 11 to Nov. 15, you may withdraw from a course and obtain the grade of W. Make sure you follow the procedures detailed in your Student Handbook. After Nov. 15, your professor may award the grade of W if work is passing or an F if work is not passing.
- On October 30th Progress grades are available for viewing on the Q.
- Nov. 4 - 18 is Priority Registration for next semester for returning students. You now have seniority over all new students--use it. The best schedules and access to the most popular courses go to those who register first.
- November 15 is the last day to withdraw from a course or courses without academic penalty as well as to change to or from an Audit.
- November 27 is the last day to complete Incomplete grades (12 Week type) awarded in Spring semester. If your work is not turned in to your instructor by this day, your incomplete grade will change to an F.
- During the final week of the semester, Dec. 11 - 17 Day Classes (defined as Monday through Friday classes that start before 4PM) have a revised class schedule in effect to allow for a 2 hour Final Evaluation Period. Check the Q or the Fall Schedule Book or with your instructor for details.

need to know

[\(www.qcc.mass.edu/registrar/\)](http://www.qcc.mass.edu/registrar/)

Room 152A

Monday - Friday: 8AM-5PM

508.854.4257

gccreg@qcc.mass.edu



Student Employment & Transfer Center



Employment Services

Cooperative Education Program

This program gives students the opportunity to intern in their field of study. The student gains valuable hands-on experience while earning academic credit toward a degree.

Job Search Resources

Employment Services maintains the Wyvern JobNet website and a job search reference library, containing trade magazines, newspapers, and labor market information.

Workshops/Individual Appointments

Employment services offers a variety of workshops including resume writing, interviewing skills, and tips to pursue job opportunities. We are here to assist you in all the steps necessary for a successful job search experience.

Service Learning

Service Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection. It enriches the learning experience, teaches civic responsibility, and strengthens communities.

On-Campus Recruiting & Job Fairs

QCC's on-campus recruitment can put you in touch with employers who are seeking all levels of employees. Some of these areas include business, industry, government agencies, education, and the non-profit sector.

Transfer Services

Walk-In Transfer Sessions (WITS)

Students are encouraged to drop in—no appointment necessary—to any or all WITS dates. Students can get quick answers to transfer questions and learn how to develop a transfer plan. WITS are held throughout the fall and spring semesters.

Transfer Visits

Each semester, transfer admissions representatives from area colleges and universities visit QCC to meet with students and help with transfer planning.

Transfer Fairs

Transfer fairs take place each fall and spring semester. Representatives from over 30 colleges and universities participate. Students are encouraged to attend the fairs to collect information and ask questions about transfer opportunities. Fair information is posted at "The Q" portal, in the Open Door newspaper, and on flyers around campus.

Student Advising

Appointments are available for students who need individual assistance developing transfer plans. Students can book appointments online at the Transfer Services Website (see below).

Transfer Resources

Transfer agreement information, steps on how to transfer, scholarship links, and much more is available at: www.qcc.mass.edu/transfer.

need to know

Room 272A

Transfer Services:

(www.qcc.mass.edu/transfer)

508.854.4404

transfer@qcc.mass.edu

Employment Services

([www.qcc.edu/services/](http://www.qcc.edu/services/career-placement-services)

[career-placement-services](http://www.qcc.edu/services/career-placement-services))

508.854.4439

careerservices@qcc.mass.edu

student life



Student Life would like to welcome you to QCC whether it's your first time or you're returning! Student Life is here to offer you a great out-of-the-classroom experience during your time at Quinsigamond; offering several services to get you on your way. If you are looking to make a difference in a certain area, or on campus as a whole, then you may want to join a club or organization. QCC has over 35 organizations and clubs which cater to a variety of interests from social to political, as well as religiously affiliated to major specific. Additionally, if you are interested in forming a club, Student Life can get you started!

Another area that may be of interest is that Student Life sells discounted tickets to a number of destinations and events throughout the year. Keep an eye out for trips to athletic events, plays and musicals, the Big E, and New York City to name a few. Student Life also sells tickets year-round to the movies for Showcase Cinemas (located either at the Shoppes at Blackstone or right off West Mountain Street here in Worcester).

Finally, keep an eye out for the social and educational programs offered by Student Life. Programs range from the making novelty items to healthy snack events and even games shows where you have a chance to win cold, hard cash. We've always got something going on in the Fuller Student Center. So if you're looking for something to do, look no further than Student Life!



student senate



College is what you make it. You can choose to just go to class, go home at the end of the day and keep up with what you've always have done. Or, you can choose to make college work for you. How can you do that? One major way is to become involved in campus clubs and organizations. However, if you want to take it a step further and make a difference for you and the rest of the campus community; join Student Senate! Here are the top 10 reasons to join:

10. Professionalize you resume and transfer application by featuring this membership
9. Meet people from all backgrounds and interests
8. Attend amazing leadership conferences
7. Network with students from the other MA Community Colleges
6. Build skills for communication, leadership and decision making
5. Represent QCC with campus, city and county developments
4. Develop friendships that will last beyond your time at QCC
3. Fundraise for charitable causes
2. Gain the ear of QCC's president
1. Become the voice of the student body!

For more information and election registration forms, stop by Student Life in the Fuller Student Center.

need to know

[www.qcc.edu/office-president/
student-senate](http://www.qcc.edu/office-president/student-senate)

Fuller Student Center

Make a difference. Participate.



training and education center



The QCC Training & Education Center courses are open to the public. Through these courses you can gain skills that will help you to obtain a job or advance your career. Whether you are on a waiting list, or looking for additional knowledge/skills, the courses provide valuable training. There are also personal enrichment courses that are fun and exciting and provide an invigorating social atmosphere.

Some of our new courses include:

New Health Care:

Basic Life Support (BLS) for Healthcare Providers
Heartsaver AED
Heartsaver First Aid
Massage Therapy
Professional Medical Coding and Billing
Pharmacy Compounding and Sterile Preparations
Veterinary Assistant Certificate
RMT Exam Prep

New Technical and Trade

Plumbers and Gas Fitters Mandatory Continuing Education
Certified Fiber Optic Technician (CFOT)
HVAC/Direct Digital Controls
LEED for Existing Buildings: Operation and Maintenance Exam Prep

New Education

Early Childhood: Program Planning
Early Childhood: Typical and Atypical Development
Early Childhood: Infant and Toddler Mental Health: issues and Information for Educators
Early Childhood: Family Centered Services
Fostering Online Discussion
Using Cell Phones in the Classroom
Developing Hybrid Courses
Certificate in Teaching Adults

New Marketing and Social Media

Nism: Social Media Strategist Certification
Inbound Marketing Certificate
Certificate in Presentation Media

need to know

www.qcc.edu/tec

751 Grove Street
Worcester, MA 01605

508.751.7900

cce@qcc.mass.edu



training and education center

(continued)



New Computers and Technology

- Computer Technician
- Help Desk/Customer Service
- New Management & Professional Development
- HRCI/PHR Certification
- Certificate in Customer Research
- Program Evaluation for Non Profits

New Personal Enrichment

- Extreme Couponing
- Fundamentals of Drawing
- Asian Brush Painting
- Landscaping on a Budget
- Self-Publishing eBooks
- Introduction to Yoga

We continue to offer the following courses:

Health Care

- Sterile Processing Technician Certificate
- Personal Care Aide
- TEAS/HOBET Review Classes - Math, Science, English, Reading
- Medical Transcription
- Medical Transcription Editor
- Medical Administrative Assistant
- IV Therapy Certificate
- Administrative Dental Office Assistant
- Electronic Health Record Specialist
- Medical Office Manager Certificate
- Medical Office Professional
- Fitness and Nutrition Certificate
- Wellness Coaching Associate
- Administrative Veterinary Assistant
- Medical Interpreting
- Pharmacy Technician
- Medical Billing
- Ophthalmic Assistant
- Drug & Alcohol Counseling

Technical and Trade

- AutoCAD
- LEED AP+ BDC
- LEED Green Associate Exam Preparation

Education

- Gender in the Classroom
- Social Media and Online Tools for K-12 Teachers
- Generational Learning Styles for K-12 Teachers
- Online Teaching and Learning for K-12 Teachers
- Certificate in Online Teaching
- Advanced Teaching Online
- Designing Online Instruction
- Building Online Learning Communities
- Students with ASD
- Talented and Gifted Working with High Achievers
- Teaching Elementary Math Conceptually: A New Paradigm

Marketing and Social Media

- Social Media for Business Certificate
- Video Marketing Certificate
- Mobile Marketing Certificate

Computer and Technology

- Microsoft Office 2010 Certificate
- QuickBooks Pro
- Adobe InDesign

Management & Professional Development

- ServSafe Certification Training and Exam
- Business Coaching Certificate
- Supervisory & Leadership Certificate



training and education center

(continued)



Entrepreneurship & Small Business

Fitness and Nutrition
Interior Decorating and Design Certificate
Basic Legal Rights
Personal Fitness Trainer Certification
Help Desk/Customer Service
ServSafe Manager Training & Exam
Introduction to Successful Grant Writing
Intro to Voiceovers
Wedding Planning Consultant Certificate
Home Inspection Certificate
Landscaping Certificate
Florist/Floral Design

Bilingual Communications for the Workplace

Legal Court Interpreter Spanish (Basic)
Legal Court Interpreter Spanish (Advanced)
Spanish for Banking
Spanish for Construction
Spanish for Educators
Spanish for EMTs & Paramedics
Spanish for Firefighters
Spanish for Food Service
Spanish for Manufacturing
Spanish for Hospitality
Spanish for Human Resources
Spanish for Law Enforcement
Spanish for Health Care
Spanish for Public Safety Officers
Spanish for Social Services
Spanish for the Workplace
Spanish for Warehouses and Distribution Centers
American Sign Language

Personal Enrichment

A Woman's Guide to Money Matters
American Sign Language Basics
Laughter is the Best Medicine
How to Raise a Money-Smart Child
Belly Dancing for All Ages
Stand Up Comedy
Reiki I and II



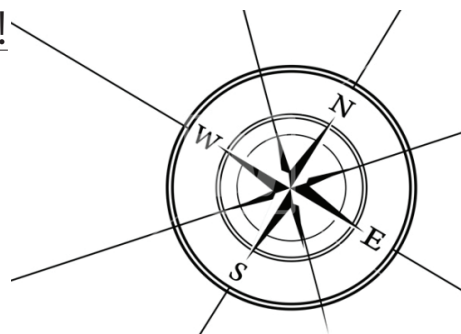
transition center

Welcome to QCC! We are the Transition Center!

If you are new to campus, the Transition Center welcomes you to QCC. The Transition Center is the tutoring center that teaches learning strategies, study skills, and test-taking tips, in addition to supporting students in their coursework. If you have 30 or less college credits, the Transition Center will help you obtain the skills you need for college-level courses.

Many students come to QCC straight from high school, and struggle with scheduling and making good use of their time. The Transition Center tutors will assist students with time management skills, and maintaining those skills throughout the semester. Other students return to QCC and realize they need to study more efficiently - the Transition tutors will help with strategy instruction as well! The Transition Center offers 11 different transition skills:

- Learning Styles
- Time Management
- Note Taking
- Reading
- Writing Strategies
- Organization
- Self Advocacy
- Test-Taking Strategies
- Introduction to Assistive Technology
- Introduction to Other Tutoring Centers in HLC



need to know

(www.qcc.edu/services/transition-center)

HLC Room 222

Monday/Thursday/Friday: 8 AM-4 PM

Tuesday/Wednesday: 8 AM-6PM

Saturday (by appointment only):

10 AM-1 PM

508.752.8552

transitioncenter@qcc.mass.edu



transition center

(continued)



During the first visit to the Transition Center, a tutor will introduce you to the center, and begin a “Student Success Plan” based on your learning needs. The tutor will review the Transition Center’s hours of operation, so you may schedule a one-on-one tutoring appointment, or use the drop-in sessions. In addition, the Transition Center will notify your instructor(s) that you have visited the center. A weekly email message is sent to instructors with your name and course registration code, and the date you visited the Transition Center.

Come in and introduce yourself!



TRiO

Student Support Services Program



Quinsigamond Community College’s TRiO program, FAST FORWARD, is a federally funded program that provides first generation, economically disadvantaged college students, and students with disabilities the support and services needed to achieve academic success.

TRiO staff meets regularly with students to review and support a career and academic plan in order for students to complete a program of study at Quinsigamond Community College and/or transfer to a four year institution. TRiO staff members discuss academic goals, help plan class schedules, assist with early registration and offer guidance throughout the semester. Staff members also advise students on the general admission requirements set by four-year institutions.

Professional and confidential counseling is available to students who need a person to listen and to help. The following counseling services are offered through Quinsigamond Community College’s TRiO: Personal, Career and Exploration, Financial and Academic.

TRiO staff works with you to secure financial aid by providing assistance with the Free Application for Federal Student Aid (FAFSA): application, renewal process, and potential reinstatement due to probation or termination. Staff will help you search for eligible scholarships and assist with completing scholarship applications and reviewing essays.

The TRiO office also has tutors on staff to supply your tutorial needs. Please stop by the office or call for more details about the TRiO Student Support Services program.

Note: Applications are accepted throughout the year; however, acceptance into the program is each fall semester only. All applicants will be placed on a waiting list and notified when a slot becomes available.

need to know

www.qcc.edu/trio-student-support-services

Room 170A

trioss@qcc.mass.edu



Staff Contact Information


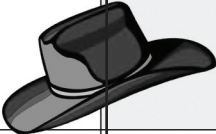
Joseph Adams, Program Director
jadams@qcc.mass.edu
Phone (508) 854-4593
FAX (508) 852-6943

Ricky Frazier, Program Counselor
rfrazier@qcc.mass.edu
Phone (508) 854-4503
FAX (508) 852-6943

Denise Means, Administrative Assistant
dmeans@qcc.mass.edu
Phone (508) 854-4458
FAX (508) 852-6943

student life at qcc

September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day	3	4	5	6	
	 WELCOME WEEK					
8	9 School Supply Bingo	10	11 Club Fair	12 Club Fair Evening Student Mixer	13 National Peanut Day	14
15	16 Eat Healthy: Salad Cups	17 Constitution Day	18	19 QCC Southbridge Eat Healthy: Salad Cups	20	21
22	23	24	25 Community Resource Fair	26 Big E Trip	27	28
29	30					



When: September 26th

Limit 4 per student

Bus leaves QCC @ 4pm

Bus leaves fair grounds @ 10pm

Includes roundtrip transportation

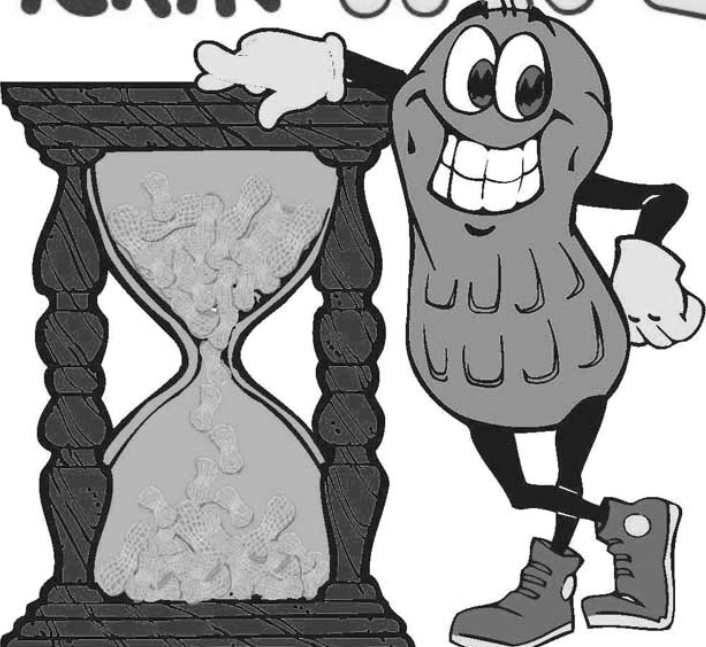
TICKETS \$ 10.00 sold in Fuller Student Center

There's no better place to enjoy the sights, sounds and taste
tempting
aromas of the Fall season than at the Big E, New England's Au-
tumn
tradition and the largest fair in the Northeast. Its a new Eng-

September 13th

National Peanut Day

PEANUT PICKIN' TIME



11am-1pm
Fuller Student Center

DENTAL HYGIENE CLINIC
LOCATED @ QCC

- Adult (ages 13 and older).....\$25
Assessment, complete prophylaxis, toothbrush, education,
fluoride treatment, BW x-rays or FMX as prescribed
- Children (ages 12 and under).....\$20
Assessment, complete prophylaxis, toothbrush, education,
BW x-rays, fluoride treatment
- Senior Citizens (ages 62 and older).....\$20
- Full-time college student with valid ID.....\$20
- Full- Mouth X-rays.....\$20
- Bite Wing X-rays.....\$10
- Panoral X-ray.....\$20
- Pit and Fissure Sealants (each).....\$10
- Athletic Mouth Guard.....\$20
- Fluoride Varnish Treatment.....\$15
- Chemotherapeutic Agents.....\$15/area
- Tooth Lightening.....\$50
- Supplemental Aids.....\$2
Rubber tip, Floss threaders, Bridge Cleaners,
Extra toothbrushes, Proxy brushes, Perio-aids, etc

CLINIC HOURS	FALL SEMESTER	SPRING SEMESTER
Monday	CLOSED	8:00am-12:00pm 1:00pm-5:00pm
Tuesday	8:30am-12:00pm 1:00pm-4:30pm	8:30am-12:00pm 1:00pm-4:30pm
Wednesday	CLOSED	8:00am-12:00pm 1:00pm-5:00pm
Thursday	8:30am-12:00pm 1:00pm-4:30pm	8:30am-12:00pm 1:00pm-4:30pm
Friday	CLOSED	CLOSED

DENTAL HYGIENE CLINIC

\$5 OFF
PROPHYLAXIS
WITH THIS COUPON

Be an In-Class Notetaker



Disability Services
Wants to PAY you

\$75

for a copy of notes you
take in your classes for
Fall 2013



For more information on becoming an “In-Class” Notetaker contact:
Disability Services
508-854-4471 Room 246A
disabilityservices@qcc.mass.edu

QCC FALL STUDENT ID SCHEDULE

WORCESTER CAMPUS STUDENT ID SCHEDULE

All IDs will be taken in the HLC. Please have your class schedule with you.

DATE		TIME
Tuesday	August 20, 2013	8AM – 7PM
Wednesday	August 21, 2013	8AM – 7PM
Thursday	August 22, 2013	8AM – 7PM
Friday	August 23, 2013	8AM – 5PM
Monday	August 26, 2013	8AM – 7PM
Tuesday	August 27, 2013	8AM – 7PM
Wednesday	August 28, 2013	8AM – 7PM
Thursday	August 29, 2013	8AM – 7PM
Friday	August 30, 2013	8AM – 7PM
Monday	September 2, 2013	CLOSED- Labor Day
Tuesday	September 3, 2013	8AM – 7PM
Wednesday	September 4, 2013	8AM – 7PM
Thursday	September 5, 2013	8AM – 7PM
Friday	September 6, 2013	8AM – 7PM
Monday	September 9, 2013	8AM – 7PM
Tuesday	September 10, 2013	8AM – 7PM
Wednesday	September 11, 2013	8AM – 7PM
Thursday	September 12, 2013	8AM – 7PM
Friday	September 13, 2013	8AM – 5PM

SOUTHBRIDGE CAMPUS STUDENT ID SCHEDULE

DATE		TIME
Wednesday	September 18, 2012	9AM – 6PM
Thursday	September 19, 2012	9AM – 6PM
Friday	September 20, 2012	9AM – 6PM
Monday	September 23, 2012	9AM – 6PM
Tuesday	September 24, 2012	9AM – 6PM

- If your ID card is misplaced anytime throughout the year, there will be a \$10.00 replacement fee.
- ID’s are required to remove books and materials from the Harrington Learning Center.
- ID’s are required to take out equipment, purchasing discounted tickets and for attending events and trip sponsored by the Office of Student Life located in the Fuller Student Center.
- Additionally, you can use your ID to take fitness classes in the Athletic Center, the Wyvern ID Discount Program and programs offered by the College of Worcester Consortium.

THE NEXT ISSUE OF...

The OPEN



ON STANDS SEPTEMBER 3

QCC'S Online Student Portal



What's is *The Q*?

The Q is your one-stop for everything concerning Quinsigamond Community College, including campus information, course information and communication.

HOME

This is the default page of *The Q*. Common links to important places are here as well as the latest campus news and a master calendar of events and important dates.

WELCOME

This page comes up after you log in. Important messages and announcements are here. Links to your personal profile are also here so you can keep your contact and personal information up to date.

MY ACADEMICS

This is an extremely useful page that provides all your academic information at QCC. If your advisor clears you to register, you can also use this page for self-registration. Explore this page to see all of the information available to you.

STUDENT SERVICES

This is a tremendously useful page to access information you need to assist you in being successful at QCC.

You will see pages for:

Academic Advising, Academic Tutoring, Career Placement, Counseling, Disability Services, Experience-Based Education, General Student Information, Graduation, Registrar, Transfer Information and Transition Center.

FINANCIAL SERVICES

Important information on financial aid and paying your bill. Scholarship opportunities are also posted here. Check this page regularly for updated information.

CAMPUS LIFE

Similar to the Student Services page, this page has general information on it's home page. Check out information on:

Athletics
Athletic Center
Fuller Student Center
Ride Sharing
Student Life Activities
The Open Door Student Newspaper

Review your schedule

Update your address

See your grades & academic record

Check your Financial Aid

Pay your bill

Waive your insurance

Sign up for our payment plan

Access your Qmail

Find out about QCC events

Emergency alerts & announcements

Information about student services

Much more....

SIGNING in to *THE Q*

- Go to **www.QCC.edu**
- Select *Student & Faculty* at the top of the page
- Enter your Student ID in the user name box
- Enter your password (initially the first two letters of your last name and the last four numbers of your social security number)
- Click the *Login* button

After logging in you will see "tabs" under where you logged in. Main tabs are listed to the left. These are the major pages on ***THE Q***. Under each tab are links and pages on ***THE Q***... Take time to explore the site.

SIGN UP FOR TEXT MESSAGE ALERTS!

Log in to *The Q*. On the Welcome Page select *My Emergency Contact Info*

BE SURE TO READ YOUR QMAIL

Qmail provides official college communication to you. It is extremely important that you read your Qmail regularly (at least weekly).

Some examples of information you may receive by Qmail:

Class cancellation due to low enrollment
Schedule changes due to unmet prerequisite
Your advisor assignment and contact information
Grade changes
Financial Aid information
Scholarship opportunities
Book Voucher notification
Communication from faculty
Events on campus
Emergency and college closure alerts

- You may forward your Qmail to another email address. After logging in, select Settings at the very top of the page.
- We recommend you keep a copy in your Qmail inbox in case an email doesn't reach your external address. You are responsible for reading all college emails.

CHANGING YOUR PASSWORD

After logging in click on Personal Info next to your name and select the *Password* tab.

Have a question about QCC and don't know where to get the answer?

Email: Iris411@qcc.edu for a response from ***Iris Godes*** in *Student Services*

For technical assistance, contact the

QCC Help Desk

at 508-854-4427 or email help@qcc.mass.edu
Staff is available Monday - Friday 8am - 6pm



QUINSIGAMOND
Community College