

## Student Support

**Office of Counseling and Wellness** Room 162A 508.854.4479

This office's mission is to help students to achieve their personal and academic goals by providing assessment of current concerns, appropriate advocacy/support, information about resources or coping skills/tools and transition to local or college based resources when needed. Counseling Services will provide short term, solution focused therapy, crisis intervention and stress management training. The services are provided to students at no cost and are confidential.

**Student Accessibility Services** Main Campus: Room 246A | Southbridge: Office Area (Formerly Disability Services) 508.854.4471

Student Accessibility Services is committed to creating and promoting a more accessible and inclusive QCC environment. Student Accessibility Services is a resource for students with disabilities by partnering together, we ensure students experience access in their programs, coursework, and classroom environment through accommodations or other outcomes. Contact us to schedule and intake interview and learn more about our services.

**Veteran Affairs** Room 258A 508.854.2721

Assistance is provided for preparation, certification and submission of VA documents, as well as issuance of veteran tuition waivers. In addition, assistance is available to support student veterans as well as activities with other student veterans. Contact the Dean of Special Populations for more information, Room 153A and/or 508.854.7429

## Student Activities & Student Life

**Athletic Center** AC 508.854.4317

The Athletic Center provides exercise equipment, basketball court, lockers, showers and a sauna. Drop-in for a tour of the Center, get a brochure of our fitness center hours, program class schedules, sport team game schedules, as well as information about our athletic sport teams and intramural pick-up games.

**The Open Door** [opendoor@qcc.mass.edu](mailto:opendoor@qcc.mass.edu) 508.854.4258

"The Open Door" is our student newspaper and is always looking for journalists, cartoonist, artists, graphic designers, and poets to add their work to the paper.

**Student Life and Campus Activities** FSC 508.854.4225

The Fuller Student Center provides a warm and welcoming atmosphere to study, relax, or play a game of billiards, checkers, chess and cards. There is an outdoor patio and lawn area, too. Join a club, organization, or participate in student government. You can purchase discount movie tickets and learn about co-curricular activities on campus.

**Student Senate** Room 103FSC 508.854.4334

The Student Senate involves you in College affairs and assists the staff in the Office of Student Life in planning and carrying out campus events.

## Resources Building Guide

A Administration Building  
AC Athletic Center  
CSC Child Study Center

D QCC CWDCE  
FSC Fuller Student Center  
HLC Harrington Learning Center



# Student Resources

## Important Places and Services

**Admissions** Welcome Center - HLC 508.854.4262

Obtain college catalogs as well as information on all college programs of study, and the necessary forms to change a program of study (major). [admissions@qcc.mass.edu](mailto:admissions@qcc.mass.edu)

**Bookstore** Administration Building - Lower Level 508.854.4237

Textbooks, trade books, school and office supplies, greeting cards, gifts, QCC items and more are available in the QCC Bookstore. The Bookstore accepts cash, major credit cards, personal checks (with photo ID) and Financial Aid vouchers.

**The Children's School** Child Study Center 508.854.4220

The school provides a rich learning environment for children and is a model training site for college students. We are open the full year to meet your needs. Applications are accepted on an on-going basis. Some scholarships for students may be available for financial assistance. [www.QCC.edu/childrens-school](http://www.QCC.edu/childrens-school)

**Financial Aid and Scholarships** Welcome Center - HLC 508.854.4261

Receive information on financial aid eligibility requirements, application process and important dates. Forms are available on several types of aid including grants, loans, scholarships, tuition waivers and work-study jobs. [financialaid@qcc.mass.edu](mailto:financialaid@qcc.mass.edu)

### Food Service

The *Cafeteria* located in the Lower Level of the Administration Building, offers breakfast, lunch and snacks. The *Cafe* located in HLC serves light fare.

**Public Safety / Police Services** 136 Athletic Center  
**Emergencies 508.854.4444** Non-Emergencies 508.854.4221

Campus Safety at QCC involves the entire community working together in an effort to provide a safe and secure campus. Sworn Campus Police Officers provide 24-hour security. Other services include safety orientation, lost & found, seminars and literature on crime prevention.

**Registrar** Room 152A 508.854.4257

The Registrar's Office is responsible for maintaining student academic records. The Registrar's Office can provide a variety of services to both certificate and degree seeking students, as well as non-matriculated students enrolled in courses at the college. Visit the Registrar's page on *The Q* for our self-service forms, information on how to order a transcript and more! [registrar@qcc.mass.edu](mailto:registrar@qcc.mass.edu)

**Business Office** Room B07A 508.854.4560

Pay your bills, set up a payment plan, waive your insurance, request transcripts, pay parking tickets, and receive financial aid checks. Some of these services are also available on *The Q* – the Student & Faculty Portal. [businessoffice@qcc.mass.edu](mailto:businessoffice@qcc.mass.edu)

## Career and Academic Services

**Adult Learning Center** D- QCC TEC 508.751.7900

The Adult Learning Center offers free classes and instructional materials for those preparing to take the HiSET test, and those seeking to advance their skills in reading, writing, and math. The Center offers four levels of English as a Second Language classes.

**Advising Center** Welcome Center - HLC 508.854.4308

No appointment necessary for general advising; walk-ins welcome!

### Advising Services: Faculty Advisor, Advising Center Advisor & Health Career Advisor

Advisors assist in developing and implementing career and academic planning goals including registering for courses. You are assigned one of the following; a Faculty Advisor, a Health Career Advisor, or an Advising Center Advisor. Advisor lists, including faculty office location, e-mail address, phone number, and office hours are located in the Advising Center (Welcome Center in the HLC) and in the Registrar's Office (Room 152A). Make appointments with your Advisor before the course registration period begins for the next semester.

### Faculty Advisors

Please contact your Faculty Advisor during the semester to discuss topics and questions related to career and academic planning. Faculty Office Hours and contact information are posted outside the faculty office dooracc and outside the Advising Center.

**Career Services & Credit for Prior Learning** Room 272A 508.854.4439

If you are seeking full-time, part-time employment or cooperative education placements, you have access to QCC's exclusive electronic job board. You can receive assistance in all phases of the job search, including resume writing and interview skills. This office assists in obtaining academic credit for prior learning in alternative ways, including Challenge Exams, Portfolio Assessment, Advanced Placement, DSST, and CLEP.

[www.QCC.edu/career-services-cpl](http://www.QCC.edu/career-services-cpl)

**Placement Testing Office** Room 58A 508.854.2784  
Test Room 376A

Most new and currently enrolled students are required to take the Placement Test before registering for English and math courses or courses requiring a prerequisite of English or Math. If you are a recent high school graduate, and you have a high school GPA of 2.7 or higher, contact Advising to determine if you need to test.

[www.QCC.edu/advising](http://www.QCC.edu/advising) | [www.QCC.edu/testing](http://www.QCC.edu/testing)

**Career Vocational Technical Ed. Linkages/Tech Prep** Room 217A 508.854.2755

Students who have taken technical courses or attended a vocational technical high school may qualify for college credit. Check with your high school guidance department or visit the tech prep coordinator.

## Center for Workforce Development and Continuing Education

D-QCC WD 508.751.7900

The Center for Workforce Development and Continuing Education is committed to meeting the academic, career, and personal needs of Central Massachusetts. You can choose from a variety of non-credit, certificate, and CEU courses.

**Transfer Services** Welcome Center - HLC 508.854.4404

Planning on transferring to a four-year college or university? Contact Transfer Services for information and assistance. We offer transfer advising sessions, college transfer visits and fairs, and other special events throughout the year. You can also find Transfer Services information at *The Q* (Student Services-Transfer Services).

[www.QCC.edu/transfer](http://www.QCC.edu/transfer) | [transfer@qcc.mass.edu](mailto:transfer@qcc.mass.edu)

## Academic Support

**The Alden Library  
Downtown Library** HLC - 3rd Floor 508.854.4581  
121D

With access to thousands of print books, ebooks, streaming video and articles; QCC reference librarians are eager to help students find relevant, accurate information resources for research papers and other assignments. Students have access to space for both collaborative and quiet study and offers students workstations as well as loaner laptops.

**Writing Center** Welcome Center - HLC 508.854.7488

The Writing Center is a tutoring and student resource. Writing tutors and students work collaboratively to improve their skills. Additional resources in the Writing Center include writing, grammar, and study skills workshops; English conversation groups; and writing and reference guides and handouts. Schedule appointments or drop in.

[www.QCC.edu/writing](http://www.QCC.edu/writing)

**Harrington Academic Computing Center** Room 379A 508.854.4370

Computers are available for academic projects, papers, research and other assignments.

**General Academic Areas Tutoring Center (GAA)** Welcome Center - HLC 508.854.4279

We are a tutoring and student resource center that offers tutoring for a variety of academic subjects. Offering tutoring in one-on-one or small group sessions to help clarify course concepts and build study skills to foster independent learning. All tutoring is available by appointment; students can check the GAA website to learn more.

[www.QCC.edu/GAA](http://www.QCC.edu/GAA)

**Math Center** Welcome Center - HLC 508.854.7487

Drop-in mathematics tutoring and resources for students taking math and related courses at Quinsigamond Community College.

[www.QCC.edu/math](http://www.QCC.edu/math)

### Information Technology Service Desk

Contact the IT Service Desk at: [help@qcc.mass.edu](mailto:help@qcc.mass.edu) or 508.854.4427, Monday through Friday 8:00 a.m.—7:00 p.m., for help with Qmail and Portal (*The Q*) password reset.