

## Student Support

**Counseling Services** Room 162A 508.854.4479

The Counseling Office provides intervention and short-term support as well as annual screenings for anxiety, depression, and eating disorders.

**Disability Services** Room 246A 508.854.4471

Services are provided to individuals who have documented learning, physical, psychiatric/emotional, medical, and/or sensory disabilities. To be eligible for accommodations, students must disclose their disability and provide documentation in an intake interview. Accommodations and services are determined on an individual basis and may include: extended time on a test, less distracting test setting, note taking, American Sign Language interpreters. [disabilityservices@qcc.mass.edu](mailto:disabilityservices@qcc.mass.edu)

**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

Last updated November 8, 2017



# Student Resources

## Important Places and Services

**Admissions** HLC - 2nd Floor 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** Room 165A 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

Sign up for graduation, withdraw from a class and get information on the college calendar or sign up for a consortium class. This office is also where you change your address or name.

**Student Payment Center** Room 65A 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** Room 61A 508.854.4308

Contact the Advising Center for appointments. [www.QCC.edu/Advising](http://www.QCC.edu/Advising)

### 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 outside the Advising Center (Room 61A) 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 door and outside the Advising Center.

**Career Placement Services** Room 272A 508.854.4439

If you are seeking full-time, part-time employment or cooperative education or service learning placements, you have access to QCC's exclusive electronic job bank. You can receive assistance in all phases of the job search including resume writing and interview skills. [www.QCC.edu/career-placement-services](http://www.QCC.edu/career-placement-services)

**Prior Learning Credit (PLC)** Room 272A 508.854.4439

The PLC office assists in obtaining academic credit for prior learning in alternative ways, including Challenge Exams, Portfolio Assessment, Advanced Placement, DANES, and CLEP. [www.QCC.edu/prior-learning-credit](http://www.QCC.edu/prior-learning-credit)

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

All new and currently enrolled students are required to take the Accuplacer Placement Test before registering for English, Math and courses requiring a prerequisite of English or Math. [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** Room 272A 508.854.4404

Planning on transferring to a four-year college? Visit the Transfer Office to get helpful information and learn more about transfer agreements. Attend Walk-In Transfer Sessions (WITS) or schedule appointments for individual guidance.

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

## Academic Support

**The Alden Library** HLC - 3rd Floor 508.854.4581

The Library provides reading rooms, private study rooms, and gathering spaces. Librarians can help find information for term papers and other class projects.

**Writing Center** HLC – 2nd Floor 508.854.7488

Tutors assist with all types of reading and writing assignments. Schedule appointments or drop in.

**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)** HLC – 205 508.854.4279

Tutoring for students is offered in 18 subject areas (not including Math, English and writing). Tutoring occurs on a drop-in basis or by appointment. Subject areas for tutoring include: Accounting, Anatomy & Physiology, Computer Science, Biology, Chemistry, Nursing, Engineering, Physics, Spanish and much more!

**Math Center** HLC – 2nd Floor 508.854.7487

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

### Help Desk—Information Technology

Contact the helpdesk 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.

**Blackboard Tutoring Center** HLC – 222 508.854.4287

The Blackboard Tutoring Center offers tutoring support and resources for students navigating technology for classes, including Blackboard Learn, Starfish, *The Q*, Qmail, and Smarthinking. Tutors can assist students with accessing course material and campus information necessary for academic success. [www.QCC.edu/blackboard](http://www.QCC.edu/blackboard)