

Montgomery College--Rockville Campus

S.O.S. - - SERVICES OFFERED STUDENTS- - S.O.S.

These services are available on campus to support your success.

Many centers and services also have web pages, which can be accessed at www.montgomerycollege.edu.

FOR HELP WITH:	CONTACT:	FOR THESE SERVICES:
Economics, Accounting, and Business Statistics (AC, BA 210, EC)	Business and Economics Department, Humanities 261 240-567-5137	Free tutoring, when available, for students currently enrolled in accounting, business statistics, and economics at MC. Tutoring schedule located on Business & Economics web site and in the department.
Reading, Writing, and Speech courses (EL, EN, RD, SP); reading and writing assignments for any course	Writing, Reading and Language Center, Humanities 002 240-567-7402	Free drop-in tutoring for MC students with all writing assignments, English grammar, reading and AELP students. English grammar, composition and reading materials (print, audio/video). Reading materials room.
Grammar, Reading, and World Languages with digital language lab (EN, RD, SP, AB, CN, FR, GR, IT, JN, KR, RU, SP) Access to computers for academic course work	Writing, Reading and Language Center, Macklin Tower 020 240-567-4160	World languages, English grammar, and reading lab hours for currently enrolled MC students. Free drop-in tutoring for students currently enrolled in English grammar and world languages at MC. World languages resources, educational software and materials for English, Spanish, French, German, Italian, Russian, Korean, Japanese, Chinese, Arabic, and American Sign Language. Word processing and instructional software for writing, reading, grammar and ESL. Placement testing for French and Spanish.
Mathematics, Chemistry, Biology, Physics, Engineering, and Geosciences courses (MA, CH, BI, PH, EE, ES, GL, AS, ME, PC) Access to computers for academic course work	Math/Science Center, Macklin Tower 002 240-567-5200	Free drop-in short-term tutoring for students currently enrolled math, chemistry, biology, physics, engineering, and geosciences at MC. Tutoring schedule located on the Math/Science Center web site and in the Center. Workshops and/or study groups for math and science courses. Use of textbooks, various solutions manuals, CD's, videos, microscopes, reference books, and computer programs for math and science courses. MC ID required for tutoring and use of materials.
Computer Applications and Computer Science (CA & CS)	CA/CS Tutoring, Humanities Building 320 240-567-5186	Free tutoring, when available, for students currently enrolled computer applications & computer science at MC. Tutoring schedule located on the Department of Computer Science, and Information, and Interactive Technologies web site.
Construction Management (CT)	CT Tutoring, Technical Center 245 240-567-7619	Free tutoring, when available, for students currently enrolled construction management courses at MC.
Access to computers for academic course work	General Purpose Computer Lab, Computer Science 025, 021A 240-567-5187	The In Tech - R General Purpose Labs are for the use of MC students currently enrolled in MC courses only. MC ID required. Software includes Office 2007 suite, Adobe CS4 Suite, and software used in CS courses.
Access to computers for academic course work	General Purpose Computer Lab, Humanities 312, 314 240-567-5156	
Employment Assistance	Student Employment Services and e-jobs, Campus Center 002 240-567-5057	Ms. Shirley Bliss, Job Opportunity Coordinator, provides assistance with resume and cover letter design, Ejobs employment search engine for internships, full-time/part-time and entry level professional employment for Montgomery College students with an A.A. degree.
Career and transfer information	Career Transfer Center, Counseling and Advising Building 219 240-567-5062	Career and Transfer resources information; workshops, cooperative education and internship, scholarship, career and transfer libraries, print information, and Student Employment Services student employment information. Internet search engines for career, transfer, and employment available on career transfer center computers.
Research help using the Internet & full text databases from on and off campus	Library Reference Desk, Macklin Tower 112 240-567-7130	Assistance with reference and picture sources for online or on-campus classes. Tutorials in finding and citing information for assignments.

Telephone numbers are listed for general information. Tutoring is not conducted over the telephone.

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STUDENT DEVELOPMENT

Student Development includes all of the services under the auspices of the Dean of Student Development.

These services support and enhance students' success in achieving academic, career, and personal goals through learning activities that occur outside the classroom.

COUNSELING CENTER

Counseling and Advising Building, Room 215, 240-567-5063

Counseling services are available year-round and on designated weekends. Walk-in assistance is available, but students are encouraged to make appointments with counselors for specific concerns such as transfer planning, career development, academic planning, and personal concerns. Counseling and advising services also include Disability Support Services, academic support programs, career and transfer workshops, and academic development throughout the year.

CAREER TRANSFER CENTER

Counseling and Advising Building, Room 219, 240-567-5062

The Career Transfer Center provides assistance about career, transfer, and workshop information, and career and transfer libraries; career, job search, college/university, financial aid, e.g., scholarships. Students registered at the EJOBS website at www.montgomerycollege.edu/ejobs can search for job listings in the Washington Metropolitan Area on career transfer center computers.

STUDENT LIFE

Campus Center, Room 005, 240-567-5092

Student Life provides students with a wide variety of opportunities in organizational leadership training, program development, special interest clubs, and experience with campus newspaper, Service Learning, and out-of-class learning.

STUDENT ATHLETICS

Physical Education Center, Room 240, 240-567-7593

Student Athletics provides both male and female students an opportunity to participate and compete in athletic programs and events.

ASSESSMENT CENTER

Campus Center, Room 014, 240-567-7459

The Assessment Center provides placement testing (Accuplacer or LOEP) for new and current students; it also offers academic testing for current students who are authorized by their instructors/professors to take their exams at the Center. All students must present a photo ID in order to take any test.

DISABILITY SUPPORT SERVICES

Counseling and Advising Building, Room 122, 240-567-5058

Call 301-294-9672 for TTY-sign language interpreter. Disability Support Services (DSS) is dedicated to assisting students with disabilities accomplish their personal, scholastic, and career goals by teaching academic and advocacy skills, by eliminating the physical, technical and attitudinal barriers that limit opportunities, and by promoting an awareness of the experience of persons with disabilities within social, political, and economic constructs.

OTHER SUPPORT SERVICES ON CAMPUS

ADMISSIONS AND ENROLLMENT MANAGEMENT

Student Services Building, Lobby, 240-567-5000

Admission to the College, in-person and electronic registration for credit and non-credit classes, transcript requests, evaluation of transfer credit, graduation processing, enrollment verification, scheduling of classes, issuing MC IDs, and related services. Assistance with international student visa/1-20 procedures (SV 115). Photo ID required for all transactions.

FINANCIAL AID

Student Services Building, Room 124, 240-567-5100

Assistance in applying for and receiving federal and state grants, scholarships, and loans which have varying eligibility requirements. Help in locating on-campus and off-campus employment. Assistance in completing the Free Application for Federal Student Aid on the web.

TRiO STUDENT SUPPORT SERVICES PROGRAM

South Campus Instruction Building, Room 006, 240-567-1765

Federally funded program that provides and coordinates a variety of educational support services for free to increase college retention, graduation, and transfer rates for eligible participants (eligibility includes one or more of the following: first-generation college student, low income individual, individual with a disability - contact TRiO Student Support Services for more information).

COMBAT 2 COLLEGE (C2C)

Student Services Building, Room 103, 240-567-7103

Comprehensive program to welcome home and provide academic and social opportunities and appropriate support services for all veterans, active and reserve service members. Contact Joanna Starling 240-567-7103 for program information.

CHILD CARE CENTER

Child Care Center, 240-567-5308

Child care for children ages 2-1/2 to 5; pre-registration required. Open M-F 7:00 a.m. until 6:00 p.m.

OFFICE OF SAFETY AND SECURITY

Counseling and Advising Building, Room 102, 240-567-5111

The Office of Safety and Security is responsible for the protection of the College community, first aid, emergency assistance, 24-hour escort service (upon request), enforcement of campus parking regulations, and the lost-and-found service. Officers on each campus are on duty 24 hours a day, 7 days a week.