

MONROE COMMUNITY COLLEGE DAMON CITY CAMPUS



NEW STUDENT ORIENTATION HANDBOOK

there's MORE to you. there'S MORE to MCC.

WELCOME

THE MISSION of Monroe Community College is to provide a high quality learning environment to a diverse community. In offering education and training opportunities, student success is the College's highest priority; as such, the College is committed to access, teaching excellence, comprehensiveness, lifelong learning, partnership and economic development.

This handbook was designed as a guide to resources available to you at Damon City Campus. As a Monroe Community College student, resources are also available to you at the Brighton Campus.

The staff at Damon City Campus is here to help you succeed – please do not hesitate to utilize us. We look forward to seeing you!

CIVILITY

We, the students, faculty, staff and administration of Monroe Community College are committed to core values that include:

- Creating an environment where we value and respect each other;
- Promoting a community that encourages the tolerance of divergent opinions and constructive resolution of conflict;
- Exchanging ideas and enriching our lives through the exploration of our multifaceted culture;
- Embracing responsibility, honesty, integrity, and courtesy;
- Respecting the dignity, rights, and freedoms of every community member;
- Respecting the intellectual and physical property of others; and
- Respecting College property including both public and private spaces.

We, as a community of learners, are affirming these core values to guide our actions and behaviors.

3Rs

RESPECT

for self and others
in words and deeds.

RESPONSIBILITY

for one's own success
through personal
accountability.

REALITY

of the expectation
and standards in a
college environment.

STUDENT SERVICES CENTER

The Student Services Center offers a variety of professional services to students:

- Academic advising
- Bilingual counseling (Spanish)
- Career counseling
- Personal counseling
- Disability services
- Transfer services
- Selecting and enrolling in classes

Location: 5-252

Phone: 262-1740

REGISTRATION & FINANCIAL SERVICES

Registration & Financial Services Office offers the following services:

- Financial aid advisement and workshops
- Tuition payment information
- Registration assistance
- Schedule adjustments (drop/add)
- Important deadline information
- Parking Information

The Online Services Computer Lab offers the following online financial aid functions:

- Assistance with completion of the Federal Application For Student Aid (FAFSA)
- TAP (Tuition Assistance Program)
- PIN (Personal Identification Number) applications or duplicates
- Online student loan processes such as electronic Master Promissory Note and loan entrance counseling

Location: 5-252 (to the left of Student Services Center)

Phone: 262-1670

CAREER & TRANSFER CENTER

The Career & Transfer Center provides:

- Help to students exploring and planning educational and career goals
- Information on area employers, job descriptions, employment trends and current job openings in the community
- Ideas for networking, on-campus and off-campus
- Assistance with resume and cover letter writing, interviewing techniques and job search strategies
- Testing to assess aptitudes and interests, personality, learning styles and study skills
- Access to four-year colleges' catalogs and information
- Scholarship information for transfer students

Location: 4-148

Phone: 262-1740

ADVISEMENT CENTER

The Advisement Center provides students with the following services:

- Advisement and registration for fall, spring, summer and intersession
- Course selection advisement
- Defining academic plans and program requirements
- CAPP degree audits
- Assistance with academic program changes
- Program audit sheets

Location: 4-139

Phone: 262-1753

ACADEMIC SERVICES

Academic services are available to all currently registered students. These services offer students extra support, such as tutoring and computer access. Student must show a current MCC photo ID card for access to these services.

Electronic Learning Center (ELC)

- Access to computers, tutoring for software applications such as Word and Power Point, and access to the internet and student e-mail accounts.

Location: 4-071 (enter through Library)

Phone: 262-1790

Integrated Learning Center (ILC)

- Writing Center, Psychology Lab, Math Center, and Transitional Studies (TRS) Mastery Lab offer tutors, computer access, course specific software, testing sites, space for study groups.

Location: 4-258 (behind Bookstore)

Phone: 262-1620

Library

- Electronic resources, computer printing, inter-library loans, photo copies, CDs, DVDs.

Location: 4th floor (next to elevators)

Phone: 262-1413

SUNY Student Resource Center

- Currently registered MCC students may utilize this library to do research, check e-mails, borrow books, DVDs and other materials, as well as check on the latest job information and career opportunities.

Location: 115 South Ave. (across from Rundel Library)

Phone: 428-8170

DCC Retention Advisor, Laurie Snyder

- Available to assist Criminal Justice and Human Services students with advisement, registration and referrals.

Location: 5-067

Phone: 262-1651

CAMPUS CENTER OFFICE

The Campus Center Office provides the following information and services:

- MCC photo ID cards
- Student e-mail assistance
- Locker rentals
- Parking information
- Housing information
- Fitness Center open hours schedule
- Student government, clubs and organizations information
- Monthly DCC calendar of events

Location: 5-251 (next to elevators on 5th floor)

Phone: 262-1757

STUDENT LEADERSHIP OFFICE

Stop in for information on how to participate in co-curricular activities and to meet students involved in government, activities, clubs and organizations.

Location: 4-008 (across from 4th floor lounge)

Phone: 262-1685

BOOKSTORE

In addition to textbooks, the Bookstore offers a wide range of merchandise, snacks, beverages and microwavable foods. The Service Desk offers convenient services such as check cashing, money orders, bus passes, stamps, discount movie tickets, and tickets to MCC events.

Location: 4-257 (across from 4th floor lounge)

Phone: 262-1730

DCC WELLNESS CENTER & STUDENT HEALTH SERVICES

The Wellness Center helps support healthy students by offering the following services:

- Health assessment – self-care information, health screenings, health info on the web
- Education – brochures, workshops
- Self-advocacy – navigating the health care system
- Access to services – connection with Health Services at the Brighton Campus, referrals to community services

Location: 4-029 (near 4th floor Fitness Center)

STUDENT HEALTH SERVICES is located on the Brighton Campus and is available for all MCC students for treatment of minor illnesses and education, health education, and immunizations information.

Location: Brighton Campus Bldg. 3, Room 165

Phone: 292-2018

MCC PHOTO ID CARD

Your MCC photo ID card is required to enter Damon City Campus as well as obtain services and discounts; please carry it with you at all times. Keep your card updated by having the sticker replaced each semester. If you lose or damage your card, there is a \$5 fee to have a replacement card printed.

Your MCC photo ID card is a high-tech, multipurpose identification card with a full color digitized photo of yourself.

Your MCC photo ID card is required to receive these services at Damon City Campus:

- Access to financial aid benefits
- Access to campus learning centers
- Check cashing at the Bookstore Service Desk
- Use of Fitness Center
- Discount movie tickets (purchase at Bookstore Service Desk)
- Circulation of library materials – it is your library card
- Discount parking rate at East End Garage

Location: Campus Center Office, 5-251 (next to elevators on 5th floor)

Phone: 262-1757

Hours: Monday-Friday 9-5, with extended hours during the first week of classes

SMOKING POLICY

Smoking is prohibited inside the Sibley Building and within 15 feet of the Sibley Building entrances on Main Street, Franklin Street (near the Liberty Pole) and South Clinton Avenue. All students and employees of MCC and other tenants of the Sibley Building are asked to use the designated smoking area at the rear of the Sibley Building, located on the sidewalk that runs alongside St. Joseph's Parking Garage on the first level.

DAMON CITY CAMPUS SECURITY

MCC Public Safety provides security and patrols for the 4th and 5th floors of Damon City Campus. Public Safety is staffed with an Investigator, Campus Peace Officers, Supervisors and Guards. Wilmorite Security provides security to the Sibley Building and works closely with Public Safety in coordinating all other safety and security related services. MCC encourages the prompt reporting of all criminal or suspicious activities.

Location: DCC main entrances on 4th and 5th floors

Phone: MCC Public Safety 262-1672 (5th floor desk)

Wilmorite Security 232-3354 (24 hours)

To request an ESCORT call the Red Shirts (downtown safety patrols) at 732-8808 6 p.m.-9 p.m. or either of the numbers above at all other times.

Lost and Found is located at the 5th floor desk.

DAMON CITY CAMPUS DIRECTORY

Office / Department	Location	Phone (585)
Academic Services Office	5-058	262-1621
Administration Office	5-058	262-1610
Advisement Center	4-139	262-1753
AmeriCorps	5-232	262-1778
Bookstore	4-257	262-1730
Campus Center Office	5-251	262-1757
Career and Transfer Center	4-148	262-1740
Education Department	5-272	262-1460
Educational Opportunity Program (EOP)	5-252	262-1745
Electronic Learning Center	4-071	262-1790
Executive Dean's Office	5-058	262-1610
Fitness Center	4-012	262-1757
Human Services Department	5-076	262-1628
Integrated Learning Center	4-258	262-1620
Law and Criminal Justice Department	4-161	262-1770
Library	4-101	262-1413
Massage Therapy Clinic	4-042	262-1470
MCC Foundation / Alumni Office	5-032	262-1500
Photo ID Office	5-251	262-1757
Registration and Financial Services	5-252	262-1670
Rochester Parent Network	4-235	262-1541
Service Learning Office	4-020	262-1713
Student Leadership Office	4-008	262-1685
Student Services Center	5-252	262-1740
Wellness Center	4-029	262-1740