

From admission through graduation, students are urged to take full advantage of the services MCC offers in response to its concern for each individual's academic and personal welfare. Assistance is available to any student with concerns about choosing a curriculum, selecting courses, arranging for financial assistance, exploring future educational and career options, participating in outside-the-classroom activities, and working out personal problems.

Students are assured full access to College resources, and are encouraged to consult with faculty and staff concerning any problems or needs affecting their intellectual, social, physical, or emotional development.

Counseling and Testing

**Brighton Campus, Bldg. 1-231
(716) 292-2030**

Counseling and Testing provides a variety of services to assist students with their educational, personal, and career development. New and continuing students may access the following services from 8 a.m. - 7 p.m. Monday - Thursday, and 8 a.m. - 4:45 p.m. Friday's.

Counseling

Counseling can enhance a student's educational experience at MCC by helping to define educational, life and career goals and plans. Professionally trained counselors are also available to help students explore and deal more effectively with personal concerns and issues.

Counseling is available by appointment and on a walk-in basis.

Academic Advisement

Academic advisement services are designed to assist students in achieving their academic goals. Counseling and Testing works in collaboration with various departments on campus to deliver multi-faceted services such as assistance with course selection and registration, program audits, and program changes.

Advisement services are provided during selected hours at the Advisement Center, Bldg. 1, Room 108, and during normal hours of operation in Counseling and Testing.

Career Planning and Exploration

Counselors provide career exploration, career interest testing, and referral to career information resources to assist students in clarifying and implementing educational and career goals. In addition to the assistance of career counselors, the Career Resource Center, located inside of Counseling and Testing, houses various reference materials, and self-assessment instruments for use by students wishing to explore their career interests and opportunities. Available resources include:

- Discover, a computerized guidance system designed to help students with career information and self-assessment.
- A library of college catalogs.
- Career briefs.
- Occupational guides.
- Job placement information

Career courses such as *Career Development and Planning (CDL 100)*, and *Career and Life Planning for Returning Adults Students (CDL 101)* along with workshops on career exploration, choosing a career, and using college career resources are also provided for students needing assistance with career choice.

Placement Testing

To ensure that students are placed in classes consistent with their ability, MCC offers a placement testing program which is coordinated through Counseling and Testing. This is a national testing program that assesses student's level of reading, language use and mathematical ability upon entering MCC. Test results are used during the advisement process to help determine appropriate course placement. Students who must participate are notified by the Admissions Office.

Program Changes

Currently enrolled students who wish to change their major can apply for a program change through Counseling and Testing. For more information about the program change process, consult the Program Change Procedures brochure available in the Counseling Center. Program change application deadlines are listed on the College calendar.

Services for Students Who Are Deaf or Hard-of-Hearing

Counseling and Testing provides a variety of services to support academic requirements of students who are deaf or hard-of-hearing. Such services may include interpreting, captioning, and note taking. To arrange for services, students who are deaf or hard-of-hearing should schedule an appointment well in advance of the beginning of the course to discuss policies and procedures for requesting support by calling Counseling and Testing at (716)292-2030, or TTY (716)424-5128.

Early Advisement and Registration Assistance

Early advisement and registration assistance is available by contacting Counseling and Testing (Brighton) or Student Services Center (Damon City Campus). Counselors and advisors work individually with students to discuss career plans and special scheduling needs and to serve as liaisons with sponsoring agencies, such as VESID. A referral form and appropriate documentation for students requesting academic support services should be forwarded to Counseling and Testing or Student Services Center from the student's advocate/sponsor or medical/mental health professional.

Veterans Services

The Veterans Office, located in the Counseling Center, offers such services as:

- Veterans counseling
- Assistance to disabled veterans
- Tuition payment for veterans
- Assistance with documentation as required by the Department of Veterans Affairs

International Student Services

Academic advising, personal counseling, and assistance and advice on international matters are available to international students at Counseling and Testing. For additional information, call 292-2264.

Workshops

Each semester over 20 workshops are offered on a variety of topics. These include:

- Study Skills (time management, note taking, test anxiety)
- Personal Growth Skills (stress management, self-esteem, wellness, leadership development, coming to terms with loss)
- Career Exploration (career resources, career decision-making)

Other Services

- Bi-lingual counseling (Spanish)
- Evening Advisement and Counseling
- Industrial On-Site Testing and Advisement
- Senior Citizen Course Audit Program

Services for Students with Disabilities

Monroe Community College provides a mainstreamed learning environment for students who identify themselves with physical, mental and learning disabilities. Students must be able to function independently and are responsible for informing the College of their needs.

Qualifying for Service

Anyone who has a documented physical or mental impairment that limits major life activities may be considered disabled. Examples are: visual impairment, orthopedic or mobility difficulty, hearing impairment, learning disability, heart condition, back injury, emotional problems, seizure disorders or head trauma.

Services Available

The range of services may include: special placement testing, early advisement and registration, sign language interpreting, notetaking, tutoring, alternative testing arrangements (such as extended testing times, test readers or scribes), TDD and computer access. All services are arranged individually on an as-needed basis.

The nature and extent of accommodation are based on the specific disability and determined by MCC. The services received may vary from course to course, instructor to instructor, and semester to semester. Therefore, students may not automatically be granted each accommodation requested. Please note that MCC does not provide personal aides or attendants.

Arranging for Services

Students should apply for admission to the College, indicating on the application that support services will be requested. Current-within three years- documentation of disability from a medical doctor, the NYS Office of Vocational and Educational Services for Individuals with Disabilities (VESID) or another appropriate source is required. It is important to understand that no services can be provided for a student who does not (1) provide the necessary documentation and (2) contact the coordinator of Services for Students with Disabilities or the Counseling Center for deaf or hearing impaired students.

When to Request Services

Students should apply for services well before the beginning of the academic term (a minimum of two months). Later requests may result in a delay in receiving support services.

Cost of Services

Payment for designated services is the responsibility of MCC or community support agencies such as VESID and the Commission for the Blind and Visually Impaired. If a student needs services beyond those approved by the College or sponsoring agency, he or she will need to arrange for and pay for them personally.

Student Health Services

The Health Services Office, Building 3, Room 165, is open Monday through Friday, 8:45 a.m. to 4:45 p.m. (telephone 292-2018). Health Services staff provide basic ill/injury care and can assist you with questions regarding health-related concerns, health care referrals, accident/sickness insurance coverage, and compliance with physical exam and immunization requirements. You may be seen by the Nurse Practitioner if you are able to come at a time when the Nurse

Practitioner is available.

Injuries: A student involved in an accident that results in an injury should report to the Health Services Office as soon as possible. Accident insurance is required for all students taking nine or more semester hours, and all students enrolled in physical education. It is important that you complete an injury report to assure reimbursement for out-of-pocket costs related to the injury.

Services for the Disabled: If you have a disability, you should contact the Coordinator for Students with Disabilities. You should also advise Health Services, as we may be able to offer assistance in planning for your college experience and make referrals for other services that are available. Students with physical limitations are urged to contact Health Services prior to admission or shortly after registration. To ensure your success at MCC, we collaborate with the Counseling Center and Coordinator for Students with Disabilities.

Immunizations

New York State Public Health law requires that all students born on or after January 1, 1957, who are registered for six or more credit hours, provide proof of immunity to measles, mumps and rubella. MCC's Health Services Office will provide you with the necessary certificate to be completed by your physician or health care provider. Students who do not provide proof of immunity must, by law, be automatically withdrawn by the College and will lose all credit for that semester. Students will also remain liable for tuition and fees and will not be able to register for future semesters until they are able to provide proof of immunity.

The Health Services Office will administer the measles, mumps and rubella vaccine for a fee or for free, if you qualify. You may also receive the vaccine from Monroe County Health Department. New York State law requires that you be withdrawn from MCC if you do not submit completed proof of immunity within 30 days of beginning your classes.

If you are registered for the current semester, you may access your up-to-date immunization status by telephone. Call 292-2018, select Option 2 and you will be prompted to enter your social security number, four-digit birth year, two-digit birth month, and two-digit birth day.

College Transfer Services

The Transfer and Placement Office helps students plan their MCC programs and provides resources to help students meet admission requirements of four-year colleges and universities. Optimal transfer strategies depend upon knowing the college to which the student plans to transfer, and the student's major course of study. To ensure maximum transfer credit, a student should begin working with a transfer counselor before beginning study at MCC. Specific services provided by the Transfer Office include:

- Individual counseling and program planning
- Articulation and "2 Plus 2" agreements with four-year colleges and universities
- Application materials for local, SUNY, and independent colleges
- A collection of college catalogs
- Information about transfer scholarships
- Videotapes and CD-ROM programs on selected colleges
- Special programs and scholarship information for students from underrepresented populations
- Transfer resource and reference books on colleges throughout the country
- Arranging visits on campus for college representatives. Each fall, the Transfer and Placement Office hosts a Transfer Fair that brings more than 50 college representatives to the Brighton Campus. A similar fair is offered at the Damon City Campus in November. Additional campus visits are scheduled throughout the year. Information about college visits is published in the Monroe Doctrine, and on campus bulletin boards, and on the MCC website.
- Links to various colleges and universities through our website at www.monroecc.edu

Transfer Articulation Agreements

Articulation agreements outline the optimal course selections for transferring into parallel programs, assuring that MCC graduates will be able to complete the baccalaureate degree in four additional semesters of full-time study after graduating from MCC. Participating colleges have distinct admission and course requirements.

Overall or specialized Transfer Articulation Agreements have been signed with:

SUNY University Centers at Albany, Binghamton, and Buffalo

SUNY Specialized Colleges: College of Technology at Alfred, College of Ceramics at Alfred University, College of Environmental Science and Forestry at Syracuse University, Fashion Institute of Technology, Colleges of Human Ecology and Agriculture and Life Sciences at Cornell University, Upstate Medical University

SUNY Colleges of Arts and Sciences: Brockport, Buffalo, Cortland, Empire State, Fredonia, Geneseo, Oneonta, Oswego, Plattsburgh, Potsdam

Independent institutions/Out of State: Alfred University (engineering), Cazenovia College, Charter Oak State College (Connecticut), College of the Atlantic in Maine, Elmira College, Franklin University (Ohio), Governors State College (Illinois), Manhattanville College, Nazareth College, Niagara University, New York Chiropractic College, Keuka College, Pennsylvania College of Technology, Roberts Wesleyan College, Rochester Institute of Technology, St. Bonaventure University, St. John Fisher College, University of Rochester, Wells College

2 + 2 Cooperative Degree Programs

The 2 + 2 option is a unique cooperative degree program offered by Monroe Community College and selected four-year institutions. It is intended for first-time students entering MCC, who are certain of the four-year college to which they plan to transfer.

Students make a single application, to MCC; those who meet entrance requirements are concurrently admitted to MCC and the designated four-year

college. Students must maintain continuous full-time enrollment at MCC to maintain 2+2 status. MCC has 2 + 2 agreements with SUNY Colleges at Brockport, Buffalo, Cortland, Fredonia, Geneseo, and Oswego; Alfred University - NYS College of Ceramics, Clarkson University, Hobart and William Smith Colleges, Nazareth College of Rochester; Keuka College; Niagara University; Roberts Wesleyan College; Rochester Institute of Technology; St. Bonaventure University; St. John Fisher College; SUNY Environmental Science and Forestry at Syracuse; SUNY Upstate Medical University; Rensselaer Polytechnic Institute, SUNY University at Buffalo; the University of Rochester, and the University of Plymouth, England.

Articulation and 2 + 2 agreements are not intended to limit transfer opportunities. MCC graduates have transferred to other colleges throughout the country, including Cornell University, Ithaca College, Pennsylvania State University, Embry-Riddle Aeronautical University, University of North Carolina, University of Virginia and Boston College.

Job Placement Services

MCC's Transfer and Placement Office also helps students find full-time, career-related employment, as well as part-time and summer jobs while they are in school.

Job openings, part-time and full-time, are featured in "the Job Connection" on MCC's website at www.monroecc.edu.

The Placement Office coordinates on-campus interviews and a resume referral service for graduating and recently graduated students.

The staff organizes several job fairs annually which enable students to connect with a variety of employers regarding full-time, part-time and summer employment.

Arrangements are made for employers from various organizations to discuss employment opportunities with students in the Student Center Hallway throughout the year.

Other services include:

- Placement counseling.
- Videotaped mock interviews; resume writing; interviewing techniques; job

search strategies; summer job workshops and handouts.

- A career resource center with material on many local and national industries, businesses and organizations and job research resources.
- Direct information through the office's Web page. MCC's Internet address is www.monroecc.edu.

Graduate Follow-Up Information

Each year, the Transfer and Placement Office conducts a survey of the previous year's graduates. Results are published in a "What Happened to the Class of..." brochure. Results of the 2000 follow-up study were:

Transfer students:

- Graduates transferred to 80 different colleges and universities
- 56 percent of the A.S. degree graduates responding to the survey transferred full-time to four-year colleges and universities
- Of the graduates transferring to other colleges, 77 percent transferred to local independent or public colleges and universities; 51 percent transferred to SUNY colleges.
- 92 percent of MCC's graduates were either continuing their studies or working full or part time.

Special Campus Areas and Services

The Bookstore

The Brighton Campus Bookstore, operated by the Monroe Community College Association, Inc., is located in Building 3, Room 145, of the Student Center. In addition to required textbooks, the Bookstore sells paperbacks, calculators, school and stationery supplies, sportswear, candy, greeting cards and various other items for students.

The Bookstore is open Monday through Thursday, from 7:45 a.m. to 6 p.m., and Friday, from 7:45 a.m. to 4:45 p.m. Bookstore hours are limited during breaks and summer periods. Hours are extended the first week of classes.

The Damon City Campus Bookstore is located on the fourth floor at the Downtown campus. Regular hours are: 8:30 a.m.- 4 p.m. Monday -Friday

PLEASE NOTE: To purchase with a credit card which is not in your name, you must bring in the actual card and a letter of authorization signed by the owner of that card. You must also have your photo ID.

Bookstore return policy

Absolutely no refunds or exchanges will be made without a receipt.

- Return of purchases made by credit card must be accompanied by the credit card and a cash register receipt.
- Return of purchases made by check: Student will be given a voucher for the return amount to be redeemed for cash three weeks from the date the check was issued.
- Books being returned must be in perfect condition, free of any writing, stains, and binding or cover damage unless purchased used.
- No returns accepted on: trade paperbacks, calculators, dictionaries, reference books, texts originally shrink wrapped, or boxes open or without the box.

Bursar's Office

The Bursar's Office, located on the second floor of Building 6, handles a variety of financial services. Questions concerning tuition bills, methods of payment, residency and refund check production should be directed to this office.

General and student account information is also available through the Bursar's Office Automated Phone System. Students can call 292-2015 to access this feature.

Students make tuition and fee payments at this office.

The Bursar's Office is open from 8:45 a.m. to 4:45 p.m., Monday through Friday.

Career Resource Center

A Career Resource Center, which is supervised by the Counseling Center and Transfer and Placement Office, is located in Building 1, Room 231. Students may utilize the reference materials on Mondays through Thursdays from 8 a.m. until 7 p.m. and Fridays from 8 a.m. until 4:45 p.m. The comprehensive center contains a wealth of career planning, transfer and job search resources. You will find career planning, occupational and job search

information, employer literature, college and financial aid directories, college catalogs, applications and videotapes. It also houses DISCOVER, a computerized career guidance system which helps students with career information and self-assessment; CollegeView, a CD-ROM, providing up-to-date information about colleges and universities throughout the United States; scholarship, job preparation and career information and an electronic application process. Computers in the Career Resource Center provide students with convenient Internet access to valuable career, transfer and employment information. The Counseling Center and Transfer and Placement Office web pages, located on the College's web site, are also valuable resources which, in addition to providing information, also offer links to other helpful sites. MCC's web site address is: www.monroecc.edu.

Food Service

The Terrace: Food is served at a cafeteria-style scramble operation located on the second floor of Building 3. Terrace hours: during semesters from 10 a.m. through 2 p.m. daily.

The Forum: This is a smaller cafeteria-style operation located on the first floor of Building 3. Forum hours: 7:30 a.m. to 7 p.m., Monday through Thursday, and 7:30 a.m. to 3 p.m. on Friday.

Reflections: During semesters, Food Service students operate a small cafe located next to the Forum and across the hall from the Faculty Dining Room. Reflections offers restaurant-style service at a reasonable cost. Hours: 7:30 a.m. - 10 a.m. Daily Continental Breakfast, 11 a.m. - 1 p.m. Monday - Thursday, Lunch.

Sorrelle Coffee & Juice Bars: There are two locations, one is in Building 4 (the North Atrium), and the other location is in Building 2. A variety of coffees, juices, and pastries are served.

Coffee & Juice Bar Hours: 7:30 a.m. to 8:30 p.m. - Monday through Thursday, and from 7:30 a.m. to 4:30 p.m. - Friday.

Vending Machines: There are a number vending machines located throughout the campus. Snack items and soft drinks are available in these machines.

Handicapped Accessibility

Educational programs at MCC are accessible to disabled people, and the campus is physically accessible to

Student Services

persons with mobility problems. Facilities include adapted restrooms, drinking fountains, and telephones, and ramps, elevators, and special parking. Special parking privileges will be provided upon request, with clearance by Health Services (Room 3-165).

Any student who encounters an accessibility problem should contact the Office for Student Services, Room 1-300, ext. 2122.

Housing

The College does not maintain dormitory facilities nor does it assume responsibility for student housing. However, the Student Center Office does provide the following assistance: a list of rooms and apartments, information about locations, costs, and leases and security deposits. College staff do not inspect, approve, or supervise any of the premises listed with the Office, and the College does not become a party to private landlord-tenant matters.

Media Relations

All contact with media must be handled through the College's Public Affairs Department. The Public Affairs staff advises student groups that need publicity for their activities. For information, call 292-3015.

Each campus organization should work directly with the student newspaper, the Monroe Doctrine, and the student radio station, WMCC, to disseminate information on campus. Bulletin boards are also available for posting information, with permission of the Student Center Office (Room 3-113).

Recreation Room

Pocket billiards, table tennis, pin-ball machines, shuffleboard, table games, electronic games, and similar activities are available in the Recreation Room, on the mezzanine level of the Cafeteria. The Room is open Monday through Friday, from 9 a.m. to 3:30 p.m.

Public Safety Office

(716) 292-2075

Public Safety Officers work 24 hours a day on three different shifts.

Public Safety Services include:

- Emergency responses, first aid, crime prevention, and personal/environmental safety awareness
- Incident reporting and investigations

- Motor vehicle assistance - lock outs, battery jump starts, calling the Rochester Auto Club of America (AAA)

Emergency Messages

If someone needs to contact a student in case of an emergency, call the Office of Student Services at 292-2052. Public Safety will then try and reach the student. After 5 p.m., The Office of Public Safety should be contacted directly at 292-2075.

Escorts

Public Safety officers can escort students who are on campus late in the evening.

ID

Students must produce ID any time they are asked to do so by a college official.

Information Desk/Public Safety

Dispatcher

The Information Desk, located at the main entrance to the College on the second floor of Building 1, offers help in finding campus locations, general information, instructor's telephone numbers and office locations.

Lost and Found

If a student has lost or found an item on campus, they should go to Room 7-341 or call 292-2901 the Public Safety Office.

Closed Campus Hours

Students are prohibited from coming to campus between midnight and 6 a.m. and any time the college is officially closed.

Reporting Crime

Notify Public Safety promptly. It helps if you can do it in person. A report is filed. If the crime is "in progress," use the telephone. Specify that it is "in progress." If crime or suspicious activities are occurring on campus, it may be reported anonymously via the web by going to www.monroecc.edu; A-Z index; Public Safety, Brighton Campus; Silent Witness or call the Tip Line at 292-3636.

Student Center Service Desk

Services of the Student Center Service Desk are available to all MCC students, faculty and staff with a current MCC picture identification card. The Service Desk is located in Building 3, down the hall from the MCC Bookstore and across the hall from the WMCC Radio Station.

The Service Desk hours are 9:00 a.m. to 6:00 p.m. Monday through Thursday and 9:00 a.m. to 4:00 p.m. on Friday while classes are in session. The Service Desk hours are 9 a.m. - 1:30 p.m. Monday through Friday during breaks and Summer Sessions.

Services available at the Service Desk include check cashing, with ID; purchase of money orders, postage stamps, bus passes, bus tickets and discount movie tickets for Little, Tinseltown and Regal theaters as well as graduation fee payments, locker rentals, tickets for campus and community events, vending machine refunds, and distribution of general information.

Electronic Learning Centers

The Electronic Learning Centers (ELCs) provide a central location for students to use computers and audiovisual equipment and materials. There are ELCs at both Brighton Campus and the Damon City Campus. Both are equipped with IBM compatible computers, laser printers, VCRs and audio tape players. Software libraries include a wide variety of programs including word processing, spreadsheets, databases, graphics, desktop publishing and Internet access. Staff members are available to help students use hardware and software and help new users become familiar with using computers.

Students use the ELC for a variety of class-related work including typing and printing papers, working on computer programs and viewing and reviewing video and audiotapes. Many students choose to take advantage of these state-of-the-art computing facilities to learn and improve their computer skills.

All MCC students, both full- and part-time, may use the ELC by showing a valid MCC photo ID card. Students must sign in and out when they use these facilities.

At the Brighton campus the ELC is located on the first floor of the Learning Centers (Building 11). The Damon City Campus ELC is on the fourth floor.

Hours may vary during breaks and summer sessions; call 292-2000, ext. 5267 for hours at the Brighton ELC and 262-1790 for Damon City Campus ELC hours.

Libraries

There are three libraries serving students at Monroe Community College.

On the Brighton campus, the Leroy V. Good Library is located in Building 2. The Damon City Campus Library is located on the fourth floor of the Damon City Campus in the Sibley Building on Main Street. The SUNY Student Resource Center is located on the ground floor of the Bausch and Lomb Building of the Rochester Public Library.

Leroy V. Good Library

The Leroy V. Good Library, named for the first president of Monroe Community College, is open to the entire college community including MCC students, faculty, staff, and members of the Alumni Association. Members of the community are welcome to use the library facilities and materials within the library. The second level is the main floor of the library, and houses the Circulation/ Reserve Desk, Information Desk, and library workstations; as well many other library services. The upper levels offer seating and study space, and house the majority of the book collection and the administrative offices.

Library Resources

Teaching and learning occur every day in the library, and technology plays a key role in the delivery of library services. The libraries' Virtual Resource Network offers access to over 20 databases including more than 1000 full-text periodicals, encyclopedias and full Web access. The network provides access to ALEX, the Library's online system, and a host of other collections throughout the SUNY system and beyond. There are 27 workstations in the Leroy V. Good Library where students have virtual "one-stop shopping" for this vast array of electronic resources. The same collection of resources is available at the Damon City Campus Library through the campus network at 10 workstations.

The library's collections include over 90,000 items of print material, 518 print periodical subscriptions, microfilm, microfiche, audio CDs, tapes and records, videos, CD-ROMs and software. There are three special collections housed in the Brighton campus library: the AIDS Resource Library, the Holocaust/Genocide Resource Center, and the College Archives. The three specialized collections are open to the general public

as well as the MCC community. The combination of electronic and print resources provides a vast array of information for students. The primary mission of the library and its staff is to make information available and teach students how to take full advantage of the library's extensive resources.

Checking out materials

A valid MCC photo ID is required to borrow materials from the Library or to use the Reserve Collection. Your ID card may be obtained from Student Center ID Office at 3-134. Loan periods vary according to the type of materials and most items may be renewed if no one is waiting for them. Magazines, newspapers, journals and reference items are available for use within the library. The Reserve collection includes books, CDs, videos, and articles that instructors have set aside for specific classes to use. Reserve loan periods, which are determined by the instructor, vary from 1 hour to 5 days. Regular library fines are 10¢ day with a maximum fine of \$5.00. Reserve fines are 25¢ an hour for hourly loans and \$1.00 a day for overnight materials with a maximum fine of \$15.00. If a reserve item is kept overdue students are charged the reserve fine, the replacement cost of the item and a processing fee. A full list of circulation policies can be found at www.monroecc.edu/depts/library/lvg.htm

Study Rooms

There are 18 study rooms on the third and fourth floors of the Library. Eight rooms are reserved for one student and ten are reserved for two or more students. A valid MCC ID is required to sign out the keys at the Circulation Desk. Rooms reserved for two or more students require students to check out two key tags with two separate MCC ID's. All rooms are signed out for two hours on a first-come-first-served basis. During peak periods, single-person rooms may be signed out to groups waiting for use if no group rooms are available. If there are students waiting to use a study room, a staff member may ask you to vacate a room at the end of the two hours. Key tags should not leave the library. If rooms are left vacant during a sign-out period, the library staff may vacate a room for use by other students.

Services to Students

Photocopying: The Leroy V. Good Library has coin operated photocopiers for students. There are also several

reader/printers that can be used for making copies from microfilm and microfiche. Operation of the microfilm copiers requires an MCC ID card, encoded with a cash value. A machine in the Library is provided to encode the cards.

Interlibrary Loan: The MCC libraries provide an Interlibrary Loan service so students can request books or copies of journal articles from other libraries. There is generally no charge for this service.

Orientation: Library Orientation Tours are offered at the beginning of the fall and spring semesters. A schedule of tour dates and times is posted at the Library entrance. The Orientation Tour lasts about 25 minutes. Appointments may also be made for tours at any other time of the year.

Library Instruction Center: The Leroy V. Good Library has a fully equipped Library Instruction Lab on the fourth floor of the library building. The library's Research and Instruction department coordinates use of this facility and offers faculty the opportunity to bring their classes to this room for instruction in the use of library database and internet resources.

Recreational Reading and Media

Collection: The Library has a growing collection of popular best sellers for recreational reading. There is a good selection of music CDs, cassettes and books-on-tape, and a new collection of videos for student use. All of these materials may be signed out with a valid MCC photo ID.

Library Hours

When classes are in session, the Library is open from 8:00 a.m. - 9:00 p.m. Monday through Thursday, 8:00 a.m. - 5:00 p.m. Friday and 11:00 a.m. - 4:00 p.m. Saturday. Hours vary during school breaks and through the summers. Changes in hours are posted at the Library entrance.

Damon City Campus Library

The Damon City Campus (DCC) Library is located on the fourth floor of the Sibley building on Main Street. It serves students, faculty and staff of MCC's downtown Rochester Damon City Campus. The Library has approximately 9,200 books and 100 periodical subscriptions as well as video, audio CDs and cassettes.

All Internet resources available at the Leroy V. Good Library are accessible at the DCC Library. The full range of resources offered on the Virtual Resource Network is available at ten workstations in the library, and includes full text databases, indexes, online catalogs, and encyclopedias. The book and periodical collections have an emphasis on Criminal Justice and Human Services. Some general curricular materials to support the academic programs that are offered at the Damon City Campus are also available. The Circulation/Reserve desk at the DCC Library handles reserve materials for classes that are offered at the Damon Campus. A large collection of instructional videos is also available for student and faculty use.

A valid MCC photo ID is required to borrow materials from the library or to use the Reserve Collection. Magazines, newspapers, periodicals, and reference items may be used within the library. A fine of \$.10 per day per item is charged for overdue circulating materials with a maximum fine of \$5.00. The fine for overdue Reserve items is \$.25 per hour for hourly loans and \$1.00 per day for circulating Reserve items, with a maximum fine of \$15.00.

A Seminar Room is available for use by Faculty. Four study rooms can be used by students for private study. An MCC photo ID is needed for use of these rooms. The library houses a coin operated photocopying machine and a reader/printer for making copies from microfilm and microfiche.

Faculty and students may request circulating materials and copies of magazine articles from the Leroy V. Good Library to be sent to DCC. Interlibrary loan is available to request materials from other local libraries.

Orientation tours of the library are provided for students. Faculty may reserve a time for a class orientation session by calling the library.

The Damon City Campus library has a growing collection of leisure reading books and books-on-tape available for circulation. A sizeable collection of legal books is available for use within the library.

When classes are in session, The DCC Library is open 8:00 a.m.-8:00 p.m. Tuesday and Wednesday; 8:00 a.m.-5:00 p.m. Monday and Thursday; 8:00 a.m.-4:00 p.m. Friday; and 9:00 a.m.-2:00 p.m. on Saturday. Hours may vary during school breaks and throughout the summer, and any changes will be posted.

SUNY Student Resource Center

The SUNY Student Resource Center (SSRC) is a new addition to the list of locations for MCC Library Services to students. Opened in January 1998, the SSRC is located in the link level of the new Bausch and Lomb Public Library Building in downtown Rochester (115 South Avenue) only three blocks from the Damon City Campus. The SSRC is a cooperative partnership between the Rochester Public Library, Monroe Community College, SUNY Brockport and Empire State College. The mission of this facility is to provide a friendly, convenient location for partner institution students to work and take advantage of the rich network of electronic resources and over one million item research library housed at that library location.

Services

The SSRC provides numerous PC workstations to access databases and web-resources as well as to use for word processing. The SSRC staff provide a full range of library services, including: course reserves, network printing, reference services, video-viewing stations, library and information literacy training, group study rooms, copiers, and other services.

Using the facility

To utilize the SSRC you need a valid ID. The Center is open the same hours as the rest of the Central Library, including Sundays.

Please call 428-8171 for current hours of operation.

Learning Centers

MCC has numerous Learning Centers, where students may receive assistance from faculty tutors, video instruction or computer software.

The Robert A. Frantangelo Mathematics Learning Center (RAF MLC), located in Building 11, Rooms 202, 204 and 206, provides a learning environment for students of mathematics. Here, students may study individually or in groups, consult with a tutor, or meet with their instructor. Some instructors put assignments or homework solutions on reserve at the front desk or in the RAF MLC Computer Room.

There are a variety of resources available for student use in the Center. Students may borrow a mathematics textbook, solutions manual or calculator. There are mathematics videotapes to watch on the premises or to loan overnight. Instructors may send their students to the Center to use software for algebra, statistics or calculus available on one of the personal computers in the RAF MLC Computer Room. Drop by to see why so many students find the RAF Mathematics Learning Center the best place on campus to study math!

At the Brighton Campus, there are special learning centers for: accounting, computer graphics, computer related curricula, dental hygiene, transitional studies, mathematics, writing, nursing, psychology, natural sciences and physics.

At the Damon City Campus, the Learning Resources Center consists of two general areas. The Electronic Learning Center is an open computer laboratory serving students' needs for word processing, database programming, spreadsheet layouts, etc. The Learning Resources Desk is the contact area for audio-visual needs and library resources.

Damon City Campus Student Services Office

Suite 5-252

Telephone (716) 262-1740

TTY (716) 262-1579

The Student Services Office offers Damon Campus students a variety of professional services. The Center's advisors and counselors assist with academic advisement, bilingual counseling (Spanish), career counseling, selecting and enrolling in classes, financial aid, personal counseling and transfer credit evaluation. These services are provided in an informal and confidential setting. Students can schedule appointments with counselors or advisors or use the daily "walk-in" service. Our Office hours are:

Monday through Thursday 8 a.m. - 6 p.m.

Friday 8 a.m. - 5 p.m.

Saturday 10 a.m. - 1 p.m.*

**Office is open Saturdays, first four weeks in September and first three weeks of the Spring semester.*

Academic Services include:

- Admission and matriculation
- Advisement, orientation and registration
- Clarifying career goals and choices
- Defining academic plans and program requirements
- Interpreting College policies and procedures
- Referring students to department chairpersons, College administrators, teachers, or other College services for assistance
- Assistance with academic program changes
- Providing support and encouragement during difficult transitions; and,
- Transfer & Placement Services.

Career Services Encompass:

- Help students explore and plan educational and career goals.
- Offer testing to assess aptitudes and interests, personality, learning styles and study skills.
- Provide information on area employers, job descriptions, employment trends and current job openings in the community.
- Offer ideas for networking and additional resources both on and off campus.
- Provide assistance with resume writing, interviewing techniques and job search strategies.

Registration/Financial Services

Telephone (716) 262-1664/1670

- Assistance with registering for classes
- Schedule adjustment (drop/add)
- Make tuition payments
- Set up Edu-payments
- Provide student loan entrance interviews
- Assist in the completion of the Federal Application for Student Aid (FAFSA).
- Provide financial aid workshops
- Financial aid advisement

Testing Services

Placement tests assess writing, reading, numerical and algebra skills. They are used during advisement to place students into appropriate English and mathematics courses. Students who must participate are notified by the Admissions Office. Special testing for English will be available for students whose first language is not English. Students with disabilities will be provided with appropriate testing accommodations.

Personal Counseling

Personal counseling enables students to better understand themselves. Personal issues often play a major role in career and educational planning. Counselors can assist by providing support, clarifying feelings, and encouraging students to overcome personal obstacles by using coping and problem solving skills. Students seeking long-term counseling are referred to services in the Rochester area. All meetings between a counselor and students are confidential.

Other Services

Other services at the Student Services Center include: Bursar, CLEP Center (College Level Examination Program), EOP, Veteran's services, and services to students with disabilities.

Participation in social, cultural, educational, and recreational activities augments classroom instruction and is strongly encouraged by the College. Independent and creative thinking are fostered by these activities; participating will help you develop initiative, responsibility, leadership, poise, and loyalty to the College.

The student activity program at MCC encompasses six general areas: Student Government, Clubs and Organizations, Media, Social and Cultural Activities, Recreation Programs, and Athletics.

Student Government

Students are generally governed by the Student Association. Its purpose is to promote the general welfare of the student body, to provide programs of educational, cultural, recreational and social value; to promote a spirit of harmony among administration, faculty, staff and students; to provide procedures for insuring the continuity and perpetuity of the Student Association and its governing body; to meet the responsibilities and obligations of self-government; to assure the rights as set forth in the "Joint Statement of Rights and Freedoms of Students"; and to provide students with an organization through which their concerns on matters affecting them may be registered within a representative and democratic governance.

The Student Association is represented by the Brighton Campus Student Government and the Damon City Campus Parliament. All students who pay a student activities fee are members of the Student Association, and fall under the representation of one or both of these groups.

Student representatives also serve on the College's Board of Trustees (the Student Trustee is elected each spring semester), and the Board of Directors of the MCC Association Inc. Several other ad hoc committees also have student representatives.

Brighton Campus Student Government

The Senate is the highest authority of the Brighton Campus Student Government. Its 12 members are elected at large by the student body. The Senate sets policy and is responsible for taking

action it deems necessary or advisable to meet the state objectives of the Student Government.

The Senate is elected by a general ballot of the student body in the Spring semester of each year. To be elected, a candidate must receive a majority of votes of those present and voting. In addition to the Senate, the Student Government is made up of an Executive Branch, which consists of the President, Vice President and the Presidential Cabinet. The President and Vice President are elected by a general ballot of the student body in the Spring semester each year. The cabinet members are appointed by the President and approved by the Senate. The President assumes primary responsibility for fulfilling the Government's purposes and carries out normal duties in achieving these purposes, including responsibility in matters of budget. The President also makes policy recommendations to the Senate.

The Vice President runs on a joint ticket with the presidential candidate. The Vice President assumes all responsibilities and duties of the President in his/her absence and assumes the presidency in the event that the President cannot complete his/her term of office.

The Brighton Campus Student Government is also represented by voting members on three faculty committees: Curriculum, Planning and Academic Policies.

Damon City Campus Parliament

The Damon City Campus is represented by Student Parliament. As the highest authority of the Student Association at the Damon Campus, the Parliament shall take any action it deems necessary or advisable to meet the objectives of the Student Association and to carry out the provisions of the constitution and the bylaws.

Student Parliament consists of the President, Vice President and the Assistant Vice Presidents. A general ballot of the Damon City Campus membership of the Student Association elects the President and Vice President, and four of the Assistant Vice Presidents. The remaining two Vice Presidents are selected by the Student Parliament in the Fall semester.

The Presidential and Vice Presidential candidates run on a joint ticket, and the Vice President assumes all responsibilities and duties of the President in his/her absence and assumes the presidency if the President cannot complete his/her term of office. The President chairs all meetings of the Student Parliament.

Members of the Student Parliament serve on committees related to Damon City Campus Academic Services, Damon City Campus Student Services, the MCC Association, Inc. Board of Directors and various ad hoc committees.

The Campus Activity Board (CAB)

CAB, a standing committee of the Student Association, is responsible for the planning, development and implementation of the social, cultural and educational events on campus. The Board consists of special interest committees designed to meet the diverse needs of the campus population. Campus Activity Board committees include:

Performing Arts Committee:

Responsible for the planning and implementation of MCC's Art's Now series. It incorporates local and national theatrical and musical performing arts. The Performing Arts committee co-sponsors this program with the division of Liberal and Performing Arts.

Cultural Diversity Committee:

Responsible for the selection, development and implementation of programs designed to increase cultural awareness throughout the campus community.

Club Wednesday:

Responsible for the planning and implementation of all music, coffee houses, mini-concerts, comedians and special-related events under the area of social programs.

Multi-Visual:

Responsible for the selection, development and implementation of all film/video programming, including evening film programs and special film festivals, plus other film promotions and video presentations.

Issues and Ideas Committee:

Responsible for the selection, planning and implementation of lecture programs by both local and national figures. This committee involves a representation of faculty members from all academic departments who assist in the selection of programs. The student and faculty connection creates a strong co-curricular/academic relationship.

Student Clubs and Organizations

Monroe Community College is please to acknowledge that there are 55 chartered clubs and organizations on campus. Each club has brought honor and recognition to the college community. Students are encouraged to join one of these organizations or start a club of their own.

How do you start a club?

Students wishing to start a club are encouraged to follow the guidelines below to become chartered as a club on campus:

1. Look for and solicit students who hold the same interest as you do in the vision of your club. Hold interest meetings with other students
2. Make sure you schedule an appointment to see the Assistant Director for all necessary information and forms
3. Get a full-time faculty or staff member to serve as an advisor to your organization
4. Develop a tentative list of club activities
5. Return complete forms to the Student Center Office
6. Attend designated meeting of the Senate to request to be chartered as a club.

Clubs and Organizations at MCC

Accounting & Business Club

Promotes and opens career opportunities to those students who are interested in the accounting and/or business professions.

Asian Multicultural Association

This organization promotes Asian culture, traditions and customs from different areas of the world. Students plan and implement programs that bring awareness of these cultures to the college.

Association of Computer Users

Computer buffs, who are interested in the science, design development, construction, language and application of modern computer machinery. Members help promote and get involve with computer science and information processing.

American Bosnian Educational Development Club

Provides a forum for Bosnian students to promote and develop cultural consciousness and understanding.

A.W.A.R.E. [Adults Who are Returning to Education]

Provides a network and support system for MCC adult students (over the age of 25). These non-traditional students obtain support systems in adjusting to college. They also plan and implement programs that are directed to their needs.

B.A.S.I.C. [Brothers and Sisters In the name of Christ]

A full gospel student organization that promotes Christian beliefs. It opens students to explore a mature aspect of Christ.

BiGlu & Friends [Bi-Gay & Lesbian Union and Friends]

A support group for Gay, Lesbian and Bi-Sexual students on campus. This group acts as an advocate for these students by promoting the awareness of the contributions of the culture.

Biology Club

Explores all aspects of biology and related fields. Students learn about biological careers in this area.

Black Students Association

Promotes awareness and serves as a support system for African American Students on campus. This club provides

regular programs and education, cultural awareness and social events that involve the contributions of Blacks in America.

Cabbages & Kings

Students implement and publish a student run literary and visual arts magazine by learning the art of publishing and different aspects of writing.

Chemistry Club

The purpose of this club is to nurture interest and gain expertise in educational and vocational areas of chemistry.

Chess Club

Students gain knowledge and skills in the art of chess playing. Competitive tournaments and exhibitions are encouraged.

D.E.C.A. [Distributive Education Clubs of America]

Students learn and research all areas of the marketing and distribution field. Students learn about the competitive enterprise system.

Education of Peace Club

Students learn the value of creating peace and harmony in the communities at large. By recognizing and bring about positive outcomes, students learn the value of human kindness and understanding.

Entrepreneur Club

Students have the opportunity to gain a better understanding and obtain hands on experience in starting and running their own business. Exploration is done in all areas of free enterprise.

Engineering Leadership Council

Exploring different aspects of engineering (civil, chemical, electrical and mechanical) is the goal of this club. Getting hands on experience, participating in field trips, building models and providing demonstrations is the goal of this club.

Future Builders of America

Students become more knowledgeable about the profession of construction. Students gain experience by working with professional AGC contractors.

Future Educators Association

Students who are exploring the field of teaching as a career will share the intellectual, emotional and spiritual aspects of the teaching profession.

Student Organizations and Co-Curricular Activities

French Club

The purpose of this organization is to educate and inform the student body of the cultural influences that the French people have on modern America.

Global Union International Students' Association

Provides a forum for international students at MCC. Promotes understanding and goodwill between international students and their American counterparts. Students exchange ideas, cultural awareness, and plan activities together.

Gospel Choir

This club serves a directive to spread the word of God through music. Students get hands-on training in voice with a trained instructor. They also have the opportunity to plan choir events and demonstrations both on and off campus.

Health Professions

Students promote and study the field of health professions as well as a healthy lifestyle.

Holocaust/Genocide Studies Project

The purpose of this organization is to serve as a network of individuals for the advancement of Holocaust/Genocide programming, awareness, education and research.

Hospitality Club

Acquaints students with the food service and hotel industries and identifies where each student's interest might be in the field. It gives the student an opportunity to exchange ideas and experiences through discussion, study, field trips, menu planning and publication.

InterVarsity Christian Fellowship

An organization that promotes Jesus Christ as a personal savior. Students learn through Bible study, praise, prayer and fellowship with one another.

Latin Pride

Provides support and enhances cultural and social togetherness among Latinos at MCC. Students engage in programs, plan events, and bring awareness about the Hispanic culture to the college community.

Leadership Development Institute

Enhances academic performance through study, sessions, support services and student cohesiveness. Students act as ambassadors to the college through volunteering and gaining leadership skills.

Monroe Doctrine

A student-run newspaper, where students learn the overall workings of a newspaper. Students experience everything from managing a newspaper to editing.

Moon Circles

Students study and explore the ancient beliefs of earth-based religions. Taken from Pagan rituals, students have the opportunity to explore the ideas and concepts of witchcraft.

Muslim Club

Explores the practices of the Muslim Religion and provides the opportunity for students to combine student activities and religious practices at MCC.

Native American Club

This club enhances cultural and social activities of particular interest to Native American students. Promotion of Native American rituals, activities and culture are encouraged.

Newman Society

The purpose of the Newman Society is to offer an opportunity of making the gospel relevant to those who see it as a value in their own lives, and to those who see it has no value in the sense of meeting needs that exist within the college.

Okinawa Isshin Ryu Karate Club

Brings awareness of the Okinawan style of Karate. Students learn a healthy and mental way of self-defense, exercise, mental relaxation and self-confidence.

Outdoors Activities Unlimited

Promotes and organizes outdoor activities throughout the year. Students experience activities such as rock climbing, biking, skiing, and ice-skating. Students also get training in wilderness survival.

Optics Club

Encourages and brings opportunities for students to consider a career in the optics field. Students

Phi-Theta-Kappa

An honors organization that encourages students to obtain scholarships while in a two-year college, leadership, service and the exchange of ideas and ideals.

Physical Studies & Awareness

Stresses the importance of physical education to students. Opportunities to learn the importance of physical fitness and also careers in the field are also explored.

Radiology Club

Enhances the student's learning objectives to explore the science of Radiology and medical imaging. Students explore career opportunities and knowledge in the field.

S.A.D.H.A. [Student American Dental Hygienist Association]

Students explore experimentation and receive hands-on experience in the field of dental hygiene. Working closely with the parent association (New York State Hygienist Association) upon graduating students earn the right of becoming a member.

SME [Society of Manufacturing Engineers]

Students explore opportunities in the field of engineering. They receive advance knowledge in the newest technology to date.

Spanish Club

This club studies the history of the Spanish Language, as it is spoken by different Latin American Countries. The club expands its knowledge through group interaction, field trips and lectures on the origins and culture of many Latin American groups.

Student Art Organization

Students expand their learning abilities and creativity in the field of Art. Students have the opportunity to attend special shows, galleries, films, workshops and listen to speakers that explore all different types of art media.

Student Nurses Association

Students who are continuing a career in nursing experience the cohesiveness and networking experience by servicing the college and community. Opportunities to assist and mentor incoming nursing students into the program are encouraged.

Students for Choice

Students have the opportunity to bring awareness to the college and the Rochester community about reproductive choices. Students act as advocates with information and impartial resources for people to review.

Swing Time

Students study the art of ballroom dancing, Latin dance, jazz and other dance forms. Students have fun working with other students, faculty and friends who participate in social events, tournaments and performances.

Travel & Tourism

Students have the opportunity to learn the basic concepts and standards of the travel and tourism business. Students receive hands on training in airline reservations, tours, and conference planning.

Turkish Club

Explore the cultural and traditions of the Turkish cultural on campus through interacting with other students, planning activities and attending conferences.

WMCC Radio

Serves as a training mechanism for those who wish to take advantage of gaining the knowledge and experience that is gained in the broadcasting and communication fields.

Global Union Office

Mission:

The mission of the Global Union Office is to support and enhance the International Students' and faculties academic, cultural and social interaction at Monroe Community College. Its establishment serves as the primary link between International students, scholars, the college, community, public and private agencies. The Global Union desires to promote a positive and symbiotic cross-cultural environment through Co-curricular activities, experiential learning and international education and exchange.

Purpose:

The mission statement reflects the multifaceted aspects of the Global Union office. The office serves as a core base for providing international students with information, assistance and consultation on concerns and matters pertaining to international students, scholars, faculty and staff. It serves as a catalyst to diversity through international and cross-cultural events, educational programming, and awareness to the college and the Rochester community.

Objectives:

- Provide Quality Service: Effectively serve the needs of international students, faculty, staff and their families. Access, set priorities and respond to those needs to the extent resources permit. Quality service would attract prospective students to Monroe Community College.
- Provide Strong Linkages: Create strong collaborations with Monroe Community College academic

departments, government agencies, other universities and the Rochester community.

- Enhance and expand the Co-Curricular Program: New students, scholars, and faculty would have the opportunity to participate in joint ventures, (class teaching, workshops, travel). Opportunities would be open to join or get involve with the Global Union Students' Association (one of the largest clubs on campus).
- Regulation Compliance: Maintain thorough knowledge of immigration, regulations and procedures in order to advise international students effectively and to insure institutional adherence to those regulations and procedures.

International students are encouraged to visit the offices and meet members of the Global Union Association. The office is located in Building 3 room 129 in the Student Center or you call for more information at (716) 292-2557.

Chartering of Clubs and Organizations

Students who want to form a new club or organization must apply for a charter to the Assistant Director, Student Activities for Clubs and Organizations. Minimal requirements for an application are:

A proposed constitution which includes a statement of purpose and plans for operation.

Signature of a faculty member who has agreed to serve as the club's advisor.

Statement of financial structure, tentative list of officers, and an outline of activities.

All student clubs and organizations must be chartered by the Student Association. To become and remain chartered, the following regulations must be followed:

A duplicate list of officers, faculty adviser, and constitution must be filed with the Student Activities Office at the beginning of each semester. A membership list would also be beneficial, but is not required. Each organization is responsible for keeping this information up-to-date.

All new clubs and organizations which have met the approval of the Senate are conditionally chartered for one semester, after which an evaluation for permanent charter will be made. Any chartered club

or organization which has been inactive for three consecutive semesters must apply for a new charter to be re-activated.

Advisors

Members of each club or organization select a faculty advisor and submit the recommendation to the Student Activities Director for approval. In cases where stipends apply, the faculty advisor will be subject to annual review and evaluation. A written annual report also must be submitted to the Student Activities Director at the end of the academic year.

Election of Officers

Officers should be elected in the spring to provide continuity for the following academic year. A list of officers must be submitted to the Student Activities Office.

Senate Qualifications

- Must be day or evening student taking six credit hours or more and maintain this status throughout entire term of office.
- Must maintain cumulative point average of 2.25 or above.
- Must have Tuesdays, 2:00-5:00 p.m., and Fridays, 12:00-1:00 p.m., available to attend Senate meetings held at the Brighton campus.
- Must maintain an office hour at least once a week.
- Must intend to serve the Student Association for the entire term of office.

Presidential Cabinet Qualifications

- Must be day or evening student taking three credit hours or more and maintain this status throughout entire term of office.
- Must maintain cumulative point average of 2.0 or above.
- Must intend to serve the Student Association for the entire term of office.

Student Association Budget

All students enrolled at MCC pay a student activity fee based on the number of fee hours for which they are registered. Per approval of the College Board of Trustees, the Student Association Senate is authorized to "formulate and approve the annual budget for all branches of the Student Association."

Student Organizations and Co-Curricular Activities

The budget process is implemented each fall semester and is based upon projected enrollment figures for the coming year.

Room Reservations.

Any chartered club or organization may reserve rooms on campus at the Student Center Office (3-113), for use during College Hour.

Supplies and Duplicating

Clubs and organizations may get help with duplicating materials in the Publicity Office.

College Hour

Meetings, activities, and other events may be scheduled during regular College Hours, at noon, Mondays, Wednesdays, and Fridays.

Faculty Advisors

Faculty advisors must be present at all social events sponsored by student clubs and organizations. They must also accompany students on any trips sponsored by clubs and organizations.

Publications and Arts on Campus

The official College student newspaper is the Monroe Doctrine, published weekly during the Fall and Spring semesters. Cabbages and Kings is the student literary-art magazine, published twice a year. Staff positions on these publications are open to all students. Publications offices are located in the Student Center.

Courses emphasizing musical performance include Concert Band, Orchestra, chorus, Voice, Guitar, Percussion, and Piano. Other

ensembles and co-curricular groups (Chamber Ensemble, Jazz Ensemble, Noon Flyte Show Choir), and Pop, Rock, or Folk Groups are organized to meet student interests.

Co-curricular musical activities are jointly sponsored by the Music Department and the Student Association. Students participating in co-curricular musical activities are eligible for membership in the Student Music Association, which conducts an annual concert tour, a jazz ensemble festival/clinic, guitar festival, and show choir festival. The Association also gives performances at the College, and area schools, hospitals, and social agencies.

Exhibitions, music, drama, dance, poetry, and literary events are featured on MCC's activities calendar. Visits by local and national artists are scheduled each year. The Mercer Gallery maintains an exhibition schedule recognized throughout the community for its creativity and innovation. Students have an opportunity to meet visiting artists in the presence of their work. For others, the Gallery presents an opportunity to learn the organizational and promotional aspects of the business side of the arts.



Photo by: Gretchen Thor

Athletics Directory

Sport	Coach	Office	Extension
Baseball	D. Bailey	10-131	2833
Basketball (men)	J. Burns	10-120	2832
Basketball (women)	T. Parrinello	10-124	2837
Cheerleading	A. Leahy	10-127	2856
Golf	H. Roche	10-129	2851
Hockey	G. Robertson	10- 127	2856
Lacrosse	C. Camp	10-121	2839
Soccer (men)	N. Cupello	10-130	2847
Soccer (women)	T. Britton	10-123	2835
Softball	R. DiGiacomo	10-127	2856
Swimming	D. Dubois	Pool	2846
Tennis (men)	J. Gleason	10-138	2834
Tennis (women)	J. Gleason	10-138	2834
Volleyball (women)	T. Haefner	10-127	2856

Intercollegiate Sports

MCC's intercollegiate sports program offers 14 exciting sports, with equal opportunity for men and women.

MCC teams have won several conferences, regional, and national championships and MCC players have earned All-American honors in such sports as soccer, baseball, basketball, golf and swimming.

Funds for this comprehensive program are appropriated by the Student Association from student activity fees.

Athletic Eligibility

To be eligible to compete in Junior College Inter-collegiate Athletics, a student must have passed a physical examination, have coverage under the College's accident insurance policy, and be certified by the Director of Athletics. Student participation is governed by College policy and the rules and regulations of the National Junior College Athletic Association. A student must also be in good academic standing (as defined in this catalog) to participate in intercollegiate athletics and meet the requirements of the NJCAA's eligibility standards as set forth in the national handbook.

The office of the Director of Athletics is Building 10 Room136, telephone 292-2831. Contact the appropriate coach if you are interested in a particular sport.

Cheerleading

Cheerleaders make up a service group, which represents the student body at all athletic contests. This activity is under the direction and supervision of the Athletic Department. Tryouts are held each fall and are open to all students. Squad members are selected on the basis of skill, personality, poise, and enthusiasm.

College Colors and Nickname

The official colors of Monroe Community College are black and gold. Athletic teams are nicknamed the Tribunes, a symbol derived from the Roman official who was a defender of the people. College colors and nickname were selected by popular vote of students and faculty.



Photo by: Todd Lancy

Student Recreation Program

The physical education building, including gymnasium, racquetball courts, weight training room, Human Performance Lab, dance studio, and swimming pool, is available for student recreation at selected times. Physical education classes, intramural activities, and inter-collegiate games have first priority for these facilities, but students may use them when they are free.

Check the bulletin board in the physical education building lobby for open recreation hours, scheduled classes and events.

Students need their ID card to secure a locker and recreational equipment.

Appropriate recreational clothing and sneakers are required. An orientation is needed prior to using the Human Performance Lab (HPL). Orientation may be scheduled in the HPL.

Intramurals

"Fun, friends, and a sports challenge" is the motto of the Intramural Program at MCC. Its purpose is to provide students, faculty, and staff with a program of sports activities and special events that will challenge their athletic skills. Expanding opportunities for fun, socialization, and good human relationships are top priorities. Special emphasis is placed on lifetime sports activities.

This comprehensive program is directed and supervised by the Athletic Department. Most activities take place in the Physical Education Building 10 during College Hour (noon on Mondays, Wednesdays, and Fridays), and Tuesday, Wednesday, and Thursday evenings, from 7:30 to 9:30. Equipment, supervision, and officiating are provided.

A schedule of activities and guidelines is available at the Athletic Department Office, 10-138, or by calling 292-2833. Scheduled intramural activities include:

Fall Semester

Aerobic exercise (co-ed)	September
Flag football	September
Softball league (women)	September
Tennis tournament (singles)	September
All college golf tournament	October
Karate	October
Archery tournament	October
2.5 mile run (1 man-1 woman team)	October
Bowling league	October
Volleyball League (co-ed)	November
Basketball league (men)	November
Floor hockey league (men)	November
6K Turkey Trot race	November
Racquetball tournament	December
Foul shooting contest	December

Spring Semester

Floor hockey league (men)	January
Bowling league (co-ed)	January
Aerobics (co-ed)	full semester
Weight training, Arm wrestling, body building, and co-ed power lifting	full semester
Basketball league (men)	February
Inner tube water polo league (co-ed)	February
Racquetball tournament (men)	February
Cross country ski race (co-ed)	February
Tournament days	March
Great pool shoot out, table tennis, chess, backgammon	March
Volleyball league (co-ed)	March
Tennis tournament (co-ed)	April
Spring fun run (co-ed)	April

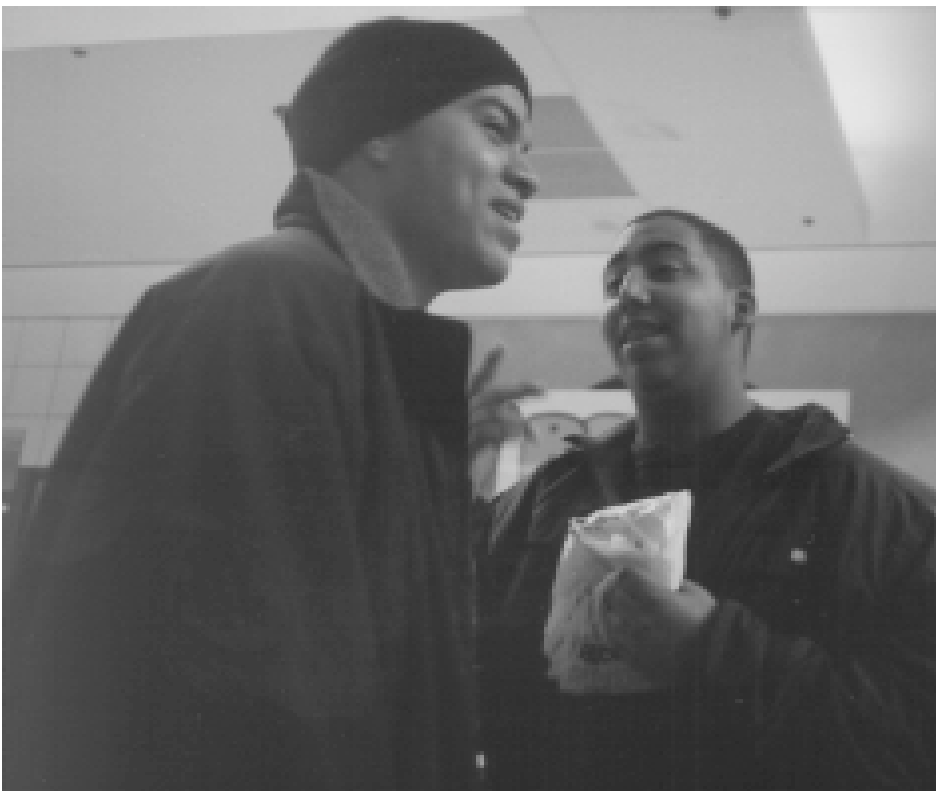


Photo by: Antonio Alvarez