Welcome to Our New Hood Park Campus!

Cambridge College

Student Handbook
2018-2019

Office of Student Affairs
Cambridge College
500 Rutherford Avenue, Boston, MA 02129
Regina Robinson
Dean of Student Affairs
617.873.0470
regina.robinson@cambridgecollege.edu

Cambridge College

Dear Students,

Welcome to Cambridge College! It is my pleasure to be among the many who welcome you into this dynamic learning community. This Student Handbook was created to provide you with the information helpful to guide you through your time at Cambridge College.

Cambridge College is a unique center of intellectual activity with campuses across the United States and in Puerto Rico. Students at each of the campuses has at their fingertips a wide range of programs and services all designed with the adult learner in mind. I encourage each of you to take full advantage of all that is available to you—from tutoring services to co-curricular activities—and ensure that you get the most out of your Cambridge College education.

Along with being in an academic community comes a certain set of expectations and responsibilities. The Student Code of Conduct contained within this Handbook outlines the policies that were created with the specific intent of ensuring that this is a College in which we can learn in a harmonious manner. By living within these policies, we all protect the fine reputation of Cambridge College students, alumni and our institution. Please make sure that you familiarize yourself with the Student Code of Conduct and should you have any questions, we stand ready to assist you.

I wish you the best for a rewarding and successful academic year. If I or any member of the Student Affairs team can be of any help to you at any time, please do not hesitate to contact me.

Best,

Regina Robinson, MA
Dean of Student Affairs

Office of Student Affairs

The Office of Student Affairs (OSA) serves as a vital resource for all Cambridge College students. With a focus on enhancing their quality of life, the OSA supports the many facets of a student's life through a four-pillar model of care:

Student COMMUNICATION – Orientation and training events provide students with the necessary information and resources as they progress at the College.

Student CONDUCT – The Code of Conduct establishes standards of personal conduct for each student with the goal of reflecting sensitive and responsible behavior towards one another.

Student CARE – Care for students is provided through academic, disability, and career advising. The OSA also makes available mediation for personal concerns and unresolved issues.

Student COMMUNITY – Opportunities for personal and academic growth are accessible through the co-curricular life that encourages students to participate in skill building workshops and networking events.

Student Affairs Services

Community and Life Support

Disability Support

International Students

Military Students

About This Handbook

This handbook presents current information about Cambridge College's resources, policies and procedures. The development, review and updating of College policies and procedures is an ongoing process. Official College policies which have been formally adopted by the Board of Trustees may be viewed at www.cambridgecollege.edu/college-policies. This handbook has been compiled from the best information available at the time of publication. Policies are subject to change within the sole discretion of the College. This handbook does not constitute a contract and shall not be construed as a binding document.

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Main Offices

500 Rutherford Avenue Hood Park north entrance, first floor

Cambridge College Main Switchboard 617.868.1000

Admissions 800.829.4723
Office Hours: Monday-Friday 9:00am-7:00pm

Admissions Operations . . . . . 617.873.0447 admissionrecords@cambridgecollege.edu
Office Hours: Monday-Thursday 9:00am-7:00pm, Friday 9:00am-5:00pm

Alumni Affairs . . . . . 617.873.0461 bridget.kent@cambridgecollege.edu
Office Hours: Monday-Friday 9:00am-5:00pm

Center for Excellence in Learning & Teaching (CELT)
Brooks Winchell, Director . . . . . .617-873-0499 brooks.winchell@cambridgecollege.edu
Joseph Hughes, Learning Assessment Coordinator. . .617-873-0274 joseph.hughes@cambridgecollege.edu
Kathleen Hartnett, Learning Specialist/Coordinator . . .617-873-0216 kathleen.hartnett@cambridgecollege.edu

Career Services . . . . . careerservices@cambridgecollege.edu

Disability Support Services . . . . . 617.873.0614 disabilitysupport@cambridgecollege.edu
Office Hours: Monday-Friday 10:00am-6:00pm or by appointment

Information Technology Help Desk 617.873.0159
Office Hours: Monday-Thursday 10:00am-10:00pm, Friday 10:00am-9:00pm,
Saturday 10:00am-5:00pm, Sunday 12:00pm-5:00pm

International Students . . . . . 617.873.0119 maxime.mad-toingue@cambridgecollege.edu
Office Hours: Monday-Friday 10:00am-4:00pm

Military Students . . . . . regional centers: see directory
Main Campus Veterans Certifying and SOC Rep . . . . . 617.873.0108 lisa.zhou@cambridgecollege.edu
Veterans Support Coordinator . . . . . veterans.support@cambridgecollege.edu

Registrar . . . . . .617-873-0101 registrar@cambridgecollege.edu
Office Hours: Monday-Thursday 9:00am-7:00pm, Friday 9:00am-5:00pm
Classes on break: Monday-Friday 9:00am-5:00pm

Student Affairs. . . . . .617-873-0470 regina.robinson@cambridgecollege.edu
Office Hours: Monday-Friday 10:00am-6:00pm

Student Financial Services (Bursar, Financial Aid) . . . 617.873.0403 sfs@cambridgecollege.edu
Classes in session: Monday-Thursday 9:00am-7:00pm, Friday 9:00am-5:00pm
Classes on break: Monday-Friday 9:00am-5:00pm

Student Navigators . . . . . studentnavigation@cambridgecollege.edu
Office Hours: Monday-Friday 10:00am-6:00pm
Rudolph Thomas, Jr . . . . . .617-873-0417 rudolph.thomas@cambridgecollege.edu
Katie Shannon . . . . . .617-873-0255 katie.shannon@cambridgecollege.edu

Transfer Credit . . . . . .617-873-0143 transfercredit@cambridgecollege.edu
Office Hours: Monday-Friday 9:00am-5:00pm

Academic Offices

500 Rutherford Avenue Hood Park, second floor

Please call your school's administrative manager for academic related questions such as how to reach a program chair or other faculty member, and questions about specific classes, etc.

SCHOOL OF UNDERGRADUATE STUDIES

James Lee, Ed.D., Dean . . . . . 617-873-0236 james.lee@cambridgecollege.edu
Administrative Manager...Tahia Bell-Sykes, M.M. . . . . 617-873-0669 tahia.bell-sykes@cambridgecollege.edu
Academic Advising Michael Dickinson, M.A., Director . . . . . 617-873-0547 michael.dickinson@cambridgecollege.edu

SCHOOL OF EDUCATION

Interim Dean Mary Garrity, Ed.D. . . . . 617-873-0168 mary.garrity@cambridgecollege.edu
Asst Dean of Field Experience and Licensure Officer
Doris Van Gorder, M.Ed. . . . . 617-873-0181 doris.vangorder@cambridgecollege.edu
Executive Asst Ann Osborne. . . . . 617-873-0130 ann.osborne@cambridgecollege.edu

SCHOOL OF MANAGEMENT

Robert Goldberg, MBA, Interim Dean . . . . . 617-873-0521 robert.goldberg@cambridgecollege.edu
Cynthia Lingley, Asst Dean for Administration . . . . . 617-873-0288 cynthia.lingley@cambridgecollege.edu
Leslie Winslow-Keats, Staff Asst . . . . . 617-873-0424 leslie.winslow-keats@cambridgecollege.edu

SCHOOL OF PSYCHOLOGY & COUNSELING

Niti Seth, Ed.D., Dean . . . . . 617-873-0208 niti.seth@cambridgecollege.edu
Sofia Nova, Administrative Manager . . . . . 617-873-0223 sofia.nova@cambridgecollege.edu
Academic Advising Jill Cummings, M.S., Asst Dean.. . . . . 617-873-0248 jill.cummings@cambridgecollege.edu
Field Experience (Practica/internships)
Christine Cassidy, M.A., Asst Dean . . . . . 617-873-0266 christine.cassidy@cambridgecollege.edu

Program chairs are listed in the catalog and student handbook directory.

Faculty contact information is available at www.cambridgecollege.edu/about/faculty-and-staff or from your school's administrative manager.

Academic Questions

Course Advising — Academic advisors, professional seminar instructors, and program chairs can provide insight into how to best accomplish your plans.

Ordering Books — Courses in MyCC include syllabi, the list of assigned books and their ISBN; order from your favorite vendor.

Missing a Class — Speak with your faculty instructor.
See also class attendance policy, under academic policies and procedures in the catalog, at www.cambridgecollege.edu/academic-catalog.

Practicum/Internship — Discuss with your program chair, academic advisor, and practicum/intership coordinator (SOE and SOPC).

MTEL Tests — See your program chair and www.cambridgecollege.edu/resources/mtel-resources.

Other Concerns and Issues — Start with the course instructor, your seminar leader or advisor, as appropriate. Please refer to program chair, regional center director or the dean for problems not resolved with the instructor.

Student Rights, Complaints and Grievances

regina.robinson@cambridgecollege.edu • studentaffairs@cambridgecollege.edu

All Cambridge College students are responsible to become familiar with the Student Code of Conduct and other College policies, and to abide by them.

Student Code of Conduct

Cambridge College (the "College") requires all students to act as responsible citizens and members of a higher education academic community. Each student is responsible to know, observe, abide by, and adhere to the College's Student Code of Conduct, policies, rules, and regulations. Students must comply with all policies applicable to conduct in the classroom as well as College-sponsored activities. The College has made this Code of Conduct, as well as its other policies and procedures, available to its students. Upon enrolling in the College, students are automatically placed under the guidelines, rules and regulations established by the College. Students are responsible for familiarizing themselves with all policies and procedures affecting them.

Consistent with the College's mission and culture of respect, the purposes of the Code are to:

- Establish standards of personal conduct for all students;
- Provide for the advancement of knowledge and the development of ethically sensitive and responsible persons; and
- Recognize that students are adults and, as such, their relationships with the College community should reflect adult behavior.

The complete Student Code of Conduct is available at https://www.cambridgecollege.edu/academic-policies-procedures/student-code-conduct

Student Concerns and Complaints

Grades Related

The Cambridge College policy and procedures regarding student grade grievances can be found at www.cambridgecollege.edu/grades-grievance-procedure. Students must consult applicable policy and procedures in case of any academic concerns, complaints or questions. Students can always contact the dean of students with further questions.

Faculty Related

The Cambridge College policy and procedures regarding student complaints against faculty can be found at www.cambridgecollege.edu/complaints-against-faculty. Students must consult applicable policy and procedures in case of any concerns, complaints or questions regarding faculty. Students can always contact the dean of students with further questions.

Non-Academic and Service Offices Related

The Cambridge College policy and procedures regarding non-academic student complaints can be found at www.cambridgecollege.edu/student-non-academic-complaints. Students must consult applicable policy and procedures in case of any non-academic concerns, complaints or questions. Students can always contact the dean of students with further questions.

Disabilities Related

The Cambridge College policy and procedures regarding disability grievances can be found at at www.cambridgecollege.edu/disability-support-services/disability-support-services-regulatory-information. Students must consult applicable policy and procedures in case of any concerns, complaints or questions regarding disabilities. Students can always contact the dean of students with further questions.

Non-Discrimination and Harassment

Cambridge College is committed to an educational and work environment in which all individuals are treated with respect and dignity. Each individual has the right to study and work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the College expects that all relationships among persons in the educational setting and the workplace will be business-like and free of bias, prejudice and harassment.

Equal opportunity — It is the policy of Cambridge College to ensure equal opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability, marital status, citizenship, national origin, genetics, or any other characteristic protected by law. The College prohibits any such discrimination or harassment.

Retaliation is also prohibited — Cambridge College encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the College to promptly and thoroughly investigate such reports. The College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

For more complete information, see *Non-Discrimination and Harassment* policy at www.cambridgecollege.edu/college-policies.

Title IX — Sexual Misconduct Policy

Cambridge College is committed to establishing and maintaining an educational and employment environment that is free from sexual misconduct. Sexual misconduct is a violation of a person's rights, dignity, and integrity, and is contrary to the mission and values of the College. Acts of sexual misconduct are strictly prohibited and will not be tolerated.

The Cambridge College policy and procedures regarding Title IX, Sexual Misconduct can be found at https://www.cambridgecollege.edu/sites/default/files/file_uploads/cctitleixpolicy-2016.pdf. Students must consult applicable policy and procedures in case of any questions regarding this topic. Students can always contact the dean of students with further questions.

External Resources

State Education Commissions

Grievances may be taken to the appropriate state education commission. Please note that state authorities typically expect a student to make every attempt to resolve a problem within their college first. Each state has its own procedure for handling complaints, often including a student complaint form and other documentation. They typically do not accept anonymous complaints.

Complaints are handled by the state education commissions listed below for the main campus and regional locations. Students who reside in other states see also Complaint Process for All States, below.

California — A student or any member of the public may file a complaint/grievance with the Bureau for Private Postsecondary Education at any time by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site, http://www.bppe.ca.gov/enforcement/complaint.shtml

Massachusetts — Massachusetts Board of Higher Education, One Ashburton Place, Room 1401, Boston, MA 02108 • 617-994-6950 • www.mass.edu/forstudents/complaints/complaintprocess.asp

Puerto Rico — Puerto Rico Council on Higher Education, PO Box 19900, San Juan, Puerto Rico 00910-1900 • 787-641-7100 • Fax: 787-641-2573 • www.ce.pr.gov

Other External Resources

Standards for Accreditation — The NECHE (formerly known as NEASC) complaint procedures are solely for the purpose of addressing significant non-compliance with the Standards for Accreditation, not for individual dispute resolution.

Contact: New England Commission of Higher Education
• 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514
• 781.425.7785 • email: info@neche.org

Equal Opportunity, Harrassment, Sexual Harrassment — Please contact:

The United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building, 475 Government Center

Boston, MA 02203 • 617-565-3200

EEOC offices nationwide are listed online at www.eeoc.gov

Massachusetts Commission Against Discrimination (MCAD)
• www.mass.gov/mcad

One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108 • 617-994-6000

436 Dwight Street, Second Floor, Room 220, Springfield, MA 01103 • 413-739-2145

FERPA — If the College fails to comply with FERPA requirements, written complaints may be submitted to:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520

General Policies and Compliance

www.cambridgecollege.edu/college-policies

Children at the College

In order to protect the safety and security of your children, as well as the educational environment, children under the age of 18 are not allowed to accompany parents or guardians to class. Children may accompany their parents or guardians when visiting the College for non-academic reasons, for example: registering for classes, paying bills, etc. Children must never be left unattended by the parent or guardian on the College's property.

Please arrange childcare off-site during class time, tutoring, etc. Parents/guardians are responsible for childcare and supervision at all times. Cambridge College is not responsible for children unattended by the parent or guardian.

College Name

Cambridge College's name and marks are copyrighted. Any use of the name or marks without the College's written consent is prohibited. All external marketing materials must have the name and marks attached unless otherwise noted.

Drug and Alcohol Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Cambridge College prohibits the unlawful use, manufacture, distribution, dispensation, sale and possession of drugs and alcohol by students, administrators, faculty, staff and all others on its property or in any of its activities.

The College will take disciplinary action against violators, consistent with federal, state, and local laws. Such action may include requiring satisfactory participation in a substance abuse treatment, counseling or education program as a condition of reinstatement. Students may face expulsion, disenrollment, or probation with contingencies for reinstatement. Students may also face criminal prosecution.

Effective July 1, 2000, the 1998 Amendments to the Higher Education Act mandate the suspension of eligibility for financial aid for students convicted of drug related offenses.

As a member of the Cambridge College community, it is your responsibility to know and abide by all campus rules and regulations, to understand the risks associated with the use and abuse of alcohol and illegal drugs, and to assist in creating an environment that promotes health-enhancing attitudes and activities.

At the main campus, a list of counseling resources is available from the dean of student affairs:

- Drug and alcohol counseling rehabilitation programs.
- Local agencies and/or private practitioners who provide assistance in the areas of alcohol and substance abuse.

At regional locations, this information is available from the director.

See full policy at www.cambridgecollege.edu/college-policies.

Firearms and Weapons

All firearms, knives, and other weapons are forbidden at all Cambridge College locations at all times. Discovery of any such item in any person's possession is grounds for immediate disciplinary suspension and potential expulsion or termination.

Liability

Cambridge College cannot be responsible for personal property in its buildings and rented facilities. Participants in Cambridge College programs, courses and activities do so at their own risk, and agree to waive and release any and all claims of personal injury or property damage against Cambridge College, its agents, faculty, or employees, that may arise from their participation in the College.

Office Equipment

Office equipment such as copying machines and fax machines, computers, and telephones are not accessible to students.

Personal Services

Cambridge College students are not permitted to offer personal services at any Cambridge College location at any time. (Services such as manicures, pedicures, massage and haircuts require a state license for public health reasons).

Photos

Occasionally, photos and videos are taken at College classes and events for public relations, marketing, and other purposes. Students who do not want their images taken or used in College publications are provided with the opportunity to opt out.

Service Animals and Pets

No pets of any kind are allowed on Cambridge College property. Service animals are permitted.

Smoking Policy

Massachusetts locations—In compliance with Massachusetts and city ordinances, Cambridge College is a smoke-free institution. All indoor smoking on campus and at all other classroom locations is prohibited, including in bathrooms and stairwells. Outdoor smoking is not permitted on College property. Smokers should move to public sidewalks.

Locations in other states—Smoking is permitted only as allowed by the state and local laws governing smoking in public places and on College campuses, and, for the summer institutes, by the policies of our host site.

Student Housing

Cambridge College is a commuter college; it has no dormitory facilities under its control. The College does not provide information about the availability or cost of housing near its campuses, and Cambridge College takes no responsibility to find or assist a student in finding housing.

Summer Institutes—To assist students in attending the brief on-site residency, Cambridge College may make arrangements with a nearby hotel to provide housing that may be billed to a student's account. Charges for housing (and meals if offered/selected) must be paid prior to the start of the term or arrangements made for financial aid with the charges being paid prior to the distribution of student refunds. Students must make their own assessment of whether the accommodations meet their personal standards for quality, access and safety.

Only currently enrolled students taking classes are eligible to request and obtain housing when offered.

Specific procedures and housing request forms are distributed before the start of each term for locations/programs where housing is offered. See full policy at www.cambridgecollege.edu/college-policies.

Hazing

Dear Student:

This is an annual reminder of the Cambridge College Hazing Policy.

Hazing is prohibited at Cambridge College. Any conduct by a Cambridge College student, including hazing activities, which is likely to cause serious bodily or mental injury to another is prohibited. In accordance to Massachusetts General Laws, Chapter 269, Sections 17, 18, 19, any form of hazing is considered to be a criminal offense punishable by a fine and/or imprisonment.

College disciplinary action will be addressed pursuant to the Student Code of Conduct.

Per Massachusetts state law, we must inform all students and student groups of the Hazing Policy of CC.

Hazing Policy: In 1985, the Massachusetts House of Representatives passed legislation that prohibits any form of hazing on campuses throughout the Commonwealth. The College, as well as the Commonwealth of Massachusetts, forbids the hazing or harassment of any student on or off the campus. Any student who organizes or participates in hazing will be subject to dismissal from the College.

From Massachusetts General Law:

269:17. Hazing; organizing or participating; hazing defined.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars ($3,000) or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under the action.

269:18. Failure to report hazing.

Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars ($1,000).

Thank you for your attention to this matter.

Regina Robinson, MA
Dean of Student Affairs
Cambridge College

Violence Against Women Act

Violence Against Women

domestic violence • dating violence • sexual assault • stalking

In accord with the Violence Against Women Reauthorization Act of 2013 (VAWA), Cambridge College will respond to reported incidents of violence against women in the Cambridge College community with support for victims and fair, impartial disciplinary procedures.

Prompt Crime Reporting

Campus policy encourages every member of the campus community to report a crime promptly to the local police and to submit reported crime incidents to Campus security personnel, the regional center director, the director of business operations or the dean of students.

Institutional Response to Reports of VAWA Crimes

The institution has programs to prevent domestic violence, dating violence, sexual assault, and stalking. When an incident of domestic violence, dating violence, sexual assault, or stalking is reported, the College will provide victims with written notice of available options, remedies, and services. If the accused individual is a student, the standard of evidence used in an institutional disciplinary hearing will be preponderance of the evidence.

Education Programs re VAWA Crimes

The College has education programs to promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. These education programs include primary prevention and awareness programs for all incoming students and new employees. These education programs will include: a statement that these crimes are prohibited at the College; definitions of consent, domestic violence, dating violence, sexual assault, and stalking in the College's jurisdiction; safe and positive bystander intervention when there's a risk of one of those incidents; information on risk reduction to recognize warning signs of abusive behavior and avoiding potential attacks; and information about the institutional disciplinary procedures.

Sanctions for VAWA Crimes

Following a final determination of an institutional disciplinary procedure for cases of rape, acquaintance rape, dating violence, domestic violence, sexual assault, or stalking, the following sanctions or protective measures may be imposed: suspension, expulsion, education programs, community service, probation, no-contact order, disciplinary contract agreements, class changes, or other appropriate relief measures.

Procedures for Survivors of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

Survivors/victims of these crimes will be provided written information about evidence preservation, how and to whom to report these crimes, options about involvement of law enforcement and campus authorities, and assistance in notifying law enforcement if the victim chooses, as well as the option to decline to notify authorities. Victims will also be provided information about rights and institutional responsibilities regarding no contact orders, orders of protection, trespass notices or other available applicable options.

Evidence preservation: In order to best preserve evidence, victims should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

Reporting: Victims should report to the dean of students, (room 326 at 1000 Massachusetts Ave. in Cambridge, MA, 617.873.0470) or the local regional center director.

Notifying Law Enforcement: Victims have the right to notify law enforcement, and the campus can assist in notifying law enforcement if victims choose. Victims may also choose to decline to notify authorities.

Procedures for Institutional Disciplinary Procedures in Cases of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

The institutional disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to VAWA crimes, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability.

Parties are entitled to the same opportunities to have an advisor of their choice present at any hearing and related meetings. There is no limit to the choice of an advisor; however, the parties are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee during the proceeding, and cannot present evidence or cross-question witnesses. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals.

The disciplinary processes available for victims of domestic violence, dating violence, sexual assault, and stalking are the appropriate campus student conduct disciplinary procedures or employee conduct disciplinary procedures as applicable. These processes include a report being taken, timely investigation, charges issued, initial meeting, hearing and appeal as applicable. Investigations will generally be conducted within 60 days of the report being taken, unless extenuating circumstances described to the victim occur. Hearing appeals must be filed within 10 days of the hearing determination. The standard of evidence in these cases is preponderance of the evidence. Following an allegation or report of one of these crimes, the institution may offer available protective measures such as a no-contact order; alteration of residence assignments, academic, and work situations.

Confidentiality

The institution will maintain as confidential any accommodations or protective measures provided to the victims so long as it does not impair the ability to provide such measures.

Personally identifiable information about victims will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics.

Written Notifications to Students, Employees, and Victims of VAWA Crimes

For Students and Employees:
The College will provide written notification to students and employees about existing and available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in community and on campus to victims of dating violence, domestic violence, sexual assault, and stalking. The College will also provide information about these services in writing to victims of domestic violence, dating violence, domestic violence.

For Survivors/Victims:
The College will provide written notification to victims regarding rights and options, including: available and existing on- and off-campus services such as victim advocacy, counseling, health, mental health, legal assistance, visa and immigration assistance; available and applicable institutional disciplinary procedures, and an explanation of those procedures; confidentiality in protective measures and Clery reporting and disclosure; and reasonable and available options and assistance with changing academic, living, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement.

In accord with the Violence Against Women Reauthorization Act of 2013 (VAWA), Cambridge College will include in its annual crime statistics all reported incidents of VAWA crimes.

Threat Assessment and Prevention

Threat Assessment & Prevention

Cambridge College is dedicated to providing a safe environment for work and study. The Threat Assessment and Prevention initiative is committed to improving community safety through a proactive, collaborative, coordinated, objective and thoughtful approach to prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety and well-being of the campus community.

Timeliness in reporting potential threats is of utmost importance. DIAL 911 if there is an emergency. If a threat is observed or suspected, please contact the following parties ***IMMEDIATELY*** so that appropriate action may be taken:

1. Regina Robinson, Dean of Student Affairs, regina.robinson@cambridgecollege.edu, 617.873.0470

2. Security in your Cambridge College building (see list at right).

Questions about threat assessment and prevention? Contact:
Regina Robinson, Dean of Student Affairs,
regina.robinson@cambridgecollege.edu, 617.873.0470

Campus Security Contacts

Campus security is organized under the Vice-President for Finance and Administration.

Administration
Vice President for Finance and Administration 617.873.0689

Boston
500 Rutherford Avenue 617.873.0111

Regional Locations
Lawrence campus:
Point 2 Point Global Security, Inc., Paul Parent 978.770.8158

Puerto Rico campus: front desk security 787.641.0099

Southern California campus:
Chaffey College Police Dept
emergencies 909.652.6911
non-emergencies 909.652.6632

Springfield campus:
emergencies 413.733.6061
non-emergencies 413.271.3110

Deans
School of Education 617.873.0168
School of Management 617.873.0227
School of Psychology and Counseling 617.873.0208
School of Undergraduate Studies 617.873.0236

Student Affairs
Dean of Student Affairs 617.873.0470

Academic Calendar 2018-2019

Fall Term 2018-2019

August

03 Bursar statements mailed: fall term

September

01 Fall term begins
03 Payment due to Bursar: fall term
03 Labor Day—no classes, offices closed
04 Last day to submit application for degree/certificate for fall term
06 New student orientation—School of Undergraduate Studies, School of Education—5:00-9:00 pm
07 New student orientation—School of Management —5:30-9:30 pm
08 New student orientation—School of Psychology & Counseling—9:30 am-1:00 pm
10 Late payment fee applied (weekly thereafter)
10 Last day for acceptance into degree/certificate this term
10 ***Fall term classes begin***
17 ***LAST DAY to ADD/DROP***
30 Last day to waive health insurance for the fall term only

October

08 Columbus Day observed—classes held, offices closed
12 Financial aid—final deadline for all fall term documents
15 Registration hold applied for non-payment
19 Intent to graduate forms for January graduates due to Registrar

November

01 ***Registration opens for spring*** (9:00 am)
02 Financial aid—FAFSA priority deadline for spring term
12 Veterans Day observed—classes held, offices closed
21 Undergraduate—last day for portfolio submission
22-23 Thanksgiving Holiday—no classes, offices closed

December

05 ILP/ARP and Capstone due to faculty
14 Bursar statements mailed: spring term
20 Last day of graduate classes
23 Last day of undergraduate classes
Dec. 23-Jan. 14 Winter recess
Dec. 25-Jan. 1 no classes, offices closed

January

13 Fall term ends
13 Fall term degree conferral

Spring Term 2019

January

14 Spring term begins
15 Last day to submit application for degree/certificate for spring term
16 New student orientation—School of Management 5:30-9:30 pm
17 New student orientation—School of Undergraduate Studies, School of Education—5:00-9:00 pm
TBA New student orientation—School of Psychology & Counseling
21 Martin Luther King, Jr. Day—no classes, offices closed
21 Payment due to Bursar: spring term
22 Last day for acceptance into degree/certificate this term
22 ***Spring term classes begin***
28 Late payment fee applied (weekly thereafter)
29 ***LAST DAY to ADD/DROP***

February

08 Financial aid—final deadline for all spring term documents
15 Last day to waive health insurance for spring term only
15 Intent to Graduate forms for June graduates due to Registrar
18 Presidents' Day—classes held, offices closed

March

15 Registration hold applied for non-payment

April

01 ***Registration opens for summer*** (9:00 am)
01 Financial aid—FAFSA priority deadline for summer term
12 ILP/ARP and Capstone due to faculty
12 Undergraduate—last day for portfolio submission
15 Patriots' Day—some classes held, offices closed
15-19 Spring break—some classes held, offices open

May

03 Bursar statements mailed: summer term
06 Last day of graduate classes
13 Last day of undergraduate classes
27 Memorial Day—no classes, offices closed

June

02 Spring term ends
02 Spring term degree conferral
09 Commencement exercises

Summer Term 2019

June

03 Payment due to Bursar: summer term
03 Last day to submit application for degree/certificate for summer term
03 Summer term begins
05 New student orientation—School of Management —5:30-9:30 pm
06 New student orientation—School of Undergraduate Studies, School of Education—5:00-9:00 pm
TBA New student orientation—School of Psychology & Counseling
07 Financial aid—final deadline for all spring term documents
10 Late payment fee applied (weekly thereafter)
10 Last day for acceptance into degree/certificate this term
10 Summer term classes begin
15 Registration hold applied for non-payment
17 LAST DAY to ADD/DROP
25 Summer Institutes: Online course work begins
25 Intent to Graduate forms for August graduates due to Registrar
30 Last day to waive health insurance for summer term only

July

01 ***Registration opens for fall***
04 Independence Day—no classes, offices closed
07 Summer Institutes: Arrival and check-in—1:00-5:00 pm
07 Summer Institutes: Student Orientation—6:00-8:00 pm
08 Summer Institutes: Online course work ends
08 Summer Institutes: Intensive residency begins
09 Financial aid—FAFSA priority deadline for fall term
12 Undergraduate—last day for portfolio submission
17 ILP/ARP and Capstone due to faculty
29 Summer Institutes: Residency ends
30 Summer Institutes: Online course work resumes

August

04 Last day of graduate classes
11 Last day of undergraduate classes
11 Summer Institutes: Online course work ends
26 Summer term degree conferral
31 Summer term ends

Library Services

Library Project Director 617-873-1156

Cambridge College Online Library — All registered students, current faculty and staff can use the Cambridge College Online Library, a full-featured online library. It is easily accessed from any internet-enabled computer through the Cambridge College MyCC portal. Information and instructional handouts are available at www.cambridgecollege.edu/resources/library-services-

Career Resources

Location 500 Rutherford Avenue, Boston, first floor

Web page www.cambridgecollege.edu/resources/career-resource-center

Hours Monday-Friday 10:00am-6:00pm. Appointments can be made earlier or later in the day as needed; please call or e-mail.

Contact e-mail: careerservices@cambridgecollege.edu

Career Resources are available through multiple channels at Cambridge College. Students may access coordinated services from the Office of Student Affairs and from within each School in a variety of forms. Schools at Cambridge College have opportunities for field work, internships and targeted case work that is linked with employers or industry –based professionals. Students should inquire with Program Chairs and faculty members to learn more. Opportunities also exist for students to participate in career development workshops, career panels, and career fairs, where they can begin to make connections with employers and alumni. Plans for expanded services, both virtual and on-site, are in the early stage of development.

The Office of Student Affairs offers group and one-on-one counseling that is designed around a personal development process known as DEEP (Discover, Explore, Experience, Pursue).

- Discover yourself through self-assessment.
- Explore your chosen career path through research.
- Experience your career field with hands-on learning.
- Pursue your career dreams.

Through this model, the Office of Student Affairs helps students with career decisions, job search strategies, and exploration of volunteer, professional, and educational opportunities consistent with their interests, abilities and values. These services are available to all students enrolled in degree programs at all sites. Services available include individual career counseling, graduate school application assistance, résumé and cover letter reviews and mock interviews. Job listings and career resources are accessible via MyCareerPATH, the college's virtual career management system. Visit MyCareerPATH (www.cambridgecollege-csm.symplicity.com) to set up your account to access online career resources and networking guides. Helpful sample documents can also be found. Note that the College provides career development resources, but does not provide job placement service.

Directory

Main Campus and Main Offices

500 Rutherford Avenue • Boston, MA 02129

Phone **617.868.1000**

Emergency 617-873-0111

Office Hours — Mon-Fri 9:00 a.m.-5:00 p.m.
Additional hours when classes are held: weekdays 5:00 a.m.-8:00 p.m. and weekends 8:00 a.m.-5:00 p.m.

Academic Advising and Student Navigation

School of Undergraduate Studies

Michael Dickinson, M.A., Director	617-873-0547	michael.dickinson@cambridgecollege.edu
Jeff Hogan, LRN Coordinator	617-868-1000 x1728	jeff.hogan@cambridgecollege.edu
Kia Mahouassa, Student Success Coach	617-873-0523	kia.mahouassa@cambridgecollege.edu
School of Management Leslie Winslow-Keats	617-873-0424	leslie.winslow-keats@cambridgecollege.edu
School of Psychology & Counseling Jill Cummings	617-873-0141	jill.cummings@cambridgecollege.edu

Student Navigators

Rudolph Thomas, Jr	617-873-0417	rudolph.thomas@cambridgecollege.edu
Katie Shannon	617-873-0255	katie.shannon@cambridgecollege.edu

Academic Affairs

Jerry Ice. EdD., Interim rovost and Vice President for Academic Affairs	617-873-0232	jerry.ice@cambridgecollege.edu
Nelleen Chandler Knight, CAGS, Chief of Staff.	617-873-0125	nelleen.knight@cambridgecollege.edu
Leili Ansari,Editor/Designer	617-873-0196	leili.ansari@cambridgecollege.edu
Joseph Miglio, EdD, Director of Academic Compliance	617-873-0490	joseph.miglio@cambridgecollege.edu
Tracy McLaughlin-Volpe, Assoc Provost for Student Learning Outcomes Assessment & Title III Grant Activity Director	617-873-0150	tracy.mclaughlin-volpe@cambridgecollege.edu
Robyn Shahid-Bellot, Title III Senior Director Systems Integration Specialist	617-873-0191	robyn.shahid-bellot@cambridgecollege.edu

Admissions (main campus)

Salvatore Liberto, Interim Associate Vice President for Enrollment	617-873-0167	salvatore.liberto@cambridgecollege.edu
Jana O'Connell, Interim Assistant Director	617-873-0478	jana.oconnell@cambridgecollege.edu

Undergraduate Admissions

Sara Mariam	617-873-0253	sara.mariam@cambridgecollege.edu

School of Education Admissions

Jana O'Connell		jana.oconnell@cambridgecollege.edu
MJ Toohey	617-873-0437	mj.toohey@cambridgecollege.edu

School of Management Admissions

Ada Robinson	617-873-0107	ada.robinson@cambridgecollege.edu
School of Psychology & Counseling Admissions Jana O'Connell	617-873-0478	jana.oconnell@cambridgecollege.edu
International Admissions Bella Margarian	617-873-0145	bella.margarian@cambridgecollege.edu
Admissions Operations	617-873-0447	admissionrecords@cambridgecollege.edu
Britney Lai, Assistant Director	617-873-0123	britney.lai@cambridgecollege.edu

ADMISSIONS FAX 617-242-0039

Alumni Affairs Bridget Kent . . . . . 617-873-0461 bridget.kent@cambridgecollege.edu

Bursar (Student Financial Services) . . . . . 617-873-0403 bursars@cambridgecollege.edu
Catherine Dalton, Staff Asst . . . . . 617-873-0147 catherine.dalton@cambridgecollege.edu
Lisa Zhou, Staff Asst . . . . . 617-873-0108 lisa.zhou@cambridgecollege.edu

Disability Support . . . . . 617-873-0614 disabilitysupport@cambridgecollege.edu

Enrollment and Strategic Initiatives

Mark Rotondo, Esq., Vice President
for Innovation and Strategic Initiatives . . . . . 617-873-0675 mark.rotondo@cambridgecollege.edu
Salvatore Liberto, Interim Associate Vice President
for Enrollment . . . . . 617-873-0167 salvatore.liberto@cambridgecollege.edu

Finance and Administration

John Spinard, Vice President . . . . . 617-873-0689 john.spinard@cambridgecollege.edu

Financial Services

Dorothy Whalen, Controller . . . . . 617-873-0244 dorothy.whalen@cambridgecollege.edu
Sharon Deleskey, Asst Controller . . . . . 617-873-0154 sharon.deleskey@cambridgecollege.edu
Elaine Chan, Accounting Manager
Maria Otero, Staff Asst III, Accounts Payable

Student Financial Services

Marie Annylusse, Financial Aid Senior Administrator

Business Operations Jessica Burgos, Office Manager . . . . . 617-873-0182 jessica.burgos@cambridgecollege.edu

Financial Aid (Student Financial Services) . . . . . 617-873-0403 financialaidweb@cambridgecollege.edu
Frank Lauder, MS, Director . . . . . 617-873-0137 francis.lauder@cambridgecollege.edu
Joyce Buckley, Project Manager of Technology & Operations . . . . . 617-873-0148 joyce.buckley@cambridgecollege.edu
Megan Doherty, Customer Service Supervisor . . . . . 617-873-0298 megan.doherty@cambridgecollege.edu
Pattiann Donovan, Staff Asst II

Human Resources and Talent Development

Lauretta Siggers, Vice President . . . . . 617-873-0170 lauretta.siggers@cambridgecollege.edu
Amber Coren, Human Resources Coordinator . . . . . 617-873-0189 amber.coren@cambridgecollege.edu
Irum Rashid, Faculty Contracts Manager . . . . . 617-873-0228 irum.rashid@cambridgecollege.edu
Lidon Weatherly, Senior Human Resources Generalist . . . . . 617-873-0287 lidon.weatherly@cambridgecollege.edu

Information Technology

Achal Khatri, Director . . . . . 617-873-0239 achal.khatri@cambridgecollege.edu
Kendra Long, Office Manager . . . . . kendra.lang@cambridgecollege.edu
IT Help Desk/Student Computer Lab . . . . . 617-873-0159 https://helpdesk.cambridgecollege.edu
Gregory Castle, Telecom Specialist . . . . . gregg.castle@cambridgecollege.edu
Sireesha Gorla, Applications Manager . . . . . 617-873-0268 sireesha.gorla@cambridgecollege.edu
Matt Martin, IT Project Manager . . . . . 617-873-0261 matt.martin@cambridgecollege.edu
Tess McKenney, System Tech/Inventory Coordinator . . . . . 617-873-0158 tess.mckenney@cambridgecollege.edu
Alex Pires, A/V Conferencing . . . . . 617-873-0694 alex.pires@cambridgecollege.edu
Aldo Thomas, IT Supervisor . . . . . 617-873-0695 aldo.thomas@cambridgecollege.edu
Osama Aboqela, Helpdesk Technician . . . . . 617-873-0139 osama.aboqela@cambridgecollege.edu

Institutional Advancement (Development)

John Beahm, Senior Director of Corporate and
Foundation Relations . . . . . 617-873-0430 john.beahm@cambridgecollege.edu
Bridget Kent, Donor Services . . . . . 617-873-0461 bridget.kent@cambridgecollege.edu
Alex Morr, Director of Major Gifts . . . . . 617-873-0475 alex.morr@cambridgecollege.edu
Erik Ryan, Director of Annual fund and Alumni

Engagement	617-873-0106	erik.ryan@cambridgecollege.edu

Institutional Research

Stephanie Funderburg, Assoc Director, Institutional & Enrollment Research	617-873-0238	stephanie.funderburg@cambridgecollege.edu
Patrice Hogan, Institutional Research Analyst		patrice.hogan@cambridgecollege.edu

International Student Services	617-873-0142	international@cambridgecollege.edu
Maxime Mad-Toingue, International Student Advisor	617-873-0119	maxime.mad-toingue@cambridgecollege.edu
Library Services....Anthony Viola, M.L.S..	617-873-0156	library@cambridgecollege.edu
Lost & Found call Security desk at your location		
Marketing, Communications & Public Relations		publicrelations@cambridgecollege.edu
Jacqueline Conrad, Vice President	617-873-0621	jacqueline.conrad@cambridgecollege.edu
Maria Vasallo, Director of Marketing & Digital Strategy	617-873-0120	maria.vasallo@cambridgecollege.edu
Alexa Shola, Communications and Marketing Coordinator	617-873-0210	alexa.shola@cambridgecollege.edu

President, Office of

Deborah C. Jackson, President	617-873-0122	officeofthepresident@cambridgecollege.edu
Robyn Carroll, Senior Executive Assistant to the President/ Liaison for the Board of Trustees	617-873-0172	robyn.carroll@cambridgecollege.edu
Phillip Page, Vice President of Strategic Partnerships	617-873-0256	phillip.page@cambridgecollege.edu
Judith Sizer, General Counsel	617-873-0171	judith.sizer@cambridgecollege.edu
Registrar	617-873-0101	registrar@cambridgecollege.edu
Amy Cavelier, Registrar	617-873-0104	amy.cavelier@cambridgecollege.edu
Robin Sultis-McDaniel, Associate Registrar	617-873-0275	robin.sultis-mcdaniel@cambridgecollege.edu
Lisa Akdikmen	617-873-0105	lisa.akdikmen@cambridgecollege.edu
Celestina Jones-De Jesus	617-873-0180	celestina.jones-dejesus@cambridgecollege.edu
Marian Rodriguez	617-873-0103	marian.rodriguez@cambridgecollege.edu
Kim Vassar, Asst. for Academic Scheduling	617-873-0184	kimberley.vassar@cambridgecollege.edu
Dionysios Voutsinas	617-873-0290	dionysios.voutsinas@cambridgecollege.edu
Security 500 Rutherford Ave	617-873-0111	
Student Financial Services (Bursar and Financial Aid)	617-873-0403	bursars@cambridgecollege.edu
Megan Doherty, Assistant Director	617-873-0298	megan.doherty@cambridgecollege.edu
Student Affairs		studentaffairs@cambridgecollege.edu
Regina Robinson, M.A., Dean	617-873-0470	regina.robinson@cambridgecollege.edu
Vera Dimoplon, M.A., Assistant Dean	617-873-0614	vera.dimoplon@cambridgecollege.edu

Student Information Systems

Sandro Chantre, Database Analyst	617-873-0628	sandro.chantre@cambridgecollege.edu
Michael Ransom, Database Analyst/Programmer	617-873-0209	michael.ransom@cambridgecollege.edu

Student Support

Disability Support Services	617-873-0614	disabilitysupport@cambridgecollege.edu
Cheng Imm Tan, Community Manager for Student Support	617-873-0220	chengimm.tan@cambridgecollege.edu

Center for Excellence in Learning & Teaching (CELT)

Brooks Winchell, M.F.A., CELT Director . . . . . 617-873-0499 brooks.winchell@cambridgecollege.edu
Joseph Hughes, Learning Assessment Coordinator. . . . . 617-873-0274 joseph.hughes@cambridgecollege.edu
Kathleen Hartnett, Learning Specialist/Coordinator . . . . . 617-873-0216 kathleen.hartnett@cambridgecollege.edu

Transfer Credit . . . . . 617-873-0143 transfercredit@cambridgecollege.edu
Carrie Ann Nadeau, Transfer Credit Advisor . . . . . 617-873-0143 carrie.nadeau@cambridgecollege.edu

Tutoring: Writing and Math (main campus)

Register for an account at mywconline.com, log in to access the tutor schedule and sign up for an appointment.
or Call for an appointment. 617-873-0499

Veterans Support (see also regional centers, below)

Main Campus Veterans Certifying and SOC Representative
Lisa Zhou. . . . . 617-873-0108 lisa.zhou@cambridgecollege.edu
Veterans Support Coordinator . . . . . veterans.support@cambridgecollege.edu

Writing Lab See Tutoring....

Cambridge College Schools

School of Undergraduate Studies

James Lee, Ed.D., Dean . . . . . 617-873-0236 james.lee@cambridgecollege.edu
Administrative Manager...Tahia Bell-Sykes, M.M. . . . . 617-873-0669 tahia.bell-sykes@cambridgecollege.edu
Academic Advising Michael Dickinson, M.A., Director . . . . . 617-873-0547 michael.dickinson@cambridgecollege.edu
Addiction Studies (concentration)
Carol Pepi, M.Ed. . . . . 617-873-0215 carol.pepi@cambridgecollege.edu
Michael Siegell, Ph.D. . . . . 617-873-0250 michael.siegell@cambridgecollege.edu
Alcohol & Drug Counseling Richard Chester, M.Ed. . . . . 617-873-0135 richard.chester@go.cambridgecollege.edu
Criminal Justice Carol Pepi, M.Ed. . . . . 617-873-0215 carol.pepi@cambridgecollege.edu
Early Childhood Education & Care Ronda Goodale . . . . . ronda.goodale@go.cambridgecollege.edu
Education James Lee, M.A.. . . . . 617-873-0236 james.lee@cambridgecollege.edu
Family Studies Carol Pepi, M.Ed. . . . . 617-873-0215 carol.pepi@cambridgecollege.edu
Finance Bruce Cohen, M.B.A. . . . . bruce.cohen@cambridgecollege.edu
General Education and Multidisciplinary Studies
Lucilia Valerio, Ph.D... . . . . 617-873-0453 lucilia.valerio@cambridgecollege.edu
Rebecca Heimel, MEd, M.F.A.. . . . . 617-873-0624 rebecca.heimel@cambridgecollege.edu
Health Care Management Bruce Cohen, M.B.A. . . . . bruce.cohen@cambridgecollege.edu
Human Services, Human Services Management
Carol Pepi, M.Ed. . . . . 617-873-0215 carol.pepi@cambridgecollege.edu
Management Studies, Managerial Accounting, and Management Concentrations Bruce Cohen, M.B.A.. . . . . bruce.cohen@cambridgecollege.edu
Marketing & Sales Bruce Cohen, M.B.A. . . . . bruce.cohen@cambridgecollege.edu
Math & Science James Lee, Ed.D. . . . . 617-873-0236 james.lee@cambridgecollege.edu
Natural & Applied Sciences James Lee, Ed.D.. . . . . 617-873-0236 james.lee@cambridgecollege.edu
Peace & Justice Studies, Juvenile Justice Studies, and Legal Studies Carol Pepi, M.Ed. . . . . 617-873-0215 carol.pepi@cambridgecollege.edu
Psychology, Expressive Therapies, Holistic Studies
Michael Siegell, Ph.D. . . . . 617-873-0250 michael.siegell@cambridgecollege.edu
Transfer Partnerships Rafet Elananzeh . . . . . 617-873-0406 rafet.elananzeh@cambridgecollege.edu
Wellness & Health Promotion Barbara Reid, Ph.D.. . . . . 617-873-0428 barbara.reid@cambridgecollege.edu
Undergraduate Writing....Lucilia Valerio, Ph.D.. . . . . 617-873-0453 lucilia.valerio@cambridgecollege.edu

School of Education

Interim Dean Mary Garrity, Ed.D.	617-873-0168	mary.garrity@cambridgecollege.edu
Asst Dean of Field Experience and Licensure Officer Doris Van Gorder, M.Ed.	617-873-0181	doris.vangorder@cambridgecollege.edu
Executive Asst Ann Osborne.	617-873-0130	ann.osborne@cambridgecollege.edu
Autism Mary Garrity, Ed.D.	617-873-0168	mary.garrity@go.cambridgecollege.edu
Doctor of Education Stephen Maio, Ed.D..	617-873-0432	stephen.maio@cambridgecollege.edu
Early Childhood, Elementary Education Mary Garrity, Ed.D.	617-873-0168	mary.garrity@cambridgecollege.edu
Educational Leadership (MEd, CAGS) Stephen Maio, Ed.D..	617-873-0432	stephen.maio@cambridgecollege.edu
English as a Second Language Betsy Tregar, Ed.D.	617-873-0187	betsy.tregar@cambridgecollege.edu
General Science, STEM John Papadonis, CA.G.S.	617-873-0292	john.papadonis@cambridgecollege.edu
Skills-Based Health/Social Emotional Learning Mary Connolly, C.A.G.S.	617-873-0245	mary.c.connolly@go.cambridgecollege.edu
Interdisciplinary Studies Diane Harper, M.A.	617-873-0259	diane.harper@cambridgecollege.edu
Library Teacher Donna Guerin, M.Ed.	413-747-0204 x6616	donna.guerin@.cambridgecollege.edu
Mathematics John O'Keefe, M.S.	x617-873-0188	john.okeefe@cambridgecollege.edu
School Nurse Education Patricia Johnson, R.N., Ed.D.	617-873-0347	patricia.johnson@go.cambridgecollege.edu
Special Education Mary Garrity, Ed.D.	617-873-0168	mary.garrity@cambridgecollege.edu
Teaching Skills & Methodologies Diane Harper, M.A.	617-873-0259	diane.harper@cambridgecollege.edu

School of Management

Cynthia Lingley, Asst Dean for Administration	617-873-0288	cynthia.lingley@cambridgecollege.edu
Leslie Winslow-Keats, Staff Asst	617-873-0424	leslie.winslow-keats@cambridgecollege.edu

School of Psychology and Counseling

Niti Seth, Ed.D., Dean	617-873-0208	niti.seth@cambridgecollege.edu
Sofia Nova, Administrative Manager	617-873-0223	sofia.nova@cambridgecollege.edu
Academic Advising Jill Cummings, M.S., Asst Dean..	617-873-0248	jill.cummings@cambridgecollege.edu
Addiction Counseling, **Alcohol & Drug Counseling** Colleen Goode, M.Ed.	617-873-0135	colleen.goode@go.cambridgecollege.edu
CAGS Hugh Ferguson, J.D..	617-868-1000 x1319	hugh.ferguson@cambridgecollege.edu
Counseling Psychology Hugh Ferguson, J.D.	617-868-1000 x1319	hugh.ferguson@cambridgecollege.edu
Field Experience (Practica/internships) Christine Cassidy, M.A., Asst Dean	617-873-0266	christine.cassidy@cambridgecollege.edu
Holistic Counseling Frank McNamara, M.A.	617-873-0223	frank.mcnamara@go.cambridgecollege.edu
Marriage & Family Therapy Hugh Ferguson, J.D..	617-868-1000 x1319	hugh.ferguson@cambridgecollege.edu
Mental Health Counseling Hugh Ferguson, J.D.,	617-868-1000 x1319	hugh.ferguson@cambridgecollege.edu
Pastoral Counseling Robin Johnson, M.S.W.	617-873-0223	robin.warrington@go.cambridgecollege.edu
Psychological Studies Hugh Ferguson, J.D..	617-868-1000 x1319	hugh.ferguson@cambridgecollege.edu
Rehabilitation Counseling Linda Kuramoto, C.A.G.S.	617-873-0223	linda.kuramoto@cambridgecollege.edu
School Adjustment and School Counseling Brian Sasso, M.A..	617-873-0620	brian.sasso@cambridgecollege.edu
Trauma Studies Hugh Ferguson, J.D.	617-868-1000 x1319	hugh.ferguson@cambridgecollege.edu

Cambridge College Lawrence

280 Merrimack Street, 5th Floor, Lawrence, MA 01843

Phone 617.873.0484 or 617.873.0474.
Emergency Point 2 Point Global Security, Inc., Paul Parent. 978.770.8158
Reception Desk 617-873-0484
Office Hours when classes are in session: Monday-Thursday 9:00 a.m.-7:00 p.m., Friday 9:00 a.m.-5:00 p.m. (office hours vary during breaks).

Asst Director Melissa Sue Frasca, M.Ed.	617-873-0474	melissasue.frasca@cambridgecollege.edu
Academic Services, Financial Aid, Registration and Student Services Rose Pierre.	617-873-0484	rose.pierre@cambridgecollege.edu
Admissions		
Llicensure programs, Partnerships and Special Cohorts, PD Melissa Sue Frasca, M.Ed.	617-873-0474	melissasue.frasca@cambridgecollege.edu
School of Undergraduate Studies, School of Management: Lynette McRae, M.M.	617-873-0473	lynette.mcrae@cambridgecollege.edu
International DSO Melissa Sue Frasca, M.Ed.	617-873-0474	melissasue.frasca@cambridgecollege.edu
Joanna Olivieri, Enrollment Asst.	617-873-0407	joanna.olivieri@cambridgecollege.edu
Lost & Found	617-873-0407	
School of Education Judith Alaimo, M.Ed., Coordinator and Field Placement Supervisor	617-873-0497	judith.alaimo@cambridgecollege.edu
School of Psychology & Counseling Kathrine Sullivan-Corbett, M.S., Counseling Programs and Field Experience Coordinator		kathrine.sullivan-corbett@go.cambridgecollege.edu
Servicemembers Opportunity College Contact Melissa Sue Frasca, M.Ed.	617-873-0474	melissasue.frasca@cambridgecollege.edu
Veterans Certifying and SOC Representative Zhou Lisa	617-873-0108	lisa.zhou@cambridgecollege.edu
Website		http://lawrence.cambridgecollege.edu
Writing Lab Resource/Tutoring	617-873-0484	

Cambridge College Southern California

Offices: 9469 Haven Avenue, Suite 210, Rancho Cucamonga, CA 91730
Classrooms: Chaffey College, 5885 Haven Avenue, CA 91730

Phone 909.635.0250
Emergency Contact Chaffey College Police Dept:
emergencies 909.652.6911
non-emergencies 909.652.6632
Office Hours 9:00- 5:00 seven days/week • additional hours when classes are in session.
Fax 909.635.0253

Director Rita Clemons	617-873-0560	rita.clemons@cambridgecollege.edu
Admissions		
Courtenay Griffin, Asst Director	617-873-0563	courtenay.griffin@cambridgecollege.edu
Paula Flores	617-873-0561	paula.flores@cambridgecollege.edu
IT Tech Support Asst Charles Adams	617-873-0565	charles.adams@cambridgecollege.edu
Undergraduate and Graduate Coordinator Nancy Yates, M.A.. .	617-873-0566	nancy.yates@cambridgecollege.edu
MFT Coordinator Katrina Ramos		katrina.ramos@cambridgecollege.edu
Veterans Certifying and SOC Representative Courtenay Griffin	617-873-0563	courtenay.griffin@cambridgecollege.edu

Cambridge College Springfield

Tower Square—1500 Main Street, P.O. Box 15229, Springfield, MA 01115

Phone 413.747.0204
Emergency Contact
emergencies 413.733.6061
non-emergencies 413.271.3110

Office Hours when classes are in session: Monday-Thursday 9:00-6:00, Friday 9:00-5:00, Weekends 8:00-6:00.
Fax 413.747.0613

Executive Director	Teresa Forte, M.B.A., M.Ed.	617-873-0622	teresa.forte@cambridgecollege.edu
Admissions			
Megan Sullivan		617-873-0613	megan.sullivan@cambridgecollege.edu
Alison Siller		617-873-0612	alison.siller@cambridgecollege.edu
Counseling Psychology Programs & Field Placement Supervisor	Jacqueline Bearce, Ed.D.	617-873-0638	jacqueline.bearce@cambridgecollege.edu
Education Program Coordinator	Donna Guerin, M.Ed.	617-873-0616	donna.guerin@cambridgecollege.edu
IT Tech Support	Jason Stallone	617-873-0608	jason.stallone@cambridgecollege.edu
Lost and Found		617-873-0610	
Management Programs	Teresa Forte, M.B.A., M.Ed.	617-873-0622	teresa.forte@cambridgecollege.edu
Servicemembers Opportunity College Contact	Alison Siller	617-873-0612	alison.siller@cambridgecollege.edu
Staff Assistants			
Meghan Gilroy		617-873-0610	meghan.gilroy@cambridgecollege.edu
Cheryl Scibelli		617-873-0610	cheryl.scibelli@cambridgecollege.edu
Student Services	Samantha Uelmen	617-873-0610	samantha.uelmen@cambridgecollege.edu
Student Services/Financial Aid Support	Colleen Perenick	617-873-0614	colleen.perenick@cambridgecollege.edu
Undergraduate Programs Coordinator	Stephanie Brown, M.F.A., M.Arch.		stephanie.brown@cambridgecollege.edu
Veterans Certifying Representative	Lisa Zhou	617-873-0108	lisa.zhou@cambridgecollege.edu
Website			http://springfield.cambridgecollege.edu
Writing Lab Appointments		413-747-0204 x 6610	

Cambridge College Puerto Rico

Gonzalez Giusti Street, #27, Tres Rios Building, Suite 101-A, San Patricio, Guaynabo, Puerto Rico 00968

Phone 787.296.1101
Emergency Contact Puerto Rico campus: front desk security. 787.641.0099
Office Hours Mon.-Fri. 9:00 a.m.-5:00 p.m. • Sat. 8:00-5:00 p.m. when classes are in session (call ahead for an appointment).

Regional Center Director/Campus Leader			
Santiago Mendez-Hernandez, Ed.D.		617-873-0534	santiago.mendez-hernandez@cambridgecollege.edu
Academic Counselor (part-time)	Gabriel Rueda Orozco, M.A.	617-873-0535	gabriel.rueda-orozco@cambridgecollege.edu
Assistant Director, Admissions, Enrollment & Marketing			
Jomary Marrero		617-873-0539	jomary.marrero@cambridgecollege.edu
Student Services/IT Coordinator	Alex Hernandez	617-873-0536	alex.hernandez@cambridgecollege.edu
Admissions	Christopher Santiago-Rosas	617-873-0530	christopher.santiago-rosas@cambridgecollege.edu
Assistant Director of Business Operations	Carmen Mendez	617-873-0533	carmen.mendez@cambridgecollege.edu
Librarian (part-time)	Yara Cruz, M.A.	617-873-0530	yara.cruz@cambridgecollege.edu
Veterans Certifying and SOC Representative	Carmen Mendez	617-873-0533	carmen.mendez@cambridgecollege.edu

Key Services

- **MyCC web portal** — The portal is where you register for courses, access a wealth of academic resources, and your personal student accounts. From the Cambridge College website, go to "Login" or go directly to https://mycc.cambridgecollege.edu/ics. First time users will need to verify their account. Please enter ID number then click on New User. Your student ID number will be sent to you in your acceptance letter. If you need assistance logging in or need your password reset, please contact any of the following student services department for help: Admissions, Registrar, Student Financial Service or IT.

- **Student Identification Card** — ID card photos are taken at Orientation. To get a student ID card, students at the Cambridge campus should visit the Registrar's Office and students at regional centers should visit their main office. Your student ID is provided free of charge. If you lose or misplace your student ID, you must go to the Registrar's Office to have it replaced. The cost is $25.

- **Student E-mail Accounts** — At the time of registration, each new student is assigned a student email account. It is the responsibility of the student to regularly check his/her Cambridge College email account for important notifications from the College.

- **Electronic Communication (Email)** — Students are held strictly responsible for the consequences of not reading College-related communications sent to their official Cambridge College email address.

Key Publications

By taking advantage of our resources your participation in the Cambridge College community will be a deeper and richer experience. Students are expected to read and be familiar with the following information and policies and procedures.

- The **Academic Catalog** presents Cambridge College's academic programs and policies; and general policies (in brief form); and general information about the College and its regional centers. The catalog is available at www.cambridgecollege.edu/academic-catalog. View or download the pdf file of any portion of the catalog, or the entire catalog. If you need a paper copy, please contact Student Affairs or your regional center office.

- **Academic policies** are available at www.cambridgecollege.edu/resources/academic-policies-procedures

- The **Student Consumer Information Guide**, distributed at Orientation, is always available at www.cambridgecollege.edu/offices/student-affairs.

- **Official College policies** are available at www.cambridgecollege.edu/college-policies.

- **Student Handbook** — This handbook is available at www.cambridgecollege.edu/student-affairs and distributed at Orientation. If you need a replacement copy or cannot attend Orientation, please contact Student Affairs.

Key Terms

A short glossary of Cambridge College terms

Blended Learning — A course or entire academic program which combines intensive in-class learning and online learning.

Capstone — The final learning project for degrees in the School of Undergraduate Studies and the School of Management.

CCOL — Cambridge College Online Library. Go to www.cambridgecollege.edu/library-services-0.

FAFSA — Free Application for Student Aid, the federal financial aid application.

LRN — Principles and Processes of Adult Learning (LRN175) is a required first-term course in academic skills and advising, for new undergraduate students.

MyCC — The Cambridge College web portal that students access with personal pin number and student ID. Use it to register for classes, find out about campus events and programs, review your student account, find job postings, and find important campus announcements. MyCC can be located at https://mycc.cambridgecollege.edu and you must check it frequently.

Student Financial Services (SFS) — The Cambridge College student accounts office that handles financial aid, tuition payments, business holds, and refunds; located at the Boston main campus, on the right side, inside the north entrance.

Key Navigators

Student Navigators • studentnavigation@cambridgecollege.edu

Student navigators assist all students with admissions and enrollment policies and procedures, and lead the College's Reconnect retention initiative. The navigators serve a vital role in working with admissions, enrollment, financial aid and students' accounts. The navigators also collaborate with other offices such as Student Affairs, Student Success, Alumni Affairs and Strategic Partnerships to engage students and put them into the best position to succeed at Cambridge College.

Course Registration

Location 500 Rutherford Avenue, Boston, first floor: One Stop Student Services, on the right when you come in the north entrance
Web page www.cambridgecollege.edu/registrar
Hours When classes are in session (except holidays): Monday - Thursday 8:30am - 7:00pm, Friday 8:30am - 5:00pm
During breaks (except holidays): Monday - Friday 9:00am-5:00pm.
Contact phone: 617.873.0101 • e-mail: registrar@cambridgecollege.edu

The Registrar's Office is primarily responsible for the maintenance and security of student academic records. In that capacity, the Registrar's Office handles processes related to registration, grades, transcripts, graduation clearances and enrollment verifications.

Students Seeking Degree/Certificate

(Matriculated)

NEW Students

1 Complete your admissions file and be accepted.
2 Get academic advising to be sure to register for the right courses.
3 **Register online** — On the MyCC web portal homepage, log in with your user name (student ID) and password, and follow online instructions to register.

If you forget your password, go to the MyCC homepage and click on "I forgot my password" and follow instructions online.

For assistance with registering, please call the Registrar's Office.

CONTINUING Students

1 Contact your academic advisor to plan next term's courses.
2 Register online when web registration opens. (Clear any holds on your account).

IMPORTANT NOTES

Registration is first-come, first-served. There is no waitlisting. Courses or sections may be canceled due to underenrollment or closed because of class size limits. Students who find an anticipated course is closed or cancelled should contact the Financial Aid Office immediately to find out whether their eligibility for financial aid is affected.

Students must not register for courses outside their academic program, as financial aid eligibility may be lost. See full policy at www.cambridgecollege.edu/courses-outside-academic-program.

Holds and Registration — A restriction or "hold" may be placed on a student's record for admissions, academics, graduation, business, financial-aid, disciplinary or immunization reasons. A hold may prevent a student from registering for courses. If a hold is placed on a student record, when the student enters her/his user ID and password into MyCC, the student will see a description of the hold and contact information, so that the student can remedy the situation. Registration will not be possible until all holds are reconciled and removed. See full policy at www.cambridgecollege.edu/student-holds-policies-and-procedures.

How Many Credits to Register for

	Minimum eligible for financial aid.	Maximum registration limit*
Undergraduate	6 credits/term	15 credits/term (12 credits in summer)
Graduate	4 credits/term	12 credits/term

***** The online registration system limits course registration to the maximum shown above. Exceptions require prior written approval from an academic advisor and academic dean, and are rare.

Online and Hybrid Courses — ONLY the following programs have been approved to be taken 50% or more online:

- BS in Managerial Accounting
- BS in Health Care Management
- BS in Management Studies
- MEd: Teacher of Students With Moderate Disabilities
- MBA
- MBA/Healthcare

International students have further limitations regarding online courses. Please contact the international students advisor for details.

Hybrid courses combine online and in-seat residency in a single course, and are therefore considered in-seat and not online.

Repeat Courses — Students may repeat a course once. See policy at www.cambridgecollege.edu/repeat-courses.

Students Returning After Absence — Before registering:

Students enrolled in a degree or certificate but not registered and taking courses are considered "***absent***" that term or year.

Students absent fewer than five years must visit the Registrar's Office to complete a Reinstatement form.

Students absent for five years or more need to re-apply to a program that is currently offered, submitting all materials to the Admissions Office. They must meet all current admission and academic program requirements.

Please be aware that some programs may no longer be available. Your academic advisor or the dean can assist you to find a program that may accept much of your earlier course work, and help you map out your remaining course work.

See policy at www.cambridgecollege.edu/returning-student-policy

Auditing Courses — Courses which are audited do not count towards degree requirements and cannot be converted to credit at a later date.

Individuals wishing to audit a course must contact the Registrar's Office to verify that the course is available for auditing. Practicum and internship courses may not be audited. Once registered, the individual should consult with the course instructor at the first class to discuss expectations for class participation.

No financial aid is available for auditing courses. Please note that financial obligations will be incurred for an audited course unless the course is dropped before the add/drop deadline.

"Holds" That Hinder Students From Registering

Financial Holds

FA **Financial Aid Hold: Student Financial Services**

Phone: 617-873-0403

Fax: 617-873-0270

SFS@cambridgecollege.edu

Reasons for hold: There are missing documents from your financial aid file and or your financial aid is still in process. Please check your account online to see what is needed to finalize your financial aid award.

BO, BR **Business Office Hold or Business Registration Hold: Student Financial Services**

Phone: 617- 873-0403

Fax: 617-873-0270

SFS@cambridgecollege.edu

Reasons for hold:

- You have a balance with the College which must be paid.
- You have a payment plan; the balance must be paid before the hold will be removed.
- You have third party billing in effect and payment may be due.

Academic Holds

Students should speak with their academic advisor or regional site director to discuss and resolve an academic hold.

AB **Academic Hold - Bachelors**
School of Undergraduate Studies 617-873-0547

AE **Academic Hold - Education (Graduate)**
School of Education 617-873-0130

AP **Academic Hold - Counseling Psychology (Graduate)**
School of Psychology and Counseling. 617-873-0248

AM **Academic Hold - Management (Graduate)**
School of Management 617-873-0424

Academic Hold - CAGS - School of Education or School of Psychology and Counseling (see numbers above)

Other Holds

GP **Graduation Clearance Pending Hold: Registrar's Office**

Phone: 617-873-0101

Fax: 617-242-0026

registrar@cambridgecollege.edu

Reasons for hold: The Registrar places a GP hold on your record when you submit an Intent to Graduate form for the upcoming graduation, and it ensures that you will be among the students audited for graduation. This hold will be removed at the close of the Registrar's graduation clearance for the current term. Hold is applied shortly before online registration for the following term opens, and it will prevent you from registering. If you do not intend to complete your degree program requirements this term, please update your anticipated graduation date with the Registrar's Office, which can remove the hold so that you may register for the upcoming term.

IN **International Hold—120 Form: International Student Office**

Phone: 617-873-0142

Reasons for hold: This hold will be removed and the student will be allowed to register for courses once the DSO has met face to face with the international student and has given the student the I-20 form.

If you attend a Regional Center outside Boston, Massachusetts, and need additional information, please contact the site director for assistance.

Non-Matriculated Students

See policy at www.cambridgecollege.edu/college-policies.

A non-matriculated student is a student who is not enrolled in a degree or certificate program.

Non-matriculated students may register for most in-seat, hybrid and online courses; they may audit courses as well. However, the College reserves the right to restrict access by non-matriculated students to particular courses.

To get the full benefit of the course work, any course prerequisites must be met. The prior education and experience required for the corresponding degree are recommended.

Please fill out a paper Non-Matriculated Students Registration form, which is available at the Registrar's Office or www.cambridgecollege.edu/academic-policies-procedures/course-registration.

Students not matriculated into a degree or certificate program at Cambridge College are allowed to take **up to nine credits** for credit without applying for and enrolling in a degree or certificate program. Students should seek advisement from the academic dean of the school in which they are taking courses. Certain exceptions based on program, alumni status or location may apply.

Acceptance of credits into a degree or certificate — Courses completed at Cambridge College by students not enrolled in an academic program may be evaluated for acceptance into Cambridge College programs by the dean or program chair of the receiving program. There is no guarantee that courses taken as a non-matriculated student will be accepted into an academic program at Cambridge College.

Adding and Dropping Courses

See policy at www.cambridgecollege.edu/add-drop-policy

ONLINE Process BEFORE Add/Drop Deadline

Students may **ADD or DROP a class by the add/drop deadline** listed in the Academic Calendar for the term. Log in to the MyCC web portal and click on the Student Registration tab; click on add/drop courses.

Repeat classes and project completion classes (e.g. Independent Learning Project Graduate Management Capstone) require *paper* Add/Drop forms.

PAPER Process AFTER Add/Drop Deadline

Submit a **paper form** to the registrar, with all required signatures.

Get forms at the Registrar's Office, your local Cambridge College office, or at www.cambridgecollege.edu/academic-policies-procedures/course-registration.

You may register for additional courses before the first class if space is available and school policies are satisfied. Faculty signature is also required to add a course if the course is full.

However, courses added after the add/drop deadline may be subject to a late registration fee.

Dropped courses will appear on your student record as follows:

- Courses correctly dropped before add/drop deadline or before course starts will not appear on your record.
- Grade of Withdrawn (WD) — Completed form received **after course started**, after the add/drop deadline.
- Grade of No Show (NS) — Marked as never attended by the instructor, and Registrar's Office has not received form.

Important: With grades of Withdrawn and No Show you remain responsible for tuition.

Please Note

- Adding or dropping courses may impact your financial aid.
- If courses are not correctly dropped in a timely manner, students may remain liable for tuition cost. (See *Tuition and Payment*).
- **No verbal or telephone "drops" or "adds" permitted.**
- Students must register for a class or add it as described above. Student names hand-written in to a class roster are **not** thereby registered. Unregistered students cannot attend class or receive academic credit. See *Class Rosters* policy at www.cambridgecollege.edu/class-rosters.

Course Numbers and Coding

Course Numbering System

Courses which begin with a 1, 2, 3, or 4 are undergraduate courses; courses which begin with a 5, 6, 7, or 8 are graduate courses. As a general rule, the higher the number, the more difficult you can expect the course content will be.

When you look at your schedule on MyCC, you will see five headings.

- ***Code*** is the code assigned to the course. The three letters indicate the department which is outlined on the next page. The numbers indicate the number of the course. For example, PSY 120 is a basic-level Psychology course.
- ***Title*** is the name of the course.
- ***Schedule*** is the day and time that the course meets.

  M=Monday **T**=Tuesday **W**=Wednesday
  H=Thursday **F**=Friday **S**=Saturday
  U=Sunday
- ***Location*** is the classroom location of the course.
- ***Credits*** is the number of academic credits awarded for successful completion of the course.

Graduate Course Codes

CCP ... Counseling Psychology
SCG ... School Counseling
DMG... Graduate 1-credit Management courses
EAD.... School Administration (master's)
ECA.... School Administration (CAGS)
ECE.... Early Childhood Education
ECL.... Educational Leadership (CAGS)
EDU.... Education (master's)
EED.... Education (master's)
EHE.... Health/Family & Consumer Science
EIT..... Instructional Technology
ELE .... Elementary Education
ELM.... Library Teacher
ESL .... English as a Second Language
ESN.... School Nurse Education
ESP .... Special Education
MAT.... Math
MHC... Health Care Management (master's)
MMG .. Management (master's)
SCI ..... Sciences

Undergraduate Course Codes

ART .... Arts
BAM ... Multidisciplinary Studies Capstone
BHS ... Human Servicse
BSM ... Management Studies
CMP ... Computer Sciences
COM... Communications
CTH.... Critical Thinking
EMC ... Education (undergraduate)
HIS ..... History
JUS .... Justice Studies
LIT..... Literature
LRN.... Principles of Adult Learning
MAN ... Human Services Supervision
MAT.... Mathematics (undergrad)
PHI ..... Philosophy
PSY .... Psychology
REL .... Religion
SCI ..... Sciences
SOC ... Sociology
SPA .... Spanish
PHW... Wellness & Health Promotion
WRT ... Writing

Academic Support

The Academic Support Center is a free service available to all Cambridge College students who need assistance with their coursework and assignments. Our goal is to connect each Cambridge College student with the resources best suited to his or her needs. Our professionally-trained staff provides academic support services to help students make the most out of their curricular programs and opportunities at the College. Many students who are returning to school after time away from academic writing find working with a writing tutor particularly helpful. Students also find working with a writing tutor helpful when completing their Capstone or other final project.

Upon entering the College, students are eligible to schedule an appointment to meet with someone from the Academic Support Center for forty-five minutes each week. Students are encouraged to "drop-in" to the Center for additional hours each week in case of last-minute cancellations. Students who have documentation of learning disabilities on file with the Office of Student Affairs may be eligible for additional time.

Writing Tutor Services

- Brainstorming topic ideas for papers, Capstone and ILP/IRP (final projects)
- Developing and organizing ideas
- Revising and editing of papers
- Grammar assistance
- APA style citation assistance
- Reading strategies
- Online research

Math Tutor Services

- Math/problem solving skill development
- Computer assistance (PowerPoint, Excel)
- Data analysis and display
- Economics/financial management

Where

Boston

Rooms 1321-1323, on the first floor near classrooms

Register for an account at cambridgecollege.mywconline.com, log in to access the tutor schedule, and sign up for an appointment, or call for an appointment 617-873-0499

Lawrence 617-873-0484

Springfield 617-873-0610

Disability Support

Office Location 500 Rutherford Avenue, first floor, room 1285

Web pages www.cambridgecollege.edu/student-affairs/office-disability-support

Registered students may log in to the myCC web portal to access this web page:
https://mycc.cambridgecollege.edu/ICS/Campus_Life//Disability_Support.jnz

Contact 617.873.0614 • disabilitysupport@cambridgecollege.edu • vera.dimoplon@cambridgecollege.edu

Cambridge College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act to provide equal access to educational programs at Cambridge College. Any student who feels they may need an accommodation based on the impact of learning, psychological, and/or physical disabilities and has appropriate documentation may be eligible for accommodations. Students should contact Disability Support Services as soon as possible at 617.873.0614 or vera.dimoplon@cambridgecollege.edu.

Requests for accommodations are confidential and should be made early in the term so that timely and appropriate arrangements can be made. All students are expected to fulfill essential course requirements in order to receive a passing grade in a class, with or without reasonable accommodations. Please note that accommodations cannot be granted retroactively.

Student Financial Services Office

Location 500 Rutherford Avenue, Boston, first floor: One Stop Student Services, on the right when you come in the north entrance
Web page www.cambridgecollege.edu/offices/bursar
Contact phone: 617.873.0403, email: sfs@cambridgecollege.edu

The following is an overview of information you need to be aware of as you begin your time at Cambridge College. The following items are subject to change at any time. Please refer to www.cambridgecollege.edu/offices/bursar for the most up to date information.

Course registration is contingent upon the payment of all amounts due to the College. Students owing a balance of more than $50 cannot register for courses. Once registered for a term, payment or acceptable arrangements must be made prior to the start of the term. If a student registers after the term starts, or after add/drop ends, or after the established payment due date is past, payment is due one week after the registration.

Communicating With You

The Bursar's Office will often communicate with you by email to your Cambridge College email account. You are responsible for checking your email on a regular basis so you don't miss important information.

Billing of Tuition

Bills are mailed at least 30 days prior to the start of the term. Payments are to be remitted on or before the due date indicated on the statement (this date is typically one week prior to the term start date).

It is easy to calculate your tuition bill each term. On our website, go to your Cambridge College location, click on your academic program, and see current tuition rates posted on the Tuition tab. Multiply the number of credits you are taking by the per-term rate. (In some cases there may be other expenses in addition to course tuition.)

Always refer to your account online for the most up-to-date balance information.

Late Payment Fee

Students will be assessed a late payment fee if acceptable payment arrangements are not made by the due date indicated on the statement. Acceptable payment arrangements include payment in full, pending financial aid, approved third-party billing (i.e. Veterans) and an active and current payment plan with the Bursar's Office.

Paying for Your Education

There are several ways to pay for your college education:

- Financial aid (federal student loans, scholarships, etc.) — to apply for aid, go to www.cambridgecollege.edu/financial-aid.
- Employer tuition assistance programs or third party sponsor — acceptable if payment is made directly to Cambridge College and is not contingent upon grades. Please contact the Bursar's Office prior to the beginning of the term so that an invoice can be generated.
- Veteran's Benefits — if you are eligible for veteran's educational benefits, please contact the Bursar's Office to discuss your own particular situation.
- Using your own funds — see "How to pay your bill" below.

How to Pay Your Bill

Online — The quickest and easiest way to make a payment is by paying online via the MyCC web portal. This is available 24 hours per day and can be done in four easy steps:

1. Log into MyCC
2. Click "Finances" tab
3. Click "My Account Balance"
4. Click "Make a Payment"

Mail — Checks or certified funds must be made payable to Cambridge College and include your college ID number. Mail payment to Cambridge College, ATTN: BURSAR, 1000 Massachusetts Ave, Cambridge, MA 02138.

In Person — During business hours you can make a payment in person at our main campus, 1000 Massachusetts Avenue, Cambridge, MA. Payments are not accepted at any other college location.

Wire Transfer — Please contact the Bursar's Office if you are interested in making a payment via wire transfer.

Payment Plan — Payment plans can be established with Tuition Management Systems. The payment plan allows you to pay your tuition and fees in four payments in the fall (July through October) and spring (November through April) terms, and two payments in the summer term (June and July). Please visit https://cambridgecollege.afford.com to create your account and set up your payment plan. We highly recommend that this is done immediately after registering for your courses.

Non-Payment

You will not be able to register until you have paid your bill. Once acceptable payment arrangements have been made, we can clear you to register online. Students with a balance will have a Bursar restriction ("Hold") placed on their account. This restriction prevents access to grades, official transcripts; diplomas, and certificates. Students are notified of impending restriction via email to their Cambridge College email address.

The College will make every effort to work out repayment plans. In the event a balance remains outstanding, student debts will be submitted to a collection agency if payment is not received. In such cases, the student is liable for any court costs and collection agency fees. **Collection agency fees may total up to 40% of the outstanding bill, as allowed by Massachusetts law. Cambridge College reserves the right to report account information to a credit bureau.**

Leave of Absence or Withdrawal

Students considering leave of absence or withdrawal are urged to see the Student Financial Services Office before leaving the College in order to arrange payment of any outstanding balance. Students who have received financial aid must contact the Financial Aid Office.

Cambridge College policy and procedures regarding withdrawal or leave of absence can be found at https://www.cambridgecollege.edu/academic-policies-procedures/leave-absence-or-withdrawal. Students must consult applicable policy and procedures in case of any questions regarding this withdrawal or leave of absence. Students can always contact the dean of students for further questions.

Refunds and Repayment

Financial aid repayment/return — Title IV financial aid or state scholarship monies are subject to federal regulations. See *Financial Aid*.

Refund — Students who paid current tuition charges themselves (not from federal or state aid) are eligible for refunds as follows:

Date of Withdrawal	Refund
Before add/drop deadline (within first two weeks of term)	100%
During third week of term	75%
During fourth week of term	50%
During fifth week of term	25%
Thereafter	0%

Date of Withdrawal from Intensive Courses	Refund
Prior to beginning of term	100%
During and after week one	75%
During and after week two	25%
Week three and thereafter	0%

Overpayment — Non-Federal Funds

Payments received on a student account, exceeding the account balance or anticipated charges, will remain on the account and be applied toward future term charges within the academic year. Remaining overpayments are refunded at the end of the academic year. No refunds will be issued at any other time unless the student is withdrawing or has completed their degree.

Excess Funds — Title IV

In accordance with federal regulations, excess funds from federal financial aid, over and above current charges, cannot be held without written authorization from the student.

Graduation Clearance

All tuition and other charges must be paid in full by the published graduation clearance deadline in order to receive graduation clearance from the Bursar's Office.

California: Student's Right to Cancel

You have the right to cancel or withdraw and receive a refund of 100% of the amount paid for institutional charges, less the STRF of $0.00, and a reasonable deposit or application fee not to exceed $250, through attendance at the first class session, or the seventh day after enrollment, whichever is later, if notice of cancellation is received on or before the *right to cancel date*. See table below.

First Term of Enrollment, 2018-2019 Academic Year	Application Deadline	Classes Begin	Right to Cancel Date
Fall Term 2018	Sept 4, 2018	Sept 10, 2018	Sept 17, 2018
Spring Term 2019	Jan 15, 2019	Jan 22, 2019	Jan 29, 20198
Summer Term 2019	June 3, 2019	June 10, 2019	June 17, 2019

To cancel, download the Withdrawal form from www.cambridgecollege.edu/resources/student-forms, and submit the completed Withdrawal form to the Registrar's Office by the ***right to cancel date*** (Add/Drop Deadline).

Students are not required to purchase books, supplies or equipment through Cambridge College, and the College does not offer student housing or transportation. Therefore these expenses cannot be refunded by the College.

Student Health Insurance

Massachusetts law states that students who meet ***all*** the following criteria are required to be enrolled in the College's student health insurance plan or participate in a plan with comparable coverage.

- Attend classes within Massachusetts.
- Are enrolled in a certificate or degree program.
- Are enrolled full-time or three-quarter time (undergraduate: 9 credits or more; graduate: 6 credits or more).

  A student's status as full or three-quarter time is determined as of the last date of the add/drop period.

International students (active for SEVIS) are assessed for health insurance regardless of credit load.

Annual Insurance waiver — Students who have insurance with coverage comparable to Massachusetts state criteria may waive out of the College's student health insurance plan by submitting an annual waiver request by the term deadline. It is the student's responsibility to determine and certify that their insurance is comparable. To submit the annual waiver request, students must go to the MyCC web portal homepage and follow the instructions under Student Health Insurance; click on the external link provided, and follow the online instructions. In so doing they grant permission for the insurance provider to audit their insurance information, and if it is found to be falsified, inactive, or non-comparable to Massachusetts criteria, they will be enrolled in the insurance plan and will be charged the full insurance premium.

Students who do not submit an annual waiver request by the deadline are automatically enrolled in and billed for the College's student health insurance plan. The deadline changes each term, but is within a week of the last date of the add/drop period for the term. The deadline for the current term is posted on the MyCC web portal homepage.

Students are required to submit an annual waiver request in the first term they are enrolled and every fall term thereafter. Students returning after a leave of absence must submit the waiver request in the term when they return.

CC locations in other states — Students at Cambridge College locations outside Massachusetts are not required to purchase student health insurance.

CC Summer Institutes — Summer Institute students enrolled in more than three weeks of classes will need to show proof of health insurance. Massachusetts law does not require students enrolled in short-term courses (defined as no more than 15 days of classes for each term and 30 days total for the entire school year) to purchase student health insurance.

Adding Courses

Students who add courses after the term has begun are responsible for payment immediately. Students must check their account online for changes to their balances as a result of adding courses.

Dropping Courses

Tuition Charged

You must pay the full tuition for all courses for which you have registered, by the payment due date.

- However, if you correctly drop the course, you may get tuition credit as outlined below under "Tuition Credit".
- If you do not attend class and do not correctly drop the course, you remain responsible for the full tuition.
- If you begin attending class and later cease attending classes without formally withdrawing, you remain responsible for the full tuition.

Tuition Credit

Date Add/Drop Request is Received . . . . . Tuition Credit

Courses that meet every week and start in the first week:

Before the add/drop deadline 100%

Before third class or when no more than six hours of class time have elapsed, whichever comes first 75%

After third class 0%

All other courses:

Before the first class 100%

Before second class or when no more than six hours of class time have elapsed, whichever comes first 75%

After the second class. 0%

Online courses have the same tuition credit policy as standard seated courses.

Financial Aid

Location 500 Rutherford Avenue, Boston, first floor: One Stop Student Services, on the right when you come in the north entrance
Web page www.cambridgecollege.edu/offices/financial-aid
Hours Office Hours: Monday-Thursday 9:00am-7:00pm, Friday 9:00am-5:00pm
Contact phone: 617.873.0403, email: sfs@cambridgecollege.edu

Financial aid is available for our students who qualify, to assist in financing educational expenses at Cambridge College. Visit www.cambridgecollege.edu/offices/financial-aid to begin the financial aid process. Please also refer to the academic catalog at www.cambridgecollege.edu/academic-catalog to be informed about all of the regulations regarding enrollment and financial aid.

Important

- The process for receiving financial aid will take longer than you expect.
- Do not register for courses outside of your program, as it will jeopardize your ability to receive financial aid.
- You must remain eligible by enrolling in either a full or half time load to receive financial aid.
- Communicate with your particular counselor if you have specific questions about your account.
- Check the documents that you submit for accuracy, and keep copies.
- You will jeopardize your ability to receive aid if you do not make satisfactory academic progress.
- Borrow wisely—loans must be repaid.
- Be patient.

Refunds and Excess Funds — Title IV

Students must wait for awards to be credited to their student accounts. Any federal funds in excess of current charges may be refunded to students after term charges have been paid, pending any change of enrollment. Any excess funds are refunded within 14 business days after the disbursement is credited to a student's account (14 days after the add/drop deadline, if credited earlier). Students will receive email notification of their eligibility and will need to choose how to receive the funds. Students must create an account with Tuition Management Services on cambridgecollegechoice.edu and then select refund method: direct deposit or Cambridge College Discover prepaid card. Before calling the Financial Aid or Bursar's Offices, students may access their accounts on the website by logging on to the myCC portal. Student ID and PIN will be needed.

According to federal tax laws, these refunds are regarded as taxable income. Careful records should be kept and all the income must be reported on your income tax return.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is a measure of progress toward the completion of a student's course of study according to Cambridge College standards and required by federal regulations. Students must meet these standards to maintain eligibility for federal financial aid. These standards apply to all federal financial assistance programs and to all students: full-time and part-time, undergraduate, and graduate, degree and certificate candidates. For Financial aid satisfactory academic progress policy, see www.cambridgecollege.edu/federal-financial-aid-student-satisfactory-academic-progress-sap. If you have any questions or concerns feel free to contact the director of financial aid.

Military Students—Veterans and Active Duty

veterans.support@cambridgecollege.edu • www.cambridgecollege.edu/resources/veterans-benefits

Cambridge College is recognized as a military friendly institution offering a variety of degree and certificate programs which serve the academic and career development needs of many military members and their families. At Cambridge College our focus is on adult students, their experiences and their needs.

Our admissions staff and administration are trained to work with military students and help them get the best from all the benefits for which they qualify. At Cambridge College, we offer a personalized approach to assist our military students. Many of our faculty and staff have served in the armed forces and understand the challenges our military members and their families face each day. Our staff are here to help veterans through the admissions, registration and eligibility processes.

- The Veteran's Administration has approved Cambridge College programs for VA benefit coverage.
- Cambridge College is a Servicemember's Opportunity College (SOC) providing veteran support.

Veterans Certifying and SOC Representatives

Please visit www.cambridgecollege.edu/resources/veterans-benefits for current contacts at Cambridge College.

Students taking courses at the Cambridge, MA campus should see the Bursar's Office for enrollment certification information after they have applied for benefits through the VA Office; students at regional Cambridge College locations should see their VA certifying official.

Transfer Credit Evaluation

Transfer credit—All students receiving veterans benefits will have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified. For transfer credit information please contact your veterans certifying representative.

Prior learning assessment can earn college credit and shorten your program—Veterans enrolled in undergraduate programs are especially encouraged to consider documenting their learning derived from experience in the form of standardized college-level exams and portfolios that demonstrate learning equivalent to specific college courses. For more information, ask to speak with your faculty advisor or Cambridge College regional center director, or visit www.cambridgecollege.edu/admissions/prior-learning-work-experience-credits.

Active Duty Tuition Discount

Tuition discount for active duty military personnel — Undergraduate tuition is reduced to the amount covered by the federal Tuition Assistance Program; the rate is subject to change accordingly. We do not charge out-of-state tuition to our military members.

Academic Progress

Progress will be monitored each term for all students receiving veterans benefits. If an undergraduate student's cumulative GPA falls below 2.0 (graduate programs 3.0), or completion rate falls below 67% (graduate programs 50%) in all courses attempted at Cambridge College, in any term, he or she will be placed on academic probation for a maximum of two additional terms. If the student's GPA or completion rate is not raised to meet graduation standards by the end of the second term of probation, the Veterans Administration will be notified and benefits will be interrupted.

Conditions for Reentrance: If the dean or regional site director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

A wide range of educational benefits are available to veterans, their dependents and family members through the United States Department of Veterans Affairs. Students must apply directly to the US Department of Veterans Affairs.

Below are several links that will get you started and will provide you with the information you need to take advantage of your benefits.

Departments of Veterans Services

U.S. Department of Veterans Affairs • https://www.va.gov

Massachusetts • www.mass.gov/veterans/education
Veterans' Services Officer, 43 Hawkins Street, Boston, MA 02114
Phone: 617-635-3037 • Fax: 617-635-3957

California • www.calvet.ca.gov

Puerto Rico • http://www.benefits.va.gov/sanjuan/

Other Resources for Veterans

VA Online Application for Educational Benefits • https://www.ebenefits.va.gov/ebenefits/homepage

Montgomery GI Bill (MGIB) • http://benefits.va.gov/gibill/

MGIB Verification (Web Automated Verification of Enrollment/WAVE) • https://www.gibill.va.gov/wave/index.do

Reserve Educational Assistance Program (REAP) or Chapter 1607 • www.benefits.va.gov/gibill/docs/pamphlets/ch1606_pamphlet.pdf

Disabled veterans may qualify for accommodations under the Americans with Disabilities Act. Please contact the Cambridge College Office of Disability Support for more information: disabilitysupport@cambridgecollege.edu • 617-873-0614

International Student Office

Location 500 Rutherford Avenue, Boston, first floor
Web page www.cambridgecollege.edu/offices/international-student
Hours Monday-Friday 10:00am-4:00pm.
Contact 617.873.0142 • e-mail: international@cambridgecollege.edu

See also international student policies:

- www.cambridgecollege.edu/international-student-policies-f1-non-immigrant-student-status
- www.cambridgecollege.edu/international-students-and-immunizations-policy-—-registrars-office

Changing to or Regaining F1 Status

Students who wish to obtain or regain F1 non-immigrant student status through Reinstatement or Change of Status must be fully accepted to a Cambridge College academic program before receiving a Change of Status requested or Reinstatement requested i20. Cambridge College will assist with issuance of the i20 and any photocopying services students need for the filing of the i539 for Change of Status or Reinstatement, but does not offer any legal advising to students for these processes.

Getting Started

Transfer Credit

Please consult an admissions counselor, the Transfer Credit Office or your academic advisor regarding transferring credits to or from Cambridge College.

State Health Requirements for College Students

Students are required to comply with state laws regarding health insurance and immunizations for college students.

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☐ **Immunizations** — Paper form required before students can register for first term of full-time study.
Get form at www.cambridgecollege.edu/resources/student-forms

☐ **Health Insurance** — Required early in first term and yearly: Go to the MyCC web portal homepage and follow instructions under "Student Health Insurance." Students who have health insurance need to waive out. *If you do not waive out, you will be automatically enrolled and billed.*

Financial Planning

Tuition and Fees — See *Tuition and Fees*.

Payment and Refunds — See *Payment and Refunds*.

Scholarships are not currently available to international students.

Room, Board and Personal Expenses — All Cambridge College students are responsible for their own housing, transportation, and any personal expenses. The College does not provide dormitories, except for the Summer Institutes.

Maintaining F1 Status

Orientation

All F1 non-immigrant students are required to complete the online New International Student Orientation during their first term of study. Students who fail to complete this online session will not be able to register for the following term .

Full Time Registration Requirement

In order to maintain F1 status at Cambridge College, F1 international students must:

1. Register for a full-time course of study in the first term and all subsequent terms except in the final term. "Full-time" is defined as:
   - 12 semester credits for bachelor's (undergraduate) students.
   - 8 semester credits for master's (graduate) students.
   - CAGS and doctoral (post-graduate) students: Course load per term is defined by the program. Please see the International Student Office for full-time registration requirements.
2. Attend all courses which contribute to full-time registration. Failing a class for truancy or absence is considered an unauthorized drop below full course of study and will result in loss of F1 status.
3. Register for no more than three credits of online course work in a required term, except where the online course registration exceeds the required minimum full-time registration.
4. Register for and attend courses only taught at the Cambridge College campus where the student has been authorized to attend. For a list of Cambridge College locations approved by the SEVP to host F1 students, please contact the International Student Office or visit www.cambridgecollege.edu/international-student.

Students are not required by federal regulations to register for Summer term except when Summer term is also the initial term of study; however, some academic programs may require Summer registration. Students must ask their academic advisor and/or academic dean if they are required to register for the Summer term.

Dropping Below Full Time Registration

In order to drop below full-time registration during a required term, students must first contact the International Student Office. No special permission from the International Student Office is required for Summer registration.

Students in their **final term of study** may register for fewer than the required number of credits, but are advised to contact the International Student Office to advise the P/DSO of their intent to graduate that term.

Students who wish to drop below full-time registration for **academic reasons** may do so only in the **first term of study**. They must contact the International Student Office no later than the fourth week of the term to request the reduction in course load. A student's course load may be reduced to no fewer than **six credits** when the reduction is academic in nature. Reducing the course load to fewer than six credits during Spring or Fall terms is considered a violation of F1 status.

Students who wish to drop below full-time registration for **medical reasons** may do so at any time during the term, but must provide documentation from a licensed medical provider in the U.S. demonstrating the need for the Reduced Course Load due to a medical condition. Students must notify the International Student Office in writing (email or letter) of the intent to drop below full-time registration **prior to dropping/withdrawing from courses.** Students must provide a completed Medical Reduced Course Load form to the International Student Office no later than 10 days after visiting the medical professional who certifies the need for a reduction in course load. Failure to do so is considered a violation of F1 status.

NOTE: Receiving authorization for a Reduced Course Load allows students to maintain F1 status while taking fewer than the minimum required credits during a required term. **Students who reduce their course load after the add/drop period are still responsible for any late fees or charges applied to their accounts**, as per the policies of the Bursar's Office. Applying for a Reduced Course Load is not a withdrawal/drop from a class. Students must also visit the Registrar's Office and Bursar when withdrawing from or dropping a class.

Updated Records

Students maintaining F1 status through enrollment at Cambridge College must keep all information updated with the International Student Office at all times. Students may email all information to the International Student Office and must do so within 10 days of the change in information. The information includes:

1. Current major field of study (if changed during studies).
2. Current residential address in the U.S.
3. Current legal name (if different from name provided when applying).
4. Current sources of funding (if different from funding demonstrated when applying).
5. Updated passport (may be scanned and emailed).
6. Updated visa (may be scanned and emailed).
7. Updated i94, Arrival/Departure record, which you can access online at https://i94.cbp.dhs.gov/I94/

International students must separately inform the Registrar's Office and International Student Office of any changes to their residential address in the U.S. Failure to report to either office within 10 days of moving may result in complications with communication from the College and the federal government.

Program Dates

Student program dates are listed on page 1 of the Form I-20. Each student is expected to monitor his/her own program dates and notify the International Student Office if an extension is needed, if s/he will complete the program before the listed end-date, or if s/he will depart the U.S. prior to completion of the program without intention to return within 5 months.

Degree/Enrollment Verifications

Students requesting enrollment verification must contact the International Student Office, providing their name and student ID number. The letter will confirm that the student is enrolled at Cambridge College, specify the student's standing (active, applying for reinstatement, applying for change of status, etc.), and note the student's SEVIS ID number and program dates as they appear in SEVIS.

Students requesting transcripts must submit a Transcript Request to the Registrar's Office. No transcript, official or unofficial, can be provided by the International Student Office.

Work Eligibility

Students in F1 non-immigrant status are permitted to engage in work only if they first receive authorization from the federal government through the International Student Office. There are three kinds of work in which international students may engage:

On-Campus Employment — International students may engage in part-time (no more than 20 hours per week) on-campus employment during required terms (Spring and Fall) and full-time (no limit on hours) during breaks and vacation (Summer). On-campus employment is not guaranteed to any student, nor is its availability guaranteed.

Curricular Practical Training (CPT) — International students may have the option to engage in Curricular Practical Training as part of their academic program. This is permitted only at the discretion of an academic instructor. Students interested in pursuing CPT should contact the International Student Office at least one academic term before the term in which they plan to engage in CPT.

Optional Practical Training (OPT) — International students completing a degree with Cambridge College may be eligible for the 12-month full-time Optional Practical Training benefit. Students should contact the International Student Office no later than the beginning of their final term of study for information on OPT and the OPT application process. Students may apply for OPT up to 90 days prior to the final date of classes listed for their level of study in the Academic Calendar, through 60 days following the same date. Students who have not been enrolled for two consecutive terms, including their final term of study, prior to completing their degree may not be eligible for the OPT benefit. As each student's situation is unique, one-on-one advising on OPT is strongly recommended.

Additional Information

For detailed information or questions regarding federal regulations governing F1 student status, please contact the International Student Office.

Certification of Credentials Earned

Some international graduates report that upon returning to their home countries, they are asked to provide documentation from Cambridge College to certify the credentials they earned in the United States. Students who require the College to prepare documents beyond information readily available in the Academic Catalog or on the Cambridge College website will be assessed a fee (see Tuition & Fees Rates). Examples include but are not limited to:

- Report or letter summarizing specific course evaluation procedures, projects, and guidelines.
- Additional evaluation(s) created and conducted solely in conformity with the home country's protocol (e.g.: blind evaluation).
- Separate correspondence (beyond official transcript) verifying course descriptions/credits/hours for each course completed.
- Separate correspondence certifying class attendance policies. (Cambridge College cannot provide daily class attendance records for individual students.)
- Separate correspondence attesting to credentials of Cambridge College personnel such as blind evaluator and/or program chair, etc.
- Separate presentation certificate certifying Independent Learning Project presentation.
- Separate correspondence regarding Cambridge College online repository of published ILPs.
- Other documents that duplicate information readily available via the Cambridge College website or the Academic Catalog.

Students who plan to return to their home country following study at Cambridge College are advised to communicate with their National Department of Education (or other appropriate sources) prior to traveling to the United States, or upon their return, to obtain guidelines that itemize the documentation that will be required to validate credentials that were earned in the United States.

Information Technology / Help Desk

Location 500 Rutherford Avenue, Boston, first floor

Hours Monday-Thursday: 9:00am-10:00pm, Friday: 9:00am-9:00pm, Saturday: 9:00am-5:00pm, Sunday: 12:00pm-5:00pm

Contact

- Phone: 617.873.0159 — for all students, newly enrolled and registered without proper login credentials.
- Online Help Desk: http://helpdesk.cambridgecollege.edu — for currently registered students with a username and password.

The Cambridge College Department of Information Technology stands ready to help you in any way possible during your program at Cambridge College.

Information Technology Resources, Services, & Policy Highlights — Computer and network technology has become a critical component in education, in the workplace and in everyday life. Technology in these areas contributes significantly to the success of our students, our faculty and our staff. The College depends on our technical resources to provide a rich environment to those individuals who learn, teach and work at the College. Technology can also enable dynamic conversations and personal interactions in our adult classroom experience.

The Information Technology department strives to make its resources as reliable and as robust as possible. We ask that you recognize and respect that these resources are limited. Please treat them in a way that will guarantee that others can share in their use. The following few pages describe various procedures that are in place to make technology enabled education possible. We ask that you read through the material and by all means, ask questions of our staff if you need further information.

Computer Requirements

As a student at Cambridge College you will use a computer to access the College's web portal (MyCC), the online library, email and other software applications related to the classroom experience. ***All*** students are required to be able to access and use a computer while a student at the College. Computers should meet the following minimum requirements.

- Recommended hardware:
  4GB RAM or higher.
  Intel or AMD processor: dual-core or better.
- Recommended Operating System:
  Windows users: Windows 7 SP 1 or higher
  Apple users: Mac OS 10.8 or higher.
- Recommended Software:
  Latest version of Firefox or Chrome browsers.
  Microsoft Office 2010 and up.
  DSL, broadband cable-modem or other high speed internet access.
  Windows users: up-to-date anti-virus software protection.
- Connection Requirements:
  Wireless capability for use while in class or at breaks.

Access to a Computer

If you don't have access to a personal computer or don't have a high-speed Internet connection you can use the computer lab at your Cambridge College location. Other computer resources may include your local public library and public Internet hot spots.

Purchasing Technology

We recommend that students wait until they receive their financial aid award notice before purchasing a computer.

Once enrolled, students are encouraged to visit the password protected "At Home or Student Use" discount software site linked at www.cambridgecollege.edu/available-it-resources/it-services to see if any of the offerings available can aid and assist them in their classwork.

IT Support

Cambridge College provides telephone support to assist you with minor IT problems such as:

- MyCC, the Cambridge College web portal.
- Cambridge College email (CC-Gmail).
- Cambridge College website.
- Connection to the Cambridge College network.
- Other College web-enabled programs.
- Password reset portal.

Please note: The College cannot assist students with questions regarding personal hardware and software issues. Please contact the manufacturer for questions regarding the use and maintenance of your computer or software.

Helpdesk Hours: Monday-Thursday 9:00 am-10:00 pm, Friday 9:00 am-9:00 pm, Saturday 9:00 am-5:00 pm, Sunday 9:00 pm-5:00 pm EST.

To contact the IT Support Center/Helpdesk

- Place a request at https://helpdesk.cambridgecollege.edu
- Call during Helpdesk hours **617.873.0159**.
- Email helpdesk@cambridgecollege.edu
- Drop-in locations (see your site information for details).

IT Technicians

Almost every Cambridge College location has local IT technicians to assist you and to help maintain equipment, classrooms, and drop-in computer centers.

Self Help

A number of self help topics are available on the IT Support website at www.cambridgecollege.edu/it-support as well as in the IT eHelpdesk portal under Solutions.

MyCC Web Portal

Students' personal accounts are created upon self-enrollment through the admissions process. The login is your student ID, and a password is provided during the admissions process. Instructions about logging in for the first time are located at www.cambridgecollege.edu/it-support, then scroll down on the left to "MyCC New User Access" and follow the instructions. Users may log in to MyCC from the top right of the main Cambridge College website or https://mycc.cambridgecollege.edu/ics

The MyCC portal is a focal point for students and faculty. MyCC is the gateway to online course registration, online course work, the learning management system, and the online library. Students access their personal accounts and grades through the MyCC portal.

See also *Web Portal Accounts Policies and Procedures* at www.cambridgecollege.edu/information-technology/it-security-and-policies

Electronic Communication

Cambridge College provides access to email for all students. Email is an official method of communication at Cambridge College. Students are held strictly responsible for the consequences of not reading and responding to emails sent by the College to their College-provided email account.

Email Address — New students and returning students are provided a College-branded Gmail account upon registration, referred to as GO Email or CC Gmail.

- Student email addresses appear as: firstname.lastname00@go.cambridgecollege.edu
- Senior and adjunct faculty email addresses appear as: firstname.lastame@go.cambridgecollege.edu.
- Core faculty and staff email addresses appear as: firstname.lastname@cambridgecollege.edu.

All staff use Microsoft Office 365 email in their conversations with students.

Use and Responsibility — Faculty will require students to access MyCC and read notices sent to their official Cambridge College email address. Please read the Electronic Communication (email) Policy at www.cambridgecollege.edu/information-technology/it-security-and-policies. Please read the policy to better understand the responsible use of email and the types of email and behaviors that are prohibited.

Network Password

Your network password is used to log in to our wireless network, lab computers, eHelpdesk, and to make printouts.

Username: firstname.lastname (only the first 20 digits)

First-time login Password: 00+ID number (ex: 00123456)

Add as many zeros to make a minimum of 8 characters

Please note for your security, students and adjunct faculty may change their network password two ways:

1. While logged on any computer on our campus, press Ctrl+Alt+Delete. A window will appear where you may select "Change Password".
2. By using our Password Reset Portal at https://pwd.cambridgecollege.edu

Password Reset Portal

This service allows users to reset their network password at any time from anywhere that they have web access. This service will allow users who have forgotten their passwords to conveniently reset it without having to contact an IT technician. Password reset kiosks are also available at selected locations around the College. Please contact a helpdesk technician for more information or access the portal at https://pwd.cambridgecollege.edu.

Information Technology Responsible Use Policy

Cambridge College provides access to information technology resources to students, faculty and staff to support the College's mission and to conduct the business of the College. Every authorized user of information technology resources at Cambridge College is responsible for utilizing these resources in an efficient, ethical and legal manner and in ways consistent for overall College policy. Please see the *Responsible Use Policy* at www.cambridgecollege.edu/information-technology/it-security-and-policies. This policy also covers the following points:

- Privacy.
- Passwords and user IDs.
- Personal use.
- Security.
- Copyright, trademark and domain names.
- Compliance and enforcement.
- Violations and disciplinary actions.

Computer Labs

Computer labs are available at the Boston main campus and at our regional locations. Students may use these resources to conduct research and complete assignments and projects. Users can access the Internet, online classes, conduct word processing, create spreadsheets, and design presentations, as well as use course specific software that may be available through our labs. Some of our labs have trained staff on duty to assist in the use of our hardware. Limited software assistance can be provided. Lab users must comply with all information technology requirements and policy.

Computer Lab Guidelines

- Lab computers and printers are for registered Cambridge College students only. Do not share your Cambridge College network username and password with anyone. You will be held responsible if you share your personal information and someone else uses your account.
- Do not share your Cambridge College Network username and password with anyone. You will be held accountable if you share your personal information and someone else uses your account.
- When finished using the computer please completely log-off.
- Downloading, installing and running software is strictly prohibited on any lab computer.
- Illegally downloading music, videos or any other copyrighted content is a crime and may result in disciplinary action.
- Computer labs are not to be used for recreational purposes.
- Food and beverages, with the exception of covered water bottles, are not allowed in any computer lab.
- Cell phone conversations are not permitted in the lab.
- The College is not responsible for valuables left unattended.
- Navigating to offensive, harassing or sexually explicit sites is not permitted and may result in disciplinary action.
- No chat or other form of instant messaging is permitted other than through the facilities provided by the College's MyCC portal.
- Lab assistants can only provide technical support for Cambridge College software applications.
- Cambridge College technicians are not responsible for tutoring.
- Children are not allowed in the labs.

Print-Outs

Cambridge College believes in a green and sustainable environment. Towards that effort we are implementing a student-printing solution where the first 200 pages are free per semester. Your free-pages balance will not rollover to the next semester. All billing will be self-service, based on the student's personalized web account. All charges related to printing are non-refundable. See Tuition and Fee rates.

For more information on our IT policies, please see www.cambridgecollege.edu/information-technology/it-security-and-policies.

Digital Millennium Copyright Act Policy

Cambridge College does not allow Peer-to-Peer (P2P) software usage on its wired or wireless network. Anyone using P2P applications on the Cambridge College network will be blocked from the network without prior notification. Please review Cambridge College's Digital Millennium Copyright Act Policy at www.cambridgecollege.edu/information-technology/it-security-and-policies. When attached to the Cambridge College network, downloading or distribution of whole copies of copyrighted material for personal use or entertainment without explicit permission from the copyright owner is against the law, and therefore against College policy. Violators may be subject to criminal or civil prosecution.

Classroom Technology Services

Classroom technology services typically include wireless labs and audiovisual equipment. Requests for these services can only be made by Cambridge College faculty and staff through the AV Request Site at https://av.cambridgecollege.edu

For assistance with classroom equipment, contact the IT Support Center at https://helpdesk.cambridgecollege.edu or 617.873.0159.

Boston– Local Practical Information

Directions and Parking

See also cambridge.cambridgecollege.edu/contact-us/ma/driving-directions.

Public Transportation. Cambridge College is convenient to the MBTA Orange Line. It is a short walk from either the Community College or Sullivan Square stop where many connecting MBTA buses are available. See www.mbta.com for Orange Line, connecting buses and other subway schedules.

From the north, follow I-93S to Exit 28 towards Sullivan Square. Take the ramp on the left to Sullivan Square. Keep going straight on Maffa Way until you hit the Sullivan Square traffic circle. Take the first exit onto Rutherford Ave. In approximately 500 feet, the entrance to the campus will be located on the right, with parking available in both the North and South Lot.

From the south, follow I-93N to Exit 28. At the bottom of the ramp, take a right onto Cambridge Street. At the traffic circle, take the first exit onto Rutherford Ave. In approximately 500 feet, the entrance to the campus will be located on the right, with parking available in both the North and South Lot.

From the Mass Pike (I-90) take exit 18 (Allston-Cambridge), follow ramp directions to Cambridge. At the traffic light, go straight across the intersection and across the bridge over the Charles River. At the end of the bridge, take a right at traffic lights onto Memorial Drive and follow directions from Memorial Drive, below.

From Route 2 and Memorial Drive. Take Route 2 to Memorial Drive. Continue along the Charles River past Harvard University and MIT. Bear right as road curves over water and then to the left onto Land Blvd. At the light after the Sonesta Hotel, go straight ahead through the intersection across the Gilmore Bridge. At the end of the bridge, turn left onto New Rutherford Avenue, staying in the left lane, and at fork stay right going toward Sullivan Square/Somerville/Medford. Keep left and in about 1/3 of a mile, take u-turn onto other side of Rutherford Avenue. Hood Park/500 Rutherford Avenue will be immediately on the right.

From the northeast via Tobin Bridge. Take exit right toward I-93 N/ Somerville Charlestown on the right. At stop light, take a left. Then, keep left. Continue straight, then take exit on right toward Sullivan Square/Somerville/Medford. Keep left and in about 1/3 of a mile, take u-turn onto other side of Rutherford Avenue. Hood Park/500 Rutherford Avenue will be immediately on the right.

Free parking at Hood Park/main campus.

Emergency/Weather Closing

Information related to Cambridge College closings or delays is available on:

1. **Website** at cambridgecollege.edu: Choose your CC location, and an advisory banner will appear across the top of the web page, if applicable.
2. The **MyCC web portal** homepage; see ANNOUNCEMENTS.
3. **TV**
   a) Boston main campus: TV channels 4, 5, 7, 10, 25, 56 and NECN.
   b) Regional centers: local media outlets.

- **Social media:** Check our Facebook and Twitter pages.
- **Email:** Please check your Cambridge College email for periodic updates and notifications.
- **Text:** RAVE text message notifications. Registered students should enroll or check your information at https://www.cambridgecollege.edu/rave-emergency-alert-update-your-information-through-mycc.