

## Montgomery College--Takoma Park/Silver Spring Campus

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

These services are available on campus to support your success.

Many centers also have web pages, which can be accessed at [www.montgomerycollege.edu/learningcenters/](http://www.montgomerycollege.edu/learningcenters/)

FOR HELP WITH:	CONTACT:	FOR THESE SERVICES:
Academic assistance and accommodations for students with disabilities	Assistive Technology and Academic Support Center Student Services 230 240-567-1610	Access to and assistance with assistive technology (AT), including software and equipment Tutoring for students with a referral from a DSS counselor
Career exploration, transfer resources, and job search information and support	Career Services Resource Center, Suite 205 240-567-1614/1630 Roberta.Buckberg or Joseph O'Hare @MontgomeryCollege.edu	Resume and cover letter design, job search help, and job listings on <a href="http://www.montgomerycollege.edu/ejobs">www.montgomerycollege.edu/ejobs</a> Workshops, career assessments Transfer information Internet access for career, transfer, and job search
Research help using the Internet & full text databases from on and off campus (CF Library specific to arts resources)	Library Reference Desk Resource Center 215 240-567-1536 --and-- Art Library, Cafritz 145 240-567-5867	Assistance with reference and picture sources for online or on-campus classes Tutorials in finding and citing information for assignments
Mathematics, Accounting, and Statistics	Math Learning Center Pavilion 1 101-D 240-567-1675 --and-- Math Pavilion 249 240-567-3893 (MP)	Mathematical software One-on-one & small group tutoring Modules for specific math courses on request
Health Sciences	Medical Learning Center Health Sciences 221 240-567-5591 or 5592	Assistance by lab assistants with use of various health science software applications, CD's, and other related resources
Biology, Chemistry, and Physics courses	Science Learning Center Science North 101 240-567-1427	Short-term assistance with science problems Workshops and/or study groups for science courses Use of CD's, videos, models, microscopes, reference books, handouts, and computer programs for science courses
Social Sciences courses (EC, ED, HS, MH, PL, PS, PY, SO)	Social Sciences Computer Center (SSCC) Commons 110 240-567-3888	Individualized tutoring; practice tests and quizzes Research resources; textbook and video library Computers, interactive software, printers Assistance from student aides
Access to computers for course work in: CA/CS, Math, English, Graphic Art, Biology, Nursing, Screenwriting, and standardized software like MS Office Suite	Student Technology Center Student Services 304 240-567-1657	Labs open to currently enrolled MC students Lab aides are on duty to assist users Group project areas available
Reading, writing, world languages, and speech courses; reading and writing assignments for any course	Writing, Reading, and Language Center Resource Center 105 240-567-1556	Tutoring in English grammar, writing, reading and world languages Computer and audio tutorials for English, Reading, Speech, and world language courses Print materials for courses in English and Reading

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### STUDENT SERVICES

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

#### ASSESSMENT CENTER

**Student Services Center, Room 323 240-567-1555**

The Assessment Center provides assessment testing for new and current students, and make-up exams for courses (as arranged by the instructor). Tests administered by appointment or on walk-in basis; see Assessment Center website for details. Photo ID's are required.

#### ASSISTIVE TECHNOLOGY & ACADEMIC SUPPORT CENTER

**Student Services Center, Room 230 240-567-1610**

The Assistive Technology Center provides access to specialized software for use by students with disabilities, as well as tutoring for students with a referral from a DSS counselor.

#### COUNSELING CENTER

**Student Services Center, Room 122 240-567-1614**

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

#### CAREER SERVICES

**Resource Center, Suite 205 240-567-1614/1630**

Career Services provides access to listings of jobs in the community at [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs), workshops, one-on-one assistance, Internet access, and computerized, print, and video materials for help with job search, career choice, and transfer.

#### STUDENT LIFE

**Student Services Center, Room 217 240-567-1482**

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

#### STUDENT ATHLETICS

**Falcon Hall, Room 110 240-567-1449**

Student Athletics and Intramurals provide male and female students the opportunity to participate and compete in athletic and intramural programs. The Student Athletics program is currently offering twelve NJCAA intercollegiate sports: Women's Volleyball and Softball, Men's Baseball, and for Men and Women, Cheerleading, Soccer, Basketball, Tennis, and Track and Field. Two Intramural sports, with plans to increase the number, are currently offered: Basketball and Indoor Soccer. The Intramural program is open to all students, staff, and faculty.

### OTHER SUPPORT SERVICES ON CAMPUS

#### ADMISSIONS AND RECORDS OFFICE

**Student Services Center, Room 122, 240-567-1501**

Admission to the College and to selective health science programs; assistance with international student visa/1-20 procedures; registration for credit and non-credit classes; transcript requests; evaluation of transfer credit; graduation processing; enrollment verification; scheduling of classes; and other related services. Photo ID required for all transactions.

#### CHILD CARE CENTER

**Child Care Building 301-650-1517**

Child care and early learning experiences for children ages 2-1/2 to 5. Maryland State Department of Education licensed and fully accredited by the National Association for the Education of Young Children. Part and full-time programs available. Open 7:00 a.m. until 6:00 p.m. Pre-registration required. (Located at corner of Philadelphia & Takoma Avenues)

#### FINANCIAL AID

**Student Services Center, Room 233 240-567-5100**

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

#### OFFICE OF SAFETY AND SECURITY

**Student Services Center, Room 117 240-567-1600**

The Office of Safety and Security is responsible for the protection of the College community, first aid, emergency assistance, 24-hour escort service (upon request), maintenance of Automated External Defibrillators (AEDs), enforcement of campus parking regulations, and the lost-and-found service. Officers on each campus are on duty 24 hours a day, 7 days a week. See the Safety and Security video at <http://www.montgomerycollege.edu/emergency>. A parking regulations flyer is available at the Office of Safety and Security.