



Student Consumer Information Guide

Federal Student Disclosure Requirements — In compliance with the federal Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA), Cambridge College provides this list of topics for disclosure/compliance/student right-to-know and explains how to get the information.

This guide is produced by the Office of Academic Affairs. Please call 617-873-0156 to request a printed copy, make inquiries or complaints.

1000 Massachusetts Avenue
Cambridge, MA 02138
617-868-1000
www.cambridgecollege.edu



About the Institution

General Information
Accreditation
Financial Statements (Audited)
College Profile

Academics

Academic Policies
Academic Programs
Textbooks
Instructional Facilities and Labs
Computer Use on Campus
Copyright Infringement and Peer-to-Peer File Sharing
Inactive Courses and Programs

Admission

Contact Information for Admissions Offices
Requirements for Admission
Student Health Insurance
Immunization Requirements
Transfer Credit Information
International Students

Cost of Attendance

Tuition and Fees
Refunds and Repayment
Estimated Cost of Attendance /Net price calculator

Financial Aid

Loans, Grants, Scholarships, Work-Study, How to Apply and Other Procedures
Eligibility and Maintaining Eligibility
Satisfactory Academic Progress
Refund Policy (refunds/adjustments)
Repayment Calculator
Teacher Loan Forgiveness Program
Suspension of Financial Aid Eligibility Due to Drug-Related Offences
Withdrawal and Tuition Liability

Resources, Rights & Responsibilities

Campus Safety and Security
Code of Conduct (includes hazing, harrassment)
Confidentiality of Student Records (FERPA)
Disability Services
Drugs and Alcohol
Emergency Response and Evacuation Procedures
Fire Safety
Non-Discrimination
Placement and Career Information (career services, job placement)
Smoking
Student Activities
Voter Registration

Statistics & Surveys

Common Data Set (includes enrollment, retention and graduation rates)
Size and Characteristics of the Student Body/Student Diversity
Licensure Test Pass Rates

Key Contacts

About the Institution

www.cambridgecollege.edu/download/academics/catalogs.cfm: *Introductory Sections*

- Accreditation and state authorization/approval
- College Profile: brief student and faculty demographics, why we are distinctive, College locations
- General Information: mission, history, teaching and learning, goals and outcomes

Financial Statements (Audited)

By written request to Kim Gazzola, Vice President for Finance & Administration

Academics

Academic Affairs Office • 617-873-0125

Academic Policies

www.cambridgecollege.edu/academics/catalogs.cfm: See *Academic Policies and Procedures*.

See also Academic Catalog: introduction to each of the four schools:

Undergraduate Studies, Education, Management, Psychology & Counseling.

Academic Programs

- Main campus:
Academic catalog — www.cambridgecollege.edu/academics/catalogs.cfm
See also each school's "Programs of Study" web page.
- Regional centers: See each center's "Programs of Study" web page.

Computer Use on Campus

www.cambridgecollege.edu/academics/catalogs.cfm: See *Academic Support Services*.

www.cambridgecollege.edu/it/

- Digital Millennium and Copyright Act
- Copyright Infringement and Peer-to-Peer File Sharing

Instructional Facilities and Labs

- Main campus classrooms and labs
www.cambridgecollege.edu/academics/catalogs.cfm: See *Cambridge Main Campus*
- Regional centers classrooms and labs
www.cambridgecollege.edu/academics/catalogs.cfm: See *Regional Centers*
- Online library and support for student research
www.cambridgecollege.edu/library

Textbooks

Textbooks are typically listed on the course syllabus which is posted on the MyCC web portal and available only to registered students.

Bookstore — www.cambridgecollege.edu/academics/bookstore.cfm

Admission

Admission Requirements

www.cambridgecollege.edu/academics/catalogs.cfm: See *Getting Started*.
www.cambridgecollege.edu/admissions/application_main.cfm • Admissions counselors

Contact Information for admissions, student services and advising personnel

www.cambridgecollege.edu/academics/catalogs.cfm: See *Directory*.
www.cambridgecollege.edu/contact/index.cfm

Immunization Requirements

www.cambridgecollege.edu/academics/catalogs.cfm: See *Student Affairs*.
www.cambridgecollege.edu/admissions/application_main.cfm • Admissions counselors

International Students

www.cambridgecollege.edu/academics/catalogs.cfm: See *Student Affairs*.
www.cambridgecollege.edu/iso • 617-873-0142

Student Health Insurance

www.cambridgecollege.edu/academics/catalogs.cfm: See *Student Affairs*.
www.cambridgecollege.edu/admissions/health_insurance.cfm

Transfer Credit Information

www.cambridgecollege.edu/academics/catalogs.cfm: See *Getting Started*.
www.cambridgecollege.edu/admissions/transfer.cfm

Cost of Attendance

Student Accounts Office (Bursar) • 617-868-1000 x1326

www.cambridgecollege.edu/academics/catalogs.cfm: See *Getting Started*.
www.cambridgecollege.edu/admissions/financial.cfm

- Tuition and Fees
- Refunds and Repayment
- Estimated Cost of Attendance (net price calculator for undergraduates only)

Financial Aid

Financial Aid Office • 617-873-0440

www.cambridgecollege.edu/financialaid
www.cambridgecollege.edu/academics/catalogs.cfm: See *Getting Started*.

- Eligibility and maintaining eligibility
- How to apply and other procedures
- Loans, grants, scholarships, work-study
- Satisfactory academic progress
- Refund of excess funds
- Repayment calculator (web page only)
- Teacher loan forgiveness program (web page only)

Suspension of financial aid eligibility due to drug-related offences
www.cambridgecollege.edu/academics/catalogs.cfm: See *Compliance*.

Withdrawal and Tuition Liability
www.cambridgecollege.edu/academics/catalogs.cfm: See *Getting Started*.

Compliance & Community Policies

General Non-Academic Policies

www.cambridgecollege.edu/academics/catalogs.cfm: See *Compliance*.

- Confidentiality of Student Records (FERPA) • 617-873-0106
- Drugs and Alcohol Policy
- Emergency Response and Evacuation Procedures; Fire Safety

The College has developed procedures for response and notification in the event of an ongoing or continuing threat to the college community that may or may not include evacuation or closing a facility. Egress maps are posted in all classrooms and office suites with general emergency procedures to follow. For more information consult with campus security authorities listed below.

- Hazing/Endangerment/Abuse
- Harrassment and Sexual Harrassment
- Non-discrimination/Equal Opportunity
- Smoking

Campus Safety and Security

(Jeanne Cleary disclosure of security policy and crime statistics) —

<http://www.cambridgecollege.edu/students/services.cfm>: See *Security Report & Crime Statistics* • 617-873-0656.

www.cambridgecollege.edu/students/services.cfm: See *Student Handbook*.

Student Code of Conduct

Sanctions for Code Violations

Disability Services/Campus Access

www.cambridgecollege.edu/students/disabilities.cfm • 617-873-0191

Placement and Career Information

www.cambridgecollege.edu/academics/catalogs.cfm: See *Student Affairs*.

www.cambridgecollege.edu/students/career.cfm and on the MyCC web portal.

Student Activities

Cambridge College, as a non-residential college for busy working adults, offers very limited extracurricular student activities and no athletics programs.

Voter Registration

See your local town/city or state website or <http://www.eac.gov/>.

Statistics & Surveys

Institutional Planning & Effectiveness Office • 617-873-0675

Common Data Set (includes enrollment, retention and graduation rates)

www.cambridgecollege.edu/ipe/dataset.cfm

Size and Characteristics of the Student Body/Student Diversity

www.cambridgecollege.edu/ipe/factbook.cfm

Licensure Test Pass Rates

www.cambridgecollege.edu/ipe/facts.cfm

Key Contacts

www.cambridgecollege.edu/contact/index.cfm

Phone Numbers: Main Campus and Regional Centers

	MAIN NUMBER	EMERGENCY CONTACT
Cambridge, MA	617-868-1000	617-868-1000 x1101
1000 Mass Ave Security.		x1115
80 Prospect St Security		x1272
17 Msgr O'Brien Hwy Security		x1444
Augusta, GA	706-821-3965	706-821-3965
Chesapeake, VA	757-424-0333	757-424-0333 x6193
Inland Empire, CA	909-635-0250	760-985-0099
Merrimack Valley, MA	978-738-0502	978-738-0502 x1407
Security		617-873-0472
Memphis, TN	901-755-9399	901-755-9399
Puerto Rico	787-296-1101	787-296-1101
Springfield, MA	413-747-0204	413-747-0204 x6610
Security		413-747-2277

Admissions Counselors

Call the main number of the location you would attend and ask for an admissions counselor, or see directory on the website link above.

Key Resources at Cambridge, MA main campus

Admissions Records	617-873-0447	admissionrecords@cambridgecollege.edu
Student Accounts		
Office	617-868-1000 x1326	bursar@cambridgecollege.edu
Disability Support	617-873-0191	disabilitysupport@cambridgecollege.edu
Financial Aid Office	617-873-0440	financialaidweb@cambridgecollege.edu
Registrar's Office.	617-873-0101	registrar@cambridgecollege.edu
Dean of		
Student Affairs	617-868-1000 x1728	jeff.hogan@cambridgecollege.edu
Transfer Credit Office	617-873-0143	transfercredit@cambridgecollege.edu