

# Student Handbook 2021-2022



Cambridge  
College

**Cambridge College**  
Office of Student Affairs  
500 Rutherford Avenue, Boston, MA 02129  
Regina Robinson, Dean of Student Affairs  
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617-873-0470

## Dear Students,

Welcome to Cambridge College! It is our 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. We 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.

We wish you the best for a rewarding and successful academic year. If we can be of any help to you at any time, please do not hesitate to contact us.

Best,

Your Student Success Team  
[studentsuccess@cambridgecollege.edu](mailto:studentsuccess@cambridgecollege.edu)

# Office of Student Affairs

## Student Affairs Services

Community and Life Support  
Disability Support  
International Students  
Military Students

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.

# Contents

Office of Student Affairs . . . . .	3	Violence Against Women Act . . . . .	19
About This Handbook . . . . .	4	Threat Assessment and Prevention . . . . .	20
Academic Calendar 2021-2022. . . . .	5	Career Resources . . . . .	21
Disability Support . . . . .	8	Student Financial Services Office. . . . .	23
Academic Support . . . . .	8	Financial Aid . . . . .	27
Course Registration . . . . .	9	Military Service members & Veterans . . . . .	28
Main Office . . . . .	13	International Student Office. . . . .	29
Academic Offices . . . . .	14	Information Technology / Help Desk . . . . .	31
Student Rights, Complaints and Grievances . . . . .	15	Library Services . . . . .	33
General Policies and Compliance . . . . .	17	Directory . . . . .	34
Hazing . . . . .	18		



## 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](http://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.

© August 2021, Cambridge College, Boston, MA

# Academic Calendar

## 2021-2022

### Fall Term 2021-2022

#### August

- 01 Bursar statements posted: Fall 2021-2022
- 26 New student orientation—School of Education (5:00-7:00 p.m.)

#### September

- 01 Fall 2021-2022 term begins
- 01 Payment due to Bursar: Fall 2021
- 01 New student orientation—School of Psychology & Counseling (4:30 p.m.-8:30 p.m.)
- 01 New student orientation—School of Management (5:30-7:30 p.m.)
- 02 New student orientation—School of Undergraduate Studies (6:00-8:30 p.m.)
- 06 Labor Day: no classes, offices closed
- 06 CCG Fall 1 classes begin
- 06 CCG Grad Fall 1 and 1A classes begin
- 07 Fall term CC classes begin
- 09 Last day to Add/Drop CCG Fall 1 classes
- 09 Last day to Add/Drop CCG Grad Fall 1 and 1A classes
- 14 LAST DAY to ADD/DROP CC classes
- 20 DBA Session 4 classes begin
- 27 Last day to Add/Drop DBA Session 4 classes
- 30 Last day to waive health insurance for Fall 2021

#### October

- 01 Registration hold applied for non-payment; late payment fee applied (weekly thereafter)
- 10 CCG Grad Fall 1 classes end
- 11 Columbus Day/Indigenous Peoples' Day: classes held, offices closed
- 15 Financial aid—final deadline for all Fall 2021 documents
- 15 Intent to graduate forms for January graduates due to Registrar
- 18 CCG Grad Fall 2 classes begin
- 21 Last day to Add/Drop CCG Grad Fall 2 classes
- 31 CCG Fall 1 classes end

#### November

- 01 Financial aid (FAFSA) priority deadline for Spring 2022
- 01 CCG Fall 2 classes begin
- 01 **Registration opens for Spring 2022** (9:00 am)
- 04 Last day to Add/Drop CCG Fall 2 classes
- 11 Veterans Day—classes held, offices closed
- 19 CC Undergraduates—last day for portfolio submission
- 21 CCG Grad Fall 1A and Grad Fall 2 classes end
- 25-26 Thanksgiving Holiday: no classes, offices closed
- 28 DBA Session 4 classes end
- 29 CCG Grad Fall 3 classes begin

#### December

- 01 Bursar statements posted: Spring 2022
- 02 Last day to Add/Drop CCG Grad Fall 3 classes
- 06 ILP/ARP and Capstone due to faculty

- 16 Last day of CC graduate classes
- 20 Last day of CC undergraduate classes
- Dec. 21-Jan. 11 Winter recess
- Dec. 24-Jan. 2 no classes, offices closed
- 26 CCG Fall 2 classes end

#### January

- 02 Fall 2021 term ends
- 02 CCG Grad Fall 3 classes end
- 12 Fall term degree conferral

### Spring Term 2022

#### January

- 01 Payment due to Bursar: Spring 2022
- 03 Spring 2022 term begins
- 03 DBA Session 1 classes begin
- 10 Last day to Add/Drop DBA Session 1 classes
- 10 CCG Spring 1 classes begin
- 10 CCG Grad Spring 1 and 1A classes begin
- 12 New student orientation—School of Psychology & Counseling (4:30 a.m.-8:30 p.m.)
- 12 New student orientation—School of Management (5:30-7:30 p.m.)
- 13 New student orientation—School of Education (5:00-7:00 p.m.)
- 13 New student orientation—School of Undergraduate Studies (6:00-8:30 p.m.)
- 13 Last day to Add/Drop CCG Grad Spring 1 and 1A classes
- 13 Last day to Add/Drop CCG Spring 1 classes
- 17 Martin Luther King, Jr. Day: no classes, offices closed
- 18 Spring term CC classes begin
- 25 LAST DAY to ADD/DROP CC classes
- 31 Last day to waive health insurance for Spring 2022

#### February

- 01 Registration hold applied for non-payment; late payment fee applied (weekly thereafter)
- 13 CCG Grad Spring 1 classes end
- 14 Intent to Graduate forms for June graduates due to Registrar
- 15 Financial aid—final deadline for all Spring 2022 documents
- 21 CCG Grad Spring 2 classes begin
- 21 Presidents' Day: classes held, offices closed
- 24 Last day to Add/Drop CCG Grad Spring 2 classes

#### March

- 01 Financial aid (FAFSA) priority deadline for Summer 2022
- 06 CCG Spring 1 classes end
- 07 CCG Spring 2 classes begin
- 10 Last day to Add/Drop CCG Spring 2 classes
- 13 DBA Session 1 classes end
- 27 CCG Grad Spring 1 and Grad Spring 2 classes end
- 28 DBA Session 2 classes begin

\*Please note: CCG (Cambridge College Global) refers to online courses offered through both NEIB and CC Online.

## April

- 01 **Registration opens for Summer 2022** (9:00 am)
- 04 CCG Grad Spring 3 classes begin
- 04 Last day to Add/Drop DBA Session 2 classes
- 07 Last day to Add/Drop CCG Grad Spring 3 classes
- 08 CC Undergraduates—last day for portfolio submission
- 11 ILP/ARP and Capstone due to faculty
- 18 Patriots' Day: some classes held, offices closed
- 18-22 Spring break: some classes held, offices open

## May

- 01 Bursar statements posted: Summer 2022
- 01 CCG Spring 2 classes end
- 02 CC Graduate classes end
- 08 CCG Grad Spring 3 classes end
- 09 DBA Session 2 classes end (INC grade awarded)
- 09 Last day of CC undergraduate classes
- 09 ILP/ARP and capstones due:  
CC Spring 2022 graduate classes
- 09 Spring 2022 term ends
- 10 Summer 2022 term begins
- 10 CCG Summer 1 classes begin
- 13 Last day to Add/Drop CCG Summer 1 classes
- 16 Capstones due: CC Spring 2022 undergraduate classes
- 30 CCG Grad Summer 1 and 1A classes begin
- 30 Memorial Day: no classes, offices closed

## June

- 05 Spring term degree conferral
- 12 Commencement exercises

# Summer Term 2022

## June

- 01 Payment due to Bursar: Summer 202
- 01 Financial aid—final deadline for all Summer 2022 documents
- 01 New student orientation—School of Psychology & Counseling (4:30-8:00 p.m.)
- 01 New student orientation—School of Management (5:30-7:30 p.m.)
- 02 New student orientation—School of Undergraduate Studies (6:00-8:30 p.m.)
- 02 New student orientation—School of Education (5:00-7:00 p.m.)
- 02 Last day to Add/Drop CCG Grad Summer 1 and 1A classes
- 06 Summer term CC classes begin
- 13 LAST DAY to ADD/DROP CC classes
- 20 DBA Session 3 classes begin
- 20 Juneteenth observed: no classes held, offices closed
- 20 Summer Institutes: Online course work begins
- 21 Intent to Graduate forms for August graduates due to Registrar
- 27 Last day to Add/Drop DBA Session 3 classes
- 27 Registration hold applied for non-payment; late payment fee applied (weekly thereafter)

## July

- 01 Financial aid (FAFSA) priority deadline for Fall 2022
- 01 **Registration opens for Fall 2022** (9:00 am)
- 03 CCG Summer 1 and Grad Summer 1 classes end
- 04 CCG Summer 2 classes begin
- 04 Independence Day observed: no classes, offices closed
- 05 Summer Institutes: Residency begins, new student orientation

- 06 Summer Institutes: New student in-seat classes begin
- 07 Last day to Add/Drop CCG Summer 2 classes
- 08 CC Undergraduates—last day for portfolio submission
- 11 CCG Grad Summer 2 classes begin
- 14 Last day to Add/Drop CCG Grad Summer 2 classes
- 15 ILP/ARP and Capstone due to faculty
- 21 Summer Institutes: Returning student in-seat classes begin
- 24 Last day of CC graduate classes
- 27 Summer Institutes: Last day of in-seat classes/residency ends
- 30 Capstones due: CC Summer 2022 graduate classes

## August

- 07 Last day of CC undergraduate classes
- 10 Summer Institutes: Online course work ends
- 12 Capstones due: CC Summer 2022 undergraduate classes
- 14 CCG Grad Summer 1A and Grad Summer 2 classes end
- 27 CCG Summer 2 classes end
- 28 DBA Session 3 classes end
- 31 Summer term degree conferral; summer 2022 term ends

## International Students Only

### September 2021

- 17 Graduate students in final term Fall 2021: first day to apply for Optional Practical Training (OPT)
- 21 Undergraduate students in final term Fall 2021: first day to apply for OPT

### February 2022

- 01 Graduate students in final term Spring 2022: first day to apply for OPT
- 08 Undergraduate students in final term Spring 2022: first day to apply for OPT
- 14 Graduate students in final term Fall 2021: OPT application **deadline**
- 18 Undergraduate students in final term Fall 2021: OPT application **deadline**

### April 2022

- 25 Graduate students in final term Summer 2022: first day to apply for OPT

### May 2022

- 09 Undergraduate students in final term Summer 2022: first day to apply for OPT

### July 2022

- 01 Graduate students in final term Spring 2022: OPT application **deadline**
- 08 Undergraduate students in final term Spring 2022: OPT application **deadline**

## 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 Navigators

**Student Navigators**  
[studentnavigation@cambridgecollege.edu](mailto: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.

## 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](http://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](http://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](http://www.cambridgecollege.edu/offices/student-affairs).
- **Official College policies** are available at [www.cambridgecollege.edu/college-policies](http://www.cambridgecollege.edu/college-policies).
- **Student Handbook** — This handbook is available at [www.cambridgecollege.edu/student-affairs](http://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](http://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.

# Academic Support

The Academic Success Center is a free service available to all Cambridge College students who need assistance with their coursework and assignments. Our goal is to connect Cambridge College students with the resources best suited to their individual 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 Success 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
- MyFoundationsLab
- Essay writing basecamp

## Math Tutor Services

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

## TutorMe: 24/7 live online tutoring

- Writing
- ESL
- Math
- Accounting
- Statistics
- Computers
- College skills
- Business
- Psychology
- Education

Log onto MyCC and visit the CELT page for access.

## Technology Support

- Practice computer tasks essential for college success with Northstar Digital Literacy

## Where

### Boston

Rooms 1321-1323 and 1406, on the first floor near classrooms

To make an appointment, choose an option below:

- Log in to MyCC and click on "Starfish Success Network" under the "Student Success" tab. Then select the ASC service, choose a tutor, and book an appointment.
- Call 617-873-0499

**Lawrence** 617-873-0484

**Springfield** 617-873-0610

# Disability Support

## Office Location

500 Rutherford Avenue, Boston, MA 02129. First floor, room 1281

## Web pages

[www.cambridgecollege.edu/student-affairs/office-disability-support](http://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\\_Services.jnz](https://mycc.cambridgecollege.edu/ICS/Campus_Life/Disability_Support_Services.jnz)

## Contact

617-873-0614 • [disabilitysupport@cambridgecollege.edu](mailto:disabilitysupport@cambridgecollege.edu) • [vera.dimoplou@cambridgecollege.edu](mailto:vera.dimoplou@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.dimoplou@cambridgecollege.edu](mailto:vera.dimoplou@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.

# Course Registration

<b>Location</b>	500 Rutherford Avenue, Boston, MA 02129. First floor: One Stop Student Services, on the right of the north entrance
<b>Web page</b>	<a href="http://www.cambridgecollege.edu/registrar">www.cambridgecollege.edu/registrar</a>
<b>Hours</b>	When classes are in session (except holidays): Monday - Thursday 9:00 a.m.- 6:30 p.m., Friday 9:00 a.m.- 5:00 p.m. During breaks (except holidays): Monday - Friday 9:00 a.m.-5:00 p.m..
<b>Contact</b>	617-873-0101 • <a href="mailto:registrar@cambridgecollege.edu">registrar@cambridgecollege.edu</a>

**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 are responsible for following their academic program. **Students must not register for courses outside their academic program, as financial aid eligibility may be lost** and graduation jeopardized. Courses taken outside a student's program of study are the personal financial responsibility of the student.

**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, then when the student enters their 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](http://www.cambridgecollege.edu/student-holds-policies-and-procedures).

#### How Many Credits to Register for:

	Minimum eligible for financial aid	Maximum registration limit*
<b>Undergraduate</b>	6 credits/term	15 credits/term (12 credits in summer)
<b>Graduate</b>	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** — Online courses are offered each term. Students may select online and/or hybrid courses to complete their degree requirements in most programs. International students are restricted to registering for just one online course each term.

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 twice. See policy at [www.cambridgecollege.edu/repeat-courses](http://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](http://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.

**Students receiving Veterans Affairs assistance** will not be subject to financial or business holds due to the delayed disbursement of VA funding. For the full policy, visit <https://www.cambridgecollege.edu/resources/veterans-benefits>.

### 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

#### **FR FERPA Release Hold: Registrar’s Office**

Phone: 617-873-0101  
Fax: 617-242-0026  
registrar@cambridgecollege.edu

**Reasons for hold:** This is an indicator to College staff that the student has submitted a FERPA release form, giving the College permission to speak to specified people about specific areas of the student’s record. It does not prevent registration.

#### **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—I-20 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.**

### **MH Mail Hold: Registrar's Office**

Phone: 617-873-0101

Fax: 617-242-0026

registrar@cambridgecollege.edu

**Reasons for hold:** The Registrar's Office will place a Mail Hold on the accounts of students from whom they have received undeliverable mail. Students may contact the Registrar's Office to update their address and remove the hold.

### **NM Non-Matriculation Hold: Admissions Office**

Phone: 800-829-4723

Fax: 617-242-0039

admissions@cambridgecollege.edu

**Reasons for hold:** Added to records of students who were accepted but never registered, or who registered but dropped all courses. Students may contact admissions@cambridgecollege.edu for next steps.

## Non-Matriculated Students

See policy at [www.cambridgecollege.edu/college-policies](http://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](http://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](http://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 [https://www.cambridgecollege.edu/sites/default/files/file\\_uploads/reg-adddrop.pdf](https://www.cambridgecollege.edu/sites/default/files/file_uploads/reg-adddrop.pdf).

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.

### **Dropping a class from the New England Institute of Business —**

If you decide to drop a course, it is your responsibility to notify the NEIB Registrar in writing.

You may contact the NEIB Registrar's Office by:

- E-mail: [robert.wagstaff@cambridgecollege.edu](mailto:robert.wagstaff@cambridgecollege.edu)
- Fax at 508-905-5506, Attention: Associate Registrar
- Regular Mail:  
New England Institute of Business,  
111 Devonshire Street, Suite 200  
Boston, MA 02109, Attention: Associate Registrar.

### **Please Note**

- Adding or dropping courses may impact your financial aid.
- Students dropping courses after the add/drop period may be held financially responsible for the course tuition.. (See "*Dropping Courses*" on page 26).
- **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 without the written permission of the Dean. See *Class Rosters* policy at [www.cambridgecollege.edu/class-rosters](http://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.... Librarianship  
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 Services  
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

## Cambridge College Global (CCG) Numbering System

CCG courses are identified by a three letter, three-digit code. An additional identifier of "W" is added to denote that the course is a Cambridge College Global-NEIB online course.

The letters represent the subject code indicating the area of study. The digits represent the course number. Courses numbered below one hundred (099) are fundamental courses and carry institutional credit only, not applicable to degree progress.

One hundred (100) level courses are typically for first year students and sophomores and do not generally require a college-level prerequisite for enrollment. Two hundred (200) level courses are for first year students and sophomores and sometimes require a 100-level prerequisite. Three (300) and four hundred (400) level courses are generally considered junior and senior courses, and prerequisites may be required. Five hundred (500) and six hundred (600) level courses are master's-level courses and require a bachelor's degree as a prerequisite. Eight hundred (800) and nine hundred (900) level courses are doctoral level courses and require a master's degree as a prerequisite.

# Main Office

500 Rutherford Avenue Hood Park north entrance, first floor

**Cambridge College Main Switchboard** . . . . .617-868-1000

**Admissions** . . . . .800-829-4723

Office Hours: Monday-Friday 9:00 a.m.-7:00 p.m.

**Admissions Operations** . . . . . 617-873-0447 admissionrecords@cambridgecollege.edu

Office Hours: Monday-Thursday 9:00 a.m.-7:00 p.m., Friday 9:00 a.m.-5:00 p.m.

**Alumni Affairs** . . . . .617-873-0229 alumni@cambridgecollege.edu

Office Hours: Monday-Friday 9:00 a.m.-5:00 p.m.

**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 10:00 a.m.-6:00 p.m. or by appointment

**Information Technology Help Desk** . . . . .617-873-0159

Office Hours: Monday-Thursday 10:00 a.m.-10:00 p.m., Friday 10:00 a.m.-9:00 p.m.,

Saturday 10:00 a.m.-5:00 p.m., Sunday 12:00 p.m.-5:00 p.m.

**International Students** . . . . .617-873-0119 maxime.mad-toingue@cambridgecollege.edu

Office Hours: Monday-Friday 10:00 a.m.-4:00 p.m.

**Military Servicemembers & Veterans** 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 9:00 a.m.-7:00 p.m., Friday 9:00 a.m.-5:00 p.m.

Classes on break: Monday-Friday 9:00 a.m.-5:00 p.m.

**Student Affairs** . . . . .617-873-0470 regina.robinson@cambridgecollege.edu

Office Hours: Monday-Friday 10:00 a.m.-6:00 p.m.

**Student Financial Services (Bursar, Financial Aid)** . . .617-873-0403 sfs@cambridgecollege.edu

Classes in session: Monday-Thursday 9:00 a.m.-7:00 p.m., Friday 9:00 a.m.-5:00 p.m.

Classes on break: Monday-Friday 9:00 a.m.-5:00 p.m.

**Student Navigators** . . . . . studentnavigation@cambridgecollege.edu

Office Hours: Monday-Friday 10:00 a.m.-6:00 p.m.

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 9:00 a.m.-5:00 p.m.

## 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](http://www.cambridgecollege.edu/academic-catalog).

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

**MTEL Tests** — See your program chair, and learn more at [www.cambridgecollege.edu/resources/mtel-resources](http://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.

# 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	<a href="mailto:james.lee@cambridgecollege.edu">james.lee@cambridgecollege.edu</a>
Tahia Bell-Sykes, M.M., Administrative Manager . . . . .	617-873-0669	<a href="mailto:tahia.bell-sykes@cambridgecollege.edu">tahia.bell-sykes@cambridgecollege.edu</a>
Michael Dickinson, M.A., Director of Academic Advising . . . . .	617-873-0547	<a href="mailto:michael.dickinson@cambridgecollege.edu">michael.dickinson@cambridgecollege.edu</a>

### SCHOOL OF EDUCATION

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

### SCHOOL OF MANAGEMENT

Joseph J. Miglio, Acting Dean . . . . .	617-873-0490	<a href="mailto:joseph.miglio@cambridgecollege.edu">joseph.miglio@cambridgecollege.edu</a>
Cynthia Lingley, Asst Dean for Administration . . . . .	617-873-0288	<a href="mailto:cynthia.lingley@cambridgecollege.edu">cynthia.lingley@cambridgecollege.edu</a>

### SCHOOL OF PSYCHOLOGY & COUNSELING

Niti Seth, Ed.D., Dean . . . . .	617-873-0208	<a href="mailto:niti.seth@cambridgecollege.edu">niti.seth@cambridgecollege.edu</a>
Sofia Nova, Administrative Manager . . . . .	617-873-0223	<a href="mailto:sofia.nova@cambridgecollege.edu">sofia.nova@cambridgecollege.edu</a>
Christine Cassidy, M.A., Asst Dean of Field Experience (Practica/Internships) . . . . .	617-873-0266	<a href="mailto:christine.cassidy@cambridgecollege.edu">christine.cassidy@cambridgecollege.edu</a>
Kathrine Sullivan-Corbett, M.S., Asst. Dean of Academic Advising. . . . .		<a href="mailto:kathrine.sullivan-corbett@go.cambridgecollege.edu">kathrine.sullivan-corbett@go.cambridgecollege.edu</a>

### CAMBRIDGE COLLEGE GLOBAL

Howard E. Horton, Executive Director . . . . .	617-873-0456	<a href="mailto:howard.horton@cambridgecollege.edu">howard.horton@cambridgecollege.edu</a>
Kathy Cantalupa, Assistant to Executive Director . . . . .	617-873-0556	<a href="mailto:kathy.cantalupa@cambridgecollege.edu">kathy.cantalupa@cambridgecollege.edu</a>
Michael Marrapodi, Dean of Academic Affairs . . . . .	617-873-0273	<a href="mailto:michael.marrapodi@cambridgecollege.edu">michael.marrapodi@cambridgecollege.edu</a>

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

**Faculty** contact information is available at [www.cambridgecollege.edu/about/faculty-and-staff](http://www.cambridgecollege.edu/about/faculty-and-staff) or from your school's administrative manager.

# 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/student-rights-complaints-grievances/student-code-conduct>

## Student Concerns and Complaints

### Grades Related

The Cambridge College policy and procedures regarding student grade grievances can be found at <https://www.cambridgecollege.edu/grade-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 <https://www.cambridgecollege.edu/faculty-related-complaints-procedure>. 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](http://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 [www.cambridgecollege.edu/disability-support-services/disability-support-services-regulatory-information](http://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. All candidate decisions related to admissions, retention, and graduation are made without unlawful discrimination. 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 <https://www.cambridgecollege.edu/non-discrimination-and-harassment>.

## 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/title-ixsexual-misconduct-and-sexual-harassment-policy>. 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 • <https://www.mass.edu/forstufam/complaints/complaints.asp>

**Puerto Rico** — Puerto Rico Board of Postsecondary Institutions, PO Box 19900, San Juan, Puerto Rico 00910-1900 • 787-641-7100 • Fax: 787-641-2573 • [www.ce.pr.gov](http://www.ce.pr.gov)

### Online Students Outside of Massachusetts

Cambridge College is a SARA member. SARA is an acronym for the State Authorization Reciprocity Agreement, which is an interstate agreement that allows colleges and universities located in a SARA member state to offer online classes in other SARA member states without needing to obtain authorization to do so from each state individually. SARA consists of a national network of member states, districts, and territories that agree to comply with the rules, policies, and procedures set forth by the National Council for State Authorization Reciprocity Agreements (NC-SARA). All states and territories in the United States are SARA members except for California, the Northern Mariana Islands, and Guam.

Students residing outside of Massachusetts in another SARA member state may submit a complaint regarding Cambridge College's distance learning programs to the Massachusetts Department of Higher Education (DHE) only upon exhausting Cambridge College's complaint process outlined above. The SARA complaint form may be accessed at <https://www.mass.edu/foradmin/sara/complaints.asp>

The DHE serves as the Massachusetts state portal entity for SARA. As the SARA portal for the Commonwealth, the DHE receives and evaluates institutional SARA applications, administers the student complaint process for students of SARA institutions operating in Massachusetts, and provides support to SARA institutions in Massachusetts.

### 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 • [info@neche.org](mailto: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](http://www.eeoc.gov)

*Massachusetts Commission Against Discrimination (MCAD)*

• [www.mass.gov/mcad](http://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](http://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](http://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](http://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:

emergencies . . . . .617-873-0474

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 . . . . .617-873-0288

School of Psychology and Counseling . . . . .617-873-0208

School of Undergraduate Studies . . . . .617-873-0236

### Student Affairs

Dean of Student Affairs . . . . .617-873-0470

# Career Resources

<b>Location</b>	500 Rutherford Avenue, Boston, MA, 02129. First floor.
<b>Web page</b>	<a href="https://www.cambridgecollege.edu/resources/center-career-and-professional-development">https://www.cambridgecollege.edu/resources/center-career-and-professional-development</a>
<b>Hours</b>	Monday-Friday 10:00 a.m.-6:00 p.m. — Appointments can be made earlier or later in the day as needed; please call or email.
<b>Contact</b>	<a href="mailto:careerservices@cambridgecollege.edu">careerservices@cambridgecollege.edu</a>

## Center for Career and Professional Development

The Center for Career & Professional Development (CCPD) is Cambridge College's career resource hub for students, alumni and employers. CCPD will prepare students and alumni to understand and promote their diverse backgrounds and experiences as strengths in today's job market, to effectively utilize career information and advice to identify employment opportunities, to successfully launch new careers and finally, to pursue meaningful professional development.

The Center will:

- Deliver services and resources that support current students and alumni in their pursuit of employment pre- and post-graduation;
- Ensure access to information, knowledge and competencies that enhance individual career development, academic success and employability;
- Promote career opportunities that reflect sustainable jobs of the future; and
- Establish relationships with employers for the purpose of meaningful exposure and transition to professional employment opportunities.

**International Students** are encouraged to explore career building and experiential learning opportunities supported by CCPD, but must act in accordance with the rules and regulations set forth by the US Department of Homeland Security regarding number of hours, authorization to work, and tax filing. International students are encouraged to contact the International Student Services team, below.

- Maxime Mad-Toingue, Assistant Director of International Student Services, [Maxime.Mad-Toingue@cambridgecollege.edu](mailto:Maxime.Mad-Toingue@cambridgecollege.edu)
- Vera Dimoplou, Assistant Dean of Student Affairs, [vera.dimoplou@cambridgecollege.edu](mailto:vera.dimoplou@cambridgecollege.edu)

Please visit <https://www.cambridgecollege.edu/offices/international-students> to review work authorization and visa requirements.

### Online Tools

#### CCPD on MyCC

Visit [MyCC](#) to access timely and important CCPD information, such as:

- Career tips
- Workshops, Presentations and Recordings
- Event Announcements
- Job and Internship Opportunities and much more

### College Central Network

CCPD has teamed with College Central Network - CCN - to connect students, alumni and employers to a virtual range of career building services, events, job opportunities and field-based learning/internship experiences. Once students and alumni register, they can:

- View career building sites for data on jobs, salaries and employment statistics;
- Keep track of relevant CCPD and School events and activities;
- Search job opportunities and field-based learning/internship experiences; and
- Post resumes for employer review.



### Career Planning and Development

Students can support their career growth strategies through one-on-one sessions on one or more of the following:

- Perfecting resumes and cover letters
- Managing personal brands and social media identity
- Mastering networking principles
- Optimizing mentor relationships
- Navigating diversity and inclusion in the workplace
- Accessing professional development training and advanced-graduate degree options

#### Contacts:

##### Boston, MA

- Center for Career and Professional Development – Irina Galatskaya, Manager for Career Services / SOM Business Practicum (Internship) Faculty: [irina.galatskaya@cambridgecollege.edu](mailto:irina.galatskaya@cambridgecollege.edu)
- School of Undergraduate Studies – Irina Galatskaya, Manager for Career Services: [irina.galatskaya@cambridgecollege.edu](mailto:irina.galatskaya@cambridgecollege.edu)
- School of Education – Doris Van Gorder, Assistant Dean of Field Experiences & Licensure: [doris.vangorder@cambridgecollege.edu](mailto:doris.vangorder@cambridgecollege.edu)
- School of Psychology and Counseling – Christine Cassidy, Assistant Dean of Field Experience: [christine.cassidy@cambridgecollege.edu](mailto:christine.cassidy@cambridgecollege.edu)

##### Lawrence, MA

- Melissa Sue Padilla, Regional Center Director: [melissasue.padilla@cambridgecollege.edu](mailto:melissasue.padilla@cambridgecollege.edu)

### **Puerto Rico**

- Santiago Mendez-Hernandez, Regional Center Director: [santiago.mendez@cambridgecollege.edu](mailto:santiago.mendez@cambridgecollege.edu)
- Gabriel Ruedas, CC-Puerto Rico Academic Advisor: [gabriel.ruedas@cambridgecollege.edu](mailto:gabriel.ruedas@cambridgecollege.edu)

### **Southern CA**

- Rita Clemons, Regional Center Director: [rita.clemons@cambridgecollege.edu](mailto:rita.clemons@cambridgecollege.edu)

### **Springfield, MA**

- Teresa Forte, Regional Center Executive Director: [teresa.forte@cambridgecollege.edu](mailto:teresa.forte@cambridgecollege.edu)

For additional support, please contact one of our Center for Excellence in Learning and Teaching Success Coaches at CELT@[cambridgecollege.edu](mailto:cambridgecollege.edu) to get assistance by phone, email or in-person.

## **Experiential Learning**

Each School at Cambridge College provides experiential learning opportunities relevant to programs of choice including, but not limited to:

- Internships and field placements
- High impact practices such as industry-specific case studies
- Intensive industry or skill-based writing/research assignments
- Community-based service learning

### *Contacts:*

#### **School of Undergraduate Studies**

- Michael Siegell – Psychology Program Chair – [michael.siegell@cambridgecollege.edu](mailto:michael.siegell@cambridgecollege.edu)
- Carol Pepi – Human Services & Criminal Justice Program Chair – [carol.pepi@cambridgecollege.edu](mailto:carol.pepi@cambridgecollege.edu)
- Ronda Goodall – Early Childcare and Education Program Chair – [ronda.goodall@cambridgecollege.edu](mailto:ronda.goodall@cambridgecollege.edu)
- Jeff Lokey – Management Program Chair – [jeff.lokey@cambridgecollege.edu](mailto:jeff.lokey@cambridgecollege.edu)

#### **School of Education**

- Doris Van Gorder - Assistant Dean of Field Experiences & Licensure – [doris.vangorder@cambridgecollege.edu](mailto:doris.vangorder@cambridgecollege.edu)

#### **School of Management**

- Irina Galatskaya – Manager for Career Services / SOM Business Practicum (Internship) Faculty – [irina.galatskaya@cambridgecollege.edu](mailto:irina.galatskaya@cambridgecollege.edu)

#### **School of Psychology and Counseling**

- Christine Cassidy - Assistant Dean of Field Experience – [christine.cassidy@cambridgecollege.edu](mailto:christine.cassidy@cambridgecollege.edu)

#### **Cambridge College Global**

- Bill Lynch- CCG Director of Academic Advising – [william.lynch@cambridgecollege.edu](mailto:william.lynch@cambridgecollege.edu)

# Student Financial Services Office

<b>Location</b>	500 Rutherford Avenue, Boston, MA, 02129. First floor: One Stop Student Services, on the right when you come in the north entrance
<b>Web page</b>	<a href="http://www.cambridgecollege.edu/offices/bursar">www.cambridgecollege.edu/offices/bursar</a>
<b>Contact</b>	617-873-0403 • <a href="mailto:sfs@cambridgecollege.edu">sfs@cambridgecollege.edu</a>

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](http://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

Tuition bills are emailed 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 at the start of the term.

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 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](http://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 speak with your Educational Services Officer (ESO) or counselor within your military service prior to enrollment, and contact the Bursar's Office to discuss your own particular situation. (see "*Military Servicemembers & Veterans*" on page 28).
- Using your own funds — see "*How to Pay Your Bill*" below.

## How to Pay Your Bill

**Online** — Cambridge College has partnered with TMS/Nelnet for easy online payment transactions. Students now have the option to either pay via E-Check, Credit or Debit card options. This is available 24 hours per day and can be done in a few easy steps:

1. Log into our Nelnet Payment Processing site.
  - a. For Cambridge College programs:  
<https://mycollegepaymentplan.com/cambridge/>
  - b. For NEIB at Cambridge College programs:  
<https://mycollegepaymentplan.com/cambridge-neib/>
2. Click "Enroll Today"
  - a. New users click "Create Account"
  - b. Existing students click "Sign In"
3. Enter student information to create account (new accounts only)
4. Select One-Time payment or "Set up Payment Plan"
5. Enter payment information, Payment Amount
6. Process Payment Transactions.

**Mail** — Checks or certified funds must be made payable to Cambridge College and include your college ID number. Mail payment to Cambridge College, ATTN: Student Financial Services, 500 Rutherford Avenue, Boston, MA 02129.

**In Person** — During business hours you can make a payment in person at our main campus, 500 Rutherford Avenue, Boston, MA. Payments are not accepted at any other College location. During periods of remote learning, the Office of Student Financial Services will be open from 9 a.m. to 5 p.m., Monday through Friday. In addition, please be aware, staff are working remotely with limited access to the campus. Please call ahead and make an appointment to ensure a staff member will be on site to assist you. We will make every effort to accommodate you during these periods.

**Wire Transfer** — Please contact the Student Financial Services Office if you are interested in making a payment via wire transfer.

**Payment Plan** — Payment plans can be established with Nelnet Campus Commerce. 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 Nelnet Campus Commerce to create your account and set up your payment plan. We highly recommend that this is done immediately after registering for your courses.

- a. For Cambridge College programs:  
<https://mycollegepaymentplan.com/cambridge/>
- b. For NEIB at Cambridge College programs:  
<https://mycollegepaymentplan.com/cambridge-neib/>

### 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 your account to register. 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. **Non-payment may result in being dropped from your courses.** Please do not hesitate to reach out to us to discuss your billing statement—we are here to assist you with your financial needs.

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 Student Affairs for further questions.

## Refunds and Repayment

Tuition may be refunded. No other charges are refundable. Refunds of non-Federal/State funds are processed at the end of the academic year.

**Financial aid repayment/return** — Title IV financial aid or state scholarship monies are subject to federal regulations. See Repayment of Federal Funds or Repayment of Massachusetts Funds, under *Financial Aid*, below.

**Refunds** — Students who paid current tuition charges themselves (not from federal or state aid) are eligible for a refund of current term charges paid as follows:

<u>Date of Withdrawal from 8-20-week courses</u>	<u>Refund</u>
<i>(Week of instruction is 7 days)</i>	
Before add/drop deadline (within first two weeks of term) . . . .	100%
During week 3. . . . .	75%
During week 4. . . . .	25%
Thereafter . . . . .	0%

<u>Date of Withdrawal from 5-week Courses</u>	<u>Refund</u>
<i>(Week of instruction is 7 days)</i>	
Before or during week 1 . . . . .	100%
During week 2. . . . .	75%
Thereafter . . . . .	0%

<u>Date of Withdrawal from Intensive &amp; Weekend Courses</u>	<u>Refund</u>
<i>(Weekend intensives: two-weekend schedule, 4 classroom days)</i>	
Before first class . . . . .	100%
During week 1. . . . .	75%
Thereafter . . . . .	0%

### 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.

### Veteran’s Addendum

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion bears to the total length of the course. The proration will be determined on the ratio of days or hours of instruction completed to the total number of instruction all days or hours in the course.

### Military Tuition Assistance (TA) Refund Policy

Military Tuition Assistance is a benefit paid to the school for eligible military student recipients who are active members of the Army, Navy, Marines, Air Force, and Coast Guard. The student is awarded the TA benefit with the understanding that the student will attend the entire term. Cambridge College is required to calculate Military Tuition Assistance (TA) earned when a military student using TA withdraws.

As participants in the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), students who officially or unofficially withdraw from a course before completing 61 percent of the term have not earned 100% of the amount of their voucher for the withdrawn course. Cambridge College is required to return the unearned portion of the TA funds to the military service that provided the TA funding. Unearned TA funds that are returned to the appropriate military branch of service will become a debt to the student.

Cambridge College will calculate the amount of unearned Tuition Assistance funds using the official last date of attendance, as determined by the institution's attendance records. The last date of attendance is used to determine the number of days completed.

To remain in compliance with the Department of Defense's policy, Cambridge College will return any unearned TA funds through at least 60% of the term on a prorated basis. The amount of unearned TA that is returned is based on the date of withdrawal from the course.

After 60% of the term has passed, TA will not be evaluated for a return to the DOD.

As an institution, the DOD will be billed after 60% of the term has passed to reduce the amount of incorrect TA funds being disbursed by the DOD to Cambridge College. We will only bill for the amount the student earned given their enrollment.

Schedule for returning unearned TA:

**Date of Withdrawal from 14-16 week Courses Refund**

*(Fall and Spring traditional courses: week of instruction is 7 days)*

Before or during weeks 1 – 2	100% return
During weeks 3 – 4	75% return
During weeks 9 – 10	40% return (60% of course is completed)
During weeks 11 – 16	0% return

**Date of Withdrawal from 8-9 week Courses Refund**

*(Online and Summer courses: week of instruction is 7 days)*

Before or during week 1	100% return
During week 2	75% return
During weeks 3 – 4	50% return
During week 5	40% return (60% of course is completed)
During weeks 6 – 8	0% return

**Date of Withdrawal from Intensive Courses Refund**

*(Intensive courses meet for 9.375 hours)*

Prior to Day 1	100% return
Prior to Day 2	60% return
Prior to Day 3	40% return (60% of course is completed)
After Day 3	0% return

**For courses that have durations differing from those listed above:**

Unearned TA funds will be returned on a prorated basis, depending on the length of the course. To determine the amount of TA that needs to be returned, the institution will determine the date the withdrawal was submitted, and then divide that by the number of days in the term to determine the percentage of TA that was earned by the student.

Example: The student enrolled in a course that's duration is 30 days. The withdrawal was submitted on the 14th day. The institution would perform the calculation to determine how much TA was earned by the student's attendance: (14 divided by 30 equals 46.6%. 47% of the TA authorized was earned by the student, which means 53% of what was authorized will be returned to the DOD).

**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.

**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, 2021-2022 Academic Year	Application Deadline	Classes Begin	Right to Cancel Date
Fall Term 2021	Sept 1, 2021	Sept 7, 2021	Sept 14, 2021
Spring Term 2022	Jan 14, 2022	Jan 18, 2022	Jan 25, 2022
Summer Term 2022	June 7, 2022	June 6, 2022	June 13, 2022

To cancel, download the Withdrawal form from [www.cambridgecollege.edu/resources/student-forms-transcripts](http://www.cambridgecollege.edu/resources/student-forms-transcripts), 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, go to [https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office\\_of\\_the\\_Bursar](https://mycc.cambridgecollege.edu/ICS/Welcome.jnz?portlet=Office_of_the_Bursar), 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 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 Online** — Fully online degree students do not require the College's health insurance plan and are not required to submit a waiver. If at any point in your program you register for an in-seat or hybrid course, you will be required to either enroll in the College's health insurance plan or submit a waiver.

**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 Drop Request is Received	Tuition Credit
-------------------------------	----------------

#### 8-20-week courses:

Before add/drop deadline (within first two weeks of term)	100%
During week 3	75%
During week 4	25%
Thereafter	0%

#### 5-week courses:

Before or during week 1	100%
During week 2	75%
Thereafter	0%

#### Intensive & weekend courses:

Before first class	100%
During week 1	75%
Thereafter	0%

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

# Financial Aid

<b>Location</b>	500 Rutherford Avenue, Boston, MA, 02129. First floor: One Stop Student Services, on the right when you come in the north entrance
<b>Web page</b>	<a href="http://www.cambridgecollege.edu/offices/financial-aid">www.cambridgecollege.edu/offices/financial-aid</a>
<b>Hours</b>	Office Hours: Monday-Thursday 9:00 a.m.-7:00 p.m., Friday 9:00 a.m.-5:00 p.m.
<b>Contact</b>	617-873-0403 • <a href="mailto:sfs@cambridgecollege.edu">sfs@cambridgecollege.edu</a>

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](http://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](http://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 will be enrolled into Tuition Management Services refund account by Cambridge College. After receiving the enrollment email from Tuition Management Services, the student should log into <https://cambridgecollege.afford.com> to access their account to then select their refund method: direct deposit or check. 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](http://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 Servicemembers & Veterans

veterans.support@cambridgecollege.edu • <https://www.cambridgecollege.edu/resources/military-servicemembers-veterans-dependents>

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.

All students eligible to receive veterans' benefits or Department of Defense Tuition Assistance while attending the College are urged to speak with their Educational Services Officer (ESO) or counselor within their military service regarding their plans in advance of enrollment.

## 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](http://www.cambridgecollege.edu/admissions/prior-learning-work-experience-credits).

## Military Servicemember Tuition Discount

**Tuition discount for active-duty military servicemembers** — 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 service members.

## Military Tuition Assistance Refund Policy

Military Service Members awarded Tuition Assistance (TA) are subject to the Military TA Refund Policy in the event of withdrawal. For the full policy, visit [https://www.cambridgecollege.edu/sites/default/files/file\\_uploads/cc-tuitionassistance-refundpolicy-7018019.pdf](https://www.cambridgecollege.edu/sites/default/files/file_uploads/cc-tuitionassistance-refundpolicy-7018019.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](mailto:disabilitysupport@cambridgecollege.edu) • 617-873-0614

*GI Bill® is a registered trademark of the United States Department of Veterans Affairs.*

Boston, MA • 617.868.1000 • [www.cambridgecollege.edu](http://www.cambridgecollege.edu)

## Delayed Disbursement of VA Funding

Students entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits with 100% coverage by the VA will not have financial aid or business Registration holds placed upon their accounts if they are unable to meet their financial obligations to the College due to the delayed disbursement funding from VA under chapter 31 or 33. No late fees, denial of access to classes or College facilities, requirement to borrow funds, or other penalties will be imposed upon students for whom the VA is delayed in disbursing educational assistance. These students will be permitted to attend or participate in a course of education during the period beginning on the date on which the student provides to the College a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

## 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 Military Servicemembers, Veterans, and their dependents through the United States Department of Veterans Affairs. Students must apply directly to the U.S. 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](http://www.mass.gov/veterans/education)

MA Department of Veteran Services

600 Washington Street, 7th Floor, Boston, MA 02111

Phone: 617-210-5480 • Fax: 617-210-5755

California • [www.calvet.ca.gov](http://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](http://www.benefits.va.gov/gibill/docs/pamphlets/ch1606_pamphlet.pdf)

# International Student Office

**Location** 500 Rutherford Avenue, Boston, MA, 02129. First floor, room 1283

**Web page** [www.cambridgecollege.edu/offices/international-student](http://www.cambridgecollege.edu/offices/international-student)

**Hours** Monday-Friday 10:00 a.m.-4:00 p.m.

**Contact** 617-873-0142 • [international@cambridgecollege.edu](mailto:international@cambridgecollege.edu)

See also international student policies:

- [www.cambridgecollege.edu/international-student-policies-f1-non-immigrant-student-status](http://www.cambridgecollege.edu/international-student-policies-f1-non-immigrant-student-status)
- [www.cambridgecollege.edu/international-students-and-immunizations-policy---registrars-office](http://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.

#### CAMBRIDGE • LAWRENCE • SPRINGFIELD

**Immunizations** — Paper form required before students can register for first term of full-time study.

Get form at [www.cambridgecollege.edu/resources/student-forms](http://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* in the Academic Catalog.

**Payment and Refunds** — See *Payment and Refunds* in the Academic Catalog.

**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](http://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

<b>Location</b>	500 Rutherford Avenue, Boston, MA 02129. First floor, lobby of the Academic Affairs Office
<b>Hours</b>	Monday-Thursday: 9:00 a.m.-10:00 p.m., Friday: 9:00 a.m.-9:00 p.m., Saturday: 9:00 a.m.-5:00 p.m., Sunday: 12:00 p.m.-5:00p.m.
<b>Contact</b>	helpdesk@cambridgecollege.edu • 617-873-0159

### Information Technology Resources, Services, & Policy Highlights

— Computer and network technology is 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 (8GB RAM is preferable).  
Intel or AMD processor: dual-core or better.
- Recommended Operating System:  
Windows users: Windows 8 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](http://www.cambridgecollege.edu/available-it-resources/it-services) to see if any of the available offerings can assist them in their coursework.

## 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.

COVID-19 Update: Please note that during the prevalence of COVID-19, we are not physically staffing our computer labs. We do have a virtual assistant on hand in Boston to assist students with any on-the-spot questions. Lab hours have also been adjusted and are Monday through Sunday 8:00 a.m. to 6:00 p.m..

**Helpdesk Hours:** Monday-Thursday 9:00 a.m.-10:00 p.m., Friday 9:00 a.m.-9:00 p.m., Saturday 9:00 a.m.-5:00 p.m., Sunday 9:00 p.m.-5:00 p.m. EST.

### To contact the IT Support Center Helpdesk

- Email [helpdesk@cambridgecollege.edu](mailto:helpdesk@cambridgecollege.edu) to create a support ticket.
- Call during Helpdesk hours **617.873.0159**.
- 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](http://www.cambridgecollege.edu/it-support) as well as in the IT eHelpdesk portal under Solutions.

## MyCC Student Portal

Students' personal accounts are created upon self-enrollment through the admissions process. The login will be your Cambridge College network credentials. These are provided during the admissions process. Instructions about logging in for the first time are located at [www.cambridgecollege.edu/it-support](http://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](http://www.cambridgecollege.edu/information-technology/it-security-and-policies)

## Electronic Communication

Cambridge College provides access to email for all students. Email is the 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.lastname@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](http://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 Credentials

Your network credentials are used to log in to our wireless network, lab computers, eHelpdesk, and to print or copy.

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 in two ways:

1. While logged on to 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. The portal allows users to conveniently reset their passwords without having to contact an IT technician. 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 with the overall College policy. Please see the *Responsible Use Policy* at [www.cambridgecollege.edu/information-technology/it-security-and-policies](http://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 main Boston 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 Login 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.

## Printing and Copying

Cambridge College believes in a green and sustainable environment. Towards that effort we have implemented a student printing and copying 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.

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

## Cambridge College Global

The rigorous technological aspects of the CCG fully online course structure requires that students have access to various technology and software.

# 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](http://www.cambridgecollege.edu/resources/library-services)



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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 p.m.-8:00 p.m. and weekends 8:00 a.m.-5:00 p.m.

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call Security desk at your location

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### Tutoring: Writing and Math (main campus)

Register for an account at [mywconline.com](http://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)

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**Writing Lab** See *Tutoring*

# Cambridge College Global

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<b>Mental Health and School Counseling</b> Brian Sasso, M.A. . . . .	617-873-0620	brian.sasso@cambridgecollege.edu
<b>Trauma Studies</b> Hugh Ferguson, J.D. . . . .	617-873-0319	hugh.ferguson@cambridgecollege.edu

# Cambridge College Lawrence

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

Phone 617.873.0484 or 617.873.0474.

Emergency .....617-873-0474

Reception Desk .....617-873-0484

Office Hours when classes are in session: Monday-Thursday 10:00 a.m.-7:00 p.m., Friday 9:00 a.m.-5:00 p.m. (office hours vary during breaks).

Director Melissa Sue Padilla, M.Ed. .... 617-873-0474 melissasue.padilla@cambridgecollege.edu

## Academic Services, Financial Aid, Registration

and Student Services Rose Pierre. .... 617-873-0484 rose.pierre@cambridgecollege.edu

## Admissions

### School of Undergraduate Studies & Graduate Schools:

Lisa Zappala, Admissions Counselor I ..... 617-873-0407 lisa.zappala@cambridgecollege.edu

International DSO Melissa Sue Padilla, M.Ed. .... 617-873-0474 melissasue.padilla@cambridgecollege.edu

Lost & Found ..... 617-873-0484

## Service members Opportunity College Contact

Melissa Sue Padilla, M.Ed. .... 617-873-0474 melissasue.padilla@cambridgecollege.edu

Veterans Certifying Representative Lisa Zhou ..... 617-873-0108 lisa.zhou@cambridgecollege.edu

Website ..... <http://lawrence.cambridgecollege.edu>

Writing Lab Resource/Tutoring ..... 617-873-0484

# 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

## Counseling Psychology Programs

& Field Placement Supervisor Jacqueline Bearce, Ed.D. .... 617-873-0638 jacqueline.bearce@cambridgecollege.edu

Lost and Found ..... 617-873-0610

Management Programs Teresa Forte, M.B.A., M.Ed. .... 617-873-0622 teresa.forte@cambridgecollege.edu

Service members Opportunity College Contact Megan Sullivan 617-873-0613 megan.sullivan@cambridgecollege.edu

## Staff Assistants

Meghan Gilroy. .... 617-873-0610 meghan.gilroy@cambridgecollege.edu

Krystal Brinson ..... 413-747-0204 x 6610 krystal.brinson@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 Southern California

Offices: 9469 Haven Avenue, Suite 210, Rancho Cucamonga, CA 91730

Classrooms: Chaffey College, 5885 Haven Avenue, CA 91730

<b>Phone</b>	909.635.0250	
<b>Emergency Contact</b>	Chaffey College Police Dept:	
emergencies	909.652.6911	
non-emergencies	909.652.6632	
<b>Office Hours</b>	9:00- 5:00 seven days/week • additional hours when classes are in session.	
<b>Fax</b>	909.466.4143	
<b>Director</b>	Rita Clemons	617-873-0560 rita.clemons@cambridgecollege.edu
<b>Administrative Assistant</b>	Nivana Soto	617-873-0561 nivana.soto@cambridgecollege.edu
<b>Admissions</b>		
Nakeya Bradford, Admissions Counselor II	617-873-0562	nakeya.bradford@cambridgecollege.edu
<b>IT Tech Support Asst</b>	Charles Adams	617-873-0565 charles.adams@cambridgecollege.edu
<b>Undergraduate and Graduate Coordinator</b>	Nancy Yates, M.A.	617-873-0566 nancy.yates@cambridgecollege.edu
<b>MFT Coordinator</b>	Cecelia Marzullo	617-873-0566 cecelia.marzullo@cambridgecollege.edu
<b>Veterans Certifying Representative</b>		
Courtenay Griffin, Asst Director	617-873-0563	courtenay.griffin@cambridgecollege.edu
<b>Student Services Coordinator</b>		
Courtenay Griffin, Asst Director	617-873-0563	courtenay.griffin@cambridgecollege.edu

# Cambridge College Puerto Rico

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

<b>Phone</b>	787.296.1101	
<b>Emergency Contact</b>	Puerto Rico campus: front desk security	787.641.0099
<b>Office Hours</b>	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).	
<b>Regional Center Director/Campus Leader</b>		
Santiago Mendez-Hernandez, Ed.D.	617-873-0534	santiago.mendez-hernandez@cambridgecollege.edu
<b>Academic Counselor (part-time)</b>	Gabriel Rueda Orozco, M.A.	617-873-0535 gabriel.rueda-orozco@cambridgecollege.edu
<b>Assistant Director, Admissions, Enrollment &amp; Marketing</b>		
Jomary Marrero	617-873-0539	jomary.marrero@cambridgecollege.edu
<b>Student Services/IT Coordinator</b>	Alex Hernandez	617-873-0536 alex.hernandez@cambridgecollege.edu
<b>Admissions Counselor II</b>	Christopher Santiago-Rosas	617-873-0530 christopher.santiago-rosas@cambridgecollege.edu
<b>Assistant Director of Business Operations</b>	Carmen Mendez	617-873-0533 carmen.mendez@cambridgecollege.edu
<b>Librarian (part-time)</b>	Yara Cruz, M.A.	617-873-0530 yara.cruz@cambridgecollege.edu
<b>Veterans Certifying Representative</b>	Carmen Mendez	617-873-0533 carmen.mendez@cambridgecollege.edu
<b>SEVIS - International Student Advisor</b>	Carmen Mendez	617-873-0533 carmen.mendez@cambridgecollege.edu





# Cambridge College

**Cambridge College, Office of Student Affairs**

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Regina Robinson, Dean of Student Affairs

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