



# Cambridge College

# NEW STUDENT GUIDE

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## 2019-2020

**Cambridge College**

500 Rutherford Avenue, Boston, MA 02129

[studentnavigation@cambridgecollege.edu](mailto:studentnavigation@cambridgecollege.edu)



**Cambridge College**

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## About This Guide

As an abbreviated version of the Student Handbook, this was created to serve as a quick-start guide for new students. The development, review and updating of College resources, policies and procedures is an ongoing process. This guide has been compiled from the best information available at the time of publication. Information is subject to change. This guide does not constitute a contract and shall not be construed as a binding document. For more detailed information, please consult the 2019-2020 Student Handbook or the Academic Catalog.

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# Academic Calendar

## 2019-2020

### Fall Term 2019-2020

#### July

08 Last day: Financial Aid (FAFSA) priority deadline for Fall 2019

#### August

03 Bursar statements mailed: Fall 2019-2020

#### September

01 Fall term begins  
02 Labor Day—no classes, offices closed  
03 Payment due to Bursar: Fall 2019  
03 Last day to submit application for degree/certificate for Fall 2019  
**03 Session A Online (OL)\* courses begin**  
04 New student orientation—School of Psychology & Counseling (9:30 am-1:00 pm)  
05 New student orientation—School of Education (5:00-7:00 pm)  
05 New student orientation—School of Undergraduate Studies (5:30-8:30 pm)  
06 New student orientation—School of Management (5:30-9:30 pm)  
**08 Last day to Add/Drop Session A Online (OL) courses**  
**09 Fall term classes begin**  
09 Last day: admissions acceptance for Fall 2019  
10 Late payment fee applied (weekly thereafter)  
12 Last day to waive health insurance for the Fall 2019 only  
**16 LAST DAY to ADD/DROP**

#### October

03 Registration hold applied for non-payment  
14 Columbus Day—classes held, offices closed  
15 Financial aid—final deadline for all Fall 2019 documents  
18 Intent to graduate forms for January graduates due to Registrar  
**27 Last day: Session A Online (OL) courses end**  
**28 Session B Online (OL) courses begin**

#### November

01 **Registration opens for spring** (9:00 am)  
**03 Last day to Add/Drop Session B Online (OL) courses**  
04 Financial aid—FAFSA priority deadline for Spring 2020  
11 Veterans Day—classes held, offices closed  
19 Undergraduate—last day for portfolio submission  
28-29 Thanksgiving Holiday—no classes, offices closed

#### December

06 ILP/ARP and Capstone due to faculty  
14 Bursar statements mailed: Spring 2020  
**19 Last day of graduate classes**  
**22 Last day of undergraduate classes**  
**22 Last day: Session B Online (OL) courses end**  
Dec. 23-Jan. 12 Winter recess  
Dec. 25-Jan. 1 no classes, offices closed

#### January

**13 Fall term ends**  
13 Fall term degree conferral

### Spring Term 2020

#### January

11 New student orientation—School of Psychology & Counseling (9:30 am-1:00 pm)  
**14 Spring term begins**  
14 Last day to submit application for degree/certificate for Spring 2020  
15 Payment due to Bursar: Spring 2020  
15 New student orientation—School of Management (5:30-9:30 pm)  
16 New student orientation—School of Education (5:00-7:00 pm)  
16 New student orientation—School of Undergraduate Studies (5:30-8:30 pm)  
20 Martin Luther King, Jr. Day—no classes, offices closed  
21 Last day for acceptance into degree/certificate for Spring 2020  
**21 Spring term classes begin**  
**21 Session A Online (OL) courses begin**  
22 Late payment fee applied (weekly thereafter)  
**26 Last day to Add/Drop Session A Online (OL) courses**  
**28 LAST DAY to ADD/DROP**  
31 Last day to waive health insurance for Spring 2020 only

#### February

10 Financial aid—final deadline for all Spring 2020 documents  
14 Intent to Graduate forms for June graduates due to Registrar  
15 Registration hold applied for non-payment  
17 Presidents' Day—classes held, offices closed

#### March

**15 Last day: Session A Online (OL) courses end**  
**16 Session B Online (OL) courses begin**  
**22 Last day to Add/Drop Session B Online (OL) classes**  
30 Financial aid—FAFSA priority deadline for Summer 2020

\*Please note: Online (OL) refers **only** to courses offered online as part of our five fully online degree programs.

## April

- 01 **Registration opens for summer** (9:00 am)
- 10 Undergraduate—last day for portfolio submission
- 11 ILP/ARP and Capstone due to faculty
- 20 Patriots' Day—some classes held, offices closed
- 20-24 Spring break—some classes held, offices open

## May

- 03 Bursar statements mailed: Summer 2020
- 04 **Last day of graduate classes**
- 10 **Last day: Session B Online (OL) courses end**
- 11 **Last day of undergraduate classes**
- 25 Memorial Day—no classes, offices closed

## June

- 07 **Spring term ends**
- 07 Spring term degree conferral
- 14 Commencement exercises

# Summer Term 2020

## June

- 03 New student orientation—School of Psychology & Counseling (5:00-9:00 pm)
- 08 Financial aid—final deadline for all Summer 2020 documents
- 08 **Summer term begins**
- 09 Last day to submit application for degree/certificate for Summer 2020
- 10 Payment due to Bursar: Summer 2020
- 10 New student orientation—School of Management (5:30-9:30 pm)
- 11 New student orientation—School of Education (5:00-7:00 pm)
- 11 New student orientation—School of Undergraduate Studies (5:30-8:30 pm)
- 12 Last day to waive health insurance for Summer 2020 only
- 15 Last day for acceptance into degree/certificate Summer 2020
- 15 **Summer term classes begin**
- 15 **Online (OL) courses begin**
- 17 Late payment fee applied (weekly thereafter)
- 21 **Last day to Add/Drop Online (OL) courses**
- 22 **LAST DAY to ADD/DROP**
- 22 Summer Institutes: Online course work begins
- 25 Intent to Graduate forms for August graduates due to Registrar

## July

- 01 **Registration opens for Fall 2020** (9:00 am)
- 04 Independence Day—no classes, offices closed

- 05 Summer Institutes: Residency begins, new student orientation
- 06 Summer Institutes: New student in-seat classes begin
- 09 Financial aid—FAFSA priority deadline for Fall 2020
- 10 Registration hold applied for non-payment
- 10 Undergraduate—last day for portfolio submission
- 16 ILP/ARP and Capstone due to faculty
- 19 Summer Institutes: Returning student in-seat classes begin
- 25 Summer Institutes: Last day of in-seat classes
- 26 Summer Institutes: Residency ends

## August

- 09 **Last day: Online (OL) courses end**
- 09 **Last day of graduate classes**
- 10 Summer Institutes: Online course work ends
- 16 **Last day of undergraduate classes**
- 31 Summer term degree conferral
- 31 **Summer term ends**

## International Students Only

### September 2019

- 20 Graduate students in final term Fall 2019: first day to apply for Optional Practical Training (OPT)
- 23 Undergraduate students in final term Fall 2019: first day to apply for OPT

### February 2020

- 04 Graduate students in final term Spring 2020: first day to apply for OPT
- 11 Undergraduate students in final term Spring 2020: first day to apply for OPT
- 17 Graduate students in final term Fall 2019: OPT application **deadline**
- 20 Undergraduate students in final term Fall 2019: OPT application **deadline**

### May 2020

- 11 Graduate students in final term Summer 2020: first day to apply for OPT
- 18 Undergraduate students in final term Summer 2020: first day to apply for OPT

### July 2020

- 03 Graduate students in final term Spring 2020: OPT application **deadline**
- 10 Undergraduate students in final term Spring 2020: 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.
- **CC Starfish Student Success Network** — Starfish is a web-based advising tool that connects students with their personal Success Network at CC. This is the tool students use to schedule tutoring and advising appointments. As soon as you are admitted to the College, you may log in to Starfish by going to the Student Success tab in MyCC and clicking on the Starfish logo. Training materials are available on MyCC.

## 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** — The Student 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.
- **New Student Guide** — This guide is an abbreviated version of the Student Handbook. It is also available at [www.cambridgecollege.edu/student-affairs](http://www.cambridgecollege.edu/student-affairs) and distributed at New Student Nights.

## 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, log into Starfish to make appointments, 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.

## 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)

Drop-in hours: Mondays & Thursdays, 2:00pm-4:00pm

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 9:00am - 6:30pm, Friday 9:00am - 5:00pm During breaks (except holidays): Monday - Friday 9:00am-5:00pm.
<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** — ONLY the following programs have been approved to be taken 50% or more online:

- B.S. in Managerial Accounting
- B.S. in Health Care Management
- B.S. in Management Studies
- M.Ed.: Teacher of Students With Moderate Disabilities
- MBA
- MBA/Healthcare

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

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

**Repeat Courses** — Students may repeat a course 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](mailto: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](mailto: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

#### **GP Graduation Clearance Pending Hold: Registrar’s Office**

Phone: 617-873-0101

Fax: 617-242-0026

[registrar@cambridgecollege.edu](mailto: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.



## 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 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.

### 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 *Student Financial Services*).
- **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    **SU**=Saturday & Sunday
- **Location** is the classroom location of the course.
- **Credits** is the number of academic credits awarded for successful completion of the course.

## 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

## 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

## Section Codes

CA..... Charlestown/Boston In-Seat  
CH..... Charlestown/Boston Hybrid  
CF ..... Southern California In-Seat  
DL ..... Internet/ Distance Learning/ Online  
LA ..... Lawrence In-Seat  
LH ..... Lawrence Hybrid  
OL ..... Fully Online Programs (8-week courses)  
PR..... Puerto Rico In-Seat  
PH..... Puerto Rico Hybrid  
SP ..... Springfield  
BS..... Springfield Blended Learning  
SH..... Springfield Hybrid  
PD..... Professional Development

## 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.

# Student Financial Services Office

**Location** 500 Rutherford Avenue, Boston, MA, 02129. First floor: One Stop Student Services, on the right when you come in the north entrance

**Web page** [www.cambridgecollege.edu/offices/bursar](http://www.cambridgecollege.edu/offices/bursar)

**Contact** 617-873-0403 • [sfs@cambridgecollege.edu](mailto:sfs@cambridgecollege.edu)

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

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

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

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

## Late Payment Fee

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

## Paying for Your Education

There are several ways to pay for your college education:

- Financial aid (federal student loans, scholarships, etc.) — to apply for aid, go to [www.cambridgecollege.edu/financial-aid](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 contact the Bursar's Office to discuss your own particular situation.
- Using your own funds — see "How to pay your bill" below

## How to Pay Your Bill

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

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

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

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

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

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

## Non-Payment

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

The College will make every effort to work out repayment plans. In the event a balance remains outstanding, student debts will be submitted to a collection agency if payment is not received. In such cases, the student is liable for any court costs and collection agency fees.

**Collection agency fees may total up to 40% of the outstanding bill, as allowed by Massachusetts law. Cambridge College reserves the right to report account information to a credit bureau.**

## Leave of Absence or Withdrawal

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

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

# Refunds and Repayment

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

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

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

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

## Overpayment — Non-Federal Funds

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

## Excess Funds — Title IV

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

## 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 semester. Cambridge College is required to calculate Military Tuition Assistance (TA) earned when a military student using TA withdraws. 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).

## Graduation Clearance

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

## California: Student’s Right to Cancel

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

First Term of Enrollment 2018-2019 Academic Year	Application Deadline	Classes Begin	Right to Cancel Date
Fall Term 2019	Sept 04, 2019	Sept 10, 2019	Sept 17, 2019
Spring Term 2020	Jan 08, 2020	Jan 15, 2020	Jan 22, 2020
Summer Term 2020	June 10, 2020	June 16, 2020	June 23, 2020

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

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

## Student Health Insurance

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

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

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

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

**Annual Insurance waiver** — Students who have insurance with coverage comparable to Massachusetts state criteria may waive out of the College's student health insurance plan by submitting an annual waiver request by the term deadline. It is the student's responsibility to determine and certify that their insurance is comparable. To submit the annual waiver request, 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 changes each term, but is within a week of the last date of the add/drop period for the term. The deadline for the current term is posted on the MyCC web portal homepage.

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

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

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

## Adding Courses

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

## Dropping Courses

### Tuition Charged

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

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

### Tuition Credit

<b>Date Add/Drop Request is Received</b>	<b>Tuition Credit</b>
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**Courses that meet every week and start in the first week:**

Before the add/drop deadline . . . . .	100%
Before third class or when no more than six hours of class time have elapsed, whichever comes first. . . . .	75%
After third class. . . . .	0%

**All other courses:**

Before the first class . . . . .	100%
Before second class or when no more than six hours of class time have elapsed, whichever comes first. . . . .	75%
After the second class. . . . .	0%

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

# Financial Aid

<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 9:00am-7:00pm, Friday 9:00am-5:00pm
<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 must create an account with Tuition Management Services on [cambridgecollegechoice.edu](http://cambridgecollegechoice.edu) and then select refund method: direct deposit or Cambridge College Discover prepaid card. Before calling the Financial Aid or Bursar's Offices, students may access their accounts on the website by logging on to the myCC portal. Student ID and PIN will be needed.

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

## Satisfactory Academic Progress

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

# International Student Office

<b>Location</b>	500 Rutherford Avenue, Boston, MA, 02129. First floor, room 1283
<b>Web page</b>	<a href="http://www.cambridgecollege.edu/offices/international-student">www.cambridgecollege.edu/offices/international-student</a>
<b>Hours</b>	Monday-Friday 10:00am-4:00pm.
<b>Contact</b>	617-873-0142 • <a href="mailto:international@cambridgecollege.edu">international@cambridgecollege.edu</a>

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.

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

Get form at [www.cambridgecollege.edu/resources/student-forms](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: 9:00am-10:00pm, Friday: 9:00am-9:00pm, Saturday: 9:00am-5:00pm, Sunday: 12:00pm-5:00pm
<b>Contact</b>	helpdesk@cambridgecollege.edu • 617-873-0159

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

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

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

### Computer Requirements

As a student at Cambridge College you will use a computer to access the College's web portal (MyCC), the online library, email and other software applications related to the classroom experience.

**All** students are required to be able to access and use a computer while a student at the College. Computers should meet the following minimum requirements:

- Recommended hardware:  
4GB RAM or higher.  
Intel or AMD processor: dual-core or better.
- Recommended Operating System:  
Windows users: Windows 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 offerings available can aid and assist them in their classwork.

## IT Support

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

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

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

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

### To contact the IT Support Center Helpdesk

- 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 is your student ID, and a password is provided during the admissions process. Instructions about logging in for the first time are located at [www.cambridgecollege.edu/it-support](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 an official method of communication at Cambridge College. Students are held strictly responsible for the consequences of not reading and responding to emails sent by the College to their College-provided email account.

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

- Student email addresses appear as:  
firstname.lastname00@go.cambridgecollege.edu
- Senior and adjunct faculty email addresses appear as:  
firstname.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 Password

Your network password is 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 any computer on our campus, press `Ctrl+Alt+Delete`. A window will appear where you may select "Change Password".
2. By using our Password Reset Portal at <https://pwd.cambridgecollege.edu>

## Password Reset Portal

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

## Information Technology Responsible Use Policy

Cambridge College provides access to information technology resources to students, faculty and staff to support the College's mission and to conduct the business of the College. Every authorized user of information technology resources at Cambridge College is responsible for utilizing these resources in an efficient, ethical and legal manner and in ways consistent 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 Boston main campus and at our regional locations. Students may use these resources to conduct research and complete assignments and projects. Users can access the Internet, online classes, conduct word processing, create spreadsheets, and design presentations, as well as use course specific software that may be available through our labs. Some of our labs have trained staff on duty to assist in the use of our hardware. Limited software assistance can be provided. Lab users must comply with all information technology requirements and policy.

### Computer Lab Guidelines

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

## Print-Outs

Cambridge College believes in a green and sustainable environment. Towards that effort we 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.

# 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)

# Campus Information

## Cambridge College Boston

500 Rutherford Ave, Boston, MA 02129 • 617.868.1000  
• [boston.cambridgecollege.edu](http://boston.cambridgecollege.edu)

### Directions and Parking

See also [cambridge.cambridgecollege.edu/contact-us/ma/driving-directions](http://cambridge.cambridgecollege.edu/contact-us/ma/driving-directions).

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

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

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

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

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

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

**Free parking at Hood Park/main campus.**

### Emergency/Weather Closing

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

1. **Website** at [cambridgecollege.edu](http://cambridgecollege.edu): Choose your CC location, and an advisory banner will appear across the top of the web page, if applicable.
  2. The **MyCC web portal** homepage; see ANNOUNCEMENTS.
  3. **Television**
    - a) Boston main campus: TV channels 4, 5, 7, 10, 25, 56 and NECN.
    - b) Regional centers: local media outlets.
- **Social media:** Check our Facebook and Twitter pages.
  - **Email:** Please check your Cambridge College email for periodic updates and notifications.
  - **Text:** RAVE text message notifications. Registered students should enroll or check your information at <https://www.cambridgecollege.edu/rave-emergency-alert-update-your-information-through-myc>

## Cambridge College Lawrence

280 Merrimack Street, 5th Floor, Lawrence, MA 01843 • 617-873-0484 • [lawrence.cambridgecollege.edu](http://lawrence.cambridgecollege.edu)

### Directions and Parking

**From the South:** 495 North toward Lawrence. Take exit 44-45 for Merrimack Street. Turn right at Merrimack Street. The Riverwalk will be about 0.2 miles on the right.

**From the North:** 495 South toward Lawrence/North Andover. Take exit 44-43 toward Merrimack Street/Mass Ave. Take exit 44 for Merrimack Street toward Sutton Street. Turn right at Merrimack Street. The Riverwalk will be about 0.2 miles on the right.

**Parking** is available on-site.

### Emergency Contact

Cambridge College Lawrence Campus . . . . .617-873-0474

### Emergency/Weather Closing

Closings or delays are posted on:

- RAVE text message notifications. (Register to receive Rave Alerts on the MYCC web portal homepage.)
- The MyCC web portal homepage under ANNOUNCEMENTS.
- Your Cambridge College email.
- Social media: check our Facebook, Twitter and Instagram pages.
- Local media outlets.

You may also call the College at 1.800.877.4723. The answering service is notified of any campus closings or delays.

## Cambridge College Springfield

Tower Square—1500 Main Street, PO Box 15229, Springfield, MA 01115 • 413.747.0204 • [springfield.cambridgecollege.edu](http://springfield.cambridgecollege.edu)

### Directions and Parking

**From Mass Pike I-90 (East or West):** Take Mass Pike to Exit 4 (South Springfield/Hartford) onto Rte. 91 South and follow directions below.

**From the North: Take Rte. 91 South** to Exit 7 (Columbus Ave Downtown Springfield.) Take first left onto Boland Way. Continue under 91, turn onto East Columbus Avenue, and immediately bear to the right up ramp into Tower Square parking garage.

**From the South: Take Rte. 91 North** to Exit 6 (Springfield Center) to East Columbus Avenue and continue into center lane. At the intersection of East Columbus and Boland Way stay in middle lane, then immediately after crossing intersection bear to the right up ramp into Tower Square parking garage.

**From Interstate 291:** Take Exit 2-B (Dwight Street), take a left onto Dwight Street, drive 0.4 miles then turn right on Bridge Street. After crossing Main Street, turn left into Tower Square parking garage.

**Tower Square Parking Garage:** Take ticket and go up to level A. Park near north elevators "To the Shops". Take ticket with you for validation (visitors) and take elevator to street level. Cambridge College will be on your left.

**For assistance** please call Cambridge College at 413.747.0204 x 6610.

**Public Transportation:** Cambridge College Springfield, now located downtown at Tower Square, is conveniently on many city bus routes. Also, the Peter Pan Bus terminal and Amtrak station are just a few short blocks from Tower Square. Route information and assistance:

- Pioneer Valley Transportation Authority — [www.pvta.com](http://www.pvta.com) • 413.781.7882.
- Peter Pan Bus Lines — [www.peterpanbus.com](http://www.peterpanbus.com) • 800.434.9999
- Amtrak — [www.amtrak.com](http://www.amtrak.com)

### Emergency Contact

413.733.6061

### Emergency/Weather Closing

Closings or delays are posted on:

- The MyCC web portal homepage under ANNOUNCEMENTS.
- Your Cambridge College email.
- Social media: check our Facebook and Twitter pages.
- Local media outlets.

If you do not have Internet access, please call the school at 1.800.877.4723. The answering service is notified of any campus closings or delays.

# Cambridge College Puerto Rico

González Giusti Street, #27, Tres Rios Building, Suite 101-A, San Patricio, Guaynabo, Puerto Rico 00968  
787.296.1101 • puertorico.cambridgecollege.edu

## Directions and Parking

Take Martínez Nadal Expressway South, turn right at González Giusti Street, then left in front of the WAPA TV station (pass under the bridge).

**Parking** — Parking is available to students at a special rate Saturday-Sunday 7:00 a.m. to 5:00 p.m.

## Emergency Contact

front desk security . . . . . 787.641.0099

## Emergency/Weather Closing

787.296.1101. If the College is closed when you call, information will be available by phone.

Closings or delays are posted on:

- The MyCC web portal homepage under ANNOUNCEMENTS.
- Your Cambridge College email.
- Social media: check our Facebook and Twitter pages.
- Local media outlets.

If you do not have internet access, please call 1.800.877.4723. The answering service is notified of any campus closings or delays.

# Cambridge College Southern California

Offices: 9469 Haven Avenue, Suite 210, Rancho Cucamonga, CA 91730 • 909.635.0250 • california.cambridgecollege.edu  
Classrooms: Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91730

## Directions and Parking

**Offices, from the East:** Take I-10 West. Take the Haven Ave. exit. Turn right on Haven Ave. Cambridge College is on the right. Open parking is available.

**Offices, from the West:** Take I-10 East. Take the Haven Ave. exit. Turn left on Haven Ave. Cambridge College is on the right. Open parking is available.

**Classrooms, from the East:** Take I-10 West. Take the Haven Ave. exit. Turn right on Haven Ave. Chaffey College is on the right. Open parking is available.

**Classrooms, from the West:** Take I-10 East. Take the Haven Ave. exit. Turn left on Haven Ave. Chaffey College is on the right. Open parking is available.

## Emergency Contact

Chaffey College Police Dept—emergencies only . . . . . 909.652.6911

## Emergency/Weather Closing

- Go to the MyCC web portal homepage (<https://mycc.cambridgecollege.edu/ics>) and look under CAMPUS ADVISORY.
- Notices on your Cambridge College email.
- Local media outlets.
- If you do not have internet access, please call the school at 1.800.877.4723. The answering service is notified of any campus closings or delays.

# Directory

## Main Campus and Main Offices

500 Rutherford Avenue • Boston, MA 02129

Phone ..... 617-868-1000

Emergency ..... 617-873-0111

Office Hours — Mon-Fri 9:00 a.m.-5:00 p.m.

Additional hours when classes are held: weekdays 5:00 p.m.-8:00 p.m. and weekends 8:00 a.m.-5:00 p.m.

### Academic Advising and Student Navigation

#### School of Undergraduate Studies

Michael Dickinson, M.A., Director ..... 617-873-0547 michael.dickinson@cambridgecollege.edu

Jeff Hogan, Academic Success Coach ..... 617-868-1000 x 1728 jeff.hogan@cambridgecollege.edu

Felisa Albert, Academic Success Coach ..... 617-873-0523 felisa.albert@cambridgecollege.edu

Tatiana Baez, Academic Success Coach ..... 617-873-0431 tatiana.baez@cambridgecollege.edu

Jean Lendall, Academic Success Coach ..... 617-873-0402 jean.lendall@cambridgecollege.edu

**School of Management** Leslie Winslow-Keats ..... 617-873-0424 leslie.winslow-keats@cambridgecollege.edu

**School of Psychology & Counseling** Jill Cummings ..... 617-873-0141 jill.cummings@cambridgecollege.edu

**School of Education** ..... see program chair contact on page 24

#### Student Navigators

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

**Admissions** (main campus) ..... 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.

### Information Technology

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.

IT Help Desk/Student Computer Lab ..... 617-873-0159 <https://helpdesk.cambridgecollege.edu>

### International Student Services

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

International Advising Office ..... 617-873-0142 international@cambridgecollege.edu

Maxime Mad-Toingue, International Student Advisor. 617-873-0119 maxime.mad-toingue@cambridgecollege.edu

**Lost & Found** call Security desk at your location

**Registrar** ..... 617-873-0101 registrar@cambridgecollege.edu

Office Hours: Monday-Thursday 9:00 a.m.-6:30 p.m., Friday 9:00 a.m.-5:00 p.m.

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

**Security** 500 Rutherford Ave. .... 617-873-0111

**Student Financial Services** (Bursar and Financial Aid) . . . 617-873-0403 bursars@cambridgecollege.edu, 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 Affairs** . . . . . studentaffairs@cambridgecollege.edu

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

## Student Support

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

*Office Hours: Monday & Thursday 2:00 p.m.-4:00 p.m., or by appointment*

### Center for Excellence in Learning & Teaching (CELT)

Brooks Winchell, M.F.A. . . . .617-873-0499 brooks.winchell@cambridgecollege.edu

Joseph Hughes, Learning Assessment Coordinator .617-873-0274 joseph.hughes@cambridgecollege.edu

Kathleen Hartnett, Learning Specialist/Coordinator. .617-873-0216 kathleen.hartnett@cambridgecollege.edu

**Transfer Credit** . . . . .617-873-0143 transfercredit@cambridgecollege.edu

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

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

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

Log in to MyCC, visit Student Success tab, click Starfish Success Network, and select the ASC service to schedule an appointment. or Call for an appointment. . . . .617-873-0499

### Veterans Support (see also regional centers, below)

#### Main Campus Veterans Certifying and SOC Representative

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

**Veterans Support Coordinator** . . . . . veterans.support@cambridgecollege.edu

**Writing Lab** See *Tutoring*

## Cambridge College Schools

### School of Undergraduate Studies

**Dean** James Lee, Ed.D. . . . . 617-873-0236 james.lee@cambridgecollege.edu

**Administrative Manager** Tahia Bell-Sykes, M.M. . . . . 617-873-0669 tahia.bell-sykes@cambridgecollege.edu

#### Addiction Studies (concentration)

Carol Pepi, M.Ed. . . . . 617-873-0215 carol.pepi@cambridgecollege.edu

Michael Siegell, Ph.D. . . . . 617-873-0250 michael.siegell@cambridgecollege.edu

**Alcohol & Drug Counseling** Richard Chester, M.Ed. . . . . 617-873-0135 richard.chester@go.cambridgecollege.edu

**Early Childhood Education & Care** Ronda Goodale . . . . . ronda.goodale@go.cambridgecollege.edu

#### General Education and Multidisciplinary Studies

Lucilia Valerio, Ph.D. . . . . 617-873-0453 lucilia.valerio@cambridgecollege.edu

Rebecca Heimel, M.Ed., M.F.A. . . . . 617-873-0624 rebecca.heimel@cambridgecollege.edu

#### Management Studies, Managerial Accounting, Marketing and Sales, Finance, and Management Concentrations

Donald Jeffrey Lokey, M.A. . . . . 617-873-0222 jeff.lokey@cambridgecollege.edu

**Natural & Applied Sciences** James Lee, Ed.D. . . . . 617-873-0236 james.lee@cambridgecollege.edu

#### Peace & Justice Studies, Juvenile Justice Studies, Human Services

and Legal Studies Carol Pepi, M.Ed. . . . . 617-873-0215 carol.pepi@cambridgecollege.edu

#### Psychology, Expressive Therapies, Holistic Studies

Michael Siegell, Ph.D. . . . . 617-873-0250 michael.siegell@cambridgecollege.edu

**Wellness & Health Promotion** Barbara Reid, Ph.D. . . . . 617-873-0428 barbara.reid@cambridgecollege.edu

**Undergraduate Writing** Lucilia Valerio, Ph.D. . . . . 617-873-0453 lucilia.valerio@cambridgecollege.edu



## School of Education

<b>Interim Dean</b> Mary Garrity, Ed.D. . . . .	617-873-0168	mary.garrity@cambridgecollege.edu
<b>Asst Dean of Field Experience and Licensure Officer</b>		
Doris Van Gorder, M.Ed. . . . .	617-873-0181	doris.vangorder@cambridgecollege.edu
<b>Executive Asst</b> Ann Osborne. . . . .	617-873-0130	ann.osborne@cambridgecollege.edu
<b>Operations, Accreditations, and Retention Manager</b>		
Tiffany Bruschi . . . . .	716-873-0629	tiffany.bruschi@cambridgecollege.edu
<b>Early Childhood, Elementary Education</b> Christy Reynolds. . . . .	617-873-0214	christine.reynolds@cambridgecollege.edu
<b>Educational Leadership (M.Ed., C.A.G.S.)</b> Stephen Maio, Ed.D. . . . .	617-873-0432	stephen.maio@cambridgecollege.edu
<b>English as a Second Language</b> Betsy Tregar, Ed.D. . . . .	617-873-0187	betsy.tregar@cambridgecollege.edu
<b>General Science, STEM</b> John Papadonis, CA.G.S. . . . .	617-873-0292	john.papadonis@cambridgecollege.edu
<b>Skills-Based Health/Social Emotional Learning</b>		
Mary Connolly, C.A.G.S. . . . .	617-873-0245	mary.c.connolly@go.cambridgecollege.edu
<b>Interdisciplinary Studies,</b>		
<b>Teaching Skills &amp; Methodologies</b> Diane Harper, M.A. . . . .	617-873-0259	diane.harper@cambridgecollege.edu
<b>School Nurse Education</b> Tahia Bell-Sykes, M.M. . . . .	617-873-0669	tahia.bell-sykes@cambridgecollege.edu
<b>Special Education, Autism</b> Kathleen Lynch . . . . .		kathleen.lynch@cambridgecollege.edu

## School of Management

<b>Asst Dean for Administration</b> Cynthia Lingley, . . . . .	617-873-0288	cynthia.lingley@cambridgecollege.edu
<b>Staff Assistant</b> Leslie Winslow-Keats. . . . .	617-873-0424	leslie.winslow-keats@cambridgecollege.edu
<b>Employer and Internship Development Counselor</b>		
Irina Galatskaya . . . . .	617-873-0124	irina.galatskaya@cambridgecollege.edu

## School of Psychology and Counseling

<b>Dean</b> Niti Seth, Ed.D. . . . .	617-873-0208	niti.seth@cambridgecollege.edu
<b>Administrative Manager</b> Sofia Nova . . . . .	617-873-0223	sofia.nova@cambridgecollege.edu
<b>Academic Advising</b> Jill Cummings, M.S., Asst Dean. . . . .	617-873-0248	jill.cummings@cambridgecollege.edu
<b>Addiction Counseling, Alcohol &amp; Drug Counseling</b>		
Colleen Goode, M.Ed. . . . .	617-873-0135	colleen.goode@go.cambridgecollege.edu
<b>C.A.G.S., Counseling Psychology, Marriage &amp; Family Therapy, Mental Health Counseling, Psychological Studies and Trauma Studies</b>		
Hugh Ferguson, J.D.. . . . .	617-868-1000 x1319	hugh.ferguson@cambridgecollege.edu
<b>Field Experience (Practica/internships)</b>		
Christine Cassidy, M.A., Asst Dean . . . . .	617-873-0266	christine.cassidy@cambridgecollege.edu
<b>Rehabilitation Counseling</b> Linda Kuramoto, C.A.G.S. . . . .	617-873-0223	linda.kuramoto@cambridgecollege.edu
<b>School Adjustment and Mental Health Counseling, School Counseling, and Mental Health and School Counseling</b>		
Brian Sasso, M.A. . . . .	617-873-0620	brian.sasso@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 Frasca, M.Ed. .... 617-873-0474 melissasue.frasca@cambridgecollege.edu

## Academic Services, Financial Aid, Registration

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

## Admissions

*Licensure programs, Partnerships and Special Cohorts, PD,*

*School of Undergraduate Studies, School of Management, and International DSO*

Melissa Sue Frasca, M.Ed. .... 617-873-0474 melissasue.frasca@cambridgecollege.edu

Joanna Olivieri, Enrollment Assistant ..... 617-873-0407 joanna.olivieri@cambridgecollege.edu

Lost & Found ..... 617-873-0407

## School of Psychology & Counseling

Kathrine Sullivan-Corbett, M.S., Counseling Programs

and Field Experience Coordinator ..... kathrine.sullivan-corbett@go.cambridgecollege.edu

## Service members Opportunity

College Contact Melissa Sue Frasca, M.Ed. .... 617-873-0474 melissasue.frasca@cambridgecollege.edu

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

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

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

# Cambridge College Southern California

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

Classrooms: Chaffey College, 5885 Haven Avenue, CA 91730

Phone ..... 909-635-0250

Emergency Contact Chaffey College Police Dept:

emergencies ..... 909-652-6911

non-emergencies ..... 909-652-6632

Office Hours 9:00 a.m.- 5:00 p.m. seven days/week • additional hours when classes are in session.

Fax ..... 909-466-4143

Director Rita Clemons ..... 617-873-0560 rita.clemons@cambridgecollege.edu

## Admissions

Courtenay Griffin, Asst Director ..... 617-873-0563 courtenay.griffin@cambridgecollege.edu

Paula Flores ..... 617-873-0561 paula.flores@cambridgecollege.edu

IT Tech Support Asst Charles Adams ..... 617-873-0565 charles.adams@cambridgecollege.edu

Undergraduate and Graduate Coordinator Nancy Yates, M.A. .... 617-873-0566 nancy.yates@cambridgecollege.edu

MFT Coordinator Katrina Ramos ..... katrina.ramos@cambridgecollege.edu

Veterans Certifying and SOC Representative, and Student Services Coordinator

Ashley Temm ..... 617-873-0562 ashley.temm@cambridgecollege.edu

# Cambridge College Springfield

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

Phone 413-747-0204

## Emergency Contact

emergencies . . . . . 413-733-6061

non-emergencies . . . . . 413-271-3110

**Office Hours** when classes are in session: Monday-Thursday 9:00 a.m.-6:00 p.m., Friday 9:00 a.m.-5:00 p.m., Weekends 8:00 a.m.-6:00 p.m.

**Fax** 413-747-0613

**Executive Director** Teresa Forte, M.B.A., M.Ed. . . . . 617-873-0622 [teresa.forte@cambridgecollege.edu](mailto:teresa.forte@cambridgecollege.edu)

## Admissions

Megan Sullivan . . . . . 617-873-0613 [megan.sullivan@cambridgecollege.edu](mailto:megan.sullivan@cambridgecollege.edu)

Alison Siller . . . . . 617-873-0612 [alison.siller@cambridgecollege.edu](mailto:alison.siller@cambridgecollege.edu)

## Counseling Psychology Programs

**& Field Placement Supervisor** Jacqueline Bearce, Ed.D. . . . . 617-873-0638 [jacqueline.bearce@cambridgecollege.edu](mailto:jacqueline.bearce@cambridgecollege.edu)

**IT Tech Support** Jason Stallone . . . . . 617-873-0608 [jason.stallone@cambridgecollege.edu](mailto:jason.stallone@cambridgecollege.edu)

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

**Management Programs** Teresa Forte, M.B.A., M.Ed. . . . . 617-873-0622 [teresa.forte@cambridgecollege.edu](mailto:teresa.forte@cambridgecollege.edu)

**Servicemembers Opportunity College Contact** Alison Siller . . . . . 617-873-0612 [alison.siller@cambridgecollege.edu](mailto:alison.siller@cambridgecollege.edu)

## Staff Assistants

Meghan Gilroy . . . . . 617-873-0610 [meghan.gilroy@cambridgecollege.edu](mailto:meghan.gilroy@cambridgecollege.edu)

Cheryl Scibelli . . . . . 617-873-0610 [cheryl.scibelli@cambridgecollege.edu](mailto:cheryl.scibelli@cambridgecollege.edu)

**Student Services** Samantha Uelmen . . . . . 617-873-0610 [samantha.uelmen@cambridgecollege.edu](mailto:samantha.uelmen@cambridgecollege.edu)

**Student Services/Financial Aid Support** Colleen Perenick. . . . . 617-873-0614 [colleen.perenick@cambridgecollege.edu](mailto:colleen.perenick@cambridgecollege.edu)

**Undergraduate Programs Coordinator** Stephanie Brown, M.F.A., M.Arch. . . . . [stephanie.brown@cambridgecollege.edu](mailto:stephanie.brown@cambridgecollege.edu)

**Veterans Certifying Representative** Lisa Zhou . . . . . 617-873-0108 [lisa.zhou@cambridgecollege.edu](mailto:lisa.zhou@cambridgecollege.edu)

**Website** . . . . . <http://springfield.cambridgecollege.edu>

**Writing Lab Appointments** . . . . . 413-747-0204 x 6610

# Cambridge College Puerto Rico

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

Phone 787-296-1101

**Emergency Contact** Puerto Rico campus: front desk security. . . . . 787-641-0099

**Office Hours** Mon.-Fri. 9:00 a.m.-5:00 p.m. • Sat. 8:00 a.m.-5:00 p.m. when classes are in session (call ahead for an appointment).

## Regional Center Director/Campus Leader

Santiago Mendez-Hernandez, Ed.D. . . . . 617-873-0534 [santiago.mendez-hernandez@cambridgecollege.edu](mailto:santiago.mendez-hernandez@cambridgecollege.edu)

**Academic Counselor (part-time)** Gabriel Rueda Orozco, M.A. . . . . 617-873-0535 [gabriel.rueda-orozco@cambridgecollege.edu](mailto:gabriel.rueda-orozco@cambridgecollege.edu)

## Assistant Director, Admissions, Enrollment & Marketing

Jomary Marrero. . . . . 617-873-0539 [jomary.marrero@cambridgecollege.edu](mailto:jomary.marrero@cambridgecollege.edu)

**Student Services/IT Coordinator** Alex Hernandez . . . . . 617-873-0536 [alex.hernandez@cambridgecollege.edu](mailto:alex.hernandez@cambridgecollege.edu)

**Admissions** Christopher Santiago-Rosas . . . . . 617-873-0530 [christopher.santiago-rosas@cambridgecollege.edu](mailto:christopher.santiago-rosas@cambridgecollege.edu)

## Assistant Director of Business Operations, and Veterans Certifying and SOC Representative

Carmen Mendez . . . . . 617-873-0533 [carmen.mendez@cambridgecollege.edu](mailto:carmen.mendez@cambridgecollege.edu)

**Librarian (part-time)** Yara Cruz, M.A. . . . . 617-873-0530 [yara.cruz@cambridgecollege.edu](mailto:yara.cruz@cambridgecollege.edu)



# Cambridge College

**Cambridge College**

500 Rutherford Avenue, Boston, MA 02129  
studentnavigation@cambridgecollege.edu