



Student Consumer Information Guide

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

The catalog and website describe the obligations and responsibilities of students and Cambridge College.

This guide is produced by the Office of Student Affairs and the Office of Communications, Public Relations and Marketing.

Please call the Dean of Student Affairs at 617.873.0470

or the Vice President of Marketing, Communications & Public Relations at 617.873.0621 to request a printed copy, to make inquiries or complaints.



Cambridge College

500 Rutherford Avenue

Boston, MA 02129

617.868.1000

www.cambridgecollege.edu

Updated 09/04/18

About the College

- www.cambridgecollege.edu/about-cambridge-college
- Accreditation and state authorization/approval
www.cambridgecollege.edu/about-cambridge-college/accreditation-and-authorizations

• **Academic Catalog, at www.cambridgecollege.edu/academic-catalog**

Introduction includes:

- > Accreditation and authorization
- > Mission, history, teaching and learning, goals and outcomes
- > Student rights, complaints and Grievances
- > Brief student and faculty demographics

Campus Settings and Locations

- Academic Catalog: *Introduction, Main Campus* and *Regional Locations*

Cambridge College is a private, nonprofit institution

- www.cambridgecollege.edu/about-cambridge-college

Administrative Officers

www.cambridgecollege.edu/about-cambridge-college/college-administration

- Academic Catalog: *Governance & Administration*

Board of Trustees

www.cambridgecollege.edu/office-president/board-trustees

- Academic Catalog: *Governance & Administration*

General Inquiries • for admissions and other inquiries, see below

www.cambridgecollege.edu/about-cambridge-college/college-administration

Office of Communications, Public Relations & Marketing • 617.873.0621

Financial Statements (Audited)

By written request to the Vice President for Finance & Administration

Academics

Academic Affairs Office • 617.873.0125

Academic Policies and Procedures

- www.cambridgecollege.edu/resources/academic-policies-procedures
- Academic Catalog: *Academic Advising, Policies, Procedures* includes Confidentiality of Student Records (FERPA)
- Academic Catalog: The introduction to each School (Undergraduate Studies, Education, Management, Psychology & Counseling) includes school-specific policies.
- Call Registrar at 617.873.0106 or Student Affairs at 617.873.0470

Academic Integrity, Plagiarism and Sanctions

- www.cambridgecollege.edu/academic-policies-procedures/student-code-conduct
- Academic integrity: www.cambridgecollege.edu/academic-policies-procedures/academic-standards-expectations

- Policy for use of copyrighted materials: www.cambridgecollege.edu/digital-millennium-copyright-act-policy
- How to avoid plagiarism: Log in to MyCC web portal, go to the online library, and click on Avoiding Plagiarism.

Academic Catalog

- www.cambridgecollege.edu/academic-catalog
- Request paper catalog from the Academic Affairs Office, Student Affairs Office, or your regional center office.

Academic Programs • Requirements for Degrees, Concentrations and Certificates

- www.cambridgecollege.edu/academic-programs
Choose the school of interest, then a program and location at which it is offered.
- Academic Catalog: see the Schools of Undergraduate Studies, Education, Management, or Psychology & Counseling.

Expected Educational Outcomes • Goals for Students' Education

- Academic Catalog
 - > **Introduction** includes: teaching and learning, goals and outcomes
 - > **Each school** outlines general learning outcomes in its introduction
 - > **Each program** includes learning outcomes
- On the website, choose your CC location/academic program and see program outcomes

Faculty

- Academic Catalog: **Faculty** (sabbaticals are noted)

Courses Currently Offered

- Go to the MyCC web portal at <https://mycc.cambridgecollege.edu/ics> and click on Course Search

Programs and Services Available at CC Locations

- Academic Catalog: **Regional Locations** briefly outlines the services available
- The CC website shows which programs are available at each CC location.

Textbooks

- Go to MyCC web portal home page at <https://mycc.cambridgecollege.edu/ICS>, click on Course Search, and search for courses of interest. Textbooks may be listed there. Textbooks are listed on the course syllabus, which is available on the MyCC portal to registered students.

Other Available Educational Opportunities are announced on the website.

Programs and Courses Not Available

- Academic Catalog:
 - > **Each program** is available unless otherwise noted
 - > Not every course is offered every year; see MyCC>Course Search for current offerings each term
- www.cambridgecollege.edu/academic-catalogs-back-issues

Academic and Other Support Services

Academic Advising

- www.cambridgecollege.edu/academic-affairs/academic-advising
- Academic Catalog: *Academic Advising, Policies, Procedures*
- Academic Catalog: The introduction to each School (Undergraduate Studies, Education, Management, Psychology & Counseling) includes description of academic advising.

Academic Support Services (writing and math tutoring) 617.873.0499 (Boston)
or regional center director

- <https://www.cambridgecollege.edu/resources/center-excellence-learning-and-teaching>
- Academic Catalog: *Academic Support Services*

Career Resources

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

Computer Use on Campus

- www.cambridgecollege.edu/information-technology/available-it-resources
- Academic Catalog: *Academic Support Services*

Instructional Facilities, Labs and Academic Technology Resources

- www.cambridgecollege.edu/available-it-resources/academic-technology and www.cambridgecollege.edu/available-it-resources/it-services
- Academic Catalog: *Cambridge Main Campus* and *Regional Locations*

Online Library and Support for Student Research

www.cambridgecollege.edu/resources/library-services

- Academic Catalog: *Academic Support Services*

Admissions

Admissions 800.829.4723

Student Navigators 617.873.0417 or 617.873.0255

- studentnavigation@cambridgecollege.edu

Contact Information for Admission Counselors, student services and advising personnel

- www.cambridgecollege.edu/about/faculty-and-staff
OR: go to your CC location's homepage, click on About Us and then Contact Us
- Academic Catalog: *Directory*

Admission Requirements, Procedures, Policies

- Go to your Cambridge College location's homepage and click on Admissions
OR: go to your CC location and program of choice, then click on Admissions.
- Academic Catalog: *Admissions*

Articulation Agreements

- Academic Catalog: *Transfer of Credit* includes a list of institutions with which the College has articulation agreements

Transfer Credit Requirements, Policies, Procedures

- www.cambridgecollege.edu/admissions/transferring-credits
- Academic Catalog: *Transfer of Credit*

Attending Cambridge College

Student Affairs Office 617.873.0470

New students welcome and resources

www.cambridgecollege.edu/resources/new-students

Campus Safety and Security 617.873.0689

- www.cambridgecollege.edu/business-operations/public-safety
includes Jeanne Cleary disclosure of security policy and crime statistics

Career Resources 617.873.0470

- www.cambridgecollege.edu/resources/career-resource-center
- Academic Catalog: *Student Affairs*

Class Attendance

- Academic Catalog: *Academic Advising, Policies, Procedures*

Disability Services/Campus Access 617.873.0614 • disabilitysupport@cambridgecollege.edu or bridget.sullivan@cambridgecollege.edu

- www.cambridgecollege.edu/student-affairs/office-disability-support
AND: www.cambridgecollege.edu/disability-support-services/disability-support-services-regulatory-information
AND: www.cambridgecollege.edu/disability-support-services/documentation-guidelines
- Academic Catalog: *Student Affairs*

General Non-Academic Policies

- www.cambridgecollege.edu/college-policies
- Academic Catalog: *Compliance and Community Policies* includes:
 - > Drug and Alcohol Policy
 - > Smoking Policy
 - > Emergency Response and Evacuation Procedures, Fire Safety

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

- Academic Catalog: *Student Affairs* includes:
 - > Hazing/Endangerment/Abuse (See also the Student Handbook)
 - > Non-Discrimination and Harrassment

Immunization Requirements

- Choose your Cambridge College location and academic program, click on the Admissions tab, and scroll down to State Health Requirements.
- Academic Catalog: *Student Affairs*

International Students 617.873.0142

- www.cambridgecollege.edu/offices/international-students
- Academic Catalog: *Student Affairs*

Student Activities • 617.873.0470

Cambridge College, as a non-residential college for adults, offers co-curricular and non-academic student activities. The College does not offer athletics programs. Events for students are announced on the website.

- www.cambridgecollege.edu/office-student-affairs-osa-policies-student-community

Student Code of Conduct, Sanctions for Code Violations • 617.873.0470

- www.cambridgecollege.edu/academic-policies-procedures/student-code-conduct

Student Complaints and Grievances • 617.873.0470

- <https://www.cambridgecollege.edu/resources/student-rights-complaints-grievances>
- Academic Catalog: *Student Affairs* includes Student Rights, Complaints and Grievances
- Student Handbook: *Student Rights, Complaints and Grievances*

Title IX Sexual Misconduct Policy

- Academic Catalog: *Student Affairs*
- www.cambridgecollege.edu/college-policies

VAWA Violence Against Women Act • Academic Catalog: *Student Affairs*

Voter Registration

See your local town/city or state website or www.eac.gov

Cost of Attendance

Student Financial Services (Bursar) • 617.873.0403 • sfs@cambridgecollege.edu

- CC website: go to any CC location and program, then click on Tuition.
- Academic Catalog: *Student Financial Services*
Includes: Tuition rates and other fees, payment, student health insurance, refunds and repayment.

Net price calculator • www.cambridgecollege.edu/net-price-calculator

The estimates provided are applicable only to full-time, first-time degree/certificate-seeking undergraduate students.

Student Health Insurance

- www.cambridgecollege.edu/bursar/student-health-insurance

Financial Aid

Student Financial Services (Financial Aid) • 617.873.0403 • sfs@cambridgecollege.edu

- Student rights and responsibilities regarding financial aid: www.cambridgecollege.edu/offices/financial-aid
- Applying for aid: www.cambridgecollege.edu/financial-aid/applying-financial-aid
- Eligibility: www.cambridgecollege.edu/federal-title-iv-financial-aid-eligibility
- Loans, grants, scholarships, work-study: www.cambridgecollege.edu/financial-aid/financial-aid-resources
- Satisfactory academic progress: www.cambridgecollege.edu/federal-financial-aid-student-satisfactory-academic-progress-sap

- Refund of excess funds: www.cambridgecollege.edu/financial-aid/financial-aid-faqs
- Repayment calculator: www.cambridgecollege.edu/financial-aid/financial-aid-support-programs-and-procedures
- Suspension of financial aid eligibility due to drug-related offences: www.cambridgecollege.edu/drug-and-alcohol-policy-students
- Withdrawal and tuition liability: www.cambridgecollege.edu/federal-financial-aid-student-withdrawals-and-leave-absence
- Academic Catalog: *Student Financial Services/Financial Aid*

Withdrawing

- <https://www.cambridgecollege.edu/academic-policies-procedures/leave-absence-or-withdrawal>

Statistics and Surveys

Research, Planning & Evaluation Office • 617.873.0150

Size and Characteristics of the Student Body/Student Diversity

- <https://www.cambridgecollege.edu/research-planning-and-evaluation/student-consumer-information>
- Academic Catalog: *Introduction*

Financial Aid and Student Debt

including 3-year cohort default rate, and average amount of student debt

- <https://www.cambridgecollege.edu/financial-aid/financial-aid-faqs>
- Academic Catalog: *Introduction*

Student Success

- Common Data Set. See www.cambridgecollege.edu/research-planning-and-evaluation/common-data-set

Retention and Pass Rates, including MTEL pass rate

- <https://www.cambridgecollege.edu/research-planning-and-evaluation/student-consumer-information>
- Academic Catalog: *Introduction*

Gainful Employment

- www.cambridgecollege.edu/research-planning-and-evaluation/gainful-employment

Key Contacts

www.cambridgecollege.edu/about/faculty-and-staff

Campus Security Contacts

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

Administration

Vice President for Finance and Administration 617.873.0689

Boston

500 Rutherford Avenue 617.873.0111

Regional Locations

Lawrence campus: Point 2 Point Global

Security, Inc., Paul Parent 978.770.8158

Puerto Rico campus: front desk security 787.641.0099

Southern California campus: Chaffey College Police Dept

emergencies 909.652.6911

non-emergencies 909.652.6632

Springfield campus:

emergencies 413.733.6061

non-emergencies 413.271.3110

Deans

School of Education 617.873.0168

School of Management 617.873.0227

School of Psychology and Counseling 617.873.0208

School of Undergraduate Studies 617.873.0236

Student Affairs

Dean of Student Affairs 617.873.0470

Admissions Counselors

Call 1.800.829.4723 and ask for an admissions counselor at your location, or see www.cambridgecollege.edu/about/faculty-and-staff if you know your admissions counselor's name.

Key Resources at the Boston, MA main campus

Admissions Operations 617.873.0447 admissionrecords@cambridgecollege.edu

Student Financial Services

(Bursar and Financial Aid) . . . 617.873.0403 sfs@cambridgecollege.edu

Disability Support 617.873.0614 disabilitysupport@cambridgecollege.edu

Registrar's Office 617.873.0101 registrar@cambridgecollege.edu

Dean of Student Affairs 617.873.0470 studentaffairs@cambridgecollege.edu

Student Navigators studentnavigation@cambridgecollege.edu

Rudolph Thomas 617.873.0417 rudolph.thomas@cambridgecollege.edu

Katie Shannon 617.873.0255 katie.shannon@cambridgecollege.edu

Transfer Credit Office 617.873.0143 transfercredit@cambridgecollege.edu