Career and Academic Planning

Advising Services: Faculty Advisor, Advising Center, & Health Careers Center

Advisors assist students in developing and implementing their career and academic planning goals and registering for courses. Students are provided contact information for their Academic Advisor by letter shortly after the start of each semester and again right before the advising period begins for the following semester. Students are assigned one of the following: a Faculty Advisor, Health Careers Advisor, or the Advising Center. Advisor Lists and contact information is located outside the Advising Center (Room 61A) and the Registrar’s Office (Room 152A). It is recommended that students make appointments with their Advisor before the course registration period begins for the next semester.

Faculty Advisors

Students are encouraged to contact their Faculty Advisor during the semester to discuss topics and questions related to career and academic planning. Faculty Office Hours and contact information are posted outside the faculty office door.

Advising Center Room 61A 508-854-4308

Students who have the Advising Center listed as their Advisor are encouraged to contact the Center during the semester to discuss topics and questions related to career and academic planning.

http://www.qcc.edu/pages/Advising_Center.html

Health Careers Center Room 160A 508-854-2718

Students who are interested in pursuing any of the college’s Health Careers Programs of Study receive career and academic planning services at the Health Careers Center. Trained Health Careers Advisors are available to help students gain a better understanding of health programs and to prepare for entrance into specific health programs.

College Placement Testing Room 61A 508-854-4308

Students who would like to take their college placement test must make an appointment with the Advising Center. Log on to http://www2.qcc.mass.edu/advising/CPT/ and click on Placement Test Appointment.

Career Placement Services Room 272A 508-854-4439

Students seeking full-time, part-time or cooperative education positions have access to QCC’s exclusive job bank. Students receive assistance in all phases of the job search including resume writing and interview skills.

http://www.qcc.edu/pages/Career_Placement.html

Experience Based Education Services (EBE) Room 272A 508-854-4380

The EBE office facilitates the award of academic credit to eligible students through alternative and/or prior learning methods, including directed study, competency examinations, portfolio assessment and credentialing.

http://www.qcc.edu/pages/Experience_Based_Education.html

Transfer Services Room 162A 508-854-4404

Students planning to transfer to a four-year college should visit the Coordinator of Transfer and Articulation for advising and placement support. Students can obtain information on the Joint Admissions Program with UMass and state colleges.

http://www.qcc.mass.edu/transfer/Default.htm

Tech Prep Rear of Room 170A 508-854-2755

Quinsigamond has articulation agreements with area high schools. Student who have taken technical courses or attended a vocational technical high school may qualify for college credit. Students can check with their high school guidance department or visit the tech prep coordinator.


Training and Education Center (TEC) Room 116A 508-854-4442

The Center for Continuing Education (CCE) is committed to meeting the academic, career, and personal needs of Central Massachusetts. Students can choose from a variety of non-credit, certificate, and CEU courses. Visit the website http://cee.qcc.mass.edu for more information.

GED Preparation and ESL non-credit classes Room 102A 508-854-4269

The Adult Learning Center offers free classes and instructional materials for those preparing to take the GED test, and those seeking to advance their skills in reading, writing, and math. The Center offers four levels of English as a Second Language classes.

http://cee.qcc.mass.edu/college/zcustom22.asp

Academic Support and Resources

The Alden Library HLC, 3rd Floor 508-854-4581

The Library houses an extensive collection of books, periodicals, databases and microfilms. Assigned reading is held on reserve for students in the library and librarians will help students find the information needed for term papers and other class projects. There are private study rooms, gathering spaces, and reading rooms.

http://www.qcc.mass.edu/library/

Math Center HLC, 2nd Floor 508-854-7487

Tutors, computer programs and textbooks are available to help students improve math skills. Students can schedule appointments or drop in. Services are free.

http://www.qcc.mass.edu/mathsupport/

Communication Skills Center HLC, 2nd Floor 508-854-4287

Tutors assist students with all types of reading and writing assignments. Students can schedule appointments or drop in. Services are free.

http://www.qcc.edu/pages/Communication_Skills_Center.html

Individualized Learning Center HLC, 2nd Floor 508-854-4279

Tutors in various courses are available by appointment. Services are free.

http://www.qcc.edu/pages/Individualized_Learning_Center.html

The Harrington Academic Computing Center Room 379A 508-854-4427

Computers are available to students for academic projects, papers, research and other assignments.

http://www.qcc.edu/pages/Harrington_Academic_Computing_Center.html
Counseling and Student Support

Counseling Services  Room 58A  508-854-4479
A professional counselor is available to meet students’ personal counseling needs. Services include crisis intervention, short- term supportive counseling, advocacy and referral. The Counseling Office provides annual screenings for anxiety, depression, and eating disorders. Individual screenings are available by request.
http://www.qcc.edu/pages/Counseling.html

Disability Services  Room 246A  508-854-4471
Services are provided to students with documented learning, physical, psychiatric, emotional, and/or sensory disabilities. Learning specialists are available to support students with time management, self-advocacy and study strategies as well as course selection and academic planning. Assistance is arranged on an individual basis. Counselors may refer students to outside agencies when appropriate. Adaptive technology is available in The Learning Center.
http://www.qcc.edu/pages/Disability_Services.html

Veterans Services  Room 152A  508-854-4270
Assistance is provided for preparation, certification and submission of VA documents.

Campus Ministry  Room 136S  508-854-4300
Ecumenical ministry and religious services are provided to all students as well as spiritual counseling and education programs.

Student Activities & Student Life

Student Life and Organizations  508-854-4225
Students can join a club, participate in student government, purchase discount movie tickets and learn about other co-curricular activities on campus.
http://www.qcc.edu/pages/Student_Life.html

Athletic Center  508-854-4317
The Athletic Center and pool offers a sauna, swimming, bikes, treadmill, weights, and other exercise equipment as well as many activities and classes.
http://www.qcc.edu/pages/Athletic_Center.html

Important Places and Services

Admissions  HLC 2nd floor  508-854-4262
Students can obtain college catalogs as well as information on all college programs of study, and the necessary forms to change a program of study (major).
http://www.qcc.edu/pages/Admissions.html

Registrar  Room 152A  508-854-4257
Students can sign up for graduation, withdraw from a class, get information on the college calendar or sign up for a consortium class.
http://www.qcc.mass.edu/registrar/

Financial Aid and Scholarships  Room 165A  508-854-4261
Students can receive information and assistance on financial aid eligibility requirements, application process and important dates. Forms are available on several types of aid including grants, loans, scholarships, tuition waivers and work-study jobs.
http://www.qcc.edu/pages/Financial_Aid_and_Scholarships.html

Student Payment Office  Room 65A  508-854-4409
Students can pay their bills, set up a payment plan, waive their insurance, obtain transcripts, pay parking tickets, and receive financial aid checks.
http://www.qcc.edu/pages/What_is_costs_to_go_to_QCC.html

Bookstore  “A” Building, Lower Level  508-854-4237
Textbooks, trade books, school and office supplies, greeting cards, gifts, QCC items and more are available in the QCC Bookstore. The Bookstore accepts cash, major credit cards, personal checks (with photo ID) and Financial Aid vouchers.
http://bookstore.qcc.mass.edu/home.aspx

Cafeteria  “A” Building Lower Level
The cafeteria has a great selection of menu items, from full meals to snacks. The Cafe located in The Harrington Learning Center serves light fare.

The Children’s Center
Child Study Center  508-854-4220
An on campus child development facility for preschool children ages 2.9 though 5 years old, licensed by the MA Office of Child Care Services and accredited by the National Academy of Early Childhood Programs. Applications are accepted for half and full day care on an on-going basis.

Public Safety  North side “A” Building
Emergencies, 4444, non-emergencies, 4221
Officers provide 24-hour service to the campus. Services offered include safety orientation, lost & found, seminars and literature on crime prevention.