

**Serving Southern Worcester County**  
**QCC at Southbridge Location**  
**Student Information**

**WELCOME TO QCC AT SOUTHBRIDGE**

**QCC at Southbridge Website**

[QCC at Southbridge](#)

**Office Staff**

- Geraldo Maldonado, Southbridge Site Leader
  - 774-366-4766 - [gmaldonado@qcc.mass.edu](mailto:gmaldonado@qcc.mass.edu)
- Andrea Cignarella, Southbridge Site Administrator
  - 774-502-8747 – [ncignarella@qcc.mass.edu](mailto:ncignarella@qcc.mass.edu)
- Lucy Palmerino, Southbridge Site Administrator
  - 774-502-8747 – [jpalmerino@qcc.mass.edu](mailto:jpalmerino@qcc.mass.edu)
- Keisha Walker, Southbridge Site Administrator
  - 774-502-8747 – [kwalker@qcc.mass.edu](mailto:kwalker@qcc.mass.edu)
- [QCC Directory](#)

**Admissions, Financial Aid, & Advising**

- Corinne Delaney, Academic Advisor
  - 508-854-4308 – [cdelaney@qcc.mass.edu](mailto:cdelaney@qcc.mass.edu)
  - Tuesdays & Wednesdays
- Tracy Merchant, Senior Enrollment Counselor
  - 508-453-3812 – [tmerchant@qcc.mass.edu](mailto:tmerchant@qcc.mass.edu)
  - Via Email
- [Admissions](#)
- [Financial Aid & Scholarships](#)
- [Academic Advising](#)

**Support Staff**

- William McGuinness, Sergeant
  - QCC Campus Police Officer
  - 508-854-4221 – [wmcguinness@qcc.mass.edu](mailto:wmcguinness@qcc.mass.edu)
  - QCC Police Emergency 508-854-4444
  - QCC Police Non-Emergency 508-854-4221
  - [QCC Campus Police](#)
- David Rand, Desktop Support Technician
  - 508-453-3808 – [drand@qcc.mass.edu](mailto:drand@qcc.mass.edu)
  - [Help Desk](#) – M-F 8:00 am – 5:00 pm
  - 508-854-4427 – [help@qcc.mass.edu](mailto:help@qcc.mass.edu)
  - [Media Services](#) – M-F 8:00 am – 8:00 pm
  - 508-854-4469 – [media@qcc.mass.edu](mailto:media@qcc.mass.edu)

**QCC AT SOUTHBRIDGE VISITOR INFORMATION**

**Southbridge Site Hours**

Please see <https://www.qcc.edu/southbridge> for the most current hours.

During the Fall and Spring semesters, the Site is generally opened to the public:

- MTWR: 8:00 am – 8:00 pm
- F: Closed – Please contact Geraldo Maldonado for assistance.

Fall 2023		
Monday	September 4	Labor Day - NO CLASSES
Tuesday	September 5	All College Day - NO CLASSES
Wednesday	September 6	Classes begin
Wednesday	September 13	Last day to Add/Drop
Thursday	September 14	Withdrawal period begins
Monday	October 9	Indigenous Peoples' Day - NO CLASSES
Mon. - Mon.	Oct 30 - Nov. 13	Registration for returning/active students
Friday	November 10	Veterans Day Observed - NO CLASSES
Saturday	November 11	Veterans Day - NO CLASSES
Tuesday	November 14	New student registration begins
Friday	November 17	Last Day to withdraw without academic penalty
Thurs.- Sun.	Nov. 23 - 26	Thanksgiving Recess - NO CLASSES
Wed. - Tues.	Dec.13 -19	Final week of classes/revised class schedule
Wed. - Thurs.	December 20-21	Make up dates for Final week of classes/revised class schedule in the event of inclement weather closing
Fall 1 2023 (7 week)		
Monday	September 4	Labor Day - NO CLASSES
Tuesday	September 5	All College Day - NO CLASSES
Wednesday	September 6	Classes begin
Friday	September 8	Last day to Add/Drop
Saturday	September 9	Withdrawal period begins
Monday	October 9	Indigenous Peoples' Day - NO CLASSES
Wednesday	October 11	Last Day to withdraw without academic penalty
Tuesday	October 24	Last day of classes/exams
Fall 2 2023 (7 week)		
Monday	October 30	Classes begin
Wednesday	November 1	Last day to Add/Drop

Thursday	November 2	Withdrawal period begins
Friday	November 10	Veterans Day Observed - NO CLASSES
Saturday	November 11	Veterans Day - NO CLASSES
Thurs.-Sun	November 23-26	Thanksgiving Recess - NO CLASSES
Monday	November 27	Last Day to withdraw without academic penalty
Tuesday	December 19	Last day of classes/exams
Wed. - Thurs.	December 20-21	Make up dates for Final week of classes/revised class schedule in the event of inclement weather closing
<b>Interession 2024</b>		
Tuesday	January 2	Classes begin
Tuesday	January 2	Last day to Add/Drop
Wednesday	January 3	Withdrawal period begins
Tuesday	January 11	Last day to withdraw
Monday	January 15	Martin Luther King Jr. Day – NO CLASSES
Thursday	January 18	Last day of classes/exams
<b>Spring 2024</b>		
Friday	January 19	All College Day – NO CLASSES
Monday	January 22	Classes begin
Monday	January 29	Last day to Add/Drop
Tuesday	January 30	Withdrawal period begins
Monday	February 19	President's Day - NO CLASSES
Sun. - Sat.	March 17-23	Spring recess - NO CLASSES
Mon. - Fri.	Mar. 25- April 5	Returning student registration
Sunday	March 31	NO CLASSES
Monday	April 8	New student registration begins
Friday	April 12	Last day to withdraw
Friday	April 12	Last day to change a course to or from audit
Monday	April 15	Patriot's Day - NO CLASSES

Tues. - Mon.	May 7 - 13	Last week of classes
Friday	May 17	Commencement at 1:00 PM
<b>Spring 1 2024 (7 week)</b>		
Monday	January 22	Classes begin
Wednesday	January 24	Last day to Add/Drop
Thursday	January 25	Withdrawal period begins
Tuesday	February 27	Last day to withdraw
Wednesday	March 13	Last day of classes/exams
<b>Spring 2 2024 (7 week)</b>		
Monday	March 25	Classes begin
Wednesday	March 27	Last day to Add/Drop
Thursday	March 28	Withdrawal period begins
Sunday	March 31	NO CLASSES
Tuesday	April 23	Last day to withdraw
Monday	May 13	Last day of classes/exams

### Campus Closed – In addition to Official Holidays

December 23<sup>rd</sup>, Friday – January 2<sup>nd</sup>, Monday

### Commencement:

**Friday, May 19<sup>th</sup>, 2023**

#### Parking Directions

- Please see the blue QCC sign on Torrey Road, opposite the sign for the Southbridge High School.
- As you drive down the curved road, stay to the left and follow the two QCC blue signs for parking.

#### Entering the Building

- As you approach the building, please use the high school entrance, which is marked by our white QCC logo above the walkway and our blue QCC logo on the door.
- Please check in at the QCC podium and sign in with our Security Officer.

- All Students, Faculty, and Staff **must** sign in and sign out with the proper times.
- If you have a QCC ID, you may follow the QCC signs to the office and classrooms. If you don't have a QCC ID, you will be escorted to your destination.
- All Faculty, Staff, and Students **must** display their ID's in the provided lanyard at all times.
- **Note:** Students may obtain a QCC ID card by seeing the QCC Site Director in the QCC at Southbridge office.

#### Safety Protocol

- Please remember that this location is inside a high school, and we must follow a higher standard of safety.
- No types of weapons are allowed on the Southbridge Site. That includes pocketknives, multi-tools, pepper spray, and others.
- Smoking is not allowed on school grounds. That includes the outside of the building.

- Until further notice, face masks must be worn while inside.
- Until further notice, eating and drinking in the classrooms is not allowed.
- If you appear to be under the influence of drugs or alcohol, you may not be allowed access to QCC Southbridge or you may be asked to leave.

### Restrooms

- **Student** Restrooms are located in front of the building to the right of our Security Officer as you enter the building.
- Please ask the Security Officer for the restroom key.
- Our restrooms are to remain locked before and after usage.
- High school and middle school students are not allowed to access our restrooms.
- Special restrooms arrangements may be made during certain high school or middle school events.

### QCC WIFI

- QCC-Internet-Only
- Password is **Please see Office Staff**

## EMERGENCY AND FIRE DRILL PROCEDURES

**Note:** We will follow the procedures as noted in this document and we will follow the high school's instructions **UNLESS** instructed otherwise by Sergeant Todd LaBranche or the QCC on duty officer.

### Emergency Number and Police Departments

- QCC Police Emergency 508-854-4444
- QCC Police Non-Emergency 508-854-4221
- [QCC Campus Police](#)
- Southbridge Police Department 508-764-5420
- [Southbridge Police](#)

### Fire Drill Procedures

- Leave the area as quickly as possible in an orderly manner.
- Lock your classrooms.
- From the **Science Lab** – Room 130
  - Please exit out the back door and turn LEFT.
  - Meet at the large green metal transformer.

- From the **Technology Classrooms** and the **QCC Office** – Rooms 131, 132, 133, and 134
  - Exit towards the high school's main hallway.
  - Take a LEFT at the high school's hallway.
  - Exit through both sets of doors and take a LEFT.
  - Meet at the large green metal transformer.
- Please check in with the Site Administrator.
- Report any students that may be missing.

### Emergency Levels in the Southbridge High School

- **Pass Restrictions** are used to keep the hallways cleared of students.
  - Please avoid moving around the school unnecessarily.
- **Lockdowns** are used to keep students safe from dangers inside or outside the building.
  - You are to remain in place unless otherwise instructed by the Police Officer on duty or the Site Administrators.
  - No one will be allowed to exit or enter the building.
- **Shelter-in-Place** is used to move students to a safe location within the building.
  - This might include a weather or other emergency.
  - Remain in your current locations until instructed to move elsewhere.
- **Evacuations** are used when it is determined that the building can no longer be safely occupied.
  - Listen for and follow instructions.

### Emergency Procedures

- For all Emergency events, the QCC Police Officer on duty or the detail Police Officer will contact the dispatch at QCC Main Campus.
- The QCC at Southbridge Site Leader or Site Administrator will also contact the QCC Main Campus dispatch.
- QCC Police Emergency 508-854-4444

### Weather Related Events

- If the QCC Main Campus cancels day classes, QCC at Southbridge will close for day classes and await further instructions for the evening classes.
  - For daytime classes (classes starting before 4:00 pm), notifications for cancelled classes will go out before 5:30 am.

- If the QCC Main Campus cancels evening classes, QCC at Southbridge will close for the evening classes.
  - For evening classes (classes starting after 4:00 pm), notifications will go out by 2:30 pm.
- If Southbridge Public Schools closes for the day, QCC at Southbridge will also close for the day.
- If the Southbridge Public Schools has a two (2) hour delay, the campus will open at 9:30 am. All morning classes will begin at 10:00 am and end at their regular times.
  - *"QCC Alert: QCC Southbridge (Only) will open at 9:30 am on mm/dd/yyyy. All morning classes will begin at 10:00 am."*
- In case of early release, QCC at Southbridge will close at noon, including offices.
- All final decisions related to inclement weather will be made by the QCC Deputy Police Chief and the appropriate parties.

## SERVICES FOR STUDENTS

### Bookstore

- Home shipping might be available to our students for \$7.99 per order regardless of the number of items or the number of boxes required. The \$7.99 is covered by Financial Aid.
- The bookstore is not able to send books to QCC Southbridge for student pickup. There has to be a direct link between the bookstore and the student.
- In the past, some students have claimed not to have ordered or received books, therefore, the bookstore has students sign for the book when they pick up or they verify the information when shipping.

- [Bookstore](#)

### Library

- Students/staff/faculty are encouraged to contact librarians via chat, email or phone via links on the [Library Homepage](#).
- Faculty may request face-to-face, hybrid, or remote library instruction using the [Library Instruction Session Request Form](#).
- [Library](#)

### Quiet Study Spaces and Places for Students to Engage in a Remote Class

- Please contact the QCC @ Southbridge Site Leader, Geraldo Maldonado for a current schedule.
- The space will vary depending on the semester and the time.

### Tutoring

- Remote, QCC-based tutoring is available to students in all subject areas.
- Please see the [Tutoring Homepage](#) for full details including hours.
- [Math Center](#)
- [Writing Center](#)
- [General Academic Areas \(GAA\)](#)

### Student Accessibility Services

- Available remotely by phone at 508-453-3809 or Zoom.
- Tami Strouth, Monday – Thursday 8:00 am – 4:00 pm & Fridays 8:00 am – 12:00 pm, [tstrouth@qcc.mass.edu](mailto:tstrouth@qcc.mass.edu).
- Student Accessibility Services collaborates with students, faculty, and staff to create a campus environment that is accessible, equitable, and inclusive of all members of the college community.
- As a student and faculty resource, Student Accessibility Services offers a number of services to facilitate access.
  - Assistive Technology Resources and Support
  - Medical Parking
  - Information and referral for college supports
- [Student Accessibility Services](#)

### Counseling and Wellness

- Counseling is a process in which you work with a professionally trained counselor in becoming a healthier human being in all aspects of life: Emotional, Intellectual, Physical, and Spiritual.
- **If you are experiencing an Urgent Mental Health Situation during business hours**, call the Counseling and Wellness Office, even if you do not have an appointment. Let us know that it is an urgent matter and we will speak with you as soon as possible. If you are experiencing a mental health crisis or emergency situation **after hours**, please call 911 or utilize our 24 hour resources.

- [Office of Counseling and Wellness](#)

**HomePlate Food Pantry & Resource Center**

- The Quinsigamond Community College Food Pantry & Resource Center provides food for students in need as well as resources to help with other challenges.
- We are run by knowledgeable, compassionate student volunteers.
- Our volunteers work hard to help clients find the resources they need in other areas of their lives; learning, fuel assistance, housing and much more.
- [HomePlate Food Pantry](#)

**Courses offered at the Southbridge Site**

- Offering Daytime and Evening classes
- Offering 7 week and 15-week classes
- [Course Offerings](#)
  - [QCC.edu/academics](#)
  - [Course Description & Schedule](#)
  - [Select Main Campus as the Campus](#)
  - [Select Southbridge High School as the Building](#)
  - [Click on Search](#)

**USEFUL LINKS**

[QCC Academic Calendar](#)

[Campus Directory - Public](#)