Welcome to QCC at Southbridge

QCC at Southbridge Website
QCC at Southbridge

Office Staff
- Geraldo Maldonado, Southbridge Site Leader
  o 774-366-4766 - gmaldonado@qcc.mass.edu
- Margaret Rivera, Southbridge Site Administrator
  o 774-502-8747 - mrivera@qcc.mass.edu
- Karen Remian, Southbridge Site Administrator
  o 774-502-8747 - kremian@qcc.mass.edu
- Kate Guertin, Southbridge Site Administrator
  o 774-502-8748 – kguertin@qcc.mass.edu

QCC Directory

Admissions, Financial Aid, & Advising
- Becky Brownstein, Senior Enrollment Counselor
  o 508-665-0475 – rbrownstein@qcc.mass.edu
- Tracy Merchant, Senior Enrollment Counselor
  o 508-453-3812 – tmerchant@qcc.mass.edu
- Corinne Delaney, Academic Advisor
  o 508-854-4308 – cdelaney@qcc.mass.edu
- Admissions
- Financial Aid & Scholarships
- Academic Advising

Support Staff
- Todd LaBranche, Sergeant
  o QCC Campus Police Officer
  o 508-854-4221 – tlabranche@qcc.mass.edu
  o QCC Police Emergency 508-854-4444
  o QCC Police Non-Emergency 508-854-4221
  o QCC Campus Police
- David Rand, Desktop Support Technician
  o 508-453-3808 – drand@qcc.mass.edu
  o Help Desk – 508-854-4427 - help@qcc.mass.edu

QCC at Southbridge Visitor Information

Southbridge Site Hours Fall 2021
- Mondays – Thursdays: 8:00 am – 9:00 pm
- Fridays: 8:00 am – 4:00 pm

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.
- 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.

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 pocket knives, 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.

QCC WIFI
• SSID: QCC-Internet-Only
• Password: qcc2021!

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.
• From the Science Lab – Room 130
  o Please exit out the back door and turn LEFT.
  o Meet at the large green metal transformer.
• From the Technology Classrooms and the QCC Office – Rooms 131, 132, 133, and 134
  o Exit towards the high school’s main hallway.
  o Take a LEFT at the high school’s hallway.
  o Exit through both sets of doors and take a LEFT.
  o 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.
  o Please avoid moving around the school unnecessarily.
• Lockdowns are used to keep students safe from dangers inside or outside the building.
  o You are to remain in place unless otherwise instructed by the Police Officer on duty or the Site Administrators.
  o 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.
  o This might include a weather or other emergency.
  o 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.
  o Listen for and follow instructions.

Services for Students

Bookstore
• Home shipping is available to our students for $7.50 per order regardless of the number of items or the number of boxes required. The $7.50 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.

Library
• Students/staff/faculty are encouraged to contact librarians via chat, email or phone via links on the Library Homepage
• 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.
- 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**