QCC at Southbridge Location
Staff & Faculty Information

Welcome to QCC at Southbridge

QCC at Southbridge Website
QCC at Southbridge

Office Staff
- Geraldo “Jerry” Maldonado, Southbridge Site Leader
  - 774-366-4766 – gmaldonado@qcc.mass.edu
- Karen Remian, Southbridge Site Administrator
  - 774-502-8747 – kremian@qcc.mass.edu
- Andrea Cignarella, Southbridge Site Administrator
  - 774-502-8747 – ncignarella@qcc.mass.edu
- Lucy Palmerino, Southbridge Site Administrator
  - 774-502-8747 – jpalmerino@qcc.mass.edu
- Adrienne Smith, Southbridge Site Administrator
  - 774-502-8747, asmith@qcc.mass.edu
- QCC Directory

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

- Fridays
- Admissions
- Financial Aid & Scholarships
- Academic Advising

Support Staff
- William McGuinness, Sergeant
  - QCC Campus Police Officer
  - 508-854-4221 – wmguinness@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
  - Help Desk – M-F 8:00 am – 5:00 pm
  - 508-854-4427 – help@qcc.mass.edu
  - Media Services – M-F 8:00 am – 8:00 pm
  - 508-854-4469 – media@qcc.mass.edu

QCC at Southbridge Visitor Information

Southbridge Site Hours
Please see https://www.qcc.edu/southbridge for the most current hours. Open to the public as follows:
- MTWR: 8:00 am – 8:00 pm
- F: Closed – Please contact Geraldo Maldonado for assistance.
### Fall 2022

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>September 5th</td>
<td>Labor Day – NO CLASSES</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 6th</td>
<td>All College Day – NO CLASSES</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 7th</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 14th</td>
<td>Last day to Add/Drop</td>
</tr>
<tr>
<td>Thursday</td>
<td>September 15th</td>
<td>Withdrawal period begins</td>
</tr>
<tr>
<td>Monday</td>
<td>October 10th</td>
<td>Indigenous Peoples’ Day - NO CLASSES</td>
</tr>
<tr>
<td>Monday –  Monday</td>
<td>October 31st – November 14th</td>
<td>VIP registration for returning/active students</td>
</tr>
<tr>
<td>Friday</td>
<td>November 11th</td>
<td>Veterans Day - NO CLASSES</td>
</tr>
<tr>
<td>Tuesday</td>
<td>November 15th</td>
<td>New student registration begins</td>
</tr>
<tr>
<td>Friday</td>
<td>November 18th</td>
<td>Last day to change a course to or from audit</td>
</tr>
<tr>
<td>Friday</td>
<td>November 18th</td>
<td>Last Day to withdraw without academic penalty</td>
</tr>
<tr>
<td>Thursday – Sunday</td>
<td>November 24th – 27th</td>
<td>Thanksgiving Recess - NO CLASSES</td>
</tr>
<tr>
<td>Wednesday – Tuesday</td>
<td>December 14th – 20th</td>
<td>Final week of classes/revised class schedule</td>
</tr>
<tr>
<td>Wednesday – Thursday</td>
<td>December 21st – 22nd</td>
<td>Make up dates for Final week of classes/revised class schedule in the event of inclement weather closing</td>
</tr>
</tbody>
</table>

### Fall I 2022 (7-week)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>September 7th</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Friday</td>
<td>September 9th</td>
<td>Last day to Add/Drop</td>
</tr>
<tr>
<td>Saturday</td>
<td>September 10th</td>
<td>Withdrawal period begins</td>
</tr>
</tbody>
</table>
Wednesday | October 12th | Last Day to withdraw without academic penalty
---|---|---
Tuesday | October 25th | Last day of classes/exams

### Fall II 2022 (7-week)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>October 31st</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 2nd</td>
<td>Last day to Add/Drop</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 3rd</td>
<td>Withdrawal period begins</td>
</tr>
<tr>
<td>Monday</td>
<td>November 28th</td>
<td>Last Day to withdraw without academic penalty</td>
</tr>
<tr>
<td>Tuesday</td>
<td>December 20th</td>
<td>Last day of classes/exams</td>
</tr>
<tr>
<td>Wednesday – Thursday</td>
<td>December 21st – 22nd</td>
<td>Make up dates for Final week of classes/revised class schedule in the event of inclement weather closing</td>
</tr>
<tr>
<td>Tuesday – Friday</td>
<td>January 3rd – January 13th</td>
<td>Intersession</td>
</tr>
<tr>
<td>Monday</td>
<td>January 16th</td>
<td>Martin Luther King Jr. Day – NO CLASSES</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 17th</td>
<td>All College Day – NO CLASSES</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 18th</td>
<td>Classes Begin</td>
</tr>
</tbody>
</table>

### Special Hours – 9:00 am – 5:00 pm
- December 21st, Wednesday – December 22nd, Thursday
- January 3rd, Tuesday – January 13th, Friday
- January 17th, Tuesday

### 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.

### Campus Closed – In addition to Official Holidays
- November 25th, Friday
- December 23rd, Friday – January 2nd, Monday

### Commencement:
**Friday, May 19th, 2023**
• 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 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.
• 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

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
  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.

**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.
  o 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.
  o 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.
  o “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 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.
• 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.
• 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.
  o Assistive Technology Resources and Support
  o Medical Parking
  o 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
  o QCC.edu/academics
  o Course Description & Schedule
  o Select Main Campus as the Campus
  o Select Southbridge High School as the Building
  o Click on Search

USEFUL LINKS