

# MXCC CAMPUS TIPS

## Things you need to know your first week!

*Spring semester classes begin on January 22, 2014.  
Remember to bring your class schedule on your first day.*

### **TUITION AND FEES PAYMENT PLAN DEADLINES:**

Payment dates are **January 10, February 10 and March 10, 2014**. The deadlines are firm. Contact the Business Office for information concerning the plan (860) 343-5729.

**REFUNDS:** Prior to: **January 22, 2014**, 100% of all tuition will be refunded for each course from which you withdraw. Students who decide to drop a class must notify the Registrar's office in writing to get a refund. If a student notifies the Registrar's office during the first 14 calendar days (**January 22 – February 4**) 50% of tuition will be refunded. **No refund of tuition will be granted after 2/4/14. Fees are not refundable. No phone requests will be taken.**

**BOOKSTORE:** For hours and more information, please call (860) 346-4490 or visit their website at: [www.mxcc.bkstr.com](http://www.mxcc.bkstr.com).

### **CHANGING CLASS SCHEDULES (Add/Drop):**

**First week of school only:**

**Tuesday, January 21** 9 am – 6 pm

**Wednesday, January 22** 9 am – 6 pm

**Thursday, January 23** 9 am – 6 pm

**Friday, January 24** 9 am – 4 pm

**Monday, January 27** 9 am – 6 pm

**Tuesday, January 28** 9 am – 4 pm

### **ROOM LOCATION INFORMATION:**

Rooms in the 200s and 300s are in **Wheaton Hall**

Rooms in the 400s and 500s are in **Snow Hall**

Rooms in the 600s, 700s and 800s are in **Chapman Hall**.

**CAFETERIA:** Located in **Founders Hall**;

Open from 8 a.m. – 2 p.m.

**FREE TUTORING:** Will be available starting the second week of classes at the College Learning Center in Chapman Hall, Room 711. Tutoring in Math, English (and computer assistance) are available at the Meriden Center. Check out **eTutoring.org** for the online tutoring schedule.

**STUDENT ACTIVITIES:** Want to know what's happening on campus? Want to be a part of a team of people who decide on and plan programs & events for students? Want to gain valuable leadership and workplace skills? Stop by the SAO in Founders Hall, Room 127 and find out what's going on and how you can get involved! Borrow some recreational equipment for the game room or outdoors when you have some spare time, too.

**JEAN BURR-SMITH LIBRARY:** Located in Chapman Hall. For hours and more information, please call (860) 343-5830 or visit [www.mxcc.edu/library](http://www.mxcc.edu/library). Use the library during any free time you have for homework. Make good use of the resources and staff expertise to help with projects and assignments. Staff members are incredibly helpful!

### **CAREER DEVELOPMENT & COUNSELING SERVICES:**

Staff will be available for appointments regarding class difficulties, plans for transferring, career development and job search information, and much more after the first week of classes. Visit them in Founders Hall, Room 121 or call (860) 343-5826.

### **AVOID ACADEMIC PROBATION OR SUSPENSION:**

Please familiarize yourself with the Board of Regents' minimum standards for satisfactory academic progress policy at [www.mxcc.edu](http://www.mxcc.edu).

*Financial aid students who are not in good standing (do not have a 2.0 GPA and have not completed 67 percent of classes) become ineligible for aid.*

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### **WITHDRAWAL FROM CLASS POLICY: VERY IMPORTANT!!**

**MUST READ!** During the first 14 calendar days of the semester (January 22, 2014 through February 4, 2014), courses that a student drops or for which a student receives a refund will be removed from the student's schedule and will not appear on his/her transcript. After 14 calendar days and up to the end of the 11th week of the semester – through April 15, 2014, a student may withdraw from any course by obtaining a withdrawal form from the Registrar's Office or from our website. No refund will be granted. Students who do not complete this process by the deadline will receive a letter grade at the end of the semester which will include zeroes for any work not submitted.

**NO CLASSES:** *Lincoln's Birthday*, Wednesday, February 12, *Washington's Birthday*, Monday February 17, *Spring Break*: Monday March 17-22 and *Planning & Assessment Day*, Thursday, April 3

**NEW STUDENT ACADEMIC ADVISORS:** Your Primary Advisor (assigned by the Admissions Office) is listed in Student Self-Service channel of **MyCommNet**. Click on Student Records. Select **Mx** then View Student Info.

**APPROPRIATE COURSE PLACEMENT:** If you feel you are not in the appropriate level Math or English course having attended the first class, we encourage you to speak with your instructor about your concerns immediately.

**PARKING:** *No parking stickers are required for students.* Park in designated areas of the upper (near Snow Hall at the top of the hill) and lower (near Chapman and Founders Halls) lots. Parking at peak times (for 9:30am classes) will likely be tight. Regulations will be enforced. Visit [MxCC.edu](http://MxCC.edu) for information on parking at the Meriden Center.

**PHOTO ID CARDS:** May be obtained at the Campus Communication and Information Center in Founders Hall and at the Meriden Center. Bring your class

schedules and other photo ID to sit for the photo and obtain your Photo ID card. Each student should obtain one and keep it accessible for campus safety, security and convenience purposes.

**CAMPUS SAFETY:** MxCC contracts a Security Guard service both during the daytime and nighttime. You will be required to show your college photo ID for admittance into the building in Meriden. Please use common sense and take usual safety precautions: keep possessions in sight; lock your car, do not give out personal info to strangers.

**SMOKING POLICY** – MxCC is a non-smoking campus. Smoking is restricted to parking lots only. Please respect all signage and other non-smokers.

**DRUG AND ALCOHOL POLICY:** MxCC is a "dry" campus. No alcohol or drugs are permitted anywhere on campus property.

**NURSE/HEALTH SERVICES:** There are no health services on campus.

**"COMMUNITY PERIOD":** This is a block of time on Mondays and Wednesdays from 12:20 - 1:20 p.m. when no classes are held. It is a designated open activity time; we encourage you to participate in the various educational or social programs held in the Student Lounge at that time, or meet with your advisor, or schedule group work with classmates.

**BOOKS FOR CLASSES:** Bring your course list to the **MxCC bookstore** as soon as possible to get your textbooks. If you wait until school starts you may have to brave long lines between classes. Some students recommend you attend your first class BEFORE you purchase your books to determine if you will stay in the class and regularly use the book.

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### TOP 10 LISTS FOR A SUCCESSFUL STUDENT

#### **Best Things to Do in Class to Succeed**

1. **Actively listen; ask questions and participate.**
2. **Take notes** that you can understand; learn how to take notes effectively. The #1 behavior in the classroom that separates high-performance from low-performance students is note taking. To become proficient at anything, you need to practice.
3. **Attend class. Really.**
4. **Pay attention** (turn off cell phone); learn how to pay attention even if you are not interested in the material.
5. **Come prepared;** read the applicable text before class so you know what to expect.
6. **Get to know the instructor;** start with learning his/her name.
7. **Talk to the instructor** if you are having trouble with the class in any way.
8. **Use your syllabus; know deadlines.** Dates can creep up on you. Missing dates may mean penalties.
9. **Make friends with other students** in your class. Friends can help with studying and if you miss a class.
10. **Use your time wisely;** review your material again before class begins.

#### **Known Sage Advice**

1. **Read directions.** Twice if you must.
2. **Learn good study techniques** and do your homework.
3. **Know how to use the college catalog.** You are held to the standards in it. It is packed with useful info.
4. **Keep everything.** Receipts, letters, checks – anything that is close to being official. Keep all graded assignments as well as a hard copy or flash drive back-up copy of papers submitted; they may come in handy.
5. **Take responsibility** for knowing how you are doing in your course(s). Check in with the instructor regarding your grade early and during the semester. Take responsibility for setting your own goals.
6. **Know that your transcript is forever. Fs stay.** You can't change them. Fs are preventable and they usually mean time and money wasted.
7. **Don't procrastinate.** If you don't have time to do it right, how will you have time to do it over?
8. **Get help before it is too late!** Know all your college resources; they are free and painless.
9. **Eat well and get enough sleep.** Balancing commitments is crucial to health and success.
10. **If you must drop a class,** follow the **college policy** of officially withdrawing from it. (Refer to Item 6)

#### **Quotes to live by:**

*"Courage is like a muscle; it is strengthened by use."*  
– Ruth Gordon

*"Motivation is a fire from within; if someone else tries to light that fire under you, chances are it will burn very briefly."*  
– Stephen R. Covey

*"Failing to prepare is preparing to fail."*  
– John Wooden

*"The best job goes to the person who can get it done without passing the buck or coming back with excuses."* – Napoleon Hill

*"Setting goals is the first step in turning the invisible into the visible."*  
– Anthony Robbins

*"Leadership is practiced not so much in words as attitude and action."*  
– Harold Geneen

*"If you don't know where you are going; you will probably wind up somewhere else."*  
– Unknown