

# MXCC CAMPUS TIPS

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## Things you need to know your first week!

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***Spring semester classes begin on Wednesday, January 22, 2020.  
Remember to bring your class schedule on your first day.***

**TUITION AND FEES PAYMENT PLAN DEADLINES:** Payment is due at the time of registration. The deadlines are firm. Contact the Business Office for information concerning the plan (860) 343-5729.

**REFUNDS:** Prior to Wed., January 22, 2020, 100% of all tuition will be refunded for each course from which you with- draw. 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 50% of tuition will be refunded. Fees are not refundable. No phone requests will be taken. Late Start and MAP courses have their own refund deadlines. See [www.mxcc.edu/catalog/about/calendar](http://www.mxcc.edu/catalog/about/calendar).

**BOOKSTORE:** For hours and more information, please call (860) 346-4490 or visit their website at <http://mxcc-shop.com>

**CHANGING CLASS SCHEDULES (Add/Drop):** Tuesday, February 4 is the last day to Add/Drop courses. After the first week of classes, adding a class requires Instructor approval.

**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 Academic Success Center in Chapman Hall. Tutoring in Math, English, Computer Science, & others are available at MxCC@Platt (Meriden). Check out the MxCC online tutoring service on the Blackboard "My Institution" page under "Virtual Campus - Campus Activities & Academic Resources."

**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).

**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.

**FINANCIAL AID RECIPIENTS:** Please familiarize yourself with the Board of Regents' minimum standards for **Satisfactory Academic Progress** policy at [www.mxcc.edu/financial-aid](http://www.mxcc.edu/financial-aid). Financial aid students who are not in good standing (do not have the required GPA and/or completion rate) become ineligible for aid.

**WITHDRAWAL FROM CLASS POLICY:** During the first 14 calendar days of the semester, 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 from the beginning of the semester, a student who wishes to withdraw from any course **must obtain a withdrawal form** from the Enrollment Service's office, your advisor, or from our website. Last day to withdraw from class: Wednesday, April 15, 2020. Late Start and MAP courses have different withdrawal deadlines. See [www.mxcc.edu/catalog/about/calendar](http://www.mxcc.edu/catalog/about/calendar).

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**NO CLASSES:** Sat., Feb. 15 and Mon., Feb. 17- President's Recess

**NEW STUDENT ACADEMIC ADVISORS: Your Primary Advisor** (assigned by the Admissions Office) will be listed in Student Self-Service channel of **MyCommNet**. Click on Student Records. Select **MxCC** 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.

**PHOTO ID CARDS:** May be obtained at the Campus Communication and Information Center in Founders Hall and at MxCC@Platt. 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 Platt High School. Please use common sense and take usual safety precautions: keep possessions in sight; lock your car, do not give out personal info to strangers.

**VETERANS:** MxCC is a Gold Level military-friendly college. Visit the veteran's webpage at [www.mxcc.edu](http://www.mxcc.edu) for more info and feel free to use the Veteran's O.A.S.I.S. (lounge space with computers) located in the library.

**STUDENT HANDBOOK:** a must read for all students. Familiarize yourself with college lingo, all academic, campus, and conduct policies, "good-to-know" info, as well as a comprehensive financial literacy section, student life on campus, and a section for parents.

[www.mxcc.edu/nso](http://www.mxcc.edu/nso)

**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 few 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 schedule to the MxCC bookstore** as soon as possible to get your textbooks. If you wait until school starts you may have to brave lines between classes. Most faculty regularly use the textbooks and assign work on the first day.

**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!

Remember: the library has textbooks on reserve for use in the library only.

**NETBOOKS & LAPTOPS FOR LOAN:** In a jam not having a computer? Netbooks can be borrowed for a period of 14 days-no renewals- through the library and at Platt.

Our Computer Club Tech Center in Snow Hall, Room 512, also has a limited number of laptops to borrow for the semester. Check out their services.

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New Student Orientation Form

## Things you need to know your first week!

### TOP 10 LISTS FOR A SUCCESSFUL STUDENT

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

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. [mxcc.edu/catalog](http://mxcc.edu/catalog)
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. F's stay**. You can't change them. F's 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

*"It is the province of knowledge to speak and it is the privilege of wisdom to listen."* –Oliver Wendell Holmes

*"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

## ***N.S.O. - FREQUENTLY ASKED QUESTIONS: (good ones)***

1. **When do we get the syllabus?** Reviewing the syllabus is typically a first day of class activity. Syllabi for online courses are usually available on Blackboard one week prior to the start of classes.
2. **How do I get my student ID?** Photo ID's are taken on a walk-in basis throughout the semester. The College Information and Communications Center (CICC) in Founders is open from 9am – 5pm Monday – Friday. It offers extended hours at the start of the Fall and Spring semesters. MxCC@Platt students may obtain their photo ID card from the Platt Coordinator in the Media Center. In order to obtain an ID, you must provide your current class schedule and a photo ID such as a driver's license. (this policy is to help protect students against identity theft) Your ID will be given an expiration date which is the end of the semester you are enrolled in. Please keep your ID card for future semesters so that all you will need to request later on is a new expiration label. Your Photo ID card must be presented when requested; it also serves as your library card.
3. **When should I get books? When are they needed?** Typically, you want to get your books by the time classes begin. It is likely you will have assignments after the first class. There will be lines the first days. It is rare that faculty do not use the books listed as required texts.
4. **Is there an option for e-textbooks?** Yes. There are many digital textbooks available. Visit: <http://www.bkstr.com/middlesexccstore/home> for more digital course materials information.
5. **How much do books cost?** You can check your textbook info and pricing in myCommNet and at the bookstore website.
6. **Do I have to get textbooks from the bookstore?** No, you may shop around but the bookstore **guarantees** that you get the **right** textbook **before** classes begin. Their Price Match program works for you!
7. **What do I need to bring to the bookstore when I purchase my books?** Your class schedule printout. If you pay with Financial Aid, you need to bring a photo ID. If you are renting, you must be 18 years of age, present a valid government issued ID (driver's license, passport) and a credit or debit card in your own name.
8. **How do I find out who my academic advisor is?** When assigned, your advisor is listed in myCommNet.
9. **What is the average class size?** MxCC has classes as small as 10 students and as large as 40.
10. **How do I know if there is a snow cancellation?** You will receive a myCommNet alert. MxCC also notifies local TV and radio stations, makes the announcement on the college website and on the main phone line.
11. **What happens on the first day of class?** It varies with the Professor or Instructor. Detailed info is on the New Student Orientation website: [www.mxcc.edu/nso](http://www.mxcc.edu/nso)
12. **How do I access online classes? How do I use Blackboard?** All students taking an online course for the first time are advised to attend either an on-ground or on-line Orientation session. Multiple sessions are offered the first week of classes. Visit: [www.mxcc.edu/distance](http://www.mxcc.edu/distance)
13. **How do I link my college email to personal email?** Go to <http://my.commmnet.edu>; click on Office 365 email and follow prompts.
14. **How do I get involved in clubs?** Complete the Student Senate & Club Interest Form available at Orientation or visit Student Activities Office, Room 127, Founders Hall.
15. **Can you start your own club?** Sure! Student Activities can help with that.
16. **How do I get a tutor?** Just visit the Academic Success Center in Chapman 717.
17. **What is the process of transferring to other schools, in-state and out of state?** The Career Development & Counseling staff can assist you with that process. Your advisor is a good place to start too. <http://mxcc.edu/cdcc/transfer-planning/>
18. **What are the bus routes?** Bus route info is available at [www.middletownareatransit.org](http://www.middletownareatransit.org)